

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting AGENDA FOR WEDNESDAY, OCTOBER 27, 2021

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

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

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

HOW TO OBSERVE THE MEETING:

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

Enter the Meeting ID# 894 2190 6899 followed by the pound (#) key.

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

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/89421906899> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone and enter Meeting ID# 894 2190 6899.

-
1. CALL TO ORDER – ROLL CALL
 2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
 3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
 4. PUBLIC HEARING: (Public comments limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)
 5. UPDATE BY DIRECTOR:

Update District Board on actions taken by Director Barassi.
 6. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS: (These items are typically for exchange of information only. No action will be taken at this time.)
 - a. Recreation Department.

- b. Maintenance Department.
- c. Port Costa Sanitary Department.
- d. Crockett Sanitary Department.
- e. Governmental matters.
- f. Announcements and discussion.

7. **CONSENT CALENDAR:** Consideration of a motion to approve the following items:
(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)

- a. Approve Minutes of August 25, 2021 and September 22, 2021.
- b. Approve payment of District bills.
- c. Receive Minutes of Commissions and Committees.

8. **ADMINISTRATIVE:**

- a. Consider consent Items removed from Consent Calendar.
- b. Consider Resolution No. 21/22-06 authorizing remote teleconferencing meetings for the period of October 29 through November 28, 2021 pursuant to Brown Act provisions.

9. **BUDGET AND FINANCE:**

- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.'
- b. Consider approval of new contract for General Manager, as recommended by the Personnel Committee.
- c. Consider annual Return-to-Source (RTS) announcement.
- d. Discuss District Office funding allocations.

10. **REPORTS FROM BOARD MEMBERS:**

(These items are typically for exchange of information only. No action will be taken at this time.)

- a. Personnel Committee – Members Barassi, Bartlebaugh, Cusack and Wilson
- b. Budget & Finance Committee – Members Mackenzie and Peterson
- c. Inter-agency meetings:

11. **CLOSED SESSION:**

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

OPEN SESSION:

12. **ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION:**

13. **FUTURE AGENDA ITEMS:**
Approve meeting and holiday schedule for 2021 (Nov.).
Election of officers (Dec.).
Discuss Accessory Dwelling Units.
Discuss policy on delegation of authority to Commissions.
Adopt capital asset depreciation schedule.
Adopt capacity charge ordinance on Accessory Dwelling Units.
Review and adopt ADA compliance plan.
Adopt policy for use of private devices and e-accounts.
Develop policy on proposals for new programs without established funding.
14. **BOARD COMMENTS:**
15. **ADJOURNMENT** to November 17, 2021

HOW TO SUBMIT PUBLIC COMMENTS:

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

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

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

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

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

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525

850 Pomona Street

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, AUGUST 25, 2021

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Barassi. Present were Board Members Kirker, Mackenzie and Peterson, along with Recreation Department Manager Wilson, Administrative Services Manager Gunkelman, District Engineer Murdock, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present was Sanitary Commissioner Wais. Director Bartlebaugh was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Mary Wais said that on September 11 at 4:00 pm the Crockett Museum will celebrate their 40th birthday. Kent Peterson said the Crockett Improvement Association is having a town cleanup on October 16. He would like permission to have a debris box at the new office building in November for a residential cleanup.
4. PUBLIC HEARING: None
5. UPDATE BY DIRECTOR: Director Barassi said he continues to have weekly staff meetings with the Crockett Sanitary Department. He said he has finished the contracts for the new employees and will pass them on to the attorney to look over.
- 6.a. RECREATION DEPT. REPORT: Mr. Wilson reported the pool will only be open for two more weekends. He said the Crockett Swim Team is renting the pool on September 11 for their end of the year pool party. Mr. Wilson said Mr. Gunkelman is working on the bid package for the Retaining Wall and Stairs Project. He said there is graffiti in the stairwell at Memorial Hall. Director Barassi had a request from some people in Port Costa who are avid roller skaters to their level of sort of touring the country and asked about whether or not the facilities at Alexander park would be available for that or renting the tennis courts for an outdoor roller skating event. Mr. Wilson said no.
- 6.b. MAINTENANCE DEPARTMENT: Director Peterson said a few months ago the Board asked people to put their heads together and propose an overview to how the new office building property is to be used. He said next month he will have something.
- 6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of July 14. Mr. Barnhill reported No Sanitary Sewer Overflows (SSO's) last month and no exceedances. He said a bypass has been installed from the last manhole on the collection system into the top of the septic tank. He said that bypass was an eight inch line that was chopped into the exposed above ground cone or the manhole and runs along the surface and dumps into the hatch. Mr. Barnhill presented a document titled 10 Year Exceedances and Flow Information. He said it is pretty self-explanatory. Director Peterson asked why are there so many exceedances. Mr. Barnhill said if you look at the last two years, there have been no laboratory exceedances. He said between 2019 and 2020 is when the septic tank was full and the baffles were reinstated. Director Kirker said he noticed that the flow more than doubled from 2016 to 2017. Mr.

Barnhill said that was a pretty wet year. Director Kirker said he is talking about the average flow from January through June gallons per day. Mr. Barnhill said that was a flood year.

6.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of July 21. Mr. Murdock reported No Sanitary Sewer Overflows (SSO's) last month. He received a call from Merv Silverman who lives above the park and he is concerned about fire danger. Mr. Murdock went and looked and there are a number of dead trees, probably 20 or 30. He spoke with Crockett Fire Chief Dean Columbo who is trying to contact Cal Fire. Apparently, Cal Fire has funds set aside for mitigating fire danger on public lands. He said back in March he asked the Sanitary Commission for approval on \$365K worth of repairs and he has done a number of those repairs but one is still pending and a couple were never started. He said he is having a hard time getting contractors to bid on some of these jobs. Director Peterson said it is okay to have just one bid come in, but as long as you are reaching out to several potential bidders.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman reported this afternoon there was a State Lands Commission (SLC) meeting. He said among many things, the SLC addressed the Nantucket area, and despite a lot of city involvement they decided to authorize staff to obtain bidding on demolition. Mary Wais asked if it was the restaurant. Mr. Gunkelman said it is the restaurant, Marina and all the pilings. He said everything basically from the Scout Hall to the Bass Clubs property. Director Kirker said he attended that meeting also and Mark Manzione from the Sanitary Commission made a statement as a citizen not from the Sanitary Commission. He said only the President can speak publicly for the District. He said some time in the near future there should be a discussion on where responsibility lies. Director Kirker said another item to follow up on is to make sure they are going to demo the building. He said we need to make sure that lateral is kept correctly to our specifications. Staff will need to take that to the SLC.

6.f. STAFF ANNOUNCEMENTS: None

7. CONSENT CALENDAR: Director Peterson asked that Items 7.a. and 7.d. be removed for further discussion. The following consent items were approved unanimously (mk/jm):

- b. Approve payment of District bills (warrants Rec. 9303-9382; PCSan, 1343-1349; CVSan 6493-6519; Maintenance 433-438).
- c. Receive Minutes of Commissions and Committees.

8.a. CONSENT ITEMS REMOVED:

Item 7.a. Minutes of July 28, 2021

- Director Peterson said under Item 3. public comments – The last sentence should read "He said that former board member of the District, Steve Perkins, is in hospice care.
- Director Peterson said under Item 9.a. Minutes of June 23, 2021 – He doesn't understand what is meant by how to decide on a second auditor. He said we are not allowed to pick the second auditor. The auditor does and they don't get to pick what aspect of the audit gets audited.

Item 7.d. Status Reports on Outstanding Items

- Director Peterson said there are a number of errors on the status reports. He said it is unclear as to the next step and even the current status.

A motion to approve Items 7.a. and 7.d. carried unanimously (kp/jm).

8.b. SURPLUS PROPERTY: Mr. Gunkelman reported most of the surplus items were in the new office building when it was purchased. Director Peterson said his plan is to sell the surplus items outside for the town yard sale on October 2 and then trash the rest of the items in the residential cleanup. A motion to approve Resolution No. 21/22-04 declaring certain items as surplus property and authorizing the disposition thereof carried unanimously (kp/mk).

8.c. DISCUSS THE BROWN ACT: Mr. Gunkelman said this item was a request of the board at the last meeting. He presented (1) What to include in the Minutes and (2) Safe Harbor Listings for Closed Sessions. Director Peterson said this is very valuable information for staff to follow and for board members and commissioners to be aware of. Mary Wais said her understanding is the executive order suspending the Brown Act ends on September 30 and that public meetings have to start again on October 1 unless the executive order is extended.

9. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman reported David Farnsworth is going through our audit right now and there is a second auditor conducting an audit of his audit.

10.a. PERSONNEL COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

13. FUTURE AGENDA ITEMS:

Discuss Accessory Dwelling Units (Sept.)

Consider how to address State Lands Commission's need for wastewater outfall condition assessment (Sept.).

Discuss policy on delegation of authority to Commissions.

Adopt capital asset depreciation schedule.

Adopt capacity charge ordinance on Accessory Dwelling Units.

Review and adopt ADA compliance plan.

Adopt policy for use of private devices and e-accounts.

Develop policy on proposals for new programs without established funding.

14. BOARD COMMENTS: Director Peterson said he will be resigning from the District Board by the end of the year.

11. CLOSED SESSION: The Board went into closed session at 8:51 pm.

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

OPEN SESSION: The Board continued in open session at 9:40 pm.

12. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION: Director Barassi said no actions were taken while in closed session

15. ADJOURNMENT: The meeting was adjourned at 9:41 PM until September 22, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
September 21, 2021

CROCKETT COMMUNITY SERVICES DISTRICT

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

MINUTES OF REGULAR MEETING, SEPTEMBER 22, 2021

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Barassi. Present were Board Members Bartlebaugh, Kirker, Mackenzie and Peterson, along with Recreation Department Manager Wilson, Sanitary Dept. Manager Barnhill, District Engineer Murdock and Administrative Services Manager Gunkelman. Also present was Sanitary Commissioner Wais. Asst. District Secretary Witschi was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Director Peterson said he doesn't understand why we are not meeting in person and so he said he is objecting. Vaughn Gunkelman said he will answer that question under Item 6.e. Governmental Matters.
4. PUBLIC HEARING: None
5. UPDATE BY DIRECTOR: Director Barassi reported he continues to have weekly meetings with staff and signing checks twice a month.
- 6.a. RECREATION DEPT. REPORT: Mr. Wilson reported he contacted three construction companies for estimates for the Pomona Street Wall and Stairs Project. He said two are preparing an estimate and one is not able to submit an estimate. He also contacted a landscape architect to see if they were interested in the project for the \$179,000 grant under Prop 68, but he has not heard back from them yet. He said the County has new COVID requirements for indoor events who serve food. Staff has to check everyone ages 12 and up to make sure they have been vaccinated or have a negative test result within the last three days.
- 6.b. MAINTENANCE DEPARTMENT: None
- 6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of August 11, 2021. Mr. Barnhill reported there were no exceedances last month and no sanitary sewer overflows in Port Costa. He said Port Costa has had some power transfer issues. Telstar is going to have to come out and do some work on the Programmable Logic Controller (PLC). He said for some reason it is zeroing out when power is cycled. The automatic transfer switch motor is likely going to have to be changed out. Director Barassi said he just wanted to point out that at the last meeting there was a presentation by the Bull Valley Agricultural Center so there may be some issues coming along with expanding the district boundaries or providing service to the adjacent property that's outside the district.
- 6.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of August 19, 2021. Mr. Murdock reported completion of a repair on Alexander. He said he has contractors doing a repair on Grandview and Rio Vista. There is a long standing problem behind the high school at Third and Ceres on the easement. Mr. Murdock reported he received a \$20K grant

from the Crockett Community Foundation to do some fire mitigation on the hillside behind the Community Center.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman said that in order to teleconference the monthly meetings a resolution must be approved every 30 days per the Brown Act. He said there are some issues that need to be addressed so a special meeting will need to be scheduled. Director Barassi said he is calling for a special meeting on Wednesday, September 29 to deal with any additional issues. Mr. Gunkelman reported FEMA has quite a few grants that are due by January that ties in with several of the other discussions about sea level and possible flooding. He said those grants are between \$1-\$25 million. He said the State Water Board had two meetings and they addressed cybersecurity. They said there is a lot of malware and ransomware being sent and they suggested that everybody gets a threat analysis.

6.f. STAFF ANNOUNCEMENTS: None

7. CONSENT CALENDAR: Items a and b have been removed for further discussion. The following consent item was approved unanimously (mk/lb):

c. Receive Minutes of Commissions and Committees.

8.a. CONSENT ITEMS REMOVED:

a. Approve Minutes of August 25, 2021 – Item 6.a. – Recreation Dept. Report: Mr. Gunkelman said he was not working on the bid package for the Retaining Wall and Stairs Project. He would like to review the tape and bring the Minutes back next month for approval.

b. Approve payment of District bills (warrants Rec. 9383-9449; Maintenance 439-444, PCSan, 1350-1359; CVSan 6521-6542) – Director Bartlebaugh said Warrant No. 6526, El Sobrante Sewer should read "Sewer Main Replacement Kendall Avenue," not lateral.

A motion to approve Item b, as amended, carried unanimously (sb/mk).

8.b. WASTEWATER OUTFALL CONDITION ASSESSMENT: No report.

8.c. MONTHLY CALENDAR ITEMS COMPLETED: Mr. Gunkelman reported there are some important deadlines coming up soon. Director Barassi said for August 2021 it has a deadline August 1 to submit sewer use charges and Recreation tax. He asked has that been completed. Mr. Gunkelman said the items with the "x" have been completed. He said the item with a "v" Mr. Barnhill is working on. Mr. Gunkelman said it was requested at the last meeting to keep you up to date on items that may or may not be slipping through the cracks, and there are several. He is late on getting C&H their quarterly service fee invoice. He is not sure what the Republic Services waste grit agreement entails. The Household Hazardous Waste was something that was terminated due to COVID. Mr. Gunkelman said he is on track to have all October items completed.

8.d. MONTHLY CALENDAR DEADLINES: None

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman reported the financial sheets are the same sheets you saw last month. He said he hasn't had a chance to do the new ones.

9.b. ANNUAL REVIEW OF INVESTMENT POLICY: It was the consensus of the Board that no changes to the Investment Policy are needed at this time.

9.c. RETURN-TO-SOURCE: Director Peterson said he will need to come in the office and let you know how to calculate the Return-to-Source splits. This item will be continued to next month.

9.d. DISTRICT OFFICE FUNDING ALLOCATIONS: Mr. Gunkelman reported this has been up for discussion for quite some time now, but it was recommended by the auditor. He has reached out to the attorney to get some clarity on this but has not heard back from her yet. This item will be continued to next month.

10.a. PERSONNEL COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

13. FUTURE AGENDA ITEMS:

Discuss District Office funding allocations (Oct.).

Discuss Accessory Dwelling Units (Nov.).

Discuss policy on delegation of authority to Commissions.

Adopt capital asset depreciation schedule.

Adopt capacity charge ordinance on Accessory Dwelling Units.

Review and adopt ADA compliance plan.

Adopt policy for use of private devices and e-accounts.

Develop policy on proposals for new programs without established funding.

14. BOARD COMMENTS: None

11. CLOSED SESSION: The Board went into closed session at 8:42 pm.

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

OPEN SESSION: The Board continued in open session at 9:27 pm.

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

15. ADJOURNMENT: The meeting was adjourned at 9:28 PM until October 27, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
October 15, 2021

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 10/6/21 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
10/07/2021	RONALD D. WILSON	Payroll 9/1/2021 - 9/30/2021	2,572.36	9450
10/07/2021	DAMOND L. BAL	Payroll 9/16/2021 - 9/30/2021	77.57	9451
10/07/2021	DOLORES M. MORALES	Payroll 9/16/2021 - 9/30/2021	814.45	9452
10/07/2021	SUSAN G. WITSCHI	Payroll 9/16/2021 - 9/30/2021	2,320.89	9453
10/07/2021	MEYERS NAVE	Legal Advice	321.81	9454
10/07/2021	AT&T	Phone - #510-787-2414	406.81	9455
10/07/2021	EBMUD	Water - #30385100001	300.92	9456
10/07/2021	EBMUD	Water - #30385200001	1,182.28	9457
10/07/2021	Solis Gardening	Haul and Dump 4 Tables	100.00	9458
10/07/2021	OLIVERO PLUMBING CO.	Test and Certify Backflow Valve	112.50	9459
10/07/2021	PG&E	Gas & Electric	4,072.24	9460
10/07/2021	Ron Wilson	Mileage Reimbursement	137.76	9461
10/07/2021	TERRACARE ASSOCIATES	Landscaping services	305.00	9462
10/07/2021	TERMINIX	Pest Control	154.00	9463
10/07/2021	Denise Leslie	Cleaning & Damage Refund	700.00	9464
10/07/2021	Dominique Bellez	Cleaning & Damage Refund	620.00	9465
10/07/2021	Lani Pallotta	Refund for Cancelled Event	180.00	9466
10/07/2021	UNIVERSAL BUILDING SERVICES	September Janitorial Service, Additio...	1,757.00	9467
10/07/2021	Angelica Ramirez	Cleaning & Damage Refund	535.00	9468
10/07/2021	SDRMA	Mem. #5505	904.34	9469
10/07/2021	UNITED STATES TREASURY (LIA...	68-0114159	2,096.56	9470
10/07/2021	EMPLOYMENT DEVELOPMENT ...	698-1442-4	359.96	9471
10/07/2021	CalPERS Public Employees Retire...	Retir. 1946207465, Retir. 1946207465	2,979.54	9472
Total FUND 3241 - RECREATION			23,010.99	
TOTAL			23,010.99	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 10/7/21 Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3242 - MAINTENANCE				
10/07/2021	PG&E	Gas & Electric - #6193854060-8	178.37	445
10/07/2021	OLIVERO PLUMBING CO.	Test and Certify Backflow Device	112.50	446
10/07/2021	Joel Cadena	VOID: Flooring Construction at 1 ...		447
10/07/2021	GAUNT A. MURDOCK	Hardware and Materials for 1 R.P....	543.37	448
10/07/2021	Villa's Landscape	Invoice #CCSD-500 & CCSD-501....	9,000.00	449
10/07/2021	Crockett Community Foundation	Walk of Honor, Pass Through	15,000.00	450
✓10/07/2021	✓Joel Cadena	Flooring Construction at 1 Rolph P...	✓909.94	✓451
Total FUND 3242 - MAINTENANCE			25,744.18	
TOTAL			<u>25,744.18</u>	909.94

*Cash Balance ok
on 10/7/2021
Hm*

AUDITOR-CONTROLLER
2021 OCT -7 A 11:03



CROCKETT COMMUNITY SERVICES DISTRICT**Crockett Community Services District**Auditor's Date: 10/6/21 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
10/07/2021	CD & Power	Removed Load Leads on Generator and Tied-in	1,460.00	1360
10/07/2021	PG&E	Electric - #2704121327-6	355.77	1361
10/07/2021	MEYERS NAVE	Legal Advice	67.39	1362
10/07/2021	Eurofins Calscience LLC	Invoice 5700069892	470.00	1363
10/07/2021	BACWA	BACWA FY21-22 Membership #CRC03000	2,503.50	1364
Total FUND 3425 - PC SANITARY - O&M			4,856.66	
TOTAL			4,856.66	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 10/6/21 Fund: 342600 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
10/07/2021	All Bay Sewer	CCTV Inspection Manhole W0012	175.00	6543
10/07/2021	CD & Power	Removed Load Leads on Generator and Ti...	1,795.00	6544
10/07/2021	AT&T	Pump Station Alarm - 510-787-1221	197.44	6545
10/07/2021	EBMUD	Water - #55397300001	659.80	6546
10/07/2021	MEYERS NAVE	Legal Advice	615.20	6547
10/07/2021	PG&E	Electric - #6193854060-8	2,728.65	6548
10/07/2021	USA North	2021 Membership	150.00	6549
10/07/2021	SDRMA	Mem. #5505	986.74	6550
10/07/2021	United States Treasury	68-0114159, June 30, 2021, for 941	63.01	6551
10/07/2021	UNITED STATES TREASURY (L...	68-0114159	4,804.68	6552
10/07/2021	EMPLOYMENT DEVELOPMENT...	698-1442-4	968.44	6553
10/07/2021	DKF Solutions Group, LLC	Invoice 10988 - Excavation Competent Per...	260.00	6554
10/07/2021	JAMES G. BARNHILL	Payroll 9/1/2021 - 9/30/2021	4,386.40	6555
10/07/2021	GAUNT A. MURDOCK	Payroll 9/16/2021 - 9/30/2021	2,672.45	6556
10/07/2021	VAUGHN P. GUNKELMAN	Payroll 9/16/2021 - 9/30/2021	2,344.02	6557
10/07/2021	CalPERS Public Employees Reti...	Retire. 1946207465	879.09	6558
Total FUND 3426 - CV SANITARY - O&M			<u>23,685.92</u>	
TOTAL			<u>23,685.92</u>	



CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 10/29/21 Fund: 324100 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
10/21/2021	UNIVERSAL BUILDING SERVI...	Invoice #493661	288.00	9473
10/21/2021	California Cement	Down Payment for Concrete Repla...	4,000.00	9474
10/21/2021	LINCOLN AQUATICS	Lounge Chairs (10) & Linak Battery	6,053.55	9475
10/21/2021	Susan Witschi	Mileage Reimbursement	12.65	9476
10/21/2021	TERMINIX	Pest Control	154.00	9477
10/21/2021	Agustin Morales	Cleaning & Damage Deposit	370.00	9478
10/21/2021	Susan Lin	Cleaning & Damage Deposit	700.00	9479
10/21/2021	LINCOLN FINANCIAL GROUP	CCSYD-BL-1564438	69.19	9480
10/21/2021	DexYP	Advertising	61.35	9481
10/21/2021	TERRACARE ASSOCIATES	Landscaping services	2,171.00	9482
10/21/2021	Jason Holloway	Cleaning & Damage Deposit Refund	182.00	9483
10/21/2021	Sean Moton	Cleaning & Damage Deposit Refund	150.00	9484
10/21/2021	DAMOND L. BAL	Payroll 10/1/21 - 10/15/21	77.58	9485
10/21/2021	DOLORES M. MORALES	Payroll 10/1/21 - 10/15/21	1,096.05	9486
10/21/2021	SUSAN G. WITSCHI	Payroll 10/1/21 - 10/15/21	2,265.25	9487
10/21/2021	USBank	Various #4127134555573937	872.59	9488
10/21/2021	STATE COMPENSATION INSU...	Workers Comp 219383	615.36	9489
Total FUND 3241 - RECREATION			19,138.57	
TOTAL			19,138.57	



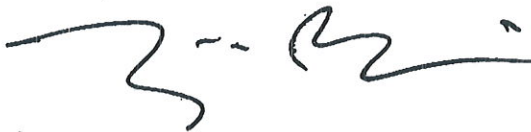
2021 OCT 20 P 1:29
AUDITOR-CONTROLLER

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 10/20/21 Fund: 342600 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
10/21/2021	All Bay Sewer	Invoice #208	52,000.00	6559
10/21/2021	STATE WATER RESOURCE...	Contract No. 00822-550-0, Projec...	7,666.48	6560
10/21/2021	L.R. PAULSELL CONSULTING	Invoice CVSD 21-11, High Press...	10,740.00	6561
10/21/2021	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	48.15	6562
10/21/2021	STATE COMPENSATION INS...	Workers Comp 219383	523.22	6563
10/21/2021	GAUNT A. MURDOCK	Payroll 10/1/21 - 10/15/21	2,639.79	6564
10/21/2021	VAUGHN P. GUNKELMAN	Payroll 10/1/21 - 10/15/21	1,485.47	6565
Total FUND 3426 - CV SANITARY - O&M			<u>75,103.11</u>	
TOTAL			<u><u>75,103.11</u></u>	

AUDITOR-CONTROLLER
2021 OCT 20 P 1:29



CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 10/20/21 Fund: 342500 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
10/21/2021	CD & Power	Invoices 01-49692 & 01-51005	2,026.24	1365
10/21/2021	L.R. PAULSELL CONSULTING	Invoice PCSD 21-10	480.00	1366
10/21/2021	Sierra Chemical Company	Invoice# 138113	400.63	1367
10/21/2021	Valley Operators, LLC	September Monthly Service, Balance on T...	4,500.77	1368
10/21/2021	U.S. BANK	Various 4127134555573937	38.98	1369
Total FUND 3425 - PC SANITARY - O&M			7,446.62	
TOTAL			<u>7,446.62</u>	

AUDITOR-CONTROLLER
2021 OCT 20 P 1:30

- J. B.

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 10/20/21 Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3242 - MAINTENANCE				
10/21/2021	Villa's Landscape	Invoice #CCSD503	4,037.50	452
10/21/2021	Joel Cadena	Construction and Maintenance at ...	1,700.00	453
10/21/2021	CONTRA COSTA COUNTY TR...	Parcel Number 354-203-002-2, Bil...	74.70	454
10/21/2021	USBank	Various #4127134555573937	915.32	455
Total FUND 3242 - MAINTENANCE			<u>6,727.52</u>	
TOTAL			<u><u>6,727.52</u></u>	

AUDITOR-CONTROLLER
2021 OCT 20 P 1:30



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, JULY 12, 2021

1. CALL TO ORDER: The meeting was called to order at 6:13 PM by Chairperson Cusack. Present were Commissioners Scheer and Valentini, along with Department Manager Wilson and Facilities Manager/Asst. Secretary Witschl. Commissioners Airoidi and Choquette were absent.

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

3. PUBLIC COMMENTS: None

4. CONSENT CALENDAR: The following consent item was approved unanimously (as/jv):
a. Approve Minutes of June 7, 2021.

5.a. CONCERT AT COMMUNITY CENTER: Mr. Wilson said the Recreation Department is planning to have a free music concert at the Gazebo on Sunday, August 1 from 3:00 – 6:00 pm. He said Mercy & the Heartbeats will be performing. He is planning on giving popcorn and hotdogs away for free and asking for donations on the food, but will sell the drinks. He asked the Commissioners to help out that day if they are available.

5.b. DAVID BOTTA'S BENCH: Mr. Wilson said the cement for David Botta's bench has now been laid and on Tuesday, July 13 the contractor will assemble the bench to the cement pad. He asked the Commission if they would like some sort of unveiling or a ceremony. The Commission decided to have an unveiling of the bench on Sunday, July 25 at 11:00 am and invite David Botta's family, the District Board, the Police Liaison Committee and the Recreation Commission and afterwards have coffee and cake.

6. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Wilson reported a balance of \$402K in investments.

7. DISTRICT BOARD ACTIONS: No report.

8. REPORT OF DEPT. MANAGER: Mr. Wilson reported the pool has been doing very well. He said this past weekend the pool brought in almost \$5,000 and they can barely keep the snack bar stocked. He said the bad news is there is a shortage of chlorine. He said if he is not able to get anymore chlorine the pool will have to close. He will talk to the person he gets the chlorine from and see what they can do.

9. COMMISSIONERS: None

10. FUTURE AGENDA ITEMS:

11. COMMISSIONER COMMENTS: None

12. ADJOURNMENT: The meeting was adjourned at 6:52 PM until September 13, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
July 13, 2021

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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

MINUTES OF REGULAR MEETING, SEPTEMBER 8, 2021

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Surges. Present were Commissioners Cusack, Klaiber, List and Scheer, along with Dept. Manager Barnhill, District Engineer Murdock and Asst. District Secretary Witschi. Also present were Eric Olson, Kirsten Weeks and Brent Buckhum.

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

3. PUBLIC COMMENTS: None

4. PUBLIC HEARING: None

5.a. SELF-MONITORING REPORT: Mr. Barnhill reported no exceedances in July and no spills.

5.b. DISTRICT BOARD ACTIONS: None

6. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission.

7.a. INFLUENT PUMP: Mr. Barnhill reported Pump #2 is still operational. Operators will focus on Pump #1.

7.b. SANITARY SERVICE: Brent Buckhum introduced his team Eric Olson, Civil Engineer and Kirsten Weeks, Project Manager and said they have been working with the community for about three years and currently in the process of submitting planning approval for the project at the Bull Valley Agricultural Center. He said the team is designing a non-profit school that will have about 50 students and faculty associated with that. He said right now they are submitting to the county and trying to work with you to get approval of the project and involvement of this project. The project is a habitat restoration semester school for about 45 to 50 students per semester, where they will be learning habitat restoration skills working on the land there as well as throughout the watershed. Commissioner Surges asked if there is a timeline of the project. Mr. Buckhum said they are basically planning to submit to the county this fall. Commissioner Scheer asked where would the sewer hookup. Mr. Buckhum said there are two components of renovating the historic building and they are working with conservation on that. He said that will include some upgrades, but probably not a sewer upgrade.

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported hydro was run on three lines last month. He said one of the lines runs parallel to Canyon Lake Drive, on the North side, from Prospect Avenue behind properties 64 Canyon Lake Drive down to 26 Canyon Lake Drive. There were medium roots in that line. Roots have been picking up this year due to drought conditions, the roots are hunting water. These are things to be aware of and he might adjust that line cleaning frequency. The schedule right now is a 12-month rotation,

though he might hydro the line segment again in this wet season. That line is also the one that runs underneath houses, so if there's a problem there, it might not necessarily come up out of a manhole. A spill might come up inside a property. He is waiting on a proposal to look at the motor stop switches down in the pump room. He will bring those to the next meeting if he receives reasonable proposals.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9. REPORTS FROM COMMISSIONERS: Commissioner Klaiber asked what happened with the generator. Mr. Barnhill said what he understands is it ran and operated and sent power over. It's coming up on its annual service. Commissioner Klaiber said they had to borrow her neighbor's generator. Commissioner List said that was his generator and he was down there with Rudy and the main generator did not come on when the power went out. Rudy needed a small generator that he could walk across the tracks.

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

- a. Approve Minutes of August 11, 2021.
- b. Receive Status Report on outstanding issues.

11. FUTURE AGENDA ITEMS:

Discuss limit switches and generator.

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:27 PM until October 13, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
October 12, 2021

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, SEPTEMBER 15, 2021

1. CALL TO ORDER: The meeting was called to order at 7:07 PM by Chairperson Manzione. Present were Commissioners Adams and Wais, along with District Engineer Murdock, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Commissioner Mauler was absent. Administrative Services Manager Gunkelman arrived later.

2. AGENDA ORDER: There were no requests to change the agenda order.

3. PUBLIC COMMENTS: None

4. PUBLIC HEARING: None

5. CONSENT CALENDAR: The consent items were approved unanimously (mw/ha):

- Approve Minutes of August 19, 2021.
- Consider Status Report on outstanding items.

6.a. DISTRICT BOARD ACTIONS: Mr. Murdock reported on the actions taken by the District Board in August. He said the Board approved moving forward with changes to the Accessory Dwelling Unit policy. He said the Wastewater Committee should meet and discuss this issue, along with lateral inspection fees.

6.b. ANNOUNCEMENT OF VACANCY: Commissioner Manzione said he understands that Darcy Trask will not be applying for the vacancy on the commission. The Announcement of Vacancy will be re-posted for 30 days.

7. ENFORCEMENT ACTIONS: None

8. FINANCIAL REPORT: Mr. Gunkelman arrived at 7:20 pm. The monthly statement of Department finances was examined by the Commission. Mr. Gunkelman reported the audit began yesterday. He said we are approaching a deadline on reaching a consensus on the splits for the new office building on how the departments are going to handle those. He said no decisions construction wise at the new office building have been made and which parts of the building are going to be used by staff and which parts of the building are going to be for rental on a permanent basis.

9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported there was a power outage recently and he thinks there has to be a better solution than calling West County Wastewater District (WCWD) to come sit and watch a generator run for two hours every time. He is looking into a suitable battery and said there is not a lot of energy required. It does have some things make it a little more difficult than typical off the shelf battery power, it needs to be 240 volt needs to be a little bigger than most put out not bigger than all. He said a job on the easement on Alexander has been completed cleared. He said he has made an informal agreement to hire a landscaping crew to remove some of the dead trees

on the hillside above Alexander Park. He received a grant from the Crockett Community Foundation for \$20K to do the work.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman reported he attended the State Lands Commission meeting and they approved to move forward to obtain bidding to demo and dredge down at the Nantucket. Commissioner Adams reported has been a committee set up to modify the demolition of the Nantucket to leave the infrastructure in place in case there is a viable waterfront there again someday.

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: Mr. Murdock reported there are some items to discuss so a meeting should be setup in the near future.

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Consider allocation of floor space at the new office building.
- Communication with District Board.
- Consider lateral inspection increase.
- Consider procedures for ADU applicants.
- Consider restoring the Budget & Finance Committee.
- Progress reports as appropriate for new District offices.
- Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
- Video outreach for FOG and no wipes down drain.
- Recommend award of contract(s).
- Recommend payment for sewer project(s).

13. COMMISSIONER COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 8:10 PM until October 20, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
October 13, 2021

RESOLUTION NO. 21/22-06

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT
PROCLAIMING A LOCAL EMERGENCY, RE-RATIFYING THE PROCLAMATION
OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-15-21,
SEPTEMBER 20, 2021, AND AUTHORIZING REMOTE TELECONFERENCING MEETINGS
OF THE LEGISLATIVE BODIES OF THE CROCKETT COMMUNITY SERVICES DISTRICT
FOR THE PERIOD OF OCTOBER 29, 2021 THROUGH NOVEMBER 28, 2021, PURSUANT
TO BROWN ACT PROVISIONS**

WHEREAS, the Crockett Community Services District ("District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, the District is an independent special district and the meetings of its legislative bodies are open and public in compliance with the legal requirements of the Ralph M. Brown Act (Government Code§ 54950 - 54963); and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted Resolution Number 21/22-5 on September 29th, finding that the requisite conditions exist for the legislative bodies of the District to conduct remote teleconference meetings without compliance with section 54953(b)(3); and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e) the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, such conditions persist in the District, specifically, under the Proclamation of a State of Emergency by Governor Newsom on March 4, 2020, and Executive Order N-12-21 extending the effective date through December 31, 2021; and

WHEREAS, Contra Costa County has issued health orders and guidelines for public safety, requiring masks indoors and proof of vaccinations at all government facilities; and

WHEREAS, the Board of Directors does hereby find that a potential threat to public health and safety continues to exist, and is likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to re-ratify the proclamation of the state of emergency by the Governor of the State of California, and the guidelines set forth by Contra Costa County; and

WHEREAS, as a consequence of the emergency circumstances, the Board of Directors does hereby find that the legislative bodies of the Crockett Community Services District shall continue to conduct their meetings without compliance with section 54953(b)(3), as authorized by section 54953(e), and such legislative bodies shall comply with the requirements for the public to access the meetings as described in 54953(e)(2); and

WHEREAS, the District's regular meeting place has been established as the Crockett Community Center in Crockett by District Code Section 2.04.040, except as otherwise designated pursuant to District Resolution 1920-18; and

WHEREAS, it is the intent of the Board for it and its other legislative bodies to continue to hold meetings in order to receive information, provide direction, and make decisions on behalf of the District while still complying with social distancing requirements during the pandemic; and

WHEREAS, the District shall continue to hold all meetings subject to the Brown Act via teleconference or other electronic means, as posted on the District webpage, and as noticed on the bulletin boards located at the Crockett Community Center.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Crockett Community Services District, that:

1. The above-referenced recitals are true and correct and material to the adoption of this Declaration.
2. The Board hereby proclaims that the safety of life and property cannot be assured in the District at this time.
3. The Board hereby re-ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of October 29, 2021.
4. The Staff and legislative bodies of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting regular meetings of the Board, and any and all other meetings of the Crockett Community Services District's legislative bodies that are subject to the Brown Act.
5. This Resolution shall take effect immediately and shall remain in effect until November 28, 2021, or such time that the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Crockett Community Services District may continue to teleconference without compliance with section 54953(e)(3).

This Declaration is not intended to, and does not; create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the Crockett Community Services District, its departments, officers, employees, contractors, or any other person.

PASSED AND ADOPTED by the Board of Directors of the Crockett Community Services District on this 27th day of October 2021, by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAINED:

Luigi Barassi, Board President

Attest:

Kent Peterson, Board Secretary

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 ~ Crockett, CA 94525

850 Pomona Street

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG:	10-27-21	LATEST FUND REPORT:	10-12-21
-----		-----	
CCSD FUND 3240		CCSD FUND 3240	
-----		-----	
CASH CARRIED FORWARD:		CASH CARRIED FORWARD:	
REC DEPT:	\$16,035.40	CVSAN DEPT:	\$67,071.37
ACTIVITY:		ACTIVITY:	
Cash Conversion	\$ 1,446.37	Cash Conversion	\$ 7,383.07
Prop Tax		Prop Tax	
-----		-----	
CASH BALANCE (Rec):	\$17,481.77	CASH BALANCE (CVSan):	\$74,454.44
-----		-----	
ADV ON TAXES (Rec):	\$ 62,402.37	ADV ON TAXES (CVSan):	\$318,481.75
-----		-----	
060 Adv beginning bal	\$62,044.99	060 Adv beginning bal	\$316,657.47
Cash Conversion		Cash Conversion	
Sec Tax Apportion		Sec Tax Apportion	
Ending Balance	\$ 62,044.99	Ending Balance	\$316,657.47
-----		-----	
160 Supplmt begin bal	\$357.38	160 Supplmt begin bal	\$1,824.28
Uns Prop Tax	\$ 1,446.37	Uns Prop Tax	\$ 7,383.07
Cash Conversion	(\$1,446.37)	Cash Conversion	(\$7,383.07)
Ending Balance	\$357.38	Ending Balance	\$1,824.28
-----		-----	
FUND BALANCE (Rec):	\$79,884.14	FUND BALANCE (CVSan):	\$392,936.19
-----		-----	
		MAINT DEPT PROPERTY TAXES ALLOC:	
		Cash Carried Forward:	\$2,809.33
		Cash Conversion	\$ 171.01

		Cash Balance (Maint)	\$2,980.34

		060 Adv Beginning Bal	\$7,344.56
		Cash Conversion	\$0.00
		Ending Balance	\$7,344.56

		160 Supplmt begin bal	\$42.25
		Uns Prop Tax	\$171.01
		Cash Conversion	\$ (171.01)
		Ending Balance	\$42.25

		FUND BALANCE (Maint):	\$10,367.15

		TOTAL CSD 3240 BALANCE:	\$483,187.48

\\administrative\\bud&fin\\wrkshtCSD.xls

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

9.a.

CROCKETT COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

AS OF October 1, 2021

Beginning invested balance: 9/1/2021\$ 4,964,200.84RECREATION DEPT. OPERATING FUND 3241

LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21

\$ 298,396.94

Activity:

Ending balance:

\$ 298,396.94

MAINTENANCE DEPT. MEMORIAL HALL FUND 3242

LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21

\$ 186,110.75

Activity:

Ending balance:

\$ 186,110.75

PORT COSTA SANITARY DEPT. OPERATING FUND 3425

LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21

\$ 125,272.71

Activity:

Ending balance:

\$ 125,272.71

CROCKETT SANITARY DEPT. OPERATING FUND 3426

LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21

\$ 3,380,350.08

Activity: Transfer to Cash on 9/7/2021

\$ (100,000.00)

Ending balance:

\$ 3,280,350.08

CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427

LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21

\$ 902,606.75

Activity:

Ending balance:

\$ 902,606.75

CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429

LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21

\$ 71,463.61

Activity:

Ending balance:

\$ 71,463.61

Closing invested balance: 9/30/2021\$4,864,200.84

All investments of the Crockett Community Services District have been made through the Treasurer, Contra Costa County. Pursuant to Gov't Code Section 53646, I hereby certify that the invested funds are in compliance with the investment policies of the Crockett Community Services District and provide sufficient liquidity to meet budgeted expenses for each respective departments for the next six month period.


 Vaughn Gunkelman, Administrative Services Manager

Date: 10/27/2021

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: 10-27-21

LATEST FUND REPORT 10-12-21

OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$27,320.86	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$258,500.00
CHECKS and PAYMENTS		Archt. Phase1	(\$15,427.99)
Warrant (443-451)	(\$27,180.23)	Engnr. Phase1	(\$33,934.00)
Transfer from Inves	\$20,000.00	Other CapX	(\$4,605.65)
DEPOSITS		WofH P66 Balance	\$204,532.36
Walk of Honor DP	\$20,000.00	Other MH O&M Bal	\$8,609.44
Donations	\$1,549.95	BRIDGEHEAD	\$1,174.34
Suplus sale	\$465.48	PLAZA/FENCES/LIGHTS	(\$876.68)
CASH BALANCE:	\$42,156.06	DOGPARK COST CENTER	\$844.14
INVESTED BEG. BAL:	\$186,110.75	ACCRUED DEBT:	
Transfer to cash	(\$20,000.00)	PCADVISORY due MH	\$1,170.20
INVESTED END. BAL:	\$166,110.75		
FUND BALANCE:	\$208,266.81	TAXES held in 3240	\$10,367.15

VB

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: 10-27-21

LATEST FUND REPORT: 10-12-21

OPERATING FUND 3241		
CASH CARRIED FORWARD:	\$ 57,437.27	INVESTED BALANCE: \$298,396.94
ACTIVITY:		Invest Interest
		Transfer to Cash
		NET INVESTED: \$298,396.94
<u>CHECKS AND PAYMENTS</u>		
Warrants (9418-9472)	(\$44,485.28)	\$50,222.82 c/d deposits
Wells Fargo CC Fees	(\$352.11)	\$248,174.12 avail. funds
Deposit Slips		
Invest Fees		
		FUND BALANCE: \$470,019.82
<u>DEPOSITS AND CREDITS</u>		
Comm Center Booking	\$22,043.00	*** Below held in cash account ***
Pool Deposit (78)	\$580.00	C/D BEGINNING BALANCE: \$50,222.82
Cost Recovery Bocce		c/d deposit receipts \$0.00
Donations&Pool Rental		c/d deposit refunds \$0.00
Tennis keys		Trnsfr recovery \$0.00
Transfer from Invest		NET C/D ENDING BALANCE \$50,222.82
Summer Concert		
United Way Pass-thru		CAP / RESTRICTED BAL: \$4,639.60
JSHS rent/CCF Grant		Donations \$0.00
Return-to-source		\$0.00
Transfer from 3240		NET CAPITAL REPL. BAL: \$4,639.60
Parking fines		
Bath room Keys		
=		
		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
CASH BALANCE:	\$ 35,222.88	
ADV ON TAXES :	\$0.00	PETTY CASH BALANCE: \$60.00
Rec Tax appor. 9/21/21	\$136,400.00	TAXES held in 3240: \$ 79,884.14
		CO.charges in 3240: \$ -
NET ADV ON TAXES:	\$136,400.00	

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

Commissioners: Jeff Airoidi, Louise Choquette, Tom Cusack, Anne Scheer, 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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.: 10/27/21 LATEST FUND REPORT 10/12/21

OPERATING FUND 3425

CASH CARRIED FORWARD:	\$12,075.45	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1354-1364)	(\$14,368.78)	PYs due CVSan Dep	\$24,233.49
Permit		Loan#2 due CVSan	\$203,986.49
Investment Services		Loan#3 due CVSan	\$150,000.00
LAIF x-fer to cash	25,000.00		

CASH BALANCE:	\$22,706.67	ACCRUED DEBT:	\$378,219.98
---------------	-------------	---------------	--------------

ADV ON SUC BEG. BALANCE	\$0.00
Sewer Service Charge	\$290,786.38
Ending Balance	\$290,786.38

INVESTED BEGIN. BALANCE	\$125,272.71
LAIF Interest 4th qtr	
Transfer to Cash	(\$25,000.00)
Ending Balance	\$100,272.71

FUND BALANCE:	\$413,765.76	\\san\pc\bud&fin\wrksht
---------------	--------------	-------------------------

Commissioners: Tom Cusack, Karren Klalber, Tom List, Anne Scheer, Joe Surges

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 ~ Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTC

10/27/21

LATEST FUND REPORT:

10-12-21

OPERATING FUND 3426

CASH CARRIED FORWARD: \$99,544.63

ACTIVITY:

Warrants (6533-6558) \$ (89,278.43)

Transfer From LAIF

Permit 21-14 - 21-17 \$210.00

Contractor Bond \$ 1,000.00

Transfer from 3240 \$ -

Wells Fargo Fees \$0.00

CXL outdtd Chk 3/21/21 \$ 66,928.46

CASH BALANCE: \$78,404.66

ADV ON TAXES: \$1,342,616.24

060 Prop tax Beginnir \$ -

SUC 9/21/21 \$1,342,616.24

Ending Balance \$1,342,616.24

160 Adv Supp Prop tax \$0.00

Zero out until Dec

Ending Balance \$0.00

INVESTED BEG. BALANCE: \$3,280,350.08

Invest Interest

Transfer to Cash

Ending Balance: \$3,280,350.08

FUND 3426 BALANCE: \$4,701,370.98

TAXES held in 3240: \$392,936.19

CO.charges in 3240: \$0.00

ACCRUED DEBT OWED TO CVSAN:

PCSAN DEPT. \$315,426.19

CONSTRUCTION FUND 3427

CASH CARRIED FORWARD: \$60,017.28

ACTIVITY:

Invstmnt Srvcs 4th qtr

CASH BALANCE: \$60,017.28

INVESTED BEGIN BAL.: \$902,606.75

4th Qtr Interest

INVESTED BALANCE: \$902,606.75

FUND 3427 BALANCE: \$962,624.03

CAPITAL RESERVE FUND 3429

CASH CARRIED FORWARD: \$259.00

ACTIVITY:

Invstmnt Srvcs 4th qtr

CASH BALANCE: \$259.00

INVESTED BEGIN BAL.: \$71,463.61

4th Qtr Interest

INVESTED BALANCE: \$71,463.61

FUND 3429 BALANCE: \$71,722.61

CONTRACTOR BONDS ON FILE:

37 contractors \$37,500.00

Commissioners: Howard Adams, Greg Mauler, Mark Manzione, Mary Wais

VG