

# CROCKETT SANITARY COMMISSION

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, JUNE 17, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Bartlebaugh. Present were Commissioners Adams, Manzione, Wais and Wolthuis, along with General Manager McDonald and Asst. Secretary Witschi. Also present was Director Kirker. Assistant Dept. Manager Barnhill was absent.
2. AGENDA ORDER: Mr. McDonald reported he will be combining Items 7.a. and 7.b. into one discussion point.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent item was approved unanimously (ha/mm):
  - a. Approve Minutes of May 20, 2020.
- 6.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in May. He said the Board authorized purchase of the Hosselkus Chapel dependent upon adjustment of final purchase price to address costs of asbestos abatement. Commissioner Wolthuis asked if the Board has considered what the Crockett Sanitary Department has to say about the purchase of the property. Commissioner Bartlebaugh said he attended the Board meeting and he voiced the concerns of the Sanitary Commission.
- 6.b. DRAFT ORDINANCE ON COLLECTION OF SEWER SERVICE CHARGES: Mr. McDonald reported Ordinance 20-2 language is identical to prior years. He added the following language to 2A-1d – Accessory Dwelling Unit (ADU), “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.” He said this will be presented to the Board on June 24. Commissioner Adams asked how many ADU’s are there in Crockett. Mr. McDonald said he would guess there are about 70 that may qualify but more investigation is needed.
- 7.a. and 7.b. FACILITIES NEEDS ASSESSMENT AND STAFFING REQUIREMENTS: Mr. McDonald reported in 2014 the Crockett Sanitary Department had 1.8 full-time employees (FTE) allocated to handle the workload. In 2020, the actual FTE is at 1.2. Commissioner Wolthuis asked if you are working for the Crockett Community Services District (CCSD) how are you being paid. Mr. McDonald said payroll is paid from Crockett Sanitary and recovered from other departments monthly. He said he has hired consultants to do some of the administrative work, but if we can get staff to do it at a lower cost it would free up some of his time to work more on sanitary work. Commissioner Bartlebaugh asked do you see the full time equivalent of staffing returning back to 1.8 FTE. Mr. McDonald said yes. Commissioner Wolthuis said do you think it’s wise to look at additional staffing until you get yourself situated in the new building. He said there is a financial burden purchasing Hosselkus Chapel and adding staff. Mr. McDonald said it would be difficult to add staff now at the Community Center. It would be six to nine months after moving in to the Chapel before he would fill the position.

Commissioner Manzione said this document achieves the purpose that he was looking for. He said this is a planning document and will still go through revisions. Mr. McDonald said he is still waiting to hear from Carriage Services to see if they accept their offer. Commissioner Bartlebaugh said in this proposal you have one large office and two small offices. Who do you see in these offices? Mr. McDonald said he would be in the large office and Mr. Barnhill would be in a small office and an available extra office for potential future staff.

8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported a cash balance of \$161K.

8.b. PROPOSED BUDGET: Mr. McDonald reported the Crockett Sanitary Department is on a strong financial foundation with estimated expenses for the collection system, treatment plant, and administrative cost centers all under budget. The contingency and rate stabilization reserves will not be used this year. No budget deficit is forecast for the department for the year ending June 30, 2020 and there is no need to revise its current budget. Commissioner Bartlebaugh said he thought the additional staff position was for a Construction Management position. Mr. McDonald said that it is a possibility but the District Board Staffing Management Ad Hoc Committee still has work to do before any final determination is made. Commissioner Manzione said it looks like you have spent a lot of money on insurance. Mr. McDonald said liability insurance is the primary driver for this increase. He said property insurance rates will increase next year.

8.c. VIDEO OUTREACH: Mr. McDonald reported Rodeo Sanitary District reached out to staff and asked if we would like to collaborate with our nearby sister cities to reach residents within Crockett, Rodeo and Hercules with a targeted wipes clog pipes YouTube advertising campaign. The initial start-up for each city/district would be \$500. Mike Kirker asked staff if they thought C&H would be interested. Mr. McDonald said he will reach out to C&H. Commissioner Manzione said the Crockett Community Foundation could be approached about a grant. Mr. McDonald said he will put this down as a future agenda item for list of alternatives.

9.a. STAFF REPORT ON OPERATIONS: Mr. McDonald reported West County Wastewater District has finished rodding outstanding line segments. Payment was received from John Swett High School for their share of the Carquinez Middle School sewer project. Commissioner Bartlebaugh asked if the monthly installment has come in from C&H. Mr. McDonald will reach out to them to see where the payment is.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: Mr. McDonald reported there are still ongoing challenges for the next couple of months due to COVID-19. He said the pool is planning to open on Monday, June 22.

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (Aug.).
- Recommend award of contract(s).
- Recommend payment for sewer project(s).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:03 PM until July 15, 2020.

Respectfully submitted,

*Susan Witschi*

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June 24, 2020