

# CROCKETT SANITARY COMMISSION

## MINUTES OF REGULAR MEETING, MAY 16, 2018

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Adams. Present were Commissioners Wais and Wolthuis, along with General Manager McDonald, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Commissioner Manzione arrived later.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
- 4.a. PUBLIC HEARING – 1225 STARR ABATEMENT CHARGES: Mr. McDonald reported the violation of Ordinance No. 07-1 has been corrected by having Bill's Underground replace the defective sewer under permit. A motion to recommend to the District Board waiving penalties of \$500.00 and collecting abatement fees of \$193.97 carried unanimously (mw/jw).
- 4.b. PUBLIC HEARING – 11 CROLONA HEIGHTS: Mr. McDonald reported the owner is asking for a three-month extension to come into compliance with Ordinance No. 07-1. He said the defect is very minor. A motion to approve a three-month extension carried unanimously (mm/jw). Commissioner Manzione arrived at 7:04 pm.
- 4.c. PUBLIC HEARING – 574 ALHAMBRA: Mr. McDonald reported the owner of 574 Alhambra has not been in contact with staff. The property remains in violation of Ordinance No. 07-1. A motion to record the Notice of Violation with the Contra Costa County Recorder's Office and schedule a second hearing was approved unanimously (mw/mm).
- 4.d. PUBLIC HEARING – 735 EDWARDS STREET: Mr. McDonald reported the owners have provided staff with a signed contract for repair of the building sewer which will bring them in compliance with Ordinance No. 07-1 once work is completed. A motion to continue hearing for one month carried unanimously (jw/mw).
5. REPORT OF DISTRICT COUNSEL: None
6. CONSENT CALENDAR: The consent items were approved unanimously (mw/mm):
  - a. Approve Minutes of April 18, 2018.
  - b. Receive Status Report on outstanding issues.
7. REPORT OF CONSULTING ENGINEER: None
- 8.a. ENFORCEMENT ACTIONS: Mr. McDonald presented recent enforcement actions. No action was needed or taken.

8.b. ASSET MANAGEMENT SOFTWARE: Mr. McDonald presented a memo along with a cost comparison from multiple vendors to replace our current InnoVize InfoMaster sewer system asset management software. He said the Wastewater Committee has reviewed the details and recommends moving back to RedZone ICOM software. Commissioner Manzione said there are three items he would like to point out: (1) As we are a small system there is concern that vendors would not want to service us as profit margin would be too low; (2) There are two qualitative factors that must be considered that are not mentioned on memo: the amount of time spent on the current software and increased productivity using different software; (3) Longevity of business, some vendors are just starting out and continued long-term support should be considered. A motion to recommend to the District Board to use RedZone ICOM for our sewer asset management software and authorize General Manager to accept their proposal carried unanimously (jw/mw).

8.c. ALEXANDER SEWER REPLACEMENT PROJECT #C-1008 PHASE 1: Mr. Barnhill reported the emergency sewer replacement project at 136 Alexander has been completed. He said 85 feet of main sewer line was replaced at a cost of \$12,700. Commissioner Adams asked if a street map could be brought into future meetings so the Commissioners can actually see where these projects are around town. Mr. McDonald said he will consider request and could either bring new printed map or, ideally, have audio video displays available in the multi-purpose room to benefit all meetings and presentations.

9.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported that the annual C&H reconciliation has been completed but an error was noticed on the billing invoice. He said he is awaiting the corrected invoice before paying the reconciliation bill and the Districts share of April 2018 Joint Treatment Plan operations cost. Commissioner Manzione asked about the \$8,075 payment to Bill's Underground for work at 1225 Starr Street. Mr. McDonald said that Bill's Underground has completed the work and all costs were paid by the District and per Access Repair Agreement with the owner will be collected on the tax roll.

9.b. LORING POWER GENERATOR: Mr. McDonald reported the current budget allocated \$4K to install a backup generator. Commissioner Adams asked what type of generator it was. Mr. McDonald said West County Wastewater District proposed a Honda portable gas generator. The bids came in higher. A motion to approve additional spending for the Loring Power Generator capital improvement project estimated total cost at \$9,430.19 carried unanimously (jw/mm).

10.a. DISTRICT BOARD ACTIONS: No report.

10.b. RECOMMENDATION OF APPOINTMENT: A motion to recommend to the District Board appointment of Scott Bartlebaugh to the Crockett Sanitary Commission carried unanimously (jw/mm).

10.c. NOTICE OF SEWER USE CHARGE INCREASE: Mr. McDonald reported Proposition 218 Notices were mailed to all property owners. The Commission was informed that written protests from 589 properties would constitute a majority protest. No action was needed or taken.

11.a. STAFF REPORT ON OPERATIONS: There were no Sanitary Sewer Overflows (SSO's) that occurred in April. A plugged private lateral was identified as source of sewage seepage at 519 Vallejo Street. The owner of 364 Edwards Street had the sewer unblocked and is in

contract to replace the defective lateral. EBMUD was performing water line flushing throughout Crockett mid-April which resulted in a few calls from concerned citizens that it may be a sewer leak because runoff water was noticed. Staff responded to calls to confirm that they were not sewer spills. Ventilation ducts and fan blades at the Crockett Pump Station were cleaned of heavy dust by All-Bay Refrigeration after problems with operation were reported by West County Wastewater District (WCWD) staff. WCWD noticed Loring Pump Station wet-well was full on May 4 due to float switches being blocked by large amount of paper. No spill occurred. Grinder pumps working and everything back to normal after float switches cleared.

Alexander Easement sewer replacement project C-1008 Phase I was completed May 8. Notices sent to residents of Atherton and Cooke advising that Cunha Engineering will be surveying in their backyards in preparation of Atherton Sewer Replacement Project.

C&H annual flow reconciliation has been completed. Awaiting anticipated credit for period April 1, 2017 to March 31, 2018 as determined by Joint-Use-Agreement (JUA) allocation formulas. Sewer System Management Plan (SSMP) Audit was completed by V.W. Housen & Associates on April 23, 2018. Audit on file in District office. Notices of proposed Sewer Use Charge increase were mailed to all property owners with the majority of mailing completed by April 30 and notices to C&H Sugar made May 7. Request received from California State Lands Commission on PRC #2595 and PRC #5420 lease renewal/ amendment to provide 1) a report on the pipeline repairs conducted in or around 1998 to repair the diffusers and whether any subsequent repairs/replacements have occurred since 2009; 2) color close-up photographs, taken within the last 6 months, of the existing facilities to ensure that they are in an acceptable state of repair; and 3) current pipeline inspection and structural integrity assessment reports. Request for these details made to Tanya Akkerman of C&H Sugar via email on May 5. PG&E paid outstanding Sewer Use Charge. All direct bill agencies have paid. Nantucket continues to make payments on outstanding Sewer Use Charges due from prior years. General Manager McDonald spent 57% of his time towards Crockett Sanitary Department operations and 1% of his time on Crockett Sanitary Capital Sewer Projects in April. Assistant Sanitary Department Manager Barnhill spend 73% of his time on Crockett Sanitary Department operations such as collection system maintenance and emergency sewer response and 10% of his time on Capital Projects including CCTV capital inspection review. Time spent on Port Costa issues in April was 17%.

11.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported there have been multiple amendments to State SB831 regarding capacity fees for Accessing Dwelling Units. He said it looks like Special Districts will be able to charge capacity fees for new construction. Further research will be done if and when bill passes.

11.c. STAFF ANNOUNCEMENTS: None

12.a. WASTEWATER COMMITTEE REPORT: The Committee had received the minutes of May 15.

12.b. BUDGET & FINANCE COMMITTEE REPORT: None

12.c. AD HOC COMMITTEES REPORT: None

12.d. INTER-AGENCY MEETINGS: None

13. FUTURE AGENDA ITEMS:

Consider recommended enforcement actions.  
Consider comprehensive rehabilitation program.

14. COMMISSIONER COMMENTS: None

15. ADJOURNMENT: The meeting was adjourned at 7:41 PM until June 20, 2018.

Respectfully submitted,

Susan Witschi  
May 17, 2018