

# CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING OF MARCH 20, 2024.

1. CALL TO ORDER: The meeting was opened at 4:03 PM by Chair Manzione. Commissioners present: McDonald, Bartlebaugh, Manzione, Trask, and Wais. Staff present: District Secretary (DS) Sonia Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Sanitary Department Manager (SDM) James Barnhill.

2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: None.

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.

4. CONSENT CALENDAR: Minutes for February 21, 2024, were not complete and carried to the

5. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None

6a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD AND THEIR COMMITTEES: Board President Spinner has taken over the role of Interim General Manager and Ms. Rivas has resumed her role as district secretary full-time. The Board approved a resolution nominating Director Mackenzie as a candidate for a seat on the LAFCO Board. Several attorneys including Mr. Pio Roda have left Meyers Nave and created a new firm, Redwood Public Law. There is no exclusivity clause preventing CCSD from seeking legal counsel with Meyers Nave. CVSAN has expressed an interest in remaining with Mr. Pio Roda specifically because of his involvement with the JUA negotiations. A brief discussion was had about the legal process of a Board director resigning.

6b. APPROVE EMERGENCY REPAIR OF C-00-35: This is a damaged sewer line located on a steep hill at the top of Second Avenue that connects two homes. There are approximately 100 feet of pipe that are inaccessible to view due to unknown obstructions that have caused a lag in the pipe. This line has experienced two Sanitary Sewer Overflows (SSO). Three bids were received. The lowest bid was \$38,300 (\$150/ft) and includes CCTV and County permit. The contractor is the same contractor that won the bid for the Alexander Park sewer repair. Mr. Murdock confirmed that the contractor has supplied the necessary documentation to move forward with Alexander Park.

DE Murdock confirmed that he lost the authority to sign contracts up to \$50,000 when an interim general manager took over the general manager role, hence asking the Commission for approval. Commissioner McDonald suggested that CVSAN recommend to the Board that the district engineer be given the authority to sign contracts up to \$50,000 for emergencies and be within budget.

Motion to approve. (Wais 1<sup>st</sup>, Bartlebaugh 2<sup>nd</sup>, 5/0)

6c. UPDATE ON JOINT USE AGREEMENT NEGOTIATIONS: C&H has submitted a draft Joint Use Agreement (JUA) as a starting point. The committee has met twice. Chair Manzione

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*Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais*

reiterated that communication, regular meetings, data sharing, and regular billing are part of the discussions to be had. He mentioned that the attached supplemental article regarding the increasing cost of sodium hypochlorite was timely and relevant in the negotiations because CCSD currently pays 100% of the chemicals as stated in the original 1976 agreement. While there are still numerous items to discuss, including CCSD's requests, the committee does not expect any obstacles in the JUA negotiations.

7 REPORT OF CONSULTING ENGINEER: This item will be removed as a placeholder and added on an as-needed basis.

8 WASTEWATER: A discussion was had on the intention of this section. The majority of recent conversations have revolved around the JUA negotiations. Chair Manzione suggested the categories for discussion should focus on ADUs (additional dueling units), enforcement and correspondence to customers, the MCC Project, pollution prevention matters, recycled water, and construction projects.

DE Murdock reported on a conversation he had with Mark Edwards, the plant manager at the Joint Treatment Plant. Fiber is a nuisance but the build-up of gravel and grit that is most likely generated by our system is a bigger issue. It appears that the aerator may be off. He recommended that Staff investigate why the aerator is failing,

Commissioner Bartlebaugh reported that he attended a site visit to the treatment plant with Mr. Murdock. C&H is experiencing difficulties in obtaining a permanent permit from the Air District for their backup generator that was originally approved on an emergency basis. Ongoing site visits are an example of a form of desired regular communications with C&H. C&H is willing to share information but submitting actual documents/reports continues to be a challenge. Mr. Murdock reported that C&H previously submitted monthly maintenance operations reports but that process ceased in 2020.

9a RECEIVE WARRANT TRANSMITTALS: ASM Goodman noted two payments to First Foundation Bank: 2/1/24 is for a refinance loan payment and 2/3/24 is a loan for 1 Rolph Park Drive. It was suggested that the memo be more descriptive for the general public's benefit.

Ms. Goodman presented a 10-page Transaction Detail by Account summation of expenditures incurred for the fiscal year 2023-24, sorted by account number. A Profit and Loss statement was also presented and noted that it does not reflect income. The year-to-date expenses total \$1,332,979.60. A \$415,000 payment was made to C&H at the beginning of the fiscal year and appears to cover December 2021 through March 2022. She noted that the two reports work hand in hand depending on the level of detail one seeks.

The accounting has been mismanaged and has not been reconciled for a few years. The 2022 audit has therefore been deemed incomplete due to the amount of missing information. As a yellow book audit, it requires a second review with the possibility of being returned with different results. Under the advisement of the auditor and legal counsel, the District is seeking a government accounting firm to bring the books current. Until then, Ms. Goodman is only able to present a roll-up style budget. The auditor has identified several minor findings and has made recommendations to address them. There was an extensive discussion on the various factors that led to the disarray of the accounting, including the inability of Ms. Goodman to access data due to security restrictions beyond her control and the County changing its accounting software and little training for their public sector clients. Although the District prints checks in-house, the County authentication process is complex and cumbersome and can take several days to complete a check run. Ms. Witschi previously participated in data entry into QuickBooks. She will begin working with Ms. Goodman on this task moving forward.

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9b UPDATE ON BUDGET PROCESS FOR 2024: The 2023 audit has been placed on hold until the 2022 audit can be completed. Ms. Goodman suggested that the commissioners attend the Board meeting to hear the audit presentation.

10a OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: Staff has not heard back from the State Waterboard audit. The NPDES permits for Crockett and Post Costa have been submitted but approvals have not been received.

10b GOVERNMENTAL MATTERS: None

10c ANNOUNCEMENTS AND DISCUSSION: None

11a WASTEWATER COMMITTEE: This topic was discussed under Item 8. Chair Manzione appointed Commissioner McDonald as alternate commissioner for the Wastewater Committee.

11b BUDGET & FINANCE COMMITTEE: The committee has not met. A charge for Bill's Underground is for an Access and Repair Agreement where the property owner is provided three years to spread the cost of repairs. Mr. Murdock clarified that contractors pay a \$1,000 bond to do repairs in Crockett and Port Costa.

11c INTER-AGENCY MEETINGS: This item will be modified to include trade associations.

12 FUTURE AGENDA ITEMS:

- JUA study session.
- Additional insurance requirement for contracts, i.e. waiver of subrogation, additional insurer, 811.
- Signing authority of the District engineer.
- Enforcement letter template
- Monthly Maintenance Operations Report
- State audit report for the collection system.
- 1 Rolph Park Drive Repairs
- Pump Station Grit Detritter Condition report.
- FOG Policy
- District Code enforcement rewrite

13. COMMISSIONER COMMENTS: Commissioner Bartlebaugh reported that a neighbor was visited by a C&H representative at her home and asked about her experience during the odor event and was collecting additional information. She was asked to sign a document but she declined.

Commissioner Wais informed the commissioners that she agreed to be reappointed to CVSAN. The Commissioners expressed their appreciation for her dedication and invaluable experience.

14. ADJOURNMENT: The meeting was adjourned at 6:04 PM until April 17, 2024.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary

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