

# CROCKETT SANITARY COMMISSION

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, APRIL 15, 2020

1. CALL TO ORDER: The meeting was called to order at 7:04 PM by Chairperson Bartlebaugh. Present were Commissioners Adams, Wais and Wolthuis, along with General Manager McDonald and Asst. Secretary Witschi. Also present were Directors Barassi and Mackenzie. Commissioner Manzione was absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
- 4.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in March and April. He said the Board approved an Urgency Ordinance on COVID-19. The Board approved the use of the Community Center as an "Alternate Care Site." The Board adopted a policy to provide employees with paid sick leave for specified reasons related to COVID-19. A Telecommute policy for employees was adopted. The Board approved entering into contract with Regional Governmental Services (RGS) to assist with FEMA COVID-19 Disaster Recovery including documenting losses and expenses incurred to manage District's COVID-19 incident FEMA OES recovery for Recreation Department losses.
- 4.b. UPDATE ON HOSSELKUS CHAPEL: Mr. McDonald reported the purchase of the Hosselkus Chapel is currently on hold due to the Coronavirus. He received a quote from West Coast Builders for a new roof and to repair water damage inside. The quote came in at \$48K, which does not include painting.
- 4.c. PROPOSED INCREASE IN SEWER USE CHARGE: Mr. McDonald reported the Budget & Finance Committee met in March and discussed a Sewer Use Charge rate increase of \$30 for a Single Family Residence (SFR) and \$35 for an apartment. The Crockett Sanitary Sewer Use Charge and Report for FY 2020/21 was received. A motion to recommend proposed rate increase in Sewer Use Charge of \$30 for SFR and \$35 for apartments and Prop. 218 notice carried unanimously (jw/ha).
5. REPORT OF CONSULTING ENGINEER: None
6. SEWER SYSTEM MANAGEMENT PLAN (SSMP) BI-ANNUAL AUDIT: Mr. McDonald reported District Consultant Vivian Housen has reviewed the District's SSMP and determined that objectives and elements of the SSMP remain generally unchanged. The District's updates to the SSMP were completed in February 2020. A motion to receive SSMP bi-annual audit and to recommend adoption of Sewer System Management Plan, as required by State Water Resources Control Board (SWRCB) Order No. 2006-0003-DWQ and 2013-0058-EXEC to the District Board carried unanimously (jw/mw).
- 7.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported the current Local Agency Investment Fund interest rate has gone down from 2.29% to 2.03%.

7.b. INTER-DEPARTMENT LOAN: Mr. McDonald presented a draft inter-department agreement between Port Costa Sanitary Department and Crockett Sanitary Department. He said Port Costa has not finalized how much they will need to borrow. A Special meeting is scheduled for Monday, April 20 at 3:00 pm. Mr. McDonald said there is no other way to raise money and the only alternative is to raise their Sewer Use Charge (SUC) to cover their shortfall. Commissioner Wolthuis asked what effect the Hosselkus Chapel will have on Crockett Sanitary Department's reserve money. Mr. McDonald said it would not affect reserves. Commissioner Wolthuis asked what recourse we have if Port Costa defaults on the loan. Mr. McDonald said staff can put a clause in the loan agreement to force increase in SUC to Port Costa the following year. A motion to authorize an inter-department loan, not to exceed \$150K, with the final amount of loan to be decided later this month by the Port Costa Commission, with a 10-year term at 1.5% over LAIF interest rate, and authorize staff to finalize loan agreement for Board consideration carried unanimously (jw/mw).

8.a. STAFF REPORT ON OPERATIONS: Mr. McDonald reported West County Wastewater District (WCWD) has suspended all non-emergency collection system cleaning; WCWD pump station crews are performing minimum required service. Robin Paulsell is able to pickup rodding workload for non-critical cleaning. Mr. McDonald reported he has been working from home, but began working in the office on April 13 with Mr. Barnhill working in the multi-purpose room to adhere to social distancing requirements of County order.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9.a. WASTEWATER COMMITTEE REPORT: None

9.b. BUDGET & FINANCE COMMITTEE REPORT: None

9.c. INTER-AGENCY MEETINGS: None

10. FUTURE AGENDA ITEMS:

11. COMMISSIONER COMMENTS: Mr. Adams complimented Mr. McDonald for all his hard work during this unusual time.

12. ADJOURNMENT: The meeting was adjourned at 7:43 PM until May 20, 2020.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
April 16, 2020