

# CROCKETT SANITARY COMMISSION

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, NOVEMBER 10, 2020

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by Chairperson Bartlebaugh. Present were Commissioners Adams, Manzione, Wais and Wolthuis, along with Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Also present was Director Kirker.
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 item was approved unanimously (jw/mm):
  - a. Consider Status Report on outstanding issues.
- 6.a. DISTRICT BOARD ACTIONS: Director Kirker reported on the actions taken by the District Board in October. He said Emma Sutton has resigned from the District Board. The new office building should be ready by December but he should know more at the next District Board meeting on November 18. Commissioner Bartlebaugh asked about the four new jobs that have been posted. Director Kirker said job tasks can be fulfilled by two or more people. Commissioner Wolthuis said the Sanitary Department funds are strictly to be used for sanitary only. Commissioner Bartlebaugh asked about the new proposed organization chart for the District. Director Kirker said the boxes on the chart represent job duties. Commissioner Wolthuis said funds should not get diverted from the Crockett Sanitary Department. Commissioner Wais said a board member said commissions are spending a lot of money. Director Kirker said the commissions are going to the manager and the board. Apparently, the Board is getting lag time on the minutes. Commissioner Wais said we should have one member from each commission attend Board meetings. Commissioner Wolthuis said he has been a Commissioner for 46 years now and we are not represented very well. Commissioner Bartlebaugh agrees that the Board is not listening to what we have to say. He was expecting to hear more on the Wastewater Operations Manager position. Director Kirker said he cannot make an announcement yet on any of the jobs yet because it is not public knowledge. He said the Crockett Sanitary needs will be fulfilled. He believes the commission will be happy with the results. Commissioner Wolthuis said going forward he wants the funds to be used only for the Crockett Sanitary Department. He believes the Recreation Department was behind the purchase of the Chapel. Director Kirker said the Recreation Department had no involvement in the purchase. Director Kirker said he would like to have a commissioner at the Board meeting so information can get relayed. Commissioner Manzione said in the future he would like to step in for more communication. Commissioner Bartlebaugh asked what was lacking from Crockett Sanitary. Director Kirker said Mr. McDonald saw the need for more office space and the advantage for Crockett to have this new office space. He understands the position from the Sanitary Department was not to acquire property and it was a concern of his and he knows the District needs to justify where the money is spent.

6.b. DOOR NOTICE: Mr. Barnhill presented a door hanger notice to address sewer lateral issues. He would like to reduce the amount of public hearings and recording the Notice of Violation with the County Recorder's Office. Commissioner Adams said he thinks you should go ahead with this. Commissioner Manzione thinks it is a great idea and this should achieve a call from the owner. Commissioner Wais said if there is a deficiency on the property it should be recorded with the County. Mr. Barnhill reported in the future the door hanger would follow a Notice of Violation letter. A motion to approve use of door Notice to be posted on properties as a supplement to Notice of Violation carried unanimously (ha/jw).

6.c. MEETING CALENDAR FOR 2021: A motion to approve the meeting calendar for 2021 carried unanimously (mm/jw).

6.d. ELECTION OF OFFICERS FOR 2021: A motion to nominate Commissioner Manzione for Chairperson and Commissioner Bartlebaugh for Vice-Chair carried unanimously (mm/mw).

7. WASTEWATER: None

8. FINANCIAL REPORT: No report.

9.a.. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported on October 26 West County Wastewater District (WCWD) reported the SCADA had flat lined and flow data was not being recorded. Telstar came out on October 27. The Programmable Logic Controller (PLC) failed. Telstar replaced the PLC and worked to program it. Telstar took the program to work on it at their offices and returned onsite October 28. The pumps were operated to verify SCADA was recording data after Telstar completed the work. Mr. Barnhill said WCWD records the totalizer every Monday and the missing time period can be calculated based on data collected prior since the weather has been stable and dry. Commissioner Manzione asked staff to document the period of time in the flow data when the PLC was not operating. Mr. Barnhill said he will notate the outage in the files once he pulls the data. He said all the locked gates on the way to the Equalization area have been cut. Commissioner Adams asked if the Fire Department has a key. Mr. Barnhill said the Fire Department has the capability to cut through and attach their own lock. Commissioner Adams said there have been three fires in that area recently. Director Kirker added that he called the Sheriff's office after receiving the report of cut chains. He said the Sheriff's Department patrolled the area and found nothing. Mr. Barnhill reported there were no major sewer issues in October with the exception of one minor SSO at the West end of Second Street. He said the spill did not reach land or water and the spill was five gallons. He said he hurt his back on October 27 when he opened the western gate in the Nantucket yard. The gate was jammed closed and had to be forced open.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. ANNOUNCEMENTS AND DISCUSSION: Director Kirker said he received an email from C&H regarding Cogen. A big issue with the Regulatory Commission and C&H. Mr. Barnhill said a dig at 628 Pomona damaged AT&T phone lines. Commissioner Manzione asked if staff has a back up person to mark USA notices. Mr. Barnhill said he is the only who does it at this time.

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

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).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:30 PM until December 9, 2020.

Respectfully submitted,

*Susan Witschi*

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November 20, 2020