

# CROCKETT COMMUNITY SERVICES DISTRICT

## MINUTES OF REGULAR MEETING, OCTOBER 24, 2018

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by President Barassi. Present were Board Members Clerici, Johnson, Mackenzie and Peterson, along with General Manager McDonald, Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present were Sanitary Commissioners Bartlebaugh and Wais.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. REPORTS FROM COMMISSIONERS: None
5. PUBLIC HEARING: None
- 6.a. RECREATION DEPT. REPORT: The Board had received the Minutes of September 10. Mr. Wilson reported that the pool caulking project has not started yet. He said Community Playgrounds came out and repaired all the problems at Alexander Park after their Safety Audit. Mr. Wilson reported the storm drains have been cleaned. He said on Sunday, November 11 at 10:45 am at Memorial Hall there will be a World War I Armistice Centennial Commemoration. The Christmas Community event and tree lighting will be on Sunday, December 2.
- 6.b. MAINTENANCE DEPARTMENT: Director Peterson reported he has been packing up the excess yard sale items at Memorial Hall to donate. He said Cerebral Palsy was out today to pickup donations and on Thursday the Vietnam Veterans will be picking up donations. Mary Wais asked if all the big items will be taken. Director Peterson said he is not sure it is up to the discretion of the driver. He said a proposal has been submitted on soils stabilization using grout to strengthen the soil and he is awaiting comments from Ben Au of Holmes Structures. He said the price is in the \$42K to \$47K range and does not know if this will be a workable solution. Mr. Wilson thanked Susan Witschi, Dolores Morales, Mary Wais and Erin Brosnan for helping pack up the items at Memorial Hall. Director Barassi asked if the grout pumping would be in place of using micropiles. Director Peterson said it would be helpful to stabilize the building but has asked our engineer to comment to see if this would be helpful in seismic enforcement. Mr. McDonald reported the FEMA Pre-Disaster Mitigation (PDM) Grant sub-application is being completed for the seismic retrofit of Memorial Hall and will be given to Ron Wilson and Kent Peterson by October 30 for their feedback. The deadline to submit the PDM grant through eGrant system is December 3 and we should know by January/February 2019 if the project is accepted and will be awarded. Mr. McDonald mentioned the replacement streetlamp for the North West corner of Pomona and Port has been ordered.
- 6.c. PORT COSTA SANITARY DEPT.: Mr. Barnhill reported no Sanitary Sewer Overflows (SSO's) occurred in September. On September 25 FOG was noticed in the interceptor line

between the settling tank and the Waste Water Treatment Plant (WWTP). On September 25 a buildup of solids, silt or grit, and a fully submerged condition prevented inspection of the interceptor line between the settling tank and the WWTP. The draft Port Costa NPDES Permit has been made available for public comment. He said the ammonia dilution credit is included in the permit. He said the Regional Water Quality Control Board ran models using data submitted by McCormaks and did not require the District to perform its own dilution study, saving an estimated \$20K.

6.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of September 19. Mr. McDonald reported there was no Sanitary Sewer Overflows (SSO's) that occurred in September. Crockett Sanitary Department staff continues site visits to the pump station. Staff responded to an emergency alarm at pump station requiring restart of grinder #2 and influent pump #2 on October 3. West County Wastewater District (WCWD) has been informed of failed light switch which controls the lights in detritor room will not turn off. Flow data continues to be collected. Staff has asked V.W. Housen to communicate with Telstar Instruments to obtain recommendations on best way to change flow meters so that adequate hydraulic data may be collected this winter. Undergoing testing of grit at pump station to update Republic Services Waste Profile. Alliant Appraisal Services has completed its inspection of the main Crockett Pump Station, Loring Pump Station, Equalization tank, and old office building and garage. New website vendor, Streamline, has been selected and migration to new web site is anticipated to be completed by the end of the year. Nantucket is three months behind in paying their outstanding prior year Sewer Use Charges debt; their last scheduled payment received was for July. At the recent Sewer Summit attended by Mr. Barnhill and Mr. McDonald the State Water Resources Control Board inspector discussed that one of the areas that they are focusing on is Fats Oil and Grease (FOG) programs developed as part of various District's Sanitary Sewer Management Plans (SSMP). The District's FOG program is currently backlogged. The Nantucket, along with other restaurants, will be a focus of FOG inspections and enforcement. Mr. McDonald said he is thinking that WCWD may be able to provide inspection and enforcement for our District under agreement. Mr. McDonald said WCWD is still is going through staffing changes and waiting the hiring of a new General Manager. WCWD also has their District election coming up in November which may change the make-up of their board. He intends to meet with WCWD management soon after their board is appointed to discuss the mutually beneficial relationship and the history that two Districts have. Mr. McDonald said we should continue to expect regulatory changes and enforcement on SSMP items. He feels the Crockett Sanitary Department is in a strong position financially with his reserves to weather any fines that may come up but that we should be thinking of ways to manage that risk. Mr. McDonald said he would be looking at larger agencies such as WCWD and/or Central Contra Costa Sanitary District (CCCSD) to continue to supplement and provide operations and maintenance assistance to the District for both the Crockett pump stations and the collection system. There are currently no plans to develop our own operations and maintenance program using our own collection and maintenance crew. General Manager McDonald spent approximately 40% of his time towards Crockett Sanitary Department operations and no time on Capital Projects in September. The rest of his time was spent on District business 33%, Recreation 12%, Maintenance 10%, and Port Costa 5%. Assistant Sanitary Department Manager Barnhill spent approximately 65% of his time on Crockett Sanitary Department operations such as collection system maintenance and emergency sewer response and 4% of his time on Capital Projects in September. Time spent on Port Costa issues was 23% and other District business 8%.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported he attended the Contra Costa Special District Association (CCSDA) meeting, along with Director Peterson, on Monday, October 15. There were two issues discussed which could impact the District. The first dealt with the risk of reallocation of ad-valorem property taxes by the State or County between different districts. The discussion by the presenter leads me to believe that the possibility of this happening to our District or others in the State is extremely small and very unlikely due to the complexity of making it happen. The second issue discussed was a push by some attorneys to get districts to move to “by-district” elections. Those districts with “at-large” elections, such as our District, are being served demand letters to comply with the California Voting Rights Act of 2001 (CVRA) forcing districts to subdivide the community into “by-district” areas so as to make it easier for minority voters to be represented. While our District has not had a problem with minority representation, the cost to challenge any demand letter will be high and has been deemed by many districts as not worth the cost. If the district were to receive a demand letter action will be required by the District within 45 days and most likely it would involve moving to “by-district” elections, meaning dividing the population into five equal zones, so that each area within the District could have its own Board Director as their representative. The Port Costa population is so small that it would be included in the eastern Crockett district and therefore it may not even have one Director from Port Costa represented on the Board depending on outcome of the election. There would be a fee of \$30,000 payable to the attorney who issued us the demand letter for their inconvenience of having to enforce CVRA. Mr. McDonald said he attended a General Manager Roundtable meeting in Oakland on October 5 where various challenges facing sanitary districts were discussed including finding and hiring skilled mid-level skilled operators. Mr. McDonald said in response to the MeToo movement, the legislature introduced dozens of bills related to sexual harassment. Beginning in 2020, a new law will require every employer, with five or more employees, to provide their employees with sexual harassment prevention training.

6.f. STAFF ANNOUNCEMENTS: None

7. CONSENT CALENDAR: The consent items were approved unanimously (kp/jm):

- a. Approve Minutes of September 26, 2018.
- b. Approve payment of District bills (warrants Rec.7694-7737; PCSan, 1042-1050; CVSan 5711-5731; Maintenance 391-396).
- c. Receive Minutes of Commissions and Committees.

8.a. CONSENT CALENDAR: None

8.b. DOG PARK AND CALTRANS LEASE: Mr. McDonald presented a draft lease agreement between the Department of Transportation and Crockett Community Services District (CCSD) for the development of a dog park. He said the lease is only for a portion of the bridgehead property for the proposed dog park area. This is a 10-year lease renewable for five additional five-year terms, total of 35 years. The annual lease rate is \$2,000 with a 3.5% annual escalation. All utility, maintenance and landscaping services would be the responsibility of the lessee. Mr. McDonald reported District Counsel has been asked to comment on the lease and staff is awaiting a reply. Director Peterson said he does not want this to go into effect on November 1. He said the calendar year would be nice. Director Mackenzie suggests the lease should start after the construction is completed and there should be no lease until the fence is installed. Nancy Reiser, from the Crockett Dog Park Committee, said she has been in contact with Home Depot and they have given her all kinds of information on the material to lay down at the Dog Park. Director Clerici said he believes the majority of the money for the

Dog Park will come from the Crockett Community Foundation (CCF). He said the Committee should get a full grant proposal together by March 2019 submittal deadline and submit it to the CCF. Director Peterson said he would like a commitment by the Dog Park Committee to repay the CCSD by the end of the year for staff costs incurred to date. A motion to bring the dog park proposal to the Recreation Commission for their opinion and develop a Memorandum of Understand (MOU) with dog park group; to identify who will perform improvements, provide ongoing maintenance during term of lease, provide utilities, and address additional insurance costs carried unanimously, as amended by Director Peterson to include requirement by dog park committee for to repay District expenses to date with cut off at \$1,000 in accrued staff costs (jm/fc).

**8.c. STATUS REPORTS:** Mr. McDonald presented the Status Reports from each department. Director Peterson asked that the following items are removed from the Maintenance Status Report.

Item M-6 - Rolph Memorial land acquisition.

Item M-10 - Remove surplus property at Memorial Hall.

**8.d. EMPLOYMENT MODIFICATION:** A motion to approve Employment Agreement Modification for Sanitary Department Manager Barnhill increasing monthly salary from \$4,570 to \$4,718 carried unanimously (fc/aj).

**8.e. CROCKETT ENGAGED NEWSLETTER:** Director Peterson said he has been so busy with packing boxes at Memorial Hall he has not had a chance to complete the newsletter. A motion to approve Crockett Engaged Newsletter for November/December edition, subject to President's approval, carried by consensus.

**9.a. FINANCIAL REPORT:** The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported the majority of the Sewer Use Charges and Recreation Assessment for FY 18/19 have been deposited into the Advance- on-Taxes account held by County. Approximately half of this amount will transfer to cash mid-December. The current Local Agency Investment Fund interest rate is 2.16%.

**9.b. PORT COSTA INTERCEPTOR SEWER:** Mr. Barnhill reported that Fats, Oils and Grease (FOG) and sludge needs to be cleanout out of the septic tank. Director Peterson noted that there is no authorization for correcting defects found in the line. Mr. Barnhill said the work is to prepare for wet weather as he is concerned buildup in the line may cause flow problems or push debris into the wet well at the treatment plant. Mr. McDonald said the budget does not have any funding for repairs if defects are discovered on this line segment. Director Barassi asked if cable could be used for cleaning instead of hydro and vactor. Mr. Barnhill said no, the cable machine would not remove the solids accumulated. A motion to authorize reappropriating \$10,000 budgeted for Port Costa septic tank cleaning to be used for cleaning and inspecting the interceptor sewer line located between the Port Costa septic tank and the Port Costa Waste Water Treatment Plant carried unanimously (kp/jm).

**9.c. PORT COSTA SEPTIC TANK CLEANING:** Mr. Barnhill reported that cleaning is required to limit moving solids through the interceptor and onto the treatment plant. He said since there has been no comments made in the draft NPDES permit on requiring outfall repair he is seeking authorization to use the funds for outfall repair towards cleaning and installation of baffles at the septic tank. Director Barassi asked if temporary mobile septic tanks can be placed above ground so that proper cleaning of the septic tank can be performed. Mr. Barnhill

said he would prefer full cleaning of the septic tank but that the cost, estimated between \$75K and \$170K, is limited what can be done at this time. He said a more cost-effective permanent solution, maybe even one previously proposed by Larry Walker Associates, may need to be looked at. A motion to authorize reappropriating \$25,000 budgeted for Port Costa outfall repair to be used towards cleaning the Port Costa septic tank and for baffle work carried unanimously (fc/kp).

10.a. PERSONNEL COMMITTEE REPORT: The Board had received the Minutes of October 19. No further report.

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. AD HOC COMMITTEE REPORTS: Director Peterson said the Strategic Planning Committee met twice and both meetings were productive.

10.d. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Approve meeting schedules and observed holidays for 2019 (November).
- Receive Audit Report (November).
- Review and adopt ADA compliance plan.
- Adopt purchasing procedures and spending limits.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

12. BOARD COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:40 PM until November 28, 2018.

Respectfully submitted,

Susan Witschi  
November 2, 2018