

CROCKETT SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, JANUARY 18, 2023

TIME: 4:00 PM
PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

The Crockett Sanitary Commission is an agent of the Crockett Community Services District.

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. PUBLIC HEARING:
5. CONSENT CALENDAR: Consideration of a motion to approve the following item:
 - a) Approve Minutes of Dec 14, 2023

(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
6. WASTEWATER:
 - a. Consider report on enforcement actions.
7. ADMINISTRATIVE:
 - a. Consider report on actions taken by the District Board.
 - b. Consider recommending reappointment of Scott Bartlebaugh to the Crockett Sanitary Commission.
8. BUDGET AND FINANCE:
 - a. Consider Summary Worksheet and staff report on financial matters
9. REPORT OF DEPARTMENT MANAGER: (These items are typically for exchange of information only. No action will be taken at this time.)
 - a. Operations, maintenance and capital improvements.
 - b. Governmental matters.
 - c. Announcements and discussion.

10. REPORTS FROM COMMISSIONERS: (These items are typically for exchange of information only. No action will be taken at this time.)
 - a. Wastewater Committee – Members Manzione and Wais
 - b. Budget & Finance Committee – Members Adams and Trask
 - c. Recycled Water Ad Hoc Committee: Members Manzione and Trask
 - d. Inter-agency meetings:
11. FUTURE AGENDA ITEMS:
Smoke testing review.
12. COMMENTS FROM COMMISSIONERS:
13. ADJOURNMENT until FEBRUARY 15, 2023

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us
Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa on the picturesque Carquinez Strait of the San Francisco Bay.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification of at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

Application for Crockett Sanitary Commission - Scott Bartlebaugh

External Inbox x



Scott Bartlebaugh

to District, Luigi, Mary, Mary ▾

7:13 AM (2 hours ago)



Reply



General Manager Murdoch, President Barassi, Chairperson Wais,

I submit this email to apply for the open position on the Crockett Sanitary Commission. I have previously served on and chaired the commission and served on the district board of directors and I'm interesting in participating in the district by serving as a commissioner. While I was not able to commit to another term on board of directors I am able to commit to fill the vacant seat on commission. I will **plan** to attend the January 18th 2:00 pm commission meeting. Let me know if there is something else I need to do or provide to apply for this commissioner position.

If Mary is no longer the commission chairperson please forward this application email to the current chair.

Regards,

Scott Bartlebaugh

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: manager@town.crockett.ca.us

website: www.town.crockett.ca.us

TO: Directors and Commissioners

FROM: General Manager

SUBJECT: Budget Schedule

DATE: January 2, 2023

PROPOSED FY 2023/24 BUDGET SCHEDULE

- | | |
|-----------------------|---|
| JANUARY | <ul style="list-style-type: none">• Staff prepares draft budget schedule.• Order envelopes for mailing of hearing notice.• Request water use data from EBMUD & CCWD.• Staff establishes water consumption calculation tables• Staff prepares draft operating budgets for CVSan, PCSan, and Rec. |
| JANUARY 22 | <ul style="list-style-type: none">• Staff presents preliminary mid-year budget report. |
| FEBRUARY 6,8,15 & TBD | <ul style="list-style-type: none">• Commissions/Committees outline budgetary needs for FY 23/24 |
| FEBRUARY 22 | <ul style="list-style-type: none">• Board approves mid-year budget report |
| MARCH 6,8,15, 22 | <ul style="list-style-type: none">• Staff Presents 8-Month Budget report & preliminary budget |
| APRIL 3,12,19 &TBD | <ul style="list-style-type: none">• Committees revise preliminary 23/24 budget• Staff prepares newsletter |
| APRIL 26 | <ul style="list-style-type: none">• Board sets amount of SUC• Board sets date (June 21) for public hearing of Budget, SUC, & method of collection• Board approves newsletter |
| APRIL 23 | <ul style="list-style-type: none">• Staff makes updates to database• Staff makes copies of newsletter and notice for mailing |
| MAY 1 | <ul style="list-style-type: none">• Rec Commission recommends Rec. Tax amount |

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| MAY 6 | <ul style="list-style-type: none">• Deadline for 45-Day notice of SUC hearing (Prop. 218 and District Code Sec. 6.24.035) |
| MAY 24 | <ul style="list-style-type: none">• Board sets Rec tax by Resolution. |
| MAY 31 | <ul style="list-style-type: none">• Staff files completed Sewer Use Charge Study Reports. (H&S Code Sec. 5473 and District Code Sec. 6.24.160.B)• Staff prints SUC (District Code Sec. 6.24.160.B) |
| MAY DATE UNKNOWN
lead time = ????? | <ul style="list-style-type: none">• Deadline for publication of hearing notices in East Bay Times to run on May 31 and Jun 7 (Prop. 218 and H&S Code Sec. 5473.1, Gov't Code Sec. 61110(d) of CSD law, and District Code Sec. 6.24.160.C) |
| JUNE 7, 14
MAY 31, JUNE 7,14 | <ul style="list-style-type: none">• Distribute final SUC report to San. Commissions• Commissions Adopt respective budget proposals, SUC, Rate Ordnances |
| JUN 7 | <ul style="list-style-type: none">•• SUC and SUC Study available in Hardcopy for public• |
| JUNE 21 | <ul style="list-style-type: none">• Present final budget for approval• Public hearing on SUC Prop. 218 and H&S Code Sec. 5473.1 & Dist. Code Sec. 6.24.160.F)<ul style="list-style-type: none">• Pub hearing on budget• Pub hearing on method of Collection• Resolution overruling objections & adopting Secretarys report<ul style="list-style-type: none">• Ordnanace setting SUC & method of collection<ul style="list-style-type: none">• Res adopting budget• Adopt revised budget for 22/23• Post and publish Ordinance in West County Times |
| AUGUST date ??? | <ul style="list-style-type: none">• Deadline to File SUC & Rec Tax with county• Receive County printouts• |