

CROCKETT SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, SEPTEMBER 15, 2021

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in *Executive Order 33-20* and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time. (See *Resolution No. 19/20-18*)
- The meeting will be conducted via teleconference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below. See end of agenda for information on How to Submit Public Comments.

Agenda packet can be accessed at <https://www.town.crockett.ca.us/2021-9-15-crockett-sanitary-commission-meeting>.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at 1 (669) 900 9128.

Enter the Meeting ID# 828 2558 6640 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/j/82825586640>.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/82825586640> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone, enter Meeting ID#.828 2558 6640

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 Commission 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 for a future date.*)
4. PUBLIC HEARING:
5. CONSENT CALENDAR: Consideration of a motion to approve the following item:
(*Items are subject to removal from Consent Calendar by request of any Commissioner on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.*)
 - a. Approve Minutes of August 19, 2021
 - b. Consider Status Report on outstanding issues.

6. **ADMINISTRATIVE:**
 - a. Consider report on actions taken by the District Board.
 - b. Consider Announcement of Vacancy on the Crockett Sanitary Commission.

7. **WASTEWATER:**

Status report on recent Enforcement Actions.

8. **BUDGET AND FINANCE:**

Consider monthly 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 – Member Adams
 - c. Inter-agency meetings:

11. **FUTURE AGENDA ITEMS:**

Consider lateral inspection increase.
Consider procedures for ADU applicants.
Consider restoring the Budget & Finance Committee.
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. **COMMENTS FROM COMMISSIONERS:**

13. **ADJOURNMENT** to October 20, 2021.

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
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e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, AUGUST 19, 2021

1. **CALL TO ORDER:** The meeting was called to order at 7:04 PM by Chairperson Manzione. Present were Commissioners Adams and Wais, along with Administrative Services Manager Gunkelman, District Engineer Murdock, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Commissioner Mauler was absent.
2. **AGENDA ORDER:** There were no requests to change the agenda order.
3. **PUBLIC COMMENTS:** Gaunt Murdock said the State Lands Commission is having a virtual meeting on the August 25 at 1:00 pm regarding the Crockett waterfront.
4. **PUBLIC HEARING:** None
5. **CONSENT CALENDAR:** Commissioner Manzione asked that 5.a. be removed for further discussion. The consent item was approved unanimously (mw/ha):
 - b. Consider Status Report on outstanding issues.

Consent Item Removed: 5.a. – Minutes of July 21, 2021. Commissioner Manzione said he would like to offer some additions to clarify the minutes:

6.a. Legal advice on implementing a State law - *This matter regards a State law on Accessory Dwelling Units. The Sanitary Department has received legal advice given to our staff. The purpose of this closed session is to hear that legal advice is passed on by staff.*

6.b. Security matter - *This closed session pertains to security of sewer system assets. The purpose is to address recently recognized security risks, especially for internet and IT assets. The security personnel with whom the commission is consulting is our department staff responsible for these security subjects.*

A motion to approve the Minutes of July 21, 2021, as amended, carried unanimously (ha/mw).

- 6.a. **DISTRICT BOARD ACTIONS:** None
- 6.b. **DISTRICT OFFICES:** Mr. Murdock reported he and Mr. Barnhill have moved in to the new office building. He said work upstairs in the new office is almost complete. He said the bathrooms do not need much work done and the kitchen floor will probably start this weekend. Mr. Gunkelman said he has not had a chance to deal with any security cameras.
- 6.c. **BROWN ACT:** Commissioner Manzione wanted to say in response to the question raised at District Board on the Crockett Sanitary closed session. He said his view from reading the Brown Act and refreshing on it was that the closed session is appropriate. He accepts the request for more details being made public about what the closed sessions are about. Commissioner Wais said she wanted to make one comment about the Brown Act. She said the District has never made a full media policy and she wanted to remind everyone that you cannot dispose of any communication from the District on the phone or emails.

Commissioner Manzione said the spirit of the Brown Act is transparency, openness and information available to the public, which is the reason why he wanted to take the time to add extra information to the minutes from July 21 and also to have it in the record of this meeting. He said any member of the public can attend these meetings if they are an interested party. He said the Brown Act is open to complaints from anybody who's involved, any citizens and any interested party.

7.a. ENFORCEMENT ACTIONS: None

7.b. SEWER USE CHARGE AND ACCESSORY DWELLING UNIT ISSUES: No report.

8. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission.

9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported back in March he asked the Commission for approval on \$365K worth of repairs. He has done a number of those repairs but one is still pending and a couple were never started. He is still planning to get back and do a couple of the ones that were already authorized. Mr. Murdock said there are three more proposed/pending capital repairs that still need approval: They are (1) Lillian for \$40K, (2) Alexander for \$55K and (3) Winslow for \$80K. A motion to approve capital repairs for Lillian, Alexander and Winslow Street for a total of \$175K carried unanimously (ha/mw). Mr. Murdock reported he has been putting together an Accessory Dwelling Unit (ADU) form so those individuals would have the ability to apply to be exempt. He is also looking at the cost of lateral inspections. He said staff has looked at what other districts charge for lateral inspections. West County Wastewater District charges \$500 for a lateral inspection, and in addition to that they have other charges they tack on. He said right now we do lose a lot of money with a lateral inspection. He is looking at how much it costs and he doesn't have any really hard data right now, but is working on it.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Consider vacancy on the Crockett Sanitary Commission (Sept.).
- Consider lateral inspection increase.
- Consider procedures for Accessory Dwelling Unit applicants.
- Consider restoring the Budget & Finance Committee.
- 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 8:03 PM until September 15, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
September 10, 2021

CROCKETT SANITARY DEPT. STATUS REPORT

SEPT.

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
Ongoing		Flow data analysis - gather meter data regularly, process flow data, print and archive, update dry weather and wet weather worksheets.	Hydraulic study underway on capacity of collection systems.	Meter calibrations in 2021	JB
Ongoing		Sewer database & repair records - permanent paper and digital records of construction projects.	Paper files through 2018, ICOM maintenance scheduled updates, map and line segment data current thru 6/13	Catalog and archive paper records. Update ICOM3 data records, create new wall map based on changes.	JB
Ongoing		Financial accounting & budget	Adopted FY 20/21	Mid-Year FY 20/21 report in December	GM
Ongoing		JTP cost allocation adjustment - annual review done in April to adjust treatment plant costs based on actual flow.	Allocation complete for April 2019-March 2020	Review in April 2021	JB
Ongoing		C&H diversion analysis - data gathered monthly and records stored with flow data.	current thru 4/20	Verify diversions reported by review of flow data, complete in March 2021.	JB
Ongoing		Creek pollution monitoring - SSMP requires monitoring of large spills that reach the waters of the state. WCWC to perform these services as needed. Insufficient staff to be proactive for collection of baseline data.	BACKLOGGED		WCWD
Ongoing		Manhole maintenance - annual maintenance to site visit known trouble spots to clear brush and debris.	brush & debris cleared	Review Summer 2020	JB

FINANCIAL MATTERS

4/18	F-23	10-year revenue program	updated in 2018	BACKLOGGED	GM
3/18	F-22	Climate change impacts	POSTPONED	Strategic planning in fall	Comm/Board
3/18	F-21	Advance planning renegotiate JUA	POSTPONED	Review JUA in winter	Comm/Board
3/18	F-20	Advance planning for flow reduction C&H	POSTPONED	To Wastewater Committee	WWC

ENGINEERING MATTERS

5/18	E-27	Flyght SCADA with MCC	engineer investigating	To bid October 2020	VW Housen
12/12	E-26	Protect pump station from floods	POSTPONED	remove bricks by Feb 2021	CIA

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
5/12	E-25	6" sewer behind Third/Wanda	BACKLOGGED	install access point	Constr. Mgr.
10/10	E-24	Loring pump station alt. power backup	WCWD Power	install generator	WCWD/JB
7/07	E-21	Mercury TMDL	BACKLOGGED	review / research	WWC
4/07	E-20	Pool discharge permitting	BACKLOGGED	create permit	GM / Legal
3/05	E-10	EQ tank rehabilitation	cleaned 9/14	engineers study required	VW Housen & other engin.
6/04	E-9.5	Sewer replacement schedule	2% per year	Wastewater to review 2021	GM / WWC
10/01	E-4	Easement agreement (405 Alhambra)	BACKLOGGED	hire surveyor	GM
8/01	E-3	Edwards Creek tunnel project	COMPLETED	record grant of easement	GM
7/17	E-28	Update contacts with DIR	BACKLOGGED	Contractors must be registered	Constr. Mgr.

ADMINISTRATIVE MATTERS

1/18	A-32	Easement Protection Program	BACKLOGGED	revisit enforcement priority	GM / Board
6/17	A-31	Access & Repair Agreement Program	BACKLOGGED	develop formal program	GM / Board
4/17	A-30	Abandon sewer easement 550 Alhambra	Attorney for language	record abandonment	GM
10/15	A-29	Order protection of easement 515 Winslow	BACKLOGGED	draft letter and request payment of abatement costs	GM
8/15	A-33	Enforcement Procedures - rewrite	BACKLOGGED	Draft and legal review	GM / Legal
9/14	A-34	Grant Easement Transfer 330 Alhambra	BACKLOGGED	draft and record	GM
9/12	A-28	Capacity charge payment plan	POSTPONED	revise fee ordinance	GM / Legal
3/12	A-27	Common lateral ordinance	DELAYED	review ordinance	GM / Legal
2/10	A-26	Capacity charge ordinance	POSTPONED	revise by ordinance	GM / Legal
11/09	A-25	Double permit fees for no permit	drafted	adopt ordinance	GM / Legal
3/08	N-11	Penalties for lateral SSO negligence	BACKLOGGED	develop fines	GM / Board
4/07	A-20.5	Lateral replacement	ON HOLD		GM / Board
11/06	A-19	Safety training requirements	Identify	annual training	JB
3/04	A-16	C&H access requirements	BACKLOGGED	abandon sewers	GM / Legal
8/03	A-15.9	Grease trap inspection control program	BACKLOGGED	develop procedures	JB
8/03	A-15.7	Grease traps/FOG	BACKLOGGED	notify commercial kitchens	JB

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
3/03	A-15	N-00-29 sewer easement	Docs updated	parties to sign	GM / Prop. Owner
3/02	A-14	Encroachment permit (9 Crolona Hgts)	BACKLOGGED	send agreement	JB
2/01	A-11	Sewer main acceptance records	BACKLOGGED	disavow by resolution	GM / Legal
2/99	A-8	West County contract review	ON HOLD	continue with existing	GM / Comm.
5/98	A-4	Emergency binder	BACKLOGGED	Update and revise	GM
6/20	A-33	Letter to railroad re crossing	BACKLOGGED	Protect access to outfall	GM / Legal
1/20	A-34	Outfall lease SLC #25959	Incomplete	Address outstanding items	GM

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ANNOUNCEMENT OF VACANCY

AND INVITATION TO APPLY FOR A SEAT ON THE CROCKETT SANITARY COMMISSION

The District is now taking applications for a vacancy on the Crockett Sanitary Commission. Applicants must be residents of Crockett. Anyone interested should apply by written letter, clearly identifying the applicant by name, street address and Crockett phone number. Applications must contain a statement of interest and qualifications. The deadline to submit applications to the Crockett Community Services District, PO Box 578, Crockett, CA 94525 is October 13, 2021.

The Sanitary Commission will interview applicants on October 20, 2021 and make a recommendation to the Board. An appointment to the Commission will be made later by the District Board of Directors. The term of office is 24 months. Please call Crockett Community Services District at 787-2992 for more information.

September 16, 2021

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Commissioners: Howard Adams, Greg Mauler, Mark Manzione, Mary Wais

6.b.

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTC	8/25/21	LATEST FUND REPORT:	8-11-21
OPERATING FUND 3426		CONSTRUCTION FUND 3427	
CASH CARRIED FORWARD:	\$282,323.24	CASH CARRIED FORWARD:	\$60,020.28
ACTIVITY:		ACTIVITY:	
Warrants (6464-6510)	\$ (138,878.20)	Invstmnt Srvcs 4th q	(\$3.00)
Invstmnt Srvcs 4th qt	(\$29.00)		
Permit 21-11 to 21-11	\$150.00		
Contractor Bonds	\$ 2,000.00	CASH BALANCE:	\$60,017.28
Transfer from 3240			
Wells Fargo Fees		INVESTED BEGIN BAL.:	\$901,870.40
		4th Qtr Interest	\$736.35
		INVESTED BALANCE:	\$902,606.75
CASH BALANCE:	\$145,566.04	FUND 3427 BALANCE:	\$962,624.03
ADV ON TAXES:	\$ -		
060 Prop tax Beginnir	\$ -		
Cash Conversion			
Ending Balance	\$ -	CAPITAL RESERVE FUND 3429	
160 Adv Supp Prop ta	\$4,117.89	CASH CARRIED FORWARD:	\$260.00
Zero out until Dec	(\$4,117.89)		
Ending Balance	\$0.00	ACTIVITY:	
		Invstmnt Srvcs 4th q	(\$1.00)
INVESTED BEG. BALANCE:	\$3,377,893.50	CASH BALANCE:	\$259.00
Invest Interest	\$2,456.58		
Transfer to investment		INVESTED BEGIN BAL.:	\$71,405.31
		4th Qtr Interest	\$58.30
Ending Balance:	\$3,380,350.08		
FUND 3426 BALANCE:	\$3,525,916.12	INVESTED BALANCE:	\$71,463.61
TAXES held in 3240:	\$383,728.84	FUND 3429 BALANCE:	\$71,722.61
CO.charges in 3240:	\$0.00		
ACCRUED DEBT OWED TO CVSAN:		CONTRACTOR BONDS ON FILE:	
PCSAN DEPT.	\$378,219.98	36 contractors	\$36,500.00

Commissioners: Howard Adams, Greg Mauler, Mark Manzione, Mary Wals