

CROCKETT SANITARY COMMISSION

MINUTES OF REGULAR MEETING, JANUARY 17, 2018

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Adams. Present were Commissioners Manzione, Wais and Wolthuis, along with General Manager McDonald and Assistant Dept. Manager Barnhill. Also in attendance was Sanitary Commissioner Mann.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: John Mann said he is here to speak on an outstanding inter-department loan payment that the Port Costa Sanitary Department owes Crockett. Mr. Mann said he is appreciative of Crockett for their help and is unhappy to ask for a delay on payment. He said it is the best option in order to be better positioned to cover the unknown costs with the upcoming Port Costa NPDES Permit reissuance and unforeseen system maintenance expenses that may be associated with it. Commissioner Adams asked if this needs to be placed on a future agenda. Mr. McDonald said the Port Costa Sanitary Commission should be able to make a decision on whether to pay the principle owed or make a formal request to delay payment by the end of March. Commissioner Wolthuis asked if the District Board needs to be involved. Mr. McDonald said the decision rests with the sanitary commission but that the Board will be informed through the regular manager reports. Commissioner Manzione asked for an amortization schedule showing principle and interest if the delay continues into March.
- 4.a. PUBLIC HEARING: Mr. McDonald reported on 1225 Starr Street (APN 354-161-003). He said the property remains in violation of Ordinance No. 07-1. He said the owner has not contacted the staff recently, has not supplied the District with a re-inspection of the sewer lateral, or provided contract for replacement of the sewer. A motion to impose an additional fine of \$300 and schedule a fourth public hearing to consider imposing an additional \$500 fine and all available remedies under the law against the property 1225 Starr Street carried unanimously (mw/jw).
- 4.b. PUBLIC HEARING: Mr. McDonald reported that 28 Del Mar Circle remains in violation of Ordinance No. 07-1. The owner has been in contact with staff. Mr. McDonald recommends holding off on any action until January 31 to allow the owner to provide a re-inspection and to make repairs on the upper lateral. A motion to continue the hearing for one month to allow the owner to provide CCTV inspection and plan repairs carried unanimously (mm/mw).
5. REPORT OF DISTRICT COUNSEL: Mr. McDonald reported that District Counsel Alm remains the Districts primary legal counsel. Mr. McDonald said that an associate attorney has not yet been hired or assigned to the District. He said he expects to hear that an attorney has been assigned prior to the January 24 District Board meeting.

6. CONSENT CALENDAR: The consent items were approved unanimously (jw/mm):
- a. Approve Minutes of December 13, 2017.
 - b. Receive Status Report on outstanding issues.
 - c. Accept the Annual Report on Construction Permitting for Calendar Year 2017.

7. REPORT OF CONSULTING ENGINEER: None

8.a. ENFORCEMENT ACTIONS: Mr. McDonald presented the status report on recent enforcement action. No questions were raised.

8.b. SANITARY SEWER OVERFLOW REPORT: Mr. McDonald presented the annual report on Sanitary Sewer Overflows (SSO's) for the calendar year 2017. He said while the report is not required by the San Francisco Regional Water Quality Control Board (RWQCB) he felt it was prudent to summarize spills that occurred in Crockett and share trends with the Commission. The primary causes of SSO's in Crockett are roots and aged pipes. During our NPDES Permit No. CA0005240 renewal, William Burrell at the RWQCB shared his concern regarding the frequency of SSO's that have occurred in Crockett and said that Crockett has had an excessive amount in recent years compared with other agencies in the San Francisco Bay Area. The RWQCB may look at the SSO data and impose enforcement actions which could include accelerated preventative maintenance and a more aggressive repair schedule to prevent SSO's. Staff will confer with our District engineer and provide comments on the RWQCB Draft Tentative Order No. R2-2018-00XX, Permit No. CA 0005240 and submit the Annual SSO report to William Burrell at RWQCB once approved by our District Board.

8.c. SEWER REPAIR/REPLACEMENT PROGRAM: Mr. Barnhill presented the Sewer Repair/Replacement Program report. He said it has been a successful year. The large Heald Court and Del Mar Sewer Replacement Project by itself exceeded the 2% annual replacement goal of the Crockett Sanitary Commission. Three projects and five emergency spot repairs were undertaken with a total of 21 line segments repaired or replaced.

9.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. The proposed FY 2018/19 budget schedule was presented to the Commission. Mr. McDonald reported that interest rates have increased from 1.04% to 1.20%.

9.b. MID-YEAR BUDGET REPORT: Mr. McDonald presented the Mid-Year Budget Report for General Fund 326 which includes a 6-month budget report statement through December 21, 2017 and the initial draft budget for FY 2018/19. After discussing highlights and summary he reported that it does not appear that there will be a need to revise the current budget. He said he does not anticipate the need to use the contingency reserve fund. Mr. McDonald said that West County Wastewater District (WCWD) is short staffed due to management changes which may limit some of their planned capital replacement work at the Crockett Pump Station through the remainder of FY 2017/18. Commissioner Manzione asked what the \$32,000 transfer to Fund 3427 contributes to. Mr. McDonald said the transfer was originally begun to build reserves for an anticipated third clarifier at the Joint Treatment Plant (JTP) but is now being reviewed annually for any future large-scale capital project which may be imposed on the JTP. Commissioner Manzione asked if capacity fees are for new buildings. Mr. McDonald said the District's Capacity Fee Program is governed by District Code Section 6.12 and is currently imposed on new buildings and on commercial properties when a change in use occurs. Commissioner Manzione asked would a capacity fee be imposed if a building were demolished then rebuilt. Mr. McDonald said that based on our current program, yes, a newly installed

sewer lateral and a capacity fee is required if a new building is constructed either on an empty lot or following demolition of a previous building. Existing laterals are not to be reused for new buildings but can be pipe burst with new High Density Polyethylene (HDPE) pipe under permit.

10.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in December. He said Luigi Barassi was elected as President and Kent Peterson as Vice-President. Mr. McDonald said that Director Peterson had questions on the Connection Fee and Capacity Charge Accounting Report, the issue was continued until the next Board meeting. The Board expressed their support for a new bi-monthly newsletter. The day after Thanksgiving is now a recognized District holiday beginning in 2018. The Board received a Salary and Benefits Study comparing the District's pay schedule for its employees in comparison to similar agencies.

10.b. ANNOUNCEMENT OF VACANCY: Mr. McDonald said in order to fill the vacancy on the Crockett Sanitary Commission an Announcement of Vacancy must be published. He suggested applications be submitted through March 12, 2018 to encourage more applicants for the vacant seat on this commission. A motion to accept the language of the Announcement of Vacancy, to direct staff to post on the bulletin board, and to publish it in the Crockett Signal for public viewing carried unanimously (jw/mm).

10.c. COMMITTEE APPOINTMENTS: Chairperson Adams appointed Commissioners Manzione and Wais to the Wastewater Committee. The Budget & Finance Committee remains the same with Commissioner Adams and Wolthuis serving.

11.a. STAFF REPORT ON OPERATIONS: There were four separate Sanitary Sewer Overflows (SSO's) that occurred in December. The cause for the three SSO's above the Pomona retaining wall have all been resolved by performing emergency sewer repair work on three separate line segments V-21-07 to V-21-06, V-21-03 to V-21-02, and under manhole V-21-06. Flow data for Crockett and Valona basins are still not being collected due to ACR Owl-Data-Logger failure. Staff completed its annual Preventative Maintenance Program audit confirming sewer line segments have a cleaning schedule assigned to them. Cleaning frequency is adjusted monthly as needed.

The MCC Panel replacement project for main pump station continues to move forward. Meetings occurred with Frisch Engineering and V.W. Housen to finalize the Front End Specifications. Temporary bypass solutions were discussed as well as required project management and programming costs after installation of new electronics. The Annual CCTV inspection project was delayed due to shifted focus on emergency work.

Port Costa's inter-department loan payment did not include the principle payment from the second loan, \$34,501, due to a cash shortage concern. The Port Costa Commission hopes the unpaid principle can be paid after it finalizes the costs for its NPDES permit renewal and septic tank cleaning that is required this year. They paid \$64,969 in principle and interest and it is hoped the balance can be paid in February or March 2018. The JTP Capital Reserve and Capacity Charge transfers to Fund 3427 has been completed. Water data requested from EBMUD has been requested for the Crockett Sewer Use Charge (SUC) study, Non-Disclosure Agreement signed to obtain data. Met with Jeroen Preiss from AIMSTREAM and asked for a proposal for new Computer Maintenance Management System (CMMS) system to replace Innovyze InfoMaster System currently being used. Nantucket continues to make regular monthly payments for its outstanding prior year SUC's. General Manager McDonald spent 54% of his time towards Crockett Sanitary Department

operations and 1% of his time on Crockett Sanitary Capital Sewer Projects in December. Assistant Sanitary Department Manager Barnhill spent 76% of his time on Crockett Sanitary Department operations such as collection system maintenance and emergency sewer response and 13% of his time on Capital Projects. Time spent on Port Costa issues in December was 11%.

11.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

11.c. STAFF ANNOUNCEMENTS: None

12.a. WASTEWATER COMMITTEE REPORT: Commissioner Manzione reported that the cost for the Crockett MCC main pump station panel upgrade project has increased toward the contingency level. He said the cost is likely to increase when the project goes out for public bid. Commissioner Manzione predicts that grease trap requirements, which will be within the Fats Oils and Grease (FOG) program to be implemented, will bring complaints from the public if it affects their local commercial food establishments in a negative way.

12.b. BUDGET & FINANCE COMMITTEE REPORT: None

12.c. AD HOC COMMITTEES REPORT: None

12.d. INTER-AGENCY MEETINGS: None

13. FUTURE AGENDA ITEMS:

Annual report on Sewer Inspection Program (Feb.).

Action Plan for 2018 (Feb.).

Hold interviews and fill recommended filling vacancy (March).

Consider recommended enforcement actions.

Consider comprehensive rehabilitation program.

14. COMMISSIONER COMMENTS: None

15. ADJOURNMENT: The meeting was adjourned at 8:17 PM until February 21, 2018.

Respectfully submitted,

James Barnhill
February 12, 2018