

CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING OF FEBRUARY 21, 2024.

1. CALL TO ORDER: The meeting was opened at 4:00 PM by Chair Manzione. Commissioners present: Dale McDonald, Scott Bartlebaugh, Mark Manzione, D'Arcy Trask, and Mary Wais. Staff present: Interim General Manager (IGM)/District Secretary (DS) Sonia Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Sanitary Department Manager (SDM) James Barnhill. District Board Member Kent Peterson was also present.
2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: Item 5 was moved to follow immediately.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Minutes for January 17, 2024, were approved with edits. (McDonald 1st, Trask 2nd, 5/0)
5. SEATING OF NEW MEMBERS DALE MCDONALD AND VALERIE QUADE (ALTERNATIVE): Mr. McDonald and Ms. Quade both read the Oath of Office and were welcomed.
6. ADMINISTRATIVE: The district secretary was asked to add a bullet point to consider items removed from the Consent Calendar.
- 6a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: IGM Rivas reported the Board approved the budget schedule. Karen Klaiber and Tom List were reappointed to the Port Costa Sanitary Commission. Board Director Peterson announced that he will not complete his term. The Board will pass a resolution nominating Director John Mackenzie to the LAFCO board seat. She announced that all the commissioners had been enrolled in CSDA (California Special District Association) and encouraged everyone to visit the site and take advantage of the resources during our trial period. Ms. Rivas reported on the Recreation Commissioners' concern regarding 1 Rolph Park Drive. She will be passing out the Statement of Economic Interest (Form 700) to be completed by all commissioners.
- 6b. APPROVE REROUTING THE SEWER LINE AT DOWRELIO DRIVE: This line is located on a steep hillside. The line collapsed last year causing a spill. An interim repair was made with a HDPE six-inch line and was left exposed due to wet weather. Mr. Murdock recently noticed that the line has begun to sag due to debris from the hillside. He is concerned that the sag could come loose from its bad coupling and create a spill, or it could drag on an asbestos pipe and break it. There are two possible options for repair. Option one involves digging 830 feet of trench that would route from the top of the hill to the parking lot and then to a manhole. This option is expected to be very expensive. Option two involves burying the pipe protecting it from surface movement from the hillside. The steep hillside will make the repair challenging.

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but it is a viable option and could be a less expensive alternative. Adding a drain to the creek was a third option discussed. Dowrelia Drive is a private road and would require easements from State Lands which will include extensive coordination. Mr. Murdock will research costs for the first two options.

6c. DISCUSS 1 ROLPH PARK DRIVE – DISTRICT OFFICE: ASM Goodman reported that the loan is paid every six months; CVSAN paid 100% of the first two installments. The following installment consisted of 74% by CVSAN and the balance was a three-way split between Maintenance, Recreation, and Port Costa. The fourth installment was paid with the same split to avoid late penalties. The District was able to qualify for a loan to acquire the building because of CVSAN's ability to collect taxes (generate income). CVSAN is the majority stakeholder. She reported that loan payments made by other departments may be reimbursed by future generated income.

The District Board Budget and Finance Committee met and discussed that the allocation percentages need to be adjusted to add the Lighting and Landscape Department, but no decision was made. DS Rivas directed the commissioners to refer to the attached memorandum to the Board, dated September 20, 2020, that noted the District's responsibility, financial information, and next steps for the property. Also attached was a list of completed repairs.

An extensive discussion was had on the history of the acquisition, repairs completed, and repairs that still need to be made. A conclusion was made that much discussion still needs to be had for clarity moving forward; identify the building owner, management of the building, financials, insurance needs, programming, and determining if these align with the Board's vision for the building. Progress on these items relates to staff's availability and work priorities.

The Commissioners concurred that the Board should take the lead on holding a long overdue public meeting focusing solely on the acquisition of the property, programming, and long-term goals to dispel rumors and speculation by the public.

6d. DISCUSS BUSINESS MATTERS CONCERNING LEGAL COUNSEL: The District has been utilizing the legal services of Myers Nave, specifically of Richard Pio Roda, for the JUA negotiations. Mr. Pio Roda has announced that he is leaving Meyers Nave to join a new firm, Redwood Public Law. He has asked if the District would like to continue utilizing Mr. Pio Roda. The decision to choose legal counsel is the responsibility of the Board. Mr. Murdock felt it was prudent for CVSAN to consider their preferences since they are the primary users of his services. The commissioners agreed unanimously that their priority is to maintain the services of Mr. Pio Roda at least through the completion of the JUA negotiations.

7 REPORT OF CONSULTING ENGINEER: None.

8 WASTEWATER: No meetings have occurred. Mr. Murdock has requested Operation and Maintenance reports useful for the JUA negotiations but has not received them. The tolling agreement is expected to be signed in the next few days. It is possible that reports have not been submitted because that agreement has not yet been signed. Staff are working on C&H billing and will meet with the former general manager for background and recommendations. The standing committee is ready for a breakout meeting to discuss legal issues.

9a RECEIVE WARRANT TRANSMITTALS: The payment for Ground Penetrating Radar Systems LLC is for an audit of the CCTV contractor's work. CVSAN pays life insurance for one sanitation employee. Villas Landscaping is currently performing work every two weeks.

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9b UPDATE ON BUDGET PROCESS FOR 2024: The budget process is still on target. The water usage data has been received and Staff is working on those calculations. Water use data determines the ratio of SFR (single-family residential units) to apartment costs. Commercial units are calculated as apartments. The sewer use charge is driven by expenses. Mr. Murdock expects there will be an increase this year. He expects the sewer use charge to be on the next agenda.

10a OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: Mr. Barnhill submitted the Annual Pollution Prevention Plan report for Crockett on Friday. The report is comprehensive and summarizes all activities in the District. This year's report was due a week earlier than normal. He prepares the report and forwards it to C&H since they are the permit holders; C&H submits the report over CIWQS. Unfortunately, the report did not make the CVSAN's February agenda, but it will be on the Board's February agenda the following week.

There was a brief discussion on Ordinance 07-1 regarding lateral inspection certificate permitting. He reported that 14 properties are in the process of review. There are a few properties sold in 2021 and 2022 that were not inspected. One permit was opened in 2022. The permit has expired and the homeowner must begin the permit process from the beginning.

Mr. Murdock provided an update on capital improvements. The 106-foot line replacement between Alhambra and Winslow was completed. The Alexander Park sewer repair bid was posted. The project includes five sections that pass by six manholes, one of which needs to be replaced. It is a 12-inch sewer line that is in bad shape and will be replaced by HDPE. The engineer's estimate is \$425,000 but expects that the bids may come back higher. The Recreation park project bids received were higher than the first round of bids. Recreation's next step will dictate if these two projects can be coordinated to minimize the impact on park activities. Mr. Peterson suggested caution be taken on the work closest to the church property. During a much earlier repair, the church experienced damage to its sidewalk.

The bids are due March 8th. The funding source has not been identified but reserves may be available and would need Board approval; the project may be split among several fiscal years. The turnaround time for the bid approval is 10 days. Mr. Murdock will likely call a special meeting with both the Board and CVSAN to approve the project.

There is no progress to report on the MCC project. The project engineer requested a part that is no longer manufactured, and an alternative is being sought.

10b GOVERNMENTAL MATTERS: IGM Rivas reported that she had met with the Rodeo General Manager informally and learned about their hiring practices, budgets, training, creative financing, and even how they stopped rag problems. Mr. Murdock has met with C&H where they explained that rags are a nuisance, but grit is a bigger issue and that the grit comes from Crockett. The removal of the grit is done manually at the treatment plant and is costly. Information about wipes is included in the annual newsletter.

10c ANNOUNCEMENTS AND DISCUSSION: None.

11a WASTEWATER COMMITTEE: None.

11b BUDGET & FINANCE COMMITTEE: None.

11c INTER-AGENCY MEETINGS: None.

12 FUTURE AGENDA ITEMS: An update on the State Audit was removed, and staff will report if, or when, the State reports findings and corrective actions to be addressed.

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- Aerator repair
- Enforcement letter template
- FOG Policy
- 1 Rolph Park Drive

13. COMMISSIONER COMMENTS: The EQ tank is covered with graffiti. The District had a goat that served as a deterrent but is no longer an option. Mr. McDonald reported that the District has previously used Recreation staff to paint over graffiti and may want to reconsider that option.

14. ADJOURNMENT: The meeting was adjourned at 6:07 PM until March 20, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary