

# CROCKETT SANITARY COMMISSION

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of the Crockett Community Services District

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## 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*

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September 10, 2021