CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING OF SEPTEMBER 18, 2024.

1. CALL TO ORDER: The meeting was opened at 4:00 PM by Chair Manzione. Commissioners present include Bartlebaugh, Manzione, and Wais. Commissioners McDonald and Trask were absent (excused). Staff present: District Secretary (DS) Rivas, Interim General Manager (IGM)/Administrative Services Manager (ASM) Goodman, and Sanitary Department Manager (SDM) Barnhill. One member of the public was present – Coco d'Frenchie.

2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: None.

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.

4. PRELIMINARY REVIEW OF PUBLIC HEARINGS: None.

5. CONSENT CALENDAR: Consent Calendar was approved; minutes with some edits. (Wais 1st, Bartlebaugh 2nd, 3/0).

   a. Approve minutes of August 21, 2024.

   b. Receive warrant transmittals. – IGM Goodman reported that the contractor for the Alexander Park sewer repair project, CEAU, has not completed the project. They have a $50,000 bond and $18,000 retention fee that have not been released pending fixes.

6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None.

7a REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD AND THEIR COMMITTEES: DR Rivas reported ASM Goodman has been appointed to Interim General Manager. The DS has completed her one year and is now a permanent employee. The Personnel Ad Hoc Committee was disbanded. A new ad hoc was created to hire a new general manager. The Board approved the Ad Valorem tax disbursement to cover Recreation's financial shortfall. An extension of the Joint Use Agreement negotiations to October was ratified. The minimum allocation had already been transferred to CVSAN, Recreation was allocated their 15% and the balance is to remain as a contingency as needed for Recreation. The balance in the ad valorem account is $366,960.41. IGM Goodman reported that the Board is considering changing the current allocation percentages to favor Recreation. The ad valorem taxes are to be used for District priorities. The redistribution of funds to Recreation is justified because they have not increased its rates since 2012 and the sewer use charge (SUC) adjusts annually to cover increases necessary to manage sanitary services. The ad valorem resolution was approved in FY 18/19 and contained language that authorizes the general manager or administrative services manager to utilize the funds as needed to meet the District's budgetary needs. Ms. Goodman stated that although the former district engineer had allocated $600,000 from ad valorem, they only allocated the minimum of minimum as directed by the Board. This will be reflected when the next budget update.

7b. UPDATE ON JOINT USE AGREEMENT NEGOTIATIONS: IGM Goodman reported that C&H has received the District's version of the JUA agreement. The next step is to meet to discuss cost allocations. She

expressed that the Wastewater Committee will continue to serve as technical and cost experts and Board President Spinner, Director Barassi, the IGM, and the District's attorney will continue as direct negotiators with C&H.

7c. UPDATE ON C&H BILLING: The IGM was directed to pay all C&H bills to avoid interest payments but there is a discrepancy in the total amount owed to C&H. The proposed JUA has a provision to protect the District from paying back interest charges but that are still under consideration. The direction is to move forward with paying the undisputed bills and resolving any disputes later. C&H bills are estimated to range between $2 million to $3 million.

7d. RATIFY NSU CONTRACT: The Natural Systems Utility (NSU) contract is for both Crockett and Port Costa. The IGM assured the commissioners that NSU is a singular contract for two different departments and billing will be submitted separately by locality. It is the general manager's responsibility to ensure bills are paid from the correct accounts.

Commissioner Bartlebaugh expressed concern regarding the financial impacts of section 4.0 capital improvements. IGM Goodman reported that she, the SDM, and NSU have toured the District's various assets taking into consideration the former district engineer's list of repairs. Detailed discussions are being had on-site regarding the status of repairs, but a formal plan has not been created. The IGM expects that capital improvement costs will be higher than expected. SDM Barnhill compared household appliances to make a point. Such appliances are replaced after so many years. Sanitary facilities run 24/7 for 20 – 30 years. Maintenance, repairs, and replacement are inevitable. Staff are cognizant of NSU's clause on repair/replacement recommendations. Failure to approve or explain delays will automatically void the contract. Staff anticipate that NSU will work with the District to create a workable list of priorities.

Section 5.3 confirms the terms of the contract. It is a five-year contract with a 3.5% increase upon renewal. Work hours are from 7 am to 3:30 pm; anything after is considered overtime. NSU has offered on-call assistance. This will relieve the SDM from being on-call 24/7 and allow him to take time off without violating permit requirements. Staff will review the costs associated with this as-needed service. NSU is shadowing Valley Operators as planned for training. NSU's care, time, attention, expertise, and communications are above and beyond what Staff expected.

CVSAN received, reviewed, and discussed the NSU contract.

7e. UPDATE ON SANITARY STAFF SUPPORT HIRE: The position has been posted on the District's website, but no applications have been received.

7f. DISCUSS REPAIR PLAN FOR 1 ROLPH PARK DRIVE (1RPD): Chair Manzione requested updates on repairs as they occur. The Board has proposed an ad hoc for the 1RPD building but has not been officially launched. IGM Goodman reported that repairs are under the purview of the general manager. No repair work was reported.

7g. DISCUSS PENDING VACANCY IN CVSAN COMMISSION: Chair Manzione led a short discussion on the inevitable loss of Commissioner McDonald. Mr. McDonald is uncontested for an elected position on the Board. The discussion focused on the process of filing the vacancy and whether the alternate would automatically be appointed or if she was interested in a full-time commissioner role.

8a. UPDATE ON DISTRICT ADMINISTRATION: Ms. Goodman reported that as the new IGM, she is focusing on workflow and priorities and asked that all requests go through her. There are multiple deficiencies and actions are being taken to address those deficiencies, such as Ms. Maria being appointed as Acting Recreation Manager. The exception to this rule is the district secretary since she reports directly to the Board. Matters for the district secretary include the preparation and posting of agendas, minutes and things related to policy. Ms. Goodman has spent a significant amount of time reenergizing vendor

relationships. The District continues to utilize the engineer on contract, but it is unclear if a current signed contract exists.

8b. UPDATE ON FINANCIAL MATTERS: The IGM reported the cash account balance is $972,77.23 and the Local Agency Investment Fund (LAIF) balance is $4,633,404.81 (as of August). The ad valorem tax funds were transferred.

8c. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: The IGM reported that a significant amount of work has been done at the EQ site including fire abatement and fence repairs. A homeless encampment has sprung up and it appears they are entering the garage spaces. Staff are working on various repairs and plan to paint the EQ tank that is covered in graffiti. The IGM has authorized a $30,000 pump purchase to replace the original pump 5 at the pump station. Other repairs are assessed on their level of urgency with budget consideration.

A significant amount of staff time is absorbed when staff has to tend to the Loring power station during power outages. An inverter was purchased but it has not been installed. Ms. Goodman is looking into cost-effective alternatives to reduce the amount of staff time required at the pump station through Shore Power or automation and may consider NSU services. In the interim, a replacement generator and rolling cart were purchased to replace the old one that belonged to the former district engineer.

SDM Barnhill reported that the motor for the channel grinder was ordered. NSU will be installing the motor and electrical panel. The grit pumps have been repaired.

The Water Board requires that everything be inspected, including force mains; this includes the force main between the pump station to the Equalization site. The only access points to the EQ force main are at each end of the line which is approximately 3,000 feet long. The old manholes still listed on the mapping system were pulled through, limiting access. A camera was used for a limited distance at each end. There was no evidence of any buildup of debris or grease. The line is below water which prevents pressure testing the line. Should a 100% inspection be required, it will require some costly construction work.

The SDM identified a 2020 email from West County recommending the replacement of emergency pump 5 but no action had been taken. The pump is no longer efficient. He recommends purchasing a replacement pump which will take 13 weeks to deliver and up to two days to install rather than renting a pump should a repair attempt create worse problems. The delivery and installation would be around late December. Staff can mothball the current pump as a backup.

An annual CCTV inspection project is being developed for Crockett. There was a category three spill due to rags in grease at the marina line that serves seven homes on Dowrelio and the Dead Fish restaurant. The spill consisted of 525 gallons hitting two points: the crossing by the former Nantucket and down the woods towards the pump station. Paulsell responded and cleaned and sanitized the spill. This spill is likely the result of the marina pipe that contains a sag caused by a project in 2014/15. This spill is required to be reported to the State.

Due to staff shortages, Mr. Barnhill will be looking into Department of Industrial Relations (DIR) limitations in hopes of being able to perform spot repairs without having to prepare bid requests and have to wait more than six months for small repairs.

Staff will be meeting with Frisch to discuss the MCC project and get a status check.

8d. GOVERNMENTAL MATTERS: Mr. Barnhill described his discussion with a USA marking representative regarding automated duplicate demands. These USA marking requests are mandatory utility markings and are time-consuming. He was told that the markings were government matters that needed to be addressed.

Mr. Barnhill reported that the State will be requiring data management systems. ICOMM will be upgrading its software around June 2025 which will integrate data management and mapping services.

8e. ANNOUNCEMENTS AND DISCUSSION: None.

9a WASTEWATER COMMITTEE: None.

9b BUDGET & FINANCE COMMITTEE: None.

9c INTER-AGENCY MEETINGS: The IGM attended a Bay Area Clean Water (BACW) meeting for sanitary service managers. They may be providing first amendment training. This will teach staff how to deal with encounters with the public. Protection for all staff is a priority. One No Trespassing sign has been removed from the EQ site that was posted on the entry gate. Ms. Goodman reported that she provided two sets of keys to the new resident Sheriff's deputy. She was pleasantly surprised to hear that extra patrol around the EQ site had already begun.

10 FUTURE AGENDA ITEMS:

a. Presentation on alternative methods of human waste disposal.

b. Update on wine wastewater opportunity. No further contact has been made. Item is to be removed.

c. Capacity/connection fees for sanitary.

d. Form an Ad Hoc to select an SUC consultant and planning: study structure and consider a 5-year equalized rate increase plan

e. Hire a firm to check data on single-family residences, apartment quantities, commercial dischargers, and mixtures.

f. JTP Monthly Operations Report (MOR)

g. Monthly Maintenance Operations Report. This item will be duplicative of item f. and removed.

11. COMMISSIONER COMMENTS: Chair Manzione confirmed that all attending commissioners are interested in continuing their tenure on CVSAN. Mr. Bartlebaugh confirmed his interest in serving as chair the next year. Mr. Barnhill stated that he will be performing an overhaul on District keys in the next few months.

12. ADJOURNMENT: The meeting was adjourned at 6:06 PM until October 16, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary