

# CROCKETT SANITARY COMMISSION

## MINUTES OF REGULAR MEETING, JUNE 20, 2018

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Adams. Present were Commissioners Bartlebaugh, Manzione, Wais and Wolthuis, along with General Manager McDonald, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Also present was Director Mackenzie.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING 1513 LILLIAN: Mr. McDonald reported the owner has had no contact with staff regarding their defective lateral . A motion to file the Notice of Violation with the Contra Costa County Recorder's office at the property owner's expense and schedule a second hearing against the property 1513 Lillian Street (APN 354-166-003) carried unanimously (mw/jw).
5. REPORT OF DISTRICT COUNSEL: None
6. CONSENT CALENDAR: The consent items were approved unanimously (mw/mm):
  - a. Approve Minutes of May 16, 2018.
7. REPORT OF CONSULTING ENGINEER: None
- 8.a. ENFORCEMENT ACTIONS: Mr. McDonald presented the recent enforcement actions. He said there are some outstanding issues remaining from the 2016 smoke testing and violations have not been mailed yet.
- 8.b. COLLECTION OF SEWER SERVICE CHARGES: Mr. McDonald reported the District has analyzed the rates and the water use standards and has determined both should be modified. He said the sewer service charge rate increase is necessary to fund the current anticipated costs of the operations and maintenance functions and capital improvements of the District for the 2018/19 fiscal year and to provide for the repayment of loans. A motion to recommend approval of a \$25.00 increase as presented in draft Ordinance No. 18-2 to the District Board establishing and providing for the collection of sewer service charges for all properties in Crockett carried by consensus.
- 9.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported he transferred \$350K to investments. He said there is a cash balance of \$191K.
- 9.b. PROPOSED BUDGET: Mr. McDonald presented the 11-month FY 2017/18 budget report. He said insurance costs are up and payroll expenses are lower. A motion to recommend approval of FY 18/19 budget to the District Board carried unanimously (jw/mw).

10.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in May. He said the Board approved the Personnel Policy & Procedures Manual appending Section IV.E Discrimination, Harassment, and Retaliation Complaint Procedures. Scott Bartlebaugh has been appointed to the Crockett Sanitary Commission and Mary Wais has been re-appointed to the Crockett Sanitary Commission. The Board approved Dale McDonald to attend the General Managers Leadership Summit at North Lake Tahoe. They approved entering into annual subscription with RedZone Robotics for their ICOM software to provide software services solution for the District's sanitary sewer management program. The Board approved contracting with Dennis Lorette Accountancy Corporation to perform the annual FY 2017/18 audit. The Revised Pay Schedule of Wages has been approved.

10.b. STRATEGIC PLANNING AD-HOC COMMITTEE: Mr. McDonald asked the Commissioners if one of them would be willing to serve on the District's Ad-Hoc Committee for Strategic Planning. No one at this time was interested.

11.a. STAFF REPORT ON OPERATIONS: Mr. McDonald reported there were no Sanitary Sewer Overflows (SSO's) that occurred in May. A defective lateral at 503 Winslow Street resulted in Private Lateral Sewage Discharge (PLSD) and repair was completed under permit. Grit bin pickup completed at Pump Station. Waste profile still valid through December 3, 2018. Staff will submit material for lab testing in September to renew profile for two years. RedZone ICOM software has been activated. Staff has begun testing and planning for conversion of maintenance history from Innovyze InfoMaster. No substantial activity this period.

Contingency Plan & Spill Prevention Plan was reviewed prior to May 30 deadline. Connection Fees for building two houses on Vista Del Rio were collected and transferred to Construction Fund 3427. A discrepancy on C&H Sugar annual flow reconciliation billing was identified and revised invoice submitted. Payment of \$27,341 made to C&H for period April 1, 2017 to March 31, 2018 as determined by Joint-Use-Agreement (JUA) allocation formulas. Reply to California State Lands Commission on PRC #2595 and PRC #5420 lease renewal/amendments pending. Waiting for information from Tanya Akkerman of C&H. Nantucket is paid up on outstanding Sewer Use Charges through May. General Manager McDonald spent 38% of his time towards Crockett Sanitary Department operations and 1% of his time on Crockett Sanitary Capital Sewer Projects in May. Assistant Sanitary Department Manager Barnhill spend 58% of his time on Crockett Sanitary Department operations such as collection system maintenance and emergency sewer response and 9% of his time on Capital Projects. Time spent on Port Costa issues in May was 33%.

11.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

11.c. STAFF ANNOUNCEMENTS: None

12.a. WASTEWATER COMMITTEE REPORT: Ms. Wais said if Scott Bartlebaugh wants to be on the Wastewater Committee he is welcome to it. After brief exchange Chairperson Adams appointed Scott Bartlebaugh to the Wastewater Committee replacing Ms. Wais.

12.b. BUDGET & FINANCE COMMITTEE REPORT: Mr. Adams said the committee reviewed the draft FY 18/19 budget. Mr. Wolthuis thanked Mr. McDonald for putting proper actuals on the budget report as it makes it much easier to evaluate.

12.c. AD HOC COMMITTEES REPORT: None

12.d. INTER-AGENCY MEETINGS: None

13. FUTURE AGENDA ITEMS:

Consider recommended enforcement actions.

Consider comprehensive rehabilitation program.

14. COMMISSIONER COMMENTS: Commissioners Manzione and Wolthuis will not be at the July meeting and Commissioner Bartlebaugh will not be at the July or August meeting.

15. ADJOURNMENT: The meeting was adjourned at 7:40 PM until August 15, 2018.

Respectfully submitted,

Susan Witschi  
July 30, 2018