

# CROCKETT SANITARY COMMISSION

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, APRIL 21, 2021

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Manzione. Present were Commissioners Adams, Wais and Wolthuis, along with District Engineer Murdock, Assistant Dept. Manager Barnhill and Administrative Services Manager Gunkelman. Also present was Director Barassi. Assistant District Secretary was absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent items were approved unanimously (ha/jw):
  - a. Approve Minutes of March 17, 2021.
  - b. Receive Status Report on outstanding items.
- 6.a. DISTRICT BOARD ACTIONS: None
- 6.b. ANNOUNCEMENT OF VACANCY: Commissioner Manzione said he encourages everybody on the commission if any members of the community would be interested serving on the Commission, please encourage them to apply. The Announcement of Vacancy will be re-posted for 30 days.
- 6.c. PROGRESS REPORT FOR NEW DISTRICT OFFICE: Commissioner Wolthuis reported the President's Advisory Committee has a meeting scheduled on Friday, April 23. He received a timetable from Director Peterson for relocating staff to the new office location. He said the push for Director Peterson is to get staff into the building. The committee is discussing an exterior stairwell to the apartment and to remodel and paint the apartment. Commissioner Wolthuis said he hasn't seen any more bids or action about moving forward on the roofing or anything else. Director Barassi said it does not appear we are getting very much response from bidders. He said basically the market is hot right and thinks that is why there are delays relating to contractors. The other issue is that there was a tentative floor plan that was reviewed in the weekly staff meetings and it is his opinion the work area is inadequate for staff. His priority is to make sure that the office portion of this is important. Mr. Murdock reported a stolen car showed up in the new office parking lot in the back of the building recently. He believes something should be done to raise the profile there so it doesn't look like an abandoned building. Director Barassi asked Mr. Barnhill if he is willing to park his van in the parking lot. Director Wolthuis said the chain needs to up in the entrance of the building. Director Barassi said that is a good idea but there is a missing center post and given the abandoned car the chains should be up.
7. ENFORCEMENT ACTIONS: Mr. Murdock reported two properties received a Certificate of Compliance and are no longer in violation. He said there are two properties pending with a permit. Commissioner Manzione asked staff if there are a backlog of enforcement actions or issues that

have been long standing and delayed due to COVID. Mr. Barnhill said there is a decent amount. He asked staff to report at the next meeting on the enforcement backlog.

8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Commissioner Manzione asked about the contractor bonds on file. He said it looks like there is a significant increase in the number of plumbing contractors who filed bonds. He asked when staff receives a new contractor bond are they being deposited into the account and tracked as an accounting item. Mr. Gunkelman said yes.

8.b. PG&E ELECTRIC BILL: Commissioner Wolthuis asked how much is the Sanitary Department paying for rent at the Community Center. Mr. Gunkelman said \$200 a month. Mr. Murdock said he did the calculations for the share of the PG&E bill since COVID began and it is pretty substantial. Between March 2020 and April 2021 the electric bill was \$8,000 and the gas bill was \$3,000. He said the Sanitary Department's share comes out to \$6,300. Commissioner Wolthuis asked if the tennis court lights and the park lighting are connected to the pool or the Community Center. Mr. Murdock said he is not sure but will find out. Commissioner Wolthuis said he doesn't think any recommendations can be made until they know where the lighting is being charged to. Commissioner Manzione said this item will be continued to next month.

8.c. 9-MONTH BUDGET REPORT: Commissioner Manzione asked is there anything in the budget that relates to the new building, so we know how much the Sanitary Department is committed to spending. Mr. Gunkelman said it is pretty much all accounted for in the four page documents attached to the budget report. He said if anything has slipped through the cracks, he is searching for it and moving cost centers over to Maintenance so it can be easily tracked.

9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported one Sanitary Sewer Overflow (SSO). He said the Variable Frequency Drive (VFD) is down at the Pump Station and a new one has been ordered. He said there is another pump that is not functioning, along with a different pump that is functioning but makes a lot of noise when it runs. A bypass pump will be setup tomorrow that will do the work of the pumping station. Mr. Murdock reported money has been set aside for the MCC Project. Commissioner Manzione said the Pump Station problems and the MCC project are critical. He said the MCC replacement project was approved already. He asked staff to look at what approvals were given for the project and if a design engineer was hired and inform the Commission on the status so we can get going on that. Mr. Murdock said the MCC project has a full set of drawings and diagrams, live panel layouts and a complete set of electrical drawings. Commissioner Wolthuis said his understanding was that project was actually supposed to be going forward without any restrictions. He really said we were going to start the project and somehow it never got done. He said staff may have to get some updates, but that project should be ready to go out for bid.

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:

Discuss handling bricks at the Pump Station.

Consider guidelines on reopening.

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: Commissioner Adams said the Crockett Improvement Association is starting Zoom meetings again after a year and one of the projects is to remove the bricks from the pump station. He said a volunteer group got together and took four loads of bricks to the CREEC nursery in Crockett and they are willing to take all of them. He said Director Peterson was going to look into contacting C&H to bring over a forklift and try to see if there were some recoverable pallets to haul over to the CREEC location.

13. ADJOURNMENT: The meeting was adjourned at 8:24 PM until May 19, 2021.

Respectfully submitted,

*Susan Witschi*

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April 23, 2021