

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, JANUARY 16, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Vice-Chairperson Bartlebaugh. Present were Commissioners Adams, Manzione, and Wolthuis, along with General Manager McDonald. Commissioner Wais and Asst. Secretary Witschi were absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: Items 5.a, 5.d. and 5.e were removed from the consent calendar for discussion.
 - a. *Minutes of December 12, 2018* – missing information on Elections of Officers in the minutes. Mr. McDonald said he will look into it why they are not included and, if that is the only item missing, asked the commission if they will allow staff to correct and approve the minutes if corrected. Mr. Manzione said that if there is more than the one item in question that needs correction just let the Commission know and it can be brought back for formal approval if needed.

A motion to approve the minutes of December 12, 2018 as amended instructing staff to correct the missing item carried unanimously (mm/ha).

- b. *Status Report on outstanding issues* – received, no comments.
- c. *Suspension of Service Crockett Marine Services* – received, no comments.
- d. *Receive Annual Report on Construction Permitting for CY 2018*. Mr. Bartlebaugh asked why there was an increase in permits issued beginning in 2008. Mr. McDonald explained that our sewer lateral inspection program adopted by Ordinance No. 07-1 in 2007 has identified sewer lateral defects during inspection of homes when they are sold which has resulted in an increase in permits as the defects were corrected.
- e. *Annual Sanitary Sewer Overflow (SSO) report on Crockett collection system*. Mr. Bartlebaugh asked if there was a reason why SSOs dropped to only one last year. Mr. McDonald said staff has worked hard to make sure maintenance our cleaning schedules are aggressive enough to prevent backups from occurring in the collection system. The higher numbers reported in prior years include previously known repeat problem lines such as the 4" line under the Pomona sidewalk which have since been repaired. A question was raised on the potential fines and Mr. McDonald said that the requirement of the current Sanitary Sewer System (SSS) Waste Discharge

Requirement (WDR) order prohibits any discharge of wastewater from the collection system. Fines could be up to \$10 per gallon but based on our proactive maintenance, response times when dealing with discharges, the completeness of our records, our training, and compliance to our Sanitary Sewer Management Plan (SSMP) we hope that fines would be reduced based on our actions and a settlement offer would take it into consideration when setting fines. Mr. McDonald said that the department is behind on their capital replacement and repair program and will continue to focus on maintenance of our collection system to minimize the frequency and duration of SSOs. He said the State Water Resource Control Board (SWRCB) is considering updates to the SSS WDR which may include removing the requirement to report SSOs less than 50 gallons considering the volume and its impact de minimis. Many of the Crockett SSOs in the past were minor and would otherwise have been excluded under these new proposed rules.

The remaining consent items 5.b, 5.c, 5.d. and 5.e. were approved unanimously (mm/ha).

6. REPORT OF CONSULTING ENGINEER: Mr. McDonald reported that staff met with Vivian Housen to discuss the Motor Control Center (MCC) replacement project planned for the Crockett Pump Station. There is the possibility the MCC project can be bid and coordinated with West Count Wastewater District's (WCWD) planned pump station improvements. Mr. McDonald plans to meet with the new WCWD General Manger Lisa Malek-Zadeh and her staff to discuss.

7.a. ENFORCEMENT ACTIONS: Mr. McDonald presented the status report on recent enforcement actions through January 9. He said recoverable abatement costs from 288 Kendall has been paid and he is anticipating abatement charges for enforcement against 1513 Lillian will also be paid without the need for a public hearing. Mr. Bartlebaugh asked about the outstanding smoke testing violations. Mr. McDonald reported that staff recently completed mailings to about eight properties that have either a clearly identified defect or a strong possibility of a lateral problem that requires property owners to complete CCTV inspections of their laterals. A few other identified smoke test failures originally identified as being associated with a specific property address may be related to a nearby public sewer and enforcement against these properties has been suspended. Staff is researching the sewers near these locations.

7.b. CCTV INSPECTION PROGRAM: Mr. McDonald presented the annual report on Closed Circuit Television (CCTV) inspections performed on the department's collection system sewers in 2018. CCTV inspections are scheduled annually on either a 5-year or 10-year frequency based on the condition and history of problems on the sewer line segment. The majority of the line segments this year were on the south basin serving the newer Vista Carquinez neighborhood on Duperu Drive. These sewers are 38 years old. As such, there were fewer defects identified this year than in the past. The majority of failing pipe has been on older vitrified clay pipe. A question was raised asking what a reverse setup is. Mr. McDonald said CCTV inspections are normally run downstream, in the same direction as wastewater flow, so that there is less impact with the camera lens so that a clearer inspection is obtained. Occasionally the CCTV equipment hits an impasse, for example a severe offset joint or protruding lateral, which requires the equipment to be moved to the lower manhole and for the inspection to be run upstream. The reverse setup fee compensates the contractor for his time to move his equipment and retry the inspection in the reverse direction.

7.c. SEWER REPAIR/REPLACEMENT PROGRAM: Mr. McDonald reported two projects were completed in 2018 replacing 90 linear feet of sewer. This is below the 2% annual goal set by the Wastewater Committee as a target for sewer replacement. Mr. Manzione asked if there will be more sewers replaced once it stops raining and wondered about the Atherton/Cooke project. Mr. McDonald said the drawings for the Atherton/Cooke project are complete and he expects going out for bid in the coming months with construction to begin in early summer. He anticipates this to be our last large project of the fiscal year with substantially more sewers repairs and replacements starting later in the summer of 2019 and continuing through 2020. Mr. Bartlebaugh asked when the next Wastewater Committee meeting would be held. Mr. McDonald will call one in February.

8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald said our LAIF investment interest rate went up on December 31, 2018 from 2.1% to 2.4%. Mr. Bartlebaugh asked if our attorney fees will rise with our new District Counsel. Mr. McDonald said that the rate schedule has increased but not as substantially as originally thought. Our primary counsel will be an associate with Meyers Nave and the rate will be \$295 per hour. The Board will consider the addendum to the legal agreement with Meyers Nave on January 23. The proposed budget schedule was presented with a target date of June 26, 2019 for adoption of the next year's budget. Mr. Bartlebaugh asked about water data from EBMUD and why that would be needed. Mr. McDonald briefly explained how sewer use charges are based on water use, how water data is used to set the base Single-Family-Residence (SFR) rate, and to determine commercial and mixed use properties equitable share of sewer use fees.

8.b. MID-YEAR BUDGET REPORT: The mid-year budget report for Fiscal Year (FY) 18/19 was presented to the Commission. A variety of factors has resulted in expenses being lower than originally anticipated with lower operating costs associated with work normally completed by WCWD as the primary reason. Now that WCWD has as new General Manager and has begun hiring operators we anticipate more non-routine maintenance to occur at the Crockett Pump Station and deferred capital replacements to be reexamined. The Crockett Sanitary Department remains in a strong financial position and it is anticipated that the contingency reserve for this fiscal year will not be used. Mr. McDonald said that once he completes the EBMUD water use study and develops the draft FY 19/20 budget he will have a better understanding on forming recommendations on whether to propose a sewer use charge increase for FY 19/20.

9.a. DISTRICT BOARD ACTIONS: Mr. McDonald said Kent Peterson was appointed as President of the Board and Mike Kirker was appointed as Vice-President. The Board confirmed the suspension of sewer service to Crockett Marine Services/The Nantucket.

9.b. COMMITTEE APPOINTMENTS: A motion to keep the Budget & Finance and Wastewater Committees the same carried unanimously (mm/jw).

10.a. STAFF REPORT ON OPERATIONS: Mr. McDonald presented the Crockett Sanitary Department managers report along with monthly maintenance summary worksheets from the Crockett Sanitary Department, West County Wastewater District, and ASR – C&H Sugar Co. Mr. Adams asked if The Nantucket's sewer has been disconnected. Mr. McDonald said sewer service remains suspended but that out of concern for the environment the physical disconnection of the sewer has not occurred. He said The Nantucket has announced they are

closing February 17. Mr. Wolthuis noted that the month displayed on the WCWD Monthly Reports for November and December was incorrect. The corresponding data was correct.

11.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

11.c. STAFF ANNOUNCEMENTS: None

12.a. WASTEWATER COMMITTEE REPORT: Meeting to be scheduled in February.

12.b. BUDGET & FINANCE COMMITTEE REPORT: Meeting to be scheduled in early February.

12.c. AD HOC COMMITTEES REPORT: None

12.d. INTER-AGENCY MEETINGS: Mr. McDonald said he attended the quarterly Managers Roundtable meeting hosted by BACWA on January 7. Items discussed included the 2nd Nutrient Watershed permit that will affect public owned treatment plants (it will not affect the Crockett/C&H JTP as it is considered an industrial plant), renewal of Sanitary Sewer System Waste Discharge requirements, challenges in finding qualified operators in this period with low unemployment, and education opportunities through Bay Area Consortium for Water and Wastewater Education (BACWEE) program at Solano Community College.

13. FUTURE AGENDA ITEMS:

- Action Plan for 2019 (Feb. /March)
- Consider recommended enforcement actions.
- Consider comprehensive rehabilitation program.
- Recommend award of contract(s)
- Recommend payment for sewer project(s).

14. COMMISSIONER COMMENTS: Mr. Adams said Harold Burnett should be given information on the BACWEE program as he is involved with the Careers Academy at John Swett High School. Mr. Wolthuis said that he not be at the February and April meetings. He said he would be available for the Budget & Finance Committee if it occurs the first week of the month.

15. ADJOURNMENT: The meeting was adjourned at 7:53 PM until February 20, 2019.

Respectfully submitted,

Dale McDonald
January 18, 2019