

# CROCKETT SANITARY COMMISSION

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, APRIL 20, 2022

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Wais. Present were Commissioners Adams, Manzione and Trask, along with General Manager Murdock, Administrative Services Manager Gunkelman, Assistant Dept. Manager Barnhill and Assistant District Secretary Witschi.
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 item was approved unanimously (ha/mm):
  - a. Approve Minutes of March 16, 2022.
6. DISTRICT BOARD ACTIONS: Mr. Murdock reported on the actions taken by the District Board in March. He said before the auditor will release his report he would like to resolve some issues with the budget and the funding of the new office building. The Board will have a special meeting soon to settle the issues.
7. ENFORCEMENT ACTIONS: Mr. Murdock discussed separation of laterals with the commission. Mr. Barnhill reported he has seven Notice of Violation letters that he has not heard back from, so he is planning to put a door hanger on those properties just in case they did not receive his initial letter.
- 8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Gunkelman reported 2.5 million in reserves. No further report.
- 8.b. FINANCIAL CONTRIBUTIONS AT NEW DISTRICT OFFICE: Mr. Gunkelman presented a payment ledger to date for the new District office, which included payroll, acquisition and material costs. He said total costs are \$116,499.29 and this is not shared contributions. He said this represents the asbestos abatement, remodel on the floor, etc. He said there needs to be a way to split the costs amongst all the departments. He said there is about \$14K that the County owes back to the District.
- 8.c. 9-MONTH BUDGET REPORT: Mr. Gunkelman reported that capital project costs have gone to two cost centers. He has almost all of those moved out of that fund, the only ones I have not are some of the CCTV work that has been done it. He said the new budget is coming along fine, apart from the Sewer Use Charge that has not been completed yet, so he won't know exactly what the revenue will be. He said that the only piece missing from the budget is the insurance.
- 9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported a couple of issues at the pump station. He said the bubbler system went out for about a week. He said West County Wastewater District (WCWD) supplied a new bubbler. He said the bubbler is the mechanism that determines the depth

of the wet well. The grit pump is not available until August. The MCC project is moving along. Mr. Murdock reported he spoke with Thomas Frisch who is the engineer that drew the original set of drawings and specifications and he authorized him to bring the drawings up to date. He also spoke with District Engineer Vivian Housen and authorized her to put together a new bid package. He said there are two sewer replacements under way, one on Pomona and the other one is on Carquinez. Mr. Murdock reported. There is a program called Low Income Housing Household Water Assistance Program (LIHWAP) that he has completed and submitted that will enable people who are behind on their sewer bill. He said it will enable people who are low income to have their sewer bill paid for by the State. He would like to put an article in the Signal and also in the annual Newsletter.

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

10.d. AD HOC COMMITTEES REPORT: None

11. FUTURE AGENDA ITEMS:

Receive Sewer Use Charge (SUC) Study Report and consider proposed SUC for FY 2022/23 and form recommendations (May).

Review annual newsletter (May).

Review of MCC Project (May).

Consider lateral inspection increase.

Consider procedures for ADU applicants.

Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.

Smoke testing review.

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:43 PM until May 18, 2022.

Respectfully submitted,

*Susan Witschi*

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May 3, 2022