

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, AUGUST 19, 2020

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by Chairperson Bartlebaugh. Present were Commissioners Adams, Wais and Wolthuis, along with General Manager McDonald and Assistant District Secretary Witschi. Also present was Director Kirker. Commissioner Manzione and Assistant Dept. Manager Barnhill were absent.
2. AGENDA ORDER: Mr. McDonald said 5.b. should be removed.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent item was approved unanimously (mw/jw):
 - a. Approve Minutes of June 17, 2020.
- 6.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in July. He said the Board authorized the purchase of the Hosselkus Chapel for \$615K. Debt management installment loan combining purchase and refinance of 2006 City National Bank installment was approved. The Board approved to collect annual installments for sewer lateral repair work, as agreed to by the Access and Repair Agreements, with property owners on their next property tax roll for 1334 Wanda and 1225 Starr.
- 6.b. RECENT ENFORCEMENT ACTIONS: Mr. McDonald reported there have been 22 properties that sold since January. He said staff suspended enforcement since the pandemic. The County is now open and backlogged. Staff would like to restart limited enforcement. There are approximately 43 properties in various stages of enforcement that need individual attention, 18 of them are routine enforcement related to building lateral inspections. This does not include the new properties recently sold. It was the consensus of the Commission to have staff restart enforcement as they see fit.
7. STATUS REPORT ON OUTSTANDING ISSUES: Mr. McDonald reported he has spent 25% of his time on Crockett Sanitary and 46% on CSD (audit and financials). Commissioner Wolthuis said staff should continue to work through the list of backlogged items. Commissioner Bartlebaugh asked staff where do you see the advanced planning of the Joint Use Agreement (JUA). Mr. McDonald said that is going to happen in 2021.
- 8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported a majority of the annual audit was completed last week.
- 8.b. CAPITAL SEWER COLLECTION SYSTEM PROJECTS: Mr. McDonald reported staff is seeking authorization to replace 10 sewer line segments and repair 17 sewer segments in FY 20/21. The adopted budget includes funding for the projects identified, included in the authorization is \$53,986 for

capital project oversight and \$12,939 in staff costs. A motion to approve authorization of \$652,285 for identified projects and for staff to begin planning for the construction of projects carried unanimously (mw/jw).

9.a. STAFF REPORT ON OPERATIONS: Mr. McDonald reported C&H will pay their 4th quarter FY 19/20 sewer use fees on August 24. The annual District Audit is underway. He said staff will be offsetting increased PG&E's costs and paying the Recreation Department for our departments increased use of the Multi-Purpose Room as an office during COVID-19 restrictions.

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:

Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (Sept.).

Video outreach for FOG and no wipes down drain (Sept.).

Recommend award of contract(s).

Recommend payment for sewer project(s).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:37 PM until September 16, 2020.

Respectfully submitted,

Susan Witschi

Susan Witschi
August 13, 2020