

CROCKETT SANITARY COMMISSION

Regular Business Meeting

AGENDA FOR WEDNESDAY, JANUARY 17, 2024

TIME: 4:00 PM
PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

The Crockett Sanitary Commission is an agent of the Crockett Community Services District.

1. CALL TO ORDER – ROLL CALL:

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER:

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

(The Commission is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared for a future date.)

4. CONSENT CALENDAR: Consideration of a motion to approve the following items:

(Items may be removed from the Consent Calendar upon request by any Commissioner or member of the public for discussion during Administrative Items.)

- a. Approve minutes of November 08, 2023.
- b. Approve minutes for December 13, 2023.

5. SEATING OF NEW MEMBERS:

- a. Dale McDonald - Commissioner.
- b. Valerie Quade – Alternative Commissioner.

6. ADMINISTRATIVE:

- a. Consider report on actions taken by the District Board.
- b. Update on state audit.
- c. Review encroachment letter and policy
- d. Review enforcement policy.

7. REPORT OF CONSULTING ENGINEER:

8. WASTEWATER:

- a. Discuss options for wastewater treatment and upcoming negotiations.

9. BUDGET AND FINANCE:

- a. Receive warrant transmittals.
- b. Update on budget process for 2024.

10. REPORT OF DEPARTMENT MANAGER:

(These items are typically for the exchange of information only. No action will be taken at this time.)

- a. Operations, maintenance, and capital improvements.
- b. Governmental matters.
- c. Announcements and discussion.

11. REPORTS FROM COMMISSIONERS:

(These items are typically for the exchange of information only. No action will be taken at this time.)

- a. Wastewater Committee – Members Bartlebaugh and Manzione
- b. Budget & Finance Committee – Members Trask and Bartlebaugh.
- c. Inter-agency meetings:

12. FUTURE AGENDA ITEMS:

- FOG (fats, oils, and grease) process/policy.
- Consider recommended enforcement actions.
- Recommend award of contract(s)
- Recommend payment for sewer project(s).

13. COMMENTS FROM COMMISSIONERS:

14. ADJOURNMENT: to February 21, 2024.

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us/meetings

Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa on the picturesque Carquinez Strait of the San Francisco Bay.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification of at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

In accordance with California Government Code Section 54957.5, any writing or document that is a public record relates to an open session agenda item and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

For Review

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MINUTES OF REGULAR MEETING, NOVEMBER 08, 2023

1. CALL TO ORDER: The meeting was opened at 4:00 PM by Chair D'Arcy Trask.
Commissioners present: Mark Manzione, Scott Bartlebaugh, and Mary Wais. Staff present included Interim General Manager (IGM)/District Secretary (DS) Sonia Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Sanitation Department Manager (SDM) James Barnhill.
2. REQUESTS TO TAKE AGENDA ITEMS OUT OF ORDER: DS Rivas noted that two items were not included in the original packet. Items 6d and 6e are attached and tabbed for easy reference. These items were posted separately on the website.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: District Secretary Rivas introduced Valerie Quade as an applicant for the CVSAN vacancy. She was not on the agenda and will be placed on the December agenda.
4. PUBLIC HEARING: None
- 5a MINUTES OF September 13, 2023: Minutes were approved. (Bartlebaugh 1st, Manzione 2nd, 4/0). The October meeting was canceled due to a lack of quorum, therefore there are no minutes for October.
- 6a REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: IGM Rivas announced that the Board appointed her as interim general manager. Mr. Murdock will continue with sanitation as the district engineer. The Board appointed Diana Martinez to the Board which created a vacancy in the Recreation Commission.

The Board passed a resolution rejecting the bids for the Recreation Proposition 68 project. The architect had estimated the project at approximately \$450,000 but all bids were about three times higher. Some of the commissioners have been working with Mr. Murdock on reconfiguring the project to allow us to rebid it.

Ms. Rivas pointed out that item 6b should have been listed as an update rather than a recommendation to CVSAN. The Board approved the expenditure for sewer repairs; a segment on West Street from Alhambra Street to Winslow segment under Crolona Heights Drive at Winslow Street.

An Ad Hoc committee was created to update the personnel section of the District Code. Ms. Wais is on the committee. She shared that Kent Peterson expanded the scope of the Ad Hoc to go beyond the personnel section. Mr. Murdock shared that attorney Rachel Hundley had updated the enforcement section because she was not able to prosecute a violation notice using the old code. Mr. Murdock added that he did not think that Ms. Hundley's version was easier to use. The Ad Hoc committee has not yet met and therefore does not

have a chair. Members of the committee include Mary Wais, Diana Martinez, Erin Brosnan, and Kent Peterson. The IGM was tasked with calling the Ad Hoc meeting.

6b. RECOMMEND EXPENDITURE FOR SEWER REPAIRS: SEGMENT ON WEST STREET

FROM ALHAMBRA STREET TO WINSLOW: discussed under 6a. Mr. Murdock reported that the item was approved by the Board. The item was listed as an item on the October agenda that was canceled. He provides an overview to commissioners Trask and Wais. The repair is underneath the sidewalk from the east side of Wester Street to Alhambra to Winslow. The repair has a one-year warranty that covers the separation of the pipe. This type of separation previously occurred at Marina. The contractor has been notified.

6c. CONSIDER DISTRICT OWNERSHIP OF T-SECTION/LIMIT OF PRIVATELY OWNED

LATERAL: District Engineer Murdock presented the issue. A Port Costa commissioner had a lateral failure at their T-connection (T). He told the property owner that the District would cover the repair, but after discussing the issue with the Board member and author of the District Code, Kent Peterson, Mr. Murdock explained to the property owner that the T repair is the responsibility of the property owner, not the District. Mr. Murdock informed the property owner of his mistake. The property owner reiterated that the repair should be paid by the District. The discussion was held at the PCSAN meeting where the commissioners suggested that the District pay for two-thirds of the repair. The CVSAN October meeting was canceled so no decision was made. The item was brought before the Board where a lengthy discussion was had on how the matter should be handled as per the District Code. The item was tabled and requested that CVSAN weigh in on the matter.

Regarding precedent, these T connection failures are very common and always the fault of the property owner. Ms. Goodman stated that the Standards and Specifications list that the T is the ownership of the lateral which is the property owner. Ms. Wais asked Mr. Barnhill about the potential cost impacts on Port Costa should the ownership be transferred to Port Costa Sanitation. Mr. Barnhill explained that taking on the T-connections is complex and greater than simply replacing and repairing broken pieces of sewer. Should the District take control, these additional lines would be added to our maintenance and inspection program and added to a cleaning schedule. Any backup issues would then become the Department's issue. The maintenance of several additional lines could be catastrophic to the budget.

The immediate cost would be \$30 per person next year. The financial cost to the residents of Port Costa was explained but the commissioners still requested that the District pay for the repair. Mr. Murdock shared that the \$30 is almost the maximum increase that PCSAN commissioners would accept. When staff previously recommended a rate hike, the PSCAN commissioners barely accepted a \$50 increase. Port Costa already pays the highest sewer rates.

Commissioners Trask and Bartlebaugh both agreed that we have a well-documented policy and have a set precedent that was the basis for the existing cost structure. Mr. Bartlebaugh stated that to date, there has not been a huge public outcry to change the fee structure and therefore should remain as is.

Commissioner Manzione concurred with Commissioner Bartlebaugh's opinion. He also reported that the Wastewater Committee (Manzione and Bartlebaugh) have met several times regarding this subject which is within the boundary of property and responsibility between private laterals and the sewer system. He recalls that the Services District Board specifically declined to approve the Port Costa Sanitary Commission's request to change the application.

A motion was made by Commissioner Wais to maintain the position of not changing the existing policy regarding lateral T-connections to main sewer lines. (Wais 1st, Bartlebaugh 2nd, 4/0)

6d. APPROVE SEEKING BIDS FOR ALEXANDER PARK MAIN LINE SEWER REPAIR BY FORMAL BIDDING:

Discussion: Mr. Murdock reported that he has been authorized to move forward with repairs for the line right behind the community center. The delay in moving forward was because of the consideration of possibly downsizing the line to a 10-inch and slip line. That decision has not been made. The waterboard has a negative view of downsizing pipe. This section is referred to as the South and is the largest branch in the system. He referenced the attached random photos that show faults in the line which show a fairly bad system. Should there be a failure in one of those sewer segments, it could collapse and spill sewage onto the bocce courts and even the tennis courts. This repair is long overdue.

Two photos were referred to that Mr. Murdock explained are roots. He explained that roots come and go. They are removed when the pipes are hydro-cleaned. Paulsell performs this cleanup. The cost is expected to be high. The line consists of five segments totaling approximately 770 feet. One segment is better than the others, but Mr. Murdock is reluctant to skip it because the manholes need to be changed. Pulling the piping through will likely destroy the brick around the manholes. Keeping an old one does not make sense. Mr. Barhill stated that the pipe runs from the C&H parking lot, passes the library, runs down the roadway by Paul Sells' business, and then ends at the pump station.

Ms. Wais asked if the manhole at the football field was the one we had trouble with. That was a slip line. Mr. Murdock will inquire with the consulting engineer Vivian Housen about the slip line. He still needs to decide if a 10' or 12" is better, with the 10" likely to be less expensive.

Chair Trask asked about costs. The work on Atherton was considered high at a price of approximately 2 to 3 times higher. Mr. Murdock thinks the cost could range between \$500,000 - \$700,000. Commissioner Manzione pointed out that sewer laterals are much smaller and less expensive. He recalls a recent bid for an 8" replacement West Street at just under \$400 per foot. The cost per foot is not a clean linear progression; as pipes get bigger, it becomes exponentially more expensive. A 10" – 12" pipe at both lawns and a park should expect to cost much higher price per foot than the West Street quote. \$400 per foot compared to a possible \$1,000 per foot is too high.

Staff is requesting authorization to begin preparing a bid package. Once a cost estimate is established, staff can either return to the CVSAN to discuss or put it out to bid and return to CVSAN at that point and determine the next steps. A motion was made by Commissioner Manzione to direct staff to do a comprehensive project at that location and authorize staff to proceed with making design decisions towards putting it out to bid at the discretion of the District Engineer. (Manzione 1st, Wais 2nd, 4/0)

Mr. Barnhill referenced the map provided and pointed out the red and blue lines. Without having invoices to refer to, cleaning these lines is approximately 67,000 a year and cleaned quarterly. The upgrade would reduce that cost to roughly \$4,000 a year.

The manholes are labeled as S followed by 2 digits, a dash, and 2 digits. Mr. Murdock explained that there is a sag between S.00-05 and S.00-04 (outside the Community Center door). Approximately 40-42 feet downstream, there is a cast iron pipe. There is a six-foot section of sag at the end of the cast iron pipe. This will likely require 15-20 feet of trenching. He suspects the reason of a cast iron pipe is because it goes through a drainage channel. There is an additional cost to acquire video to prove this.

Commissioner Manzoni pointed out that these are existing underground conditions that the contractor will have to make extra efforts at. The photos show that offsets are very close to the separations in clay because of the construction type. Even if the pipes have not collapsed, slips are considered defects. He reminded everyone that this problem has existed for a while and Staff has brought this to the attention of CVSAN for several years. The reason for the project being brought forward is because Recreation wants to repave this area. More specifically,

Recreation wants to replace the paving with an expensive granitcrete. throughout 300 feet. We do not want old piping to cause issues that would damage the granitcrete.

The budget for major sewer repairs is approximately \$630,000 and Recreation has committed \$129,000. This project is expected to cost around \$700,000. This could be similar to the MCC project where the cost was spread over 5 years.

The District Engineer plans to use the bid template used at Atherton and Creek. The design of the project will consider the downsizing of the pipe size. A civil engineer will need to sign off due to the underground utilities and a structural engineer will need to sign off on a trenching plan for the nine-foot manhole. Mr. Manzione recommended that staff consider returning to CVSAN should the design become a separate project.

Commissioner Wais asked if the sewer line was in place before or after the ponds and if they could have had any effect on the line to cause it to sag. Staff does not know the answer but depending on how the ponds were originally constructed (with or without a liner) could cause lines to sag. Mr. Manzione pointed out that upgrading to modern polyethylene pipe will save the District from future problems with joints, displacing, and offsetting. It is slicker for flow. There may be better capacity in a 10-inch polyethylene pipe than a 10-inch clay pipe. Mr. Barnhill responded to Commissioner Wais that the waterboard's resistance to reducing the pipe size is because it does not want to reduce capacity. The water board wants to make sure that we can handle our existing share with other flows. So far the District has managed existing wet weather flow across both communities. The County estimates that Crockett will grow by 50% (5,100 people).

Wais reminded the commissioners that a bill was passed allowing additional dwelling units (ADUs) may be sold off as separate properties. Manzione confirmed Mr. Barnhill's comments that the system has been functioning well over several decades. We continue to spend money on reducing infiltration and our wet weather peak rate, peak flow rates should be less than they were 50 years ago. The Alexandra Park sewer to the extended capacity 50 years ago should be even more adequate now than it was 50 years ago.

Commissioner Bartlebaugh shared that there is not enough data to support a 10-inch pipe as there are too many unknowns. He hopes that our consulting engineer can provide us with data to make a decision.

6e. CONSIDER FOG (FATS, OILS, AND GREASE) PERMIT/POLICY FROM THE CITY OF RICHMOND: DE Murdock reported that the State Waterboard Audit has been very adamant about the District's FOG enforcement specifically at the Dead Fish restaurant. DS Rivas manages a high-capacity restaurant in Richmond and has shared her experience with enforcement actions of the City of Richmond and brought a copy of their documentation for reference. Mr. Murdock agrees that Crockett needs to implement an enforcement policy but is ready to adopt a FOG policy at this time.

Mr. Barnhill reported that he inspected the Dead Fish in 2018. CVSAN does not have forms to document, the inspection was done in person and verbally. They did appear to have regular maintenance of their grease trap, but formal documentation was not made available. Ms. Rivas stated that she had found the restaurant's original application for the grease trap that was filed in 2005. She added that the Richmond process requires that the restaurant submit a copy of the cleanup report to the city as proof of compliance.

Mr. Murdock expressed that since Crockett does not require any proof from restaurants, it is very possible that a restaurant could simply flush the system with hot water to keep their pipes clean at the expense of the sewer system. Requiring them to report their maintenance records would incentivize the restaurants to keep their lines clean by not flushing water down the pipes.

Ms. Rivas pointed out that she had just found maintenance log files but suspects that the forms have never been utilized for inspections.

The Code states that grease traps may be required at the District's discretion. Ms. Wais asked if grease traps would be required for all restaurants. Mr. Murdock recommended that the Dead Fish should be inspected followed by the Wanda's location. Other locations were discussed including Crockett Cucina, the schools, and the Community Center. The Code does not specify a size requirement but sizes ranging from 750 – 1,000 gallon capacity were discussed and likely referenced from other agencies.

Mr. Barnhill shared that Wanda's location installed a large interceptor as they were completing the last phase of the construction. The interceptor is located outside of the building for easy access by a pump truck. Mr. Manzione explained that customarily a restaurant will hire a specialty contractor to come in and service the grease trap. Many times, the same contractor who cleans out the grease trap will also pick up the used oil. He expressed that he would like for staff to recommend a source control program for fats oils and grease (FOG) program and to prepare an inventory of commercial/ institutional kitchens and restaurants in the District. Failure to implement a program could result in accelerated frequent cleaning and/or regulatory action by the State Waterboard.

In consideration of the high cost of this program to businesses, Commissioner Bartlebaugh recommended that the program consider criteria that determine when a business is required to install an interceptor that is equitable and will serve as an enforcement guide for current and future staff, and the public.

7 REPORT OF CONSULTING ENGINEER: DE Murdock reported that Vivian Hausen will be sending a contract and that she has not been getting paid. She is not on retainer and typically bills upon completion of a project. Myers Nave attorneys are billed hourly.

8a CONSIDER REPORT ON ENFORCEMENT ACTIONS. None

8b DISCUSS ANNUAL CCTV PROJECT #23-TV: SDM Barnhill reported that he has received a \$36,000 quote for an ongoing project agreement with Robin Paulsell for the CCTV project. This year's project is 400 feet shorter than the previous year with a total of 15,124 linear feet at a rate of \$2.25 per foot. The contractor periodically raises his rate. The quote reflects a 7.5% increase. In addition to the quote, there will be a cost of \$300 for reverse setups, per occurrence. A reverse setup is a process used when a line is inaccessible, and a camera cannot get through. The line must be entered through the opposite side. They are unpredictable.

The CCTV is a requirement to be compliant with the State Waterboard. The District is currently one year behind and has historically been behind schedule due to staff workloads. With this contract, we will be caught up in a year. If staff could dedicate 100% to this, this project could be completed in roughly four months. CCTV also helps with repair priorities by identifying problem areas. The scheduling backlog pertains to CCTV recordings. The Contractor is currently working on the 2021/2022 leftovers followed by the 2023/2024 lines. Fast-tracking any leftovers would have a significant impact on repair and maintenance, on the budget, and ultimately on sewer use charges. This process helps to identify problems and priorities. Issues pause the momentum because they are addressed when they are discovered.

Commissioner Manzione asked about resources to assist staff. if staff could use an intern to help. Mr. Barnhill shared that although the software used is time-consuming, the system in place is better than an alternative that was utilized for a short time. Teaching an intern slows staff time due to the amount of time needed to train. ASM Goodman shared that constant interruptions and backlog in work also cause delays, but an administrative intern is a plausible solution. Possible

places to search for an intern include Contra Costa College. DS Rivas shared that the City of San Pablo often contracted permitting staff from Contra Costa County who are already trained but the cost will be significantly higher than an intern.

Seeing that the CCTV program is an important component of the District, Commissioner Manzione welcomes staff to recommend increasing the CCTV line item on the budget.

8c DISCUSS OPTIONS FOR WASTEWATER TREATMENT AND UPCOMING NEGOTIATIONS

The committee met for the second time with C&H on the previous Wednesday where the wastewater team put forth the District's desired asks from a new agreement that details goals and objectives on improved reliability, engagement with capital improvements, a fair price for Crockett's share of costs and improved communications. A meeting structure was agreed upon that includes a combination of major meetings with managers and lawyers with smaller breakout meetings in between 1) technical (collecting information), 2) legal (drafting the agreement), and 3) supplemental funding (grants). Crockett's share of costs consists of tax-payer money and possible supplemental funding sources. The last staff meeting focused on identifying a feasible project for which the sanitary department could pursue a sizeable grant through Congressman Garamendi's office.

Financing of Joint Use Agreement (JUA). There is an interest in seeking grants. Congressman Garamendi's office is suggesting that we apply for the Inflation Reduction Act grant. ASM Goodman reported that historically there is a low ask in the area of sanitation. Grants range from \$2 - \$5 million; both PCSAN and CVSAN are good candidates for grant funds. The deadline is the following week. Garamendi's office has offered assistance in polishing the application to make it stronger. The recommended ask is \$3 million. Both Port Costa and Crockett are strong candidates for the grant, but Mr. Manzione recommended that the grant align with the focus of the JUA negotiations. He requested that an update on the grant project be added to the next agenda.

9a CONSIDER MONTHLY SUMMARY WORKSHEET AND STAFF REPORT ON FINANCIAL

MATTERS. Since the October meeting was canceled, Ms. Goodman reported that the attached transmittals range from July to October. She is working on the budget schedule. Once it is approved by the Board, she will schedule meetings with all divisions. She anticipates that the budget will be presented on time.

10a OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: Topic has been discussed within earlier items.

10b GOVERNMENTAL MATTERS: None.

10c ANNOUNCEMENTS AND DISCUSSION: None.

11a WASTEWATER COMMITTEE: Activities were discussed in an earlier item.

11b BUDGET & FINANCE COMMITTEE: Commissioners Trask reported that the subcommittee will plan to meet concurrently with ASM Goodman to discuss budgetary needs.

11c INTER-AGENCY MEETINGS: None.

12. FUTURE AGENDA ITEMS: Election of Officers

13. COMMISSIONER COMMENTS: Commissioner Wais commented that John Angell has expressed an interest in the commissioner vacancy but the 4 pm meeting time is too early and asked if the commissioners would consider a later start time of 6 pm or 6:30 pm. After a short discussion, the consensus was not to move the meeting time at this time. DS Rivas mentioned Ken Shaw who said that he would apply if he was needed. Manzione described the general process of applying for a seat. Ms. Wais pointed out that an alternative can also be selected. Chair Trask asked about the following topics: staff has not contacted C &H regarding their fence; the sinkhole between Francis and Rose at the top of 5th Street has not been addressed; staff has not received training on the County's financial software. Ms. Goodman explained that the County's training is very rudimentary, but they can create a special class if multiple people are interested. Ms. Wais shared that she was informed that the new system would not provide many of the reports that were previously provided.

A discussion was had on the tenants and sub-tenants of 1 Rolph Park Drive, the responsible party for maintenance, and which budget maintenance charges were paid from.

A vice-chair was not elected for 2024 which is a rotating position. The commissioners agreed to appoint a vice-chair at the next meeting.

14. ADJOURNMENT: The meeting was adjourned at 6:30 PM until December 13, 2023.

Respectfully submitted,
Sonia Rivas, MBA

CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

For Review

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MINUTES OF REGULAR MEETING, DECEMBER 13, 2023

1. CALL TO ORDER: The meeting was opened at 4:02 PM by Chair D'Arcy Trask Commissioners present: Mark Manzione, Scott Bartlebaugh, and Mary Wais. Staff present included Interim General Manager (IGM)/District Secretary (DS) Sonia Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Sanitation Department Manager (SDM) James Barnhill.

2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: None.

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.

4. PUBLIC HEARING: A discussion was held on the authority for CVSAN to hold public hearings. According to the District's attorney, the District Board is the only authority to hold public hearings but may send individual cases for public hearing discussions through CVSAN as was the case with a previous matter; the Board requested the opinion of PCSAN and CVSAN and made a decision based on the sanitary commissioners' recommendations. A motion was made to remove Public Hearings from future agendas unless a public hearing is requested by the Board. Approved (Trask 1st, Manzione 2nd, 4/0)

5a MINUTES OF NOVEMBER 08, 2023: Minutes were unavailable and will be carried to the next meeting.

5b RECEIVE MEETING AND HOLIDAY SCHEDULE FOR CALENDAR YEAR 2024: Meeting dates were reviewed and received.

6a HOLIDAY PARTY – DECEMBER 15: IGM Rivas reminded the commissioners about the holiday party.

6b ELECTION OF OFFICERS: Typically the vice-chair steps into the chair position but a vice-chair was not selected for 2023. Commissioner Manzione volunteered to serve as Chair and Commissioner Bartlebaugh volunteered to serve as Vice-Chair for 2024. Approved (Manzione 1st, Bartlebaugh 2nd, 4/0)

6c REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: IGM Rivas reported that Commissioner D'Arcy Trask was reappointed to the CVSAN Commission by the Board for two years. In addition, commissioners Tom Cusack, Ann Scheer, and Joe Surges were reappointed by the Board to the Port Costa Sanitation Commission (PCSAN). Nick Spinner was appointed as President and Diana Martinez as Vice-President of the District Board.

The Board approved new restrictions to banners that are placed at the recreation fence: only soft banners are approved, no political banners, restrictions on the length of posting and removal,

Commissioners: Scott Bartlebaugh, Mark Manzione, D'Arcy Trask (Chair), Mary Wais

and now allow community-based commercial events from Crockett and Port Costa to be posted.

The scope of the Personnel Ad Hoc committee was expanded from updating the personnel section of the District Code to updating the entire Code. Director Diana Martinez was selected as Chair. Members of the committee include Mary Wais, Erin Brosnan, Kent Peterson, and Tom Cusack.

6d. CONSIDER APPLICANTS FOR CVSAN VACANT SEAT. VALERIE QUADE AND DALE MCDONALD: DS Rivas reported that CVSAN has had a vacancy for a few months. Two people have submitted their applications for consideration. Ms. Quade expanded on her experience as a realtor concerning sewer laterals. She expressed an interest in being more involved in the community. She offered to pull her application since Mr. McDonald has extensive experience in sanitation. Mr. McDonald shared that although he was the District's previous general manager, he acknowledges the various changes and would enter this vacancy with an open mind. Commissioner Manzione expressed his excitement and gratitude for having multiple applicants and suggested adding an alternative. Mr. McDonald accepted the role of Commissioner and Ms. Quade accepted the role of alternative. This commission is now full. Approved (Manzione 1st, Bartlebaugh 2nd, 4/0)

6e. REVIEW ENFORCEMENT LETTER: The Chair clarified that the letter should have been an enforcement letter, not an encroachment letter. The incorrect letter was attached for discussion. The current enforcement letter is heavy-handed and unpleasant to the recipients. DE Murdock shared that our enforcement section of the Code was rewritten by our former attorney after she encountered an unenforceable case and that her rewritten version was disregarded by the Board. The letter warrants reviewing and may be an item for the District Code ad hoc committee. ASM Goodman recommended that CVSAN review the document and make advisory recommendations to the ad hoc committee as a basis to start. Manzione agreed.

A short discussion on whether CVSAN should advise on the encroachment letter was declined; the DE felt that the letter was sufficient. It was noted that addressing encroachment issues is not cut and dry and, in some cases, nothing can be done.

7. REPORT OF CONSULTING ENGINEER: None

8a CONSIDER REPORT ON ENFORCEMENT ACTIONS. None

8b UPDATE OF ANNUAL CCTV PROJECT #23-TV: SDM Barnhill reported that the CCTV project is ongoing. He received the first batch of 29 segments which represents roughly 8% of the total project. Regarding segments, 3,452 linear feet were received. This took about a week and represented approximately a quarter of the overall segments. This will likely continue through January. The work is being done by West County Wastewater and Robin Paulsell.

The CCTV work continues and includes pre-cleaning and hydro cleaning. Hydro cleaning is slightly reduced during CCTV projects because there is no need to clean a line for CCTV and then follow the regular schedule plan a week or two later. Barnhill stated he is overseeing the list to prevent doubling of maintenance on top of an indicator. Paulsell submits invoices as he submits the video files. The first invoice has been submitted for \$8,067 and included one reverse setup (each reverse setup is \$300 per occurrence). The reverse setup line was blocked because it was filled with gravel.

Commissioners: Scott Bartlebaugh, Mark Manzione, D'Arcy Trask (Chair), Mary Wais

The contractor was instructed to perform heavy cleaning and vacuum backward to pull gravel up and then follow up with CCTV. He expects to run into issues and likely find some emergencies that will require spot repairs. Overall, the dispersed batches have been cleaned. The gravel-filled line is located on the north side of the tracks across from the pump station. That line was a repair job performed for C&H a few years ago. Gravel from that repair job went into the line. The line will be cleaned up and finished. Typically, a CCTV is run within 12 months. The repair was made on a District asset approximately five years ago. A PACP-rated CCTV is run after a major repair on the line before the warranty expires.

8c DISCUSS OPTIONS FOR WASTEWATER TREATMENT AND UPCOMING NEGOTIATIONS

Commissioner Manzione reported that this will also serve as the wastewater committee report. The negotiating team consists of commissioners Bartlebaugh, Manzione, DE Murdock, and ASM Goodman. The team has been in negotiations for the renewal of the joint use agreement (JUA) of the joint treatment plant with C&H. The plan is to proceed by renewing the agreement with modifications. The team is pursuing improvements to reliability, power supply, capital planning, and preventative and predictive maintenance to modernize the operation negotiated. A potential Plan B would be to build a separate treatment plant, but the priority is to focus on a renewed agreement.

The last major meeting was November 4th where they created breakout meetings to discuss technical issues, legal issues, and financing options that include grants. The next major meeting is to take place in the first week of January, but this has not been confirmed. The final work product is a markup of the original agreement that indicates CVSAN's interests. Commissioner Bartlebaugh added that the Board will have the final approval of the modified agreement, not the negotiations team. He added that they are requesting substantial improvements in communications between C&H with Crockett.

DE Murdock was tasked with following up to determine meeting dates. A live meeting schedule is being developed through the agreement's expiration date in July.

A water recycling element is being considered in the negotiations and would fall within the financing/grants breakout meeting. Manzione commented that the former sewage plant, now the EQ tank, is located on tidelands and is leased from California State Lands. Chair Trask pointed out that sea level rise is expected to be significant over the next 100 years.

A procedural question was asked about the ~~standing~~ wastewater meetings whose current focus is on the JUA negotiations, and whether there is a requirement to post agendas. Only two commissioners can participate in the meetings. Adding a third member creates a quorum and violates the Brown Act. The meetings are not required to be posted nor are minutes required.

8d PROGRESS REPORT ON GRANT OPPORTUNITIES: Manzione reported that he has not prepared an outline for grant consideration as promised to Ms. Goodman. ASM Goodman reported that the focus on grants has been diminished due to current staff workloads. She expressed that the potential grants that were looked into specifically related to the treatment plant may not end up being something staff can manage for this round. Any grant considerations are a low priority at this time.

The grant that was being considered for the treatment plant is being offered through Congressman Garamendi's office. Historically, his office offers grants ranging from \$1 - \$5 million for municipalities within their jurisdiction. Last year they only received two sanitary-related applications, one being a methane recycling project in Pittsburgh. As a Sanitary District, this grant is in Crockett's best interest to apply for because competition appears to be low and very likely to be awarded to Crockett. The grant has a hard deadline in March for a complete submission. Staff are still in communication with Garamendi's office. Garamendi's office identifies Crockett as an underserved area.

Commissioners: Scott Bartlebaugh, Mark Manzione, D'Arcy Trask (Chair), Mary Wais

9a CONSIDER MONTHLY SUMMARY WORKSHEET AND STAFF REPORT ON FINANCIAL MATTERS. ASM Goodman reported that she is working on resuming a monthly worksheet for everyone. Only one transmittal was presented for November. The remaining transmittals will be made available in January. She is working on the budget calendars and hopes to have it approved at the next Board meeting. Once approved, she will follow up with the CSAN budget committee.

10a OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: DE Murdock reported that the State Waterboard audit has been completed. An outcome of the review is the requirement to audit the work of the CCTV contractor. Staff will hire a third party to capture additional CCTV footage of randomly selected sections that were previously filmed. The third-party contractor has highly specialized equipment that can bend at 90 degrees. In addition to the sections to be audited, Mr. Murdock will have the contractor look at laterals that may be the source of mystery leaks and sewage on upper Pomona Street.

Mr. Murdock reported that much of his time lately has been focused on repairing the burnt electrical pole in Port Costa.

Regarding the MCC ((Motor Control Center) pump station collections, Mr. Murdock was able to narrow the Project Engineers (Thomas Frish) contract's scope of work resulting in a reduction of \$15,000; mostly project management-related tasks. He has not heard from Telstar. A recent payment to Telstar was for work performed on the auto-dialer, not for the MCC project. Commissioner Bartlebaugh inquired about the already long lead times and a schedule for periodic update meetings. Mr. Murdock will follow up with Telstar on these items. The Telstar contract is a "must complete by" contract and does not provide a performance schedule. The contract was awarded in October and has a year and a half to complete the project.

10b GOVERNMENTAL MATTERS: SDM Barnhill reported that the audit was completed the day before. He has submitted the District's plan of attack. There is one 52-foot segment that has been completely inaccessible. There is a blind T buried under the street on Pomona Street just west of Second Street. The third-party auditing contractor can run their cameras in this line. This is in response to the audit's question of any inaccessible segments. The consulting engineer, Vivien Hausen, is working on a system evaluation, capacity assurance, and capital improvement. The plan will take some time to complete. Mr. Barnhill expects several follow-up audit questions.

The auditors made a verbal request asking for a Master Plan that includes targets and goals for the District. He is content with the District's current plans. Although this plan is not a requirement, the auditors may continue to demand the Master Plan. If so, the plan will be presented to PCSAN, CVSAN, and the Board for approval.

This is a new audit with only two municipalities participating. Mr. Barhill suspects that the District may have been selected due to the small size of the communities of Crockett and Port Costa. Any kind of spills, incidents, or odor issues draw attention to us. The community experienced several spills, and the major weather system caused a hillside collapse and broke a pipe. There were four of five spills in a row without exceedances. He is happy with how the system held up considering. He anticipates that the audit will require additional consultants and our consulting engineer to get through more audit follow-ups incurring additional costs.

Due to the amount of staff time dedicated to the audit, Commissioner Manzione suggested that a footnote be added to the budget with an explanation of the excessive labor costs. The commissioners requested a copy of the audit questions and results if possible.

Mr. McDonald shared that the community of his employment, Las Colinas, experienced the same audit and that staff also experienced a strenuous amount of time collecting information

Commissioners: Scott Bartlebaugh, Mark Manzione, D'Arcy Trask (Chair), Mary Wais

for the audit. Mr. Barnhill expressed that the audit experience was very unpleasant and extremely challenging to complete with limited staff.

10c ANNOUNCEMENTS AND DISCUSSION: None

11a WASTEWATER COMMITTEE: The committee has met several times. This item was discussed in Item 8c.

11b BUDGET & FINANCE COMMITTEE: The committee has not met but hopes to meet with ASM Goodman before the next CVSAN meeting.

11c INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

- Seating of new members
- Enforcement letter
- State audit report for the collection system
- FOG Policy

13. COMMISSIONER COMMENTS:

Commissioner Scott will not be available for the October meeting. He reported that Rodeo Sanitation has been placing public service announcement ads on YouTube regarding sanitation issues and shared that Crockett is receiving some residual benefits by being a close neighbor.

14. ADJOURNMENT: The meeting was adjourned at 5:39 PM until January 17, 2024.

Respectfully submitted,
Sonia Rivas, MBA

DATE

Full mailing address

NOTICE OF VIOLATION

ADDRESS
APN XXX-XXX-XXX

You are hereby notified that the property at the above location is in violation of District Ordinance No. 05-1 and Ordinance No. 18-1, the District Code and Standard Specifications, for the reason that a neighboring yard drain has been illegally connected into the sewer on your property. Any work outside of foundation perimeter must be permitted, be inspected, and be certified in compliance with District Standard Specifications at that time. This Notice of Violation is issued pursuant to Section 1.08.010 of the District Code.

Pursuant to provisions of Section 6400, et. seq. of the Health and Safety Code of the State of California, the Crockett Sanitary Department regulates sewer construction and sewer use in Crockett and Port Costa through District Ordinance No. 05-1 and No. 18-1 and others.

The connection in question is in specific violation of District Code 10.08-040 article J, prohibiting discharging of "Any storm water, ground water, rain water...yard drainage..." into the sewer system.

The recipient of the Notice of Violation shall be required to take all steps necessary to prevent a recurrence of the violation. Failure to comply with the Notice of Violation, however, shall cause the District to take such actions as are set forth in this chapter 1.08 of the District Code.

During the course of recent sewer repairs the a connection was found to have been adapted draining the yard of **...ADDRESS...** ADDRESS... into the lateral cleanout drain behind **...ADDRESS...** This connection has been removed and blocked from immediate use. Any attempt to reattach the drain thereby allowing wastewater or rainwater to enter the sewer will be a violation of District Code prohibiting such connections and also a violation of District Code prohibiting unpermitted work.

You have been notified. If this violation reoccurs District will, pursuant to Section 1.08.090 of the District Code, in the event that a violation reoccurs after receipt of Notice of Violation, the District may collect from the responsible party the costs of such correction, including but not limited to, charges for the time staff spends correcting the violation, the cost of any contractor engaged by the District, material costs, and any legal and consultant costs. The District shall have such remedies for the collection of such costs as it has for the collection of sewer service charges, to the extent allowed by and in conformity with law, including but not limited to, the assessment of such charges on the tax roll.

Please also be advised that Section 10.04.C of the Standard Specifications authorizes the District to perform the work or have it performed by others at the Owner's expense.

Pursuant to Section 1.08.060 of the District Code, a person who violates this Code is guilty of a misdemeanor and may be punished by a fine of not more than one thousand dollars or imprisonment of not more than thirty days or both.

You are hereby notified that the illegal stormwater drain must remain disconnected from the neighbors sewer lateral.

The Crockett Sanitary Commission will consider this violation and available remedies at a public hearing to be held at...**DATE**... at the Crockett Community Center, 850 Pomona, Crockett. A permit from the District is required for any repair or replacement of the building sewer. Your failure to comply by this request is likely to result in:

- a. Recording this Notice with the County Recorder at your expense, and;
- b. Recommend a second public hearing be scheduled to address the Notice of Violation of Ordinance No. 05-1 and No. 18-1 to pursue all available remedies under the law including a fine of up to \$1,000 levied against the property owner, ordering the District to have this work performed by others at your expense including disconnection of illegal drain and repair of the neighbors sewer lateral.

You are invited to attend the public hearing on **DATE**. Please call us at 787-2992 with any questions that you might have.

Sincerely,

**CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District**

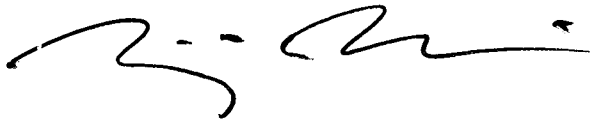
Auditor's Date: _____ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
12/01/2023	USBank	Credit Card Nov23, ACCT# 4866914555538450 SPLIT	2,158.23	7074
12/01/2023	L. R. PAULSELL CONSULTING	Sewer Replacement, CVSAN 23_13	59,200.00	7075
12/01/2023	Lincoln National Life Insurance Company	Insurance, Acct# CCSVCD-BL-1564438, SPLIT	63.37	7076
12/01/2023	MEYERS NAVE	legal svcs, INV#211223, split	785.86	7077
12/01/2023	PG&E	utility payment, acct# 2704121327-6	424.02	7078
12/01/2023	Tom Cusack	personnel stationary supplies, split	10.81	7079
12/01/2023	Villa's Landscape	INV#s CCSD-61, 060, 62, 63 SVC to 1 RPD	1,236.00	7080
12/01/2023	WEST COUNTY WASTEWATER DISTRICT	INV04381, Oct contract billing	6,594.49	7081
12/01/2023	CONTRA COSTA COUNTY TREASURER	Netchex Payroll number 14 SPLIT	22,358.18	7082
Total FUND 3426 - CV SANITARY - O&M			92,830.96	
TOTAL			92,830.96	

**CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District**

Auditor's Date: _____ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
12/18/2023	California Assoc. of Sanitation Agencies	CASA Membership Renewal INV#7557	1,365.00	7083
12/18/2023	Jena Goodman	Office Supplies	61.28	7084
12/18/2023	L.R. PAULSELL CONSULTING	Progress Payment #1 INV#23-32	8,067.00	7085
12/18/2023	L.R. PAULSELL CONSULTING	High Pressure Cleaning INV#23-30	280.00	7086
12/18/2023	L.R. PAULSELL CONSULTING	High Pressure Cleaning INV#23-33	5,740.00	7087
12/18/2023	Sonia Rivas	Office Supplies	43.89	7088
12/18/2023	Soxna Dice	Plants for 1 RPD	98.53	7089
12/18/2023	STATE COMPENSATION INSURANCE FUND	workers comp ins INV#1001642802	705.26	7090
12/18/2023	SWRCB FEES	CVSD CS Annual Permit renewal INV# WD-0229832	3,746.00	7091
12/18/2023	CONTRA COSTA COUNTY TREASURER	payroll nbr 15	1,110.04	7092
12/18/2023	TELSTAR INSTRUMENTS, INC.	Repair of Dialer at Pump Station INV#119359	1,070.00	7093
12/18/2023	VAUGHN P. GUNKELMAN	Final Paycheck including Vacation payout	2,226.43	7094
Total FUND 3426 - CV SANITARY - O&M			<u>24,513.43</u>	
TOTAL			<u>24,513.43</u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
12/19/2023	CONTRA COSTA COUNTY TREASU...	Corrected Netchex payroll nbr 15	803.74	7095
Total FUND 3426 - CV SANITARY - O&M			803.74	
TOTAL			803.74	

For Hood
12/19/23