

# CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525  
Telephone (510) 787-2992  
Fax (510) 787-2459  
e-mail: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MINUTES OF REGULAR MEETING OF JANUARY 17, 2024.

1. CALL TO ORDER: The meeting was opened at 4:02 PM by Chair Manzione. Commissioners present: Mark Manzione, Scott Bartlebaugh, and Mary Wais. Chair D'Arcy Trask was absent (excused). New members Dale McDonald and Valerie Quade were present. Staff present: Interim General Manager (IGM)/District Secretary (DS) Sonia Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Sanitary Department Manager (SDM) James Barnhill. District Board Member Kent Peterson was also present.
2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: The seating of new commissioners was moved to the front of the agenda. Dale McDonald and Valerie Quade (alternative) were seated and took the Oath of Office. Ms. Quade filled Commissioner Trask's seat in his absence.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: DS Rivas presented a letter submitted by AJ Leonard regarding damage caused by C&H delivery trucks in residential streets. Damage was done on a street that is not a legal truck route; existing signage is not legal and therefore not enforceable. After a brief discussion on unenforceable signage, the Chair suggested that the public attend a Police Liaison Committee meeting.
4. CONSENT CALENDAR: Minutes for November 8, 2023, and December 13, 2023, were approved with amendments. (Wais 1<sup>st</sup>, Bartlebaugh 2<sup>nd</sup>, 3/0, 2 abstained, 1 absent).
5. SEATING OF NEW MEMBERS DALE MCDONALD AND VALERIE QUADE (ALTERNATIVE): The item was moved before Public Comments.
6. ADMINISTRATIVE: The district secretary was asked to add a bullet point to consider items removed from the Consent Calendar.
  - 6a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: IGM Rivas reported the Board approved the appointments of Dale McDonald as CVSAN commissioner and Valerie Quade as Recreation commissioner and CVSAN alternate commissioner. Nick Spinner and Diana Martinez ran their first meeting as president and vice president respectively.
  - 6b. UPDATE ON STATE AUDIT: The Regional Water Quality Control State Waterboard audit was completed previously by sanitary staff. Responses are completed but staff expect additional follow-up questions. Chair Manzione requested that updates on the audit be added to future agenda items and added officially to the agenda to report when warranted. DS Rivas reminded the commissioners that the then-Chair Trask had requested a copy of the audit questions.
  - 6c. REVIEW ENCROACHMENT LETTER AND POLICY: DE Murdock reported that the encroachment policy was sufficient, and no further discussion was needed.

---

*Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais*

6d. REVIEW ENFORCEMENT POLICY: The DE Engineer expressed a concern that the enforcement letter can be seen as heavy-handed. Vice-Chair Bartlebaugh responded that the letter is a legal instrument and typical of enforcement notifications and did not appear threatening but informative of potential consequences. He suggested that the section on removing the identified connection could be stated earlier in the letter and pointed out that a timeframe to resolve the violation is not included. The letter notifies the property owner to partake in a public hearing. The public hearing process was discussed during a previous meeting. Mr. Bartlebaugh reminded the commission that the Board must request CVSAN to discuss first and make a recommendation to the Board. Chair Manzione offered to provide suggested edits.

Mr. Peterson stated that violation letters were written to reflect the violation type with language pulled from the District Code. In the case where an absentee property owner refuses to take responsibility, utilizing exact Code language and possible imprisonment may be appropriate. Commissioner McDonald stated that there is certain language that is required to alert the person of potential penalties. He supports the enforcement letter as is and also understands the position the DE is in concerning how some property owners may have strong opinions on the tone of the letter.

The previous attorney had rewritten the Code to allow enforcement of such violations because the current code is not enforceable, but the Board rejected the changes because they were considered too harsh and overreaching. Commissioner McDonald suggested that until the Board approves the new language, staff should continue to use the existing template unless the Board determines that the language should be modified.

No action is requested. Mr. Murdock was asked to present the revised Code language and a revised template in the future. Mr. Murdock pointed out two changes: reducing the number of notices regarding the service charge from two to one, and the enforcement section to allow the District to enforce violation corrections.

7 REPORT OF CONSULTING ENGINEER: DE Murdock reported that the consulting engineer Vivian Hausen responded with edits for the Alexander Park sewer line bid. We have an open-ended contract with Ms. Hausen, and she typically increases rates at the end of the year.

8 DISCUSS OPTIONS FOR WASTEWATER TREATMENT AND UPCOMING NEGOTIATIONS: Commissioner Manzione reported that this will also serve as the wastewater committee report. The team continues to meet in preparation for the Joint Use Agreement (JUA) with C&H. The team is reviewing cost allocations through a billing history assessment. An initial observation is that disinfectant is currently being paid 100% by the District but the use of disinfectant is required to meet permit requirements by the JUA partner as well; therefore, the allocation should be reconsidered.

A technical meeting is scheduled for Friday (January 19). The agenda includes discussions on 1) the electrical power supply, and reliability issues with the power supply; 2) communications; scheduling regular meetings and resuming receiving operation reports and live electronic data on the operations of the plant; 3) reliability and maintenance - status update on recent work performed, current and outstanding plans; 4) plant evaluations on the plant health assessment by an outside engineer. Staff anticipates they will want an update on other funding sources specifically referring to grant opportunities. Also anticipated is an update on where the District is regarding controlling rags and prohibited substances in the Crockett sanitary sewer. With such a large agenda, staff anticipates a follow-up meeting with the desired outcome that all items can be discussed before the larger main meeting.

---

*Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais*

Chair Manzione reported that the process is comprised of three projects: 1) renegotiating the JUA (deadline is July 2024), 2) the preparation of a draft document of the original agreement with recommended edits as prepared by the negotiating team comprised of commissioners Manzione, Bartlebaugh, DE Murdock and ASM Goodman; 3) present the draft agreement to CVSAN for a recommendation for final approval by the District Board. A draft document could tentatively be presented by April or May.

C&H has expressed an interest in continuing the partnership with the District. While the agreement is set to expire in May 2024, there is a clause that states that services will continue regardless if JUA renegotiations are completed or not. Commissioner McDonald recommended a Letter of Intent to allow an extension of the agreement should the expiration deadline not be met. Mr. Manzione will request a closed session to discuss the JUA edits.

Chair Manzione updated the commissioners that C&H is negotiating a lease renewal with the State Lands Commission; C&H is currently being sued for an odor incident that occurred two years ago; and C&H has asked the District to sign a tolling agreement that states that the District is willing to allow the statute of limitations (September 2024) to expire for them to sue the District. Director Peterson reported that the Board declined to sign the tolling agreement. None of these items are related to the JUA negotiations but were provided as information for the new commissioners.

9a RECEIVE WARRANT TRANSMITTALS: Received. The vice-chair inquired about the Villa Landscape payment. He addressed that the minutes reflected that some transmittals were missing. ASM Goodman will provide the missing transmittals at the following meeting. Ms. Goodman explained the oversight process of checks including that the Board president reviews and compares the checks with the actual invoices, then signs the transmittal reports. There was an incident where Ms. Goodman signed off a transaction for a corrected payroll payment to the county treasurer. When this occurs, the president will return to review any changes. In this instance, Ms. Goodman became ill and was not able to coordinate a second signature. The payment amount that she signed for was adjusted to reflect a lower amount than the originally approved payment that the Board president signed.

The District's CASA membership was renewed. Multiple agencies were discussed that provide training and valuable resources including CASA, California Special Districts Association (CSDA), and the Contra Costa Special Districts Association.

9b UPDATE ON BUDGET PROCESS FOR 2024: ASM Goodman provided an update on the budget process. The budget schedule is expected to be approved by the Board. She will initiate meetings with the budget and finance committee members on their respective budgets. Water data from East Bay MUD has been requested. She is confident that all targets will be met and noted that the budget is due to the County in August. Mr. Manzione suggested that the schedule differentiate sanitary where appropriate.

10a OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: A significant Sanitary Sewer Overflow (SSO) occurred at 535m and 555 Pomona Street with a spillage of 80,000 gallons. The State Waterboard has been notified. There was relatively minimal damage to the properties. The District will be compensating them with a nominal fee for grass seed. East Bay MUD has returned for street repairs with great results.

Alan Strong of Telstar has identified most of the components needed for the MCC (Motor Control Center) and was referred to the design engineer for recommendations for appropriate replacements for the remaining components. As a reminder, the design engineer submitted a contract in August that was approved by both CVSAN and the Board. Mr. Murdock was able to shave \$15,000 from the contract by removing the project management cost since that task will

---

*Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais*

be performed by Telstar. Thomas Frisch was the original design engineer for the MMC project five years ago. The Telstar contract bills as work is performed.

SDM Barnhill reported that an estimated 50% of the CCTV project has been completed and the District has been billed for that work, and reporting has been updated. As anticipated, some areas will require attention and staff is careful not to double clean lines. The District is behind on CCTV capture but expects to be caught up by next year. A few home sales were completed without permits. After multiple discussions with various real estate agents, Mr. Murdock felt that the agents recognized the value of the lateral disclosures and transparency for home buyers. Realtors have learned that a lack of disclosure on laterals could result in lawsuits by new buyers. This was more prevalent a decade ago and rarely occurs now.

10b GOVERNMENTAL MATTERS: None

10c ANNOUNCEMENTS AND DISCUSSION: None

11a WASTEWATER COMMITTEE: Chair Manzione listed three special projects as 1) the JUA renewal; 2) C&H billing to the District; and 3) District billing of C&H for their contributions to sewer usage. Mr. Manzione asked if these projects warranted an ad hoc committee since the issues are beyond simple budget and finance. Commissioner McDonald offered to meet with staff to provide some background and hopefully will provide them with enough information to determine if an ad hoc committee is needed.

11b BUDGET & FINANCE COMMITTEE: The committee has not met but hopes to meet with ASM Goodman soon. Commissioner McDonald supported attending outside agency meetings such as the Contra Costa Special Districts Association and offered to share relevant knowledge he gathers from other agency meetings he attends.

11c INTER-AGENCY MEETINGS: This item will be modified to include associations.

12 FUTURE AGENDA ITEMS: Commissioners discussed the differentiation of pollutants versus the FOG program. A brief discussion on the purpose and process of future agenda items was discussed. Being cognizant of staff priorities and workloads, staff will bring items to the agenda when attention is warranted and/or a consensus by the Commission. Adding a proposed date to future items can cause additional pressure on a staff of three, especially when unexpected issues arise. IGM Rivas reported that staff has reviewed the Action Plan which has not been updated in a few years. After the initial update, staff stepped back and questioned if many of the items were still relevant. Mr. Peterson confirmed that the Action Plan is staff-generated to keep track of projects. The chair noted that the Future Agenda Items line item is not an action plan nor a schedule for tasks, but a method for all to filter things to put on the agenda.

- Enforcement letter template
- State audit report for the collection system.
- FOG Policy
- District Code enforcement rewrite

13. COMMISSIONER COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 5:48 PM until February 21, 2024.

Respectfully submitted,  
Sonia Rivas, MBA

---

*Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais*