

CROCKETT SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, MARCH 16, 2022

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in *Executive Order 33-20* and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time. (See *Resolution No. 19/20-18*)
- The meeting will be conducted via teleconference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below. See end of agenda for information on How to Submit Public Comments.

Agenda packet can be accessed at <https://www.town.crockett.ca.us/2022-3-16-crockett-sanitary-commission-meeting>.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at 1 (669) 900 9128.

Enter the Meeting ID# 859 1604 2186 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM>.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/85916042186> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone, enter Meeting ID#.859 1604 2186

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. PUBLIC HEARING:
5. CONSENT CALENDAR: Consideration of a motion to approve the following item:
(Items are subject to removal from Consent Calendar by request of any Commissioner on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
 - a. Approve Minutes of February 16, 2022

6. **ADMINISTRATIVE:**
 - a. Consider report on actions taken by the District Board.
 - b. Consider spending authority of General Manager.
 - c. Consider Action Plan for 2022.

7. **WASTEWATER:**
 - a. Status report on recent Enforcement Actions.
 - b. Consider authorization of sewer repairs.

8. **BUDGET AND FINANCE:**

Consider monthly Summary Worksheet and staff report on financial matters.

9. **REPORT OF DEPARTMENT MANAGER:** *(These items are typically for 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.

10. **REPORTS FROM COMMISSIONERS:** *(These items are typically for exchange of information only. No action will be taken at this time.)*
 - a. Wastewater Committee – Members Manzione and Wais
 - b. Budget & Finance Committee – Members Adams and Trask
 - c. Inter-Agency Meetings:
 - d. Ad Hoc Meetings: Manzione and Trask

11. **FUTURE AGENDA ITEMS:**
 - Receive 9-month Budget Report and Preliminary FY 2022/23 budget (April).
 - Review annual newsletter (April).
 - Prop. 218 requirements for increase in service charges (April).
 - Consider lateral inspection increase.
 - Consider procedures for ADU applicants.
 - Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
 - Smoke testing review.

12. **COMMENTS FROM COMMISSIONERS:**

13. **ADJOURNMENT** to April 20, 2022.

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, FEBRUARY 16, 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 and Assistant District Secretary Witschi. Asst. Dept. Manager Barnhill was absent.
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 (mm/ha):
 - a. Approve Minutes of January 19, 2022
6. DISTRICT BOARD ACTIONS: Mr. Murdock reported on the actions taken by the District Board in January. He said the District Board approved pay raises for Mr. Barnhill and Ms. Witschi and approved the contract for Mr. Gunkelman. The Board approved the resolution to extend teleconferenced meetings.
 - 7.a. ENFORCEMENT ACTIONS: None
 - 7.b. STATUS OF PUMP STATION: Mr. Murdock reported there are a number of components that are bad, in addition to the MCC. He said there are also a number of pumps that have termed out and there was failure of the one of the grit pumps. The other grit pump needs an overhaul soon. He said two of the four main pumps that do the pumping to the treatment plant have lived beyond their expected lifespan and one of the newer ones is slightly damaged. The one that was overhauled in 2016 has some damage on the impeller. He said within the next year it will cost somewhere around \$100K to start replacing pumps, but he has not got any bids on this yet.
 - 8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Gunkelman reported the worksheet in the packet is the same one as last month. He said there will be an updated one next month.
 - 8.b. MID-YEAR BUDGET REPORT: Mr. Gunkelman presented the mid-year budget report. He said the Budget & Finance Committee met last week. He said Commissioner Manzione commented on the \$250K for the MCC project, which is on this budget as possible revenue if the project goes through, so that money is set aside. He said the interest rate for the Local Agency Investment Fund (LAIF) is at 0.23%. He said insurance costs are not going to be as high as they were told with the 60% increase. He said there is some uncertainty regarding the C&H payments and capital replacements from last year. The office costs are now being split between departments. He is trying to consolidate the AT&T phone bills and water costs are

going up. He said the big expense is iCOMM, which is the mapping software, at a cost of \$15K a year.

8.c. CALPERS PRESENTATION: Mr. Gunkelman said he wanted to discuss unfunded accrued liability, pre-funding and investing with CalPERS. He said basically the District would be paying for retirement of employees. He said there are other ways to invest and just avoid inflation and interest payments. Since the interest rate on the LAIF is so low, moving some money to CalPERS would be a positive direction with a higher interest rate. He said he will have more information on this in the next week that he can send out to the Commission.

9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock updated the commission on the current projects. He said there is a sewer replacement on Emerson, 150 feet of six inch pipe by a pipeburst. He said there was a lateral sewer overflow at 309 West Street. He said there were several inches of sewage on the sidewalk. He said staff is working towards making the bathrooms at the District office ADA compliant.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman reported on the Nantucket parking lot. He said a gate should be going up as soon as next week. He said the new plan is to put the gate up before you get down to the Creek versus down at the edge of the parking lot. He spoke with State Lands and they informed him that everything is going well with the lease and they won't be able to address it until April. He said that combining the two leases should not be a problem.

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: Mr. Murdock reported the Committee met and discussed putting together a form letter to reach out to realtors and new residents to Crockett informing them of the policy on laterals and lateral inspections. There was discussion of increasing lateral and capacity fees. There was discussion of a fee index with inflation and of water recycling. He said Commissioners Manzione and Trask are working on water recycling. They discussed a need to come up with the best pumps for new specs, along with pumps in District code. He said there is a need to do something about fats, oils and grease (FOG), as it is approaching restaurants and a need to enforce grease trap cleaning.

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- 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 8:00 PM until March 16, 2022.

Respectfully submitted,

Susan Witschi

Susan Witschi
March 4, 2022

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of the Crockett Community Services District

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To: Crockett Sanitary Commission
From: Gaunt Murdock, General Manager
Subject: Spending Authority of General Manager

The Board would like the endorsement of the Commission for an ordinance to increase spending authority of General Manager by modification of previous ordinance as follows:

Section 1. Section 2.08.030 of the Crockett Community Services District Code, entitled, "Authority and Responsibility," is amended as follows (additions in *-underlined italics*, deletions in ~~double-strikethrough~~):

The General Manager of the District has the administrative authority and responsibility for the operation of the District and the enforcement of all District rules and regulations, including authority to execute all contracts, warrants, releases, receipts, and similar documents for and on behalf of the District in accordance with California Health and Safety Code Section 6487. The General Manager shall have spending authority up to \$50,000. ~~\$5,000 but may be given provisional approval by the Board President for urgent expenses above that limit. Under emergency conditions as defined by Resolution No. 97-98-04, the General Manager shall have spending authority up to \$50,000 subject only to notification of the Board President as soon as possible.~~

Crockett Sanitary Department
General Managers
ACTION PLAN 2022
2022 TOP PRIORITY ACTIONS

Physical Property and Structures

1. Rehabilitation of 1 Rolph Park Drive, develop utilization of property.
2. Ongoing repair/replacement of collection systems.
3. Upgrades/rehabilitation of Crockett Pump Station, (Components & Controls)
4. Evaluation of EQ tank condition.

Policy, Personnel, and Finance

1. Secure contracts and wage negotiations for staff.
2. Sewer Use Charge, financial planning and response to inflationary economy.
3. Policy for ADU and Capacity Charge, Lateral Fees.
4. Joint Use Agreement negotiation (current agreement expires 7/31/24)
5. Develop and document safety training.
6. Ongoing maintenance of records.

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To: Crockett Sanitary Commission
From: Gaunt Murdock
Subject: Authorization of Sewer Repairs

I am requesting approval to proceed with the following capital repairs:

Proposed Capital Repairs March 2022				
SEGMENT	STREET	JOB #	LENGTH	COST
E-08-02	37 Bishop	2201	240 ft	\$39,125
E-04-06	Pomona easemt	2202	224	\$105,000
W-12-04	Carquinez--site of SSO	2203	93' & install m.h.	\$47,000

Repairs completed to date this calendar year are shown below:

Completed Capital Repairs Jan- March 2022				
SEGMENT	STREET	JOB #	LENGTH	COST
V-22-11	Lillian	2117	120	\$37,000
E-03-12	Emmerson	2121	146	\$33,875

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG:	2-23-22	LATEST FUND REPORT:	2-12-22
-----		-----	
OPERATING FUND 3426		CONSTRUCTION FUND 3427	
-----		-----	
CASH CARRIED FORWARD:	\$874,438.07	CASH CARRIED FORWARD:	\$60,015.28
ACTIVITY:		ACTIVITY:	
Warrants (6627-6647)	\$ (148,707.90)	Invstmnt Srvc 2nd qtr	(\$2.00)
Invst Srvc 2nd qtr	(\$46.00)	Capacity X-fer from 34:	\$2,425.00
X-fer to 3242 for rent	\$ (16,257.88)	-----	
X-fer to 3247	(\$2,425.00)	CASH BALANCE:	\$62,438.28

CXL checks (6580&6599)		INVESTED BEGIN BAL.:	\$903,156.37
Prmts 22-01	\$60.00	2nd Qtr Interest	\$519.94
Capacity Charge		-----	
Loan Interest pymt PCS!	\$2,745.00	INVESTED BALANCE:	\$903,676.31

CASH BALANCE:	\$709,806.29	FUND 3427 BALANCE:	\$966,114.59
-----		-----	
ADV ON TAXES:	\$ 562,328.62	CAPITAL RESERVE FUND 3429	
060 Prop tax Beginning	\$ 562,328.62	-----	
No activity		CASH CARRIED FORWARD:	\$258.00
Ending Balance	\$ 562,328.62	ACTIVITY:	
		Invstmnt Srvc 2nd qtr	(\$1.00)
160 Adv Supp Prop tax	\$0.00	-----	
Zero out until Dec		CASH BALANCE:	\$257.00
Ending Balance	\$0.00	INVESTED BEGIN BAL.:	\$71,507.13
		2nd Qtr Interest	\$41.17

INVESTED BEG. BALANCE:	\$2,782,392.60	INVESTED BALANCE:	\$71,548.30
LAIF interest 2nd Qtr	\$1,762.61	-----	
		FUND 3429 BALANCE:	\$71,805.30
Ending Balance:	\$2,784,155.21	-----	
FUND 3426 BALANCE:	\$4,056,290.12	CONTRACTOR BONDS ON FILE:	

TAXES held in 3240:	\$415,729.58	37 contractors	\$37,500.00
CO.charges in 3240:	\$0.00	-----	
ACCRUED DEBT OWED TO CVSAN:		-----	
PCSAN DEPT..	\$339,659.68		

Commissioners: Howard Adams, Mark Manzione, D'Arcy Trask, Mary Wais

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To: Crockett Sanitary Commission
From : Gaunt Murdock, General Manager
Subject: Manager's Report

- SSO at 1963 Carquinez (cross-street Kendall), reported 2/22/22.
- Private Lateral Overflow—309 West, reported 2/11/22.
Hearing scheduled for March 14, 2022. Oral report on result of hearing will be given. OES was notified of ongoing spillage.
- Private Lateral Overflow—within building at 803 Loring, reported 2/23/22.
- Leak to waterline at pump station repaired.
- Status of 1 Rolph Park Drive — I am hoping to be ADA compliant for a public meeting by next week. Currently a work in progress, we are remodeling bathrooms currently. Future upgrades to include lighting, floor in main room, front door, moisture/seepage control.