

CROCKETT SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, DECEMBER 8, 2021

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/2021-12-8-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# 845 6201 8821 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/j/84562018821>.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/84562018821> 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# 845 6201 8821

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 October 20, 2021

6. **ADMINISTRATIVE:**
 - a. Consider report on actions taken by the District Board.
 - b. Committee appointments for 2022.
7. **WASTEWATER:**

Status report on recent Enforcement Actions.
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 – Member Adams
 - c. Inter-agency meetings:
11. **FUTURE AGENDA ITEMS:**

Consider lateral inspection increase.
Consider procedures for ADU applicants.
Consider restoring the Budget & Finance Committee.
Progress reports as appropriate for new District offices.
Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
Video outreach for FOG and no wipes down drain.
Recommend award of contract(s).
Recommend payment for sewer project(s).
12. **COMMENTS FROM COMMISSIONERS:**
13. **ADJOURNMENT** to January 19, 2022.

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, OCTOBER 20, 2021

1. CALL TO ORDER: The meeting was called to order at 7:02 PM by Chairperson Manzione. Present were Commissioners Adams and Wais, along with District Engineer Murdock, Assistant Dept. Manager Barnhill, Administrative Services Manager Gunkelman and Asst. Secretary Witschi. Commissioner Mauler 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 (ha/mw):
a. Approve Minutes of September 15, 2021.

6.a. DISTRICT BOARD ACTIONS: Mr. Gunkelman reported on the actions taken by the District Board in September. He said the Board approved an emergency resolution to proceed with future Zoom meetings. He said a new resolution has to be approved every 30 days. Commissioner Manzione would like to continue remote meetings at least until January 2022. Mr. Murdock announced he is going to be the new General Manager and Mr. Gunkelman will continue to be the financial officer.

6.b. ALLOCATION OF FLOOR SPACE: Commissioner Manzione reported Director Peterson asked for a couple people to work with him on getting things going for allocation of the new District office. Commissioner Manzione and Director Bartlebaugh met with Director Peterson and essentially got the ball rolling without making any proposals. The discussion is how much of that new building and which parts of the new building would best serve the staff.

7.a. ENFORCEMENT ACTIONS: No actions taken.

7.b. BRICKS AT THE PUMP STATION: No report.

8. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Commissioner Manzione said it looks like there are 37 different contractors with bonds on file. He asked if there is a clear procedure when the contractor asks for the bond to be refunded. Mr. Gunkelman said Ms. Witschi took care of this in the past. This item will be discussed at a future date.

9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported there were three capital projects completed since the last meeting. He said there were two on Grandview. The first one was a 100 feet of HDPE pipe for \$25K. The second job on Grandview was 130 feet section of 8-inch pipe for \$42K. The third job was completed today on Ceres. He said there is a project on Winslow that is a 180 feet section of 6-inch pipe for \$38K. He said there was an

emergency repair on Baldwin Street and it was 281 feet and crosses a substantial number of laterals for \$105K. Mr. Murdock reported the contractors who are clearing the hillside have about one day left and the job will be complete. He received a grant from the Crockett Community Foundation to do the job. He said the John Swett High School class of 2022 raised \$435 during the Sugartown Festival parking cars at the new office building. Mr. Murdock wanted to acknowledge the Crockett Improvement Association and the Scouts of Crockett for clearing out a lot of the belongings left behind at the new office building and helping during the town wide yard sale. He said it brought in \$508.45. All the left over surplus property has been donated that was not sold.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman reported he got a hold of some people at the State Lands Commission in regards to the outfall. He said they would like him to schedule a Zoom meeting. He would like to invite someone from the Commission to attend the meeting sometime next week.

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.d. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Consider lateral inspection increase.
- Consider procedures for ADU applicants.
- Progress reports as appropriate for new District offices.
- Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
- Video outreach for FOG and no wipes down drain.
- Recommend award of contract(s).
- Recommend payment for sewer project(s).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:21 PM until November 10, 2021.

Respectfully submitted,



Susan Witschi
November 11, 2021

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 11/17/21

LATEST FUND REPORT: 11-12-21

OPERATING FUND 3426

CONSTRUCTION FUND 3427

CASH CARRIED FORWARD: \$78,404.66

CASH CARRIED FORWARD: \$60,017.28

ACTIVITY:

Warrants (6559-6578) \$ (163,311.92)
 Invst Srvc 1st qtr (\$27.00)
 Levy/Assr Code Fees \$ (1,241.86)
 Trnsrf from 3425 \$43,329.77

ACTIVITY:

Invstmnt Srvc 1st qtr (\$2.00)

CXL outdtd Chk (6557) \$ 2,344.02
 Permit 21-18 \$60.00
 Capacity Charge \$ 2,425.00
 Transfer to Cash \$200,000.00

CASH BALANCE: \$60,015.28

INVESTED BEGIN BAL.: \$902,606.75
 1st Qtr Interest \$549.62

CASH BALANCE: \$161,982.67

INVESTED BALANCE: \$903,156.37

FUND 3427 BALANCE: \$963,171.65

ADV ON TAXES: \$1,342,616.24
 060 Prop tax Beginning \$ 1,342,616.24
 No activity
 Ending Balance \$ 1,342,616.24

CAPITAL RESERVE FUND 3429

160 Adv Supp Prop tax \$0.00
 Zero out until Dec
 Ending Balance \$0.00

CASH CARRIED FORWARD: \$259.00

ACTIVITY:

Invstmnt Srvc 1st qtr (\$1.00)

INVESTED BEG. BALANCE: \$3,280,350.08
 Invst Interest 1st qtr \$2,042.52
 Transfer to Cash (\$200,000.00)
 Ending Balance: \$3,082,392.60

CASH BALANCE: \$258.00

INVESTED BEGIN BAL.: \$71,463.61
 1st Qtr Interest \$43.52

FUND 3426 BALANCE: \$4,586,991.51

INVESTED BALANCE: \$71,507.13

FUND 3429 BALANCE: \$71,765.13

TAXES held in 3240: \$392,893.78
 CO.charges in 3240: \$0.00

ACCRUED DEBT OWED TO CVSAN:

CONTRACTOR BONDS ON FILE:

PCSAN DEPT. \$339,659.68

37 contractors \$37,500.00

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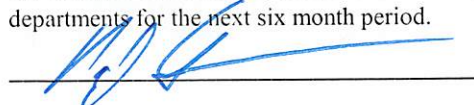
CROCKETT COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

AS OF DECEMBER 3, 2021

<u>Beginning invested balance:</u>	<u>10/1/2021</u>		<u>\$ 4,864,200.84</u>
<u>RECREATION DEPT. OPERATING FUND 3241</u>			
LOCAL AGENCY INVESTMENT FUND - Rate 0.24% on 9/30/21		\$	298,396.94
Activity: Withdrawal to cash on 10/22/21 & 11/4/21		\$	(120,000.00)
1st Quarter Interest		\$	201.16
Ending balance:		\$	178,598.10
<u>MAINTENANCE DEPT. MEMORIAL HALL FUND 3242</u>			
LOCAL AGENCY INVESTMENT FUND - Rate 0.24% on 9/30/21		\$	186,110.75
Activity: Withdrawal to cash on 10/7/21		\$	(20,000.00)
1st Quarter Interest		\$	113.33
Ending balance:		\$	166,224.08
<u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>			
LOCAL AGENCY INVESTMENT FUND - Rate 0.24% on 9/30/21		\$	125,272.71
Activity: Withdrawals to cash on 10/7/21 & 10/22/21		\$	(85,000.00)
1st Quarter Interest		\$	76.29
Ending balance:		\$	40,349.00
<u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>			
LOCAL AGENCY INVESTMENT FUND - Rate 0.24% on 9/30/21		\$	3,280,350.08
Activity: Withdrawal to cash on 11/4/21		\$	(200,000.00)
1st Quarter Interest		\$	2,042.52
Withdrawal to cash on 12/3/21		\$	(300,000.00)
Ending balance:		\$	2,782,392.60
<u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>			
LOCAL AGENCY INVESTMENT FUND - Rate 0.24% on 9/30/21		\$	902,606.75
Activity: 1st Quarter Interest		\$	549.62
Ending balance:		\$	903,156.37
<u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>			
LOCAL AGENCY INVESTMENT FUND - Rate 0.24% on 9/30/21		\$	71,463.61
Activity: 1st Quarter Interest		\$	43.52
Ending balance:		\$	71,507.13
<u>Closing invested balance:</u>	<u>8/31/2021</u>		<u>\$4,142,227.28</u>

All investments of the Crockett Community Services District have been made through the Treasurer, Contra Costa County. Pursuant to Gov't Code Section 53646, I hereby certify that the invested funds are in compliance with the investment policies of the Crockett Community Services District and provide sufficient liquidity to meet budgeted expenses for each respective departments for the next six month period.



Date: _____ 12/3/2021