

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, MAY 19, 2021

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by Chairperson Manzione. Present were Commissioners Adams, Wais and Wolthuis, along with District Engineer Murdock, Administrative Services Manager Gunkelman, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi.
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 items were approved unanimously (mw/ha):
 - a. Approve Minutes of April 21, 2021.
 - b. Receive Status Report on outstanding items.
- 6.a. DISTRICT BOARD ACTIONS: No report.
- 6.b. PROGRESS REPORT ON DISTRICT OFFICES: Mr. Murdock reported a break in at the new District office. He said they kicked the garage doors in and got away with a weed whacker. Commissioner Wolthuis said a couple bids came in from Director Mackenzie. One was for the painting and one was modified for taking care of the roof, deck and the dry rot. One was in excess of \$70K and the painting was around \$8,500. Commissioner Manzione asked if the Sanitary Department staff are the primary tenants in the new office building that is under the control and responsibility of the District Board. Commissioner Wolthuis said the Sanitary Department does not have any real official involvement as a commission. Commissioner Wolthuis said he doesn't care how big a bargain the new building cost, it is just going to cost a lot of money to renovate and he cannot justify the money being spent. Commissioner Manzione asked at some point would it be appropriate for the Sanitary Department to make a written request to the District Board as to what is going on. Commissioner Wolthuis said he has just completed 45 years of service on the Sanitary Commission and having looked at the budget this year, the staffing levels, and the transfer of \$450,000 into the budget; he can no longer justify the money being spent or even the staffing levels. He said they may be appropriate, but he has no knowledge of how they were determined. The District is providing a service to the community as a whole, but at this point he cannot continue on the Sanitary Commission and this will be his last meeting. He said he cannot understand who is allocating the money, so he will step back and let the Crockett Community Services District (CCSD) determine what is going forward. He feels a strong responsibility to the citizens and he does not feel comfortable. Commissioner Manzione said it is time to put the District Board on the spot with this. The Sanitary Commission is responsible for the sewer system, the revenues and the spending. He said it is time to say to the District Board what the Sanitary Department's position is and what they are willing to spend for rent on the new office. Commissioner Wolthuis said he was against purchasing the building from the beginning. He said if you look at the budget, the salaries and overhead are increasing at a rate he cannot justify. Commissioner Adams said he will hate to lose

Commissioner Wolthuis' expertise and knowledge and he raises issues that are both valid and troubling.

6.c. GUIDELINES FOR REOPENING: No report.

6.d. VACANCY ON COMMISSION: The Announcement of Vacancy will be reposted for 30 days.

7.a. ENFORCEMENT ACTIONS: Mr. Murdock reported two properties received a Certificate of Compliance and are no longer in violation.

7.b. REMOVAL OF BRICKS: Mr. Murdock reported the bricks are the same as they were last time we met. He said two pallets have been moved to CREEC and they have agreed to take them all.

8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Gunkelman reported a fund balance of \$961K.

8.b. PG&E BILL: Mr. Murdock reported he was asked to determine the portion of the PG&E bill that needed to be paid by the Sanitary Department. He calculated the costs based on taking out the outdoor lights and commercial refrigerators. Based on his assessment he recommends paying the Recreation Department \$7,739. A motion to recommend paying the Recreation Department \$7,739 for their portion of the PG&E bill carried unanimously (jw/mw).

8.c. PRELIMINARY BUDGET REPORT: Mr. Gunkelman presented the preliminary budget. Commissioner Wolthuis said he looked at the salary and benefits for the General Manager. He said this year it was budgeted at \$69K and next year it was budgeted at \$120K. The Assistant Department Manager is currently at \$56K and next year at \$70K. He said there was no input into this and does not think anybody on the Sanitary Commission did either. He said this must be the District Board putting their foot into what is supposedly the Sanitary Department's budget and they are acting as if this is their money. Commissioner Manzione asked who generated this document and did input come from the District Board. Mr. Gunkelman said the District Board has not yet seen this, apart from the Budget & Finance Committee. He said this is a preliminary budget and is up for discussion. Commissioner Manzione said this is a budget to be developed by the Sanitary Commission and we still have authority delegated to us to handle the finances of this. Commissioner Wolthuis asked about the new office building repairs in the budget. Mr. Gunkelman said the bills have been pretty minimal for the most part. Commissioner Manzione said we need to find a solution to the problem that the District Board owns the building and took on the responsibilities and is making decisions on what to spend on it. He said what if the Sanitary Department structures the building as a primary tenant and we offer prepaid rent to the District and make it clear the Sanitary Department does not own the building. Commissioner Wolthuis said so the Sanitary Department is paying for that building and the net effect is we are a tenant renting a building we basically are buying for the District and have no say in it. He said it is nice to say you are going to rent the apartment and reimburse us but it is questionable where we are going with this. Commissioner Manzione said he would like to ask the District Board what their concept is and if they really expect the Sanitary Department to take on all the responsibilities. It would be really necessary for us to represent the ratepayer's interests to put it in writing and give us the authority and we may have been forced into buying a building that really was not our decision. Mr. Gunkelman said the District Board will adopt the budget on June 23. He said that he can set aside as much time to meet with whoever wants to discuss it. Commissioner Manzione said the consensus of the commission is to have a joint meeting with the CCSD Budget & Finance Committee to go over the draft budget on Wednesday, June 2.

9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported no Sanitary Sewer Overflows (SSO's) in May. He said Pump 4 at the Pump Station was damaged when something was inducted into the

impeller. He said staff is working with West County Wastewater District on this issue. The Variable Frequency Drive (VFD) was replaced at the Pump Station. The project at Third and Pomona has been completed and PG&E accepted the claim and a check has been received for \$30,890. He said 84 feet of sewer was replaced with HDPE by pipe burst at 94 Bishop and 69 feet was replaced with HDPE at 167 Bishop.

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. AD HOC COMMITTEES REPORT: None

10.d. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- 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: Commissioner Wais

13. ADJOURNMENT: The meeting was adjourned at 9:09 PM until June 16, 2021.

Respectfully submitted,

Susan Witschi

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April 23, 2021