

# CROCKETT SANITARY COMMISSION

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, NOVEMBER 13, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Wais. Present were Commissioners Bartlebaugh and Manzione along with General Manager McDonald. Commissioner Adams and Wolthuis were absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
3. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent item Minutes of October 16, 2019 were approved unanimously (mm/sb).
6. REPORT OF CONSULTING ENGINEER: None.
- 7.a. ENFORCEMENT ACTIONS: The Commission received the report on recent enforcement actions. Mr. McDonald said staff has been busy with other projects and has postponed enforcement for all but critical items. He said he plans to restart enforcement after the holidays. Mr. Manzione said that it is important to communicate with property owners who have enforcement action pending at least once every 12 months. He expressed his concern if we delay too long in addressing. Mr. McDonald said there are some backlogged enforcement action items that go back years but those with issues that can threaten health and property are being addressed. He will address all property issues in early 2020.
- 7.b. ANNUAL SEWER INSPECTION: Mr. McDonald presented an agreement with L.R. Paulsell to perform the annual 2019 closed-circuit televised (CCTV) sewer inspection project. He said the unit price per foot is higher this year but proposal is under budget. Mr. Bartlebaugh asked if the department goes out for competitive bid for this type of work. Mr. McDonald said he has gone out to competitive bid a few times in his tenure but L.R. Paulsell's bids at that time came in well under other contractors. Because of past experiences he did not go out to competitive bid this year. The PACP standard required by our agency management software limits us to the larger CCTV contractors as well. A motion to approve agreement with L.R. Paulsell to clean and televise 12,009 lineal feet of sewers for \$21,616 carried unanimously (mm/sb).
8. FINANCIAL REPORT: The monthly statements of Department finances and reports through October 11 were examined by the Commission. Mr. Manzione asked about the State Water Resources Control Board payment. Mr. McDonald said it is an annual payment for one of two State Revolving Fund Loans that are outstanding.
- 9.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in October. He said the Board introduced Ordinance 19-8 that will repeal and replace the District Code

and approved resolution offering health benefits to full-time staff. He said the Board continues to support investigating the acquisition of the Hosselkus Chapel but no decision has been made.

9.b. MEETING SCHEDULE FOR 2020: Mr. McDonald presented a draft meeting schedule and said the meeting date for November has to be determined as the regular date lands on Veterans Day, a District holiday. He also said that dates can be removed from the schedule if commissioners are unavailable in late summer months. The Commission chose to hold the November meeting on Tuesday November 10 and leave the rest of the schedule as proposed.

9.c. APPOINT OFFICERS FOR 2020: A motion to recommend Scott Bartlebaugh as chairperson was made by Mr. Manzione. A motion to recommend Mark Manzione as vice-chair was made by Mr. Bartlebaugh. The slate of officers was accepted and carried unanimously.

10.a. STAFF REPORT ON OPERATIONS: Mr. McDonald presented the Manager's Report for items of significance that occurred between October 15 and November 4 along with the Crockett Sanitary Department Monthly Maintenance Summary for October. The West County Wastewater District Monthly Report for October was also provided. The ASR-C&H Operations & Maintenance Report has not been received; staff is still waiting for report from new interim-plant manager Kulwinder Singh. Mr. McDonald said that Ms. Dolores Morales has been appointed as the Sanitary Administrative Assistant and Field Assistant, a part time position, in addition to her primary responsibilities as Recreation Event Supervisor. Mr. McDonald said Ms. Morales will work about 10 hours per week in the office and the field. Having her available to assist the department already proved valuable during the recent PG&E PSPS event as the Loring Pump Station required manual intervention every 3-4 hours over a 72 hour period to start a generator and pump down the wet-well. While the emergency evacuation the next day limited her role, the training she received the day before the PSPS event will allow her to be an emergency resource for future events. He said the Sanitary Sewer Overflow (SSO) event on Bishop was only 278 gallons but it entered an unmarked storm drain about 5' from the manhole where the discharge occurred. Staff will be following up with the Contra Costa County Flood Control District to get the latest storm drain maps. Mr. McDonald said the Atherton-Cooke Sewer Replacement Project is scheduled to begin construction the week of November 18.

10.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald gave a summary of bills reported at the Managers Roundtable held October 25. He reported California Senate Bill, SB-13, on Accessory Dwelling Units (ADU) passed and was signed by the Governor and that SB 69, the Ocean Resiliency Act, is dead. He spoke on regulatory focus on microplastics and evidence is showing that the majority of the pollution to the ocean is coming from storm drains and not wastewater.

10.c. STAFF ANNOUNCEMENTS: Mr. McDonald said the San Francisco Bay Conservation and Development Commission (BCDC) issued a permit to Lind Marine to remove three sunken boats and 40 wooden piles from the former Crockett Marina. Work may start as soon as the week of November 18, 2019. Staff attended the Sewer and Stormwater Summit 2019 on October 17 with sessions covering Operations & Maintenance, compliance, engineering, and management. Mr. McDonald said he and Director Peterson attended CSDA's Special District Climate Adaptation Roundtable on November 6. Of interest was the pursuit of using horizontal levees to mitigate rising tides while using the reclaimed wastewater to irrigate the marsh vegetation which also helps to remove contaminants not removed during wastewater treatment. There is movement towards using nature as infrastructure for climate resilience; regulations and funding for wastewater projects require consideration of climate adaptation.

11.a. WASTEWATER COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEES REPORT: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

Comment on draft of Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.

Consider recommended enforcement actions.

Recommend award of additional construction contract(s).

Recommend payment for sewer project(s).

13. COMMISSIONER COMMENTS: Mr. Manzione asked if the staff had problem getting information it needs and communicating during the PG&E power shutoff event. He said that maybe two-way radios, similar to what the fire department uses, would be beneficial for our sewer emergency first responders.

14. ADJOURNMENT: The meeting was adjourned at 8:17 PM until January 15, 2020. The regularly scheduled meeting of December 11, 2019 will be cancelled.

Respectfully submitted,

Dale McDonald  
November 18, 2019