

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, JANUARY 13, 2021

1. CALL TO ORDER: The meeting was called to order at 7:05 PM by Chairperson Manzione. Present were Commissioners Adams and Wolthuis, along with Assistant Dept. Manager Barnhill, Asst. Secretary Witschi, District Engineer Murdock and Administrative Services Manager Gunkelman. Also present were Directors Barassi, Bartlebaugh, Mackenzie and Peterson. Commissioner Wais 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 items were approved unanimously as follows:
 - a. Approve Minutes of December 9, 2020 (jw/ha).
 - b. Receive annual report on construction permitting for CY 2020 (ha/jw).
 - c. Annual Sanitary Sewer Overflow (SSO) report on Crockett collection system (ha/jw).
- 6.a. DISTRICT BOARD ACTIONS: No report.
- 6.b. ANNOUNCEMENT OF VACANCY: The Announcement of Vacancy will be reposted for 30 days.
- 6.c. UPDATE ON NEW OFFICE BUILDING: Commissioner Wolthuis said Director Bartlebaugh did an excellent job on the project letter for the new office building. Director Barassi said he is here to see that one person from this commission is appointed to the New Office Renovation Ad Hoc Committee. He said next year we can deal with the apartment and extra space with the budget. Director Mackenzie said a complete abatement of the popcorn ceilings will cost \$8K. He said the roof should be fixed soon. Work was scheduled to begin on Monday, January 11, however Synergy did not have the insurance set up yet. Director Barassi said the project letters that Directors Bartlebaugh and Peterson wrote will be helpful for the New Office Renovation (NOR) Ad Hoc Committee to review.
- 6.d. AD HOC COMMITTEE RECOMMENDATION: Director Barassi said he would like to have one sanitary commissioner and two board members on the NOR Ad Hoc Committee for Phase 1 and would like to appoint Commissioner Wolthuis. Commissioner Wolthuis said he wants to make sure everything is related to Crockett Sanitary and funds are used for the right reasons. Director Mackenzie said Director Kirker can appoint Commissioner Wolthuis to the committee. Commissioner Adams wanted to acknowledge all the time and effort Directors Kirker and Peterson have put in to keep the District running smooth.
- 7.a. ENFORCEMENT ACTIONS: Mr. Barnhill reported five properties received a Certificate of Compliance and are no longer in violation.

7.b. STATUS REPORT AND ACTION PLAN: The Commission reviewed the Status Report and Action Plan for 2021. Director Barassi asked about item E-26 and if there is a plan for the bricks. Commissioner Adams said no. Commissioner Manzione asked about the EQ tank rehabilitation. He said staff should talk to our District Engineer, Vivian Housen and bring back next month. Commissioner Wolthuis said legal counsel should get involved with the new C&H Sewer Service Agreement which ends on June 30, 2021.

7.c. UPDATE ON SEWER USE CHARGE ADJUSTMENT: Mr. Barnhill reported he has not heard from the owner at 627 Second Avenue (Toot's Tavern) on the sewer use charge (SUC). He said an adjustment was made based on the meter from \$7,782 to \$5,111.

8. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. No further report.

9.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported there were no Sanitary Sewer Overflows (SSO's) in December. He said there were two incidents regarding flowing water in December. On December 22, Cogen staff reported seeing water spouting on the North side of the UPRR tracks near the dock house. On December 29, water was seen flowing down the gutter on Cooke Avenue. The source was a blocked storm drain on Atherton Avenue.

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:

Consider Pump Station site cleanup (Feb.).

Consider safety training for Injury and Illness Prevention (Feb.).

Consider EQ tank condition (Feb.).

Receive progress report for new District office (ongoing).

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: Director Barassi said he will be attending all the Commission meetings.

13. ADJOURNMENT: The meeting was adjourned at 8:25 PM until February 17, 2021.

Respectfully submitted,
Susan Witschi
January 19, 2021