

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR MEETING, SEPTEMBER 26, 2018

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Barassi. Present were Board Members Clerici, Mackenzie and Peterson, along with General Manager McDonald, Recreation Department Manager Wilson and Assistant Sanitary Dept. Manager Barnhill. Also present was Sanitary Commissioner Mann. Director Johnson and Commissioner Wais arrived later.
2. AGENDA ORDER: A request was made to move items 9.c. and 9.d. after managers reports item 6. A second request was made to move items 6.c., 6.d., and 6.f. after items 9.c. and 9.d. Both requests were accepted by chairperson.
3. PUBLIC COMMENTS: None
4. REPORTS FROM COMMISSIONERS: None
5. PUBLIC HEARING: None
- 6.a. RECREATION DEPT. REPORT: The Board had received the Minutes of June 4. Mr. Wilson reported the pool closed for the summer on September 3. He said all pathway lights in the park have been installed with LED lights. He said there will be two new Boy Scout Eagle Projects; one to continue the block retaining wall installed on Rolph Avenue north and the second south to the corner of Alexander Park.
- 6.b. MAINTENANCE DEPARTMENT: Director Peterson reported he ordered one new street light to replace the one destroyed on the north west side of Pomona and Port Street. He is expecting it to be a good match to the originals. The Memorial Hall is still full of excess yard sale with the plan to give away the rest or donate the items to a charity. He said he met yesterday with a gentleman from a soil stabilization grouting company who took readings on the soil displacement of Memorial Hall buildings towards east end and will prepare report a for soil stabilization as an alternative or supplement to seismic strengthen of the building. Mr. McDonald reported that the Dog Park Committee has identified an alternate plan for where dogs would enter the dog park eliminating the need for ADA parking and ramp improvements thereby lowering costs of the project. He said the group is planning to submit a grant to the Crockett Community Foundation (CCF) and unless there is an objection the District would be listed as the fiscal sponsor on the grant application. Mr. McDonald said he has submitted FEMA / CalOES Pre-Disaster Mitigation Notice of Interest (NOI) seeking grant funding for the structural retrofit of Memorial Hall. The total cost of the structural project is estimated to be \$1.5M with the District being required to fund 25% of the costs or approximately \$380K. The District's share will exhaust the Walk of Honor and CCF committed funds allocated for the Memorial Hall project. The eGrant website opens October 1 and if the NOI is accepted the District would be invited to submit a sub-application through FEMA and CalOES. Additional resources and professional assistance will be required to complete the FEMA Benefit Cost Analysis (BCA) and submit the sub-application. It is critical that the eGrant sub-application,

along with BCA, be submitted no later than December 3. Mr. McDonald said he attended the Carquinez Recover the Waterfront (CReW) Urban Greening Grant (UGG) meeting on September 18 as the District representative responsible for the maintenance of the bridgehead property. The UGG was described as being sizeable, competitive, and not guaranteed but the UGG team was impressed by the turnout of individual groups. Mr. Mann asked where the funds come from to pay for staff time for working on items such as the dog park and CReW. Mr. McDonald said he bills his time against the bridgehead cost center under the Maintenance Department and tracks his time spent on dog park activities for future reimbursement by the Dog Park Committee (DPC) as reported on the monthly Maintenance Department Financial Summary Worksheet. CReW time was an anticipated onetime expense covered as a regular bridgehead expense. Director Peterson asked at what point in the process will the money be repaid to the Maintenance Department. He said if the District is to act as fiscal sponsor for the dog park project that, as holder of the purse strings, we should require that money be refunded. Mr. McDonald said the DPC was formed by a group of citizens. He said the Lions Club is the lead non-profit agency that has supported the dog park and committed to be responsible for its creation and assist in its ongoing maintenance. He said he has faith the group will honor their commitment to pay the Maintenance Department back for incidental staff costs currently \$545 and estimated to reach around \$800 in the coming months. Director Peterson said he has heard the Lions Club has backed away from the project and has defunded it. Mr. McDonald said he was unaware of that, this is the first he has heard of it. Mr. McDonald said he is awaiting lease from Caltrans on the bridgehead property before moving forward with the dog park and shared in the concern raised for repayment of staff time for various proposed public projects. Director Barassi asked that the dog park be placed on next month's agenda for the Board to discuss. Director Clerici said it would be helpful if the Board members could receive a copy of the grant application being submitted to the CCF. Mr. McDonald said the CCF grant application hasn't been completed and will email a copy of grant application to the Board when it is received. Director Barassi asked that in the future can we collect a security deposit, maybe \$1,000, for groups that want to pursue a project that requires District staff time. Mr. McDonald said a deposit can be considered by the Board when any group brings an issue to the Board. Director Clerici said the District is a public entity with a public board and as such he agrees with Director Barassi that public funds should not be used without Board input and deposits should be provided.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported Mr. Barnhill attended the CASA Asset Management Workshop on September 18 in Martinez. Mr. McDonald said he attended a workshop on Public Contracting Requirements and Competitive Bidding on September 20. He said that the laws on public contracting are different based on the type of contracting method selected by the District. Due to the complexity on contracting law he said that it is prudent to have attorney review our District's construction contracts. There is risk to the District related to the shifting burden of making the District responsible for reporting contractor and subcontractor wages with the Department of Industrial Relations, confirming proper apprentice and tradesmen levels of contractors hired, conflicting insurance statements in contracts that must be identified, and personal liability for willful or negligent acts by District staff and Board members. Director Peterson said that if Board members are to held responsible there should be a workshop on this topic. Director Barassi asked if the District has insurance that covers board members. Mr. McDonald said the District has Errors & Omissions (E&O) as part of our insurance coverage but our attorney may be better able to answer what actions by the Board may or may not be covered as the laws are different based on what is being decided. Director Peterson asked staff to please be guided by our attorney.

Mr. McDonald said Alliant Appraisal Services performed a no-cost appraisal of District properties on September 24 and 25. Mr. McDonald reported he will be attending a General Manager's Roundtable meeting on October 5 at the EBMUD regional office in Oakland. Contra Costa Special Districts Association (CCSDA) Newsletter was previously shared with Directors via email. Staff is planning to attend the next chapter meeting of the CCSDA on October 15. Director Peterson said he attended the West County Wastewater District (WCWD) treatment plant tour and was impressed that they rebuilt the majority of the plant without shutting down. He said that two sanitary commissioners were also able to attend. He said it is important to have a good relationship with WCWD. Director Johnson arrived at 7:28 PM. Director Mackenzie left the meeting at 7:30 PM.

9.c. PURCELL, RHODES & ASSOCIATES (PRA) FEE AGREEMENT: Director Peterson said he spoke with PRA who previously dealt with the District in 2010 to help develop the original Memorial Hall geotechnical study and seismic plan and asked if they would be willing to provide consulting services to review alternative seismic designs developed for Memorial Hall. This is not for design or testing but for them to review proposals submitted by others, answering questions we may have, and to attend meeting as requested. Director Peterson said that PRA would be able to work with us and soil consultants to advise us on soil stabilization. He said that a soils company tested the Memorial Hall grounds for free and we are awaiting the results. Mr. McDonald reported PRA, as our geotechnical consultant, will need to review proposals and bid contracts that involve soil and structural reports. Director Peterson said we would need to advise them and they would have the right to review soils on structural proposals. Director Peterson recommends acceptance of agreement and would recommend the General Manager, once he has had enough time to review the agreement, sign it as soon as possible. Director Johnson asked if we are still at the beginning phase of the stabilization project. Director Peterson said it went out to bid a year ago but the bids received involving 16 micropiles were prohibitive and all were rejected. Director Johnson asked how deep we are below street level. Director Peterson said about 13 feet is the estimate. Director Clerici said hopefully the FEMA Grant of \$1.4 M would be considered and if awarded allow the project to move forward. He said the project has been going on for awhile but that it is important to remember that no taxpayer monies have been used during this restoration project. He said delays have frustrated everyone but that it has not drained the District of any money. Mr. Wilson said back in July the Memorial Hall Committee recommended entering into agreement with GeoStructural Engineering for \$6K so that alternatives to the micropile method could be looked at. Ray Anderson, of Nor Cal Foundation Support, said looking at the building now it has moved about 2.5 inches in the last 2 years. He said it appears subsidence is continuing and the crack at the top is spreading. He said it is his opinion that the building must be straightened otherwise it would be wonky and would put undue stress on other aspects of the building. Director Clerici asked if the settlement is getting worse. Mr. Anderson said his first guess would be that the settling is because of bad soils. Director Clerici asked, maybe not now but later, at what point during this process do we reach a point where we should reassess the project. Director Barassi said he hopes the District can get the FEMA grant to allow seismic construction work to move forward. A motion was made to accept the fee agreement with PRA as presented, it carried unanimously (kp/fc). Commissioner Wais arrived at 7:59 PM.

9.d. SEISMIC ALTERNATIVE FOR MEMORIAL HALL: Mr. McDonald presented GeoStructural Engineering's latest agreement to perform design calculations for push piers and or helical piers for the Crockett Memorial Hall project. This was considered last month and the Board

asked it be brought back after clarifying tasks outlined in the agreement. He said this agreement is pretty straightforward and the Memorial Hall Advisory Committee is in support of this revised agreement. He said Andre Hawks from GeoStructural Engineering and Ray Anderson from Nor Cal Foundation Support are both present tonight to answer questions the Board may have. Director Clerici said he is not against studying this money saving option and developing an alternative plan as it is helpful for FEMA grant application process. Mr. Barnhill asked if the building is unsafe. Mr. Anderson said yes, it is seismically unsafe. Director Barassi said it is his experience that clay soil expands with water and tends to jack buildings up. He said movement up and down is related to wet/dry soil conditions and that piers are needed to hold the building to bedrock so that it would not be subject to the impacts of clay soil water saturation. Mr. Barnhill asked if it is critical to stabilize the building now. Mr. Anderson said it's better to do it now as waiting till after another rainy season could cause further movement. He said accessing the inside of the building is risky and is not a good idea. Director Johnson asked what the vision of the project is, what do we want the end result to be. Mr. Wilson said we have talked about this so much already in previous Committee and Board meetings. A motion to approve the GeoStructural Engineering Agreement, revision 3, to perform design calculations for push piers and/or helical piers as seismic alternative for the Crockett Memorial Hall for \$6K plus verification of installation costs carried unanimously (fc/kp). Mr. Hawks and Mr. Anderson left the meeting at 8:10 PM.

6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of August 8. Mr. Barnhill reported no Sanitary Sewer Overflows (SSOs) occurred in August. He said he received BAAQMD (Bay Area Air Quality Management District) annual permit to continue to operate the treatment plant. Structures at seven properties, extending from 34 to 58 Canyon Lake Drive, appear to have encroached over the public main sewer. Mr. Mann asked if we can require owners to put in check valves on their plumbing fixtures to keep sewage from backing up and entering their building if there was a failure on the main sewer. Mr. Barnhill said the plan right now is to get notifications out to the affected properties and discuss further action with the Port Costa Sanitary Commission. He said Commissioner Sheer is looking into possible EPA grants to relocate the main sewer line away from the creek and houses. He said the location of other portions of the public sewer outside the survey area is unknown. Director Barassi asked if the houses were build over the sewer. Mr. Barnhill suspects that they were but that more research by staff, to identify easement and property records, will be required to confirm. Director Barassi said if there is no money to move the line can we put in relief valves on the main sewer. Mr. Barnhill will discuss with the Port Costa Sanitary Commission. Mr. Barnhill said he submitted a response letter to the Regional Water Quality Control Board (RWQCB) answering their questions on their NPDES findings regarding plant shortfalls. He expects the administrative draft of the NPDES permit in the next week and staff will have about one week to review and reply to the RWQCB. He said a contractor was recently hired to clean the interceptor sewer between the settling tank and treatment plant but there was difficulty accessing the manhole behind the barricades at the west end of the gravel parking lot. He said the barricades will have to be moved in order to properly access the line for cleaning. He said grease from the settling tank was noticed in the downstream manhole indicating an issue with the upper baffles in the settling tank. He said there is concern failure at the settling tank can cascade into problems at the treatment plant and affect the integrity of the sand bed filters.

6.d. CROCKETT SANITARY DEPT.: The Board received the Minutes of August 15. Mr. McDonald reported there was one Category 3 Sanitary Sewer Overflow (SSO) that occurred in August. A rubber coupling failed on the Loring Pump Station cast-iron force main sewer

resulting in a trickle spill when the pumps were running. An emergency spot repair on the force main sewer line was completed the following day. West County Wastewater District (WCWD) continues to have staff turnover. Most recently a senior operations technician retired. Two entry level maintenance technicians have been hired. Crockett Sanitary Department staff continues site visits to the main pump station. All capital replacement and improvement project implementations through WCWD have been put on hold. SCADA monitor replaced at the Crockett Pump Station. Staff responded to multiple intrusion alarms at the EQ tank grounds with people entering through a broken fence and prodding at old office building doors. The fence has been repaired and cameras repositioned. Cleanup at the old office on EQ tank grounds is being done whenever staff visits the site. The investigation at 519 Vallejo Street, regarding intermittent water or wastewater seepage through retaining wall, is still ongoing on. AquaNatural Solutions installed two microbe bio-formulation auto dosing units in manholes to help control Fats Oil Grease (FOG) buildup and to help remove odors due to hydrogen sulfide. The annual Crockett CCTV Inspection Project is underway. The department is awaiting August payment from Nantucket on outstanding prior year Sewer Use Charges (SUCs). General Manager McDonald spent approximately 46% of his time towards Crockett Sanitary Department operations and 1% of his time on Capital Projects CCTV work in August. Assistant Sanitary Department Manager Barnhill spent approximately 84% of his time on Crockett Sanitary Department operations such as collection system maintenance and emergency sewer response, 1% of his time on Capital Projects, and 15% of his time on Port Costa issues. Director Peterson asked if Nantucket is still behind in their prior year SUC payments. Mr. McDonald said yes, recently they have been paying 2 months at a time with their last payment made in June for July. Director Peterson had a question on Crockett Sanitary Commission minutes item 10.b. regarding the refund of SUC to a property owner and asked if the refund was warranted. Mr. McDonald said an investigation was done, property use confirmed, and appeal heard by the Crockett Sanitary Commission. Director Peterson said it appeared that the commission over-ruled District policy. Mr. McDonald said there is a policy to limit refunds to 3-years but District Code allows the property owner a right to appeal which he exercised. He said the appeal hearing and authority to award refunds was specifically granted to the Sanitary Commissions by Board policy Delegating Authority to Commissions as adopted in 2008.

6.f. STAFF ANNOUNCEMENTS: Mr. McDonald reported he will be on vacation between November 6 and 27. Staff focus during this time will be on regular operations and maintenance and emergency response.

7. CONSENT CALENDAR: Director Peterson asked that items 7.a and 7.c be removed from the consent calendar for further discussion. The consent item 7.b., payment of District bills (warrants Rec.7621-7693; PCSan, 1035-1041; CVSan 5693-5710; Maintenance 389-390), was approved unanimously (fc/kp):

8.a. CONSENT ITEMS REMOVED:

Item 7.a. District Board Minutes of August 22, 2018:

Director Peterson made a correction referencing the committee members on the Ad-hoc Strategic Planning Committee; it should have been John Mackenzie and not John Mann. He said a correction is needed under item 6.b Maintenance Department saying that it was Mr. McDonald who identified the driver at fault for the latest destroyed decorative streetlamp.

Item 7.c. Minutes of Commissions and Committees:

Director Peterson said to strike the reference to the Recreation Committee Minutes included in the packet as they were previously approved last month and therefore do not have to be received again. Mr. McDonald said the Recreation Commission did not meet in July or August and therefore the minutes for June 4 were included in the packet as the most recent approved by the Recreation Commission. Director Peterson asked, under the minutes of Budget & Finance Committee item 3 Communication Assistant, how would we know if that person is working if they are working from home. Mr. McDonald said he is not concerned as productivity can be measured and technology is available to assist with time-tracking.

A motion to accept the consent items removed, items 7.a. and 7.c, as amended, carried unanimously (kp/fc).

8.b. SURPLUS PROPERTY: A motion to approve Resolution No. 17/19-05 declaring certain items donated for yardsale fundraisers and in storage at Crockett's Memorial Hall as surplus property and authorizing disposal thereof carried unanimously (kp/fc).

8.c. LICENSE PLATE READER CAMERAS: Mr. McDonald presented a cost benefit analysis of License Plate Reader (LPR) cameras to the Board. Director Peterson said he has heard rumors that Crockett Cogen may close their doors in 3 to 4 years and would be worried about how loss of funding to the Sheriff's Department will impact Crockett. Director Johnson asked if the cameras would help stop illegal dumping. Mr. McDonald said probably not. Director Johnson said she is excited to see a solution on the table as she initially got on the Board to address crime and trash. She sees this as an opportunity to address both. Mr. McDonald said the Police Liaison Committee (PLC) asked the Board to consider LPR cameras. Director Clerici said he is not in support of the cameras since we may be losing Cogen funding. Mr. McDonald said the PLC is the most well attended committee and this is one solution they discussed with public input as a potential crime prevention tool. Director Johnson said she would like to be presented with alternate options from the PLC on other ways we can make Crockett a safer and better place to live. Director Barassi said the consensus of the Board is that pursuing LPR cameras is a dead issue. He told staff to come back with other options from the PLC. Staff will report back to the PLC.

8.d. ANNUAL REVIEW OF INVESTMENT POLICY: A motion to approve annual review of investment policy (Gov't Code Sec. 53646) and recommend no changes carried unanimously (kp/fc).

8.e CONNECTION FEE AND CAPACITY CHARGE: A motion to accept Connection Fee and Capacity Charge Accounting and Reporting for the Crockett and Port Costa Sanitary sewer systems, as required by Mitigation Fee Act AB1600, Government Code Section 66013 carried unanimously (kp/aj).

8.f. RESCHEDULE DATE OF BOARD MEETING: A motion to approve rescheduling District Board meeting of November 21, 2018 to November 28, 2018 carried unanimously (fc/aj).

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported worksheets for each department were included along with reconciliation detail pages. No questions were raised.

9.b. REDESIGN OF DISTRICT WEBSITE: Mr. McDonald reported the District must upgrade and migrate its website by January 1, 2019. He said our current website provider CivicPlus has announced the discontinuation of its older v4 platform at the end of this year. In addition, local agencies will be required to comply with the new Brown Act requirements for how agendas are posted on their websites. The Ad-hoc Communication Committee met previously to review the proposals. Director Peterson said he has looked at dozens of Streamline's government websites. He said the California Special District Association (CSDA) endorsed Streamline and he trusts CSDA opinion as they work on special districts behalf and have been a dependable resource over the years. Mary Wais said she agrees. A motion to accept the proposal from Streamline for redesign and migration of District website with implementation costs of \$1,700 and annual hosting fee of \$2,400 carried unanimously (fc/kp)

10.a. PERSONNEL COMMITTEE REPORT: Mr. McDonald said personnel items have previously been discussed earlier in this meeting. Nothing further to report.

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. AD HOC COMMITTEE REPORTS: Director Peterson said the Strategic Planning Committee met and had a productive meeting. Several commissioners volunteered to step up and help.

10.d. INTER-AGENCY MEETINGS: Previously reported under Governmental matters report 6.e.

11. FUTURE AGENDA ITEMS:

- Review and adopt ADA compliance plan.
- Adopt purchasing procedures and spending limits.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

12. BOARD COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 9:21 PM until October 24, 2018.

Respectfully submitted,



Dale McDonald
October 8, 2018