

CROCKETT COMMUNITY SERVICES DISTRICT

MINUTES OF REGULAR MEETING, JUNE 27, 2018

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Vice-President Peterson. Present were Board Members Clerici and Mackenzie, along with General Manager McDonald, Recreation Department Manager Wilson and Assistant Secretary Witschi. Also present was Sanitary Commissioners Scheer and Wais. Directors Barassi and Johnson were absent. Assistant Sanitary Dept. Manager Barnhill arrived later.

2. AGENDA ORDER: There were no requests to hear agenda items out of order.

3. PUBLIC COMMENTS: None

4. REPORTS FROM COMMISSIONERS: None

5.a. PUBLIC HEARING: A new rate schedule contained in Ordinance No. 18-2 is being considered for adoption. Resolution No. 17/18-25 providing for collection of service charges on the tax roll is also being considered. The hearing had been properly noticed by mail to property owners served and by publication in the West County Times.

Mr. McDonald presented the General Manager's report justifying the proposed user charges. He reported that no written or verbal protests to the rate increase had been received. A motion to waive reading of the Ordinance carried unanimously (fc/jm).

Director Peterson opened the hearing for comments from the public at this time on the rate increase or method of collection. Having heard all who wished to speak on this subject, Director Peterson closed the hearing. Director Peterson announced that a majority protest did not exist. A motion to adopt Ordinance 18-2 determining charges and Resolution No. 17/18-25 overruling objections to the method of collection of sewer service charges for Crockett, accepting the General Manager's Report and levying charges on the tax roll, carried unanimously with 3 Ayes and 2 Absent (fc/jm).

5.b. PUBLIC HEARING: A new rate schedule contained in Ordinance No. 18-3 is being considered for adoption. Resolution No. 17/18-26 providing for collection of service charges on the tax roll was also being considered. The hearing had been properly noticed by mail to property owners served and by publication in the West County Times. Mr. McDonald presented the Dept. Manager's report justifying the proposed user charges for Port Costa. He reported that no written or verbal protests to the rate increase had been received. A motion to waive reading of the Ordinance carried unanimously (jm/fc).

Director Peterson opened the hearing for comments from the public at this time on the rate increase or method of collection. Tom Conklin, resident of Port Costa, asked why the public hearing was not held in Port Costa. Mr. McDonald said the Port Costa Sanitary Commission has their monthly meetings in Port Costa and held a meeting on the possible rate increase on April 11, 2018. He also said that the District office is in Crockett and that is where the District

meetings have been held. Tom Conklin said that Port Costa Sanitary Commissioner John Mann gave him a tour of the Port Costa Treatment Plant and he said that one of the four beds is not good. Director Mackenzie explained the Sewer Use Charge (SUC) fees are so high due to required repairs the County had to make and now the town is stuck to pay off the loans. Tom Conklin said he does not believe the County did the required maintenance. Mr. McDonald went over the cost to run the plant. Tom Conklin shared his frustration with the way mail is not being delivered to P.O. Boxes if a physical address, which cannot receive mail, is used.

Having heard all who wished to speak on this subject, Director Peterson closed the hearing. There was no objection to the SUC increase and there were no written responses, therefore protest was tabulated at zero. Mr. McDonald announced that a majority protest did not exist. A motion to adopt Ordinance 18-3 determining charges and Resolution No. 17/18-26 overruling objections to the method of collection of sewer service charges for Port Costa, accepting the Dept. Manager's Report and levying charges on the tax roll, carried unanimously with 3 Ayes and 2 Absent (jm/fc).

5.c. PUBLIC HEARING: Director Peterson opened the public hearing for the purpose of taking public comments on the proposed budget for FY 2018/19. Mr. McDonald reported that all Commissions have approved their budgets. Having heard all who wished to speak on this subject, Director Peterson closed the hearing. A motion to approve Resolution No. 17/18-27 adopting budget for FY 2018/19 carried unanimously (jm/fc). Director Peterson thanked Mr. McDonald for all his hard work on the budget.

6.a. RECREATION DEPT. REPORT: The Board had received the Minutes of April 2. Mr. Wilson reported that on June 6 the USA Swimming Foundation brought their Make a Splash Tour, presented by Phillips 66, to the Crockett pool and met with staff. The foundations initiative is working to help children across the nation get into swim lessons, regardless of their ability to pay. Three Olympic gold-medalists visited to promote the program. The Crockett Recreation Department will be providing lessons to the youth Tuesday and Thursday from 10:30 am to 11:30 am through August, paid for by USA Swimming Foundation. He said the Walk of Honor on May 19 brought in \$38K. New floors have been installed in the restrooms at the Community Center and the Multi-Purpose Room. Two new LED fixtures have been installed with Bud Burlison's help in the park and there are five more to do. Mr. Wilson reported "The Unauthorized Rolling Stones" will be playing at the Community Center on July 22 from 3-6 pm. He said all proceeds for food and drinks will be donated to the Memorial Hall. Director Peterson asked about the electrical systems report at the Community Center and how large a job is it. Mr. Wilson said the circuit box is in the stage room. Panel S is a 3-phase 4-wire panelboard, but is connected to the single-phase 3-wire main switchboard, which energizes only 2/3 of the bus stabs in Panel S. He said this panelboard needs to be replaced with the correct type during the lighting upgrade. The next step is to pick the light fixtures. This will require a grant from the Crockett Community Foundation. Director Clerici asked Mr. Wilson's opinion about the new sidewalk. Mr. Wilson said he was somewhat disappointed because sidewalks at the corner of Rolph and Pomona are higher which will cover banners on lower aspect of fence.

6.b. MAINTENANCE DEPARTMENT: Mr. McDonald reported bolts from the destroyed street lamp at Port and Pomona have been cut to grade level.

6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of May 16. Mr. McDonald reported that no Sanitary Sewer Overflows (SSO's) occurred in May. He said that Bay Area Air Quality Management District (BAAQMD) visited the septic tank, wet well and sand filter beds. The technician detected explosive vapor at a hatch on the septic tank. BAAQMD advised that the carbon filters are likely saturated. A yellow substance on the concrete indicates the presence of Hydrogen Sulfide gas (H₂S).

6.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of May 23. Mr. McDonald reported there were no Sanitary Sewer Overflows (SSO's) that occurred in May. Defective lateral at 503 Winslow Street resulted in Private Lateral Sewage Discharge (PLSD). Repair was completed under permit. Grit bin pickup completed at Pump Station. Waste profile still valid through December 3, 2018. Staff will submit material for lab testing in September to renew profile for two years. RedZone ICOM software has been activated. Staff has begun testing and planning for conversion of maintenance history from Innovyze InfoMaster. Contingency Plan & Spill Prevention Plan was reviewed prior to May 30 deadline. Reply to California State Lands Commission on PRC #2595 and PRC #5420 lease renewal/amendments pending. Waiting for information from Tanya Akkerman of C&H. Nantucket is paid up on outstanding Sewer Use Charges through May. General Manager McDonald spent 38% of his time towards Crockett Sanitary Department operations and 1% of his time on Crockett Sanitary Capital Sewer Projects in May. Assistant Sanitary Department Manager Barnhill spend 58% of his time on Crockett Sanitary Department operations such as collection system maintenance and emergency sewer response and 9% of his time on Capital Projects. Time spent on Port Costa issues in May was 33%.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported that the General Manager's Summit he attended was helpful and informative.

6.f. STAFF ANNOUNCEMENTS: None

7. CONSENT CALENDAR: The consent items were approved unanimously (jm/fc):

- a. Approve Minutes of May 23, 2018.
- b. Approve payment of District bills (warrants Rec. 7317-7413; PCSan, 1011-1019; CVSan 5624-5649; Maintenance 379-384).
- c. Receive Minutes of Commissions and Committees.
- d. Receive Catalog of Information Systems used by the District (*Gov. Code Sec. 6270.5*)
- e. Approve cost allocation rates for FY 2018/19.
- f. Approve cost of services – billable rates effective July 1, 2018.
- g. Approve appointment list for Recreation Pool / Park Personnel (*Dist. Code Sec. 4.04.020*).

8.a. CONSENT ITEMS: None

8.b. APPOINTING COMMISSIONER: A motion to approve Resolution No. 17/18-28 appointing Vanessa Eskildsen to the Crockett Recreation Commission carried unanimously (fc/jm).

8.c. COUNTY ELECTIONS SPECIAL DISTRICT WORKSHEET: Mr. McDonald presented the County Elections Special District worksheet. He asked the Board in the event of a tie vote should the winner be determined by lot at a time and place or call a run-off election. It was the consensus of the Board the winner shall be determined by lot.

8.d. STRATEGIC PLANNING AD HOC COMMITTEE: Mr. McDonald reported Port Costa Sanitary Commissioner Anne Scheer has expressed interest in serving on the District's Ad-Hoc Committee for Strategic Planning. Director Peterson appointed Commissioner Scheer to the Committee. He will contact her for future reference. Mary Wais said she is interested in serving on the Committee, but is going through a lot of personal issues right now.

8.e. CROCKETT ENGAGED NEWSLETTER: Director Peterson reported the next issue will showcase the Port Costa Conservation Society. The Crockett Engaged Newsletter for July/August edition was approved by Consensus. Mr. Barnhill arrived at 8:35 pm.

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Director Peterson asked if the Port Costa Sanitary Department has investments in the Local Agency Investment Fund. Mr. McDonald said it currently does not but will look into whether it makes sense to transfer any sewer use charge revenue or operating reserves into investments.

9.b. ANNUAL RECREATION SPECIAL TAX: A motion to approve Resolution No. 17/18-29 a Resolution of the Crockett Community Services District Levying an Annual Recreation Special Tax for FY 2018/19 in the amount of \$110 on all residential parcels within the District carried unanimously (fc/jm).

9.c. APPROPRIATIONS LIMIT: Mr. McDonald presented the appropriations limit report. Director Peterson asked about the title of Exhibit B. Mr. McDonald said he will look into it and add clarification to next year's report if needed. A motion to approve Resolution No. 17/18-30 adopting revised appropriations limit carried unanimously (jm/fc).

10.a. PERSONNEL COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: Met on June 21. No further report.

10.c. AD HOC COMMITTEE REPORTS: None

10.d. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Hearings on ordering collection of specific charges on tax roll for various parcels (July).
- 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.
- Consider Ad Hoc Committee on long range planning.

12. BOARD COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:45 PM until July 25, 2018.

Respectfully submitted,

Susan Witschi
July 12, 2018