

CROCKETT COMMUNITY SERVICES DISTRICT

MINUTES OF REGULAR MEETING, AUGUST 22, 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, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present were Sanitary Commissioners Mann and Wais. Director Barassi arrived later. Director Johnson was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Director Peterson introduced Sammy Obaid who is running in the upcoming election for a seat on the District Board.
4. REPORTS FROM COMMISSIONERS: Commissioner Mann said he has decided to continue to serve on the Personnel Committee.
5. PUBLIC HEARING: None
- 6.a. RECREATION DEPT. REPORT: Mr. Wilson reported starting Monday, August 20 the pool hours have been reduced to 3:00 pm – 8:00 pm. He said tonight is the last night of Zumba at the pool. The second summer concert will be on Sunday, August 19. All proceeds for food and drinks sold will go to the Memorial Hall. All the pathway lights in the park have been replaced except one.
- 6.b. MAINTENANCE DEPARTMENT: Director Peterson reported there has been no progress or movement at Memorial Hall or the Bridgehead. He said the street light in front of the gas station has been replaced funded by the Crockett Community Foundation. He has located components to replace the light at Port & Pomona. Director Peterson reported Mr. McDonald has identified the driver at fault and will submit an insurance claim. Director Barassi arrived at 7:10 pm.
- 6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of July 11. Mr. Barnhill reported on July 23, L.R. Paulsell Consulting successfully located and flagged the main sewer segment P-03-09 to P-03-05 along Canyon Lake Drive. Two additional main line cleanouts were found. Cunha Engineering will document the alignment based on the flags placed by L.R. Paulsell Consulting. Valley Operators submitted data to Bay Area Clean Water Agency (BACWA) for the 2018 Group Nutrient Study BACWA Annual Report. Staff spent time with Nick Gaunt, the Chief Plant Operator to discuss the condition of the alarm, autodialer and Cellularm systems. Mr. Gaunt said there are no issues with the system, although the Cellularm unit enters into a reset mode periodically. Mr. Gaunt said they call into the system regularly in order to check alarm status. Mr. Gaunt said they will test the alarm system when they test the emergency generator from now on. Contra Costa County has been notified to place the Sewer Use Charge FY 2018/19 on the tax roll for Port Costa properties. We are awaiting either a report on inspection at treatment plant and

settling tank or a Certificate of Compliance with invoice from Bay Area Air Quality Management District (BAAQMD).

6.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of June 20. Mr. McDonald reported there were no Sanitary Sewer Overflows (SSO's) that occurred in June or July. West County Wastewater District (WCWD) staff changes has resulted in postponement of courtesy checks to the Crockett and Loring Pump Station as WCWD is short staffed. The Crockett Sanitary Department staff has begun performing site visits weekly. John Swett Unified School District has been reminded about the sanitary sewer easements through Carquinez Middle School and John Swett High School.

Emergency sewer repair on Flora Street near 1st Avenue to replace broken sewer pipe has been completed. A defective lateral was identified as probable cause of sinkhole. Awaiting completion of Atherton Avenue and Cooke Avenue Survey. Met with County Public Works Transportation Engineer to discuss sidewalk requirements along Atherton Avenue. Sewer Replacement Project C-1002 may be postponed until spring to allow engineering review and adequate time for public bid results without rush to complete before wet weather.

California State Lands Commission on PRC #2595 and PRC #5420 lease renewal/ amendments pending. C&H is having a contractor perform outfall inspection. Nantucket is paid up on outstanding Sewer Use Charges through July. General Manager McDonald spent approximately 50% of his time towards Crockett Sanitary Department operations and 2% of his time on Capital Projects in July. Assistant Sanitary Department Manager Barnhill spent approximately 81% of his time on Crockett Sanitary Department operations such as collection system maintenance and emergency sewer response and 4% of his time on Capital Projects. Time spent on Port Costa issues in July was 15%.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported the appraisal by Alliant insurance will take place in the Fall.

6.f. STAFF ANNOUNCEMENTS: None

7. CONSENT CALENDAR: Director Peterson asked that Item 7.a. be removed from the consent calendar for further discussion. The following items were approved unanimously (kp/jm):

- b. Approve payment of District bills (warrants Rec. 7520-7620; PCSan,1027-1034; CVSan 5671-5692; Maintenance 388).
- c. Receive Minutes of Commissions and Committees.
- d. Receive Status Reports on outstanding issues.

8.a. CONSENT ITEM: The consent calendar Item 7.a. - Minutes of July 25, 2018 was pulled for further discussion:

Director Peterson said Director Clerici was in attendance but not listed in Item 1. Director Barassi arrived at 7:05 pm so his name should appear in Items 5.b., 5.c. and 5.d. not Director Peterson's. A motion to approve the minutes of July 25, 2018, as amended, carried unanimously (kp/jm).

8.b. DOG PARK: Mr. McDonald reported there has been no communication from Caltrans on the status of lease under the Bridgehead for a dog park. He said the Dog Park Committee received \$70.00 in donations at the Sugartown Festival. He said to date \$545 has been

allocated to the dog park for staff costs. Glenn Hummell, from the Dog Park Committee, said he contacted the Air Space Coordinator for the District. Caltrans wanted bullet points addressed, which were done, and are now in Phase B review. Mr. Hummell said unfortunately they did not get the Pet Safe Grant. They cannot move forward until they get the lease in place.

8.c. CONFLICT OF INTEREST CODE: Mr. McDonald reported Government agencies are required by law to review their conflict of interest codes biennially to determine whether they are accurate or should be amended. He said no amendments to our District Conflict of Interest are recommended. He said AB1234 training is beneficial to take. A motion to send the 2018 Local Agency Biennial Notice to the County stating that there are no changes needed to our Conflict of Interest Code carried unanimously (kp/jm). Staff will submit the biennial notice to the County.

8.d. AD-HOC STRATEGIC PLANNING COMMITTEE: Mr. McDonald reported he has some concerns with the Ad Hoc Committees that may run a risk with the Brown Act. He said Ad Hoc committees are not subject to the notice and posting requirements of the Act so long as the committee is comprised solely of members of the governing body, consists of less than the number of board members, has a defined purpose and a time frame to accomplish that purpose, and has not been delegated any decision-making power and will be returning to the full board on its recommendation. Director Barassi said he has concern that the public may not hear of meetings and have the opportunity to participate. He encourages staff and committee members to share meeting information even if not required by the Brown Act. A motion to appoint Kent Peterson and John Mackenzie to the Ad Hoc Committee for Strategic Planning and set December 31, 2018 as the end date for committee carried unanimously (kp/jm).

8.e. AD-HOC COMMUNICATION COMMITTEE: A motion to appoint Kent Peterson and Alicia Johnson to the Ad Hoc Communication Committee and set December 31, 2018 as the end date for committee carried unanimously (kp/fc).

8.f. CROCKETT ENGAGED NEWSLETTER: A motion to approve the Crockett Engaged Newsletter for September/November edition, as amended, carried by consensus. Director Peterson said he would like to show case the Crockett Carquinez Fire District in the next issue.

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported the current Local Agency Investment Fund (LAIF) interest rate is 1.9%. He said there will be a State Fund Worker's Compensation audit on Friday, August 24. Return-to-Source (RTS) funding reports are being created for upcoming Crockett Community Foundation RTS Committee meeting. Director Peterson asked why there are so many cancelled checks. Mr. McDonald said there are a variety of reasons but for this month we had a few renters move and forget to let staff know of their new address.

9.b. SEISMIC FOUNDATION: Mr. McDonald presented a proposed engineering agreement between GeoStructural Engineering Inc. and Crockett Community Services District with regards to providing an alternative to the seismic strengthening Crockett's Memorial Hall. He provided summary information on the agreement, the shortcomings of the description of work, the unclear insurance coverage drawing particular attention to Errors & Omissions (E&O).

Director Mackenzie asked if certification of Task 2 “verification of installation” must be done with one push pier or for all installed piers. He said usually a separate company is hired to test the installation and the engineer just quickly reviews the test and certifies. Need to find out if Task 2 is just the review or is it the actual testing. Director Mackenzie said the District should consider using a standard template for construction bid documents. Mr. McDonald said such a document is used for sanitary construction projects but may not fit for a professional services type agreement. Director Peterson said he will contact Ben Au and see if he would support the use of push piers or helical piers in place of Micro-piles or if a combination of both would be feasible. Director Peterson said he’d like to know more about the California Uniform Public Construction Cost Accounting Act (CUPCCAA). He also said he supports submitting the Notice of Interest (NOI) for the Pre-Disaster Mitigation (PDM) Grant Program for FY 2018. Mr. McDonald said that he is working with the attorneys to develop an Ordinance and Resolution and will have more details to provide to the Board as we get closer to considered adoption. The Board asked staff to communicate with GeoStructural Engineering to flush out the details, such as calculations to be provided and whether design requirements for uplift are addressed, and better define the tasks and insurance provided. If there is movement on the agreement we might be able to vote on it. Director Barassi continued the agenda item until next month.

10.a. PERSONNEL COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: The Board had received the Minutes of June 21. No further comments or discussion.

10.c. AD HOC COMMITTEE REPORTS: Director Peterson said the first Strategic Planning meeting went well. The second meeting is scheduled for Monday, August 27 at Noon at the Warehouse in Port Costa. Director Barassi said the spreadsheet Director Peterson sent out was excellent.

10.d. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Consider agreement with GeoStructural Engineering at Memorial Hall (Sept.).
- Amend Titles 2, 5, and 6 of District Code by Ordinance.
- Annual Capacity Charge Accounting and Reporting (Gov’t Code Sec. 66013/AB 1600).
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

12. BOARD COMMENTS: Director Barassi said he is happy to see candidates for a competitive election.

13. ADJOURNMENT: The meeting was adjourned at 8:45 PM until September 26, 2018.

Respectfully submitted,

Susan Witschi
August 23, 2018