

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, OCTOBER 21, 2020

1. CALL TO ORDER: The meeting was called to order at 7:02 PM by Chairperson Bartlebaugh. Present were Commissioners Adams, Manzione and Wais, along with Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Also present was Director Kirker. Commissioner Wolthuis was absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: James Barnhill said he is working on a door hanger notice that would be used in addition to the Notice of Violation (NOV) sent to property owners. He said other districts have door hangers in addition to the NOV. He is working on a draft and will bring back next month for approval.
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent items were approved unanimously (mw/ha):
 - a. Approve Minutes of September 16, 2020.
 - b. Consider Status Report on outstanding issues.
- 6.a. DISTRICT BOARD ACTIONS: Director Kirker updated the commission on the progress of hiring a new General Manager. He is proposing to hire multiple people on a part-time basis and split up the job duties. The General Manager would be a part-time position and would not have a lot of sanitary experience, but would have oversight. He is suggesting hiring a District engineer with a sanitary or mechanical background and another person to fill the Administrative Manager position. The Board is still working on the details. There is a possible part-time General Manager candidate that has a heavy sanitary management background. The Board is meeting weekly to move forward in this process. Commissioner Adams asked if you hire part-time employees does that mean you do not have to pay benefits. Director Kirker said that is correct. Commissioner Wais asked if you are working alone or with a consultant on the hiring process. Director Kirker said in order to hire we need to know the salary range and what the job responsibilities are. Commissioner Wais asked if the Board is getting many responses to the ad. Director Kirker said not at this time. Commissioner Bartlebaugh said he thinks hiring a sanitary person would be the way to go due to the workload and then there would be two employees to address the sanitary issues. He is supportive of different approaches that would support all the needs of the District. Commissioner Wais said she is concerned with the money aspect. Director Kirker said the Board is really close to the budget. Commissioner Bartlebaugh said filling the jobs on a part-time basis would be a similar cost structure.
- 6.b. STATUS REPORT ON RECENT ENFORCEMENT ACTIONS: Mr. Barnhill reported six properties are no longer in violation and received a Certificate of Compliance prior to the sale. He said there are some pending properties that have been on staff's list for a while now. Commissioner Bartlebaugh asked staff how many outstanding properties are still in violation. Mr. Barnhill said there are around 12 properties.
- 6.c. INTERIM PROCEDURES: No report.

6.d. OFFER TO SETTLE VIOLATIONS: Mr. Barnhill reported the Regional Water Board imposed a mandatory minimum penalty issued for discharge at the Joint Treatment Plant. He confirmed with C&H that the responsibility is theirs. Since C&H and Crockett are both on the permit both parties were required to sign. Mr. Kirker said he signed the Acceptance of Conditional Resolution and sent it back to Tanya at C&H a week ago.

7.a. EXISTING OUTFALL: Mr. Barnhill reported Director Peterson has been dealing with the General Lease of the existing outfall. Director Kirker offered some insight and said in 2009 the District's General Lease for an existing 20-inch diameter sewer outfall in the Carquinez Strait expired. A new application was sent to State Lands and on January 2, 2020 State Lands determined the 2009 application was incomplete and additional information was needed. Director Peterson is currently working with Tanya Akkerman at C&H to renew the lease. Director Kirker said he will keep the commission informed.

7.b. AGREEMENT FOR PROJECT #20-TV: Mr. Barnhill reported the plan is to target 11.65% of the system for inspection. Commissioner Manzione wanted clarification that this is a unit cost contract and L.R. Paulsell will be charging us for the actual length of the specs. Mr. Barnhill said his final price will adjust on his reverse setups. Commissioner Bartlebaugh asked what the last unit price and reverse setup costs were. Mr. Barnhill said he will look for the previous rates. Commissioner Bartlebaugh said in the Agreement there are several places that refer to the General Manager and thought it should be changed to say District Manager. Mr. Barnhill said staff will change it for future agreements. A motion to approve agreement for Project #20-TV with L.R. Paulsell Consulting to clean and televise 9.463 linear feet (11.65%) of sewers for \$17,506.55 carried unanimously (mw/mm).

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 no Sanitary Sewer Overflows (SSO's) in September. He said staff responded to two incidents since last month's report, one at the Crockett Pump Station, engine running, low water pressure, and air pressure tank alarm. The monthly sewer use charge (SUC) payment from C&H has been received. Mr. Barnhill reported the maintenance management contact at West County Wastewater District (WCWD) is out for an undetermined amount of time. Staff has a new contact at WCWD but expect there will be some delays or potential issues in information relay.

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. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Approve use of door Notice to be posted on properties as supplement to Notice of Violation.
- Progress reports as appropriate for new District offices.
- Election of Officers.
- Approve meeting calendar for 2021.
- 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: None

13. ADJOURNMENT: The meeting was adjourned at 8:01 PM until November 10, 2020.

Respectfully submitted,

Susan Witschi

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November 2, 2020