

# CROCKETT COMMUNITY SERVICES DISTRICT

## MINUTES OF REGULAR MEETING, JULY 25, 2018

1. CALL TO ORDER: The meeting was called to order at 7:01 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: Fred Clerici thanked Kent Peterson, the District, and Crockett Public Services for diligently working to get the leaning street lamp pole in order. Kent Peterson said the District seems to be running smoothly but on the other hand there are some hick-ups. People have sought him out for various reasons. Mr. Peterson encourages people to seek out Board members directly to voice their concerns. He enjoys having outside discussions.
4. REPORTS FROM COMMISSIONERS: None.
- 5.a. PUBLIC HEARING 1235 LILLIAN STREET: Mr. McDonald presented Resolution No. 18/19-01 to collect the second installment for sewer lateral repair work, as agreed to by the Access and Repair Agreement with the property owner, on their next property tax roll. Director Peterson opened the hearing for comments from the public. Having heard no comments on this subject, Director Peterson closed the hearing. A motion to approve Resolution No. 18/19-01 for 1235 Lillian Street (APN 354-173-001) for \$1,139.20 carried unanimously (fc/jm). Director Barassi arrived at 7:05 pm.
- 5.b. PUBLIC HEARING 701 EDWARDS STREET: Mr. McDonald presented Resolution No. 18/19-02 to collect the second installment for sewer lateral repair work, as agreed to by the Access and Repair Agreement with the property owner, on their next property tax roll. Director Barassi opened the hearing for comments from the public. Having heard no comments on this subject, Director Barassi closed the hearing. A motion to approve Resolution No. 18/19-02 for 701 Edwards Street (APN 354-103-033) for \$1,602.00 carried unanimously (jm/fc).
- 5.c. PUBLIC HEARING 1335 FRANCIS STREET: Mr. McDonald presented Resolution No. 18/19-03 to collect the third and final installment for replacement of lower sewer lateral, as agreed to by the Access and Repair Agreement with the property owner, on their next property tax roll. Director Barassi opened the hearing for comments from the public. Having heard no comments on this subject, Director Barassi closed the hearing. A motion to approve Resolution No. 18/19-03 for 1335 Francis Street (APN 354-177-001) for \$1,602.00 carried unanimously (jm/fc).
- 5.d. PUBLIC HEARING 1225 STARR STREET: Mr. McDonald presented Resolution No. 18/19-04 to collect the first installment for sewer lateral repair work, as agreed to by the Access and Repair Agreement with the property owner, on their next property tax roll. Director Barassi

opened the hearing for comments from the public. Having heard no comments on this subject, Director Barassi closed the hearing. A motion to approve Resolution No. 18/19-04 for 1225 Starr Street (APN 354-125-002) for \$2,378.48 carried unanimously (kp/jm). Director Barassi said this program seems to be working quite well. Mr. McDonald said the Crockett Sanitary Commission supports development of a more formal Access & Repair Agreement Program.

6.a. RECREATION DEPT. REPORT: The Board had received the Minutes of June 4. Mr. Wilson reported things are going well at the pool. He said on Sunday, July 22 we had our first summer concert. The concert raised \$357 which will be donated to Memorial Hall. He said on Saturday, August 4 at Rithet Park at 3:00 pm Vallejo Shakespeare in the Park will perform "Measure for Measure." Our next summer concert will be on Sunday, August 19 from 3:00-6:00 pm and the "The Cheeseballs" will be performing.

6.b. MAINTENANCE DEPARTMENT: Director Peterson reported there has been no progress on Memorial Hall. He said he is working to obtain service locally to help pick up litter at the Bridgehead along Wanda Street. He said the damaged decorative streetlamp pole in front of the gas station at 2<sup>nd</sup> and Pomona has been replaced. He said three poles are now on LED bulbs with the intent to modify others with LED's along the way. Mr. McDonald reported Caltrans did submit a letter in support of the PetSafe grant program to the Crockett Dog Park Committee. Cost recovery to date for staff working on the dog park is at \$537.90. Director Peterson asked has Caltrans suggested any compensation for the lease. Mr. McDonald said he anticipates some annual cost for the lease, the initial amount discussed by Caltrans was \$2,500 but he is waiting for the final lease proposal from Caltrans. The hillside behind the Community Center has been cleared of weeds at the end of June. He said he never heard from Cal Fire on their availability to clear the hillside of dead trees. Mr. Wilson said John Vetter has removed two trees on the hillside. Mr. McDonald said the Maintenance Department is unable to pay for the required hillside clearing due to inadequate funding. The Recreation Department has been paying for fire suppression clearing on the hillside as it is adjacent to the park and Community Center.

6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of June 13. Mr. Barnhill reported that no Sanitary Sewer Overflows (SSO's) occurred in June. On June 14, William Burrell with Regional Water Quality Control Board (RWQCB) visited the settling tank and the wastewater treatment plant. The inspection report has been received with a deadline for comments by October 1 on the issues raised. Director Mackenzie asked if there were any concerns raised or things he is asking for. Mr. Barnhill said the department needs to implement a simple computer maintenance plan to manage the operations of the treatment plant which can be as simple as an Excel spreadsheet. Currently log books are used by Valley Operators for various operational tasks and they are going to compile this data together into an electronic file. Mr. Barnhill said inspection report called out the need for secondary containment tanks for the stored sodium hypochlorite at the treatment plant and settling tank yard. The report called out generator run tests but it appears it is only a log issue as he knows the operators are running the generator monthly. Notes are added to the operator log but should also be added to the engine log. Mr. Mann asked how serious is the emissions of hydrogen sulfide gas from the gas at the Port Costa settling tank. Mr. Barnhill said he takes this very serious. He is waiting for the Bay Area Air Quality Management District (BAAQMD) report on the levels recorded and, if warranted, expects corrective measures to be part of the air-permit for Port Costa. Hydrogen sulfide (H<sub>2</sub>S) gas causes a wide range of health effects and risk is dependent on the concentration. The odor

of rotten egg is the first noticeable indication. Valley Operators and staff are aware of the risk and symptoms. As the manhole with strongest reading of H<sub>2</sub>S is in the fences settlement tank yard and the wind dissipates the gas there is little risk to the public. Corrosion can occur to concrete during prolonged exposure and this was observed at the manhole ring. Mr. Mann asked if there is anything we can do about it. Mr. Barnhill said it is his opinion that the buildup of sludge in the settling tank is causing the H<sub>2</sub>S gas and that the sludge needs to be removed from the tank. He said we should get a professional opinion on what to do but has been waiting on the BAAQMD report so that we have data available. Mr. Barnhill said he will ask around for possible solutions.

6.d. CROCKETT SANITARY DEPT.: There were no Sanitary Sewer Overflows (SSO's) that occurred in June. West County Wastewater District (WCWD) staff changes has resulted in postponement of courtesy visits to the Crockett and Loring Pump Station as WCWD is short staffed. 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 1<sup>st</sup> Avenue has been completed. A defective lateral has been identified as probable cause of sinkhole. Staff is awaiting completion of the Atherton Avenue and Cooke Avenue survey and is planning to put Sewer Replacement Project C-1002 out to bid this summer. California State Lands Commission lease renewal/amendments on PRC #2595 and PRC #5420 are pending, waiting for information from Tanya Akkerman of C&H Sugar. Nantucket is paid up on outstanding Sewer Use Charges through June. The audit for FY 17/18 is underway. Local Agency Formation Commission (LAFCO) Municipal Service Review (MSR) underway. General Manager McDonald spent 31% of his time towards Crockett Sanitary Department operations in June. Assistant Sanitary Department Manager Barnhill spend 85% of his time on Crockett Sanitary Department operations such as collection system maintenance and emergency sewer response and 2% of his time on Capital Projects. Time spent on Port Costa issues in June was 13%.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported West County Wastewater District is holding an open house celebration on September 12, 2018 and will be giving facility tours and hosting an award ceremony. He said that California Special Districts Association (CSDA) will hold their annual conference September 24-27 in Indian Wells. He invited any director who is interest in attending either of these events to contact the District office for more information. Director Peterson said he is not willing to pay for junkets and that the old Crockett Sanitary District had a policy not to attend. Mr. McDonald said he is not planning to attend either event but felt it was important to at least inform the Board of upcoming opportunities. He said there will be opportunities closer to Crockett which directors may find beneficial to them and the District.

6.f. STAFF ANNOUNCEMENTS: None

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

- a. Approve Minutes of June 27, 2018.
- b. Approve payment of District bills (warrants Rec. 7414-7519; PCSan,1020-1026; CVSan 5650-5670; Maintenance 385-386).
- c. Receive Minutes of Commissions and Committees.

8.a. CONSENT CALENDAR: None

8.b. AUDIT SERVICES: A motion to approve execution of Engagement Letter with Dennis L. Lorette, Accountancy Corporation, to perform District audit services for the year ending June 30, 2018 for \$5,145 carried unanimously (kp/jm).

8.c. PERSONNEL POLICY & PROCEDURES MANUAL: Mr. McDonald reported the Personnel Committee met on July 16 and discussed the definition of full-time employment and overtime calculation. He said two minor changes were proposed; changing the definition of full time employment from 30 hours to 34 hours and affirming non-exempt hourly employee overtime. It has been proposed that the following sentence be added to the Overtime section of the Personnel Manual. *By District policy, non-exempt employees will be paid time and one-half compensation for all hours worked in excess of eight (8) hours in a day up to twelve (12) hours per day and will be paid double-time compensation for all hours worked in excess of twelve (12) hours per day.* Director Peterson raised concern on allowing employees to work 12 hours a day and said proper time management should be able to control excess overtime. Mr. Wilson explained that it is very common for our Event Supervisors to exceed 12 hours in a day. He said rentals at the Community Center regularly go over 10 hours and that employees must arrive before and stay after the events. The rental fees charged for the base rental and additional hours cover all overtime costs. Director Barassi supports providing the overtime as it is self-supporting and it's not a burden on the taxpayer. A motion to approve changes to the Personnel Policy & Procedures Manual on the definition of full-time employment and overtime calculation, as presented, carried unanimously (fc/jm).

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported all activity for end-of-year as of June 30, 2018 is attached. The current Local Agency Investment Fund (LAIF) interest rate has risen from 1.51% to 1.9% in 3 months. He said rising interest rates will increase the cost of the Port Costa inter-department loan payments due in October but that the interest rate is still currently below what Port Costa would have been paying had it not refinanced. Mr. Mann asked that the Port Costa loans be added to the next Port Costa Sanitary Commission agenda.

9.b. SEISMIC RETROFIT ENGINEER FOR MEMORIAL HALL: A proposal by GeoStructural Engineering Inc., Agreement Revision 0, to provide consulting services for foundation underpinning design with push piers or helical piers with helical tiebacks, structural improvements to the brick wall, steel framing to support the roof load, stairs for entrance into the basement, and verification of installation of push piers, helical piers, and helical tiebacks was provided to the Board. Director Mackenzie asked should not we have our own contract and not just accept the contract they provide. He asked if it is legal, and not against the public bidding laws, to require Norcal Foundation Support to be the exclusive contractor if we use the engineering services of GeoStructural Engineering. Director Peterson said that one sentence prohibits us from accepting the agreement. He said the District should check with our attorney Kent Alm. Mr. Wilson said the proposal was an effort by the Memorial Hall Committee to look at alternatives to the more expensive micro-pile seismic solutions engineered by Holmes Cully. The committee was looking for a way to move the project forward. Director Clerici likes the idea of looking at alternatives. Discussion continued with questions raised on the value of already completed engineering work, requiring statement that geotechnical consultant give approval of engineered design, allowing the District to hire any contractor it chooses, developing and using a standard template designed by the District, and using contract templates from other special districts to develop our own. Mr. McDonald will contact our

attorney for comment on the proposed agreement and other similar special districts for possible contract templates. No action was taken on the agreement presented.

10.a. PERSONNEL COMMITTEE REPORT: The Board had received the Minutes of July 16.

John Mann said he would like to have Commissioners involved with the General Manager's performance evaluation. Director Peterson said it is an oversight on our side. He said he was sorry to read in the minutes that Mr. Mann is leaving the Personnel Committee and asked if he would reconsider staying on. Mr. Mann will stay on one more month, think about it, and give the Board an answer next month on his decision. Director Peterson commented on the draft Communication Assistant position. Ms. Witschi left the meeting at 8:30 pm. Mr. McDonald said the position is being considered as a way to address the ever increasing administrative workload the District faces. He said before the position is created it must still be discussed by the Ad-Hoc Communication Committee to get their feedback on the social media, by the CSD Budget & Finance Committee, and finally back to the Personnel Committee. Director Peterson said he supports the idea of including a standing Closed Session agenda item on future Personnel Committee agendas as a way to allow the committee to speak freely. Mr. McDonald said it is important to follow Brown Act requirements and that he is looking into how a standing close session item can be added to the Personnel Committee. He said it is very important that he be in attendance so that he can advise committee members of the law and administrative procedures when in closed session.

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. AD HOC COMMITTEE REPORTS: Director Peterson said the Ad-Hoc Strategic Planning Committee will be meeting on Friday at noon at The Warehouse. It will be the first meeting of the committee. He said the other Ad-Hoc committees have not met.

10.d. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Amend Titles 2, 5 and 6 of District Code by Ordinance.
- Consider Dog Park at Bridgehead.
- 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. CLOSED SESSION:

- a. The Board went into closed session at 8:40 pm to perform a public employee performance evaluation of the General Manager, pursuant to Government Code Section 54957. The General Manager and Mr. Mann of the Personnel Committee remained.
- b. The Board resumed open session at 9:01 PM. Director. Barassi said the performance evaluation had been received by the Board and a written summary performance review was given to the General Manager.

14. ADJOURNMENT: The meeting was adjourned at 9:03 PM until August 22, 2018.

Respectfully submitted,

Susan Witschi  
July 27, 2018