

CROCKETT SANITARY COMMISSION

MINUTES OF REGULAR MEETING, AUGUST 15, 2018

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Adams. Present were Commissioners Manzione and Wais, along with General Manager McDonald, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Commissioners Bartlebaugh and Wolthuis were absent.
2. AGENDA ORDER: A request was made to move Item 10.b. after Item 4.e.
3. PUBLIC COMMENTS: Howard Adams said there is a free summer concert featuring the "Cheeseballs" at the Community Center on Sunday, August 19 from 3:00-6:00 pm. He said all sales from food and drinks will be donated to the Memorial Hall.
- 4.a. PUBLIC HEARING: Mr. Barnhill reported 345 Winslow Street remains in violation of District Ordinance No. 05-1 identified by the Crockett Sanitary Department's Smoke Testing Program. He said the owner, Mr. James O'Malley" is present tonight. Mr. O'Malley asked staff what needs to be done to correct the deficiencies. Mr. Barnhill said he needs to have a video inspection done on the defective line and then staff will review the video. Mr. O'Malley asked for a list of contractors. Mr. Barnhill said he will e-mail him a list of possible contractors who can do the job. A motion to postpone any action for 30 days carried unanimously (mw/mm).
- 4.b. PUBLIC HEARING: Mr. Barnhill reported the owner of 363 Virginia Street has pulled a permit to correct the deficiencies identified by the Crockett Sanitary Department's Smoke Testing Program. A motion to continue the hearing for one month carried unanimously (mw/mm).
- 4.c. PUBLIC HEARING: Mr. Barnhill reported 288 Kendall Avenue remains in violation of Ordinance No. 05-1. He said the owner has not been in contact with staff. A motion to record the Notice of Violation with the Contra Costa County Recorder's Office and schedule a second hearing carried unanimously (mm/mw).
- 4.d. PUBLIC HEARING: Mr. Barnhill reported 1513 Lillian Street is currently in construction mode and the sewer lateral is not being used. He said the owner is in the permit phase with the County. A motion to approve a six-month extension to allow time for the property owner to complete the sewer replacement work along with foundation repair carried unanimously (mw/mm).
- 4.e. PUBLIC HEARING: Mr. Barnhill reported 574 Alhambra Street remains in violation of Ordinance No. 07-1. He said the property was not in compliance at the time of sale. Mr. Barnhill said the owner, Mr. James Basker, is present tonight. Mr. Basker said he will call a contractor and have a video inspection done. A motion to postpone any action for 30 days carried unanimously (mw/mm).
- 10.b. REQUEST FOR APPEAL OF SEWER USE CHARGES: Mr. Barnhill reported a request has been made to refund Sewer Use Charges (SUC's) due to improper User Classification for 755

Edwards Street (APN 354-103-002). He said the owner, Mr. Bruce Baude'an, is present tonight. Mr. Barnhill reported following the site inspection, the property is considered to be a Single Family Residence (SFR) for FY 2018/19 by CCSD. The house was previously identified as a duplex. Mr. Baude'an purchased the house on April 18, 2012. Mr. Barnhill reported that the policy of the District limited the timeframe for eligibility to the three fiscal years immediately preceding the current fiscal year. Mr. Baude'an said the County has his home listed as a SFR and provided documentation as such from prior to his purchase. The overcharge is a clerical error. He said he would like to be reimbursed for all six years. A motion to approve application for refund for six years for FY 12/13 through FY 17/18 and approve appeal of Sewer Use Charges assessed against 755 Edwards Street, APN 354-103-002, Bruce Baude'an, carried unanimously (mm/mw). Staff will issue refund by check within 30 days in the amount of \$2,594.

5. REPORT OF DISTRICT COUNSEL: None

6. CONSENT CALENDAR: The consent items were approved unanimously (mw/mm):

- a. Approve Minutes of June 20, 2018.
- b. Receive Status Report on outstanding issues.
- c. Receive copy of letter sent to John Swett Unified School District on Sanitary Sewer Easements and Outstanding Repairs at John Swett High School Field.

7. REPORT OF CONSULTING ENGINEER: None

8. ENFORCEMENT ACTIONS: Mr. Barnhill presented the recent enforcement actions. He said seven properties are no longer in violation and have been issued a Certificate of Compliance. Mr. Barnhill reported there were 17 properties identified in the 2016 smoke testing with some outstanding issues.

8. SEWER VIDEO INSPECTION PROJECT #18-TV: Mr. McDonald reported staff has identified the need to clean and evaluate approximately 12,732 linear feet (LF) of sewer piping in various locations in Crockett for its annual CCTV inspection program. A motion to approve Agreement with L.R. Paulsell Consulting to CCTV approximately 12,732 LF of sewer piping for a total amount of \$19,734 carried unanimously (mw/mm).

9.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald handed out a second Monthly Summary Worksheet which includes July 2018 and the first two weeks of August. He said the Local Agency Investment Fund interest rate is 1.9% and expect it to continue to rise in the coming quarters. Port Costa Sanitary Commission has been advised the interest rate has gone up on their inter-department loan. Mr. McDonald reported he has been very busy with the District audit as well as preparing for a second audit on Worker's Compensation coming up soon. Commissioner Manzione asked staff about the cash bond program. Mr. McDonald said all but the one bond from Mechanics Bank Moneygram has been deposited into the Crockett Sanitary fund. He said he considers the Moneygram to be a loss and is doubtful we will be able to recover the \$1,000. El Sobrante Sewer is the holder of the bond and is still doing work in Crockett so until he requests his bond back it is not yet a loss.

9.b. CAPITAL SEWER PROJECTS: Mr. McDonald presented a list of budgeted sewer defects for repair scheduled for FY 2018/19. He said this is an annual legal requirement and is requesting authorization so he can begin planning projects. A motion to approve authorization of capital

sewer collection system projects for FY 2018/19, total of \$581,300, as identified on July 10, 2018 carried unanimously (mw/mm).

10.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in July. He said the Board approved resolutions for collection of payments according to various Access & Repair Agreements.

11.a. STAFF REPORT ON OPERATIONS: 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. 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 was completed to replace broken pipe. A defective lateral 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 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%.

11.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

11.c. STAFF ANNOUNCEMENTS: None

12.a. WASTEWATER COMMITTEE REPORT: None

12.b. BUDGET & FINANCE COMMITTEE REPORT: None

12.c. AD HOC COMMITTEES REPORT: None

12.d. INTER-AGENCY MEETINGS: None

13. FUTURE AGENDA ITEMS:

- Consider recommended enforcement actions.
- Consider comprehensive rehabilitation program.

14. COMMISSIONER COMMENTS: Commissioner Manzione handed a Newsletter to staff he received from West County Wastewater District.

15. ADJOURNMENT: The meeting was adjourned at 7:56 PM until September 19, 2018.

Respectfully submitted,

Susan Witschi
August 16, 2018