

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, FEBRUARY 19, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Bartlebaugh. Present were Commissioners Adams, Manzione and Wais, along with General Manager McDonald and Asst. Secretary Witschi. Commissioner Wolthuis was absent. Also present was Director Barassi.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent items were approved unanimously (mw/ha):
 - a. Approve Minutes of January 15, 2020.
 - b. Receive Sewer Repair / Replacement Program report for 2019.
- 6.a. DISTRICT BOARD ACTIONS: Nothing to report.
- 6.b. HOSSELKUS CHAPEL: Mr. McDonald reported he has secured performing an environmental assessment report. He identified two lenders who could provide 100% financing of the property: (1) Municipal Finance Corp – 2.95% over 20 years. The equivalent monthly cost of the loan would be \$4,129 per month. (2) iBank – Infrastructure State Revolving Fund (ISRF) Program – 2.5% over 30 years; the loan is dependent on their definition of housing and on how the apartment space will be used. Equivalent monthly cost of the loan estimated at \$2,942 per month. A survey of available commercial property in Crockett was undertaken as part of this report. Rent for commercial space averages about \$1 per square foot plus utilities in Crockett. A 2,500 sq. ft. commercial office at Loring and Rolph, identified as the old bank building, without parking, is available for lease offered at \$2,600 per month. A 4,000 sq. ft. brick warehouse on Loring with adjacent 3,500 sq. ft. gravel parking, most recently used by Baldwin Bar Supply, requiring structural upgrade and substantial renovation, is available for lease offered at \$4,999 per month. As requested last month a cash flow review was undertaken. The cost to each department for their shared CCSD uses of the space was estimated based on the current Cost Allocation Rate Table for FY 19/20. Commissioner Manzione asked staff to get a quote for insurance and quote for utilities on the chapel as it looks like the sanitary department would be the anchor tenant. He also asked staff to further document what are the needs of the Crockett Sanitary Department. Mr. McDonald said the current office space does not provide the capability for all district employees to have working space and does not provide working space solely for use by the sanitary departments throughout the entire week. Group meetings mid-week must be scheduled in the afternoon to avoid conflict with the Senior Nutrition Program who use the Multi-Purpose Room in the morning. Current storage of equipment and material left in the truck is less secure than we'd like, and street parking puts the department truck at higher risk for damage. Storage of emergency materials at the EQ tank area is less than ideal when required emergency response timing. Commissioner Manzione asked staff to get more information on what the liabilities costs are and provide a monthly cash flow report. Commissioner Wais asked are you planning to have a public meeting before you purchase it or after. Mr. McDonald said we can hold a public meeting in March and

get the public's input on the purchase of the Chapel. Commissioner Bartlebaugh said there still does not appear to be enough information which would justify a Sewer Use Charge (SUC) increase to purchase the property, the commission needs to be able to defend the decision to purchase the building.

7. REPORT OF CONSULTING ENGINEER: Mr. McDonald reported our engineer, Vivian Housen, will be at the March meeting to discuss the MCC Control Panel and the Sewer System Management Plan.

8.a. ENFORCEMENT ACTIONS: Mr. McDonald reported four properties had recent enforcement actions in January.

8.b. CARQUINEZ MIDDLE SCHOOL NEW CONSTRUCTION: Mr. McDonald presented the letter he wrote to Dr. Charles Miller, Superintendent of John Swett Unified School District (JSUSD). He said staff had previously informed JSUSD that the District has jurisdiction over construction and permitting for work on sanitary sewers in the town of Crockett, including the public sewers that run through the Carquinez Middle School replacement campus project site. Upon review of the utility plan drawings staff met onsite for a pre-construction walk-through to go over issues related to the sanitary sewer and found several items that need to be addressed.

9.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported an investment balance of \$3M.

9.b. SEWER EMERGENCY PROJECT DOWNTOWN: A motion to approve as complete sewer emergency project identified as Pomona V-00-20 to V-00-19 by Resolution No. 19/20-14, as required by Public Contact Code Section 22050, and authorize payment to APB General Engineering for Pomona Sewer Project C-1012 in the amount of \$40,000 carried unanimously (ha/mw).

9.c. AUTHORIZE PAYMENT TO L.R. PAULSELL: A motion to approve payment to L.R. Paulsell Consulting for full-line replacement of sewer N-00-40A to N-00-40, Pomona Easement Sewer Project C-1015, 130 linear feet plus new manhole on Winslow, Project C-1013, in the amount of \$39,954.53 carried unanimously (mm/sb).

9.d. AUTHORIZE PAYMENT TO ECAST: A motion to approve second payment to ECAST Engineering for Atherton Cooke Sewer Project C-1004 in the amount of \$132,487.79 carried unanimously (ha/mm).

9.e. AUTHORIZE FUNDING ALLOCATION FOR POMONA SEWER: A motion to approve funding allocation for extension of sewer replacement project C-1004 to include Pomona E-00-06 to E-00-05 sewer located between 343 and 449 Pomona carried unanimously (mm/mw).

10.a. STAFF REPORT ON OPERATIONS: Mr. McDonald presented the Manager's Report through February 12. He said there was one Category 3 SSO reported in January at manhole E-10-02 on Bishop Road and a second Category 1 SSO of 450 gallons, which reached a storm drain, at manhole E-03-14 on Bishop Road caused by root intrusion and rags. Staff has been busy with construction projects in Crockett and dealing with the Port Costa septic tank project for which the Assistant Sanitary Department manager spent 87% of his time on in January.

10.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

10.c. STAFF ANNOUNCEMENTS: None

11.a. WASTEWATER COMMITTEE REPORT: Needs to meet to discuss strategies for Joint-Use Agreement for the wastewater treatment plant between the District and C&H set to expire in 2024.

11.b. BUDGET & FINANCE COMMITTEE REPORT: Needs to meet to discuss water study and draft budget for FY 2020/21.

11.c. AD HOC COMMITTEES REPORT: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

- Public hearing on SSMP update (March).
- Consider inter-department loan to Port Costa (March).
- Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (April)
- Consider recommended enforcement actions.
- Recommend award of contract(s)
- Recommend payment for sewer project(s).

13. COMMISSIONER COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 8:55 PM until March 18, 2020.

Respectfully submitted,

Susan Witschi

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February 28, 2020