

# CROCKETT SANITARY COMMISSION

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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](mailto:manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MINUTES OF REGULAR MEETING, JANUARY 15, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Bartlebaugh. Present were Commissioners Adams, Manzione, Wais, and Wolthuis, along with General Manager McDonald. Asst. Secretary Witschi was absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: Mr. McDonald presented the cost report on the penalty and abatement charges for 2 Corona Heights related to the violation Ordinance #18 -1. Mr. McDonald said the owner has installed the backflow prevention device in is now in compliance. A motion to rescind the penalty order of \$200 and impose the abatement costs of \$205.30 carried unanimously.
5. CONSENT CALENDAR: The consent items were approved unanimously (mw/ha):
  - a. Approve Minutes of November 13, 2019.
  - b. Receive annual report on construction permitting for CY 2019.
  - c. Annual Sanitary Sewer Overflow (SSO) report on Crockett collection system.
- 6.a. ITEMS REMOVED FROM CONSENT CALENDAR: None
- 6.b. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in December. He said the Board adopted emergency replacement sewer Resolution 19/20-4 for the sewer repair on Pomona between 2<sup>nd</sup> and 1<sup>st</sup> Avenues. Director Kirker was appointed Board President and Director Sutton was appointed Board Vice-President. The Board approved sending a letter of interest to purchase the Hosselkus Chapel property for \$725,000 with the property intended to be used for the District and Sanitary Department offices as well future recreation use, such as the chapel and parking lot for community events. The Crockett Sanitary Commission ("Commission") expressed concern and caution over investing in real estate. Mr. Wolthuis asked why the Commission had not been informed earlier on this potential property acquisition. He said that the sanitary department funding is not Board funding, that the primary responsibility of the Commission is to serve the needs of its constituents related to sewers, and to protect the taxpayer from undue increases to their Sewer Use Charge. He said ultimately the funds to pay for the building would come from the sanitary department funds as they are the only one with money to pay for it. Mr. McDonald explained the need to have additional office and meeting space, a secure location for District and sanitary department records, and the benefit of a garage for vehicle parking and storage space for staging of emergency response supplies. Areas of the Hosselkus Chapel and outside parking could be a shared space with the Recreation Department or for future District use that could provide public benefit to the community. Mr. Adams asked for an estimate of ongoing expenses be considered and for staff to consider the full financial impact on the Crockett Sanitary Department. The Commission expressed an interest to tour the building and asked that the Board consider the financial implications to all departments. It would be

unfair to only have the Crockett Sanitary Department pay for the acquisition and upkeep, and the Commission asked staff to bring back what percentage of the building would be used for sanitary department activities.

6.c. COMMITTEE APPOINTMENTS: It was the consensus of the Crockett Sanitary Commission to keep the committees the same as they were last year. Commissioners Adams and Wolthuis will serve on the Budget & Finance Committee and Commissioners Bartlebaugh and Manzione will serve on the Wastewater Committee.

7. REPORT OF CONSULTING ENGINEER: None

8.a. ENFORCEMENT ACTIONS: Mr. McDonald presented the Status Report on Recent Enforcement Actions to the Commission. There are approximately 35 properties in various stages of enforcement that need individual attention. A question was raised on whether a Certificate of Compliance is good for a full 10 years or 5 years. Mr. McDonald explained that if a sewer line has been replaced in its entirety a certificate would be issued for 10 years. If the video inspection passed or a spot repair was performed on a lateral building sewer a Certificate of Compliance would be issued for 5 years. Re-inspection would be required only if the owner chooses to resell the property and the certificate term has expired.

8.b. STATUS REPORT AND ACTION PLAN: Mr. McDonald Shared with the Commission the status report on outstanding items and asked if any items should be included in the Action Plan for 2020. Safety Training for Injury and Illness Prevention was asked to be placed towards the top priority. There was some discussion on the needs for a Sewer Use Charge (SUC) Rate Study and whether a change in the type of billing for future SUC's, currently billed on property tax roll annually, should be considered, such as monthly billing based on water usage through EBMUD. Mr. McDonald said the District's capacity and connection fee will be looked at in early 2020 because of the changes in the law related to Accessory Dwelling Units (ADU), i.e., in-law, granny flats, etc. The new ADU law requirement makes it prudent to review the SUC rate study that we have been using to see if it is still valid based on the changing uses of properties. At a minimum the legalization and growth of ADU's has created a new classification of use which is currently not covered in our Ordinance for SUC's. Clarifying the District Code by expanding the definitions of property use would be helpful to staff on enforcement. A question the Commission can ask itself; is it fair to charge a Single Family Resident SUC rate to the elderly lady who lives by herself using almost no water the same as the large extended family who lives on Duperu and is using substantially more water? Mr. McDonald said the County is also studying making changes to zoning, called Envision 2040, which may impact the zoning areas in downtown changing them from commercial to mixed-use or other. A SUC study would be prudent to take these new factors into consideration when developing the SUC that we bill. Mr. McDonald said he hopes the MCC panel upgrade project at the pump station will be this year but there is quite a lot of work to do to get that project ready and out to bid in a short period of time. He is leaving it on the action plan as a goal for staff. Staff will update the Action Plan 2020 as suggested and will present it to the Board on January 22.

8.c. SEWER EMERGENCY PROJECT AT POMONA AND 2ND: Mr. McDonald reported that the sewer emergency was discovered on a 12 inch interceptor sewer on Pomona between 2nd and 1<sup>st</sup> Avenues. The sewer is close to imminent collapse and if it were to fail it would cause an uncontrolled sewer backup in the center of our downtown. The Board approved Resolution 19/20-14 to announce and address this emergency as required by Public Contract Code Section 22050. As part of that Code, a verbal report must be given to the authoritative body that would oversee this project. The area has been marked for digging a single excavation pit and work is scheduled to start this Thursday or Friday. Once the sewer is exposed an inspection of approximately 100 feet will be undertaken to view the area of sewer that we've never had access to do too multiple breaks in the line. Depending on the results of

that video inspection the job may become a full line replacement by slip-lining the 12 inch sewer with a 10 inch HDPE line.

9.a. FINANCIAL REPORT: The monthly statement of department finances and report on investments were examined by the Commission. Mr. McDonald handed out the latest monthly summary worksheet for January along with the two summary worksheets for December and November already provided in the agenda packet and asked if there were any questions on the report or any of the reconciliation details. He said the county converted a portion of the Advance on Cash in Fund 3426 to our Operating Cash in Fund 3426 and the department's share of Property Tax in Fund 3240 was transferred to cash as well. In addition, Mr. McDonald handed out a proposed budget schedule for FY 20/21 to the Commission and reminded them of the tight deadlines that we'll have from now through June related to the budget cycle. He reminded the Commission that if anyone has planned absences to please let me know in advance.

9.b. MID-YEAR BUDGET REPORT FOR FY19/20: Mr. McDonald presented the mid-year budget report for the Operating General Fund 3426 of the Crockett Sanitary Department. He said the department is managing expenses well. He highlighted several areas that the Commission should focus on and has included these in the summary memo. In reviewing the budget report it was noted that the inter-department loan payment due from the Port Costa Sanitary Department in the amount of \$36,474 has not been received and staff has asked that the Port Costa Sanitary Commission consider repayment of that loan at their March meeting, after their septic tank cleaning project is complete and they have a better financial picture of their cash position for the remainder of the fiscal year. Mr. McDonald said the Port Costa Commission will need to revise their budget and identify additional funding to carry them through the end of this fiscal year and it is very possible they may further delay that loan payment. Interest is still accruing on the inter-department loan and staff is not concerned as there would be no impact on the Crockett Sanitary Department for the loan not being paid at this time. Mr. Wolthuis asked that the variances for the Auto Dialer Alarm and the appraiser on the budget report be carried over. Mr. McDonald will correct before submittal to the board. Mr. Wolthuis said we need to justify any SUC revenue and make sure that it is only going for treatment of sanitary wastewater. Mr. McDonald said that the SUC use is not restricted in our Ordinance; it allows for use for collection, treatment, and administrative expenses which include rent and payroll. The mid-year budget report was accepted and will be forwarded on to the District Board

10.a. STAFF REPORT ON OPERATIONS: Mr. McDonald reported no Sanitary Sewer Overflows (SSO's) were reported in November or December. There was one Category 3 SSO from manhole E-10-02 on Bishop Rd on January 4, the cause was shop towels and rags. Staff has been busy with capital projects at Atherton and Cooke along with the emergency repair sewer preparation on Pomona. In addition, a partially collapsed sewer was discovered on an easement in the rear yard of 58 Pomona that has been scheduled for emergency repair. Staff splits its time between the Crockett Sanitary Department, other departments, and on general district-wide work. This last month Assistant Sanitary Department Manager Barnhill spent most of his time on Port Costa issues, primarily the Port Costa septic tank cleaning and rehabilitation project. Mr. McDonald spent 23% of his time on Crockett Sanitary Department operations in December. He noted to the Commission that approximately 33% of his time is spent on district business and he hopes to lower that amount in the coming months. From a budget perspective the General Manager had targeted 20% of his time towards CSD. It has been averaging closer to 30%.

10.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

10.c. STAFF ANNOUNCEMENTS: Mr. McDonald said he will be out of the office next Thursday and Friday and out again either at the end of February or early March for vacation.

11.a. WASTEWATER COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEES REPORT: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

- Building needs projection for sanitary operations (Feb).
- MCC Project status update and schedule/timeline (Feb).
- Draft Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (March).
- Consider recommended enforcement actions.
- Recommend award of contract(s).
- Recommend payment for sewer project(s).

13. COMMISSIONER COMMENTS: Suggestion was made to use County definitions of ADU's when developing our ADU Ordinance.

14. ADJOURNMENT: The meeting was adjourned at 9:12 PM until February 19, 2020.

Respectfully submitted,

Dale McDonald  
February 12, 2020