

CROCKETT SANITARY COMMISSION

MINUTES OF REGULAR MEETING, MARCH 21, 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 and Asst. Secretary Witschi. Commissioner Wolthuis and Assistant Manager Barnhill were absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
- 4.a. PUBLIC HEARING: Mr. McDonald reported that 10 Del Mar Circle is no longer in violation of Ordinance No. 07-1. He said the violation has been corrected and a Certificate of Compliance issued on February 12, 2018. Mr. McDonald reported the owner has been in contact with staff and said she is surprised by the charges. Mr. McDonald reported the penalty has been imposed on the prior owner, but never collected. A motion to rescind penalty charges imposed and recommend to District Board and collect abatement charges in the amount of \$220.10 carried unanimously (mw/mm).
- 4.b. PUBLIC HEARING: Mr. McDonald reported the property at 28 Del Mar Circle remains in violation of Ordinance No. 07-1. He said the owner has been in contact with staff and is trying to get the video of sewer lateral done. A motion to record the Notice of Violation with the County Recorder's office if the video is not received by March 30, otherwise grant a 30-day continuance, carried unanimously (mm/mw).
5. REPORT OF DISTRICT COUNSEL: No report.
6. CONSENT CALENDAR: The consent items were approved unanimously (mw/mm):
 - a. Approve Minutes of February 21, 2018.
 - b. Receive Status Report on outstanding issues.
7. REPORT OF CONSULTING ENGINEER: None
- 8.a. ENFORCEMENT ACTIONS: Mr. McDonald presented the Status Report on Enforcement Actions and reported there will be a lot of public hearings on the lateral inspection program in May as a result of an audit of sold properties completed by staff.
- 8.b. NOTICE OF DELINQUENCIES: Mr. McDonald reported AT&T has paid their Sewer Use Charge (SUC). The total due was \$678.26 and staff received a check for \$671.54. A motion to accept AT&T payment as complete carried unanimously (mw/mm). Mr. McDonald reported that PG&E has not paid their SUC and has had no contact with staff. It was the consensus of the Commission to schedule a public hearing in April if payment is not received.
- 8.c. LATERAL INSPECTION PROGRAM: Mr. McDonald presented the annual report on Crockett's lateral inspection program. He reported 46 properties sold during 2017 with the

majority having a Certificate of Compliance issued prior to sale. He said a slight uptick in non-compliance properties which he suspects was caused by an increase in out-of-area or online realtors selling the properties. Commissioner Manzione said staying on top of it with realtors contributes to the good will of the people.

9.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported \$200K has recently been transferred to investments. Port Costa Sanitary Department repaid their inter-department loan payment of \$34,500.

9.b. BUDGET & FINANCE MINUTES: Mr. McDonald reported he met with the Crockett Sanitary Budget & Finance (B&F) Committee on March 14. He said good feedback was given. He has not heard from C&H and West County Wastewater District on their planned capital projects. Single Family Residence (SFR) and Apartments (APT) water use went down considerably from prior years. The school, Nantucket and Dead Fish use went up. The B&F Committee asked staff to prepare a Cost Factor report based on calculating six years of water data to see if it will help keep limit rate fluctuations.

10.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in February. He said the Board approved extending his employment contract as General Manager for five years. The Action Plans for 2018 have been amended by the Board and were approved. The Board adopted the Contra Costa County Operational Area Hazard Mitigation Plan. The Board approved the Del Mar Circle and Heald Court Project as complete. The Recreation Manager was approved a two-step salary increase after his performance evaluation.

10.b. ANNOUNCEMENT OF VACANCY: Mr. McDonald reported staff has not received any applicants for the vacant seat on the Commission. He suggested extending the posting through May 8, 2018 with the hope it would encourage applicants to apply for the vacant seat on this commission.

11.a. STAFF REPORT ON OPERATIONS: There were no Sanitary Sewer Overflows (SSO's) that occurred in February. Staff responded to two private lateral sewer problems, report of odor at 5th Avenue and Francis after rain. A sinkhole was noticed on 5th Avenue and reported to County Public Works. Lock problems continue at the gate outside Nantucket parking lot. Failed generator rheostat at Crockett Pump Station was replaced by CD & Power. Crockett Pump Station vault ventilation fan failed. West County Wastewater District (WCWD) staff to repair existing while sourcing service provider to upgrade fan to meet current ventilation requirements. Flow data at C&H meter is being collected. The Crockett and Valona basin ACR Owl-Data-Loggers have been shipped to vendor for repair or replacement.

Contractors contacted regarding urgent sewer repair on N-33-08 Alexander easement. The MCC Project plans and specifications are being reviewed by V.W. Housen & Associates.

The Port Costa Sanitary Commission approved payment of its outstanding inter-department loan. Staff calculated Use Factor and Cost Factor using six-year average EBMUD water data. Pollution Minimization Program (PMP) submitted to Regional Water Quality Board. Nantucket continues to make payments on their outstanding Sewer Use Charges. General Manager McDonald spent 43% of his time towards Crockett Sanitary Department operations and 6% of his time on Crockett Sanitary Capital Sewer Projects in February. Assistant

Sanitary Department Manager Barnhill spend 65% of his time on Crockett Sanitary Department operations such as collection system maintenance and emergency sewer response and 18% of his time on Capital Projects including CCTV capital inspection review. Time spent on Port Costa issues in February was 17%.

11.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported he attended training for emergency services response which included content and objectives from ICS/SEMS/NIMS which is the foundation of Emergency Operation Center credentialing. He also attended a seminar on Twitter for Government agencies. Staff met with Cunha Engineering for the Atherton/Cooke sewers replacement project

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:

Receive Preliminary FY 18/19 budget (April).

Receive Sewer Use Charge Study Report for FY 2018/19 and form recommendations on sewer use charge (April).

Prop. 218 requirements for increase in sewer charges (April).

Review annual newsletter (April).

Consider recommended enforcement actions.

Consider comprehensive rehabilitation program.

14. COMMISSIONER COMMENTS: None

15. ADJOURNMENT: The meeting was adjourned at 7:55 PM until April 18, 2018.

Respectfully submitted,

Susan Witschi
March 27, 2018