

CROCKETT SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, JUNE 15, 2022

TIME: 7:00 PM
PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

The Crockett Sanitary Commission is an agent of the Crockett Community Services District.

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. PUBLIC HEARING:
 - a. Hearing on Notice of Violation of Ordinance No. 05-1, illegal discharge of raw sewage on the surface of the ground, 1214 Starr Street (APN 354-121-002).
5. CONSENT CALENDAR: Consideration of a motion to approve the following item:
(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
 - a. Approve Minutes of May 18, 2022.
6. WASTEWATER:
 - a. Consider report on enforcement actions.
 - b. Consider Crockett Cogeneration Sewer Use Charge contract.
 - c. Consider contractor bond rates and policies.
7. BUDGET AND FINANCE:
 - a. Consider monthly Summary Worksheet and staff report on financial matters.
 - b. Consider Refund Request for appeal of Sewer Use Charge assessed at 200 Meadow Lane, Crockett.
8. ADMINISTRATIVE:
 - a. Consider report on actions taken by the District Board.
 - b. Consider Vacancy on the Crockett Sanitary Commission.

9. **REPORT OF DEPARTMENT MANAGER:** (These items are typically for exchange of information only. No action will be taken at this time.)
 - a. Operations, maintenance and capital improvements.
 - b. Governmental matters.
 - c. Announcements and discussion.
10. **REPORTS FROM COMMISSIONERS:** (These items are typically for exchange of information only. No action will be taken at this time.)
 - a. Wastewater Committee – Members Manzione and Wais
 - b. Budget & Finance Committee – Members Adams and Trask
 - c. Recycled Water Ad Hoc Committee: Members Manzione and Trask
 - d. Inter-agency meetings:
11. **FUTURE AGENDA ITEMS:**
 - Consider lateral inspection increase.
 - Consider procedures for ADU applicants.
 - Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
 - Smoke testing review.
12. **COMMENTS FROM COMMISSIONERS:**
13. **ADJOURNMENT** to July 20, 2022.

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us
Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa on the picturesque Carquinez Strait of the San Francisco Bay.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification of at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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

June 1, 2022

Gerard & Judy Lesmeister
1214 Starr St
Crockett, CA 94525

NOTICE OF VIOLATION

1214 Starr St., Crockett, CA
354-121-002

The building at the above location constitutes an insanitary condition and a nuisance or menace to life, health or property for the following reason:

A broken, damaged, severely deteriorated or plugged building sewer (sanitary sewer lateral) has resulted in illegal discharge of raw sewage on the surface of the ground on this property and adjacent neighboring property.

You are hereby notified that the property at the above location is in violation of the District Code and Standard Specifications. This Notice of Violation is issued pursuant to Section 1.08.010 of the District Code.

Pursuant to provisions of Section 6400, et. seq. of the Health and Safety Code of the State of California, the Crockett Community Services District regulates sewer construction and sewer use in Crockett through District Ordinance No. 05-1 and others.

Please be advised that Section 1.08.040 of the District Code reads as follows:

"Notwithstanding any other provision of this code, the Board may order disconnection of a user of the District's sewer system in the event of any violation of this code, the terms of any District permit, the requirements of the District Standard Specifications, or other rule, order or regulation of the District, which violation the Board deems to be significant, including, but not limited to, nonpayment of District fees or charges."

Section 1.08.060 of the District Code reads as follows:

"A person who violates this Code is guilty of a misdemeanor and may be punished by a fine of not more than one thousand dollars or imprisonment of not more than thirty days, or both."

Section 10.04.C of the Standard Specifications reads as follows:

"The District may perform the work or have it performed by others at the Contractor's or Owner's expense."

4.a.

Section 10.04.F of the Standard Specifications reads as follows:

“The District may levy a fine of up to \$1,000 against the property owner for unpermitted alterations, repairs, realignments or replacements of side sewers or for discharge of sewage on the ground. Unless paid directly by the owner or contractor, such fines shall be collected on the property tax roll as a surcharge on the sewer service charge as a special service fee.”

You are hereby notified that this discharge of sewage onto the ground must be stopped immediately. Any defects must be identified via video inspection. The District must be provided the video inspection for review before the hearing date of June 15, 2022. A permit from the District is required for any repair or replacement of the building sewer. Your failure to comply by this deadline can result in:

- a. Staff recommending recording the Notice with the County Recorder at the property owners expense and;
- b. Recommend a second public hearing with the Crockett Sanitary Commission to address the Notice of Violation of Ordinance and all available remedies under the law, including termination of sewer service, imposing a fine of \$1,000 against the property, and to direct staff to solicit bids as required to correct the deficiencies associated with the Notice of Violation.

Pursuant to District Code Section 1.08.090, “In the event that a violation of this Code, the terms of a District permit, the requirements of the District Standard Specifications, or other rule, order, or regulation of the District is not corrected after receipt of Notice of Violation, the District may collect from the responsible party the costs of such correction, including, but not limited to, charges for the time staff spends correcting the violation, the cost of any contractor engaged by the District, material costs, and any legal and consultant costs.” All abatement and project costs, including District costs, will be billed to the property owner and unless paid, shall be collected on the next tax roll by resolution of the District Board as a “special service fee.”

The Crockett Community Services District Board will consider this violation and available remedies at its regular meeting to be held at 7:00 PM on June 15, 2022, at the Crockett Community Center, 850 Pomona Avenue, Crockett. You are invited to attend this meeting.

Sincerely,



James Barnhill
Sanitary Department Manager

CROCKETT SANITARY DEPARTMENT

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

TO: Board of Directors
FROM: General Manager
SUBJECT: Revised Contractor Bonds Policy
DATE: February 18, 2016

Sewer contractors doing business in Crockett are required to post a refundable cash bond of \$1,000 as adopted in the District Standard Specifications, Section 10-03, before any permit will be issued. The adopted District Code Ordinance 05-1, Section 5.08,025 requires all permittees to post security bonds with the District. In May 2005, the Board updated the Contractor Bond Policy and gave staff some discretion in regard to bonding requirements and allowed staff to accept a \$500 bond for minor repair jobs and shorten the holding time. There are currently 17 contractors with bonds totaling \$16,500 on file in the District office.

After review by the Crockett Sanitary Wastewater Committee, the Crockett Sanitary Commission recommends changes to the contractor bond program. It is recommended that all bonds be deposited into Fund 3426 (Crockett Sanitary O&M) and refunded by check as requested by the contractor.

Staff recommends adopting the following procedures to safeguard cash bonds and for the protection of both staff and the District:

1. A receipt is issued to the contractor and a copy is kept in Finance drawer.
2. The bond is recorded in a bound ledger.
3. The bond is placed in a safe for protection.
4. The bond is deposited into Fund 3426.
5. Upon request by contractor, the bond will be refunded by District check.
6. All bonds will be listed on the Contractor Bond List and summary of total on the Monthly Summary Worksheet.
7. The contractor must sign for the refunded cash bond, which receipt shall be placed in Finance drawer.
8. From time-to-time, the Board President shall audit the bond records and the bonds on file.
9. The Auditor shall annually audit the bond records and the bonds on file.

In addition, staff should be directed to deposit all existing cash bonds, work to identify and recover any bonds turned over to the State as unclaimed property, and notify contractors of new policy.

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG:	5-25-22	LATEST FUND REPORT:	5-11-22
OPERATING FUND 3426		CONSTRUCTION FUND 3427	
CASH CARRIED FORWARD:	\$643,530.20	CASH CARRIED FORWARD:	\$62,438.28
ACTIVITY:		Invstmnt Svcs Qtr3	(\$3.00)
Warrants (6689-6705)	\$ (171,204.93)		
Invstmnt Svcs Qtr3	\$ (8.00)		
		CASH BALANCE:	\$62,435.28
Sec Coll. To cash	\$ 500,346.12	INVESTED BEGIN BAL.:	\$903,676.31
US Bank Cost Recov	\$ 113.02	3rd Qtr Interest	\$712.12
Prmts 22-11 to 22-20	\$ 570.00		
Bonds for 22-13 22-20	\$ 2,000.00		
CASH BALANCE:	\$975,346.41	INVESTED BALANCE:	\$904,388.43
ADV ON TAXES:	\$ 66,100.39	FUND 3427 BALANCE:	\$966,823.71
060 Prop tax Beginning	\$ 562,328.62		
Sec Coll. To cash	(\$500,346.12)		
Ending Balance	\$ 61,982.50	CAPITAL RESERVE FUND 3429	
160 Adv Supp Prop tax	\$4,117.89	CASH CARRIED FORWARD:	\$257.00
Ending Balance	\$4,117.89	Invstmnt Svcs Qtr3	(\$1.00)
INVESTED BEG. BALANCE:	\$2,784,155.21	CASH BALANCE:	\$256.00
3rd Qtr Interest	\$2,193.97	INVESTED BEGIN BAL.:	\$71,548.30
Ending Balance:	\$2,786,349.18	3rd Qtr Interest	\$56.38
FUND 3426 BALANCE:	\$3,827,795.98	INVESTED BALANCE:	\$71,604.68
TAXES held in 3240:	\$252,306.58	FUND 3429 BALANCE:	\$71,860.68
CO.charges in 3240:	\$0.00		
ACCRUED DEBT OWED TO CVSAN:		CONTRACTOR BONDS ON FILE:	
PCSAN DEPT.	\$339,659.68	38 contractors	\$39,500.00
		*update to 38 or more	

Commissioners: Howard Adams, Mark Manzione, D'Arcy Trask, Mary Wais

7.a.

Application for refund is made concerning a property within the Crockett Community Services District having the following address(es):

200 MEADOW LANE CROCKETT CA 94525

APN: 355-100-038

Date of original complaint or request: 6/7/2022

Fiscal Year	Payment Made	Refund Claimed	Printed Name of Person Who Made Payment
<u>2022-2023</u>	<u>1638.00</u>	<u>819.00</u>	<u>VINCE GORDEN</u>
<u>2021-2022</u>	<u>1638.00</u>	<u>819.00</u>	<u>VINCE GORDEN</u>
<u> - </u>	<u> </u>	<u> </u>	<u> </u>
<u> - </u>	<u> </u>	<u> </u>	<u> </u>

The property contained the following residential and/or commercial units at all times during the years in question:

one Residence APPROX 2600 SQ FEET
one Cottage/ADU UNDER 700 SQ FEET

Signature of Applicant
VINCE GORDEN
Printed Name of Applicant
Vince Gordon
Mailing Address

6/7/2022
Date

Phone



RUSSELL V. WATTS
 CONTRA COSTA COUNTY TREASURER-TAX COLLECTOR
 ROOM 100, 625 COURT STREET, MARTINEZ, CA 94553
 TELEPHONE: (925) 957-5280 FAX: (925) 957-2898

2020-2021
 FISCAL YEAR JULY 1, 2020 TO JUNE 30, 2021
SECURED PROPERTY TAX BILL
INTERNET COPY

PROPERTY ADDRESS
 200 MEADOW LN, CROCKETT CA

ASSESSEE AS OF JANUARY 1, 2020

PAY ONLINE AT WWW.CCTAX.US

PROPERTY ASSESSMENT

355-100-038-7
 ADDRESS INFORMATION NOT AVAILABLE ONLINE

LAND IMPROVEMENTS	\$94,891
PERSONAL PROP	\$350,913
	\$0
GROSS VALUE	\$445,804
EXEMPTIONS	\$0

ACCURACY OF THIS BILL MAY BE AFFECTED BY
 PENDING PAYMENTS AND CORRECTIONS

TO CHANGE MAILING ADDRESS, VISIT WWW.CCCOUNTY.US/ASSESSOR OR CALL (925) 313-7400

NET VALUE \$445,804

IMPORTANT MESSAGES:

PARCEL NUMBER	BILL NUMBER	TRA	ISSUE DATE	TYPE	CORTAC	DEFAULT #	
355-100-038-7 0	2020-274727	62006	09/07/2020	PRIOR			
SPECIAL TAXES & ASSESSMENTS				AD VALOREM TAXES & ASSESSMENTS			
DESCRIPTION	CODE	INFORMATION	AMOUNT	DESCRIPTION	RATE	AMOUNT	
CC-FED STRMWTR FEE	DB	(925) 313-2023	\$51.00	1%COUNTYWIDE TAX	1.0	\$4,458.04	
MOSQUITO & VECTOR	DV	(925) 867-3400	\$9.56	BART	0.0071	\$31.65	
EMERGENCY MED B	DY	(925) 608-5454	\$20.00	BART BOND 2016	0.0068	\$30.31	
CROCKETT CSD-SAN	GC	(510) 787-2992	\$1,638.00	EAST BAY REG PK BD	0.0014	\$6.24	
CROCKETT CSD-REC	HC	(510) 787-2992	\$110.00	J SWETT 2002 BND	0.0218	\$97.19	
SFBRA PCL TAX	IB	(888) 508-8157	\$12.00	J SWETT BOND 2008	0.0529	\$235.83	
EASTBAY TRAILS LLD	KA	(888) 512-0316	\$5.44	JOHN SWETT BND 16P	0.0418	\$188.34	
SERV AREA L-100	LO	(925) 313-2286	\$14.94	JOHN SWETT BND 16Q	0.0289	\$128.84	
				COMM COLL 2002 BND	0.0058	\$25.86	
				COMM COLL 2006 BND	0.0011	\$4.90	
				COMM COLL 2014 BND	0.0092	\$41.02	
				TOTAL AD VALOREM TAXES	1.1768	\$5,246.22	
				ADD: SPECIAL TAXES & ASSESSMENTS		\$1,860.94	
				DELINQUENT PENALTY		\$0.00	
				DELINQUENT COST		\$0.00	
				LESS: PAYMENTS RECEIVED		\$7,107.16	
TOTAL SPECIAL TAXES & ASSESSMENTS			\$1,860.94	TOTAL AMOUNT DUE			\$0.00

PARCEL NUMBER	BILL NUMBER	TRA	ISSUE DATE	TYPE	Numbers in this section indicate you owe prior year(s) delinquent taxes	DEFAULT #
355-100-038-7 0	2020-274727 2	62006	09/07/2020	PRIOR		

2ND INSTALLMENT
 SIGN UP FOR E-BILLING
 IT'S EASY AND FREE!
 SEE BACKSIDE FOR MORE INFORMATION

2020-2021
SECURED PROPERTY TAXES

PAY THIS AMOUNT → PAID 01/13/2021
\$3,553.58
 PAYABLE WITH OR AFTER 1ST COUPON
 SEND COUPON WITH FULL AMOUNT. DO NOT STAPLE, TAPE OR WRITE ON COUPON.

To ensure proper credit, please write the parcel number on check

MAKE CHECK PAYABLE TO:

CONTRA COSTA COUNTY TAX COLLECTOR
 625 COURT STREET, ROOM 100
 MARTINEZ, CA 94553

NON-PAYABLE COPY OF PRIOR-YEAR TAX BILL

PARCEL NUMBER	BILL NUMBER	TRA	ISSUE DATE	TYPE	Numbers in this section indicate you owe prior year(s) delinquent taxes	DEFAULT #
355-100-038-7 0	2020-274727 1	62006	09/07/2020	PRIOR		

1ST INSTALLMENT
 SAVE TIME - PAY ONLINE
 WWW.CCTAX.US
 SEE BACKSIDE FOR MORE INFORMATION

2020-2021
SECURED PROPERTY TAXES

PAY THIS AMOUNT → PAID 11/04/2020
\$3,553.58
 PAYABLE BEFORE 2ND COUPON
 SEND COUPON WITH FULL AMOUNT. DO NOT STAPLE, TAPE OR WRITE ON COUPON.

To ensure proper credit, please write the parcel number on check

MAKE CHECK PAYABLE TO:

CONTRA COSTA COUNTY TAX COLLECTOR
 625 COURT STREET, ROOM 100
 MARTINEZ, CA 94553

NON-PAYABLE COPY OF PRIOR-YEAR TAX BILL

PLEASE WRITE THE PARCEL NUMBER ON CHECK.

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RUSSELL V. WATTS
 CONTRA COSTA COUNTY TREASURER-TAX COLLECTOR
 ROOM 100, 625 COURT STREET, MARTINEZ, CA 94553
 TELEPHONE: (925) 608-9500 FAX: (925) 608-9598

2021-2022
 FISCAL YEAR JULY 1, 2021 TO JUNE 30, 2022
SECURED PROPERTY TAX BILL

PROPERTY ADDRESS
 200 MEADOW LN, CROCKETT CA

ASSESSEE AS OF JANUARY 1, 2021

PAY ONLINE AT WWW.CCTAX.US

PROPERTY ASSESSMENT

355-100-038-7
ADDRESS INFORMATION NOT AVAILABLE ONLINE

LAND \$95,874
 IMPROVEMENTS \$354,548
 PERSONAL PROP \$0
 GROSS VALUE \$450,422
 EXEMPTIONS \$0

**ACCURACY OF THIS BILL MAY BE AFFECTED BY
 PENDING PAYMENTS AND CORRECTIONS**

TO CHANGE MAILING ADDRESS, VISIT WWW.CCCOUNTY.US/ASSESSOR OR CALL (925) 313-7400 **NET VALUE AS OF JAN 1, 2021 \$450,422**

IMPORTANT MESSAGES:

* INDICATES SENIOR EXEMPTION AVAILABLE

PARCEL NUMBER	BILL NUMBER	TRA	ISSUE DATE	TYPE	CORTAC	DEFAULT #
355-100-038-7 0	2021-276491	62006	09/07/2021	ORIGINAL		

SPECIAL TAXES & ASSESSMENTS				AD VALOREM TAXES & ASSESSMENTS			
DESCRIPTION	CODE	INFORMATION	AMOUNT	DESCRIPTION	RATE	AMOUNT	
CC-FED STRMWTR FEE	DB	(925) 313-2023	\$51.00	1%COUNTYWIDE TAX	1.0000	\$4,504.22	
MOSQUITO & VECTOR	DV	(925) 867-3400	\$9.56	BART	0.0025	\$11.26	
EMERGENCY MED B	DY	(925) 608-6454	\$20.00	BART BOND 2016	0.0035	\$15.76	
CROCKETT CSD-SAN	GC	(510) 787-2992	\$1,638.00	EAST BAY REG PK BD	0.0020	\$9.01	
CROCKETT CSD-REC	HC	(510) 787-2992	\$110.00	J SWETT 2002 BND	0.0192	\$86.48	
SFBRA PCL TAX	IB	(888) 508-8157	\$12.00	J SWETT BOND 2008	0.0532	\$239.62	
EASTBAY TRAILS LLD	* KA	(888) 512-0316	\$5.44	JOHN SWETT BND 16P	0.0490	\$220.71	
SERV AREA L-100	LO	(925) 313-2286	\$14.94	JOHN SWETT BND 16Q	0.0310	\$139.63	
				COMM COLL 2002 BND	0.0039	\$17.57	
				COMM COLL 2006 BND	0.0044	\$19.82	
				COMM COLL 2014 BND	0.0093	\$41.89	
				TOTAL AD VALOREM TAXES	1.1780	\$5,305.97	
				ADD: SPECIAL TAXES & ASSESSMENTS		\$1,860.94	
				DELINQUENT PENALTY		\$0.00	
				DELINQUENT COST		\$0.00	
				LESS: PAYMENTS RECEIVED		\$7,166.90	
TOTAL SPECIAL TAXES & ASSESSMENTS			\$1,860.94	TOTAL AMOUNT DUE			\$0.01

PARCEL NUMBER	BILL NUMBER	TRA	ISSUE DATE	TYPE	Numbers in this section indicate you owe prior year(s) delinquent taxes	DEFAULT #
355-100-038-7 0	2021-276491 2	62006	09/07/2021	ORIGINAL		

2ND INSTALLMENT
SIGN UP FOR E-BILLING
 IT'S EASY AND FREE!
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2021-2022
SECURED PROPERTY TAXES
 PAID 11/15/2021
\$3,583.45
 PAYABLE WITH OR AFTER 1ST COUPON
 SEND COUPON WITH FULL AMOUNT. DO NOT STAPLE, TAPE OR WRITE ON COUPON.

To ensure proper credit, please write the parcel number on check

MAKE CHECK PAYABLE TO:
 CONTRA COSTA COUNTY TAX COLLECTOR
 625 COURT STREET, ROOM 100
 MARTINEZ, CA 94553

THIS INSTALLMENT HAS BEEN PAID. THANK YOU!

135510003872021276491200000358345020220411000000000000

PARCEL NUMBER	BILL NUMBER	TRA	ISSUE DATE	TYPE	Numbers in this section indicate you owe prior year(s) delinquent taxes	DEFAULT #
355-100-038-7 0	2021-276491 1	62006	09/07/2021	ORIGINAL		

1ST INSTALLMENT
SAVE TIME - PAY ONLINE
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 SEE BACKSIDE FOR MORE INFORMATION

2021-2022
SECURED PROPERTY TAXES
 PAID 10/22/2021
\$3,583.45
 PAYABLE BEFORE 2ND COUPON
 SEND COUPON WITH FULL AMOUNT. DO NOT STAPLE, TAPE OR WRITE ON COUPON.

To ensure proper credit, please write the parcel number on check

MAKE CHECK PAYABLE TO:
 CONTRA COSTA COUNTY TAX COLLECTOR
 625 COURT STREET, ROOM 100
 MARTINEZ, CA 94553

THIS INSTALLMENT HAS BEEN PAID. THANK YOU!

13551000387202127649110000035834502021121000000000000

PLEASE WRITE THE PARCEL NUMBER ON CHECK.

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ANNOUNCEMENT OF VACANCY

AND INVITATION TO APPLY FOR A SEAT ON THE CROCKETT SANITARY COMMISSION

The District is now taking applications for a vacancy on the Crockett Sanitary Commission. Applicants must be residents of Crockett. Anyone interested should apply by written letter, clearly identifying the applicant by name, street address and Crockett phone number. Applications must contain a statement of interest and qualifications. The deadline to submit applications to the Crockett Community Services District, PO Box 578, Crockett, CA 94525 is July 13, 2022.

The Sanitary Commission will interview applicants on July 20, 2022 and make a recommendation to the Board. An appointment to the Commission will be made later by the District Board of Directors. The term of office is 24 months. Please call Crockett Community Services District at 787-2992 for more information.

July 21, 2022

c:\mydocs\admin\secretary\vacancy.doc

Commissioners: Howard Adams, Mark Manzione, D'Arcy Trask, Mary Wais

S.b.