

CROCKETT SANITARY COMMISSION (CVSAN)

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, NOVEMBER 08, 2023

1. CALL TO ORDER: The meeting was opened at 4:00 PM by Chair D'Arcy Trask.
Commissioners present: Mark Manzione, Scott Bartlebaugh, and Mary Wais. Staff present included Interim General Manager (IGM)/District Secretary (DS) Sonia Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Sanitation Department Manager (SDM) James Barnhill.
2. REQUESTS TO TAKE AGENDA ITEMS OUT OF ORDER: DS Rivas noted that two items were not included in the original packet. Items 6d and 6e are attached and tabbed for easy reference. These items were posted separately on the website.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: District Secretary Rivas introduced Valerie Quade as an applicant for the CVSAN vacancy. She was not on the agenda and will be placed on the December agenda.
4. PUBLIC HEARING: None
- 5a MINUTES OF September 13, 2023: Minutes were approved. (Bartlebaugh 1st, Manzione 2nd, 4/0). The October meeting was canceled due to a lack of quorum, therefore there are no minutes for October.
- 6a REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: IGM Rivas announced that the Board appointed her as interim general manager. Mr. Murdock will continue with sanitation as the district engineer. The Board appointed Diana Martinez to the Board which created a vacancy in the Recreation Commission.

The Board passed a resolution rejecting the bids for the Recreation Proposition 68 project. The architect had estimated the project at approximately \$450,000 but all bids were about three times higher. Some of the commissioners have been working with Mr. Murdock who would then meet with the Recreation Manager to reconfigure the project to allow it to rebid.

Ms. Rivas pointed out that item 6b should have been listed as an update rather than a recommendation to CVSAN. The Board approved the expenditure for sewer repairs; a segment on West Street from Alhambra Street to Winslow segment under Crolona Heights Drive at Winslow Street.

An Ad Hoc committee was created to update the personnel section of the District Code. Ms. Wais is on the committee. She shared that Kent Peterson expanded the scope of the Ad Hoc to go beyond the personnel section. Mr. Murdock shared that attorney Rachel Hundley had updated the enforcement section because she was not able to prosecute a violation notice using the old code. Mr. Murdock added that he did not think that Ms. Hundley's version was easier to use. The Ad Hoc committee has not yet met and therefore does not

Commissioners: Scott Bartlebaugh, Mark Manzione, D'Arcy Trask (Chair), Mary Wais

have a chair. Members of the committee include Mary Wais, Diana Martinez, Erin Brosnan, and Kent Peterson. The IGM was tasked with calling the Ad Hoc meeting.

6b. RECOMMEND EXPENDITURE FOR SEWER REPAIRS: SEGMENT ON WEST STREET

FROM ALHAMBRA STREET TO WINSLOW: discussed under 6a. Mr. Murdock reported that the item was approved by the Board. The item was listed as an item on the October agenda that was canceled. He provided an overview to commissioners Trask and Wais. The repair is underneath the sidewalk from the east side of West Street to Alhambra to Winslow. The repair has a one-year warranty that covers the separation of the pipe. This type of separation previously occurred at Marina. The contractor has been notified.

6c. CONSIDER DISTRICT OWNERSHIP OF T-SECTION/LIMIT OF PRIVATELY OWNED

LATERAL: District Engineer Murdock presented the issue. A Port Costa commissioner had a lateral failure at their T-connection (T). He told the property owner that the District would cover the repair, but after discussing the issue with the Board member and author of the District Code, Kent Peterson, Mr. Murdock explained to the property owner that the T repair is the responsibility of the property owner, not the District. Mr. Murdock informed the property owner of his mistake. The property owner reiterated that the repair should be paid by the District. The discussion was held at the PCSAN meeting where the commissioners suggested that the District pay for two-thirds of the repair. The CVSAN October meeting was canceled so no decision was made. The item was brought before the Board where a lengthy discussion was had on how the matter should be handled as per the District Code. The item was tabled and requested that CVSAN weigh in on the matter.

Regarding precedent, these T connection failures are very common and always the fault of the property owner. Ms. Goodman stated that the Standards and Specifications list that the T is the ownership of the lateral which is the property owner. Ms. Wais asked Mr. Barnhill about the potential cost impacts on Port Costa should the ownership be transferred to Port Costa Sanitation. Mr. Barnhill explained that taking on the T-connections is complex and greater than simply replacing and repairing broken pieces of sewer. Should the District take control, these additional lines would be added to our maintenance and inspection program and added to a cleaning schedule. Any backup issues would then become the Department's issue. The maintenance of several additional lines could be catastrophic to the budget.

The immediate cost would be \$30 per person next year. The financial cost to the residents of Port Costa was explained but the commissioners still requested that the District pay for the repair. Mr. Murdock shared that the \$30 is almost the maximum increase that PCSAN commissioners would accept. When staff previously recommended a rate hike, the PSCAN commissioners barely accepted a \$50 increase. Port Costa already pays the highest sewer rates.

Commissioners Trask and Bartlebaugh both agreed that we have a well-documented policy and have a set precedent that was the basis for the existing cost structure. Mr. Bartlebaugh stated that to date, there has not been a huge public outcry to change the fee structure and therefore should remain as is.

Commissioner Manzione concurred with Commissioner Bartlebaugh's opinion. He also reported that the Wastewater Committee (Manzione and Bartlebaugh) have met several times regarding this subject which is within the boundary of property and responsibility between private laterals and the sewer system. He recalls that the Services District Board specifically declined to approve the Port Costa Sanitary Commission's request to change the application.

A motion was made by Commissioner Wais to maintain the position of not changing the existing policy regarding lateral T-connections to main sewer lines. (Wais 1st, Bartlebaugh 2nd, 4/0)

6d. APPROVE SEEKING BIDS FOR ALEXANDER PARK MAIN LINE SEWER REPAIR BY FORMAL BIDDING:

Discussion: Mr. Murdock reported that he has been authorized to move forward with repairs for the line right behind the community center. The delay in moving forward was because of the consideration of possibly downsizing the line to a 10-inch and slip line. That decision has not been made. The waterboard has a negative view of downsizing pipe. This section is referred to as the South and is the largest branch in the system. He referenced the attached random photos that show faults in the line which show a fairly bad system. Should there be a failure in one of those sewer segments, it could collapse and spill sewage onto the bocce courts and even the tennis courts. This repair is long overdue.

Two photos were referred to that Mr. Murdock explained are roots. He explained that roots come and go. They are removed when the pipes are hydro-cleaned. Paulsell performs this cleanup. The cost is expected to be high. The line consists of five segments totaling approximately 770 feet. One segment is better than the others, but Mr. Murdock is reluctant to skip it because the manholes need to be changed. Pulling the piping through will likely destroy the brick around the manholes. Keeping an old one does not make sense. Mr. Barhill stated that the pipe runs from the C&H parking lot, passes the library, runs down the roadway by Paulsells' business, and then ends at the pump station.

Ms. Wais asked if the manhole at the football field was the one we had trouble with. That was a slip line. Mr. Murdock will inquire with the consulting engineer Vivian Housen about the slip line. He still needs to decide if a 10' or 12" is better, with the 10" likely to be less expensive.

Chair Trask asked about costs. The work on Atherton was considered high at a price of approximately 2 to 3 times higher. Mr. Murdock thinks the cost could range between \$500,000 - \$700,000. Commissioner Manzione pointed out that sewer laterals are much smaller and less expensive. He recalls a recent bid for an 8" replacement West Street at just under \$400 per foot. The cost per foot is not a clean linear progression; as pipes get bigger, it becomes exponentially more expensive. A 10" – 12" pipe at both lawns and a park should expect to cost much higher price per foot than the West Street quote. \$400 per foot compared to a possible \$1,000 per foot is too high.

Staff is requesting authorization to begin preparing a bid package. Once a cost estimate is established, staff can either return to the CVSAN to discuss or put it out to bid and return to CVSAN at that point and determine the next steps. A motion was made by Commissioner Manzione to direct staff to do a comprehensive project at that location and authorize staff to proceed with making design decisions towards putting it out to bid at the discretion of the District Engineer. (Manzione 1st, Wais 2nd, 4/0)

Mr. Barnhill referenced the map provided and pointed out the red and blue lines. Without having invoices to refer to, cleaning these lines is approximately 67,000 a year and cleaned quarterly. The upgrade would reduce that cost to roughly \$4,000 a year.

The manholes are labeled as S followed by 2 digits, a dash, and 2 digits. Mr. Murdock explained that there is a sag between S.00-05 and S.00-04 (outside the Community Center door). Approximately 40-42 feet downstream, there is a cast iron pipe. There is a six-foot section of sag at the end of the cast iron pipe. This will likely require 15-20 feet of trenching. He suspects the reason of a cast iron pipe is because it goes through a drainage channel. There is an additional cost to acquire video to prove this.

Commissioner Manzoni pointed out that these are existing underground conditions that the contractor will have to make extra efforts at. The photos show that offsets are very close to the separations in clay because of the construction type. Even if the pipes have not collapsed, slips are considered defects. He reminded everyone that this problem has existed for a while and Staff has brought this to the attention of CVSAN for several years. The reason for the project being brought forward is because Recreation wants to repave this area. More specifically,

Recreation wants to replace the paving with an expensive granitcrete. throughout 300 feet. We do not want old piping to cause issues that would damage the granitcrete.

The budget for major sewer repairs is approximately \$630,000 and Recreation has committed \$129,000. This project is expected to cost around \$700,000. This could be similar to the MCC project where the cost was spread over 5 years.

The District Engineer plans to use the bid template used at Atherton and Creek. The design of the project will consider the downsizing of the pipe size. A civil engineer will need to sign off due to the underground utilities and a structural engineer will need to sign off on a trenching plan for the nine-foot manhole. Mr. Manzione recommended that staff consider returning to CVSAN should the design become a separate project.

Commissioner Wais asked if the sewer line was in place before or after the ponds and if they could have had any effect on the line to cause it to sag. Staff does not know the answer but depending on how the ponds were originally constructed (with or without a liner) could cause lines to sag. Mr. Manzione pointed out that upgrading to modern polyethylene pipe will save the District from future problems with joints, displacing, and offsetting. It is slicker for flow. There may be better capacity in a 10-inch polyethylene pipe than a 10-inch clay pipe. Mr. Barnhill responded to Commissioner Wais that the waterboard's resistance to reducing the pipe size is because it does not want to reduce capacity. The water board wants to make sure that we can handle our existing share with other flows. So far the District has managed existing wet weather flow across both communities. The County estimates that Crockett will grow by 50% (5,100 people).

Wais reminded the commissioners that a bill was passed allowing additional dwelling units (ADUs) may be sold off as separate properties. Manzione confirmed Mr. Barnhill's comments that the system has been functioning well over several decades. We continue to spend money on reducing infiltration and our wet weather peak rate, peak flow rates should be less than they were 50 years ago. The Alexandra Park sewer to the extended capacity 50 years ago should be even more adequate now than it was 50 years ago.

Commissioner Bartlebaugh shared that there is not enough data to support a 10-inch pipe as there are too many unknowns. He hopes that our consulting engineer can provide us with data to make a decision.

6e. CONSIDER FOG (FATS, OILS, AND GREASE) PERMIT/POLICY FROM THE CITY OF RICHMOND: DE Murdock reported that the State Waterboard Audit has been very adamant about the District's FOG enforcement specifically at the Dead Fish restaurant. DS Rivas manages a high-capacity restaurant in Richmond and has shared her experience with enforcement actions of the City of Richmond and brought a copy of their documentation for reference. Mr. Murdock agrees that Crockett needs to implement an enforcement policy but is ready to adopt a FOG policy at this time.

Mr. Barnhill reported that he inspected the Dead Fish in 2018. CVSAN does not have forms to document, the inspection was done in person and verbally. They did appear to have regular maintenance of their grease trap, but formal documentation was not made available. Ms. Rivas stated that she had found the restaurant's original application for the grease trap that was filed in 2005. She added that the Richmond process requires that the restaurant submit a copy of the cleanup report to the city as proof of compliance.

Mr. Murdock expressed that since Crockett does not require any proof from restaurants, it is very possible that a restaurant could simply flush the system with hot water to keep their pipes clean at the expense of the sewer system. Requiring them to report their maintenance records would incentivize the restaurants to keep their lines clean by not flushing water down the pipes.

Ms. Rivas pointed out that she had just found maintenance log files but suspects that the forms have never been utilized for inspections.

The Code states that grease traps may be required at the District's discretion. Ms. Wais asked if grease traps would be required for all restaurants. Mr. Murdock recommended that the Dead Fish should be inspected followed by the Wanda's location. Other locations were discussed including Crockett Cucina, the schools, and the Community Center. The Code does not specify a size requirement but sizes ranging from 750 – 1,000 gallon capacity were discussed and likely referenced from other agencies.

Mr. Barnhill shared that Wanda's location installed a large interceptor as they were completing the last phase of the construction. The interceptor is located outside of the building for easy access by a pump truck. Mr. Manzione explained that customarily a restaurant will hire a specialty contractor to come in and service the grease trap. Many times, the same contractor who cleans out the grease trap will also pick up the used oil. He expressed that he would like for staff to recommend a source control program for fats oils and grease (FOG) program and to prepare an inventory of commercial/ institutional kitchens and restaurants in the District. Failure to implement a program could result in accelerated frequent cleaning and/or regulatory action by the State Waterboard.

In consideration of the high cost of this program to businesses, Commissioner Bartlebaugh recommended that the program consider criteria that determine when a business is required to install an interceptor that is equitable and will serve as an enforcement guide for current and future staff, and the public.

7 REPORT OF CONSULTING ENGINEER: DE Murdock reported that Vivian Hausen will be sending a contract and that she has not been getting paid. She is not on retainer and typically bills upon completion of a project. Myers Nave attorneys are billed hourly.

8a CONSIDER REPORT ON ENFORCEMENT ACTIONS. None

8b DISCUSS ANNUAL CCTV PROJECT #23-TV: SDM Barnhill reported that he has received a \$36,000 quote for an ongoing project agreement with Robin Paulsell for the CCTV project. This year's project is 400 feet shorter than the previous year with a total of 15,124 linear feet at a rate of \$2.25 per foot. The contractor periodically raises his rate. The quote reflects a 7.5% increase. In addition to the quote, there will be a cost of \$300 for reverse setups, per occurrence. A reverse setup is a process used when a line is inaccessible, and a camera cannot get through. The line must be entered through the opposite side. They are unpredictable.

The CCTV is a requirement to be compliant with the State Waterboard. The District is currently one year behind and has historically been behind schedule due to staff workloads. With this contract, we will be caught up in a year. If staff could dedicate 100% to this, this project could be completed in roughly four months. CCTV also helps with repair priorities by identifying problem areas. The scheduling backlog pertains to CCTV recordings. The Contractor is currently working on the 2021/2022 leftovers followed by the 2023/2024 lines. Fast-tracking any leftovers would have a significant impact on repair and maintenance, on the budget, and ultimately on sewer use charges. This process helps to identify problems and priorities. Issues pause the momentum because they are addressed when they are discovered.

Commissioner Manzione asked about resources to assist staff. if staff could use an intern to help. Mr. Barnhill shared that although the software used is time-consuming, the system in place is better than an alternative that was utilized for a short time. Teaching an intern slows staff time due to the amount of time needed to train. ASM Goodman shared that constant interruptions and backlog in work also cause delays, but an administrative intern is a plausible solution. Possible

places to search for an intern include Contra Costa College. DS Rivas shared that the City of San Pablo often contracted permitting staff from Contra Costa County who are already trained but the cost will be significantly higher than an intern.

Seeing that the CCTV program is an important component of the District, Commissioner Manzione welcomes staff to recommend increasing the CCTV line item on the budget.

8c DISCUSS OPTIONS FOR WASTEWATER TREATMENT AND UPCOMING NEGOTIATIONS

The committee met for the second time with C&H on the previous Wednesday where the wastewater team put forth the District's desired asks from a new agreement that details goals and objectives on improved reliability, engagement with capital improvements, a fair price for Crockett's share of costs and improved communications. A meeting structure was agreed upon that includes a combination of major meetings with managers and lawyers with smaller breakout meetings in between 1) technical (collecting information), 2) legal (drafting the agreement), and 3) supplemental funding (grants). Crockett's share of costs consists of tax-payer money and possible supplemental funding sources. The last staff meeting focused on identifying a feasible project for which the sanitary department could pursue a sizeable grant through Congressman Garamendi's office.

Financing of Joint Use Agreement (JUA). There is an interest in seeking grants. Congressman Garamendi's office is suggesting that we apply for the Inflation Reduction Act grant. ASM Goodman reported that historically there is a low ask in the area of sanitation. Grants range from \$2 - \$5 million; both PCSAN and CVSAN are good candidates for grant funds. The deadline is the following week. Garamendi's office has offered assistance in polishing the application to make it stronger. The recommended ask is \$3 million. Both Port Costa and Crockett are strong candidates for the grant, but Mr. Manzione recommended that the grant align with the focus of the JUA negotiations. He requested that an update on the grant project be added to the next agenda.

9a CONSIDER MONTHLY SUMMARY WORKSHEET AND STAFF REPORT ON FINANCIAL

MATTERS. Since the October meeting was canceled, Ms. Goodman reported that the attached transmittals range from July to October. She is working on the budget schedule. Once it is approved by the Board, she will schedule meetings with all divisions. She anticipates that the budget will be presented on time.

10a OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: Topic has been discussed within earlier items.

10b GOVERNMENTAL MATTERS: None.

10c ANNOUNCEMENTS AND DISCUSSION: None.

11a WASTEWATER COMMITTEE: Activities were discussed in an earlier item.

11b BUDGET & FINANCE COMMITTEE: Commissioners Trask reported that the subcommittee will plan to meet concurrently with ASM Goodman to discuss budgetary needs.

11c INTER-AGENCY MEETINGS: None.

12. FUTURE AGENDA ITEMS: Election of Officers

13. COMMISSIONER COMMENTS: Commissioner Wais commented that John Angell has expressed an interest in the commissioner vacancy but the 4 pm meeting time is too early and asked if the commissioners would consider a later start time of 6 pm or 6:30 pm. After a short discussion, the consensus was not to move the meeting time at this time. DS Rivas mentioned Ken Shaw who said that he would apply if he was needed. Manzione described the general process of applying for a seat. Ms. Wais pointed out that an alternative can also be selected. Chair Trask asked about the following topics: staff has not contacted C &H regarding their fence; the sinkhole between Francis and Rose at the top of 5th Street has not been addressed; staff has not received training on the County's financial software. Ms. Goodman explained that the County's training is very rudimentary, but they can create a special class if multiple people are interested. Ms. Wais shared that she was informed that the new system would not provide many of the reports that were previously provided.

A discussion was had on the tenants and sub-tenants of 1 Rolph Park Drive, the responsible party for maintenance, and which budget maintenance charges were paid from.

A vice-chair was not elected for 2024 which is a rotating position. The commissioners agreed to appoint a vice-chair at the next meeting.

14. ADJOURNMENT: The meeting was adjourned at 6:30 PM until December 13, 2023.

Respectfully submitted,
Sonia Rivas, MBA