

CROCKETT SANITARY COMMISSION

MINUTES OF REGULAR MEETING, FEBRUARY 21, 2018

1. CALL TO ORDER: The meeting was called to order at 7:05 PM by Chairperson Adams. Present were Commissioners Manzione and Wais, along with General Manager McDonald, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Commissioner Wolthuis was absent.
2. AGENDA ORDER AND ADD URGENT ITEMS: There were no requests to change the agenda order. Mr. McDonald requested one emergency item be added to address a defective sewer. Mr. Adams approved adding emergency item under Wastewater.
3. PUBLIC COMMENTS: Mary Wais said the Lions Club is having a corn beef dinner on Saturday, February 24 at St. Rose.
4. PUBLIC HEARING: Mr. McDonald reported that 1225 Starr Street is still in violation of Ordinance No. 07-1 requiring Certificate of Compliance on lateral sewer. Mr. McDonald reported the owners are present tonight. Rhonda Porter said she has had quotes to have the work done but their finances are holding them back from having the repairs made. Mr. McDonald recommends getting a couple more quotes. He offered entering into an Access and Repair Agreement with the Crockett Sanitary Department that would allow you, the property owner, to contractor for and undertake the minimum work needed to correct the lateral defects and have the bill paid by the Crockett Sanitary Department. The property owner would then repay the loan over a period of three years through payment on the tax roll. Mr. McDonald said he will forward a list of contractors who have done work in the District to the owners. Commissioner Wais said our mutual goal is to work with you. She said the list of contractors is in no way a recommendation and you can use any contractor you like. A motion to suspend any action for 30 days to allow the property owner to research other contractors carried unanimously (mm/mw).
5. REPORT OF DISTRICT COUNSEL: None
6. CONSENT CALENDAR: The consent items were approved unanimously (mw/mm):
 - a. Approve Minutes of January 17, 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 recent enforcement actions. No actions were needed or taken.
- 8.b. ANNUAL SEWER INSPECTION PROGRAM: Mr. Barnhill reported this program selects at least 10% of the pre-1980 sewer segments for inspection each year. It then adds the re-inspection of lines from recent years as needed. He said L.R. Paulsell performed well in conducting the 2017 sewer inspection program. Total line segments planned were 52 and the

total length for inspection was 7,984 LF. The total cost for the program was \$14,453. The program helped identify the urgent repair to be discussed later.

8.c. SMOKE TEST SURVEY: Mr. McDonald reported this was the final year of the 5-year smoke testing program that began in 2013. He said there is no need to perform additional smoke testing for at least the next 10 years. He said the program was helpful to identify major infiltration defects. Letters were sent to homeowner's right after the smoke test requiring them to contact the Crockett Sanitary Department within 90 days to coordinate correcting the defects identified by the smoke testing program. Commissioner Adams asked how many owners have not followed up on notices they received. Mr. McDonald said around 15. Commissioner Manzione asked if the problem identified near the Virginia Street stairs was a county problem with the storm drain or our sewer. Mr. McDonald said he it is not clear as there is no sewer where the smoke appeared. He suspects that the smoke is exiting the sewer and entering a storm drain which is broken up closer to the tree that has broken the concrete steps. The storm drain appears to be above our sewer so that the problem is with infiltration into our sewer and not contamination into the storm drain.

8.d. URGENT SEWER REPAIR: Mr. McDonald reported an urgent sewer repair has been identified behind 136 Alexander Avenue that will require replacement of approximately 50' of sewer. He said the cost would be under the \$25K threshold and therefore public bid is not required. A motion to approve undertaking the emergency sewer repair on line segment N-33-08 – N-33-07 carried unanimously (mm/mw).

9.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported a correction was made by the County on the Advance on Taxes which resulted in a second transfer of taxes on January 29. Staff will review cash balance and transfer to investment account as needed.

9.b. REQUEST FOR PROPOSAL: Mr. McDonald presented the draft Request for Proposal (RFP) to undertake a Wastewater Connection Fees and Capacity Fees Study for the Crockett sewer system. He said the draft has gone to our attorney for review and staff is awaiting feedback. He said the Board suspended enforcement of the capacity charge program in June 2017 and directed staff to look into modifying the Capacity Charge Program. As part of that review staff was directed to get pricing on performing a connection fee review. Mr. Manzione asked if the deadlines suggested in the RFP are not too aggressive. Mr. McDonald will look at the timeline and may adjust before submittal to the Board. It was the consensus of the Commission to authorize staff to move forward with the Request for Proposal (RFP) to perform a Sewer Connection Fee and Sewer Capacity Charge Study for the Crockett sewer system.

9.c. DEL MAR CIRCLE AND HEALD COURT SEWER PROJECTS: Mr. McDonald reported the Del Mar and Heald Court Sewer Project No. C-0999 work is complete. Commissioner Manzione asked if the change orders were in addition to the initial bid quote. Mr. McDonald said yes there were four change orders totaling \$80,028.79. A motion to accept Del Mar Circle and Heald Court Sewer Projects (Project No. C-0999) as complete, authorize final payment of \$18,220.94, record the Notice of Completion, return the Bond of Faithfull Performance in 1 year, and recommend the District Board adopt Resolution as such carried unanimously (mw/mm).

10.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in January. He said the Port Costa Advisory Committee has been dissolved. The Board

approved publishing the Crockett Engaged Newsletter every two-months as a new way to reach out to the public to inform them about the District.

10.b. ACTION PLAN: Mr. McDonald presented the Action Plan for 2018 and asked for feedback. He said the plan was developed by staff as a tool to guide staff on larger projects that should be addressed over the year. He said this will go before the Board for final approval. Commissioner Adams asked what the item Ordinance Limiting Responsibility for Sewers is about. Mr. McDonald said additional clarification by Ordinance would be helpful in identifying end-of-lines public sewers that do not have structures which clearly mark their end point. Commissioner Wais asked Update Operations Manual and Complete Emergency Binder items are regulatory requirements. Mr. McDonald said we have both and are in compliance but the need to update would improve our emergency response. .

10.c. ATHERTON AND COOKE SEWER REPLACEMENT PROJECT: Mr. McDonald asked for approval to enter into engineering agreement with Cunha Engineering to begin planning for the next public bid sewer project. He reported initial research indicates the project may cost upwards of \$200-\$300K. Commissioner Adams asked would it be beneficial to tie-in with PG&E or other utilities who may want to perform work in the area so that the residents are not disrupted twice with roadway cut into again. Mr. McDonald said there has been communication on prior project but not on this project. It would add an additional layer of complexity, and potential cost, to coordinate the projects and he would not recommend it. A motion to approve entering into engineering agreement with Cunha Engineering, Inc. for \$13,000 to conduct survey and prepare civil design plans for Atherton and Cooke Sewer Replacement Project No. C1002 carried unanimously (mm/mw).

10.d. POMONA SEWER REPLACEMENT PROJECT: Mr. McDonald expects the cost of this project will be between \$200-\$300K and a separate public bid should be developed for this project. He supports beginning planning for this project but recommends holding off bidding on this project until after Project C1002 is complete. Most likely the sewer would be replaced in the spring or summer of 2019. A motion to approve entering into engineering agreement with Cunha Engineering, Inc. for \$13,500 to conduct survey and prepare civil design plans for Pomona Sewer Replacement Project No. C1004 carried unanimously (mw/mm).

11.a. STAFF REPORT ON OPERATIONS: There were no Sanitary Sewer Overflows (SSO's) that occurred in January. Staff and Sheriff Department responded to alarm of trespasser climbing stairs of EQ tank, no person found on property. Perimeter fence was inspected and rocks removed from area of potential climb over. Flow data for Crockett, Valona, and now C&H meters are not being collected due to ACR Owl-Data-Logger / software conflict failures. West County Wastewater District (WCWD) reported EQ Sump Pump had problem with spray from coupling at base of pump. Contractor that installed confirmed weep hole at pipe base is by design. No issue of concern. Summary of Joint Treatment Plant Influent Analytical Results and comparison completed by C&H Sugar Company in preparation for annual Pollution Prevention Program submittal.

Annual CCTV Inspection Program was completed. List of capital projects for Crockett Pump Station and Joint Treatment Plant that will occur in FY 18/19 requested from WCWD and C&H respectively.

Comments to the NPDES Permit Renewal Tentative Order No. R2-2018-00XX, NPDES Permit No. CA0005240 were submitted to the Regional Water Quality Control Board (RWQCB) on January 26. The RWQCB incorporated some comments into Order that is

now available for public review through March 14. RWCQB public hearing on the permit renewal is scheduled for April 11, 2018. Standard Specifications for Sewer Construction with updated section on Source Control complete. Ordinance No. 18-1 to be submitted to Board for consideration on February 28. EBMUD water data review completed. Water Consumption and Cost Factor established that will be used to consider sewer use charge increases for FY 18/19. Crockett Co-gen interim pump flow data received. Nantucket continues to make payments on their outstanding Sewer Use Charges. General Manager McDonald spent 41% of his time towards Crockett Sanitary Department operations and 2% of his time on Crockett Sanitary Capital Sewer Projects in December. Assistant Sanitary Department Manager Barnhill spend 81% of his time on Crockett Sanitary Department operations such as collection system maintenance and emergency sewer response and 1% of his time on Capital Projects. Time spent on Port Costa issues in December was 18%.

11.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

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 8-month Budget Report and preliminary draft FY 2018/19 budget (March).
- Review annual newsletter (April).
- Prop. 218 requirements for increase in service charges (April).
- Consider recommended enforcement actions.
- Consider comprehensive rehabilitation program.

14. COMMISSIONER COMMENTS: None

15. ADJOURNMENT: The meeting was adjourned at 8:10 pm until March 21, 2018.

Respectfully submitted,

Susan Witschi
March 14, 2018