

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, SEPTEMBER 19, 2018

- 1. CALL TO ORDER:** The meeting was called to order at 7:00 PM by Chairperson Adams. Present were Commissioners Bartlebaugh and Wais, along with General Manager McDonald and Asst. Secretary Witschi. Commissioners Manzione and Wolthuis were absent.
- 2. AGENDA ORDER:** There were no requests to change the agenda order.
- 3. PUBLIC COMMENTS:** Howard Adams said he would like to acknowledge the passing of Jeff Wells, who was very active in the Community.
- 4.a. PUBLIC HEARING:** Mr. McDonald reported 345 Winslow Street remains in violation of District Ordinance No 05-1 identified by the Crockett Sanitary Department's Smoke Testing Program. He said the owner, Mr. James O'Malley, is present tonight. Mr. O'Malley said he hired a contractor to do the video inspection but never received a copy of the video. Mr. McDonald said it was an error on the contractor's part in recording the wrong sewer. A motion to continue for 30 days to allow the contractor to submit a video of the correct lateral sewer carried unanimously (mw/sb). Staff will contact the contractor.
- 4.b. PUBLIC HEARING:** Mr. McDonald reported 574 Alhambra remains in violation of Ordinance No. 07-1. He said the owner has not been in contact with staff recently. A motion to impose a \$100 fine and schedule a third hearing carried unanimously (mw/sb).
- 4.c. PUBLIC HEARING:** Mr. McDonald reported 288 Kendall Avenue remains in violation of Ordinance No. 05-1. He said the owner has not been in contact with staff. A motion to impose a \$200 fine and schedule a third hearing carried unanimously (sb/mw).
- 5. REPORT OF DISTRICT COUNSEL:** None
- 6. CONSENT CALENDAR:** The consent item was approved unanimously (mw/sb):

 - a. Approve Minutes of August 15, 2018.
- 7. REPORT OF CONSULTING ENGINEER:** None
- 8. ENFORCEMENT ACTIONS:** Mr. McDonald reported there are very few actions to report this month as outlined on the status report on recent enforcement actions. Of note he said 363 Virginia just signed off their permit for repair.
- 9. FINANCIAL REPORT:** The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported an investment balance of \$858K.

10. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in July. He said the Board discussed contract work at Memorial Hall. Approved Board minutes will be posted to our District website.

11.a. STAFF REPORT ON OPERATIONS: There was one Category 3 Sanitary Sewer Overflow (SSO) that occurred in August. A rubber coupling failed on the Loring Pump Station cast-iron force main sewer resulting in a trickle spill when pumps were running. An emergency spot repair on the force main sewer line was completed the following day. West County Wastewater District (WCWD) continues to have staff turnover. Most recently a senior operations technician retired. Two entry level maintenance technicians have been hired. Crockett Sanitary Department staff continues site visits to the pump station. All capital replacement and improvement project implementations through WCWD have been put on hold. Monitor for the SCADA system replaced at the Crockett Pump Station. Staff responded to multiple intrusion alarms at EQ tank grounds with people entering through broken fence and prodding at old office building doors. The fence has been repaired and cameras repositioned. Cleanup at old office being done whenever staff visits site. Continuing investigation at 519 Vallejo Street on intermittent seepage through retaining wall. AquaNatural Solutions installed two microbe bio-formulation auto dosing units in manholes to help control Fats Oil Grease (FOG) buildup and remove odors due to hydrogen sulfide. Annual CCTV Inspection Project underway. Awaiting August payment from Nantucket on outstanding prior year Sewer Use Charges. General Manager McDonald spent approximately 46% of his time towards Crockett Sanitary Department operations and 1% of his time on Capital Projects CCTV work in August. Assistant Sanitary Department Manager Barnhill spent approximately 84% 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 August was 15%.

11.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

11.c. STAFF ANNOUNCEMENTS: Mr. McDonald reported he will be taking vacation from November 8-26.

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: Mr. McDonald reported Mr. Barnhill attended the CASA Asset Management Workshop on September 18 in Martinez. Mr. McDonald will be attending a workshop on Public Contracting Requirements and Competitive Bidding on September 20 in Sacramento.

13. FUTURE AGENDA ITEMS:

Election of officers (Dec.).

Annual report on sewer inspection program (Jan.).

Annual report on sewer repair/replacement program (Jan.).

Committee appointments (Jan.).

Mid-year budget report (Jan.).

Consider recommended enforcement actions.

Lateral repair bids.
Consider comprehensive rehabilitation program.
Recommend award of contract(s)
Recommend payment for sewer project(s).

14. COMMISSIONER COMMENTS: Commissioner Bartlebaugh said he went to the West County Wastewater District open house along with Kent Peterson and Mark Manzione.

15. ADJOURNMENT: The meeting was adjourned at 7:35 PM until October 17, 2018.

Respectfully submitted,

Susan Witschi

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September 20, 2018