

# CROCKETT SANITARY COMMISSION

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, AUGUST 16, 2023

1. CALL TO ORDER: The meeting was called to order at 4:06 PM by Chairperson Trask. Present were Commissioners Bartlebaugh, Manzione, and Mary Wais. District Board Vice-Chair Goodman, General Manager Murdock, Department Manager Barnhill and District Secretary Rivas were also present.
2. REQUESTS TO TAKE AGENDA ITEMS OUT OF ORDER: None
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Mr. Murdock led a short discussed about the Crockett goat; intention and current status. Ms. Cathy Sands of Port Costa has taken over the care of the goat. Ms. Sands is planning to leave Port Costa and intends to take the goat with her.
4. PUBLIC HEARING: None
5. CONSENT CALENDAR:
  - a. Mintes for July 19, 2023 were not provided and to be placed on next agenda.
6. ADMINISTRATIVE:
  - a. Report on Actions by the District Board:

Introduction of Sonia Rivas; new District Secretary.

Discussion on the process to fill vacancies: Notice of vacancy is posted; Applications/Letters of Interest (LOI) is received and presented to the Commission for review; Commission makes recommendations to the District Board; Board acts on recommendations. Commissioners discussed potential applicants.
  - b. Approve reimbursement of repair for cost for 530 Alhambra: Mr. Murdock updated the Commissioners on the damages to property 530 Alhambra and discussions with the property owner. Under legal advisement, District Engineer determined the District was responsible and recommended reimbursement. Three bids were received for the repair with a winning bid of \$6700. Commissioner Wais disapproved the recommendation. Peterson was concerned about gift of public funds, Mr. Murdock and Mr. Barnhill stated that due to the layout of the sewer and even with the use of cameras, they were unable to determine the exact cause for the damages. Commissioners discussed the current camera review process and liability concerns and recommended that the process be considered in a future agenda. Reimbursement approved (SB 1<sup>st</sup>, MM 2<sup>nd</sup>, Unanimous)
7. REPORT OF CONSULTING ENGINEER: None

## 8. WASTEWATER:

### 8.a CONSIDER REPORT ON ENFORCEMENT ACTIONS.

563 Loring Street has been experiencing lateral leakages but identifying the cause has been challenging and difficult to assess if the leak is a violation. Staff will continue to monitor.

### 8.b DISCUSS OPTIONS FOR WASTEWATER TREATMENT AND UPCOMING NEGOTIATIONS

Moved to section 11.a

## 9. BUDGET AND FINANCE:

### 9.a CONSIDER MONTHLY SUMMARY WORKSHEET AND STAFF REPORT ON FINANCIAL

MATTERS. Staff has not had access to the budget for several months. General Manager expects access within two months. Mr. Murdock will present an update at next meeting.

## 10. REPORT OF DEPARTMENT MANAGER:

*(These items are typically for the exchange of information only. No action will be taken at this time.)*

### 10 a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS:

Mr. Murdock expects several bids for the MCC project based on bid inquiries. Bids are due August 31, 2023. Receiving bids for older project bids has been historically challenging due to prevailing wage requirements which impacts getting contractors.

### 10.b. GOVERNMENTAL MATTERS:

Mr. Murdock reported that he and Board Member Goodman attended a City Manager meeting with Congressman Garamendi and Supervisor John Gioia. Garamendi encouraged municipalities to seek grants for their capital improvement projects through the Inflation Reduction Act. He repeatedly acknowledged Crockett community as an underserved community.

Ms. Goodman shared that an informal group held a working meeting to seek funding sources such as grant opportunities, low-interest loans, or other. The group is working on identifying priority projects. A key member of the group is a professional grant writer, local resident and has offered her services free of charge. Chair Trask pointed out that the District has previously hired a grant writer with little success.

Staff felt very positive about the meeting and potential future outcomes.

### 10.c. Announcements and discussion.

## 11. REPORTS FROM COMMISSIONERS:

*(These items are typically for exchange of information only. No action will be taken at this time.)*

### 11 a. WASTEWATER COMMITTEE:

Met with C&H team including new environmental manager Jean-Paul. These meetings will be reoccurring. The primary leaseholder is the State Lands Commission.

The discussion of the future of the treatment plan options include 1) upgrade existing plant, 2) a new treatment plant.

11.b. BUDGET & FINANCE COMMITTEE

Subcommittee has not met. Requested financial reports to be presented at next meeting.

11.c. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

- Review and consider changes to the sewer lateral review process.
- Review MCC bids.
- Discuss replacement of member Howard.
- Discuss remaining goat, maintenance, housing and costs.

13. COMMISSIONER COMMENTS:

Commissioners Bartlebaugh and Manzione have conflicts for the September 20 meeting. Commissioners approved moving the meeting one week early to September 13, 2023.

13. ADJOURNMENT: The meeting was adjourned at 5:52 PM until September 13, 2023.

Respectfully submitted,

Sonia Rivas, MBA  
September 12, 2023

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