

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, MARCH 20, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Wais. Present were Commissioners Adams, Bartlebaugh, Manzione and Wolthuis, along with General Manager McDonald and Asst. Secretary Witschi. Asst. Manager Barnhill was absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING – 468 WINSLOW: Mr. McDonald reported the owner has not been in contact with staff. A motion to record the Notice of Violation with the County Recorder's Office and schedule a second hearing carried unanimously (jw/sb).
5. CONSENT CALENDAR: The consent items were approved unanimously (ha/mm):
 - a. Approve Minutes of February 20, 2019.
 - b. Receive Status Report on outstanding issues.
6. REPORT OF CONSULTING ENGINEER: No report.
- 7.a. ENFORCEMENT ACTIONS: Mr. McDonald presented the status report on recent enforcement actions. He said the property at 61 Crestview had suspended enforcement through May to coordinate common lateral repair with 51 Crestview. No action was needed or taken.
- 7.b. MCC CONTROL PANEL PROJECT: Mr. McDonald reported the MCC Control Panel Project at the Crockett Pump Station has been delayed. He said staff is trying to find alternative lower cost SCADA solutions. Commissioner Manzione asked does the emergency generator run through MCC. Mr. McDonald said no, it is separate from the control system. Commissioner Manzione also asked if the Pump Station is configured through MCC. Mr. McDonald said the pump station can be bypassed completely in an emergency by bringing in a portable generator/pump flatbed. He said there would be more risk to rush the job than to plan and prepare for installation next year.
- 7.c. ANNUAL LATERAL INSPECTION PROGRAM: Mr. McDonald reported a decrease in properties inspected from last year. He said the majority of property sales continue to be issued a Certificate of Compliance prior to the sale or soon after.
- 8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported staff received the capacity charge for the new home to be built on Kendall. He said C&H Joint Treatment Plant (JTP) operating shared costs were \$50K. C&H paid for the broken sewer repair on sewer C-00-04 as a credit on their monthly bill. Commissioner Bartlebaugh asked what was the scope-of work to J. Flores Construction for \$10K. Mr. McDonald said it was for repair work on the damaged sewer under the bridge.

8.b. SEWER USE CHARGE (SUC) REVENUE DETAIL: Mr. McDonald reported the SUC revenue detail has been reviewed by the Budget & Finance Committee. He said water use has decreased for mixed-use and commercial properties. The loss of the Nantucket has reduced commercial revenue by \$15K. He said John Swett High School and Carquinez Middle have higher water usage this year due to broken water pipes and if it can be proven that water did not enter the sewer an adjustment to their SUC will be made. Commissioner Bartlebaugh asked Mr. McDonald what are the no charge properties. Mr. McDonald said they are District properties.

8.c. PRELIMINARY FY 2019/20 BUDGET: Mr. McDonald reported the preliminary budget has very few changes from the previously submitted draft budget. He said the Rate Stabilization Reserve (RSR) is at \$2.4M which is ahead of the District goal of reaching \$2.5M in 2025. Joint Treatment Plant O&M expenses remain the largest expense of the Sanitary Department. Payroll expenses are planned to increase as the District is looking into adding health benefits for employees. The annual increase due to health benefits to the Crockett Sanitary Department is anticipated to be \$14k for FY 19/20 and increasing to \$20K by FY 21/22. Commissioner Wolthuis asked what is the difference in cost recovery for payroll. Mr. McDonald said in prior years there were both cost recovery expenses and cost recovery revenue related to inter-department payroll recovery. They washed each other out but gave inflated budget numbers. Cost recovery occurs when payroll is processed and the back and forth transfer in the budget are no longer needed. Commissioner Bartlebaugh asked what is the 3427 interfund transfer. Mr. McDonald said funds in 3427 are held for capital improvements at the treatment plant. Interfund transfers are made to restore the O&M fund that paid for capital improvements at the treatment plant. Commissioner Bartlebaugh asked why the Port Costa loan repayment dropped. Mr. McDonald said the first loan was repaid in full last October and only the second loan payments remain.

9.a. SUSPENDING SEWER USE CHARGE STUDY REPORT: A motion to suspend completing the SUC Study Report for FY 2019/20 and recommend no increase in Crockett SUC for FY 2019/20 carried unanimously (jw/mm). Commissioner Adams said we should put an article in the Signal and let property owners know there will not be an increase in SUC. Mr. McDonald said there will be an article in the District newsletter sent to the town if the Board approves the recommendation.

9.b. CROCKETT MARINE SERVICE: Mr. McDonald reported Nantucket cleared out on February 28. He said there is a lot of debris still, locks cut and graffiti. Nick Lavoie with State Lands will be doing recycling cleanup. One person is trying to restore the waterfront and restaurant.

9.c. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in February. He said Director Barassi is very concerned about the situation at the old Nantucket site. He said Director Barassi considers the area a Recreation facility and worries we will lose access to the waterfront and we should take a position that the railroad crossing is a public crossing and not private. Mr. McDonald reported Director Barassi said planning for climate change impact with public engagement is a waste of time and staff shouldn't spend time on it when there are more important items to address.

10.a. STAFF REPORT ON OPERATIONS: Mr. McDonald reported staff responded to seven incidents between February 13 and March 13. Multiple calls were on failed storm drains which are the responsibility of Contra Costa County. The problem with Crockett Pump Station SCADA/PLC flow meter recording flow data in early February was identified. The PLC controller was switched in the wrong position during routine pump station maintenance.

10.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported receiving a CASA alert asking agencies to oppose California Senate Bill (SB) 332 which mandates all wastewater agencies that discharge treated effluent to oceans, bays and estuaries to reduce their discharges by 50% by 2030, and by 95% by 2040.

10.c. STAFF ANNOUNCEMENTS: Mr. McDonald said he will be attending a Manager's Roundtable on April 5 and will have the opportunity to meet West County Wastewater District General Manager Malek-Zadeh.

11.a. WASTEWATER COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEES REPORT: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

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

13. COMMISSIONER COMMENTS: Commissioner Wolthuis said he will not be at the April meeting.

14. ADJOURNMENT: The meeting was adjourned at 8:05 PM until April 17, 2019.

Respectfully submitted,

Susan Witschi
April 2, 2019