

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF SPECIAL MEETING, JULY 27, 2022

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by President Barassi. Present were Board Members Bartlebaugh, Kirker, Mackenzie and Peterson, along with General Manager Murdock, Recreation Department Manager Wilson, Administrative Services Manager Gunkelman, Sanitary Dept. Manager Barnhill and Assistant District Secretary Witschi.
2. AGENDA ORDER: Director Barassi asked that items 5.e. and 5.f. be moved after item 4.
3. PUBLIC COMMENTS: None
4. REPORTS FROM COMMISSIONERS: None
- 5.e. SEWER USE CHARGE RATE – 200 MEADOW: Mr. Murdock reported that there are two buildings on the property at 200 Meadow Lane and currently each is charged as a single family residence (SFR). He said the SFR on the parcel was transferred there as a result of eminent domain of a previous location when the new bridge offramp was built. The building in question is a separate building, not contained within the structure of another SFR. The structure fits the definition of an accessory dwelling unit (ADU), and therefore could be charged at the apartment rate as an ADU. A motion to reclassify as one SFR and one ADU carried unanimously (kp/jm).
- 5.f. SEWER USE CHARGE RATE – 404 EDWARDS: Mr. Murdock reported that this property is currently being charged as a duplex. In addition to the main of the house there is an additional kitchen, bathroom, bedroom and auxiliary room. It is not separated from the rest of the house by any door. The owner claims it is not a separate apartment, but part of the SFR. This has been accepted by the County Tax Assessors office. Mr. Murdock said this property is not a junior accessory dwelling unit (JADU) because it is over 500 sq. ft. It is not completely a separated apartment due to lack of separation from the remaining body of the house. Staff recommends it to be a single family residence (SFR). A motion to reclassify 404 Edwards as a SFR carried unanimously (jm/sb).
- 5.a. PUBLIC HEARING: A new rate schedule contained in Ordinance No. 22-2 is being considered for adoption. Resolution No. 22/23-01 providing for collection of service charges on the tax roll is also being considered. The hearing had been properly noticed by mail to property owners served and by publication in the West County Times.

Mr. Murdock presented the General Manager's report justifying the proposed user charges. He reported that no written or verbal protests to the rate increase had been received.

Director Barassi opened the hearing for comments from the public at this time on the rate increase or method of collection. Having heard all who wished to speak on this subject, Director Barassi closed the hearing. The written responses were therefore tabulated at zero. Director Barassi announced that a majority protest did not exist. A motion to adopt Ordinance

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22-2 determining charges and Resolution No. 22/23-01 overruling objections to the method of collection of sewer service charges for Crockett, accepting the General Manager's Report and levying charges on the tax roll, as amended, carried unanimously with 5 Ayes (sb/jm). A motion to rescind the previous vote as recommended by Chair carried unanimously (kp/mk). A motion to approve Ordinance No. 22-2 and Resolution No. 22/23-01, as amended, carried unanimously (sb/mk).

5.b. PUBLIC HEARING: A new rate schedule was contained in Ordinance No. 22-3 being considered for adoption. Resolution No. 22/23-02 providing for collection of service charges on the tax roll was also being considered. The hearing had been properly noticed by mail to property owners served and by publication in the West County Times.

Mr. Murdock presented the Dept. Manager's report justifying the proposed user charges for Port Costa. He reported that no written or verbal protests to the rate increase had been received.

Director Barassi opened the hearing for comments from the public at this time on the rate increase or method of collection. Having heard all who wished to speak on this subject, Director Barassi closed the hearing. The written responses were therefore tabulated at zero. Director Barassi announced that a majority protest did not exist. A motion to adopt Ordinance 22-3 determining charges and Resolution No. 22/23-02 overruling objections to the method of collection of sewer service charges for Port Costa, accepting the Dept. Manager's Report and levying charges on the tax roll, as amended, carried unanimously with 5 Ayes (sb/mk). A motion to rescind the previous vote as recommended by Chair carried unanimously (sb/mk). A motion to approve Ordinance No. 22-03 and Resolution 22/23-02, as amended, carried unanimously (sb/mk).

5.c. PROPOSED BUDGET: Mr. Gunkelman said the Budget & Finance Committee met on Monday, July 25. He said the estimated year-end 2021/22 for CCSD Administration should be \$150K higher and Crockett Sanitary Department should be \$150K lower. A motion to approve Resolution No. 22/23-03 an interim operating and capital improvements budget for FY 2022/23, as amended, carried unanimously (kp/mk).

5.d. COLLECTION OF SPECIFIC CHARGES – 1214 STARR STREET: Mr. Murdock presented a resolution to collect abatement charges of \$7,929.47 and a fine of \$1,000.00 on the next property tax roll for 1214 Starr Street (APN 354-121-002). A motion to approve ordering collection of specific charges on the tax roll and adoption of Resolution No. 22/23-04 for the property located at 1214 Starr Street, Crockett, CA carried unanimously (sb/jm).

6. CONSENT CALENDAR: The consent items were approved unanimously (jm/sb):

- a. Approve payment of District bills (warrants Rec. 9674-9707; PCSan, 1520, 1544, 1619-1622; CVSan 6725-6728; 6738-6749; Maintenance 501-503; 507-509.
- b. Receive Minutes of Commissions and Committees.

7.a. CONSENT ITEMS REMOVED: None

7.b. AUDIT ENGAGEMENT LETTER: A motion to approve Audit Engagement Letter with David Farnsworth, CPA, to perform District audit services for the year ending June 30, 2022 carried unanimously (sb/jm).

Annual long-term strategy workshop.  
Revise District code.

12. BOARD COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 9:55 PM until August 24, 2022.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
August 7, 2022