

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF SPECIAL MEETING, SEPTEMBER 13, 2023

1. CALL TO ORDER: The meeting was opened at 4:02 PM by Chair D'Arcy Trask Commissioners present: Mark Manzione, Scott Bartlebaugh, and Mary Wais. Staff present: General Manager Gaunt Murdock, Administrative Services Manager Jena Goodman, and District Secretary Sonia Rivas.

2. REQUESTS TO TAKE AGENDA ITEMS OUT OF ORDER: None

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.

4. PUBLIC HEARING: None

5a MINUTES OF JULY 19, 2023: approved with corrections. (MW/SB, unanimous)

5b MINUTES OF AUGUST 16, 2023: approved with corrections. (MW/SB, unanimous)

6a REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: The District Board accepted the resignation of Ms. Jena Goodman from the Board; the District budget was approved; and the Board authorized the posting of one Board vacancy. The Board did not appoint a Vice-Chair and expects to seat a new member at the October meeting. The Administrative Services Manager resigned in August. The General Manager filled the vacancy by hiring Ms. Goodman to fill the position.

Member Manzione opened a discussion regarding the current CVSAN vacancy and asked that the item be placed on a future agenda. A brief discussion was held on qualifications and the selection process. Ideal candidates should have an interest in the community, have an understanding of the sanitary department, and have business or administrative experience. A request was made to add an agenda item for commissioner updates on potential candidates. Ms. Goodman shared that the Crockett Foundation is working on acquiring an AV system to support better-quality call-ins (cost for audio and visual systems range from \$50k - \$ 75k; is wired and does not require Wi-Fi). The system would be used for all public meetings. Checking to see if the state has AV standards was suggested.

7. REPORT OF CONSULTING ENGINEER: None

8a CONSIDER REPORT ON ENFORCEMENT ACTIONS. None

8b DISCUSS OPTIONS FOR WASTEWATER TREATMENT AND UPCOMING NEGOTIATIONS

District staff met with C&H on September 7th. C&H has agreed to smaller intermittent meetings and expects to begin in October. The purpose is to discuss end goals and plans. We are looking for a long-term agreement.

GM: agreed to meet on November 1st.

Recycled water was a point of discussion. Ms. Goodman shared that the grants group has submitted an LOI (letter of interest) the Rose Foundation has \$10k - \$30k to implement a recycled water system. The LOI serves as an application and includes how the funds would be implemented. The grants group meets every Tuesday at 6 pm.

C&H stated that the odor incident was a one-time incident.

8c APPROVE AWARD OF WINNING BIDS FOR THE MCC PROJECT: Mr. Murdock provided an overview of the bids for the MCC project. Three bids were submitted: Telstar - \$749,500; Blocka Construction – \$998,000; and Royal Electric - \$1,111,111. The winning bid (lowest bid) was submitted by Telstar. The District has a history of working with them and feels very confident in their abilities. The District's consultant is confident with Telstar and their bid. Commissioner Manzione reminded staff to verify their contractor license and insurance and require that the District be added as an additional insurer. There were no objections to the performance schedule by any of the bidders. A motion was made to authorize the general manager to award the MCC construction contract to Telstar in the amount of \$749,500 and verify that the contractor's license and insurance are current by Commissioner Manzione, second by Commissioner Bartlebaugh. (MM1st, SB 2nd; 4/0 unanimous).

9a CONSIDER MONTHLY SUMMARY WORKSHEET AND STAFF REPORT ON FINANCIAL MATTERS. Commissioners Bartlebaugh and Trask met with the general manager on August 28th to discuss checks and balances. Mr. Murdock provided an overview of the financial records (2022-present). Staff will be making adjustments on credit card usage to prevent charges for non-CVSAN usage. Copies of the credit card statement were handy and appreciated. The duplication of charges for PG&E bills is due to the timing of PG&E billing; often times the bills arrive when they are due. Staff is working on automating payments for utilities. Staff is still experiencing difficulties in accessing the District's finances at the County. Mr. Vaughn Gunkelman is still assisting the District on an as-needed basis.

Security concerns for the office include a discussion on office security is a new front door, a smaller hard drive and backup hard drive and eventually cloud backup. Reoccurring power outages are concerning. Consider ransomware protection.

The general manager was asked to review the expiration of the lease with the railroad for a pipeline encroachment. The US Treasurer line item is for payroll taxes (Netchex is paid through a wire transfer by the County). Staff is working on improving the clarity of expense memos.

10a OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: Staff is diligently working on the 17-page waterboard audit. Staff will participate in a verbal audit on September 21st.

Mr. Murdock expressed an interest in filing a claim against PG&E for the recent re-occurring power outages. Power outages exceeding an hour require staff to physically plug in backup generators to the pump stations. Staff remains on call for extended periods costing the District unexpected labor costs. Hiring a consultant to handle these outages may be a viable option. Commissioner Manzione supports a claim against PG&E and suggests a follow-up with the PUC.

10b GOVERNMENTAL MATTERS: Mr. Murdock reported that he and Administrative Services Manager Goodman attended a City Manager meeting with Senator Garamendi and Supervisor John Gioia. Garamendi encouraged municipalities to seek grants for their capital improvement projects. He repeatedly acknowledged Crockett as a community that has historically been overlooked. Staff felt very positive about the meeting and potential future outcomes.

10c ANNOUNCEMENTS AND DISCUSSION: None

11a WASTEWATER COMMITTEE: The committee met with C&H to discuss the future of wastewater disposal. The Committee is meeting tomorrow (September 14) to continue discussions on options and how a possible joint venture would be structured. Ms. Goodman also attended the meeting as staff.

11b BUDGET & FINANCE COMMITTEE: Budget and finance was discussed under 9.a.

11c INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS: Enforcement actions is to be removed from future agendas and will be addressed on an as-needed basis. Paulsell will begin the Alhambra repair of two segments in October. The West Street sewer line replacement approved by CVSAN (\$125,000) is starting. The repair covers 300 feet.

13. COMMISSIONER COMMENTS:

Commissioner Scott will not be available for the October meeting.

Easement encroachment letter for Pomona to be drafted by Mr. Murdock.

C&H be contacted to clean their fence area.

Sinkhole between Francis and Rose at the top of 5th Street.

13. ADJOURNMENT: The meeting was adjourned at 6:06 PM until October 18, 2023.

Respectfully submitted,
Sonia Rivas, MBA