

# CROCKETT SANITARY COMMISSION

## Regular Business Meeting

AGENDA FOR WEDNESDAY, JULY 17, 2024

TIME: 4:00 PM

PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

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*The Crockett Sanitary Commission is an agent of the Crockett Community Services District.*

1 CALL TO ORDER – ROLL CALL:

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER:

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

*(The Commission is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared for a future date.)*

4. PRELIMINARY REVIEW OF PUBLIC HEARINGS: None

*(The Commission will hear the violation(s) and make a recommendation to the CCSD Board for a final determination. CCSD Board meetings are held on the following Wednesday at 7 PM)*

5. CONSENT CALENDAR: Consideration of a motion to approve the following items:

*(Items may be removed from the Consent Calendar upon request by any Commissioner or member of the public for discussion during Administrative Items.)*

- a. Approve minutes of the Special Meeting of June 21, 2024.
- b. Receive warrant transmittals.

6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR:

7. ADMINISTRATIVE:

- a. Consider report on actions taken by the District Board and their committees.
- b. Consider opportunities to reduce the Commission's recommended FY 2024/25 sewer use charges.
- c. Update on phone calls from the public regarding the sewer use charge (SUC).
- d. Consider and recommend a proposed CVSAN budget to the District Board.
- e. Discuss the potential of accepting wine industry wastewater.
- f. Update on contracted operators.
- g. Discuss staffing transition.
- h. Discuss Sanitary Department staffing needs.
- i. Update on Joint Use Agreement negotiations.

- j. Project updates with a list of current projects:
  - a. Motor Control Center (MCC) Project
  - b. Alexander Park Sewer Project

**8. REPORT OF DEPARTMENT MANAGERS:**

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

- a. Update on financial matters.
- b. Operations, maintenance, and capital improvements.
- c. Governmental matters.
- d. Announcements and discussion.

**9. REPORTS FROM COMMISSIONERS:**

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

- a. Wastewater Committee – Members Bartlebaugh and Manzione
- b. Budget & Finance Committee – Members Trask and Bartlebaugh.
- c. Inter-agency and Trade meetings.

**10. FUTURE AGENDA ITEMS:**

- 1 Rolph Park Drive repairs.
- Hire a consultant for a sewer use calculation study.
- Hire a consultant for a customer database study.
- Monthly Maintenance Operations Report.
- Pump Station Grit Detritter further repairs.
- Educational treatment plant field trip.

**11. COMMENTS FROM COMMISSIONERS:**

**12. ADJOURNMENT:** to August 21, 2024.

You will find the Minutes of this meeting posted on our website at [www.town.crockett.ca.us/meetings](http://www.town.crockett.ca.us/meetings)

Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa on the picturesque Carquinez Strait of the San Francisco Bay.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification at least 48 hours before the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Per California Government Code Section 54957.5, any writing or document that is a public record related to an open session agenda item and is distributed less than 72 hours before a regular meeting will be made available for public inspection at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

# CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

**For Review**

P.O. Box 578 - Crockett, CA 94525

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## MINUTES OF REGULAR MEETING OF JUNE 21, 2024.

1. CALL TO ORDER: The meeting was opened at 1:10 PM by Chair Manzione. Commissioners present include McDonald, Bartlebaugh, Manzione, Trask, Wais, and alternative Quade. Staff present: District Secretary (DS) Sonia Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, Sanitary Department Manager (SDM) James Barnhill and Interim General Manager (IGM) Nick Spinner.
2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: A request was made to move item 7c and 7b before Administration.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. PRELIMINARY REVIEW OF PUBLIC HEARINGS: None.
5. CONSENT CALENDAR: Items 5a and 5b were approved with edits, and 5c was received. (McDonald 1<sup>st</sup>, Wais 2<sup>nd</sup>, 5/0)
  - 5a. Minutes of April 17, 2024.
  - 5b. Minutes of May 15, 2024.
  - 5c. Receive warrant transmittals.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None.
- 7a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD AND THEIR COMMITTEES: The Board approved the recommended Sewer Use Charge (SUC); the Prop 218 notification letter was mailed over the weekend and included an informational insert. Crockett has a new Resident Deputy Sheriff who will begin attending the Police Liaison Committee meetings. Declaration of Candidacy statements are being accepted by the County for three seats on the Board for the election on November 5<sup>th</sup>. The filing period is between July 15 – August 9.
- 7b. DISCUSS DEPARTMENT STAFFING AND ARRANGEMENTS, AND THE ROLE OF THE GENERAL MANAGER: The District Engineer's last day with the District is August 1<sup>st</sup>. The Board has been working on a plan to fill multiple roles. The Sanitary Department Manager (SDM) will be more involved with project management. There is a plan to hire support staff to help with sanitary-related needs so that the SDM can focus on larger issues and regulatory requirements. The District will continue to rely on contractors to help fill in. The IGM acknowledged the Commissioners' concern regarding the gap in staffing until support staff or a general manager is hired. The Commissioners expressed their desire to hire a sanitary person by August 2. The Board is also moving forward in its search for a permanent general manager. An engineer would be ideal, but the Board will consider an administrator with a

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Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais

business background to better oversee and guide the whole organization. The budget also needs to be considered for the hiring process.

7c. APPROVE VARIANCE FOR SHARED LATERAL, 452 KENDALL: This item was discussed first after Consent Calendar. The developer and contractor were present. APN (355-100-007) is a vacant lot zoned single-family residential (SFR). The property owner wishes to subdivide the lot and build a single home with an additional dwelling unit (ADU) on each lot resulting in a total of four housing units. A sewer was previously installed at Merchant that runs down the bridge. A four-inch sewer was added at 452 Kendall. The property has a lateral in place. The property owner is requesting a variance to allow a joint building sewer. The developer proposes to run a pipe burst to insert a six-inch pipe along the entire route of that pipe from the lawn down to the main line.

The District Code prohibits joint sewers. A lengthy discussion focused on the private responsibility of the property owners of any blockages in shared sewer properties. Due to the development of the town and the construction methods of the town's origins, there are several joint sewer lines. There have been numerous instances where disputes between property owners have occurred with sewer repair issues. The District has the authority to require the separation of older joint sewers. The Board has determined that involvement in repair disputes is not within the scope of work for the District. The District Code prohibits any new construction from having joint sewers. Former District Engineer Peterson also expressed his concern about recent legislation that encourages additional dwelling unit (ADU) construction, and the possible lot split and sale of ADUs.

Concerned with setting precedence and following the District Code, the Commission voted against a joint building sewer. The developer was provided with options such as adding another four-inch line and connecting to the public line, creating a private six-inch sewer with a manhole, or pumping upwards. The developer was informed of his options for CVSAN's decision: appeal the CVSAN decision to the Board or return for reconsideration at a future date. A motion was made to disapprove the request for a variance for a shared lateral at 452 Kendall. (Trask 1<sup>st</sup>, Wais 2<sup>nd</sup>, 5/0)

7d. UPDATE ON SEWER USE CHARGE PUBLIC HEARING: A discussion was had on whether the July CVSAN meeting could offer an informal opportunity for the public to speak on the upcoming SUC increase. Arguments against hosting such an item were based on the requirement that any protests must be in writing and that the public generally never attend meetings. It was determined that this would not be a benefit to the community. Staff was asked to instruct callers to prepare written comments and possibly attend the July Board meeting.

7e. DISCUSS JOINT USE AGREEMENT RENEWAL: A C&H draft Joint Use Agreement was distributed to the commissioners for information sharing. The draft includes comments by the JUA negotiation team and was noted that the draft does not include the District's desired modifications. It was pointed out that several exhibits have not been submitted. The next step is meeting with the attorney to add the needs of the District.

8a. UPDATE ON FINANCIAL MATTERS: Warrant transmittals were received No discussion.

8b. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: There have been several problems with the pump station. Plastic from the Alexander Park project was released and jammed up the channel grinder pumps. A motor burned because it had the wrong fuse in place. West County Wastewater was called to assist but they were unable to collect the plastic which appeared to be HDPE pipe. A new grip pump is leaking but parts have been ordered at a cost of

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*Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais*

\$6,000 apiece. West County Wastewater submitted a letter to the District stating that they would not work on the pump station until certain components were rectified. The Alexander Park contractor will be charged for the first channel grinder incident. Some substantial change orders are being discussed. Some of the issues revolved around an iron pipe that was surrounded by concrete that was not identified before beginning the project.

Staff has been working on identifying a new contractor to replace Valley Operators. There is a very strong proposal from a local operator who is willing to work on both Crockett and Port Costa. It was suggested to consider a task order contract with this contractor.

8c GOVERNMENTAL MATTERS: None.

8e ANNOUNCEMENTS AND DISCUSSION: None

9a WASTEWATER COMMITTEE: The JUA negotiation team was asked to consider landscape maintenance in the JUA discussions.

9b BUDGET & FINANCE COMMITTEE: The budget needs to be adopted in July. The ASM is expected to present a bare-bones budget at the next CVSAN meeting.

9c INTER-AGENCY MEETINGS: None.

10 FUTURE AGENDA ITEMS:

- 1 Rolph Park Drive repairs.
- Sewer use calculation study
- JUA study session
- Customer database study
- Monthly Maintenance Operations Report
- Pump Station Grit Detritter Condition report.

11. COMMISSIONER COMMENTS: Commissioner Bartlebaugh will not be in attendance at the July meeting.

12. ADJOURNMENT: The meeting was adjourned at 3:24 PM until July 17, 2024.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: \_\_\_\_\_ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
06/04/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 27, SPLIT	27,637.22	7184
06/04/2024	Campbell Business Solutions	IT Support, SPLIT INV#7124	91.10	7185
06/04/2024	DOLORES M. MORALES	Paint and supplies for 1 RPD May 2024	41.54	7186
06/04/2024	Villa's Landscape	May Landscaping, 2 visits	300.00	7187
Total FUND 3426 - CV SANITARY - O&M			<u>28,069.86</u>	
<b>TOTAL</b>			<u><u>28,069.86</u></u>	

*[Handwritten Signature]*  
6/21/24

**5.b**

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: \_\_\_\_\_ Fund: 342600 Account : 0830

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
06/07/2024	CEAU	Alexander Park Project, 3rd installment	166,620.50	7188
Total FUND 3426 - CV SANITARY - O&M			<u>166,620.50</u>	
<b>TOTAL</b>			<u><u>166,620.50</u></u>	

*Jan Ho*  
6/7/24

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: \_\_\_\_\_ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
06/19/2024	CONTRA COSTA COUNTY TREASURER	Nethex Payroll nbr 28, SPLIT	935.28	7189
06/19/2024	VAUGHN P. GUNKELMAN	Data storage device and web service	968.85	7190
06/19/2024	Sonia Rivas	Training for Dist Sec and 11x17 printer paper, reimbursement	175.85	7191
06/19/2024	PG&E	Collection system electricity and elec & gas 1RPPD, Acct# 6193854060-8	5,473.13	7192
06/19/2024	L.R. PAULSELL CONSULTING	INV# CVSD 24-10 & 11, hydrocleaning	21,375.00	7193
06/19/2024	Frisch Engineering, Inc.	Task #1, Engineering svcs for May 2024, INV#11976-2402c	1,575.00	7194
06/19/2024	CONTRA COSTA HEALTH SERVICES DEPT	HAZMAT CUPA Permit and Oversight	358.00	7195
06/19/2024	CONTRA COSTA COUNTY TREASURER	CalPERS payment May, SPLIT	3,597.50	7196
06/19/2024	CALIFORNIA SPECIAL DISTRICTS ASSOCIATION	CSDA Membership, INV# 40565 SPLIT	3,275.00	7197

Total FUND 3426 - CV SANITARY - O&M

**TOTAL** 37,733.61

*[Signature]*  
 6/19/2024