

# CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING OF OCTOBER 16, 2024.

1. CALL TO ORDER: Commissioner Wais called the meeting to order at 4:03 PM. Commissioners Trask, Quade, and Wais were present. Chair Manzione, Vice-Chair Bartlebaugh, and Commissioner McDonald were absent (excused). Staff present: District Secretary (DS) Rivas, Interim General Manager (IGM) Goodman, and Sanitary Department Manager (SDM) Barnhill.
2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. PRELIMINARY REVIEW OF PUBLIC HEARINGS: None.
5. CONSENT CALENDAR: Consent Calendar was approved. (Quade 1<sup>st</sup>, Trask 2<sup>nd</sup>, 3/0, 3 absent).
  - a. Approve minutes of September 18, 2024.
  - b. Receive warrant transmittals. – IGM Goodman.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None.
- 7a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported that the structure of the minutes has changed various times over the last year. Most recently, the minutes have not reflected the names of speakers. Director Barassi stated members of the Board are elected officials; commissioners are appointed, and both serve the public. For transparency and accountability, minutes should note speaker names. The Board requested that minutes include the speaker's names where appropriate. Members of the public can request that their names not be recorded. An exception was made for the Police Liaison Commission.
- 7b. DISCUSS AND RECOMMEND CHANGE TO SEWER LATERAL AT 730 KENDALL: Reported by SDM Barnhill. The property 730 Kendall is within the District's boundaries, utilizes a septic tank, and recently changed ownership. The county requires the property to be connected to Crockett's sewer collection system. The sewer lateral for this property would be between 800-900 linear fee. The District Code requires properties to tie into the District's line and the septic tanks are to be demolished and removed. The District's consulting engineer recommends abiding by the District Code's requirement.

The property has prepared a proposal with drawings to keep the septic tank as is and add a pump into the clarified end of the septic tank. Their septic tank should capture all solids meaning clarified water will be pumped down the force main into the sewer system rather than pumping everything as a slurry into the system, which is the usual method in Crockett.

SDM Barnhill recommends an exception (variance) of the District Code's requirement to connect to the District lines for 730 Kendall; the location is challenging and would require an abnormal expense to install an 800-900 footlong lateral, and the property owner would be responsible for its own septic

tank cleanup, maintenance and repairs of their tank(s), pump(s), and lateral up to and including the connection at the public main. The commissioners discussed and supported Staff's recommendation, and the proposed alternative makes sense for the property conditions.

- 7c. UPDATE ON JOINT USE AGREEMENT (JUA) NEGOTIATIONS: As reported by IGM Goodman. The JUA has been extended again to late January, in time for the State Land's Commission February meeting. The latest JUA meeting went well and focused on the clarification of the District's cost allocation requests. C&H is to review further. The teams are working on the District's version of the agreement. A State Lands Commission (SLC) meeting is scheduled for the coming Friday, October 18 that includes the District and American Sugar Refinery (ASR). The wastewater committee continues its contribution on technicalities including cost allocations. Board President Spinner, Director Barassi, IGM Goodman, and the District's attorney are spearheading the negotiations directly with ASR. The co-tenancy lease for the joint treatment plant expired in July and is part of these negotiations.
- 7d. UPDATE ON C&H BILLING: No update.
- 7e. UPDATE ON REPAIR PLAN FOR 1 ROLPH PARK DRIVE: The IGM is receiving quotes for the roof repair. Director MacKenzie has volunteered to help with installing new entry doors. The District will cover the cost of materials.
- 7f. DISCUSS THE PROCESS FOR FILLING IN THE PENDING VACANCY ON CVSAN COMMISSION: Chair Manzione had asked how pending vacancies are addressed and whether the commission can simply bump the current alternate into the full seat once it becomes vacant. DS Rivas reported that only the Board can appoint the seat. CVSAN will need to recommend Ms. Quade for the CVSAN seat to the Board. Ms. Quade had previously confirmed that she is interested in the full seat.
- 7g. CONSIDER AN ALTERNATE ACRONYM FOR CVSAN: Chair Manzione requested that the Commissioners consider modifying the Crockett Sanitary acronym since the name Valona was officially removed several years ago. The acronym was changed because a member of the Board wished to keep the Valona reference. A few acronym options were provided for consideration. After a short discussion, it was determined that changing the acronym could cause some confusion with historical documents. A motion was made and passed to keep the acronym CVSAN as it stands. Approved. (Trask 1<sup>st</sup>, Quade 2<sup>nd</sup>, 3/0, 3 absent).
- 7h. DISCUSS AB1234 ETHICS TRAINING: DS Rivas reported that the Brown Act requires that anyone who serves on a board or commission that is paid or receives a stipend is required to take ethics and sexual harassment training every two years. Neither the Board nor commissioners receive payment of stipend. The Board passed Resolution 09/10-29 that requires all board members and commissioners to take these training courses even though these are voluntary roles, but do not need to repeat the course as required by the Brown Act. DS Rivas announced that the CSDA website has a free Ethics course the following week and the commissioners may want to take advantage of the live class. Otherwise, the site offers on-demand classes.
- 8a. DEPARTMENT MANAGER REPORT - DISTRICT ADMINISTRATION: As reported by IGM Goodman. Staff has created a project tracker for the multiple projects currently in the works. Commissioner Trask suggested the Microsoft Project for tracking. SDM Barnhill explained that the District has a system binder that tracks completed projects, but the binder has not been maintained. The project tracker will allow staff to resume updating the system binder. The IGM continues to work with CEAU to close the Alexander Park project, but the process has been slow. Repairs have not been satisfactory or have not been completed.

Staff attended the 2024 Sewer Summit. Ms. Goodman shared the magnitude of regulatory requirements and gave kudos to SDM Barnhill for his ability to keep the District in compliance on his

own. Other organizations have dedicated and multiple staff to manage regulatory compliance. The summit was an eye-opener as she realized the magnitude of tasks, maintenance, and repairs for the sanitary department. During Mr. McDonald's tenure as general manager, these tasks were shared between him and Mr. Barnhill. Mr. Barnhill has dealt with regulatory tasks with little assistance. She is reassessing workloads and redistributing non-sanitary tasks to other employees to free up time to assist Mr. Barnhill. Multiple crises are on the horizon and with staff shortages, requests from commissioners will take longer to implement and report on. SDM Barnhill reiterated that having knowledge of issues and not making timely repairs of system failures is considered negligence issues subject to fines and possible jail time. With staff shortages, he cannot tend to repairs in a timely basis when he is pulled away to address issues such as 730 Kendall which derails staff from focusing on regulatory issues.

There has not been any movement in hiring a general manager. Recreation has several things going on that need full attention and the IGM can no longer manage her role as ASM, IGM, and overseeing Recreation. The District does not have the luxury of waiting for a new general manager to be hired, hence the accelerated hiring of a permanent recreation manager.

Mr. Barnhill explained that the State Water Board deals with our collection and spills. All permits are Federal EPA and enforced by the California Resources Board (Cal EPA).

The MCC (Motor Control Center) remains in phase 1. This is a million-dollar project with one year in. Mr. Barnhill went into detail on the MCC project for Ms. Quade. Frisch is the engineering company that serves as the project manager.

A quote has been received for the 2024 CCTV project; \$43,000 for 18,000 linear feet. Mr. Barnhill explained in detail how the CCTV program works and why it is time-consuming. Contracting out for review is costly. Staff is behind on the CCTV schedule and estimated around 2017 that there is approximately \$20 million worth of repairs to be done. This equates to roughly \$300-\$400 per foot. The District is behind schedule on CCTV recordings. This project will bring the District CCTV schedule to completion.

Ms. Wais reported that a member of the public had suggested requesting funds from the Rodeo Renewable Fund for Crockett sewer repair work. Commissioner D'Arcy asked if Mr. McDonald would consider applying for the general manager position. IGM Goodman reported that Mr. McDonald has been advising her already.

The IGM noted staff shortages and increased workload demands on current limited staff on several occasions. The new operating contractor, Natural Systems Utilities (NSU), has engineering capabilities, installation, and operating capabilities. They have offered to take collections, system calls, and emergency calls if needed. Mr. Barnhill would like to test this service before considering hiring a full-time employee with benefits.

- 8b. DEPARTMENT MANAGER REPORT - FINANCIAL MATTERS: The IGM and SDM are developing a list of services where consultants could be considered to offset some workloads. She is looking into professional liability insurance. She signed a contract with an environmental attorney for the odor event in 2022. No formal claim has been filed against the District. The department's finances will be under close watch as the District will be spending a significant amount of money on repairs, financial reconciliation, and unexpected costs such as the odor claim.

The Local Agency Investment Fund (LAIF) balance is \$4,633,404.81. The cash account balance is \$847630.47. Maze & Associates continues to work on account reconciliation which will take longer than expected and will go into 2025. The District attorney has been asked to formally request the 2022 audit from the auditor which is needed for the reconciliation and to prepare for the 2023 audit.

- 8c. DEPARTMENT MANAGER REPORT - OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS:  
The SDM reported that we are still waiting for components for the grit system cyclone Effluent pump 1 is still not working. An electrician will be needed to complete the repair. The grip pump has been repaired. New pressure gages were installed throughout which allows one to see how they are working. NSU has been given access to exercise valves and they have been provided with the wet weather checklist.
- 8d. DEPARTMENT MANAGER REPORT - GOVERNMENTAL MATTERS: None.
- 8e. ANNOUNCEMENTS AND DISCUSSION: None.
- 9a. WASTEWATER COMMITTEE: None.
- 9b. BUDGET & FINANCE COMMITTEE: None.
- 9c. INTER-AGENCY MEETINGS: None.
10. FUTURE AGENDA ITEMS:
- a. Presentation on alternative methods of human waste disposal.
  - b. Capacity/connection fees for sanitary.
  - c. Form an Ad Hoc to select an SUC consultant and planning: study structure and consider a 5-year equalized rate increase plan
  - d. Hire a firm to check data on single-family residences, apartment quantities, commercial dischargers, and mixtures.
  - e. JTP Monthly Operations Report (MOR)
11. COMMISSIONER COMMENTS: Chair.
12. ADJOURNMENT: The meeting was adjourned at 5:20 PM until November 13, 2024.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary