

CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

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MINUTES OF SPECIAL 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, and Wais. 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 1st, Wais 2nd, 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 5th. 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 1st. 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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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 1st, Wais 2nd, 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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\$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