

# CROCKETT SANITARY COMMISSION (CVSAN)

An agent of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: [districtsecretary@town.crockett.ca.us](mailto:districtsecretary@town.crockett.ca.us)

website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## For Review

### MINUTES OF REGULAR MEETING OF DECEMBER 11, 2024.

1. CALL TO ORDER: Chair Manzione opened the meeting at 4:05 PM. Commissioners Bartlebaugh, Alternate Leuba, Manzione, Trask, and Wais were present. Commissioner Leuba served as a voting member. Staff including Interim General Manager (IGM) Goodman, Sanitary Department Manager (SDM) Barnhill, and District Secretary (DS) Rivas were present.
2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Alternate Leuba expressed her interest in the CVSAN commission and has submitted her application for consideration. Per the District Code, all vacancies must be posted for 30 days, and the vacancy is filled by an appointment from the Board.
4. PRELIMINARY REVIEW OF PUBLIC HEARINGS: None.
5. CONSENT CALENDAR: Items 5a and 5b were carried to the January meeting. Item 5c was pulled for discussion.
  - a. APPROVE MINUTES OF OCTOBER 16, 2024.
  - b. APPROVE MINUTES OF NOVEMBER 13, 2024.
  - c. RECEIVE WARRANT TRANSMITTALS.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR:
  - 5c. RECEIVE WARRANT TRANSMITTALS: This item will be listed as a separate item since there are general questions asked. A payment of \$64,674 to Telstar is for the MCCP (Master Control Center) project; this includes a progress payment and a callout for repairs of a jammed relay. Villa Landscapers have been sending their bills to the engineer's email. The payment includes work performed between July and October of 2024. The \$3,068.46 payment to Union Pacific Railroad is an annual payment to allow access to the EQ tank. IGM Goodman explained the final payment to CEAU for the Alexander Park sewer repair project. A payment to Let's Dig was to fix the incorrect wiring of the pump one.
- 7a. ELECTION OF OFFICERS: Outgoing Chair Manzione thanked the commissions and Staff for their participation in the CVSAN meetings. The process for officers is based on the seniority of the commissioners. A motion was made to elect VC Bartlebaugh as Chair and Commissioner Wais as Vice-Chair. Approved. (Leuba 1<sup>st</sup>, Bartlebaugh 2<sup>nd</sup>, 4/0) A request was made to list the commissioners on the agenda & minute footers to reflect seniority.
- 7b. CONSIDER CHANGING THE FREQUENCY OF MEETINGS: IGM Goodman reported that every commission is being asked to change its meeting frequency and proposed that CVSAN consider bi-monthly meetings for 2025. The Board will approve the 2025 monthly meeting schedule. Agendas can be more impactful, and productive, by focusing on important issues. Fewer meetings will reduce labor

costs. Should issues need to be addressed, the GM can call a special meeting or meet on an already-approved date. Port Costa Sanitary and Recreation have agreed to reduce the number of meetings based on the needs of each Commission.

There was an extensive discussion on the pros and cons of monthly versus bi-monthly meetings for the largest commission of the District. The Sanitary Department is short-staffed. Each meeting requires up to a day or longer to prepare materials that take away from daily operations; meetings tend to last longer than anticipated and Staff is often bumped into overtime hours. Reducing the number of meetings will save on labor costs. Additional issues and distractions often take Staff away from the core business of the department.

When asked how former GM McDonald was able to get things done, SDM Barnhill reported that Mr. McDonald would corroborate that there was always a backlog of work. Mr. Barnhill reminded the commissioners that the core focus of the District is regulated with penalties if deadlines are not met. The former District engineer repeatedly reported that the department was always trying to catch up. Other Sanitary Districts have multiple people solely dedicated to the core focus on sanitary operations, whereas he is the sole person for both Crockett and Port Costa. The IGM has been learning and assisting where and when possible. Being short-staffed means that the core focus is interrupted by unanticipated and distracting matters such as the dog park, the Joint Use Agreement renewal, and the odor incident lawsuit. These distractions cause further backlogs of work. The Annual Pollution Report is due in February and data collection is behind schedule. These finable regulatory concerns create excess stress on Staff. He is grateful that NSU can provide some relief. Commissioner Trask and others support fewer meetings but suggested that rather than predetermining dates, the Chair, GM, and DS work together to determine if meetings should be held or skipped monthly. Staff were asked for a list of priorities (Action List) for more productive meetings and to help guide the Department.

7c. CONSIDER MEETING AND HOLIDAY SCHEDULE FOR 2025: DS Rivas presented the Meeting and Holiday schedule for 2025. She noted that PCSAN has changed its meeting date due to the request of the Chair. They are now meeting on the first Tuesday of the month. Most agencies are dark in August. All agreed to remove the August meeting.

8a. DEPARTMENT MANAGER REPORT - DISTRICT ADMINISTRATION: DS Rivas reported that there were no action items from the Board in December. The CVSAN commission vacancy was posted on November 20. She reported that if there were no additional applications after December 20, she would add Ms. Leuba's application to the January Board agenda for an appointment with approval from CVSAN. Warrant Transmittals may be moved to a subset of financial matters.

IGM Goodman is working on a six-month budget. Income for CVSAN is from the coffee shop lease and any inspection permit fees. Expenses are cut and dry and presented in the monthly transmittal reports. She will be setting up meetings with all department Budget & Finance committees to discuss any adjustments to the budget if there are any.

She will be meeting with Aaron Weiner, Director of Water Quality and Resource Recovery and Maintenance Manager. Staff refer to them as West County. The District contracts with them for collection, system, emergency repairs, and cleaning. There is a second contract for maintenance. The contracts are ongoing unless one party requests to terminate. He called to discuss a safety audit report for the pump station dated July that has not been addressed. West County had stopped work in Crockett, but it is unclear if this was communicated to Staff. NSU (Natural Systems Utility) was brought in for diversification and to fill in where West County has been absent. Chair Manzione reported that he participated in the initial inspection with the safety consultant, Staff was not present. It was determined that this recent report was in addition to the originally submitted report that demanded that certain components be addressed before West County

would return to Crockett. Staff argued that the contents of the report were items that West County was responsible for addressing. IGM Goodman will meet with him and report back.

The CEAU contract for the Alexander Park sewer repair required an increase in the budget due to the request for a new custom manhole. The change orders and chargebacks ended up canceling each other out. The District will cover the cost of any additional damage due to the difficulty of identifying who caused them.

The permit for roof repair was issued. The IGM is working closely with John MacKenzie.

**8b. DEPARTMENT MANAGER REPORT - FINANCIAL MATTERS:** IGM Goodman presented an explanation and clarification of “Return to Source” funds. There are two funds: property tax money from Cogen and general County property taxes (13% of 1%). Cogen Return to Source funds have a fixed distribution formula. The property tax return to source fund allocation is determined by the Board and can be changed. There have not been any allocation changes to either of these income sources. The general property tax funds are received from the County and directly placed into the District’s 3240 account. The current balance is approximately \$721,000. The Cogen Return to Source funds are distributed between the library, Recreation, CVSAN, and the fire department. The Cogen fund balance is \$127,000 and changes annually. As GM she allocated the funds as follows: CVSAN (\$32,082.19), fire department (\$30,142.65), Recreation (\$45,092.16), and Library (\$20,000). Initially, CVSAN and Fire received the highest allocation and Recreation received much less. Cogen’s property value has depreciated by \$10 million. As the property has depreciated, the allocations have switched, and Recreation is now receiving a greater amount. There is a “bucket” of funds that have not been distributed because the previous administration did not allocate funds to their appropriate departments. There are no plans to distribute these funds until the District accounting is reconciled.

Commented [DS1]: This doesn't make sense.

**8c. DEPARTMENT MANAGER REPORT - OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS:** SDM Barnhill reported that the sewer line V-21-08 + V-21-07 on Fifth above Pomona has a history of spills and spot repairs. The line was fully replaced on December 6. The line services one multi-unit apartment complex. There is a pending spot repair of a sinkhole caused by a cleanout riser on First above Pomona. The sinkhole has been filled with asphalt and will be assessed. It will likely be capped and abandoned.

The grit needs to be tested to classify as nonhazardous waste so that it can be carried away at no charge through Republic Services. Eurofin tests the grit every three years at an annual cost of \$2500. The compressors are both working. NSU will be replacing some parts. Pump one is running and in good shape. Extra attention is being placed on the pump station and collection system in preparation for the wet weather season. The new replacement pump should be delivered within the first two weeks of January.

Chair Manzione inquired about permits and ADUs. Mr. Barnhill was notified of a line repair but has not been notified of an inspection. The photograph that was submitted shows that the repair may not pass inspection. No ADU inquiries have been made but Staff will be brushing up on ADU regulations in anticipation of a property check in Port Costa. Commissioner Wais reported that a previous study reflected that ADUs are covered in the District Code.

There was a previous emergency replacement of the Marina line that travels down from Dowrelio M-00-05 + M-00-04. The line had collapsed due to a landslide at that location. The line is visible, above ground and there is the potential for further landslides in the future. He will work with the engineer of record to possibly reroute and abandon the existing pipe.

**8d. DEPARTMENT MANAGER REPORT - GOVERNMENTAL MATTERS:** None.

**8e. ANNOUNCEMENTS AND DISCUSSION:** None.

- 9a WASTEWATER COMMITTEE: Chair Manzione suggested that this committee meet in January.
- 9b BUDGET & FINANCE COMMITTEE: None.
- 9c INTER-AGENCY AND TRADE MEETINGS: Vice-Chair Bartlebaugh attended the CCSDA meeting and encouraged others to attend as well. Information regarding sewer use charge studies was forwarded to the IGM.
- 10 FUTURE AGENDA ITEMS: Chair Manzione asked that items C and D be added to the January agenda to discuss and asked for an update on item e. The IGM has not received any Monthly Operations Reports.
- a. ADU policy for CVSAN
  - b. Impact Fees for CVSAN.
  - c. Form an Ad Hoc to select an SUC consultant and planning: study structure and consider a 5-year equalized rate increase plan
  - d. Scope project to check data on single-family residences, apartment quantities, commercial dischargers, and mixtures.
  - e. JTP Monthly Operations Report (MOR)
  - f. Management of repairs at 1 Rolph Park Drive.
11. COMMISSIONER COMMENTS: All committee members agreed to continue their assigned roles. There was a request to ask C&H to clean up the truck yard gate area. Commissioner Trask will not attend the January meeting.
12. ADJOURNMENT: The meeting was adjourned at 5:50 PM until January 15, 2025.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary