

CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING OF NOVEMBER 13, 2024.

1. CALL TO ORDER: The meeting was opened at 4:07 PM by Vice-Chair Bartlebaugh. Commissioners Bartlebaugh, Manzione, McDonald, and Wais were present. Chair Manzione arrived at 4:10. Commissioner Trask was 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: Item 5a was carried to the next meeting. Item 5b of the Consent Calendar was approved.
 - a. APPROVE MINUTES OF SEPTEMBER 18, 2024: There was a short discussion regarding 730 Kendall. Chair Manzione requested that the agenda packet be available two weeks before a meeting. DS Rivas replied that two weeks prior is very unlikely. The goal is to post a complete package by the Friday before the meeting.
 - b. RECEIVE WARRANT TRANSMITTALS: Vice-Chair, Bartlebaugh, inquired about the generator rental and charges for Pump Station. IGM Goodman explained that during the annual wet weather preparedness, the diesel generator would not fire during testing. Repairs are taking longer than anticipated. A rental is in place until the generator is repaired, costing roughly \$4,000 monthly. The Telstar payment combines two payments: for the MCC (Master Control Center) and the repair of the Pump Station. The warrant transmittals were received. (McDonald 1st, Manzione 2nd, 4/0, 1 absent).

Mr. Bartlebaugh passed the meeting to Chair Manzione.

6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None.
- 7a REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: Reported by DS Rivas. Elena Gomez was appointed to the Lighting and Landscape Commission. The Joint Use Agreement (JUA) was extended again until the end of January. The Board approved a proposed alternative to the District Code's sewer connection requirement for 730 Kendall. The Board approved hiring legal counsel to represent the District for the 2022 odor event not to exceed \$50,000. The IGM will lead the effort to host a town hall meeting to answer many unanswered or incorrect information the community is asking or hearing about. The District has changed directions from an MOU to an Adopt-A-Highway to continue the maintenance of the area around the bridgehead. Caltrans has sold some portions of the original maintenance boundaries so the District will need to consider a second agreement with the County for the remaining areas surrounding the bridgehead. A contract with L. R. Paulsell Consulting was approved to continue CCTV services for Port Costa.

IGM Goodman reported that a date for the Town Hall has not been set. The volunteer appreciation dinner

was discussed at the Board meeting with both pros and cons. The dinner will not take place. She expanded the hiring of the environmental agreement. C&H has argued that since the District is a percentage owner of the plant, it should absorb some of the fines imposed by the Water Board and Air Quality Board (BAAQMD - Bay Area Air Quality Management District). Attorneys are currently in discussions. The Commissioners extended any assistance of technical and material knowledge to the Board regarding the odor event if needed.

7b. DISCUSS AND RECOMMEND VALERIE QUADE TO THE CROCKETT SANITARY COMMISSION (CVSAN): Reported by DS Rivas. Commissioner McDonald was uncontested for a Board seat and will create a vacancy. CVSAN can recommend Alternate Quade (Leuba) to the full seat, but the District Code requires that a notice of vacancy be posted for a minimum of 30 days to allow the public to apply. Mr. McDonald offered to officially resign at the end of the meeting, A motion was made to recommend to the Board that they accept Dale McDonald's resignation from CVSAN and that a notice of vacancy be posted. (Bartlebaugh 1st, Wais 2nd, 3/0, 1 abstain, 1 absent)

7c. DISCUSS WHEN TO HIRE OUTSIDE CONSULTANTS FOR SUC STUDY AND DATA VERIFICATION: DS Rivas reported that the item was placed on the agenda to begin the conversation. The Sewer Use Charge begins in March and the District is short on staff. Commissioner McDonald recommended holding off until the financial reconciliation is complete, and a 10-year capital improvement plan will be needed for a complete rate study. Holding off will allow Staff to consider the cost in the next budget cycle.

The former District engineer identified inconsistencies in the property type data during the last SUC calculation. The Commission discussed hiring a consultant to audit the existing data. Commissioner McDonald suggested that the discrepancy is likely due to new ADUs (additional dwelling units) that did not exist 15 – 20 years ago. An audit is expensive and labor-intensive requiring going door to door and would likely result in minimal impacts on the SUC charges. He recommended that this be a low-priority task.

IGM Goodman reminded the commissioners that they had discussed creating an ad hoc to research these items and present findings for the next steps to Staff when appropriate.

8a. DEPARTMENT MANAGER REPORT - DISTRICT ADMINISTRATION: Reported by IGM Goodman. The recreation manager position has been posted with the 30-day posting period expiring on December 5th. Three applications have been received and expect there may be more submissions. Ms. Witschi continues to split her time between recreation and sanitation.

8b. DEPARTMENT MANAGER REPORT - FINANCIAL MATTERS: The IGM reported the financial reconciliation being done by Maze & Associates is a very unprecedented kind of project. In addition to the data entry, they are responding to the audit findings, but also need the next year's audit to fill in financial gaps. The project is taking much longer than anticipated and is challenging to keep on a timeline. The 2022 audit is completed but has not been submitted to the District. The 2023 audit is needed for the reconciliation and to submit to agencies that the District report to, but it has yet to get started. She is evaluating the need to change auditors. The 2023 audit will serve as the summary report for the information Maze & Associates is doing. The role of Maze & Associates is to support the District. Commissioner McDonald suggested that the IGM ask the consultants to develop standard operating procedures (SOP). A request was made for a financial status update; current spending compared to the budget. Three numbers to be considered are current revenue, expenses, and comparison to the approved budget. Staff was asked about the cost of flags that were displayed during Veterans' Day. IGM Goodman reported that the two flags were approximately \$23 each, they were installed on existing lit flagpoles and the raising of the flags was done voluntarily by staff.

There was a cost allocation meeting between the District and C&H in October. The only communication from C&H since that call was a request to sign an extension for the JUA negotiations to January 2025. The

State Lands Commission has canceled the Friday negotiation meetings. Chair Manzione stated that the negotiation team consists of the Wastewater Committee, the general manager, the District engineer, and up to two members of the Board. Vice-Chair Bartlebaugh stated that two Board members have taken over as the leads in the negotiations.

8c. DEPARTMENT MANAGER REPORT - OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS:

SDM Barnhill reported on the various failures and repairs of the generator discussed previously. He discussed the challenges of running fuel. He discussed the advantages of mounting a permanent 55-gallon tank in the back of the truck. The generator repair is in progress, the day tank will be removed from service since it was deemed to be unneeded by the diesel mechanic.

The State has mandated that all diesel fuel contain a percentage of biodiesel which seems to be causing problems on generators. Commissioner Wais recommended that Staff request funds from the P66 Renewable Energy Fund to help cover the costs of the biodiesel impacts on the generators. The rental generator in place is inefficient due to the built-in emissions systems whereas the District's generator is very efficient.

Mr. Barnhill provided an update on the pump station repairs that are being done by NSU. The channel grinder control panel is now working but the grinder barrel might be warped, causing it to rub against itself on occasion. NSU will be changing the oil for the air compressors. He is looking into a rebuild kit.

A few emergency repairs were identified through CCTV on Kendall, each costing \$7,500. The entire line needs to be trenched and reinstalled, but the costs are extensive, and the District does not have the capacity to address it at the moment. He will reassess the line after the repairs. There was a spill at Fifth Street and Pomona. Emergency repairs are scheduled. The line serves one property. He will discuss the viability of abandoning the line and returning it to the property. Commissioner McDonald suggested that the exact criteria to abandon a line be reviewed and that Staff should discuss this action and associated maintenance with the property owner.

There has not been any significant change with the MCC project. Telstar will be installing a temporary control board. All invoices are paid and up to date.

Staff shared their frustration with the amount of disruption caused during the frequent power outages.

8d. DEPARTMENT MANAGER REPORT - GOVERNMENTAL MATTERS: DS Rivas reported that Guant Murdock won the two-year seat on the Board. Diana Martinez resigned in October. Dale McDonald will replace Kent Peterson. Luigi Barassi was reelected.

8e. ANNOUNCEMENTS AND DISCUSSION: None.

9a WASTEWATER COMMITTEE: None.

9b BUDGET & FINANCE COMMITTEE: None.

9c INTER-AGENCY AND TRADE MEETINGS: the Weekly JUA Meetings item was removed.

10 FUTURE AGENDA ITEMS:

- a. Chair & Vice Chair election. To be on the next agenda.
- b. ADU policy for CVSAN
- c. Impact Fees for CVSAN.
- d. Form an Ad Hoc to select an SUC consultant and planning: study structure and consider a 5-year equalized rate increase plan

- e. Scope project to check data on single-family residences, apartment quantities, commercial dischargers, and mixtures.
- f. JTP Monthly Operations Report (MOR)
- g. Management of repairs at 1 Rolph Park Drive.

11. COMMISSIONER COMMENTS: Chair Manzione would like to know if the Board plans to move forward with an ad hoc for repairs at 1 Rolph Park Drive. If not, CVSAN will want to review the sanitary department's use of the building. IGM Goodman reported that she is focusing on the roof repair and installation of the front doors. Board Director MacKenzie is donating his labor to install the new doors. Materials will be paid for by the District.

Commissioner Wais wished everyone a happy Thanksgiving.

12. ADJOURNMENT: The meeting was adjourned at 5:55 PM until December 11, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary