

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, JUNE 16, 2021

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Manzione. Present were Commissioners Adams and Wais, along with Assistant Dept. Manager Barnhill, Administrative Services Manager Gunkelman, District Engineer Murdock and Asst. Secretary Witschi. Director Barassi arrived later.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent item was approved unanimously (mw/ha):
 - a. Approve Minutes of May 19, 2021.
- 6.a. DISTRICT BOARD ACTIONS: Mr. Gunkelman reported on the actions taken by the District Board in May. He said the President's Advisory Board has been dissolved. Director Barassi arrived at 7:09 pm.
- 6.b. DISTRICT OFFICES: Mr. Murdock reported he has been working about half of his time on the new office building. He has completed the texturing of the ceiling throughout the upper floor, finished up some of the asbestos removal, and is now painting the upper floor. He will finish this week with the painting and move on to flooring and then staff can begin to filing cabinets and desks to the new office building. He has received a couple of bids for replacement doors. The roof still needs to be replaced, and the back section where the embalming room and the casket display room in the garage, and the deck has water damage.
- 6.c. VACANCIES ON COMMISSION: A motion to recommend to the District Board Greg Mauler be appointed to the Crockett Sanitary Commission carried unanimously (ha/mw).
- 7.a. ENFORCEMENT ACTIONS: Mr. Barnhill reported on 625 Second Street, Toots Tavern. He said EDMUD had a lateral water leak and the leak was proven to be outside of the building on the sidewalk and verified by a site visit. Photographs were taken at the time of repair so that water did not make it into our collection system that was not treated. He said the best way to correct the owner's overpayment, which was paid with her Sewer Use Charges (SUC) on the tax roll was \$7,782 and on a five-year average of previous years, the average SUC was \$3,811 for the property. Staff recommends taking a five-year average and subtract out the payment this year and refund the property owner. A motion to refund the property owner at 625 Second Street in the amount of \$3,971 carried unanimously (ha/mw).

7.b. SEWER USE CHARGE STUDY: Mr. Gunkelman reported it was his mistake that the Commission did not receive the Sewer Use Charge (SUC) Study Report sooner. He said Commissioner Wais had requested an official copy. He said the SUC study is based on numbers as new as last week. Commissioner Manzione said the key points are there is enough money in reserves and revenues and even though the reality of increasing costs, the Sanitary Department is in good financial shape and there is not a need to raise rates this coming year. Commissioner Wais said that this will be the second year without a rate increase and it has always been her preference to have gradual increases rather than a period of no increase with a large jump. A motion to approve the Sewer Use Charge Study Report and not raise rates for FY 2021/22 carried unanimously (mw/ha).

8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Gunkelman reported \$150K in property taxes have been received.

8.b. MID-YEAR BUDGET REPORT: Commissioner Manzione said as chairperson he would like to pass on to the District Board in writing items of concern in the budget over the last year, just expressing some concerns or recommendations in particular. He would like on behalf of the Crockett Sanitary Commission to ask the Services District if they would come up with some sort of decision on whether the sanitary department is going to be a tenant in the new office building. Director Barassi asked if an engineer did project specifications on the MCC Program. Mr. Gunkelman said the engineers did specs back in 2018. Mr. Murdock said he is not qualified to some of the engineering tasks because he is not a PE. Commissioner Adams asked about insurance costs going up. Mr. Gunkelman said he received a courtesy call from the insurance company saying to expect prices to up possibly as much as 60% in the coming year.

9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported no Sanitary Sewer Overflows (SSO's) last month. He said there was a high level alarm at the Loring Street Pump Station and both pumps failed. He said West County was unable to diagnose or fix the problem. Telstar diagnosed the problem as the need to reset the PLC. He said to date staff has completed eight sewer repairs this year.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Murdock reported he was asked about cyber security and that is something that should be done in closed session because it is a security issue. He was also asked about Accessory Dwelling Units (ADU's) and there is some liability issues there and he suggests that should be done in closed session. Commissioner Manzione asked that both items be put on the agenda for next month.

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Progress reports as appropriate for new District offices.
- Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
- Video outreach for FOG and no wipes down drain.
- Recommend award of contract(s).
- Recommend payment for sewer project(s).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:42 PM until July 21, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
July 13, 2021