

CROCKETT COMMUNITY SERVICES DISTRICT & CROCKETT SANITARY COMMISSION

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MINUTES OF SPECIAL JOINT MEETING FOR FRIDAY, MARCH 15, 2024.

1. CALL TO ORDER – ROLL CALL: CVSAN Chair Manzione called the meeting to order at 3:12 pm; present were commissioners Darcy Trask, Mary Wais, Scott Bartlebaugh, Dale McDonald, and Mark Manzione. Alternate commissioner Valerie Quade was not present.

CCSD President Spinner subsequently called the meeting to order at 3:12 pm; present were Directors John Mackenzie, Kent Peterson, and Nick Spinner. Diana Martinez arrived at 3:16 pm. Luigi Barassi was not present. Also present were District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Sanitary Department Manager (SDM) James Barnhill.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None
- 4a. APPROVE RESOLUTION 23/24-24 AWARD OF CONTRACT FOR ALEXANDER PARK SEWER PROJECT.
 - CVSAN Chair Manzione provided a brief narrative of the project. District Engineer Murdock reported that five bids were received for the Alexander Park Sewer Project, with CEAU Co. coming in as the lowest bidder at \$258,340. Questions were raised on the qualifications and whether submitted bid documents, such as references, were reviewed.
 - ASM Goodman stated that approving the project would put the District close to exhausting the budgeted funds for Sewer Collection System Capital Improvement Projects (CIP) for the current fiscal year (23/24). The amount of \$470,000 was budgeted for planned and prior year uncompleted sewer projects this fiscal year. Commissioner McDonald asked that a CIP budget report be developed so that the CVSAN Commission can review, prioritize, and identify funding requirements for the remainder of the fiscal year. Commissioner McDonald supports the project based on recommendations by staff.
 - A motion was made by Commissioner McDonald to recommend awarding the contract to the lowest apparent bidder, CEAU Co., conditionally upon presentation of their Department of Industrial Relations (DIR) number to staff along with any other requested bid documents outlined in the bid packet before signing the contract.

- Approved (CVSAN: McDonald 1st, Wais 2nd, 5/0, unanimous)
- Director John Mackenzie moved to accept the lowest bidder on the same conditions outlined in the previous motion from CVSAN Commissioner McDonald and approve Resolution No. 23/24-24 awarding the contract for the Alexander Park Sewer Project to CEAU, Co.
 - Approved (CCSD: Mackenzie 1st, Martinez 2nd, 4/0, 1 absent)
- Staff were directed that before work is to begin proof of Workers Compensation Insurance, after hiring of employees, must be provided to the District per terms of the contract.

5. ADJOURNMENT: CVSAN to March 20, 2024, and the CCSD to March 27, 2024.

CVSAN Chair Manzione called the meeting adjourned at 3:41 pm.

CCSD President Spinner called the meeting adjourned at 3:41 pm.

Respectfully submitted,
 Jena Goodman
 Administrative Services Manager

Crockett Community Services District

Board Members: Luigi Barassi, John Mackenzie, Diana Martinez (vp), Kent Peterson, Nick Spinner (President)

Crockett Sanitary Commission

CVSAN Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais