

CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, DECEMBER 13, 2023

1. CALL TO ORDER: The meeting was opened at 4:02 PM by Chair D'Arcy Trask Commissioners present: Mark Manzione, Scott Bartlebaugh, and Mary Wais. Staff present included Interim General Manager (IGM)/District Secretary (DS) Sonia Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Sanitation Department Manager (SDM) James Barnhill.
2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. PUBLIC HEARING: A discussion was held on the authority for CVSAN to hold public hearings. According to the District's attorney, the District Board is the only authority to hold public hearings but may send individual cases for public hearing discussions through CVSAN as was the case with a previous matter; the Board requested the opinion of PCSAN and CVSAN and made a decision based on the sanitary commissioners' recommendations. A motion was made to remove Public Hearings from future agendas unless a public hearing is requested by the Board. Approved (Trask 1st, Manzione 2nd, 4/0)
- 5a MINUTES OF NOVEMBER 08, 2023: Minutes were unavailable and will be carried to the next meeting.
- 5b RECEIVE MEETING AND HOLIDAY SCHEDULE FOR CALENDAR YEAR 2024: Meeting dates were reviewed and received.
- 6a HOLIDAY PARTY – DECEMBER 15: IGM Rivas reminded the commissioners about the holiday party.
- 6b ELECTION OF OFFICERS: Typically the vice-chair steps into the chair position but a vice-chair was not selected for 2023. Commissioner Manzione volunteered to serve as Chair and Commissioner Bartlebaugh volunteered to serve as Vice-Chair for 2024. Approved (Manzione 1st, Bartlebaugh 2nd, 4/0)
- 6c REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: IGM Rivas reported that Commissioner D'Arcy Trask was reappointed to the CVSAN Commission by the Board for two years. In addition, commissioners Tom Cusack, Ann Scheer, and Joe Surges were reappointed by the Board to the Port Costa Sanitation Commission (PCSAN). Nick Spinner was appointed as President and Diana Martinez as Vice-President of the District Board.

The Board approved new restrictions to banners that are placed at the recreation fence: only soft banners are approved, no political banners, restrictions on the length of posting and removal, and now allow community-based commercial events from Crockett and Port Costa to be posted.

The scope of the Personnel Ad Hoc committee was expanded from updating the personnel section of the District Code to updating the entire Code. Director Diana Martinez was selected

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as Chair. Members of the committee include Mary Wais, Erin Brosnan, Kent Peterson, and Tom Cusack.

6d. CONSIDER APPLICANTS FOR CVSAN VACANT SEAT. VALERIE QUADE AND DALE MCDONALD: DS Rivas reported that CVSAN has had a vacancy for a few months. Two people have submitted their applications for consideration. Ms. Quade expanded on her experience as a realtor concerning sewer laterals. She expressed an interest in being more involved in the community. She offered to pull her application since Mr. McDonald has extensive experience in sanitation. Mr. McDonald shared that although he was the District's previous general manager, he acknowledges the various changes and would enter this vacancy with an open mind. Commissioner Manzione expressed his excitement and gratitude for having multiple applicants and suggested adding an alternative. Mr. McDonald accepted the role of Commissioner and Ms. Quade accepted the alternative role. This commission is now full. Approved (Manzione 1st, Bartlebaugh 2nd, 4/0)

6e. REVIEW ENFORCEMENT LETTER: The Chair clarified that the letter should have been an enforcement letter, not an encroachment letter. The incorrect letter was attached for discussion. The current enforcement letter is heavy-handed and unpleasant to the recipients. DE Murdock shared that our enforcement section of the Code was rewritten by our former attorney after she encountered an unenforceable case and that her rewritten version was disregarded by the Board. The letter warrants reviewing and may be an item for the District Code ad hoc committee. ASM Goodman recommended that CVSAN review the document and make advisory recommendations to the ad hoc committee as a basis to start. Manzione agreed.

A short discussion on whether CVSAN should advise on the encroachment letter was declined; the DE felt that the letter was sufficient. It was noted that addressing encroachment issues is not cut and dry and, in some cases, nothing can be done.

7 REPORT OF CONSULTING ENGINEER: None

8a CONSIDER REPORT ON ENFORCEMENT ACTIONS. None

8b UPDATE OF ANNUAL CCTV PROJECT #23-TV: SDM Barnhill reported that the CCTV project is ongoing. He received the first batch of 29 segments which represents roughly 8% of the total project. Regarding segments, 3,452 linear feet were received. This took about a week and represented approximately a quarter of the overall segments. This will likely continue through January. The work is being done by West County Wastewater and Robin Paulsell.

The CCTV work continues and includes pre-cleaning and hydro cleaning. Hydro cleaning is slightly reduced during CCTV projects because there is no need to clean a line for CCTV and then follow the regular schedule plan a week or two later. Barnhill stated he is overseeing the list to prevent doubling of maintenance on top of an indicator. Paulsell submits invoices as he submits the video files. The first invoice has been submitted for \$8,067 and included one reverse setup (each reverse setup is \$300 per occurrence). The reverse setup line was blocked because it was filled with gravel.

The contractor was instructed to perform heavy cleaning and vacuum backward to pull gravel up and then follow up with CCTV. He expects to run into issues and likely find some emergencies that will require spot repairs. Overall, the dispersed batches have been cleaned. The gravel-filled line is located on the north side of the tracks across from the pump station. That line was a repair job performed for C&H a few years ago. Gravel from that repair job went into the line. The line will be cleaned up and finished. Typically, a CCTV is run within 12 months. The repair was made on a District asset approximately five years ago. A PACP-rated CCTV is run after a major repair on the line before the warranty expires.

8c DISCUSS OPTIONS FOR WASTEWATER TREATMENT AND UPCOMING NEGOTIATIONS

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Commissioner Manzione reported that this will also serve as the wastewater committee report. The negotiating team consists of commissioners Bartlebaugh, Manzione, DE Murdock, and ASM Goodman. The team has been in negotiations for the renewal of the joint use agreement (JUA) of the joint treatment plant with C&H. The plan is to proceed by renewing the agreement with modifications. The team is pursuing improvements to reliability, power supply, capital planning, and preventative and predictive maintenance to modernize the operation negotiated. A potential Plan B would be to build a separate treatment plant, but the priority is to focus on a renewed agreement.

The last major meeting was November 4th where they created breakout meetings to discuss technical issues, legal issues, and financing options that include grants. The next major meeting is to take place in the first week of January, but this has not been confirmed. The final work product is a markup of the original agreement that indicates CVSAN's interests. Commissioner Bartlebaugh added that the Board will have the final approval of the modified agreement, not the negotiations team. He added that they are requesting substantial improvements in communications between C&H with Crockett.

DE Murdock was tasked with following up to determine meeting dates. A live meeting schedule is being developed through the agreement's expiration date in July.

A water recycling element is being considered in the negotiations and would fall within the financing/grants breakout meeting. Manzione commented that the former sewage plant, now the EQ tank, is located on tidelands and is leased from California State Lands. Chair Trask pointed out that sea level rise is expected to be significant over the next 100 years.

A procedural question was asked about the ~~standing~~ wastewater meetings whose current focus is on the JUA negotiations, and whether there is a requirement to post agendas. Only two commissioners can participate in the meetings. Adding a third member creates a quorum and violates the Brown Act. The meetings are not required to be posted nor are minutes required.

8d PROGRESS REPORT ON GRANT OPPORTUNITIES: Manzione reported that he has not prepared an outline for grant consideration as promised to Ms. Goodman. ASM Goodman reported that the focus on grants has been diminished due to current staff workloads. She expressed that the potential grants that were looked into specifically related to the treatment plant may not end up being something staff can manage for this round.

The grant that was being considered for the treatment plant is being offered through Congressman Garamendi's office. Historically, his office offers grants ranging from \$1 - \$5 million for municipalities within their jurisdiction. Last year they only received two sanitary-related applications, one being a methane recycling project in Pittsburg. As a Sanitary District, this grant is in Crockett's best interest to apply for because competition appears to be low and very likely to be awarded to Crockett. The grant has a hard deadline in March for a complete submission. Staff are still in communication with Garamendi's office. Garamendi's office identifies Crockett as an underserved area.

9a CONSIDER MONTHLY SUMMARY WORKSHEET AND STAFF REPORT ON FINANCIAL MATTERS. ASM Goodman reported that she is working on resuming a monthly worksheet for everyone. Only one transmittal was presented for November. The remaining transmittals will be made available in January. She is working on the budget calendars and hopes to have it approved at the next Board meeting. Once approved, she will follow up with the CSAN budget committee.

10a OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: DE Murdock reported that the State Waterboard audit has been completed. An outcome of the review is the requirement to audit the work of the CCTV contractor. Staff will hire a third party to capture additional CCTV footage of randomly selected sections that were previously filmed. The third-party contractor

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has highly specialized equipment that can bend at 90 degrees. In addition to the sections to be audited, Mr. Murdock will have the contractor look at laterals that may be the source of mystery leaks and sewage on upper Pomona Street.

Mr. Murdock reported that much of his time lately has been focused on repairing the burnt electrical pole in Port Costa.

Regarding the MCC ((Motor Control Center) pump station collections, Mr. Murdock was able to narrow the Project Engineers (Thomas Frish) contract's scope of work resulting in a reduction of \$15,000; mostly project management-related tasks. He has not heard from Telstar. A recent payment to Telstar was for work performed on the auto-dialer, not for the MCC project. Commissioner Bartlebaugh inquired about the already long lead times and a schedule for periodic update meetings. Mr. Murdock will follow up with Telstar on these items. The Telstar contract is a "must complete by" contract and does not provide a performance schedule. The contract was awarded in October and has a year and a half to complete the project.

10b GOVERNMENTAL MATTERS: SDM Barnhill reported that the audit was completed the day before. He has submitted the District's plan of attack. There is one 52-foot segment that has been completely inaccessible. There is a blind T buried under the street on Pomona Street just west of Second Street. The third-party auditing contractor can run their cameras in this line. This is in response to the audit's question of any inaccessible segments. The consulting engineer, Vivien Hausen, is working on a system evaluation, capacity assurance, and capital improvement. The plan will take some time to complete. Mr. Barnhill expects several follow-up audit questions.

The auditors made a verbal request asking for a Master Plan that includes targets and goals for the District. He is content with the District's current plans. Although this plan is not a requirement, the auditors may continue to demand the Master Plan. If so, the plan will be presented to PCSAN, CVSAN, and the Board for approval.

This is a new audit with only two municipalities participating. Mr. Barnhill suspects that the District may have been selected due to the small size of the communities of Crockett and Port Costa. Any kind of spills, incidents, or odor issues draw attention to us. The community experienced several spills, and the major weather system caused a hillside collapse and broke a pipe. There were four of five spills in a row without exceedances. He is happy with how the system held up considering. He anticipates that the audit will require additional consultants and our consulting engineer to get through more audit follow-ups incurring additional costs.

Due to the amount of staff time dedicated to the audit, Commissioner Manzione suggested that a footnote be added to the budget with an explanation of the excessive labor costs. The commissioners requested a copy of the audit questions and results if possible.

Mr. McDonald shared that the community of his employment, Las Gallinas, experienced the same audit and that staff also experienced a strenuous amount of time collecting information for the audit. Mr. Barnhill expressed that the audit experience was very unpleasant and extremely challenging to complete with limited staff.

10c ANNOUNCEMENTS AND DISCUSSION: None

11a WASTEWATER COMMITTEE: The committee has met several times. This item was discussed in Item 8c.

11b BUDGET & FINANCE COMMITTEE: The committee has not met but hopes to meet with ASM Goodman before the next CVSAN meeting.

11c INTER-AGENCY MEETINGS: None

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12. FUTURE AGENDA ITEMS:

- Seating of new members
- Enforcement letter
- State audit report for the collection system
- FOG Policy

13. COMMISSIONER COMMENTS:

Commissioner Scott reported that Rodeo Sanitation has been placing public service announcement ads on YouTube regarding sanitation issues and shared that Crockett is receiving some residual benefits by being a close neighbor.

14. ADJOURNMENT: The meeting was adjourned at 5:39 PM until January 17, 2024.

Respectfully submitted,
Sonia Rivas, MBA