

CROCKETT SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR THURSDAY, AUGUST 19, 2021

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in *Executive Order 33-20* and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time. (See *Resolution No. 19/20-18*)
- The meeting will be conducted via teleconference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below. See end of agenda for information on How to Submit Public Comments.

Agenda packet can be accessed at <https://www.town.crockett.ca.us/2021-8-19-crockett-sanitary-commission-meeting>.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at 1 (669) 900 9128.

Enter the Meeting ID# 815 5494 3173 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM>.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/81554943173> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone, enter Meeting ID# 815 5494 3173

The Crockett Sanitary Commission is an agent of the Crockett Community Services District.

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Commission is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared for a future date.)
4. PUBLIC HEARING:
5. CONSENT CALENDAR: Consideration of a motion to approve the following item:
(Items are subject to removal from Consent Calendar by request of any Commissioner on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
 - a. Approve Minutes of July 21, 2021
 - b. Consider Status Report on outstanding issues.

6. **ADMINISTRATIVE:**
 - a. Consider report on actions taken by the District Board.
 - b. Receive progress report for new District offices.
 - c. Discuss the Brown Act, What to Include in the Minutes and Safe Harbor Listings for Closed Sessions.

7. **WASTEWATER:**
 - a. Status report on recent Enforcement Actions.
 - b. Discuss Sewer Use Charge and Accessory Dwelling Unit (ADU) issues.

8. **BUDGET AND FINANCE:**

Consider monthly Summary Worksheet and staff report on financial matters.

9. **REPORT OF DEPARTMENT MANAGER:** *(These items are typically for exchange of information only. No action will be taken at this time.)*
 - a. Operations, maintenance and capital improvements.
 - b. Governmental matters.
 - c. Announcements and discussion.

10. **REPORTS FROM COMMISSIONERS:** *(These items are typically for exchange of information only. No action will be taken at this time.)*
 - a. Wastewater Committee – Members Manzione and Wais
 - b. Budget & Finance Committee – Member Adams
 - c. Inter-agency meetings:

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. **COMMENTS FROM COMMISSIONERS:**

13. **ADJOURNMENT** to September 15, 2021.

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, JULY 21, 2021

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Manzione. Present were Commissioners Adams, Mauler and Wais, along with Assistant Dept. Manager Barnhill, District Engineer Murdock, Administrative Services Manager Gunkelman and Asst. Secretary Witschi.

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 (ha/mw):
a. Approve Minutes of June 16, 2021.

6. CLOSED SESSION:

a. Legal advice on implementing a State law.

b. Security matter.

OPEN SESSION: The meeting resumed in open session at 8:00 pm.

7. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION: Commissioner Manzione said no actions were taken while in closed session.

8.a. DISTRICT BOARD ACTIONS: Mr. Gunkelman reported on the actions taken by the District Board in June. He said the Board approved appointing Greg Mauler to the Crockett Sanitary Commission. Commissioner Manzione thanked Commissioner Mauler for his public service.

8.b. PROGRESS REPORT FOR NEW OFFICE: Commissioner Manzione said Director Barassi dissolved the President's Advisory Committee dealing with the new office building and delegated the decisions to staff. He said he has been attending the weekly staff meetings on Tuesdays learning what is going on. Mr. Murdock reported the ceiling at the new office has been plastered and a vinyl floor has been installed. He said the work is being done by Asher and Mateus with a little help from himself. That will complete the portion of the floor staff needs to use to move in. The bathrooms need little work and the kitchen floor is destroyed. Mr. Murdock said he and James have moved most of their belongings over to the new building and will operate as soon as there is internet and phone access, which will be July 23. Commissioner Manzione said another item you need is a sign for the exterior of the building saying whose office is inside.

9. ENFORCEMENT ACTIONS: Mr. Murdock said there are no reportable enforcement actions.

10.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Commissioner Manzione said he offered to the other commissioners to draft a letter to the District Board to say the Crockett Sanitary Commission was okay with next year's budget. He said there are concerns to segregate the new building costs to account for all the costs of date. He would still like to get that letter in their file.

10.b. PROPOSED BUDGET FOR FY 2021/22: Mr. Gunkelman reported he will have the final budget done soon. He said Crockett Sanitary Department's budget is complete except for salaries and the allocation for the district's percentages. He said all the costs associated with the new office are all tabulated and accounted for. The only items that have not been accounted for are the work that is being done now at the new office building. The only other change would be the time and effort that is put into capital projects this year and how much of that budget would go to an MCC Project that may or may not happen. Commissioner Manzione asked what are the costs for the roof at the new office and how much is being segregated for future accounting. Mr. Gunkelman said they are going to be done through the Maintenance Department in a new fund. Commissioner Manzione said he wants to make sure everyone understands that in the future the new building will be paid for through the Maintenance Department rather than the Sanitary Department and then making allocated contributions. Mr. Gunkelman reported the reserves are doing well and are on target with reaching \$2.5M.

11.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported No Sanitary Sewer Overflows (SSO's). He said at the Pump Station the thermal overload shutdown on pump 2. West County Wastewater District will inspect the pump and controls. Goats were purchased and will graze at the Equalization tank grounds. He said the PG&E sewer replacement project has been ongoing and PG&E is finally going to replace the pole and anchor. The cost of sewer repair/replacements this year to date is \$78,395.

11.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Murdock reported he submitted a Climate Change Questionnaire.

11.c. STAFF ANNOUNCEMENTS: None

12.a. WASTEWATER COMMITTEE REPORT: None

12.b. BUDGET & FINANCE COMMITTEE REPORT: None

12.c. INTER-AGENCY MEETINGS: None

13. 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).

14. COMMISSIONER COMMENTS: None

15. ADJOURNMENT: The meeting was adjourned at 8:21 PM until August 18, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
August 9, 2021

CROCKETT SANITARY DEPT. STATUS REPORT

AUGUST

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
Ongoing		Flow data analysis - gather meter data regularly, process flow data, print and archive, update dry weather and wet weather worksheets.	Hydraulic study underway on capacity of collection systems.	Meter calibrations in 2021	JB
Ongoing		Sewer database & repair records - permanent paper and digital records of construction projects.	Paper files through 2018, ICOM maintenance scheduled updates, map and line segment data current thru 6/13	Catalog and archive paper records. Update ICOM3 data records, create new wall map based on changes.	JB
Ongoing		Financial accounting & budget	Adopted FY 20/21	Mid-Year FY 20/21 report in December	GM
Ongoing		JTP cost allocation adjustment - annual review done in April to adjust treatment plant costs based on actual flow.	Allocation complete for April 2019-March 2020	Review in April 2021	JB
Ongoing		C&H diversion analysis - data gathered monthly and records stored with flow data.	current thru 4/20	Verify diversions reported by review of flow data, complete in March 2021.	JB
Ongoing		Creek pollution monitoring - SSMP requires monitoring of large spills that reach the waters of the state. WCWC to perform these services as needed. Insufficient staff to be proactive for collection of baseline data.	BACKLOGGED		WCWD
Ongoing		Manhole maintenance - annual maintenance to site visit known trouble spots to clear brush and debris.	brush & debris cleared	Review Summer 2020	JB

FINANCIAL MATTERS

4/18	F-23	10-year revenue program	updated in 2018	BACKLOGGED	GM
3/18	F-22	Climate change impacts	POSTPONED	Strategic planning in fall	Comm/Board
3/18	F-21	Advance planning renegotiate JUA	POSTPONED	Review JUA in winter	Comm/Board
3/18	F-20	Advance planning for flow reduction C&H	POSTPONED	To Wastewater Committee	WWC

ENGINEERING MATTERS

5/18	E-27	Flyght SCADA with MCC	engineer investigating	To bid October 2020	VW Housen
12/12	E-26	Protect pump station from floods	POSTPONED	remove bricks by Feb 2021	CIA

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
5/12	E-25	6" sewer behind Third/Wanda	BACKLOGGED	install access point	Constr. Mgr.
10/10	E-24	Loring pump station alt. power backup	WCWD Power	install generator	WCWD/JB
7/07	E-21	Mercury TMDL	BACKLOGGED	review / research	WWC
4/07	E-20	Pool discharge permitting	BACKLOGGED	create permit	GM / Legal
3/05	E-10	EQ tank rehabilitation	cleaned 9/14	engineers study required	VW Housen & other engin.
6/04	E-9.5	Sewer replacement schedule	2% per year	Wastewater to review 2021	GM / WWC
10/01	E-4	Easement agreement (405 Alhambra)	BACKLOGGED	hire surveyor	GM
8/01	E-3	Edwards Creek tunnel project	COMPLETED	record grant of easement	GM
7/17	E-28	Update contacts with DIR	BACKLOGGED	Contractors must be registered	Constr. Mgr.
<u>ADMINISTRATIVE MATTERS</u>					
1/18	A-32	Easement Protection Program	BACKLOGGED	revisit enforcement priority	GM / Board
6/17	A-31	Access & Repair Agreement Program	BACKLOGGED	develop formal program	GM / Board
4/17	A-30	Abandon sewer easement 550 Alhambra	Attorney for language	record abandonment	GM
10/15	A-29	Order protection of easement 515 Winslow	BACKLOGGED	draft letter and request payment of abatement costs	GM
8/15	A-33	Enforcement Procedures - rewrite	BACKLOGGED	Draft and legal review	GM / Legal
9/14	A-34	Grant Easement Transfer 330 Alhambra	BACKLOGGED	draft and record	GM
9/12	A-28	Capacity charge payment plan	POSTPONED	revise fee ordinance	GM / Legal
3/12	A-27	Common lateral ordinance	DELAYED	review ordinance	GM / Legal
2/10	A-26	Capacity charge ordinance	POSTPONED	revise by ordinance	GM / Legal
11/09	A-25	Double permit fees for no permit	drafted	adopt ordinance	GM / Legal
3/08	N-11	Penalties for lateral SSO negligence	BACKLOGGED	develop fines	GM / Board
4/07	A-20.5	Lateral replacement	ON HOLD		GM / Board
11/06	A-19	Safety training requirements	Identify	annual training	JB
3/04	A-16	C&H access requirements	BACKLOGGED	abandon sewers	GM / Legal
8/03	A-15.9	Grease trap inspection control program	BACKLOGGED	develop procedures	JB
8/03	A-15.7	Grease traps/FOG	BACKLOGGED	notify commercial kitchens	JB

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
3/03	A-15	N-00-29 sewer easement	Docs updated	parties to sign	GM / Prop. Owner
3/02	A-14	Encroachment permit (9 Crotona Hgts)	BACKLOGGED	send agreement	JB
2/01	A-11	Sewer main acceptance records	BACKLOGGED	disavow by resolution	GM / Legal
2/99	A-8	West County contract review	ON HOLD	continue with existing	GM / Comm.
5/98	A-4	Emergency binder	BACKLOGGED	Update and revise	GM
6/20	A-33	Letter to railroad re crossing	BACKLOGGED	Protect access to outfall	GM / Legal
1/20	A-34	Outfall lease SLC #25959	Incomplete	Address outstanding items	GM

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The Brown Act

What to Include in the Minutes

OPEN SESSIONS

Teleconferencing (§ 54953)

- ⇒ Record notice has been posted and that a quorum participated from locations within the jurisdiction

Meeting Outside Jurisdiction

- ⇒ Record reason under section § 54954

Action on non-agenda items (§ 54954.2)

- ⇒ Emergency - majority vote to invoke emergency; description of emergency
- ⇒ Immediate need - that 2/3 vote taken and grounds articulated by council for invoking the rule
- ⇒ Adjourned meetings § 54955
- ⇒ Special meetings (Waiver of Notice) § 54956
- ⇒ Emergency meetings § 54956.5 – special requirements for posting the minutes

Pre-closed Sessions – Announcements

Record that open session announcement was made § 54957.7

- ⇒ Content: may be a reference to the item as listed on the agenda; may be made at the location of the closed session as long as the public is allowed to be present
- ⇒ Real Property – record that *special* announcement was made § 54956.8
 - Special Announcement: identify negotiators, the real property and whom the negotiations are with
- ⇒ Pending Litigation – State on agenda or announce subdivision of 54956.9 that authorized the closed session

Post Closed Session Announcements (§ 54957.1)

- ⇒ Real Estate Negotiations – Record announcement
- ⇒ Pending Litigation – Record announcement
- ⇒ Personnel Actions – Identify title of position
- ⇒ Labor Negotiations
 - Report on agreement when final
 - ◇ Identify item approved (e.g., the MOU)
 - ◇ Identify other party

CONFLICTS OF INTEREST

Conflicts of Interest Under the Political Reform Act

- ⇒ Permissive – Record announcement if made § 18702.1(a)(5)
 - Local rules may require disclosure/more specificity
- ⇒ Quorum – Disqualified official does not count
- ⇒ Mandatory Disclosure/Identification § 87105/18702.5
- ⇒ § 87200 Filers only
- ⇒ Content: Enough specificity as to each involved economic interest to be understood by the public
- ⇒ Timing: Made orally when agenda item is called
- ⇒ Record: In the official record (minutes)
- ⇒ Recusal/Leave Room – except consent
- ⇒ Exceptions:
 - Consent – announce, don't leave
 - Closed Sessions – make disclosure at open session
 - Absences – no identification/disclosure required
- ⇒ Example of entry in the minutes:
 - “Immediately following the announcement of Agenda Item 4.17, Councilmember Dillon announced she would be stepping down from the dais due to a conflict of interest which arises because she lives within 500' of the proposed project. Councilmember Dillon then left the dais and the council chambers.”
- ⇒ Legally Required Participation – § 18708
 - Must be in minutes – see § 18708(b)(4)(A)

Conflicts of Interest Under Government Code (§ 1090)

- ⇒ Remote Interests § 1091 – Record in minutes
 - The interest must be disclosed to the board of which the officer is a member and noted in the official records – applies to all remote interests
- ⇒ Non-Interests – § 1091.5 – Record in minutes
 - Three of the eleven non-interest categories require disclosure and recordation, as above, - best to record any announcement in the minutes



Brown Act Agenda Safe Harbor Listings for Closed Sessions

2013

License/Permits (§ 54956.7)

- ⇒ **Applicant(s):** (Specify number of applicants)

Conference with Real Property Negotiations (§ 54956.8)

- ⇒ **Property:** (Specify street address, or if no street address, the parcel number or other unique reference, of the real property)
- ⇒ **Agency Negotiation:** (Names of negotiators attending the closed session) (if specified negotiator can't attend – announce who will attend at the open session)
- ⇒ **Negotiating Parties:** (Specify name of Party (not agent))
- ⇒ **Under Negotiation:** (Specify whether instruction to negotiator will concern **price, terms of payment, or both**)

Conference with Legal Counsel – Existing Litigation (§ 54956.9)

- ⇒ **Name of Case:** (Specify by reference to claimant's name, names of parties, case or claim numbers)

-or-

- ⇒ **Case Name Unspecified:** (Specify whether disclosure would jeopardize service of process or existing settlement negotiations)

Conference with Legal Counsel – Anticipated Litigation

- ⇒ **Significant exposure to litigation** pursuant to § 54956.9(b): (Specify number of potential cases)
- ⇒ The agency may also have to provide additional info on the agenda

-or-

- ⇒ In an oral statement prior to the closed session pursuant to (B) to (E) of 54956.9(b)(3)
- ⇒ **Initiation of litigation** pursuant to § 54956.9(c): (Specify number of potential cases)

Liability Claims

- ⇒ **Claimant:** (Specify name unless unspecified pursuant to § 54961)

Agency claimed against: (Specify name)

Threat to Public Services or Facilities (§ 54957)

- ⇒ **Consultation with:** (Specify name of law enforcement agency and title of officer)

Public Employee Appointment (§ 54957)

- ⇒ **Title:** (Specify description of position to be filled)

Public Employment (§ 54957)

- ⇒ **Title:** (Specify description of position to be filled)

Public Employee Performance Evaluation (§ 54957)

- ⇒ **Title:** (Specify position title of employee being reviewed)

Public Employee Discipline/Dismissal Release (§ 54957)

(No additional information is required)

Conference with Labor Negotiators (§54957.6)

- ⇒ **Agency designated representatives:** (Specify names of designated representatives attending the closed session) (If designated representative can't attend, announce who will attend at open session.)
- ⇒ **Employee organization:** (Specify name of organization representing employee or employees in question)

-or-

- ⇒ **Unrepresented employee:** (Specify position title of unrepresented employee who is the subject of the negotiations)

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTC 8/25/21

LATEST FUND REPORT: 8-11-21

OPERATING FUND 3426		CONSTRUCTION FUND 3427	
CASH CARRIED FORWARD:	\$282,323.24	CASH CARRIED FORWARD:	\$60,020.28
ACTIVITY:		ACTIVITY:	
Warrants (6464-6510)	\$ (138,878.20)	Invstmnt Srvcs 4th q	(\$3.00)
Invstmnt Srvcs 4th qt	(\$29.00)		
Permit 21-11 to 21-11	\$150.00		
Contractor Bonds	\$ 2,000.00	CASH BALANCE:	\$60,017.28
Transfer from 3240			
Wells Fargo Fees		INVESTED BEGIN BAL.:	\$901,870.40
		4th Qtr Interest	\$736.35
		INVESTED BALANCE:	\$902,606.75
CASH BALANCE:	\$145,566.04	FUND 3427 BALANCE:	\$962,624.03
ADV ON TAXES:	\$ -		
060 Prop tax Beginnir	\$ -		
Cash Conversion			
Ending Balance	\$ -		
		CAPITAL RESERVE FUND 3429	
160 Adv Supp Prop tax	\$4,117.89	CASH CARRIED FORWARD:	\$260.00
Zero out until Dec	(\$4,117.89)		
Ending Balance	\$0.00	ACTIVITY:	
		Invstmnt Srvcs 4th q	(\$1.00)
INVESTED BEG. BALANCE:	\$3,377,893.50	CASH BALANCE:	\$259.00
Invest Interest	\$2,456.58		
Transfer to investment		INVESTED BEGIN BAL.:	\$71,405.31
		4th Qtr Interest	\$58.30
Ending Balance:	\$3,380,350.08		
FUND 3426 BALANCE:	\$3,525,916.12	INVESTED BALANCE:	\$71,463.61
TAXES held in 3240:	\$383,728.84		
CO.charges in 3240:	\$0.00	FUND 3429 BALANCE:	\$71,722.61
ACCRUED DEBT OWED TO CVSAN:			
PCSAN DEPT.	\$378,219.98	CONTRACTOR BONDS ON FILE:	
		36 contractors	\$36,500.00

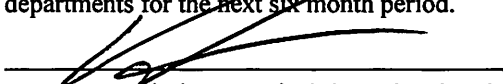
CROCKETT COMMUNITY SERVICES DISTRICT

INVESTMENT REPORT

AS OF August 1, 2021

<u>Beginning invested balance:</u>	<u>6/30/2021</u>	<u>\$ 5,020,505.17</u>
<u>RECREATION DEPT. OPERATING FUND 3241</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21		\$ 358,147.58
Activity: Interest 4th Quarter		\$ 249.36
Ending balance:		\$ 358,396.94
<u>MAINTENANCE DEPT. MEMORIAL HALL FUND 3242</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21		\$ 185,964.08
Activity: Interest 4th Quarter		\$ 146.67
Ending balance:		\$ 186,110.75
<u>PORT COSTA SANITARY DEPT. OPERATING FUND 3425</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21		\$ 125,224.30
Activity: Interest 4th Quarter		\$ 48.41
Ending balance:		\$ 125,272.71
<u>CROCKETT SANITARY DEPT. OPERATING FUND 3426</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21		\$ 3,377,893.50
Activity: Interest 4th Quarter		\$ 2,456.58
Ending balance:		\$ 3,380,350.08
<u>CROCKETT SANITARY DEPT. CONSTRUCTION FUND 3427</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21		\$ 901,870.40
Activity: Interest 4th Quarter		\$ 736.35
Ending balance:		\$ 902,606.75
<u>CROCKETT SANITARY DEPT. CAPITAL RESERVE FUND 3429</u>		
LOCAL AGENCY INVESTMENT FUND - Rate 0.33% on 7/15/21		\$ 71,405.31
Activity: Interest 4th Quarter		\$ 58.30
Ending balance:		\$ 71,463.61
<u>Closing invested balance:</u>	<u>7/31/2021</u>	<u>\$5,024,200.84</u>

All investments of the Crockett Community Services District have been made through the Treasurer, Contra Costa County. Pursuant to Gov't Code Section 53646, I hereby certify that the invested funds are in compliance with the investment policies of the Crockett Community Services District and provide sufficient liquidity to meet budgeted expenses for each respective departments for the next six month period.


 Vaughn Gunkelman, Administrative Services Manager

Date: 8/16/21

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Enforcement Actions:

- None taken

Managers Report

- No Sanitary Sewer Overflows
- 110' section of collapsed 8" VCP sewer was replaced by HDPE pipe burst as emergency repair on Vallejo easement at Alhambra street
- 69' section of deteriorated 6" VCP sewer was replaced by HDPE pipe burst at 400 Kendall
- PG&E has moved the anchor to the pole behind the JSWS that had halted the sewer replacement at that location. We are meeting with the contractor to survey the remaining work and develop a schedule for completion
- Gaunt and James have moved into 1RPD are operating out of there. The garage and lot have been helpful as storage to support sewer work by contractors
- Upcoming work on 1 RPD will include replacement of kitchen floor, installation of refrigerator and moving of Admin office items to upstairs. Items downstairs are being organized for upcoming garage sale