

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, MAY 20, 2020

1. CALL TO ORDER: The meeting was called to order at 7:02 PM by Chairperson Bartlebaugh. Present were Commissioners Adams and Manzione, along with General Manager McDonald, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Commissioners Wais and Wolthuis 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 (ha/mm):
 - a. Approve Minutes of April 15, 2020.
- 6.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in April. He said the Board approved the Sewer Use Charge Reports for Crockett and Port Costa, adopted updated Sewer System Management Plan, approved District Newsletter, set date of June 24 for public hearing to adopt proposed FY 2020/21 Budget, and approved inter-department loan of \$150K for Port Costa.
- 6.b. PROP. 218 NOTICES MAILED: Mr. McDonald reported the Notice of Public Hearing required under Prop. 218 in order to raise rates for sewer service in Crockett was been mailed out. Commissioner Manzione asked if staff has received any comments from residents on the increase. Mr. McDonald said he has only received one indirect comment.
- 6.c. ATHERTON-COOKE SEWER PROJECT: Mr. McDonald reported he is very happy with the work ECAST Engineering has done on this project. Commissioner Bartlebaugh asked if the additional work on the Pomona sewer east of Cooke was a project that was planned for in the future. Mr. McDonald said the Pomona line was planning to be replaced in a year or two, but opportunity now allowed for construction cost savings based on great public bid rate. Commissioner Manzione said it looks like it was a very successful project. A motion to accept the Atherton-Cooke sewer replacement Project C-1002 as complete, order staff to file Notice of Completion, and recommend final payment retention amount of \$43,548.18 plus final billing from the County on the Encroachment permit carried unanimously (mm/ha).
- 6.d. CARQUINEZ MIDDLE SCHOOL SEWER REPLACEMENT: Mr. McDonald reported that a public sewer which needs replacement runs through the project site where a new Carquinez Middle School is being built. He said the sewer was a failing in two spots. He went to the John Swett Unified School District (JSUSD) and reached an agreement to split the cost of the project with JSUSD. A proposal by Carone & Company in the amount of \$87,200 was accepted and the contract for work was executed. The sanitary department's share of the project was calculated at \$46,973.60 and JSUSD would pay \$40,226.40. Commissioner Wais arrived at 7:28 pm. A motion to accept the Carquinez Middle School

sewer replacement Project C-1015 as complete, order staff to file the Notice of Completion, and recommend final payment retention amount of \$8,720 carried unanimously (mm/ha).

7.a. ENFORCEMENT ACTIONS: Mr. McDonald reported the lifting of COVID-19 restrictions on private construction has allowed private sewer replacement projects to be scheduled again. The sanitary departments restarted issuing permits for lateral sewer replacements on May 4. He said staff continues to postpone non-critical enforcement action items.

7.b. SEWER INSPECTION PROGRAM: Mr. Barnhill reported L.R. Paulsell completed the annual sewer inspection program awarded in 2019 and performed well. He said the total line segments planned for 2019 was 83, total length planned for inspection was 12,009 LF, and total cost for the program was \$26,681. There were 52 serious defects documents by inspection in 2019 with 2 identified as urgent priorities. Commissioner Wolthuis arrived at 7:40 pm.

8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported the new loan has been added to the Port Costa Sanitary Department accrued debt amount owed to Crockett Sanitary shown on the bottom of the worksheet. He reported transferring \$16,862.03 from Fund 3427 (Construction) to Fund 3426 (O&M) to reimburse for the Joint Treatment Plant Capital projects completed this fiscal year. Mr. McDonald reported interest received from the Local Agency Investment Fund (LAIF) for the fourth quarter of \$14,957.90.

8.b. 10-MONTH BUDGET REPORT: Mr. McDonald reported the sanitary department is in a strong financial position with estimated expenses for the collection system, treatment plant, and administrative cost centers all under budget. The contingency and rate stabilization reserves are not planned to be used this year. No budget deficit is forecast and no need to revise its current budget. No recommended changes to the preliminary budget for FY 20/21 were made.

9.a. STAFF REPORT ON OPERATIONS: Mr. McDonald reported one Sanitary Sewer Overflow (SSO) in April. It occurred at Carquinez Middle School construction site when a by-pass pump hose crimped causing 180 gallons of sewage to spill onto the ground and into the adjacent storm drain.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald said there will be two seats on the District Board that are up for re-election at the next General Election held on November 3. The official filing period begins on July 13 and ends on August 7 and if anyone has an interest running for a Board seat please contact him for more information.

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: Commissioner Wolthuis said the committee previously met in March to discuss the budget. No further report.

10.c. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Detailed Facilities Needs Analysis for Crockett Sanitary Department (June)
- Existing and future staffing FTE report requirements (June)
- Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (August).
- Recommend award of contract(s).
- Recommend payment for sewer project(s).

13. COMMISSIONER COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 8:29 PM until June 16, 2020.

Respectfully submitted,

Susan Witschi

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May 22, 2020