

CROCKETT SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, APRIL 20, 2022

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/2022-4-20-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# 825 4906 8899 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/82549068899> 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#.825 4906 8899

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 March 16, 2022

6. **ADMINISTRATIVE:**
Consider report on actions taken by the District Board.
7. **WASTEWATER:**
Status report on recent Enforcement Actions.
8. **BUDGET AND FINANCE:**
 - a. Consider monthly Summary Worksheet and staff report on financial matters.
 - b. Consider financial contributions and reimbursement at 1 Rolph Park Drive.
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 – Members Adams and Trask
 - c. Inter-Agency Meetings:
 - d. Ad Hoc Meetings: Manzione and Trask
11. **FUTURE AGENDA ITEMS:**
Receive Sewer Use Charge (SUC) Study Report and consider proposed SUC for FY 2022/23 and form recommendations (May).
Review annual newsletter (May).
Consider lateral inspection increase.
Consider procedures for ADU applicants.
Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
Smoke testing review.
12. **COMMENTS FROM COMMISSIONERS:**
13. **ADJOURNMENT** to May 18, 2022.

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, MARCH 16, 2022

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Wais. Present were Commissioners Adams and Trask, along with General Manager Murdock, Administrative Services Manager Gunkelman, Assistant Dept. Manager Barnhill and Assistant District Secretary Witschi. Commissioner Manzione was absent.
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/dt):
 - a. Approve Minutes of February 16, 2022.
- 6.a. DISTRICT BOARD ACTIONS: No report.
- 6.b. SPENDING AUTHORITY: Mr. Murdock reported the Board asked for comments from the commission regarding spending authority of the General Manager. He has the administrative authority and responsibility for the operation of the District and the enforcement of all District rules and regulations, including authority to execute all contracts, warrants, releases, receipts and similar documents for and on behalf of the District. He said the spending limit pre-COVID has been \$5K and when COVID began it was moved up to \$50K. As COVID restrictions expire, the spending limit will move back to \$5K. He is asking that it continues to be \$50K. Commissioner Adams said it seems much more efficient to have that \$50K ready to roll anytime rather than waiting weeks to get an approval. The Commission was in favor of the \$50K spending authority for the General Manager.
- 6.c. ACTION PLAN: Mr. Murdock presented the Action Plan for the Crockett Sanitary Department for 2022. He said the items on the list are ranked in order of importance and he would like to accomplish this year. No further action or comments.
- 7.a. ENFORCEMENT ACTIONS: Mr. Barnhill reported he started to send out Notice of Violation letters to property owners for sales in 2021. He said eight letters have been mailed out to property owners that are not in compliance.
- 7.b. AUTHORIZATION OF SEWER REPAIRS: Mr. Murdock presented three proposed capital repairs. He said the first one is at 37 Bishop and it is clogged with heavy roots at a cost of \$39,125; the second one is a Pomona easement that is difficult to access at a cost of \$105K; and the third one is on Carquinez Way at a cost of \$47K. A motion to approve the proposed capital repairs carried unanimously (dt/ha).

8. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. No further report.

9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported a Sanitary Sewer Overflow (SSO) at 1963 Carquinez Way. He also said there were two private lateral overflows. One at 309 West and one at 803 Loring. Mr. Murdock report he met with West County mechanics on March 15 to see what they do about the system at the pump station. He said last night there were nine false alarm failures. He said Telstar was out at the pump station for about eight hours troubleshooting the system. He said the problem is the Motor Control Center (MCC). He has been in contact with Vivian Housen, District Engineer, to move forward and get the MCC replaced. Mr. Murdock reported he is working toward getting the first floor of the new office building ADA compliant. The floor tile in the downstairs bathrooms is currently being replaced.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman reported he spoke with State Lands regarding the outfall lease and it should be on their meeting agenda in April.

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

10.d. AD HOC COMMITTEES REPORT: Commissioner Trask reported the Recycled Water Ad Hoc Committee met at the new office building with Mr. Murdock, Mr. Barnhill and Mr. Gunkelman, along with Commissioner Manzione. He said they reviewed what their options were and they have the potential to recover 100,000 gallons a day of recycled water from Crockett and somewhere around 3-5 million gallons a month of potential recycled water that was available. They determined a site visit was needed to determine where exactly they could recover the water and whether or not a holding tank was required. Commissioner Trask said there is an option with the development of the Nantucket parking lot to incorporate this project, and if there needs to be some kind of pumping station or holding facility it can probably get incorporated right into that area.

11. FUTURE AGENDA ITEMS:

- Receive 9-month Budget Report and Preliminary FY 2022/23 budget (April).
- Review annual newsletter (April).
- Prop. 218 requirements for increase in service charges (April).
- Consider lateral inspection increase.
- Consider procedures for ADU applicants.
- Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
- Smoke testing review.

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:53 PM until April 20, 2022.

Respectfully submitted,

Susan Witschi

Susan Witschi
March 22, 2022

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 4-27-22 LATEST FUND REPORT: 4-12-22

OPERATING FUND 3426		CONSTRUCTION FUND 3427	
CASH CARRIED FORWARD:	\$599,119.73	CASH CARRIED FORWARD:	\$62,438.28
ACTIVITY:		no activity	
Warrants (6664-6688)	\$ (212,017.78)		
Legal fees to 3242	\$ (11,821.75)		
Prop Tax xfer fr 3240	\$ 160,887.00	CASH BALANCE:	\$62,438.28
CCF Return to Source	\$ 36,406.00	INVESTED BEGIN BAL.:	\$903,676.31
JSHS SUC	\$ 68,908.00	no activity	
PG&E SUC	\$ 659.00		
Prmts 22-04 to 22-10	\$ 390.00		
Bond for 22-10	\$ 1,000.00		
CASH BALANCE:	\$643,530.20	INVESTED BALANCE:	\$903,676.31
ADV ON TAXES:	\$ 566,446.51	FUND 3427 BALANCE:	\$966,114.59
060 Prop tax Beginning	\$ 562,328.62		
No activity			
Ending Balance	\$ 562,328.62	CAPITAL RESERVE FUND 3429	
160 Adv Supp Prop tax	\$4,117.89	CASH CARRIED FORWARD:	\$257.00
Ending Balance	\$4,117.89	no activity	
INVESTED BEG. BALANCE:	\$2,784,155.21	CASH BALANCE:	\$257.00
		INVESTED BEGIN BAL.:	\$71,548.30
Ending Balance:	\$2,784,155.21	no activity	
FUND 3426 BALANCE:	\$3,994,131.92	INVESTED BALANCE:	\$71,548.30
TAXES held in 3240:	\$252,306.58	FUND 3429 BALANCE:	\$71,805.30
CO.charges in 3240:	\$0.00		
ACCRUED DEBT OWED TO CVSAN:		CONTRACTOR BONDS ON FILE:	
PCSAN DEPT.	\$339,659.68	37 contractors	\$38,500.00

CROCKETT SANITARY DEPARTMENT

9-month BUDGET

FY 2021/22

	PY Actual	Budgeted	9-month Actuals	Est. Year End	Proposed Budget
	FY 20/21	FY 21/22	FY 21/22	FY 21/22	FY 22/23
GENERAL FUND 3426 - Revenue					
3426i · FUND 3426 CVSAN. Revenue*****					
300 · OPERATING REVENUE					
301.1 · SEWER USE CHARGES - CY **	1,440,171	1,440,171	1,414,081	1,413,811	1,625,883
301.2 · SEWER USE CHARGES - PY	49,174	98,348	49,174	49,174	0
301.3 · SEWER USE CHARGES - C&H **	96,916	196,696	0	49,174	206,531
302 & 306 · PERMIT FEES & MISC. SERVICE F	1,290	1,994	1,290	1,290	1,525
303 · CONNECTION / CAPACITY CHARGES	0	4,850	2,425	2,425	4,850
307 · PENALTIES AND FINES COLLECTED	0	500	0	0	500
318 · COST RECOVERY					
318.2 · Abatement Costs	0	500	0	0	500
318.1 .3 .6 · C&H, Vendor, CCC Tax	30,000	16,000	1,333	1,333	16,000
Total 318 · COST RECOVERY	30,000	16,500	1,333	1,333	16,500
Total 300 · OPERATING REVENUE	1,617,550	1,759,059	1,468,302.83	1,517,206.83	1,855,788
325 · NON-OPERATING REVENUE					
311 · INTEREST	53,436.30	49,426	13,787	15,787	14,000
314 · PROPERTY TAX-transfer from 3240	295,882.11	310,985	310,887	310,887	<u>326,431</u>
316 · PAYMENTS PRIVATE SEWER AGRMT	0.00	5,000	2,610	2,610	0
319 · GRANTS / RTS	31,818.00	31,500	36,406	36,406	31,500
320 · OTHER NON-OP INCOME / PASSTHRU	1,004.49	2,000	<u>0</u>	0	<u>2,000</u>
322 · INTERFUND TRANSFER FROM 3427*	0.00	256,387	0	0	256,387
325.8 · CONTRACTOR BONDS	6,000.00	6,000	4,000	5,000	6,000
325.9 · INTERFUND LOAN PRINCIPAL PCSAN	73,976.87	42,681	35,142	35,142	39,648
Total 325 · NON-OPERATING REVENUE	462,117.77	703,979	402,832	405,832	675,966
Allocation from Rate Stabilization Reserve	0.00	0	0.00	0	0
Interfund G/L non-operating income adj.	0.00	0	0.00	0	0
Total 3426i · FUND 3426 CVSAN. Revenue *****	2,079,668.18	2,463,038	1,871,134.90	1,923,039	2,531,755

*Transfer from fund 3427 to be made only if MCC project and others are initiated



GENERAL FUND 3426 - Expense

CROCKETT SANITARY DEPARTMENT

9-month BUDGET

FY 2021/22

	PY Actual	Budgeted	9-month Actuals	Est. Year End	Proposed Budget
	FY 20/21	FY 21/22	FY 21/22	FY 21/22	FY 22/23
3426e · FUND 3426 CVSAN. Expense*****					
410 · COLLECTION SYSTEM *****			***** COLLECTION SYSTEM *****		
410.211 · LOAN PRINCIPAL	82,425	86,680	87,580	87,580	81,117
410.25 · GAS, FUEL, OIL, MAINT (DIST. VEHIC	534	726	460	460	546
410.30 · INSURANCE (prop.&liab.)	38,130	71,843	26,834	26,834	43,258
410.50 · O&M (Pump Station)	43,155	47,471	23,009	36,309	39,940
410.55 · PROF. SVCS. (Coll.)	18,614	20,103	9,390	16,390	17,701
410.65 · RENT/LEASE EASEMENTS	2,522	2,724	5,697	5,697	6,152
410.70 · MAINTENANCE					
70.1 · Sewers - preventive maint.	116,306	125,610	87,165	97,565	105,371
70.2 70.3 70.4 · Weeds, Hardware, & Repairs	3,738	4,037	5,743	6,243	6,742
Total 410.70 · MAINTENANCE	120,044	129,647	92,908	103,808	112,113
410.90 · UTILITIES					
90.6 · Autodialer Alarm	489	1,062	1,594	2,194	1,248
90.1 · Electricity	32,313	37,160	30,720	37,720	43,378
90.2 · Water	2,637	2,901	4,714	6,114	6,298
Total 410.90 · UTILITIES	35,439	41,122	37,028	46,027.94	50,924
410.95 · OTHER OPERATING (Coll.)					
95.1 · Capital Repl. - Pump Station	68,160	47,300	66	20,066	47,300
95.2 · Other Operating Costs + HHW	3,234	5,315	338	338	2,962
Total 410.95 · OTHER OPERATING (Coll.)	71,394	52,615	404	20,404	50,262
Total 410 · COLLECTION SYSTEM *****	412,257	452,931	283,310	343,510	402,014
411 · TREATMENT PLANT *****			***** TREATMENT PLANT *****		
411.50 · C&H - JTP O&M	553,915	639,165	55,211	655,211	649,497
411.95 · CAPITAL REPLACEMENT (Treat)	200	11,893	0	20,000	11,893
Total 411 · TREATMENT PLANT *****	554,115	651,058	55,211	675,211	661,390
414 · ADMINISTRATIVE *****			***** ADMINSTRATIVE *****		
414.20 · ELECTIONS	300	0	0	0	0
414.35 · MEMBERSHIPS	2,820	4,800	2,650	2,650	4,800
414.40 · OFFICE					
40.1 · Postal	210	1,400	150	150	1,400
40.2 · Supplies	3,234	3,019	985	1,985	3,158
40.3 · Miscellany	2,411	1,692	1,525	1,525	1,876
Total 414.40 · OFFICE	5,856	6,111	2,660	3,660	6,434
414.55 · PROF. SVCS. (Admin.)					
55.7 · Consultants	4,185	5,409	0	0	3,518
55.4 · Attorney	9,973	13,287	8,916	18,916	14,059
55.5 · Auditor	6,585	8,608	4,148	5,148	8,608
55.6 · Engineer / Consultants (non-Capl)	2,964	10,566	75	75	4,535
Total 414.55 · PROF. SVCS. (Admin.)	23,708	37,869	13,139	24,139	30,720
414.60 · PRINTING/PUBLISHING	1,485	1,800	217	717	1,800
414.65 · RENTS & LEASES (loan share)	7,200	32,713	43,940	32,516	32,713

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CROCKETT SANITARY DEPARTMENT

9-month BUDGET

FY 2021/22

	PY Actual	Budgeted	9-month Actuals	Est. Year End	Proposed Budget
	FY 20/21	FY 21/22	FY 21/22	FY 21/22	FY 22/23
414.70 · CAPITAL REPL. (Admin Bld.)	21,083	22,335	10,818	12,818	22,335
414.75 · ADMIN BLDG OFFICE OPERATING	16,044	20,082	6,191	9,191	9,467
414.80 · VEHICLE / TRAVEL REIMBURSE	75	548	75	75	256
414.90 · TELEPHONE / INTERNET / CELL	2,193	2,522	3,863	4,863	5,350
414.94 · SOFTWARE SUBSCRIPTIONS	15,682	18,687	4,646	16,457	16,942
414.95 · OTHER ADMIN					
95.3 · County & State Charges	20,350	6,167	5,470.52	5,470.52	5,853
95.x · Recoverable exp. (excl. Payroll)	111	8,226	224.28	224.28	3,139
95.9 · Training and Conferences	0	1,500	760.00	760.00	1,500
95 · SUC Refund, COVID-19, and Other Misc	4,035	1,000	659.00	659.00	1,000
Total 414.95 · OTHER ADMIN	24,496	16,892	7,113.80	7,113.80	11,492
Total 414 · ADMINISTRATIVE *****	120,941	164,360	95,313	114,200	142,308
Total 3426e · SUB-TOTAL O&M Expense*****	1,087,312	1,268,348	433,834	1,132,922	1,205,712
6560 · PAYROLL EXPENSES *****					
CVSan - O&M SALARY/BENEFITS					
General Manager / Dist Eng	61,552.69	70,000	63,650	71,738	71,738
Admin. Svcs Manager		70,000	41,600	55,200	55,200
Asst. Department Manager (JB)	72,499.28	72,000	54,600	78,600	78,600
Assistant District Secretary (SW)	32,157.59	28,000	14,000	21,000	21,000
Back Dated CalPERS				23,000	
Other hrly employees	56,555.89		2,117	14,117	14,117
Total CVSan O&M SALARY/BENEFITS	222,765.45	240,000	175,967	263,654	240,654
Other Payroll (CalPER Unfnd/LTD/WC prem)	7,797.53	8,408	16,741	24,241	
Total 6560 · PAYROLL O&M EXPENSES *****	230,562.98	248,408	192,707	287,895	240,654
Total O&M Expense	1,317,874.90	1,516,756	626,541	1,420,816	1,446,366
Net Ordinary O&M Revenue	299,675.51	242,302	841,762	96,391	409,422
411.99 Other Non-Op Interfund trsfr to 3427		4,850.00	2,425.00	0.00	4,850
423.1 Loan Interest Non-Op Expense	25,911.00	10,022	19,374.78	19,374.78	10,022
423 Non-Op Expense Other / Cash Bond Refund	1,000.00	3,000	0.00	1,000.00	3,000
Contingency Expense 10%		151,675			144,636
111 Capital Project Funding Additional Allocation		61,183			
<i>Actual spent on Capital Projects</i>	153,296.00	0	431,705.00	591,705.00	
411.98 Trnsfr to 3427 for 3rd-clarifier capx reser	32,000.00	32,000	0.00	32,000.00	32,000
Interdepartment loan to Port Costa (#3)		0	0.00	0.00	
Payroll Liability G/L Adjustment	683.86	0		0.00	0
TOTAL EXPENSE (w/ Capital Alloc. & Contingency)	1,535,615.76	1,779,486	1,080,045.81	2,064,895.87	1,640,874

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