

# CROCKETT SANITARY COMMISSION

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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. This matter regards a State law on Accessory Dwelling Units (ADU's). The Sanitary Department has received legal advice given to our staff. The purpose of this closed session is to hear that legal advice passed on by staff.
    - b. Security matter. This closed session pertains to security of sewer system assets. The purpose is to address recently recognized security risks, especially for internet and IT assets. The security personnel with whom the commission is consulting is our department staff responsible for these security subjects.
- 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  
August 9, 2021