

# CROCKETT SANITARY COMMISSION

Regular Business Meeting  
AGENDA FOR WEDNESDAY, OCTOBER 20, 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/2021-10-20-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# 823 9619 2060 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/82396192060> 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#. 823 9619 2060

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*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 September 15, 2021

6. ADMINISTRATIVE:
  - a. Consider report on actions taken by the District Board.
  - b. Discuss allocation of floor space at the new office building and communication with the Board.
7. WASTEWATER:
  - a. Status report on recent Enforcement Actions.
  - b. Discuss removing bricks at the Pump Station.
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:

Consider lateral inspection increase.  
Consider procedures for ADU applicants.  
Consider restoring the Budget & Finance Committee.  
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 November 10, 2021.

## HOW TO SUBMIT PUBLIC COMMENTS:

**Written/ Read Aloud:** Please email your comments to [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (*not to exceed three minutes at staff's cadence*), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 3:00 PM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be treated as telephonic/electronic comments.

**Telephonic / Electronic Comments:** During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. The public can speak up at that time or use the Zoom chat feature to indicate they want to make a public comment. If needed, a short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Use Zoom chat or email your comments to [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all submitted comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

You will find the Minutes of this meeting posted on our website at [www.town.crockett.ca.us](http://www.town.crockett.ca.us) after they are adopted. Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification of at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

*In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection. The Board has designated the District's website located at <https://www.town.crockett.ca.us/meetings> as the place for making those public records available for inspection. The documents may also be obtained by calling the District Manager. at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.*

# CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)

website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MINUTES OF REGULAR MEETING, SEPTEMBER 15, 2021

1. CALL TO ORDER: The meeting was called to order at 7:07 PM by Chairperson Manzione. Present were Commissioners Adams and Wais, along with District Engineer Murdock, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Commissioner Mauler was absent. Administrative Services Manager Gunkelman 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 items were approved unanimously (mw/ha):
  - a. Approve Minutes of August 19, 2021.
  - b. Consider Status Report on outstanding items.
- 6.a. DISTRICT BOARD ACTIONS: Mr. Murdock reported on the actions taken by the District Board in August. He said the Board approved moving forward with changes to the Accessory Dwelling Unit policy. He said the Wastewater Committee should meet and discuss this issue, along with lateral inspection fees.
- 6.b. ANNOUNCEMENT OF VACANCY: Commissioner Manzione said he understands that Darcy Trask will not be applying for the vacancy on the commission. The Announcement of Vacancy will be re-posted for 30 days.
7. ENFORCEMENT ACTIONS: None
8. FINANCIAL REPORT: Mr. Gunkelman arrived at 7:20 pm. The monthly statement of Department finances was examined by the Commission. Mr. Gunkelman reported the audit began yesterday. He said we are approaching a deadline on reaching a consensus on the splits for the new office building on how the departments are going to handle those. He said no decisions construction wise at the new office building have been made and which parts of the building are going to be used by staff and which parts of the building are going to be for rental on a permanent basis.
- 9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported there was a power outage recently and he thinks there has to be a better solution than calling West County Wastewater District (WCWD) to come sit and watch a generator run for two hours every time. He is looking into a suitable battery and said there is not a lot of energy required. It does have some things make it a little more difficult than typical off the shelf battery power, it needs to be 240 volt needs to be a little bigger than most put out not bigger than all. He said a job on the easement on Alexander has been completed cleared. He said he has made an informal agreement to hire a landscaping crew to remove some of the dead trees

on the hillside above Alexander Park. He received a grant from the Crockett Community Foundation for \$20K to do the work.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman reported he attended the State Lands Commission meeting and they approved to move forward to obtain bidding to demo and dredge down at the Nantucket. Commissioner Adams reported has been a committee set up to modify the demolition of the Nantucket to leave the infrastructure in place in case there is a viable waterfront there again someday.

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: Mr. Murdock reported there are some items to discuss so a meeting should be setup in the near future.

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Consider allocation of floor space at the new office building.
- Communication with District Board.
- Consider lateral inspection increase.
- Consider procedures for ADU applicants.
- Consider restoring the Budget & Finance Committee.
- 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).

13. COMMISSIONER COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 8:10 PM until October 20, 2021.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
October 13, 2021

**RESOLUTION NO. 20/22-5**

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
PROCLAIMING A LOCAL EMERGENCY, RATIFYING THE PROCLAMATION  
OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-15-21,  
SEPTEMBER 20, 2021, AND AUTHORIZING REMOTE TELECONFERENCING  
MEETINGS OF THE LEGISLATIVE BODIES OF THE CROCKETT COMMUNITY  
SERVICES DISTRICT FOR THE PERIOD OF SEPTEMBER 29, 2021 THROUGH  
OCTOBER 29, 2021, PURSUANT TO BROWN ACT PROVISIONS**

WHEREAS, the Crockett Community Services District ("District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, the District is an independent special district and the meetings of its legislative bodies are open and public in compliance with the legal requirements of the Ralph M. Brown Act (Government Code § 54950 - 54963); and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, such conditions now exist in the District, specifically, under the Proclamation of a State of Emergency by Governor Newsom on March 4, 2020, and Executive Order N-12-21 extending the effective date through December 31, 2021; and

WHEREAS, Contra Costa County has issued health orders and guidelines for public safety, requiring masks indoors and proof of vaccinations at all government facilities; and

WHEREAS, the Board of Directors does hereby find that there a potential threat to public health and safety; and

WHEREAS, the Board of Directors does hereby find that the legislative bodies of the Crockett Community Services District shall conduct their meetings without compliance with section 54953(b)(3), as authorized by section 54953(e), and such legislative bodies shall comply with the requirements for the public to access the meetings as described in 54953(e)(2); and

WHEREAS, the District's regular meeting place has been established as the Crockett Community Center in Crockett by District Code Section 2.04.040, except as otherwise designated pursuant to District Resolution 1920-18; and

WHEREAS, it is the intent of the Board for it and its other legislative bodies to continue to hold meetings in order to receive information, provide direction, and make decisions on behalf of the District while still complying with social distancing requirements during the pandemic; and

WHEREAS, the District shall continue to hold all meetings subject to the Brown Act via teleconference or other electronic means, as posted on the District webpage, and as noticed on the bulletin boards located at the Crockett Community Center.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Crockett Community Services District, that:

1. The above referenced recitals are true and correct and material to the adoption of this Declaration.
2. The Board hereby proclaims that the safety of life and property cannot be assured in the District at this time.
3. The Board hereby ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of September 29, 2021.
4. The Staff and legislative bodies of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting regular meetings of the Board, and any and all other meetings of the Crockett Community Services District's legislative bodies that are subject to the Brown Act.
5. This Declaration shall take effect immediately and shall remain in effect until October 29, 2021, or such time that the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Crockett Community Services District may continue to teleconference without compliance with section 54953(e)(3).

This Declaration is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the Crockett Community Services District, its departments, officers, employees, contractors, or any other person.

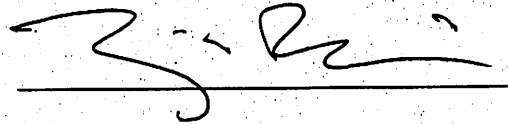
**PASSED AND ADOPTED** by the Board of Directors of the Crockett Community Services District on this 29th day of September, 2021, by the following roll call votes:

AYES: Bartlebaugh, Kirker, Barassi, Peterson

NOES:

ABSENT: MacKenzie

ABSTAINED:



Luigi Barassi  
Board President

ATTEST:



Kent Peterson,  
Board Secretary



# CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MONTHLY SUMMARY WORKSHEET

*VPC*

PREPARED FOR BOARD MTC 10/27/21 LATEST FUND REPORT: 10-12-21

OPERATING FUND 3426		:	CONSTRUCTION FUND 3427	
CASH CARRIED FORWARD:	\$99,544.63	:	CASH CARRIED FORWARD:	\$60,017.28
ACTIVITY:		:	ACTIVITY:	
Warrants (6533-6558)	\$ (89,278.43)	:	Invstmnt Srvcs 4th qtr	
Transfer From LAIF		:		
Permit 21-14 - 21-17	\$210.00	:	-----	
Contractor Bond	\$ 1,000.00	:	CASH BALANCE:	\$60,017.28
Transfer from 3240	\$ -	:	-----	
Wells Fargo Fees	\$0.00	:	INVESTED BEGIN BAL.:	\$902,606.75
CXL outdtd Chk 3/21/2	\$ 66,928.46	:	4th Qtr Interest	
		:	-----	
		:	INVESTED BALANCE:	\$902,606.75
		:	-----	
CASH BALANCE:	\$78,404.66	:	FUND 3427 BALANCE:	\$962,624.03
		:	-----	
ADV ON TAXES:	\$1,342,616.24	:		
060 Prop tax Beginnir	\$ -	:		
SUC 9/21/21	\$1,342,616.24	:	-----	
Ending Balance	\$1,342,616.24	:	CAPITAL RESERVE FUND 3429	
		:	-----	
160 Adv Supp Prop tax	\$0.00	:	CASH CARRIED FORWARD:	\$259.00
Zero out until Dec		:		
Ending Balance	\$0.00	:	ACTIVITY:	
		:	Invstmnt Srvcs 4th qtr	
		:	-----	
INVESTED BEG. BALANCE:	\$3,280,350.08	:	CASH BALANCE:	\$259.00
Invest Interest		:	-----	
Transfer to Cash		:	INVESTED BEGIN BAL.:	\$71,463.61
		:	4th Qtr Interest	
Ending Balance:	\$3,280,350.08	:	-----	
		:	INVESTED BALANCE:	\$71,463.61
		:	-----	
FUND 3426 BALANCE:	\$4,701,370.98	:	FUND 3429 BALANCE:	\$71,722.61
		:	-----	
TAXES held in 3240:	\$385,553.12	:		
CO.charges in 3240:	\$0.00	:		
		:	-----	
ACCRUED DEBT OWED TO CVSAN:		:	CONTRACTOR BONDS ON FILE:	
		:	-----	
PCSAN DEPT.	\$378,219.98	:	37 contractors	\$37,500.00
		:		