

CROCKETT SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR MONDAY, SEPTEMBER 26, 2022
(PREVIOUSLY SCHEDULED FOR SEPT 21, 2022)

TIME: 7:00 PM
PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

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

****IN-PERSON OR BY TELECONFERENCE****

In accordance with Government Code section 54953(e) and the county Board of Public Health, Board members may participate in this meeting remotely. This meeting will be accessible to all members of the public in-person, or by Zoom.

HOW TO OBSERVE THE MEETING:

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

Enter the Meeting ID# 410 765 9435 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/u/kb4PW3DxF2>

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/4107659435> using a computer with internet access that meets Zoom's system requirements [Zoom system requirements-Zoom Support](#)

Mobile: Login through the Zoom mobile app on a smartphone and enter Meeting ID# 410 765 9435.

1. CALL TO ORDER – ROLL CALL

- a. Seating of new Commissioner, Charles Davis

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

(The Board 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 on a future agenda.)

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 Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)

6. WASTEWATER:

- a. Consider report on enforcement actions.
- b. Consider Authorization of sewer repair, E-03-05.
- c. Consider report on status and events at Joint Treatment Plant
- d. Consider recommendations of Wastewater Committee, regarding Accessory Dwelling Units and the District Code

7. ADMINISTRATIVE:
8.
 - a. Seating of new Commissioner, Charles Davis
 - b. Consider report on actions taken by the District Board.
9. BUDGET AND FINANCE:
 - a. Consider monthly Summary Worksheet and staff report on financial matters.
 - b. Consider authorization of loan agreement to the Maintenance Department for continued improvements at 1 Rolph Park Drive.
10. 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.
11. ANNOUNCEMENTS AND DISCUSSION
12. 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. Recycled Water Ad Hoc Committee: Members Manzione and Trask
 - d. Inter-agency meetings:
13. FUTURE AGENDA ITEMS:
Discussion of proposed changes to District Code.
Smoke testing review.
14. COMMENTS FROM COMMISSIONERS:
15. ADJOURNMENT until October 19, 2022.

Project Details_2205 (Proposed) from E-03-04 to E-03-05

235 Linear Ft 6" dia to be replaced with HDPE by pipeburst

Manhole E-03-04 is in alley behind J&L store

Numerous fences and other encroachments exist on sewer line



CROCKETT SANITARY DEPARTMENT

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
website: www.town.crockett.ca.us

The CVSAN Wastewater committee met and formed the following recommendation for changes to be made:

- Increase to \$250 for standard field inspection, no discount for partial repair
- Updated form for "sewer use charge adjustment request"
- -ADU discussion?
 - Clarify definition of appropriate sized kitchen
 - Inspection fee for ADU, if passing

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 9-28-22 LATEST FUND REPORT: 7-13-22

| OPERATING FUND 3426 | | CONSTRUCTION FUND 3427 | |
|-----------------------------|----------------|---------------------------|----------------|
| CASH CARRIED FORWARD: | \$900,859.30 | CASH CARRIED FORWARD: | \$62,435.28 |
| ACTIVITY: | | Interfund Xfer to | |
| Warrants (6725-6728) | \$ (12,326.32) | fund 3427 - JTP | \$64,000.00 |
| | | Cap-x FY 2021&2022 | |
| CashConv Sec Tax Adv | \$ 61,982.50 | | |
| Prmts 22-22 to 22-25 | \$ 210.00 | CASH BALANCE: | \$126,435.28 |
| Bond | \$ 1,000.00 | INVESTED BEGIN BAL.: | \$904,388.43 |
| EDD refund | \$ 1,417.41 | No Activity | |
| Roto Rooter | \$ 750.00 | | |
| Interfund Xfer to | | | |
| fund 3427 - JTP | \$ (64,000.00) | | |
| Cap-x FY 2021&2022 | | | |
| CASH BALANCE: | \$889,892.89 | INVESTED BALANCE: | \$904,388.43 |
| ADV ON TAXES: | \$ 4,117.89 | FUND 3427 BALANCE: | \$1,030,823.71 |
| 060 Prop tax Beginning | \$ 61,982.50 | | |
| CashConv Sec Tax Adv | (\$61,982.50) | | |
| Ending Balance | \$ - | CAPITAL RESERVE FUND 3429 | |
| 160 Adv Supp Prop tax | \$4,117.89 | CASH CARRIED FORWARD: | \$256.00 |
| Ending Balance | \$4,117.89 | No Activity | |
| INVESTED BEG. BALANCE: | \$2,786,349.18 | | |
| No Activity | | CASH BALANCE: | \$256.00 |
| Ending Balance: | \$2,786,349.18 | INVESTED BEGIN BAL.: | \$71,604.68 |
| FUND 3426 BALANCE: | \$3,680,359.96 | No Activity | |
| TAXES held in 3240: | \$240,141.22 | INVESTED BALANCE: | \$71,604.68 |
| CO.charges in 3240: | \$0.00 | FUND 3429 BALANCE: | \$71,860.68 |
| ACCRUED DEBT OWED TO CVSAN: | | CONTRACTOR BONDS ON FILE: | |
| PCSAN DEPT. | \$339,659.68 | 39 contractors | \$40,500.00 |

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 9-28-22 LATEST FUND REPORT: 8-11-22

| OPERATING FUND 3426 | | CONSTRUCTION FUND 3427 | |
|-----------------------------|-----------------|---------------------------|----------------|
| CASH CARRIED FORWARD: | \$889,892.89 | CASH CARRIED FORWARD: | \$126,435.28 |
| ACTIVITY: | | Investment Svcs 4th qt. | (\$6.00) |
| Warrants (6729-6758) | \$ (162,860.25) | | |
| Interfund Xfer to 3242 | \$ (38,750.14) | | |
| Investment Svcs 4th qt. | \$ (18.00) | CASH BALANCE: | \$126,429.28 |
| Prmts 22-26 to 22-27 | \$ 120.00 | INVESTED BEGIN BAL.: | \$904,388.43 |
| Xcl Outdated chk | \$ 847.00 | 4th qtr interest | \$1,693.20 |
| Xcl chk 6715 | \$ 7,548.67 | | |
| CASH BALANCE: | \$696,780.17 | INVESTED BALANCE: | \$906,081.63 |
| ADV ON TAXES: | \$ - | FUND 3427 BALANCE: | \$1,032,510.91 |
| 060 Prop tax Beginning | \$ - | | |
| No Activity | | | |
| Ending Balance | \$ - | CAPITAL RESERVE FUND 3429 | |
| 160 Adv Supp Prop tax | \$ 4,117.89 | CASH CARRIED FORWARD: | \$256.00 |
| Zero out until Dec | (\$4,117.89) | Investment Svcs 4th qt. | (\$1.00) |
| Ending Balance | \$ - | | |
| INVESTED BEG. BALANCE: | \$2,786,349.18 | CASH BALANCE: | \$255.00 |
| 4th qtr interest | \$5,216.63 | INVESTED BEGIN BAL.: | \$71,604.68 |
| Ending Balance: | \$2,791,565.81 | 4th qtr interest | \$134.06 |
| FUND 3426 BALANCE: | \$3,488,345.98 | INVESTED BALANCE: | \$71,738.74 |
| TAXES held in 3240: | \$573,139.56 | FUND 3429 BALANCE: | \$71,993.74 |
| CO.charges in 3240: | \$0.00 | | |
| ACCRUED DEBT OWED TO CVSAN: | | CONTRACTOR BONDS ON FILE: | |
| PCSAN DEPT. | \$339,659.68 | 39 contractors | \$40,500.00 |

LOAN AGREEMENT

Between the
CROCKETT SANITARY DEPARTMENT
and the
CROCKETT MAINTENANCE DEPARTMENT

This Inter-Department Loan Agreement ("**Agreement**") is entered into effective as of _____ ("**Effective date**") by and between the *Crockett Sanitary Department* of the Crockett Community Services District ("**CVSAN**") and the *Maintenance Department* of the Crockett Community Services District. The CVSAN and Maintenance departments are collectively referred to herein as the "**Parties**."

WHEREAS, in 2006 the Maintenance Department of the Crockett Community Services District (CCSD) was formed for providing maintenance services and capital improvements to District-owned properties; and

WHEREAS, on August 20, 2020 the District finalized the purchase of the vacant building located at 1 Rolph Park Drive, to be used for offices, storage, meetings, rentals, and the benefit of the community; and

WHEREAS, the Maintenance department will run out of funds if it continues to pay for the renovations, construction, and upkeep at 1 Rolph Park Drive; and

WHEREAS, the Maintenance Department would like to borrow funds from CVSAN's rate stabilization reserves in order to complete the necessary repairs and construction for the new District Office building at 1 Rolph Park Drive; and

WHEREAS, CVSAN will allow the Maintenance Department to repay the amount due over a reasonable time period, with interest; and

WHEREAS, CVSAN, the Maintenance Department, and the Crockett Community Services District Board approve this loan

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. CVSAN will transfer the amount of \$100,000 from their rate stabilization reserves, to the Maintenance Department (fund #3242) to be used for Capital Improvements, replacements, and maintenance of the building at 1 Rolph Park Drive.
2. The Maintenance Department will make annual payments to CVSAN, with an interest amount equivalent to 1.5% more than the interest the District receives on its LAIF accounts for the quarter ending June 30 on the balance, by December 31 of each year, beginning in 2023. The minimum annual payment due will be the accrued interest amount.

3. The Maintenance Department can choose to pay the full balance at any time without penalty.

Dated: _____, 2022

CROCKETT SANITARY DEPARTMENT of the CSD

By: _____
Crockett Sanitary Department Manager

MAINTENANCE DEPARTMENT of the CSD

By: _____
General Manager

Adopted by the CROCKETT COMMUNITY SERVICES DISTRICT BOARD on _____

Board President: _____

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us
Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa on the picturesque Carquinez Strait of the San Francisco Bay.

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 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.