

# CROCKETT SANITARY COMMISSION

## MINUTES OF REGULAR MEETING, APRIL 18, 2018

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Adams. Present were Commissioners Wais and Wolthuis, along with General Manager McDonald, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Commissioner Manzione was absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: Dale McDonald said the annual Crockett Improvement Association Town Clean up is on Saturday, April 21, 9:00 am at Alexander Park. Mary Wais said there will be a public meeting on Carquinez Recover the Waterfront on Thursday April 19 from 7:00-8:30 pm at the Community Center.
- 4.a. PUBLIC HEARING: Mr. McDonald said 28 Del Mar Circle remains in violation of Ordinance No. 07-1. He said a video inspection was received by staff to reassess the condition of the sewer lateral. Unpermitted material was identified as the only remaining defect on the sewer lateral. Staff received photos of the open and exposed pit with transition to the unpermitted green PVC pipe. Chris Chresler, co-habitant of the property who is working with the owner, was present and said he has left the hole open if further inspection is needed. A motion to allow the unpermitted PVC pipe to remain as non-conforming and allow Certificate of Compliance to be issued with note that non-conforming PVC pipe is to be replaced if opportunity arises carried unanimously (jw/mw).
- 4.b. PUBLIC HEARING: Mr. McDonald reported on April 5, 2018 that staff received payment in the amount of \$1,617 for the outstanding capacity charge for 1514 Francis Street related to the Notice of Violation recorded with the Contra Costa County Recorder's office. He said the District Board referred the issue back to the Sanitary Commission to form a recommendation on waiving the abatement charges accrued. A motion to recommend waiving abatement costs of \$314.24 to the District Board carried unanimously (jw/mw).
5. REPORT OF DISTRICT COUNSEL: Mr. McDonald reported he met the new associate attorney, Thomas Smith, from Meyers Nave that will assist the District on issues as needed.
6. CONSENT CALENDAR: The consent item was approved unanimously (mw/jw):
  - a. Approve Minutes of March 21, 2018.
7. REPORT OF CONSULTING ENGINEER: None
- 8.a. ENFORCEMENT ACTIONS: The Commission reviewed the recent enforcement actions report. No actions were needed or taken.
- 8.b. SEWER USE CHARGE STUDY REPORT: Mr. McDonald presented the Sewer Use Charge (SUC) Study Report for FY 2018/19. He said the Budget & Finance Committee met and

reviewed the SUC Study Report. A motion to accept the report and recommend to the District Board a \$25.00 increase to the SUC in FY 18/19; \$789 for SFR and \$624 for APT and non-residential accounts carried unanimously (mw/jw).

8.c. PROP. 218 REQUIREMENTS: A motion to recommend approval of the language for the notice requirements to increase sewer charges as required by Prop. 218 carried unanimously (mw/jw).

9.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported \$20K has recently been transferred to investments. The current Local Agency Investment Fund interest rate increased from 1.2% to 1.51%.

9.b. PRELIMINARY FY 2018/19 BUDGET: Mr. McDonald reported the District Budget & Finance Committee met recently and reviewed the budget. Minor corrections as they relate to the descriptions were made but the financials as presented in the budget packet before the Commission remain unchanged. The Commission received the budget report. Mr. McDonald said the final budget will be presented in June and anticipates only minor adjustments.

10.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in March. He said the Board adopted Ordinance No. 18-1 amending Chapter 9 of the District Code and adopting revised Standard Specifications. The Board approved collecting abatement charges for 10 Del Mar Circle related to the previous violation at the sewer lateral inspection program requirement.

10.b. ANNUAL NEWSLETTER: Mr. McDonald asked the Commission for feedback on the newsletter. Commissioner Adams suggested adding flushable to wipes and highlighting key points in yellow. Mr. McDonald will consider and may pursue some recommendations. The newsletter will go before the Board on April 25.

11.a. STAFF REPORT ON OPERATIONS: There were no Sanitary Sewer Overflows (SSO's) that occurred in March. Staff responded to an unknown source of water at 519 Vallejo Street, two individuals were arrested for trespassing and graffiti at the EQ tank, a second trespassing alarm occurred the following day with another individual probing building doors but nobody found upon arrival, and staff responded to a report of odor inside 1435 Francis Street possible caused by failed interior plumbing. All flow data meters are working. Crockett and Valona Owl-Data-Loggers batteries were replaced by the manufacturer ACR. The department switched our security monitoring company that monitors EQ tank area. The Joint Treatment Plant operator reported ammonia spikes on April 2 and April 3 and were advised that nothing is going on at Crockett Pump Station, the pool, or Community Center that would contribute to ammonia surge.

Monitoring continues weekly at the N-33-08 manhole in the Alexander easement while awaiting contractor to perform urgent sewer repair. Placement for backup Loring Emergency Generator identified by West County Wastewater District. Materials sourced and awaiting final installation costs and timetable. Cunha Engineering has begun Atherton Sewer Project survey and drafting of design plans.

National Pollutant Discharge Elimination System (NPDES) permit for the C&H Sugar Company – Crockett Community Services District Joint Treatment Plant was adopted by the Regional Water Quality Control Board (RWQCB) on April 11, 2018 effective July 1, 2018

and good for 5-years. PG&E was contacted regarding their outstanding Sewer Use Charge and an overdue notice was emailed to their Facilities Department. Staff met with RedZone staff to discuss their updated Software-as-Solutions ICOM software as possible replacement for our current Asset Maintenance Management Software. General Manager attended Bay Area Clean Water Agencies (BACWA) manager's roundtable discussion on April 6. Staff replied to the State Water Quality Board's request for contact information on private collection systems in the town of Crockett and to the Regional Water Quality Control Board's survey request regarding the District's private lateral ordinance. Rhonda Porter, owner of 1225 Starr Street, entered into an Access & Repair Agreement for replacement of her sewer lateral sewer. General Manager McDonald spent 48% of his time towards Crockett Sanitary Department operations and 3% of his time on Crockett Sanitary Capital Sewer Projects in March. Assistant Sanitary Department Manager Barnhill spent 77% of his time on Crockett Sanitary Department operations such as collection system maintenance and emergency sewer response and 6% of his time on Capital Projects including CCTV capital inspection review. Time spent on Port Costa issues in March was 17%.

11.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported SB 831, Land Use regarding Accessory Dwelling Units, is moving through the State legislature. Staff will continue to monitor as amendments are made.

11.c. STAFF ANNOUNCEMENTS: None

12.a. WASTEWATER COMMITTEE REPORT: None

12.b. BUDGET & FINANCE COMMITTEE REPORT: Mr. McDonald said the Committee met on April 9. Minutes are enclosed.

12.c. AD HOC COMMITTEES REPORT: None

12.d. INTER-AGENCY MEETINGS: Mr. McDonald reported he attended the Bay Area Clean Water Agencies (BACWA) manager's roundtable discussion on April 6 in Oakland and found it beneficial. He plans to continue to attend future quarterly meetings.

13. FUTURE AGENDA ITEMS:

Consider recommended enforcement actions.

Consider comprehensive rehabilitation program.

14. COMMISSIONER COMMENTS: None

15. ADJOURNMENT: The meeting was adjourned at 7:44 PM until May 16, 2018.

Respectfully submitted,

Susan Witschi  
April 24, 2018