

CROCKETT SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, FEBRUARY 16, 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/2022-2-16-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# 826 9662 3935 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/j/abb4GNs5xM>.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/82696623935> 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# 826 9662 3935

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 January 19, 2022

6. ADMINISTRATIVE:
Consider report on actions taken by the District Board.
7. WASTEWATER:
 - a. Status report on recent Enforcement Actions.
 - b. Consider status of Pump Station and approval of upcoming repair costs.
8. BUDGET AND FINANCE:
 - a. Consider monthly Summary Worksheet and staff report on financial matters.
 - b. Mid-year budget report presentation for FY 21/22.
 - c. CalPERS plan and funding options presentation.
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:
11. FUTURE AGENDA ITEMS:
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 March 16, 2022.

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, JANUARY 19, 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 Asst. 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 items were approved unanimously (ha/dt):
 - a. Approve Minutes of December 8, 2021.
 - b. Receive annual report on construction permitting for FY 2021.
 - c. Receive proposed budget schedule.
6. DISTRICT BOARD ACTIONS: Mr. Gunkelman reported on the actions taken by the District Board in December. He said the Board approved extending teleconferencing meetings. Mr. Murdock reported on a claim for damage to some luggage by a resident on Baldwin was rejected, as a result of a sewer spill that occurred and resulted in sewage entering their house. He said the claim was rejected due to the fact their lateral was not properly equipped and did not have a backflow prevention device or check valve in place. After speaking with District Counsel the claim was rejected.
- 7.a. ENFORCEMENT ACTIONS: None
- 7.b. STATUS REPORT AND ACTION PLAN: Mr. Murdock said he reviewed the Status Report and said some of the items have been on the list for over 25 years. He said there are a lot of easement issues, which should all go into one category and should be looked at one at a time. He said this should be addressed at the next District Board meeting. He said he added a couple of items to the Action Plan for 2022. The first one is Item 3 - Identify and Replace Aging/Worn Components at the Pump Station. He said the pump station is nearly 50 years old and it is well designed and well sized, except it has aging components. He said there are worn turbines in the pump and the pump should be replaced. The second is Item 6 - Negotiate and Re-establish Agreement with West County Wastewater District (WCWD). He said they need to move forward to firm up a new agreement with WCWD. Mr. Gunkelman said Item 7 should say there were no rate changes made in FY 19/20 not FY 20/21.
- 8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Gunkelman reported the interest from the 2019 Port Costa Sanitary loan is \$2,745. Mr. Gunkelman reported he and Mr. Murdock met with some representatives from CalPERS a few weeks ago and he is looking into an

investment with them by pre-funding the liability. He said it is money that is owed to them for retirement, both active, non-active and retired employees. He said interest payments can be avoided and it could be a different place to put savings other than the County.

8.b. TAX RATE AREA: Mr. Gunkelman reported the Budget & Finance Committee met last week and reviewed the Property Tax Allocations (TRA). He said this is a percentage of the tax money that comes from the area that the District oversees. He said two or three years ago it was decided that some of the money would be portioned off for the Maintenance Department. Commissioner Wais asked what kind of funding does the Dog Park need. Mr. Gunkelman said it is taking up some of his time and it would be a way to provide some financial assistance. He said Mr. Wilson has offered his Maintenance staff to empty the trash at the Dog Park. Commissioner Wais said when the Dog Park was first brought up to the Board it was not suppose to be a cost to the town and objection all along has been that eventually it is going to be a cost to the town. Mr. Gunkelman said the Recreation Department will receive \$64,170, Crockett Sanitary \$310,260 and the Maintenance Department \$15,105. This will go to the Board on January 26.

8.c. ALLOCATIONS MEMO: Mr. Gunkelman reported in 2020 the Crockett Community Services District purchased the property located at 1 Rolph Park Drive with the intent of having a new District office, as well as certain areas of the building and parking lot to be reserved for rental, public use, gatherings, meeting space, etc. The building is not yet ready to be used at full capacity and much of the downstairs is currently a construction zone. The proposed allocation split for each department is: Recreation 10%, Maintenance 6%, Port Costa 10% and Crockett Sanitary 74%. This will go to the Board on January 26.

9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock recapped the sewer repair projects for 2021. He said there are still a few outstanding jobs and there is one that will be completed on Friday. He said 1300 feet of sewer replacement has been completed at a cost of \$477,000. He said that is \$368.00 a foot and that was for 16 projects. Five of those projects were conventional single point replacements, ten of them were pipeburst replacements and one was an unconventional slipline.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Murdock reported Dominic Galliano stopped by the beginning of January from Federal Glover's office and gave staff a handful of swab tests for COVID testing. We've got some here and some cross street and pretty much every other meeting has been canceled over the last month due to vacation COVID or lack of attendance. Mr. Gunkelman reported he reached out to State Lands last week to get an update on the application process, but has not heard back from them yet.

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

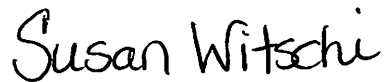
11. FUTURE AGENDA ITEMS:

- Mid-year budget report for FY 2021/22 (Feb.).
- Consider lateral inspection increase.
- Consider procedures for ADU applicants.
- Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
- Recommend payment for sewer project(s).
- Smoke testing review.

13. COMMISSIONER COMMENTS: Commissioner Adams said there was a Crockett Improvement Association (CIA) work party last weekend and eight people showed up to help remove the more of the bricks from the Pump Station.

14. ADJOURNMENT: The meeting was adjourned at 8:00 PM until February 16, 2022.

Respectfully submitted,



Susan Witschi
January 26, 2022

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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VJK

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG:	1/26/22	LATEST FUND REPORT:	1-13-22
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OPERATING FUND 3426		CONSTRUCTION FUND 3427	
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CASH CARRIED FORWARD:	\$167,491.40	CASH CARRIED FORWARD:	\$60,015.28
ACTIVITY:		ACTIVITY:	
Warrants (6608-6626)	\$ (73,430.95)	Invstmnt Srvcs 1st qtr	
Invst Srvcs 1st qtr			
Levy/Assr Code Fees			
Prmts 21-22 & 21-26	\$90.00	CASH BALANCE:	\$60,015.28
Capacity Charge		INVESTED BEGIN BAL.:	\$903,156.37
SecColl. X-fer to csh	\$780,287.62	1st Qtr Interest	
CASH BALANCE:	\$874,438.07	INVESTED BALANCE:	\$903,156.37
ADV ON TAXES:	\$ 1,342,616.24	FUND 3427 BALANCE:	\$963,171.65
060 Prop tax Beginning			
Transfer to Cash	(\$780,287.62)		
Ending Balance	\$ 562,328.62		
160 Adv Supp Prop tax	\$0.00	-----	
No Activity		CAPITAL RESERVE FUND 3429	
Ending Balance	\$0.00	-----	
INVESTED BEG. BALANCE:	\$2,782,392.60	CASH CARRIED FORWARD:	\$258.00
Transfer to Cash		ACTIVITY:	
		Invstmnt Srvcs 1st qtr	
Ending Balance:	\$2,782,392.60	CASH BALANCE:	\$258.00
FUND 3426 BALANCE:	\$4,219,159.29	INVESTED BEGIN BAL.:	\$71,507.13
TAXES held in 3240:	\$415,300.28	1st Qtr Interest	
CO.charges in 3240:	\$0.00	INVESTED BALANCE:	\$71,507.13
		FUND 3429 BALANCE:	\$71,765.13
ACCRUED DEBT OWED TO CVSAN:			
PCSAN DEPT.	\$339,659.68	-----	
		CONTRACTOR BONDS ON FILE:	

		37 contractors	\$37,500.00

Commissioners: Howard Adams, Darcy Trask, Mark Manzione, Mary Wais