

# CROCKETT SANITARY COMMISSION

Regular Business Meeting  
AGENDA FOR WEDNESDAY, SEPTEMBER 18, 2019

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

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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 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:  
  
Hearing on violation of District Ordinance No. 18-1, deteriorated building sewer causing inflow of surface water, 601 Winslow Street (APN 354-074-011).
5. REPORT OF DISTRICT COUNSEL:
6. CONSENT CALENDAR: Consideration of a motion to approve the following items:  
*(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.)*
  - a. Approve Minutes of June 19, 2019.
  - b. Receive Status Report on outstanding issues.
  - c. ASR Group NPDES Permit 5-day Notification – Copper Exceedance July 2019.
  - d. Receive cc letter from Supervisor Glover to State Lands Commission re: 501 Port St.
7. REPORT OF CONSULTING ENGINEER:
8. WASTEWATER:
  - a. Consider report on enforcement actions.
  - b. Receive status report on Atherton-Cooke Sewer Project No. C-1002 and Pomona Street Sewer Replacement Project No. C-1004, discuss and form recommendations.
9. BUDGET AND FINANCE:
  - a. Consider monthly Summary Worksheet and staff report on financial matters.
  - b. Authorize Capital Sewer Projects for FY 19/20 totaling \$807,030 as previously budgeted.

10. **ADMINISTRATIVE:**
  - a. Consider report on actions taken by the District Board.
  - b. Collect any remaining completed Performance Survey forms for General Manager, as requested by Personnel Committee.
11. **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.
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 Bartlebaugh and Manzione
  - b. Budget & Finance Committee – Members Wolthuis and Adams
  - c. Ad Hoc Committees:
  - d. Inter-agency meetings:
13. **FUTURE AGENDA ITEMS:**
  - Award contract for Atherton-Cooke Sewer Project (Oct).
  - Comment on draft of Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
  - Consider recommended enforcement actions.
  - Recommend award of additional construction contract(s).
  - Recommend payment for sewer project(s).
14. **COMMENTS FROM COMMISSIONERS:**
15. **ADJOURNMENT** to October 16, 2019.

You will find the Minutes of this meeting posted on our website at [www.town.crockett.ca.us](http://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.

# 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](mailto:manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

August 30, 2019

Richard L. Rutherford and Steve Rice  
601 Winslow Street  
Crockett, CA 94525

## NOTICE PUBLIC HEARING

601 Winslow Street, Crockett, CA 94525  
APN 354-074-011

As the owner of the above referenced property, you have previously been notified by the Crockett Sanitary Department that your property is in violation of District Ordinance No. 07-1, 18-1, the District Code and Standard Specifications for the reason that a broken, damaged, or severely deteriorated building sewer is causing inflow of surface water into the Crockett Sanitary sewer system. On June 19, the Crockett Sanitary Commission instructed staff to record the Notice of Violation with the County Recorder and schedule a second hearing. The public hearing and meeting of August 21 previously noticed was cancelled.

The Crockett Sanitary Commission will consider this violation and available remedies at a public hearing to be held at 7:00 PM on September 18, 2019, at the Crockett Community Center, 850 Pomona Avenue, Crockett. Your failure to correct the deficiencies by this deadline is likely to result in the following actions taken by the Board:

- a. If a permit for repair or replacement of the building sewer has been submitted to the Crockett Sanitary Department on or before the above hearing date, staff will recommend continuing the hearing for one month.
- b. Otherwise, staff will recommend imposing a fine of \$200 against the property, as allowed by Administrative Enforcement Ordinance No. 10-1 and set by Government Code Section 36900(b), and
- c. Recommend a third public hearing be scheduled to address the Notice of Violation, and all available remedies under the law including an additional fine of \$300.

Please be advised that all costs incurred by the Sanitary Department regarding this enforcement action will be recovered from the property owner directly or on the next property tax roll. Attention to these matters is required.

You are invited to attend the public hearing to be held at 7:00 PM on September 18, 2019 at the Crockett Community Center, 850 Pomona Avenue, Crockett. Please call us at 510-787-2992 with any questions.

Sincerely,

  
Dale McDonald  
General Manager

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, JUNE 19, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Wais. Present were Commissioners Adams, Bartlebaugh, Manzione and Wolthuis, along with General Manager McDonald. Assistant Dept. Manager Barnhill and Asst. Secretary Witschi were absent excused.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
- 4.a. PUBLIC HEARING – 2 CROLONA HEIGHTS: Mr. McDonald reported the property owner still has not notified the department that the cleanout cap has been reinstalled. Mr. Adams said he believed this house was inherited and that the new owner is the son, a veteran, who may be away and that is why we have not heard anything. A motion to impose a fine of \$200 against the property and scheduled a third hearing carried unanimously (jw/mm).
- 4.b. PUBLIC HEARING – 545 WINSLOW: Mr. McDonald reported the owner is under contract to replace the sewer but the contractor is scheduled out through July. A motion to continue the hearing till August to allow work to be completed carried unanimously (jw/mm).
- 4.c. PUBLIC HEARING – 601 WINSLOW: Mr. McDonald reported the property owner originally planned to turn in a video inspection but none has been received to date. A motion to record the Notice of Violation on the deteriorated building sewer carried unanimously (mw/sb).
- 4.d. PUBLIC HEARING – 14 ROLPH PARK DRIVE: Mr. McDonald reported owner is waiting for another estimate and asked if he can have another month to get another bid. A motion to continue the hearing for one month carried unanimously (mm/ha).
5. CONSENT CALENDAR: The consent item was approved unanimously (sb/mm):
  - a. Approve Minutes of May 15, 2019, as corrected, noting Scott Bartlebaugh made the motion to accept the consent calendar last month.
6. REPORT OF CONSULTING ENGINEER: Staff met with W.W. Housen earlier today to discuss Flygt control system, hydraulic study, and Sewer System Management Plan (SSMP).
- 7.a. ENFORCEMENT ACTIONS: The Commission received the report on recent enforcement actions. Mr. Manzione asked about 574 Alhambra and what staff meant by forced video inspection. Mr. McDonald said he needs to discuss with our attorney the proper notice requirements to access the building with a contractor to perform a video inspection of the sewer lateral. There is no outside cleanout and inspection is only possible by entering the basement area of the house. He believes a court order may be required with possible Sheriff involvement as the non-completed video inspection of the building sewer does not constitute

an emergency. He said that all costs associated with the enforcement action, including inspection and court costs, can be recovered from the property owner.

**7.b. SEWER USE CHARGE STUDY REPORT:** Mr. McDonald said a report is part of the requirement to place the sewer use charges for FY 19/20 on the tax roll. It is a simplified report as compared to the full report required if a sewer use charge increase were to be proposed. Mr. Bartlebaugh asked if Port Costa may need another loan to address some of their issues they might face next year. Mr. McDonald said not anytime soon as there are a lot of questions that need to be investigated by the Port Costa Sanitary before a loan can even be considered. Mr. McDonald said the Crockett Sanitary Department could absorb an inter-department loan of up to \$250K but anything greater would require the Port Costa Sanitary Department to look for another source of funding.

**8.a. 11 MONTH FINANCIAL REPORT AND PROPOSED BUDGET:** Mr. McDonald presented the proposed budget report. Staff added \$40K to the budget for hydraulic study as required by our SSMP. In addition to the highlights of proposed changes he informed the Commission on recent action by the Personnel Committee proposing cost-of-living adjustments for the District's employee salary schedule. Mr. McDonald also said the District's Budget & Finance Committee discussed the salary adjustments but did not make a recommendation. The Board will consider action at their next meeting. Property Tax Revenue and RTS Grant Funding will be lower in FY 19/20. The District will be considering reapportioning the District's ad valorem property tax between the Crockett Sanitary Department and Crockett Recreation Department resulting in a slight drop in property tax revenue allocated to the Crockett Sanitary Department in FY 19/20. The Crockett Sanitary Commission discussed the impact the property tax reapportionment policy would have on the Crockett Sanitary Department. Concern was raised that the drafted policy to reapportion the ad valorem property tax left open the possibility that the taxes can be used for other yet undefined needs of the District, in effect leaving a balance in the fund that can be interpreted by the public as a "slush" fund. The Commission expressed their support of the reallocation if the intent of the Board is to restrict funds to the Crockett Sanitary Department and Crockett Recreation Department as they are the current beneficiaries of the tax reapportionment. The Commission suggested the language of the draft resolution may need to be clarified, especially line item #4. The proposed budget includes \$305,920 in property tax revenue for the Crockett Sanitary Department, a decrease in allocation from 85.45% to 82.03%, based on anticipated Board adoption of the new allocation policy. Commissioner Wolthuis commented that at some point the District Board has to look at the impact too step of a rise in salary and benefit costs may have on the taxpayers, taking into consideration the burden it may place on them. Due diligence is required when the Board considers whether to provide salary and benefit increases, keeping in mind that it is public money that is being spent. The Commission supports salary increases and expanding benefits but questioned the impact doing both at the same time would have on the budget. Mr. McDonald reported on the cost allocation formulas used for commercial general liability and said new information on risk exposure has been received which indicate that the Recreation Department should be paying a larger share of the liability premium. It was the consensus of the Crockett Sanitary Commission to support the liability cost allocation rates this year as originally presented in the budget. A motion to accept the budget as presented carried unanimously (mm/jw).

**8.b. FINANCIAL REPORT:** The monthly statement of Department finances and report on investments were examined by the Commission. No questions were raised.

9.a. NOTICE OF PUBLIC HEARING AND DRAFT RESOLUTION: Mr. McDonald shared the notice and draft resolution overruling objections to the method of collection of sewer service charges for Crockett to the Commission. No suggested changes were made. The resolution will be presented to the District Board on June 26.

9.b. DISTRICT BOARD ACTIONS: Mr. McDonald reported no actions related to the Crockett Sanitary Department were taken by the District Board in May.

10.a. STAFF REPORT ON OPERATIONS: Mr. McDonald presented the department managers report on operations, maintenance, and capital improvements. A revised West County Wastewater District report for February 2019 is included in the packet which corrects flow data reported during the storm events early that month. In addition to what was in the written report he said staff met with our District Engineer Vivian Housen earlier today to discuss the next steps in the MCC Panel replacement project. Mr. Manzione asked about the MCC Panel project and Carquinez Middle School project and its impact on the department.

10.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

10.c. STAFF ANNOUNCEMENTS: None

11.a. WASTEWATER COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEES REPORT: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

- Authorization of capital projects (August).
- Consider recommended enforcement actions.
- Recommend award of contract(s)
- Recommend payment for sewer project(s).

13. COMMISSIONER COMMENTS: Mr. Adams asked staff if they have heard of the buildup of plastic microfibers in the ocean. Mr. McDonald said he has read about it and mentioned that State regulatory agencies are aware as well. Mr. Manzione asked if there is an update on switching to By-district vs. At-large elections. Mr. McDonald said the attorney who is sending letters in the greater Bay Area are targeting larger districts that have disadvantaged community representation and that our District is not planning to change how it holds elections at this time.

14. ADJOURNMENT: The meeting was adjourned at 8:52 PM until August 21, 2019. The July 17 meeting will be cancelled as Mr. Bartlebaugh, Mr. Manzione, and Mr. Wolthuis will be unavailable.

Respectfully submitted,



Dale McDonald  
June 26, 2019

# CV SAN. DEPT. STATUS REPORT

## SEPTEMBER

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Flow data analysis	installed iTrack meters	provide to engineer
Ongoing		Sewer database & repair records	current thru 6/13	Add to ICOM3 CMMS
Ongoing		Financial accounting & budget	Adopted FY 19/20	Annual Cap Charge Acct
Ongoing		JTP cost allocation adjustment	allocation complete	
Ongoing		C&H diversion analysis	current thru 5/19	
Ongoing		Creek pollution monitoring	BACKLOGGED	
Ongoing		Manhole maintenance	brush & debris cleared	Review Summer 2020

### **FINANCIAL MATTERS**

4/18	F-23	10-year revenue program	updated in 2018	adjust to less conservative
3/18	F-22	Climate change impacts	POSTPONED	Strategic planning in fall
3/18	F-21	Advance planning renegotiate JUA	POSTPONED	Review JUA in winter
3/18	F-20	Advance planning for flow reduction C&H	POSTPONED	To Wastewater Committee

### **ENGINEERING MATTERS**

5/18	E-27	XiO cloud SCADA with MCC	engineer investigating	develop project docs
12/12	E-26	Protect pump station from floods	POSTPONED	remove bricks by Oct 2019
5/12	E-25	6" sewer behind Third/Wanda	BACKLOGGED	install access point
10/10	E-24	Loring pump station alt. power backup	WCWD Power	research solution
7/07	E-21	Mercury TMDL	BACKLOGGED	review / research
4/07	E-20	Pool discharge permitting	BACKLOGGED	create permit
3/05	E-10	EQ tank rehabilitation	cleaned 9/14	engineers study required
6/04	E-9.5	Sewer replacement schedule	2% per year	Wastewater to review 2019
8/02	E-5	I&I study	BACKLOGGED	to engineer
10/01	E-4	Easement agreement (405 Alhambra)	BACKLOGGED	hire surveyor
8/01	E-3	Edwards Creek tunnel project	COMPLETED	record grant of easement

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
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**ADMINISTRATIVE MATTERS**

1/18	A-32	Easement Protection Program	as discovered	revisit enforcement priority
6/17	A-31	Access & Repair Agreement Program	BACKLOGGED	develop formal program
4/17	A-30	Abandon sewer easement 550 Alhambra	Attorney for language	record abandonment
9/12	A-28	Capacity charge payment plan	under review	revise fee ordinance
3/12	A-27	Common lateral ordinance	DELAYED	review ordinance
2/10	A-26	Capacity charge ordinance	under review	revise by ordinance
11/09	A-25	Double permit fees for no permit	drafted	adopt ordinance
3/08	N-11	Penalties for lateral SSO negligence	WW Cmte review	develop fines
4/07	A-20.5	Lateral replacement	on hold	
11/06	A-19	Safety training requirements	identify	annual training
3/04	A-16	C&H access requirements	BACKLOGGED	abandon sewers
8/03	A-15.9	Grease trap inspection control program	specs updated	develop procedures
8/03	A-15.8	Grease trap maintenance	BACKLOGGED	require specified maint.
8/03	A-15.7	Grease traps	BACKLOGGED	notify commercial kitchens
3/03	A-15	N-00-29 sewer easement	Docs updated	parties to sign
3/02	A-14	Encroachment permit (9 Crolona Hgts)	BACKLOGGED	send agreement
2/01	A-11	Sewer main acceptance records	BACKLOGGED	disavow by resolution
2/99	A-8	West County contract review	on hold	continue with existing
5/98	A-4	Emergency binder	revision underway	complete revision





C&H Sugar Company, Inc.

830 Loring Avenue  
Crockett, CA 94525

August 21, 2019

**VIA e-mail submittal and First Class Mail**

Attn: William Burrell  
California Regional Water Quality Control Board  
San Francisco Bay Region  
1515 Clay Street, Suite 1400  
Oakland, CA 94612

**Re: NPDES Permit 5-day Notification –  
Copper Permit Exceedence at EFF-001 in July 2019  
C&H Sugar Company, Inc.**

Dear Mr. Burrell:

In accordance with our NPDES permit, C&H notified your office via a telephone conversation on August 1, 2019 regarding the elevated copper sample result at EFF-001 on July 10, 2019. As explained during the follow-up conversation on August 5, 2019, the additional sample results would not be available for several more days as they were submitted to the lab late. Per a voice mail to your office on August 15, 2019, all four of the accelerated sample results were below 10 micrograms per liter ( $\mu\text{g/L}$ ) for copper at EFF-001. As discussed on August 19, 2019, this 5-day letter would be required.

Our semi-annual compliance sample for copper collected on July 10, 2019 at EFF-001 was reported by Caltest Laboratory as having a result of 310  $\mu\text{g/L}$ . The maximum daily and average monthly effluent limits for copper at EFF-001 are 120 and 54  $\mu\text{g/L}$ , respectively.

**Actions Taken -**

- Upon review of the lab report, C&H requested that the original sample be re-analyzed in triplicate to verify the reported result.
- In accordance with our NPDES permit requirements, accelerated sampling was initiated for copper at EFF-001 with samples being collected on a daily basis for analysis. See results below.
- C&H conducted a review of the potential copper sources in the once-through cooling water system at the Refinery and no potential sources were identified.
- Maintenance work on the saltwater screener structure had been completed in June 2019 and an impressed current cathodic protection (ICCP) was installed to protect the equipment. Per the manufactures information, the ICCP would not be a source of copper.
- Maintenance work had been completed (during the last six months) on two of the six saltwater pumps in the system and copper parts were not used.

Mr. William Burrell  
File #2119.1006 – C&H Sugar Company, Inc.  
August 21, 2019

5-day Follow-up Letter  
Copper Permit Exceedence at EFF-001

Accelerated Sampling results for Copper (µg/L)

Date	INF-001	EFF-001
8/1/2019	J0.71	7.3
8/2/2019	J1.5	7.5
8/5/2019	<2	6.5
8/6/2019	8.7	6.6

Due to not receiving the July 10, 21019 copper results until July 31, 2019, no additional samples were collected in July 2019 at INF-001 and/or EFF-001. In accordance with the Conditions Triggering Accelerated Monitoring, we increased the sampling frequency to daily until the results from the additional samples showed the effluent at EFF-001 complied with the max daily and average monthly effluent limit for August 2019.

As presented above, the four consecutive daily August 2019 samples demonstrate compliance with the max daily and average monthly effluent limits for copper at EFF-001. The additional sample results verify that the elevated copper result at EFF-001 from July 10, 2019 appears to be an isolated event and is not on-going. This information will also be reported in the monthly e-SMR.

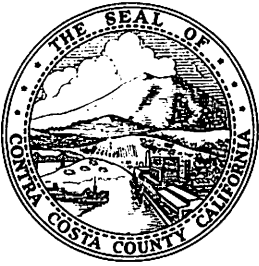
If you have questions about the information contained in this letter, I can be reached at (510) 787-4352 or via e-mail at [Tanya.Akkerman@asr-group.com](mailto:Tanya.Akkerman@asr-group.com).

Sincerely,



Tanya Akkerman  
Environmental Manager

Attachment



**FEDERAL D. GLOVER** SUPERVISOR, DISTRICT V  
CONTRA COSTA COUNTY, BOARD OF SUPERVISORS

August 30, 2019

Antioch (North)  
Hercules  
Martinez  
Pinole (North)  
Pittsburg  
Alhambra Valley  
Bay Point  
Briones  
Clyde  
Crockett  
Mt. View  
Pacheco  
Port Costa  
Reliez Valley  
Rodeo  
Tormey  
Vine Hill

Executive Secretary Jennifer Lucchesi  
California State Lands Commission  
100 Howe Avenue, Suite 100-South  
Sacramento, CA 95825

**Subject: 501 Port Street, Crockett**

Dear Ms. Lucchesi,

I am writing to follow up on our conference call of July 22, in which my staff and I asked for you and your staff to provide:

- Formal written response to Contra Costa County's request of May 7, 2019 in the form of a letter approved by the entire Board of Supervisors, to repair and re-tenant 501 Port Street, Crockett,
- Introductions to and facilitation of a meeting with your contacts at Union Pacific to start addressing the issues around rail crossing to the state's property at 501 Port and adjacent structures;
- Dates for your staff to hold a town hall meeting in Crockett to engage the community in discussions about the SLC-managed land and buildings;
- Better security at the former Nantucket to prevent the ongoing code enforcement and crime in the area.

We have not received the written response nor seen the other items come through. As the SLC staff is aware, the main structure at this site was in use as a restaurant for more than 50 years. With the recent cessation of business there, the restaurant is boarded up and a new source of blight. Its current status also eliminates safe, legal public access to the bay for miles in either direction. I look forward to hearing about progress on this situation through the Department of Conservation and Development.

Sincerely,

Federal D. Glover  
Supervisor, District 5

Ph: 925-608-4200  
510-942-4200

Fx: 925-608-4209  
510-942-4210

cc: Dale McDonald, General Manager, Crockett Community Services  
District  
John Kopchik, Director, Department of Conservation and Development  
190 East 4th Street Pittsburg, CA 94565

THE UNIVERSITY OF CHICAGO  
DEPARTMENT OF CHEMISTRY

REPORT OF THE  
COMMISSIONERS OF THE  
UNIVERSITY OF CHICAGO  
FOR THE YEAR 1900

The University of Chicago has during the year 1900, continued its steady growth and development. The number of students has increased, and the quality of the instruction has been maintained. The faculty has been strengthened by the addition of several new members, and the work of the various departments has been prosecuted with vigor and success.

The University has also been fortunate in securing several new buildings, which have been completed and are now being occupied. These buildings will greatly increase the capacity of the University, and will also improve the quality of the instruction.

The University of Chicago is proud to have achieved these results, and is confident that the future will be equally bright. The University is committed to the highest standards of scholarship and to the advancement of knowledge, and it is confident that these standards will continue to be maintained and improved.

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of the Crockett Community Services District

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TO: Crockett Sanitary Commission  
FROM: General Manager   
SUBJECT: Status Report on Recent Enforcement Actions  
DATE: September 10, 2019

Staff continues enforcement of violations related to Ordinance No. 07-1 requiring inspection of the building sewer at time of any property sale and certification of its good condition. In addition, other violations of Ordinances No. 18-1 and No. 05-1 are also being enforced.

The following property received a Certificate of Compliance prior to the sale of the building:

1. 536 EDWARDS STREET – Certificate issued after permit to repair connection to sewer.
2. 824 FIRST STREET – Certificate issued after permit to replace sewer.

The following properties are no longer in violation:

1. 159 DUPERU DRIVE – Certificate issued after permit for repair prior to NOV being issued.
2. 525 ALHAMBRA STREET – Certificate issued after permit for repair after NOV issued.
3. 545 WINSLOW STREET – Certificate issued after permit for replacement after NOV.
4. 14 ROLPH PARK DRIVE - Certificate issued after permit for replacement after NOV.

The following properties had recent enforcement actions:

1. 1403 WANDA STREET – Notice of Violation issued to correct broken lateral sewer. Emergency repair undertaken by District contractor using opportunity to repair while PG&E trench was open. Absentee owner contacted the Crockett Sanitary Department after work was completed. Indication that damage to lateral was caused by PG&E during trenching. PG&E billed for costs to repair damage. Violation rescinded as lateral was repaired and leak from lateral has stopped.
2. 20050 SAN PABLO AVENUE – Dead Fish restaurant contacted regarding grease trap and Fats/Oil/Grease (FOG) buildup in downstream public sewer. Staff investigating and working with West County Wastewater District to investigate FOG buildup in public sewer.

Additional enforcement action:

1. 65 BALDWIN AVENUE – Enforcement remains suspended awaiting contractor availability.

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of the Crockett Community Services District

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

TO: Crockett Sanitary Commission

FROM: General Manager

SUBJECT: Status Report on Atherton-Cooke Sewer Project C-1002 and  
Pomona Street Sewer Replacement Project C-1004

DATE: September 10, 2019

The Crockett Sanitary Department has been preparing to start two major sewer replacement projects over the next few months. Capital sewer projects undertaken by nearby public agencies have seen costs exceed initial engineer's estimates by 25%-35% due to a shortage of contractors and increased material costs. Staff is concerned that both projects will be well over budget.

## Atherton-Cooke Sewer Project C-1002

This project has been let for bid (see attached notice). The budget allocated \$249,880 towards this project. The method of construction is open-trench. Open-trench construction costs per Lineal Foot (LF) has risen from \$280-\$300 per LF to upwards of \$450-500 per LF for recent nearby work. Debris removal and hauling costs have increased. The engineers estimate for the Atherton-Cooke Project came in at \$428,000. Staff is hopeful bids will be below the engineer's estimate. The Crockett Sanitary Department will know the actual cost for this project once bids are received and opened on October 9, 2019. Action will be required at the next Crockett Sanitary Commission meeting of October 16.

## Pomona Street Sewer Replacement Project C-1004

This project was initially budgeted for 10-12 spot repairs between Bishop Road and Cooke Avenue at \$57,000. The 6" VCP pipe was installed in 1924 and upon further investigation it was determined that it would be best to replace the aging pipe rather than continue spot repairs on these line segments. Pipe-bursting the sewer, replacing 6" VCP with 6" HDPE, for the entire length of 872 feet has been investigated. Concern was raised during the development of construction drawings and the locating of underground utilities that pipe bursting may cause damage to the sidewalk or nearby utilities due to the shallow nature of the original sewer. Engineers also suggested upsizing the pipe from 6" to 8" to meet our current specifications. Estimated costs for pipe-bursting would be \$188,350 and for open-trench in the street \$436,000. Due to anticipated construction costs well over budget and allocated funding, staff is holding off any further work on Pomona Project C-1003 until after the completion of Atherton-Cooke.

## ACTION:

Discuss and form opinions, give direction to staff.

# NOTICE TO CONTRACTORS INVITING SEALED PROPOSALS

CROCKETT SANITARY DEPARTMENT  
OF  
CROCKETT COMMUNITY SERVICES DISTRICT  
CONTRA COSTA COUNTY  
CALIFORNIA

## ATHERTON-COOKE SEWER PROJECT

Project No. C-1002  
*September 10, 2019*

CROCKETT SANITARY DEPARTMENT  
P.O. BOX 578  
CROCKETT, CA 94525

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

PHONE NO. (510) 787-2992

FAX NO. (510) 787-2459

NOTICE IS HEREBY GIVEN that sealed proposals or bids will be received by the Crockett Sanitary Department at the District's office at 850 Pomona Avenue, Crockett, California 94525 until 10:00 A.M. local time on October 9, 2019, at which time they will be publicly opened and read aloud, for performing work as follows:

**The principal items of work are the installation of 491' of new 8" PVC SDR 26 sewer in the roadway and sidewalk, abandonment of parallel old 6" VCP sewer, installation of 4 new manholes, replacement of 2 manholes, and removing 2 existing manholes in Crockett, California. Open trench method is required for the majority of work with one section of sewer to be installed by horizontal directional boring, with option to open trench.**

Bids may be delivered in advance of the bid date and time to the General Manager at the District office at the above address between 8:00 A.M. and 5:00 P.M., Monday through Friday or mailed to Crockett Sanitary Department at P.O. Box 578, Crockett, California 94525.

[Link to Bid Documents, Front End Specifications, and Drawings](#)

# 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](mailto:manager@town.crockett.ca.us)

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

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 7-24-19

### OPERATING FUND 3426

CASH CARRIED FORWARD: \$216,425.34

#### ACTIVITY:

Warrants (5889-5897) (\$64,634.81)  
 Payroll REC recovery (\$361.74)  
 (\$415.09 for June pending)

Close CY Adv on Tax Trn \$48,904.00  
 Permits \$30.00  
 Payroll recovery \$8.70  
 (\$3,819.18 for June pending)

CASH BALANCE: \$200,371.49

#### ADV ON TAXES:

060 Prop tax Beginning \$48,904.00  
 Close CY SEC Tax (\$48,904.00)  
 Ending Balance \$0.00

160 Adv Supp Prop tax \$4,117.89  
 No activity \$0.00  
 Ending Balance \$4,117.89

INVESTED BEG. BALANCE: \$2,990,196.04  
 No activity \$0.00

Ending Balance: \$2,990,196.04

FUND 3426 BALANCE: \$3,194,685.42

TAXES held in 3240: \$39,996.19  
 CO.charges in 3240: \$0.00

#### ACCURED DEBT OWED TO CVAN:

PCSAN DEPT. \$302,196.85  
 MAINT DEPT. \$0.00

LATEST FUND REPORT: 7-11-19

### CONSTRUCTION FUND 3427

CASH CARRIED FORWARD \$40,130.31

#### ACTIVITY:

No activity \$0.00

CASH BALANCE: \$40,130.31

INVESTED BEGIN BAL.: \$873,734.53  
 No activity \$0.00

INVESTED BALANCE: \$873,734.53

FUND 3427 BALANCE: \$913,864.84

### CAPITAL RESERVE FUND 3429

CASH CARRIED FORWARD \$273.00

#### ACTIVITY:

No activity \$0.00

CASH BALANCE: \$273.00

INVESTED BEGIN BAL.: \$69,177.66  
 No activity \$0.00

INVESTED BALANCE: \$69,177.66

FUND 3429 BALANCE: \$69,450.66

#### CONTRACTOR BONDS ON FILE:

28 contractors \$27,500.00



8:13 AM  
07/13/19

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3426 - CV SANITARY - O&M, Period Ending 07/11/2019**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							3,259,643.27
Cleared Transactions							
Checks and Payments - 10 Items							
Check	06/21/2019	5891	C&H Sugar Co. (83...	JTP monthly costs May 2019	X	-52,863.34	-52,863.34
Check	06/21/2019	5894	L.R. PAULSELL C...	High pressure sewer cleanin...	X	-7,475.00	-60,338.34
Check	06/21/2019	5893	Anthony Polcari	EQ tank weed removal - fire ...	X	-1,800.00	-62,138.34
Check	06/21/2019	5897	U.S. BANK	Various	X	-1,441.02	-63,579.36
Liability Ch...	06/21/2019	5889	STATE COMPENS...	Workers Comp	X	-591.05	-64,170.41
Check	06/21/2019	5890	BAY AREA NEWS ...	Publish ord 19-1 AC 2005020	X	-245.57	-64,415.98
Check	06/21/2019	5892	LINCOLN FINANCI...	LTD & STD insurance July 2...	X	-120.12	-64,536.10
Check	06/21/2019	5896	JAMES G. BARNHI...	Reimbursement mileage & ...	X	-78.72	-64,614.82
Check	06/21/2019	5895	DALE A. McDONALD	Reimbursement coffee for of...	X	-19.99	-64,634.81
Transfer	06/25/2019			Payroll recovery June 1-15 ...	X	-361.74	-64,996.55
Total Checks and Payments						-64,996.55	-64,996.55
Deposits and Credits - 2 Items							
Transfer	06/25/2019			Mileage recovery May PCSA...	X	8.70	8.70
Deposit	06/28/2019			Permit 19-14	X	30.00	38.70
Total Deposits and Credits						38.70	38.70
Total Cleared Transactions						-64,957.85	-64,957.85
Cleared Balance						-64,957.85	3,194,685.42
Uncleared Transactions							
Checks and Payments - 13 Items							
Liability Ch...	07/05/2019	5902	CalPERS Public E...	CalPERS Retire, Unfunded, ...		-8,953.31	-8,953.31
Paycheck	07/05/2019	5899	JAMES G. BARNHI...	Payroll June 2019		-4,295.24	-13,248.55
Paycheck	07/05/2019	5898	DALE A. McDONALD	Payroll June 2019		-4,031.73	-17,280.28
Check	07/05/2019	5909	WEST COUNTY W...	Contract services May 2019		-3,264.38	-20,544.66
Check	07/05/2019	5907	PG&E	Electricity June 2019		-2,450.54	-22,995.20
Liability Ch...	07/05/2019	5900	UNITED STATES T...	Fed Tax Payroll Liability		-1,372.24	-24,367.44
Check	07/05/2019	5905	CONTRA COSTA ...	LAFCO FY19-20 Invoice 19...		-1,116.16	-25,483.60
Check	07/05/2019	5904	Streamline	Web hosting 6 months July-...		-746.40	-26,230.00
Check	07/05/2019	5903	MEYERS NAVE	Attorney advice thru May 31		-522.75	-26,752.75
Liability Ch...	07/05/2019	5901	EMPLOYMENT DE...	State Tax Payroll Liability		-372.27	-27,125.02
Check	07/05/2019	5908	Specialized Electric...	Video alarm monitoring July-...		-285.00	-27,410.02
Check	07/05/2019	5906	AT&T (Phone)	Telephone office May 2019		-130.55	-27,540.57
Transfer	07/08/2019			Payroll and other recovery C...		-415.09	-27,955.66
Total Checks and Payments						-27,955.66	-27,955.66
Deposits and Credits - 3 Items							
Transfer	07/08/2019			Payroll recovery MAINT to C...		260.91	260.91
Transfer	07/08/2019			Payroll recovery PCSAN to ...		1,376.89	1,637.80
Transfer	07/08/2019			Payroll recovery REC to CV...		2,181.38	3,819.18
Total Deposits and Credits						3,819.18	3,819.18
Total Uncleared Transactions						-24,136.48	-24,136.48
Register Balance as of 07/11/2019						-89,094.33	3,170,548.94
Ending Balance						-89,094.33	3,170,548.94

AS OF JUNE 30, 2019

3,194,685.42

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

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

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 8-28-19

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**OPERATING FUND 3426**

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CASH CARRIED FORWARD: \$200,371.49

ACTIVITY:

Warrants (5898-5933)	(\$169,301.29)
Payroll recovery to REC	(\$273.12)
Investment services	(\$103.00)
Trns from Investments	\$60,000.00
Permits	\$120.00
Payroll recovery	\$7,408.85
Pymt 701 Edw AccRepair	\$1,598.54

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CASH BALANCE: \$99,821.47

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ADV ON TAXES:

060 Prop tax Beginning	\$0.00
No activity	\$0.00
Ending Balance	\$0.00
160 Adv Supp Prop tax	\$4,117.89
Zero out PY FY	(\$4,117.89)
Ending Balance	\$0.00

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INVESTED BEG. BALANCE: \$2,990,196.04

Interest LAIF	\$18,886.38
Trns to cash	(\$60,000.00)
Ending Balance:	\$2,949,082.42

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FUND 3426 BALANCE: \$3,048,903.89

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TAXES held in 3240: \$327,182.53

CO.charges in 3240: \$0.00

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ACCURED DEBT OWED TO CVAN:

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PCSAN DEPT.	\$302,196.85
MAINT DEPT.	\$0.00

LATEST FUND REPORT: 8-12-19

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**CONSTRUCTION FUND 3427**

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CASH CARRIED FORWARD \$40,130.31

ACTIVITY:

Investment services	(\$19.00)
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CASH BALANCE: \$40,111.31

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INVESTED BEGIN BAL.: \$873,734.53

Interest LAIF	\$5,583.23
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INVESTED BALANCE: \$879,317.76

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FUND 3427 BALANCE: \$919,429.07

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**CAPITAL RESERVE FUND 3429**

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CASH CARRIED FORWARD \$273.00

ACTIVITY:

Investment services	(\$2.00)
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CASH BALANCE: \$271.00

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INVESTED BEGIN BAL.: \$69,177.66

Interest LAIF	\$442.05
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INVESTED BALANCE: \$69,619.71

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FUND 3429 BALANCE: \$69,890.71

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CONTRACTOR BONDS ON FILE:

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28 contractors	\$27,500.00
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10:46 AM

08/13/19

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3426 - CV SANITARY - O&M, Period Ending 08/12/2019**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>							<b>3,194,685.42</b>
<b>Cleared Transactions</b>							
<b>Checks and Payments - 41 Items</b>							
Check	07/01/2019		CONTRA COSTA CO...	Zero out 160 Adv on Supp tax to matc...	X	-4,117.89	-4,117.89
Liability Check	07/05/2019	5902	CalPERS Public Empl...	CalPERS Retire, Unfunded, 457, 1959...	X	-8,953.31	-13,071.20
Paycheck	07/05/2019	5899	JAMES G. BARNHILL	Payroll June 2019	X	-4,295.24	-17,366.44
Paycheck	07/05/2019	5898	DALE A. McDONALD	Payroll June 2019	X	-4,031.73	-21,398.17
Check	07/05/2019	5909	WEST COUNTY WA...	Contract services May 2019	X	-3,264.38	-24,662.55
Check	07/05/2019	5907	PG&E	Electricity June 2019	X	-2,450.54	-27,113.09
Liability Check	07/05/2019	5900	UNITED STATES TR...	Fed Tax Payroll Liability	X	-1,372.24	-28,485.33
Check	07/05/2019	5905	CONTRA COSTA CO...	LAFCO FY19-20 Invoice 1920-0030	X	-1,116.16	-29,601.49
Check	07/05/2019	5904	Streamline	Web hosting 8 months July-Dec 2019	X	-746.40	-30,347.89
Check	07/05/2019	5903	MEYERS NAVE	Attorney advice thru May 31	X	-522.75	-30,870.64
Liability Check	07/05/2019	5901	EMPLOYMENT DEV...	State Tax Payroll Liability	X	-372.27	-31,242.91
Check	07/05/2019	5908	Specialized Electrical ...	Video alarm monitoring July-Sept 2019	X	-285.00	-31,527.91
Check	07/05/2019	5906	AT&T (Phone)	Telephone office May 2019	X	-130.55	-31,658.46
Transfer	07/08/2019			Payroll and other recovery CVSAN to ...	X	-415.09	-32,073.55
Check	07/18/2019			Service Charge	X	-103.00	-32,176.55
Check	07/19/2019	5915	C&H SUGAR CO.	Shared O&M and Capital Exp June 2019	X	-68,880.55	-101,057.10
Check	07/19/2019	5916	CITY NATIONAL BANK	Loan Agreement #06-045-AF	X	-27,651.07	-128,708.17
Check	07/19/2019	5917	BILL'S UNDERGROU...	Emergency sewer repair Port & Wand...	X	-3,600.00	-132,308.17
Check	07/19/2019	5918	L.R. PAULSELL CON...	High Pressure Cleaning July 2019	X	-3,220.00	-135,528.17
Check	07/19/2019	5913	CSRMA	Property insurance invoice 6444	X	-1,911.14	-137,439.31
Liability Check	07/19/2019	5910	STATE COMPENSA...	Workers Comp Liab, premium, and su...	X	-742.98	-138,182.29
Check	07/19/2019	5920	U.S. BANK	Various	X	-654.10	-138,836.39
Check	07/19/2019	5914	Regional Government...	Contract services June 2019	X	-568.45	-139,402.84
Check	07/19/2019	5912	BAY AREA NEWS G...	Publish hearing budget FY 1920 - Acc...	X	-213.84	-139,616.68
Check	07/19/2019	5919	EBMUD	Water	X	-197.92	-139,814.60
Check	07/19/2019	5911	LINCOLN FINANCIAL...	LTD Insurance - 8/1/19 to 8/31/19	X	-120.12	-139,934.72
Transfer	07/23/2019			Payroll recovery July1-15 CVSan to R...	X	-273.12	-140,207.84
Check	08/06/2019	5932	CUNHA ENGINEERI...	Pomona Project C-1004 Engineered d...	X	-9,150.00	-149,357.84
Paycheck	08/06/2019	5922	JAMES G. BARNHILL	Payroll July 2019	X	-4,411.70	-153,769.54
Paycheck	08/06/2019	5921	DALE A. McDONALD	Payroll July 2019	X	-4,245.07	-158,014.61
Check	08/06/2019	5930	WEST COUNTY WA...	Contract Services June 2019 Invoice 1...	X	-4,237.06	-162,251.67
Liability Check	08/06/2019	5925	CalPERS Public Empl...	CalPERS Retirement and 457 Plan	X	-4,034.89	-166,286.56
Check	08/06/2019	5929	PG&E	Electricity	X	-2,621.32	-168,907.88
Check	08/06/2019	5928	L.R. PAULSELL CON...	CCTV inspections on sewer lines	X	-1,610.00	-170,517.88
Liability Check	08/06/2019	5923	UNITED STATES TR...	Fed Tax Payroll Liability	X	-1,452.48	-171,970.36
Check	08/06/2019	5926	MEYERS NAVE	General attorney advise thru June 30, ...	X	-1,119.54	-173,089.90
Liability Check	08/06/2019	5924	EMPLOYMENT DEV...	State Tax Payroll Liability	X	-401.16	-173,491.06
Liability Check	08/06/2019	5933	STATE COMPENSA...	Workers Comp 218383	X	-392.55	-173,883.61
Check	08/06/2019	5931	UNDERGROUND SE...	2019 Membership fee USAN invoice 1...	X	-194.43	-174,078.04
Check	08/06/2019	5927	AT&T (Phone)	Telephone and fax District office	X	-132.35	-174,210.39
Transfer	08/07/2019			Payroll recovery July 2019	X	-241.14	-174,451.53
<b>Total Checks and Payments</b>						<b>-174,451.53</b>	<b>-174,451.53</b>
<b>Deposits and Credits - 10 Items</b>							
Transfer	07/08/2019			Payroll recovery MAINT to CVSAN Ju...	X	260.91	260.91
Transfer	07/08/2019			Payroll recovery PCSAN to CVSAN Ju...	X	1,376.89	1,637.80
Transfer	07/08/2019			Payroll recovery REC to CVSAN June ...	X	2,181.38	3,819.18
Deposit	07/18/2019			Interest	X	18,886.38	22,705.56
Deposit	07/26/2019			Permit 19-16 - cc	X	60.00	22,765.56
Deposit	07/26/2019			Permit 19-15	X	60.00	22,825.56
Transfer	08/07/2019			Payroll recovery July 2019 MAINT to C...	X	115.63	22,941.19
Transfer	08/07/2019			Payroll recovery July 2019 PCSAN to ...	X	1,735.03	24,676.22
Transfer	08/07/2019			Payroll recovery July 2019 REC to CV...	X	2,395.24	27,071.46
Deposit	08/09/2019			Permit 19-17 / Access Repair	X	1,598.54	28,670.00
<b>Total Deposits and Credits</b>						<b>28,670.00</b>	<b>28,670.00</b>
<b>Total Cleared Transactions</b>						<b>-145,781.53</b>	<b>-145,781.53</b>
<b>Cleared Balance</b>						<b>-145,781.53</b>	<b>3,048,903.89</b>
<b>Register Balance as of 08/12/2019</b>						<b>-145,781.53</b>	<b>3,048,903.89</b>
<b>Ending Balance</b>						<b>-145,781.53</b>	<b>3,048,903.89</b>

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525  
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website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

TO: Crockett Sanitary Commission  
FROM: General Manager *M*  
SUBJECT: Authorization of Capital Sewer Projects for FY 19/20  
DATE: September 10, 2019

The Crockett Sanitary Department seeks authorization of \$807,030 to undertake nine major capital replacement sewer projects (groups into projects C-1001 thru C-1015) and seven individual line repairs for FY 19/20, list of projects attached.

The Crockett Community Services District adopted budget for FY 19/20 included funding for the projects identified. It is anticipated that funding may be short for some of the larger projects and staff is planning to seek additional funding allocation on an individual project-by-project basis as needed.

**RECOMMENDATION:**

Staff recommends the Commission authorize \$807,030, as previously budgeted and allocated, for use towards Crockett Sanitary Department capital projects identified.

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**CROCKETT SANITARY DEPARTMENT**  
**BUDGETED SEWER DEFECTS FOR REPAIR - FY 2019/2020**

Proposed authorization for FY 19/20 based on adopted budget

SEGMENT	STREET	SIZE	LENGTH	RE-PLACE	GROUP PROJ.	Est Cost	Prior Years Unspent Funding	2019 Funding	LF to replace
S-00-04	Pomona	12	284		C1001	\$8,000	\$8,000		
S-00-08	Pomona	12	210		C1001	\$9,000	\$9,000		
E-03-02	Atherton	6	14	YES	C1002	\$9,350	\$8,500	\$850	14
E-03-03	Atherton	4/6	274	YES	C1002	\$91,850	\$83,500	\$8,350	4
E-03-05	Atherton	6	235	YES	C1002	\$81,180	\$73,800	\$7,380	235
E-03-06	Cooke	6	87	YES	C1002	\$51,000	\$5,500	\$45,500	4
E-03-07	Cooke	6	91		C1002	\$16,500	\$15,000	\$1,500	12
E-09-05	Bishop	6	84	YES	C1003	\$39,600	\$36,000	\$3,600	274
E-08-04	Emerson	6	192	YES	C1003	\$69,300	\$63,000	\$6,300	210
E-03-10	Baldwin	6	114		C1003	\$6,000	\$5,500	\$500	4
E-00-03	Pomona	8	279		C1004	\$6,000	\$5,500	\$500	4
E-00-05	Pomona	6	23		C1004	\$10,000	\$9,000	\$1,000	8
E-00-06	Pomona	6	245		C1004	\$17,000	\$16,000	\$1,000	16
E-00-07	Pomona	6	397		C1004	\$6,000	\$5,500	\$500	4
E-00-08	Pomona	6	230		C1004	\$6,000	\$5,500	\$500	4
E-00-09	Pomona	6	192		C1004	\$6,000	\$5,500	\$500	4
E-04-01	Pomona	8	52		C1004	\$6,000	\$5,500	\$500	4
V-12-22	Fifth	8	40	YES	C1005	\$22,000	\$20,000	\$2,000	40
N-33-08	Alexander	6	186	YES	C1008	\$37,400	\$34,000	\$3,400	186
N-33-09	Alexander	6	160	YES	C1008	\$44,000	\$40,000	\$4,000	160
N-33-06	Alexander	6	179	YES	C1008	\$49,225	\$44,750	\$4,475	179
N-33-07	Alexander	6	91	YES	C1008	\$25,025	\$22,750	\$2,275	91
E-00-13	Baldwin	6	128		C1013	\$10,000	\$9,000	\$1,000	8
E-03-12A	Emerson	6	144	YES	C1013	\$39,600	\$36,000	\$3,600	192
E-03-12	Emerson	5.7	114	YES	C1013	\$6,000	\$5,500	\$500	4
E-03-13	Emerson	4	73		C1013	\$6,000	\$5,500	\$500	4
E-08-01	Hartwell	6	168		C1013	\$12,000	\$11,500	\$500	12
E-08-05	Emerson E	6	29		C1013	\$6,000	\$5,500	\$500	4
N-00-33	Winslow	8	187		C1014	\$6,000		\$6,000	
N-00-40	Winslow	6	116		C1014	\$9,000		\$9,000	
N-33-15	Alexander	8	226		C1014	\$6,000		\$6,000	
N-33-19	Edwards	6	83		C1014	\$10,000		\$10,000	
N-33-20	Edwards	6	210		C1014	\$6,000		\$6,000	
N-33-22	Edwards	6	62		C1014	\$4,000		\$4,000	
W-00-20	Grandview	8	141		C1015	\$9,000		\$9,000	
W-00-24	Grandview	6	126		C1015	\$15,000		\$15,000	
N-03-13	Alhambra	8	125			\$6,000		\$6,000	
N-05-12	Edwards	8	118			\$6,000		\$6,000	
N-19-12	Edwards	8	91			\$7,000		\$7,000	
V-14-06	Wanda	8	187			\$6,000		\$6,000	
V-23-01	Lillian	8./6	321			\$6,000		\$6,000	
C-14-07	Wanda	8	30			\$9,000		\$9,000	
N-19-04	Winslow	8	123			\$6,000		\$6,000	

TOTAL AUTHORIZATION OF CAPITAL SEWER PROJECTS FOR FY 2019/20

\$807,030

# Performance Review for General Manager Survey Form for Commissions and Committees

## Commissioners and Committee Members

The District Board performs the review of the General Manager. To assist in reviewing the performance of the General Manager over the last year, the Board can solicit information from the Commissions and Committees. If you wish, you can give the Board comments in the following areas:

Your comments will be shared with the members of the board of directors, but your name will not be identified with specific comments. Please submit/mail to the District Office, attention Personnel Committee Chairperson, Crockett CSD, P.O. Box 578, Crockett, CA 94525 *to arrive no later than Wednesday August 14, 2019.*

COMMENTS ON PERFORMANCE OF THE GENERAL MANAGER
1. Overall organizational performance
2. Community leadership
3. Administration and HR
4. Financial sustainability and mission impact

\*\*\* OVER \*\*\*

5. Communication with Board of directors and Commissions

**QUESTIONS FOR COMMISSIONERS AND COMMITTEE MEMBERS**

6. Are there any specific suggestions for professional development that the board might consider recommending to the General Manager?

7. Are there any deficiencies in local governance that you feel the Board should discuss with the General Manager?

8. Are there any recommended changes to the administrative process that would benefit the Commissions or Committees that you serve on?

**Miscellaneous Comments**

# CROCKETT SANITARY DEPARTMENT

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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)

TO: Crockett Sanitary Commissioners  
FROM: General Manager *M*  
SUBJECT: Crockett Sanitary Department Managers Report  
DATE: September 11, 2019

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between June 11, 2019 and September 11, 2019.

## Operation and Maintenance

- There were no Sanitary Sewer Overflows (SSO) reported in June, July, or August. Staff responded to a few alarms at the Crockett pump station related to the water pump pressure system.
- Three separate incidents with sanitary sewers have occurred at the PG&E construction site at Port and Wanda.
  - On June 28, a previously unknown 6" clay sewer pipe was exposed during PG&E trenching. The sewer pipe was damaged and was leaking raw sewage into the construction pit. An emergency repair was undertaken. The 6" sewer connects directly to the sewer manhole at Port and Wanda. CCTV inspection confirmed multiple wye connections with sewer continuing up past 1<sup>st</sup> Avenue. It is a previously unknown public sewer that connects to the auto shop.
  - On July 18, staff was informed of an exposed lateral sewer serving a property on Wanda and 1<sup>st</sup> Avenue which was broken and was occasionally leaking wastewater into a second PG&E trench. Wastewater is also seeping from the ground at a location adjacent to the District's public sewer mid-block on Wanda between 1<sup>st</sup> and Port. Both these minor leaks drain to the lower corner of PG&E trench and slowly seep into the ground. Neither are considered SSOs as they are contained within the trench. The lateral of 1403 Wanda was repaired. A break at the bottom of the sewer just outside manhole V-00-08 is source of majority of wastewater. PG&E completed their work in this trench with backfill by mid-August.
  - On July 19, the 8" main clay sewer running down Wanda was exposed, was cracked in multiple locations, and was leaking wastewater into the trench. Emergency sewer repair was undertaken and approximately 6' of sewer was replaced spanning the open trench. Staff confirmed this pipe was defective and once exposed by PG&E could not support its own weight.



### Operation and Maintenance (continued)

With multiple failures identified on these sewer line segments, the brittle nature of older clay pipe exposed to date, and unknown connections on adjacent live 6" sewer, there is no benefit to coordinate repair while PG&E trenches expose the sewers. The replacement project for V-00-08 to V-00-06 will be done after PG&E project is complete. Abandonment of previously unknown public sewer will be coordinated while reconnecting laterals affected as need.

- Weeds cut at the Crockett Equalization (EQ) tank grounds for fire prevention.
- Coordinated Loring Pump Station generator use and wet-well pump down during PG&E power outage on August 6.
- Wet-weather preparedness has begun, manholes cleared of vegetation, and West County Wastewater District provided list of action items.
- Pump 1 at the Crockett Pump Station has been taken out of service for repair. The motor was spinning but the pump was not working, most likely the coupler sheared.

### Capital Improvements / Projects

- John Swett High School sewer repair near the bleachers has been completed, contractor H&R Plumbing used grout injection repair method. Buried manhole in center of football field has been exposed by artificial turf maintenance vendor hired by JSHS which allowed repair to be completed and inspection of manhole.
- Atherton/Cooke Project C-1002 published and let to bid.
- Pomona Street Project C-1004 drawings updated. Project to replace the public sewer under the sidewalk from Cooke Ave to Bishop Road put on hold. HDPE pipe burst project may damage sidewalk and nearby utilities. Staff is investigating alternatives.

### Administrative/Financial:

- PG&E was issued a conditional discharge permit to discharge groundwater at Port & Wanda project location. Analytical sampling methods and limits identified in permit.
- Sewer map provided to EBMUD as part of the planed EBMUD 8" water main relocation project related to the new Carquinez Middle School project.
- Sanitary department staff attended mandatory harassment training on June 28.
- Attended the General Managers Roundtable meeting in Oakland on July 8.
- State Compensation Insurance Fund (SCIF) Workers' Compensation Insurance Payroll Report completed for FY 18/19. Rates for sanitary department management employees are down from 3.48% to 3.04%. SCIF audit begun first week of September.
- Bay Area Air Quality Management District inspection at the Crockett EQ tank and Crockett Pump Station completed July 18.
- Water Code Section 13267 and 13383 Order to amend monitoring and reporting programs consistent with the requirements of the Water Quality Control Policy for Recycled Water received July 29. Crockett CSD given one CIWRQSRM ID; 393543. WWTPs serving Crockett and Port Costa not issued their own reporting IDs as anticipated. Clarification needed from State to determine reporting requirements, staff to contact SWRCB.

Administrative/Financial (continued):

- Crockett Sanitary Department will be filing a claim in bankruptcy court against PG&E for damaging our sewer in 2015 when they installed a new gas main on Kendall Avenue in Crockett. CCTV investigation confirmed multiple investigative holes were drilled into asphalt and punctured the top, and in some cases the bottom of the sewer, running the entire length of Kendall west of Merchant Street.
- David Farnsworth, CPA, chosen as auditor to perform annual audit of FY 18/19.
- Sewer Use Charge Tax Levy Forms submitted to the County. One Access & Repair Agreement property, 701 Edwards Street, paid their balance directly to the District after Resolution to place on the tax roll was adopted. The County was informed and a revised tax levy was submitted removing the additional charge from this parcel.
- C&H Sugar invoiced for 1<sup>st</sup> quarter FY 19/20 Sewer Use Fee in the amount of \$47,471.73.
- Port Costa Sanitary Department invoiced and approved payment of \$47,787.26 for annual payment towards inter-department loan. This is the fourth of ten payments. The principal balance after October payment will be \$241,489.21.
- The District Board is investigating the acquisition of the Hosselkus Chapel, which is going to be sold, for conversion public benefits including but not limited to new District offices, board meeting room, and rental use of chapel or other areas.
- General Manager McDonald spent approximately 29% of his time towards Crockett Sanitary Department operations and 4% on Capital Projects in July. The rest of his time was spent on District business 44%, Recreation and PLC 13%, Maintenance 1%, and Port Costa 9%. He worked a total of 200 hours in July, averaging 46 hours per week.
- Assistant Sanitary Department Manager Barnhill spent approximately 85% of his time on Crockett Sanitary Department operations and 5% of his time on Capital Projects. The rest of his time, 10%, was spent on Port Costa issues.
- General Manager McDonald was on vacation August 14 to August 21.

\*\*\*\*\*

# Monthly Maintenance Summary

## Crockett Sanitary Department

Summary of Activity for August - 2019

	Aug 19	Yearly Total 2019
<b>Daily Operations</b>		
Working Days:	22	174
Hydro-Flushing Days of Operation:	8	39
Rodding Days of Operation:	0	9
Condition Assessment Days of Operation:	1	2
<b>SSO Summary</b>		
SSOs Sewer Mains:	0	2
SSOs Private Laterals:	0	0
SSO Reached Surface Waters:	0	0
<b>Call Summary</b>		
Incidents (calls and false alarms):	5	46
Incoming Calls:	5	46
Sewer Service Call Outs:	5	20
<b>Cleaning Summary</b>		
Length of Pipe Rodded:	0	8,594
Length of Hydro-Flush Cleaning:	9,645	40,549
Other Cleaning (Length):	0	0
Total Length of Cleaning:	9,645	49,143
<b>CCTV Summary</b>		
Condition Assessment Work Orders Completed:	2	3
Condition Assessment Footage Televised:	351	351
<b>Repair Summary</b>		
Refurbish Manhole Repairs Completed:	0	1
Repair Pipeline Repairs Completed:	0	1
Repair Pipeline Footage:	0	94

# ASR – C&H Sugar Co., Inc.

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June 2019 Management, Operations & Maintenance  
Report

July 2, 2019

## Summary

No operational issues for the month of June. Plant is operating very well.

We were able to clean out the "bone yard" of all the metal wastes and wood pallets. Housekeeping was our goal for the month.

We were back on generator power at the end of the month due to TG-3 issues.

DAF air compressor broke down on June 30<sup>th</sup>. We are utilizing plant air compressor to compensate for DAF's and flume gate.

Satpal Pahal became our new operator June 19<sup>th</sup>. Angela Long will start July 1<sup>st</sup>.

## CSD Report

### Hours

	OT	DT
Satpal Pahal	0	0
Luc Beauchemin	0	0
Dave Simonson	20	0
Brian Prisegem	.1	0
Victor Ortiz	2.1	3.7
Ken Dennison	0	0
Total	22.2	3.7

### Flow and COD

		C&H	CCSD
Flow	Avg., mgd	.440	.291
	Max., mgd	.708	.414
	Total, MG	13.209	8.738
COD	Avg., mg/l	1799	500
	Max., mg/l	4830	1756
	Total, lbs.	166364	37080

OT/DT due to training & fill in operations

## Compliance

- No compliance issue for the month.
- No missed samples for the month.

## Maintenance & Repair

- Telstar performed semi-annual instrument calibration. June 3-6
- Inframark replaced long pressure belt on belt filter press. June 12
- R.F. MacDonald installed new plant water pump #2. June 12
- Landscape tasks were performed by Pacific Site Management on Fridays.
- Inframark removed metal wastes and general wastes from the "bone yard".
- Sonnikson & Stordahl was able to remove debris and clean out reactor #1.
- Sonnikson & Stordahl replaced approximately 25 feet of bad airline going to plant water hydropneumatic pressure tank.
- Sonnikson & Stordahl with assistance from Ponder Environmental acid washed reactor #1.

## Financial Update

- Maintenance Caps – Balance at end of the month: (-\$2,258.78)
- Pass-thru Billable Items
  - AT&T – Monthly internet access fee \$65.00
  - Motion Industries – Hydraulic cylinder for belt filter press \$1106.44
  - Harrington Ind. Plastics – Various PVC parts \$125.61
  - Home Depot – Extension cords and tools \$86.30
  - Staples – Copy papers, basic calculator & note pads \$157.25
  - USA BlueBook – Eyewash bottles for the laboratory \$73.46

## Health & Safety

- No Lost Time Incidents or CALOSHA recordable.
- Safety training topic:
  - Review machine guarding principles
- Safety issues:
  - Walkway on South side of surge tank is collapsing. (Currently blocked off for no entry)
  - Walkaway on North side of surge tank is creating a trip hazard. (Currently blocked off for no entry)
  - Tank inspection by certified inspector for urea and phosphoric acid tank.
  - All gratings on top of aeration tank should be anchored down.

## Operator Certification Status

- |                     |           |                    |
|---------------------|-----------|--------------------|
| • Ken Dennison      | III-7928  | Expires 6/30/2020  |
| • Luc Beauchemin    | II-8540   | Expires 6/30/2021  |
| • David Simonson    | II-9605   | Expires 6/30/2021  |
| • Brain Prisegem    | II-41539  | Expires 1/8/2020   |
| • Victor Ortiz      | II-35980  | Expires 2/27/2021  |
| • Robert Spankowski | III-44068 | Expires 3/13/2022  |
| • Satpal Pahal      | II-43898  | Expires 12/21/2021 |

## Critical Issues (Capital Projects)

### Projected Expense Projects of Significant Value (CapEx):

Item No.	Project Description	Estimated Cost	Payment Schedule
1	Replace plant water pump #1 (North)	\$20,000	2020-2024
2	Replace DAF air compressor with new rotary style air compressor. (compressor + labor to install + electrical)	\$25,000	2020-2022
3	Replace influent process pump & piping modifications, etc.	\$50,000	2020-2022
4	SCADA system update. Convert to Wonderware.		
5	Overhaul DAF #1 (sandblasting interior, recoating of interior, rebuild scraper arms)	\$500,000	2020-2025
6	Overhaul DAF #2 (sandblasting interior, recoating of interior, rebuild scraper arms)	\$500,000	2020-2025
7	Replace No. 1 belt filter press	\$350,000	2020-2022
8	Remove former aeration draft tube mixers	\$230,000	TBD: 2020-2023
9	Replace existing Norton diffusers with new diffusers (basin #1)	\$200,000	TBD: 2020-2023
10	Replace existing Norton diffusers with new diffusers (basin #2)	\$200,000	TBD: 2020-2023
11	Replace existing Norton diffusers with new diffusers (basin #3)	\$200,000	TBD: 2020-2023

**Other Projected Expense Projects of Significant Value (Non-CapEx):**

<b>Item No.</b>	<b>Project Description</b>	<b>Estimated Cost</b>	<b>Payment Schedule</b>
1	Replace sewer line to plant sump	\$80,000	2025-2030
2	Potable water system hydropneumatic controller and system equipment	\$60,000	2020-2022
3	Replace phosphoric acid tank with similar capacity, double walled tank	\$35,000	2020-2022
4	Miscellaneous projects	\$15,000	2020
5	Clean/repair/coat inside storm water tank	\$25,000	2025
6	Install French drain on South side of reactors to redirect spring water that is coming under roadway	\$30,000	2019-2020
7	Replace /repair recycle system check valves (3 each)	\$45,000	2020-2023
8	Pull new wires from control room to reactor submersible pump system	\$25,000	2019-2021
9	Evaluate structural requirements (CapEx Item #6 above)	\$10,000	TBD: 2020-2023
10	Evaluate diffuser options (SOW for CapEx Item #7-9 above)	\$15,000	TBD: 2020-2023
11	Replace used sludge truck (gas not diesel)	\$8,000	2023



## Appendix

- Monthly 14 page data report
- Daily chlorine residual sheet/chart
- pH grab vs SCADA sheet
- Paint log



*Community Partner for Our Bay, Our Environment*

July 8, 2019

Board of Directors  
Crockett Sanitary Department  
P. O. Box 578  
Crockett, CA 94525

Attention: Dale McDonald, General Manager

Subject: West County Wastewater District Monthly Report- June, 2019

Members of the Board:

The Crockett Sanitary Department (CSD) system operated with no operational interruptions. The average daily flow from the pump station was .276mgd and the 28-day flow total was 7.727 mil gals.

A total of 42.0 hours were spent on behalf of Crockett Sanitary District, including 24.0 hours for Maintenance Division's routine maintenance, 8.0 hours for Maintenance Division's non-routine maintenance, 0.0 hours for Maintenance Division's capital improvements and 10.0 hours for CSO routine maintenance. And 0.0 hours for CSO Non-Routine Maintenance.

If you need additional information, please do not hesitate to contact me.

Sincerely,

Ted Kozlik  
WCWD Plant Maintenance Supervisor

**BOARD MEMBERS**

David Alvarado  
Sherry A. Stanley  
Cheryl Sudduth  
Harry Wiener  
Cesar Zepeda

**BOARD ATTORNEY**

Alfred A. Cabral

**GENERAL MANAGER**

Lisa Malek-Zadeh

GT:JW

Enclosures ( 12 pages)

cc: Gordon Times, WCWD Collection System Supervisor

**Crockett Sanitary Department**

**Monthly Report**

**JUNE, 2019**

Flow Totalizer Readings	
May 28, 2019	1790988600
June 3, 2019	1792929400
June 10, 2019	1794931000
June 17, 2019	1796810000
June 24, 2019	1798715600
Total (mil gal )	7.727
<b>28 day Average (mgd)</b>	<b>.276</b>

Employee Hours	Routine Maintenance	Non-routine Maintenance	Capital Projects	Total
Pump Station	24	8	0	32
Collection System	10	0	0	10
<b>Total</b>	<b>34</b>			<b>42</b>

PUMP STATION NON- ROUTINE MAINTENANCE ACTIVITIES
Repair of lighting and water pump

PUMP STATION CAPITAL PROJECTS



*Community Partner for Our Bay, Our Environment*

August 5<sup>th</sup>, 2019

Board of Directors  
Crockett Sanitary Department  
P. O. Box 578  
Crockett, CA 94525

To: Dale McDonald, General Manager

Subject: West County Wastewater District Monthly Report- July, 2019

Members of the Board:

The Crockett Sanitary Department (CSD) system operated with no operational interruptions. The average daily flow from the pump station was .270 mgd and the 35-day flow total was 9.454 mil gals.

A total of 38.0 hours were spent on behalf of Crockett Sanitary District, including 30.0 hours of Maintenance Division's routine maintenance, 0.0 hours for Maintenance Division's Non-Routine Maintenance, 0.0 hours for Maintenance Division's capital Improvements. Also 8.0 hours for CSO Routine Maintenance and 0.0 hours for CSO Non-Routine Maintenance.

If you need additional information, please do not hesitate to contact me.

Sincerely,

Ted Kozlik

WCWD Maintenance Supervisor

**BOARD MEMBERS**

David Alvarado  
Sherry A. Stanley  
Cheryl Sudduth  
Harry Wiener  
Cesar Zepeda

**BOARD ATTORNEY**

Alfred A. Cabral

**GENERAL MANAGER**

Lisa Malek-Zadeh

GT:TK

Enclosed: (12) pages

Cc: Gordon Times, WCWD Collection System Supervisor

**Crockett Sanitary Department**

**Monthly Report**

**JULY, 2019**

Flow Totalizer Readings	
June 24, 2019	1798715600
July 1, 2019	1792929400
July 8, 2019	1794931000
July 22, 2019	1796810000
July 29, 2019	1798715600
<b>Total (mil gal )</b>	<b>9.454</b>
<b>35 day Average (mgd)</b>	<b>.270</b>

<b>Employee Hours</b>	<b>Routine Maintenance</b>	<b>Non-routine Maintenance</b>	<b>Capital Projects</b>	<b>Total</b>
Pump Station	30	0	0	30
Collection System	8	0	0	8
<b>Total</b>	<b>38</b>	<b>0</b>	<b>0</b>	<b>38</b>

PUMP STATION NON- ROUTINE MAINTENANCE ACTIVITIES

PUMP STATION CAPITAL PROJECTS



*Community Partner for Our Bay, Our Environment*

September 5, 2019  
Board of Directors  
Crockett Sanitary Department  
P. O. Box 578  
Crockett, CA 94525

To: Dale McDonald, General Manager

Subject: West County Wastewater District Monthly Report- August, 2019

Members of the Board:

The Crockett Sanitary Department (CSD) system operated with no operational interruptions. The average daily flow from the pump station was .275mgd and the 28-day flow total was 7.199 mil gals.

A total of 0.0 hours were spent on behalf of Crockett Sanitary District, including 24.0 hours of Maintenance Division's routine maintenance, 3.0 hours for Maintenance Division's Non-Routine Maintenance, 0.0 hours for Maintenance Division's capital Improvements. Also 0.0 hours for CSO Routine Maintenance and 0.0 hours for CSO Non-Routine Maintenance.

If you need additional information, please do not hesitate to contact me.

Sincerely,

Ted Kozlik

WCWD Maintenance Supervisor

**BOARD MEMBERS**

David Alvarado  
Sherry A. Stanley  
Cheryl Sudduth  
Harry Wiener  
Cesar Zepeda

**BOARD ATTORNEY**

Alfred A. Cebal

**GENERAL MANAGER**

Lisa Malek-Zadeh

GT:TK

Enclosed: (9) pages

Cc: Gordon Times, WCWD Collection System Supervisor

**Crockett Sanitary Department**

**Monthly Report**

**AUGUST, 2019**

Flow Totalizer Readings	
July 29, 2019	1808170200
August 5, 2019	1809933400
August 12, 2019	1811863200
August 19, 2019	1813595000
August 26, 2019	1815369400
Total (mil gal )	7.199
<b>28 day Average (mgd)</b>	<b>.257</b>

Employee Hours	Routine Maintenance	Non-routine Maintenance	Capital Projects	Total
Pump Station	24	3	0	27
Collection System	0	0	0	0
<b>Total</b>	<b>24</b>	<b>0</b>	<b>0</b>	<b>27</b>

PUMP STATION NON- ROUTINE MAINTENANCE ACTIVITIES
Lost compressor power, Replaced motor on grinder

PUMP STATION CAPITAL PROJECTS