

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, MARCH 16, 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 Assistant District 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 item was approved unanimously (ha/dt):
 - a. Approve Minutes of February 16, 2022.
- 6.a. DISTRICT BOARD ACTIONS: No report.
- 6.b. SPENDING AUTHORITY: Mr. Murdock reported the Board asked for comments from the commission regarding spending authority of the General Manager. He has the administrative authority and responsibility for the operation of the District and the enforcement of all District rules and regulations, including authority to execute all contracts, warrants, releases, receipts and similar documents for and on behalf of the District. He said the spending limit pre-COVID has been \$5K and when COVID began it was moved up to \$50K. As COVID restrictions expire, the spending limit will move back to \$5K. He is asking that it continues to be \$50K. Commissioner Adams said it seems much more efficient to have that \$50K ready to roll anytime rather than waiting weeks to get an approval. The Commission was in favor of the \$50K spending authority for the General Manager.
- 6.c. ACTION PLAN: Mr. Murdock presented the Action Plan for the Crockett Sanitary Department for 2022. He said the items on the list are ranked in order of importance and he would like to accomplish this year. No further action or comments.
- 7.a. ENFORCEMENT ACTIONS: Mr. Barnhill reported he started to send out Notice of Violation letters to property owners for sales in 2021. He said eight letters have been mailed out to property owners that are not in compliance.
- 7.b. AUTHORIZATION OF SEWER REPAIRS: Mr. Murdock presented three proposed capital repairs. He said the first one is at 37 Bishop and it is clogged with heavy roots at a cost of \$39,125; the second one is a Pomona easement that is difficult to access at a cost of \$105K; and the third one is on Carquinez Way at a cost of \$47K. A motion to approve the proposed capital repairs carried unanimously (dt/ha).

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

9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported a Sanitary Sewer Overflow (SSO) at 1963 Carquinez Way. He also said there were two private lateral overflows. One at 309 West and one at 803 Loring. Mr. Murdock report he met with West County mechanics on March 15 to see what they do about the system at the pump station. He said last night there were nine false alarm failures. He said Telstar was out at the pump station for about eight hours troubleshooting the system. He said the problem is the Motor Control Center (MCC). He has been in contact with Vivian Housen, District Engineer, to move forward and get the MCC replaced. Mr. Murdock reported he is working toward getting the first floor of the new office building ADA compliant. The floor tile in the downstairs bathrooms is currently being replaced.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman reported he spoke with State Lands regarding the outfall lease and it should be on their meeting agenda in April.

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

10.d. AD HOC COMMITTEES REPORT: Commissioner Trask reported the Recycled Water Ad Hoc Committee met at the new office building with Mr. Murdock, Mr. Barnhill and Mr. Gunkelman, along with Commissioner Manzione. He said they reviewed what their options were and they have the potential to recover 100,000 gallons a day of recycled water from Crockett and somewhere around 3-5 million gallons a month of potential recycled water that was available. They determined a site visit was needed to determine where exactly they could recover the water and whether or not a holding tank was required. Commissioner Trask said there is an option with the development of the Nantucket parking lot to incorporate this project, and if there needs to be some kind of pumping station or holding facility it can probably get incorporated right into that area.

11. FUTURE AGENDA ITEMS:

Receive 9-month Budget Report and Preliminary FY 2022/23 budget (April).

Review annual newsletter (April).

Prop. 218 requirements for increase in service charges (April).

Consider lateral inspection increase.

Consider procedures for ADU applicants.

Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.

Smoke testing review.

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:53 PM until April 20, 2022.

Respectfully submitted,

Susan Witschi

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March 22, 2022