

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, FEBRUARY 17, 2021

1. CALL TO ORDER: The meeting was called to order at 7:03 PM by Vice-Chairperson Wais. Present were Commissioners Adams, Manzione and Wolthuis, along with Assistant Dept. Manager Barnhill, District Engineer Murdock, Administrative Services Manager Gunkelman and Asst. Secretary Witschi.
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 (jw/ha):
 - a. Approve Minutes of January 13, 2021.
 - b. Receive Sewer Repair/Replacement Program report for 2020.
- 6.a. DISTRICT BOARD ACTIONS: Mr. Gunkelman reported on the actions taken by the District Board in January. He said Luigi Barassi was appointed President of the Board.
- 6.b. ANNOUNCEMENT OF VACANCY: The Announcement of Vacancy will be reposted for 30 days.
- 6.c. SAFETY TRAINING: Mr. Murdock reported on the Crockett Sanitary Department Safety Training Program. He said there is a fair amount of safety material, and there have been a couple of different safety programs, but it is not well-organized or updated. He said we just need to go through and update the material we have on file. Mr. Murdock said we should implement a safety program and setup quarterly safety meetings. As far as training, we need a confined space and it's debatable whether the pump station is a permit required confined space. It requires two people to be present, some paperwork and training. He said we can modify that facility so nobody goes down in the pit. Mr. Murdock asked the commission what is your direction with safety training. Commissioner Manzione said his sense is that it should definitely be a present item and then the Commission has a role. Commissioner Wolthuis said you should make that valve accessible so you don't have to go into the pit. He said there is no reason if it's not an exorbitant amount. Commissioner Manzione said that would require a hardware change so we'll need to have some more specifics as to what would be done, the cost and who would do it. He asked about the confined space training. He said that the usefulness of confined space training is that somebody's working in the field, unable to identify what is a dangerous confined space or not. In the case of the pump station valve pit, if the ventilation is off, then it can make space a dangerous confined space. He said it's worth having all three staff members get some confined space safety training. Commissioner Adams said he would support that. He would recommend setting up a designated date, perhaps every three months and then brainstorm and bring Robin Paulsell in as well. Commissioner Manzione said he thinks it is a great idea that we have resources with our contractors. He said if staff can identify some more formalized training about construction site safety, trench safety, and confined space safety he believes the commission would be supportive of getting the formal training.

6.d. PROGRESS REPORT FOR NEW OFFICE: Commissioner Manzione said he noticed the contractors were at the new office building and they have the site ready for the asbestos removal. Commissioner Wolthuis said his understanding is that Synergy may be done with the asbestos removal and now we are looking at bids on the roof. He believes it's done and safe to go in the building. He said the final invoice from Synergy for \$19,000 has been turned into staff for payment. Commissioner Wolthuis said he met with Directors Mackenzie and Peterson earlier this week. He said they want to get more bids on the roofing job, and Director Peterson was looking into a couple proposals on what the office space would look like. He said the committee is supposed to meet once a week. Commissioner Manzione said we have three employees operating a sewer system who will work in that building. He asked if there is anything we should do now to coordinate planning for staff. Commissioner Wolthuis said they have some proposals and the committee will ask staff what the arrangement would be at this point. Commissioner Manzione said he wants to make sure staff is involved in the planning process of office space. Commissioner Wolthuis said he will make sure they are involved.

7.a. PUMP STATION SITE CLEANUP: Mr. Barnhill said there is general cleanup, and some items stored in the pump station that don't belong there and it would be best to remove it. He said a lot of that can be stored in the garage at the new office building. He said if the garage is available now we could move those items over now. The ideal time would be when we have to do work or improvements or deal with a panel upgrade project. We actually need those bricks to be out of the way. There are going to be bypass pumps, generators and contractor vehicles coming in and going out of there and obviously the junk that we have sitting inside the building would be in the way and be stacked up in a corner. The only loose items in that facility should be the tools used to keep it running. Commissioner Manzione said his suggestion on the bricks is we contact the Crockett Improvement Association (CIA) and ask for either permission to dispose of them or to have them removed. Mr. Barnhill said the bricks stacked up on a double pallet. The pallets are slowly falling apart and that is a hazard. Commissioner Wolthuis said we should set a deadline for them to get out of there. Commissioner Manzione asked if any of the commissioners are active with the CIA. Commissioner Adams said he was. Commissioner Manzione asked him to make a preliminary approach to the CIA. Commissioner Adams asked what the deadline is to have the bricks removed. Commissioner Manzione said if the CIA would take some action, perhaps getting them restacked on pallets, we could see about having a contractor come in with a forklift, load them up and get them out of there. Commissioner Adams said the CIA has been inactive for the past year. Commissioner Manzione said we need a clear decision if they want the bricks. Commissioner Wolthuis said it's a safety issue and the bricks should be removed as soon as possible.

7.b. EQUALIZATION TANK CONDITION: Commissioner Manzione said Mr. Barnhill took him out to look at the equalization tank in January when it was in use and had four feet of water in it. He observed some maintenance items for the equalization tank site. He saw nothing that was disastrous, but we should be look at multiple maintenance items. Mr. Murdock said he agrees but doesn't think there is anything that is going to bring the walls down tomorrow. It is an expensive asset that we need to take care of it or we lose it. It has cracks, but he is not qualified to put an engineering opinion on this. He found someone who looks very qualified and he has done a lot of work on a variety of sites. The cost for the first analysis is \$2,300 which is a visual inspection. Mr. Murdock said there are things that can be done to make it last longer like coating it so we don't have sewage seeping through the cracks. He said it is blistering in some spots. Commissioner Wolthuis said for \$2,300 we can have an initial inspection. A motion to get an evaluation of the EQ Tank condition up to \$2,300 carried unanimously (jw/ha). Commissioner Manzione said he is a civil engineer with experience in wastewater equipment. He said the cost of doing the maintenance would depend upon which priorities were done or whether everything was done. He said the rough estimate that we are looking at is under \$10,000. One of the main questions is if it's clear what the repair and costs would be costs about the same as doing an inspection, then we can do the repair.

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

8.b. MID-YEAR BUDGET REPORT: Mr. Gunkelman asked the Commission if they had any questions about the budget. He said there has been a \$150,000 transfer made. The loan payment from Port Costa is not listed on the budget. He said we are a lot closer to about 90% of budget. The bottom line number should be closer to about \$922,000 rather than negative \$36,000.

9.a. STAFF REPORT ON OPERATIONS: Mr. Murdock reported no Sanitary Sewer Overflows (SSO's) in January. He said we had an incident when the joint operating plant called and asked staff to divert flow. He said they had a pump that was down for repairs at the same time C&H wasn't able to slow down their diverted wastewater production, so we had six hours of diverting flow and had no issues at the Loring Pump Station. He said staff did another repair up on Second and Rose. He said either PG&E or AT&T put a conduit through our sewer at Pomona and Third Street right underneath the crosswalk. He talked to AT&T and they seem pretty cooperative. He heard from the PG&E claims investigator but hasn't wrote back to her again. He said last year's sewer replacement program achieved their goal of 2% replacements, and for most years we haven't made that goal. Commissioner Manzione said he views the capital improvement projects to be important for our department. He said his recollection is that County Public Works installed the traffic feature there, and they could be a third entity involved in that conduit through the sewer. Mr. Murdock said he has tried to get a hold of them but has had no response. Mr. Barnhill said he wanted to mention that staff is dealing with a logic controller that went out again at the pump station. He said the logic controller does not control the automation of the pump station it takes data and transfers it over to the skada so we are still collecting data on the board. He said Telstar was able to get the alarms back online. Telstar has been out there for days and potentially replaced that computer which is a 20 years old.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. AD HOC COMMITTEES REPORT: None

10.d. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Progress reports as appropriate for new District offices.
- Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
- Video outreach for FOG and no wipes down drain.
- Recommend award of contract(s).
- Recommend payment for sewer projects(s).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:19 PM until March 17, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
February 18, 2021