

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR MEETING, JULY 28, 2021

1. CALL TO ORDER: The meeting was called to order at 7:03 PM by President Barassi. Present were Board Members Bartlebaugh, Kirker, Mackenzie and Peterson, along with Administrative Services Manager Gunkelman, District Engineer Murdock, Assistant Sanitary Dept. Manager Barnhill, Recreation Department Manager Wilson, and Assistant Secretary Witschi. Also present was Sanitary Commissioner Wais.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Mary Wais said a memorial bench for David Botta was placed at the Gazebo area at the Community Center to recognize his 43 years of service on the P-1 Committee and Crockett Recreation Commission. The bench was presented to the family on Sunday, July 25 and it was poorly attended by the Crockett Community Services District. Kent Peterson said he welcomes back the public for in person meetings. He said that former board member of the District, Steve Perkins, is in hospice care.
4. REPORTS FROM COMMISSIONERS:
 - 5.a. PUBLIC HEARING: Director Barassi opened the public hearing for the purpose of taking public comments on the proposed budget for FY 2021/22. Director Bartlebaugh said he would like to see the financial breakdown for the new District office in each respective department budget going forward. Director Peterson said he commends Mr. Gunkelman for a challenging budget. Having heard all who wished to speak on this subject, Director Barassi closed the hearing. A motion to approve Resolution No. 21/22-01 adopting budget for FY 2021/22 carried unanimously (kp/jm).
6. REPORT OF DISTRICT COUNSEL: No report.
- 7.a. RECREATION DEPT. REPORT: The Board had received the Minutes of June 7. Mr. Wilson reported attendance is good at the pool due to the hot weather and snack bar sales are very good. He said the Recreation Department is hosting a free summer concert on Sunday, August 1 from 3:00-6:00 pm at the Community Center.
- 7.b. MAINTENANCE DEPARTMENT: No report.
- 7.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of June 9. Mr. Barnhill reported no exceedances or Sanitary Sewer Overflows (SSO's) in June. He said the quality of the effluent has been good and there has been no laboratory-related exceedances in a year and a half. He said there was one exceedance due to a sampling scheduling error. Director Kirker asked if the flow rate had increased during the health crisis, he said the added volume could increase dilution which would affect quality. Mr. Barnhill said he did not have the information in front of him.

7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of June 16. Mr. Murdock reported No Sanitary Sewer Overflows (SSO's). He said at the Pump Station the thermal overload shutdown on pump 2. West County Wastewater District will inspect the pump and controls. Goats were purchased and will graze at the Equalization tank grounds. He said the PG&E sewer replacement project has been ongoing and PG&E is finally going to replace the pole and anchor. The cost of sewer repair/replacements this year to date is \$78,395. He said at the new office building the texturing has been completed and the floors are almost complete. He said the kitchen and the two bathrooms have not been touched. Director Peterson said he believes the Sanitary Commission meeting of July 21 was not followed correctly by the Brown Act in the closed session. He requests that staff review and discuss the Brown Act before the next meeting. He also requests that "receive legal advice" be added in.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None

7.f. STAFF ANNOUNCEMENTS: None

8. CONSENT CALENDAR:

9. CONSENT ITEMS REMOVED: Director Peterson asked that Items 8.a., 8.b. and 8.c be removed from the consent calendar for further discussion.

a. Minutes of June 23, 2021:

- Item 8.c. Accept Resignation – Director Peterson said it should say "A motion to accept resignation of Jon Wolthuis from the Crockett Sanitary Commission, *with regret*, carried unanimously (mk/sb). A motion to approve the Minutes of June 23, 2021, as amended, carried unanimously (mk/kp).
- Item 8.e. Annual Audit FY 2020/21 - The Board asked staff to find out if they can decide on another auditor.

b. Payment of District bills (warrants Rec. 9228-9302; PCSan, 1335-1342; CVSan 6454-6492) – Director Peterson said he would like charges to the new office printed on Maintenance checks. A motion to approve Payment of District Bills, as amended, carried unanimously (mk/kp).

c. Receive Minutes of Commissions and Committees:

CVSan Minutes of June 16:

- Item 8.b. Mid-Year Budget Report – The last sentence should say 60% not 80%.
- Item 9.a. Staff Report on Operations – The last sentence should read "He said to date staff has completed eight sewer repairs this year. A motion to approve Minutes of Commissions and Committees, as amended, carried unanimously (kp/sb).

10.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board.

10.b. CROCKETT ANNUAL SEWER USE CHARGES: A motion to approve Resolution No. 21/22-02 levying charges for annual sewer use charges on the tax roll within the area served by the Crockett Sanitary Department as previously authorized by and in conformity with Ordinance 20-2 carried with 4 Ayes and 1 Abstention (kp/jm).

10.c. PORT COSTA ANNUAL SEWER USE CHARGES: A motion to approve Resolution No. 21/22-03 levying charges for annual sewer use charges on the tax roll within the area served by the Port Costa Sanitary Department as previously authorized by and in conformity with Ordinance 20-3 carried with 4 Ayes and 1 Abstention (lb/jm).

11.a. PERSONNEL COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEE REPORTS: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

Discuss the Brown Act.

Discuss policy on delegation of authority to Commissions.

Adopt capital asset depreciation schedule.

Adopt capacity charge ordinance on Accessory Dwelling Units.

Review and adopt ADA compliance plan.

Adopt policy for use of private devices and e-accounts.

Develop policy on proposals for new programs without established funding.

13. BOARD COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 8:37 PM until August 25, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
August 20, 2021