

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR MEETING, NOVEMBER 16, 2022

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Barassi. Present were Board Members Bartlebaugh, Kirker, Mackenzie and Peterson, along with General Manager Murdock, Recreation Department Manager Wilson, Administrative Services Manager Gunkelman, Sanitary Dept. Manager Barnhill and Assistant Secretary Witschi. Also present were Sanitary Commissioners Manzione and Wais.
2. CLOSED SESSION: Conference with Legal Counsel – Anticipated Litigation. Significant exposure to litigation pursuant to Govt. Code, Section 54956.9, subdivision (d), sections (2), (3) and (4). The Board went into closed session at 7:03 pm.
3. OPEN SESSION: The Board resumed in open session at 7:45 pm. Mr. Murdock said there were no reportable items to report.
4. AGENDA ORDER: Item 11.b. was moved after item 5.
5. PUBLIC COMMENTS: A Port Costa resident was present and said he is concerned about the Port Costa Field Semester Proposal impact on the District and wants to be informed. He would like to discuss this at a future meeting.
- 11.b. BUDGET FY 22/23: The Budget & Finance Committee met and reviewed the budget and there were some changes that needed to be made and they have all been corrected. A motion to approve Resolution No. 22/23-14 adopting an operating and capital budget for the FY 2022/23 carried unanimously (kp/jm).
6. PUBLIC HEARING: None
7. REPORTS FROM COMMISSIONERS AND COMMITTEES: None
- 8.a. RECREATION DEPT. REPORT: The Board received the Minutes of September 12. Mr. Wilson reported he drained the pool in order for the Pool Replaster Project to begin on November 7. He said the storm drain inspection passed. He received a 262 page ADA inspection report for the Community Center, pool and park. He said Luk and Associates completed the land survey of Alexander Park as part of the Prop. 68 grant.
- 8.b. MAINTENANCE DEPARTMENT: Director Peterson said the street light on Pomona Street has been replaced.
- 8.c. PORT COSTA SANITARY DEPT.: Mr. Barnhill reported that the scum layer in chamber #1 of the septic tank has built up and needs to be removed in preparation for the wet weather season. He said he contacted WCWD to schedule their vacuum truck and crew. The scum layer has been removed twice per year following the tank rehabilitation, the baffles are working well to prevent the floating scum layer from passing to the treatment plant. He said the sludge is settling throughout the first

three chambers of the tank, no sludge has been measured in the final (4th) chamber. He recommended that staff time be dedicated in planning for sludge removal. Mr. Barnhill recommended dedicating staff time toward researching and obtaining an emergency pump capable of handling town flow in the event of primary influent pump failure.

8.d. CROCKETT SANITARY DEPT.: Mr. Murdock reported the Motor Control Center (MCC) Upgrade Project is ready to go to bid. He said there is a two year completion date on this project. He said Automatic Data Processing (ADP) payroll system is up and running.

8.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman reported the Maintenance Parcel Tax passed and he has not received any numbers yet or the official declaration that it passed. He said that State Lands have begun demolishing the old Nantucket and the piers. Mr. Murdock said the goats down at the EQ area have finished eating all the grass and will need to start being fed by hay. He said Kathy has left the area and she was originally going to be taking care of them, so he's thinking maybe they should be put up for adoption.

8.f. STAFF ANNOUNCEMENTS: None

9. CONSENT CALENDAR: The consent items were approved unanimously (kp/jm):

- a. Approve Minutes of October 26, 2022.
- b. Approve payment of District bills (warrants Rec. 9860-9882, 9884-9885, 9887-9888; PCSan 1642-1649; CVSan 6788-6803; Maintenance 527-542).
- c. Receive Minutes of Commissions and Committees.
 - d. Receive Resolution 22/23-15 authorizing teleconferencing and hybrid meetings for the period of December 1, 2022 through December 30, 2022 in conformity with AB 361.

10.a. CONSENT ITEMS REMOVED: None

10.b. REAPPOINT COMMISSIONERS: A motion to approve Resolution 22/23-13 reappointing commissioners carried unanimously (kp/mk).

10.c. MEETING SCHEDULE FOR 2023: A motion to approve the meeting and holiday schedule for 2023, as amended, carried unanimously (jm/sb).

10.d. CHANGES TO DISTRICT CODE: Director Barassi asked if the Board could get a red line copy, so they could see what changes are being made. Mr. Murdock said the attorney has basically rewritten Chapters 1.08 and 1.10, so it is all new. The Directors asked for a copy of the existing chapters. Director Barassi said he and Director Peterson will meet to go over the changes that were made to District Code and bring this item back next month.

10.e. MCC UPGRADE PROJECT: Mr. Murdock said the bid documents for the MCC Upgrade Project are similar to the prior documents. He said Vivian Housen, Engineer and Tom Friesch, Engineer both worked on this. Mr. Murdock said a temperature on/off control unit will be used during the transition. He said he will check to see if they need SCADA capability, but he is not sure if they will be it. Director Peterson said he has some information he will email Mr. Murdock to be included that will alert bidders to abnormal situations. The Board asked that this goes back to the Crockett Sanitary Commission and bring back with their recommendations.

10.f. SEWER SERVICE CHARGE ADJUSTMENT – 404 EDWARDS: Mr. Murdock reported the property owner, Brian Montgomery, appeared before the Board in July and requested a change of use which was designated as a duplex but was better described as a single family residence (SFR). He said since this item was not agendaized, it was tabled until the August meeting. At the August meeting the Board said the owner had not presented a formal application for refund and this was again tabled. Mr. Murdock reported he has researched the database and can verify that this property has been classified

as a duplex since at least 2018 and recommends refunding the property owner. A motion to approve the sewer service charge adjustment in the amount of \$1,876.00 carried unanimously (kp/jm).

11.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman said financial reports for September and October for all departments, except the Recreation Department, are attached.

12.a. PERSONNEL COMMITTEE REPORT: None

12.b. BUDGET & FINANCE COMMITTEE REPORT: None

12.c. AD HOC COMMITTEE REPORTS: None

12.d. INTER-AGENCY MEETINGS: None

13. FUTURE AGENDA ITEMS:

Annual long-term strategy workshop.
Commission and Committee meeting attendance.
District communication capabilities.

14. BOARD COMMENTS: The Board thanked Directors Bartlebaugh and Kirker for service on the District Board.

15. ADJOURNMENT: The meeting was adjourned at 9:30 PM until December 21, 2022.

Respectfully submitted,

Susan Witschi

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December 16, 2022