

# CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING OF AUGUST 21, 2024.

1. CALL TO ORDER: The meeting was opened at 4:00 PM by Vice-Chair Bartlebaugh. Commissioners present include Bartlebaugh, McDonald, Trask, Quade, and Wais. Chair Manzione was absent (excused). Alternate Quade sat as a voting member. Staff present: District Secretary (DS) Rivas, Administrative Services Manager (ASM) Goodman, Sanitary Department Manager (SDM) Barnhill. Board President Spinner and Board Director Peterson were present.
2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: A member of the Crockett community introduced himself and the public requested the opportunity to present alternative methods of human waste disposal. It will be parked in Future Agenda items until the opportunity presents itself.
4. PRELIMINARY REVIEW OF PUBLIC HEARINGS: None.
5. CONSENT CALENDAR: Item 5a. was pulled for discussion. Item 5b was approved (McDonald 1<sup>st</sup>, Wais 2<sup>nd</sup>. 5/0).
  - a. Approve minutes of the Special Meeting of July 17, 2024.
  - b. Receive warrant transmittals. All expenses related to 1 Rolph Park Drive are solely being charged to CVSAN. Only the loan is being split amongst the departments. A small percentage of electricity is being charged to the coffee shop.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR:
  - a. Minutes of the Special Meeting of June 21, 2024. Approved with a minor correction. (Wais 1<sup>st</sup>, Quade 2<sup>nd</sup>, 4/0, 1 abstain)
- 7a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD AND THEIR COMMITTEES: The Sewer Use Charge (SUC) increase and Method of Collection (by property tax) were approved for Crockett. The Budget for FY 2024/25 was approved. Iris Wesselman was appointed to the Personnel Committee.
- 7b. UPDATE ON JOINT USE AGREEMENT NEGOTIATIONS: . The Interim General Manager (IGM) has been meeting weekly with ASRS lawyers. The District's first response to the C&H draft Join Use Agreement (JUA) agreement was submitted to the attorney for review (includes edits from two Board members, the wastewater committee, and Staff). The main substance of the contract is expected to be accepted, and the majority of the negotiations will focus on the cost allocation for capital improvements, maintenance, and operations. The JUA agreement expired in July. C&H agreed to extend the JUA negotiations from July to October. The lease for the treatment plant expires in October and is up for renewal at the State Lands Commission meeting in October. A member of the Board expressed his concern about the division of points in the agreement and the possibility that the two parties may not resolve their difference in time for the October meeting. It was strongly suggested that all non-disputed outstanding C&H bills be paid

before the October State Lands Commission meeting to avoid interest accruals. C&H has not paid any bills to the District, but the District has not billed them in three years.

7c. UPDATE ON CONTRACTED OPERATORS: Staff is recommending to the Board the approval of a contract with NSU (Natural Systems Utility) to replace Valley Operators for operations and maintenance of Crockett and Port Costa systems and begin services on September 3<sup>rd</sup>. Staff highlighted the various services provided, the range of capabilities, access to resources including grants, and their proximity to Crockett and Port Costa. NSU has engineering, operating, maintenance, mechanic, and construction capabilities. They could design, construct, and operate a treatment plan for Crockett. NSU are operators in Marshall (almost identical to Port Costa), they have installed plants and have a wide range of experience, they are willing to respond to collection system emergencies which will provide relief to an understaffed department. In addition to their extensive experience and capabilities, their quote was significantly lower than the first quote received. The contract has a termination clause where, if they recommend changes, repairs, or replacements, and the client disagrees, the client will need to reasonably respond in writing as to why the work cannot be done. The two parties must agree to a timeframe or an alternative solution. Without a satisfactory reason or agreement, the contractor has the authority to terminate the contract. Mr. Barnhill emphasized the importance of NSU's ability to make quick decisions, clear communication, and a fresh pair of eyes. The Commission requested the contract be brought back for ratification in September.

7d. DISCUSS A POSSIBLE NEED FOR A GREASE TRAP AT THE OLD HOMESTEAD LOCATION: The Old Homestead site will be installing a three-basin sink to accommodate increased catering services. The site does not allow cooking but allows dishwashing. Staff has reviewed the District Code to determine if a grease trap is sufficient, or if an interceptor is required. The District Code requires restaurants to install interceptors. The Commissioners agreed with the Staff's recommendation that only a grease trap is required.

7e. UPDATE ON SANITARY STAFF SUPPORT HIRE: With the loss of a key sanitary staff, the sanitary department is in need of support. The original Sanitary Field Assistant job description was updated and presented to the Commission. The position is full-time and includes retirement benefits. The District will focus on the candidate's technical background and trainability and should live within 30 minutes from Crockett. The position was not considered in the budget but since a district engineer will not likely be hired within the fiscal year, the budget is not expected to be impacted. It was suggested that full-time be clarified to mean 32 hours, on-call responses are for sewer spills and emergency alarms, and there is a six-month probationary period. Management may want to consider a stipend for emergency on-call needs as a form of recognition of value and employee retention.

7f. DISCUSS LEAK AT THE TREATMENT PLANT: There has been a leak on Dowrelio Drive that returns regularly. Staff has continued to test the water and only chlorine is detected. It was speculated that a broken waterline may exist at the top of Vista Del Rio and flow into a storm drain that drains off the hillside across from the treatment plant and may be picking up gravel and rock from the Vista Del Rio side and may have created a dam. The water leak has saturated the ground underneath the roadway, has built up, and bubbles up when it hits the foundational point of the treatment plant. The presence of chlorine indicates it could be EBMUD water. EBMUD has a line going through the site and has been seen working on their lines as one goes towards the EQ tank. There was mention that C&H had considered a French drain around the treatment plant.

CREEC is currently renegotiating its lease with the State Lands Commission for its property located across from the treatment plant. State Lands is requiring CREEC to maintain the access way. Staff will suggest that they contact C&H to address this maintenance issue.

8a. UPDATE ON DISTRICT ADMINISTRATION: The tax levy roll was submitted and accepted by the County. An updated salary schedule will be presented to the Board. Staff will be applying for a Cybersecurity grant for up to \$250,000 which will help with the District's current IT infrastructure revamp with an eventual cloud-based system. Tons of paper records are currently being stored at the EQ site. Staff may want to include that the District is preparing to protect documents and request a scanner and paper shredder in conjunction with protecting documents.

8b. UPDATE ON FINANCIAL MATTERS: Sanitary staff is finalizing the accounting for the Alexander Park sewer repair project. Recreation is experiencing a financial hardship. Factors that led to this included the hiring of unbudgeted staff, overstaffing of lifeguards to cover the excess usage of the pool generated by the P66 swim safety passes program, the unbudgeted payout of a long-term employee, and lack of financial oversight of the pool ADA upgrades. The Ad Valorem property tax fund is currently at \$731,000. This fund is typically split into the following departments: 85% CVSAN, 14% to Recreation, and 1% to Maintenance but has not yet been split. The SUC rate study indicates a transfer of \$435,000 from Ad Valorem taxes but the transfer has not officially been completed. The ASM is proposing to transfer funds from the Ad Valorem taxes to address the Recreation shortage. The Recreation Commission has expressed their desired option which was to transfer the exact shortfall of \$180,000.

An extensive discussion was had on rebuilding community confidence and how Recreation is the face of the community. With expectations that the District's accounting will be resolved by end of the year, the Commissioners support the ASM's recommendation to transfer Ad Valorem funds as discussed earlier.

The LAIF balance is \$4,633,404.81.

8c. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: There have been multiple power outages. The power outage the day before affected the Loring pump station. Staff recently acquired a 7,000-watt portable generator and hooked it up to the Loring pump station. Today, the second power outage affected the Crockett pump station. Upon arriving, pump four had failed. Pumps three and four had failed the week before and had become air-bound. Mr. Barnhill explained in detail the issues that arose, his troubleshooting thoughts through fixing the issue, and explained that NSU will be able to address this issue once they come on board.

The EQ tank site has been neglected. Staff had the yard cleared of debris, the grass was mowed, and will return later to have the structures pressure washed and painted. The valve pit was filled with water likely the result of a clogged pipe. Paulsell was called in to vacuum the well and found a large rock had caused the blockage. The pump was unaffected and in working order.

Pump one is out of service. The panel is burned out of grit channel one. A new motor is scheduled to be installed on Friday. Staff may ask NSU to rebuild a new panel. A component of each aspect of the pump station is out. The ASM pointed out other items that were mentioned in the meeting that the former district engineer had pointed out.

8d. GOVERNMENTAL MATTERS: There were two uncontested applicants for the two full-term seats: Commissioner McDonald and Board Director Barassi. There will be a runoff for the one half-term seat: Gaunt Murdock and Matthew Raver. Election date is November 5<sup>th</sup>.

8e. ANNOUNCEMENTS AND DISCUSSION: The cash account balance is \$757,505.60. Maze & Associates continues to make headway with the account reconciliation. Several items from multiple agencies had not been updated in QuickBooks. An end-of-year date for updating the books is still feasible. Both the District Secretary and Administrative Services Manager completed their first anniversary in August.

9a WASTEWATER COMMITTEE: No report.

9b BUDGET & FINANCE COMMITTEE: No report.

9c INTER-AGENCY MEETINGS: None.

10 FUTURE AGENDA ITEMS:

- a. Presentation on alternative methods of human waste disposal
- b. Update on wine wastewater opportunity.
- c. Form an Ad Hoc for an SUC consultant and planning.
- d. Pursue improved flow metering and data sharing from C&H.
- e. Hire an engineering specialist to review the sewer use study structure and consider a 5-year equalized rate increase plan.
- f. Hire a firm to check data on single-family residences, apartment quantities, commercial dischargers, and mixtures.
- g. 1 Rolph Park Drive repairs.
- h. JUA study session.
- i. Monthly Maintenance Operations Reports.
- j. Pump Station Grit Detritter Condition report.

11. COMMISSIONER COMMENTS: None.

12. ADJOURNMENT: The meeting was adjourned at 6:02 PM until September 18, 2024.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary