

# 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](mailto:manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MINUTES OF REGULAR MEETING, OCTOBER 16, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Wais. Present were Commissioners Bartlebaugh, Manzione and Wolthuis, along with General Manager McDonald, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Also present was Director Barassi. Commissioner Adams was absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
- 4.a. PUBLIC HEARING – 601 WINSLOW: Mr. McDonald reported the owners requested an extension due to financial hardship, to allow more time to address the broken clay sewer under the sidewalk and in the street. A motion to approve a six-month extension on enforcement and allow staff to offer an Access & Repair Agreement if needed for the owner to complete sewer repair carried unanimously (jw/mm).
- 4.b. PUBLIC HEARING – 1890 VISTA DEL RIO: Mr. McDonald reported the owners have been in contact with staff. The owner is having trouble with video inspection contractors showing up. A motion to record the Notice of Violation with the County Recorder's Office, if staff has not received video inspection by October 31, and schedule a second hearing carried unanimously (mm/sb).
5. REPORT OF DISTRICT COUNSEL: No report.
6. CONSENT CALENDAR: Item 6.d was removed from the consent calendar. The consent items 6.a to 6.c. were approved unanimously (jw/mm):

  - a. Approve Minutes of June 19, 2019.
  - b. Receive Status Report on outstanding issues.
  - c. ASR Group NPDES Permit 5-day Notification – Copper Exceedance July 2019.
- 6.d. STATE LANDS COMMISSION LETTER: Mr. McDonald informed the Commission that State Lands Commission (SLC) will be holding their next meeting in Martinez and the issue of the Crockett waterfront is on the agenda. The Commission received the letter from Supervisor Glover to State Lands Commission re: 501 Port Street.
7. REPORT OF CONSULTING ENGINEER: No report.
- 8.a. ENFORCEMENT ACTIONS: The Commission received the report on recent enforcement actions. Mr. McDonald reported the Dead Fish restaurant was contacted regarding grease trap and Fats/Oil/Grease (FOG) buildup in downstream public sewer. West County Wastewater District hydro-jetted the line and staff will now be able to monitor for FOG buildup before pursuing enforcement.

8.b. CELLULAR ALARM NOTIFICATION PROPOSAL: Mr. McDonald reported this item proposed for the Loring Pump Station is not in the budget. He said when power is lost there is no way for the alarm to be transmitted. This is a five-year data plan for \$6,570 which would provide protection from unknown overflows at the Loring Pump Station. He said Port Costa is currently using cellular alarms and is working well for them. A motion to approve Grundfos Loring Pump Station cellular alarm notification proposal for \$6,570.86, which includes 5-year cellular data plan carried unanimously (jw/mm).

8.c. GRUNDFOS PUMP MONITORING : Mr. McDonald presented a proposal from Grundfos to provide a condition monitoring solution to predict potential failures to the pumps at the main Crockett Pump Station before they happen. Commissioner Bartlebaugh asked a few questions. Mr. McDonald said the current monitoring method is by visual inspection once a week by West County Wastewater District (WCWD), usually on Mondays. He said that there have been times that the pumps have failed without warning, most recently the Pump 1 coupler between the motor and pump failed and was not identified as a problem till WCWD visited. The failure rate of influent pumps requiring repair or rebuild is about every 4-5 years at a cost of approximately \$8K for rebuild and \$13k for replacement. He said the value of the monitoring solution would lower the risk of failure during wet-weather events and electrical costs should be lower as problems can be identified early before they begin straining the pumps. With recent staff turnover at WCWD tools and software that will help identify problems before they become a bigger problem will help department staff manage risk at the pump station. Mr. McDonald said that the Motor Control Center (MCC) upgrade with integrated Flygt monitoring is being proposed for installation in the summer of 2020 does not include pump monitoring. Mr. McDonald said the cost of the monitoring program was not budgeted and would fall under Operations & Maintenance as a subscription service. A motion to approve Grundfos continuous pump monitoring solution for primary Crockett Pump Station and enter into subscription service agreement for \$750 per month, \$9,000 annual carried unanimously (sb/mm).

9.a. FINANCIAL REPORT: The monthly statements of Department finances and reports through September 12 were examined by the Commission. He said he met with the auditor and has spent four days providing material for the FY 18/19 audit. The Monthly Summary Worksheet for report date ending October 12 will be presented next month along with the report on sewer use charge revenue that has been placed in the Advance of Taxes account.

9.b. CAPITAL SEWER PROJECTS: Mr. McDonald presented a list of budgeted sewer defects for repair scheduled for FY 2019/20. He said this is an annual requirement and is requesting authorization so he can begin planning capital projects. Commissioner Manzione asked if the replacement sewer rate meets the target of 2% set by the Wastewater Committee. Mr. McDonald said the proposed projects exceed the 2% target. He said that he may have to reallocate funds to as yet unidentified projects but he is very comfortable that the total costs for FY 2019/20 will be below the budgeted allocation. A motion to approve authorization of capital sewer collection system projects for FY 2019/20, total of \$807,030, as previously budgeted carried unanimously (mw/mm).

10.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in September. He said the Board adopted Ordinances 19-2 thru 19-7 superseding and amending prior ordinances. He said the Board directed staff to move forward in possible Hosselkus Chapel acquisition, the building will be appraised tomorrow and staff should have the appraisal in two to three weeks.

10.b. STATUS REPORT ON SEWER PROJECTS: Mr. McDonald presented a status report on the Atherton-Cooke Sewer Project C-1002 and the Pomona Street Sewer Replacement Project C-1004. He said that the District is fortunate that the bids received for C-1002 were lower than the engineers estimate. The Pomona Project C-1004 has been postponed but there is the possibility that the replacement of the sewer, by open-trench method in the sidewalk of Pomona, can be contracted with the winning bidder of the Atherton-Cooke Project C-1002 through negotiation if he is willing to honor the

bid prices per liner foot etc. Funding still needs to be identified or reallocated from other projects to complete the Pomona Project C-1004.

10.c. AWARD OF CONTRACT FOR PROJECT C-1002: Mr. McDonald reported Ecast Engineering was the apparent lowest bidder for the Atherton-Cooke Sewer Replacement project that went to formal bid on September 10, 2019. A motion to recommend award of contract for Atherton-Cooke Sewer Project to Ecast Engineering, Inc. for both the principal contract amount of \$134,727 for work on Atherton Avenue and \$139,361 for work on Cooke Avenue using horizontal direction boring carried unanimously (jw/sb).

11.a. STAFF REPORT ON OPERATIONS: Mr. McDonald presented the Manager's Report for items of significance that occurred between June 11 and September 11. Commissioner Wais asked if the CCTV project is for 2019 or 2020. Mr. McDonald said it is for FY 19/20 and it is expected to occur by the end of December. Mr. McDonald reported Port Costa is still struggling with their septic tank and may need to delay their loan installment payment of \$36K as they face a funding shortage. The Crockett Sanitary Department Monthly Maintenance Summary for August, ASR-C&H Operations & Maintenance Reports, and West County Wastewater District Monthly Reports were provided.

11.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported California Senate Bill, SB-13, on Accessory Dwelling Units (ADU) passed and was signed by the Governor. Staff is planning to develop an Ordinance to update its capacity charge program in January based on the requirements of the new ADU law.

11.c. STAFF ANNOUNCEMENTS: Mr. McDonald said that both he and Mr. Barnhill will be attending the 2019 Sewer and Stormwater Summit on October 17.

12.a. WASTEWATER COMMITTEE REPORT: None

12.b. BUDGET & FINANCE COMMITTEE REPORT: None

12.c. AD HOC COMMITTEES REPORT: None

12.d. INTER-AGENCY MEETINGS: None

13. FUTURE AGENDA ITEMS:

- Appoint new Crockett Sanitary Department officers (Dec)
- Comment on draft of Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
- Consider recommended enforcement actions.
- Recommend award of additional construction contract(s).
- Recommend payment for sewer project(s).

14. COMMISSIONER COMMENTS: None

15. ADJOURNMENT: The meeting was adjourned at 7:58 PM until November 13, 2019.

Respectfully submitted,

Susan Witschi  
October 23, 2019