

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR MEETING, AUGUST 28, 2019

1. CALL TO ORDER: The meeting was called to order at 7:05 PM by President Peterson. Present were Board Members Barassi, Kirker, Mackenzie and Sutton, along with General Manager McDonald, Recreation Department Manager Wilson, and Assistant Sanitary Dept. Manager Barnhill. Also present were Sanitary Commissioners Bartlebaugh and Wais. Assistant Secretary Witschi was absent.
2. AGENDA ORDER: Mr. McDonald asked that item 13, the closed session for performance evaluation, be continued to a future meeting as the Personnel Committee asked for more time to gather evaluation forms. Mr. Peterson continued agenda item 13 to September 25.
3. PUBLIC COMMENTS: None.
4. REPORTS FROM COMMISSIONERS: None. Commissions did not meet in August.
- 5.a. thru 5.f. PUBLIC HEARINGS ON ORDINANCE INTRODUCTIONS: Mr. Peterson asked if items 5.a. thru 5.f. may be considered together under one motion. Mr. McDonald said that as long as members of the public have an opportunity to comment after the ordinances are introduced one motion can be considered. Mr. McDonald introduced all ordinances by reading off Ordinance numbers and titles as listed on the agenda and asked that the reading of the ordinances be waived. Mr. Peterson opened the public hearings and called for public comment. There were no comments from the public. Ms. Sutton asked if Ordinance No. 19-3, superseding Ordinance No. 09-4, should be re-examined for additional prohibited activities that could be added to protect the use of our parks and recreation facilities. Mr. McDonald said that Ordinance No. 09-4 was previously reviewed and accepted by the Recreation Commission. He would suggest considering adopting the ordinances as presented to facilitate codification and have the Recreation Commission review Title 7 of the District Code in its entirety and submit any suggested changes under a future ordinance. Mr. Kirker recommended accepting all the ordinances as presented. Mr. Peterson closed the hearings and called for a motion. A motion was made to introduce the following ordinances, waive the reading of the presented ordinances, and to direct staff to publish a combined summary for the following ordinances; Ordinance No. 19-2 superseding Ordinance No. 09-1, amending Chapter 9 of the District Code in order to clarify the rights and responsibilities of condominium property owners and homeowners associations with respect to the inspection and timely replacement of existing private building sewers; Ordinance No. 19-3 superseding Ordinance No. 09-4, adding Title 7 to the District Code regulating the use of parks and recreation facilities; Ordinance No. 19-4 superseding Ordinance No. 09-5, revising private and building sewer fees; Ordinance No. 19-5 superseding Ordinance No. 10-1, adding Chapter 1.14 to the District Code related to administrative enforcement; Ordinance No. 19-6 superseding Ordinance No. 18-1, amending Chapter 9 of the District Code and adopting the revised Standard Specifications for the design, construction, and use of sanitary sewers in Crockett and Port Costa; and Ordinance No. 19-7 superseding Ordinance No. 19-1, establishing informal bidding procedures under the Uniform Public Construction Cost Accounting Act, carried unanimously (jm/mk). The ordinances will be presented to the District Board next month for considered adoption.

6. REPORT OF DISTRICT COUNSEL: None.

7.a. RECREATION DEPT. REPORT: Mr. Wilson reported that the tennis court resurfacing project was completed August 1. The starter motor burned out at the pool but luckily we keep one in stock and were able to quickly swap it out keeping the pool open. This is the last weekend that the pool will be open for the season. Bocce playoffs will be occurring through mid-September keeping it busy at the bocce courts. Mr. Peterson asked if the pool will be open after Labor Day. Mr. Wilson said there is one private rental but otherwise it will be closed to the public. Mr. Mackenzie asked why the pool closes after Labor Day. Mr. Wilson said historically the pool has been open in the summer from Memorial Day through Labor Day. He said lifeguards and pool staff are primarily high school and college students. He said schools continue to open earlier and earlier, some as early as mid-August, and the loss of staff to both school and end of summer vacation requests makes it difficult to keep the pool open toward the end of the pool season. The pool is open weekends only starting mid-August. He said in the past we have tried operating the pool for afternoon sessions, opening at 3:30 PM after school lets out, during the last weeks of August but it did not work out. Mr. Wilson said we need to bring in at least \$50 per hour to cover just the cost of the lifeguards. Mr. Mackenzie asked how much we would have to raise the rates to have full-time non-student lifeguards. Mr. Barassi asked if an active group were interested, such as the Zumba group, wanted to pre-pay to keep the pool open for their events is that something that can be looked at. Mr. Wilson said we currently subsidize the pool at a cost of \$19,000 annually as revenue generated does not cover expenses. It is his experience that towards the end of summer the public just does not show up. Keeping the pool open longer will only increase the subsidy required which could impact other recreation services.

7.b. MAINTENANCE DEPARTMENT: Mr. Peterson reported that there's been no activity related to Memorial Hall, the damaged decorative street lamps, or for projects and maintenance issues at the bridgehead. He said the Dog Park project has been circulated around various groups within Caltrans for a month which should have been enough time, in his opinion, for them to comment but we have not heard back. Mr. Peterson said he will find out where Caltrans is in the approval process. Mr. Wilson said that he received a call from California Foundation Repair regarding the Memorial Hall seismic retrofit but didn't respond as he had nothing really to tell them. He asked if the authorized expenditure for Holmes Culley to determine if the outside concrete supports can be used at Memorial Hall has been done. Mr. Peterson said he will follow up with Holmes Culley knowing the ball is in his court.

7.c. PORT COSTA SANITARY DEPT.: Mr. Barnhill said there were no sanitary sewer overflows in June or July. He reported that algae buildup over the containment tank continues to be observed and he's waiting to see if the solar fabric installed over the top of the tanks will help control the algae. Mr. Barassi said that he is concerned that the cleaning method planned for emptying the settling septic tank may be too costly. He said the last pump out was not as successful in removing sludge as it pumped mostly wastewater in the tanker trucks. He said sludge has to be mechanically lifted out and was just curious how this is going to happen. He said it sounds incredibly expensive. Mr. Barnhill said emptying into a Frac tank or Baker tank, letting the wastewater settle, and then pumping just the wastewater to the treatment plant is an option but the settling tank still would have to be mucked out and hauled away. The tank rental and bypass will be an extra cost and could be equally expensive. He said his concern is if the settling tank were plugged with pumping done from the first manhole outside the tank that it would cause grease to back up into the collection system with a risk of a sewer spill from an upstream manhole. An alternative would be to dig a proper well with a lift or pump. Mr. Barassi felt it would be sensible to get the price for tanks and by pass pumping. Mr. Barassi thanked Mr. Barnhill for the extensive work he has been doing looking into various options to get the settling tank cleaned.

7.d. CROCKETT SANITARY DEPT.: Mr. McDonald drew the Directors attention to the written Crockett Sanitary Department Managers report. He's added that no SSOs have occurred to date in August. The Loring backup generator project has been sent to West County Wastewater District to coordinate ordering and installation of generator. John Swett High School cleared the dirt hill around our manhole behind the batting cages and the sewer repair project near the bleachers is complete. During the repair the manhole in the middle of the artificial turf field was uncovered and it was determined to be in good condition. The discharge permit to PG&E has been issued. A new emergency alarm auto dialer phone number is in use at the Crockett Pump Station. Mr. McDonald asked if they had any questions or comments on the written report. Mr. Peterson asked who was completing the State Compensation Insurance Fund (SCIF) audit mentioned under the administrative section of the report. Mr. McDonald said SCIF is doing an in-house audit of our employee payroll records which will be used to adjust our Worker's Compensation premium contribution, if needed, and to confirm that the right Worker's Compensation Classification Codes are being used. Mr. Kirker mentioned he saw the County is now allowing gray water permits to be issued. Mr. McDonald said that the District's sanitary departments are not involved in plumbing inside the house and have no objection to the use of permitted gray water discharge. He said it is actually beneficial to the District if less wastewater enters the collection system as it would lower our overall cost of treatment at the treatment plant. Staff has previously encountered laundry drains discharging on the ground and forced property owners to tie the building plumbing into their lateral sewer. Staff, when responding to reported sewer spills or when enforcement of our lateral inspection program, will check on whether property owners have been issued gray water permits. Mr. Peterson asked if the State Water Resources Control Board (SWRCB) Water Code Order on recycled water was given to C&H Sugar Company as they are responsible for managing the Joint Treatment Plant. Mr. McDonald said that only the Crockett CSD was listed and that he has a pending call to SWRQB to get clarification on the reporting requirement as well as to whom the order applies; it only lists the Crockett CSD and not the individual Crockett and Port Costa sanitary departments.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None.

7.f. STAFF ANNOUNCEMENTS: None.

8. CONSENT CALENDAR: The consent items were approved unanimously (lb/es):

- a. Approve Minutes of July 24, 2019.
- b. Approve payment of District bills (warrants Rec. 8222-8315; PCSan, 1130-1136; CVSan 5921-5936; Maintenance 420).
- c. Receive Status Report on outstanding items.

9.a. CONSENT ITEMS REMOVED: None

9.b. VALLEY OPERATORS CONTRACT: Mr. Barnhill presented a contract with Valley Operators, LLC. to continue to provide wastewater treatment plant operation and maintenance services at the Port Costa Treatment Plant. The actual contract amount for the three-year term is \$165,600, not \$162,000, as listed on the agenda. It includes \$4,400 a month for operations and maintenance services and \$2,400 annually for incidentals beginning on October 1, 2019. The contract increased \$400 a month, or 10%, over the prior contract. The contract was reviewed and recommended for approval and award by the Port Costa Sanitary Commission. It is important to note that the contract rate since Valley Operators first began servicing Port Costa has not risen in almost 10 years. Mr. Barassi said this is a good deal and was glad the rates did not rise higher. Mr. Peterson asked if the contract has been reviewed by our attorneys. Mr. Barnhill said it's the same contract language that has been in use with previous contracts and only the term dates and pricing were modified. Mr. McDonald said the Port Costa Sanitary

Commission did not feel it was necessary to pay for an attorney to review the contract that had been previously reviewed. Mr. Kirker noted that Exhibit A was missing from the board agenda packet and asked if there were any changes to Exhibit A. Mr. Barnhill said there were no changes to Exhibit A and it will be included as part of the contract when signed. A motion to award contract to Valley Operators, LLC. to provide wastewater treatment operations and maintenance services at the Port Costa waste water treatment plant in the amount of \$165,600 for a three-year term including adhering to requirements of the current Exhibit A carried unanimously (lb/jm).

9.c. POTENTIAL PROPERTY ACQUISITION: Mr. McDonald reported that the Ad Hoc Committee established to look into the acquisition of the Hosselkus Chapel property made a site visit to the property yesterday. He said that Wilson & Kratzer's parent company, Carriage Services Inc., will be selling the property. Mr. Barassi thinks it is an attractive property with a large building on flat property. Strategically it is good for the District and provides an opportunity for growth. An apartment above the building could provide a steady cash flow and pay for itself. The question that needs to be figured out is how much money we have to make the deal. He said we do have some advantage for negotiating the sale because as a public agency Carriage Services can avoid the requirement to reinvest the proceeds of the sale in a new property, through a 1031 Exchange or otherwise, and may be able to avoid paying capital gain taxes if the property transfer was for an involuntary conversion such as what a public agency can pursue through eminent domain. Mr. Mackenzie said it seems that it would serve the District well. He asked a representative of Wilson & Kratzer during the walk-through if an asbestos report exists for the building. Overall he thinks it would be a good thing for the community to remain available for public use. Mr. Wilson said the building has some potential if the chapel were made available for rentals, possibly bundling the rental of community center auditorium across the street for joint wedding/reception events. Mr. Barassi asked if there are investment accounts available that might be able to loan funds to the District. Mr. McDonald said he would be reaching out to Regional Government Services (RGS) and our legal counsel for their advice. Mr. Barassi suggested creating a finance corporation under the District, as he has heard San Francisco City College did, to get funding from the state. Mr. Kirker asked if we had cash on hand available for the purchase or should we reach out to the Crockett Community Foundation to see if we can get funding through them as they are a non-profit as well. It was the consensus of the Board to keep the process moving forward and staff was instructed to continue research into the issue of property acquisition.

10. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported that an additional \$4,800 was recently donated by C&H Sugar for the Dog Park project which is not on the Maintenance Summary sheet. He also mentioned that the Maintenance Department's share the Walk of Honor fundraiser totaled \$17,000, not the original \$20,000 initially estimated, and that this will be reflected on next month's monthly summary worksheet. It was pointed out that all cost centers under the Maintenance Department are carrying a positive balance forward with only the Plaza/Fence/Streetlight cost center carrying a negative balance.

11.a. PERSONNEL COMMITTEE REPORT: The Board had received the Minutes of August 27 earlier. Mr. Peterson asked that 11.a. be skipped.

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEE REPORTS: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

- Annual Capacity Charge Accounting and Reporting (Gov't Code Sec. 66013/AB 1600).
- Review and adopt ADA compliance plan.
- Adopt purchasing procedures and spending limits.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.
- Consider Ad Hoc Committee on long range planning.

13. PUBLIC EMPLOYEE PERFORMANCE EVALUATION: Rescheduled for September 25, 2019. Mr. McDonald handed out performance evaluation survey forms to the Board and asked that completed forms be returned to the District office, attention Personnel Committee Chairperson Cusack.

14. BOARD COMMENTS: Mr. Barassi asked about Proposition 68 Park Bond funds and wondered if they are available to upgrade the existing recreation facilities and/or be used for acquisition of property. Mr. Kirker asked if there is any project that we need to hone in on. Mr. Wilson said that the Crockett Community Center deck project, which got put on hold a few years ago, may be a candidate but that the type of projects that will be accepted will be better known towards the end of the year. Mr. Peterson believes that Prop 68 funds will primarily be for outdoor recreation projects, to encourage more people to get outside in a park setting. Mr. Wilson said that is his understanding as well. He said we should know more as we go through the grant process.

15. ADJOURNMENT: The meeting was adjourned at 8:12 PM until September 25, 2019.

Respectfully submitted,

Dale McDonald
September 19, 2019