

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, JUNE 19, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Wais. Present were Commissioners Adams, Bartlebaugh, Manzione and Wolthuis, along with General Manager McDonald. Assistant Dept. Manager Barnhill and Asst. Secretary Witschi were absent excused.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
- 4.a. PUBLIC HEARING – 2 CROLONA HEIGHTS: Mr. McDonald reported the property owner still has not notified the department that the cleanout cap has been reinstalled. Mr. Adams said he believed this house was inherited and that the new owner is the son, a veteran, who may be away and that is why we have not heard anything. A motion to impose a fine of \$200 against the property and scheduled a third hearing carried unanimously (jw/mm).
- 4.b. PUBLIC HEARING – 545 WINSLOW: Mr. McDonald reported the owner is under contract to replace the sewer but the contractor is scheduled out through July. A motion to continue the hearing till August to allow work to be completed carried unanimously (jw/mm).
- 4.c. PUBLIC HEARING – 601 WINSLOW: Mr. McDonald reported the property owner originally planned to turn in a video inspection but none has been received to date. A motion to record the Notice of Violation on the deteriorated building sewer carried unanimously (mw/sb).
- 4.d. PUBLIC HEARING – 14 ROLPH PARK DRIVE: Mr. McDonald reported owner is waiting for another estimate and asked if he can have another month to get another bid. A motion to continue the hearing for one month carried unanimously (mm/ha).
5. CONSENT CALENDAR: The consent item was approved unanimously (sb/mm):
 - a. Approve Minutes of May 15, 2019, as corrected, noting Scott Bartlebaugh made the motion to accept the consent calendar last month.
6. REPORT OF CONSULTING ENGINEER: Staff met with W.W. Housen earlier today to discuss Flygt control system, hydraulic study, and Sewer System Management Plan (SSMP).
- 7.a. ENFORCEMENT ACTIONS: The Commission received the report on recent enforcement actions. Mr. Manzione asked about 574 Alhambra and what staff meant by forced video inspection. Mr. McDonald said he needs to discuss with our attorney the proper notice requirements to access the building with a contractor to perform a video inspection of the sewer lateral. There is no outside cleanout and inspection is only possible by entering the basement area of the house. He believes a court order may be required with possible Sheriff involvement as the non-completed video inspection of the building sewer does not constitute an emergency. He said that all costs associated with the enforcement action, including inspection and court costs, can be recovered from the property owner.

7.b. SEWER USE CHARGE STUDY REPORT: Mr. McDonald said a report is part of the requirement to place the sewer use charges for FY 19/20 on the tax roll. It is a simplified report as compared to the full report required if a sewer use charge increase were to be proposed. Mr. Bartlebaugh asked if Port Costa may need another loan to address some of their issues they might face next year. Mr. McDonald said not anytime soon as there are a lot of questions that need to be investigated by the Port Costa Sanitary before a loan can even be considered. Mr. McDonald said the Crockett Sanitary Department could absorb an inter-department loan of up to \$250K but anything greater would require the Port Costa Sanitary Department to look for another source of funding.

8.a. 11 MONTH FINANCIAL REPORT AND PROPOSED BUDGET: Mr. McDonald presented the proposed budget report. Staff added \$40K to the budget for hydraulic study as required by our SSMP. In addition to the highlights of proposed changes he informed the Commission on recent action by the Personnel Committee proposing cost-of-living adjustments for the District's employee salary schedule. Mr. McDonald also said the District's Budget & Finance Committee discussed the salary adjustments but did not make a recommendation. The Board will consider action at their next meeting. Property Tax Revenue and RTS Grant Funding will be lower in FY 19/20. The District will be considering reapportioning the District's ad valorem property tax between the Crockett Sanitary Department and Crockett Recreation Department resulting in a slight drop in property tax revenue allocated to the Crockett Sanitary Department in FY 19/20. The Crockett Sanitary Commission discussed the impact the property tax reapportionment policy would have on the Crockett Sanitary Department. Concern was raised that the drafted policy to reapportion the ad valorem property tax left open the possibility that the taxes can be used for other yet undefined needs of the District, in effect leaving a balance in the fund that can be interpreted by the public as a "slush" fund. The Commission expressed their support of the reallocation if the intent of the Board is to restrict funds to the Crockett Sanitary Department and Crockett Recreation Department as they are the current beneficiaries of the tax reapportionment. The Commission suggested the language of the draft resolution may need to be clarified, especially line item #4. The proposed budget includes \$305,920 in property tax revenue for the Crockett Sanitary Department, a decrease in allocation from 85.45% to 82.03%, based on anticipated Board adoption of the new allocation policy. Commissioner Wolthuis commented that at some point the District Board has to look at the impact too step of a rise in salary and benefit costs may have on the taxpayers, taking into consideration the burden it may place on them. Due diligence is required when the Board considers whether to provide salary and benefit increases, keeping in mind that it is public money that is being spent. The Commission supports salary increases and expanding benefits but questioned the impact doing both at the same time would have on the budget. Mr. McDonald reported on the cost allocation formulas used for commercial general liability and said new information on risk exposure has been received which indicate that the Recreation Department should be paying a larger share of the liability premium. It was the consensus of the Crockett Sanitary Commission to support the liability cost allocation rates this year as originally presented in the budget. A motion to accept the budget as presented carried unanimously (mm/jw).

8.b. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. No questions were raised.

9.a. NOTICE OF PUBLIC HEARING AND DRAFT RESOLUTION: Mr. McDonald shared the notice and draft resolution overruling objections to the method of collection of sewer service charges for Crockett to the Commission. No suggested changes were made. The resolution will be presented to the District Board on June 26.

9.b. DISTRICT BOARD ACTIONS: Mr. McDonald reported no actions related to the Crockett Sanitary Department were taken by the District Board in May.

10.a. STAFF REPORT ON OPERATIONS: Mr. McDonald presented the department managers report on operations, maintenance, and capital improvements. A revised West County Wastewater District report for February 2019 is included in the packet which corrects flow data reported during the storm events early that month. In addition to what was in the written report he said staff met with our District Engineer Vivian Housen earlier today to discuss the next steps in the MCC Panel replacement project. Mr. Manzione asked about the MCC Panel project and Carquinez Middle School project and its impact on the department.

10.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

10.c. STAFF ANNOUNCEMENTS: None

11.a. WASTEWATER COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEES REPORT: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

- Authorization of capital projects (August).
- Consider recommended enforcement actions.
- Recommend award of contract(s)
- Recommend payment for sewer project(s).

13. COMMISSIONER COMMENTS: Mr. Adams asked staff if they have heard about plastic micro-particles from treatment plant outfalls that are collecting in the ocean and if anything is being done about them. Mr. McDonald said he has read about it and State regulatory agencies are aware as well. Most of the micro-particles are coming from pollution from storm drains. Mr. Manzione asked if there is an update on switching to By-district vs. At-large elections. Mr. McDonald said the attorney who is sending letters in the greater Bay Area is targeting larger districts that have disadvantaged community representation and that our District is not planning to change how it holds elections at this time.

14. ADJOURNMENT: The meeting was adjourned at 8:52 PM until August 21, 2019. The July 17 meeting will be cancelled as Mr. Bartlebaugh, Mr. Manzione, and Mr. Wolthuis will be unavailable.

Respectfully submitted,

Dale McDonald
September 23, 2019