

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF REGULAR MEETING, MARCH 23, 2022

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Barassi. Present were Board Members Bartlebaugh, Kirker and Mackenzie, along with General Manager Murdock, Recreation Department Manager Wilson, Administrative Services Manager Gunkelman and Assistant Secretary Witschi. Also present were Sanitary Commissioner Wais, Peter O'Malley from American Sugar Refining, Craig Reeves from C&H and Dominic Aliano from Supervisor Glover's office. Director Peterson and Sanitary Dept. Manager Barnhill were absent.
2. AGENDA ORDER: Director Kirker asked that Item 7.b. be moved up after Item 3.
3. PUBLIC COMMENTS: None
- 7.b. C&H UPDATE ON TRUCK SIGNS: Peter O'Malley, President for Corporate Relations at American Sugar Refining, Inc., said there have been some instances of trucks deviating off the designated truck routes and turning into residential streets in Crockett. Despite the fact that there are signs already and C&H provides drivers and their companies with directions, many of these drivers are coming to C&H for the first time. It is just the nature of the trucking business right now. He said a few months ago C&H undertook a study to determine how this is happening. The study also determined what could be done to improve the directional signage to keep trucks on the proper routes. Craig Reeves, Head of Security at C&H Sugar, said C&H has identified some existing signs that must be updated, changed or left in place to be more visible to the public. Dominic Aliano, with Supervisor Federal Glover's office, said C&H came to the county wanting to update some of the signs due to public concerns and incidents. Public Works worked with C&H and ASR on the signs, and they decided to come to the Crockett Community Services District to explain everything. He said being good neighbors and being good partners within the community, they wanted to share this information with you.
4. PUBLIC HEARING – ORDINANCE NO. 22-1: Mr. Murdock said this ordinance was brought before you last month and you asked that it was brought to the commissions. He said this ordinance would allow a \$50,000 limit, as it has been during COVID. As the COVID emergency expires, the limit reverts to \$5,000 and he is asking for it to be set at \$50,000. A motion to approve Ordinance No. 22-1, amending Section 2.08.030 of the District Code related to the spending authority of the General Manager carried unanimously (sb/jm).
- 5.a. RECREATION DEPT. REPORT: The Board received the Minutes of February 7. Mr. Wilson reported meeting with the contractor that submitted a bid for the Wall and Stairs project. A few errors were found in the bid, so a revised estimate is being prepared. Despite taking applications for the pool for the last two weeks, he has not received any responses. He will attend a job fair at John Swett High School next month. In preparation for the grant application that has to be submitted by the end of the month, he met with two contractors for the pool replastering project. He said the Police Liaison Committee is going to resume in person meetings at the Community Center on April 4.

5.b. MAINTENANCE DEPARTMENT: Mr. Murdock reported that the new office building is moving toward making the bathrooms ADA-compliant. Director Barassi asked if there have been any new developments in the maintenance parcel tax. Mr. Murdock said it is the parcel tax citizen funded initiative and he is the election official. Director Barassi asked whether Port Costa would vote on this parcel tax. Mr. Bartlebaugh said speaking as a proponent of the ballot initiative as a CIA member and not speaking as a board member, Port Costa will have to vote. He said that was the advice from the attorney and we chose to leave the scope of services and the tax with the Crockett zone, so for this initiative, it will just be Crockett. Director Barassi said he was concerned as a Board member if the scope of work is not adequately covered by the funding, services diminish as a result. Mr. Bartlebaugh said the dollar amount for the proposal was based on a scope of work. There is a provision in the proposed ordinance that allows for increases based on the consumer price index. However, the decisions on what the scope of work would be are up to the District so that they can prioritize the work and decide what gets done or what doesn't get done.

5.c. PORT COSTA SANITARY DEPT.: The Board received the Minutes of January 12. Mr. Murdock reported a couple of emergency shutoff switches are being replaced. No further report.

5.d. CROCKETT SANITARY DEPT.: The Board received the Minutes of February 16. Mr. Murdock reported a Sanitary Sewer Overflow (SSO) at 1963 Carquinez. He said it is a four inch line that serves one house, but it also serves an empty lot and that lot may get sold. He thinks it should be replaced and staff received a bid for \$47K and that involves constructing a new manhole. Mr. Murdock reported a number of problems recently with the pump station. He said the grit pump problem happened some time ago. He said they had another grit pump problem, so now they are down to one grit pump. West County Wastewater District (WCWD) came out the next day and they were able to clear it. WCWD said it was caused by wipes being flushed down the drain. He said there have been multiple false alarms, so Telstar came out but was not able to solve the problem.

5.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman said he is just waiting to hear from State Lands Commission on the outfall lease.

5.f. STAFF ANNOUNCEMENTS: None

6. CONSENT CALENDAR: The consent items were approved unanimously (mk/sb):

- a. Approve Minutes of February 23, 2022.
- b. Approve payment of District bills (warrants Rec. 9612-9624, 9661-9673; PCSan 1397-1403; CVSan 6848-6663; Maintenance 474-480).
- c. Receive Minutes of Commissions and Committees.

7.a. CONSENT ITEMS REMOVED: None

7.c. REMOTE TELECONFERENCING: A motion to approve Resolution No. 21/22-18 authorizing remote teleconferencing meetings for the period of April 1, 2022 through April 30, 2022 pursuant to Brown Act provisions carried unanimously (mk/sb).

7.d. ACTION PLANS: Mr. Murdock reported the Action Plans have been brought to each commission for discussion. Director Barassi said on the Port Costa Sanitary Department plan the branches around the power lines have been removed. The Action Plans for 2022 were approved by consensus.

8.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman reported the monthly summary worksheets did not make it on here this month. He will include it in next month's agenda packet. Mr. Wilson said he has some discrepancies on prior Maintenance worksheets. Mr. Gunkelman said he will call a Budget & Finance meeting to discuss and work through it.

8.b. SEWER REPAIRS: Mr. Murdock presented three current capital repairs. He said the first one is at 37 Bishop and it is clogged with heavy roots at a cost of \$39,125 and this job has been completed; the second one is a Pomona easement that is difficult to access at a cost of \$105K; and the third one is on Carquinez Way at a cost of \$47K.

9.a. PERSONNEL COMMITTEE REPORT: None

9.b. BUDGET & FINANCE COMMITTEE REPORT: None

9.c. AD HOC COMMITTEE REPORTS: None

9.d. INTER-AGENCY MEETINGS: None

10. FUTURE AGENDA ITEMS:

Status Reports on outstanding items.

Discuss Accessory Dwelling Units.

Discuss policy on delegation of authority to Commissions.

Adopt capital asset depreciation schedule.

Adopt capacity charge ordinance on Accessory Dwelling Units.

Review and adopt ADA compliance plan.

Adopt policy for use of private devices and e-accounts.

Develop policy on proposals for new programs without established funding.

11. BOARD COMMENTS: None

12. ADJOURNMENT: The meeting was adjourned at 8:46 PM until April 27, 2022.

Respectfully submitted,

*Susan Witschi*

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April 7, 2022