

# CROCKETT COMMUNITY SERVICES DISTRICT

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P.O. Box 578 - Crockett, CA 94525  
850 Pomona Street  
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, NOVEMBER 17, 2021

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Barassi. Present were Board Members Bartlebaugh, Kirker, Mackenzie and Peterson, along with General Manager Murdock, Recreation Department Manager Wilson, Sanitary Dept. Manager Barnhill and Administrative Services Manager Gunkelman. Asst. District Secretary Witschi was absent but excused.
2. AGENDA ORDER: Item 9.c. was moved up after Item 3.
3. PUBLIC COMMENTS: None.
- 9.c. APPEAL OF SEWER USE CHARGES – 1334 WANDA STREET: The owner, Susan Purcell, was in attendance. Mr. Murdock reported that the owner was over charged for sewer fees. He said Susan Purcell was being charged for three apartments and a single family residence (SFR). Mr. Murdock said he has verified there are only one SFR and two apartments. Staff's recommendation is to reclassify and refund the amount that was overpaid by the owner. Mr. Gunkelman said Susan Purcell overpaid \$1,318.00. A motion to approve refund request for appeal of Sewer Use Charges assessed at 1334 Wanda Street in the amount of \$659.00 now and \$659.00 when the second installment of taxes are paid in the spring carried unanimously (kp/mk).
4. PUBLIC HEARING: None
5. UPDATE BY DIRECTORS: Director Barassi reported he signed the employment agreement for Mr. Murdock on November 5, so he is officially the General Manager. He continues to have weekly staff meetings with the Sanitary Department. Director Barassi said there have been some emails back and forth about the Hosselkus benches and the disposition of them. The benches were considered surplus property and since no one purchased them at the yard sale they were disposed of.
- 6.a. RECREATION DEPT. REPORT: Mr. Wilson reported he met with Villa Landscaping, and they are very interested in the Wall and Stairs Project. He is still waiting on the estimate. He said the pool is in desperate need of resurfacing, so in March he will apply for a grant. He said there have been some problems with the high school kids since school has resumed in person. There was a group of kids in the back of the Community Center with a large boom box and blasting music starting at 8:00 am, which resulted in a neighbor coming down from Duperu and confronting the kids. This resulted in a physical altercation, just so that you are aware of what is going on there. Mr. Wilson said he has parents complaining to him that they are fearful of bringing their kids down to the park because of the kids hanging out of the bathrooms. He said there is so much marijuana smoking going on down there and the public is very fearful of going through the park.

6.b. MAINTENANCE DEPARTMENT: Mr. Wilson reported he put up a solar light on the flagpole at Memorial Hall, so the flags now stay up 24 hours a day. He said \$8K was received from the Walk of Honor, a \$5K match from the Crockett Community Foundation and a \$10K grant from Phillips 66 for a total of \$23K.

6.c. PORT COSTA SANITARY DEPT.: Mr. Barnhill reported there were no sewer overflows and no exceedances last month.

6.d. CROCKETT SANITARY DEPT.: Mr. Murdock reported there have been two full line replacements that have been completed, one at 185 Winslow and the other at Third and Ceres behind the school. He said there is an ongoing project on Baldwin Street and the project was stalled by PG&E who demanded we hand trench the segment down Baldwin Street for 150 feet. The job should be finished next week. Mr. Murdock reported staff had a meeting with Aaron Wiener, Head of Maintenance at West County Wastewater District (WCWD) on November 9. WCWD is trying to firm up the contract they have with the Sanitary Department and mentioned they no longer want to be responsible for the Loring Street Pump Station. He said they view it as a distraction and a lot of extra work. Mr. Murdock said he thinks staff should be handling it themselves. Mr. Barnhill said WCWD will continue to do their weekly maintenance checks. He said they are concerned with the random power outages, which they have the same issues in their district.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman reported on November 9 he met with Mike Thompson at the old Bass Club and they discussed the Waterfront. He said on November 19 he is meeting with Vicki from State Lands Commission (SLC) and they are going to do a quick walk down by the outfall and the Nantucket area. He said on Monday, November 29 he will be attending a Zoom meeting with several people from SLC to discuss the status of the permit application. Director Barassi said he thinks that Director Peterson and Mr. Murdock should also attend the meeting on November 29. He said you can also have the chairperson of the Sanitary Commission attend the meeting. Commissioner Manzione pointed out that this would be appropriate under the Wastewater Committee of the Sanitary Commission, and then to the whole Sanitary Commission. He said Mr. Gunkelman has arranged some staff contact with SLC. The Sanitary Commission and the Wastewater Committee will work with staff and strategize on how to get that lease renewed.

6.f. STAFF ANNOUNCEMENTS: None

7. CONSENT CALENDAR: The consent items were approved unanimously (kp/mk):

- a. Approve Minutes of October 27, 2021.
- b. Approve payment of District bills (warrants Rec. 9490-9507; PCSan, 1370-1374; CVSan 6566-6578; Maintenance 456-460).
- c. Receive Minutes of Commissions and Committees.

8.a. CONSENT ITEMS REMOVED: None

8.b. APPROVE MEETING AND HOLIDAY SCHEDULE: The Board reviewed the meeting and holiday schedule. Two holidays need to be added: Martin Luther King's birthday on January 17 and Cesar Chavez Day on March 31. The September meetings for Port Costa, Crockett Sanitary and the District Board should be moved out a week. A motion to approve the meeting and holiday schedule for 2022, as amended, carried unanimously (sb/mk).

8.c. REMOTE TELECONFERENCING MEETINGS: A motion to approve Resolution No. 21/22-08 authorizing remote teleconferencing meetings for the period of November 30 through December 29, 2021 pursuant to Brown Act provisions carried unanimously (kp/sb).

8.d. RESIGNATION OF ANNE SCHEER: A motion to approve resignation of Anne Scheer from the Crockett Recreation Commission carried unanimously (sb/kp).

8.e. RESIGNATION OF GREG MAULER: A motion to approve resignation of Greg Mauler from the Crockett Sanitary Commission carried unanimously (sb/kp).

8.f. INTEREST STATEMENT: A motion to approve Resolution 21/22-09 appointing D'Arcy Trask to the Crockett Sanitary Commission carried unanimously (kp/mk).

8.g. POTENTIAL DEVELOPMENT IN UPPER VALONA: Mr. Murdock reported he met with David Fowler and Robert Ford and they have two separate requests. Robert Ford owns two lots on Third Street. He asked if he could share a sump pump with his neighbor. He said the plot that he lives on is not easy just to get a gravity feed to his neighbor. He may need a pump to get to his neighbor's sump. He could possibly move the neighbor's sump to a new location and be able to pump or be able to gravity drain to that sub, but there are issues allowing them to share a sump. Director Peterson said the applicant has not provided a written application and wants you to informally comply. He said we have a district code and this request is not in compliance, and that is what governs. Mr. Murdock reported that David Fowler has 40 properties and he would like to join in also. Director Mackenzie said each parcel would have to pay the connection fee and connect directly, not through a neighbor. He thinks you are talking about an injector pump, not a sump pump. A sump pump is usually an open system, whereas an injector pump is a closed system and tightly sealed. Director Barassi said if the properties are within the District boundaries we should bring our system to their property lines through the public right-of-way. Commissioner Manzione said this is just an informational item from a verbal discussion where prospective applicants needed some preliminary information. He said staff will inform the Sanitary Commission if they receive an actual application for service. Mr. Murdock said the second request from David Fowler is the 40 lots he owns are on a steep hillside and some could join the sewer system without any issues but may end up increasing the amount of sewage going through some areas. Director Peterson said this is not pertinent to the District's jurisdiction other than the possibility of some additional homes. If and when this happens there will be an application that will go to the Sanitary Commission and later to the Board.

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman said the hillside maintenance behind the Community Center came to \$21K and he said traditionally it looks like that was paid by the Recreation Department, but he it looks like it is coming out of the Maintenance Department. Director Peterson said that property belongs to the Recreation Department and should be paid out of Recreation. Mr. Murdock expects the \$21K grant will arrive before January from the Crockett Community Foundation.

9.b. CHANGE ORDER FOR PROJECT #2122: Mr. Murdock presented a Change Order for a 6-inch trenched sewer main replacement on Baldwin which resulted from PG&E's discovery of the inch and a half gas line. He said PG&E has demanded that the contractor hand dig the 150 feet of sewer and the change order came out to \$70,000 on top of the \$105,000 contract. Director Mackenzie asked if this job has been completed. Mr. Murdock said it is nearly complete. Director Peterson said staff would be the one who writes the change order and issue it to the contractor during the job rather than it being a verbal change order, which is not safe. He asked how was the \$70K calculated. Mr. Murdock said it is not itemized on the change order. Director Mackenzie asked if staff could get a breakdown of hours and time and materials for the additional \$70K. Director Peterson said the District is serving the public and staff needs to have something on file to validate the number. Commissioner Manzione said this was not an ordinary construction project. He said it was an emergency project necessitated by a sanitary sewer overflow and a failed sewer. The original bid and scope of work was approved as an emergency project without going to the Sanitary Commission. Director Barassi said he authorized this project before Mr. Murdock became the General Manager.

10.a. PERSONNEL COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. AD HOC COMMITTEE REPORTS: None

10.d. INTER-AGENCY MEETINGS: None

13. FUTURE AGENDA ITEMS:

Election of officers (Dec.).

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.

14. BOARD COMMENTS: None

11. CLOSED SESSION: The Board went into closed session at 9:19 pm.

- a. CONFERENCE WITH LABOR NEGOTIATOR(S): Agency Designated Representative(s) to confer with Crockett Community Services District Board regarding General Manager, Administrative Services Manager, District Engineer and District Secretary positions, Pursuant to Government Code Section 54957.6.

OPEN SESSION: The Board resumed in open session at 9:56 pm.

12. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION: Director Barassi said no reportable action was taken while in closed session.

15. ADJOURNMENT: The meeting was adjourned at 9:58 pm until December 15, 2021.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
December 10, 2021