

CROCKETT SANITARY COMMISSION

Regular Business Meeting - AMENDED

AGENDA FOR WEDNESDAY, APRIL 17, 2024

TIME: 4:00 PM
PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

The Crockett Sanitary Commission is an agent of the Crockett Community Services District.

1. CALL TO ORDER – ROLL CALL:

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER:

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

(The Commission is prohibited from discussing items not on this agenda. Matters that are not on the agenda may be referred to staff for action or calendared for a future date.)

4. PRELIMINARY REVIEW OF PUBLIC HEARINGS:

(The Commission will hear the violation(s) and make a recommendation to the CCSD Board for a final determination. CCSD Board meetings are held on the following Wednesday at 7 PM)

- a. Hearing on Notice of Violation of District Ordinance No. 07-1, permitted repairs and certification required; 1426 Kendall Ave (APN 354-151-010), Coln-Smith.
- b. Hearing on Notice of Violation of District Ordinance No. 07-1, permitted repairs and certification required; 549 Kendall (APN 355-113-005), 549 Kendall, LLC.
- c. Hearing on Notice of Violation of District Ordinance No. 07-1, permitted repairs and certification required; 247 Duperu Drive (APN 354-332-005), Ramon R. Ruano.

5. CONSENT CALENDAR: Consideration of a motion to approve the following items:

(Items may be removed from the Consent Calendar upon request by any Commissioner or member of the public for discussion during Administrative Items.)

- a. Approve minutes of February 21, 2024.
- b. Approve minutes of March 20, 2024.
- c. Receive minutes of joint CCSD and CVSAN special meeting on March 15, 2024.
- d. Receive warrant transmittals.

6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR:

7. ADMINISTRATIVE:

- a. Consider report on actions taken by the District Board and their committees.
- b. Discuss Sewer Use Charge.
- c. Update on Joint Use Agreement negotiations.
- d. Discuss adding additional insurance requirements for contracts.

- e. Discuss the existing signing authority of the District Engineer and determine if an increase should be recommended.
- f. Poll commissioners on the desire to hold a Joint Use Agreement (JUA) study session and select a date.

8. REPORT OF DEPARTMENT MANAGERS:

(These items are typically for the exchange of information only. No action will be taken at this time.)

- a. Update on financial matters.
- b. Update on budget process for 2024.
- c. Operations, maintenance, and capital improvements.
- d. Governmental matters.
- e. Announcements and discussion.

9. REPORTS FROM COMMISSIONERS:

(These items are typically for the exchange of information only. No action will be taken at this time.)

- a. Wastewater Committee – Members Bartlebaugh and Manzione
- b. Budget & Finance Committee – Members Trask and Bartlebaugh.
- c. Inter-agency meetings.

10. FUTURE AGENDA ITEMS:

- 1 Rolph Park Drive repairs
- Enforcement letter and policy
- FOG (fats, oils, and grease) process/policy

11. COMMENTS FROM COMMISSIONERS:

12. ADJOURNMENT: to May 15, 2024.

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us/meetings

Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa on the picturesque Carquinez Strait of the San Francisco Bay.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification at least 48 hours before the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Per California Government Code Section 54957.5, any writing or document that is a public record related to an open session agenda item and is distributed less than 72 hours before a regular meeting will be made available for public inspection at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

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CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

February 15, 2024

Tiffany Coln-Smith
1428-1426 Flora
Crockett, CA 94525

NOTICE OF VIOLATION

1428-1426 Flora, Crockett, CA
APN 354-151-010

You are hereby notified that the property at the above location is in violation of District Ordinance No. 07-1, the District Code and Standard Specifications for the reason that the property was sold on or about November 13, 2023 but has not complied with Ordinance requirements that building sewers be inspected at time of sale and be certified in compliance with District Standard Specifications at that time. Sewer Lateral Compliance Ordinance is available on our website. This Notice of Violation is issued pursuant to Section 1.08.010 of the District Code.

Pursuant to provisions of Section 6400, et. seq. of the Health and Safety Code of the State of California, the Crockett Sanitary Department regulates sewer construction and sewer use in Crockett through District Ordinance No. 05-1 and others.

Pursuant to provisions of Section 1.08.110 of Ordinance No. 07-1, in the event of a failure to comply with the Building Sewer Infiltration & Inflow Control Ordinance within the allotted time, the District may bring an enforcement action and exercise any other remedy provided by the District Code and applicable laws against the property owner and any other responsible party. When a violation is discovered, the District shall issue a Notice of Violation to the Buyer, and where practical to the previous owner, in accordance with Section 10-04.H of the District Standard Specifications. The recipient of the Notice of Violation shall be required to take all steps necessary to obtain a Certificate of Compliance within sixty (60) days. The Buyer may have recourse under state real estate disclosure laws to obtain reimbursement from the previous owner. Failure to comply with the Notice of Violation, however, shall cause the District to take such actions as are set forth in this chapter 1.08 of the District Code.

Pursuant to Section 1.08.090 of the District Code, in the event that a violation is not corrected after receipt of Notice of Violation, the District may collect from the responsible party the costs of such correction, including but not limited to, charges for the time staff spends correcting the violation, the cost of any contractor engaged by the District, material costs, and any legal and consultant costs. The District shall have such remedies for the collection of such costs as it has

for the collection of sewer service charges, to the extent allowed by and in conformity with law, including but not limited to, the assessment of such charges on the tax roll.

Please also be advised that Section 10.04.C of the Standard Specifications authorizes the District to perform the work or have it performed by others at the Owner's expense.

Pursuant to Section 1.08.060 of the District Code, a person who violates this Code is guilty of a misdemeanor and may be punished by a fine of not more than one thousand dollars or imprisonment of not more than thirty days or both.

You are hereby notified that all building sewers serving this property must be brought into compliance with the District Standard Specifications no later than 60 days after receipt of this Notice of Violation.

The Crockett Sanitary Commission will consider this violation and available remedies at a public hearing to be held at 4:00 PM on April 17, 2024 at the Crockett Community Center, 850 Pomona Avenue, Crockett. Your failure to comply by this deadline is likely to result in the following actions taken by the Board:

- a. If a signed contract for repair or replacement of the building sewer has been submitted to the Crockett Sanitary Department on or before the above hearing date, staff will recommend continuing the hearing for one month.
- b. Otherwise, staff will recommend recording the Notice with the County Recorder at the property owners expense and;
- c. Recommend a second public hearing be scheduled to address the Notice of Violation of Ordinance No. 07-1 and all available remedies under the law.

Attention to these matters within 60 days is required. You are invited to attend the public hearing on April 17, 2024. Please call us at 787-2992 with any questions that you might have.

Sincerely,



Gaunt Murdock
District Engineer

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

February 15, 2024

549 Kendall, LLC
3030 Stonegate Drive
Alamo, CA 94507

NOTICE OF VIOLATION

549 Kendall, Crockett, CA
APN 355-113-005

You are hereby notified that the property at the above location is in violation of District Ordinance No. 07-1, the District Code and Standard Specifications for the reason that the property was sold on or about August 31, 2023 but has not complied with Ordinance requirements that building sewers be inspected at time of sale and be certified in compliance with District Standard Specifications at that time. Sewer Lateral Compliance Ordinance is available on our website. This Notice of Violation is issued pursuant to Section 1.08.010 of the District Code.

Pursuant to provisions of Section 6400, et. seq. of the Health and Safety Code of the State of California, the Crockett Sanitary Department regulates sewer construction and sewer use in Crockett through District Ordinance No. 05-1 and others.

Pursuant to provisions of Section 1.08.110 of Ordinance No. 07-1, in the event of a failure to comply with the Building Sewer Infiltration & Inflow Control Ordinance within the allotted time, the District may bring an enforcement action and exercise any other remedy provided by the District Code and applicable laws against the property owner and any other responsible party. When a violation is discovered, the District shall issue a Notice of Violation to the Buyer, and where practical to the previous owner, in accordance with Section 10-04.H of the District Standard Specifications. The recipient of the Notice of Violation shall be required to take all steps necessary to obtain a Certificate of Compliance within sixty (60) days. The Buyer may have recourse under state real estate disclosure laws to obtain reimbursement from the previous owner. Failure to comply with the Notice of Violation, however, shall cause the District to take such actions as are set forth in this chapter 1.08 of the District Code.

Pursuant to Section 1.08.090 of the District Code, in the event that a violation is not corrected after receipt of Notice of Violation, the District may collect from the responsible party the costs of such correction, including but not limited to, charges for the time staff spends correcting the violation, the cost of any contractor engaged by the District, material costs, and any legal and consultant costs. The District shall have such remedies for the collection of such costs as it has

for the collection of sewer service charges, to the extent allowed by and in conformity with law, including but not limited to, the assessment of such charges on the tax roll.

Please also be advised that Section 10.04.C of the Standard Specifications authorizes the District to perform the work or have it performed by others at the Owner's expense.

Pursuant to Section 1.08.060 of the District Code, a person who violates this Code is guilty of a misdemeanor and may be punished by a fine of not more than one thousand dollars or imprisonment of not more than thirty days or both.

You are hereby notified that all building sewers serving this property must be brought into compliance with the District Standard Specifications no later than 60 days after receipt of this Notice of Violation.

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- a. If a signed contract for repair or replacement of the building sewer has been submitted to the Crockett Sanitary Department on or before the above hearing date, staff will recommend continuing the hearing for one month.
- b. Otherwise, staff will recommend recording the Notice with the County Recorder at the property owners expense and;
- c. Recommend a second public hearing be scheduled to address the Notice of Violation of Ordinance No. 07-1 and all available remedies under the law.

Attention to these matters within 60 days is required. You are invited to attend the public hearing on April 17, 2024. Please call us at 787-2992 with any questions that you might have.

Sincerely,



Gaunt Murdock
District Engineer

CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

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website: www.town.crockett.ca.us

For Review

MINUTES OF REGULAR MEETING OF FEBRUARY 21, 2024.

1. CALL TO ORDER: The meeting was opened at 4:00 PM by Chair Manzione. Commissioners present: Dale McDonald, Scott Bartlebaugh, Mark Manzione, D'Arcy Trask, and Mary Wais. Staff present: Interim General Manager (IGM)/District Secretary (DS) Sonia Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Sanitary Department Manager (SDM) James Barnhill. District Board Member Kent Peterson was also present.
2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: Item 5 was moved to follow immediately.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Minutes for January 17, 2024, were approved with edits. (McDonald 1st, Trask 2nd, 5/0)
5. SEATING OF NEW MEMBERS DALE MCDONALD AND VALERIE QUADE (ALTERNATIVE): Mr. McDonald and Ms. Quade both read the Oath of Office and were welcomed.
6. ADMINISTRATIVE: The district secretary was asked to add a bullet point to consider items removed from the Consent Calendar.
- 6a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: IGM Rivas reported the Board approved the budget schedule. Karen Klaiber and Tome List were reappointed to the Post Costa Commission. Board Director Peterson announced that he will not complete his term. The Board will pass a resolution nominating Director John Mackenzie to the LAFCO board seat. She announced that all the commissioners had been enrolled in CSDA (California Special District Association) and encouraged everyone to visit the site and take advantage of the resources during our trial period. Ms. Rivas reported on the Recreation Commissioners' concern regarding 1 Rolph Park Drive. She will be passing out the Statement of Economic Interest (Form 700) to be completed by all commissioners.
- 6b. APPROVE REROUTING THE SEWER LINE AT DOWRELIO DRIVE: This line is located on a steep hillside. The line collapsed last year causing a spill. An interim repair was made with a HDPE six-inch line and was left exposed due to wet weather. Mr. Murdock recently noticed that the line has begun to sag due to debris from the hillside. He is concerned that the sag could come loose from its bad coupling and create a spill, or it could drag on an asbestos pipe and break it. There are two possible options for repair. Option one involves digging 830 feet of trench that would route from the top of the hill to the parking lot and then to a manhole. This option is expected to be very expensive. Option two involves burying the pipe protecting it from surface movement from the hillside. The steep hillside will make the repair challenging

Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais

but it is a viable option and could be a less expensive alternative. Adding a drain to the creek was a third option discussed. Dowrelia Drive is a private road and would require easements from State Lands which will include extensive coordination. Mr. Murdock will research costs for the first two options.

6c. DISCUSS 1 ROLPH PARK DRIVE – DISTRICT OFFICE: ASM Goodman reported that the mortgage is paid every six months; CVSAN paid 100% of the first two installments. The following installment consisted of 74% by CVSAN and the balance was a three-way split between Maintenance, Recreation, and Port Costa. The fourth installment was paid with the same split to avoid late penalties. The District was able to acquire the building because of CVSAN's ability to collect taxes (generate income) therefore CVSAN is the majority stakeholder. She reported that any mortgage payments made by other departments would be reimbursed by future generated income.

A meeting with the District Board Budget and Finance Committee met and discussed that the allocation percentages need to be adjusted to add the Lighting and Landscape Department, but no decision was made. DS Rivas directed the commissioners to refer to the attached memorandum to the Board, dated September 20, 2020, that noted the District's responsibility, financial information, and next steps for the property. Also attached was a list of completed repairs.

An extensive discussion was had on the history of the acquisition, repairs completed, and repairs that still need to be made. A conclusion was made that much discussion still needs to be had for clarity moving forward; identify the building owner, management of the building, financials, insurance needs, programming, and determining if these align with the Board's vision for the building. Progress on these items relates to staff's availability and work priorities.

The Commissioners concurred that the Board should take the lead on holding a long overdue public meeting focusing solely on the acquisition of the property, programming, and long-term goals to dispel rumors and speculation by the public.

6d. DISCUSS BUSINESS MATTERS CONCERNING LEGAL COUNSEL: The District has been utilizing the legal services of Myers Nave, specifically of Richard Pio Roda, for the JUA negotiations. Mr. Pio Roda has announced that he is leaving Meyers Nave to join a new firm, Redwood Public Law. He has asked if the District would like to continue utilizing Mr. Pio Roda. The decision to choose legal counsel is the responsibility of the Board. Mr. Murdock felt it was prudent for CVSAN to consider their preferences since they are the primary users of his services. The commissioners agreed unanimously that their priority is to maintain the services of Mr. Pio Roda at least through the completion of the JUA negotiations.

7 REPORT OF CONSULTING ENGINEER: None.

8 WASTEWATER: No meetings have occurred. Mr. Murdock has requested Operation and Maintenance reports useful for the JUA negotiations but has not received them. The tolling agreement is expected to be signed in the next few days. It is possible that reports have not been submitted because that agreement has not yet been signed. Staff are working on C&H billing and will meet with the former general manager for background and recommendations. The standing committee is ready for a breakout meeting to discuss legal issues.

9a RECEIVE WARRANT TRANSMITTALS: The payment for Ground Penetrating Radar Systems LLC is for an audit of the CCTV contractor's work. CVSAN pays life insurance for one sanitation employee. Villas Landscaping is currently performing work every two weeks.

Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais

9b UPDATE ON BUDGET PROCESS FOR 2024: The budget process is still on target. The water usage data has been received and Staff is working on those calculations. Water use data determines the ratio of SFR (single-family residential units) to apartment costs. Commercial units are calculated as apartments. The sewer use charge is driven by expenses. Mr. Murdock expects there will be an increase this year. He expects the sewer use charge to be on the next agenda.

10a OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: Mr. Barnhill submitted the Annual Pollution Prevention Plan report for Crockett on Friday. The report is comprehensive and summarizes all activities in the District. This year's report was due a week earlier than normal. He prepares the report and forwards it to C&H since they are the permit holders; C&H submits the report over CIWQS. Unfortunately, the report did not make the CVSAN's February agenda, but it will be on the Board's February agenda the following week.

There was a brief discussion on Ordinance 01-07 regarding lateral inspection certificate permitting. He reported that 14 properties are in the process of review. There are a few properties sold in 2021 and 2022 that were not inspected. One permit was opened in 2022. The permit has expired and the homeowner must begin the permit process from the beginning.

Mr. Murdock provided an update on capital improvements. The 106-foot line replacement between Alhambra and Winslow was completed. The Alexander Park sewer repair bid was posted. The project includes five sections that pass by six manholes, one of which needs to be replaced. It is a 12-inch sewer line that is in bad shape and will be replaced by HDPE. This stretch receives a quarter of 20% of the flow-downs. This location would be a disastrous place for a Sanitary Sewer Overflow (SSO). The engineer's estimate is \$425,000 but expects that the bids may come back higher. The Recreation park project bids received were higher than the first round of bids. Recreation's next step will dictate if these two projects can be coordinated to minimize the impact on pack activities. Mr. Peterson suggested caution be taken on the work closest to the church property. During a much earlier repair, the church experienced damage to its sidewalk.

The bids are due March 8th. The funding source has not been identified but reserves may be available and would need Board approval; the project may be split among several fiscal years. The turnaround time for the bid approval is 10 days. Mr. Murdock will likely call a special meeting with both the Board and CVSAN to approve the project.

There is no progress to report on the MCC project. The project engineer requested a part that is no longer manufactured, and an alternative is being sought.

10b GOVERNMENTAL MATTERS: IGM Rivas reported that she had met with the Rodeo General Manager informally and learned about their hiring practices, budgets, training, creative financing, and even how they stopped rag problems. Mr. Murdock has met with C&H where they explained that rags are a nuisance, but grit is a bigger issue and that the grit comes from Crockett. The removal of the grit is done manually and is costly. The grit is likely the result of a faulty aerator. Information about wipes is included in the annual newsletter.

10c ANNOUNCEMENTS AND DISCUSSION: None.

11a WASTEWATER COMMITTEE: None.

11b BUDGET & FINANCE COMMITTEE: None.

11c INTER-AGENCY MEETINGS: None.

Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais

12. FUTURE AGENDA ITEMS: An update on the State Audit was removed, and staff will report if, or when, the State reports findings and corrective actions to be addressed.

- Aerator repair
- Enforcement letter template
- FOG Policy
- 1 Rolph Park Drive

13. COMMISSIONER COMMENTS: The EQ tank is covered with graffiti. The District had a goat that served as a deterrent but is no longer an option. Mr. McDonald reported that the District has previously used Recreation staff to paint over graffiti and may want to reconsider that option.

14. ADJOURNMENT: The meeting was adjourned at 6:07 PM until March 20, 2024.

Respectfully submitted,
Sonia Rivas, MBA

CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

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For Review

MINUTES OF REGULAR MEETING OF MARCH 20, 2024.

1. CALL TO ORDER: The meeting was opened at 4:03 PM by Chair Manzione. Commissioners present: McDonald, Bartlebaugh, Manzione, Trask, and Wais. Staff present: District Secretary (DS) Sonia Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Sanitary Department Manager (SDM) James Barnhill.

2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: None.

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.

4. CONSENT CALENDAR: Minutes for February 21, 2024, were not complete and carried to the

5. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None

6a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD AND THEIR COMMITTEES: Board President Spinner has taken over the role of Interim General Manager and Ms. Rivas has resumed her role as district secretary full-time. The Board approved a resolution nominating Director Mackenzie as a candidate for a seat on the LAFCO Board. Several attorneys including Mr. Pio Roda have left Meyers Nave and created a new firm, Redwood Public Law. There is no exclusivity clause preventing CCSD from seeking legal counsel with Meyers Nave. CVSAN has expressed an interest in remaining with Mr. Pio Roda specifically because of his involvement with the JUA negotiations. A brief discussion was had about the legal process of a Board director resigning.

6b. APPROVE EMERGENCY REPAIR OF C-00-35: This is a small collapsed line located on a steep hill at the top of Second Avenue. It connects two homes and has no laterals. There are approximately 100 feet of pipe that is inaccessible to view due to unknown obstructions that have caused a lag in the pipe. This line has experienced two Sanitary Sewer Overflows (SSO). Three bids were received. The lowest bid was \$38,300 (\$150/ft) and includes CCTV and County permit. The contractor is the same contractor that won the bid for the Alexander Park sewer repair. Mr. Murdock confirmed that the contractor has supplied the necessary documentation to move forward with Alexander Park.

DE Murdock confirmed that he lost the authority to sign contracts up to \$50,000 when an interim general manager took over the general manager role, hence asking the Commission for approval. Commissioner McDonald suggested that CVSAN recommend to the Board that the district engineer be given the authority to sign contracts up to \$50,000 for emergencies and be within budget.

Motion to approve. (Wais 1st, Bartlebaugh 2nd, 5/0)

6c. UPDATE ON JOINT USE AGREEMENT NEGOTIATIONS: C&H has submitted a draft Joint Use Agreement (JUA) as a starting point. The committee has met twice. Chair Manzione

Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais

reiterated that communication, regular meetings, data sharing, and regular billing are part of the discussions to be had. He mentioned that the attached supplemental article regarding the increasing cost of sodium hypochlorite was timely and relevant in the negotiations because CCSD currently pays 100% of the chemicals as stated in the original 1976 agreement. While there are still numerous items to discuss, including CCSD's requests, the committee does not expect any obstacles in the JUA negotiations.

7 REPORT OF CONSULTING ENGINEER: This item will be removed as a placeholder and added on an as-needed basis.

8 WASTEWATER: A discussion was had on the intention of this section. The majority of recent conversations have revolved around the JUA negotiations. Chair Manzione suggested the categories for discussion should focus on ADUs (additional dueling units), enforcement and correspondence to customers, the MCC Project, pollution prevention matters, recycled water, and construction projects.

DE Murdock reported on a conversation he had with Mark Edwards, the plant manager at the Joint Treatment Plant. Fiber is a nuisance but the build-up of gravel and grit that is most likely generated by our system is a bigger issue. It appears that the aerator may be off. Commissioner McDonald shared that there was damage to one of the cast iron pipes that caused several false alarms and air gaps that caused them to fail. He recommended that Staff investigate the issue, seek a second opinion, and repair it when funds are available.

Commissioner Bartlebaugh reported that he attended a site visit to the treatment plant with Mr. Murdock. C&H is experiencing difficulties in obtaining a permanent permit from the Air District for their backup generator that was originally approved on an emergency basis. Ongoing site visits are an example of a form of desired regular communications with C&H. C&H is willing to share information but submitting actual documents/reports continues to be a challenge. Mr. Murdock reported that C&H previously submitted monthly maintenance operations reports but that process ceased in 2020.

9a RECEIVE WARRANT TRANSMITTALS: ASM Goodman noted two payments to First Foundation Bank: 2/1/24 is for a refinance loan payment and 2/3/24 is for the mortgage of 1 Rolph Park Drive. It was suggested that the memo be more descriptive for the general public's benefit.

Ms. Goodman presented a 10-page Transaction Detail by Account summation of expenditures incurred for the fiscal year 2023-24, sorted by account number. A Profit and Loss statement was also presented and noted that it does not reflect income. The year-to-date expenses total \$1,332,979.60. A \$415,000 payment was made to C&H at the beginning of the fiscal year and appears to cover December 2021 through March 2022. She noted that the two reports work hand in hand depending on the level of detail one seeks.

The accounting has been mismanaged and has not been reconciled for a few years. The 2022 audit has therefore been deemed incomplete due to the amount of missing information. As a yellow book audit, it requires a second review with the possibility of being returned with different results. Under the advisement of the auditor and legal counsel, the District is seeking a government accounting firm to bring the books current. Until then, Ms. Goodman is only able to present a roll-up style budget. The auditor has identified several minor findings and has made recommendations to address them. There was an extensive discussion on the various factors that led to the disarray of the accounting, including the inability of Ms. Goodman to access data due to security restrictions beyond her control and the County changing its accounting software and little training for their public sector clients. Although the District prints checks in-house, the County authentication process is complex and cumbersome and can take several days to

Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais

complete a check run. Ms. Witschi previously participated in data entry into QuickBooks. She will begin working with Ms. Goodman on this task moving forward.

9b UPDATE ON BUDGET PROCESS FOR 2024: The 2023 audit has been placed on hold until the 2022 audit can be completed. Ms. Goodman suggested that the commissioners attend the Board meeting to hear the audit presentation.

10a OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: Staff has not heard back from the State Waterboard audit. The NPDES permits for Crockett and Post Costa have been submitted but approvals have not been received.

10b GOVERNMENTAL MATTERS: None

10c ANNOUNCEMENTS AND DISCUSSION: None

11a WASTEWATER COMMITTEE: This topic was discussed under Item 8. Chair Manzione appointed Commissioner McDonald as alternate commissioner for the Wastewater Committee.

11b BUDGET & FINANCE COMMITTEE: The committee has not met. A charge for Bill's Underground is for an Access and Repair Agreement where the property owner is provided three years to spread the cost of repairs. Mr. Murdock clarified that contractors pay a \$1,000 bond to do repairs in Crockett and Port Costa.

11c INTER-AGENCY MEETINGS: This item will be modified to include trade associations.

12 FUTURE AGENDA ITEMS:

- JUA study session.
- Additional insurance requirement for contracts, i.e. waiver of subrogation, additional insurer, 811.
- Signing authority of the District engineer.
- Enforcement letter template
- Monthly Maintenance Operations Report
- State audit report for the collection system.
- 1 Rolph Park Drive Repairs
- Pump Station Grit Detritter Condition report.
- FOG Policy
- District Code enforcement rewrite

13. COMMISSIONER COMMENTS: Commissioner Bartlebaugh reported that a neighbor was visited by a C&H representative at her home and asked about her experience during the odor event and was collecting additional information. She was asked to sign a document but she declined.

Commissioner Wais informed the commissioners that she agreed to be reappointed to CVSAN. The Commissioners expressed their appreciation for her dedication and invaluable experience.

14. ADJOURNMENT: The meeting was adjourned at 6:04 PM until April 17, 2024.

Respectfully submitted,
Sonia Rivas, MBA

Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais

CROCKETT COMMUNITY SERVICES DISTRICT & CROCKETT SANITARY COMMISSION

For Review

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MINUTES OF SPECIAL JOINT MEETING FOR FRIDAY, MARCH 15, 2024.

1. CALL TO ORDER – ROLL CALL: CVSAN Chair Manzione called the meeting to order at 3:12 pm; present were commissioners Darcy Trask, Mary Wais, Scott Bartlebaugh, Dale McDonald, and Mark Manzione. Alternate commissioner Valerie Quade was not present.

CCSD President Spinner subsequently called the meeting to order at 3:12 pm; present were Directors John Mackenzie, Kent Peterson, and Nick Spinner. Diana Martinez arrived at 3:16 pm. Luigi Barassi was not present. Also present were District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Sanitary Department Manager (SDM) James Barnhill.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None
- 4a. APPROVE RESOLUTION 23/24-24 AWARD OF CONTRACT FOR ALEXANDER PARK SEWER PROJECT.
 - CVSAN Chair Manzione provided a brief narrative of the project. District Engineer Murdock reported that five bids were received for the Alexander Park Sewer Project, with CEAU Co. coming in as the lowest bidder at \$258,340. Questions were raised on the qualifications and whether submitted bid documents, such as references, were reviewed.
 - ASM Goodman stated that approving the project would put the District close to exhausting the budgeted funds for Sewer Collection System Capital Improvement Projects (CIP) for the current fiscal year (23/24). The amount of \$470,000 was budgeted for planned and prior year uncompleted sewer projects this fiscal year. Commissioner McDonald asked that a CIP budget report be developed so that the CVSAN Commission can review, prioritize, and identify funding requirements for the remainder of the fiscal year. Commissioner McDonald supports the project based on recommendations by staff.
 - A motion was made by Commissioner McDonald to recommend awarding the contract to the lowest apparent bidder, CEAU Co., conditionally upon presentation of their Department of Industrial Relations (DIR) number to staff along with any other requested bid documents outlined in the bid packet prior to signing into the contract (CVSAN 5-0), seconded by

Commissioner Wais, all CVSAN in favor (5-0) unanimous. Director John Mackenzie moved to accept the lowest bidder on the same conditions outlined in the previous motion from CVSAN Commissioner McDonald and approve Resolution No. 23/24-24 awarding contract for the Alexander Park Sewer Project to CEAU, Co., seconded by Director Martinez, four in favor, one absent (4-0-1). Staff was directed that before work is to begin proof of Workers Compensation Insurance, after hiring of employees, must be provided to the District per terms of the contract.

5. ADJOURNMENT: CVSAN to March 20, 2024, and the CCSD to March 27, 2024.

CVSAN Chair Manzione called the meeting adjourned at 3:41 pm.

CCSD President Spinner called the meeting adjourned at 3:41 pm.

Respectfully submitted,
Gena Goodman
Administrative Services Manager

Crockett Community Services District

Board Members: Luigi Barassi, John Mackenzie, Diana Martinez (vp), Kent Peterson, Nick Spinner (President)

Crockett Sanitary Commission

CVSAN Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais

5.c

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
03/12/2024	CONTRA COSTA COUNTY TREASURER	CalPERS payment for Feb 2023 - SPLIT	4,249.52	7139
Total FUND 3426 - CV SANITARY - O&M			4,249.52	
TOTAL			4,249.52	

Jan Hood
3/12/2024

5.d

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
03/18/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 21 - SPLIT	1,007.14	7140
03/18/2024	CONTRA COSTA COUNTY TREASURER	CalPERS payment Feb 2024 - SPLIT	4,411.23	7141
03/18/2024	BAY AREA AIR QUALITY MGMT. DISTRICT	3/1/24-3/1/25 operating permit renewal	1,335.00	7142
03/18/2024	David Farnsworth, CPA	2022 Audit, INV# INV-0345 - SPLIT	4,404.80	7143
03/18/2024	DENALECT ALARM CO.	Alarm service call 2/27/24	175.00	7144
03/18/2024	EBMUD	500 Port St. Feb 2024, acct# 55397300001	400.66	7145
03/18/2024	EBMUD	1 RPD Feb 2024, acct# 86466230369	133.90	7146
03/18/2024	Frisch Engineering, Inc.	Engineering Feb 2024 - INV# 11767 - 2402c	1,237.50	7147
03/18/2024	James Barnhill	Office Hardware 1 RPD	9.95	7148
03/18/2024	L.R. PAULSELL CONSULTING	CVSD 24-8 (cleaning) & CVSD 24-7 (CCTV)	15,905.25	7149
03/18/2024	MEYERS NAVE	Legal Fees INV#s 214540 & 214541	3,011.04	7150
03/18/2024	PG&E	Electricity and Gas for CVSAN and 1 RPD, Acct# 6193854060-8	11,588.01	7151
03/18/2024	STATE COMPENSATION INSURANCE FUND	Workers comp ins Feb 2024 INV# 1001642805 - SPLIT	651.14	7152
03/18/2024	WEST COUNTY WASTEWATER DISTRICT	Jan 2024 Billing - INV# INV04438	7,998.77	7153
Total FUND 3426 - CV SANITARY - O&M			<u>52,269.39</u>	
TOTAL			<u>52,269.39</u>	

[Handwritten Signature]
[Handwritten Signature] 3/18/24