

Minutes from Commissions and Committees

For CCSD Meeting 11/15/23

POLICE LIAISON COMMITTEE

1. October 2, 2023

BOARD PERSONNEL COMMITTEE

1. October 10, 2023

LIGHTING & LANDSCAPE COMMISSION

1. October 17, 2023

PORT COSTA SANITATION

1. October 11, 2023

CROCKETT SANITATION

2. September 13, 2023 – Special meeting.
3. September 20, 2023 – Cancelled – meeting was held on September 13, 2023

MEMORIAL HALL ADVISORY COMMITTEE

1. No meetings

CROCKETT POLICE LIAISON COMMITTEE

of the Crockett Community Services District

P.O. Box 578 – Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: districtsecretary@town.crockett.ca.us

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, OCTOBER 2, 2023

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chair Currington. Present were Committee members Ritchey and Wais.

Staff present included General Manager Murdock, Administrative Services Manager Goodman, District Secretary Rivas, and Event Supervisor Morales.

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.

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

4a LAW ENFORCEMENT ISSUES AND REPORTS - REPORT FROM DEPUTY:

Lieutenant Rodriguez was not present. Deputy Ken Sheppard reported 210 calls for service mostly self-generated by sheriff staff: general patrol, parking enforcement, and vehicle stops. He responded to two residential burglaries. A bike was stolen but found in another yard. One was a civil matter. Burglaries appear to have slowed down due to more patrols. He participated in 43 outside assists. The resident deputy is not normally called to outside assists unless that beat's deputy is not available. This is where he will assist another beat and help with priority calls. There were no vehicles towed but several were tagged. Five citations were issued. A carjacking was reported by a different officer: a female customer wanted to take a Lyft driver's vehicle. Neither party is a Crockett resident.

A fire occurred at 1514 Lillian Street on Sunday morning. An ex-firefighter was found deceased in the fire. Sheppard reported that while sheriff staff was on the scene, a report was not issued by their office because a crime was not committed nor anything suspicious about the incident.

A community member asked if anything was being done about cones in the public right of way to reserve parking in front of residential units, specifically a property located on Pomona between 6th Avenue and 7th Avenue. This issue has not been reported. Cones are used for various reasons and are not considered a police matter. Deputy Sheppard recommended that neighbors try to resolve parking issues on their own but call for assistance if needed.

The recent explosions that occurred at Port Street and Wanda Street on Friday afternoon and Saturday morning were determined to be giant firecrackers. Their location, in the middle of the street under the bridge, was likely the reason why the sound was so loud. Bomb squad reported that these were homemade M80-type devices. They are illegal but not commercial grade. Unfortunately, there were no witnesses, and not enough evidence was available to follow up further. The community is encouraged to report what they see or hear. License plate reader cameras could help in these kinds of incidents.

The County has one parking enforcement person who covers the entire County. The deputy reiterated reporting parking issues.

Deputy Sheppard will make an effort to patrol the area around the schools between 3:30 and 4 pm to address double parking and illegal parking of parents waiting to pick up their children. Sheriff

Members: Raina Currington (Chair), Mary Wais, Bob Ritchey (Vice-Chair)

staff shifts occur in the morning making morning patrols challenging. Mr. Murdock suggested contacting the Superintendent to send out a message over their phone tree system to get the message out to all parents.

The double-parking issue impacts the large C&H trucks forcing them to pull out into the far lane when turning right as they drive up Rolph Avenue. The red zones were specifically created to facilitate large truck-turning needs. Sheppard will reach out to John Angell to discuss a solution. Traffic issues, speeding, accidents, and pedestrians being hit are CHP jurisdictions. Sheriffs enforce parking. Public safety being present is often a deterrent to speeding, but unfortunately, staff cannot be present all of the time. It is up to the community to report activity. He will request that the morning deputy or CHP come out during the morning drop-off period.

Ms. Wais reported that the former general manager could report on Return to Source parking ticket revenue. Sheriffs apply a code to pickets for allocation. The fund amount is not much and is charged fees. The Administrative Services Manager was asked to follow up on the Return to Source program.

Sheppard reiterated that the community should call and report activity. Patrol cannot be at all places at one time. Calling to report an issue or incident places that item on board for a patrol officer to respond. Anonymous callers will not get a callback. Callers who leave a contact number will get a callback. A report is generated at the end of the day and helps him be more knowledgeable and better prepared for his shift. This data collection is also important for labor distribution and assessing if more resources are needed. Don't assume that someone else has already called.

Sheppard expressed his preference for vehicle stops because it allows him to speak to a person and often find more information. He prefers to tow problem vehicles such as ones that appear abandoned. The horse trailer has been tagged but continues to be moved.

NOTE: Officer Sheppard is typically available, Tuesday through Friday. Callers can call and ask for him by asking for 1Paul18. He can also be reached via email at kshep001@so.cccounty.us

To report illegal dumping, call the **non-emergency number (925) 646-2441** and provide as much information as possible, especially a license plate if it the dumping was witnessed.

4.b. REPORT FROM CHP ON TRAFFIC ISSUES: CHP was not in attendance.

4.c. REPORT FROM CCC SHERIFF'S OFFICE: A sheriff's representative was not in attendance.

4.d. NEIGHBORHOOD WATCH: No report.

5.a. RECEIVE APPLICATION FROM MICHAEL PENNISI FOR PLC VACANCY: The Committee received an application from Michael Pennisi for one of the vacancies. He is originally from Walnut Creek and was born and raised in Contra Costa County. He is a mechanical engineer and project manager in the automobile industry. Mr. Pennisi has worked in many unsafe cities including Detroit, Oakland, Richmond, and Stockton. He would like to take a proactive stance in helping to prevent crime from entering Crockett. A motion was made to recommend approval for a formal appointment by the District Board at their next meeting scheduled for October 25. (BR 1st MW 2nd, 3/0)

5.b RECEIVE UPDATE ON LPRS: Chair Currington presented a draft proposal for the LPR program and noted that funding sources are missing. A possible source may be the P20 fund as suggested by Lt. Rodriguez. Deputy Sheppard stated that officers sign up for P20 shifts. Ms. Wais reported that the cost for two deputies exceeded available funds. She reported that the District has a Uniform Fund with a balance of \$600,000 that has been set aside for a rainy day. She also reported that Supervisor Glover has identified \$600,000 of funds specifically for Crockett. The Supervisor has announced to various Crockett groups the availability of these grant funds. The fire department

has submitted projects that have been approved. Staff will research further. The former general manager was tracking these funds. Currently, it is unclear if the County Crockett grant and the Uniform Fund are the same. Lt. Rodrigues is seeking other funding sources but there are currently no grants available for LPRs.

A question was asked regarding costs to the district for sheriff patrol when the officer is called to partake in outside assistance. Deputy Sheppard explained that other jurisdictions reciprocate with outside assistance to Crockett and costs typically balance out.

Ms. Currington hopes to have a complete report with funding sources in time for the next scheduled meeting.

5.c DISCUSS REPORTING OF UNREGISTERED/NUISANCE VEHICLES: District Secretary Rivas created a form to log abandoned and/or unregistered vehicles Ms. Rivas has proposed to create an online form but, in the meantime, people can use the form or use a note-taking app on their smartphones and forward to her. Mr. Pennisi suggested posting QR codes on parking signs that will direct the public to a form on the website. The issue of privacy was discussed. Those reporting do not need to sign their forms. Those whose vehicles are listed may become upset because they are being called out. The use of Google Docs to create a form was suggested. The information is automatically entered into an Excel document. Deputy Sheppard stated that while license plates are great, a description of the vehicle and its location is typically sufficient to investigate. For example: a black Ford Ranger parked at a location is very easy to find.

Moving vehicles that have not been moved is challenging. The County policy is that vehicles cannot park continuously for over 72 hours. The vehicles are tagged and towed if they do not move. Nothing prevents them from returning.

6. REPORTS FROM COMMITTEE MEMBERS: Ms. Wais reported that West Nile Virus was found in Crockett after reporting a dead crow to the County. A sickly crow found at the school was also found to test positive for West Nile Virus. The community should contact Vector Control and report sickly or dead crows. Standing water should be cleared and watch out for mosquitos.

7.a CONSENT CALENDAR: Minutes for September 11, 203 were approved. (MW 1st, BR 2nd, 3/0)

8. FUTURE AGENDA ITEMS: Ms. Rivas asked if the committee wanted to discuss reducing the number of seats from seven to five. Ms. Wais shared that the District Board has not permitted reducing the number of seats. The rule for a quorum is that the majority of the filled seats must be present. The committee currently has only three members, therefore a quorum was met. When a quorum is not met, the committee can meet but no decisions can be made. This item will not be on a future agenda.

9. ADJOURNMENT: The meeting was adjourned at 8:04 PM until November 6, 2023.

Respectfully submitted,
Sonia Rivas, MBA

BOARD PERSONNEL COMMITTEE

Of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: districtsecretary@town.crockett.ca.us
website: www.town.crockett.ca.us

MINUTES OF PERSONNEL COMMITTEE MEETING OCTOBER 10, 2023

1. CALL TO ORDER: Chair Tom Cusack called the meeting to order at 4:07 PM. Present were Directors Barassi and Spinner and Committee Member Wais. Recreation Manager Wilson was absent. Staff present included District Secretary (DS) Rivas and Event Supervisor Morales.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: The minutes for September 12, 2023, were approved. (MW 1st, LB 2nd, 4/0 Ayes, 1 absent.)
- 5a LETTER FROM VAUGHN GUNKELMAN: The letter was received previously and submitted to the CCSD Board first. The letter suggested policy changes for reviews including peer reviews and hiring a professional human resources company to conduct personnel reviews. Ms. Wais reminded the committee that the review process had already begun. Mr. Barassi explained the review process: the Board conducted annual reviews for the General Manager (GM). The GM would conduct annual reviews for staff and present recommended rate increases. Moving forward, the Board will continue to conduct the GM and District Secretary reviews. The Personnel Committee (PERS) focuses on policies such as sick days and bereavement. Ms. Wais agreed that peer reviews are appropriate but are not currently in the review policy. There is always a concern that peer reviews may be biased and overly skewed in a positive manner. Ms. Rivas shared that a study found that peer reviews tend to be honest and fair. Chair Cusack concluded the discussion stating that the review process for the GM was very thorough and he was pleased with the process.

The DS reminded the committee that the Recreation Manager and Port Costa Sanitary Manager are due for their reviews. The Chair reported that these reviews are within the purview of the GM and the PERS chair is to provide the proper review forms and contract end dates to the GM to perform the reviews. The chair provided three set of documents to the GM but the reviews have yet to be completed. Reviews were systematic and coincided with hire dates under the previous administrator. The process has not been followed.
- 5b DISCUSS THE ROLE OF THE PERSONNEL COMMITTEE MOVING FORWARD: Mr. Barassi suggested considering the need for inducement wages (such as paying for lifeguard certification costs) and adjusting pay scales as required by law. Also, consider moral building policies. Chair Cusack pointed out that the DS will be responsible for wage law changes and will bring to the Personnel Committee.

4.a

5c REVIEW RED HANDBOOK: Chair Cusack inquired if a meeting time should be considered. All agreed that 4 pm will remain in place.

Mr. Cusack a general overview of the format of the red handbook and proposed some changes. The DS was asked to keep a digital copy of the red handbook and keep track of ordinances. Barassi shared his appreciation for another agency's tracking standards: old language is struck out and copies of ordinances are attached to associated sections.

Ms. Wais pointed out the Personnel section of the District Code had several errors. Mr. Cusack took an initial review of the District Code and pointed out that several items need to be updated. The update will take a significant amount of time to update. LB shared that he has been wanting to update the Standards and Specifications. Barassi supports taking the time to update the District Code and reminds the committee that a staff cost will be incurred. As Board President, his priorities are focused on compliance; posting of agendas and minutes; and administratively, timely payment of bills and monthly financial reports. Secondary is working on the backlog. These tasks will incur budget adjustments that should be driven by staff needs. Cusack and Ron Wilson have the most institutional knowledge and should be considered in the updating of the code. The District Code was created from a standard district code template. Caution should be taken into consideration when updating legislation updates.

A volunteer ad hoc working group was discussed as an alternative to limited staff. The group will focus on corrections and outdated information, adding required language such as legislative mandates.

The chair pointed out that chair positions are not provided with instructions and asked if there is room to add this in the Code update.

Cusack explained the review process forms used for the general manager review and the positive feedback from the Board.

5d CONSIDER REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: The Board has received the general manager's reviews. The item will be discussed in a special closed meeting on October 17th. A few applications were received for the Board vacancy. Crockett has faced challenges in attracting volunteers to serve. There will be three seats on the Board in 2024. The committee is hopeful that younger people are getting involved but recognizes that full-time jobs and families make volunteering challenges for younger people.

6. REPORTS/COMMENTS FROM COMMITTEE MEMBERS: LB lead the conversation about how Ad hoc groups are for a specific purpose such as updating the District Code. The ideal expectation from the group is updating the Personnel section of the District Code. The distinction between proofreading and updates vs changes to policies is that the latter is a higher-level task that will require legal oversight. Compliance updates could be made without attorney oversight. Wais reported that recreation staff may be considered to participate since she had made recommendations based on feedback from other staff members and her institutional knowledge. Discussion on whether the personnel committee should consider governance issues requires a deeper discussion or whether governance falls within the purview of the district secretary. Cleaning the backlog will have a significant impact on the budget but should also save us time and money in the future. Barassi will initiate the ad hoc at the next Board meeting.

7. FUTURE AGENDA ITEMS/COMMITTEE COMMENTS: Pursue District Code & Needs.

8. ADJOURNMENT to November 14, 2023, at 4:00 pm.

Respectfully submitted,
Sonia Rivas

LIGHTING & LANDSCAPE COMMISSION

of the Crockett Community Services District

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

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: districtsecretary@town.crockett.ca.us

website: www.town.crockett.ca.us

MINUTES OF LIGHTING AND LANDSCAPING COMMISSION MEETING OCTOBER 17, 2023

- 1 CALL TO ORDER: The meeting was called to order at 7:05 PM by Chair Pannell. In attendance were members, Garbis, and Mitzel. Castro Silva was absent. Also present were General Manager (GM) Murdock, Administrative Services Manager (ASM) Goodman, District Secretary (DS) Rivas, and Event Supervisor (ES) Morales.
- 2 CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
- 3 PUBLIC COMMENTS ON NON-AGENDA ITEMS: Ms. Morales inquired about funding for Crockett lights – they are maintained by Crockett Public Services (CPS), under the direction of Kent Peterson. Both the Crockett Improvement Association (CIA) and the Crockett Community Foundation (CCF) have awarded funds/grants respectively to the CPS. Chair Lindsey suggested that the matter be discussed at a CIA meeting.
- 4a CONSENT CALENDAR: Minutes for September 19, 2023, were approved. (CG 1st, KM 2nd. Ayes: 3/0, 1 absent)
- 5a SCOPE OF WORK, OUTSIDE FUNDING AND COST ESTIMATES: Chair Pannell, Ms. Mitzel, GM, and ASM met with Dean Columbo and assistant John Corvelo (Crockett Carquinez Fire Department), who are submitting for a grant through the Contra Costa County Wildfire Mitigation Program (Measure X). Their grant request covers general cleanup around the bridgehead and the hillside areas across Pomona, in line with the L&L priority areas. Interagency collaboration between the fire department, CIA, and L&L commission would strengthen the application. If awarded, the L&L committee would be able to stretch its funds significantly. The fire department has asked for L&L to partner in the application.

The GM led the conversation on maintenance costs including whether to hire a contractor or a part-time employee. Villa Landscape submitted a quote of \$1200 per day (3 employees) and estimated that the cleanup would take approximately 3 days. Vai Landscape has provided satisfactory work previously to the District. Hiring an employee is also a good option. The frequency of work depends on rainy weather, but twice a year will likely be the maximum.

Ms. Mitzel stated that focused maintenance twice a year at approximately \$10,000 plus \$5000 for lighting was a reasonable budget number. Mr. Murdock will look into alternately hiring an employee to do daily/regular maintenance after the contractor has done the preliminary and challenging cleanup work.

There was a consensus that the L&L committee could reach out to C&H about cleaning along Loring Street. C&H has donated funds for the Wanda bypass. These funds have been forwarded to Crockett Public Services. Mr. Peterson has recommended that the C&H funds be allocated to L&L and may be used for areas outside of the Wanda bypass. C&H will be sending volunteers to Cleanup Day on October 18th. The committee requested that C&H's cleanup efforts focus on Loring from Rolph Avenue to up the Foundation building.

5b CROCKETT PLAZA MOU: The memorandum of understanding (MOU) is between the CIA and CCSD and describes the transfer of property from CCSD to CIA and the rights and operational responsibilities bestowed onto the CIA. The document has a five-year term with automatic one-year renewals unless either party gives notice to terminate the agreement no sooner than 30 days.

5c BRIDGEHEAD MOU: This is an encroachment permit issued by Caltrans that explains the rights and responsibilities of the bridgehead property. This item was added to the agenda for reference.

5d PUBLICIZING COMMUNITY BEAUTIFICATION ACTIVITIES PERFORMED BY THE COMMISSION:

Chair Lindsey suggested an article for the Signal. Nextdoor and Facebook are alternatives to post as questions are already being asked about funds. The District has a website with a page dedicated to the L&L commission. All agreed that the website should be the primary source for the most accurate information and communication. The website should include the L&L MOU, priorities, timeline, and FAQs. The DS suggested that the public sign up for updates to the L&L website for automatic distribution when information is updated. Crockett has an inactive Facebook account that could be revived to begin communications and linking people to the website.

Stall has information to initiate an FAQ. The FAQ should include the L&L designated areas. An online contact form may be useful for the public to communicate and share ideas. Staff will assess emails and sort them accordingly.

The L&L MOU requires community outreach and education. Ms. Garbis will follow up with Kent Peterson for clarification.

5e NOVEMBER MEETING DATE: The date was moved one week earlier to allow for Thanksgiving.

6 REPORT FROM STAFF: Report was integrated into the discussion.

7 COMMENTS FROM COMMISSIONERS: None.

8 FUTURE AGENDA ITEMS: FAQs Page, Review topics discussed.

9 ADJOURNMENT: The meeting was adjourned to November 14, 2023 at 7:54 PM.

Respectfully submitted,
Sonia Rivas, MBA

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: DistrictSecretary@town.crockett.ca.us

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, OCTOBER 11, 2023

1. CALL TO ORDER: The meeting was called to order at 7:12 PM by Chair Surges. Present were Commissioners Cusack and List. Commissioners Klaiber and Sheer were absent. Staff present included Dept. Manager Barnhill, General Manager Murdock, Administrative Services Manager Goodman, and District Secretary Rivas.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Mr. Jim Cambell presented a petition on behalf of the Port Costa Alliance. The petition expresses opposition to the Field Semester project. Although signatures are not provided, the petition reports 107 individuals signed the petition with an additional 10 opposed but did not sign the document. Mr. Cambell offered to verify signatures with the District Secretary. He plans to present the petition to the District Board. See attachment.
4. CONSENT CALENDAR: Items were approved (TL 1st, TC 2nd, 3/0. Absent: AS and KK)
 - a. Approve Minutes of September 13, 2023.
- 5a. PUBLIC HEARING - 9 RESERVOIR STREET: Mr. Barnhill reported that the property has a deficiency and requires a cleanout with overflow device. Unpermitted materials were found in the pipe and staff has been unable to find permits for this property. Chair Surges reported that the original line ran behind the property and through two other properties. The pipe was terra cotta and subject to damage from roots. The re-routing repair was permitted and performed by the District when it was under the County. Mr. Barnhill imposed a mandatory cleanout and provided the next steps in performing a proper cleanout with overflow device. The commission and staff agreed that the lateral would be acceptable with permitted installation of a proper cleanout with overflow device.
- 5a. PUBLIC HEARING - 47 CANYON LAKE DRIVE: The property owner experienced a clogged sewer several years after his lateral was connected. A contractor was called out to perform repairs. Once the line was opened, a break was discovered to be at the t-connection. General Manager Murdock had consulted with Board Director Kent Peterson who stated that the District Code assigns responsibility for such repairs to the property owner. Mr. Murdock informed the property owner that repairs could be financed through his property tax roll over three years. The confusion is caused by the work required to connect a new line. The main public line needs to be cut out to attach a new T-connection. It is the responsibility of the property owner to connect to competent line in the public main line. A replacement line, on the other hand, would only connect to the T with no need to touch the main line. The property owner argues that much of the main line is damaged and should not be the responsibility of the property owner to repair. Chair Surges supports a new line connection to be the responsibility of the owner but disagrees that a property owner should have to repair damaged main lines when

doing lateral repairs. Mr. Murdock suggested that the Commissioners present this issue to the Board to consider a policy change. Chair Surges recommends that the District pay for two-thirds of the repair and the homeowner pay one-third of the costs. Commissioner List shared that prior to the District's takeover, he was required to repair 50 feet of mainline and no funds were available from the county because the funds had been exhausted. Mr. Murdock shared that the topic will be presented to both Crockett Sanitary and the Board for discussion. The CVSAN meeting is scheduled for October 18. The Board meeting is scheduled for October 25.

6a. REPORT ON ACTIONS TAKEN BY THE BOARD: None.

6b. SELF-MONITORING REPORT: No incidents in August. No spills in September. Flow is currently at 18,000 gallons. Mr. Barnhill compared this number to flow levels of 12K – 13K gallons when he first began working for the District. The increase is likely due to post-Covid-19 activity where more people are coming out to Post Costa businesses.

7a. BUDGET AND FINANCE / WARRANT TRANSMITTALS: Ms. Goodman presented September transmittals and expressed that future transmittals will be more detailed.

7b. DEPARTMENT 2023/24 BUDGET: Ms. Goodman presented the budget that was adopted in July, although the document is labeled as proposed. The overview sheet is for the entire District and is followed by the budget specifically for Port Costa. Chair Surges commented that the salary line item appears to be very high. Mr. Murdock pointed out that if the sewer repair policy changes, it will consume the capital replacement budget of \$3,000. The maintenance and emergency budget is \$22,985 (Section 415.70). Ms. Goodman will be initiating the budget process soon.

8. WASTEWATER: Mr. Barnhill has started with wet-weather preparedness. The generator at the fuel filter pump failed before the first test. An emergency in-line pump was installed so that it will continue to receive fuel. The emergency generator is essential because of frequent power outages. The proper pump was installed today, and service has been restored 100%. The load bank has been completed and the oil has been changed. The starter battery was checked; it is planned to be replaced next year. The emergency fuel pump will be left in place and mounted on the generator frame. It is already wired to run just needs to be plugged in if needed. The load bank is cycled annually and done in mid-October before wet weather. The system auto-cycles for 15 – 30 minutes on Monday mornings. The operators perform additional tests.

9a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: As an early precautionary measure, staff call on West County Wastewater to remove the scum layer in anticipation of rain. This is done twice annually. The commissioners approved staff to move forward with West County Wastewater to be performed in the next month or two. Pump 3 still needs to be installed. Staff have requested repairs for the sump pump discharge line inside the pump room, which is leaking. The grinding noise at pump 1 is being looked at.

9b. GOVERNMENTAL MATTERS: Staff continues to work on the state audit for both Crockett and Port Costa. Staff will present a full report at a future meeting.

9c. ANNOUNCEMENTS AND DISCUSSION: None

10. REPORTS FROM COMMISSIONERS: None

11. FUTURE AGENDA ITEMS:

- Bull Valley Agricultural Center & Port Costa School – scope and costs.
- Acquire backup effluent pump with capacity to maintain flow to filter beds.
- Acquire two replacement peristaltic pumps for chemical dosing.
- Research funding and grant opportunities.
- Report on State Collection System Audit.

12. COMMISSIONER COMMENTS: Chair Surges requested a status on finding operators. Staff have received only one proposal. Since contractors will perform work for both Crockett and Post Costa, a joint meeting with sanitation commissioners is expected to occur in early 2024 to continue this discussion.

13. ADJOURNMENT: The meeting was adjourned at 7:50 PM until November 1, 2023.

Respectfully submitted,
Sonia Rivas, MBA

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

MINUTES OF SPECIAL MEETING, SEPTEMBER 13, 2023

1. CALL TO ORDER: The meeting was opened at 4:02 PM by Chair D'Arcy Trask Commissioners present: Mark Manzione, Scott Bartlebaugh, and Mary Wais. Staff present: General Manager Gaunt Murdock, Administrative Services Manager Jena Goodman, and District Secretary Sonia Rivas.

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

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

4. PUBLIC HEARING: None

5a MINUTES OF JULY 19, 2023: approved with corrections. (MW/SB, unanimous)

5b MINUTES OF AUGUST 16, 2023: approved with corrections. (MW/SB, unanimous)

6a REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: The District Board accepted the resignation of Ms. Jena Goodman from the Board; the District budget was approved; and the Board authorized the posting of one Board vacancy. The Board did not appoint a Vice-Chair and expects to seat a new member at the October meeting. The Administrative Services Manager resigned in August. The General Manager filled the vacancy by hiring Ms. Goodman to fill the position.

Member Manzione opened a discussion regarding the current CVSAN vacancy and asked that the item be placed on a future agenda. A brief discussion was held on qualifications and the selection process. Ideal candidates should have an interest in the community, have an understanding of the sanitary department, and have business or administrative experience. A request was made to add an agenda item for commissioner updates on potential candidates. Ms. Goodman shared that the Crockett Foundation is working on acquiring an AV system to support better-quality call-ins (cost for audio and visual systems range from \$50k - \$ 75k; is wired and does not require Wi-Fi). The system would be used for all public meetings. Checking to see if the state has AV standards was suggested.

7. REPORT OF CONSULTING ENGINEER: None

8a CONSIDER REPORT ON ENFORCEMENT ACTIONS. None

8b DISCUSS OPTIONS FOR WASTEWATER TREATMENT AND UPCOMING NEGOTIATIONS

District staff met with C&H on September 7th. C&H has agreed to smaller intermittent meetings and expects to begin in October. The purpose is to discuss end goals and plans. We are looking for a long-term agreement.

GM: agreed to meet on November 1st.

Recycled water was a point of discussion. Ms. Goodman shared that the grants group has submitted an LOI (letter of interest) the Rose Foundation has \$10k - \$30k to implement a recycled water system. The LOI serves as an application and includes how the funds would be implemented. The grants group meets every Tuesday at 6 pm.

C&H stated that the odor incident was a one-time incident.

8c APPROVE AWARD OF WINNING BIDS FOR THE MCC PROJECT: Mr. Murdock provided an overview of the bids for the MCC project. Three bids were submitted: Telstar - \$749,500; Blocka Construction – \$998,000; and Royal Electric - \$1,111,111. The winning bid (lowest bid) was submitted by Telstar. The District has a history of working with them and feels very confident in their abilities. The District's consultant is confident with Telstar and their bid. Commissioner Manzione reminded staff to verify their contractor license and insurance and require that the District be added as an additional insurer. There were no objections to the performance schedule by any of the bidders. A motion was made to authorize the general manager to award the MCC construction contract to Telstar in the amount of \$749,500 and verify that the contractor's license and insurance are current by Commissioner Manzione, second by Commissioner Bartlebaugh. (MM1st, SB 2nd; 4/0 unanimous).

9a CONSIDER MONTHLY SUMMARY WORKSHEET AND STAFF REPORT ON FINANCIAL MATTERS. Commissioners Bartlebaugh and Trask met with the general manager on August 28th to discuss checks and balances. Mr. Murdock provided an overview of the financial records (2022-present). Staff will be making adjustments on credit card usage to prevent charges for non-CVSAN usage. Copies of the credit card statement were handy and appreciated. The duplication of charges for PG&E bills is due to the timing of PG&E billing; often times the bills arrive when they are due. Staff is working on automating payments for utilities. Staff is still experiencing difficulties in accessing the District's finances at the County. Mr. Vaughn Gunkelman is still assisting the District on an as-needed basis.

Security concerns for the office include a discussion on office security is a new front door, a smaller hard drive and backup hard drive and eventually cloud backup. Reoccurring power outages are concerning. Consider ransomware protection.

The general manager was asked to review the expiration of the lease with the railroad for a pipeline encroachment. The US Treasurer line item is for payroll taxes (Netchex is paid through a wire transfer by the County). Staff is working on improving the clarity of expense memos.

10a OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: Staff is diligently working on the 17-page waterboard audit. Staff will participate in a verbal audit on September 21st.

Mr. Murdock expressed an interest in filing a claim against PG&E for the recent re-occurring power outages. Power outages exceeding an hour require staff to physically plug in backup generators to the pump stations. Staff remains on call for extended periods costing the District unexpected labor costs. Hiring a consultant to handle these outages may be a viable option. Commissioner Manzione supports a claim against PG&E and suggests a follow-up with the PUC.

10b GOVERNMENTAL MATTERS: Mr. Murdock reported that he and Administrative Services Manager Goodman attended a City Manager meeting with Senator Garamendi and Supervisor John Gioia. Garamendi encouraged municipalities to seek grants for their capital improvement projects. He repeatedly acknowledged Crockett as a community that has historically been overlooked. Staff felt very positive about the meeting and potential future outcomes.

10c ANNOUNCEMENTS AND DISCUSSION: None

11a WASTEWATER COMMITTEE: The committee met with C&H to discuss the future of wastewater disposal. The Committee is meeting tomorrow (September 14) to continue discussions on options and how a possible joint venture would be structured. Ms. Goodman also attended the meeting as staff.

11b BUDGET & FINANCE COMMITTEE: Budget and finance was discussed under 9.a.

11c INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS: Enforcement actions is to be removed from future agendas and will be addressed on an as-needed basis. Paulsell will begin the Alhambra repair of two segments in October. The West Street sewer line replacement approved by CVSAN (\$125,000) is starting. The repair covers 300 feet.

13. COMMISSIONER COMMENTS:

Commissioner Scott will not be available for the October meeting.

Easement encroachment letter for Pomona to be drafted by Mr. Murdock.

C&H be contacted to clean their fence area.

Sinkhole between Francis and Rose at the top of 5th Street.

13. ADJOURNMENT: The meeting was adjourned at 6:06 PM until October 18, 2023.

Respectfully submitted,
Sonia Rivas, MBA