

# CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

For Review

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## MINUTES OF SPECIAL MEETING OF JULY 17, 2024.

1. CALL TO ORDER: The meeting was opened at 4:06 PM by Chair Manzione. Commissioners present include McDonald, Manzione, Trask, Quade, and Wais. Commissioner Quade sat as a voting member. Commissioner Bartlebaugh was absent (excused). Staff present: District Secretary (DS) Rivas, District Engineer (DE) Murdock, Administrative Services Manager (ASM) Goodman, Sanitary Department Manager (SDM) Barnhill. Board Directors Peterson and Barassi were also present.
2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. PRELIMINARY REVIEW OF PUBLIC HEARINGS: None.
5. CONSENT CALENDAR: Item 5a. was pulled for discussion. Item 5b was approved unanimously.
  - a. Approve minutes of the Special Meeting of June 21, 2024.
  - b. Receive warrant transmittals.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR:
  - a. Approve minutes of the Special Meeting of June 21, 2024. Approved with corrections. (Wais 1<sup>st</sup>, McDonald 2<sup>nd</sup>, 5/0)
- 7a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD AND THEIR COMMITTEES: The Annual Lighting and Landscape special tax of \$50 was continued. The specifications of the election for 2024 were approved and reflect three open seats on the Board: two full-term and one half-term. Declaration of Candidacy statements are being accepted by the County for three seats on the Board for the election on November 5<sup>th</sup>. The filing period is between July 15 – August 9. The number of seats on the Police Liaison Committee was reduced from seven to five. A new resident deputy began on July 1<sup>st</sup>. The role of the district secretary has gone from a part-time to a full-time position.
- 7b. CONSIDER OPPORTUNITIES TO REDUCE THE COMMISSION'S RECOMMENDED FY 2024/25 SEWER USE CHARGES: Staff presented a revised SUC study recommendation upon the request of the District Board for FY 24/25 at the June meeting. Director Peterson identified a potential calculation flaw and presented his findings to support his argument. The main differences were the total number of units and how C&H was considered in the calculations. After an extensive discussion, a motion was made to proceed with the recommended SUC rate increase presented at the June 26 Board meeting. (MacDonald 1<sup>st</sup>, Wais 2<sup>nd</sup>, 4/0, 1 opposed- Trask)
- 7c. UPDATE ON PHONE CALLS FROM THE PUBLIC REGARDING THE SEWER USE CHARGE (SUC): Staff reported that only two phone calls were received regarding the SUC. No written protest letters were received. One caller asked why the meeting was being held after the effective date of July 1<sup>st</sup>. The second

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

caller inquired about the apartment rate increase. Protest must be submitted in writing and include the property APN (Assessor Parcel Number).

- 7d. CONSIDER AND RECOMMEND A PROPOSED CVSAN BUDGET TO THE DISTRICT BOARD: The proposed CVSAN budget was presented and explained. A very detailed discussion was had. Clarifications were made and recommendations were made to improve the strength of the budget for accounting purposes. The ASM expects a mid-year review and update after the accounting reconciliation is completed. The Commission found the budget adequate for pursuing and going into the next fiscal year. A motion was made to move the budget forward to the board; and accept the tentative budget as presented by the Administrative Services Manager. Approved. (MacDonald 1<sup>st</sup>, Wais 2<sup>nd</sup>, 4/0)
- 7e. DISCUSS THE POTENTIAL OF ACCEPTING WINE INDUSTRY WASTEWATER: The District was solicited to consider \$1 million to receive approximately 100 trucks worth of agricultural wine processing wastewater from Napa annually. Deliveries would take place mostly in the fall before wet weather. The wastewater is reverse osmosis, rejected water and contain solids. A permit modification would need to be considered and C&H would have to agree to participate. It was noted that the joint use agreement already anticipates that there may be changes in the mix or flow from Crockett. It was stressed that the revenue be net positive, that there is capacity to handle the project, and that the project should be staff driven. The extra influx of heavy truck traffic could be a significant issue for the community.
- 7f. UPDATE ON CONTRACTED OPERATORS: In anticipation of Valley Operators' last day on October 1<sup>st</sup>, Staff would like to hire a new operator that can handle both Crockett and Port Costa and overlap for training and transition. West County Wastewater is no longer servicing Crockett unless it is an emergency. Staff has met with one company and will be meeting with a second company.
- 7g. DISCUSS STAFFING TRANSITION: Staff has met with the outgoing district engineer to transition outstanding projects. The ASM and SDM are taking on additional tasks.
- 7h. DISCUSS SANITARY DEPARTMENT STAFFING NEEDS: The Interim General Manager has prioritized hiring support staff for the sanitary department. A job description is currently being created. Hiring a general manager is the second priority followed by hiring a recreation manager. Hiring a district engineer is on hold and may be reconsidered by the new general manager.
- 7i. UPDATE ON JOINT USE AGREEMENT NEGOTIATIONS: The JUA negotiation committee continues to meet and make progress. A counterproposal is being prepared. Negotiations are looking promising and Plan B to develop a separate treatment plan has been dismissed.
- 7j. PROJECT UPDATES WITH A LIST OF CURRENT PROJECTS:
- a. MOTOR CONTROL CENTER (MCC) PROJECT: Not much progress has been made. Frisch has submitted invoices for approximately \$35,000 for programming the HMI.
- b. ALEXANDER PARK SEWER PROJECT: The project has been dragging on. A new manhole was part of the project but due to the obstruction by other utility lines on Rolph Drive, the contractor was asked to build a large custom vault with the capacity for a person to stand in. There were several change orders and chargebacks. Vertical stacks were added to allow access at each sewer that enters the manhole to clear blockages or broken pipes. Each project costs \$10,000 individually. The contractor will be charged for the damage they caused. Commissioner Trask left the meeting at this time.
- 8a. UPDATE ON FINANCIAL MATTERS: The cash account balance is \$1,041,092.11.

8b. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: The district engineer noted various pieces of equipment that need attention sooner rather than later. The pump station is out of compliance; the District's flow meter needs replacement; the grit pump is pending repairs; the classifier is not working efficiently and needs repairs; the force main from the JTP to the C&H needs to be inspected and determined if it needs replacement. Other upgrades include painting, adding a new ladder, and clearing the roof. He estimates the costs for all repairs could be approximately \$200,000. There was a sewer lateral spill on Kendall. The contractor was asked to return with a vactor truck to properly clean the street.

An RFQ is recommended to hire a new contractor for sewer overflow spills. The Chair requested a list of risk management issues including whether the District wants to bill property owners for overflow spills. The District's attorney should consider the legality of this potential policy. The question of long-term planning was asked. The DE explained that working in Crockett has always been a catch-up environment with little to no room for future planning.

In his outgoing comments, the DE expressed that he has enjoyed working for Crockett, especially the CVSAN Commission. He has learned a lot but the experience has convinced him not to work in a political job again. Chair Manzione and the Commissioners thanked Mr. Murdock for his time and contribution to Crockett Sanitary.

8c. GOVERNMENTAL MATTERS: None.

8d. ANNOUNCEMENTS AND DISCUSSION: None

9a. WASTEWATER COMMITTEE: The JUA negotiation team continues to meet. The Wastewater Committee has not met.

9b. BUDGET & FINANCE COMMITTEE: The budget committee met with Staff to review and approve the Sanitary Department budget for FY 24/25.

9c. INTER-AGENCY MEETINGS: None.

10. FUTURE AGENDA ITEMS:

- Update on wine wastewater opportunity.
- Initiate a project for a new contract with C&H for their sewer discharge.
- Form an Ad Hoc for an SUC consultant and planning.
- Pursue improved flow metering and data sharing from C&H.
- Hire an engineering specialist to review the sewer use study structure and consider a 5-year equalized rate increase plan.
- Hire a firm to check data on single-family residences, apartment quantities, commercial dischargers, and mixtures.
- 1 Rolph Park Drive repairs.
- Monthly Maintenance Operations Reports.
- Pump Station Grit Detritter Condition report.

11. COMMISSIONER COMMENTS: None.

12. ADJOURNMENT: The meeting was adjourned at 7:05 PM until August 21, 2024.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary

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