

CROCKETT SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, DECEMBER 9, 2020

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORANT NOTICE REGARDING COVID -19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in *Executive Order 33-20* and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time. (See *Resolution No. 19/20-18*)
- The meeting will be conducted via teleconference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below. See end of agenda for information on How to Submit Public Comments.

Agenda packet can be accessed at <https://www.town.crockett.ca.us/2020-12-09-crockett-sanitary-commission-meeting>.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at 1 (669) 900 9128.

Enter the Meeting ID# 820 4248 9846 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM>.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/82042489846> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone, enter Meeting ID# 820 4248 9846.

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 brought up that are not on the agenda may be referred to staff for action or calendared for a future date.)
4. PUBLIC HEARING:
5. CONSENT CALENDAR: Consideration of a motion to approve the following item:
(Items are subject to removal from Consent Calendar by request of any Commissioner on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
 - a. Approve Minutes of October 21 and November 10, 2020
 - b. Consider Status Report on outstanding issues.

6. **ADMINISTRATIVE:**
 - a. Consider report on actions taken by the District Board.
 - b. Appoint new Vice-Chair for 2021.
 - c. Committee appointments for 2021.
 - d. Consider Announcement of Vacancy on the Sanitary Commission.
7. **WASTEWATER:**
 - a. Status report on recent Enforcement Actions.
 - b. Discuss water use and SUC adjustment for 627 Second Avenue.
8. **BUDGET AND FINANCE:**

Consider monthly Summary Worksheet and staff report on financial matters.
9. **REPORT OF DEPARTMENT MANAGER:** *(These items are typically for exchange of information only. No action will be taken at this time.)*
 - a. Operations, maintenance and capital improvements.
 - b. Governmental matters.
 - c. Announcements and discussion.
10. **REPORTS FROM COMMISSIONERS:** *(These items are typically for exchange of information only. No action will be taken at this time.)*
 - a. Wastewater Committee – Members Bartlebaugh and Manzione
 - b. Budget & Finance Committee – Members Wolthuis and Adams
 - c. Inter-agency meetings:
11. **FUTURE AGENDA ITEMS:**

Progress reports as appropriate for new District offices.
Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
Video outreach for FOG and no wipes down drain.
Recommend award of contract(s).
Recommend payment for sewer project(s).
12. **COMMENTS FROM COMMISSIONERS:**
13. **ADJOURNMENT** to January 13, 2021.

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
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MINUTES OF REGULAR MEETING, OCTOBER 21, 2020

1. CALL TO ORDER: The meeting was called to order at 7:02 PM by Chairperson Bartlebaugh. Present were Commissioners Adams, Manzione and Wais, along with Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Also present was Director Kirker. Commissioner Wolthuis was absent.

2. AGENDA ORDER: There were no requests to change the agenda order.

3. PUBLIC COMMENTS: James Barnhill said he is working on a door hanger notice that would be used in addition to the Notice of Violation (NOV) sent to property owners. He said other districts have door hangers in addition to the NOV. He is working on a draft and will bring back next month for approval.

4. PUBLIC HEARING: None

5. CONSENT CALENDAR: The consent items were approved unanimously (mw/ha):
a. Approve Minutes of September 16, 2020.
b. Consider Status Report on outstanding issues.

6.a. DISTRICT BOARD ACTIONS: Director Kirker updated the commission on the progress of hiring a new General Manager. He is proposing to hire multiple people on a part-time basis and split up the job duties. The General Manager would be a part-time position and would not have a lot of sanitary experience, but would have oversight. He is suggesting hiring a District engineer with a sanitary or mechanical background and another person to fill the Administrative Manager position. The Board is still working on the details. There is a possible part-time General Manager candidate that has a heavy sanitary management background. The Board is meeting weekly to move forward in this process. Commissioner Adams asked if you hire part-time employees does that mean you do not have to pay benefits. Director Kirker said that is correct. Commissioner Wais asked if you are working alone or with a consultant on the hiring process. Director Kirker said in order to hire we need to know the salary range and what the job responsibilities are. Commissioner Wais asked if the Board is getting many responses to the ad. Director Kirker said not at this time. Commissioner Bartlebaugh said he thinks hiring a sanitary person would be the way to go due to the workload and then there would be two employees to address the sanitary issues. He is supportive of different approaches that would support all the needs of the District. Commissioner Wais said she is concerned with the money aspect. Director Kirker said the Board is really close to the budget. Commissioner Bartlebaugh said filling the jobs on a part-time basis would be a similar cost structure.

6.b. STATUS REPORT ON RECENT ENFORCEMENT ACTIONS: Mr. Barnhill reported six properties are no longer in violation and received a Certificate of Compliance prior to the sale. He said there are some pending properties that have been on staff's list for a while now. Commissioner Bartlebaugh asked staff how many outstanding properties are still in violation. Mr. Barnhill said there are around 12 properties.

6.c. INTERIM PROCEDURES: No report.

6.d. OFFER TO SETTLE VIOLATIONS: Mr. Barnhill reported the Regional Water Board imposed a mandatory minimum penalty issued for discharge at the Joint Treatment Plant. He confirmed with C&H that the responsibility is theirs. Since C&H and Crockett are both on the permit both parties were required to sign. Mr. Kirker said he signed the Acceptance of Conditional Resolution and sent it back to Tanya at C&H a week ago.

7.a. EXISTING OUTFALL: Mr. Barnhill reported Director Peterson has been dealing with the General Lease of the existing outfall. Director Kirker offered some insight and said in 2009 the District's General Lease for an existing 20-inch diameter sewer outfall in the Carquinez Strait expired. A new application was sent to State Lands and on January 2, 2020 State Lands determined the 2009 application was incomplete and additional information was needed. Director Peterson is currently working with Tanya Akkerman at C&H to renew the lease. Director Kirker said he will keep the commission informed.

7.b. AGREEMENT FOR PROJECT #20-TV: Mr. Barnhill reported the plan is to target 11.65% of the system for inspection. Commissioner Manzione wanted clarification that this is a unit cost contract and L.R. Paulsell will be charging us for the actual length of the specs. Mr. Barnhill said his final price will adjust on his reverse setups. Commissioner Bartlebaugh asked what the last unit price and reverse setup costs were. Mr. Barnhill said he will look for the previous rates. Commissioner Bartlebaugh said in the Agreement there are several places that refer to the General Manager and thought it should be changed to say District Manager. Mr. Barnhill said staff will change it for future agreements. A motion to approve agreement for Project #20-TV with L.R. Paulsell Consulting to clean and televise 9.463 linear feet (11.65%) of sewers for \$17,506.55 carried unanimously (mw/mm).

8.. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. No further report.

9.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported no Sanitary Sewer Overflows (SSO's) in September. He said staff responded to two incidents since last month's report, one at the Crockett Pump Station, engine running, low water pressure, and air pressure tank alarm. The monthly sewer use charge (SUC) payment from C&H has been received. Mr. Barnhill reported the maintenance management contact at West County Wastewater District (WCWD) is out for an undetermined amount of time. Staff has a new contact at WCWD but expect there will be some delays or potential issues in information relay.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

Approve use of door Notice to be posted on properties as supplement to Notice of Violation.

Progress reports as appropriate for new District offices.

Election of Officers.

Approve meeting calendar for 2021.

Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.

Video outreach for FOG and no wipes down drain.

Recommend award of contract(s).

Recommend payment for sewer project(s).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:01 PM until November 10, 2020.

Respectfully submitted,



Susan Witschi
November 2, 2020

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, NOVEMBER 10, 2020

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by Chairperson Bartlebaugh. Present were Commissioners Adams, Manzione, Wais and Wolthuis, along with Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Also present was Director Kirker.

2. AGENDA ORDER: There were no requests to change the agenda order.

3. PUBLIC COMMENTS: None

4. PUBLIC HEARING: None

5. CONSENT CALENDAR: The consent item was approved unanimously (jw/mm):
a. Consider Status Report on outstanding issues.

6.a. DISTRICT BOARD ACTIONS: Director Kirker reported on the actions taken by the District Board in October. He said Emma Sutton has resigned from the District Board. The new office building should be ready by December but he should know more at the next District Board meeting on November 18. Commissioner Bartlebaugh asked about the four new jobs that have been posted. Director Kirker said job tasks can be fulfilled by two or more people. Commissioner Wolthuis said the Sanitary Department funds are strictly to be used for sanitary only. Commissioner Bartlebaugh asked about the new proposed organization chart for the District. Director Kirker said the boxes on the chart represent job duties. Commissioner Wolthuis said funds should not get diverted from the Crockett Sanitary Department. Commissioner Wais said a board member said commissions are spending a lot of money. Director Kirker said the commissions are going to the manager and the board. Apparently, the Board is getting lag time on the minutes. Commissioner Wais said we should have one member from each commission attend Board meetings. Commissioner Wolthuis said he has been a Commissioner for 46 years now and we are not represented very well. Commissioner Bartlebaugh agrees that the Board is not listening to what we have to say. He was expecting to hear more on the Wastewater Operations Manager position. Director Kirker said he cannot make an announcement yet on any of the jobs yet because it is not public knowledge. He said the Crockett Sanitary needs will be fulfilled. He believes the commission will be happy with the results. Commissioner Wolthuis said going forward he wants the funds to be used only for the Crockett Sanitary Department. He believes the Recreation Department was behind the purchase of the Chapel. Director Kirker said the Recreation Department had no involvement in the purchase. Director Kirker said he would like to have a commissioner at the Board meeting so information can get relayed. Commissioner Manzione said in the future he would like to step in for more communication. Commissioner Bartlebaugh asked what was lacking from Crockett Sanitary. Director Kirker said Mr. McDonald saw the need for more office space and the advantage for Crockett to have this new office space. He understands the position from the Sanitary Department was not to acquire property and it was a concern of his and he knows the District needs to justify where the money is spent.

6.b. DOOR NOTICE: Mr. Barnhill presented a door hanger notice to address sewer lateral issues. He would like to reduce the amount of public hearings and recording the Notice of Violation with the County Recorder's Office. Commissioner Adams said he thinks you should go ahead with this. Commissioner Manzione thinks it is a great idea and this should achieve a call from the owner. Commissioner Wais said if there is a deficiency on the property it should be recorded with the County. Mr. Barnhill reported in the future the door hanger would follow a Notice of Violation letter. A motion to approve use of door Notice to be posted on properties as a supplement to Notice of Violation carried unanimously (ha/jw).

6.c. MEETING CALENDAR FOR 2021: A motion to approve the meeting calendar for 2021 carried unanimously (mm/jw).

6.d. ELECTION OF OFFICERS FOR 2021: A motion to nominate Commissioner Manzione for Chairperson and Commissioner Bartlebaugh for Vice-Chair carried unanimously (mm/mw).

7. WASTEWATER: None

8. FINANCIAL REPORT: No report.

9.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported on October 26 West County Wastewater District (WCWD) reported the SCADA had flat lined and flow data was not being recorded. Telstar came out on October 27. The Programmable Logic Controller (PLC) failed. Telstar replaced the PLC and worked to program it. Telstar took the program to work on it at their offices and returned onsite October 28. The pumps were operated to verify SCADA was recording data after Telstar completed the work. Mr. Barnhill said WCWD records the totalizer every Monday and the missing time period can be calculated based on data collected prior since the weather has been stable and dry. Commissioner Manzione asked staff to document the period of time in the flow data when the PLC was not operating. Mr. Barnhill said he will notate the outage in the files once he pulls the data. He said all the locked gates on the way to the Equalization area have been cut. Commissioner Adams asked if the Fire Department has a key. Mr. Barnhill said the Fire Department has the capability to cut through and attach their own lock. Commissioner Adams said there have been three fires in that area recently. Director Kirker added that he called the Sheriff's office after receiving the report of cut chains. He said the Sheriff's Department patrolled the area and found nothing. Mr. Barnhill reported there were no major sewer issues in October with the exception of one minor SSO at the West end of Second Street. He said the spill did not reach land or water and the spill was five gallons. He said he hurt his back on October 27 when he opened the western gate in the Nantucket yard. The gate was jammed closed and had to be forced open.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. ANNOUNCEMENTS AND DISCUSSION: Director Kirker said he received an email from C&H regarding Cogen. A big issue with the Regulatory Commission and C&H. Mr. Barnhill said a dig at 628 Pomona damaged AT&T phone lines. Commissioner Manzione asked if staff has a back up person to mark USA notices. Mr. Barnhill said he is the only who does it at this time.

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Progress reports as appropriate for new District offices.
- Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
- Video outreach for FOG and no wipes down drain.
- Recommend award of contract(s).
- Recommend payment for sewer project(s).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:30 PM until December 9, 2020.

Respectfully submitted,



Susan Witschi
November 20, 2020

CROCKETT SAN. DEPT. STATUS REPORT

DEC

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
Ongoing		Flow data analysis - gather meter data regularly, process flow data, print and archive, update dry weather and wet weather worksheets.	Hydraulic study underway on capacity of collection systems.	Meter calibrations in 2021	JB
Ongoing		Sewer database & repair records - permanent paper and digital records of construction projects.	Paper files through 2018, ICOM maintenance scheduled updates, map and line segment data current thru 6/13	Catalog and archive paper records. Update ICOM3 data records, create new wall map based on changes.	JB
Ongoing		Financial accounting & budget	Adopted FY 20/21	Mid-Year FY 20/21 report in December	GM
Ongoing		JTP cost allocation adjustment - annual review done in April to adjust treatment plant costs based on actual flow.	Allocation complete for April 2019-March 2020	Review in April 2021	JB
Ongoing		C&H diversion analysis - data gathered monthly and records stored with flow data.	current thru 4/20	Verify diversions reported by review of flow data, complete in March 2021.	JB
Ongoing		Creek pollution monitoring - SSMP requires monitoring of large spills that reach the waters of the state. WCWC to perform these services as needed. Insufficient staff to be proactive for collection of baseline data.	BACKLOGGED		WCWD
Ongoing		Manhole maintenance - annual maintenance to site visit known trouble spots to clear brush and debris.	brush & debris cleared	Review Summer 2020	JB

FINANCIAL MATTERS

4/18	F-23	10-year revenue program	updated in 2018	BACKLOGGED	GM
3/18	F-22	Climate change impacts	POSTPONED	Strategic planning in fall	Comm/Board
3/18	F-21	Advance planning renegotiate JUA	POSTPONED	Review JUA in winter	Comm/Board
3/18	F-20	Advance planning for flow reduction C&H	POSTPONED	To Wastewater Committee	WWC

ENGINEERING MATTERS

5/18	E-27	Flyght SCADA with MCC	engineer investigating	To bid October 2020	VW Housen
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<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
12/12	E-26	Protect pump station from floods	POSTPONED	remove bricks by Feb 2021	CIA
5/12	E-25	6" sewer behind Third/Wanda	BACKLOGGED	install access point	Constr. Mgr.
10/10	E-24	Loring pump station alt. power backup	WCWD Power	install generator	WCWD / JB
7/07	E-21	Mercury TMDL	BACKLOGGED	review / research	WWC
4/07	E-20	Pool discharge permitting	BACKLOGGED	create permit	GM / Legal
3/05	E-10	EQ tank rehabilitation	cleaned 9/14	engineers study required	VW Housen & other engin.
6/04	E-9.5	Sewer replacement schedule	2% per year	Wastewater to review 2021	GM / WWC
10/01	E-4	Easement agreement (405 Alhambra)	BACKLOGGED	hire surveyor	GM
8/01	E-3	Edwards Creek tunnel project	COMPLETED	record grant of easement	GM
7/17	E-28	Update contacts with DIR	BACKLOGGED	Contractors must be registered	Constr. Mgr.

ADMINISTRATIVE MATTERS

1/18	A-32	Easement Protection Program	BACKLOGGED	revisit enforcement priority	GM / Board
6/17	A-31	Access & Repair Agreement Program	BACKLOGGED	develop formal program	GM / Board
4/17	A-30	Abandon sewer easement 550 Alhambra	Attorney for language	record abandonment	GM
10/15	A-29	Order protection of easement 515 Winslow	BACKLOGGED	draft letter and request payment of abatement costs	GM
8/15	A-33	Enforcement Procedures - rewrite	BACKLOGGED	Draft and legal review	GM / Legal
9/14	A-34	Grant Easement Transfer 330 Alhambra	BACKLOGGED	draft and record	GM
9/12	A-28	Capacity charge payment plan	POSTPONED	revise fee ordinance	GM / Legal
3/12	A-27	Common lateral ordinance	DELAYED	review ordinance	GM / Legal
2/10	A-26	Capacity charge ordinance	POSTPONED	revise by ordinance	GM / Legal
11/09	A-25	Double permit fees for no permit	drafted	adopt ordinance	GM / Legal
3/08	N-11	Penalties for lateral SSO negligence	BACKLOGGED	develop fines	GM / Board
4/07	A-20.5	Lateral replacement	ON HOLD		GM / Board
11/06	A-19	Safety training requirements	Identify	annual training	JB
3/04	A-16	C&H access requirements	BACKLOGGED	abandon sewers	GM / Legal

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
8/03	A-15.9	Grease trap inspection control program	BACKLOGGED	develop procedures	JB
8/03	A-15.7	Grease traps/FOG	BACKLOGGED	notify commercial kitchens	JB
3/03	A-15	N-00-29 sewer easement	Docs updated	parties to sign	GM / Prop. Owner
3/02	A-14	Encroachment permit (9 Crotona Hgts)	BACKLOGGED	send agreement	JB
2/01	A-11	Sewer main acceptance records	BACKLOGGED	disavow by resolution	GM / Legal
2/99	A-8	West County contract review	ON HOLD	continue with existing	GM / Comm.
5/98	A-4	Emergency binder	BACKLOGGED	Update and revise	GM
6/20	A-33	Letter to railroad re crossing	BACKLOGGED	Protect access to outfall	GM / Legal
1/20	A-34	Outfall lease SLC #25959	Incomplete	Address outstanding items	GM

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ANNOUNCEMENT OF VACANCY

AND INVITATION TO APPLY FOR A SEAT ON THE CROCKETT SANITARY COMMISSION

The District is now taking applications for a vacancy on the Crockett Sanitary Commission. Applicants must be residents of Crockett. Anyone interested should apply by written letter, clearly identifying the applicant by name, street address and Crockett phone number. Applications must contain a statement of interest and qualifications. The deadline to submit applications to the Crockett Community Services District, PO Box 578, Crockett, CA 94525 is January 6, 2021.

The Sanitary Commission will interview applicants on January 13, 2021 and make a recommendation to the Board. An appointment to the Commission will be made later by the District Board of Directors. The term of office is 24 months. Please call Crockett Community Services District at 787-2992 for more information.

December 10, 2020

c:\mydocs\admin\secretary\vacancy.doc

Commissioners: Howard Adams, Scott Bartlebaugh, Mark Manzione, Mary Wais, Jon Wolthuis

6.d.

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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TO: Crockett Sanitary Commission
FROM: Department Manager *JB*
SUBJECT: Status Report on Recent Enforcement Actions
DATE: December 4, 2020

Staff has begun enforcement of Ordinance No. 07-1, the District's building lateral sewer inspection requirement, and has issued Notices of Violation to four property owners with hearings planned for November if no action is taken. In addition, staff has begun mailing Notices of Public Hearing to property owners who have previously been issued violation.

The following properties are no longer in violation and/or received a Certificate of Compliance prior to the sale of the building:

1. 333 POMONA ST– Certificate issued following review of lateral TV.
2. 1325 ROSE ST - Certificate issued after permitted replacement of sewer lateral.
3. 235 VIRGINIA ST - Certificate issued after permitted replacement of sewer lateral.
4. 645 POMONA ST - Certificate issued after permitted replacement of sewer lateral.
5. 19 ROLPH PARK DR - Certificate issued after permitted replacement of sewer lateral.
6. 1979 VISTA DEL RIO - Certificate issued after permitted installation of sewer laterals.
7. 240 DUPERU DRIVE– Certificate issued after permitted repair of sewer lateral.
8. 1014 FIFTH AVENUE– Certificate issued after permitted replacement of sewer lateral.

Properties with Permit, pending repair:

1. 1648 FRANCIS ST– Permit #20-31 issued 11/30/20.
2. 1952 VISTA DEL RIO – Permit #20-3 issued 1/27/20.
3. 420 WINSLOW ST – Permit #17-30 issued 7/26/1. New construction

Properties pending Permit:

1. 475 ALHAMBRA STREET– Permit #19-23 canceled. Pending new permit and repair.
2. 1515 FLORA STREET– Permit not obtained. Notice of Public Hearing to be sent.
3. 625 HEALD COURT – Owner listed property for sale and is planning to repair lateral connection to common private main sewer. Permit not obtained yet. Private main sewer serves four properties.
1. 530 ALHAMBRA STREET– In communication with Dept. Pending Permit and repair.
4. 312 CLARK STREET– In communication with Dept. Pending Permit and repair.

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTC	11/18/20	LATEST FUND REPORT:	11-12-20
-----		-----	
OPERATING FUND 3426		CONSTRUCTION FUND 3427	
-----		-----	
CASH CARRIED FORWARD:	\$501,230.86	CASH CARRIED FORWARD	\$60,036.28
ACTIVITY:		ACTIVITY:	
Warrants (6263-6281)	(\$127,783.66)	Invest Svcs	(\$7.00)
Payroll recov to REC	\$0.00		
Invest Svcs 1st Qtr	(\$59.00)	-----	-----
Levy Code Fee	(\$250.00)	CASH BALANCE:	\$60,029.28
Levy Coll Fee	(\$886.16)	-----	-----
Assr Usecode Fee	(\$104.85)	INVESTED BEGIN BAL.	\$897,558.08
Permits 20-25 & 20-26	\$120.00	Invest Interest	\$1,905.94
		:	
		:	
		-----	-----
		INVESTED BALANCE:	\$899,464.02
-----		-----	
CASH BALANCE:	\$372,267.19	FUND 3427 BALANCE:	\$959,493.30
-----		-----	
ADV ON TAXES:	\$1,360,112.02	:	:
060 Prop tax Beginnir	\$0.00	:	:
No activity		-----	-----
Ending Balance	\$1,360,112.02	CAPITAL RESERVE FUND 3429	
-----		-----	
160 Adv Supp Prop tax	\$0.00	CASH CARRIED FORWARD	\$263.00
No activity	\$0.00		
Ending Balance	\$0.00	ACTIVITY:	
-----		Invest Svcs	(\$1.00)
-----		-----	
INVESTED BEG. BALANCE:	\$2,166,236.31	CASH BALANCE:	\$262.00
Invest Interest	\$5,670.81	-----	-----
		INVESTED BEGIN BAL.	\$71,063.87
		Invest Interest	\$150.91
Ending Balance:	\$2,171,907.12	-----	-----
-----		INVESTED BALANCE:	\$71,214.78
FUND 3426 BALANCE:	\$2,544,174.31	-----	-----
		FUND 3429 BALANCE:	\$71,476.78
TAXES held in 3240:	\$338,262.76	:	:
CO.charges in 3240:	\$0.00	:	:
-----		-----	
ACCURED DEBT OWED TO CVAN:		CONTRACTOR BONDS ON FILE:	
-----		-----	
PCSAN DEPT.	\$452,196.85	32 contractors	\$31,500.00
MAINT DEPT.	\$0.00	:	:

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TO: Commissioners / Board of Directors
FROM: Sanitary Department Manager
SUBJECT: Crockett Sanitary Department Managers Report
DATE: December 4, 2020

JB

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between November 10, 2020 November 30, 2020. The District offices remains closed to the public due to Coronavirus (COVID-19) orders. Social distancing and other safe practices recommended by the CDC and County Health Officer are being followed.

Operation and Maintenance

- There were two Sanitary Sewer Overflows (SSO) in November. On November 4, a five-gallon spill occurred at the South end of Second Ave as was reported to the Commission at the November 10 meeting. On November 27, a 25-gallon spill was reported near the address of 1435 Pomona, the spill appearance point was above the retaining wall near 5th Ave, the estimated volume was 25 gallons and ended up in the dirt area above the retaining wall. WCWD cleared the partial blockage using hydro.
- A Crockett Main Pump Station generator running alarm for was received on November 12.
- A Loring Pump Station high wet well level alarm was received on November 15, WCWD found no issues when they investigated.

Capital Improvements / Projects

- Limited planning activity in November.

Administrative/Financial:

- Barnhill spent 85% of his time towards Crockett Sanitary Department operations. The rest of his time, 15%, was spent on Port Costa business. He worked a total of 105 hours in November with 0 hours of overtime.
