

CROCKETT SANITARY COMMISSION

Regular Business Meeting

AGENDA FOR WEDNESDAY, FEBRUARY 21, 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 brought up that are not on the agenda may be referred to staff for action or calendared for a future date.)

4. 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 January 17, 2024.

6. ADMINISTRATIVE:

- a. Consider report on actions taken by the District Board and their committees.
- b. Approve rerouting the sewer line at Dowrelio Drive.
- c. Discuss 1 Rolph Park Drive – District Office.
- d. Discuss business matters concerning legal counsel.

7. REPORT OF CONSULTING ENGINEER:

8. WASTEWATER:

- a. Discuss options for wastewater treatment and upcoming negotiations.

9. BUDGET AND FINANCE:

- a. Receive warrant transmittals.
- b. Update on budget process for 2024.

10. REPORT OF DEPARTMENT MANAGER:

(These items are typically for the 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.

11. 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:

12 FUTURE AGENDA ITEMS:

- Enforcement letter and policy
- State Audit updates for the collection system
- FOG (fats, oils, and grease) process/policy
- Consider recommended enforcement actions

13 COMMENTS FROM COMMISSIONERS:

14 ADJOURNMENT: to March 20, 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 of at least 48 hours prior to 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.

In accordance with California Government Code Section 54957.5, any writing or document that is a public record relates to an open session agenda item and is distributed less than 72 hours prior to 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.

CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

For Review

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MINUTES OF REGULAR MEETING OF JANUARY 17, 2024.

1. CALL TO ORDER: The meeting was opened at 4:02 PM by Chair Manzione. Commissioners present: Mark Manzione, Scott Bartlebaugh, and Mary Wais. Chair D'Arcy Trask was absent (excused). New members Dale McDonald and Valerie Quade were present. 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: The seating of new commissioners was moved to the front of the agenda. Dale McDonald and Valerie Quade (alternative) were seated and took the Oath of Office. Ms. Quade filled Commissioner Trask's seat in his absence.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: DS Rivas presented a letter submitted by AJ Leonard regarding damage caused by C&H delivery trucks in residential streets. Damage was done on a street that is not a legal truck route; existing signage is not legal and therefore not enforceable. After a brief discussion on unenforceable signage, the Chair suggested that the public attend a Police Liaison Committee meeting.
4. CONSENT CALENDAR: Minutes for November 8, 2023, and December 13, 2023, were approved with amendments. (Wais 1st, Bartlebaugh 2nd, 3/0, 2 abstained, 1 absent).
5. SEATING OF NEW MEMBERS DALE MCDONALD AND VALERIE QUADE (ALTERNATIVE): The item was moved before Public Comments.
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 appointments of Dale McDonald as CVSAN commissioner and Valerie Quade as Recreation commissioner and CVSAN alternate commissioner. Nick Spinner and Diana Martinez ran their first meeting as president and vice president respectively.
- 6b. UPDATE ON STATE AUDIT: The Regional Water Quality Control State Waterboard audit was completed previously by sanitary staff. Responses are completed but staff expect additional follow-up questions. Chair Manzione requested that updates on the audit be added to future agenda items and added officially to the agenda to report when warranted. DS Rivas reminded the commissioners that the then-Chair Trask had requested a copy of the audit questions.
- 6c. REVIEW ENCROACHMENT LETTER AND POLICY: DE Murdock reported that the encroachment policy was sufficient, and no further discussion was needed.

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Commissioners: Scott Bartlebaugh, Mark Manzione, D'Arcy Trask (Chair), Mary Wais

6d. REVIEW ENFORCEMENT POLICY: The DE Engineer expressed a concern that the enforcement letter can be seen as heavy-handed. Vice-Chair Bartlebaugh responded that the letter is a legal instrument and typical of enforcement notifications and did not appear threatening but informative of potential consequences. He suggested that the section on removing the identified connection could be stated earlier in the letter and pointed out that a timeframe to resolve the violation is not included. The letter notifies the property owner to partake in a public hearing. The public hearing process was discussed during a previous meeting. Mr. Bartlebaugh reminded the commission that the Board must request CVSAN to discuss first and make a recommendation to the Board. Chair Manzione offered to provide suggested edits.

Mr. Peterson stated that violation letters were written to reflect the violation type with language pulled from the District Code. In the case where an absentee property owner refuses to take responsibility, utilizing exact Code language and possible imprisonment may be appropriate. Commissioner McDonald stated that there is certain language that is required to alert the person of potential penalties. He supports the enforcement letter as is and also understands the position the DE is in concerning how some property owners may have strong opinions on the tone of the letter.

The previous attorney had rewritten the Code to allow enforcement of such violations because the current code is not enforceable, but the Board rejected the changes because they were considered too harsh and overreaching. Commissioner McDonald suggested that until the Board approves the new language, staff should continue to use the existing template unless the Board determines that the language should be modified.

No action is requested. Mr. Murdock was asked to present the revised Code language and a revised template in the future. Mr. Murdock pointed out two changes: reducing the number of notices regarding the service charge from two to one, and the enforcement section to allow the District to enforce violation corrections.

7 REPORT OF CONSULTING ENGINEER: DE Murdock reported that the consulting engineer Vivian Hausen responded with edits for the Alexander Park sewer line bid. We have an open-ended contract with Ms. Hausen, and she typically increases rates at the end of the year.

8 DISCUSS OPTIONS FOR WASTEWATER TREATMENT AND UPCOMING NEGOTIATIONS: Commissioner Manzione reported that this will also serve as the wastewater committee report. The team continues to meet in preparation for the Joint Use Agreement (JUA) with C&H. The team is reviewing cost allocations through a billing history assessment. An initial observation is that disinfectant is currently being paid 100% by the District but the use of detergent is required to meet permit requirements by the JUA partner as well; therefore, the allocation should be reconsidered.

A technical meeting is scheduled for Friday (January 19). The agenda includes discussions on 1) the electrical power supply, and reliability issues with the power supply; 2) communications; scheduling regular meetings and resuming receiving operation reports and live electronic data on the operations of the plant; 3) reliability and maintenance - status update on recent work performed, current and outstanding plans; 4) plant evaluations on the plant health assessment by an outside engineer. Staff anticipates they will want an update on other funding sources specifically referring to grant opportunities. Also anticipated is an update on where the District is regarding controlling rags and prohibited substances in the Crockett sanitary sewer. With such a large agenda, staff anticipates a follow-up meeting with the desired outcome that all items can be discussed before the larger main meeting.

Chair Manzione reported that the process is comprised of three projects: 1) renegotiating the JUA (deadline is July 2024), 2) the preparation of a draft document of the original agreement

Commissioners: Scott Bartlebaugh, Mark Manzione, D'Arcy Trask (Chair), Mary Wais

with recommended edits as prepared by the negotiating team comprised of commissioners Manzione, Bartlebaugh, DE Murdock and ASM Goodman; 3) present the draft agreement to CVSAN for a recommendation for final approval by the District Board. A draft document could tentatively be presented by April or May.

C&H has expressed an interest in continuing the partnership with the District. While the agreement is set to expire in May 2024, there is a clause that states that services will continue regardless if JUA renegotiations are completed or not. Commissioner McDonald recommended a Letter of Intent to allow an extension of the agreement should the expiration deadline not be met. Mr. Manzione will request a closed session to discuss the JUA edits.

Chair Manzione updated the commissioners that C&H is negotiating a lease renewal with the State Lands Commission; C&H is currently being sued for an odor incident that occurred two years ago; and C&H has asked the District to sign a tolling agreement that states that the District is willing to allow the statute of limitations (September 2024) to expire for them to sue the District. Director Peterson reported that the Board declined to sign the tolling agreement. None of these items are related to the JUA negotiations but were provided as information for the new commissioners.

9a RECEIVE WARRANT TRANSMITTALS: Received. The vice-chair inquired about the Villa Landscape payment. He addressed that the minutes reflected that some transmittals were missing. ASM Goodman will provide the missing transmittals at the following meeting. Ms. Goodman explained the oversight process of checks including that the Board president reviews and compares the checks with the actual invoices, then signs the transmittal reports. There was an incident where Ms. Goodman signed off a transaction for a corrected payroll payment to the county treasurer. When this occurs, the president will return to review any changes. In this instance, Ms. Goodman became ill and was not able to coordinate a second signature. The payment amount that she signed for was adjusted to reflect a lower amount than the originally approved payment that the Board president signed.

The District's CASA membership was renewed. Multiple agencies were discussed that provide training and valuable resources including CASA, California Special Districts Association (CSDA), and the Contra Costa Special Districts Association.

9b UPDATE ON BUDGET PROCESS FOR 2024: ASM Goodman provided an update on the budget process. The budget schedule is expected to be approved by the Board. She will initiate meetings with the budget and finance committee members on their respective budgets. Water data from East Bay MUD has been requested. She is confident that all targets will be met and noted that the budget is due to the County in August. Mr. Manzione suggested that the schedule differentiate sanitary where appropriate.

10a OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: A significant Sanitary Sewer Overflow (SSO) occurred at 535m and 555 Pomona Street with a spillage of 80,000 gallons. The State Waterboard has been notified. There was relatively minimal damage to the properties. The District will be compensating them with a nominal fee for grass seed. East Bay MUD has returned for street repairs with great results.

Alan Strong of Telstar has identified most of the components needed for the MCC (Motor Control Center) and was referred to the design engineer for recommendations for appropriate replacements for the remaining components. As a reminder, the design engineer submitted a contract in August that was approved by both CVSAN and the Board. Mr. Murdock was able to shave \$15,000 from the contract by removing the project management cost since that task will be performed by Telstar. Thomas Frisch was the original design engineer for the MMC project five years ago. The Telstar contract bills as work is performed.

Commissioners: Scott Bartlebaugh, Mark Manzione, D'Arcy Trask (Chair), Mary Wais

SDM Barnhill reported that an estimated 50% of the CCTV project has been completed and the District has been billed for that work, and reporting has been updated. As anticipated, some areas will require attention and staff is careful not to double clean lines. The District is behind on CCTV capture but expects to be caught up by next year. A few home sales were completed without permits. After multiple discussions with various real estate agents, Mr. Murdock felt that the agents recognized the value of the lateral disclosures and transparency for home buyers. Realtors have learned that a lack of disclosure on laterals could result in lawsuits by new buyers. This was more prevalent a decade ago and rarely occurs now.

10b GOVERNMENTAL MATTERS: None

10c ANNOUNCEMENTS AND DISCUSSION: None

11a WASTEWATER COMMITTEE: Chair Manzione listed three special projects as 1) the JUA renewal; 2) C&H billing to the District; and 3) District billing of C&H for their contributions to sewer usage. Mr. Manzione asked if these projects warranted an ad hoc committee since the issues are beyond simple budget and finance. Commissioner McDonald offered to meet with staff to provide some background and hopefully will provide them with enough information to determine if an ad hoc committee is needed.

11b BUDGET & FINANCE COMMITTEE: The committee has not met but hopes to meet with ASM Goodman soon. Commissioner McDonald supported attending outside agency meetings such as the Contra Costa Special Districts Association and offered to share relevant knowledge he gathers from other agency meetings he attends.

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

12 FUTURE AGENDA ITEMS: Commissioners discussed the differentiation of pollutants versus the FOG program. A brief discussion on the purpose and process of future agenda items was discussed. Being cognizant of staff priorities and workloads, staff will bring items to the agenda when attention is warranted and/or a consensus by the Commission. Adding a proposed date to future items can cause additional pressure on a staff of three, especially when unexpected issues arise. IGM Rivas reported that staff has reviewed the Action Plan which has not been updated in a few years. After the initial update, staff stepped back and questioned if many of the items were still relevant. Mr. Peterson confirmed that the Action Plan is staff-generated to keep track of projects. The chair noted that the Future Agenda Items line item is not an action plan nor a schedule for tasks, but a method for all to filter things to put on the agenda.

- Enforcement letter template
- State audit report for the collection system.
- FOG Policy
- District Code enforcement rewrite

13. COMMISSIONER COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 5:48 PM until February 21, 2024.


Respectfully submitted,
Sonia Rivas, MBA

Commissioners: Scott Bartlebaugh, Mark Manzione, D'Arcy Trask (Chair), Mary Wais

CROCKETT COMMUNITY SERVICES DISTRICT

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TO: District Board

FROM: General Manager 

SUBJECT: Final Report on Property Acquisition of Hosselkus Chapel
1 Rolph Park Drive, APN 354-203-002-2

DATE: September 20, 2020

On September 16, 2019, the Crockett Community Services District (“CCSD”) and Wilson & Kratzer Mortuaries parent company Carriage Services, Inc. entered into an Exclusive Negotiation Agreement for the purpose of discussing the potential sale of the above-described real property at 1 Rolph Park Drive in Crockett (Hosselkus Chapel). On August 20, 2020, the purchase was completed, escrow with Old Republic Title Company was closed, and Grant Deed Document #2020-0176775 was recorded with the Contra Costa County Recorder’s Office.

DISTRICT RESPONSIBILITY

The acquired property is owned by the CCSD who has the authority to determine how it is to be used for public benefit. No formal town meeting has been called due to COVID-19 pandemic health orders. Issues of concern that remain are capital improvement and capital replacement projects that need coordinating, ongoing maintenance expenses, and how the costs are going to be split between CCSD departments.

The initial and primary use of the facility will be for new District and Crockett Sanitary Department offices, along with secure garage space for sanitary department use. The Crockett Sanitary Department is considered the anchor tenant and will pay the loan and annual operating and maintenance expenses until additional tenants or shared use is identified. The Port Costa Sanitary Department, Recreation Department, and Maintenance Department would be minor stakeholders benefiting from the shared office space, garage area, parking lot, and future rentals of the chapel. The District Board must still determine the “buy-in” costs along with any allocation of ongoing expenses based on percentage of building use.

FINANCIAL

The property purchase was financed with a loan through Municipal Finance Corporation comprising of \$615,000 in principal balance and \$27,500 for costs of issuance. Installment payments are due bi-annually with the first payment due on February 11, 2021 in the amount of \$21,970.11.

Property acquisition costs totaled \$15,729.25. Board action is needed to determine how these expenses should be allocated. The Crockett Sanitary Department, who paid most of the

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expenses during the acquisition period, expect to recover a portion of the expenses paid to date. See the attached report for breakdown of acquisition expenses. Receipts and payroll records for acquisitions expenses are available in the District office.

The building is treated as an asset with the loan and principal payments considered an annual expense. Accounts have been added to QuickBooks under Crockett Sanitary Department Fund 3426 to track operations and maintenance expenses of this new Administration Building.

The Crockett Sanitary Commission has made their position clear that the Crockett Sanitary Department should only pay its fair share for use of the building, that it alone should not fund or carry the full responsibility for the property. However, during the renovation and construction period accounting would be simplified by having only one department pay for the expenses with fair-share allocation figured out later. The Crockett Sanitary Department budget for FY 20/21 includes \$30,000 set aside for rent which can be reallocated for the loan principal and interest payment to Municipal Finance Company due this fiscal year. In addition, \$46,000 has been budgeted for capital replacement expenses, \$13,236 for operation and maintenance expenses, and \$75,000 for capital improvements through June 30, 2021. Enough funding is in the budget to begin hazardous mitigation and renovation of the new Administration Building.

NEXT STEPS

Staff recommends formation of a renovation ad-hoc committee to stay on top of the renovation and plan for its conversion for use as the District office along with other community use.

Staff recommends holding a town meeting to gather community input on other uses of the building for community benefit.

Staff recommends the Budget & Finance Committee address the acquisition costs incurred and develop a plan to have departments ultimately reimburse the Crockett Sanitary Department, whether sooner or later.

Attachment: Hosselkus - Recoverable costs and staff time spent on property acquisition.

PRELIMINARY TIMELINE

FOR CCSD OFFICE BUILDING REHABILITATION

(Rev. 4-19-2021)

<u>Board</u>	District Board approves purchase & financing	<u>JUL 22</u>
<u>DMcD</u>	Accept and record grant deed	<u>AUG 20</u>
<u>DMcD</u>	Re-key front door lock (Armor Locksmith)	<u>AUG 21</u>
<u>DMcD</u>	Get insurance coverage from CSRMA	<u>AUG</u>
<u>RW</u>	Test & repair backflow prevention (Olivero)	<u>OCT 17-28</u>
<u>KP/MK</u>	Survey of building's condition	<u>OCT 26-27</u>
<u>RW</u>	Remove upstairs carpeting	<u>NOV 7-14</u>
<u>RW</u>	Replace faulty electrical switches	<u>NOV 7</u>
<u>Team</u>	Remove trash	<u>NOV 7</u>
<u>KP</u>	Test HVAC, water heater, plumbing, garage doors	<u>NOV 7</u>
<u>KP</u>	Install alarm system (Denalect)	<u>NOV 24</u>
<u>KP/JM</u>	Re-bidding for asbestos abatement	<u>NOV</u>
<u>JM</u>	Phase 1 asbestos abatement (Synergy)	<u>FEB</u>
<u>KP</u>	Survey of structural damage, water leaks etc.	<u>MAR</u>
<u>JM</u>	Re-bidding roof & deck project	<u>JAN-APR</u>
<u>KP</u>	Remove mortuary sign	<u>APR</u>
<u>KP</u>	Upgrade building security	<u>APR 5-15</u>
<u>KP</u>	Repair garage door openers & get remotes	<u>APR</u>
<u>KP</u>	Clean HVAC ducts	<u>APR</u>
<u>KP</u>	Paint 1 st floor ceilings	<u>MAY</u>
<u>Team</u>	Thorough interior cleaning	<u>MAY-JUN</u>
<u>KP</u>	Install lighting, phone system & wifi	<u>MAY</u>

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
01/02/2024	BILL'S UNDERGROUND	200 Clark Lateral Replacement INV#14159	8,275.00	7096
01/02/2024	EBMUD	1 RPD Acct#86466230369	211.12	7097
01/02/2024	Ground Penetrating Radar Systems, LLC	CCTV Audit INV#725995	2,600.00	7100
01/02/2024	Lincoln National Life Insurance Company	insurance acct#CCSVCD-BL-1564438	72.05	7101
01/02/2024	L.R. PAULSELL CONSULTING	Consulting 23-31 & HPC 23-34	2,595.00	7102
01/02/2024	MEYERS NAVE	Legal Consulting Svcs, Inv# 212335	926.64	7103
01/02/2024	PG&E	Electricity Acct# 6193854060-8	3,322.59	7104
01/02/2024	RONALD D. WILSON	X-mas Dinner Reimbursement	15.40	7105
01/02/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 16	18,084.80	7106
Total FUND 3426 - CV SANITARY - O&M			<u>36,102.60</u>	
TOTAL			<u><u>36,102.60</u></u>	

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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				
01/03/2024	CONTRA COSTA COUNTY TREASURER	CalPERS payment	5,179.34	7107
Total FUND 3426 - CV SANITARY - O&M			5,179.34	
TOTAL			<u>5,179.34</u>	

Foral Hood
1/3/24

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				
01/10/2024	East Bay Municipal Utility District	Attn: Annie Pham, Water Consumption data for FY23 Crockett	234.00	7108
Total FUND 3426 - CV SANITARY - O&M			234.00	
TOTAL			<u>234.00</u>	

Fera Haddad
1/10/24

**CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District**

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
01/16/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll Nbr 17 SPLIT	945.52	7109
01/16/2024	Christian Mathews	Reimbursement for SSO damage to landscape 535 Pomona	41.54	7110
01/16/2024	Campbell Business Solutions	inv#5927, IT support	120.00	7111
01/16/2024	DENALECT ALARM CO.	Alarm 1 RPD Inv#R2251	535.91	7112
01/16/2024	EBMUD	500 Port St. Acct# 55397300001	400.66	7113
01/16/2024	L.R. PAULSELL CONSULTING	inv# 24-2 Progress Payment #2, Inv# 24-1 SSO 535 Pomona	13,831.25	7114
01/16/2024	PG&E	Acct # 6193851060-9	3,864.45	7115
01/16/2024	STATE COMPENSATION INSURANCE FUND	Ins Inv#1001642803 SPLIT	723.49	7116
01/16/2024	Villa's Landscape	Dec Maintenance Inv#CCSD-65	300.00	7117
Total FUND 3426 - CV SANITARY - O&M			<u>20,762.82</u>	
TOTAL			<u>20,762.82</u>	

