

# CROCKETT SANITARY COMMISSION

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, DECEMBER 9, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Manzione. Present were Commissioners Adams, Wais and Wolthuis, along with Asst. Dept. Manager Barnhill, District Engineer Murdock, and Administrative Services Manager Gunkelman. Also present were Directors Bartlebaugh and Kirker.
2. AGENDA ORDER: Director Kirker asked that item 6.a. be moved up after item 3.
3. PUBLIC COMMENTS: Mark Manzione said Scott Bartlebaugh has been appointed to the District Board as Director and due to the rules he has offered his resignation to the Crockett Sanitary Commission.
- 6.a. DISTRICT BOARD ACTIONS: Director Kirker reported on the actions taken by the District Board in November. He said Mr. Bartlebaugh emailed the Reorganization Chart to the Sanitary Commission today and said it should of been called the Responsibility Reorganization Chart because it focused more on the responsibilities of the District. He said the District hired Gaunt Murdock as the Sanitary District Engineer. He is a very hands on type of person that wants to be involved. The consensus of the Board is to do more in-house and spend less on consultants, such as capital projects. Director Kirker said we are looking to rearrange some things so we can accomplish more. Mr. Bartlebaugh said all of the positions that were posted have not been filled yet so you still do not have final costs. Once all positions have been filled you could project the costs and the sanitary commission would be interested in what the new costs are compared to what they had been. Director Kirker said Director Peterson did the cost analysis. He said Vaughn Gunkelman did not have the experience for the Administrative Services Manager position so he was hired at a lower rate. The new hires are on probation for six months and their salary will be negotiated after the probationary period. Gaunt Murdock introduced himself to the commission. Commissioner Manzione thanked Mr. Bartlebaugh for his service on the Sanitary Commission.
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent items were approved unanimously (jw/mw):
  - a. Approve Minutes of October 21, 2020 and November 10, 2020.
  - b. Consider Status Report on outstanding issues.
- 6.b. APPOINT NEW VICE-CHAIR: A motion to appoint Mary Wais as Vice-Chair to the Crockett Sanitary Commission carried unanimously (mm/ha).
- 6.c. COMMITTEE APPOINTMENTS: Commissioner Manzione appointed Commissioners Adams and Wolthuis to the Budget & Finance Committee and Commissioners Manzione and Wais to the Wastewater Committee.
- 6.d. ANNOUNCEMENT OF VACANCY: This item was continued to next month.

7.a. ENFORCEMENT ACTIONS: Mr. Barnhill reported eight properties are no longer in violation of the District's building lateral sewer inspection requirement and received a Certificate of Compliance.

7.b. WATER USE ADJUSTMENT: Mr. Barnhill reported the sewer use charge (SUC) that was entered this year for 625 Second Avenue (Toot's Tavern) was \$7,782 based on water use. He said the owner provided proof that EBMUD's water lateral was broken on the property sidewalk. The owner provided documentation that EBMUD lowered the meter use. Mr. Barnhill said he made an adjustment based on the meter. He adjusted the bill from \$7,782 to \$5,111. The owner will still have to pay their property tax bill on time otherwise they will be delinquent. Once staff has seen proof of payment staff would need to cut a check back to the owner. The owner was concerned that the \$5,111 was still higher than expected. Mr. Barnhill reported that over the past five years on average the SUC has been \$3,811. Director Kirker said he spoke with the owner and the neighbor. He said it does look like there has been a repair done to the sidewalk. He said we need to keep an eye on both payments that have been made by the owner on the tax roll before giving them a rebate. Commissioner Manzione would like to have an agenda item in January for any further discussion on the SUC for 625 Second Avenue.

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

9.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported two sanitary sewer overflows in November. On November 4, a five-gallon spill occurred at the South end of Second Avenue that 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.

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:

- 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 8:12 PM until January 13, 2021.

Respectfully submitted,

*Susan Witschi*

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December 28, 2020