

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

AGENDA FOR WEDNESDAY, OCTOBER 9, 2024

TIME: 6:00 PM – Regular Business Meeting

LOCATION: Port Costa School, 1 Plaza Del Hambre, Port Costa, CA

The Port Costa 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 Committee 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 on a future agenda.)
4. CONSENT CALENDAR: Consideration of a motion to approve the following items:
 - a. Approve Minutes of September 11, 2024.
5. ADMINISTRATIVE:
 - a. Receive report on actions taken by the District Board.
 - b. Receive Self-Monitoring Report cover letter for August 2024.
 - c. Discuss commissioner obligations.
 - d. Update on Field Semester project.
6. BUDGET AND FINANCE :
 - a. Receive warrant transmittals
 - b. Discuss financial matters
7. WASTEWATER :
8. 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.
9. REPORTS/COMMENTS FROM COMMISSIONERS: (These items are typically for the exchange of information only. No action will be taken at this time.)
10. FUTURE AGENDA ITEMS
11. ADJOURNMENT: until November 6, 2024.

Visit our [website](#) for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa.

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, don't hesitate to get in touch with the District Secretary at (510) 787-2992 or by email at districtsecretary@town.crockett.ca.us. Notification at least 48 hours before the meeting or when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Per California Government Code Section 54957.5, any writing or document that is a public record related 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. The Board has designated the District's website located at www.town.crockett.ca.us/meetings as the place for making those public records available for inspection. The documents may also be obtained by calling the District Secretary 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.

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

For Review

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website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, SEPTEMBER 11, 2024.

1. CALL TO ORDER: The meeting was called to order at 6:03 PM by Vice-Chair Cusack. Present were Commissioners Cusack, Klaiber, Scheer, and alternate Martini. Chair Surges and Commissioner List were absent. Alternate Martini served as a voting member. Staff present included Sanitary Department Manager Barnhill, District Secretary (DS) Rivas, and Interim General Manager/Administrative Services Manager (IGM/ASM) Goodman.
2. CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
- 4a. CONSENT CALENDAR: August 13, 2024, minutes were approved as presented. (Klaiber 1st, Martini 2nd, 4/0, 2 absent)
- 5a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported that ASM Goodman was appointed as Interim General Manager; the District Secretary has completed her one-year probationary period; the Personnel ad hoc committee was terminated; an ad hoc committee was created to hire a new general manager and consists of Board President Spinner and Director Martinez. A non-Board action item: Pool Manager Alisa Marias was appointed as Acting Recreation Manager.
- 5b. SELF-MONITORING REPORT: Mr. Barnhill reported that there were no exceedances in July and no spills in August. Valley Operator's last cover letter will be delivered at the end of September. NSU will begin shadowing Valley Operators on Monday, September 16.
- 5c. UPDATE ON CONTRACT OPERATORS: Mr. Barnhill and Ms. Goodman met with NSU and seven key members working on Crockett/Port Costa and they toured all facilities. With NSU's capabilities, many issues can be addressed in-house rather than outsourced which will help with cost controls. NSU offers emergency on-call service because they employ several local employees. Mr. Barnhill is the only qualified staff person to handle emergencies. This will provide relief for him if he becomes ill or is otherwise unable to respond.

NSU provides both operations and maintenance which translates to increased operational efficiency and cost savings by reducing the need to outsource. NSU uses technology that will provide Staff with real time status for all projects. They intend to add remote monitoring at the treatment plant like they do in Marshall. With a fresh set of eyes on the sanitary system, Staff expects some busy months with a series of fix-it projects. The SDM pointed out that the sand replacement could gravitate to the need for a full plant replacement. Ms. Goodman reminded the commissioners

4.a

that NSU has designed and built treatment plants and has their own grant writers that we can tap into.

- 5d. UPDATE ON FIELD SEMESTER PROJECT: IGM reported that the County is waiting for Port Costa's response to the Field Semester's development application. The IGM and SDM have met with the District's engineer and formed the opinion that the sanitary system could not sustain the Field Semester project with the current conditions. The Engineer of Record was asked to prepare cost estimates associated with tying into the system and costs associated with those connections. A Zoom meeting is scheduled for the next day with Staff, our engineer, and the Field Semester project manager.

The District recognizes that it has to provide services to people who are within its zoned district which includes the Field Semester site. The system cannot absorb the project as it stands but if the developer is willing to fix the conditions to allow suitable connections, the District will consider the project.

Commissioner Klaiber inquired about capping maximum capacities. Mr. Barnhill explained that the size of the commercial kitchen and the size of the treatment plant will help to determine capacities. These topics will need to be part of future discussions. Alternate Martini inquired about laundry facilities no one could recall if laundry services were being provided onsite. The District is one of several other departments that will weigh in on the Project's viability with existing resources such as Fire.

- 5e. UPDATE ON POLE FIRE CLAIM: The DS reported that she is almost ready to submit the claim. Commissioner Klaiber understands the various complexities of the electrical fire issue but reiterated her position that the District should not be putting time into filing the claim.

- 6a. RECEIVE WARRANT TRANSMITTALS: Commissioner Scheer asked if the Eurofins lab would continue to test our samples. Mr. Barnhill explained that NSU will likely use their preferred lab which is closer than Eurofins which will also result in cost savings. The charges for Larry Walker are for his regulatory engineering services for the NPDES permit. No further bills are expected.

- 6b. DISTRICT FINANCIAL MATTERS: The IGM stated that until the accounting is completely updated, she continues to report on cash account balances and other relevant financial information. She anticipates being able to resume full monthly reporting at the beginning of the year and explained that the reports may be formatted differently. The LAIF account balance for the District as a whole is \$4,633,404.81. The cash account balance for Port Costa was \$140,645.37 but does not account for the latest warrant transmittals. Maze & Associate has slowed down, but the IGM is still confident that the accounting will be updated by the end of the year. They are currently on 2023 entries. The 2022 audit is expected to be closed as previously reported with no corrections and deficiencies will stand as reported. Former IGM Spinner and Ms. Goodman met with the auditor to note deficiencies and administrative controls that needed to be implemented. The IGM provided a quick summary of the financial position of Recreation and the creative efforts to help raise private funds to help support keeping the pool open longer.

Ms. Goodman reported that with the district engineer vacancy, the SDM has inherited additional work. The District has posted a Sanitary Field Assistant job posting but has not received any applications. NSU does provide supplemental support services which could negate the need for a field assistant. She is running a cost analysis report on this option. Either option is not expected to impact the budget significantly because the budget includes the former district engineer's salary. Ms. Goodman reported that the IGM role did not include an increase in pay.

7. WASTEWATER: ASM Barnhill will be cleaning the scum layer from the septic tank; this is typically done for the pre-wet weather season. Typically, West County is called out to perform this work but there are ways of cleaning the stem layers and the other enclosed chambers that would not require a vacuum truck such as skimmers that sit just slightly submerged below the surface. He will discuss options with NSU. There is a full blanket worth of heavy debris in chamber one which is required to be captured. The slot on the back wall is 36 or 38 inches. If that layer gets too high, or too much volume comes through, debris can blow over into the next chamber and then to the third chamber. The third chamber has nothing substantial and chamber four is clear. There is still a grinding sound in one of the two pumps in the effluent pump. NSU believes it is just a bearing. There is a question if the parts should be taken apart to repair the grinding but this action could risk finding broken parts that have become obsolete.

8a. REPORT OF DEPARTMENT MANAGER: No separate report was made.

8b. GOVERNMENTAL MATTERS: None.

8c. ANNOUNCEMENTS AND DISCUSSION: None.

9. REPORTS/COMMENTS FROM COMMISSIONERS: Vice Chair Cusack thanked the management staff for moving things along.

10. FUTURE AGENDA ITEMS:

- Commissioner's attendance requirements.
- Update on the condition of the sewer line of a recently demolished home. The line will likely be capped and slurried.

11. ADJOURNMENT: The meeting was adjourned at 7:01 PM until October 9, 2024.


Respectfully submitted,
Sonia Rivas, MBA
District Secretary

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830


Date	Name	Memo	Credit	Num
1000 - County Operating Funds				
1020 - Fund 3425 - PCSan - O&M				
09/03/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nmbr 33, Split	<u>1,931.63</u>	1903
Total 1020 - Fund 3425 - PCSan - O&M			<u>1,931.63</u>	
Total 1000 - County Operating Funds			<u>1,931.63</u>	
TOTAL			<u><u>1,931.63</u></u>	

9/3/2024


CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
1000 - County Operating Funds				
1020 - Fund 3425 - PCSan - O&M				
09/08/2024	Campbell Business Solutions	IT Support, Inv#7272 & 7108 Split	56.33	1904
09/08/2024	Lincoln National Life Insurance Company	Sept Life Ins, Split Acct# CCSVCD-BL-1564438	11.73	1905
09/08/2024	L.R. PAULSELL CONSULTING	Inv# PCSD 24-11, Consulting	165.00	1906
09/08/2024	Larry Walker Associates	Port Costa 2024 NPDES Permit renewal consultation fees	2,441.25	1907
09/08/2024	Redwood Public Law	CCSD consultation Inv#11419 Split	107.10	1908
09/08/2024	East Bay Municipal Utility District	FY25 BACWA Membership Fee, Inv# 9009040	2,639.00	1909
Total 1020 - Fund 3425 - PCSan - O&M			<u>5,420.41</u>	
Total 1000 - County Operating Funds			<u>5,420.41</u>	
TOTAL			<u>5,420.41</u>	

9/8/2024


CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1020 · Fund 3425 - PCSan - O&M				
09/22/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 34, SPLIT	202.20	1910
Total 1020 · Fund 3425 - PCSan - O&M			<u>202.20</u>	
Total 1000 · County Operating Funds			<u>202.20</u>	
TOTAL			<u><u>202.20</u></u>	

Jan [Signature]
9/22/24