

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, JUNE 12, 2024.

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Vice-Chair Cusack. Present were Commissioners Cusack, Klaiber, Scheer, and alternate Martini. Commissioners List and Surges were absent (excused). Alternate Martini served as a voting member in place of Surges. Staff present included District Secretary (DS) Rivas and Administrative Services Manager (ASM) Goodman.
2. CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Under advisement from the Interim General Manager, a check for the electrical pole fire replacement has not been cashed. Board member Mackenzie has received information to file the claim through the railroad company. The PCSAN Commissioners requested that Staff move forward with filing the claim.
- 4a. CONSENT CALENDAR: The May 8, 2024, minutes were approved as presented. (Scheer 1st, Klaiber 2nd, 4/0, 1 absent)
- 5a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported. The 1 Rolph Park Drive Ad Hoc committee has been continued. Jeff Airoldi was reappointed to the Recreation Commission. The Sewer Use Charge item was carried over to the following month after a lengthy discussion. The Board approved hiring Maze & Associates for government accounting services.
- 5b. SELF-MONITORING REPORT: ASM Goodman reported no permit exceedances occurred during April.
- 5c. UPDATE ON THE REPLACEMENT OF PERISTALTIC PUMPS: The two pumps have been installed. One of the pre-existing pumps did not survive. The second pre-existing pump was mothballed as a backup. Staff do not anticipate any issues with the pumps for at least ten years.
- 5d. UPDATE ON CONTRACT OPERATORS: Port Costa is losing its long-time operator on October 1st. Staff met with a potential contractor to replace Valley Operators on June 12 who provided assurances that they were ready to step in at a moment's notice. The attached scope of work has been prepared in anticipation of the search for a new operator. A list of certified operators was pulled from the Water Board's website as a starting point. One operator has already submitted a proposal that Staff would like input from PCSAN commissioners.
- 5e. DISCUSS NEWSLETTER DISTRIBUTION: The Commissioners voted against an SUC hike for FY 24/25. Since a Prop 218 mailing is not required, staff provided copies of the newsletter insert for the commissioners to distribute themselves to save on mailing costs. The insert focuses on sewer-related issues and maintenance.

5f. DISCUSS SEWER USE CHARGE (SUC) METHOD OF COLLECTION: PCSAN voted not to increase the SUC but the existing SUC will continue to be collected. The method of collection is through property taxes. This action will be approved at the regular CSD Board meeting on July 24th at 7 pm.

6a. RECEIVE WARRANT TRANSMITTALS: Received.

6b. DISTRICT FINANCES: ASM Goodman has met with the Lighting and Landscape Budget & Finance Committee and is will be contacting Port Costa Budget and Finance reps in the next few weeks. The current cash account balance is \$362,937.46 After the warrants that were just issued for Accounts Payable and Payroll hit the cash account, the balance will stand at \$299,169. A pending loan payment of approximately \$26,000 will be initiated before the closing of the fiscal year.

Staff continue to work with Maze & Associates who are getting the District's finances in order.

7. WASTEWATER: None

8a. REPORT OF DEPARTMENT MANAGER: The contract operator Staff met with focuses on operations and maintenance. Staff have not received any report on issues. There are noticeable weeds forming around the sand beds, and orders have been given to slowly start removing them. A discussion on the sand beds took place, mainly detailing how fragile they are and their role within the treatment plant.

8b. GOVERNMENTAL MATTERS: The NPDES permit was approved by the Water Board with no contest.

8c. ANNOUNCEMENTS AND DISCUSSION: The Field Semester submitted their extensive and comprehensive report a week ago. The report contains 171 pages with additional reports and video. The report considered flow and composting toilets as an alternative option. Much of the information was collected from the District and Port Costa reports. The Stuber-Stroeh Engineering Group, Inc. prepared the report. Staff are currently reviewing the report and have sent the report out to our engineer of record for their input.

9. REPORTS/COMMENTS FROM COMMISSIONERS: None.

10. FUTURE AGENDA ITEMS:

- List and percentage of completed CCTV lines.
- Bull Valley Agricultural Center & Port Costa School.
- Acquire backup effluent pump with capacity to maintain flow to filter beds.

11. ADJOURNMENT: The meeting was adjourned at 6:52 PM until July 10, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary