

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, NOVEMBER 1, 2023

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chair Surges. Present were Commissioners Cusack, Klaiber, List, and Sheer. Staff present included Sanitation Department Manager Barnhill, Interim General Manager (IGM)/District Secretary (DS) Rivas, and Administrative Services Manager Goodman.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: DS Rivas inquired if the meeting time could be moved earlier to 6 pm due to staff lingering until 7 pm. The 6 pm time seemed reasonable and was asked to be placed on a future agenda.
- 4.a CONSENT CALENDAR: Commissioner Scheer commented on the thoroughness of the minutes and thanked staff. Minutes of October 11, 2023. Items were approved with minor changes. (TL 1st, TC 2nd, 5/0)
5. PUBLIC HEARING: None.
- 6a. REPORT ON ACTIONS TAKEN BY THE BOARD: Ms. Rivas announced she was appointed Interim General Manager effective Monday evening. Diana Martinez was appointed to the Board of Directors which created a new vacancy on the Recreation Commission.
- 6b. SELF-MONITORING REPORT: Mr. Barnhill reported that the September monitoring report will be presented next month. No exceedances occurred in September and there were no sewer spills.
- 7a. BUDGET AND FINANCE / WARRANT TRANSMITTALS AND BUDGET UPDATE: Ms. Goodman presented September transmittals. An IRS check was highlighted and explained that this is a shared cost between PCSAN, CVSAN and Recreation.

Ms. Goodman is currently being trained on the budget process and hopes to begin that process in December, but quite possibly may start in January. The County's Workday finance program shows that the PCSAN cash balance is \$53,567.
8. WASTEWATER: Mr. Barnhill reiterated that wastewater maintenance on the generator was discussed at the last meeting. He is waiting for a list of items to address from Valley Operators for wet-weather preparedness.

He is working on a newly mandated 5-year CCTV of Port Costa lines that not only video tapes the lines but doubles as cleaning since the video process is initiated by hydro cleaning. All video capture is stored by PCSAN. He is doing general inspections and will focus CCTV on pipelines of concern.
- 9a. REPORT OF DEPARTMENT MANAGER: Mr. Barnhill said he wants to install a water pump at the treatment plant. Quotes for the installation were received about a year and a half ago but

in-house discussion delayed the work and staff installation was discussed. Mr. Barnhill decided it has taken too long and intends to seek new bids rather than lose more time and face consequences for failure to install the pump. Mr. Barnhill said that one of the main recirculation pumps has become louder and it needs to be inspected again.

Commissioner Surges asked if the maintenance included the loud main pump. Mr. Barnhill shared that during a previous inspection, the pump was louder than the other but it was reported to sound ok at that time. The manufacturer of the pump might be called to inspect the pump.

9b. GOVERNMENTAL MATTERS: CCSD received a request for comments from the County regarding the Field Semester permit. An incomplete proposal was distributed to multiple agencies for comment. The report shows that the request was sent out on October 9th but CCSD only received the reports yesterday (October 31). After careful review by Ms. Goodman, the most relevant portion of the report as it pertains to Port Costa was incomplete. She paraphrased the response: as of today, we are unable to comment in favor for the proposed plans due to missing portions, unknown constraints of our collection and treatment capacity as well as pending additional engineering reports.” The Field Semester had agreed to get another engineering report specifically for sanitary things that would be sent to us and reviewed by our staff as well as our in-house engineer Vivian. Essentially CCSD cannot issue a comment in favor since we did not receive a complete report in time to properly review.

Ms. Goodman shared that due to the amount of information missing, she reached out to the Field Semester project lead and requested a copy of the full report. The report was received but the file was too large to download and review. She will review it as soon as possible.

The Field Semester application is for a rezoning for a planned development permit. There are multiple sections with sanitation as the relevant part for CCAD to consider.

Commissioner Sheer pointed out that when one pulls a permit at the County, they determine the relevant agencies to notify. Ms. Goodman stressed that we needed to be firm in making it clear that CCSD is the agency for sanitation impacts.

9c. ANNOUNCEMENTS AND DISCUSSION: Mr. Surges inquired about vacancies. Ms. Goodman reported the following vacancies: Board is full; Recreation has 1 vacancy; CVSAN has 1 vacancy; Police Liaison has 3 or 4 vacancies. Ms. Rivas shared that we potentially have two applicants for the CVSAN and Recreation.

Ms. Goodman responded to Commissioner Surges that Port Costa residents can participate in the Police Liaison committee. A resident deputy representative attends each meeting and CHP and animal control will attend on an as-requested basis.

10. REPORTS FROM COMMISSIONERS: None

11. FUTURE AGENDA ITEMS:

- Bull Valley Agricultural Center & Port Costa School – scope and costs. This item was discussed earlier under governmental matters.
- Acquire a backup effluent pump with the capacity to maintain flow to filter beds.
- Acquire two replacement peristaltic pumps for chemical dosing.
- Research funding and grant opportunities.
- Report on State Collection System Audit.

12. COMMISSIONER COMMENTS: No comments from commissioners. Mr. Rivas suggested that future agendas merge Commissioner reports and comments sections. This action was approved.

13. ADJOURNMENT: The meeting was adjourned at 7:20 PM until December 6, 2023. Ms. Rivas reminded the commissioners that the December meeting is scheduled one week earlier due to the holidays. Commissioner Surges reminded the group that Port Costa typically hosts a holiday on the first Wednesday in December. Commissioner Sheer reminded the group that they encountered the same conflict in 2022 and the party was moved to the second floor. There was some discussion that the 2023 holiday party was scheduled for either the 6th or 13th. The group confirmed that the meeting will be held on the 6th as scheduled. Mr. Surges will be out of town and will not be able to attend the December meeting.

Respectfully submitted,
Sonia Rivas, MBA