

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

telephone (510) 787-2992

Fax (510) 787-2459

e-mail: DistrictSecretary@town.crockett.ca.us

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, DECEMBER 6, 2023

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by Vice-Chair Cusack. Present were Commissioners List, Sheer, and Klaiber. Commissioner Surges was absent. District Board President Barassi was present. Staff present included Sanitation Department Manager (SDM) Barnhill, Interim General Manager (IGM)/District Secretary (DS) Rivas, District Engineer (DE) Murdock, and Administrative Services Manager (ASM) Goodman.
2. AGENDA ORDER: There were no requests to hear agenda items out of order. There are two Item 9s. The second Item 9 was stricken.
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: Minutes of November 1, 2023. Items were approved with minor changes. (List 1st, Scheer 2nd, 4/0, 1 absent)
5. PUBLIC HEARING: None.
- 6a. ELECTION OF OFFICERS: Motion to keep the existing Chair (Surges) and Vice-Chair (Cusack) in place for 2024 was approved. (List 1st, Scheer 2nd, 4/0, 1 absent)
- 6b. CONSIDER MEETING AND HOLIDAY SCHEDULE FOR 2024.: Ms. Rivas presented the meeting and holiday schedule. She explained that Martin Luther King Day or Cesar Chavez Day as approved holidays is undetermined at this time. She suggested that everyone update their meeting calendars for 2024.
- 6c. CONSIDER REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: None
- 6d. SELF-MONITORING REPORT: The reports are for September and October. No exceedances occurred in October and there was one sewer spill in November.
- 7a. BUDGET AND FINANCE / WARRANT TRANSMITTALS AND BUDGET UPDATE: Ms. Goodman presented November transmittals. She is working on getting summary worksheets. Board Director Peterson is working with Ms. Goodman on training and process and assisting with the budget process schedule for 2024. She is currently working on C&H billing.
- 8.a. WASTEWATER/DISCUSS FIRE DAMAGE AND POWER FAILURE ON NOVEMBER 27, 2023: DE Murdock provided an update on the fire and damage to the electrical pole. The fire resulted in a loss of power. We are currently working with the generator which is typically our backup system. Staff responded as quickly as possible but getting contractors to come out can be challenging. The pole is scheduled to be replaced the next day (December 7). The contractor is in the permitting stage. The County is working on expediting the permit as well. The generator is our backup. Fuel consumption is approximately 20 gallons per day.

Funding for the repairs will most likely be paid from the PCSAN account. The cost of the pole installation is estimated to be \$4,500. Other factors taken into consideration of the total costs include staff time, permitting process, installation, extra fuel, cost of the pole. A rough estimate on the cost is approximately \$15,000. The insurance deductible is \$15,000.

The costs may be calculated into the sewer use charge. The process to calculate the sewer use charge involves calculating projected costs for the next fiscal year and then dividing that amount by the number of rate payers. PCSAN has a very small contingency fund. In 2017, the general manager had reported the contingency amount at \$2,500.

Commissioner List asked about financial assistance from Crockett Sanitary (CVSAN). PCSAN would have to make a formal request.

The property of the fire is owned by the railroad. In response to the question of any recourse to prevent this from happening again was to build a rail or install ballads around the post.

9a. REPORT OF DEPARTMENT MANAGER: Mr. Barnhill reported that the state is requiring CCTV for the entire system, focusing on areas of concern. He anticipates that the entire system may take three years. The water pump needs to be installed. Power outages in general require staff response. In consideration of PCSAN's limited funds, he performs the work necessary as quickly as possible.

A new state order goes into effect in January. The order requires the elimination of oil and grease analysis, and increased chlorine limitations. He is studying the requirements. Commissioner List inquired if smoke tests are able to determine where storm water enters the system. Mr. Barnhill said there was one point in the test where smoke was found but it was not due to a defect in the system. Often the result of random houses with gutters that have not been repaired. The line that runs alongside the creek is a source of concern for I&I and is costly repair. This is a long-term repair as it will require a re-alignment. Commissioner Scheer inquired about line servicing. The line is at the edge of the ditch on the street. It is not deep enough to run lines across it.

The slope of the collection system entering into the septic tank is currently at its minimum already. A lift station is not advisable, drainage should work on gravity if at all possible. A new alignment 1,000 feet will cost approximately \$400 per foot.

ASM Goodman responded that grants to address this issue are not apparent at this time but require deeper research. This would be a huge project and part of long-range planning.

9b. GOVERNMENTAL MATTERS: None.

9c. ANNOUNCEMENTS AND DISCUSSION: Commissioner List asked if any new contractors had been considered. Mr. Barnhill stated that one contractor appeared to have submitted a strong proposal.

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.
- Consider change for meeting time

12. COMMISSIONER COMMENTS: None.

13. ADJOURNMENT: The meeting was adjourned at 7:43 PM until January 10, 2024. DS Rivas reminded the commissioners about the holiday party. Ms. Rivas presented Commissioner List with a "Lit" holiday beanie. He wore it proudly.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary