

# PORT COSTA SANITARY COMMISSION

Regular Business Meeting  
AGENDA FOR WEDNESDAY, NOVEMBER 2, 2022

TIME: 7:00 PM  
PLACE: Port Costa School, 1 Plaza Del Hambre, Port Costa

---

*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 Board 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. PUBLIC HEARING:
5. ADMINISTRATIVE:
  - a. Consider report on actions taken by the District Board.
  - b. Approve meeting schedule for 2023.
  - c. Election of officers for 2023.
6. BUDGET AND FINANCE:

Consider monthly Summary Worksheet and staff report on other financial matters.
7. WASTEWATER:
8. REPORT OF DEPARTMENT MANAGER: (These items are typically for 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 FROM COMMISSIONERS: (These items are typically for exchange of information only. No action will be taken at this time.)
10. CONSENT CALENDAR: Consideration of a motion to approve the following item:
  - a. Approve Minutes of October 12, 2022.
11. FUTURE AGENDA ITEMS:
  - Bull Valley Agricultural Center & Port Costa School – scope and costs.
  - Backup effluent pump with capacity to handle wet weather flow.

12. COMMENTS FROM COMMISSIONERS:
13. ADJOURNMENT to December 7, 2022.

You will find the Minutes of this meeting posted on our website at [www.town.crockett.ca.us](http://www.town.crockett.ca.us)  
Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa on the picturesque Carquinez Strait of the San Francisco Bay.

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, please contact the General Manager at (510) 787-2992. Notification of at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

*In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates 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 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.*

## MEETING SCHEDULES/HOLIDAYS FOR 2023

<i>Commission</i>	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
PLC/Recreation	2	6	6	3	1	5	3	No Mtg	11	2	6	4
Port Costa	11	8	8	12	10	7	12	9	13	11	1**	6**
Crockett Sanitary	18	15	15	19	17	14	19	16	20	18	8**	13**
District Board	25	22	22	26	24	21	26	23	27	25	15**	20**
Memorial Hall												
<i>Holidays</i>												
New Year's	1*											
Martin Luther King	16											
Presidents' Day		20										
Memorial Day					29							
Independence Day							4					
Labor Day									4			
Veterans Day											10*	
Thanksgiving Day											23, 24	
Cesar Chavez Day			31									
Christmas Day												25

\* Observed  
 \*\* One Week Early  
 \*\*\* Tuesday

# 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: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MINUTES OF REGULAR MEETING, OCTOBER 12, 2022

1. CALL TO ORDER: The meeting was called to order at 7:03 PM by Commissioner Cusack. Present were Commissioners Klaiber, and Scheer, along with Dept. Manager Barnhill. Commissioners List and Surges were absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
- 5.a. DISTRICT BOARD ACTIONS: None
- 5.b. SELF-MONITORING REPORT: Mr. Barnhill reported that no exceedances occurred in August and no sanitary sewer overflows occurred in September.
6. FINANCIAL REPORT: Mr. Barnhill reported that the monthly summary worksheet includes debts owed by the Recreation Department. The debt is due to a prior lack of Recreation Department checks and their use of Port Costa Sanitary Department checks.
7. WASTEWATER: None
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that the scum layer in chamber #1 of the septic tank has built up and needs to be removed in preparation for the wet weather season. He said he contacted WCWD to schedule their vacuum truck and crew. The scum layer has been removed twice per year following the tank rehabilitation, the baffles are working well to prevent the floating scum layer from passing to the treatment plant. He said the sludge is settling throughout the first three chambers of the tank, no sludge has been measured in the final (4<sup>th</sup>) chamber. He recommended that staff time be dedicated in planning for sludge removal. Mr. Barnhill recommended dedicating staff time toward researching and obtaining an emergency pump capable of handling town flow in the event of primary influent pump failure.
- 8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None
- 8.c. STAFF ANNOUNCEMENTS: Mr. Barnhill reported that the odor issues in the Crockett are being dealt with and parties involved are working together to remedy the situation.
9. REPORTS FROM COMMISSIONERS: None

---

Commissioners: Tom Cusack, Karren Klaiber, Tom List, Anne Scheer, Joe Surges

10. CONSENT CALENDAR: The consent item was approved unanimously (as/kk):

a. Approve Minutes of September 7, 2022.

11. FUTURE AGENDA ITEMS:

Bull Valley Agricultural Center & Port Costa School – scope and costs.

Acquire backup effluent pump with capacity to maintain flow to filter beds

12. COMMISSIONER COMMENTS:

13. ADJOURNMENT: The meeting was adjourned at 7:38 PM until November 2, 2022.

Respectfully submitted,



Type text here

James Barnhill

October 27, 2022