

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, June 12, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Vice Chairperson Cusack. Present were Commissioners Scheer, Beauchemin and Mann along with Dept. Manager Barnhill and General Manager McDonald. Mr. Surges was absent excused.
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: The Commission received the cover letter for the April electronic Self-Monitoring Report (eSMR). The report was certified and submitted through the California Integrated Water Quality System (CIWQS). No violations occurred in April.
- 5.c. RECEIVE PORT COSTA SEWER USE CHARGE STUDY REPORT FOR FY 2019/20: Mr. McDonald reported that even though a Sewer Use Charge (SUC) increase was not adopted a SUC Study Report is required. He said staff time to complete the report was not substantial. Notification to the public was completed by posting to the newspaper. A consensus of the Commission recommended to the District Board to accept the SUC Study Report for FY 2019/20 (as/jm).
- 5.d. RECEIVE NOTICE OF PUBLIC HEARING: Mr. McDonald reported the Notice of Public Hearing on the budget and on overruling objections will be held on June 26, 2019. The draft resolution overruling objections to the method of collection of sewer service charges for Port Costa was received and will be considered at the Board Hearing.
- 6.a. FINANCIAL REPORT: The Commission received the monthly Summary Worksheet. No questions were raised.
- 6.b. RECEIVE 11 MONTH FINANCIAL AND PRELIMINARY FY 2019/20 BUDGET REPORTS: Mr. Barnhill reported that Chemical expense was increased \$2,500 as a placeholder for the potential treatment of fats oil and grease (FOG), sludge, and H₂S in the septic tank, after the tank is cleaned. Mr. Barnhill said partial septic tank cleaning will continue as needed per Valley Operators request in advance of full tank cleaning. He said the remaining budget for septic tank cleaning is \$43,000. Mr. Barnhill said a full tank cleaning proposal was received, the amount is \$172,723, if baffle repairs are needed that work would be billed on time and material. He said the engineering inspection which is budgeted at \$35,000 cannot be completed thoroughly unless the tank is emptied enough to allow entry. It was decided to bring the septic tank cleaning proposals along with other ideas back to a future meeting. Mr. Mann asked if anything else was changed in the budget report that should be discussed. Mr. McDonald said only minor adjustments were made throughout the budget review process. A minor correction to interest income was noticed and it will be changed before the final is

submitted to the Board. He said the adjustments do not substantially affect the bottom line and end of year balance.

7.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that no Sanitary Sewer Overflows (SSO's) occurred in May. He said Valley Operators reported to him that they continue weeding and plan to use a crew to complete the job. Mr. Barnhill said he received a storm system map from Contra Costa County Public Works. The map shows the alignment of the storm system throughout town, with the apparent bulk of flow originating from the reservoir. The storm line traverses under the school building, crosses Canyon Lake Drive, traveling along the NW side of Canyon Lake Drive parallel to the public sewer. Mr. Barnhill said Valley Operators plan to install the door louver on the wastewater treatment plant (WWTP) pump room door. Mr. Mann said he would like to install the louver, the commission had no objections. Mr. Barnhill gave Mr. Mann a project log and requested to meet Mr. Barnhill in the near future at the WWTP to install the louver. Mr. Barnhill said it was noticed the WWTP pump room ventilation fan only turns on when the lights are switched on. He said the fan should operate continuously to allow fresh air to circulate in the room for operator safety and to vent moisture. He said excessive moisture will contribute to rust buildup. He said Valley Operators plan to disconnect the fan from the light switch to allow continuous ventilation. Mr. Barnhill reported that West County Wastewater District researched the need to add a remote shutoff switch and perform other previously discussed tasks do not pertain to District generators. Mr. McDonald reported that he submitted a declaration statement on a private dispute between property owners on Prospect Avenue. He advised the Commission that Mr. Mann and Mr. Beauchemin would have to recuse themselves from discussions pertaining to the dispute due to their proximity to the properties. He said that Mr. Mackenzie would also have to recuse himself from the District Board for the same reason if the Board has to address the issue.

7.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

7.c. STAFF ANNOUNCEMENTS: None.

8.a. BUDGET & FINANCE COMMITTEE REPORT: None

8.b. INTER-AGENCY MEETINGS: None.

9. CONSENT CALENDAR: The consent item was approved unanimously (as/rb):
a. Approve Minutes of May 8, 2019.

10. FUTURE AGENDA ITEMS:
Consider cancelling August 14 meeting. (July)
Engineering proposal to inspect and assess septic tank.
Receive proposal to pump septic tank and repair baffles.

11. COMMISSIONER COMMENTS: It was mentioned that 58 Canyon Lake Drive, with the sewer under the kitchen, caught fire and was extensively damaged. Mr. McDonald will make sure to check with the County Planning Department that the Port Costa Sanitary Department receives plan notifications similar to Crockett.

12. ADJOURNMENT: The meeting was adjourned at 8:01 PM until July 10, 2019.

Respectfully submitted,

James Barnhill
June 17, 2019