

# PORT COSTA SANITARY COMMISSION

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, JUNE 9, 2021

1. CALL TO ORDER: The meeting was called to order at 7:04 PM by Chairperson Surges. Present were Commissioners Cusack, Klaiber and Scheer, along with Dept. Manager Barnhill, District Engineer Murdock, Administrative Services Manager Gunkelman and Assistant District Secretary Witschi. Commissioner List was 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. SELF-MONITORING REPORT: Mr. Barnhill reported no exceedances in April.

5.b. DISTRICT BOARD ACTIONS: Mr. Gunkelman reported on the actions taken by the District Board in May. The President's Advisory Committee was dissolved. The Recreation special tax was approved.

6.a. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. Mr. Gunkelman reported he transferred \$125K into investment funds.

6.b. PROPOSED BUDGET: Mr. Gunkelman reported interest rates are extremely low right now and they might want to take advantage of paying back the loan to Crockett. Commissioner Surges asked if staff had any numbers they could look at. Mr. Gunkelman said he could put a list up of what the payback schedule might look like with the interest rates right now. Commissioner Scheer said if the Port Costa Sanitary Department had any extra money it should go into a capital account.

7. WASTEWATER: None

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported an incident with a power failure on May 21. He said in the morning PG&E reported a power failure. The generator turned on but did not provide power to the station. The generator was sitting and idling and the transfer switch did not work. He called CD&Power and they found that the Automatic Transfer Switch (ATS) was jammed. In speaking with the technician from CD&Power he learned that the operators were testing the generator monthly, but they were turning the generator on and were not shutting off the main breaker. They are running the engine and it works fine but they have not been testing any of the other components such as the ATS. The ongoing instructions are to test the generator by shutting off the main power breakers.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9. REPORTS FROM COMMISSIONERS: Commissioner Klaiber said it would be a good idea to send a letter out to the residents about flushable wipes. She said you can have the property owners that have tenants that could actually be written up in their lease agreement. Mr. Barnhill said every year staff puts out a Newsletter and it is sent to all the residents in Crockett and Port Costa. Mr. Gunkelman said staff is late sending out the Newsletter this year. Commissioner Scheer said she and Commissioner Cusack have already volunteered to write an article about flushing wipes down the toilet.

10. CONSENT CALENDAR: The consent item was approved unanimously (as/tc):  
a. Approve Minutes of May 12, 2021.

11. FUTURE AGENDA ITEMS:

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:27 PM until July 14, 2021.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
June 10, 2021