

# PORT COSTA SANITARY COMMISSION

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, FEBRUARY 14, 2024

1. CALL TO ORDER: The meeting was called to order at 7:04 PM by Chair Surges. Present were Commissioners Cusack, Klaiber, List, Scheer, and Surges. Staff present included Sanitary Department Manager (SDM) Barnhill, Interim General Manager (IGM)/District Secretary (DS) Rivas, District Engineer (DE) Murdock, and Administrative Services Manager (ASM) Goodman.
2. CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
- 4.a CONSENT CALENDAR: Minutes of January 10, 2024, were approved with no changes. (Scheer 1<sup>st</sup>, List 2<sup>nd</sup>, 5/0)
5. PUBLIC HEARING: None.
- 6a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reminded the commissioners that Nick Spinner is the new President; Director Barassi is now on the Budget and Finance Committee and all other committees remain as they are. The Board approved the reappointments of PCSAN commissioners Klaiber and List. Former general manager Dale McDonald was appointed to the CVSAN commission. Director Peterson announced he would be resigning before the end of his term and has asked Mr. McDonald to consider applying for his seat on the Board. John Mackenzie was nominated for a seat on the LAFCO (Contra Costa Local Area Formation Commission) Board. All commissioners should have received an invitation to CSDA and were encouraged everyone to register and take advantage of the resources available including free training. DS Rivas introduced William Lee Vance, aka Billy Martini, who has submitted his application for alternate commissioner. He will be on the March agenda.
- 6b. SELF-MONITORING REPORT COVER LETTER FOR THE ANNUAL 2023 DATA SUBMISSION: Received. There were two permit violations in 2023. The Enterococcus permit limitation was exceeded in February and the weekly Total Suspended Solids (TSS) exceeded permit limitation in December. The cause for these exceedances is undetermined. In many cases it is difficult to determine the cause of exceedances, Mr. Barnhill said that sampling, handling, and testing are among potential root causes for exceedances. Sampling equipment, sampling, sample transport, and laboratory handling are always potential weak points in quality processes due to potential cross contamination. A minimum penalty of \$3,000 per exceedance is imposed by the Water Board. If it is determined that multiple exceedances occurred due to a singular event, or source, then it is possible for the Water Board to impose one penalty for the group of exceedances. This should not be expected for the two exceedances in 2023 due to the long timespan.

6c. SELF-MONITORING REPORT: Received. There was one exceedance of TSS limitation in December and no spills occurred in January.

6d. CONSIDER CHANGING THE PCSAN MEETING TIME TO 6 PM: Changing the meeting start time from 7 pm to 6 pm was approved unanimously.

7a. BUDGET AND FINANCE / WARRANT TRANSMITTALS AND BUDGET UPDATE:

Received. A \$13,240 check was issued to JP Electric for the repair of the electrical pole for work performed and to maintain good relationships with the vendor. A check was issued to the District to pay for the pole repair pending the final determination of the responsible party. Board Director Mackenzie will be meeting with the railroad company but has had challenges with coordinating a date.

7b. UPDATE ON 2024 BUDGET PROCESS: The budget schedule has been updated with minor adjustments including pushing February dates to March. ASM. Goodman met earlier with the Board budget and finance committee. She hopes to get most things out by next month. Water usage data and other data from the County necessary for the budget has been ordered. She is working closely with staff to prepare a mid-year budget. She is working on four draft operating budgets.

8. WASTEWATER: None.

9a. REPORT OF DEPARTMENT MANAGER: Mr. Barnhill is currently working on the sewer use charge data and expects to have an average number by the next meeting.

Telstar calibrated the discharge flow meter in the treatment plant which took two hours. The calibration is due by March 3<sup>rd</sup>. Telstar has a four-hour minimum charge but because they were in Crockett, staff were able to save Port Costa for two hours by taking them to Port Costa.

Commissioner Surges inquired about flow. Mr. Barnhill responded that the soil is very saturated. December experienced approximately 40,000 gallons per day. The average for last year was 15,000 gallons and now is at 18,000. People are using more water than expected after COVID-19 when people are coming out to Port Costa more frequently. He cautioned that while there is a move towards low-flow toilets, they may cause issues to Port Costa's sensitive system.

9b. GOVERNMENTAL MATTERS: None.

9c. ANNOUNCEMENTS AND DISCUSSION: None

10. REPORTS/COMMENTS FROM COMMISSIONERS: an inquiry regarding the Revive Coffee shop at the District office was made. The shop is doing very well. They are fully insured and permitted. The lease has a significant increase at the one-year mark. This was done to allow time for the business to become established. The housing unit is self-sufficient and utilizes minimal utilities.

There is concern about potential future damage to the newly repaired electrical pole. The pole requires accessibility and cannot be fenced off. The pole is not located in a vehicle-accessible area, but other means of protection will be discussed with the railroad representative.

11. FUTURE AGENDA ITEMS:

- Bull Valley Agricultural Center & Port Costa School – scope and costs.
- 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 changing for meeting time to 6 pm.

12. ADJOURNMENT: The meeting was adjourned at 7:33 PM until March 13, 2024, at 6 pm.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary