

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, MAY 8, 2024.

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Vice-Chair Cusack. Present were Commissioners Cusack, Klaiber, List, Scheer, and alternate Martini. Commissioner Surges was absent (excused). Alternate Martini served as a voting member in place of Surges. Staff present included District Secretary (DS) Rivas and Administrative Services Manager (ASM) Goodman.
2. CONSIDER ITEMS OUT OF ORDER: DS Rivas requested that Items 5, 6c, and 6f be removed. Alternate Martini volunteered to sit on the 1 Rolph Park Drive Ad Hoc Committee. Items 5 and 6f were carryovers from the previous month.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
- 4.a CONSENT CALENDAR: Minutes of April 10, 2024, were approved with edits. Minutes of the Special Meeting of April 22, 2024, were approved with no edits. (List 1st, Scheer 2nd, 5/0)
5. SEATING OF NEW MEMBER WILLIAM LEE VANCE: The item was a carryover from the previous meeting.
- 6a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported. The 1 Rolph Park Drive Ad Hoc committee has been continued. Jeff Airoidi was reappointed to the Recreation Commission. The Sewer Use Charge item was carried over to the following month after a lengthy discussion. The Board approved hiring Maze & Associates for government accounting services.
- 6b. SELF-MONITORING REPORT: ASM Goodman reported no permit exceedances occurred during March.
- 6c. CONSIDER REPRESENTATION FOR 1 ROLPH PARK DRIVE AD HOC COMMITTEE: The item was a carryover from the previous meeting.
- 6d. UPDATE ON RECOMMENDED SEWER USE CHARGES: ASM Goodman explained that staff continues to support an SUC increase recommendation as originally presented in April. While Maze & Associates was hired to help with accounting, the reconciliation process will take time. Ms. Goodman reminded the commissioners that PCSAN's budget has little wiggle room in absorbing new expenses. She cautioned regarding known and unexpected expenses that can significantly impact the budget including the replacement of Valley Operators. A potential new operator submitted an \$8,000 quote for one visit, but Port Costa requires three visits per week. Another concern is the requirement to CCTV all sewer lines and the need to immediately repair issues when they are encountered. Additional frustration was expressed regarding the high cost of sewer maintenance for Post Costa residents. The Commissioners understand that costs have increased but expressed their concerns over the various entries in the report that cannot be confirmed. Staff was directed to find funds elsewhere and suggested utilizing the Rate Stabilization Fund by reducing the amount of the proposed increase of \$13,000 in lieu of raising the sewer charge.

The Commissioners had previously voted against an increase of the SUC for FY 24/25. A motion to revote to oppose an increase was passed. (List 1st, Sheer 2nd, 4/1, Klaiber opposed).

DS Rivas stated that H.R. 7525 Special District Fund Accessibility Act passed and hopes that the District can find funds to help offset some of the costs for Post Costa residents.

6e. DISCUSS CHEMICAL PUMP REPLACEMENT: ASM Goodman reported that two pumps were ordered for a total cost of \$20,000 (including taxes and shipping) and confirmed that funds were available in the PCSAN budget. There will be an additional cost to calibrate the pumps.

6f. REVIEW "HINTS FOR HEALTHY SEWER" FLYER: Item was removed.

7a. BUDGET AND FINANCE / WARRANT TRANSMITTALS AND BUDGET UPDATE: ASM Goodman reported that a cash balance was not available in time for the meeting. Checks for Post Costa Sanitary were reordered.

7b. UPDATE ON 2024/25 BUDGET PROCESS: ASM Goodman reported she has experienced multiple challenges in granting access to Maze & Associates needed to begin the financial reconciliation process. She is working on preparing a good budget that will likely be later than anticipated. She has experienced several roadblocks with accessing records for Port Costa.

A check for approximately \$18,000 has been received for the electrical panel and pole replacement (from the pole fire in November). The check has been on hold until the responsible party is identified. Board Member Mackenzie was finally able to connect with railroad representatives. She will request to deposit the check and seek reimbursement later.

She expects to present a preliminary budget at the June meeting.

8. WASTEWATER: None.

9a. REPORT OF DEPARTMENT MANAGER: No report.

9b. GOVERNMENTAL MATTERS: None.

9c. ANNOUNCEMENTS AND DISCUSSION: None.

10. REPORTS/COMMENTS FROM COMMISSIONERS: None.

11. FUTURE AGENDA ITEMS:

- List and percentage of completed CCTV lines. Ms. Goodman reported that the Field Semester has completed their CCTV inspection, but the footage has not been delivered to Staff yet. This is likely due to their initial assessment of the footage.
 - Bull Valley Agricultural Center & Port Costa School.
 - Acquire backup effluent pump with capacity to maintain flow to filter beds.
 - Contract Operators. Ms. Goodman shared that due to current workflow, assistance from the commissioners to help identify potential operators would be greatly appreciated. Commissioners List and Scheer volunteered to assist.
- Climate change impact on waterfront.

12. ADJOURNMENT: The meeting was adjourned at 7:04 PM until June 12, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary