

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: DistrictSecretary@town.crockett.ca.us

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, OCTOBER 11, 2023

1. CALL TO ORDER: The meeting was called to order at 7:12 PM by Chair Surges. Present were Commissioners Cusack and List. Commissioners Klaiber and Sheer were absent. Staff present included Dept. Manager Barnhill, General Manager Murdock, Administrative Services Manager Goodman, and District Secretary Rivas.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Mr. Jim Cambell presented a petition on behalf of the Port Costa Alliance. The petition expresses opposition to the Field Semester project. Although signatures are not provided, the petition reports 107 individuals signed the petition with an additional 10 opposed but did not sign the document. Mr. Cambell offered to verify signatures with the District Secretary. He plans to present the petition to the District Board. See attachment.
4. CONSENT CALENDAR: Items were approved (TL 1st, TC 2nd, 3/0. Absent: AS and KK)
 - a. Approve Minutes of September 13, 2023.
- 5a. PUBLIC HEARING - 9 RESERVOIR STREET: Mr. Barnhill reported that the property has a deficiency and requires a cleanout with overflow device. Unpermitted materials were found in the pipe and staff has been unable to find permits for this property. Chair Surges reported that the original line ran behind the property and through two other properties. The pipe was terra cotta and subject to damage from roots. The re-routing repair was permitted and performed by the District when it was under the County. Mr. Barnhill imposed a mandatory cleanout and provided the next steps in performing a proper cleanout with overflow device. The commission and staff agreed that the lateral would be acceptable with permitted installation of a proper cleanout with overflow device.
- 5a. PUBLIC HEARING - 47 CANYON LAKE DRIVE: The property owner experienced a clogged sewer several years after his lateral was connected. A contractor was called out to perform repairs. Once the line was opened, a break was discovered to be at the t-connection. General Manager Murdock had consulted with Board Director Kent Peterson who stated that the District Code assigns responsibility for such repairs to the property owner. Mr. Murdock informed the property owner that repairs could be financed through his property tax roll over three years. The confusion is caused by the work required to connect a new line. The main public line needs to be cut out to attach a new T-connection. It is the responsibility of the property owner to connect to competent line in the public main line. A replacement line, on the other hand, would only connect to the T with no need to touch the main line. The property owner argues that much of the main line is damaged and should not be the responsibility of the property owner to repair. Chair Surges supports a new line connection to be the responsibility of the owner but disagrees that a property owner should have to repair damaged main lines when

doing lateral repairs. Mr. Murdock suggested that the Commissioners present this issue to the Board to consider a policy change. Chair Surges recommends that the District pay for two-thirds of the repair and the homeowner pay one-third of the costs. Commissioner List shared that prior to the District's takeover, he was required to repair 50 feet of mainline and no funds were available from the county because the funds had been exhausted. Mr. Murdock shared that the topic will be presented to both Crockett Sanitary and the Board for discussion. The CVSAN meeting is scheduled for October 18. The Board meeting is scheduled for October 25.

6a. REPORT ON ACTIONS TAKEN BY THE BOARD: None.

6b. SELF-MONITORING REPORT: No incidents in August. No spills in September. Flow is currently at 18,000 gallons. Mr. Barnhill compared this number to flow levels of 12K – 13K gallons when he first began working for the District. The increase is likely due to post-Covid-19 activity where more people are coming out to Post Costa businesses.

7a. BUDGET AND FINANCE / WARRANT TRANSMITTALS: Ms. Goodman presented September transmittals and expressed that future transmittals will be more detailed.

7b. DEPARTMENT 2023/24 BUDGET: Ms. Goodman presented the budget that was adopted in July, although the document is labeled as proposed. The overview sheet is for the entire District and is followed by the budget specifically for Port Costa. Chair Surges commented that the salary line item appears to be very high. Mr. Murdock pointed out that if the sewer repair policy changes, it will consume the capital replacement budget of \$3,000. The maintenance and emergency budget is \$22,985 (Section 415.70). Ms. Goodman will be initiating the budget process soon.

8. WASTEWATER: Mr. Barnhill has started with wet-weather preparedness. The generator at the fuel filter pump failed before the first test. An emergency in-line pump was installed so that it will continue to receive fuel. The emergency generator is essential because of frequent power outages. The proper pump was installed today, and service has been restored 100%. The load bank has been completed and the oil has been changed. The starter battery was checked; it is planned to be replaced next year. The emergency fuel pump will be left in place and mounted on the generator frame. It is already wired to run just needs to be plugged in if needed. The load bank is cycled annually and done in mid-October before wet weather. The system auto-cycles for 15 – 30 minutes on Monday mornings. The operators perform additional tests.

9a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: As an early precautionary measure, staff call on West County Wastewater to remove the scum layer in anticipation of rain. This is done twice annually. The commissioners approved staff to move forward with West County Wastewater to be performed in the next month or two. Pump 3 still needs to be installed. Staff have requested repairs for the sump pump discharge line inside the pump room, which is leaking. The grinding noise at pump 1 is being looked at.

9b. GOVERNMENTAL MATTERS: Staff continues to work on the state audit for both Crockett and Port Costa. Staff will present a full report at a future meeting.

9c. ANNOUNCEMENTS AND DISCUSSION: None

10. REPORTS FROM COMMISSIONERS: None

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.
- Acquire two replacement peristaltic pumps for chemical dosing.
- Research funding and grant opportunities.
- Report on State Collection System Audit.

12. COMMISSIONER COMMENTS: Chair Surges requested a status on finding operators. Staff have received only one proposal. Since contractors will perform work for both Crockett and Post Costa, a joint meeting with sanitation commissioners is expected to occur in early 2024 to continue this discussion.

13. ADJOURNMENT: The meeting was adjourned at 7:50 PM until November 1, 2023.

Respectfully submitted,
Sonia Rivas, MBA