

PORT COSTA SANITARY COMMISSION (PCSAN)

of the Crockett Community Services District

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For Review

MINUTES OF REGULAR MEETING, NOVEMBER 6, 2024.

1. CALL TO ORDER - ROLL CALL: Vice Chair Cusack called the meeting to order at 6:00 PM. Commissioners Cusack, Klaiber, List, and Scheer were present. Chair Surges and Alternate Martini were absent (both excused). Staff present included Interim General Manager (IGM) Goodman, Sanitary Department Manager (SDM) Barnhill, and District Secretary (DS) Rivas.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: DS Rivas announced that the Union Pacific Claim for the electrical pole fire was approved. The claim amount is \$21,588.10.
4. CONSENT CALENDAR: The October 9, 2024 minutes were approved as drafted. (List 1st, Scheer 2nd, 4/0, 1 absent)
5. ADMINISTRATIVE:
 - 5A. RECEIVE REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: Reported by DS Rivas. Elena Gomez was appointed to the Lighting and Landscape Commission. The Joint Use Agreement was extended to the end of January 2025. The property at 730 Kendal is on a septic system and was recently sold. The District Code requires that they connect to the District's sewer line. Due to the location, excessive costs to connect to the District's line, and the proposed alternative to manage sewage, the Board approved a deviation from the District Code's connection requirement. Staff met with Caltrans to discuss an Adopt-A-Highway program to continue maintaining the Bridgehead area. A contract with Paulsell was approved for CCTV services in Port Costa. SDM Barhill reported that CCTV is a mandatory program and explained the process he uses to schedule lines for CCTV.

Reported by IGM Goodman: An attorney has been hired to represent the District for air quality and water district fines associated with the odor event in 2022. The volunteer holiday dinner will not be held this year. A suitable date was not available at the community center and the District is not in the best standing at the moment and hosting a party could be considered unwarranted. A potluck is being considered for January. Commissioner Cusack inquired about the cost of the holiday dinner event. Ms. Goodman replied that the actual costs of the event and how it was paid are unclear. DS Rivas suggested an alternative to a potluck rather than bringing random food with random quantities, the attendees may donate funds so that one or two people can

prepare a cohesive meal.

A town hall meeting for Crockett to provide updates on the District and answer questions is being planned. A town hall for Port Costa has not been discussed. The job posting for the recreation manager has been posted and may be hired before a permanent general manager is hired. Three applications have already been received.

5B. RECEIVE SELF-MONITORING REPORT COVER LETTER FOR AUGUST 2024: Reported by SDM Barhill. A failure for Acute Toxicity was reported for August. There is 65% survival on the test. This failure is under the now-expired permit. The current permit no longer requires the Acute Toxicity test. Mandatory minimum penalty for exceedances is \$3,000. The failure reason is unknown. Identifying the source of biological failure is very difficult and could be many things. On a previous failure, EPA visited the District to assess. Unless the source is known, a municipality could expend endless resources searching and testing endlessly. There has been no additional testing or research required for the past incident.

5C. RECEIVE SELF-MONITORING REPORT COVER LETTER FOR SEPTEMBER 2024: Reported by SDM Barhill. September was a dual submission month. Valley Operators submitted their last report and Natural Systems Utilities (NSU) submitted their first report. There was an error on the date by NSU, but the information is correct. The report will need to be resubmitted. NSU's work has been good. They have been working since mid-September, but we have not received an invoice yet. NSU is helpful and asks questions before moving forward with things. He has learned a lot from them as well. NSU has taken ownership and has improved a few things such as cleaning up, changing some chemical dosing stations, and more.

6. BUDGET AND FINANCE:

6a. RECEIVE WARRANT TRANSMITTALS: Received

6b. DISCUSS FINANCIAL MATTERS: The cash account balance is \$127,112.19. The LAIF (Local Agency Investment Fund) has been consistently earning interest rates of just under 5%. As of October 15, 2024, the interest earned is \$54,946.16. Staff have not yet received a breakdown of the percentage allocation to each CCSD department. Accounting firm Maze & Associates has acquired past credit card statements and the final 2022 audit which are crucial for accurate account reconciliation. The audits for 2023 and 2024 still need to be completed and both impact the reconciliation.

7. WASTEWATER: Item will be removed from future agendas.

8. REPORT OF DEPARTMENT MANAGER: Reported by SDM Barnhill.

8a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: The District's Landscaper Let's Dig has been notified to clear the tree growth by the treatment plant. Pump two continues to make a grinding noise. The effluent pumps are outdated and no

longer manufactured. He is waiting on a quote from Pan Pacific to install modern pumps. The cost for the pumps is approximately \$19,000; with installation, the cost increases to approximately \$40,000. The cost seems excessive and has asked Pan Pacific to provide a quote for the installation or repair. NSU has emergency backup pumps. Commissioner List asked about the frequency of the pump rotations. Mr. Barnhill reported that the operators determine the frequency of equipment rotation, and they are being tender with the loud pump. The programmable logic control (PLC) is old and needs to be replaced with upgraded models. Telstar has been asked to provide a quote for the PLC upgrades, and an additional alarm for total power failure that would cover in case the generator did not transfer power. Generators in general have been experiencing failure issues. Port Costa has a 25kw generator compared to Crockett's 150kw generator. Crockett's engine pumps were rebuilt but the fuel tanks were loaded with slime and gunk. Crockett is paying \$4,000 a month for a rental generator while the District's generator is being repaired. Multiple mechanics have reported that the culprit is a biodiesel component in the fuel and appears that there has been an uptick in generator issues because of this. The use of biodiesel components is mandatory. Staff is trying to source a lower percentage of biodiesel grade. The generators normally run every Monday for 15 minutes. It appears that during contractor transition in Crockett, the generator was not maintained and sat for too long. Should Port Costa need a generator rental, the cost should be significantly lower than what Crockett is currently paying. The fuel filters are not an issue as they are part of the fluid management and are replaced annually and are typically done in January. A battery will be purchased to replace the existing four-year-old battery.

8b. GOVERNMENTAL MATTERS: DS Rivas reported the results of the election for the Board of Directors seats. Luigi Barassi will continue for another term. Former general manager Dale McDonald will replace Kent Peterson's seat. Former general manager/district engineer Gaunt Murdock won the two-year seat replacing Diana Martinez.

8c. ANNOUNCEMENTS AND DISCUSSION: IGM Goodman and SDM Barnhill attended the Sewer Summit 2024 virtually and received certificates for regulatory courses. Ms. Goodman was shocked at the regulatory requirement and acknowledged SDM Barnhill's diligent management of the intense regulatory reporting. Mr. Barnhill completes annual reports on his own and one time when other municipalities have 2 or more staff dedicated solely to reporting. She had concerns over the administration and financial management of the District. After taking the courses, she understands the dire need for regulatory management and oversight. As IGM she is doing her best to train and delegate some of her ASM responsibilities to create more time to help with sanitary needs.

9. REPORTS/COMMENTS FROM COMMISSIONERS: Commissioner List reported that he and Commissioner Scheer are on the grant committee. They met with Moonshot Missions, a nonprofit funded by a grant from the EPA. The organization's sole purpose is to find worthy causes to facilitate clean wastewater and clean water. The organization did a site visit as part of their initial assessment of the Port Costa system and will make recommendations on

grants to apply for based on Port Cost's needs and availability of funds. Staff suggested that Port Crockett would be an excellent location as a test bed for multiplier projects. Mr. Barnhill reported that this topic will fulfill the research reequipment for his permit reports.

10. FUTURE AGENDA ITEMS:

11. ADJOURNMENT: The meeting was adjourned at 7:10 PM until December 4, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary