

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

AGENDA FOR WEDNESDAY, AUGUST 14, 2024

TIME: 6:00 PM

LOCATION: Port Costa School, 1 Plaza Del Hambre, Port Costa, CA

The Port Costa Sanitary Commission is an agent of the Crockett Community Services District.

1. CALL TO ORDER - ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS
(The Committee is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. CONSENT CALENDAR: Consideration of a motion to approve the following items:
 - a. Approve Minutes of July 10, 2024.
5. ADMINISTRATIVE:
 - a. Receive report on actions taken by the District Board.
 - b. Receive Self-Monitoring Report cover letter for June 2024.
 - c. Update on contract operator search.
 - d. Update on Field Semester project.
 - e. Update on budget for FY 24/25.
 - f. Update on pole fire claim.
6. BUDGET AND FINANCE :
 - a. Receive warrant transmittals
 - b. Discuss financial matters
7. WASTEWATER :
8. REPORT OF DEPARTMENT MANAGER: (These items are typically for the exchange of information only. No action will be taken at this time.)
 - a. Operations, maintenance, and capital improvements.
 - b. Governmental matters.
 - c. Announcements and discussion.
9. REPORTS/COMMENTS FROM COMMISSIONERS: (These items are typically for the exchange of information only. No action will be taken at this time.)

10. **FUTURE AGENDA ITEMS**

- a. Percentage of CCTV completed.
- b. Climate change impact on waterfront Personnel record policy.

11. **ADJOURNMENT: until September 11, 2024.**

Visit our [website](#) for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, don't hesitate to get in touch with the District Secretary at (510) 787-2992 or by email at districtsecretary@town.crockett.ca.us. Notification at least 48 hours before the meeting or when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Per California Government Code Section 54957.5, any writing or document that is a public record related to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection. The Board has designated the District's website located at www.town.crockett.ca.us/meetings as the place for making those public records available for inspection. The documents may also be obtained by calling the District Secretary at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

For Review

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, JULY 10, 2024.

1. CALL TO ORDER: The meeting was called to order at 6:05 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: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
- 4a. CONSENT CALENDAR: The June 12, 2024, minutes were approved as presented. (Scheer 1st, List 2nd, 4/0, 1 absent)
- 5a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: The role of district secretary was changed from part-time to full-time. The seats on the Police Liaison Committee (PLC) have been reduced from seven to five and currently have two vacancies. The Recreation tax will continue at \$110. Three seats are open on the Board of Directors: two full-term and one half-term. Declaration of Candidacy can be submitted between July 15th and August 9th. Commissioners were encouraged to consider running for the Board or to serve on the PLC.
- 5b. SELF-MONITORING REPORT: ASM Goodman reported no permit exceedances occurred during May.
- 5c. UPDATE ON CONTRACT OPERATORS: ASM Goodman provided an update on requests for quotes for operators and has only received one letter of interest from a fairly large company based in Napa. The company provides a variety of services including water treatment, wastewater operations and maintenance, and utility systems is interested in touring the sites and potentially submitting a quote. A tentative meeting is scheduled for Tuesday, July 23rd in the AM.
- 5d. UPDATE ON FIELD SEMESTER PROJECT: Staff forwarded the Field Semester Project's engineering report produced by Stuber Stroh to the District's contracted engineer for assessment. Staff was not satisfied with the response and will forward the report to a second engineering firm that the District uses. A significant concern is that the flow to the treatment plant is already at near capacity during wet weather. The consulting engineer will assess and make recommendations as to the capacity and capability of additional flow through the treatment plant and the readiness of the collection system that the project would be hooking into. The District uses ICOMM software that automates the pipeline maintenance schedule. Staff receives the schedule, produces work orders, and hands them off to the operators. Staff expects to meet later in the month with the Field Semester project manager.
- 6a. RECEIVE WARRANT TRANSMITTALS: COLA increases will be reflected on the next pay cycle. Larry Walker Associates is a second engineering firm the District uses. They have been working on the NPDES permit and other regulatory items with Staff.

6b. DISTRICT FINANCIAL MATTERS: The District Engineer's last day is August 1st. This will result in a temporary reduction in payroll costs to Port Costa. Staff continues to make progress with reconciling the accounting with Maze & Associates. Staff expects that a full accounting reconciliation will be completed by the end of the year. The Budget & Finance (B&F) Committee met. It was noted that Commissioners Surges and Cusack have been on the B&F committee, but this year, Commissioners List and Scheer served that role.

The ASM elaborated on key items on the budget: \$125,000 was allocated for contract operators with the caveat that it may need to increase. The budget end balance is negative \$1,000 after all expenses are paid. The O&M budget expenditures cover operations and maintenance. Appropriations and capital assets include the O&M budget plus funds that are put away. The ASM cannot verify if any funds were set aside during the last fiscal year and therefore updated the allocations to \$0. These can be updated at the mid-year budget review. PCSAN has three loans issued by CVSAN. One loan is paid off and closed. A payment was made for the most current \$150,000 loan. One loan is outstanding, but the payment history is missing. It is expected that the payment history will be discovered through the accounting reconciliation. PCSAN has a cash balance of \$180,968.56. The cash account may contain payments that were not made. The total amount in the LAIF (Local Agency Investment Fund) account is unclear but could range between \$50k - \$400k. Since the Commissioners did not get to review the budget, all approved the budget as discussed.

7. WASTEWATER: None

8a. REPORT OF DEPARTMENT MANAGER: It has been determined that the electric pole fire that happened in December is on railroad property. For that reason, the Board has decided not to deposit the check from a private party for expenses incurred for the repair of the pole. A Board member has met with a railroad representative who provided him with information to file a claim. There was concern about the difficulty in working with railroads and insurance companies in general.

The Personnel Committee is working on hiring a new general manager, but no hire date has been set. A new general manager will have a wider scope of work than previous managers. A recruiting company may be considered to help with, or manage, the hiring process. An appropriate salary also needs to be determined. With the loss of the district engineer, the sanitary department will be severely understaffed. Hiring a second sanitary person is extremely important and ideally would be hired long before the wet weather season.

8b. GOVERNMENTAL MATTERS: No report.

8c. ANNOUNCEMENTS AND DISCUSSION: The DS reported that today was her "registration" day. She was born in Mexico. Often in foreign countries, a person's birthday is the date they are officially registered through their local clerk's office.

9. REPORTS/COMMENTS FROM COMMISSIONERS: A short discussion was had regarding the \$110 recreation tax specifically because the only real benefit to Port Costa residents is a discounted rate for the pool. There have been discussions that the new recreation manager hire should create revenue-generating programs and creating programs in Port Costa.

10. FUTURE AGENDA ITEMS:

- List and percentage of completed CCTV lines.
- Climate change impact on waterfront.

11. ADJOURNMENT: The meeting was adjourned at 7:00 PM until August 14, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

July 30, 2024

William Burrell
Water Resource Control Engineer
San Francisco Bay Regional
Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, CA 94612

**SUBJECT: Self-Monitoring Report Submittal for June 2024 for Crockett Community Services
District (CCSD) WWTP Port Costa, CA**

The Legally Responsible Official (LRO) for CCSD is James Barnhill, contact phone number (510) 787-2992. The Chief Plant Operator is Nicholas Gaunt with Valley Operators, a licensed California Wastewater Treatment Plant Contract Operator (40029), contact phone number (925) 698-4636.

The CCSD Port Costa WWTP contracts laboratory testing with Eurofins Environmental Laboratories, Inc., which is an ELAP, certified lab. All sampling and testing analysis records are maintained and available for inspection during normal business hours at the contract lab located at 5063 Commercial Circle Suite H, Concord, CA 94520-8577 (925) 689-9022.

The monthly and second quarter report for June 2024 has been uploaded to the CIWQS website.


During the month of June, no exceedances occurred. The second quarter bioassay was not completed.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designated to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Prepared by:

Legally Responsible Official:


Nicholas Gaunt,
Chief Plant Operator


James Barnhill
Port Costa Manager

cc: Casey Wichert, Valley Operators

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
07/01/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 29, SPLIT	<u>2,020.55</u>	1873
Total FUND 3425 - PC SANITARY - O&M			<u>2,020.55</u>	
TOTAL			<u><u>2,020.55</u></u>	

[Handwritten Signature] 7/1/2024

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
07/02/2024	Lincoln National Life Insurance Company	Workers Comp Ins, Split	35.20	1874
07/02/2024	L.R. PAULSELL CONSULTING	Inv # PCSD 24-7 and Inv # PCSD 24-8	2,700.00	1875
07/02/2024	Sonia Rivas	Retirement reimbursement, split	70.34	1876
07/02/2024	STATE COMPENSATION INSURANCE FUND	Inv# 1001642808, workers comp SPLIT	160.77	1877
07/02/2024	U.S. BANK	Credit Card Payment May and June 2024, SPLIT	1,113.14	1878
Total FUND 3425 - PC SANITARY - O&M			<u>4,079.45</u>	
TOTAL			<u>4,079.45</u>	

[Handwritten Signature] 7/2/2024

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
07/16/2024	ALLIANT INSURANCE SERVICES	Insurance, SPLIT INV# 2706958	48.00	1879
07/16/2024	Campbell Business Solutions	IT svcs, Inv#s 6072, 7123, 7400, SPLIT	945.94	1880
07/16/2024	CONTRA COSTA CO AUDITOR-CONTROLLER	LAFCO Net Cost Appnt. FY2024-25, SPLIT	129.37	1881
07/16/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 30, SPLIT	380.50	1882
07/16/2024	LINCOLN FINANCIAL GROUP	Life Ins, SPLIT Acct# CCSVCD-BL-1564438	23.46	1883
07/16/2024	L.R. PAULSELL CONSULTING	INV# PCSD 24-9, high pressure cleaning	1,950.00	1884
07/16/2024	STATE COMPENSATION INSURANCE FUND	INV# 1002363119, SPLIT WC INS	188.51	1885
07/16/2024	V.W. Housen & Associates	Inv# 1555, Assist with annual report April 2024, SPLIT	486.00	1886
Total FUND 3425 - PC SANITARY - O&M			<u>4,151.78</u>	
TOTAL			<u>4,151.78</u>	

7/16/2024

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1020 · Fund 3425 - PCSan - O&M				
07/18/2024	Maze & Associates	Inv#s 53301 & 53394, May and June Accounting Svcs	995.48	1887
Total 1020 · Fund 3425 - PCSan - O&M			<u>995.48</u>	
Total 1000 · County Operating Funds			<u>995.48</u>	
TOTAL			<u><u>995.48</u></u>	

fena Hood
7/10/24