

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

Regular Business Meeting

AGENDA FOR WEDNESDAY, DECEMBER 4, 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 November 6, 2024.
5. ADMINISTRATIVE:
 - a. Election of Officers.
 - b. Consider Meeting and Holiday Schedule for 2024.
 - c. Receive Self-Monitoring Report cover letter for October 2024.
 - d. Receive report on actions taken by the District Board.
6. BUDGET AND FINANCE :
 - a. Receive warrant transmittals.
 - b. Discuss financial matters.
7. WASTEWATER :
8. REPORT OF DEPARTMENT MANAGER: *(These items are typically for exchanging 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
11. ADJOURNMENT: until January 8, 2025.

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.

MEETING SCHEDULES/HOLIDAYS FOR 2025

<i>Commission</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>June</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
Recreation (6 pm) 1st Mon	6	3	3	7	5	2	7	None	8*	6	3	1
Personnel (4 PM) 2nd Tue	14	11	11	8	13	10	8	12	9	14	4*	9
Police Liaison (7 PM) 2nd Tue	14	11	11	8	13	10	8	None	9	14	4*	9
Port Costa Sanitation (7 PM) 2nd Wed	8	12	12	9	14	11	9	13	10	8	5*	3*
Lighting & Landscaping (7 PM) 3rd Tue	21	18	18	15	20	17	15	19	16	21	18	16
Crockett Sanitary (4 PM) 3rd Wed	15	19	19	16	21	18	16	20	17	15	12*	10*
District Board (7 PM) 4th Wed	22	26	26	23	28	25	23	27	24	22	19*	17*
Holidays - Offices are closed.												
New Year's (Mon)	1											
Martin Luther King (Mon)	20											
Presidents' Day (Mon)		17										
Cesar Chavez Day (Mon)			31									
Memorial Day (Mon)					26							
Juneteenth (Wed)						19						
Independence Day (Fri)							4					
Labor Day (Mon)									1			
Veterans Day (Tue)											11	
Thanksgiving Day (Thu & Fri)											27,28	
Christmas Day (Thu)												25

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>
1000 - County Operating Funds				
1020 - Fund 3425 - PCSan - O&M				
11/03/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 37, SPLIT	1,813.24	1924
Total 1020 - Fund 3425 - PCSan - O&M			1,813.24	
Total 1000 - County Operating Funds			1,813.24	
TOTAL			1,813.24	

Jan [Signature]
11/3/24

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				
11/06/2024	CALTEST ANALYTICAL LABORATORY	October 2024 monthly analytical testing	1,135.45	1925
11/06/2024	California Assoc. of Sanitation Agencies	Membership renewal, 50:50 split	1,405.00	1926
11/06/2024	Eurofins Calscience	October monthly analytical, TSS and etero	291.75	1927
11/06/2024	Let's Dig, Inc.	Remove and dispose of 30-yards of waste at PC treatment and septic sites	926.00	1928
11/06/2024	Maze & Associates	Aug 2024 svcs Inv# 53476, SPLIT	525.40	1929
11/06/2024	Natural System Utilities - CA Inc.	Contract Operator Svcs October 2024	6,495.00	1930
11/06/2024	L.R. PAULSELL CONSULTING	INV# 24-14	450.00	1931
11/06/2024	PG&E	acct# 2704121327-6	378.10	1932
11/06/2024	TELSTAR INSTRUMENTS, INC.	Alarm Testing, Inv#124068	1,116.00	1933
11/06/2024	V.W. Housen & Associates	Inv# 1580 & 1507, SPLIT	1,323.50	1934
Total 1020 - Fund 3425 - PCSan - O&M			14,046.20	
Total 1000 - County Operating Funds			14,046.20	
TOTAL			14,046.20	

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11/6/24

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				
11/18/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 38, SPLIT	229.35	1935
11/18/2024	U.S. BANK	Credit Card payment 9.22-10.22.24, SPLIT	499.51	1936
Total 1020 - Fund 3425 - PCSan - O&M			<u>728.86</u>	
Total 1000 - County Operating Funds			<u>728.86</u>	
TOTAL			<u>728.86</u>	

Jan Hoel
11/18/24