

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, APRIL 10, 2024

1. CALL TO ORDER: The meeting was called to order at 6:03 PM by Chair Surges. Present were Commissioners Klaiber, List, Surges, and alternate Martini. Commissioner Scheer arrived at 6:20. Commissioner Cusack was absent. Staff present included District Engineer Murdock, Sanitary Department Manager (SDM) Barnhill, and Administrative Services Manager (ASM) Goodman.
2. CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
- 4.a CONSENT CALENDAR: Minutes of March 13, 2024, were approved with minor edits. (Klaiber 1st, List 2nd, 4/0, 2 absent)
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: ASM Goodman reported on behalf of DS Rivas. Two commissioner appointments were approved. The Board signed a letter of support for Hour Bill H.R. 7525 which officially recognizes special districts and allows them to apply for federal funds. A yellow book audit was presented to the Board, which is a preliminary audit that requires two CPAs to sign the findings. The 2022 audit is incomplete because a significant amount of information is missing. She further explained that income has not been inputted since August of 2022. The Board approved the ASM to contract with a government accounting firm to help in updating accounting records to current. Our attorney Richard Pio Roda left Meyers Nave with several other attorneys to form a new minority legal firm, Redwood Public Law. The Board signed a contract with Redwood Public Law for legal services. The split was amicable, and the District will continue to be able to utilize both agencies. A resolution was passed, nominating Director Mackenzie to be considered for the open Board seat on LAFCO.
- 6b. SELF-MONITORING REPORT: SDM Barnhill reported that there were no permit exceedances during February and no spills in March.
- 6c. CONSIDER REPRESENTATION FOR 1 ROLPH PARK DRIVE AD HOC COMMITTEE: ASM Goodman reported that the Board has discussed possibly creating an ad hoc to address the future of 1 Rolph Park Drive (current District office). Director Mackenzie, CVSAN Chair Manzione, and Recreation Commissioner Choquette have volunteered to serve on the committee. She expressed that since PCSAN pays a portion of the loan for the building, they should be represented in the discussions. The purpose of the ad hoc is to identify a scope of work and create a plan for the ultimate use of the building. The dates, time or frequency of the meetings will be determined by the committee at its first meeting. Staff will coordinate the first meeting. Ms. Goodman described 1 Rolph Park Drive as a two-story building that was previously a mortuary and contains a chapel. The upstairs space was previously designed

as a three-bedroom apartment and currently serves as sanitary staff office space. There is a significant amount of space on the first floor. The commissioners were invited to visit the building. Commissioner Martini expressed his interest in participating in the ad hoc committee.

6d. UPDATE ON RECOMMENDED SEWER USE CHARGES: Mr. Barnhill presented the Sewer Use Study Report. The report is in draft form and pointed out that green highlights are to be determined pending solidifying financials. As the audit resulted in an incomplete report, Staff has to work backwards to input figures. Items with an Asterix note that expenses cannot be projected until the financial forensic accounting can be completed. Short of these highlighted items, the report is structurally sound. The final calculations are preliminary.

Mr. Barnhill reported that highlighted items in the report include the costs for sewage treatment (page 6 on the report- projected 24/25 expenses) will likely almost double and noted the cost could increase from \$4,600 to approximately \$8,000 per month. This will serve as a placeholder until actual costs are received. Valley Operators perform this service three times a week. He is in discussions with a possible replacement.

Ms. Goodman explained that the accuracy of the carryover cash cannot be confirmed. In addition, she is hesitant to include reserve funds because the accuracy of the amount is also unclear. In summary, Staff is not confident in income or carry-over values but is very confident with future expenses.

Mr. Barnhill explained the complex calculation used to determine the SUC. The current rate is \$2,345. The proposed increase is \$114. Should PCSAN not approve a rate increase, the restaurants will still incur increases which could range from \$4,000 - \$9,000 in additional charges.

Staff clarified that an ADU (additional dwelling unit) does not count if it does not meet certain criteria. Staff have not conducted an assessment of possible non-compliant ADUs in Port Costa, as it is not something the district is legally able to do. Inspections occur only if an owner of a parcel requests an inspection or if they fall under Ordinance 07-1 Transfer of Ownership. A question was asked about units that pay for two laterals but should only be charged for one. DE Murdock explained that the homeowner can request a consideration for a refund and explained the process including a public hearing before the District Board. Mr. Barnhill explained Ordinance 07-01 which is a transfer of ownership of a property. This ordinance restricts when the District can inspect a property. Chair Surges requested an inspection of his property as he stated he has been charged for 2 units instead of 1 and believes he may be entitled to a refund.

6e. DISCUSS CHEMICAL PUMP REPLACEMENT: Staff has found a new Watson Marlow peristaltic pump at a cost of \$8,545 not including tax and shipping through the company Misko. Short of seeking one through the used market, there is no competition in the market to negotiate a better price. The used market is not recommended. A different company quoted \$27k - \$29k. Mr. Barnhill noted that the cost does not include installation. The District uses Telstar for meter calibration and troubleshooting latter logic and will likely be the company to perform the installation and calibration of the new pumps. The item was discussed in a previous meeting where it was approved to move forward with the purchase.

6f. REVIEW "HINTS FOR HEALTHY SEWER" FLYER: Commissioner Martini suggested images to supplement the text. Staff reminded everyone that the annual Prop 218 mailing includes a newsletter that covers much of the same information. The mention of medication was applauded. Commissioner Klaiber suggested that landlords add this flyer to their lease agreements. Facial tissue should be added to the list of non-flushable items.

7a. BUDGET AND FINANCE / WARRANT TRANSMITTALS AND BUDGET UPDATE: ASM

Goodman reminded commissioners that check runs are typically run a minimum of twice a month. Commissioner Surges suggested that staff request a refund for the emergency phone that was not working for six weeks from before Christmas through February. SDM Barhill explained that the emergency phone service was changed to cellular service in 2017. Copper theft has occurred on six separate occasions. The suspected vehicles used were described as an older forest-green Ford Ranger and a blue van.

7b. UPDATE ON 2024 BUDGET PROCESS: ASM Goodman change the Budget Update item to District Finances. Due to the financial state of the District, she is working on a roll-up budget which includes big items such as capital improvements. The current fiscal year budget did not account for additional staff. She will need to adjust for this and approve a new budget before approving a new budget for FY 24/25. Challenges faced with the budget process include the focus on the audit, the SUC, the lack of income input for two years, and the lack of reconciliation of the District's accounting. The County is no longer producing the monthly statements but Staff has been informed that the County is working on a workaround. A timeframe has not been determined.

Commissioner Scheer expressed her hesitation with approving a rate increase if the District is not aware of current funds. A discussion was had on the upcoming known expenses, the existing aging sewer system, and a limited reserve balance. The accounting firm will be able to reconcile the financials, but the time of completion is unsure. Port Costa will incur some of the reconciliation costs that have not been accounted for in the proposed increase.

8. WASTEWATER: None.

9a. REPORT OF DEPARTMENT MANAGER: Mr. Barnhill has received the draft NPDES permit for review from the state. He has only two days to review 107 pages of data, limitations on the chemical and output of TSS, and more data. On a positive note, the State has removed the acute toxicity and oil and grease testing requirement. PCSAN has paid fees ranging from \$6,000 - \$9,000 in the past. The State has added pesticide testing (DDE, DDD, and Dieldrin). The costs for this testing are significantly lower than testing for acute toxicity.

9b. GOVERNMENTAL MATTERS: None.

9c. ANNOUNCEMENTS AND DISCUSSION: None.

10. REPORTS/COMMENTS FROM COMMISSIONERS: Ms. Goodman reported that Board President Spinner approved depositing the check for the electrical pole file since the meeting with the railroad keeps getting pushed out.

11. FUTURE AGENDA ITEMS:

- Hints for a Healthy Sewer review
- Percentage of completed CCTV cleaning.
- Bull Valley Agricultural Center & Port Costa School – scope and costs.
- Acquire a backup effluent pump with the capacity to maintain flow to filter beds.
- Acquire two replacement peristaltic pumps for chemical dosing. This item was removed.
- Research funding and grant opportunities.
- Report on State Collection System Audit.

12. ADJOURNMENT: The meeting was adjourned at 7:25 PM until April 10, 2024, at 6 pm.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary