

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

Regular Business Meeting

AGENDA FOR WEDNESDAY, NOVEMBER 6, 2024

TIME: 6:00 PM – Regular Meeting

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 October 9, 2024.
5. ADMINISTRATIVE:
 - a. Receive report on actions taken by the District Board.
 - b. Receive Self-Monitoring Report cover letter for August 2024.
 - c. Receive Self-Monitoring Report cover letter for September 2024.
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
11. ADJOURNMENT: until December 4, 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

P.O. Box 578 - Crockett, CA 94525

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website: www.town.crockett.ca.us

For Review

MINUTES OF REGULAR MEETING, OCTOBER 9, 2024.

1. CALL TO ORDER: Chair Surges called the meeting to order at 6:04 PM. Commissioners Cusack, Klaiber, List, Scheer, and Surges were present. Alternate Martini was absent (excused). Staff present included District Secretary (DS) Rivas and Interim General Manager (IGM) Goodman.
2. CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
- 4a. CONSENT CALENDAR: September 11, 2024, minutes were approved with corrections (spell out acronyms). (Scheer 1st, Cusack 2nd, 5/0)
- 5a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported that minutes will note the names of speakers as per the request of the Board.
- 5b. SELF-MONITORING REPORT: This report was not made available in time for the meeting.
- 5c. DISCUSS COMMISSIONER OBLIGATIONS: This item was carried to the next meeting.
- 5d. UPDATE ON FIELD SEMESTER PROJECT: As reported by the IGM. The developer has submitted a 700-page report and several CCTV videos of the system as required by the County. Staff have met twice with the developer. The collection system cannot absorb the project as proposed. The developer has been informed that connecting to the Port Costa system would require upgrading the existing system or adding a new line along the center of the street. Either option could benefit Port Costa. A final alternative would be the use of a septic system.
- 6a. RECEIVE WARRANT TRANSMITTALS: Received. No discussion.
- 6b. DISTRICT FINANCIAL MATTERS: As reported by the IGM. Work with Maze & Associates is expected to continue past December. The accountants need the 2022 audit, but the report has not been received from the auditor. A significant amount of accounting was halted in August 2022 which triggered the need for the accounting firm's assistance. The SDM was instrumental in keeping the District in compliance with regulatory permits for the last few years.
7. WASTEWATER: None.
- 8a. REPORT OF DEPARTMENT MANAGER: IGM Goodman reported that Valley Operators are wrapping up compliance issues. Natural Systems Utilities (NSU) have hit the road running. Their mobile app allows instant project status. They are very communicative and do not hesitate to ask questions. NSU will be using their preferred local lab which will result in cost savings for the District.
- 8b. GOVERNMENTAL MATTERS: None.

8c. ANNOUNCEMENTS AND DISCUSSION: None.

9. REPORTS/COMMENTS FROM COMMISSIONERS: Commissioner List contacted Moonshot Missions for assistance in identifying sewer-related grants. They will schedule a site visit and will assist in identifying what is needed and relevant grants to apply for. IGM Goodman suggested that he consider the Rodeo Renewal Fund which is receiving \$10 million over 13 years.

10. FUTURE AGENDA ITEMS:

- Commissioner responsibilities.


11. ADJOURNMENT: The meeting was adjourned at 6:44 PM until November 6, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

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				
10/02/2024	Campbell Business Solutions	IT Svcs, SPLIT, Inv#s 7856, 7857, 7777, 7766	294.43	1911
10/02/2024	Eurofins Calscience	Inv#5700193540, Lab Testing	1,354.25	1912
10/02/2024	L.R. PAULSELL CONSULTING	Inv#24-12 HPC, and Inv#24-13 Consulting	2,005.00	1913
10/02/2024	Sierra Chemical Company	Inv# 152030, Chemicals	1,474.22	1914
10/02/2024	Valley Operators, LLC	Service fee August 2024 and buckets	4,664.93	1915
10/02/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 35, Split	1,789.37	1916
Total 1020 - Fund 3425 - PCSan - O&M			<u>11,582.20</u>	
Total 1000 - County Operating Funds			<u>11,582.20</u>	
TOTAL			<u>11,582.20</u>	

10/2/2024


CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

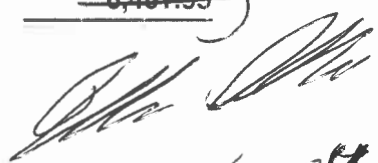
<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
1000 - County Operating Funds				
1020 - Fund 3425 - PCSan - O&M				
10/17/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 36, SPLIT	199.15	1917
10/17/2024	CONTRA COSTA COUNTY TREASURER	CalPERS arrears, SR & JG SPLIT	2,269.42	1918
Total 1020 - Fund 3425 - PCSan - O&M			<u>2,468.57</u>	
Total 1000 - County Operating Funds			<u>2,468.57</u>	
TOTAL			<u><u>2,468.57</u></u>	

John David
10/17/24

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				
10/17/2024	CONTRA COSTA COUNTY TREA...	Netchex Payroll nbr 36, SPLIT	199.15	1917
10/17/2024	CONTRA COSTA COUNTY TREA...	CalPERS arrears, SR & JG SPLIT	2,269.42	1918
10/17/2024	Sierra Chemical Company	Chemical supply, INV#153429	452.92	1919
10/18/2024	Eurofins Calscience	Testing, INV# 5700198498 (aug & sep 20...	1,349.75	1920
10/18/2024	Maze & Associates	Inv#53476 &53549, Accounting SPLIT	547.10	1921
10/18/2024	UNDERGROUND SERVICE ALERT	Inv# 1389102024, membership fee 2024	33.54	1922
10/18/2024	SDRMA	Medical Benefits for employees, SPLIT	1,610.07	1923
Total 1020 - Fund 3425 - PCSan - O&M			6,461.95	
Total 1000 - County Operating Funds			6,461.95	
TOTAL			6,461.95	

~~6,461.95~~
~~6,461.95~~ } 3,993.38
~~6,461.95~~

 10/17/2024

Trial Balance

Organization Contra Costa County
Periods FY 2024-25 : 01 Jul - 12 Jun
Ledger Actuals
Ledger Account/Summary 0010:CASH
 0530:WARRANTS PAYABLE
Accounting Worktag 342500 PORT COSTA SANITARY DEPT
Book Operating Book
Company Currency USD
Translation Currency USD
Run 10/07/2024 04:31 PM

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	281,826.31	150,597.92	131,228.39
0530:WARRANTS PAYABLE	0.00	60,140.92	67,928.75	(7,787.83)
Total	0.00	341,967.23	218,526.67	123,440.56