

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, SEPTEMBER 11, 2024.

1. CALL TO ORDER: The meeting was called to order at 6:03 PM by Vice-Chair Cusack. Present were Commissioners Cusack, Klaiber, Scheer, and alternate Martini. Chair Surges and Commissioner List were absent. Alternate Martini served as a voting member. Staff present included Sanitary Department Manager (SDM) Barnhill, District Secretary (DS) Rivas, and Interim General Manager/Administrative Services Manager (IGM/ASM) Goodman.
2. CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
- 4a. CONSENT CALENDAR: August 13, 2024, minutes were approved as presented. (Klaiber 1st, Martini 2nd, 4/0, 2 absent)
- 5a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported that ASM Goodman was appointed as Interim General Manager; the District Secretary has completed her one-year probationary period; the Personnel ad hoc committee was terminated; an ad hoc committee was created to hire a new general manager and consists of Board President Spinner and Director Martinez. A non-Board action item: Pool Manager Alisa Marias was appointed as Acting Recreation Manager.
- 5b. SELF-MONITORING REPORT: Mr. Barnhill reported that there were no exceedances in July and no spills in August. Valley Operator's last cover letter will be delivered at the end of September. Natural Systems Utilities (NSU) will begin shadowing Valley Operators on Monday, September 16.
- 5c. UPDATE ON CONTRACT OPERATORS: Mr. Barnhill and Ms. Goodman met with NSU and seven key members working on Crockett/Port Costa, and they toured all facilities. With NSU's capabilities, many issues can be addressed in-house rather than outsourced which will help with cost controls. NSU offers emergency on-call service because they employ several local employees. Mr. Barnhill is the only qualified staff person to handle emergencies. This will provide relief for him if he becomes ill or is otherwise unable to respond.

NSU provides both operations and maintenance which translates to increased operational efficiency and cost savings by reducing the need to outsource. NSU uses technology that will provide Staff with real time status for all projects. They intend to add remote monitoring at the treatment plant like they do in Marshall. With a fresh set of eyes on the sanitary system, Staff expects some busy months with a series of fix-it projects. The SDM pointed out that the sand replacement could gravitate to the need for a full plant replacement. Ms. Goodman reminded the commissioners

that NSU has designed and built treatment plants and has their own grant writers that we can tap into.

- 5d. UPDATE ON FIELD SEMESTER PROJECT: IGM reported that the County is waiting for CCSD's response to the Field Semester's development application. The IGM and SDM have met with the District's engineer and formed the opinion that the sanitary system could not sustain the Field Semester project with the current conditions. The Engineer of Record was asked to prepare cost estimates associated with tying into the system and costs associated with those connections. A Zoom meeting is scheduled for the next day with Staff, our engineer, and the Field Semester project manager.

The District recognizes that it has to provide services to people who are within its zoned district which includes the Field Semester site. The system cannot absorb the project as it stands but if the developer is willing to fix the conditions to allow suitable connections, the District will consider the project.

Commissioner Klaiber inquired about capping maximum capacities. Mr. Barnhill explained that the size of the commercial kitchen and the size of the treatment plant will help to determine capacities. These topics will need to be part of future discussions. Alternate Martini inquired about laundry facilities no one could recall if laundry services were being provided onsite. The District is one of several other departments that will weigh in on the Project's viability with existing resources such as Fire.

- 5e. UPDATE ON POLE FIRE CLAIM: The DS reported that she is almost ready to submit the claim. Commissioner Klaiber understands the various complexities of the electrical fire issue but reiterated her position that the District should not be putting time into filing the claim.

- 6a. RECEIVE WARRANT TRANSMITTALS: Commissioner Scheer asked if the Eurofins lab would continue to test our samples. Mr. Barnhill explained that NSU will likely use their preferred lab which is closer than Eurofins which will also result in cost savings. The charges for Larry Walker are for his regulatory engineering services for the NPDES permit. No further bills are expected.

- 6b. DISTRICT FINANCIAL MATTERS: The IGM stated that until the accounting is completely updated, she continues to report on cash account balances and other relevant financial information. She anticipates being able to resume full monthly reporting at the beginning of the year and explained that the reports may be formatted differently. The Local Agency Investment Fund (LAIF) account balance for the District as a whole is \$4,633,404.81. The cash account balance for Port Costa was \$140,645.37 but does not account for the latest warrant transmittals. Maze & Associate has slowed down, but the IGM is still confident that the accounting will be updated by the end of the year. They are currently on 2023 entries. The 2022 audit is expected to be closed as previously reported with no corrections and deficiencies will stand as reported. Former IGM Spinner and Ms. Goodman met with the auditor to note deficiencies and administrative controls that needed to be implemented. The IGM provided a quick summary of the financial position of Recreation and the creative efforts to help raise private funds to help support keeping the pool open longer.

Ms. Goodman reported that with the district engineer vacancy, the SDM has inherited additional work. The District has posted a Sanitary Field Assistant job posting but has not received any applications. NSU does provide supplemental support services which could negate the need for a field assistant. She is running a cost analysis report on this option. Either option is not expected to impact the budget significantly because the budget includes the former district engineer's salary. Ms. Goodman reported that the IGM role did not include a pay increase.

7. WASTEWATER: ASM Barnhill will be cleaning the scum layer from the septic tank; this is typically done for the pre-wet weather season. Typically, West County is called out to perform this work but there are ways of cleaning the stem layers and the other enclosed chambers that would not require a vacuum truck such as skimmers that sit just slightly submerged below the surface. He will discuss options with NSU. There is a full blanket worth of heavy debris in chamber one which is required to be captured. The slot on the back wall is 36 or 38 inches. If that layer gets too high, or too much volume comes through, debris can blow over into the next chamber and then to the third chamber. The third chamber has nothing substantial and chamber four is clear. There is still a grinding sound in one of the two pumps in the effluent pump. NSU believes it is just a bearing. There is a question if the parts should be taken apart to repair the grinding but this action could risk finding broken parts that have become obsolete.

8a. REPORT OF DEPARTMENT MANAGER: No separate report was made.

8b. GOVERNMENTAL MATTERS: None.

8c. ANNOUNCEMENTS AND DISCUSSION: None.

9. REPORTS/COMMENTS FROM COMMISSIONERS: Vice Chair Cusack thanked the management staff for moving things along.

10. FUTURE AGENDA ITEMS:

- Commissioner's attendance requirements.
- Update on the condition of the sewer line of a recently demolished home. The line will likely be capped and slurried.

11. ADJOURNMENT: The meeting was adjourned at 7:01 PM until October 9, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary