

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, May 8, 2019

1. CALL TO ORDER: The meeting was called to order at 7:05 PM by Acting Chairperson Mann. Present were Commissioners Scheer and Beauchemin along with Dept. Manager Barnhill and General Manager McDonald. Mr. Surges was absent excused. Mr. Cusack arrived at 7:15 PM and he took over the roll of Chairperson at item 6.b.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Director Barassi was in attendance as a member of the public. He said he came to stay up to date on the issues in Port Costa.
4. PUBLIC HEARING: None.
- 5.a. DISTRICT BOARD ACTIONS: Mr. Barnhill reported that the District Board adopted Ordinance No. 19-1 establishing informal bidding procedures under the Uniform Cost Accounting Act AB 2249. The Board also approved the increase to Excess Liability coverage from \$5 million to \$10 million. The Port Costa Sanitary Department will contribute an estimated \$195 annual share of the premium increase.
- 5.b. SELF-MONITORING REPORT: The Commission received the cover letter for the March electronic Self-Monitoring Report (eSMR). The report was certified and submitted through the California Integrated Water Quality System (CIWQS). No violations occurred in March.
- 5.c. COST ALLOCATION RATES FOR FY 2019/20: Mr. McDonald invited the Port Costa Sanitary Commission to choose a representative to participate in a meeting to develop Cost Allocation Rates for FY 2019/20, he said Mr. Cusack is slated to represent the Recreation Department. Mr. Mann showed interest in representing Port Costa and Ms. Scheer expressed interest in also attending the meeting. Mr. McDonald said the meeting will be public and anyone can attend. He said any other commissioner in attendance will have to adhere to the Brown Act and refrain from speaking since Mr. Mann and Mr. Cusack will represent their respective commissions.
- 6.a. FINANCIAL REPORT: The Commission received the monthly Summary Worksheet. No questions were raised.
- 6.b. RECEIVE 10 MONTH FINANCIAL AND PRELIMINARY FY 2019/20 BUDGET REPORTS: Mr. Barnhill said the Septic Cleaning FY18/19 was reduced from \$25,000 to \$2,000 as the project was moved to FY 19/20 increasing the budget line item from \$20,000 to \$43,000. Mr. Mann asked if anything else was changed in the budget report that should be discussed. Mr. McDonald said only minor adjustments were made throughout the budget review process and the only large adjustment is the one Mr. Barnhill described. He said the adjustments do not substantially affect the bottom line and end of year balance.

7. CONSIDER THREE YEAR CONTRACT OPERATOR SERVICES AGREEMENT: Mr. Barnhill said Valley Operators reviewed the proposed contract extension, gave feedback on the O&M Manual, and also requested a rate increase from \$4,000 to \$4,400 per month for their services. Concern was raised regarding the weed and grass buildup in the sand filter beds. Ms. Scheer asked if there is a guiding document that Contract Operators are supposed to follow. Mr. Barnhill said he had already brought concerns to the operators and they are to follow the O&M Manual. Mr. McDonald said Exhibit A covers contractor requirements. Mr. Barnhill said Exhibit A refers to the O&M Manual and he would email Exhibit A to the Commissioners. A motion to recommend signing the three year contract effective October 1, 2019 through October 1, 2022 between the District and Valley Operators, LLC was unanimous (jm/as).

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that no Sanitary Sewer Overflows (SSO's) occurred in April. The Commission discussed their concern that the weeding at the sand beds has not been kept per standards. Mr. Barnhill said Valley Operators reported to him that they held off on the weeding due to the high volume of water because of the heavy rains. Valley Operators said they planned to wait until the beds dry before weeding. Mr. McDonald said the security system was activated by two skateboarders on the wastewater treatment plant (WWTP) property. He responded to the alarm and told the trespassers to depart. Mr. Barnhill said he was able to see the storm system culvert behind 92 Canyon Lake when he was onsite inspecting the sewer lateral that was replaced. The culvert is within 10 feet and runs parallel to the public sewer, the storm system and the sewer system are at a similar elevation to each other.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None.

9.a. BUDGET & FINANCE COMMITTEE REPORT: None

9.b. INTER-AGENCY MEETINGS: None.

10. CONSENT CALENDAR:

a. Approve Minutes of April 10, 2019.

b. Receive Status Report on outstanding issues. Mr. Barnhill said he will delete Engineering Matter 7/16 E-8 NPDES Reissuance – Discharge study since it will be years before the NPDES reissuance will need to be addressed. He said Maintenance Matters 3/16 Remove all sludge – septic tank is now pending proposal and he will change that item. He said he wants to delete Maintenance Matters Condition of plumbing at plant since the condition will be assessed under item 7/12 M-3 Clean/paint plumbing. The consent items were approved unanimously with changes to the Status Report as reported (rb/jm):


11. FUTURE AGENDA ITEMS:

Engineering proposal to inspect and assess septic tank.

12. COMMISSIONER COMMENTS: None.

13. ADJOURNMENT: The meeting was adjourned at 8:10 PM until June 12, 2019.

Respectfully submitted,


James Barnhill
May 28, 2019