

PORT COSTA SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, APRIL 13, 2022

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in *Executive Order 33-20* and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time. (See *Resolution No. 19/20-18*)
- The meeting will be conducted via teleconference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at (669) 900-9128.

Enter the Meeting ID# 882 2629 4980 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://us02web.zoom.us/j/kenWF9bXVW>

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/88226294980> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone and enter Meeting ID# 882 2629 4980.

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 Board 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. PUBLIC HEARING:

5. ADMINISTRATIVE:

a. Consider report on actions taken by the District Board.

b. Receive Self-Monitoring Report cover letter for February 2022.

6. **BUDGET AND FINANCE:**
 - a. Consider monthly Summary Worksheet and staff report on other financial matters.
 - b. Consider proposed sewer use charge for 2022/23 and comment on Sewer Use Charge Study Report.
 - c. Consider mid-year budget for FY 2021/22.
7. **WASTEWATER:**
8. **REPORT OF DEPARTMENT MANAGER:** (These items are typically for 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 FROM COMMISSIONERS:** (These items are typically for exchange of information only. No action will be taken at this time.)
10. **CONSENT CALENDAR:** Consideration of a motion to approve the following item:
 - a. Approve Minutes of March 9, 2022.
11. **FUTURE AGENDA ITEMS:**
 - a. Bull Valley Agricultural Center & Port Costa School - scope and costs.
12. **COMMENTS FROM COMMISSIONERS:**
13. **ADJOURNMENT** to May 11, 2022

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us
Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa on the picturesque Carquinez Strait of the San Francisco Bay.

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, please contact the General Manager at (510) 787-2992. Notification of at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates 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 <https://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 Manager, 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.

March 27, 2022

William Burrell
Water Resource Control Engineer
San Francisco Bay Regional
Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, CA 94612

SUBJECT: Self-Monitoring Report Submittal for February 2022 for Crockett Community Services District (CCSD) WWTP Port Costa, CA

The Legally Responsible Official (LRO) for CCSD is James Barnhill, contact phone number (510) 787-2992. The Chief Plant Operator is Nicholas Gaunt with Valley Operators, a licensed California Wastewater Treatment Plant Contract Operator (40029), contact phone number (925) 698-4636.

The CCSD Port Costa WWTP contracts laboratory testing with Eurofins Environmental Laboratories, Inc., which is an ELAP, certified lab. All sampling and testing analysis records are maintained and available for inspection during normal business hours at the contract lab located at 5063 Commercial Circle Suite H, Concord, CA 94520-8577 (925) 689-9022.

The monthly report for February 2022 has been uploaded to the CIWQS website.

During the month of February no exceedances occurred.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designated to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fine and imprisonment for knowing violations.

Prepared by:



Nicholas Gaunt,
Chief Plant Operator

Legally Responsible Official:



James Barnhill
Port Costa Manager

cc: Casey Wichert, Valley Operators

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, MARCH 9, 2022

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Surges. Present were Commissioners Cusack, Klaiber, List and Scheer, along with Dept. Manager Barnhill, General Manager Murdock, Administrative Services Manager Gunkelman and Asst. District Secretary Witschi.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
- 5.a. DISTRICT BOARD ACTIONS: None
- 5.b. SELF MONITORING REPORTS: Mr. Barnhill reported no exceedances and no permit violations last year.
6. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission.
7. WASTEWATER: None
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that contractors visited 18 Canyon Lake Drive and the Bull Valley patio area to propose a manhole installation. A sewer segment that services properties on the south side of Prospect Avenue crosses the creek and ties in to the sewer main line that is aligned along the backyards of the Canyon Lake Drive houses. There is no manhole where these two sewer lines tie together. He said the problem with that line is it is a blind connection and there is no way to assess the line for inspection or cleaning. The line at the top has a couple of hard bend turns that won't allow proper equipment to go down from the top. He said there should be no blind connections, a manhole is required for access according to the District Standard Specifications. Another option is to realign that segment of sewer into the existing manhole approximately 30 feet downstream on the creek side sewer line. This manhole is located in the Bull Valley Inn patio area. Commissioner List asked if that has been a problem because that line comes down the hill at more than a 45 degree angle. Mr. Barnhill said the smoke test appeared on the hill which is why he is focusing on that segment. There is no TV information on most of the system including that segment. There is a structure on the hill that smoke possibly came out of. If there is a failure on that line, whether it's in good shape or not right now five or six houses would be dumping down the hill soaking into the dirt, but if it was lower down, it would potentially enter the creek. The overall purpose is to start looking at the entire system for faults and failures. There was a recent septic tank pumping to remove scum layer and last year the scum layer was pumped out twice and it will be three or four months before it has to be done again. He is going to start looking at the hatch on the septic tank because it needs to

be improved. Mr. Barnhill said he received very high quotes to replace the switches and install the utility water pump in the Waste Water Treatment Plant. He said one emergency stop switch has been installed for the utility water pump already and there is one other issue on the maintenance of scheduling an overhaul of the noisy main pump.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9. REPORTS FROM COMMISSIONERS: None

10. CONSENT CALENDAR: The consent item was approved unanimously (tl/as):

a. Approve Minutes of January 12, 2022.

11. FUTURE AGENDA ITEMS:

Consider proposed sewer use charge for 2022/23 and comment on Sewer Use Charge Study Report (April).

Bull Valley Agricultural Center & Port Costa School - scope and costs.

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:20 PM until April 13, 2022.

Respectfully submitted,

Susan Witschi

Susan Witschi
March 28, 2022

**PORT COSTA SANITARY DEPARTMENT
MID YEAR REPORT 2021/2022**

GENERAL FUND 3425: EXPENDITURE DETAIL

	PY Actuals FY 20/21	Current Budget FY 21/22	7 Month Actuals FY 21/22		
415 · SEWAGE COLLECTION *****					
415.30 · INSURANCE - Liability	4,514	7,223	0		
415.55 · PROF. SVCS. (Coll.)	3,960	5,000	0		
415.70 · MAINTENANCE	10,542	11,596	9,280		
415.96 · OTHER OPERATING (Coll.)	100	461	0		
415.96.2c · Permits & Fees (Coll.)	2,848	3,133	4,815		
Total 415 · SEWAGE COLLECTION *****	23,964	27,412	14,095		
416.25 · GASOLINE, OIL, FUEL	67	100	42		
416.31 · INSURANCE - Property	1,574	2,518	2,732		
416.51.1pc · Treatment Plant Operators	48,795	53,674	35,200		
416.51.2pc · Chemicals	3,791	4,170	2,705		
416.51.3pc · Hardware, Supplies, & Misc	420	630	1,698		
416.56.2pc .3pc · Prof. Svcs. - Engineer	0	1,000	0		
416.56.3pc · Prof. Svcs. -Technician	14,286	15,715	5,108		
416.56.7pc · Prof. Svcs. - Lab Testing	8,094	9,308	7,939		
416.56.x · Prof. Svcs. - Attorney / Other	199	219	260		
416.91.1pc · Electricity	4,082	4,695	2,874		
416.91.6pc and 416.96.3 · Plant Alarm System	422	485	350		
416.96.1 · Capital Replacements (Treat.)	1,350	4,485	2,100		
416.96.2 · Permits & Fees (Treat.)	7,142	7,856	5,941		
416.96 · OTHER OP (Treat) - Septic Cleaning	0	3,500	0		
416.99 · ENFORCEMENT PENALTIES	0	0	0		
Total 416 · SEWAGE TREATMENT *****	90,222	108,956	66,950		
417. ADMIN/GENERAL					
417.21 · ELECTIONS	0	0	0		
417.31 · INSURANCE -Crime(employee bond)	25	40	0		
417.36 · MEMBERSHIPS - BACWA & CASA	1,709	1,965	1,709		
417.41 · OFFICE POSTAL / SUPPLIES	177	194	14		
417.56 · PROF SVCS (Admin) Attorney/Auditor	3,014	3,466	566		
417.61 · PRINTING/ PUBLISHING	1,373	1,578	132		
417.70 · SOFTWARE SUBSCRIPTION	633	696	372		
417.80 · VEHICLE / TRAVEL REIMBURSEMEN	3	131	0		
417.96 · OTHER ADMIN. / RECOVERY	604	695	39		
417.96.3pc · County Charges	811	933	272		
Total 417 · ADMIN / GENERAL *****	8,347	9,698	3,103		
6560 · PAYROLL EXPENSES *****					
6560.x · Salary & Benefits	22,130	54,286	19,541		
6560.2 · CalPERS Unfunded Liability	678	1,018	700		
Total 6560 · PAYROLL EXPENSES *****	22,809	55,303	20,241		
Total O&M Expense	143,342	200,770	104,389		
Non-Op and Capitol Expenses					
416.212 · LOAN PRINCIPAL (non-op)	73,977	38,560	38,560		
419.1 · Loan Interest - Non-Op Expense	24,041	15,145	5,804		
111.x · Capitol Sewer Projects and CCTV	0	23,000			
419 · Non-Op Expense - Other	0				
Interfund G/L non-op adjustment	0				
Operating Reserves - Budget Allocation					
Septic Tank Heavy Cleaning (\$50k over 5yrs - 2	10,000	10,000	10,000		
NPDES Permit Reserve (\$40k over 4yrs - 2024	10,000	10,000	10,000		
WWTP Cap Repl. Reserve (\$20K over 5yrs - 20	4,000	4,000	4,000		
RWQCB Operations Reserve (\$15K over 3yrs -	5,000	5,000	5,000		
Contingency 10%		20,077			
TOTAL EXPENSES	270,361	326,552	177,753		
Net Ordinary O&M Income	154,713	93,043	42,144		
Net Include. Contingency, Capital, & Reserves	32,150	-32,739	-31,220		

**PORT COSTA SANITARY DEPARTMENT
MID YEAR BUDGET FY 2021/2022**

GENERAL FUND 3425: REVENUE DETAIL

	PY Actual FY 20/21	Adopted FY 21/22	7 Month Actuals FY 21/22
301.0 Sewer use charge	\$300,174	\$290,859	\$146,376
303.0 Capacity charge			
302.0 Permit fees	\$90	\$180	\$0
306.0 Misc fees			
SUB-TOTALS O&M	\$300,264	\$291,039	\$146,376
311.0 Interest	\$2	\$100	\$157
318.0 Cost recovery (Non-op)	\$2,255	\$2,674	\$0
317.0 Inter-department Loan	\$0		\$0
319.0 Grants	\$0		\$0
TOTAL REVENUE	\$302,521	\$293,813	\$146,533

FUND 3425 - BALANCE OVERVIEW

	YEAR END FY 20/21	Proposed BUDGET FY 21/22	7 Month Actuals FY 20/21
Opening Cash Balance			
Septic Tank Replacement Reserve	\$ -	\$ 10,000	\$ 10,000
Discharge Permit Reserve	\$ -	\$ 10,000	\$ 10,000
Plumbing Pipe Refurb. Reserve	\$ -	\$ 4,000	\$ 4,000
RWQCB Violation Fines Reserve	\$ -	\$ 5,000	\$ 5,000
Contingency Reserve ***	\$ -	\$ 17,397	\$ 17,397
Carry Over (unallocated)	\$ 96,091	\$ 115,299	\$ 115,299
TOTAL OPENING CASH BALANCE	\$ 96,091	\$ 161,696	\$ 161,696
ESTIMATED REVENUE	\$ 302,511	\$ 293,813	\$ 146,533
ESTIMATED O&M EXPENSES	\$ (143,342)	\$ (200,770)	\$ (104,389)
ESTIMATED CAP. PROJ. EXPENSES	\$ -	\$ (23,000)	\$ -
ESTIMATED LOAN PRINCIPAL	\$ (73,977)	\$ (38,560)	\$ (38,560)
ESTIMATED LOAN INTEREST	\$ (19,586)	\$ (15,145)	\$ (5,804)
NON-OPERATING EXPENSE - OTH	\$ -	\$ -	\$ -
Closing Fund Balance			
<i>Operating Reserves Included In Balance</i>			
Septic Tank Rehab/Replace Reserve		\$ 10,000	\$ 10,000
Discharge Permit Reserve		\$ 10,000	\$ 10,000
Plumbing Pipe Refurb. Reserve		\$ 4,000	\$ 4,000
RWQCB Violation Fines Reserve		\$ 5,000	\$ 5,000
Contingency ***		\$ 20,077	\$ 20,077
Interfund G/L non-op adjustment		\$ -	
Carry Over(unallocated)	\$ 115,299	\$ 128,957	\$ 110,399
TOTAL CLOSING FUND BALANCE	\$ 161,696	\$ 178,034	\$ 159,476

*** Unused contingency reserve moves to unallocated general funds at the end of the fiscal year.

Outstanding Debt	Beginning FY 21/22	Ending FY 21/22	Principle Pay FY 22/23
Crockett Sanitary (WestA Refi)	\$277,963	\$203,986	\$38,560
Crockett Sanitary (Pre-2013 transfer)	\$24,233	\$24,233	\$0
Crockett Sanitary (3rd Loan)	\$150,000	\$150,000	\$0
Total Debt	\$452,197	\$378,220	\$38,560