

PORT COSTA SANITARY COMMISSION

Regular Business Meeting

AGENDA FOR WEDNESDAY, JANUARY 10, 2024

TIME: 7:00 PM

PLACE: 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 Commission 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 item:
 - a. Approve Minutes of December 6, 2023.
5. PUBLIC HEARING:
6. ADMINISTRATIVE:
 - a. Consider report on actions taken by the District Board.
 - b. Receive Self-Monitoring Report cover letter for November 2023.
 - c. Update on electrical pole.
 - d. Consider changing date for the February meeting.
7. BUDGET AND FINANCE:
 - a. Receive warrant transmittals and budget updates.
 - b. Update on 2024 Budget Process.
8. WASTEWATER:
9. 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.
10. REPORTS/COMMENTS FROM COMMISSIONERS: *(These items are typically for the exchange of information only. No action will be taken at this time.)*

11. FUTURE AGENDA ITEMS:

- Bull Valley Agricultural Center & Port Costa School – scope and costs.
- Acquire backup effluent pump with capacity to maintain flow to filter beds.
- Acquire two replacement peristaltic pumps for chemical dosing.
- Research funding and grant opportunities.
- Contract Operators.
- Climate change impact on waterfront.

12. ADJOURNMENT to February 14, 2023.

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us/meetings.

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 at least 48 hours before 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 before a regular meeting will be made available for public inspection 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

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For Review

MINUTES OF REGULAR MEETING, DECEMBER 6, 2023

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by Vice-Chair Cusack. Present were Commissioners List, Sheer, and Klaiber. Commissioner Surges was absent. District Board President Barassi was present. Staff present included Sanitation Department Manager (SDM) Barnhill, Interim General Manager (IGM)/District Secretary (DS) Rivas, District Engineer (DE) Murdock, and Administrative Services Manager (ASM) Goodman.
2. AGENDA ORDER: There were no requests to hear agenda items out of order. There are two Item 9s. The second Item 9 was stricken.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: DS Rivas inquired if the meeting time could be moved earlier to 6 pm due to staff lingering until 7 pm. The 6 pm time seemed reasonable and was asked to be placed on a future agenda.
- 4.a CONSENT CALENDAR: Minutes of November 1, 2023. Items were approved with minor changes. (List 1st, Scheer 2nd, 4/0, 1 absent)
5. PUBLIC HEARING: None.
- 6a. ELECTION OF OFFICERS: Motion to keep the existing Chair (Surges) and Vice-Chair (Cusack) in place for 2024 was approved. (List 1st, Scheer 2nd, 4/0, 1 absent)
- 6b. CONSIDER MEETING AND HOLIDAY SCHEDULE FOR 2024.: Ms. Rivas presented the meeting and holiday schedule. She explained that Martin Luther King Day or Cesar Chavez Day as approved holidays is undetermined at this time. She suggested that everyone update their meeting calendars for 2024.
- 6c. CONSIDER REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: None
- 6d. SELF-MONITORING REPORT: The reports are for September and October. No exceedances occurred in October and there was one sewer spill in November.
- 7a. BUDGET AND FINANCE / WARRANT TRANSMITTALS AND BUDGET UPDATE: Ms. Goodman presented November transmittals. She is working on getting summary worksheets. Board Director Peterson is working with Ms. Goodman on training and process and assisting with the budget process schedule for 2024. She is currently working on C&H billing.
- 8.a. WASTEWATER/DISCUSS FIRE DAMAGE AND POWER FAILURE ON NOVEMBER 27, 2023: DE Murdock provided an update on the fire and damage to the electrical pole. The fire resulted in a loss of power. We are currently working with the generator which is typically our backup system. Staff responded as quickly as possible but getting contractors to come out can be challenging. The pole is scheduled to be replaced the next day (December 7). The contractor is in the permitting stage. The County is working on expediting the permit as well. The generator is our backup. Fuel consumption is approximately 20 gallons per day.

4.a

Funding for the repairs will most likely be paid from the PCSAN account. The cost of the pole installation is estimated to be \$4,500. Other factors taken into consideration of the total costs include staff time, permitting process, installation, extra fuel, cost of the pole. A rough estimate on the cost is approximately \$15,000. The insurance deductible is \$15,000.

The costs may be calculated into the sewer use charge. The process to calculate the sewer use charge involves calculating projected costs for the next fiscal year and then dividing that amount by the number of rate payers. PCSAN has a very small contingency fund. In 2017, the general manager had reported the contingency amount at \$2,500.

Commissioner List asked about financial assistance from Crockett Sanitary (CVSAN). PCSAN would have to make a formal request.

The property of the fire is owned by the railroad. In response to the question of any recourse to prevent this from happening again was to build a rail or install ballads around the post.

9a. REPORT OF DEPARTMENT MANAGER: Mr. Barnhill reported that the state is requiring CCTV for the entire system, focusing on areas of concern. He anticipates that the entire system may take three years. The water pump needs to be installed. Power outages in general require staff response. In consideration of PCSAN's limited funds, he performs the work necessary as quickly as possible.

A new state order goes into effect in January. The order requires the elimination of oil and grease analysis, and increased chlorine limitations. He is studying the requirements. Commissioner List inquired if smoke tests are able to determine where storm water enters the system. Mr. Barnhill said there was one point in the test where smoke was found but it was not due to a defect in the system. Often the result of random houses with gutters that have not been repaired. The line that runs alongside the creek is a source of concern for I&I and is costly repair. This is a long-term repair as it will require a re-alignment. Commissioner Scheer inquired about line servicing. The line is at the edge of the ditch on the street. It is not deep enough to run lines across it.

The slope of the collection system entering into the septic tank is currently at its minimum already. A lift station is not advisable, drainage should work on gravity if at all possible. A new alignment 1,000 feet will cost approximately \$400 per foot.

ASM Goodman responded that grants to address this issue are not apparent at this time but require deeper research. This would be a huge project and part of long-range planning.

9b. GOVERNMENTAL MATTERS: None.

9c. ANNOUNCEMENTS AND DISCUSSION: Commissioner List asked if any new contractors had been considered. Mr. Barnhill stated that one contractor appeared to have submitted a strong proposal.

10. REPORTS FROM COMMISSIONERS: None

11. FUTURE AGENDA ITEMS:

- Bull Valley Agricultural Center & Port Costa School – scope and costs. This item was discussed earlier under governmental matters.
- Acquire a backup effluent pump with the capacity to maintain flow to filter beds.
- Acquire two replacement peristaltic pumps for chemical dosing.
- Research funding and grant opportunities.
- Report on State Collection System Audit.
- Consider change for meeting time

12. COMMISSIONER COMMENTS: None.

13. ADJOURNMENT: The meeting was adjourned at 7:43 PM until January 10, 2024. DS Rivas reminded the commissioners about the holiday party. Ms. Rivas presented Commissioner List with a "Lit" holiday beanie. He wore it proudly.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

December 27, 2023

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 November 2023 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 November 2023 has been uploaded to the CIWQS website.

During the month of November, 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 Power Pole Cost Estimates as of Jan 5, 2024

Cost:	Date:	Invoice#:			Wages:	Date:
155.74	12.22.23	3425			3,430.38	1.2.23
174.74	12.20.23	158			89.30	12.19.23
171.77	12.16.23	5724			1,002.97	11.16.23
23.32	12.18.23	822			2,637.69	11.2.23
4.37	12.18.23	1755			1,796.90	10.04.23
115.18	12.15.23	1629				
107.61	12.12.23	2854				
172	12.11.23	255				
115.7	12.10.23	4220				
175	12.07.23	4518				
175	12.08.23	1201				
175	12.05.23	1121				
175	12.01.23	2938				
175	11.29.23	5219				
175	11.28.23	3251				
			Total Employee Wages:	Month:		
			3,519.68	23-Dec		
			1,002.97	23-Nov		
			2,637.69	23-Oct (Audit)		
			1,796.90	23-Sep		
			1,812.52	Avg with audit	(3 months)	
			1,399.94	Avg w/o audit	(2 months)	
			(2,119.75) difference of avg staff wages and Dec staff wages			

Total Fuel:	Total Cost Repairs:	Total Cost Wages:
2,090.43	13,240.00	4,210.18

Total wages, fuel, & repair:
17,450.18

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
12/01/2023	USBank	credit card payment Nov 23, Acct# [REDACTED]	578.31	1786
12/01/2023	Eurofins Calscience LLC	environ testing, INV# 5700157528	1,062.50	1787
12/01/2023	Lincoln National Life Insurance Company	Insurance, Acct# CCSVCD-BL-1564438 SPLIT	7.04	1788
12/01/2023	MEYERS NAVE	Legal, INV#211223 SPLIT	86.10	1789
12/01/2023	Tom Cusack	stationary supplies SPLIT	2.39	1790
12/01/2023	CONTRA COSTA COUNTY TREASURER	Netchex Payroll number 14 SPLIT	575.68	1791
Total FUND 3425 - PC SANITARY - O&M			<u>2,312.02</u>	
TOTAL			<u>2,312.02</u>	



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**CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District**

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

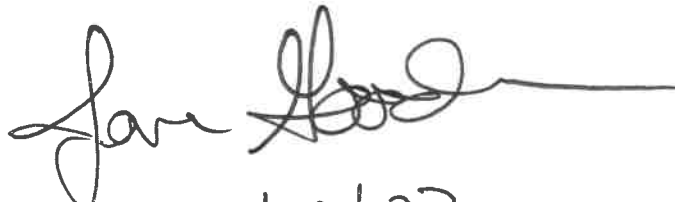
Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
12/18/2023	California Assoc. of Sanitation Agencies	Membership Renewal INV#7557	1,365.00	1792
12/18/2023	CD & Power	1st repair and Load Bank INV#01-82556	2,101.36	1793
12/18/2023	CD & Power	Annual Service & Troubleshooting INV#01-82557	1,694.09	1794
12/18/2023	James Barnhill	Fuel Reimbursement 12/18/23	122.49	1795
12/18/2023	L.R. PAULSELL CONSULTING	High Pressure Cleaning 23-15	1,400.00	1796
12/18/2023	STATE COMPENSATION INSURANCE FUND	Workers Comp Ins INV#1001642802	156.74	1797
12/18/2023	SWRCB FEES	Port Costa CS Annual Renewal INV# WD-0229906	3,746.00	1798
12/18/2023	SWRCB FEES	Port Costa WWTP Annual Renewal INV# WD-0230217	5,473.00	1799
12/18/2023	Valley Operators, LLC	Monthly Svc Fee INV#2615	4,650.00	1800
12/18/2023	CONTRA COSTA COUNTY TREASURER	payroll nbr 15	246.67	1801
12/18/2023	VAUGHN P. GUNKELMAN	Final Paycheck including Vacation payout	494.75	1802
Total FUND 3425 - PC SANITARY - O&M			21,450.10	
TOTAL			21,450.10	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
12/19/2023	CONTRA COSTA COUNTY TREASURER	Corrected Netchex payroll nbr 15	89.30	1803
Total FUND 3425 - PC SANITARY - O&M			89.30	
TOTAL			89.30	


12/19/23