

# PORT COSTA SANITARY COMMISSION

## Regular Business Meeting - Amended

AGENDA FOR WEDNESDAY, FEBRUARY 14, 2024

TIME: 7:00 PM  
PLACE: Port Costa School, 1 Plaza Del Hambre, Port Costa, CA

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*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 January 10, 2024.
5. PUBLIC HEARING:
6. ADMINISTRATIVE:
  - a. Receive report on actions taken by the District Board.
  - b. Receive Self-Monitoring Report cover letter for January 2024.
  - c. Receive Self-Monitoring Report cover letter for December 2023.
  - d. Consider changing the PCSAN meeting time to 6 pm.
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.
- Contract Operators.
- Research funding and grant opportunities.
- Climate change impact on waterfront.

12. ADJOURNMENT to March 13, 2024.

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

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of the Crockett Community Services District

**For Review**

P.O. Box 578 - Crockett, CA 94525

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e-mail: DistrictSecretary@town.crockett.ca.us

website: www.town.crockett.ca.us

## MINUTES OF REGULAR MEETING, JANUARY 10, 2024

1. CALL TO ORDER: The meeting was called to order at 7:02 PM by Chair Surges. Present were Commissioners Cusack, Klaiber, List, Scheer, and Surges. Staff present: present included Sanitary Department Manager (SDM) Barnhill, Interim General Manager (IGM)/District Secretary (DS) Rivas, District Engineer (DE) Murdock, and Administrative Services Manager (ASM) Goodman. Also present: Board directors Barassi and Mackenzie; Crockett Sanitary commissioners Manzione and Wais, and Police Liaison committee member Ritchey.
2. CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Mr. Jim Campbell introduced himself as a representative of the Port Costa Community Alliance group. He thanked the commissioners and staff for the work they do.
- 4.a CONSENT CALENDAR: Minutes of December 6, 2023. Items were approved with no changes. (Cusack 1<sup>st</sup>, Scheer 2<sup>nd</sup>, 5/0)
5. PUBLIC HEARING: None.
- 6a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported that the District Board held elections and Nick Spinner and Diana Martinez were elected as president and vice-president respectively. Crockett Sanitary also held elections, Mark Manzione and Scott Bartlebaugh are chair and vice-chair respectively.
- 6b. SELF-MONITORING REPORT: Received. There were no spills in December.
- 6c. UPDATE ON ELECTRICAL POLE: DE Guant provided a quick update on the status of the electrical pole fire. The replacement and connection were completed on December 28<sup>th</sup>. ASM Goodman presented a breakdown of costs with an estimated total of \$17,450.18 to date. The public asked several questions focused on identifying the party responsible for the repair costs.

In addition to the cost of pole replacement, staff will continue to perform tasks associated with the generator due to the excess usage. The generator clocked 700 hours during this repair period and will be serviced the following Monday. Mr. Barnhill reported that the generator is serviced annually around October. This incident simply accelerated the service schedule. The generator does an automatic 15-minute self-assessment on Mondays. PG&E's time to connect the line typically does not incur a cost.

Identifying the responsible party for the damage is still under investigation. CCSD Board Director Mackenzie reported that he is in discussions with two parties: the leaseholder and a railroad representative from Sacramento. Both the railroad and leaseholder are insured. He reported that Post Costa Sanitary would not be paying for the cost of the damage. Part of the discussion with the railroad will be around preventing future damage to the pole.

**4.a**

Mr. Barnhill reported that the wastewater system is run by the generator. The generator fuel consumption is 20 gallons per day and is refilled every 2 days. The fuel tank capacity is approximately 100 gallons. Sanitary staff takes a conservative approach to maintenance. A lack of oversight can contribute to an overflow into the bay. He has been preparing for the wet weather season. A rental generator can be brought in under extreme cases.

IGM Rivas commended staff for their efforts in the repair of the electrical pole. She briefly explained the challenges that staff encountered and specifically highlighted the level of dedication that DE Murdock partook in expediting the project.

6d. CONSIDER CHANGING DATE FOR THE FEBRUARY MEETING: The February meeting falls on Valentine's Day. DS Rivas polled the commissioners to see if the meeting should be changed to another day. The commissioners unanimously agreed to meet as scheduled.

7a. BUDGET AND FINANCE / WARRANT TRANSMITTALS AND BUDGET UPDATE:  
Received.

7b. UPDATE ON 2024 BUDGET PROCESS: Ms. Goodman reported that a schedule has been prepared and anticipates that the Board will approve it at the January meeting. Commissioners Cusack and Surges were identified as the budget representatives for Post Costa Sanitary.

8. WASTEWATER: None.

9a. REPORT OF DEPARTMENT MANAGER: Mr. Barnhill reported that West County removed the top layer in the septic tank, approximately 1,500 gallons. He said that operations at the plant continued without known issues while the generator operated, and the generator performed properly. He said the generator began sounding differently as time progressed. A member of the public asked if the generator would need to be replaced because of this use. Mr. Barnhill said the generator should continue to work for many years as long as it continues to receive regular maintenance such as the regular annual and the upcoming Monday service.

9b. GOVERNMENTAL MATTERS: None.

9c. ANNOUNCEMENTS AND DISCUSSION: None

10. REPORTS/COMMENTS FROM COMMISSIONERS: The meeting was very well attended with approximately 30 attendees, mostly Port Costa residents. Commissioner Scheer thanked the public for attending and welcomed them to return for future meetings. Commissioner Scheer reported that she and John Mackenzie were on a committee with Kent Peterson regarding climate change concerns. DS Rivas informed the public that anyone can apply for an alternative seat for the Port Costa Sanitary and that the application can be found on the website. She encouraged everyone to visit the website and join the mailing list to receive the agendas and minutes.

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 changing for meeting time to 6 pm.

12. ADJOURNMENT: The meeting was adjourned at 7:00 PM until February 14, 2024.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary



February 1, 2024

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

**SUBJECT: 2023 Annual Self-Monitoring Report Submittal for Crockett Community Services District (CCSD) WWTP Port Costa, CA**

The Legally Responsible Official (LRO) is James Barnhill with CCSD, contact phone number (510) 787-2992. The Chief Plant Operator is Nick 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 following is submitted to satisfy the annual monitoring and reporting requirements specified in Order R2-2018-0053 (NPDES No. CA0037885):

There were two permit violations in 2023. Enterococcus exceeded the geometric mean limit of 35 MPN/100mL with a value of 40.6 MPN/100mL in February. The weekly TSS limit of 45 mg/L was exceeded with a value of 58.8 mg/L in December.

The emergency power generator is maintained on an annual basis and as needed. The generator set is load banked and fully serviced in preparation for wet weather season. The shore power meter and power pole were replaced in 2023. A major rehabilitation project for the septic tank was completed in January 2020. All septage was removed by vacuum and new baffles were installed. The baffles were installed adhering to pre-existing engineering plans detailing baffle design and mounting locations. The rehabilitation project was performed to improve primary treatment efficiency and quality of the primary effluent delivered to secondary treatment. Cleaning activity is ongoing, the scum layer was removed from chamber #1 once in 2023. Efficiently clarified primary effluent is essential to prevent excessive loading in the sand filtration beds at the secondary treatment plant.

Staff works with Valley Operators to concentrate on ways to maintain and enhance the operations at the facility.





*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:

Nick Gaunt, Chief Plant Operator  
Valley Operators

cc: Casey Wichert, Valley Operators

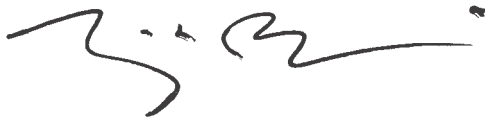
Legally Responsible Official:

James Barnhill  
Sanitary Department Manager

CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: \_\_\_\_\_ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
01/02/2024	Eurofins Calscience	INV# 5700161608	1,181.25	1804
01/02/2024	Lincoln National Life Insurance Company	Insurance Acct# CCSVCD-BL-1564438	18.77	1805
01/02/2024	PG&E	Acct# 2704121327-6	523.52	1806
01/02/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 16 - GENERATOR	3,430.38	1807
Total FUND 3425 - PC SANITARY - O&M			5,153.92	
<b>TOTAL</b>			<b>5,153.92</b>	





CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: \_\_\_\_\_ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
01/03/2024	CONTRA COSTA COUNTY TREASURER	CalPERS payment	575.48	1808
Total FUND 3425 - PC SANITARY - O&M			575.48	
<b>TOTAL</b>			<u>575.48</u>	

*Jane Fowler*  
1/3/24

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: \_\_\_\_\_ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
01/16/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 17 SPLIT	229.32	1809
01/16/2024	JP Electric	Pole and Pannel Replacement	13,240.00	1810
01/16/2024	STATE COMPENSATION INSURANCE FUND	Ins Inv#10016428C3	160.77	1811
01/16/2024	Valley Operators, LLC	inv# 2652 Monthly Service Fee	4,650.00	1813
Total FUND 3425 - PC SANITARY - O&M			18,280.09	
<b>TOTAL</b>			<b>18,280.09</b>	

