

PORT COSTA SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR MONDAY, JANUARY 13, 2020

TIME: 7:00 PM
PLACE: 850 Pomona Street, Crockett

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. REPORT OF DISTRICT COUNSEL:
6. ADMINISTRATIVE:
 - a. Consider report on actions taken by the District Board.
 - b. Receive Self-Monitoring Report cover letter for November 2020.
 - c. Discuss 58 Canyon Lake Drive encroachment variance.
 - d. Receive Status Report and adopt Action Plan for 2020.
 - e. Announce Vacancy on Port Costa Sanitary Commission.
 - f. Appoint Chairperson and Vice-Chairperson.
 - g. Consider appointments to Budget & Finance Committee.
7. BUDGET AND FINANCE:
 - a. Consider monthly Summary Worksheet and staff report on other financial matters.
 - b. Mid-year budget report for FY 19/20.
8. WASTEWATER:
 - a. Discuss sewer blockage located in public sewer behind 92 Canyon Lake Drive.
 - b. Status on septic tank cleaning project.

9. 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.
10. REPORTS FROM COMMISSIONERS: *(These items are typically for exchange of information only. No action will be taken at this time.)*
 - a. Budget & Finance Committee
 - b. Inter-agency Meetings:
11. CONSENT CALENDAR: Consideration of a motion to approve the following item:
 - a. Approve Minutes of December 3, 2019.
12. FUTURE AGENDA ITEMS:
13. COMMENTS FROM COMMISSIONERS:
14. ADJOURNMENT to February 12, 2020.

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 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.

COPY

December 30, 2019

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 2019 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 2019 has been uploaded to the CIWQS website.

During the month of November 2019, 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

CROCKETT-VALONA SANITARY DISTRICT

ENCROACHMENT PERMIT APPLICATION

DATE: 12/12/2019

APPLICANT: Ryan Bosworth

APPLICANT'S ADDRESS: 58 Canyon Lake Drive

EASEMENT ADDRESS: 58 Canyon Lake Drive

ASSESSOR'S PARCEL NUMBER: 368-145-024

APPROX. DATE OF ORIGINAL ENCROACHMENT OF EASEMENT: Estimated 1939

TYPE OF ENCROACHMENT REQUESTED:

CLASS ONE

- Fence/Gate
- Driveway/Parking Area
- Cut and/or Fill (Adjustments to Original Grade)
- Other: (Describe)

Applicant's Signature

CLASS TWO

- Trees/Overgrown Vegetation
- Accumulation of Stored Materials
- Reinforced Concrete Surfaces
- Temporary Structures
- Permanent Structures (includes decks, retaining walls)
- SFR Other: (Describe) Single family residence is constructed over the public sewer.

I hereby request grandfather relief from immediate, mandatory removal of the Class Two Encroachment and a waiver from the strict enforcement of the provisions of Ordinance No. 01-2, and I have attached a written statement that explains why strict enforcement and immediate removal of the encroachment would result in a substantial hardship, or be unjust or inequitable.

12/12/19
Date


Applicant's Signature

PLANS/DESCRIPTION OF ENCROACHMENT ATTACHED: YES NO

(Plans/description provided with Contra Costa County - Agency Comment Request dated 11/20/19. County File #VR19-1051)

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
<u>MAINTENANCE MATTERS</u>				
8/17		Repair/replace #3 dosing siphon in dosing structure	Pending	
8/17		Remove sludge from septic tank chamber #4	pump Chamber #4 as needed per Valley	ongoing
		Install signage at WWTP	Commission volunteered	Pending
2/17		Replace P-00-01 MH cover	Pending purchase/install - LRP	Pending
2/17		Remove shrubbery	Commission volunteered	Pending
		Transplant sand into filter bed #3	suspended	
7/16		Remove sludge - WWTP Basin/wetwell	3" single diaphragm pump + dewatering bag	schedule work
3/16		Septic tank: Remove all sludge Assess and repair/replace baffles	Scheduled 1/6/20	pending baffle rebuild bid
10/16		Annual load bank/fluid svc on genset	completed Oct 2019	Next due- Oct 2020
1/13	M-1	Raise manhole elevations	Received quotes (on hold)	Raise manholes (on hold)
7/12	M-3	Clean/paint plumbing	Mitigate rust, assess condition / paint	Budget work
7/12	M-4	Repair eroded wet well stopper valve	Define scope of work	Receive add'l quotes for work
7/12	M-5	Reset siphon valve #3	Drain north side/buy parts/ gate valve open	Drain/close valve/ reset valve height
10/19		Remove tree branches power line		

** Larger project tasks are included on the Status Report. Smaller incidental and regular ongoing tasks are excluded from this report.

Port Costa Sanitary Department ACTION PLAN 2020

2020 TOP PRIORITY ACTIONS

- | | | |
|----|---|--------|
| 1. | Remove branches from power lines serving the WWTP | WINTER |
| 2. | Plan inspection of filter bed #1 gunite | WINTER |
| 3. | CCTV collection system | SPRING |
| 4. | Analyze Engineering results of septic tank inspection | SUMMER |
| 5. | Emergency Generator (Annual Service/Fuel Treatment) | FALL |

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

ANNOUNCEMENT OF VACANCY

AND INVITATION TO APPLY FOR THE PORT COSTA SANITARY COMMISSION

The District is now taking applications for a vacancy on the Port Costa Sanitary Commission. Applicant must be a resident of Port Costa and registered to vote. Anyone interested should apply by written letter, clearly identifying the applicant by name, P.O. Box, street address and Port Costa phone number. Applications must contain a statement of interest and qualifications in the letter. The deadline to submit applications to the Crockett Community Services District, PO Box 578, Crockett, CA 94525 is February 10, 2020.

The Sanitary Commission will interview applicants on February 12, 2020. An appointment to the Commission will be made later by the District Board of Directors on February 26, 2020. The term of office is 24 months. Please call Crockett Community Services District at (510) 787-2992 for more information.

January 3, 2020

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.:	12/18/19	LATEST FUND REPORT:	12/11/19

OPERATING FUND 3425			

CASH CARRIED FORWARD:	\$29,231.46	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1160-1170)	(\$13,950.72)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$2,095.23)	Loan#2 due CVSan	\$277,963.36
Melton SUC paid	1,973.00		
Cxl ck 1152	\$2,478.00		

CASH BALANCE:	\$17,636.51	ACCRUED DEBT:	\$302,196.85
ADV ON SUC BEG. BALANCE:	\$272,852.80		
No activity	\$0.00		
Ending Balance	\$272,852.80		
INVESTED BEGIN. BALANCE:	\$42,120.48		
No activity	\$0.00		
Ending Balance	\$42,120.48		

FUND BALANCE:	\$332,609.79	\\san\pc\bud&fin\wrksht	

12/12/19

Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 12/13/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							344,204.74
Cleared Transactions							
Checks and Payments - 14 Items							
Check	11/20/2019	1163	SWRCB FEES	Port Costa CS and WWTP an...	X	-6,561.00	-6,561.00
Check	11/20/2019	1160	BACWA	FY 20 BACWA Membership C...	X	-2,478.00	-9,039.00
Check	11/20/2019	1165	U.S. BANK	Lab testing, training, diesel fuel	X	-946.22	-9,985.22
Check	11/20/2019	1164	TELSTAR INSTRU...	Hydroranger annual callbratio...	X	-725.00	-10,710.22
Check	11/20/2019	1162	Specialized Electric...	Video alarm system PC treat...	X	-285.00	-10,995.22
Check	11/20/2019	1161	Regional Monitoring ...	Alternate Monitoring and Repo...	X	-184.00	-11,179.22
Transfer	12/05/2019			Payroll and postage recovery ...	X	-1,959.32	-13,138.54
Transfer	12/05/2019			Payroll and other recovery No...	X	-83.35	-13,221.89
Transfer	12/05/2019			Payroll and other recovery No...	X	-52.56	-13,274.45
Check	12/06/2019	1169	Sierra Chemical Co...	Sodium Hypochlorite Invoice 1...	X	-732.20	-14,006.65
Check	12/06/2019	1168	L.R. PAULSELL CO...	CSO cleaning Invoice 19-11	X	-690.00	-14,696.65
Check	12/06/2019	1170	PG&E	Electricity	X	-582.07	-15,278.72
Check	12/06/2019	1167	Eurofins Calscience ...	Lab testing 10/31-11/21 Invoic...	X	-470.00	-15,748.72
Check	12/06/2019	1166	MEYERS NAVE	Attorney general advice Oct 2...	X	-297.23	-16,045.95
Total Checks and Payments						-16,045.95	-16,045.95
Deposits and Credits - 2 Items							
Deposit	11/20/2019		East Bay Muni Utility...	Cxl ck 1153, improper payee ...	X	2,478.00	2,478.00
Deposit	11/22/2019			SUC	X	1,973.00	4,451.00
Total Deposits and Credits						4,451.00	4,451.00
Total Cleared Transactions						-11,594.95	-11,594.95
Cleared Balance						-11,594.95	332,609.79
Register Balance as of 12/13/2019						-11,594.95	332,609.79
Ending Balance						-11,594.95	332,609.79

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525


Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

TO: Commissioners

FROM: General Manager 

SUBJECT: Mid-Year Budget Report for General Fund 3425

DATE: January 3, 2020

The mid-year Port Costa Budget Report includes a summary 6-month budget report profit and loss statement for fund 3425 of the Port Costa Sanitary Department. The adopted Fiscal Year 2019/20 budget included revenue of \$277,594, Operating & Maintenance (O&M) expenses of \$189,913, Operating Reserves (including contingency) of \$53,991, and capital outlay allocation of \$68,000. The Port Costa Sanitary Department will have a deficit by fiscal year end and will need to adopt a revised budget. It is important to review the 6-month budget report and provide direction to staff accordingly.

HIGHLIGHTS

- Professional engineer's wet-well study (#4155.55) at manhole P-00-01 location will not be pursued. Instead the budgeted \$1,000 will be used to replace the manhole lid for safety reasons.
- Two Capital Replacements projects at the treatment plant (#416.96.1), pump room fan and light electrical separation project and chemical pump room fan replacement project, have been completed at a cost of \$2,295 out of the total yearly \$3,000 line item budget.
- Treatment plant permit fees (#416.96.2) is over budget. There was an unexpected increase of the SWRQB permit fee from \$2,388 last year to \$3,936 this year. In addition, BACWA nutrient related fees are now correctly allocated as permit fees, separating them from the BACWA membership fee this year. Memberships (#417.36) is therefore under budget as only the BACWA membership fee is included.
- Software subscription (#417.70) includes Port Costa's share of RedZone ICOM asset management system as an Operation & Maintenance (O&M) expense, which added \$820 to this budget line item. Prior years this was treated as a capital expense.
- Septic tank cleaning and baffle repair maintenance project will cost well above budgeted funding of \$43,000 under Other Operating (#416.96). The Commission has discussed using operating reserves to pay for cleaning, baffle replacement, and any other related overruns but even if all reserves are used this is anticipated to provide only \$72,000 in additional funding. The reserves, if used, would have to be built back up quickly.

- Regional Water Quality Control Board (RWQCB) violation settlement of \$15,000 is expected to be paid in March and will exceed the \$8,000 in the department's RWQCB operating reserve. The additional amount due, \$7,000, will come directly from the contingency reserve, reducing its balance and leaving just under \$12,000 for all other operational expenses for the year.
- Inter-department loan principal \$36,474 and interest \$11,313 due October 2019 remains unpaid. Holding the funds until after the septic tank cleaning project is complete is prudent in case additional cash is needed for the project. Payment of outstanding principal and interest due should be considered in March 2020.
- Payroll costs are 8% over budget as of December 31, 2019. This is within the budgeted 10% contingency window. Management expects the payroll costs to increase substantially over the next two months as payroll recovery is made for staff time spent working on the septic cleaning project and next year's budget.

CAPITAL PROJECTS

The capital budget includes \$20,000 for capital sewer projects; \$10,000 for CCTV inspection and \$10,000 for a yet unidentified emergency sewer project. The treatment plant capital budget includes \$48,000 which includes \$36,885 for the septic tank engineering assessment. Inter-department loan interest is no longer tracked as a capital expense per Accounting Standards set by the State Controller's Office.

SUMMARY

The attached budget report shows the Port Costa Sanitary Department is effectively managing its discretionary expenses best they can. Non-discretionary costs such as chemicals, lab testing, and electricity are rising and are beyond staff control. The Port Costa Sanitary Commission must plan for sewer use charge increases to cover budget shortfall for this year and next, increasing O&M expenses, and rising payroll costs. Additional funding sources for the septic tank cleaning project must still be identified prior to payment of bills in February.

Once the septic tank engineering study is complete the information will help guide staff and the Commission on the best way forward for the Port Costa Sanitary Department.

STAFF RECOMMENDATION:

Staff recommends the Port Costa Sanitary Commission receive the 6-month budget report.

The Port Costa Sanitary Commission's Budget & Finance Committee should meet to discuss revising the FY 19/20 budget and form recommendations on development of the FY 20/21 budget accordingly. Increased operations and maintenance expenses in the coming years should be planned for. Capital Projects list should be reviewed and updated. Additional revenue or sources of funding needs to be identified to address future department needs.

CROCKETT COMMUNITY SERVICES DISTRICT

PCSAN Budget Report

July through December 2019

	Jul - Dec 19	Budget	\$ Over Budget	% of Budget
Income				
301.00 · SEWER USE CHARGES	272,528.00	272,528.00	0.00	100.0%
302.00 · PERMIT AND INSPECTION FEES	0.00	60.00	-60.00	0.0%
311.00 · INTEREST	1,181.17	741.50	439.67	159.3%
318.00 · COST RECOVERY	3,512.31	3,403.00	109.31	103.21%
Total Income	277,221.48	276,732.50	488.98	100.18%
Expense				
415 · SEWAGE COLLECTION				
415.55 · PROF. SVCS. (Coll.)	0.00	1,000.00	-1,000.00	0.0%
415.701 · Sewers - preventive maint.	2,070.00	3,800.02	-1,730.02	54.47%
96.2c · Permits & Fees (Coll.)	2,625.00	2,331.00	294.00	112.61%
Total 415 · SEWAGE COLLECTION	4,695.00	7,131.02	-2,436.02	65.84%
416 · SEWAGE TREATMENT				
416.25 · GASOLINE, OIL, FUEL	265.85	50.00	215.85	531.7%
416.31 · INSURANCE - Property	1,207.09	1,217.00	-9.91	99.19%
51.1.1p · Treatment Incidental & Emergency	280.00	1,100.00	-820.00	25.46%
51.1pc · Treatment Plant Operators	24,800.00	24,800.00	0.00	100.0%
51.2pc · Chemicals	1,987.41	1,100.00	887.41	180.67%
51.3pc · Hardware, Supplies, & Misc	28.32	399.98	-371.66	7.08%
56.3pc · Technician	2,000.00	3,850.00	-1,850.00	51.95%
56.7pc · Lab testing	5,377.00	4,722.00	655.00	113.87%
91.1pc · Electricity	1,723.33	1,536.98	186.35	112.12%
91.6pc · Phone Alarm System	149.76	218.00	-68.24	68.7%
96.3 · Alarm monitoring	570.00	570.00	0.00	100.0%
96.1 · Capital Replacements (Treat.)	2,295.00	2,000.00	295.00	114.75%
96.2 · Permits & Fees (Treat.)	6,377.00	3,990.00	2,387.00	159.83%
416.96 · OTHER OPERATING (Treat) - Other	0.00	43,000.00	-43,000.00	0.0%
Total 416 · SEWAGE TREATMENT	47,060.76	88,553.96	-41,493.20	53.14%
417 · ADMIN / GENERAL				
417.36 · MEMBERSHIPS				
41.1pc & 41.2pc · Postal & Supplies	33.67	114.00	-80.33	29.54%
56.4pc · Attorney	1,179.42	1,400.02	-220.60	84.24%
56.5pc · Auditor	348.52	350.00	-1.48	99.58%
56.6pc · Consultant (Admin & Finance)	217.99			
417.61 · PRINTING/PUBLISHING	130.00	1,292.00	-1,162.00	10.06%
417.70 · SOFTWARE SUBSCRIPTIONS	998.07	174.98	823.09	570.39%
417.80 · VEHICLE / TRAVEL REIMBURSEMENT	99.00	50.02	48.98	197.92%
96.3pc · County & State Charges	910.17	616.00	294.17	147.76%
417.96 · OTHER ADMIN. - Other	250.27	99.98	150.29	250.32%
Total 417 · ADMIN / GENERAL	5,842.11	6,577.00	-734.89	88.83%
416.212 · LOAN PRINCIPAL (NON-OP)	0.00	36,474.00	-36,474.00	0.0%
419.1 · LOAN INTEREST (NON-OP)	0.00	12,692.00	-12,692.00	0.0%
Total 6560 · PAYROLL EXPENSES ***	11,517.06	10,664.54	852.52	107.99%
Total Expense	69,114.93	167,392.50	-98,277.57	41.29%

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, DECEMBER 3, 2019

1. **CALL TO ORDER:** The Joint Business meeting with the Port Costa Sanitary Commission and the Crockett Community Services District Board was unable to be called due to lack of quorum of the Board of Directors. The meeting was therefore held as the regular Port Costa Sanitary Commission meeting. The meeting was called to order at 4:02 PM by Chairperson Surges. Present were Commissioners Scheer, Mann, and Cusack, along with Dept. Manager Barnhill and General Manager Mr. McDonald. Mr. Cusack was absent excused. Mr. Barassi and Mr. Kirker were also in attendance as members of the public. The group was informed that Commissioner Beauchemin recently passed away.
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:** Mr. McDonald reported that the District Board passed six Ordinances to Codify the District Code.
- 5.b. **SELF-MONITORING REPORT:** The Commission received the cover letters for September and October 2019 electronic Self-Monitoring Reports (eSMR). The reports were certified and submitted through the California Integrated Water Quality System (CIWQS). The pH exceedances that occurred from August 30 through September 3 initiated accelerated monitoring and an operator began testing the pH once per day period on September 4 and September 5 test result showed a pH of 6.0 was reached.
- 5.c. **MEETING SCHEDULE FOR 2020:** The meeting schedule for 2020 as presented was approved unanimously (jm/tc).
- 5.d. **CONDITIONAL OFFER TO SETTLE VIOLATIONS:** The Commission received a copy of the Conditional Offer to Settle Violations of the NPDS permit CA0037885 for the Port Costa Wastewater Treatment Plant in the amount of \$15,000. The consensus of the commission was to recommend to the Board that they accept the offer of conditional resolution and waiver of right to hearing, choosing the option to pay the full \$15,000 of assessed liability to the SEP fund.
6. **FINANCIAL REPORT:** The Commission received the monthly Summary Worksheet. Mr. McDonald reported it is anticipated that all investment funds will be transferred to cash to be used for the septic tank cleaning project.
- 7.a. **PUBLIC SAFETY POWER SHUTOFF (PSPS) EVENT REPORT:** Mr. Barnhill said the Port Costa operations ran smoothly during the PSPS event of October 25-October 28. The backup generator was filled with diesel fuel by Valley Operators and two five gallon diesel cans are in the lower storeroom. Valley Operators spent approximately 3 1/2 hours of extra time during the PSPS event which will show on next month's billing. Mr. Barassi said he noticed during the

Commissioners: Tom Cusack, John Mann, Anne Scheer, Joe Surges

11.a.

wind event that branches of a tree were hitting the power line which supplies the wastewater treatment plant, near the new pole. He suggested that the limbs be trimmed.

7.b. CCTV INSPECTION PROJECT: Mr. Barnhill presented an agreement from L.R. Paulsell Consulting for Project #19-TV-PC in the amount not to exceed \$9,890 dollars for approximately 43 hours of work to clean and televise the majority of the gravity sewers in Port Costa. A map showing the tentative gravity sewers to be inspected was shared with the Commission. There was discussion on prior CCTV work done on some sections in Port Costa and the need for re-inspection using a standard PACP that will import into the Districts Asset Management System ICOM for study. The data collected will be used to help identify priorities for collection system repair and maintenance. Ms. Scheer believes preventative maintenance is important. Mr. Kirker took offense that it was implied that maintenance was put off in the past, he said more pipe had been replaced when he was the port Costa Department manager then in the prior 20 to 30 years. He believes work should be done efficiently, determining where funds are spent should be considered more than a wide blanket path of inspections for some lines that have previous televised work. Mr. Barassi prefers to wait on spending any money until after we determine the requirements of the septic tank cleaning and any rehabilitation and then revisit the CCTV project. He said there still should be inflow and infiltration in March due to the rains inspection being done then still would have value. Mr. Barnhill said the system is completely unknown and that other older videos are not included in our asset management system. Mr. Mann asked if Mr. Barnhill has seen the old videos and questioned if they should just be dismissed because they could have value. Mr. Barnhill said he's been focusing his energies on the treatment plant and was hoping the televised inspection program will give him data to begin examining the collection system. Chairperson Surges continued the item to allow staff to pinpoint lines and present a scope of work with fewer inspections, then bring options back to the Port Costa Commission in January or February.

7.c. AUTHORIZE SEPTIC TANK CLEANING BY CLEAN HARBORS: Mr. Barnhill presented Clean Harbors proposal to clean the Port Costa septic tank. The proposal includes cleaning, pump rental, odor control, and disposal of materials. The total cost of the estimated quote was \$117,657.82, based on 10 days of work. Mr. Mann asked about the experience clean harbors has with cleaning septic tanks. Mr. Barnhill said they are a large company with many resources behind them. Ms. Scheer asked if staff had an opinion on whether they prefer Ponder or Clean Harbor. Mr. Barnhill said he is indifferent to the choice of contractor as both seem qualified. He said that baffle work is not included with the Clean Harbor proposal where Ponder was including the baffle repair. Mr. Mann said having the bypass allow staff to coordinate with the engineer and coordinate repair of the baffle knowing that we won't be pressed with time if something comes up during the cleaning. Mr. Barnhill reminded the Commission that if there were delays and extra rentals days for tank rental required it will add to the cost of the project. A motion to accept the proposal by Clean Harbors and enter into agreement to perform the septic tank cleaning carried unanimously (as/tc). Mr. McDonald said that the issue of additional funding required to complete the project will go before the board in January or February before final payment of the project can be made.

7.d. AUTHORIZE EXECUTION OF REVISED HYDROSCIENCE ENGINEERS CONTRACT: Hydro science has added structural engineer field design of baffle replacement to their previously approved engineering quote. The revised quote includes an additional \$2,085 bringing the total engineer agreement to \$36,885. Mr. Barnhill said that he has a lead on a contractor, Pacific infrastructures (PAC), who may be able to perform the baffle repair work. He said once work on the septic tank begins, the jobsite will be considered closed as there are risks to the public. The jobsite access will be restricted to the contractors, engineers, and staff working on the project, there were no objections or comments. A motion to authorize execution of revised contract carried unanimously (jm/tc).

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill Reported that Melton has paid their out of area sewer use charge. Telstar certified the HydroRanger meter, the BACWA report has been submitted on time, and that CD & Power load bank tested the backup diesel generator just before the PSPS event in later October. He has asked for an update from Valley operators on pump room ventilation.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: Mr. Barnhill said that the District received a request for public comment for approval of construction plans for the house that burned, 58 Canyon Lake Drive. The plans show an expanded footprint, the existing footprint which is over the public sewer will remain. Unless there is an objection, staff will follow previous method of requiring an encroachment permit be pulled by the property owner and will require them to install a new sewer with sewer structures on both sides of the house. Mr. Kirker suggested having interior plumbing come out the side of the house and drop into the public sewer there so as to avoid backups into the house in the future.

9.a. BUDGET & FINANCE COMMITTEE REPORT: None

9.b. INTER-AGENCY MEETINGS: None.

10. CONSENT CALENDAR: The consent item was approved unanimously (tc/jm):
a. Approve Minutes of October 9, 2019

11. FUTURE AGENDA ITEMS: Consider vacancy on Port Costa Commission (Jan).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned in honor of Rene Beauchemin at 5:20 PM until January 8, 2020.

Respectfully submitted,



James Barnhill
January 3, 2020