

PORT COSTA SANITARY COMMISSION

Regular Business Meeting AGENDA FOR TUESDAY, APRIL 20, 2021

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.

Agenda packets are available on our website at <https://www.town.crockett.ca.us/2021-4-20-port-costa-sanitary-commission-meeting>.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at (669) 900-6833. Enter the Meeting ID# 827 6963 4056 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/j/abb4GNs5xM> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/82769634056> 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# 827 6963 4056.

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. Receive Self-Monitoring Report for February 2021.
- b. Consider report on actions taken by the District Board.

6. **BUDGET AND FINANCE:**
 - a. Consider monthly Summary Worksheet and staff report on other financial matters.
 - b. Receive 9-month budget report and form recommendations.
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 items:
 - a. Approve Minutes of March 10, 2021.
 - b. Receive Status Report on outstanding items.
11. **FUTURE AGENDA ITEM:**
Discuss Port Costa school sewer system.
12. **COMMENTS FROM COMMISSIONERS:**
13. **ADJOURNMENT** to May 12, 2021

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 29, 2021

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 2021 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.

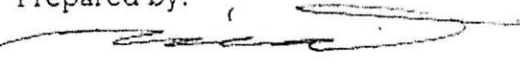
The CCSD Port Costa WWTP contracts laboratory testing with Eurofins Environmental Laboratories, Inc., which is an ELAP, certified lab. All sampling and testing analysis records are maintained and available for inspection during normal business hours at the contract lab located at 5063 Commercial Circle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

The monthly report for February 2021 has been uploaded to the CIWQS website.

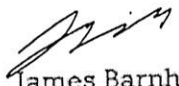
During the month of February no exceedances occurred.

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 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.: 4/20/21 LATEST FUND REPORT 4/12/21

OPERATING FUND 3425

CASH CARRIED FORWARD:	\$31,535.50	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1311-1317)	(\$6,564.94)	PYs due CVSan Dep	\$24,233.49
Payroll recov CVSn&RE	\$0.00	Loan#2 due CVSan	\$203,986.49
Investment Services	\$0.00	Loan#3 due CVSan	\$150,000.00

CASH BALANCE:	\$24,970.56	ACCRUED DEBT:	\$378,219.98
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ADV ON SUC BEG. BALANCE	\$163,433.68
No activity	
Ending Balance	\$163,433.68

INVESTED BEGIN. BALANCE	\$224.05
Interest	\$0.00

Ending Balance	\$224.05
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FUND BALANCE:	\$188,628.29	\\san\pc\bud&fin\wrksht
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PORT COSTA SANITARY DEPARTMENT

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website: www.town.crockett.ca.us

TO: Port Costa Sanitary Commissioners

FROM: Administrative Services Manager 

SUBJECT: 9-month Budget Report

DATE: April 14, 2021

The Port Costa Sanitary Department Budget Report includes a summary 9-month budget report profit and loss statement for fund 3425 of the Port Costa Sanitary Department. The adopted Fiscal Year 20/21 budget included revenue of \$303,488, Operating & Maintenance (O&M) expenses of \$173,970, Operating reserves of \$29,000, contingency reserves of \$17,397 and capital outlay allocation of \$28,000. It is important to review the 9-month budget report and provide direction to staff accordingly.

HIGHLIGHTS

- Overall spending has stabilized very well. Most costs are under budget.
- Sewer Use Charge (SUC) income (#301.0) will likely be the sole source of revenue planned for in FY 21/22 minus a small amount from sewer permit fees. There should also be some carry-over cash to close out the year and get the department through to the next SUC payment. Any remaining funds will be rolled into reserves.
- Payroll costs for Port Costa have decreased slightly, and will likely continue to decrease into FY 21/22 as staff spends less time on Port Costa issues.
- The Operating Reserves must be rebuilt over the next 2 to 5 years. It is likely that these reserves will commence at the completion of this fiscal year.

SUMMARY

The attached budget report shows the Port Costa Sanitary Department is effectively managing its discretionary expenses. Rising maintenance and preventive costs should be taken into account, along with necessary replacements.

Staff Recommendation:

Staff recommends the Port Costa Sanitary Commission receive the 9-month budget report.

The Budget & Finance Committee should meet to discuss the FY 20/21 budget and form recommendations on development of the FY 21/22 budget. Increased operations and maintenance expenses in the coming years should be planned for. Capital Projects list should be reviewed and updated.

**CROCKETT COMMUNITY SERVICES DISTRICT
 PCSAN Budget Report
 July 2020 through June 2021**

	Jul '20 - Jun 21	Budget	\$ Over Bu...	% of Budget
Ordinary Income/Expense				
Income				
3425i · FUND 3425 PCSAN. Income***				
30 · OPERATING REVENUE				
301.00 · SEWER USE CHARGES	302,419.36	300,165.00	2,254.36	100.8%
302.00 · PERMIT AND INSPECTION FEES	60.00	180.00	-120.00	33.3%
Total 30 · OPERATING REVENUE	302,479.36	300,345.00	2,134.36	100.7%
31 · NON-OPERATING REVENUE				
311.00 · INTEREST	1.51	360.00	-358.49	0.4%
318.00 · COST RECOVERY	0.00	2,783.00	-2,783.00	0.0%
Total 31 · NON-OPERATING REVENUE	1.51	3,143.00	-3,141.49	0.0%
Total 3425i · FUND 3425 PCSAN. Income***	302,480.87	303,488.00	-1,007.13	99.7%
Total Income	302,480.87	303,488.00	-1,007.13	99.7%
Gross Profit	302,480.87	303,488.00	-1,007.13	99.7%
Expense				
3425e · FUND 3425 PCSAN. Expense***				
415 · SEWAGE COLLECTION				
415.25 · GAS, FUEL, OIL (DIST. VEHICLE)	0.00	300.00	-300.00	0.0%
415.30 · INSURANCE - Liability	4,514.19	4,453.00	61.19	101.4%
415.55 · PROF. SVCS. (Coll.)	3,960.00	1,000.00	2,960.00	396.0%
415.70 · MAINTENANCE				
415.701 · Sewers - preventive maint.	9,821.86	0.00	9,821.86	100.0%
415.70 · MAINTENANCE - Other	0.00	10,000.00	-10,000.00	0.0%
Total 415.70 · MAINTENANCE	9,821.86	10,000.00	-178.14	98.2%
415.96 · OTHER OPERATING (Coll.)				
96.2c · Permits & Fees (Coll.)	2,848.00	2,678.00	170.00	106.3%
415.96 · OTHER OPERATING (Coll.) - Other	0.00	1,000.00	-1,000.00	0.0%
Total 415.96 · OTHER OPERATING (Coll.)	2,848.00	3,678.00	-830.00	77.4%
Total 415 · SEWAGE COLLECTION	21,144.05	19,431.00	1,713.05	108.8%
416 · SEWAGE TREATMENT				
416.25 · GASOLINE, OIL, FUEL	66.90	0.00	66.90	100.0%
416.31 · INSURANCE - Property	1,573.88	1,267.00	306.88	124.2%
416.51 · TREATMENT O&M				
51.1pc · Treatment Plant Operators	39,600.00	55,200.00	-15,600.00	71.7%
51.2pc · Chemicals	1,782.82	3,937.00	-2,154.18	45.3%
51.3pc · Hardware, Supplies, & Misc	353.46	1,000.00	-646.54	35.3%
Total 416.51 · TREATMENT O&M	41,736.28	60,137.00	-18,400.72	69.4%
416.56 · PROF. SVCS. (Treat.)				
56.1pc · Attorney	198.97	200.00	-1.03	99.5%
56.2pc · Engineer	0.00	2,000.00	-2,000.00	0.0%
56.3pc · Technician	7,656.20	3,500.00	4,156.20	218.7%
56.7pc · Lab testing	6,584.00	10,103.00	-3,519.00	65.2%
Total 416.56 · PROF. SVCS. (Treat.)	14,439.17	15,803.00	-1,363.83	91.4%
416.91 · UTILITIES				
91.1pc · Electricity	3,372.69	3,560.00	-187.31	94.7%
91.6pc · Phone Alarm System	267.61	1,580.00	-1,312.39	16.9%
Total 416.91 · UTILITIES	3,640.30	5,140.00	-1,499.70	70.8%
416.96 · OTHER OPERATING (Treat)				
96.1 · Capital Replacements (Treat.)	1,350.00	3,000.00	-1,650.00	45.0%
96.2 · Permits & Fees (Treat.)	7,142.00	6,918.00	224.00	103.2%
96.3 · Alarm monitoring	76.00	0.00	76.00	100.0%

CROCKETT COMMUNITY SERVICES DISTRICT
PCSAN Budget Report
 July 2020 through June 2021

	Jul '20 - Jun 21	Budget	\$ Over Bu...	% of Budget
416.96 · OTHER OPERATING (Treat) - Other	0.00	12,000.00	-12,000.00	0.0%
Total 416.96 · OTHER OPERATING (Treat)	8,568.00	21,918.00	-13,350.00	39.1%
Total 416 · SEWAGE TREATMENT	70,024.53	104,265.00	-34,240.47	67.2%
417 · ADMIN / GENERAL				
417.21 · ELECTIONS	0.00	80.00	-80.00	0.0%
417.31 · INSURANCE -Crime(employee bond)	0.00	25.00	-25.00	0.0%
417.36 · MEMBERSHIPS	1,708.50	1,709.00	-0.50	100.0%
417.41 · OFFICE				
41.1pc · Postal	6.02	0.00	6.02	100.0%
41.2pc · Supplies	170.57	0.00	170.57	100.0%
417.41 · OFFICE - Other	0.00	250.00	-250.00	0.0%
Total 417.41 · OFFICE	176.59	250.00	-73.41	70.6%
417.56 · PROF. SVCS. (Admin.)				
56.4pc · Attorney	2,213.03	0.00	2,213.03	100.0%
56.5pc · Auditor	800.64	0.00	800.64	100.0%
417.56 · PROF. SVCS. (Admin.) - Other	0.00	6,955.00	-6,955.00	0.0%
Total 417.56 · PROF. SVCS. (Admin.)	3,013.67	6,955.00	-3,941.33	43.3%
417.61 · PRINTING/PUBLISHING	1,372.50	273.00	1,099.50	502.7%
417.70 · SOFTWARE SUBSCRIPTIONS	633.15	1,346.00	-712.85	47.0%
417.80 · VEHICLE / TRAVEL REIMBURSEMENT	2.55	150.00	-147.45	1.7%
417.96 · OTHER ADMIN.				
96.3pc · County & State Charges	811.01	1,075.00	-263.99	75.4%
96.5pc · Recoverable expenses	604.39	0.00	604.39	100.0%
417.96 · OTHER ADMIN. - Other	0.00	1,000.00	-1,000.00	0.0%
Total 417.96 · OTHER ADMIN.	1,415.40	2,075.00	-659.60	68.2%
Total 417 · ADMIN / GENERAL	8,322.36	12,863.00	-4,540.64	64.7%
419 · NON-OPERATING EXPENSES				
416.212 · LOAN PRINCIPAL (NON-OP)	0.00	76,063.00	-76,063.00	0.0%
419.1 · LOAN INTEREST (NON-OP)	0.00	15,107.00	-15,107.00	0.0%
Total 419 · NON-OPERATING EXPENSES	0.00	91,170.00	-91,170.00	0.0%
Total 3425e · FUND 3425 PCSAN. Expense***	99,490.94	227,729.00	-128,238.06	43.7%
6560 · PAYROLL EXPENSES ***				
6560.2 · CalPERS Unfunded Liability	678.46	650.00	28.46	104.4%
417.11 · PCSan - O&M BENEFITS				
11.1as · Asst Mgr	367.51	0.00	367.51	100.0%
11.1dMc · McDonald	237.89	0.00	237.89	100.0%
11.1ds · Witschi	47.69	0.00	47.69	100.0%
Total 417.11 · PCSan - O&M BENEFITS	653.09	0.00	653.09	100.0%
417.6s · PCSan - O&M SALARY				
6.1as · O&M payroll - Asst Mgr	1,414.86	0.00	1,414.86	100.0%
6.1dMc · O&M payroll - McDonald	1,692.45	0.00	1,692.45	100.0%
6.1ds · O&M payroll - Witschi	323.23	0.00	323.23	100.0%
Total 417.6s · PCSan - O&M SALARY	3,430.54	0.00	3,430.54	100.0%
6560 · PAYROLL EXPENSES *** - Other	0.00	36,761.00	-36,761.00	0.0%
Total 6560 · PAYROLL EXPENSES ***	4,762.09	37,411.00	-32,648.91	12.7%
Total Expense	104,253.03	265,140.00	-160,886.97	39.3%
Net Ordinary Income	198,227.84	38,348.00	159,879.84	516.9%
Net Income	198,227.84	38,348.00	159,879.84	516.9%

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of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, MARCH 10, 2021

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Surges. Present were Commissioners Klaiber, List and Scheer, along with Dept. Manager Barnhill, District Engineer Murdock, Administrative Services Manager Gunkelman and Assistant District Secretary Witschi. Also present was Director Barassi. Commissioner Cusack was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
- 5.a. SELF-MONITORING REPORT: Mr. Barnhill reported no exceedances in January.
- 5.b. DISTRICT BOARD ACTIONS: No report.
- 5.c. SMOKE TESTING LETTER: The Commission reviewed the draft smoke testing letter. Commissioner List asked staff if they were just going to hold the letter. Mr. Barnhill said he can hold the letter or he can send them out now. He said the last paragraph it states owners have 90 days but the Commission could adjust that. Commissioner Surges said at the last meeting we discussed sending the letter out in May. It was the consensus of the Commission to hold off sending the letters for 90 days.
6. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. Mr. Gunkelman reported a cash balance of \$38,163.39 and a fund balance of \$201,821.12.
- 7.a. SHEDS AND CONCRETE PAD: Mr. Barnhill reported Valley Operators has requested the wooden shed be replaced. He stated he doesn't see an urgent need to replace the shed. He said inside the shed it holds some of operator's equipment, paperwork, measurement logs for the tank, electrical lights and plugs. Commissioner List asked if the shed just needs to be renovated. Mr. Barnhill said the door is hard to open but he does not think it is leaking. He said it could use a good coat of paint and a new latch for the door. He said the concrete pad that is used for the bleach container was initially put on pallets, but it's not a permanent place to keep it. It needs a proper place to sit level.
- 7.b. UTILITY WATER SYSTEM: Mr. Barnhill reported last month the utility water system piping failed. He said inside the pump room, which is supposed to be a dry room, water flooded up above the level of the primary effluent pumps so it's roughly a five foot deep flood inside that room. The sump pump in the corner of the room continued to operate but it could not keep up with the inflow of water that was being pumped in by the system pump. When the utility water system pump finally shut down, the water was drained out or pumped out by the sump pump and the operator found a foot of water in that room when he walked in.

Commissioner List came down and redid the piping and cut out the bad portion and put a new piece in with the coupling and it's permanent now. Valley Operators received a quote to replace the water system piping and the cost is \$7K to replace 10 feet of pipe.

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported on February 25, West County Wastewater District (WCWD) vacuumed out the scum layer in chamber one of the septic tank. He said seven yards of scum was pulled out of the tank and West County disposed of it on their property. Commissioner List asked how often does it need to be vacuumed out. Mr. Barnhill said he was thinking once a quarter. Commissioner List asked how much does that service cost. Mr. Barnhill said he has not received the invoice from WCWD yet, but he said it is cheaper than hiring Ponder.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9. REPORTS FROM COMMISSIONERS: None

10. CONSENT CALENDAR: The consent items were approved unanimously (tl/kk):
a. Approve Minutes of February 10, 2021.
b. Receive Status Report on outstanding issues.

11. FUTURE AGENDA ITEM:
Discuss Port Costa school sewer system.

12. COMMISSIONER COMMENTS: Commissioner List said he would not be in attendance for the April meeting.

13. ADJOURNMENT: The meeting was adjourned at 7:39 PM until April 14, 2021.

Respectfully submitted,



Susan Witschi
March 11, 2021

PORT COSTA SAN. DEPT. STATUS REPORT

APRIL

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
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ADMINISTRATIVE MATTERS

Ongoing		Review/revise O&M manual	Reviewed	Annual review	Staff
Ongoing		Revise sewer system management plan	Audit complete	Audit Feb 2022	Staff
Ongoing		System rehabilitation program	Smoke tested entire CS Nov 19,2020	Analyze smoke testing results. Send deficiency letters. (see E-8)	Staff
Ongoing		Property database	Current thru 12/2019	Received assessor report from county. Backlogged	Asst District Secretary
Ongoing		Financial accounting & budget	Identify funding		GM
4/15	A-4	Sludge disposal procedure document	Review with operators		Staff
2/19	A-5	Delayed payment of loan #2	Scheduled FY 20/21	Pay in October. Authorized by Commission	Asst District Secretary/ Commission
8/15	A-6	Encroachment 70 CLD. Property is listed, replacement of sewer main, if needed, is owners responsibility	Backlogged	owner to comply	Staff
8/15	A-7	Small Community Grant	Postponed	Revisit State grant options	Commission

ENGINEERING MATTERS

1/13	E-3	Install high water alarm in sump. This will ensure notification if sump pump fails or if flooding occurs	Operator to seek proposal/aquire/install float switch. Telstar to link to PLC	Receive/approve estimate (commission).	Staff
6/08	E-7	#4 filter condition. Investigation to identify location of leak	ON HOLD	Excavate content of filler bed 4	Operator
3/16		Railroad crossing. Needed for health & safety purposes and equipment access	ON HOLD	will approach this if equipment access to WWTP is needed for emergency or maintenance.	Commission / Board
1/17		Install backup Watson Marlo chem pump	Valley to send for diagnosis/est/repair	Authorize repair	Operator
6/17		Constant Level Gate. The constant level gate does not hold position without being held down by a pole. If not held down the gate will lift allowing mass volume to transfer from splitter box into wet well.	Pending assessment		Operator

*Items marked COMPLETED will be removed from the Status Report the following month.

10.b.

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
5/18		Upgrade PLC. Valley recommends upgrading PLC due to age of system, warns that issues will begin to crop up as time passes	Contact vendor for estimate		Operator
12/19	E-8	CCTV Inspection		Targeted CCTV will be required to assess condition	Staff/Commission
1/20	E-11	Polycoat septic tank wall. Engineers found that concrete is degrading at the water air interface.	Consider in 2025	Obtain bids	Commission to direct staff to seek proposals + decide on timing and contract. Contract Operators to oversee work

MAINTENANCE MATTERS

		Monitor sludge level - WWTP Septic Tank	Valley - ongoing. Operator to advise when it is necessary to remove	Operator to seek bids. Commission to review and accept pumping proposal. Operator to schedule work, manage project	Operator
		Monitor scum level - WWTP Septic Tank	Valley - ongoing. Scum in chamber #1 removed Feb 2021. Jan 2020 full maintenance	Staff to contact WCWD to vac material. Operator to oversee and accept work	Operator/staff
8/17		Repair/replace #3 dosing siphon in dosing structure. Siphon is broken and has been removed.	Pending Valley verification of specs. Valley is verifying specs on replacement (\$535 per unit)	Seek installation proposal once part is verified. Commission to accept proposal	Operator
8/18	M-7	Install signage at WWTP. Property warning signs should be installed within the fenceline rather than on the fence to help prevent sign and property vandalism	Commission volunteered	Pending	Commission
2/17	M-6	Remove shrubbery. Plants and roots are causing major damage to wwtp	Commission volunteered	Pending	Commission
		Transplant sand into filter bed #3. Filter bed 3 is low on sand material, level needs to be brought up. Plan was to transfer sifted sand from waste pile or from abandoned bed #4.	Suspended following bio assay failures. Unverified if transferred sand was the specific cause but the failures coincided with transfer. Unverified risk of metal and other contaminants collecting in static sand due to proximity to the railroad.		Operator

*Items marked COMPLETED will be removed from the Status Report the following month.

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
10/16		Annual load bank/fluid svc on genset. Preventative maintenance	Last service Aug 2020	Next due- Aug 2021	Licensed Service - overseen by operator
1/13	M-1	Raise manhole elevations. Will address as needed if county informs us of paving & manhole elevation issues	Obtain quote as needed		Staff
7/12	M-3	Clean/paint plumbing. Pump room is a moist environment. Pipes and pumps develop rust, it must be removed and equipment must be coated.	Mitigate rust, replace as needed / paint		Operator / Commission
7/12	M-4	Repair eroded wet well stopper valve	Define scope of work	Receive add'l quotes for work	Operator
7/12	M-5	Reset siphon valve #3	Drain north side/buy parts/gate valve open	Drain/close valve/ reset valve height	Operator. Verify that this is ongoing operation rather than project status

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

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*Items marked COMPLETED will be removed from the Status Report the following month.