

PORT COSTA SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, OCTOBER 13, 2021

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE 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/2021-10-13port-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# 863 7312 7676 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/86373127676> 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# 863 7312 7676.

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 cover letter for August 2021.
- b. Consider report on actions taken by the District Board.

6. **BUDGET AND FINANCE:**

Consider monthly Summary Worksheet and staff report on other financial matters.

7. **WASTEWATER:**

Discuss generator and electrical at Wastewater Treatment Plant.

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 September 8, 2021.
- b. Receive Status Report on outstanding issues.

11. **FUTURE AGENDA ITEMS:**

12. **COMMENTS FROM COMMISSIONERS:**

13. **ADJOURNMENT** to November 3, 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.

September 29, 2021

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

COPY

SUBJECT: Self-Monitoring Report Submittal for August 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.

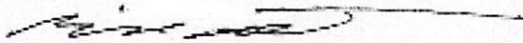
The CCSD Port Costa WWTP contracts laboratory testing with Eurofins Environmental Laboratories, Inc., which is an ELAP, certified lab. All sampling and testing analysis records are maintained and available for inspection during normal business hours at the contract lab located at 5063 Commercial Circle Suite H, Concord, CA 94520-8577 (925) 889-9022.

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

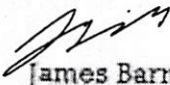
During the month of August no exceedances occurred.

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.: 9/29/21 LATEST FUND REPORT 9/13/21

OPERATING FUND 3425

CASH CARRIED FORWARD:	\$23,711.74	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1347-1353)	(\$11,636.29)	PYs due CVSan Dep	\$24,233.49
Permit		Loan#2 due CVSan	\$203,986.49
Investment Services		Loan#3 due CVSan	\$150,000.00
Cash conversion			

CASH BALANCE: \$12,075.45 | ACCRUED DEBT: \$378,219.98

ADV ON SUC BEG. BALANCE \$0.00
Cash Conversion
Ending Balance \$0.00

INVESTED BEGIN. BALANCE \$125,272.71
LAIF Interest 4th qtr
Transfer to Invest \$0.00
Ending Balance \$125,272.71

FUND BALANCE: \$137,348.16 | \\san\pc\bud&fin\wrksht

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
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MINUTES OF REGULAR MEETING, SEPTEMBER 8, 2021

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, District Engineer Murdock and Asst. District Secretary Witschi. Also present were Eric Olson, Kirsten Weeks and Brent Buckhum.

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 July and no spills.

5.b. DISTRICT BOARD ACTIONS: None

6. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission.

7.a. INFLUENT PUMP: Mr. Barnhill reported Pump #2 is still operational. Operators will focus on Pump #1.

7.b. SANITARY SERVICE: Brent Buckhum introduced his team Eric Olson, Civil Engineer and Kirsten Weeks, Project Manager and said they have been working with the community for about three years and currently in the process of submitting planning approval for the project at the Bull Valley Agricultural Center. He said the team is designing a non-profit school that will have about 50 students and faculty associated with that. He said right now they are submitting to the county and trying to work with you to get approval of the project and involvement of this project. The project is a habitat restoration semester school for about 45 to 50 students per semester, where they will be learning habitat restoration skills working on the land there as well as throughout the watershed. Commissioner Surges asked if there is a timeline of the project. Mr. Buckhum said they are basically planning to submit to the county this fall. Commissioner Scheer asked where would the sewer hookup. Mr. Buckhum said there are two components of renovating the historic building and they are working with conservation on that. He said that will include some upgrades, but probably not a sewer upgrade.

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported hydro was run on three lines last month. He said one of the lines runs parallel to Canyon Lake Drive, on the North side, from Prospect Avenue behind properties 64 Canyon Lake Drive down to 26 Canyon Lake Drive. There were medium roots in that line. Roots have been picking up this year due to drought conditions, the roots are hunting water. These are things to be aware of and he might adjust that line cleaning frequency. The schedule right now is a 12-month rotation,

though he might hydro the line segment again in this wet season. That line is also the one that runs underneath houses, so if there's a problem there, it might not necessarily come up out of a manhole. A spill might come up inside a property. He is waiting on a proposal to look at the motor stop switches down in the pump room. He will bring those to the next meeting if he receives reasonable proposals.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9. REPORTS FROM COMMISSIONERS: Commissioner Klaiber asked what happened with the generator. Mr. Barnhill said what he understands is it ran and operated and sent power over. It's coming up on its annual service. Commissioner Klaiber said they had to borrow her neighbor's generator. Commissioner List said that was his generator and he was down there with Rudy and the main generator did not come on when the power went out. Rudy needed a small generator that he could walk across the tracks.

10. CONSENT CALENDAR: The consent items were approved unanimously (tc/as):

- a. Approve Minutes of August 11, 2021.
- b. Receive Status Report on outstanding issues.

11. FUTURE AGENDA ITEMS:

Discuss limit switches and generator.

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:27 PM until October 13, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
October 12, 2021

PORT COSTA SAN. DEPT. STATUS REPORT

OCTOBER

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 12/2020	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.