

PORT COSTA SANITARY COMMISSION

Regular Business Meeting

AGENDA FOR WEDNESDAY APRIL 10, 2024

TIME: 6:00 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 March 13, 2024.
5. SEATING OF NEW MEMBER WILLIAM LEE VANCE:
6. ADMINISTRATIVE:
 - a. Receive report on actions taken by the District Board.
 - b. Receive Self-Monitoring Report cover letter for February 2024.
 - c. Consider representation for 1 Rolph Park Drive Ad Hoc Committee.
 - d. Update on recommended sewer use charge.
 - e. Discuss chemical pump replacement.
 - f. Review “Hints for Healthy Sewer” flyer.
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:
 - Percentage of completed CCTV.
 - Bull Valley Agricultural Center & Port Costa School.
 - 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 May 8, 2024.

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

For Review

P.O. Box 578 - Crockett, CA 94525

telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, MARCH 13, 2024

1. CALL TO ORDER: The meeting was called to order at 6:05 PM by Vice Chair Cusack. Present were Commissioners Cusack, Klaiber, List, and Scheer. Commissioner Surges was absent. Staff present included Sanitary Department Manager (SDM) Barnhill, District Secretary (DS) Rivas, and Administrative Services Manager (ASM) Goodman. Board Director Barassi was present.
2. CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
- 4.a CONSENT CALENDAR: Minutes of February 14, 2024, were approved with edits. (List 1st, Scheer 2nd, 4/0, 1 absent)
5. SEATING OF NEW MEMBER WILLIAM LEE VANCE: Mr. Vance, aka Billy Martini, read the Oath of Office, was seated as an alternate commissioner and was welcomed by the commissioners. DS Rivas announced that since Chair Surges is absent, Mr. Vance (Martini) is considered a voting member for this meeting.
- 6a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas that Board President Spinner has taken over the role of Interim General Manager and she has resumed the role of district secretary full-time. Director John Mackenzie has been nominated to be considered for a seat on the LAFCO Board. The Board approved serving as the governmental sponsor for the Port Costa Community Alliance (PCCA)'s Crockett Community Foundation grant application for the repair of the Prospect trail stairs. The stairs are at the end of the George Miller trail. Julie Fisk was appointed to the Lighting and Landscape Commission and William Lee Vance (Billy Martini) was appointed to the PCSAN as an alternate.
- 6b. SELF-MONITORING REPORT: Received. Received. SDM Barnhill reported that there were no permit exceedances in January and there were no spills in February. Commissioner List asked if the two exceedances in the previous year were indicative of a trend or an anomaly. Mr. Barhill responded that the exceedances were an anomaly that could have been caused by a variety of issues. There is a \$3,000 per incident minimum penalty fee. While the error can be contested, identifying, and proving the source of an error is very challenging and costly. He cautioned that exceedances are a de facto occurrence in the industry and stressed the importance of working with the State. He reported how he worked closely with the State EPA and the Water Board several years ago when the District experienced multiple failures of acute toxicity, the source of the exceedances could not be identified. Working in conjunction with the State, it was determined that the failures likely originated from one source. This allowed the state to consider multiple exceedances to be caused by one source.

Mr. Barnhill further explained that much of his work is self-reporting instead of the State overseeing the work. He serves as the legally responsible official (LRO) and takes on personal liability; any false reporting may be punishable with personal fines and jail time.

6c. RECEIVE 2023 ANNUAL POLLUTION PREVENTION PLAN REPORT: SDM Barnhill reported that the Annual Pollution Prevention Plan Report is highly detailed, complex, time-consuming, and submitted on time. He explained that the inventory to be completed in October 2024” refers to source water from Contra Costa water districts. The drinking water agencies are under the mandate by the EPA to inventory lead and copper pipes. This inventory includes laterals to houses. Section III Source Water refers to drinking water. Mr. Barnhill explained that the report is comprehensive and often overlaps with other jurisdictions that Port Costa has no control or oversight of but he is required to respond. He clarified that responses in quotation marks are pulled directly from other sources. In this case, the Contra Costa Water District is required to publish a report of its findings.

Referencing Page 7, Section VII, A: Televised Inspection Program, Commissioner Scheer requested an update on how much pipeline has been CCTV inspected before 2023. Mr. Barnhill explained that most of the lines had been previously CCTV'd but they were not PAPC-rated and therefore do not meet the qualification standards of this report. The District's policy requires that all home transfers require CCTV inspection of the lateral to receive a valid certificate of compliance. A non-PAPC-rated CCTV provides a simple perspective if a pipe is good or bad. A PAPC-rated CCTV has a score-based assessment that rates the quality and condition of a line.

Ordinance 07-1 requires a valid certificate of compliance upon a transfer of ownership. The certificates are valid for five or ten years from issuance. Spot repair certificates have a five-year lifespan and full-line replacements are valid for ten years. Real estate agents contact the office for a certification status as part of the due diligence process. This certificate process is to prevent spills and prevent (I&I) from entering the system which causes excessive costs for treatment.

A short discussion on Section IX: Community Outreach Element resulted in the request to expand the Crockett Improvement Association's community clean-up to include Port Costa.

6d. UPDATE ON SEWER USE CHARGES: Mr. Barnhill has been inundated with mandatory Statewide reporting that has delayed the task of calculating the sewer use charge for 2024-2024. He reported that the water use data has been received and calculated but still needs to be considered in the budget process. Reporting such numbers at this time is premature but he hopes to have the information by the next meeting.

6e. UPDATE ON FLOW NUMBERS: Upon the request of Chair Surges at the February meeting, Mr. Barnhill presented a chart of the flow throughout 2023. He reported that the average flow per day in January was the highest peak he has experienced since beginning working for PCSAN. As a comparison during dry weather, the plant generally averages ranges between 18,000 – 19,000 gallons such as in 2022.

How this affects the quality of discharge, there is a reducti19,000-gallonon time in the septic tank. The septic tank is designed to capture suspended solids and floating debris. And if the process is rushing through it forces the velocity and pulls materials across to the plant. In turn, this rushes the chlorination phase at the treatment plant. The chlorination needs to go through a contact basin for a duration of time before it is dechlorinated and discharged as fully treated effluent.

Mr. Barnhill reported that the State has begun to apply light pressure to realign the main sewer line located behind many homes to the center of the main street, but this task is very costly. Realignment would reduce the collection system length. If Port Costa's collection system can be reduced to under one mile (5,280 feet), then the collection system would no longer fall under the authority of the State. This, however, would be at the discretion of the State. We are currently at 7,108 linear feet. The amount of line that would be discounted would be the north side line behind the houses and the south side line which runs along the

gutter line on the South side of Canyon Lake Drive. By discounting those lanes, we would still be over one mile. The line from the septic tank to the treatment plant is 797 feet. Mr. Barnhill has verified with the consulting engineer that this line probably should not be considered part of the collection system because it is within the primary treated wastewater and there are no raw wastewater connections.

If Port Costa performs the realignment and discounts the treatment line, the collection system would likely be under one mile long. The cost would range between \$350-\$500 per foot for 1,000 feet.

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

Goodman reminded the commissioners that a financial audit has not been received for 2022 or 2023. She has been working closely with the auditor and expects the 2022 report very soon. She noted that some warrants will have her signature but is only temporary as we transition the Board President's signature. Ms. Goodman presented various financial documents.

23/24 Approved Budget updates:

- Approved for 23/24, the Operations & Maintenance (O&M) and Capital Improvement Budget was approved for \$417,981.
- Outstanding Debt – refers to a loan through CVSAN. The loan payments have not been accounted for. Two loan documents were presented for reference. It appears that one of the loans has been paid off and asked for assistance in identifying the loan that was paid in full by providing a timeframe of when that occurred.
- Profit & Loss Statement (P&L) does not list any income/revenue. This gap in accounting prevents true detail reporting on actual balance. The following section reports all expenses. Page three shows a total of \$174,306.42 in expenditures. This total does not include any loan payments. She anticipates a loan payment will be roughly \$40,000.

In summary, the PCSAN budget looks healthy, and no major adjustments are expected. She hopes to have a forecast for the end of the fiscal year for the next meeting.

7b. UPDATE ON 2024 BUDGET PROCESS: Ms. Goodman has scheduled a Board Budget and Finance Committee meeting for Monday. She has anticipated presenting an eight-month budget but will not be able to provide one for this fiscal year. Instead, a roll-up budget will be presented that details what has been spent, budget allocation, and some projections for the next fiscal year. The next step is to meet internally with staff to discuss the sewer use charge that will guide the budget process. Board Directors Barassi and Mackenzie are on the Board Budget and Finance Committee, and both are Port Costa residents.

8. WASTEWATER: None.

9a. REPORT OF DEPARTMENT MANAGER: Mr. Barnhill recommended that one of the two existing peristaltic chemical pumps needs to be replaced with a new unit. This pump injects sodium hypochlorite and metal bisulfite separately and is primary to the final treatment process. The cost is approximately \$6,000 and Telstar could install the unit at a cost of approximately \$800 (\$200 per hour with a four-hour minimum).

There was a concern about overflow from manholes. Mr. Barnhill explained that water overflowing from manholes in Pinole is likely stormwater-related and not sewage-related. Any sewer overflows as it pertains to sanitary is due to pipe blockages due to debris buildup, hence why we CCTV the pipes. Some homeowners have experienced sewage backups in their homes. The plumbing in homes is outside of the PCSAN jurisdiction. Mr. Barnhill explained that typically this happens when the toilet's vent stack is not connected to the plumbing. Putting the toilet seat down is recommended.

9b. GOVERNMENTAL MATTERS: The format of the annual CIWQS report has been changed. Historically, the information from previous years automatically populates for the current year and only requires updating for current data. None of the historical information was transferred over to the new format requiring extra time to research previous data.

ASM Goodman reported that Initiative 1903 is currently working its way through legislation. This initiative could impact sewer use changes and Measure L funding. More information can be found on the CSDA website.

9c. ANNOUNCEMENTS AND DISCUSSION: Valley Operators gave written notice that they will end their service on October 1 of this year, a year earlier than the contract term. Mr. Barnhill advised that service rates will likely increase. Several contractors perform treatment plant operations and hiring a new company should be straightforward. Starting last year Mr. Barnhill has been in contact with a company that has already offered to perform operations services for Port Costa.

As part of the required engineering study for their development permit, the Field Semester project has begun cleaning the lines and collecting proper PACP-rated CCTV at their cost. The cleaning ranges from the septic tank to the treatment plant and will determine if the exiting 6-inch pipe will be sufficient to absorb the sewer needs of their project. The information will become the property of PCSAN. Staff will review the CCTV to assess areas to repair, if any. This project will cover approximately one-third of the inventory for CCTV.

10. REPORTS/COMMENTS FROM COMMISSIONERS: Commissioner Scheer distributed a draft flyer addressing items that should not be disposed of in toilets. She asked that all commissioners review the document and provide feedback.

11. FUTURE AGENDA ITEMS:

- Hints for a Healthy Sewer review
- Percentage of completed CCTV cleaning.
- Bull Valley Agricultural Center & Port Costa School – scope and costs.
- 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.

12. ADJOURNMENT: The meeting was adjourned at 7:33 PM until April 10, 2024, at 6 pm.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

March 29, 2024

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 2024 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 2024 has been uploaded to the CIWQS website.

No exceedances occurred during the month of February.

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:

Legally Responsible Official:



Nicholas Gaunt,
Chief Plant Operator

James Barnhill
Port Costa Manager

cc: Casey Wichert, Valley Operators

DRAFT

HELPFUL HINTS FOR A HEALTHY SEWER (DRAFT 3/13/24)

The Port Costa Sanitary Department of the Crocket Community Services District (CCSD) maintains the wastewater collection and treatment system that serves the town of Port Costa. It is a gravity fed system whereby each home or business has a lateral waste line that ties into a main sewer line that eventually empties into a large holding tank beneath the parking lot adjacent to the Warehouse. The partially treated wastewater from that holding tank is gravity fed underneath the railroad tracks to the town's Wastewater Treatment Plant. This partially treated wastewater is pumped into sand filter beds, then into a disinfection tank where the partially treated wastewater is chlorinated, held in detention, de-chlorinated, and then discharged as fully treated effluent into a 10-inch outfall pipe, the end of which is submerged approximately 60 feet offshore in the Carquinez Strait. Routine maintenance of pipelines, pumps and holding tanks are performed on set schedules, and the State Water Quality Control Board reviews our numbers to verify that we are operating under State and Federal guidelines for treatment plants. We are fortunate to have very few emergencies or regulatory citations with our system.

It is important to consider the intricate pipe works, the holding tanks, the pumps and the magic of gravity that are on the downstream side of our households. We all know the importance of having functioning sinks. But many homeowners and commercial establishments commonly take for granted one of the most efficient mechanisms for removing human waste byproducts - the toilet. It is obvious that this is one appliance that we cannot (nor would we want to) live without. But a toilet is not a solid waste disposal unit and items other than human waste and toilet paper can place any septic system and wastewater system in peril.

Our downstream collection system is relatively straightforward if observance is paid to what is disposed of "down the drain". Please read the following list of items that should not be entering our wastewater system in Port Costa.

1. CHEMICALS

Household chemicals can be helpful in many ways but once they are dumped into the public sewer (via sink drain or toilet) they often cause many problems to a wastewater system and treatment plant. Antibacterial cleaners work against septic systems which use good bacteria to break down waste and keep the system running smoothly. Do not Homeowners flush the following chemicals down the drain:

- Household cleaners
- Drain cleaners
- Gasoline or Kerosene
- Insect or weed killers
- Oil based paints and sealers
- Turpentine or other solvents

Sending any harsh chemicals or cleaners down your drain won't just harm our treatment plant. It can contaminate the soil and affect water quality along the Carquinez Straights. Dispose of these chemicals safely and use eco-friendly products whenever possible. Contra Costa County provides free disposal of hazardous wastes for Port Costa residents at the WestCounty Household Hazardous Waste Facility, 101 Pittsburg Ave. Richmond CA. (888)412-9277

2. FLUSHABLE WIPES

Experience has shown that when we do have issues with our collection system, one of the major problems is the disposal of baby wipes, cosmetic wipes, toilet wipes, paper towels and antibacterial cleaning wipes. Many of these many of are labeled "Bio-degradable" by their manufacturers. These items DO NOT bio-degrade in our septic system here in Port Costa as

they do not readily decompose. When these items enter the waste stream, they can cause damage to pipes, cause pipes to clog, and have been identified in the past as the cause of sewer back-ups and spills. These issues can be avoided with proper disposal practices. Avoid putting other cotton-based products down your drains for the same reason, including:

- Tampons and sanitary napkins
- Cotton balls and swabs
- Diapers
- Paper towels

3. FAT, OIL & GREASE (FOG)

Oil and grease don't break down like water and waste. Pouring grease down drains can end in a clog and will certainly cause FOG buildup ^{IN} our septic system holding tank. Instead of sending fats, oils and grease down your drain, pour these materials into a can where they can safely solidify and be thrown in the garbage. Wipe your pans clean with a paper towel to ensure they are free of any greasy debris before washing the pan in the sink or dishwasher.

4. CAT LITTER

If you have a cat at home, don't make the mistake of flushing litter down the toilet. Most cat litter expands when wet, making even biodegradable and flushable kitty litter unsafe for septic systems.

5. MEDICATIONS

Do not flush pills, capsules, or liquid medication down your drains. Medications contain chemicals that could have adverse effects on septic systems and the water quality of local waterways and groundwater. Dispose of medications properly by taking them to one of the following drop off sites:

Contra Costa Sheriff's Field Operations Building, 1980 Muir Road, Martinez
County Regional Medical Center, 2500 Alhambra Ave., Martinez
City of Martinez
Police Department/City Hall, 525 Henrietta Street, Martinez

6. FOOD WASTE

Sending food items down your drains is never a good idea. Garbage disposals can help grind up foods but the following items are particularly hazardous to a septic system:

- Coffee grounds
- Starchy foods, such as rice, potatoes, etc.
- Fibrous foods, such as broccoli, celery, etc.
- Eggshells

We are lucky in Port Costa to have weekly Greenwaste pick-up. Place food scraps in your home's compost bin or in your Greenwaste container.

7. TRASH

Anything you'd typically throw in the garbage should not be flushed down your drains. This includes anything from cigarette butts to dental floss and contact lenses. When in doubt, opt for the trash can instead of your drain pipes.

Together, we can help keep our wastewater treatment plant operating economically and efficiently. If you have any questions about our sewer system and how it operates, please do not hesitate to talk with one of the members of the Port Costa Sewer Commission - we all live in town.

Commissioners

Tom Cusack Karen Klaiber Tom List Anne Scheer Joe Surges