

# PORT COSTA SANITARY COMMISSION

Regular Business Meeting  
AGENDA FOR WEDNESDAY, MAY 10, 2023

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

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*The Port Costa Sanitary Commission is an agent of the Crockett Community Services District.*

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:  
(The 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. Consider report on actions taken by the District Board.
  - b. Receive Self-Monitoring Report cover letters for March 2023.
  - c. Receive Report of Waste Discharge cover letter for NPDES reissuance process.
  - d. Receive 2023/24 Sewer Use Charge Study report, edited as requested.  
(SUC remains unchanged from prior year. Recommended by Commission 4/24/23)
6. BUDGET AND FINANCE:
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 item:
  - a. Approve Minutes of April 12, 2023.
  - b. Approve Minutes of the special business meeting held April 24, 2023.

11. FUTURE AGENDA ITEMS:  
Bull Valley Agricultural Center & Port Costa School – scope and costs.  
Acquire backup effluent pump with capacity to maintain flow to filter beds.  
Acquire two replacement peristaltic pumps for chemical dosing.  
Research funding and grant opportunities.
12. COMMENTS FROM COMMISSIONERS:
13. ADJOURNMENT to June 14, 2023.

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

April 30, 2023

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 March 2023 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 and first quarter report for March 2023 has been uploaded to the CIWQS website. The priority pollutants, and PCB's with congeners are also in the report.

During the month of March, no exceedances occurred.


Below are the results of the BOD and upstream BOD sampling:

INF 001 = 210 mg/l


Upstream sample point = 35.5 mg/l

*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 COMMUNITY SERVICES DISTRICT**  
**PORT COSTA SANITARY DEPARTMENT**

April 27, 2023

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

**Subject: Report of Waste Discharge for NPDES Permit Reissuance (NPDES  
No. CA0037885) – Port Costa Wastewater Treatment Plant**

Dear Mr. Burrell:

The Crockett Community Services District (District) is submitting the attached Report of Waste Discharge (ROWD) for reissuance of NPDES Permit No. CA0037885 for the Port Costa Wastewater Treatment Plant (WWTP). The WWTP is currently operating under Order No. R2-2018-0053 which expires on January 31, 2024. The ROWD includes the CalEPA Form 200, U.S. EPA Forms 2A and 2S, and supporting documentation. To complete the forms, the District used monitoring data submitted to the San Francisco Bay Regional Water Quality Control Board (Regional Water Board) from February 1, 2019, to January 31, 2023.

The ROWD package is organized as follows:

- California EPA Form 200 (Section 1)
- US EPA Form 2A (Section 2)
- US EPA Form 2S (Section 3)
- Topographic and Site Layout Maps (Section 4)
- Process Flow Schematics and Narrative (Section 5)
- Supporting Documentation (Section 6)
  - Attachment A. Effluent Characterization Report

In response to the permit reissuance letter sent by the Regional Water Board on February 2, 2023, the District is providing the following information.

## Facility Description

The Port Costa Wastewater Treatment Plant (WWTP) is located on Canyon Lake Drive in Port Costa. It provides secondary treatment of wastewater from domestic and, to a lesser extent, commercial sources within the Port Costa community. The WWTP serves a population of approximately 250.

The WWTP has a dry weather design treatment capacity of 33,000 gallons per day (0.033 mgd). Wastewater from the Port Costa community is conveyed by gravity to an 86,000-gallon capacity, baffled septic tank where primary sedimentation occurs. Primary-treated effluent flows by gravity to a wet well, where it mixes with circulating wastewater from sand/gravel filter beds. After mixing, wastewater is pumped to a dosing structure, which distributes the wastewater to the sand/gravel filter beds. A portion of the filtered wastewater is routed back to the wet well to mix with primary-treated septic tank effluent. The remaining filtered wastewater flows over a V-notch weir into a contact chamber, where it is chlorinated and then dechlorinated with sodium metabisulfite. The District has a service agreement with Valley Operators for the operations and maintenance of the Port Costa WWTP.

Settled sludge in the septic tank is removed approximately every five years and hauled to an offsite septage tank receiving station for treatment and disposal. The septic tank was last pumped in February 2020.

The facility maps are located in **Section 4** of the ROWD. The treatment process description and process flow diagram are located in **Section 5** of the ROWD.

## Once-Per-Permit-Term Monitoring

Effluent samples for PCB congeners and priority pollutants are included in **Section 6** of the ROWD, but have not yet been uploaded to CIWQS.

## Data Compilation and Monitoring Data Validity

According to requirements specified in Order No. R2-2018-0053 (Provision VI.C.2.a. and the Monitoring and Reporting Program), the District monitored and evaluated pollutant concentrations to assess WWTP performance, identify potential sources of pollutants, and inform conditions for the new NPDES permit. The Effluent Characterization Report is located in **Section 6** of the ROWD (**Attachment A**) and includes monitoring data collected from February 1, 2019, through January 31, 2023, presented by CTR number. Effluent sampling for PCB Aroclors, PCB congeners, and a subset of priority pollutants that are required to be monitored once per permit term, was conducted on March 29, 2023. Results are included in **Attachment A**. The influent cyanide results are also included in **Attachment A**.

The monitoring data collected since February 1, 2019, were reviewed to ensure sufficiently sensitive analytical methods were used, representative discharge conditions were monitored, and quality assurance/quality control standards were achieved. It was not necessary to invalidate any data and the reported data are expected to represent foreseeable discharge conditions.

## **Near-Field Dilution Credits and Outfall/Diffuser Condition**

Treated, dechlorinated wastewater is discharged to Carquinez Strait through a submerged outfall. The outfall is a 10-inch diameter steel pipe extending approximately 60 feet from shore, at a depth of about 17.5 feet. The outfall was most recently inspected in July 2017. The pipe was found to be in good condition, however Bay sediments underneath the line were cleaned to expose an estimated 25 feet of pipe length. No changes were made to the outfall during the current permit term and no problems were observed during discharge operations. As a result, the 2018 dilution modeling study remains representative of current operating conditions.

## **Cyanide Discharges**

Influent cyanide was monitored once per year during the current permit term as required by Order No. R2-2018-0053. All influent cyanide concentration results measured at the Port Costa WWTP between February 1, 2019 and January 31, 2023 were non-detect (<0.7 µg/L). The concentrations were well below the 9 µg/L threshold for a “significant cyanide discharge” identified in Provision VI.C.5. The influent cyanide results are included in **Section 6** of the ROWD (**Attachment A**).

## **Collection System Management**

The Port Costa collection system provides sewage collection, treatment and disposal service to 86 properties in this small community. The system has a length of less than 1.5 miles and is mostly comprised of terra-cotta pipe. A District contractor (L. R. Paulsell) provides sewer maintenance and repair services, CCTV inspection services, and emergency response services.

The District and its contractor follow the District’s Sewer System Management Plan (SSMP), which was updated as recently as 2023. Cleaning frequencies for all lines range from two months to five years. The District’s ongoing CCTV inspection program includes full-system inspection on a 10-year cycle. Sewer lines are assessed and prioritized for rehabilitation based on results of the CCTV inspections. The District has not experienced capacity-related issues since 2007, and as such, has not required a capacity improvement plan. If a future assessment determines that projects are required, then a capital improvement plan will be developed and will include the identified projects.

The District does not have a specific FOG or root control program. The program is not warranted as the Port Costa’s collection system has experienced only three small overflows (less than 500 gallons each) in the past 15 years. The District provides pollution prevention messaging, including on FOG, through its website (<https://www.town.crockett.ca.us/pollution-prevention-program>) and social media. The District is also a member of the Bay Area Clean Water Agencies and their Bay Area Pollution Prevention Group (BAPPG). BAPPG conducts regional pollution prevention outreach, such as radio, social media, and billboard adverts.

The District has a proposed budget of \$29,000 in FY 2022/23, for the operation and maintenance of the Port Cost collection system as well as \$85,000 for capital improvement projects such as CCTV inspections (\$25,000), rehabilitation projects (\$50,000 for approximately 150 linear feet of sewer main and manhole realignment), and emergency projects (\$10,000).



## WWTP Operational Changes

The Septic Tank Engineering Assessment, which had a budget of \$35,000, took place in FY 2019/20. The septic tank (which is used for primary sedimentation) was fully cleaned and the baffles were replaced after sludge was removed in February 2020. There are no operational changes planned for the upcoming permit term.

## Sea Level Rise

Currently, the District has no updates to the information provided in its response to the 2021 Climate Change Questionnaire.

The District looks forward to working with Regional Water Board staff to complete the NPDES permit reissuance. Please contact me at (510) 787-2992 or [jbarnhill@town.crocket.ca.us](mailto:jbarnhill@town.crocket.ca.us) if you have any questions regarding this permit application.

Sincerely,



James Barnhill  
Sanitary Department Manager

Attachment: Port Costa WWTP Report of Waste Discharge for Reissuance of NPDES Permit  
No. CA0037885 (April 2023)

Cc. Gaunt Murdock, General Manager/ District Engineer  
Alina Constantinescu, Larry Walker Associates  
Denise Conners, Larry Walker Associates

# PORT COSTA SANITARY COMMISSION

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, APRIL 12, 2023

1. CALL TO ORDER: The meeting was called to order at 7:03 PM by Chairperson Surges. Present were Commissioners Cusack, List, and Klaiber, along with Dept. Manager Barnhill, General Manager Murdock, and Administrative Services Manager Gunkelman. Commissioner Scheer was absent excused.
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: None
- 5.b. SELF-MONITORING REPORT: Mr. Barnhill reported that was an enterococcus exceedance occurred in February and no sanitary sewer overflows occurred in March.
6. FINANCIAL REPORT: Mr. Gunkelman reported on financial matters.
7. WASTEWATER: None
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that it is time to replace the chemical dosing pumps. He said the chemical storage shed at the WWTP needs to be stabilized, the metal frame has degraded and is falling apart. He reported that the scum layer was removed from chamber #1 of the septic tank on March 31.
- 8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Barnhill said he is working on the SSMP and the NPDES reissuance process.
- 8.c. STAFF ANNOUNCEMENTS: None
9. REPORTS FROM COMMISSIONERS: None
10. CONSENT CALENDAR:
  - a. Approve Minutes of March 8, 2023. (tc/tl)
11. FUTURE AGENDA ITEMS:

Bull Valley Agricultural Center & Port Costa School – scope and costs.  
Acquire backup effluent pump with capacity to maintain flow to filter beds.

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Commissioners: Tom Cusack, Karen Klaiber, Tom List, Anne Scheer, Joe Surges



Acquire two replacement peristaltic pumps for chemical dosing.

12. COMMISSIONER COMMENTS: Commissioner Cusack requested to add discussion of grants to future agenda items. There was a motion to establish an ad hoc committee consisting of commissioners Scheer and List. (js/tc)

13. ADJOURNMENT: The meeting was adjourned at 7:24 PM until May 10, 2023.

Respectfully submitted,



James Barnhill  
May 5, 2023

# PORT COSTA SANITARY COMMISSION

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of the Crockett Community Services District

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## MINUTES OF SPECIAL MEETING, APRIL 24, 2023

1. CALL TO ORDER: The meeting was called to order at 7:02 PM by Commissioner Cusack. Present were Commissioners List, Klaiber, and Scheer, along with Dept. Manager Barnhill. Commissioner Surges was absent excused.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. BUDGET AND FINANCE: Mr. Barnhill reported on the Sewer Use Charge (SUC) study for fiscal year 2023/24. Mr. Barnhill said that a SUC rate increase does not appear to be require, the prior year SUC can be maintained under 2022/23 Proposition 218, Ordinance 22-3. Some items were noticed that need editing. It was recommended to add a statement saying the department plans to discuss researching possible funding grants. There was a consensus of the Commission to accept the SUC Study report and to maintain prior year SUC rates. (tl/as)
5. REPORTS FROM COMMISSIONERS: None
6. COMMISSIONER COMMENTS:
6. FINANCIAL REPORT: None
7. ADJOURNMENT: The meeting was adjourned at 7:28 PM until May 10, 2023.

Respectfully submitted,



James Barnhill

May 5, 2023

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Commissioners: Tom Cusack, Karen Klaiber, Tom List, Anne Scheer, Joe Surges