

PORT COSTA SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, FEBRUARY 13, 2019

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

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 letter for December 2018.
 - c. Receive Annual Self-Monitoring Report cover letter for 2018.
 - d. Discuss NPDES renewal process costs.
 - e. Invite Commissioner to serve of District Personnel Committee, form recommendations.
 - f. Review and discuss significant risks to Port Costa.
 - g. Review and discuss Action Plan 2019
6. BUDGET AND FINANCE:
 - a. Consider monthly Summary Worksheet and staff report on other financial matters.
 - b. Receive Port Costa standards for water consumption and cost factor, commercial property water usage report, and draft sewer use charge revenue detail for FY 19/20.
 - c. Receive 7-month FY 18/19 financial report and draft budget for FY 19/20.
7. WASTEWATER:
 - a. Discuss cleaning and CCTV inspection of interceptor sewer located between septic tank and the WWTP.

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.)
 - a. Budget & Finance Committee – Members Mann and Surges
 - b. Wastewater Committee – Members Mann and Beauchemin
 - c. Inter-agency Meetings:
10. CONSENT CALENDAR: Consideration of a motion to approve the following items:
 - a. Approve Minutes of January 9, 2019.
11. FUTURE AGENDA ITEMS:
 - Engineering proposal to inspect septic tank.
 - Manhole repair
12. COMMENTS FROM COMMISSIONERS:
13. ADJOURNMENT to March 13, 2019.

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.

January 25, 2018

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 December 2018 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 December 2018 and forth quarter has been uploaded to the CIWQS website.

During the month of December 2018, no violations have occurred at the Port Costa WWTP.

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

COPY

January 30, 2019

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: 2018 Annual Self-Monitoring Report Submittal for Crockett Community Services District (CCSD) WWTP Port Costa, CA

The Legally Responsible Official (LRO) is James Barnhill with CCSD, contact phone number (510) 787-2992. The Chief Plant Operator is Nick 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 following is submitted to satisfy the annual monitoring and reporting requirements specified in Order R2-2013-0035 (NPDES No. CA0037885):

There were three permit violations in 2018. The monthly average limit for ammonia was exceeded in February and March and Deficient Monitoring of pH occurred in November

- February: The monthly effluent limit for ammonia was exceeded in February. On March 5th, a sample result of 22 mg/L, which exceeded the permit limit of 13 mg/L, was reported by the contract laboratory for an ammonia sample collected on February 23rd. 24 hour notification and a 5-day letter were provided.
- March: The ammonia monthly average for March was 14.2 mg/L, which exceeded the permit limit of 13 mg/L. Accelerated monitoring resulted in two consecutive results below the monthly limit of 13 mg/L, bringing the ammonia concentration back into compliance with permit limitations.
- November: Due to a scheduling error, only two of three required weekly effluent pH samples were collected the week of November 4th-10th.

There was no readily apparent reason for the elevated ammonia results. All mechanical equipment was verified to be operating correctly and the filter recirculation rates were at the maximum level. Subsequent results have been below the permit limit. Operators were reminded of the importance of communication regarding sampling schedules.

Valley Operators, LLC 1211 Como Drive Manteca, CA 95337



Many changes in the operation and maintenance of the Port Costa facility resulted from the 2007 plant upgrade project by Contra Costa County. Accordingly, the plant's Operations & Maintenance Manual has been significantly updated by the project design engineer. O&M manuals were also produced for the control systems; emergency generator, alarm auto-dialer and other equipment installed. There were no major changes this year to the operation of the facility. The O&M Manual was reviewed January 2019. The SSMP was reviewed and audited April 23 2018. The Contingency and Spill Prevention Plan was reviewed in June 2018.

Staff continues to work with contract engineers and with Valley Operators (the contract operators) to concentrate on ways to enhance the operations at the facility.

I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed 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:

Nick Gaunt, Chief Plant Operator
Valley Operators

Legally Responsible Official:

James Barnhill
Sanitary Department 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

TO: Port Costa Sanitary Commission / Strategic Planning Committee

FROM: Dept. Manager James Barnhill *JB*

SUBJECT: Port Costa Sanitary Department major items of risk

DATE: February 6, 2019

The items listed below are of concern to the Port Costa Sanitary Department. These items pose significant risk to the District if they are left unaddressed.

Collection system:

- Sewer Encroachment - One sewer segment is known to have dwellings and structures encroaching. Some structures are physically over the sewer line, one known to have no cleanout or overflow. This poses threat of direct SSO inside structures
- Fog - Low velocity and high water level in MH P-00-01 outlet channel to septic tank. FOG is able to settle and build up in channel which leads to blockages. Due to this ongoing issue the segment P-00-02 to P-00-01 + line to septic tank is hydro flushed monthly. The inlet in the septic tank is under water in the tank. Dropping the water level in the tank is not advisable due to the baffle and slot design. Allowing water level to drop too low would allow scum to pass through the slot.
- Unknown condition - Knowledge of the collection system age or condition is limited due to lack of CCTV inspections.
- I&I - Unknown points of infill (high flow event February 2017 Avg daily flow 106,804) Proximity of sewer to creek on NW side of Canyon Lake Drive poses a risk. Extreme I&I events could lead to a partially treated bypass to the Carquinez Strait or uncontrollable SSO's at various locations in town.

Septic Tank:

- Structural condition and strength
- Effectiveness of containment
- Operational efficiency as initial phase of treatment
- Potential for noticeable odors and buildup of gases
- Inaccessible for maintenance
- No prescreening, trap or lift station to prevent grit or FOG from entering tank by gravity
- Limited physical access to effectively measure or mechanically remove grit, sludge or FOG
- Open cut hatches with minimal lids providing unknown weight bearing capability
- Close proximity to the Carquinez Strait
- Minimal berms that could allow inflow or outflow during extreme high level events
- Unknown condition of electrical service
- Storage shed will need replacement

Wastewater Treatment Plant (WWTP):

- Located adjacent to high traffic rail lines, exposing sand filter beds to exhaust dust and debris, e.g. during rail maintenance the rails are ground which can potentially send metal particulates airborne. The diesel technician reported that he pays special attention to air filters on gensets, such as ours, that are located close to rail lines.
- No foot crossing is available. Contractors, visitors and inspectors must step over active, variable speed rail lines and traverse ballast rock to access the WWTP. This poses a slip, trip, and fall risk, let alone the immediate danger of freight and passenger trains.
- No vehicle crossing is available for emergency or maintenance equipment. There is no possibility of bringing heavy equipment, materials or parts to the WWTP unless it is delivered by barge.
- Deferred maintenance could shorten useful life of equipment and materials, such as the filter bed sand.
- Sand will need to be scrubbed onsite or replaced at substantial cost.
- Condition assessment needs to be performed on sand filter bed gunite and other concrete structures.
- Outfall position will need adjustment.
- Wet well, splitter box, contact basin, and the dosing structure should be cleaned of any settled material.

Administrative / Financial:

- Port Costa has inadequate operating and capital reserves. The only source of funding is the Sewer Use Charge.
- Capital investments generally are not keeping pace with asset depreciation. Collection system replacement program is lacking.
- Any major change in operation or treatment process will require significant investment with funding only feasible through loans such as the State Revolving Fund.
- Reliance on volunteers to support the operation and maintenance of the treatment plant poses risk.

Recommendation:

Discuss items of concern to form opinions and priorities. Give direction to staff and recommendations to District Board.

Port Costa Sanitary Department ACTION PLAN 2019

2019 TOP PRIORITY ACTIONS

- | | | |
|----|---|---------|
| 1. | Manhole repair | WINTER |
| 2. | Response to NPDES Compliance Evaluation Report | MARCH |
| 3. | Conduct Engineering inspection of septic tank | SPRING |
| 4. | Repair/program/install backup chemical pump | SPRING |
| 5. | Pump Septic Tank Sludge | ONGOING |
| 6. | Paint Parts Exposed to Elements | SUMMER |
| 7. | Emergency Generator (Annual Service/Fuel Treatment) | FALL |
| 8. | CCTV collection system | WINTER |

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.:

1/23/19

LATEST FUND REPORT:

1/11/19

OPERATING FUND 3425

CASH CARRIED FORWARD: (\$116,469.51)

ACCRUED DEBT:

ACTIVITY:

CHECKS (1063-1070) (\$10,172.42)

PYs due CVSan Dept. \$24,233.49

Payroll recovery (\$1,442.36)

Loan#2 due CVSan \$277,963.36

Trns frm Adv on Taxe 148,021.00

DEPOSIT - permit \$60.00

CASH BALANCE: \$19,996.71

ACCRUED DEBT: \$302,196.85

ADV ON SUC BEG. BALANCE: \$260,528.00

Trns to cash (\$148,021.00)

Ending Balance \$112,507.00

INVESTED BEGIN. BALANCE: \$60,265.92

No activity \$0.00

Ending Balance \$60,265.92

FUND BALANCE: \$192,769.63

\\san\pc\bud&fin\wrksht

01/14/19

Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 01/11/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							204,324.41
Cleared Transactions							
Checks and Payments - 11 Items							
Check	12/20/2018	1063	Valley Operat...	Treatment plant service November	X	-4,000.00	-4,000.00
Check	12/20/2018	1064	L.R. PAULSE...	Hydro cleaning Invoice 18-10	X	-900.00	-4,900.00
Check	12/20/2018	1065	U.S. BANK	Lab testing, phone alarm, QB pa...	X	-420.57	-5,320.57
Transfer	12/20/2018			Payroll recovery Dec 1-15 PCSa...	X	-6.90	-5,327.47
Check	01/04/2019	1066	CSRMA	PIP Liability Insurance 12/31/18-...	X	-3,723.03	-9,050.50
Transfer	01/04/2019			Payroll recovery Dec 2018 PCSa...	X	-1,431.19	-10,481.69
Check	01/04/2019	1069	Larry Walker ...	Professional services NPDES thr...	X	-675.00	-11,156.69
Check	01/04/2019	1070	PG&E	Electricity	X	-295.41	-11,452.10
Check	01/04/2019	1067	MEYERS NA...	Attorney general advice Nov 2018	X	-79.45	-11,531.55
Check	01/04/2019	1068	Streamline	Web hosting 6-months Jan-Jun	X	-78.96	-11,610.51
Transfer	01/04/2019			Payroll recovery Dec 2018 PCSa...	X	-4.27	-11,614.78
Total Checks and Payments						-11,614.78	-11,614.78
Deposits and Credits - 1 Item							
Transfer	01/03/2019			Permit for PCSan, Incorrectly de...	X	60.00	60.00
Total Deposits and Credits						60.00	60.00
Total Cleared Transactions						-11,554.78	-11,554.78
Cleared Balance						-11,554.78	192,769.63
Register Balance as of 01/11/2019						-11,554.78	192,769.63
Ending Balance						-11,554.78	192,769.63

B.a.

PORT COSTA: STANDARDS FOR WATER CONSUMPTION AND COST FACTOR

Water Data 17/18

with SUC of **\$1,973**

FY YEAR	SFR CU. FT.	USE FACTOR	APT CU. FT.	USE FACTOR	COST FACTOR
2008/09	7056	1.00	7056	1.00	\$0.2218
2009/10	7658	1.00	7658	1.00	\$0.2126
2010/11	7364	1.00	7364	1.00	\$0.2265
2011/12	6883	1.00	6883	1.00	\$0.2452
2012/2013	6391	1.00	6391	1.00	\$0.2721
2013/2014	7150	1.00	7150	1.00	\$0.2439
2014/2015	6985	1.00	6985	1.00	\$0.2525
2015/2016	7125	1.00	7125	1.00	\$0.2497
2016/2017	6997	1.00	6997	1.00	\$0.2621
2017/2018	5777	1.00	5777	1.00	\$0.3174
2018/2019	4928	1.00	4928	1.00	\$0.3415
Data from 17/18 2019/2020	4780	1.00	4780	1.00	\$0.4128

T1= 4780 CU. FT.

S1= \$0.4128 /CU. FT.

S147= \$1,973 /SFR

(Previously \$1,973)

Adopted FY 18/19=

Use Alternative 3 year aver

Cu Ft Cost Factor

5162 \$0.3822

5901 \$0.3344

APT CALC: \$1,973 /APT

Use Alternative 6 year aver

Cu Ft Cost Factor

6469 \$0.3050

R1= \$1,973 /APT (Previously \$1,973)

Number of homes for average

70

Auto filled from WaterData <TAB>

January	March	May	July	September	November
526.00	541.00	599.00	1047.00	949.00	606.00
7.51	7.73	8.56	14.96	13.56	8.66

Total 6 Wet Weather Months (Dec,Jan,Feb, Mar,Oct, Nov)

1,673

Average Units per Month (Dec,Jan,Feb, Mar,Oct, Nov/6)

279 Per Wet Months

9.17 Day

Total weighted average Units For Year

3,346 Per Year

Average Units per House year

47.80 units

357.568831

Average Cubic Feet per House per Year (unitsx100)

4,780

13.10 Cubic Feet per Day (CFPD)

Average Gallons per House Year

35,757

97.96 Gallons per Day (GPD) for
October through March

6.b.

*** 3- year average water used for Sewer Use Charges ***

COMMERCIAL PROPERTY WATER USAGE

17/18 (FY DATA)

Apt	SFR	Cost Factor	Water use SFR
\$1,973	\$1,973	0.8344	5901

\$1,973

APN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	CUBIC FEET	EQUIV UNITS	VOLUME CHARGE	MIN. CHARGE	New CHARGE	PROPERTY	Units	TOTAL CHARGE	LAST YEAR
Water Data in Water Units																					
368-146-001 CHURCH	4	66		9			18		17			16	13000	2.20	\$4,347	\$1,973	\$4,347	CHURCH	1	\$4,347	\$2,441
103251	4	9		5			11		11			33	7300					368-146-001			
368-147-006 WAREHOUSE CAFÉ	128	161		133			154		323			233	113200	19.18	\$37,848	\$27,622	\$37,848	REST. + 13 APT	14	\$37,848	\$33,035
104752	186	185		153			128		198			138	98800					368-147-006			
368-145-019 BURLINGTON HOTEL	21	25		20			28		26			25	14500	2.46	\$4,848	\$1,973	\$4,848	19 HOTEL ROOMS	1	\$4,848	\$4,581
107853	20	18		16			22		37			24	13700					368-145-019			
368-145-027 BULL VALLEY	162	142		151			130		166			151	90200	15.29	\$30,158	\$7,892	\$30,158	REST. + 3APT	4	\$30,158	\$27,117
107901	137	136		140			122		141			135	81100					368-145-027			
368-147-004 MERCHANTILE	42	38		39			30		33			31	21300	3.61	\$7,122	\$13,811	\$13,811	Live/Work + 6	7	\$13,811	\$13,881
104409/4604/4656	29	108		18			26		37			44	26200					368-147-004			
368-133-007 SCHOOL	5	0		7			6		14			14	4600	0.78	\$1,538	\$1,973	\$1,973	SCHOOL	1	\$1,973	\$1,973
109452	5	0		7			6		14			14	300		* Exemption for Community Gardens			368-133-007	*		
6 PROPERTIES														43.52		TOTAL	\$92,985			\$92,985	\$83,028

\$9,957
CHANGE

Commercial Only	3		=	\$11,168
Mixed Use	3	Number of Units	=	\$81,818
				\$92,985

On Water (does not total)

5.44	* Minus for School gardens
38.08	
47.13	EQUIVALENT DISCHARGE UNITS

On Charges (Use)

5.66
41.47
47.13

Manual Cells
Last Years Data

PORT COSTA SEWER USE CHARGE REVENUE DETAIL:

FY 19/20

SUC 1973

TOTAL REVENUE	NUMBER OF PROPERTIES	TYPE OF PROPERTY	COMMERCIAL USERS	SINGLE FAMILY RESIDENCES	APARTMENTS
\$11,168	3	COMMERCIAL USE ONLY	3	0	0
\$81,818	3	MIXED USE	3	0	22
\$140,083	71	SINGLE DWELLING		71	0
\$27,622	7	TWO DWELLINGS		4	10
\$0	0	THREE DWELLINGS		0	0
\$0	0	FOUR DWELLINGS		0	0
\$9,865	1	FIVE DWELLINGS		0	5
\$0	0	SIX DWELLINGS		0	0
\$0	0	SEVEN DWELLINGS		0	0
\$0	0	NINE DWELLINGS		0	0
\$0	0	TEN DWELLINGS		0	0
\$270,555	85	TAX ROLL	6	75	37
\$1,973	1	MELTON		1	0
\$272,528	86	SUB-TOTAL	6	76	37
	138.13	EQUIV. UNITS			

\$262,501 PRIOR YEAR

\$10,027 Difference over prior year

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: Budget & Finance Committee / Commissioners
FROM: Department Manager *JB*
SUBJECT: 7-month Budget Report and proposed FY 2019/20 Budget for General Fund 3425
DATE: February 6, 2019

The 7-month Port Costa Sanitary Department Budget Report details are incorporated within the attached draft Fiscal Year (FY) 19/20 budget. There does not appear the need to adopt a revised FY 18/19 budget for the Port Costa Sanitary Department.

HIGHLIGHTS

- Sewer Use Charge (SUC) income (#301.0) is the sole source of revenue projected in FY 19/20 minus a small token amount from sewer permit fees.
- Professional Services (#416.xx) has been separated out to show engineer, technician, and lab testing as separate budget line items.
- Valley Operator contract is up for renewal and Treatment Plant Operators (#416.51.1pc) budget line item was increased 10%. This is a placeholder with actual amount anticipated to change before budget adoption.
- Placeholder of \$25K remains under Capital Replacement (#416.96) for potential outfall diffuser repair in FY 18/19.
- Partial septic tank cleaning (#416.96) will occur as requested by operators throughout the year while reserves are built to perform a full cleaning and inspection. \$20K has been budgeted for septic tank cleaning.
- Printing and publishing costs (#417.61) are budgeted at \$1,547 to cover both the annual cost to publish the SUC Ordinance and anticipated Ordinances related to revised District code modifications.
- Loan Interest is required to be treated as a long-term Non-Operating Expense, per the State Controllers Office, and has been moved from capital expense accordingly.
- Payroll costs for Port Costa will increase slightly in FY 19/20 as staff is expected to spend more time on Port Costa to handle increased management of various Port Costa issues.

- Staff recommends a 10% Contingency Reserve however absent additional funding the Contingency Reserve will only able to be set at 5% or estimated at \$9,471 in FY 19/20.

CAPITAL PROJECTS

As part of its capital improvement program the Port Costa department has proposed completing its CCTV inspection program of all remaining collection system sewers in FY 19/20. A placeholder for septic tank repaid of \$25K has been allocated as a capital replacement project. Any unused capital improvement funding in FY 19/20 will roll back into the O&M general fund on June 30, 2020. There is currently no Capital Project Reserve Fund. Any emergency capital projects will require identification of funding at time of the declaration of emergency.

SUMMARY

The attached budget report shows the Port Costa Sanitary Department continues to draw down its unallocated cash balance. The department must continue to strive to control costs to deal with required operation and maintenance of the Port Costa collection system and treatment plant. Revenue is generated primarily from Sewer Use Charges (SUC). Potential steep rate increases in the future are possible unless alternative funding sources, such as State and Federal grants, are identified. Staff expects no significant operational change for the next fiscal year.

With one outstanding inter-department loan paying being paid off in 2018 the Port Costa Sanitary Department will have approximately \$54K available to be used to address deferred maintenance and meet regulatory requirements while still balancing the cost impact to the Port Costa community.

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: Port Costa Sanitary Commission / Board of Directors
FROM: Dept. Manager James Barnhill *JB*
SUBJECT: Port Costa Sanitary Department Managers Report for January 2019
DATE: February 13, 2019

The Port Costa Sanitary Department Managers Report highlights items of interest in January 2019.

Operation and Maintenance

- No Sanitary Sewer Overflows (SSO's) occurred in January.
- January 15, a secondary containment pallet was delivered for the sodium hypochlorite tote in the septic tank yard.
- January 24, Grundfos inspected and adjusted the PACO influent pumps at the WWTP.
- January 24, Engineers toured the septic tank and the WWTP. Awaiting engineers estimate for structural inspection.
- January 28, L.R. Paulsell cleaned and CCTV inspected the interceptor sewer main between the septic tank and the manhole located across the railroad tracks from the WWTP P-00-01 to P-00-00. Manhole near WWTP is degrading and needs refurbishment or replacement.

Administrative

- Final invoice from Larry Walker Associates for NPDES Discharge Permit renewal work was received. The process was completed more than 40% under the amount budgeted.

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

MINUTES OF REGULAR MEETING, JANUARY 9, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Surges.

Present were Commissioners Scheer, Mann, and Cusack, along with Dept. Manager Barnhill.
Commissioner Beauchemin 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 presented the Self-Monitoring Report cover letter for November 2018. The electronic Self Monitoring Report (eSMR) was certified and submitted through the California Integrated Water Quality System (CIWQS). There were no exceedences in November. Mr. Barnhill said only two of the three required weekly effluent pH samples were collected during the week of November 4-10 due to a Valley Operators scheduling error.

6.a. FINANCIAL REPORT: The Commission received the monthly Summary Worksheet.

6.b. 6-MONTH BUDGET REPORT: The Commission reviewed the report. It was decided to hold a Budget & Finance Committee meeting mid February to discuss the budget in depth.

7. ANNUAL SANITARY SEWER OVERFLOWS (SSO) REPORT: Mr. Barnhill said there was one SSO in Port Costa in 2018. The SSO occurred at a sewer main cleanout at the North end of Prospect Avenue in Railroad Ave.

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that no Sanitary Sewer Overflows (SSO's) occurred in November.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9.a. BUDGET & FINANCE COMMITTEE REPORT: None

9.b. WASTEWATER COMMITTEE REPORT: None

9.c. INTER-AGENCY MEETINGS: None

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

- a. Approve Minutes of December 12, 2018.
- b. Receive Status Report on outstanding issues.

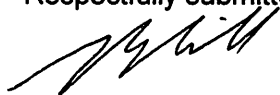
11. FUTURE AGENDA ITEMS:

Action Plan for 2019 (Feb.).
Draft budget for FY 19/20 (Feb.).
Interceptor sewer cleaning and inspection.
Engineering proposal to inspect and assess septic tank.
Manhole repair near WWTP

12. COMMISSIONER COMMENTS:

13. ADJOURNMENT: The meeting was adjourned at 7:27 PM until January 9, 2019.

Respectfully submitted,



James Barnhill
January 14, 2019