

# PORT COSTA SANITARY COMMISSION

Regular Business Meeting  
AGENDA FOR WEDNESDAY, SEPTEMBER 8, 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/2021-9-8-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# 853 7004 2445 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/j/85370042445> if the line is busy.

**Computer:** Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/85370042445> 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# 853 7004 2445.

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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. Receive Self-Monitoring Report cover letter for July 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:**
  - a. Discuss Influent Pump #2 condition and status.
  - b. Discuss Bull Valley Agricultural Center request for sanitary service.
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 August 11, 2021.
  - b. Receive Status Report on outstanding issues.
11. **FUTURE AGENDA ITEMS:**
12. **COMMENTS FROM COMMISSIONERS:**
13. **ADJOURNMENT** to October 13, 2021

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. 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 1 Rolph Park Drive, Crockett, California 94525.*

August 30, 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 July 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 July 2021 has been uploaded to the CIWQS website.

During the month of July 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](mailto:manager@town.crockett.ca.us)

website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.: 8/25/21 LATEST FUND REPORT 8/11/21

OPERATING FUND 3425		
CASH CARRIED FORWARD:	\$37,248.81	ACCRUED DEBT:
ACTIVITY:		
Warrants (1335-1346)	(\$13,516.07)	PYs due CVSan Dep \$24,233.49
Permit		Loan#2 due CVSan \$203,986.49
Investment Services	(\$21.00)	Loan#3 due CVSan \$150,000.00
Cash conversion		
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CASH BALANCE:	\$23,711.74	ACCRUED DEBT: \$378,219.98
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ADV ON SUC BEG. BALANCE	\$0.00	
Cash Conversion		
Ending Balance	\$0.00	
INVESTED BEGIN. BALANCE	\$125,224.30	
LAIF Interest 4th qt	\$48.41	
Transfer to Invest	\$0.00	
Ending Balance	\$125,272.71	
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FUND BALANCE:	\$148,984.45	\\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](mailto:manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MINUTES OF REGULAR MEETING, AUGUST 11, 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 and Assistant District Secretary Witschi. 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 June and no overflows last month.
- 5.b. DISTRICT BOARD ACTIONS: Mr. Barnhill reported on the actions taken by the Board in July. He said the budget for FY 21/22 has been approved.
6. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission.
- 7.a. QUOTE FROM NORTHCUTT PLUMBING: A motion to approve quote from Northcutt Plumbing to replace plumbing, plumb in two pumps and supply and install second sump pump with necessary plumbing to the drain pit for \$2,860 not to exceed \$3,000 carried unanimously (as/tl). Commissioner List said the two major pumps that stand six feet tall, one has a bad bearing. He said that pump will have to be taken out of commission, but there is a stand in pump that is ready to go. He would like to see the pump fixed before it destroys itself and it is a very expensive pump, but it can be rebuilt for a third of the price. Commissioner Surges asked to have this put on the agenda for next month to discuss.
- 7.b. PROPOSALS FROM CONTRACTORS: Commissioner Surges said there are two proposals being presented. He said one is from Bills Underground for \$4,875 and one from All Bay Sewer for \$4,500 to replace 20 feet of 8-inch pipe above ground from the manhole to septic tank hatch. He said looking over both proposals All Bay Sewer seems to be very complete, including liability insurance and it is the lowest bid. Commissioner Scheer said it would be wise to go with the lowest bid. A motion to approve proposal from All Bay Sewer to install approximately 20 feet of 8-inch pipe above ground from manhole to septic tank hatch for \$4,500 carried unanimously (as/fs).
- 7.c. 10-YEAR EXCEEDANCES: Mr. Barnhill presented a 10-year exceedances and flow information for Port Costa. He said this is not a standard report and staff does not gather this for any reporting purposes, but it was questioned at the board level. He said at the last board meeting he mentioned that Port Costa had a record run without any laboratory-related

exceedances in year and a half. He said there was one which was a scheduling error. He said the question was asked if COVID had anything to do with extra flow from town adding dilution to the water helping out the treatment. There is only data from January through June of this year, but he said it doesn't look abnormal.

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported no Sanitary Sewer Overflows (SSO's) in July. He said West County Wastewater District (WCWD) came out again and pumped out the scum layer and it was roughly eight inches across the chamber one in the back, south east corner of the tank is where it seems to really build up, it was probably a couple of feet deep back there. WCWD was able to pull out 85% of the material before the truck filled. He said we are good for another four months. He said something is going on the road that leads up the hill to Prospect Avenue. He said a USA notice has been received from the county and it mentioned a landslide. He said a 200 foot section of that roadway has a threat for a landslide and there is a sewer that runs above the road and it crosses across the road where the road takes the turn to the west.

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 (as/tl):

- a. Approve Minutes of July 14, 2021.
- b. Receive Status Report on outstanding issues.

11. FUTURE AGENDA ITEMS:

Discuss Influent Pump #2 condition and status (Sept.).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:29 PM until September 8, 2021.

Respectfully submitted,



Susan Witschi  
August 11, 2021

# PORT COSTA SAN. DEPT. STATUS REPORT

# SEPTEMBER

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.**