

PORT COSTA SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, MARCH 9, 2022

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.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at (669) 900-9128.

Enter the Meeting ID# 841 5083 5386 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://us02web.zoom.us/j/84150835386>

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/84150835386> 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# 841 5083 5386.

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 December 2021 and January 2022 and Annual Self-Monitoring Report for 2021.

6. **BUDGET AND FINANCE:**

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

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 January 12, 2022.

11. **FUTURE AGENDA ITEMS:**

Consider proposed sewer use charge for 2022/23 and comment on
Sewer Use Charge Study Report (April).

Bull Valley Agricultural Center & Port Costa School - scope and costs.

12. **COMMENTS FROM COMMISSIONERS:**

13. **ADJOURNMENT** to April 13, 2022

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.



January 19, 2022

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 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 December 2021 and forth quarter 2021 has been uploaded to the CIWQS website.

During the month of December 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

Valley Operators, LLC 1211 Como Drive Manteca, CA 95337

5.b.



February 27, 2022

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 January 2022 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.

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The monthly report for January 2022 has been uploaded to the CIWQS website.

During the month of January 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



January 26, 2022

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: 2021 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 R2-2018-0053 (NPDES No. CA0037885):

There were no permit violations in 2021.

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 was 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 July 2021. The SSMP was reviewed in April 2021. The Contingency and Spill Prevention Plan was reviewed in June 2021.

During the month of January 2020, a major rehabilitation project of the septic tank was completed. All septage was removed by vacuum and new baffles were installed following contracted engineering plans. The new baffles were installed adhering to pre-existing baffle design and mounting locations. The chambers are profiled by the operators for scum and sludge levels as part of regular activity. Scum was removed from chamber #1 two times in 2021. This cleaning activity maintains the quality of clarified water exiting the septic tank toward secondary treatment.

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 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:

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.:	1/26/22	LATEST FUND REPORT	1/12/22
OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$21,499.84	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1380-1388)	(\$13,245.43)	PYs due CVSan Dep	\$24,233.49
SUC Cash Conversion	\$146,376.19	Loan#2 due CVSan	\$165,426.19
Investment Services		Loan#3 due CVSan	\$150,000.00
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CASH BALANCE:	\$154,630.60	ACCRUED DEBT:	\$339,659.68
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ADV ON SUC BEG. BALANCE:	\$290,786.38		
Sec Coll. Cash Trns:	(\$146,376.19)		
Ending Balance	\$144,410.19		
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INVESTED BEGIN. BALANCE:	\$40,349.00		
LAIF Interest 1st qtr			
Transfer to Cash			
Ending Balance	\$40,349.00		
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FUND BALANCE:	\$339,389.79	\\san\pc\bud&fin\wrksht	

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

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of the Crockett Community Services District

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website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.:	2/23/22	LATEST FUND REPORT	2/12/22
OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$154,630.60	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1389-1396)	(\$12,444.89)	PYs due CVSan Dep	\$24,233.49
SUC Cash Conversion		Loan#2 due CVSan	\$165,426.19
Investment Services	(\$41.00)	Loan#3 due CVSan	\$150,000.00
X-fer to 3242 for rent	(2,197.01)		
Loan Interest to CVSAN	(2,745.00)		
CASH BALANCE:	\$137,202.70	ACCRUED DEBT:	\$339,659.68
ADV ON SUC BEG. BALANCE	\$144,410.19		
Sec Coll. Cash Trnsfr			
Ending Balance	\$144,410.19		
INVESTED BEGIN. BALANCE	\$40,349.00		
LAIF Interest 2nd qt	\$32.05		
Transfer to Cash			
Ending Balance	\$40,381.05		
FUND BALANCE:	\$321,993.94	\\san\pc\bud&fin\wrksht	

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of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, JANUARY 12, 2022

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 General Manager Murdock, Dept. Manager Barnhill, Administrative Services Manager Gunkelman and Asst. District Secretary Witschi.
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: No report.
- 5.b. SELF-MONITORING REPORTS: Mr. Barnhill reported no exceedances occurred in December. He said there have been higher ammonia levels and that is common during wet weather and high flow.
- 5.c. STATUS REPORT AND ACTION PLAN: Mr. Barnhill reported the status report is a living document and it can be adjusted, but he said nothing has changed since September. A motion to recommend approval of the Action Plan for 2022 carried by consensus.
6. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. Mr. Gunkelman said the second loan payment to Crockett Sanitary Department is due. A motion to approve loan payment of \$2,745 to Crockett Sanitary Department carried unanimously (as/tc).
7. WASTEWATER: None
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported the ammonia levels increase during wet weather inflow due to the reduced detention time and the contact base. He said he is still trying to find a better contractor to work on wiring up some pumps. Sometime in the next two weeks he is going to visit the septic tank to observe the scum layer.
- 8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None
- 8.c. STAFF ANNOUNCEMENTS: None
9. REPORTS FROM COMMISSIONERS: None
10. CONSENT CALENDAR: The consent item was approved unanimously (tc/as):
 - a. Approve Minutes of October 13, 2021.

11. FUTURE AGENDA ITEMS:

Consider 7-month budget report (Feb.).

Bull Valley Agricultural Center & Port Costa School – scope and costs.

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:17 PM until February 9, 2022.

Respectfully submitted,

A handwritten signature in cursive script that reads "Susan Witschi".

Susan Witschi
January 14, 2022