PORT COSTA SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, NOVEMBER 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 September 2019.

   c. Approve meeting schedule for 2020.

6. BUDGET AND FINANCE:

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

7. WASTEWATER:

   a. Discuss Public Safety Power Shutoff (PSPS) event.

   b. Discuss pH permit level exceedence, potential root cause, and possible solution.

   c. Receive proposal to pump septic tank.

   d. Receive proposal to perform CCTV inspection of the collection system.

   e. Authorize execution of revised contract agreement (to include baffle engineering) with HydroScience in the amount of $36,885 for engineering services related to septic tank condition assessment.

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. Inter-agency Meetings:

10. CONSENT CALENDAR: Consideration of a motion to approve the following item:
a. Approve Minutes of October 9, 2019.

11. FUTURE AGENDA ITEMS:

12. COMMENTS FROM COMMISSIONERS:

13. ADJOURNMENT to December 4, 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.

VALLEY OPERATORS
a water and wastewater operations company

October 29, 2019

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 September 2019 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 September 2019 and third quarter has been uploaded to the CIWQS website.

During the month of September 2019, pH exceedances occurred from August 30, 2019 thru September 3, 2019. We began accelerated monitoring and an operator began testing the ph one time per day. On September 4, 2019 and September 5, 2019, an on site laboratory test result showed a ph of 6.0 was reached.

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

MEETING SCHEDULES/HOLIDAYS FOR 2020

Commission	Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec
PLC/Recreation	6	3	2	6	4	1	6	3	14	5	2	7
Port Costa	8	12	11	8	13	10	8	12	9	14	4**	2**
Crockett Sanitary	15	19	18	15	20	17	15	19	16	21	TBD ~~11**~~	9**
District Board	22	26	25	22	27	24	22	26	23	28	18**	16**
Memorial Hall												
Holidays												
New Year's	1											
Presidents' Day		17										
Memorial Day					25							
Independence Day							4					
Labor Day									7			
Veterans Day											11*	
Thanksgiving Day											26, 27	
Christmas Day												25

* Observed
** One Week Early

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.: 10/23/19 LATEST FUND REPORT: 10/11/19

OPERATING FUND 3425

CASH CARRIED FORWARD:	$16,118.65	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1141-1147)	($5,818.98)	PYs due CVSan Dept.	$24,233.49
Payroll recovery	($2,508.91)	Loan#2 due CVSan	$277,963.36
CASH BALANCE:	$7,790.76	ACCRUED DEBT:	$302,196.85
ADV ON SUC BEG. BALANCE:	$0.00		
SUC Assmnt	$270,555.00		
Access&Repair Pmt	$2,297.80		
Ending Balance	$272,852.80		
INVESTED BEGIN. BALANCE:	$81,576.56		
Trs to cash	($15,000.00)		
Ending Balance	$66,576.56		
FUND BALANCE:	$347,220.12	\\san\pc\bud&fin\wrksht	

10/14/19

Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 10/11/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							
Cleared Transactions							97,695.21
Checks and Payments - 10 Items							
Check	09/18/2019	1142	Valley Operators, ...	Monthly ops treatment plant I...	X	-4,000.00	-4,000.00
Check	09/18/2019	1141	L.R. PAULSELL C...	Sewer cleaning high pressure -...	X	-460.00	-4,460.00
Check	09/18/2019	1143	U.S. BANK	Phone alarm	X	-37.76	-4,497.76
Transfer	09/19/2019			Payroll recovery Sep 1-15 PCS...	X	-28.59	-4,526.35
Transfer	10/07/2019			Payroll recovery PCSAN to CV...	X	-2,430.49	-6,956.84
Check	10/07/2019	1147	RedZone Robotics...	ICOM Subscription	X	-820.80	-7,777.64
Check	10/07/2019	1146	PG&E	Electricity	X	-276.56	-8,054.20
Check	10/07/2019	1145	MEYERS NAVE	General Legal Advice	X	-172.40	-8,226.60
Check	10/07/2019	1144	Regional Governm...	Health Benefits Study	X	-51.46	-8,278.06
Transfer	10/07/2019			Payroll recovery PCSAN to RE...	X	-49.83	-8,327.89
Total Checks and Payments						-8,327.89	-8,327.89
Deposits and Credits - 1 Item							
Deposit	10/08/2019			SUC AdvOnTax & Access Rep...	X	272,852.80	272,852.80
Total Deposits and Credits						272,852.80	272,852.80
Total Cleared Transactions						264,524.91	264,524.91
Cleared Balance						264,524.91	362,220.12
Register Balance as of 10/11/2019						264,524.91	362,220.12
Ending Balance						264,524.91	362,220.12

L. R. PAULSELL CONSULTING

PIPELINE VIDEO INSPECTION AND CLEANING ***GENERAL ENGINEERING CONTRACTOR***

November 7, 2019

Port Costa Sanitary Department
PO Box 578
Crockett, CA 94525

Attention: James Barnhill
Subject: Port Costa CCTV Inspection

Gentlemen,

I received your request for proposal to perform CCTV Inspection on the Port Costa sewer system. Based on previous inspections and locating performed in Port Costa we are unable to quote a per foot price. The majority of the access manholes are not adequate for mainline camera access requiring the use of pushrod cameras. In addition there are known pipe deflections and size changes between access manholes. We propose to perform the inspection at the current standard rate for the CSD listed below. All of the pipes inspected will be cleaned prior to inspection.

High Pressure Pipeline Cleaning and CCTV Inspection: $230.00 per hour

I have attached a map with what I believe are the highest priority sewer segments requiring inspection highlighted. I believe these segments can be inspected within the District's $10,000 budget. I have also highlighted those segments on the spreadsheet sent in the RFP and attached it. In addition I have attached a sketch of inspection and locating performed in 2015, this inspection was performed without prior cleaning and the condition of the pipe could not be assessed.

Very truly yours

Lloyd R Paulsell

Lloyd R. Paulsell S.E.T.

PO Box 517, Crockett, CA 94525 Phone 510-787-3037 Email lrpcon@aol.com
License No. 849053

ATTACHMENT A

HydroScience
Strategic Water Solutions

Engineering Services Budget

Proposal for Condition Assessment Services – Port Costa Wastewater Treatment Plant

Revised 11/6/2019

Phase	Description	Bill Slenter Project Manager	Staff Engineer	HSE Hours	HSE Fee	Travel and Repro	VE Solutions Structural	JDH Corrision	Direct Charges Markup	Expense Subtotal with Markup	Total Fee
		$220	$145								
	Septic Tank Inspection	10	10	20	**$3,650**	$75		$13,750	$691	**$14,516**	**$18,166**
	Structural Engineer Evaluation			0	**$0**		$8,000		$400	**$8,400**	**$8,400**
	Structural Engineer Field Design of Baffle Replacement	1	2	3	**$510**		$1,500		$75	**$1,575**	**$2,085**
	Technical Memorandum Preparation	14	35	49	**$8,155**	$75			$4	**$79**	**$8,234**
TOTAL		**25**	**47**	**72**	**$12,315**	**$150**	**$9,500**	**$13,750**	**$1,170**	**$24,570**	**$36,885**

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MINUTES OF REGULAR MEETING, OCTOBER 9, 2019

1. CALL TO ORDER: The meeting was called to order at 7:04 PM by Chairperson Surges. Present were Commissioners Scheer, Mann, and Beauchemin, along with Dept. Manager Barnhill, and General Manager Mr. McDonald. Mr. Cusack was absent excused. Mr. Barassi was in attendance as a member of the public.

2. AGENDA ORDER: There were no requests to hear agenda items out of order.

3. PUBLIC COMMENTS: None.

4. PUBLIC HEARING: None.

5. REPORT OF DISTRICT COUNSEL: None.

6.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported that the District Board passed six Ordinances to Codify the District Code.

6.b. SELF-MONITORING REPORT: The Commission received the cover letters for July and August 2019 electronic Self-Monitoring Reports (eSMR). The reports were certified and submitted through the California Integrated Water Quality System (CIWQS). During the Month of August an exceedence occurred with the pH being below 6.0 in the final effluent. Valley commenced accelerated monitoring and reported pH levels within limits on September 4th and 5th. Mr. Barnhill said the Water Board wants Valley to investigate in order to find the cause of the low pH.

7.a. FINANCIAL REPORT: The Commission received the monthly Summary Worksheet. No questions were raised.

7.b. CONSIDER DELAYING PAYMENT OF PORT COSTA LOAN: Mr. Barnhill said that a loan payment of $47,487 due October 15, 2019 can be delayed without consequence to Port Costa. He said that the funds would be better directed toward maintenance of the septic tank. Mr. Barassi asked how Port Costa would be paying for the septic tank maintenance. Mr. McDonald said that a Sewer Use Charge (SUC) increase would be needed. Mr. Mann asked if we can delay cleaning. Ms. Scheer said that delaying maintenance is part of the problem. Ms. Scheer asked if the funds will remain in the budget if we don't clean the tank. Mr. McDonald said the funds would remain if the cleaning is not performed. Mr. Mann said he is not convinced the tank needs to be cleaned now. Mr. Barnhill said the tank needs to be cleaned and should have been fully cleaned years ago when he initially requested authorization. He said the Commission directed Staff to partially clean the tank at that time. Mr. Barnhill said it is difficult to establish the effectiveness of partial cleaning. He said the tank needs to be cleaned in order to protect the wet well, the effluent pumps, and the sand filter beds from buildup which will reduce the effectiveness and lifespan of the sand. He said the

septic tank is charged with sludge and the water may be carrying particulates over to the treatment plant which will adversely affect its performance.

7.c. AUTHORIZE SEPTIC TANK REHABILITATION FUNDS FOR BAFFLE WORK: A motion to table items 7.b and 7.c. was unanimous (as/rb).

7.d. AUTHORIZE EXECUTION OF CONTRACT WITH HYDROSCIENCE ENGINEERS INC.: A motion to execute the contract with HydroScience in the amount of $34,800 (engineering services to be performed following septic tank cleaning) was approved unanimously (as/jm).

8. WASTEWATER: Mr. Barnhill said Ponder added bypass and dewatering to their initial proposa which increased their proposal to clean the septic tank from $172,723 to $185,838. Mr. Barassi said that hauling water is their business which is why the proposal is geared to hauling volume offsite. The commission made a recommendation to staff to go after more bids (as/rb).

9a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that October 9, he attended the meeting of the Regional Water Quality Control Board (RWQCB) in Olema, CA. He said the meeting included a tour of Marshall, CA wastewater treatment facilities. He explained that Marshall is similar in population to Port Costa and their NPDES Discharge Permit was the model which helped guide research into alternative discharge study performed by Larry Walker Associates. Marshall installed septic tanks at each individual property. Homeowners are responsible for the sewer lateral from their structure to the septic tank, their responsibility includes the inlet half of the septic tank. Foreign objects flushed, such as wipes, would be captured in the inlet half of the tank, the homeowner would be responsible for maintenance, removal or repairs. The outlet end of the septic tank, is publicly owned, the tanks discharge into a force main pipeline which carries the wastewater to a filtering system for treatment, followed by disbursement to land which is the final discharge point.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

9.a. BUDGET & FINANCE COMMITTEE REPORT: None

9.b. INTER-AGENCY MEETINGS: None.

10. CONSENT CALENDAR: The consent item was approved unanimously (as/jm):
a. Approve Minutes of September 11, 2019
b. Receive Status Report on outstanding issues

11. FUTURE AGENDA ITEMS:
Settling tank cleaning proposals

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:12 PM until November 6, 2019.

Respectfully submitted,

James Barnhill
October 31, 2019