

PORT COSTA SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, JANUARY 12, 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# 838 6494 1510 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://us02web.zoom.us/j/83864941510>

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/83864941510> 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# 838 6494 1510.

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 October and November 2021.
- c. Receive Status Report and recommend approval of Action Plan for 2022.

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 October 13, 2021.

11. **FUTURE AGENDA ITEMS:**

Receive water usage report and initial draft budget for FY 22/23,
discuss and form opinions (Feb.).

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

12. **COMMENTS FROM COMMISSIONERS:**

13. **ADJOURNMENT** to February 9, 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.

COPY

December 29, 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 November 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 November 2021 has been uploaded to the CIWQS website.

During the month of November 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 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:



Nicholas Gaunt,
Chief Plant Operator

Legally Responsible Official:



James Barnhill
Port Costa Manager

cc: Casey Wichert, Valley Operators



November 28, 2021

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

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Prepared by:


Nicholas Gaunt,
Chief Plant Operator

Legally Responsible Official:


James Barnhill
Port Costa Manager

cc: Casey Wichert, Valley Operators

PORT COSTA SAN. DEPT. STATUS REPORT

JANUARY

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
<u>ADMINISTRATIVE MATTERS</u>					
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 12/2020	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	Completed FY 20/21	none	ASM
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
11/3	A-8	Delayed interest payment of loan #3 and payment of loan #2	Scheduled for Oct-Nov 2021	Receive Transfer Confirmation	ASM
<u>ENGINEERING MATTERS</u>					
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.

5.c.

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.

Port Costa Sanitary Department ACTION PLAN 2022

2022 TOP PRIORITY ACTIONS

- | | | |
|----|---|--------|
| 1. | Remove shrubs and trees from WWTP | SPRING |
| 2. | Install pad and cover/shed for Sodium Hypochlorite tote | SUMMER |
| 3. | Emergency Generator (Annual Service/Fuel Treatment) | FALL |
| 4. | CCTV Collection System | FALL |

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.: 12/15/21 LATEST FUND REPORT 12/13/21

OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$23,264.88	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1375-1379)	(\$1,765.04)	PYs due CVSan Dep	\$24,233.49
Levy/assr code and coll		Loan#2 due CVSan	\$165,426.19
Investment Services		Loan#3 due CVSan	\$150,000.00
LAIF x-fer to cash			
Loan Partial to CVSAN			
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CASH BALANCE:	\$21,499.84	ACCRUED DEBT:	\$339,659.68
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ADV ON SUC BEG. BALANCE	\$290,786.38		
Sewer Service Charge			
Ending Balance	\$290,786.38		
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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:	\$352,635.22	\\san\pc\bud&fin\wrksht	

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

PORT COSTA SANITARY COMMISSION

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, October 13, 2021

1. CALL TO ORDER: The meeting was called to order at 7:06 PM by Chairperson Surges. Present were Commissioners Cusack and Scheer, along with District Engineer Murdock, Administrative Services Manager Gunkelman and Asst. Secretary Witschi. Commissioners Klaiber and List and Dept. Manager Barnhill were absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Gaunt Murdock said he received an e-mail from Eric Olson, the engineer associated with the Bull Valley Project, and he said they have received feedback from the Contra Costa Planning Department. Mr. Olson said he will let staff know once they have submitted their report to the County and then there can be further discussion regarding the sewer connection.
4. PUBLIC HEARING: None
- 5.a. SELF-MONITORING REPORT: Mr. Murdock reported no exceedances in August and no Sanitary Sewer Overflows (SSO's).
- 5.b. DISTRICT BOARD ACTIONS: Mr. Gunkelman reported on the actions taken by the District Board in September. He said the Board passed a resolution to continue Zoom meetings for the next 30 days.
6. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. Mr. Gunkelman said Port Costa overpaid the Crockett Sanitary Department \$3,418 in interest for repayment of the loans.
7. GENERATOR AND ELECTRICAL AT WWTP: Mr. Murdock reported CD & Power replaced the motor on the automotive transfer switch.
- 8.a. STAFF REPORT ON OPERATIONS: No report.
- 8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None
- 8.c. STAFF ANNOUNCEMENTS: None
9. REPORTS FROM COMMISSIONERS: Commissioner Cusack asked if there was a new fire hydrant at the entrance to town. Commissioner Surges said yes. Commissioner Cusack asked who installed the fire hydrant and was a permit taken out to do it. He said every time you drive over the asphalt you drop down almost three feet and that needs to be fixed and addressed. He would like to know who would be responsible for that. Mr. Murdock said the County is responsible for inspection of the streets and the County Fire Department would be responsible for the fire hydrant. Mr. Murdock said you should start with Contra Costa County Public Works Department. Commissioner Cusack also wanted to discuss the

generator at the plant. He said Rudy Alvarado asked if he had a generator and he suggested talking to Tom List. He had no idea the generator was not functioning down at the plant. Mr. Murdock said Rudy needs to be calling Nick Gaunt, Valley Operators, because he is the person in charge of the plant ultimately. Commissioner Scheer said Spike from Port Costa passed away and many months ago there was a sewer issue between his house and the school. She said this issue should be addressed if the house goes up for sale. The issue being that the sewer ties into the school's sewer. Mr. Murdock said there are a number of shared laterals in Crockett and they are not required to separate laterals. He said maybe that is something that should change, but it will have to be discussed with the Commissions and approved at the Board level.

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

- a. Approve Minutes of September 8, 2021.
- b. Receive Status Report on outstanding issues.

11. FUTURE AGENDA ITEM:

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:40 PM until December 1, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
October 20, 2021