

PORT COSTA SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, NOVEMBER 4, 2020

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORANT 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 tele conference 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/2020-11-4-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# **872 5431 5611** followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/87254315611> 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# **872 5431 5611**.

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 for September 2020.

- b. Consider report on actions taken by the District Board.
 - c. Approve use of door Notice to be posted on properties as supplement to Notice of Violation.
 - d. Approve meeting schedule for 2021.
 - e. Appoint officers for 2021.
6. BUDGET AND FINANCE:
- Consider monthly Summary Worksheet and staff report on other financial matters.
7. WASTEWATER:
- Approve smoke testing proposal.
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 October 14, 2020.
 - b. Receive Status Report on outstanding items.
11. FUTURE AGENDA ITEMS:
12. COMMENTS FROM COMMISSIONERS:
13. ADJOURNMENT to December 2, 2020

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.

October 29, 2020

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 2020 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.

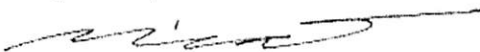
The CCSD Port Costa WWTP contracts laboratory testing with Eurofins Environmental Laboratories, Inc., which is an ELAP, certified lab. All sampling and testing analysis records are maintained and available for inspection during normal business hours at the contract lab located at 5063 Commercial Circle Suite H, Concord, CA 94520-8577 (925) 689-9022.

The monthly report for September 2020 and third quarter has been uploaded to the CIWQS website.

During the month of September 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

NOTICE

VIOLATION

____/____/____
DATE

ADDRESS

**Please contact the
Crockett / Port Costa
Sanitary Department
within 5 days of the date written
above.**

There is an unresolved issue with the sewer lateral at this address. The issue must be addressed to avoid further action. Actions will include Public Hearings. There is potential for staff time cost abatement and fines.

We urge the property owner to make direct contact with the Sanitary Department to prevent any further action from taking place. If you reach the voicemail, leave a message with your name, call back number, and address. You can choose to communicate via email as well, a business card is attached below.

Thank you for your cooperation.

**Crockett / Port Costa
Sanitary Department
Crockett Community Services District
850 Pomona St, Crockett, CA 94525
(510) 787-2992**

Attach business card here

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850 Pomona St, Crockett, CA 94525
(510) 787-2992**

Attach business card here

MEETING SCHEDULES/HOLIDAYS FOR 2021

<i>Commission</i>	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
PLC/Recreation	4	1	1	5	3	7	5	2	13	4	1	6
Port Costa	13	10	10	14	12	9	14	11	8	13	3**	1**
Crockett Sanitary	20	17	17	14	19	16	21	18	15	20	10**	8**
District Board	27	24	24	28	26	23	28	25	22	27	17**	15**
Memorial Hall												
<i>Holidays</i>												
New Year's	1											
Presidents' Day		15										
Memorial Day					31							
Independence Day							5*					
Labor Day									6			
Veterans Day											11	
Thanksgiving Day											25, 26	
Christmas Day												24*

* Observed
 ** One Week Early
 *** Tuesday

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.:	10/28/20	LATEST FUND REPORT	10/12/20

OPERATING FUND 3425			

CASH CARRIED FORWARD:	\$60,802.56	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1261-1266)	(\$12,242.10)	PYs due CVSan Dep	\$24,233.49
Payroll recovery	\$0.00	Loan#2 due CVSan	\$277,963.36
		Loan#3 due CVSan	\$150,000.00

CASH BALANCE:	\$48,560.46	ACCRUED DEBT:	\$452,196.85

ADV ON SUC BEG. BALANC	\$0.00		
Close CY SEC Tax	\$0.00		
Ending Balance	\$0.00		
INVESTED BEGIN. BALANC	\$223.23		
Interest	\$0.00		
Ending Balance	\$223.23		

FUND BALANCE:	\$48,783.69	\\san\pc\bud&fin\wrksht	

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

Smoke testing one day rate.

The rates for smoke testing would be the CCTV rate plus the Superintendent Rate for field work and the Consulting rate for time to prepare the report.

8 hours @ \$235 = \$1,880.00	Crew
8 hours @ \$130 = \$1,040.00	Superintendent
<u>8 hours @ \$130 = \$1,040.00</u>	<u>Consulting</u>
Total	= \$3,960.00

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 14, 2020

1. CALL TO ORDER: The meeting was called to order at 7:02 PM by Chairperson Surges. Present were Commissioners Cusack and List, along with Dept. Manager Barnhill and Asst. Secretary Witschi. Also present was Director Kirker. Commissioners Klaiber and Scheer arrived later.
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 REPORT FOR AUGUST: Mr. Barnhill reported no exceedences in August.
- 5.c. STATUS REPORT ON OUTSTANDING ITEMS: No report. Commissioner Scheer arrived at 7:04 pm.
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. Mr. Barnhill reported the Advance-on-Taxes should be in next month.
- 6.b. INTER-DEPARTMENT LOAN PAYMENT: Mr. Barnhill reported he is looking for authorization to pay the loan due Crockett Sanitary Department in the amount of \$93,563.29. Commissioner Klaiber arrived at 7:08 pm. A motion to approve annual inter-department loan payment to Crockett Sanitary Department in the amount of \$93,563.29 after the Advance-on-Taxes have been received carried unanimously (as/tc).
- 7.a. SMOKE TESTING: Mr. Barnhill reported the day rate cost to smoke test a requested 851 linear feet of sewer main is \$3,960. He said the smoke testing will help to identify faults in the sewer main and laterals which can be a source of I&I. He said the affected properties will be on Erskine Street, South Street, and Canyon Lake Drive.
- 7.b. MAINTENANCE OF DEGRADED PLUMBING: Mr. Barnhill reported that Valley Operators received a proposal to replace the degraded water pipe plumbing in the pump room of the Wastewater Treatment Plant (WWTP). Mr. Barnhill said the quote was extremely high and asked Valley Operators to give the contractor a chance to amend their proposal. Mr. Barnhill said he will present proposals once reasonable quotes are received
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported no Sewer Sanitary Overflows. Commissioner Surges asked if there is any progress hiring a new General Manager. Director Kirker said he has interviewed six candidates. The District Board is restructuring for future

management. A Special District Board meeting will be held on Tuesday, October 20 to discuss further.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10. CONSENT CALENDAR: The consent item was approved unanimously (as/tc):

a. Approve Minutes of September 9, 2020.

11. FUTURE AGENDA ITEMS:

Approve meeting calendar for 2021 (Nov.).

Appoint officers for 2021 (Nov.).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:24 PM until November 4, 2020.

Respectfully submitted,



Susan Witschi
October 26, 2020

PORT COSTA SAN. DEPT. STATUS REPORT

NOVEMBER

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
<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	Authorized	Plan video inspection /smoke testing. (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
<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/acquire/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.

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
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 Project	Scheduled for late 2020	Obtain bids	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 Sept 2020. Prior cleaned 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.

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
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
10/19		Remove tree branches from power line	Director volunteered		Commission

**** Larger project tasks are included on the Status Report. Smaller incidental and regular ongoing tasks are excluded from this report.**

\\sanitary\pcsan\StatusReportPCS.xls

***Items marked COMPLETED will be removed from the Status Report the following month.**