

# PORT COSTA SANITARY COMMISSION

Regular Business Meeting  
AGENDA FOR WEDNESDAY, JUNE 12, 2019

TIME: 7:00 PM  
PLACE: Port Costa School, 1 Plaza Del Hambre, Port Costa

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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. Consider report on actions taken by the District Board.
  - b. Receive Self-Monitoring Report cover letter for April 2019.
  - c. Receive Port Costa Sewer Use Charge Study Report for FY 2019/20.
  - d. Receive notice of public hearing to be held on June 26, 2019 and draft resolution overruling objections to the method of collection of sewer service charges for Port Costa.
6. BUDGET AND FINANCE:
  - a. Consider monthly Summary Worksheet and staff report on other financial matters.
  - b. Receive 11-month FY 18/19 financial report and proposed budget for FY 19/20.
7. 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.
8. 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:

9. **CONSENT CALENDAR:** Consideration of a motion to approve the following item:  
Approve Minutes of May 8, 2019.
10. **FUTURE AGENDA ITEMS:**  
Engineering proposal to inspect and assess septic tank.  
Receive proposal to pump septic tank and repair baffles.
11. **COMMENTS FROM COMMISSIONERS:**
12. **ADJOURNMENT** to July 10, 2019.

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 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.*

May 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 April 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 April 2019 has been uploaded to the CIWQS website.  
During the month of April 2019, no exceedances have occurred at the Port Costa WWTP.

*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

REPORT TO THE PORT COSTA SANITARY COMMISSION  
AND THE BOARD OF DIRECTORS,  
CROCKETT COMMUNITY SERVICES DISTRICT

FROM: General Manager

SUBJECT: PORT COSTA Sewer Use Charge Study, FY 2019/2020

INTRODUCTION

A full Sewer Use Charge Study report is performed when the Crockett Community Services District needs to consider raising the sewer service charge fee. For the upcoming fiscal year (July 1, 2019 through June 30, 2020) an initial review of costs expected to be incurred for operating and maintenance costs and capital costs of the Port Costa Sanitary Department indicated a sewer service charge increase would not be necessary.

As such, a full financial study is not warranted and was not completed as part of this report. The Port Costa Sanitary Commission supported the recommendation of the General Manager not to move forward with a full study and to keep the sewer service charge fee unchanged for fiscal year 2019/2020.

DISTRICT REORGANIZATION

The Crockett Community Services District was formed in July, 2006, merging the functions of the Crockett-Valona Sanitary District with the functions of two recreation organizations and Port Costa's sanitary sewer agency. The District took control over the Port Costa facilities in 2008 from Contra Costa County.

This Sewer Use Charge Study Report is concerned only with sewer service to be provided in the town of Port Costa.

BACKGROUND

The small town of Port Costa has a population of 190 people as of the 2010 census. Within the District's boundaries there are 113 properties, of which 85 are receiving sewer service. There is an additional property outside of the District boundaries that is also being served by the Port Costa Sanitary Department. The average daily dry weather flow rate is less than 15,000 gallons. The primary source of revenue received by the Department is from sewer service charges. No property taxes are available to fund operations of the sewage treatment plant and collection system.

From the revenue collected, Port Costa Sanitary Dept. must pay for operating and maintenance expenses and capital replacements (O&M&R), plus capital improvements and long-term debt service.

### FUTURE OPERATING REQUIREMENTS

State, regional and county regulatory agencies imposed many new requirements on sanitary agencies through the 1990's to the present. A five-year discharge permit was issued to Port Costa by the RWQCB effective February 1, 2019, which continued many of these requirements. Violations of wastewater permit limits in 2003 resulted in mandatory upgrades of the Port Costa sewage treatment plant. These upgrades were completed by the end of 2007 at the cost of about \$1,000,000 by Contra Costa County. The Regional Water Quality Control Board (RWQCB) certified the upgrade. Additional significant capital and operating expenses are anticipated to be incurred as it relates to the settling tank and treatment plant in the coming years.

Plant operations have been carried out by contract operators since the district took ownership. The current contract is with Valley Operators LLC. It is anticipated that the contract with Valley Operators LLC will be renewed in October 2019 with a 10% increase in their contract rates.

The District anticipates significant costs to bring the collection system up to current standards of reliability. Video inspection of the collection system is budgeted in FY 2019/20. Once the inspection is complete a better understanding of the collection system will be known and a schedule of repair and replacement can be developed. Large capital projects would be difficult to fund from sewer service charges alone and additional funding sources would have to be identified if unforeseen capital expenses were to be identified.

### PROJECTED REVENUE

The review of next year's budget requirements indicates that **\$361,070** will be needed. Sources of this needed revenue come primarily from sewer service charges. The remaining funding will come from drawing down the unallocated cash balance that has been carried forward from the prior year.

### SUMMARY

This budget of **\$361,070** for FY 2019/20 is about 12% higher than the budget of FY 2018/19. Details are included with the current year budget report and proposed FY 2019/20 budget. The Port Costa Sanitary Department will have enough funding to continue its operations and maintenance programs through June 20, 2020.

## SEWER USE CHARGE RATE REVIEW

The sewer services to be provided by the Port Costa Sanitary Department have been determined to include 76 single family dwellings and 15 apartments, plus 3 non-residential and 3 mixed-use properties (containing another 22 apartments).

Since 1964, the County has charged Port Costa properties for sewer service based on a schedule of multipliers. The categories "single-family residence" and "apartment" have always been charged the same rate. In a 2008 rate analysis conducted by a County consultant, that methodology was labeled inequitable. In the interest of equitable rates, Crockett adopted a methodology in 1992 based on the actual wastewater flow from each property or category. The smaller the town, the more important this methodology becomes. The Crockett developed methodology is now being used in Port Costa.

To calculate average use of the sewer system by residential units, water use for irrigation must be factored out. To do this, data from only the wet-weather months of December, January and February is used, using 70 single-family residences as the mean. As a result of the latest analysis, each single-family residential building (considered one discharge unit) is now assumed to contribute 5162 cubic feet per year to the sewer system. This becomes the Department's standard for water consumption per discharge unit in Port Costa. Each apartment is also assumed to contribute 5162 cubic feet per year to the sewer system, equivalent to 1.0 discharge unit. Water averages over the last three years were used to calculate the use factor.

Non-residential uses are charged an equitable share based on water consumption during a previous 12 month period, with a minimum charge set equal to the charge for one apartment. Mixed use properties are similarly charged, with a minimum set by the charge for each dwelling on the property.

As there is no proposed sewer use charge increase for FY 2019/20, the existing sewer rate schedule and discharge unit of 5901 cubic feet per year, as adopted by Ordinance No. 18-3, remains in effect.

By this method, the annual sewer use charge per single family residence will remain at \$1,973. The annual sewer use charge per apartment remains the same at \$1,973.

The charges for other properties would vary with water consumption in proportion to the District standard for residential uses. The charge is \$1,973 plus \$33.44 per 100 cubic feet of water consumption in excess of 5901 cubic feet per year.

The budgets going forward intend to build a Port Costa septic tank reserve of \$300,000, to be built up over 10 years, so that the septic tank may be cleaned or replaced as the need arises. A NPDES discharge permit is due every five years and a reserve of \$40,000 to pay for permit reissuance application process is required, with a current balance of \$33,000 in its reserve. It is also prudent to keep a reserve for potential fines

by the Regional Water Quality Control Board (RWQCB) for permit violations and a plumbing pipe refurbishment reserve to address pipe replacement at the treatment plant as identified by department staff and contract operators. Excess operating revenue (if any) will roll over for contingency funds and/or remain in the unallocated cash balance until such time a rate stabilization reserve can be created. Such excess revenue could also be allocated to sewer repairs, capital improvements or debt service, if required.

The Port Costa Sanitary Commission recognizes that it does not maintain a prudent level of capital reserves to respond to unanticipated situations and emergencies. Nor does the proposed budget provide adequately for collection system repair or replacement projects, or repay outstanding debt to the Crockett Sanitary Department. The heavy burden of high service charges on Port Costa properties is a source of deep frustration and anxiety for everyone, and it prevents the Commission from achieving its goal of a prudent budget. It will take years to achieve financial stability.

### RECOMMENDATION

The Department's financial outlook will improve slowly as the District continues to provide sewer service in Port Costa. The first loan to address the treatment plant upgrades in 2007 was paid off in October 2018 and it freed up \$56,000 annually that is now available for O&M expenses. It was paying off this loan that in large part allowed the sewer use charge from being raised this year. The Port Costa Sanitary Commission is on the way to have every reason to believe that it remains capable of serving the Port Costa community into the future.

The General Manager, Department Manager and Assistant District Secretary are the only salaried positions in the Sanitary Department. All O&M&R services are contracted out to others regularly engaged in this type of work. This is believed to be the most economical way of getting this work done.

The District is under pressure from regulatory agencies to rehabilitate the collection system so that sewer overflows never occur. The Department does not know at this time how much must be spent on rehabilitation within even the next five years. In the initial years of transition from County management, the Port Costa Sanitary Dept. has spent very little on system rehabilitation.

**It is therefore recommended that this Sewer Use Charge Study Report be accepted by the Board of Directors and that sewer use charges remain the same at \$1,973 per single family residence and equivalent unit for FY 2019/20 as a source of revenue to balance the budget.**

TABLE 1 sets forth the actual sewer use charge anticipated for each property served by the District that will be placed on the tax roll. In addition there is one property that is served outside the District boundary that will be billed directly.

Sewer Use Charge Study  
FY 2019/20

Revenue raised through this sewer use charge would be **\$272,528**. There will be a net increase of 3.8% due to increases in water consumption by commercial and mixed-use properties.

Respectfully submitted,



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Dale McDonald  
General Manager

May 30, 2019

c: : \PortCosta\Bud&Fin\budget19-20\pcsan\_sucrpt19



TABLE 1

RECOMMENDED SEWER SERVICE CHARGES FOR THE TAX ROLL

A	Parcel No.	Levy Code	Fund	Revenue	Levy Amount
A	368132002	GB	3425	9796	1,973.00
A	368132003	GB	3425	9796	1,973.00
A	368132004	GB	3425	9796	1,973.00
A	368132005	GB	3425	9796	1,973.00
A	368132007	GB	3425	9796	1,973.00
A	368132012	GB	3425	9796	1,973.00
A	368132013	GB	3425	9796	1,973.00
A	368132014	GB	3425	9796	1,973.00
A	368132015	GB	3425	9796	1,973.00
A	368132016	GB	3425	9796	1,973.00
A	368132017	GB	3425	9796	1,973.00
A	368132020	GB	3425	9796	1,973.00
A	368132022	GB	3425	9796	1,973.00
A	368132023	GB	3425	9796	1,973.00
A	368132024	GB	3425	9796	1,973.00
A	368132025	GB	3425	9796	1,973.00
A	368132026	GB	3425	9796	1,973.00
A	368133003	GB	3425	9796	1,973.00
A	368133007	GB	3425	9796	1,973.00
A	368133010	GB	3425	9796	1,973.00
A	368133012	GB	3425	9796	1,973.00
A	368134003	GB	3425	9796	3,946.00
A	368134004	GB	3425	9796	3,946.00
A	368134011	GB	3425	9796	1,973.00
A	368134012	GB	3425	9796	3,946.00
A	368135004	GB	3425	9796	1,973.00
A	368135005	GB	3425	9796	1,973.00
A	368135008	GB	3425	9796	1,973.00
A	368135009	GB	3425	9796	1,973.00
A	368135012	GB	3425	9796	1,973.00
A	368135013	GB	3425	9796	1,973.00
A	368135014	GB	3425	9796	1,973.00
A	368141003	GB	3425	9796	1,973.00
A	368141004	GB	3425	9796	3,946.00
A	368141005	GB	3425	9796	1,973.00
A	368141009	GB	3425	9796	1,973.00
A	368142006	GB	3425	9796	1,973.00
A	368142007	GB	3425	9796	1,973.00
A	368142008	GB	3425	9796	1,973.00
A	368143001	GB	3425	9796	3,946.00
A	368143003	GB	3425	9796	1,973.00
A	368143004	GB	3425	9796	1,973.00
A	368143005	GB	3425	9796	1,973.00
A	368143006	GB	3425	9796	1,973.00

Sewer Use Charge Study  
 FY 2019/20

A	368143007	GB	3425	9796	1,973.00
A	368144003	GB	3425	9796	1,973.00
A	368144004	GB	3425	9796	3,946.00
A	368144012	GB	3425	9796	3,946.00
A	368145001	GB	3425	9796	1,973.00
A	368145002	GB	3425	9796	1,973.00
A	368145003	GB	3425	9796	1,973.00
A	368145006	GB	3425	9796	1,973.00
A	368145007	GB	3425	9796	1,973.00
A	368145008	GB	3425	9796	1,973.00
A	368145009	GB	3425	9796	1,973.00
A	368145010	GB	3425	9796	1,973.00
A	368145014	GB	3425	9796	1,973.00
A	368145015	GB	3425	9796	1,973.00
A	368145019	GB	3425	9796	4,848.00
A	368145024	GB	3425	9796	1,973.00
A	368145025	GB	3425	9796	1,973.00
A	368145027	GB	3425	9796	30,158.00
A	368146001	GB	3425	9796	4,347.00
A	368146002	GB	3425	9796	1,973.00
A	368146003	GB	3425	9796	1,973.00
A	368146007	GB	3425	9796	1,973.00
A	368146010	GB	3425	9796	1,973.00
A	368146014	GB	3425	9796	1,973.00
A	368146017	GB	3425	9796	1,973.00
A	368146021	GB	3425	9796	1,973.00
A	368146022	GB	3425	9796	1,973.00
A	368146023	GB	3425	9796	1,973.00
A	368146024	GB	3425	9796	1,973.00
A	368146025	GB	3425	9796	1,973.00
A	368147004	GB	3425	9796	13,811.00
A	368147005	GB	3425	9796	9,865.00
A	368147006	GB	3425	9796	37,848.00
A	368148002	GB	3425	9796	1,973.00
A	368148003	GB	3425	9796	1,973.00
A	368148004	GB	3425	9796	1,973.00
A	368148005	GB	3425	9796	1,973.00
A	368148013	GB	3425	9796	1,973.00
A	368148014	GB	3425	9796	1,973.00
A	368148015	GB	3425	9796	1,973.00
A	368148018	GB	3425	9796	1,973.00
					270,555.00

NOTICE OF PUBLIC HEARING

CROCKETT COMMUNITY SERVICES DISTRICT  
COUNTY OF CONTRA COSTA

NOTICE IS HEREBY GIVEN that the Board of Directors of the Crockett Community Services District will hold a public hearing to consider adoption of the District budget for fiscal year 2019/2020.

NOTICE IS HEREBY GIVEN that the Board of Directors of the Crockett Community Services District will at the same time hold a public hearing to consider continuing the schedule of sewer service charges adopted by Ordinance No. 18-2 for the town of CROCKETT and approve the report of charges that will be submitted to the County for the tax roll. The annual charge for service to a single family residence is currently \$789, the charge for service to an apartment is \$624; and the charge for service to non-residential or mixed-use accounts is \$624 plus \$12.45 per 100 cubic feet of water consumption in excess of 5927 cubic feet per year. It is proposed that these charges remain unchanged for the fiscal year 2019/2020.

NOTICE IS HEREBY GIVEN that the Board of Directors of the Crockett Community Services District will at the same time hold a public hearing to consider continuing the schedule of sewer service charges adopted by Ordinance No. 18-3 for the town of PORT COSTA and approve the report of charges that will be submitted to the County for the tax roll. The annual charge for service to a single family residence is currently \$1,973; the charge for service to an apartment is \$1,973; and the charge for service to non-residential or mixed-use accounts is \$1,973 plus \$33.44 per 100 cubic feet of water consumption in excess of 5901 cubic feet per year. It is proposed that these charges remain unchanged for the fiscal year 2019/2020.


Pursuant to the provisions of Government Code Section 61115 of the State of California, the District Board of the Crockett Community Services District elects to have the sewer service charges for the forthcoming year collected on the tax roll in the same manner, by the same persons, and at the same time as together with and not separately from its general taxes.

Pursuant to Government Code Section 61115, the General Manager has prepared and filed with the Board of Directors a written report that describes each affected parcel of real property receiving sewer services and using the treatment facilities of the District and the amount of charges and delinquencies for each affected parcel for said fiscal year. Data indicating the costs involved in providing services for which sewer service charges are levied is available for inspection at the District office during open hours.

ALL PERSONS ARE HEREBY NOTIFIED OF  
PUBLIC HEARING AS FOLLOWS:

That 7:00 PM on June 26, 2019 at the Crockett Community Center, 850 Pomona Street, Crockett, California is the time, date and place for a public hearing on these matters, at which time and place the Board of Directors will hear and receive testimony, objections or evidence that is made, presented or filed.

Dated: May 31, 2019

By   
Dale McDonald  
District Secretary

Publish WCT Wednesday, June 5 and Saturday, June 15

DRAFT

**RESOLUTION**

**NO. 18/19-xx**

**RESOLUTION OF THE BOARD OF DIRECTORS OF  
THE CROCKETT COMMUNITY SERVICES DISTRICT  
OVERRULING OBJECTIONS TO THE METHOD OF COLLECTION  
OF SEWER SERVICE CHARGES FOR PORT COSTA**

The District Board of the Crockett Community Services District, County of Contra Costa, State of California, resolves as follows:

1. Pursuant to Sections 5471 et seq. and 6520.5 of the Health and Safety Code of the State of California, this Board confirms that it elected to have the sewer service charges for Fiscal Year 2018/19 and subsequent years collected on the tax roll of the District as adopted on June 27, 2018 by Ordinance No. 18-3.

2. That on June 27, 2018 this Board did by Ordinance No. 18-3 adopt a schedule of sewer service charges to be billed to all properties served by the Port Costa Sanitary Department for FY 2018/2019 and subsequent years.

3. That pursuant to Government Code Section 6066 a Notice of Public Hearing was published in a newspaper of general circulation on June 5, 2019 and June 15, 2019 announcing that the District Board will consider continuing the schedule of sewer service charges adopted by Ordinance No. 18-3.

4. That pursuant to Government Code Section 61115, a Public Hearing on the report of annual sewer use charges and the method of collection of sewer service charges was regularly and duly held on the 26th day of June, 2019 at 7:00 PM at the Crockett Community Center, 850 Pomona Street, Crockett, California.

5. That on June 26, 2019, objections were heard to the report dated May 30, 2019 of the General Manager, which contains a description of each parcel of real property in Port Costa receiving sewer services and using facilities of the District and the recommended amount of service charge for each parcel computed in conformity with a schedule for user service charges for the community of Port Costa.

6. The Board having considered all comments and objections made to the method of collection, they are hereby overruled.

6. The District Board of the Crockett Community Services District hereby accepts said report of the Department Manager dated May 30, 2019.

7. The General Manager is directed to deliver a copy of this Resolution, and a listing of properties with the sewer service charges to be collected, to the Auditor of Contra Costa County with the request that the sewer service charges described in said listing for the Fiscal Year 2019/20 be collected on the tax roll of the District in the same manner, by the same persons, and at the same time as together with and not separately from the District General Taxes.

8. For those properties within the boundaries of the Crockett Community Services District that receive sewer services from the Port Costa Sanitary Department but do not appear on the tax roll of the District, the General Manager is directed to invoice the property owners in full on November 1, 2019 with a notice that the bill becomes delinquent after December 2, 2019 and that interest at the rate of one percent (1%) per month shall accrue in the event of late payment in addition to a ten percent penalty for late payment, pursuant to Government Code Section 61115, District Code Section 1.08.080 and District Ordinance No. 18-3.

**THE FOREGOING RESOLUTION** was passed and adopted by the District Board of the Crockett Community Services District at a Regular Meeting held on June 26, 2019 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

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Kent Peterson, President

**ATTEST:**

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Dale McDonald  
District Secretary

# PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525  
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 Fax (510) 787-2459  
 e-mail: manager@town.crockett.ca.us  
 website: www.town.crockett.ca.us

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.: 5/22/19 LATEST FUND REPORT: 5/13/19

OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$5,025.28	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1095-1100)	(\$12,330.49)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$1,722.00)	Loan#2 due CVSan	\$277,963.36
Investment svc chg	(42.00)		
Trns to Investments	(90,000.00)		
Trns frm Adv on SUC	106,588.00		
CASH BALANCE:	\$7,518.79	ACCRUED DEBT:	\$302,196.85
ADV ON SUC BEG. BALANCE:	\$112,507.00		
Tsfr to cash	(\$106,588.00)		
Ending Balance	\$5,919.00		
INVESTED BEGIN. BALANCE:	\$30,630.15		
Trns frm cash	\$90,000.00		
Interest LAIF	\$309.16		
Ending Balance	\$120,939.31		
FUND BALANCE:	\$134,377.10	\\san\pc\bud&fin\wrksht	

05/14/19

### Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 05/13/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							148,162.43
Cleared Transactions							
Checks and Payments - 10 Items							
Check	04/18/2019			Service Charge	X	-42.00	-42.00
Check	04/19/2019	1095	Valley Operator...	Monthly treatment plant fee invoic...	X	-4,000.00	-4,042.00
Check	04/19/2019	1098	U.S. BANK	Lab, alarm, district lunch, sign, offi...	X	-989.69	-5,031.69
Check	04/19/2019	1096	L.R. PAULSELL...	High pressure pipeline cleaning	X	-460.00	-5,491.69
Check	04/19/2019	1097	MEYERS NAVE	Attorney costs Feb and March	X	-179.83	-5,671.52
Transfer	04/19/2019			Payroll recovery PCSan to REC A...	X	-26.98	-5,698.50
Check	05/06/2019	1099	Sewer Works	Recoverable for 42 Canyon Lake ...	X	-6,400.00	-12,098.50
Transfer	05/06/2019			Payroll recovery April PCSan to C...	X	-1,662.22	-13,760.72
Check	05/06/2019	1100	PG&E	Electricity WWTP	X	-300.97	-14,061.69
Transfer	05/06/2019			Payroll recovery April 16-30	X	-32.80	-14,094.49
Total Checks and Payments						-14,094.49	-14,094.49
Deposits and Credits - 1 Item							
Deposit	04/18/2019			Interest	X	309.16	309.16
Total Deposits and Credits						309.16	309.16
Total Cleared Transactions						-13,785.33	-13,785.33
Cleared Balance						-13,785.33	134,377.10
Register Balance as of 05/13/2019						-13,785.33	134,377.10
Ending Balance						-13,785.33	134,377.10

Commissioners: Rene Beauchemin, Tom Cusack, John Mann, Anne Scheer, Joe Surges

**O.a.**

# PORT COSTA SANITARY DEPARTMENT

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of the Crockett Community Services District

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TO: Port Costa Sanitary Commissioners  
FROM: Department Manager JB  
SUBJECT: 11-month Budget Report and proposed FY 2019/20 Budget  
DATE: June 4, 2019

The 11-month Port Costa Sanitary Department Budget Report details are incorporated within the attached proposed Fiscal Year (FY) 19/20 budget. There is no need to adopt a revised FY 18/19 budget for the Port Costa Sanitary Department.

## HIGHLIGHTS

- Chemical expense (#416.51.2pc) has been increased \$2,500 as a placeholder for potential chemicals for use in the septic tank after cleaning to control grease and Hydrogen Sulfide (H<sub>2</sub>S) gas buildup.
- Minor adjustments lower on estimated FY 18/19 and budgeted FY 19/20 expenses.
- Partial septic tank cleaning (#416.96) will occur as requested by operators while reserves are built. Full septic tank cleaning needs to be performed to allow access for repairs, replacements and an Engineering Assessment which was previously identified as a capital project. \$43K remains budgeted for septic tank cleaning. Full septic tank cleaning and maintenance may require additional funding, such as inter-department loan.
- Contingency Reserve has been set at 10% or \$18,991 in FY 19/20.

## SUMMARY

The attached budget report shows the Port Costa Sanitary Department continues to draw down its unallocated cash balance. Anticipated revenue and cash balance is enough to cover operating expenses and planned inspections for FY 19/20. The Commission should review the proposed budget and form recommendations to the District Board.

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**FY 2019-20 PORT COSTA SANITARY DEPARTMENT BUDGET - FUND 3425 PROPOSED 6/03/2019**

	<u>PY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2018-19 Est.</u>	<u>Proposed</u>
	<u>Actual</u>	<u>Approved Budget</u>	<u>Year End</u>	<u>Budget</u>
<b>Collection System</b>				
Liability Insurance	\$ 3,325	\$ 3,425	\$ 3,723	\$ 4,178
Profess. Services.	\$ 0	\$ 500	\$ 1,000	\$ 1,000
Sewers Maint.	\$ 4,690	\$ 5,800	\$ 14,808	\$ 10,000
Other Operating	\$ 0	\$ 100	\$ 1,800	\$ 1,000
Permits & Fees	\$ 2,088	\$ 2,140	\$ 2,286	\$ 2,331
<b>Total Collection System</b>	<b>\$ 10,103</b>	<b>\$ 11,965</b>	<b>\$ 23,617</b>	<b>\$ 18,509</b>
<b>Treatment Plant</b>				
Generator fuel / oil	\$ 53	\$ 100	\$ 60	\$ 100
Property Insurance	\$ 812	\$ 852	\$ 974	\$ 1,217
Contract Operator	\$ 48,000	\$ 49,200	\$ 44,000	\$ 54,000
Chemicals	\$ 2,477	\$ 3,914	\$ 4,523	\$ 3,500
Hardware/Supplies & Misc.	\$ 680	\$ 800	\$ 319	\$ 800
Profess. Svcs. (Engineer, Lab, Technici	\$ 39,090	\$ 35,671	\$ 19,462	\$ 20,772
Electricity	\$ 3,265	\$ 2,954	\$ 2,885	\$ 3,074
Alarm system phone	\$ 1,150	\$ 1,580	\$ 1,548	\$ 1,580
Cap. Replacement	\$ 1,806	\$ 25,000	\$ 2,820	\$ 3,000
Operating fees/permits	\$ 4,238	\$ 4,289	\$ 4,551	\$ 4,395
Other Operating - septic cleaning	\$ 1,760	\$ 10,000	\$ 0	\$ 43,000
<b>Total Treatment Plant</b>	<b>\$ 103,331</b>	<b>\$ 134,360</b>	<b>\$ 81,142</b>	<b>\$ 135,438</b>
<b>Adminstrative</b>				
Elections	\$ 0	\$ 35	\$ 77	\$ 0
Crime Insurance	\$ 28	\$ 25	\$ 22	\$ 25
Memberships	\$ 2,392	\$ 2,435	\$ 2,432	\$ 2,480
Office / Postal	\$ 193	\$ 250	\$ 196	\$ 250
Profess. Svcs.(admin)	\$ 1,286	\$ 3,500	\$ 1,899	\$ 3,500
Printing/Publishing	\$ 1,393	\$ 1,535	\$ 1,371	\$ 1,412
Software Subscription	\$ 0	\$ 0	\$ 173	\$ 350
Vehicle/Travel/Meetings	\$ 26	\$ 50	\$ 78	\$ 100
Other	\$ 420	\$ 400	\$ 767	\$ 1,600
County Charges	\$ 557	\$ 575	\$ 644	\$ 660
<b>Sub-Total Administrative</b>	<b>\$ 6,295</b>	<b>\$ 8,805</b>	<b>\$ 7,659</b>	<b>\$ 10,377</b>
Salaries and Benefits (O&M)	\$ 16,429	\$ 19,890	\$ 18,477	\$ 25,589
Other Payroll Exp. (WC premiums etc.	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Administrative</b>	<b>\$ 22,724</b>	<b>\$ 28,695</b>	<b>\$ 26,136</b>	<b>\$ 35,966</b>
<b>Total O&amp;M Expenses</b>	<b>\$ 136,158</b>	<b>\$ 175,020</b>	<b>\$ 130,895</b>	<b>\$ 189,913</b>
<b>Non-Operational Expenses</b>				
Loan Principle	\$ 88,959	\$ 89,931	\$ 89,932	\$ 36,474
Loan Interest on PY Cap Projects	\$ 10,511	\$ 13,653	\$ 12,236	\$ 12,692
Non-Op Other	\$ 0	\$ 0	\$ 1,400	\$ 0
<b>Fixed Assets and Other</b>				
Capital Projects Allocation	\$ 0	\$ 4,100	\$ 6,240	\$ 68,000
Allocation to operating reserves	\$ 0	\$ 26,000	\$ 0	\$ 35,000
Contingency Reserve	\$ 0	\$ 13,248	\$ 0	\$ 18,991
<b>Total Expenditures</b>	<b>\$ 235,628</b>	<b>\$ 321,952</b>	<b>\$ 239,302</b>	<b>\$ 361,070</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 235,628</b>	<b>\$ 321,952</b>	<b>\$ 239,302</b>	<b>\$ 361,070</b>
<b>TOTAL REVENUES</b>				
Sewer use charge	\$ 237,236	\$ 262,501	\$ 262,501	\$ 272,528
Capacity charge	\$ 0	\$ 0	\$ 0	\$ 0
Permit fees	\$ 0	\$ 180	\$ 180	\$ 180
Interest (non-op)	\$ 0	\$ 0	\$ 1,031	\$ 0
Misc fees / cost recovery (ops)	\$ 0	\$ 0	\$ 3,533	\$ 0
Grants (non-op)	\$ 0	\$ 0	\$ 0	\$ 0



**PORT COSTA SANITARY DEPARTMENT  
PROPOSED BUDGET FY 19/20 (6/03/2019)**

Sewer Use Charge \$1,973

**GENERAL FUND 3425: REVENUE DETAIL**

	PY Actual FY 17/18	Adopted FY 18/19	11 Month Actual FY 18/19	Estimated Total FY 18/19	Proposed Budget FY 19/20
301.0 Sewer use charge	\$237,236.00	\$262,501.00	\$262,501.00	\$262,501	\$272,528.00
303.0 Capacity charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
302.0 Permit fees	\$0.00	\$180.00	\$60.00	\$180.00	\$180.00
306.0 Misc fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>SUB-TOTALS O&amp;M</b>	<b>\$237,236.00</b>	<b>\$262,681.00</b>	<b>\$262,561.00</b>	<b>\$262,681.00</b>	<b>\$272,708.00</b>
311.0 Interest	\$0.00	\$0.00	\$630.15	\$1,031.00	\$0.00
318.0 Cost recovery (Non-op)	\$0.00	\$0.00	\$700.00	\$3,533.00	\$0.00
317.0 Short-term Loans	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
319.0 Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUE</b>	<b>\$237,236.00</b>	<b>\$262,681.00</b>	<b>\$263,891.15</b>	<b>\$267,245.00</b>	<b>\$272,708.00</b>

**FUND 3425 - BALANCE OVERVIEW**

	PY ACTUAL FY 17/18	ADOPTED FY 18/19	ESTIMATED FY 18/19	PROPOSED BUDGET FY 19/20	
<b>Opening Cash Balance</b>					
Septic Tank Replacement Reserve	\$ 6,820.15	\$ 16,820.15	\$ 16,820.15	\$ 28,820.15	
Discharge Permit Reserve	\$ 36,000.00	\$ 29,946.25	\$ 29,946.25	\$ 32,908.75	
Plumbing Pipe Refurb. Reserve	\$ 7,000.00	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00	
RWQCB Violation Fines Reserve	\$ 33,000.00	\$ 6,000.00	\$ 6,000.00	\$ 8,000.00	
Contingency Reserve ***	\$ -	\$ -	\$ -	\$ -	
Carry Over (unallocated)	\$ 21,207.95	\$ 42,871.48	\$ 42,871.48	\$ 51,851.82	
<b>TOTAL OPENING CASH BALANCE</b>	<b>\$ 104,028.10</b>	<b>\$ 105,637.88</b>	<b>\$ 105,637.88</b>	<b>\$ 133,580.72</b>	
<b>ESTIMATED REVENUE</b>	<b>\$237,236.00</b>	<b>\$262,681.00</b>	<b>\$ 267,245.00</b>	<b>\$ 272,708.00</b>	
<b>ESTIMATED O&amp;M EXPENSES</b>	<b>\$ (136,156.36)</b>	<b>\$ (175,020.00)</b>	<b>\$ (130,894.52)</b>	<b>\$ (189,913.00)</b>	
<b>ESTIMATED CAP. PROJ. EXPENSES</b>	<b>\$ -</b>	<b>\$ (4,100.00)</b>	<b>\$ (6,240.00)</b>	<b>\$ (68,000.00)</b>	
<b>ESTIMATED LOAN PRINCIPAL</b>	<b>\$ (88,958.58)</b>	<b>\$ (89,931.00)</b>	<b>\$ (89,931.51)</b>	<b>\$ (36,474.00)</b>	
<b>ESTIMATED LOAN INTEREST</b>	<b>\$ (10,511.28)</b>	<b>\$ (13,653.00)</b>	<b>\$ (12,236.13)</b>	<b>\$ (12,692.00)</b>	
<b>Closing Fund Balance</b>					
<b>Operating Reserves Included in Balance</b>					
Septic Tank Rehab/Replace Reserve	\$ 16,820.15	\$ 28,820.15	\$ 28,820.15	\$ 15,820.15	(\$300K by __ 2029)
Discharge Permit Reserve	\$ 29,946.25	\$ 35,688.75	\$ 32,908.75	\$ 34,908.75	(\$40K by May 2023)
Plumbing Pipe Refurb. Reserve	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00	\$ 15,000.00	(\$15K by Oct 2020)
RWQCB Violation Fines Reserve	\$ 6,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	
Contingency ***	\$ -	\$ 13,248.00	\$ -	\$ 18,991.00	
Interfund G/L non-op adjustment	\$ -	\$ -	\$ -	\$ -	
Carry Over(unallocated)	\$ 42,871.48	\$ (12,142.02)	\$ 51,851.82	\$ 6,489.81	
<b>TOTAL CLOSING FUND BALANCE</b>	<b>\$ 105,637.88</b>	<b>\$ 85,614.88</b>	<b>\$ 133,580.72</b>	<b>\$ 99,209.71</b>	

\*\*\* Unused contingency reserve moves to unallocated general funds at the end of the fiscal year.

Outstanding Debt	Beginning FY 18/19	Actual Ending FY 18/19	Est. Payments FY 19/20	Est. Ending FY 19/20
Crockett Valona Sanitary (WestA Refi)	\$313,437.15	\$277,963.36	\$36,474.15	\$241,489.21
Crockett Valona Sanitary (CCC Refi)	\$54,457.72	\$0.00	\$0.00	\$0.00
Crockett Valona Sanitary (Transfer)	\$24,233.49	\$24,233.49	\$0.00	\$24,233.49
<b>Total Debt</b>	<b>\$392,128.36</b>	<b>\$302,196.85</b>	<b>\$36,474.15</b>	<b>\$265,722.70</b>

**PORT COSTA SANITARY DEPARTMENT  
PROPOSED BUDGET FY 19/20 (6/03/2019)**

**GENERAL FUND 3425: EXPENDITURE DETAIL**

	PY Actuals	Current Budget	11 Month Actual	Estimated	Proposed Budget
	FY 17/18	FY 18/19	FY 18/19	FY 18/19	FY 19/20
<b>415 · SEWAGE COLLECTION *****</b>					
415.30 · INSURANCE - Liability	3,324.84	3,425.00	3,723.03	3,723.03	4,178.00
415.55 · PROF. SVCS. (Coll.)	0.00	500.00	1,000.00	1,000.00	1,000.00
415.70 · MAINTENANCE	4,690.00	5,800.00	10,667.50	14,807.50	10,000.00
415.96 · OTHER OPERATING (Coll.)	0.00	100.00	1,800.00	1,800.00	1,000.00
415.96.2c · Permits & Fees (Coll.)	2,088.00	2,140.00	2,286.00	2,286.00	2,331.00
<b>Total 415 · SEWAGE COLLECTION *****</b>	<b>10,102.84</b>	<b>11,965.00</b>	<b>19,476.53</b>	<b>23,616.53</b>	<b>18,509.00</b>
416.25 · GASOLINE, OIL, FUEL	\$53.09	\$100.00	\$0.00	\$60.07	\$100.00
416.31 · INSURANCE - Property	\$811.79	\$852.00	\$974.35	\$974.35	\$1,217.00
416.51.1pc · Treatment Plant Operators	\$48,000.00	\$49,200.00	\$40,000.00	\$44,000.00	\$54,000.00
416.51.2pc · Chemicals	\$2,476.91	\$3,914.00	\$3,479.98	\$4,522.98	\$3,500.00
416.51.3pc · Hardware, Supplies, & Misc	\$679.59	\$800.00	\$293.52	\$318.52	\$800.00
416.56.2pc .3pc · Prof. Svcs. - Engineer	\$16,053.75	\$17,971.00	\$8,091.25	\$8,341.25	\$5,000.00
416.56.3pc · Prof. Svcs. -Technician	\$7,492.00	\$5,700.00	\$3,010.00	\$3,010.00	\$5,000.00
416.56.7pc · Prof. Svcs. - Lab Testing	\$15,299.50	\$12,000.00	\$6,916.00	\$8,111.00	\$10,572.00
416.56.x · Prof. Svcs. - Attorney / Other	\$244.86	\$0.00	\$0.00	\$0.00	\$200.00
416.91.1pc · Electricity	\$3,264.58	\$2,954.00	\$2,595.53	\$2,884.53	\$3,074.00
416.91.6pc and 416.96.3 · Plant Alarm System	\$1,150.16	\$1,580.00	\$1,511.18	\$1,548.18	\$1,580.00
416.96.1 · Capital Replacements (Treat.)	\$1,806.46	\$25,000.00	\$2,820.31	\$2,820.31	\$3,000.00
416.96.2 · Permits & Fees (Treat.)	\$4,238.00	\$4,289.00	\$4,149.00	\$4,551.00	\$4,395.00
416.96 · OTHER OP (Treat) - Septic Cleaning	\$1,760.00	\$10,000.00	\$0.00	\$0.00	\$43,000.00
416.99 · ENFORCEMENT PENALTIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Total 416 · SEWAGE TREATMENT *****</b>	<b>103,330.69</b>	<b>134,360.00</b>	<b>73,841.12</b>	<b>81,142.19</b>	<b>135,438.00</b>
<b>417. ADMIN/GENERAL</b>					
417.21 · ELECTIONS	0.00	35.00	77.18	77.18	0.00
417.31 · INSURANCE -Crime(employee bond)	28.04	25.00	0.00	21.50	25.00
417.36 · MEMBERSHIPS - BACWA & CASA	2,391.63	2,435.00	2,427.00	2,432.00	2,480.00
417.41 · OFFICE POSTAL / SUPPLIES	192.59	250.00	176.25	196.25	250.00
417.56 · PROF SVCS (Admin) Attorney/Auditor	1,285.92	3,500.00	1,672.63	1,899.36	3,500.00
417.61 · PRINTING/ PUBLISHING	1,393.35	1,535.00	1,370.70	1,370.70	1,412.00
417.70 · SOFTWARE SUBSCRIPTION	0.00	0.00	168.58	172.58	350.00
417.80 · VEHICLE / TRAVEL REIMBURSEMEN	25.69	50.00	67.84	77.84	100.00
417.96 · OTHER ADMIN. / RECOVERY	419.66	400.00	767.49	767.49	1,600.00
417.96.3pc · County Charges	557.02	575.00	643.71	643.71	660.00
<b>Total 417 · ADMIN / GENERAL *****</b>	<b>6,293.90</b>	<b>8,805.00</b>	<b>7,371.38</b>	<b>7,658.61</b>	<b>10,377.00</b>
<b>6560 · PAYROLL EXPENSES *****</b>					
6.1dMc · GM's O&M Wages	5,022.60	6,105.00	4,892.75	5,461.46	7,350.00
6.1ds · Secrtry. O&M Wages	315.55	392.00	344.41	396.17	436.00
6.1ds · Dept. Mgr's O&M Wages	9,398.07	11,387.00	9,482.26	10,602.32	13,606.00
11.1dMc · GM O&M Benefits GM	604.86	729.00	621.61	693.06	1,218.00
11.1ds · Secrtry. O&M Benefits	52.70	65.00	44.09	51.62	341.00
11.1as · Dept. Mgr's O&M Benefits	1,035.15	1,212.00	1,140.70	1,272.55	2,638.00
<b>Total 6560 · PAYROLL EXPENSES *****</b>	<b>16,428.93</b>	<b>19,890.00</b>	<b>16,525.82</b>	<b>18,477.19</b>	<b>25,589.00</b>
<b>Total O&amp;M Expense</b>	<b>136,156.36</b>	<b>175,020.00</b>	<b>117,214.85</b>	<b>130,894.52</b>	<b>189,913.00</b>
<b>Non-Op and Capitol Expenses</b>					
416.212 · LOAN PRINCIPAL (non-op)	\$88,958.58	\$89,931.00	\$89,931.51	\$89,931.51	\$36,474.00
419.1 · Loan Interest - Non-Op Expense	10,511.28	13,653.00	12,236.13	12,236.13	12,692.00
111.x · Capitol Sewer Projects and CCTV	0.00	4,100.00	6,240.00	6,240.00	68,000.00
419 · Non-Op Expense - Other	0.00	0.00	700.00	1,400.00	0.00
<b>Operating Reserves - Budget Allocation</b>					
Septic Tank Replacement(\$300k over 10yrs)		12,000.00			30,000.00
Discharge Permit Reserve(\$40k over 5yrs)		10,000.00			2,000.00
Plumbing Pipe Reserve (\$15K over 5yrs)		2,000.00			3,000.00
RWQCB Violation Fines Reserve		2,000.00			0.00
Contingency 10%		13,248.00			18,991.00
<b>TOTAL EXPENSES</b>	<b>\$235,626.22</b>	<b>\$321,952.00</b>	<b>\$226,322.49</b>	<b>\$240,702.16</b>	<b>\$361,070.00</b>
<b>Net Ordinary O&amp;M Income</b>	101,079.64	87,661.00	146,676.30	136,350.48	82,795.00
<b>Net Include. Contingency, Capital, &amp; Reserves</b>	\$1,609.78	(59,271.00)	37,568.66	26,542.84	\$(88,362.00)

# Capital Projects for FY 2019/20

PROPOSED (6/03/19)

## PORT COSTA SANITARY DEPARTMENT

SEWER COLLECTION SYSTEM PROJECTS	CAPITAL IMPROVEMENTS FIXED ASSET	GRANT FUNDED	PCSAN FUNDED
Emergency project(s)	\$10,000.00		\$10,000.00
CCTV Inspection	\$10,000.00		\$10,000.00
<b>TOTAL</b>	\$20,000.00		
TREATMENT PLANT	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	
Septic Tank Engineering Assessment		\$35,000.00	\$35,000.00
Sump high alarm		\$1,500.00	\$1,500.00
Backup chemical pump		\$1,500.00	\$1,500.00
Various emergency WWTP	\$3,000.00	\$10,000.00	\$1,500.00
<b>TOTAL</b>	\$3,000.00	\$48,000.00	
EQUIPMENT		CAPITAL IMPROVEMENTS	
No tools or equipment planned		\$0.00	
<b>TOTAL</b>		\$0.00	
			\$59,500.00

The below programs can be added if additional funding is identified, otherwise to FY 20/21 or later.

Smoke Testing of collection system	\$8,600.00
Sand Replacement Reserve - annual buildup	TBD

# PORT COSTA SANITARY DEPARTMENT

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of the Crockett Community Services District

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TO: Port Costa Sanitary Commission / Board of Directors  
FROM: Dept. Manager James Barnhill *JB*  
SUBJECT: Port Costa Sanitary Department Managers Report for May 2019  
DATE: June 4, 2019

The Port Costa Sanitary Department Managers Report highlights items of interest in May 2019.

## Operation and Maintenance

- No Sanitary Sewer Overflows (SSO's) occurred in May
- Operators continue to remove weeds
- Received storm system information from Contra Costa County Public Works
- Valley Operators to install pump room door louver which was provided by Mr. Mann
- Valley to look into disconnecting the pump room ventilation fan from the light switch to allow the fan to operate continuously
- Requirements for emergency remote shutoff switch and other issues do not pertain to District generators

## Administrative

- Victoria Ryan requested and was given a declaration statement on Prospect Avenue property dispute.
- Contingency Plan and Spill Prevention Plan reviewed and updated
- BAAQMD permit renewal report submitted

# PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, May 8, 2019

1. CALL TO ORDER: The meeting was called to order at 7:05 PM by Acting Chairperson Mann. Present were Commissioners Scheer and Beauchemin along with Dept. Manager Barnhill and General Manager McDonald. Mr. Surges was absent excused. Mr. Cusack arrived at 7:15 PM and he took over the roll of Chairperson at item 6.b.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Director Barassi was in attendance as a member of the public. He said he came to stay up to date on the issues in Port Costa.
4. PUBLIC HEARING: None.
- 5.a. DISTRICT BOARD ACTIONS: Mr. Barnhill reported that the District Board adopted Ordinance No. 19-1 establishing informal bidding procedures under the Uniform Cost Accounting Act AB 2249. The Board also approved the increase to Excess Liability coverage from \$5 million to \$10 million. The Port Costa Sanitary Department will contribute an estimated \$195 annual share of the premium increase.
- 5.b. SELF-MONITORING REPORT: The Commission received the cover letter for the March electronic Self-Monitoring Report (eSMR). The report was certified and submitted through the California Integrated Water Quality System (CIWQS). No violations occurred in March.
- 5.c. COST ALLOCATION RATES FOR FY 2019/20: Mr. McDonald invited the Port Costa Sanitary Commission to choose a representative to participate in a meeting to develop Cost Allocation Rates for FY 2019/20, he said Mr. Cusack is slated to represent the Recreation Department. Mr. Mann showed interest in representing Port Costa and Ms. Scheer expressed interest in also attending the meeting. Mr. McDonald said the meeting will be public and anyone can attend. He said any other commissioner in attendance will have to adhere to the Brown Act and refrain from speaking since Mr. Mann and Mr. Cusack will represent their respective commissions.
- 6.a. FINANCIAL REPORT: The Commission received the monthly Summary Worksheet. No questions were raised.
- 6.b. RECEIVE 10 MONTH FINANCIAL AND PRELIMINARY FY 2019/20 BUDGET REPORTS: Mr. Barnhill said the Septic Cleaning FY18/19 was reduced from \$25,000 to \$2,000 as the project was moved to FY 19/20 increasing the budget line item from \$20,000 to \$43,000. Mr. Mann asked if anything else was changed in the budget report that should be discussed. Mr. McDonald said only minor adjustments were made throughout the budget review process and the only large adjustment is the one Mr. Barnhill described. He said the adjustments do not substantially affect the bottom line and end of year balance.

7. CONSIDER THREE YEAR CONTRACT OPERATOR SERVICES AGREEMENT: Mr. Barnhill said Valley Operators reviewed the proposed contract extension, gave feedback on the O&M Manual, and also requested a rate increase from \$4,000 to \$4,400 per month for their services. Concern was raised regarding the weed and grass buildup in the sand filter beds. Ms. Scheer asked if there is a guiding document that Contract Operators are supposed to follow. Mr. Barnhill said he had already brought concerns to the operators and they are to follow the O&M Manual. Mr. McDonald said Exhibit A covers contractor requirements. Mr. Barnhill said Exhibit A refers to the O&M Manual and he would email Exhibit A to the Commissioners. A motion to recommend signing the three year contract effective October 1, 2019 through October 1, 2022 between the District and Valley Operators, LLC was unanimous (jm/as).

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that no Sanitary Sewer Overflows (SSO's) occurred in April. The Commission discussed their concern that the weeding at the sand beds has not been kept per standards. Mr. Barnhill said Valley Operators reported to him that they held off on the weeding due to the high volume of water because of the heavy rains. Valley Operators said they planned to wait until the beds dry before weeding. Mr. McDonald said the security system was activated by two skateboarders on the wastewater treatment plant (WWTP) property. He responded to the alarm and told the trespassers to depart. Mr. Barnhill said he was able to see the storm system culvert behind 92 Canyon Lake when he was onsite inspecting the sewer lateral that was replaced. The culvert is within 10 feet and runs parallel to the public sewer, the storm system and the sewer system are at a similar elevation to each other.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None.

9.a. BUDGET & FINANCE COMMITTEE REPORT: None

9.b. INTER-AGENCY MEETINGS: None.

10. CONSENT CALENDAR:

- a. Approve Minutes of April 10, 2019.
- b. Receive Status Report on outstanding issues. Mr. Barnhill said he will delete Engineering Matter 7/16 E-8 NPDES Reissuance – Discharge study since it will be years before the NPDES reissuance will need to be addressed. He said Maintenance Matters 3/16 Remove all sludge – septic tank is now pending proposal and he will change that item. He said he wants to delete Maintenance Matters Condition of plumbing at plant since the condition will be assessed under item 7/12 M-3 Clean/paint plumbing. The consent items were approved unanimously with changes to the Status Report as reported (rb/jm):


11. FUTURE AGENDA ITEMS:

Engineering proposal to inspect and assess septic tank.

12. COMMISSIONER COMMENTS: None.

13. ADJOURNMENT: The meeting was adjourned at 8:10 PM until June 12, 2019.

Respectfully submitted,

  
James Barnhill  
May 28, 2019