

PORT COSTA SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, JUNE 14, 2023

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 April 2023.
6. BUDGET AND FINANCE:
 - a. Receive End-of-Year Budget for 22/23.
 - b. Receive Proposed Budget for fiscal year 23/24.
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 May 10, 2023.

11. FUTURE AGENDA ITEMS:
Bull Valley Agricultural Center & Port Costa School – scope and costs.
Acquire backup effluent pump with capacity to maintain flow to filter beds.
Acquire two replacement peristaltic pumps for chemical dosing.
Research funding and grant opportunities.

12. COMMENTS FROM COMMISSIONERS:

13. ADJOURNMENT to July 12, 2023.

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.

May 25, 2023

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 2023 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 and first quarter report for April 2023 has been uploaded to the CIWQS website.

During the month of April, no exceedances occurred.

Below are the results of the BOD and upstream BOD sampling:

INF 001 = 288 mg/l

Upstream sample point = 209 mg/l

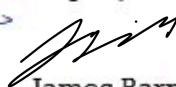
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designated to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage 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

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Capital Projects for FY 2022/23

PORT COSTA SANITARY DEPARTMENT

SEWER COLLECTION SYSTEM PROJECTS		CAPITAL IMPROVEMENTS FIXED ASSET	GRANT FUNDED	PCSAN FUNDED
Sewer Main&Manhole realignment (approx 150+LF)		\$ 50,000		
Emergency project(s)		\$ 10,000		\$ 10,000
CCTV Inspection		\$ 25,000		\$ 25,000
	TOTAL	\$ 85,000		
TREATMENT PLANT	REPLACEMENTS O&M	IMPROVEMENTS FIXED ASSET		
Septic Tank Hatches		\$0		\$0
Sump high alarm		\$1,500		\$1,500
Backup chemical pump		\$1,500		\$1,500
Various emergency WWTP	\$3,000.00	\$5,000		\$8,000
	TOTAL	\$3,000.00		
EQUIPMENT		CAPITAL IMPROVEMENTS		
No tools or equipment planned		\$0.00		
	TOTAL	\$0.00		
				\$46,000.00

Future Capital Reserve for large projects

Sand Replacement Reserve	TBD
Sand bed engineering study	TBD
RR Crossing	TBD
Influent metering MH and flume	TBD
Survey & Main replacement on Canyon Lake	TBD

6.a.

FY 2023-2024 PORT COSTA SANITARY DEPARTMENT BUDGET - FUND 3425 - PROPOSED

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	PY 2021-22	FY 2022-23	FY 2022-23	FY 2023-24
	Actual	Approved Budget	Est. Year end	Proposed Budget
Collection System				
Liability Insurance	\$ 3,725	\$ 5,215	\$ 0	\$ 0
Profess. Services.	\$ 299	\$ 5,000	\$ 1,894	\$ 5,000
Sewers Maint.	\$ 12,010	\$ 13,211	\$ 20,895	\$ 22,985
Other Operating	\$ 0	\$ 461	\$ 0	\$ 461
Permits & Fees	\$ 4,815	\$ 5,297	\$ 8,964	\$ 9,502
Total Collection System	\$ 20,849	\$ 29,184	\$ 31,753	\$ 37,947
Treatment Plant				
Generator fuel / oil	\$ 42	\$ 63	\$ 159	\$ 239
Property Insurance	\$ 2,733	\$ 4,373	\$ 3,393	\$ 5,429
Contract Operator	\$ 52,800	\$ 58,080	\$ 54,706	\$ 60,177
Chemicals	\$ 4,170	\$ 4,796	\$ 8,753	\$ 10,066
Hardware/Supplies & Misc.	\$ 1,699	\$ 2,549	\$ 1,307	\$ 1,960
Profess. Svcs. (Engineer, Lab, Technicia	\$ 15,044	\$ 17,282	\$ 27,255	\$ 26,675
Electricity	\$ 4,297	\$ 4,942	\$ 4,490	\$ 5,163
Alarm system phone	\$ 350	\$ 402	\$ 1,693	\$ 1,947
Cap. Replacement	\$ 2,100	\$ 3,000	\$ 0	\$ 3,000
Operating fees/permits	\$ 5,941	\$ 6,535	\$ 3,346	\$ 3,681
Other Operating - septic cleaning	\$ 0	\$ 3,500	\$ 0	\$ 3,500
Total Treatment Plant	\$ 89,176	\$ 105,521	\$ 105,102	\$ 121,837
Administrative				
Elections	\$ 0	\$ 0	\$ 0	\$ 0
Crime Insurance	\$ 38	\$ 61	\$ 40	\$ 64
Memberships	\$ 1,809	\$ 2,080	\$ 2,007	\$ 2,308
Office / Postal	\$ 164	\$ 197	\$ 61	\$ 74
Profess. Svcs.(admin)	\$ 815	\$ 897	\$ 3,075	\$ 2,460
Printing/Publishing	\$ 132	\$ 152	\$ 500	\$ 575
Software Subscription	\$ 672	\$ 739	\$ 640	\$ 704
Vehicle/Travel/Meetings	\$ 0	\$ 131	\$ 0	\$ 131
Other	\$ 3,739	\$ 46	\$ 93,561	\$ 1,476
County Charges	\$ 637	\$ 733	\$ 0	\$ 0
Sub-Total Administrative	\$ 8,005	\$ 5,035	\$ 99,884	\$ 7,792
Salaries and Benefits (O&M)	\$ 40,532	\$ 54,037	\$ 32,786	\$ 35,093
Other Payroll Exp. (WC premiums etc.)	\$ 0	\$ 0	\$ 0	\$ 0
Total Administrative	\$ 48,537	\$ 59,072	\$ 132,670	\$ 42,885
Total O&M Expenses	\$ 158,562	\$ 193,777	\$ 269,525	\$ 202,669
Non-Operational Expenses				
Loan Principle	\$ 38,560	\$ 39,648	\$ 39,648	\$ 62,195
Loan Interest on PY Cap Projects	\$ 7,514	\$ 5,166	\$ 7,097	\$ 11,031
Non-Op Other	\$ 0	\$ 0	\$ 0	\$ 0
Fixed Assets and Other				
Capital Projects Allocation	\$ 0	\$ 85,000	\$ 0	\$ 85,000
Allocation to operating reserves	\$ 29,000	\$ 29,000	\$ 29,000	\$ 29,000
Contingency Reserve	\$ 0	\$ 19,766	\$ 0	\$ 20,768
Interfund G/L non-op adjustment	\$ 0	\$ 0	\$ 0	\$ 0
Total Expenditures	\$ 204,637	\$ 352,591	\$ 316,270	\$ 389,895
TOTAL APPROPRIATIONS	\$ 233,637	\$ 372,357	\$ 345,270	\$ 410,663
TOTAL REVENUES	\$ 293,956	\$ 299,908	\$ 392,095	\$ 313,070
Sewer use charge	\$ 293,031	\$ 299,278	\$ 299,278	\$ 312,040
Capacity charge	\$ 0	\$ 0	\$ 0	\$ 0
Permit fees	\$ 180	\$ 180	\$ 60	\$ 180
Interest (non-op)	\$ 427	\$ 250	\$ 426	\$ 650
Misc fees / cost recovery (ops)	\$ 0	\$ 200	\$ 92,331	\$ 200
Grants / Interdept Loan (no-op)	\$ 317	\$ 0	\$ 0	\$ 0

6.b.

PORT COSTA SANITARY DEPARTMENT
Proposed BUDGET FY 2023/2024

Sewer Use Charge: **\$2,345**

GENERAL FUND 3425: REVENUE DETAIL

	PY Actual	Adopted	Estimated Year End	Proposed Budget
	FY 21/22	FY 22/23	FY 22/23	FY 23/24
301.0 Sewer use charge	\$293,031	\$299,278	\$299,278	\$312,040
303.0 Capacity charge				
302.0 Permit fees	\$180	\$180	\$60	\$180
306.0 Misc fees			\$0	
SUB-TOTALS O&M	\$293,211	\$299,458	\$299,338	\$312,220
311.0 Interest	\$427	\$250	\$426	\$650
318.0 REC Checks / Cost recovery (Non-op)	\$0	\$200	\$92,331	\$200
317.0 Inter-department Loan	\$317	\$0	\$0	\$0
319.0 Grants	\$0	\$0	\$0	\$0
TOTAL REVENUE	\$293,956	\$299,908	\$392,095	\$313,070

FUND 3425 - BALANCE OVERVIEW

	PY ACTUAL FY 21/22	ADOPTED FY 22/23	EST YEAR END FY 22/23	Proposed BUDGET FY 22/23
Opening Cash Balance				
Septic Tank Replacement Reserve	\$ 10,000	\$ 20,000	\$ 20,000	\$ 30,000
Discharge Permit Reserve	\$ 10,000	\$ 20,000	\$ 20,000	\$ 30,000
Plumbing Pipe Refurb. Reserve	\$ 4,000	\$ 8,000	\$ 8,000	\$ 12,000
RWQCB Violation Fines Reserve	\$ 5,000	\$ 10,000	\$ 10,000	\$ 15,000
Contingency Reserve ***		\$ -		\$ -
Carry Over (unallocated)	\$ 115,299	\$ 175,618	\$ 193,771	\$ 234,335
TOTAL OPENING CASH BALANCE	\$ 162,452	\$ 233,618	\$ 251,771	\$ 321,335
ESTIMATED REVENUE	\$ 293,956	\$ 299,908	\$ 392,095	\$ 313,070
ESTIMATED O&M EXPENSES	\$ (158,562)	\$ (197,662)	\$ (275,786)	\$ (207,678)
ESTIMATED CAP. PROJ. EXPENSES	\$ -	\$ (85,000)	\$ -	\$ (85,000)
ESTIMATED LOAN PRINCIPAL	\$ (38,560)	\$ (39,648)	\$ (39,648)	\$ (62,195)
ESTIMATED LOAN INTEREST	\$ (7,514)	\$ (5,166)	\$ (7,097)	\$ (11,031)
NON-OPERATING EXPENSE - OTHER	\$ -	\$ -	\$ -	\$ -
Closing Fund Balance				
<i>Operating Reserves Included in Balance</i>				
Septic Tank Rehab/Replace Reserve	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000
Discharge Permit Reserve	\$ 20,000	\$ 30,000	\$ 30,000	\$ 30,000
Plumbing Pipe Refurb. Reserve	\$ 8,000	\$ 12,000	\$ 12,000	\$ 12,000
RWQCB Violation Fines Reserve	\$ 10,000	\$ 15,000	\$ 15,000	\$ 15,000
Contingency ***		\$ 19,766		\$ 20,768
Interfund G/L non-op adjustment		\$ -		\$ -
Carry Over(unallocated)	\$ 193,771	\$ 99,284	\$ 234,335	\$ 160,733
TOTAL CLOSING FUND BALANCE	\$ 251,771	\$ 206,050	\$ 321,335	\$ 268,501

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

Outstanding Debt	Beginning FY 22/23	Principle Pay FY 22/23	Est. Ending FY 22/23
Crockett Sanitary (WestA Refi)	\$165,426	\$39,648	\$125,778
Crockett Sanitary (Pre-2013 transfers)	\$24,233	\$0	\$24,233
Crockett Sanitary (3rd Loan)	\$150,000	\$0	\$150,000

PORT COSTA SANITARY DEPARTMENT
Proposed BUDGET 2023/2024

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GENERAL FUND 3425: EXPENDITURE DETAIL

	PY Actuals	Current Budget	11 Month Actuals	Est. Year End	Proposed Budget
	FY 21/22	FY 22/23	FY 22/23	FY 22/23	FY 23/24
415 · SEWAGE COLLECTION *****					
415.30 · INSURANCE - Liability	3,725	5,215	0	0	0
415.55 · PROF. SVCS. (Coll.)	299	5,000	1,394	1,894	5,000
415.70 · MAINTENANCE & EMERGENCY CALL OL	12,010	13,211	19,895	20,895	22,985
415.96 · OTHER OPERATING (Coll.)	0	461	0	0	461
415.96.2c · Permits & Fees (Coll.)	4,815	5,297	8,464	8,964	9,502
Total 415 · SEWAGE COLLECTION *****	20,849	29,184	29,753	31,753	37,947
416 · SEWAGE TREATMENT *****					
416.25 · GASOLINE, OIL, FUEL	42	63	109	159	239
416.31 · INSURANCE - Property	2,733	4,373	3,393	3,393	5,429
416.51.1pc · Treatment Plant Operators	52,800	58,080	45,506	54,706	60,177
416.51.2pc · Chemicals	4,170	4,796	7,753	8,753	10,066
416.51.3pc · Hardware, Supplies, & Misc	1,699	2,549	1,107	1,307	1,960
416.56.2pc .3pc · Prof. Svcs. - Engineer	0	0	4,462	4,462	1,000
416.56.3pc · Prof. Svcs. -Technician	5,650	6,498	10,563	10,563	11,619
416.56.7pc · Prof. Svcs. - Lab Testing	9,029	10,383	11,555	12,055	13,863
416.56.x · Prof. Svcs. - Attorney / Other	365	402	175	175	193
416.91.1pc · Electricity	4,297	4,942	3,840	4,490	5,163
416.91.6pc and 416.96.3 · Plant Alarm System	350	402	1,513	1,693	1,947
416.96.1 · Capital Replacements (Treat.)	2,100	3,000	0	0	3,000
416.96.2 · Permits & Fees (Treat.)	5,941	6,535	3,346	3,346	3,681
416.96 · OTHER OP (Treat) - Septic Cleaning	0	3,500	0	0	3,500
416.99 · ENFORCEMENT PENALTIES	0	0	0	0	0
Total 416 · SEWAGE TREATMENT *****	89,176	105,521	93,322	105,102	121,837
417. ADMIN/GENERAL					
417.21 · ELECTIONS	0	0	0	0	0
417.31 · INSURANCE -Crime(employee bond)	38	61	40	40	64
417.36 · MEMBERSHIPS - BACWA & CASA	1,809	2,080	2,007	2,007	2,308
417.41 · OFFICE POSTAL / SUPPLIES	164	197	11	61	74
417.45 · RENT / UTILITIES	3,700	3,885	6,261	6,261	5,009
417.56 · PROF SVCS (Admin) Attorney/Auditor	815	897	3,075	3,075	2,460
417.61 · PRINTING/ PUBLISHING	132	152	500	500	575
417.70 · SOFTWARE SUBSCRIPTION	672	739	640	640	704
417.80 · VEHICLE / TRAVEL REIMBURSEMENT	0	131	0	0	131
417.96 · *REC checks payable /OTHER ADMIN. / RI	39	46	93,561	93,561	1,476
417.96.3pc · County Charges	637	733	0	0	0
Total 417 · ADMIN / GENERAL *****	8,005	8,920	106,095	106,145	12,801
6560 · PAYROLL EXPENSES *****					
6560.x · Salary & Benefits	37,832	49,987	26,919	30,621	31,846
6560.2 & .3 · CalPERS UAL & Workers Comp	2,700	4,050	665	2,165	3,247
Total 6560 · PAYROLL EXPENSES *****	40,532	54,037	27,584	32,786	35,093
Total O&M Expense	158,562	197,662	256,755	275,786	207,678
Non-Op and Capitol Expenses					
416.212 · LOAN PRINCIPAL (non-op)	38,560	39,648	39,648	39,648	62,195
419.1 · Loan Interest - Non-Op Expense	7,514	5,166	7,097	7,097	11,031
111.x · Capitol Sewer Projects and CCTV	0	85,000	0	0	85,000
419 · Non-Op Expense - Other	0	0	0	0	0
Interfund G/L non-op adjustment	0	0	0	0	0
Operating Reserves - Budget Allocation					
Septic Tank Heavy Cleaning (\$50k over 5yrs - 2025)	10,000	10,000	10,000	10,000	10,000
NPDES Permit Reserve (\$40k over 4yrs - 2024)	10,000	10,000	10,000	10,000	10,000
WWTP Cap Repl. Reserve (\$20K over 5yrs - 2025)	4,000	4,000	4,000	4,000	4,000
RWQCB Operations Reserve (\$15K over 3yrs - 2024)	5,000	5,000	5,000	5,000	5,000
Rate Stabilization Reserve					53,656
Contingency 10%		19,766			20,768
TOTAL EXPENSES	233,637	376,242	332,500	351,531	469,329
Net Ordinary O&M Income	135,394	102,246	135,340	116,309	105,392
Net Include. Contingency, Capital, & Reserves	60,319	-76,334	59,595	40,564	-156,259

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, MAY 10, 2023

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by Vice Chair Cusack. Present were Commissioners List, Klaiber, and Scheer along with Dept. Manager Barnhill, and General Manager Murdock. Commission Chair Surges was absent excused.
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: None
- 5.b. SELF-MONITORING REPORT: Mr. Barnhill reported that there were no exceedances in March 2023 and no sewer spills in April 2023.
- 5.c. RECEIVE REPORT OF WASTE DISCHARGE REPORT COVER LETTER: Mr. Barnhill said the NPDES reissuance process is on schedule. He said the provided report cover letter outlines the components of the Report of Waste Discharge (ROWD) which was submitted to the State on April 27, 2023.
- 5.d. RECEIVE FINALIZED 2023/24 SEWER USE CHARGE STUDY REPORT: Mr. Barnhill said the report has been edited as recommended by the commission. He said the rates remain unchanged but there are some clarifying edits and an added mention of a commission goal to research alternative funding sources.
6. FINANCIAL REPORT: None.
7. WASTEWATER: None
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill said he is beginning to plan future septic tank sludge removal. He said there is a potential that the next full cleaning may be needed within the next two years at the soonest. Mr. Barnhill estimates approximately 50,000 gallons of water and sludge volume will be removed, if the removal takes one day. He said for each additional day the town inflow of 15,000-20,000 gallons will likely need to be captured and hauled offsite. He said the amount of equipment and mobile tanks needed will be similar to the prior full cleaning which occurred in 2020. He said full tank entry for engineering inspection and construction for baffle replacement will likely not be needed. He suggested that the septic tank needs to be fully segregated from the WWTP and hauled for offsite treatment. He suggested

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

the WWTP should be fully isolated. He said he will communicate with the operators to see if the plant can be recirculated to maintain biological function until town flow is reintroduced. He said that the treatment plant operators need to be more heavily involved and possibly be given the responsibility to oversee processes of the next cleaning project.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Barnhill said he is working on the District Sanitary Sewer Management Plan (SSMP) with V.W. Housen & Associates. He said Port Costa will share in the SSMP expenses with Crockett Sanitary Department. He said the NPDES reissuance process will be ongoing until the discharge permit is reissued by the RWQCB.

8.c. STAFF ANNOUNCEMENTS: None

9. REPORTS FROM COMMISSIONERS: Mrs. Scheer asked if the District is signed up with a grant program. Mr. Murdock said the District is not signed up with the FAST funding program.

10. CONSENT CALENDAR: A motion to approve the Consent Calendar was unanimous (tl/kk).
a. Approve Minutes of April 12, 2023.
b. Approve Minutes of the special business meeting held April 24, 2023.

11. FUTURE AGENDA ITEMS:

Bull Valley Agricultural Center & Port Costa School – scope and costs.
Acquire backup effluent pump with capacity to maintain flow to filter beds.
Acquire two replacement peristaltic pumps for chemical dosing.
Research funding and grant opportunities.

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:33 PM until June 14, 2023.

Respectfully submitted,



James Barnhill
May 23, 2023