

PORT COSTA SANITARY COMMISSION

Regular Business Meeting

AGENDA FOR WEDNESDAY, NOVEMBER 1, 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 Commission 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. CONSENT CALENDAR: Consideration of a motion to approve the following item:
 - a. Approve Minutes of October 11, 2023.
5. PUBLIC HEARING:
6. ADMINISTRATIVE:
 - a. Consider report on actions taken by the District Board.
 - b. Receive Self-Monitoring Report cover letter for September 2023.
7. BUDGET AND FINANCE:
 - a. Receive warrant transmittals and budget updates.
8. WASTEWATER:
 - a. Discuss annual wet weather preparedness maintenance on the emergency genset.
9. REPORT OF DEPARTMENT MANAGER: *(These items are typically for the 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 the exchange of information only. No action will be taken at this time.)*
10. 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.
 - Contract Operators.

11. COMMENTS FROM COMMISSIONERS:

12. ADJOURNMENT to December 6, 2023.

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us/meetings. 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 at least 48 hours before 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 before 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.

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, OCTOBER 11, 2023

1. CALL TO ORDER: The meeting was called to order at 7:12 PM by Chair Surges. Present were Commissioners Cusack and List. Commissioners Klaiber and Sheer were absent. Staff present included Dept. Manager Barnhill, General Manager Murdock, Administrative Services Manager Goodman, and District Secretary Rivas.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Mr. Jim Cambell presented a petition on behalf of the Port Costa Alliance. The petition expresses opposition to the Field Semester project. Although signatures are not provided, the petition reports 107 individuals signed the petition with an additional 10 opposed but did not sign the document. Mr. Cambell offered to verify signatures with the District Secretary. He plans to present the petition to the District Board. See attachment.
4. CONSENT CALENDAR: Items were approved (TL 1st, TC 2nd, 3/0. Absent: AS and KK)
 - a. Approve Minutes of September 13, 2023.
- 5a. PUBLIC HEARING - 9 RESERVOIR STREET: Mr. Barnhill reported that the property has a deficiency and requires a cleanout with overflow device. Unpermitted materials were found in the pipe and staff has been unable to find permits for this property. Chair Surges reported that the original line ran behind the property and through two other properties. The pipe was terra cotta and subject to damage from roots. The re-routing repair was permitted and performed by the District when it was under the County. Mr. Barnhill imposed a mandatory cleanout and provided the next steps in performing a proper cleanout with overflow device. The commission and staff agreed that the lateral would be acceptable with permitted installation of a proper cleanout with overflow device.
- 5a. PUBLIC HEARING - 47 CANYON LAKE DRIVE: The property owner experienced a clogged sewer several years after his lateral was connected. A contractor was called out to perform repairs. Once the line was opened, a break was discovered to be at the t-connection. General Manager Murdock had consulted with Board Director Kent Peterson who stated that the District Code assigns responsibility for such repairs to the property owner. Mr. Murdock informed the property owner that repairs could be financed through his property tax roll over three years. The confusion is caused by the work required to connect a new line. The main public line needs to be cut out to attach a new T-connection. It is the responsibility of the property owner to connect to competent line in the public main line. A replacement line, on the other hand, would only connect to the T with no need to touch the main line. The property owner argues that much of the main line is damaged and should not be the responsibility of the property owner to repair. Chair Surges supports a new line connection to be the responsibility of the owner but disagrees that a property owner should have to repair damaged main lines when

doing lateral repairs. Mr. Murdock suggested that the Commissioners present this issue to the Board to consider a policy change. Chair Surges recommends that the District pay for two-thirds of the repair and the homeowner pay one-third of the costs. Commissioner Lit shared that prior to the District's takeover, he was required to repair 50 feet of mainline and no funds were available from the county because the funds had been exhausted. Mr. Murdock shared that the topic will be presented to both Crockett Sanitary and the Board for discussion. The CVSAN meeting is scheduled for October 18. The Board meeting is scheduled for October 25.

6a. REPORT ON ACTIONS TAKEN BY THE BOARD: None.

6b. SELF-MONITORING REPORT: No incidents in August. No spills in September. Flow is currently at 18,000 gallons. Mr. Barnhill compared this number to flow levels of 12K – 13K gallons when he first began working for the District. The increase is likely due to post-Covid-19 activity where more people are coming out to Post Costa businesses.

7a. BUDGET AND FINANCE / WARRANT TRANSMITTALS: Ms. Goodman presented September transmittals and expressed that future transmittals will be more detailed.

7b. DEPARTMENT 2023/24 BUDGET: Ms. Goodman presented the budget that was adopted in July, although the document is labeled as proposed. The overview sheet is for the entire District and is followed by the budget specifically for Port Costa. Chair Surges commented that the salary line item appears to be very high. Mr. Murdock pointed out that if the sewer repair policy changes, it will consume the capital replacement budget of \$3,000. The maintenance and emergency budget is \$22,985 (Section 415.70). Ms. Goodman will be initiating the budget process soon.

8. WASTEWATER: Mr. Barnhill has started with wet-weather preparedness. The generator at the fuel filter pump failed before the first test. An emergency in-line pump was installed so that it will continue to receive fuel. The emergency generator is essential because of frequent power outages. The proper pump was installed today, and service has been restored 100%. The load bank has been completed and the oil has been changed. The starter battery was checked; it is planned to be replaced next year. The emergency fuel pump will be left in place and mounted on the generator frame. It is already wired to run just needs to be plugged in if needed. The load bank is cycled annually and done in mid-October before wet weather. The system auto-cycles for 15 – 30 minutes on Monday mornings. The operators perform additional tests.

9a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: As an early precautionary measure, staff call on West County Wastewater to remove the scum layer in anticipation of rain. This is done twice annually. The commissioners approved staff to move forward with West County Wastewater to be performed in the next month or two. Pump 3 still needs to be installed. Staff have requested repairs for the sump pump discharge line inside the pump room, which is leaking. The grinding noise at pump 1 is being looked at.

9b. GOVERNMENTAL MATTERS: Staff continues to work on the state audit for both Crockett and Port Costa. Staff will present a full report at a future meeting.

9c. ANNOUNCEMENTS AND DISCUSSION: None

10. REPORTS FROM COMMISSIONERS: None

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.
- Report on State Collection System Audit.

12. COMMISSIONER COMMENTS: Chair Surges requested a status on finding operators. Staff have received only one proposal. Since contractors will perform work for both Crockett and Post Costa, a joint meeting with sanitation commissioners is expected to occur in early 2024 to continue this discussion.

13. ADJOURNMENT: The meeting was adjourned at 7:50 PM until November 1, 2023.

Respectfully submitted,
Sonia Rivas, MBA

10/11/2023

Presented in Public Comments

To: Port Costa Sanitary Commission
RE: Port Costa School
1 Plaza Deli Hambre Port Costa CA

The results are from an informal petition that was walked around to most of Port Costa residents in single family homes is as follows:

- 107 individuals signed the petition against The Field Semester
- 10 were against the project but didn't want to sign for various reasons.
- We did not take the petition to the Warehouse residents, the apartments , and the Wheat Dock and Mercantile.

If there is an reason to question the authenticity I can sit with the secretary of Crockett Community Services and review the signatures.

Thank you,
Port Costa Alliance

To: Contra Costa County Board of Supervisors, Crockett Community Services,

From: Concerned Citizens of Port Costa CA

RE: Field Semester in Port Costa

To whom it may concern:

Many longstanding residents wholeheartedly endorse all endeavors aimed at establishing a tenant for what was once OUR community's town center, with the intention of bolstering its self-sustainability. However, we find ourselves unable to lend our support to the current undertakings by a select group of self-proclaimed town leaders and the Port Costa Conservation Society (PCCS), an organization primarily comprised of non-local members.

In conjunction with a considerable number of residents, we raise apprehensions pertaining to the following concerns:

1. The proposed location of the Field Semester project, strategically positioned to span both entrances of our town, raises concerns. An illustration depicting the lake property alongside the existing school property highlights a substantial urban development that appears to disregard the delicate balance between the nearby residences, the natural habitat, and the preservation of our watershed.
2. The allure of Port Costa for many lies in its quaint and close-knit ambiance. The anticipated influx of transient individuals, consisting of 45-50 students and no fewer than 15 educators and support personnel, who will reside on the premises, is poised to exacerbate congestion within our town's center. This congestion threatens to introduce undue stress and irrevocably alter the very essence of our community.
3. The maintenance and stability of our town's infrastructure have been diligently upheld through the concerted efforts of the sewer department and Contra Costa Public Works. Our residents already bear the burden of the second highest sewer tax statewide. Numerous community members dedicate their time and resources to ensuring the town's financial equilibrium. The prospect of incurring additional costs from this extensive development—encompassing sewer, fire hydrants, road restoration, and various other infrastructure and upkeep requisites—is a source of concern.
4. This project has been subject to deliberation for a span of six years, and its implications are evident as one observes the overgrown vegetation at the BVAC property, colloquially referred to as The Lake. Additionally, the unkept grounds in and around the school reveal the lack of interest in the community's town center by the PCCS, and further show the discontinued support and volunteer efforts that residents were once engaged in. Furthermore, a visit to the downtown area reveals that the two businesses affiliated with the partners and investors of this project have shown little inclination to contribute positively to the town's well-being. These are the very entities we are expected to entrust with the development of our beloved town.

We, the citizens of Port Costa who either reside in or own property within its bounds, wholeheartedly advocate for a resounding vote against the progression of the endeavor known as the Field Semester project.

September 26, 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 August 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 report for August 2023 has been uploaded to the CIWQS website.

During the month of August, 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:



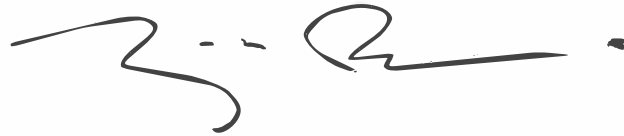
James Barnhill
Port Costa Manager

cc: Casey Wichert, Valley Operators

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830


Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
10/04/2023	CONTRA COSTA COUNTY TREASURER	NetChex second payroll September 2023	1,796.90	3425001756
Total FUND 3425 - PC SANITARY - O&M			1,796.90	
TOTAL			1,796.90	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
10/10/2023	Internal Revenue Service	68-0114159, March 31, 2023, form 941	104.32	1766
Total FUND 3425 - PC SANITARY - O&M			104.32	
TOTAL			104.32	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

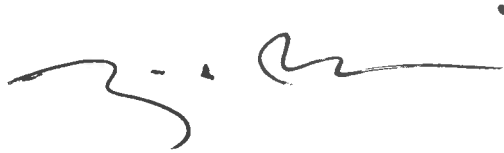
Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
10/05/2023	Campbell Business Solutions	IT SUPPORT INV#5803	7.67	1757
10/05/2023	VAUGHN P. GUNKELMAN	INTUIT/CLOUD SUBSCRIPTION JUN-AUG INV#8921	119.44	1758
10/06/2023	G&J Seiberlich & Co LLP	ACCOUNTING SVC INV#8504	64.40	1759
10/06/2023	Internal Revenue Service	68-0114159, DEC 31, 2020 (CVL PEN)	140.00	1760
10/06/2023	Lincoln National Life Insurance Company	INSURANCE INV#8134	2.41	1761
10/06/2023	L.R. PAULSELL CONSULTING	CCTV & CLEANING INV#23-10	4,960.00	1762
10/06/2023	PG&E	UTILITIES ACCT#2704121327-6	20.26	1763
10/06/2023	Sierra Chemical Company	NaClO 9/7/23 INV#7903	482.85	1764
10/06/2023	Valley Operators, LLC	REMAINDER OF INV#2520	720.00	1765
Total FUND 3425 - PC SANITARY - O&M			6,517.03	
TOTAL			6,517.03	

Jera Hood 10/6/23

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
10/17/2023	L.R. PAULSELL CONSULTING	PC Scheduled hp cleaning INV#23-11	1,120.00	1767
10/17/2023	Valley Operators, LLC	Monthly Service INV#2547	4,600.00	1768
10/17/2023	County Treasurer	Netchex Payroll Wire SPLIT (total \$6,637.38)	185.40	1769
Total FUND 3425 - PC SANITARY - O&M			5,905.40	
TOTAL			5,905.40	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
10/24/2023	USBank	Acct # 4866 9145 5553 8450 (Sept and Oct Payment) SPLIT	4,050.16	1770
Total FUND 3425 - PC SANITARY - O&M			4,050.16	
TOTAL			<u>4,050.16</u>	

