

CROCKETT SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, APRIL 15, 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.
- 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 packet can be accessed at <https://www.town.crockett.ca.us/2020-04-15-crockett-sanitary-commission-meeting>. *Public comments by phone and chat (online only) will be available during the teleconference.*

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at (669) 900-9128. Enter the Meeting ID# 245 517 801 followed by the pound (#) key. More phone numbers can be found on Zoom's website by visiting Zoom Support and searching for local dial in numbers if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/245517801> 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# 245 517 801.

HOW TO SUBMIT PUBLIC COMMENTS:

Written/ Read Aloud: Please email your comments to manager@town.crockett.ca.us, write "*Public Comment*" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (*not to exceed three minutes at staff's cadence*), prominently write "*Read Aloud at Meeting*" at the top of the email. All comments received before 3:00 PM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be treated as telephonic/electronic comments.

Telephonic / Electronic Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. The public can speak up at that time or use the Zoom chat feature to indicate they want to make a public comment. If needed, a short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Use Zoom chat or email your comments to manager@town.crockett.ca.us, write "*Public Comment*" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all submitted comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

The Crockett 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 for a future date.)
4. ADMINISTRATIVE:
 - a. Consider report on actions taken by the District Board.
 - b. Receive update on Hosselkus Chapel property acquisition.
 - c. Receive Crockett Sanitary Sewer Use Charge (SUC) Report for FY 2020/21, recommend SUC rate increase, and approve language of Notice of Proposed increase in SUC as required by Prop. 218.
5. REPORT OF CONSULTING ENGINEER: Introduction and opportunity to ask questions of our District Engineer Vivian Housen, items raised may be placed on future agenda for further discussion.
6. WASTEWATER: Receive Sewer System Management Plan (SSMP) bi-annual audit, comment on the District's revised SSMP, and consider motion to recommend adoption, as required by State Water Resources Control Board (SWRCB) Order No. 2006-0003-DWQ and 2013-0058-EXEC, al.
7. BUDGET AND FINANCE:
 - a. Consider monthly Summary Worksheet and staff report on financial matters.
 - b. Consider request by the Port Costa Sanitary Commission (PCSan) for an inter-department loan, not to exceed \$150,000, final amount of loan to be decided by PCSan later this month, with a 10 year term at 1.5% over LAIF interest rate, and authorize staff to finalize loan agreement.
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.)
 - a. Wastewater Committee – Members Bartlebaugh and Manzione
 - b. Budget & Finance Committee – Members Wolthuis and Adams
 - c. Inter-agency meetings:

10. FUTURE AGENDA ITEMS:
Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (May)
Consider recommended enforcement actions.
Recommend award of contract(s)
Recommend payment for sewer project(s).

11. COMMENTS FROM COMMISSIONERS:

12. ADJOURNMENT to May 20, 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.

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection. The Board has designated the District's website located at <https://www.town.crockett.ca.us/meetings> as the place for making those public records available for inspection. The documents may also be obtained by calling the District Manager. at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

To **Crockett** Customers of the Crockett Community Services District:

**PROPOSED INCREASE IN SEWER USE CHARGE EFFECTIVE
JULY 1, 2020, AND NOTICE OF PUBLIC HEARING ON THE MATTER**

The Crockett Community Services District provides sewage collection, treatment and disposal services to properties in **Crockett**. Property owners are charged annually for these services on their property tax bills.

The District proposes a Sewer Use Charge (SUC) increase effective July 1, 2020. The SUC increase is necessary to fund the current and anticipated costs of the operations and maintenance functions and capital improvements of the District for the 2020/21 fiscal year (including new federal, state and regional water quality requirements) and to provide for the repayment of loans. Following are the proposed charges:

PRESENT ANNUAL SEWER USE CHARGE	USER CLASSIFICATION	PROPOSED ANNUAL SEWER USE CHARGE
\$789 per year per SFR*	Single Family Residence (SFR)	\$819 per year per SFR*
\$624 per year per APT*	Apartment (APT)	\$659 per year per APT*
\$624 plus \$12.45 per 100 cubic feet of water consumption in excess of 5927 cubic feet per year	Non-residential Accounts	\$659 plus \$12.72 per 100 cubic feet of water consumption in excess of 5443 cubic feet per year
\$624 plus \$12.45 per 100 cubic feet of water consumption in excess of 5927 cubic feet per year (min. \$624 per APT) (min. \$789 per SFR)	Mixed-use Accounts	\$659 plus \$12.72 per 100 cubic feet of water consumption in excess of 5443 cubic feet per year (min. \$659 per APT) (min. \$819 per SFR)

*Based on average discharge of sewage per unit of the user classification.

A public hearing on the matter will be held on Wednesday, June 24, 2020 at 7:00 PM at the Crockett Community Center, 850 Pomona Street, Crockett CA. The Crockett Community Services District phone number is (510) 787-2992.

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525

850 Pomona Street

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: manager@town.crockett.ca.us

website: www.town.crockett.ca.us

TO: All Sanitary Commissioners and Directors

FROM: General Manager 

SUBJECT: SSMP Update and Recertification

DATE: March 4, 2020

The Sanitary Sewer Management Plan (SSMP) originally adopted by Resolution No. 07/08-03 on October 24, 2007 guides the Crockett and Port Costa Sanitary Departments in managing their respective collection systems. The State Water Resources Control Board (State Water Board) requires a 5-year update and recertification of our SSMP. On March 27, 2019 the Board, by Resolution No. 18/19-09, adopted the updated August 2016 SSMP and directed staff to complete the next SSMP bi-annual audit by May 1, 2020 and incorporate any required updates into the SSMP no later than August 31, 2020.

Staff and our District Consultant V.H. Housen & Associates has reviewed the District's SSMP and determined that objectives and elements of the SSMP remain generally unchanged. The District's updates to the SSMP completed in February 2020, were of an administrative nature, and did not reflect any substantive changes to the District's policies or procedures. The bi-annual audit was completed on March 3, 2020 and is included in this report to the sanitary commissions. The full SSMP can be found on our website <https://www.town.crockett.ca.us/sewer-system-management-plan>.

The State Water Board is in process of renewing its "Monitoring & Reporting Program" (MRP) for the "Statewide General Waste Discharge Requirements for Sanitary Sewer Systems" (SSO WDR). Revisions are anticipated to be implemented in late 2020 or 2021 after public hearings at the State level are completed. Staff will watch for proposed changes to the MRP that would create new policy or add substantive requirements.

Once proposed revisions to the MRP of the SSO WDR are adopted, staff will review the SSMP and implement changes as needed. The Sanitary Commissions and Board will be notified if an increase in funding is required to implement the proposed changes.

COMMISSION ACTION REQUESTED:

The sanitary commissions are asked to solicit feedback from the public on the District's SSMP, discuss impact of update to SSMP, and form recommendation to the District Board.

BOARD ACTION REQUESTED:

The Board is asked to consider adoption of Resolution No. 19/20-19 updating the SSMP.

Crockett Community Services District SSMP Audit Report Form

Audit Period Covered: January 1, 2018 through December 31, 2019

Audit completed by: V. W. Housen & Associates, Inc. on 3/03/2020

Introduction		Yes	No
Is the current system description complete and up to date? Are all infrastructure statistics current and complete?		X	
Discussion: The District's SSMP was updated in February 2020.			
Element 1 – Goals		Yes	No
A	Are the goals stated in the SSMP still appropriate and accurate?	X	
Discussion:			

Element 2 -- Organization		Yes	No
A	Is the Contact Information current?	X	
B	Is the Sanitary Sewer Overflow Responder List current?	X	
C	Is the Organization Chart in Figure 2-1 of the SSMP current?	X	
D	Are the position descriptions an accurate portrayal of staff responsibilities?	X	
E	Is the chain of communication for reporting and responding to SSOs accurate and up-to-date?	X	
Discussion: All aspects of Element 2 were updated as part of the District's February 2020 update.			

Element 3 – Legal Authority**Yes****No**

		Yes	No
Does the SSMP contain current references to the CCSD Ordinance documenting the District's legal authority to:			
A	Prevent illicit discharges?	X	
B	Require proper design and construction of sewers and connections?	X	
C	Ensure access for maintenance, inspection, or repairs for portions of the lateral owned or maintained by CCSD?	X	
D	Limit discharges of fats, oil and grease?	X	
E	Enforce any violation of its sewer ordinances?	X	
F	Were any changes or modifications made in the past year or since the last SSMP audit to District's Ordinances, Regulations, or standards?	X	
Discussion:			
Note 1: The District Code was updated and readopted by Ordinance 19-8 in November 2019.			

Element 4 – Operations and Maintenance**Yes****No**

		Yes	No
Collection System Maps			
A	Does the SSMP reference the current process and procedures for maintaining the CCSD sanitary sewer system maps?	X	
B	Are the wastewater collection system maps complete, current, and sufficiently detailed?	X (Note 1)	
Prioritized Preventive Maintenance			
C	Does the SSMP describe current preventive maintenance activities and the system for prioritizing the cleaning of sewer lines?	X	
D	Based upon the SSO information in CIWQS and the Annual SSO Report, are the District's preventive maintenance activities sufficient and effective in minimizing SSOs and blockages?	X	

Element 4 – Operations and Maintenance

Yes

No

Rehabilitation and Replacement Program			
E	Is there an ongoing condition assessment program sufficient to rank the condition of sewer pipes and schedule rehabilitation? Are the current components of this program documented in the SSMP?	X	
F	Does the rehabilitation and replacement plan include a capital improvement plan that addresses proper management and protection of the infrastructure assets? Does the plan include a time schedule for implementing the short and long-term plans plus a schedule for developing the funds needed for the capital improvement plan?	X	
Contingency Equipment and Replacement Inventory			
G	Does the SSMP list the major equipment currently used in the operation and maintenance of the collection system?		NA Note 2
H	Are contingency equipment and replacement parts sufficient to respond to emergencies and properly conduct regular maintenance?	X Note 2	
Training			
I	Are the training records current?	X	
J	Does the SSMP document current training expectations and programs?	X	
<p>Discussion:</p> <p>Note 1 – Maps are complete. Recently constructed pipelines (10-15 segments) may not be reflected on the existing map and are being added in 2020.</p> <p>Note 2. The District uses outside contractors to complete all pipeline maintenance, and O&M of the lift stations as discussed in the SSMP. The District’s contractors provide and maintain their equipment, including managing replacement/spare parts.</p>			

Element 5 – Design and Performance Standards

Yes

No

A	Does the SSMP reference current design and construction standards for the installation of new sanitary sewer systems, pump stations and other appurtenances and for the rehabilitation and repair of existing sanitary sewer systems?	X	
---	---	---	--

Element 5 – Design and Performance Standards**Yes****No**

B	Does the SSMP document current procedures and standards for inspecting and testing the installation of new sewers, pumps, and other appurtenances and the rehabilitation and repair of existing sewer lines?	X	
Discussion:			

Element 6 – Overflow and Emergency Response Plan**Yes****No**

A	Does the Overflow Emergency Response Plan (OERP) contain proper notification procedures so that the primary responders and regulatory agencies are informed of all sanitary sewer overflows (SSOs) as required by the WDR and MRP?	X	
B	Does the OERP have a program to ensure an appropriate response to all overflows?	X	
C	Does the OERP contain procedures to ensure prompt notification to appropriate regulatory agencies and other potentially affected entities of all SSOs that potentially affect public health or reach waters of the State in accordance with the MRP? Does the SSMP identify the officials who will receive immediate notification of such SSOs?	X	
D	Are staff and contractor personnel aware of and appropriately trained on the procedures of the OERP?	X	
E	Does the OERP contain procedures to address emergency operations such as traffic and crowd control and other necessary response activities?	X	
F	Does the OERP ensure that all reasonable steps are taken to contain and prevent the discharge of untreated and partially treated wastewater to waters of the United States and to minimize or correct any adverse impact on the environment resulting from SSOs, including such accelerated or additional monitoring as may be necessary to determine the nature and impact of the discharge?	X	
G	Considering SSO performance data, is the OERP effective in handling SSOs in order to safeguard public health and the environment?	X	

Element 6 – Overflow and Emergency Response Plan		Yes	No
H	Is the Water Quality Monitoring Plan current and has it been trained on and practiced by staff that would be involved in a SSO of large volume?		X Note 2
I	Was sampling conducted within 48 hours for all SSOs greater than 50,000 gallons and were results entered for these SSOs through the CIWQS website?		NA Note 1
J	Has the District prepared a Technical Report for all SSOs larger than 50,000 gallons? Have all Technical Reports been filed on the CIWQS website as required?		NA Note 1
<p>Discussion:</p> <p>Note 1. The District had no SSOs greater than 50,000 gallons during the audit period.</p> <p>Note 2. If there is a spill > 50,000 gallons, the District works with WCWD to monitor, do Water Quality testing, and laboratory analysis.</p>			

Element 7 – Fats, Oils, and Grease (FOG) Control Program		Yes	No
A	Does the Fats, Oils, and Grease (FOG) Control Program include a description of public education outreach efforts that promote proper handling and disposal of FOG?		NA Note 1
B	Does the FOG program include a plan for the disposal of FOG generated within the sewer system service area?		NA Note 1
C	Does the District have sufficient legal authority to prohibit discharges to the system and identify measures to prevent SSOs and blockages caused by FOG?	X	
D	Are there requirements to install grease removal devices (such as traps or interceptors), best management practices (BMP) requirements, record keeping, maintenance requirements and reporting requirements established in the FOG Control Program?	X	
E	Does the District have authority to inspect grease producing facilities and have sufficient staff to inspect and enforce the FOG ordinance?	X	
F	Does the FOG control program identify sections of the collection system subject to FOG blockages, establish a cleaning schedule and address source control measures to minimize these blockages?		NA Note 1

Element 7 – Fats, Oils, and Grease (FOG) Control Program**Yes****No**

G	Does the FOG control program implement source control measures for all sources of FOG discharged to the collection system?		NA Note 1
H	Is the current FOG program effective in minimizing blockages of sewer lines resulting from discharges of FOG to the system?		NA Note 1

Discussion:

Note 1. The District has had only one FOG-related SSO in the past 5 years (i.e., in 2015), and had no FOG-related SSOs during the audit period.

Element 8 – System Evaluation and Capacity Assurance Plan**Yes****No**

A	Does the System Evaluation and Capacity Assurance Plan evaluate hydraulic deficiencies in the system and provide estimates of peak flows associated with conditions similar to those causing overflow events, if applicable?		X Note 1
B	Does the capital improvement program (CIP) establish a schedule of approximate completion dates for both short-term and long-term improvements and is the schedule reviewed and updated to reflect current budgetary capabilities and activity accomplishment?		NA Note 1
C	Does the District take steps needed to establish a short and long-term CIP to address hydraulic deficiencies, including prioritization, alternatives analysis, and schedules? Are repair and replacement projects developed based upon condition assessment and/or field maintenance results?		NA Note 1

Discussion:

Note 1: The District has had no capacity related SSOs in the past 5 years, including during the heavy wet weather event on 2/13/2019. Therefore, a capacity-related CIP is not needed. However, the District plans to conduct a hydraulic analysis of the system within the next 5 years for documentation purposes only.

Element 9 – Monitoring, Measurement, and Program Modifications**Yes****No**

A	Does the District maintain relevant information that can be used to establish and prioritize appropriate SSMP activities?	X	
---	---	---	--

Element 9 – Monitoring, Measurement, and Program Modifications**Yes****No**

B	Does the District monitor the implementation and, where appropriate, measure the effectiveness of each element of the SSMP?	X	
C	Does the District assess the success of the preventive maintenance program?	X	
D	Does the District update program elements, as appropriate, based upon monitoring or performance evaluations?	X	
E	Does the SSMP identify and illustrate SSO trends, including frequency, location and volume of SSOs?	X	

Discussion: All SSO trends have been updated through December 2019 in the current SSMP.

Element 10 – SSMP Audits**Yes****No**

A	Does the audit focus on the effectiveness of the SSMP? If not, what needs to be changed to increase the effectiveness of the overall collection system program?	X	
B	Were the audit results shared with the Department Commissions and District Board? And the public, via the CCSD website?		X Note 1
C	Will the SSMP Audit be completed, reviewed, and filed as an Appendix to the SSMP on a biennial basis?	X	
D	Do any proposed changes to the SSMP require Board approval as they have a substantial change in the policies and procedures for collection system operations and maintenance?		X Note 2

Discussion:

Note 1. The results of this audit will be presented to the District Board in conjunction with the 2020 SSMP Update in early 2020.

Note 2. The SSMP changes that were included in the 2020 update were of an administrative nature, and did not reflect any substantive changes to the District's policies or procedures.

Element 11 – Communication Program

		Yes	No
A	Does the District communicate on a regular basis with the public and other agencies about the development and implementation of the SSMP? Does the communication system provide the public the opportunity to provide input as the program is developed and implemented? Were annual progress reports and metrics of implementation of the SSMP provided to the District Board?	X	

Change Log

		Yes	No
A	Is the SSMP Change Log current and up to date?	X	

Discussion: The SSMP Change log has no items, as this audit is being prepared directly after completion of the 2020 SSMP update.

LOAN AGREEMENT

This Inter-Department Loan Agreement ("**Agreement**") is entered into effective as of _____ ("**Effective Date**") by and between the *Port Costa Sanitary Department* of the Crockett Community Services District ("**PCSAN**") and the *Crockett Sanitary Department* of the Crockett Community Services District ("**CVSAN**"). The PCSAN and CVSAN departments are collectively referred to herein as the "**Parties**."

WHEREAS, following the formation of Crockett Community Services District (CSD) in 2006, a Port Costa Sanitary Commission was appointed by the District Board to oversee transfer of the sewage facilities to a new Port Costa Sanitary Department (PCSAN); and

WHEREAS, the Port Costa Sanitary Commission approved project to decant and clean the Port Costa wastewater settling tank and perform necessary baffle repairs ran over budget, depleting the operating reserves of PCSAN; and

WHEREAS, PCSAN would run out of operating funds if it were to pay the outstanding balance due Clean Harbors Environmental Services, Inc in the amount of \$ _____; and

WHEREAS, PCSAN would like to take borrow funds from CVSAN's rate stabilization funds to protect the community of Port Costa from having to resort to extreme measures; including but not limited to reduction of service and implementing substantial increases to the sewer use charges collected on the tax roll; and

WHEREAS, CVSAN will allow PCSAN to repay the amount due over some reasonable time period, with interest; and

WHEREAS, CVSAN will benefit from a higher rate of return on its investment than what it currently receives from the Local Agency Investment Fund (LAIF); and

WHEREAS, PCSAN will benefit from a lower interest rate than what is currently available in the private market; and

WHEREAS, the Port Costa Sanitary Commission, the Crockett Sanitary Commission, and the Crockett Community Services District Board approve paying off the loan for mutual benefit.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. CVSAN transfer the amount of \$ _____ from their rate stabilization reserves, kept in Fund 3426, to PCSAN's Operating Fund #3425.
2. PCSAN will pay CVSAN over 10-years, based on the amortization schedule below, plus an interest amount equivalent to 1.5% more than the interests the District receives on its LAIF accounts for the quarter ending June 30 on the balance, by October 15 of each year beginning on October 15, 2021. Interest is only an estimate in amortization schedule below.
3. PCSAN agrees to pay the loan in full no later than October 15, 2030.

4. PCSAN agrees that if an annual payment is late or missed, that interest on the balance will continue to accrue and that it will increase its sewer use charge to cover the shortfall of the amount not paid, plus interest, as an assessment on the property tax the following year.

5. PCSAN can choose to prepay either the partial or full loan balance at any time without penalty.

7. In exchange for benefiting from this program, PCSAN agrees to pay the full amount due to CVSAN and waives any right to protest the amounts billed.

**** INSERT AMORITIZATON TABLE SCHEDULE HERE ONCE TERMS ESTABLISHED ****

Dated: _____, 2020

CROCKETT SANITARY DEPARTMENT of the CSD

By: _____
General Manager / Crockett Sanitary Department Manager

PORT COSTA SANITARY DEPARTMENT of the CSD

By: _____
Port Costa Department Manager

Adopted by the CROCKETT COMMUNITY SERVICES DISTRICT BOARD on _____.

Board President: _____

CROCKETT 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

TO: Crockett Sanitary Commissioners / Board of Directors

FROM: General Manager

SUBJECT: Crockett Sanitary Department Managers Report

DATE: April 8, 2020

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between March 4, 2020 and April 8, 2020. Coronavirus (COVID-19) orders resulted in the shutdown of District offices, temporary teleworking and social distancing implemented. Both James Barnhill and Dale McDonald deemed "essential" for operations and management of wastewater collection systems.

Operation and Maintenance

- There were no Sanitary Sewer Overflows (SSOs) reported in March.
- Staff responded to six incidents since last month's report; pump station float stuck resulting in low water pressure alarm, storm water leak in front of post office, power pole near 425 Pomona scraped on side, video trespassing at EQ tank, grit system drain plugged resulting in flooding of vault at pump station –float alarm stuck, loop and locks broken again at waterfront gates.
- West County Wastewater District staff has suspended all non-emergency collection system cleaning, WCWD pump station crews are performing minimum required service.

Capital Improvements / Projects

- Atherton/Cooke Project C-1002 completed, final invoice pending.
- Spot repair of 10' on Pomona sewer E-00-03 to E-00-02 completed by ECAST.
- Replaced 192' of defective 6" public sewer behind 30 Emerson, took opportunity to have Roto-Rooter pipe burst 6" VCP with 6" HDPE while replacing lateral from 50 Emerson.
- Contracted with Carone & Sons for a joint project with the John Swett Unified School District to upsize 322' of public sewer to 8" and install new manhole on Carquinez Middle School property.
- Manhole installation project on Marina Line below Dowrelio postponed, major offset incased in concrete and not threatening spill or failure. Cleaning and inspection challenges remain but can be done by reverse setup as needed.
- Spot repair behind the retaining wall on Pomona at 1st Avenue, below wooden steps, postponed as being non-essential, work to be scheduled before wet-season.
- CCTV Project #19-TV inspections ongoing, report anticipated in May.

Administrative/Financial:

- Preliminary budget for FY 20/21 completed, Sewer Use Charge increase anticipated.
- SSMP audit and update completed.
- Enforcement on non-emergency property issues suspended thru at least June 1, Ord. 07-1 lateral video inspections still being reviewed but no permits being issued unless defects identified are of an emergency nature.
- General Manager McDonald spent 36% of his time towards Crockett Sanitary Department operations and 1% on Capital Projects in March. The rest of his time was spent on District business 45%, Recreation and PLC 7%, Maintenance 1%, Port Costa 8%, and 2% towards the Hosselkus Chapel property acquisition. He worked a total of 206 hours in March, including 28 hours of overtime.
- Assistant Sanitary Department Manager Barnhill spent 80% of his time towards Crockett Sanitary Department operation and 2% on Capital Project in March. The rest of his time, 18%, was spent on Port Costa business. He worked a total of 176 hours in March.

ASR – C&H Sugar Co., Inc.

February 2020 Management, Operations & Maintenance Report

Summary

JTP

CSD Report

Hours

	OT	DT
Luc Beauchemin	6	
Justin P.Horton	5	
Brian Prisegem	10	
Victor Ortiz		
Jose Mora	5	
Total		

Flow and COD

		C&H	CSD
Flow	Avg., mgd	0.405	0.274
	Max., mgd	0.699	0.351
	Total, MG	11.737	8.774
COD	Avg., mg/l	1,063	500
	Max., mg/l	2,800	770
	Total, lbs.	208,785	36,669

OT/DT due to fill-in ops.

Brian Prisegem 5 hrs. (Emergency generator maintenance. Charge to C&H)

Compliance

- No compliance issue for the month.
- No missed samples for the month.

Maintenance & Repair

- Inframark inspected safety shower an eyewash station
- Cleaned contact Tank- 5th channel
- Cleaned and inspected DAF air compressor
- Inframark fixed DAF gearbox
- Blowers maintenance done
- Inframark had to shut down and restart the plant due to maintenance of power generator from SUNBELT

Financial Update

- Maintenance Caps – Balance at end of the month: (139.22)
- Pass-thru Billable Items



- AT&T – Monthly internet access fee \$65.00

Health & Safety

- No Lost Time Incidents or CALOSHA recordable.
- Safety training topic:
 - Daily tailgate meetings with safety topics being recorded in Inframark Daily Tailgate Safety file.
- Safety issues:
 - Walkway on South side of surge tank is collapsing.
 - Walkway on North side of surge tank is creating a trip hazard.
 - Tank inspection by certified inspector for urea and phosphoric acid tank.
 - Walkway behind the old belt press (East side) needs replacing.
 - All gratings on top of aeration tank should be anchored down.
 - Need Confined Space stickers on Aeration Reactors, DAF units and Constant Flow tanks.
 - Need to remove weeds growing on reactor basins.
 - Need to mount life rings on Aeration Reactors and DAF units.
 - Faulty/ Intermittent light bulbs need to be replaced (At least 5 of them)

Operator Certification Status

- | | | |
|--------------------|-----------------|-------------------------|
| • Kulwinder Singh | III-43654 | Expires 7/23/2021 |
| • Luc Beauchemin | II-8540 | Expires 6/30/2021 |
| • Brain Prisegem | II-41539 | Expires 1/8/2020 |
| • Victor Ortiz | II-35980 | Expires 2/27/2021 |
| • Jose Mora | II-40954 | Expires 8/7/2020 |
| • Justin P. Horton | III-43786 | Expires 8/22/2022 |
- **Jose Mora no more works with Inframark w.e.f. 2/12/2020**



Critical Issues (Capital Projects)

Projected Expense Projects of Significant Value (CapEx):

Item No.	Project Description	Estimated Cost	Payment Schedule
1	Replace sewer line to plant sump	\$80,000	2019-2024
2	Replace influent process pump & piping modifications, etc.	\$50,000	2019
3	Overhaul DAF #1 (sandblasting interior, recoating of interior, rebuild scraper arms)	\$500,000	2019-2024
4	Overhaul DAF #2 (sandblasting interior, recoating of interior, rebuild scraper arms)	\$500,000	2019-2024
5	Replace No. 1 belt filter press	\$350,000	2019-2024
6	Remove former aeration draft tube mixers	\$230,000	TBD: 2020-2023
7	Replace existing Norton diffusers with new diffusers (basin #1)	\$200,000	TBD: 2020-2023
8	Replace existing Norton diffusers with new diffusers (basin #2)	\$200,000	TBD: 2020-2023
9	Replace existing Norton diffusers with new diffusers (basin #3)	\$200,000	TBD: 2020-2023



Other Projected Expense Projects of Significant Value (Non-CapEx):

Item No.	Project Description	Estimated Cost	Payment Schedule
1	Replace DAF air compressor with new rotary style air compressor. (compressor + labor to install + electrical)	\$20,000	2020
2	Potable water system hydropneumatic controller and system equipment	\$60,000	2020-2022
3	Replace phosphoric acid tank with similar capacity, double walled tank	\$35,000	2020-2022
4	Miscellaneous projects	\$15,000	2020
5	Update iFix/Intellusion SCADA software and new operating system for CPU	\$35,000	2020-2021
6	Install French drain on South side of reactors to redirect spring water that is coming under roadway	\$30,000	2020-2023
7	Replace /repair recycle system check valves (3 each)	\$45,000	2020-2023
8	Pull new wires from control room to reactor submersible pump system	\$25,000	2020-2020
9	Evaluate structural requirements (CapEx Item #6 above)	\$10,000	TBD: 2020-2023
10	Evaluate diffuser options (SOW for CapEx Item #7-9 above)	\$15,000	TBD: 2020-2023
11	Replace used sludge truck (gas not diesel)	\$8,000	2023

Appendix

- Monthly 14 page data report
- Daily chlorine residual sheet/chart
- pH grab vs SCADA sheet
- Paint log