

PORT COSTA SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, JANUARY 11, 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 letters for November and December 2022.
6. BUDGET AND FINANCE:
 - a. Consider monthly Summary Worksheet and staff report on other financial matters.
 - b. Receive draft 6-month budget report.
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 items:
 - a. Approve Minutes of December 7, 2022.
 - b. Receive Budget Schedule for FY 22/23.
 - c. Receive report on annual interest and principle payment to Crockett Sanitary of loans 2 and 3.

11. FUTURE AGENDA ITEMS:
Bull Valley Agricultural Center & Port Costa School – scope and costs.
Backup effluent pump with capacity to handle wet weather flow.
12. COMMENTS FROM COMMISSIONERS:
13. ADJOURNMENT to February 8, 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.



December 28, 2022

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 November 2022 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 November 2022 has been uploaded to the CIWQS website.

During the month of November, 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

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of the Crockett Community Services District

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P.O. Box 578 - Crockett, CA 94525

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.:	12/21/22	LATEST FUND REPORT	11/14/22
OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$193,858.58	ACCRUED DEBT:	
ACTIVITY:		PYs due CVSan Dep	\$24,233.49
Warrants (1646-1649):	(\$7,531.35)	Loan#2 due CVSan	\$165,426.19
Levy code fee	(\$250.00)	Loan#3 due CVSan	\$150,000.00
Levy collection fee	(\$64.60)		
21/22 AssrUseCode fee	(\$7.65)		
Investment Svcs - Q1	(\$1.00)		
Xcl outdated checks	\$30.02		
CASH BALANCE:	\$186,034.00	ACCRUED DEBT:	\$339,659.68
ADV ON SUC BEG. BALANCE	\$296,932.72	DUE FROM REC DEPT	\$ (2,123.06)
SewerSvcChr GB appor	\$0.00		
Ending Balance	\$296,932.72		\$ -
		TOTAL:	\$ (2,123.06)
INVESTED BEGIN. BALANCE	\$40,488.54	PAID BY REC DEPT:	
LAIF interest - Q1	\$137.78	**taxes & fees not included	
Ending Balance	\$40,626.32	Balance Owed	\$ (2,123.06)
FUND BALANCE:	\$523,593.04	\\san\pc\bud&fin\wrksht	

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

6.a.

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MINUTES OF REGULAR MEETING, DECEMBER 7, 2022

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Commissioner Cusack. Present were Commissioners Klaiber, List and Scheer, along with Dept. Manager Barnhill. Commissioner Surges was absent.
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 no exceedances occurred in September and October and no sanitary sewer overflows occurred in October.
- 5.c. APPROVE MEETING SCHEDULE FOR 2023: The commission received the schedule.
- 5.d. ELECTION OF OFFICERS: There was unanimous consent to postpone this item to January 11, 2023 meeting.
6. FINANCIAL REPORT: Mr. Barnhill reported that a report was not submitted.
7. WASTEWATER: None
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that there are no outstanding issues of consequence at the treatment plant.
- 8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None
- 8.c. STAFF ANNOUNCEMENTS: None
9. REPORTS FROM COMMISSIONERS: None
10. CONSENT CALENDAR: The consent item was approved unanimously (tc/as):
 - a. Approve Minutes of October 12, 2022.

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

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.

12. COMMISSIONER COMMENTS: The commission discussed their involvement in the 2022-2023 Sewer Use Charge process.

13. ADJOURNMENT: The meeting was adjourned at 7:37 PM until January 11, 2023.

Respectfully submitted,



James Barnhill
December 30, 2022