

# PORT COSTA SANITARY COMMISSION

Regular Business Meeting  
AGENDA FOR WEDNESDAY, JUNE 10, 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. (See *Resolution No. 19/20-18*)
- 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 packets are available on our website at <https://www.town.crockett.ca.us/2020-06-10-port-costa-sanitary-commission-meeting>.

## **HOW TO OBSERVE THE MEETING:**

**Telephone:** Listen to the meeting live by calling Zoom at (669) 900-6833. Enter the Meeting ID# 820 843 868 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/j/abb4GNs5xM> if the line is busy.

**Computer:** Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/820843868> 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# 820 843 868.

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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 2020.

- c. Consider appointment to fill vacancy on the Commission.
  - d. Consider appointment to fill vacancy on the Budget and Finance Committee.
  - e. Receive draft Ordinance for proposed sewer use charge for FY 2020/21
  - f. Discuss management objectives for Port Costa Sanitary Department, form recommendations, and give direction to staff.
6. **BUDGET AND FINANCE:**
- a. Consider monthly Summary Worksheet and staff report on other financial matters.
  - b. Proposed Budget for FY 2020/21.
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.)
- a. Budget & Finance Committee – Member Surges
  - b. Inter-agency Meetings:
10. **CONSENT CALENDAR:** Consideration of a motion to approve the following item:
- a. Approve Minutes of May 13, 2020.
11. **FUTURE AGENDA ITEMS:**
12. **COMMENTS FROM COMMISSIONERS:**
13. **ADJOURNMENT** to May 13, 2020.

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.



May 28, 2020

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 2020 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 2020 has been uploaded to the CIWQS website.

During the month of April 2020, no exceedances 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:

Dale McDonald,  
General Manager  
Crockett Community Services District

cc: Casey Wichert, Valley Operators

ORDINANCE NO. 20-3

AN ORDINANCE ESTABLISHING AND PROVIDING FOR  
THE COLLECTION OF SEWER SERVICE CHARGES  
TO BE BILLED BY THE CROCKETT COMMUNITY SERVICES DISTRICT  
TO ALL SERVED PROPERTIES IN PORT COSTA FOR 2020-2021

WHEREAS, the Board of Directors of the Crockett Community Services District has analyzed the present sewer service charge rate schedule and has determined that the residential annual sewer service charge rates should be increased by an amount of \$272 for fiscal year 2020-2021. Non-residential and mixed-use rates will be increased proportionately. The District has also analyzed the rates and the water use standard and has determined both should be modified; and

WHEREAS, the sewer service charges was last increased in fiscal year 2018-2019; and

WHEREAS, in adopting Ordinance No. 20-3, the Board relied on various studies and documents, which are available for inspection at the District offices; and

WHEREAS, the Board has determined that the sewer service charge rate increase is necessary to fund the current 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.

WHEREAS, in adopting this Ordinance, the Board of Directors finds that:

- a. Notice of Public Hearing containing information on the proposed fee increase was duly mailed by first class postage to every property owner receiving sewer service from the District at least 45 days prior to the public hearing on the proposed increase conducted on June 24, 2020, at which time all who wished to comment on this matter were heard.
- b. All written protests presented by the affected property owners were considered and tallied at the public hearing on June 24, 2020, and the District was not presented with protests by a majority of the owners of the identified parcels affected by this change.
- c. The amount of the charges imposed does not exceed the proportional cost of the service attributable to the properties receiving service, and revenues from the charges and fees are not being used for any other purpose than that for which they are imposed.
- d. The charge is imposed only on those properties actually receiving service or those for which service is immediately available.
- e. This action is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15273(a) (1), (2), (3), and (4) of the State CEQA Guidelines, in that the sewer service fee is being charged to meet operating expenses, purchase materials, meet financial reserve needs and provide for capital projects necessary to maintain service within the existing service area.

The Board of Directors of the Crockett Community Services District DOES HEREBY ORDAIN as follows:

Section 1. GENERAL PROVISIONS

1A. Purpose and Scope

The purpose of this Ordinance is to establish a set of equitable service charges for the use of the sanitary sewer collection system of the Crockett Community Services District, and to provide for the collection of such charges on the tax roll of Contra Costa County, pursuant to Government Code Section 61115. This Ordinance applies to all users of the District's system within and without the boundaries of the Port Costa Sanitary Department of the Crockett Community Services District. This Ordinance does not apply within the boundaries of the Crockett Sanitary Department.

1B. Authorization

The adoption of this Ordinance by the Board of Directors of the Crockett Community Services District is authorized by Government Code Section 61115.

1C. Title and Definition

This Ordinance shall be known as, and may be cited as, the Port Costa Sanitary Department Sewer Service Charge Ordinance. As used in this Ordinance, the term "District" shall mean the Crockett Community Services District, and the Term "Owner" shall mean any person, firm, corporation, unincorporated association, trustee or other legal holder of title to real property.

Section 2. SEWER SERVICE CHARGE

2A. Rate and Charges

Every owner of real property that is connected to the District's sanitary sewer system or for which service is immediately available shall pay a charge for sewer service. The following service charges are in addition to, and do not affect ad valorem property taxes, capacity charges, annexation charges, and/or construction-related charges.

Water consumption data is requested from the municipal water supplier by January each year in order to be received in time to make necessary calculations of sewer usage in March. Consequently, the water data used to calculate use of the sewer system by individual properties or classes of properties shall be the latest fiscal year data available to the District in January and will not be for the current fiscal year. Water data over the last six years is averaged to generate the use factor and cost factors to calculate the sewer use charge. Water consumption data from FY 18/19, FY 17/18, FY 16/17, FY 15/16, FY 14/15, and FY 13/14 has therefore been used in support of this Ordinance for sewer service charges to be imposed in FY 20/21.

Each separately metered (water) use of a property shall be charged independently as a residential account, non-residential account or mixed-use account. The property owner shall be charged the sum of the charges for all accounts on the property.

2A-1. Residential Accounts

2A-1a. Single Family Residence

The term "single family residence" shall herein refer to any detached structure designed, improved and/or used as one residential unit with no other separate use or additional residential units. The term shall include a single condominium residence unit. It shall not refer to a mobile home residence.

Each single family residence shall pay a flat charge per year in the amount set forth in Exhibit "A" for a single family residence.

2A-1b. Duplex

The term "duplex" shall herein refer to any structure containing two residential units and no other separate use or additional residential units. This shall include two flats, two apartments side-by-side, or a primary dwelling with an attached "second unit" known as a "granny flat" or "in-law unit" or "accessory dwelling unit" or "junior accessory dwelling unit".

Each duplex shall pay a flat charge per year in the amount set forth in Exhibit "A" for a duplex.

2A-1c. Multiple Unit Residential Building

Multiple unit residential buildings shall pay an annual charge per apartment in the amount set forth in Exhibit "A" for a single apartment.

The term "apartment" shall herein refer to any residential unit (other than condominium) in a structure designed, improved and/or used for two or more families living independently in units which are structurally joined and have separate entrances. This shall include any residential unit (such as a flat) in a mixed-use structure, except when a commercial unit has been added to a single family home. For the purposes of this Ordinance, a mobile home residence shall be treated as a single apartment.

2A-1d. Accessory Dwelling Unit

The term "accessory dwelling unit" or ADU shall herein refer to any residential unit located on the same lot as an existing single family home, where the total floor area does not exceed 1,200 square feet, where the increased floor area does not exceed 50 percent of the living area of the single family home, and which includes all of the amenities found in a primary dwelling: a kitchen, bathroom, sleeping area, and storage. It shall not refer to a "junior accessory dwelling unit" or JADU.

Each accessory dwelling unit shall pay a flat charge per year in the amount set forth in Exhibit "A" for a single accessory dwelling unit.

## 2A-2. Non-Residential Accounts

Each non-residential use (or combination thereof) that is separately metered for water shall be considered one non-residential account.

Each non-residential account, including but not limited to commercial, industrial and institutional users, shall pay an annual flat fee use charge in the amount set forth in Exhibit "A", plus the per unit amount set forth in Exhibit "A" for each 100 cubic feet of water consumption in excess of 5852 cubic feet per year. In no case shall the total annual charge for each such account be less than the per-unit charge for an apartment as set forth in 2A-1c above.

Any property with multiple non-residential accounts shall be charged the sum of the charges for all accounts.

## 2A-3. Mixed-Use Accounts

Any combination of residential and non-residential uses together on one water meter shall be considered one mixed-use account.

Each mixed-use account shall pay an annual flat fee use charge in the amount set forth in Exhibit "A" plus the per unit amount set forth in Exhibit "A" for each 100 cubic feet of water consumption in excess of 5852 cubic feet per year. In no case shall the total annual charge for each account be less than the per-unit charge set forth in 2A-1c for apartments times the number of apartments served.

Any property with multiple accounts (of whatever kind) shall be charged the sum of the charges for all accounts.

## 2B. Single Family Residential Water Use Standard

### 2B-1. Basis of Charges

The District has developed a Department-wide standard for typical use of the sewer system by a single family residence in Port Costa. The single family residential standard reflects a reasonable estimation of the average water consumption (for indoor use) of a single family residence, using 69 single family residences as the mean. That figure is 5852 cubic feet per year. The sewer use charge for single family residences is based on that estimated average use.

### 2B-2. Volumetric Basis of Charges

Charges imposed on all residential users are established based on the relative volumetric water use of that user or class of user. The charges set forth in this Ordinance are intended to reflect proportionately equal payment of charges for a similar burden imposed on the District's sewerage system based on the relative water use of various classes of users or separately metered users.

Section 3. BILLINGS AND COLLECTION

3A. Sewer Service Charges Collected on the Tax Roll

All charges established and assessed in section herein shall become due and payable on receipt of tax bill therefore. Such charges shall be paid to the Tax Collector as directed on the tax bill. All charges shall be rounded to the nearest whole dollar.

3B. Directly Billed Sewer Service Charges

All sewer service charges that are not placed on the tax roll shall be billed directly to the Owner. Payments for such sewer service charges are due upon expiration of 15 days after the date of the billing. Sewer Service Charges that are directly billed shall become delinquent if any portion of the charge that is not in bona fide dispute, remains unpaid after the expiration of the 30-day period.

3C. Imposition of a Lien

Pursuant to the terms of Government Code section 61115(c), the Board of Directors may recover any sewer service charges and penalties by recording with the County Recorder a certificate declaring the amount due, and the name and last known address of the person liable for those charges. From the time of recordation of the certificate, the amount of the charges and penalties shall constitute a lien against all real property of the delinquent property owner in the County.

3D. Penalties Interest and Remedies

A basic penalty of 10% shall be imposed for nonpayment of the sewer use charge, and an additional penalty of interest at a rate of 1% per month shall be imposed for nonpayment at such time as the payment becomes delinquent. (Gov't Code Section 61115(a)(3)(C)).

In addition to other remedies provided by law including the discontinuance of sewer service, action may be brought in the name of the Crockett Community Services District in any court of competent jurisdiction for the collection of delinquent charges and to enforce the lien thereon. The remedies herein established shall be cumulative and in addition to any or all other remedies available for the collection of said charges.

Section 4. IMPLEMENTATION OF SERVICE CHARGE

4A. Effect of this Ordinance

Charges for users of the District's sewer system set out in this Ordinance will be initiated for the fiscal year beginning July 1, 2020, and shall continue thereafter in effect until further action of the Board of Directors. To the extent this Ordinance No. 20-3, or the sewer service charges adopted herein, is challenged and set aside for any reason, Ordinance No. 18-3 and the preexisting sewer service charges adopted therein shall be immediately restored and will be effective until further action of the Board of Directors.



4B. Effective Date

This Ordinance shall become effective for the fiscal year beginning July 1, 2020 and shall continue in effect until further order of the Board of Directors.

Section 5. PUBLICATION

This Ordinance shall be published once in the West County Times and posted in three places within the District with the names of the members of the Board of Directors voting for and against same. This Ordinance shall then take effect after thirty days following the adoption by the Board of Directors.

I HEREBY CERTIFY that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, Contra Costa County, California, at a regular meeting thereof, held on the 24th day of June, 2020 by the following vote, to wit:

AYES:

NOES:

ABSENT:

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Michael Kirker, President  
Crockett Community Services District  
Contra Costa County, California

ATTEST:

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Dale McDonald, Secretary  
Crockett Community Services District  
Contra Costa County, California

Approved as to Form:

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Rachel Hundley  
District Counsel

**EXHIBIT "A"**  
**TO**  
**CROCKETT COMMUNITY SERVICES DISTRICT**  
**ORDINANCE NO. 20-3**  
**ESTABLISHING SEWER SERVICE CHARGES**  
**Rates Effective July 1, 2020**

Single family residence (SFR)	\$2,245.00 per year
Duplex	\$4,490.00 per year
Apartments (per unit) (APT)	\$2,245.00 per year
Accessory Dwelling Units (per unit) (ADU)	\$2,245.00 per year
Non-residential account -	
• Flat fee	\$2,245.00 per year
• Plus per-unit charge	\$38.36 per 100 cubic feet of water consumption in excess of 5852 cubic feet per year
Mixed-use account -	
• Flat fee	\$2,245.00 per year
• Plus per-unit charge	\$38.36 per 100 cubic feet of water consumption in excess of 5852 cubic feet per year
• Minimum charge	not less than \$2,245.00 per APT

# CROCKETT COMMUNITY SERVICES DISTRICT

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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](mailto:manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

TO: ~~Board of Directors~~ PC SAN  
FROM: General Manager  
SUBJECT: Agenda 5.a. – Discussion on management objectives for Port Costa Sanitary Department.  
DATE: June 3, 2020

To facilitate administrative discussion with the public and members of the District's commissions the letter from Port Costa Sanitary Department Manager Barnhill of May 22, 2020 and email cooresponse regarding the letter is being provided.

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5/22/2020

Dear Board members and Commissioners,

The following is a bit long winded but please give me a few minutes of your attention.

When I began working for the Port Costa Sanitary Department (PCSAN) the basic, primary tasks regarding the Wastewater Treatment Plant (WWTP) were to relay information with the contracted Chief Plant Operator, maintain regulatory compliance, submit reports as required, and report items of concern to the PCSAN Commission. In general, the items to be reported were threats to health and safety, threats to the environment and the treatment system, issues with operations or analyses, and to propose requests for funding. I had not been made aware of the dismal condition of assets when I accepted the position. My tasks for Port Costa had to be expanded from general management, as described above and expected upon hiring, to additionally include an aggressive investigative role.

It became a primary and ongoing challenge to identify and correct obvious issues of neglect at the Port Costa WWTP and collection system. The interesting aspect is that the difficulty was not in identification and reporting of risks, rather it was the acceptance of the validity of my reports. I was forced to repeatedly warn the commission of the ultimate consequences for failing assets, this was a wearing process on me. The only conclusion that made sense to me from the very beginning was that the sole focus of the commission was cost savings *at all costs*, this had led inevitably to a system-wide deferred maintenance condition. It was a true head scratcher to me that obvious risks had been and likely would have continued to be ignored at the risk of environment, District personnel, Board members, and the public. I have never experienced a working environment where I needed to sell, prove, and push through disagreement when reporting blatant failures that carried definite potential for real and life changing consequence. Maybe it is because I come from Oil and Gas industry where issues like this were given proper and immediate attention. I was told it is politics, well from my observations the politics formed the foundation of this negligence. I felt forced to adjust my focus toward protecting the environment, human health and safety, and to limit the possibility of discretionary consequence due to the strong potential of failures. I had no choice but to go against the grain to perform with those intentions of protection against the engrained status quo. It made me sick to my stomach prior to and after many meetings, sometimes for days. These things don't seem like much but go ahead and put yourself in my shoes for a minute, stand up against everyone you know and refuse to back down. Do this while knowing that your ability to pay bills, to eat, to keep your dog is reliant on the job approval and income provided by the very people you are battling with, how many years could you do that without some personal consequence? This is supposed to be a job, a place to perform tasks but it is not that simple. What is needed is consistent pressure toward improvement which I have been trying to do. My perception is that the strongest ally I might have in this situation likely comes from the regulatory side. They know the monetary challenges that Port Costa faces and we share common respect and common goals, they have been accommodating to me to our benefit. My burden of being the bearer of bad news has been a heavy weight on my shoulders which has resulted in my need to take sick hours, days off, late mornings due to lack of sleep, and hospitalization due to the built-up stress. I felt a sense of urgency to find problems, I was trapped, I could not back down from the challenges that I knew could cause significant damage.

The ultimate goal was to correct problems. A foreboding sense of urgency stemmed from the worry that an unidentified fault resulting in consequence would be blamed and fully shouldered by me while I am here. A related worry is blame placed on my name even if I had departed prior to a system failure. My goals have been to address everything that I can, in the very least to document faults and issues in a public

setting. The purpose of full disclosure in this setting was to protect my fellow staff, myself, and the administrative side of the department since that is the only aspect I could control.

I began to hold the expectation that reported issues would be downplayed and the remedies would be hard fought since proper maintenance was foreign to the long-term mindset. I saw the benefit of experience in a new industry to me as being priority over comfort. In my working life, honorable tasks have come before comfort, friends, and family, unfortunately. In this case, ultimately effecting divorce and loss of my house due to monetary constraints, hence the silver RV that parks on the street. The goal of fixing the problems became my total goal regarding Port Costa. I was not expecting this position to be primarily the bearer of bad news. I was surprised and disappointed when damaged and neglected assets that I thought were newly found were, in many cases, already known or suspected by others.

As the designated Legally Responsible Official (LRO), I sign a monthly cover letter for a summary report which is generated by the contracted operators. I then submit the report and cover letter to the Regional Water Quality Control Board (Water Board). I sign the letter under threat of *personal* penalty of law including the possibility of fines and imprisonment, not to mention reputational damage which can be costly, carrying forward with incalculable values. In my opinion, the knowledge of failing components at the WWTP has created great risk to me personally and to anyone who signs as LRO. The consequence of failure, due to a known failed or failing conditions, could be considered negligent by the Water Board. The District Board members are also bearers of the risk of consequence, though they do not rely on an income from the District for survival as I do. This is not a hobby or a passion for me, it is a job, a career. My personal and ultimate goal is to have a good career leading to retirement, just like anyone else. The commissioners bear no legal responsibility for their guidance, decisions, or restrictions since they are appointed by the District Board. The commission was given authority under the Board to deliver recommendation and to give direction to staff for operational purposes. The only consequence, other than political, for commissioners is the SUC rates that they will pay as property owners. The consequences of poor public perception could be detrimental to my career and for anyone else who decides to follow reason and bear the weight to the Commission and Board.

Obvious substandard issues:

A utility pole which supported the PG&E power lines powering the WWTP was broken and leaning at an alarming angle. I was made aware of the utility pole soon after I began working for the Port Costa Sanitary Department. I was surprised to learn that the pole had been in a failing condition for years and it had been known and documented to be in that condition for years. The utility pole was held up by the attached power, communication lines, and tree branches. To me, logic dictated that this would be a simple and obvious issue to discuss and correct with haste due to the real threat of power loss at the WWTP. I was naturally expecting a positive interaction with the commission. I was told, in effect, that the power pole had been like that for years and it hasn't caused a problem so far... I was appalled that I received back pressure by the Commission, it seemed to me that I probably shouldn't have brought up the issue, though I would do it again. A power loss due to this known issue could have led to an unplanned discharge of partially treated wastewater. This would have likely been considered negligence by the Water Board which could have very well led to discretionary penalties. I was tasked by the Commission to find the owner of the utility pole in order to place the burden of replacement or repair on another entity whether it be the power utility or a data provider. I spent valuable staff hours discussing ownership and the urgency of this simple issue with commissioners. During this process someone attached a steel

guy-wire to a K-rail to keep the pole from falling all the way over. What would have been the consequence if someone was hurt doing this? What would the consequence have been if the pole had fallen causing power loss at the WWTP? I was new here and I could hardly believe what was happening during this process, I found myself shaking my head in disbelief. Thankfully the broken pole was abandoned for a replacement after many conversations, research, and staff hours spent. If I had been able to deal with this as I had expected to, it would have been done within a month. It took more than a year to take care of this very basic problem. I am allocated approximately one day per week to handle Port Costa, I do what I can with the time allotment, any extraneous time not spent focusing specifically on fixing an issue is wasted. Distraction from tasks or delving too far into the weeds trying to research unlimited avenues drains momentum and fills my allotted time, it represents lost efficiency and a cost to the rate payers. I began to develop an overall sense of dread regarding Port Costa. In this specific situation a new pole should have been installed with little delay, simple, done, safe, compliant.

Another obvious target of my attention was the 25kw emergency power generator (genset). I was unable to locate any records of maintenance, oil changes etc. The only related record I could find was a proposal for regular maintenance, which was apparently not pursued. In interviews with operators and others involved with the Department I was unable to find even a memory of maintenance. I was offered pro bono inspection from a diesel mechanic who holds a John Deere Masters Certificate for large frame equipment power generation and electrical. He was a career diesel mechanic, former USN Engineman Lead Diesel Mechanic Power Generation. I was honored that he traveled and volunteered his time with me to inspect the WWTP genset for the benefit of the rate payers. The inspection was visual. His observations were that the diesel engine had been wet stacking, which means fuel had been bypassing into the exhaust due to low pressure, idling condition, a common trait of diesel gensets. Wet stacking can lead to cylinder washing, potential exhaust fire and in the worst-case scenario possible crankcase combustion. I relayed the risks found during the inspection to the Commission. I received more back pressure including a second visual inspection, followed by downgrading commentary on my diesel technicians validity. The perception was to sell the commission on the idea that the system was okay for the purpose of saving money and there was no rush. The subsequent pro bono inspector indicated the need for maintenance as well. I sought out certified diesel mechanics to perform service and provide an in-depth inspection to the genset. The logic battery was low enough at this point that it died in the beginning of the maintenance testing, a critical failure. The genset would not have switched on when we truly needed it, we were lucky in this instance. The technician verified that engine oil had migrated into the exhaust due to idling nature of the engine. The technician said the ultimate consequences initially reported to me pro bono were indeed possible. In short, the technician confirmed that the generator had been in need of attention as was pointed out during the initial inspections. The cost to fully replace the genset was *estimated* at around \$30,000. This does not take into account that there is no fast or safe way to transport a genset across the railroad tracks, there is no rail crossing. Maintenance is the only prudent action to take in any circumstance but especially in this instance. In the end I was thankful that the Commission agreed to continued annual maintenance, that was a very good decision. We are doing what we can to protect and preserve the power supply at this time. The ongoing risk of negligent failure with the genset is remote, though the risk of random failures still exists as it does for any component in a system.

It was noticed that the landline for the alarm autodialer system was in a compromised state. I disabled the RF antennae and redeployed the alarm system from the primary treatment building to its new home

at the WWTP control room, local to the systems that it monitors. A cellular autodialer was attached and the land-based phone line account was closed. This is a major improvement to the efficiency and security of the system. This was a mostly positive situation and I appreciated the interactions.

The operators reported to me that the primary effluent pumps were making noise. Two apparent replacement pumps were rusting onsite. I found that the like-new pumps had been obtained by a grant for \$21,312 from the Crockett Community Foundation in 2012 and had been subsequently mothballed. I faced back pressure when I pursued replacement. I made contact with multiple contractors, two of which declined the work, the original manufacturer of the mothballed pumps agreed to the job. It was found that, prior to installation, both pumps needed to be rebuilt due to binding and degradation due to their static condition in a moist environment. The pumps were taken down into components and transported by hand across the railway, the hauling of the pumps back and forth across the tracks was valued at \$700. The company rebuilt the pumps. The alignment of the plumbing system did not match the pumps but reworking the plumbing to match to the replacement pumps would have been difficult and expensive since the system holds head pressure and there are no isolation valves on the header. The pump company worked out a less than desirable flex pipe solution to plumb the pumps into the piping system but it was the only immediately viable alternative. I requested that one of the original pumps remain onsite, it is a physical record. The pumps were nearly falling apart by the time they were removed from service. This replacement was completed in March of 2016 for \$8,682. Deferral in this situation added to environmental, health and safety risks, plus added time, and monetary expenditure.

I have mentioned the need for a railroad crossing regularly since I began working for Port Costa. Operators, vendors, contractors, regulators, first responders, staff, and equipment must cross the double railway with haste since there are no notifications of oncoming rail traffic, this traffic can come around the corner at fairly high rates of speed leaving only matters of seconds for a person to depart the tracks. My concerns with this are obvious but I was told that costs and the annoyance of train horns would not be acceptable to the community. I continue to mention the need for crossing regularly, I am fearful that an incident will happen someday.

Another major concern was the unknown volumes of sludge and debris in the primary treatment (septic tank). Observations of sludge bypass were seen in the WWTP sand filter beds bringing concern that there may be a failure of the baffle system within the septic tank. The professional opinions were to fully remove the sludge from the septic tank and return the tank to proper operation, the full removal would also allow for entry and inspection of the structure and internal baffles. The commission denied my request for full cleaning due to costs. The responsible bidder had provided a T&M estimate of \$143+k in March of 2016 to remove the materials. The Commission directed me to have the contractor perform only a partial cleaning. The partial cleaning was completed, but it was not a fully measurable outcome. During the cleaning process a Commissioner had entered the jobsite and directed the crew. The interior areas of the tank remained inaccessible for measurement, cleaning, or inspection. The Commission gave the go ahead with full cleaning in late 2019 following multiple missed planned commission meetings that were critical to timing of the project. By the time approval was given it allowed only a short time to prepare for the major undertaking and I was pressured to hurry and notify the contractor to get going. I was told by the contractor that Commissioners had entered the jobsite during the work. The sludge material within the inaccessible areas was found to be non-standard per field experience which led to complications in the process and cost overruns. It was found that only two of the three designed baffles existed within the tank, only one remained intact. The third baffle was not to be found. I learned during



a subsequent commission meeting that the septic tank had not been properly maintained or inspected for potentially 25 or 30 years. I saw evidence of some sort of cleaning in 2005 or thereabout. It took years from my initial reporting of concern to final cleaning, inspection, and repairs.

I requested to CCTV inspect the majority of the collection system, I was denied a comprehensive inspection. Flow rates increase tenfold during rain events, this is a problem that carries risk.

I have taken on risk as the bearer of bad news for nearly half a decade while facing back pressure. 30% underpay versus peer agencies. Though I understand this is a small District with limited resources the underpay really hurt and I had to fight for motivation. The only motivation I had was the hunting and solving of issues, I cannot turn away from the problems as they must be faced. There is an ongoing sense that I am pushing a boulder up an endless hill. My fear is what will happen if I let the boulder go? The boulders path would be inevitable, but will it crush me and my friends on its way down? This all shows me that I am not valued, respected, or even a part of a team. I am glad I was able to address the above described issues among others to the best of my abilities and with the tools I had to work with. I truly believe that the actions have added protection to the environment, the Department staff, the rate payers, and the Board members. I believe my efforts to address these shortcomings were an honorable undertaking for my record and I am proud of what I have done. As I have said, the job for Port Costa entailed more than what was initially disclosed to me, I believe I have more than fulfilled my purpose with Port Costa in this aspect. I will continue to work to the best of my ability, but I do not know if I hold enough energy to battle through each and every issue that is found. I need objective support that not only accounts for expenditure but also the warnings of consequence which could eclipse repair or maintenance costs. I believe that in looking forward there must be a more team-oriented approach to solving issues with a more diluted focus on the upfront cost, we must be able to see through that barrier sometimes. Interference in active jobs carries some cost and risk, any extraneous workload diminishes time resource from the priorities at hand. My goals have always been to target monetary resources in order to prevent a higher amount from being taken away in penalties.

The above described issues will pale in comparison with what needs to be done in the future at the WWTP. In any case, this is a lonely job and all I ask for is maybe some respect for my position here as the bearer of bad news and also some for my coworker. That position places a major amount of responsibility on his shoulders.

Most sincerely,



James Barnhill

Port Costa Sanitary Dept Manager

6/2/2020

**Email communication in response to James Barnhill's letter to Board of Directors and Commissions, dated 5/22/2020**

**First email response, directed to James Barnhill's work email - 5/22/2020**

Hi, James. I am very interested in the things that you described in your letter. I remain upset with the county at how neglectful they were in managing Port Costa's sewage treatment and collection systems for decades. I only learned the true story after the transfer of responsibility from the county to the newly formed Crockett CSD. I wasn't shocked, however, because I found many similarities with how Crockett's collection system had been unmanaged prior to my being hired as CVSD manager. Many similarities, indeed.

In both cases, it was up to me to work within the realities that I discovered and the funding that was approved by others. I was always careful to document my recommendations and the responses that I received, believing that the manager is always expected to take the blame for whatever might go wrong, unless an alternate explanation can be documented. It took more than 10 years for me to bring Crockett's collection system under control, because there had hardly been any pro-active management. It may take even longer for Port Costa's collection system, alone. But keep in mind that you, Dale and Crockett CSD are the heroes, rescuing Port Costa from the the county's dismal oversight and financial devastation that the town had so little chance of surviving, given the Water Board's demands. Whether Port Costa does survive in the end, and there is no assurance of that, will depend on the continued sacrifices of the residents in paying exorbitant rates, of you and other managers who may not be generously compensated, and of the District in working every angle to help Port Costa limp along and avoid collapse.

I took pride in my accomplishments at CVSD, particularly in light of my negligible compensation. But then it was not a career path for me, as you have stated it is for you. I understand that pride of accomplishment is not sufficient for most people and rarely puts food on the table or a roof overhead. I hope that it helps to have written your letter to the District, as we shall see. I regret that it has been stressful for you, as you've described. Let's see if there aren't some changes that we can make to improve your situation. I promise to think on that.

Stay well and safe!  
Kent Peterson

**James Barnhill's email reply – 5/22/2020**

Thank you Kent,

I didn't want to write such a letter since it isn't written in a professional format, it contains emotions etc. I didn't want it to come across as whining and it isn't my intention to piss anyone off although I'm certain it's too late for that. The problem is all of the issues had already been discussed and documented in a professional manner but my warnings went unheeded. I needed to put it all together in context. I'm just trying to help them and they keep fighting me off. Very frustrating. If they had continued on their path unhindered by my annoyances they would have definitely failed somewhere by now.

Someone needs to be the arse sometimes. The toll on me is a reality that is difficult for me to deal with, it is a burden gained here. I was not trying to complain or beg, my point was that I don't think there was any appreciation or respect for the circumstance. They cannot hide from reality anymore and blame accomplishes nothing. All that is needed is a more concerted front, that is the only choice they have now. They are in a battle to save their town and I don't think they know that well enough. That is what I was trying to convey. Do not care if people like me personally or not, friendships are hard earned. I appreciate that you replied to me.

Have a good weekend

Anonymous email response to James Barnhill - 5/26/2020

Hi James,

Thank you very much for taking the time to write this letter. That took a lot, to write it and send it. Thanks for being willing to stick your neck out, to make sure the Board knows just how bad things are.

What would improve the situation? Obviously money is the ideal answer - if there were infinite money, we wouldn't have to delay maintenance or hesitate to implement the best solutions to problems. But what else could be done? In your estimation, is the Commission a big part of the problem? And is it the entire system, or is it one or two personalities on the Commission? (No names please, I am just trying to get an overall picture, from your perspective)

Thanks,

James Barnhill's email reply to anonymous - 5/26/2020

Hi ..., Port Costa has a greater potential of major penalties than Crockett does since it not only maintains a collection system but is also responsible for an independent wastewater treatment plant. Crockett on the other hand is not directly responsible for their treatment plant at this moment. The treatment plant is owned by a separate entity and maintained by a responsible contract operator. The big risks in Crockett come from the main pump station and the collection system. These systems are simplistic in nature. The collection and pump systems are a conveyance that are not subject to mandated analyses. A wwtp, like Port Costa's, cannot easily absorb problems. Any problems can cause lab issues due to its low volume operation. Every variable must be monitored, maintained, and repaired to protect the treatment. =It is why the very best option for Port Costa is to plan to abandon treatment and pipe to Crockett.

In the 80's the county constructed the wwtp as a stop-gap, a can to be kicked to the next generation or the next managers. The wwtp was not constructed to last very well, in fact it is physically cracking due to its gunite construction and the hundreds or thousands of tons of sand need replacement. The county had also threatened the Port Costa sanitary commission that the town could be shut down due to inability to fund proper treatment. In 2008 CCSD absorbed Port Costa as a condition of CCSD founding, the county had bandaged Port Costa and kicked the can to CCSD. As far as I see it the

town reps have just tried to ride this through without facing the problem but they kicked the can to the wrong guy. I hate kicking cans and I would not be a part of carrying problems to the next person without at least trying to address the issues from the perspective of the regulators.

Money is a big problem and there's not much anyone can do about that at this point. Such a small base and wasted rates, over the years Port Costa has chosen to make small or minimum SUC increases which were mostly eaten up by the cost to study and report the SUC in the first place. This wasn't an unknown but nobody wanted to cause pain to the rate payers. The problem is now they have a high SUC without the benefit of building reserves to weather through issues such as the septic tank. They kept feeding the machine one quarter at a time. Nobody was willing to be the jerk when that's what they really needed in order to simply maintain, let alone improve.

It is a problem that little or no credence was given to any of those problems I described in the letter, I think the root cause of this was the fear of delivering bad news to the residents. It is a mindset which is set in concrete and that's why I'm tired, I've been trying to chip it away with limited time and personal worries. The meetings take 4-8 hours to deal with and I only get 8 hours per week with Port Costa.

There were/are personalities that applied/apply strong pressure to operate as cowboys and question every one of my choices in an almost confrontational manner. I've told Dale many times and that is a reason why he began attending more meetings, the confrontation was muted when he was present. The same personalities were/are involved with personnel committee which did not and still does not help with my confidence. I personally believe my income and position in life directly reflects their disapproval of the goals for improvement.

I am also leary of spending any time on site within the town now. This is a small additional risk that I did not mention before. Recently I was in our easement and a neighboring property owner told me that I should not be there because it is dangerous for the property owners liability and I could get hurt or even shot. It wasn't a direct threat from the property owner but a general reality. I told the owner I attempted to make contact but nobody was home and I have business to conduct. I was told by the owner that PG&E had been shot at in other parts of California. I'm not sure I feel safe being in Port Costa, considering the likely to grow discontent due to SUC increase etc. I did not mention this to anyone outside the office because in my past work decades ago that kind of exchange without actions would have meant a normal and even peaceful day for me. The negative pressures coming from the Commission came from a place of knowledge but residents don't have that specific knowledge, the residents only hear what is relayed. I hope that there is a sense of reason when the commissioners speak with their neighbors. I have little confidence. Makes me nervous.

Interactions are authorized, unedited, or spell checked. Senders identity was redacted from the second email

  
James Barnhill

Port Costa Sanitary Dept Manager

# PORT COSTA 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

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.:	5/27/20	LATEST FUND REPORT:	5/12/20
-----			
OPERATING FUND 3425			
-----			
CASH CARRIED FORWARD:	\$59,663.41	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1212-1221)	(\$217,392.86)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$6,630.14)	Loan#2 due CVSan	\$277,963.36
Investment Svcs	(\$61.00)	Loan#3 due CVSan	\$150,000.00
Loan Deposit	\$150,000.00		
Trs SUC from AdvTaxes	93,274.40		
Permit #20-12 Fee	60.00		
-----			
CASH BALANCE:	\$78,913.81	ACCRUED DEBT:	\$452,196.85
ADV ON SUC BEG. BALANCE:	\$132,226.40		
Trs SUC to cash	(\$93,274.40)		
Ending Balance	\$38,952.00		
INVESTED BEGIN. BALANCE:	\$0.00		
Interest 3rd qtr	\$222.54		
Ending Balance	\$222.54		
-----			
FUND BALANCE:	\$118,088.35	\\san\pc\bud&fin\wrksht	

3:12 PM

05/13/20

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3425 - PC SANITARY - O&M, Period Ending 05/12/2020**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>							191,889.81
<b>Cleared Transactions</b>							
<b>Checks and Payments - 17 items</b>							
Transfer	04/15/2020			Payroll recovery March PCSAN ...	X	-2,447.09	-2,447.09
Transfer	04/15/2020			Payroll recovery March 16-31 P...	X	-88.25	-2,535.34
Transfer	04/15/2020			Payroll recovery March 1-15 PC...	X	-25.74	-2,561.08
Check	04/22/2020	1212	Valley Operator...	Monthly service and pump repla...	X	-5,649.73	-8,210.81
Check	04/22/2020	1213	PG&E	Electricity	X	-306.19	-8,517.00
Check	04/22/2020	1214	Specialized Ele...	Alarm monitoring Jan-Mar Invoi...	X	-285.00	-8,802.00
Check	04/22/2020	1215	USBank	Water meter, QB 2020 & soft su...	X	-229.35	-9,031.35
Transfer	04/22/2020			Payroll recovery PCSAN to REC...	X	-218.61	-9,249.96
Check	04/28/2020			Service Charge	X	-61.00	-9,310.96
Check	05/06/2020	1216	Clean Harbors I...	Septic Tank Cleaning Invoice 10...	X	-175,862.67	-185,173.63
Check	05/06/2020	1217	Clean Harbors I...	Tank and vaccum box rentals In...	X	-33,460.45	-218,634.08
Transfer	05/06/2020			Payroll recovery PCSan to CVS...	X	-3,687.03	-222,321.11
Check	05/06/2020	1219	MEYERS NAVE	General legal advice	X	-641.68	-222,962.79
Check	05/06/2020	1220	Eurofins Calscie...	WWTP lab testing	X	-420.00	-223,382.79
Check	05/06/2020	1218	PG&E	Electricity	X	-302.79	-223,685.58
Check	05/06/2020	1221	L.R. PAULSELL...	CSO cleaning Invoice 20-4	X	-235.00	-223,920.58
Transfer	05/06/2020			Payroll recovery CVSAN to REC...	X	-163.42	-224,084.00
<b>Total Checks and Payments</b>						<b>-224,084.00</b>	<b>-224,084.00</b>
<b>Deposits and Credits - 3 items</b>							
Deposit	04/28/2020			Interest	X	222.54	222.54
Transfer	04/30/2020			Interdepartment Loan#3 approv...	X	150,000.00	150,222.54
Deposit	05/05/2020			DP807762	X	60.00	150,282.54
<b>Total Deposits and Credits</b>						<b>150,282.54</b>	<b>150,282.54</b>
<b>Total Cleared Transactions</b>						<b>-73,801.46</b>	<b>-73,801.46</b>
<b>Cleared Balance</b>						<b>-73,801.46</b>	<b>118,088.35</b>
<b>Register Balance as of 05/12/2020</b>						<b>-73,801.46</b>	<b>118,088.35</b>
<b>Ending Balance</b>						<b>-73,801.46</b>	<b>118,088.35</b>

# PORT COSTA 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](mailto:manager@town.crockett.ca.us)

website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

TO: Port Costa Sanitary Commissioners and Board of Directors

FROM: General Manager 

SUBJECT: Proposed FY 2020/21 Budget

DATE: June 4, 2020

The 11-month Port Costa Sanitary Department Budget Report details are incorporated within the attached proposed Fiscal Year (FY) 20/21 budget.

The Port Costa Sanitary Department will have a deficit by fiscal year end but will not need to adopt a revised budget as the District will not end the year with a deficit. The Board will consider the proposed District budget on June 24, 2020.

## HIGHLIGHTS

- The Port Costa Sanitary Department will end the year June 30, 2020 with \$97,530 in Fund 3425, which is enough to carry it for 6-months until Sewer Use Charge revenue (#301.0) is received. If receipt of revenue is deferred along with of property tax payments for property owners impacted by the coronavirus pandemic staff will work with the county to continue payment of bills until revenue is received.
- Regular septic tank cleaning (#416.96) will occur as requested by operators to avoid future major septic tank cleaning projects. Included in Capital Sewer Projects (#111.x) is \$5,000 for cutting maintenance hatches in the septic tank. This work will be scheduled based on engineer and operator recommendation and may be in phases if budget does not allow completion in one year.
- Payroll costs for Port Costa will remain about the same in FY 20/21. While the large septic tank cleaning project was the driving force for increased payroll costs in FY 19/20 there are incidental costs increases, such as health benefit offerings that began in 2020, that have been factored into the FY 20/21 budget.
- The exhausted Operating Reserves must be rebuilt over the next 2 to 5 years. A total of \$29K is budgeted for FY 20/21 along with a contingency reserve of \$17,397.
- The backup chemical pump capital project is still pending and will not occur this fiscal year. The item has been moved to the capital budget for FY 20/21.

## ACTION

Review the proposed budget and form recommendation to the Board for adoption on June 24, 2020.

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**FY 2020-2021 PORT COSTA SANITARY DEPARTMENT BUDGET - FUND 3425 PROPOSED 6/4/2020**

	<u>PY 2018-19</u>	<u>FY 2019-20</u>	<u>FY 2019-20 Est.</u>	<u>FY 2020-21</u>
	<u>Actual</u>	<u>Approved Budget</u>	<u>Year End</u>	<u>Prelim Budget</u>
<b>Collection System</b>				
Liability Insurance	\$ 3,723	\$ 4,178	\$ 4,282	\$ 4,453
Profess. Services.	\$ 1,000	\$ 1,000	\$ 0	\$ 1,000
Sewers Maint.	\$ 14,808	\$ 10,000	\$ 8,110	\$ 10,000
Other Operating	\$ 1,800	\$ 1,000	\$ 157	\$ 1,000
Permits & Fees	\$ 2,286	\$ 2,331	\$ 2,625	\$ 2,678
<b>Total Collection System</b>	<b>\$ 23,617</b>	<b>\$ 18,509</b>	<b>\$ 15,174</b>	<b>\$ 19,131</b>
<b>Treatment Plant</b>				
Generator fuel / oil	\$ 60	\$ 100	\$ 266	\$ 300
Property Insurance	\$ 974	\$ 1,217	\$ 1,207	\$ 1,267
Contract Operator	\$ 48,000	\$ 54,000	\$ 47,080	\$ 55,200
Chemicals	\$ 4,523	\$ 3,500	\$ 3,112	\$ 3,937
Hardware/Supplies & Misc.	\$ 294	\$ 800	\$ 1,034	\$ 1,000
Profess. Svcs. (Engineer, Lab, Technici	\$ 19,827	\$ 20,772	\$ 13,151	\$ 15,803
Electricity	\$ 3,186	\$ 3,074	\$ 3,595	\$ 3,560
Alarm system phone	\$ 1,586	\$ 1,580	\$ 1,307	\$ 1,580
Cap. Replacement	\$ 2,820	\$ 3,000	\$ 45,649	\$ 3,000
Operating fees/permits	\$ 4,551	\$ 4,395	\$ 6,782	\$ 6,918
Other Operating - septic cleaning	\$ 0	\$ 43,000	\$ 226,250	\$ 12,000
<b>Total Treatment Plant</b>	<b>\$ 85,821</b>	<b>\$ 135,438</b>	<b>\$ 349,432</b>	<b>\$ 104,565</b>
<b>Administrative</b>				
Elections	\$ 77	\$ 0	\$ 0	\$ 80
Crime Insurance	\$ 22	\$ 25	\$ 25	\$ 25
Memberships	\$ 2,427	\$ 2,480	\$ 1,675	\$ 1,709
Office / Postal	\$ 218	\$ 250	\$ 158	\$ 250
Profess. Svcs.(admin)	\$ 1,774	\$ 3,500	\$ 11,607	\$ 6,955
Printing/Publishing	\$ 1,424	\$ 1,412	\$ 265	\$ 273
Software Subscription	\$ 171	\$ 350	\$ 1,320	\$ 1,346
Vehicle/Travel/Meetings	\$ 89	\$ 100	\$ 213	\$ 150
Other	\$ 773	\$ 1,600	\$ 310	\$ 1,000
County Charges	\$ 686	\$ 660	\$ 1,033	\$ 1,075
<b>Sub-Total Administrative</b>	<b>\$ 7,660</b>	<b>\$ 10,377</b>	<b>\$ 16,607</b>	<b>\$ 12,863</b>
Salaries and Benefits (O&M)	\$ 20,313	\$ 25,589	\$ 37,075	\$ 37,411
Other Payroll Exp. (WC premiums etc.)	\$ 0	\$ 0	\$ 0	\$ 0
<b>Total Administrative</b>	<b>\$ 27,973</b>	<b>\$ 35,966</b>	<b>\$ 53,682</b>	<b>\$ 50,274</b>
<b>Total O&amp;M Expenses</b>	<b>\$ 137,410</b>	<b>\$ 189,913</b>	<b>\$ 418,288</b>	<b>\$ 173,970</b>
<b>Non-Operational Expenses</b>				
Loan Principle	\$ 89,932	\$ 36,474	\$ 0	\$ 76,063
Loan Interest on PY Cap Projects	\$ 12,236	\$ 12,692	\$ 0	\$ 15,107
Non-Op Other	\$ 7,100	\$ 0	\$ 0	\$ 0
<b>Fixed Assets and Other</b>				
Capital Projects Allocation	\$ 6,240	\$ 68,000	\$ 28,561	\$ 28,000
Allocation to operating reserves	\$ 0	\$ 35,000	\$ 0	\$ 29,000
Contingency Reserve	\$ 0	\$ 18,991	\$ 0	\$ 17,397
<b>Total Expenditures</b>	<b>\$ 252,918</b>	<b>\$ 361,070</b>	<b>\$ 446,848</b>	<b>\$ 339,537</b>
<b>TOTAL APPROPRIATIONS</b>	<b>\$ 252,918</b>	<b>\$ 361,070</b>	<b>\$ 446,848</b>	<b>\$ 339,537</b>
<b>TOTAL REVENUES</b>	<b>\$ 263,500</b>	<b>\$ 277,594</b>	<b>\$ 428,158</b>	<b>\$ 303,488</b>
Sewer use charge	\$ 262,501	\$ 272,528	\$ 272,528	\$ 300,165
Capacity charge	\$ 0	\$ 0	\$ 0	\$ 0
Permit fees	\$ 60	\$ 180	\$ 120	\$ 180
Interest (non-op)	\$ 939	\$ 1,483	\$ 1,797	\$ 360
Misc fees / cost recovery (ops)	\$ 0	\$ 3,403	\$ 3,712	\$ 2,783
Grants / Interdept Loan (no-op)	\$ 0	\$ 0	\$ 150,000	\$ 0



**PORT COSTA SANITARY DEPARTMENT  
PROPOSED BUDGET FY 2020/2021 (6/4/2020)**

**GENERAL FUND 3425: EXPENDITURE DETAIL**

	PY Actuals FY 18/19	Current Budget FY 19/20	11 Month Actual FY 19/20	Est. Year End FY 19/20	Prelim Budget FY 20/21
<b>415 · SEWAGE COLLECTION *****</b>					
415.30 · INSURANCE - Liability	3,723.03	4,178.00	4,282.36	4,282.36	4,453.00
415.55 · PROF. SVCS. (Coll.)	1,000.00	1,000.00	0.00	0.00	1,000.00
415.70 · MAINTENANCE	14,807.50	10,000.00	7,710.00	8,110.00	10,000.00
415.96 · OTHER OPERATING (Coll.)	1,800.00	1,000.00	156.72	156.72	1,000.00
415.96.2c · Permits & Fees (Coll.)	2,286.00	2,331.00	2,625.00	2,625.00	2,678.00
<b>Total 415 · SEWAGE COLLECTION *****</b>	<b>23,616.53</b>	<b>18,509.00</b>	<b>14,774.08</b>	<b>15,174.08</b>	<b>19,131.00</b>
416.25 · GASOLINE, OIL, FUEL	\$60.07	\$100.00	\$265.85	\$265.85	\$300.00
416.31 · INSURANCE - Property	\$974.35	\$1,217.00	\$1,207.09	\$1,207.09	\$1,267.00
416.51.1pc · Treatment Plant Operators	\$48,000.00	\$54,000.00	\$42,680.00	\$47,080.00	\$55,200.00
416.51.2pc · Chemicals	\$4,523.13	\$3,500.00	\$2,550.09	\$3,112.09	\$3,937.00
416.51.3pc · Hardware, Supplies, & Misc	\$293.52	\$800.00	\$978.63	\$1,033.63	\$1,000.00
416.56.2pc .3pc · Prof. Svcs. - Engineer	\$8,341.25	\$5,000.00	\$62.50	\$62.50	\$2,000.00
416.56.3pc · Prof. Svcs. -Technician	\$3,010.00	\$5,000.00	\$2,000.00	\$2,000.00	\$3,500.00
416.56.7pc · Prof. Svcs. - Lab Testing	\$8,476.00	\$10,572.00	\$10,323.00	\$11,088.00	\$10,103.00
416.56.x · Prof. Svcs. - Attorney / Other	\$0.00	\$200.00	\$0.00	\$0.00	\$200.00
416.91.1pc · Electricity	\$3,185.61	\$3,074.00	\$3,594.57	\$3,594.57	\$3,560.00
416.91.6pc and 416.96.3 · Plant Alarm System	\$1,585.56	\$1,580.00	\$1,269.03	\$1,306.57	\$1,580.00
416.96.1 · Capital Replacements (Treat.)	\$2,820.31	\$3,000.00	\$45,649.19	\$45,649.19	\$3,000.00
416.96.2 · Permits & Fees (Treat.)	\$4,551.00	\$4,395.00	\$6,377.00	\$6,782.00	\$6,918.00
416.96 · OTHER OP (Treat) - Septic Cleaning	\$0.00	\$43,000.00	\$211,250.39	\$211,250.39	\$12,000.00
416.99 · ENFORCEMENT PENALTIES	\$0.00	\$0.00	\$15,000.00	\$15,000.00	\$0.00
<b>Total 416 · SEWAGE TREATMENT *****</b>	<b>85,820.80</b>	<b>135,438.00</b>	<b>343,207.34</b>	<b>349,431.88</b>	<b>104,565.00</b>
<b>417. ADMIN/GENERAL</b>					
417.21 · ELECTIONS	77.18	0.00	0.00	0.00	80.00
417.31 · INSURANCE -Crime(employee bond)	21.50	25.00	0.00	25.00	25.00
417.36 · MEMBERSHIPS - BACWA & CASA	2,427.00	2,480.00	1,675.00	1,675.00	1,709.00
417.41 · OFFICE POSTAL / SUPPLIES	217.98	250.00	139.22	158.22	250.00
417.56 · PROF SVCS (Admin) Attorney/Auditor	1,773.98	3,500.00	10,107.43	11,607.43	6,955.00
417.61 · PRINTING/ PUBLISHING	1,424.36	1,412.00	244.74	264.74	273.00
417.70 · SOFTWARE SUBSCRIPTION	170.53	350.00	1,285.63	1,319.80	1,346.00
417.80 · VEHICLE / TRAVEL REIMBURSEMENT	88.90	100.00	204.92	213.25	150.00
417.96 · OTHER ADMIN. / RECOVERY	772.97	1,600.00	310.39	310.39	1,000.00
417.96.3pc · County Charges	685.71	660.00	1,033.17	1,033.17	1,075.00
<b>Total 417 · ADMIN / GENERAL *****</b>	<b>7,660.11</b>	<b>10,377.00</b>	<b>15,000.50</b>	<b>16,607.00</b>	<b>12,863.00</b>
<b>6560 · PAYROLL EXPENSES *****</b>					
6560.x · Salary & Benefits	20,312.59	25,589.00	34,606.20	36,449.07	36,761.00
6560.2 · CalPERS Unfunded Liability	0.00	0.00	625.58	625.58	650.00
<b>Total 6560 · PAYROLL EXPENSES *****</b>	<b>20,312.59</b>	<b>25,589.00</b>	<b>35,231.78</b>	<b>37,074.65</b>	<b>37,411.00</b>
<b>Total O&amp;M Expense</b>	<b>137,410.03</b>	<b>189,913.00</b>	<b>408,213.70</b>	<b>418,287.61</b>	<b>173,970.00</b>
<b>Non-Op and Capitol Expenses</b>					
416.212 · LOAN PRINCIPAL (non-op)	89,931.51	36,474.00	0.00	0.00	76,063.00
419.1 · Loan Interest - Non-Op Expense	12,236.13	12,692.00	0.00	0.00	15,107.00
111.x Capitol Sewer Projects and CCTV	6,240.00	68,000.00	28,560.75	28,560.75	28,000.00
419 · Non-Op Expense - Other	7,100.00	0.00	0.00	0.00	0.00
<b>Operating Reserves - Budget Allocation</b>					
Septic Tank Heavy Cleaning (\$50k over 5yrs - 2025)		30,000.00			10,000.00
NPDES Permit Reserve (\$40k over 5yrs - 2024)		2,000.00			10,000.00
WWTP Cap Repl. Reserve (\$20K over 5yrs - 2025)		3,000.00			4,000.00
RWQCB Operations Reserve (\$15K over 3yrs - 2023)		0.00			5,000.00
Contingency 10%		18,991.00			17,397.00
<b>TOTAL EXPENSES</b>	<b>\$252,917.67</b>	<b>\$361,070.00</b>	<b>\$436,774.45</b>	<b>\$446,848.36</b>	<b>\$339,537.00</b>
<b>Net Ordinary O&amp;M Income</b>	<b>126,090.28</b>	<b>87,681.00</b>	<b>19,743.92</b>	<b>9,870.01</b>	<b>129,518.00</b>
<b>Net Include. Contingency, Capital, &amp; Reserves</b>	<b>\$10,582.64</b>	<b>(83,476.00)</b>	<b>(8,816.83)</b>	<b>(18,690.74)</b>	<b>\$ (36,049.00)</b>

**PORT COSTA SANITARY DEPARTMENT  
PROPOSED BUDGET FY 2020/2021 (6/4/2020)**

Sewer Use Charge \$2,245

**GENERAL FUND 3425: REVENUE DETAIL**

	PY Actual FY 18/19	Adopted FY 19/20	11 Month Actual FY 19/20	Est. Year End FY 19/20	Proposed Budget FY 20/21
301.0 Sewer use charge	\$262,501.00	\$272,528.00	\$272,528.00	\$272,528	\$300,165.00
303.0 Capacity charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
302.0 Permit fees	\$60.00	\$180.00	\$120.00	\$120.00	\$180.00
306.0 Misc fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>SUB-TOTALS O&amp;M</b>	<b>\$262,561.00</b>	<b>\$272,708.00</b>	<b>\$272,648.00</b>	<b>\$272,648.00</b>	<b>\$300,345.00</b>
311.0 Interest	\$939.31	\$1,483.00	\$1,797.31	\$1,797.31	\$360.00
318.0 Cost recovery (Non-op)	\$0.00	\$3,403.00	\$3,512.31	\$3,712.31	\$2,783.00
317.0 Inter-department Loan	\$0.00	\$0.00	\$150,000.00	\$150,000.00	\$0.00
319.0 Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>TOTAL REVENUE</b>	<b>\$263,500.31</b>	<b>\$277,594.00</b>	<b>\$427,957.62</b>	<b>\$428,157.62</b>	<b>\$303,488.00</b>

**FUND 3425 - BALANCE OVERVIEW**

	PY ACTUAL FY 18/19	ADOPTED FY 19/20	11 Month Actual FY 19/20	ESTIMATED YEAR END FY 19/20	PROPOSED BUDGET FY 20/21
<b>Opening Cash Balance</b>					
Septic Tank Replacement Reserve	\$ 16,820.15	\$ 28,820.15	\$ 28,820.15	\$ 28,820.15	\$ -
Discharge Permit Reserve	\$ 29,946.25	\$ 32,908.75	\$ 32,908.75	\$ 32,908.75	\$ -
Plumbing Pipe Refurb. Reserve	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00	\$ 12,000.00	\$ -
RWQCB Violation Fines Reserve	\$ 6,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	\$ -
Contingency Reserve ***	\$ -	\$ -	\$ -	\$ -	\$ -
Carry Over (unallocated)	\$ 42,871.48	\$ 34,491.62	\$ 34,491.62	\$ 34,491.62	\$ 97,529.78
<b>TOTAL OPENING CASH BALANCE</b>	<b>\$ 105,637.88</b>	<b>\$ 116,220.52</b>	<b>\$ 116,220.52</b>	<b>\$ 116,220.52</b>	<b>\$ 97,529.78</b>
<b>ESTIMATED REVENUE</b>	\$263,500.31	\$277,594.00	\$427,957.62	\$428,157.62	\$ 303,488.00
<b>ESTIMATED O&amp;M EXPENSES</b>	\$ (137,410.03)	\$ (189,913.00)	\$ (408,213.70)	\$ (418,287.61)	\$ (173,970.00)
<b>ESTIMATED CAP. PROJ. EXPENSES</b>	\$ (6,240.00)	\$ (68,000.00)	\$ (28,560.75)	\$ (28,560.75)	\$ (28,000.00)
<b>ESTIMATED LOAN PRINCIPAL</b>	\$ (89,931.51)	\$ (36,474.00)	\$ -	\$ -	\$ (76,063.00)
<b>ESTIMATED LOAN INTEREST</b>	\$ (12,236.13)	\$ (12,692.00)	\$ -	\$ -	\$ (15,107.00)
<b>NON-OPERATING EXPENSE - OTF</b>	\$ (7,100.00)	\$ -	\$ -	\$ -	\$ -
<b>Closing Fund Balance</b>					
<b>Operating Reserves Included in Balance</b>					
Septic Tank Rehab/Replace Rese	\$ 28,820.15	\$ 15,820.15	\$ -	\$ -	\$ 10,000.00
Discharge Permit Reserve	\$ 32,908.75	\$ 34,908.75	\$ 34,908.75	\$ -	\$ 10,000.00
Plumbing Pipe Refurb. Reserve	\$ 12,000.00	\$ 15,000.00	\$ 15,000.00	\$ -	\$ 4,000.00
RWQCB Violation Fines Reserve	\$ 8,000.00	\$ 8,000.00	\$ -	\$ -	\$ 5,000.00
Contingency ***	\$ -	\$ 18,991.00	\$ -	\$ -	\$ 17,397.00
Interfund G/L non-op adjustment	\$ -	\$ -	\$ -	\$ -	\$ -
Carry Over(unallocated)	\$ 34,491.62	\$ (5,984.38)	\$ 57,494.94	\$ 97,529.78	\$ 61,480.78
<b>TOTAL CLOSING FUND BALANCE</b>	<b>\$ 116,220.52</b>	<b>\$ 86,735.52</b>	<b>\$ 107,403.69</b>	<b>\$ 97,529.78</b>	<b>\$ 107,877.78</b>

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

Outstanding Debt	Beginning FY 19/20	Est. Ending FY 19/20	Principle Pay FY 20/21	Est. Ending FY 20/21
Crockett Sanitary (WestA Refi)	\$277,963.36	\$277,963.36	\$73,976.87	\$203,986.49
Crockett Sanitary (Pre-2013 transfer)	\$24,233.49	\$24,233.49	\$0.00	\$24,233.49
Crockett Sanitary (3rd Loan)	\$0.00	\$150,000.00	\$0.00	\$150,000.00
<b>Total Debt</b>	<b>\$302,196.85</b>	<b>\$452,196.85</b>	<b>\$73,976.87</b>	<b>\$378,219.98</b>

# Capital Projects for FY 2020/21 *Proposed (6/4/2020)*

## PORT COSTA SANITARY DEPARTMENT

SEWER COLLECTION SYSTEM PROJECTS	CAPITAL IMPROVEMENTS FIXED ASSET	GRANT FUNDED	PCSAN FUNDED
Emergency project(s)	\$5,000.00		\$5,000.00
CCTV Inspection	\$10,000.00		\$10,000.00
<b>TOTAL</b>	<b>\$15,000.00</b>		

TREATMENT PLANT	CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	
Septic Tank Hatches		\$5,000.00	\$5,000.00
Sump high alarm		\$1,500.00	\$1,500.00
Backup chemical pump		\$1,500.00	\$1,500.00
Various emergency WWTP	\$3,000.00	\$5,000.00	\$8,000.00
<b>TOTAL</b>	<b>\$3,000.00</b>	<b>\$13,000.00</b>	

EQUIPMENT	CAPITAL IMPROVEMENTS	
No tools or equipment planned	\$0.00	
<b>TOTAL</b>	<b>\$0.00</b>	

**\$31,000.00**

### Future Capital Reserve for large WWTP projects

Sand Replacement Reserve	TBD
Sand bed engineering study	TBD
RR Crossing	TBD
Influent metering MH and flume	TBD

# 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](mailto:manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MINUTES OF REGULAR MEETING, MAY 13, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Surges. Present were Commissioners Cusack, List and Scheer, along with General Manager McDonald, Dept. Manager Barnhill and Asst. District Secretary Witschi. Commissioner Mann 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: Mr. Barnhill reported on the actions taken by the District Board in April. He said the Board approved the inter-department loan for Port Costa in the amount of \$150K. The Board approved the final payment to Clean Harbors for septic tank cleaning.
- 5.b. SELF-MONITORING REPORT: Mr. Barnhill reported during the month of March no exceedances occurred.
6. 10-MONTH BUDGET REPORT: Mr. McDonald reported very little has changed on the budget. He said he has updated the inter-department loan, septic tank cleaning and Sewer Use Charge. He said payroll costs will remain about the same for Port Costa. Will need to adopt a revised budget in June for FY 2019/20 and then a budget for FY 2020/21. Updated the outstanding debt to include the \$150 loan and the principle payment. Will end in June 2021 with a balance of \$61K. The County may allow property tax postponement to May 31, 2021. Commissioner Scheer asked what the \$43K for capital replacements was for. Mr. McDonald said it was for the replacement of the baffles.
7. WASTEWATER: Mr. McDonald reported the Notice of Public Hearing required under Prop. 218 in order to raise rates for sewer service in Port Costa were mailed out on May 7. This was more than 45 days before the hearing date of June 24, 2020 and therefore in compliance with Prop. 218. All notices were mailed first class. He said there were nine properties staff did not have a P.O. Box number. Staff mailed the Prop. 218 notices to the addresses on file.
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported the final checks for Clean Harbors were mailed out by certified mail. He said 70 Canyon Lake is for sale and he mailed letters to the owner and the listing agent. One letter addressed the existing encroachment and the concurrent letter was a notice requiring lateral compliance.
- 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: The consent item was approved unanimously (as/tc):  
a. Approve Minutes of April 8 and April 20, 2020.

11. FUTURE AGENDA ITEMS:

12. COMMISSIONER COMMENTS: Commissioner Surges said John Mann has resigned from the Port Costa Sanitary Commission on May 10. Commissioner Surges will speak with Karen Klaiber, alt. to see if she is willing to take Mr. Mann's place.

13. ADJOURNMENT: The meeting was adjourned at 7:22 PM until June 10, 2020.

Respectfully submitted,



Susan Witschi  
May 14, 2020