

PORT COSTA SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, AUGUST 14, 2019

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. REPORT OF DISTRICT COUNSEL:
6. ADMINISTRATIVE:
 - a. Consider report on actions taken by the District Board.
 - b. Receive Self-Monitoring Report cover letter for May and June 2019.
 - c. Status report on recent enforcement actions, continued postponement of enforcement actions.
7. BUDGET AND FINANCE:
 - a. Consider monthly Summary Worksheet and staff report on other financial matters.
 - b. Consider approving payment to Crockett Sanitary Department for invoice in the amount of \$47,787.26 for fourth annual inter-department loan payment.
 - c. Authorize obtaining bid to perform CCTV inspection capital project as budgeted for FY 19/20.
8. WASTEWATER:

General discussion on septic tank condition including but not limited to, proposal(s) for cleaning and draining of septic tank, engineering studies of condition, long-term financing options for repair or replacement, and/or alternatives.
9. 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.
10. REPORTS FROM COMMISSIONERS: *(These items are typically for exchange of information only. No action will be taken at this time.)*
- a. Budget & Finance Committee – Members Mann and Surges
 - b. Inter-agency Meetings:
11. CONSENT CALENDAR: Consideration of a motion to approve the following items:
- a. Approve Minutes of June 12, 2019.
 - b. Receive Status Report for August.
12. FUTURE AGENDA ITEMS:
- Engineering proposal to inspect and assess septic tank.
 - Receive proposal to pump septic tank and repair baffles.
13. COMMENTS FROM COMMISSIONERS:
14. ADJOURNMENT to September 11, 2019.

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.

June 27, 2019

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 May 2019 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 May 2019 has been uploaded to the CIWQS website.

During the month of May 2019, no exceedances have occurred at the Port Costa WWTP.

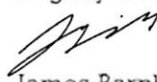
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designated to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage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



James Barnhill
Port Costa Manager

cc: Casey Wichert, Valley Operators

July 29, 2019

William Burrell
Water Resource Control Engineer
San Francisco Bay Regional
Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, CA 94612

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The monthly report for June 2019 and second quarter 2019 has been uploaded to the CIWQS website.

During the month of June no exceedances occurred.

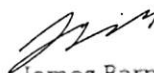
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designated to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage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

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

TO: Port Costa Sanitary Commission
FROM: Sanitary Department Manager *SB*
SUBJECT: Status Report on Recent Enforcement Actions
DATE: July 18, 2018

Staff continues enforcement of violations related to Ordinance No. 07-1 requiring inspection of the building sewer at time of any property sale and certification of its good condition. In addition, other violations of Ordinance No. 05-1 are also being enforced.

Enforcement actions on the following properties remain postponed:

1. 2 Railroad Avenue - Lateral Deficiency, portion of sewer line needs research to verify ownership, whether public or private.
2. 70 Canyon Lake Drive - Structure constructed over sewer easement.
3. 14 Prospect Avenue - Owner notified of suspended capacity program enforcement while Accessory Dwelling Unit Ordinance is developed.
4. 58 Canyon Lake Drive - Lateral failed, structure constructed over sewer. *6/4/19 structure burned.*
5. 15 Canyon Lake Drive - Lateral tapped into 23 South Ave lateral.

Staff plans to continue postponement while it focuses on more critical issues related to the Port Costa treatment plant.

Commissioners: Rene Beauchemin, Tom Cusack, John Mann, Anne Scheer, Joe Surges

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG. : 7/24/19 LATEST FUND REPORT: 7/11/19

OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$9,282.59	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1112-1116)	(\$4,891.50)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$28.88)	Loan#2 due CVSan	\$277,963.36
(\$1,417.53 for June pending)			
Close CY Adv of Tax	5,919.00		

CASH BALANCE:	\$10,281.21	ACCRUED DEBT:	\$302,196.85
ADV ON SUC BEG. BALANCE:	\$5,919.00		
Close CY SEC Tax	(\$5,919.00)		
Ending Balance	\$0.00		
INVESTED BEGIN. BALANCE:	\$105,939.31		
Trns frm cash	\$0.00		
Ending Balance	\$105,939.31		

FUND BALANCE:	\$116,220.52	\\san\pc\bud&fin\wrksht	

07/13/19

Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 07/11/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							121,140.90
Cleared Balance							121,140.90
Uncleared Transactions							
Checks and Payments - 5 Items							
Check	06/21/2019	1114	Valley Operators, LLC	Monthly Service Fee May	X	-4,000.00	-4,000.00
Check	06/21/2019	1116	U.S. BANK	Lab test, diesel, alarm, GSuite	X	-864.14	-4,864.14
Check	06/21/2019	1115	BAY AREA NEWS ...	Publish Ord 19-1 AC 2005020	X	-27.36	-4,891.50
Transfer	06/25/2019			Payroll recovery June 1-15 P...	X	-20.18	-4,911.68
Transfer	06/25/2019			Mileage recovery May PCSA...	X	-8.70	-4,920.38
Total Checks and Payments						-4,920.38	-4,920.38
Deposits and Credits - 2 Items							
Check	06/21/2019	1112	VOID	*** VOID ***	X	0.00	0.00
Check	06/21/2019	1113	VOID	*** VOID ***	X	0.00	0.00
Total Deposits and Credits						0.00	0.00
Total Uncleared Transactions						-4,920.38	-4,920.38
Register Balance as of	07/11/2019					-4,920.38	116,220.52
Ending Balance	6/30/2019					-4,920.38	116,220.52

Commissioners: Rene Beauchemin, Tom Cusack, John Mann, Anne Scheer, Joe Surges

7.a.

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.: 6/26/19

LATEST FUND REPORT

OPERATING FUND 3425

CASH CARRIED FORWARD:	\$7,518.79	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1101-1111)	(\$11,143.20)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$2,093.00)	Loan#2 due CVSan	\$277,963.36
Investment svc chg	-		
Trns frm Investments	15,000.00		
CASH BALANCE:	\$9,282.59	ACCRUED DEBT:	\$302,196.85
ADV ON SUC BEG. BALANCE:	\$5,919.00		
No activity	\$0.00		
Ending Balance	\$5,919.00		
INVESTED BEGIN. BALANCE:	\$120,939.31		
Trns frm cash	(\$15,000.00)		
Ending Balance	\$105,939.31		
FUND BALANCE:	\$121,140.90	\\san\pc\bud&fin\wrksht	

10:28 AM

CROCKETT COMMUNITY SERVICES DISTRICT

06/17/19

Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 06/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							134,377.10
Cleared Transactions							
Checks and Payments - 14 Items							
Check	05/17/2019	1101	Valley Operators, LLC	Contract monthly svcs W...	X	-4,000.00	-4,000.00
Check	05/17/2019	1104	U.S. BANK	Eurofln lab, alarm, office s...	X	-869.79	-4,869.79
Check	05/17/2019	1103	MEYERS NAVE	Attorney general advice Ap...	X	-74.62	-4,944.41
Check	05/17/2019	1102	BAY AREA NEWS GRO...	Publ.Ord 19-1 Hearing ...	X	-26.30	-4,970.71
Transfer	05/28/2019			Payroll recovery May 1-15 ...	X	-26.31	-4,997.02
Check	06/07/2019	1106	L.R. PAULSELL CONS...	High Pressure Cleaning C...	X	-4,140.00	-9,137.02
Transfer	06/07/2019			Payroll & other recovery M...	X	-2,035.03	-11,172.05
Check	06/07/2019	1108	Sierra Chemical Company	Hypo and Metabisulfate	X	-1,043.15	-12,215.20
Check	06/07/2019	1105	CONTRA COSTA HEAL...	CUPA 7000773926 Invoice...	X	-402.00	-12,617.20
Check	06/07/2019	1107	PG&E	Electricity AC #270412132...	X	-289.11	-12,906.31
Check	06/07/2019	1110	V.W. Housen & Associat...	Septic tank engineering re...	X	-250.00	-13,156.31
Transfer	06/07/2019			Payroll & other recovery M...	X	-31.66	-13,187.97
Check	06/07/2019	1109	MacDonald Accounting ...	Consulting financial April...	X	-26.73	-13,214.70
Check	06/07/2019	1111	ALLIANT INSURANCE ...	Crime Ins. renewal - Involc...	X	-21.50	-13,236.20
Total Checks and Payments						-13,236.20	-13,236.20
Total Cleared Transactions						-13,236.20	-13,236.20
Cleared Balance						-13,236.20	121,140.90
Register Balance as of 06/12/2019						-13,236.20	121,140.90
Ending Balance						-13,236.20	121,140.90

Commissioners: Rene Beauchemin, Tom Cusack, John Mann, Anne Scheer, Joe Surges

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July 22, 2019

Port Costa Sanitary Department
P.O. Box 578
Crockett, CA 94525

INVOICE

Per loan agreement between the Port Costa Sanitary Department and the Crockett Sanitary Department dated December 2, 2015, this is the fourth of ten annual invoices, plus an interest amount equivalent to 1.5% more than the interest the District received on its LAIF accounts for the quarter ending June 30. The LAIF interest rate for June 30, 2019 is 2.57%.

Balance carried forward	\$277,963.36
Principal - fourth amortized payment	\$36,474.15
Accrued interest 4.07%	<u>\$11,313.11</u>
TOTAL DUE by OCT 15	\$47,787.26

The loan agreement will save Port Costa \$616.92 this fiscal year in interest that would have otherwise been paid to West America Bank.

Sincerely,



Dale McDonald
General Manager

//crockett/invoice/PCLoan#2_4th year payment

Commissioners: Howard Adams, Scott Bartlebaugh, Mark Manzione, Mary Wais, Jon Wolthuis

7.b.

PORT COSTA SANITARY DEPARTMENT

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TO: Port Costa Sanitary Commission / Board of Directors
FROM: Dept. Manager James Barnhill *SB*
SUBJECT: Port Costa Sanitary Department Managers Report for June, 2019
DATE: July 3, 2019

The Port Costa Sanitary Department Managers Report highlights items of interest in June 2019.

Operation and Maintenance

- No Sanitary Sewer Overflows (SSO's) occurred in June
- Mr. Mann installed the pump room door louver

Administrative

- Contra Costa Health Services completed Hazardous Materials inspection of the chemical storage at the septic tank, no issues were identified and Permit was issued.

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MINUTES OF REGULAR MEETING, June 12, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Vice Chairperson Cusack. Present were Commissioners Scheer, Beauchemin and Mann along with Dept. Manager Barnhill and General Manager McDonald. Mr. Surges was absent excused.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None.
4. PUBLIC HEARING: None.
- 5.a. DISTRICT BOARD ACTIONS: None
- 5.b. SELF-MONITORING REPORT: The Commission received the cover letter for the April electronic Self-Monitoring Report (eSMR). The report was certified and submitted through the California Integrated Water Quality System (CIWQS). No violations occurred in April.
- 5.c. RECEIVE PORT COSTA SEWER USE CHARGE STUDY REPORT FOR FY 2019/20: Mr. McDonald reported that even though a Sewer Use Charge (SUC) increase was not adopted a SUC Study Report is required. He said staff time to complete the report was not substantial. Notification to the public was completed by posting to the newspaper. A consensus of the Commission recommended to the District Board to accept the SUC Study Report for FY 2019/20 (as/jm).
- 5.d. RECEIVE NOTICE OF PUBLIC HEARING: Mr. McDonald reported the Notice of Public Hearing on the budget and on overruling objections will be held on June 26, 2019. The draft resolution overruling objections to the method of collection of sewer service charges for Port Costa was received and will be considered at the Board Hearing.
- 6.a. FINANCIAL REPORT: The Commission received the monthly Summary Worksheet. No questions were raised.
- 6.b. RECEIVE 11 MONTH FINANCIAL AND PRELIMINARY FY 2019/20 BUDGET REPORTS: Mr. Barnhill reported that Chemical expense was increased \$2,500 as a placeholder for the potential treatment of fats oil and grease (FOG), sludge, and H₂S in the septic tank, after the tank is cleaned. Mr. Barnhill said partial septic tank cleaning will continue as needed per Valley Operators request in advance of full tank cleaning. He said the remaining budget for septic tank cleaning is \$43,000. Mr. Barnhill said a full tank cleaning proposal was received, the amount is \$172,723, if baffle repairs are needed that work would be billed on time and material. He said the engineering inspection which is budgeted at \$35,000 cannot be completed thoroughly unless the tank is emptied enough to allow entry. It was decided to bring the septic tank cleaning proposals along with other ideas back to a future meeting. Mr. Mann asked if anything else was changed in the budget report that should be discussed. Mr. McDonald said only minor adjustments were made throughout the budget review process. A minor correction to interest income was noticed and it will be changed before the final is

submitted to the Board. He said the adjustments do not substantially affect the bottom line and end of year balance.

7.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that no Sanitary Sewer Overflows (SSO's) occurred in May. He said Valley Operators reported to him that they continue weeding and plan to use a crew to complete the job. Mr. Barnhill said he received a storm system map from Contra Costa County Public Works. The map shows the alignment of the storm system throughout town, with the apparent bulk of flow originating from the reservoir. The storm line traverses under the school building, crosses Canyon Lake Drive, traveling along the NW side of Canyon Lake Drive parallel to the public sewer. Mr. Barnhill said Valley Operators plan to install the door louver on the wastewater treatment plant (WWTP) pump room door. Mr. Mann said he would like to install the louver, the commission had no objections. Mr. Barnhill gave Mr. Mann a project log and requested to meet Mr. Barnhill in the near future at the WWTP to install the louver. Mr. Barnhill said it was noticed the WWTP pump room ventilation fan only turns on when the lights are switched on. He said the fan should operate continuously to allow fresh air to circulate in the room for operator safety and to vent moisture. He said excessive moisture will contribute to rust buildup. He said Valley Operators plan to disconnect the fan from the light switch to allow continuous ventilation. Mr. Barnhill reported that West County Wastewater District researched the need to add a remote shutoff switch and perform other previously discussed tasks do not pertain to District generators. Mr. McDonald reported that he submitted a declaration statement on a private dispute between property owners on Prospect Avenue. He advised the Commission that Mr. Mann and Mr. Beauchemin would have to recuse themselves from discussions pertaining to the dispute due to their proximity to the properties. He said that Mr. Mackenzie would also have to recuse himself from the District Board for the same reason if the Board has to address the issue.

7.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

7.c. STAFF ANNOUNCEMENTS: None.

8.a. BUDGET & FINANCE COMMITTEE REPORT: None

8.b. INTER-AGENCY MEETINGS: None.

9. CONSENT CALENDAR: The consent item was approved unanimously (as/rb):
a. Approve Minutes of May 8, 2019.

10. FUTURE AGENDA ITEMS:
Consider cancelling August 14 meeting. (July)
Engineering proposal to inspect and assess septic tank.
Receive proposal to pump septic tank and repair baffles.

11. COMMISSIONER COMMENTS: It was mentioned that 58 Canyon Lake Drive, with the sewer under the kitchen, caught fire and was extensively damaged. Mr. McDonald will make sure to check with the County Planning Department that the Port Costa Sanitary Department receives plan notifications similar to Crockett.

12. ADJOURNMENT: The meeting was adjourned at 8:01 PM until July 10, 2019.

Respectfully submitted,



James Barnhill
June 17, 2019

PC SAN. DEPT. STATUS REPORT

August

DATE REF. TASK STATUS NEXT STEP

ADMINISTRATIVE MATTERS

DATE	REF.	TASK	STATUS	NEXT STEP
4/15	A-4	Sludge disposal procedure document	review with operators	
Ongoing		Review/revise O&M manual	Reviewed	
Ongoing		Revise sewer system management plan		next audit June 2020
Ongoing		System rehabilitation program	update 5-year plan	Continue video inspection
Ongoing		Property database	Current thru 8/2017	Inventory District property
Ongoing		Financial accounting & budget	Monitoring expenses	

ENGINEERING MATTERS

DATE	REF.	TASK	STATUS	NEXT STEP
1/13	E-3	Install high water alarm in sump	Valley to aquire/install float switch	Telstar to tie into PLC
6/08	E-7	#4 filter condition	On hold	Excavate content of filler bed #4
3/16		Railroad crossing	On hold	will approach this if equipment access to WWTP is needed for emergency or maintenance
		Replace Septic pump	Installed	Monitor performance
1/17		Install backup Watson Marlo chem pump	Pending Valley	Pump to be diagnosed
6/17		Constant Level Gate	Pending assessment	
5/18		Upgrade PLC	contact vendor for estimate	
~6/18		P-03-09 + P-03-05 easement	sent letters to properties	

MAINTENANCE MATTERS

DATE	TASK	STATUS
8/17	Repair/replace #3 dosing siphon in dosing structure	Pending

11.b.