

PORT COSTA SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, MARCH 10, 2021

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORTANT 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/2021-3-10-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# 814 7787 1447 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/j/81477871447> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/81477871447> 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# 814 7787 1447.

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. Receive Self-Monitoring Report for January 2021.

- b. Consider report on actions taken by the District Board.
 - c. Consider draft smoke testing letter.
6. **BUDGET AND FINANCE:**
- Consider monthly Summary Worksheet and staff report on other financial matters.
7. **WASTEWATER:**
- a. Discuss need for sheds and a concrete pad at Septic Tank location to protect assets.
 - b. Discuss utility water system piping failure, pump room flooding, and repairs.
8. **REPORT OF DEPARTMENT MANAGER:** (These items are typically for exchange of information only. No action will be taken at this time.)
- a. Operations, maintenance and capital improvements.
 - b. Governmental matters.
 - c. Announcements and discussion.
9. **REPORTS FROM COMMISSIONERS:** (These items are typically for exchange of information only. No action will be taken at this time.)
10. **CONSENT CALENDAR:** Consideration of a motion to approve the following items:
 - a. Approve Minutes of February 10, 2021.
 - b. Receive Status Report on outstanding items.
11. **FUTURE AGENDA ITEM:**
 Discuss Port Costa school sewer system.
12. **COMMENTS FROM COMMISSIONERS:**
13. **ADJOURNMENT** to April 14, 2021

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.

COPY

February 25, 2021

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 January 2021 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 January 2021 has been uploaded to the CIWQS website.

During the month of January no exceedances occurred.

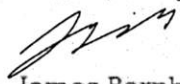
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designated to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage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

March __, 2021

Owner

Address

Port Costa, CA 94569

NOTICE

Property Address, Port Costa, CA 94569
APN 36x-xxx-xxx

The Port Costa Sanitary Department performed Smoke Testing in November 2020. A defective lateral sewer was found to exist on your property. Laterals are described as that portion of the sewer line from the outside of your building to and including the connection to the main sewer line. It is the homeowners responsibility to repair or replace the lateral sewer including connecting to good condition pipe on the main sewer.

Photographs have been taken during the test and in many cases can pin-point the area of the defect(s). The photos can be emailed to you. There is a possibility that the Crockett Sanitary Department will replace the main sewer adjacent to your property in which case the repair of your lateral can be coordinated with the repair of the main public sewer.

It is necessary that a permit is obtained before repairs can be started on any lateral sewer. The repair must be inspected before the repairs are buried. Permits can be obtained by calling the District Office at (510) 787-2414.

Owners have 90 days from receipt of this letter to contact the Port Costa Sanitary Department to coordinate their lateral repair. Failure to address the lateral deficiency will result in a Notice of Violation being issued against the property. Hardship extensions will be considered on a case-by-case basis.

Please call (510) 787-2992 for additional information or to schedule an appointment to examine the pictures.

Sincerely,

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

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.:	2/24/21	LATEST FUND REPORT	2/11/21
OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$48,954.63	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1295-1303)	(\$7,547.46)	PYs due CVSan Dep	\$24,233.49
Payroll recov CVSn&RE	(\$3,242.78)	Loan#2 due CVSan	\$203,986.49
Investment Services	(\$1.00)	Loan#3 due CVSan	\$150,000.00

CASH BALANCE:	\$38,163.39	ACCRUED DEBT:	\$378,219.98

ADV ON SUC BEG. BALANCE	\$163,433.68		
No activity			
Ending Balance	\$163,433.68		

INVESTED BEGIN. BALANCE	\$223.70		
Interest	\$0.35		
Ending Balance	\$224.05		

FUND BALANCE:	\$201,821.12	\\san\pc\bud&fin\wrksht	

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MINUTES OF REGULAR MEETING, FEBRUARY 10, 2021

1. CALL TO ORDER: The meeting was called to order at 7:03 PM by Chairperson Surges. Present were Commissioners Cusack, Klaiber and List, along with Dept. Manager Barnhill, Assistant District Secretary Witschi and Administrative Services Manager Gunkelman. Commissioner Scheer 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. SELF-MONITORING REPORTS: Mr. Barnhill reported no exceedances or spills for the entire year of 2020.
- 5.b. DISTRICT BOARD ACTIONS: None
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. Mr. Gunkelman reported a cash conversion of \$136,740.68.
- 6.b. 7-MONTH BUDGET REPORT: The commission reviewed the 7-month budget report. No further questions or comments.
7. SMOKE TESTING RESULTS: Mr. Barnhill reported he emailed the smoke testing results to all the Commissioners last month. Mr. Barnhill said he will leave it up to the commission to let him know when to send out the letters regarding the smoke testing results. He will draft the letter and email it to the commission to look over and discuss in March. Commissioner Surges said May 1 might be the best time to mail out the letters. Mr. Barnhill said he will start to get proposals from contractors on the little issues like spot repairs.
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported the scum layer in the tank is at or above 12-14 inches deep. He said it's at that point where it needs to be pumped out again; otherwise we are going to start having a carry through to the chamber. The sludge layer is up to a foot already and we are talking roughly a calendar year to gain a foot of sludge. He thought we would be able to last five years between sludge pump outs but we might not be able to do that. He will talk with the operators and start to accelerate our monitoring and try to narrow down how many inches per month we are gaining. Commissioner List asked if you pump out of the tank would it pay for us to invest in a vacuum truck. Mr. Barnhill said it can be pretty expensive to purchase and maintain a vacuum truck. Commissioner List asked how often the operators inspect the tank. Mr. Barnhill said every month. He said the best thing we can do is just attack it and pump it all out, get the equipment we need, and just get it done. He said we might be able to get it done within one shot with a couple decent size trucks. He

said West County Wastewater was very helpful last time and they were the last ones to pump out the chamber for us.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9. REPORTS FROM COMMISSIONERS: None

10. CONSENT CALENDAR: The consent items were approved unanimously (tc/tl):

- a. Approve Minutes of January 6, 2021.
- b. Receive Status Report on outstanding items.

11. FUTURE AGENDA ITEM:

- Review draft smoke testing letter (March).
- Discuss Port Costa school sewer system.

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:21 PM until March 10, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
February 11, 2021

PORT COSTA SAN. DEPT. STATUS REPORT

MARCH

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
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ADMINISTRATIVE MATTERS

Ongoing		Review/revise O&M manual	Reviewed	Annual review	Staff
Ongoing		Revise sewer system management plan	Audit complete	Audit Feb 2022	Staff
Ongoing		System rehabilitation program	Smoke tested entire CS Nov 19,2020	Analyze smoke testing results. Send deficiency letters. (see E-8)	Staff
Ongoing		Property database	Current thru 12/2019	Received assessor report from county. Backlogged	Asst District Secretary
Ongoing		Financial accounting & budget	Identify funding		GM
4/15	A-4	Sludge disposal procedure document	Review with operators		Staff
2/19	A-5	Delayed payment of loan #2	Scheduled FY 20/21	Pay in October. Authorized by Commission	Asst District Secretary/ Commission
8/15	A-6	Encroachment 70 CLD. Property is listed, replacement of sewer main, if needed, is owners responsibility	Backlogged	owner to comply	Staff
8/15	A-7	Small Community Grant	Postponed	Revisit State grant options	Commission

ENGINEERING MATTERS

1/13	E-3	Install high water alarm in sump. This will ensure notification if sump pump fails or if flooding occurs	Operator to seek proposal/aquire/install float switch. Telstar to link to PLC	Receive/approve estimate (commission).	Staff
6/08	E-7	#4 filter condition. Investigation to identify location of leak	ON HOLD	Excavate content of filler bed 4	Operator
3/16		Railroad crossing. Needed for health & safety purposes and equipment access	ON HOLD	will approach this if equipment access to WWTP is needed for emergency or maintenance.	Commission / Board
1/17		Install backup Watson Marlo chem pump	Valley to send for diagnosis/est/repair	Authorize repair	Operator
6/17		Constant Level Gate. The constant level gate does not hold position without being held down by a pole. If not held down the gate will lift allowing mass volume to transfer from splitter box into wet well.	Pending assessment		Operator

*Items marked COMPLETED will be removed from the Status Report the following month.

10.b.

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
5/18		Upgrade PLC. Valley recommends upgrading PLC due to age of system, warns that issues will begin to crop up as time passes	Contact vendor for estimate		Operator
12/19	E-8	CCTV Inspection Project	Scheduled for late 2020	Obtain bids	Staff/Commission
1/20	E-11	Polycoat septic tank wall. Engineers found that concrete is degrading at the water air interface.	Consider in 2025	Obtain bids	Commission to direct staff to seek proposals + decide on timing and contract. Contract Operators to oversee work

MAINTENANCE MATTERS

		Monitor sludge level - WWTP Septic Tank	Valley - ongoing. Operator to advise when it is necessary to remove	Operator to seek bids. Commission to review and accept pumping proposal. Operator to schedule work, manage project	Operator
		Monitor scum level - WWTP Septic Tank	Valley - ongoing. Scum in chamber #1 removed Sept 2020. Prior cleaned Jan 2020 full maintenance	Staff to contact WCWD to vac material. Operator to oversee and accept work	Operator/staff
8/17		Repair/replace #3 dosing siphon in dosing structure. Siphon is broken and has been removed.	Pending Valley verification of specs. Valley is verifying specs on replacement (\$535 per unit)	Seek installation proposal once part is verified. Commission to accept proposal	Operator
8/18	M-7	Install signage at WWTP. Property warning signs should be installed within the fenceline rather than on the fence to help prevent sign and property vandalism	Commission volunteered	Pending	Commission
2/17	M-6	Remove shrubbery. Plants and roots are causing major damage to wwtp	Commission volunteered	Pending	Commission
		Transplant sand into filter bed #3. Filter bed 3 is low on sand material, level needs to be brought up. Plan was to transfer sifted sand from waste pile or from abandoned bed #4.	Suspended following bio assay failures. Unverified if transferred sand was the specific cause but the failures coincided with transfer. Unverified risk of metal and other contaminants collecting in static sand due to proximity to the railroad.		Operator

*Items marked COMPLETED will be removed from the Status Report the following month.

<u>DATE</u>	<u>REF. TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
10/16	Annual load bank/fluid svc on genset. Preventative maintenance	Last service Aug 2020	Next due- Aug 2021	Licensed Service - overseen by operator
1/13	M-1 Raise manhole elevations. Will address as needed if county informs us of paving & manhole elevation issues	Obtain quote as needed		Staff
7/12	M-3 Clean/paint plumbing. Pump room is a moist environment. Pipes and pumps develop rust, it must be removed and equipment must be coated.	Mitigate rust, replace as needed / paint		Operator / Commission
7/12	M-4 Repair eroded wet well stopper valve	Define scope of work	Receive add'l quotes for work	Operator
7/12	M-5 Reset siphon valve #3	Drain north side/buy parts/gate valve open	Drain/close valve/ reset valve height	Operator. Verify that this is ongoing operation rather than project status

** Larger project tasks are included on the Status Report. Smaller incidental and regular ongoing tasks are excluded from this report.

\\sanitary\pcsani>StatusReportPCS.xls

*Items marked COMPLETED will be removed from the Status Report the following month.