

# PORT COSTA SANITARY COMMISSION

Regular Business Meeting  
AGENDA FOR WEDNESDAY, SEPTEMBER 9, 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/2020-09-09-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/u/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 July 2020.

- c. Receive Status Report on Outstanding Items.
6. BUDGET AND FINANCE:
    - a. Consider monthly Summary Worksheet and staff report on other financial matters.
    - b. Receive preliminary water rate study and two-month budget snapshot.
  7. WASTEWATER:
    - a. Discuss 15 Canyon Lake Drive and 23 South Street lateral.
    - b. Discuss operators request to replace the Programmable Logic Controller (PLC).
  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 item:
    - a. Approve Minutes of August 12, 2020.
  11. FUTURE AGENDA ITEMS:
  12. COMMENTS FROM COMMISSIONERS:
  13. ADJOURNMENT to October 14, 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.

*In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection. The Board has designated the District's website located at <https://www.town.crockett.ca.us/meetings> as the place for making those public records available for inspection. The documents may also be obtained by calling the District Manager. at the Crockett*

*Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.*

#### **HOW TO SUBMIT PUBLIC COMMENTS:**

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

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

August 27, 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 July 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 July 2020 has been uploaded to the CIWQS website.


During the month of July 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 SAN. DEPT. STATUS REPORT

## SEPT

DATE REF. TASK STATUS NEXT STEP RESPONSIBLE

### 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	Authorized	Plan video inspection. (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
8/15	A-6	Encroachment 70 CLD. Property is listed, replacement of sewer main, if needed, is owners responsibility	Backlogged	Force 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 helath & 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.

5.c.

<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

### 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
10/16		Annual load bank/fluid svc on genset. Preventative maintenance	Last service Oct 2019	Next due- Oct 2020	Licensed Service - overseen by operator

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

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
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
10/19		Remove tree branches from power line	Director volunteered		Commission

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

\\sanitary\pcsan1>StatusReportPCS.xls

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

# 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)

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.:	8/26/20	LATEST FUND REPORT:	8/12/20
-----			
OPERATING FUND 3425			
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CASH CARRIED FORWARD:	\$95,868.30	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1233-1252)	(\$19,674.03)	PYS due CVSan Dept.	\$24,233.49
Payroll recovery	(\$3,990.73)	Loan#2 due CVSan	\$277,963.36
Investment Fee	(\$1.00)	Loan#3 due CVSan	\$150,000.00
Permit Fee 20-21	30.00		
-----			
CASH BALANCE:	\$72,232.54	ACCRUED DEBT:	\$452,196.85
ADV ON SUC BEG. BALANCE:	\$0.00		
Close CY SEC Tax	\$0.00		
Ending Balance	\$0.00		
INVESTED BEGIN. BALANCE:	\$222.54		
Interest	\$0.69		
Ending Balance	\$223.23		
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FUND BALANCE:	\$72,455.77	\\san\pc\bud&fin\wrksht	



7:27 AM

08/20/20

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3425 - PC SANITARY - O&M, Period Ending 08/13/2020**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>							96,090.84
<b>Cleared Transactions</b>							
<b>Checks and Payments - 26 Items</b>							
Check	07/07/2020	1235	L.R. PAULSELL CO...	High pressure sewer ...	X	-705.00	-705.00
Check	07/07/2020	1237	CalPERS Public Em...	Unfunded Liability An...	X	-678.46	-1,383.46
Check	07/07/2020	1233	MEYERS NAVE	Attorney advice May ...	X	-484.38	-1,867.84
Check	07/07/2020	1236	PG&E	Electricity May-June 2...	X	-360.77	-2,228.61
Check	07/07/2020	1234	Streamline	Web hosting 6-month...	X	-241.20	-2,469.81
Transfer	07/08/2020			Payroll recovery PCS...	X	-2,138.75	-4,608.56
Transfer	07/08/2020			Payroll recovery PCS...	X	-109.21	-4,717.77
Check	07/15/2020			Service Charge	X	-1.00	-4,718.77
Check	07/20/2020	1242	Valley Operators, LLC	Monthly Service June...	X	-4,400.00	-9,118.77
Check	07/20/2020	1238	BAY AREA AIR QU...	Air Permit Site A1593...	X	-1,638.00	-10,756.77
Check	07/20/2020	1241	L.R. PAULSELL CO...	VPC-200 Manhole Co...	X	-1,350.00	-12,106.77
Check	07/20/2020	1240	Eurofins Calscience ...	Lab - Invoice 570003...	X	-730.00	-12,836.77
Check	07/20/2020	1239	CONTRA COSTA H...	HAZMAT CUPA Fac I...	X	-402.00	-13,238.77
Check	07/20/2020	1243	CONTRA COSTA C...	LAFCO Appnt. FY 20...	X	-301.76	-13,540.53
Check	07/20/2020	1244	BAY AREA NEWS ...	Ordinance 18-3 public...	X	-289.80	-13,830.33
Check	07/20/2020	1245	U.S. BANK	Various	X	-87.07	-13,917.40
Transfer	07/21/2020			Payroll recovery July ...	X	-85.33	-14,002.73
Check	08/07/2020	1250	L.R. PAULSELL CO...	Annual Sewer Cleani...	X	-3,583.75	-17,586.48
Check	08/07/2020	1249	CSRMA	Property Insurance - ...	X	-1,822.17	-19,408.65
Check	08/07/2020	1248	MEYERS NAVE	General Advice	X	-987.12	-20,395.77
Check	08/07/2020	1251	Eurofins Calscience ...	Lab Testing	X	-760.00	-21,155.77
Check	08/07/2020	1246	Sierra Chemical Co...	Multichlor, Sodium Hy...	X	-339.04	-21,494.81
Check	08/07/2020	1247	PG&E	Electricity	X	-281.80	-21,776.61
Check	08/07/2020	1252	Tom List	Installation of water p...	X	-231.71	-22,008.32
Transfer	08/11/2020			Payroll recovery July ...	X	-1,580.03	-23,588.35
Transfer	08/11/2020			Payroll recovery July ...	X	-77.41	-23,665.76
<b>Total Checks and Payments</b>						-23,665.76	-23,665.76
<b>Deposits and Credits - 2 Items</b>							
Deposit	07/15/2020			Interest	X	0.69	0.69
Deposit	08/11/2020			DP812861	X	30.00	30.69
<b>Total Deposits and Credits</b>						30.69	30.69
<b>Total Cleared Transactions</b>						-23,635.07	-23,635.07
<b>Cleared Balance</b>						-23,635.07	72,455.77
<b>Register Balance as of 08/13/2020</b>						-23,635.07	72,455.77
<b>New Transactions</b>							
<b>Checks and Payments - 3 items</b>							
Check	08/21/2020	1253	Valley Operators, LLC	Monthly Service - July...		-4,400.00	-4,400.00
Check	08/21/2020	1255	U.S. BANK	Various 41271345555...		-1,148.98	-5,548.98
Check	08/21/2020	1254	BAY AREA NEWS ...	Legal Notice - Ordina...		-1,082.70	-6,631.68
<b>Total Checks and Payments</b>						-6,631.68	-6,631.68
<b>Total New Transactions</b>						-6,631.68	-6,631.68
<b>Ending Balance</b>						-30,266.75	65,824.09

**PORT COSTA: STANDARDS FOR WATER CONSUMPTION AND COST FACTOR**

Water Data **FY 19/20**

with SUC of **\$2,245**

FY YEAR	SFR CU. FT.	USE FACTOR	APT CU. FT.	USE FACTOR	COST FACTOR
2008/09	7056	1.00	7056	1.00	\$0.2218
2009/10	7658	1.00	7658	1.00	\$0.2126
2010/11	7364	1.00	7364	1.00	\$0.2265
2011/12	6883	1.00	6883	1.00	\$0.2452
2012/2013	6391	1.00	6391	1.00	\$0.2721
2013/2014	7150	1.00	7150	1.00	\$0.2439
2014/2015	6985	1.00	6985	1.00	\$0.2525
2015/2016	7125	1.00	7125	1.00	\$0.2497
2016/2017	6997	1.00	6997	1.00	\$0.2621
2017/2018	5777	1.00	5777	1.00	\$0.3174
2018/2019	4928	1.00	4928	1.00	\$0.3415
2019/2020	4780	1.00	4780	1.00	\$0.4128
2020/2021	5507	1.00	5507	1.00	\$0.4076
Data from FY 19/2 2021/2022	5808	1.00	5808	1.00	\$0.3865

T1= 5808 CU. FT.

S1= \$0.3865 /CU. FT.

S147= \$2,245 /SFR

APT CALC: \$2,245 /APT

Alternative 6 year average (used for FY20/21)

R1= \$2,245 /APT

Cu Ft Cost Factor

5633 \$0.3986

(Previously \$2245) Adopted FY 20/21= 5852 \$0.3836

Number of homes for average

**72**

Auto filled from WaterData <TAB>

January	March	May	July	September	November
625.00	656.00	800.00	975.00	1047.00	810.00
8.68	9.11	11.11	13.54	14.54	11.25

Total 6 **Wet Weather** Months (Dec,Jan,Feb, Mar,Oct, Nov) 2,091

Average **Units** per Month (Dec,Jan,Feb, Mar,Oct, Nov/6) 349 Per Wet Months

11.46 Day

Total weighted average **Units** For Year 4,182 Per Year

Average **Units** per House year 58.08 units 434.49351

Average **Cubic Feet** per House per Year (unitsx100) **5,808** 15.91 Cubic Feet per Day (CFPD)

Average **Gallons** per House Year 43,449 119.04 Gallons per Day (GPD) for October through March

HCF = Hundred Cubic Feet

1 cubic foot = 7.48051948 US gallons

**b.b.**

\*\*\* 6- year average water used for Sewer Use Charges \*\*\*

COMMERCIAL PROPERTY WATER USAGE

FY 19/20(FY DATA)

Apt	SFR	Cost Factor	Water use SFR	\$2,245
\$2,245	\$2,245	0.3986	5633	

APN	JUL	AUG	SEP	OCT	NOV	DEC	JAN	FEB	MAR	APR	MAY	JUN	CUBIC FEET	EQUIV UNITS	VOLUME CHARGE	MIN. CHARGE	New CHARGE	PROPERTY	Units	TOTAL CHARGE	LAST YEAR
Water Data in Water Units																					
<b>368-146-001 CHURCH</b>																					
CHURCH 1 PROSPECT 103251	7	32	13	7	6	8	7300	1.30	\$2,909	\$2,245	\$2,909	CHURCH 368-146-001	1	\$2,909	\$3,644						
<b>368-147-006 WAREHOUSE CAFÉ</b>																					
5 CANYON LAKE 104752 / 104852	154	135	112	128	143	86	75800	13.46	\$30,210	\$31,430	\$31,430	REST. + 13 APT 368-147-006	14	\$31,430	\$34,102						
<b>368-145-019 BURLINGTON HOTEL</b>																					
2 CANYON LAKE 107853	21	24	24	23	23	11	12600	2.24	\$5,022	\$2,245	\$5,022	19 HOTEL ROOM 368-145-019	1	\$5,022	\$5,140						
<b>368-145-027 BULL VALLEY</b>																					
14 CANYON LAKE 107901	144	158	137	149	142	47	77700	13.79	\$30,968	\$8,980	\$30,968	REST. + 3APT 368-145-027	4	\$30,968	\$35,023						
<b>368-147-004 MERCHANTILE</b>																					
15-17 CANYON LAKE 104409/4604/4656	49	58	43	49	55	62	31600	5.61	\$12,594	\$15,715	\$15,715	Live/Work + 6 368-147-004	7	\$15,715	\$15,715						
<b>368-133-007 SCHOOL</b>																					
1 PLAZA EL HOMBRE 109452 / 109430	22	21	10	5	2	8	6800	1.21	\$2,710	\$2,245	\$2,710	SCHOOL 368-133-007	1	\$2,245	\$2,245						
	22	19	10	1	2	6	1700	* Exemption for Community Gardens			*										
														37.60	TOTAL	\$88,754	\$88,289	\$95,869			

6 PROPERTIES

(\$7,580)

CHANGE

On Water (does not take min vol into acco On Charges (Use this or

Commercial /Instiution:	3	=	\$10,176
Mixed Use	3	=	\$78,113
			\$88,289

4.74	* Minus for School gardens	4.53
32.86		34.79
39.53	EQUIVALENT DISCHARGE UNITS	39.33

Manual Water Data Cells  
Last Years Water Data

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Profit & Loss Prev Year Comparison**  
July 1 through September 4, 2020

	Jul 1 - Sep 4, 20	Jul 1 - Sep 4, 19	\$ Change	% Change
<b>Ordinary Income/Expense</b>				
<b>Income</b>				
3425i · FUND 3425 PCSAN. Income***				
30 · OPERATING REVENUE				
302.00 · PERMIT AND INSPECTION FEES	30.00	0.00	30.00	100.0%
<b>Total 30 · OPERATING REVENUE</b>	<b>30.00</b>	<b>0.00</b>	<b>30.00</b>	<b>100.0%</b>
31 · NON-OPERATING REVENUE				
311.00 · INTEREST	0.69	637.25	-636.56	-99.89%
318.00 · COST RECOVERY	0.00	1,214.51	-1,214.51	-100.0%
<b>Total 31 · NON-OPERATING REVENUE</b>	<b>0.69</b>	<b>1,851.76</b>	<b>-1,851.07</b>	<b>-99.96%</b>
<b>Total 3425i · FUND 3425 PCSAN. Income***</b>	<b>30.69</b>	<b>1,851.76</b>	<b>-1,821.07</b>	<b>-98.34%</b>
<b>Total Income</b>	<b>30.69</b>	<b>1,851.76</b>	<b>-1,821.07</b>	<b>-98.34%</b>
<b>Gross Profit</b>	<b>30.69</b>	<b>1,851.76</b>	<b>-1,821.07</b>	<b>-98.34%</b>
<b>Expense</b>				
3425e · FUND 3425 PCSAN. Expense***				
415 · SEWAGE COLLECTION				
415.70 · MAINTENANCE				
415.701 · Sewers - preventive maint.	5,441.86	690.00	4,751.86	688.68%
<b>Total 415.70 · MAINTENANCE</b>	<b>5,441.86</b>	<b>690.00</b>	<b>4,751.86</b>	<b>688.68%</b>
<b>Total 415 · SEWAGE COLLECTION</b>	<b>5,441.86</b>	<b>690.00</b>	<b>4,751.86</b>	<b>688.68%</b>
416 · SEWAGE TREATMENT				
416.31 · INSURANCE - Property	1,573.88	1,207.09	366.79	30.39%
416.51 · TREATMENT O&M				
51.1pc · Treatment Plant Operators	8,800.00	8,000.00	800.00	10.0%
51.2pc · Chemicals	339.04	492.05	-153.01	-31.1%
<b>Total 416.51 · TREATMENT O&amp;M</b>	<b>9,139.04</b>	<b>8,492.05</b>	<b>646.99</b>	<b>7.62%</b>
416.56 · PROF. SVCS. (Treat.)				
56.3pc · Technician	231.71	0.00	231.71	100.0%
56.7pc · Lab testing	2,581.00	939.00	1,642.00	174.87%
<b>Total 416.56 · PROF. SVCS. (Treat.)</b>	<b>2,812.71</b>	<b>939.00</b>	<b>1,873.71</b>	<b>199.54%</b>
416.91 · UTILITIES				
91.1pc · Electricity	967.44	571.82	395.62	69.19%
91.6pc · Phone Alarm System	37.33	74.24	-36.91	-49.72%
<b>Total 416.91 · UTILITIES</b>	<b>1,004.77</b>	<b>646.06</b>	<b>358.71</b>	<b>55.52%</b>
416.96 · OTHER OPERATING (Treat)				
96.1 · Capital Replacements (Treat.)	1,350.00	0.00	1,350.00	100.0%
96.2 · Permits & Fees (Treat.)	2,040.00	1,638.00	402.00	24.54%
96.3 · Alarm monitoring	37.43	285.00	-247.57	-86.87%
<b>Total 416.96 · OTHER OPERATING (Treat)</b>	<b>3,427.43</b>	<b>1,923.00</b>	<b>1,504.43</b>	<b>78.23%</b>
<b>Total 416 · SEWAGE TREATMENT</b>	<b>17,957.83</b>	<b>13,207.20</b>	<b>4,750.63</b>	<b>35.97%</b>
417 · ADMIN / GENERAL				
417.41 · OFFICE				
41.1pc · Postal	6.02	1.80	4.22	234.44%
41.2pc · Supplies	49.39	19.52	29.87	153.02%

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Profit & Loss Prev Year Comparison**  
July 1 through September 4, 2020

	Jul 1 - Sep 4, 20	Jul 1 - Sep 4, 19	\$ Change	% Change
<b>Total 417.41 · OFFICE</b>	55.41	21.32	34.09	159.9%
<b>417.56 · PROF. SVCS. (Admin.)</b>				
56.4pc · Attorney	1,843.64	329.74	1,513.90	459.12%
56.5pc · Auditor	380.30	0.00	380.30	100.0%
56.6pc · Consultant	0.00	93.34	-93.34	-100.0%
<b>Total 417.56 · PROF. SVCS. (Admin.)</b>	2,223.94	423.08	1,800.86	425.66%
<b>417.61 · PRINTING/PUBLISHING</b>	1,372.50	32.05	1,340.45	4,182.37%
<b>417.70 · SOFTWARE SUBSCRIPTIONS</b>	261.30	111.84	149.46	133.64%
<b>417.80 · VEHICLE / TRAVEL REIMBURSEMENT</b>	2.55	0.00	2.55	100.0%
<b>417.96 · OTHER ADMIN.</b>				
96.3pc · County & State Charges	302.76	307.74	-4.98	-1.62%
96.5pc · Recoverable expenses	604.39	0.00	604.39	100.0%
417.96 · OTHER ADMIN. - Other	0.00	28.81	-28.81	-100.0%
<b>Total 417.96 · OTHER ADMIN.</b>	907.15	336.55	570.60	169.54%
<b>Total 417 · ADMIN / GENERAL</b>	4,822.85	924.84	3,898.01	421.48%
<b>Total 3425e · FUND 3425 PCSAN. Expense***</b>	28,222.54	14,822.04	13,400.50	90.41%
<b>6560 · PAYROLL EXPENSES ***</b>				
6560.2 · CalPERS Unfunded Liability	678.46	625.58	52.88	8.45%
<b>417.11 · PCSan - O&amp;M BENEFITS</b>				
11.1as · Asst Mgr	367.51	141.77	225.74	159.23%
11.1dMc · McDonald	237.89	190.40	47.49	24.94%
11.1ds · Witschi	47.69	13.09	34.60	264.32%
<b>Total 417.11 · PCSan - O&amp;M BENEFITS</b>	653.09	345.26	307.83	89.16%
<b>417.6s · PCSan - O&amp;M SALARY</b>				
6.1as · O&M payroll - Asst Mgr	1,414.86	1,244.03	170.83	13.73%
6.1dMc · O&M payroll - McDonald	1,692.45	1,533.92	158.53	10.34%
6.1ds · O&M payroll - Witschi	323.23	106.52	216.71	203.45%
<b>Total 417.6s · PCSan - O&amp;M SALARY</b>	3,430.54	2,884.47	546.07	18.93%
<b>Total 6560 · PAYROLL EXPENSES ***</b>	4,762.09	3,855.31	906.78	23.52%
<b>Total Expense</b>	32,984.63	18,677.35	14,307.28	76.6%
<b>Net Ordinary Income</b>	-32,953.94	-16,825.59	-16,128.35	-95.86%
<b>Net Income</b>	-32,953.94	-16,825.59	-16,128.35	-95.86%

# PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, AUGUST 12, 2020

1. CALL TO ORDER: The meeting was called to order at 7:05 PM by Chairperson Surges. Present were Commissioners Cusack, List and Scheer, along with General Manager McDonald, Dept. Manager Barnhill and Asst. District Secretary Witschi. Also present were Directors Barassi and Kirker. Commissioner Klaiber arrived later.

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. McDonald reported on the actions taken by the District Board in July. The Board approved the purchase of Hosselkus Chapel. He said the Board approved to collect the annual installment for sewer lateral repair work at 42 Canyon Lake, as agreed to by the Access and Repair Agreement with the property owner, on their next property tax roll. He said the Board wanted the picnic tables and barbeques at Alexander Park open for household living units, prohibition on large gatherings remain.

5.b. SELF-MONITORING REPORTS: Mr. Barnhill reported no exceedances in May or June.

6.a. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. No further report.

6.b. CAPITAL PROJECTS: Mr. Barnhill reported staff is seeking authorization to begin planning the previously budgeted Capital Projects for FY 2020/21. He said CCTV will be combined with smoke testing, depending on the location of the line and accessibility, to receive the most beneficial data. Mr. McDonald said the Board has already approved the Capital Projects for FY 2020/21 and this is just a formality that the Commission would authorize the planning of the items. Director Barassi asked how the budget is looking in terms of revenue since the hotel and restaurants are substantially closed. His specific concern is that it may not be prudent this year to authorize work such as CCTV and smoke testing which will open up additional work that needs to be done. He said he wants to keep costs in conformance with our anticipated financial situation. Mr. McDonald reported the County has granted an extension to special districts for filing assessments but at this moment there is no indication that sewer use charges due Port Costa will be delayed causing a cash shortage. The County has given no indication that they would hold off property tax assessment mailings. We have been guaranteed in the past that the County will allow Advance-on-Taxes to pay bills as the assessment amount is pending. The CCTV inspection is the largest capital expense but is the most critical and is a mandatory requirement by the state under our Sanitary Sewer Management Plan. We need to identify issues with the system in order to set future rates. He said we don't necessarily have to fix things immediately, but at least by next year we need to have a better understanding at our collection system. Commissioner Scheer said since the

department was given direction by the Board to come up with a plan for inspection then it is needed in order to understand the system. Commissioners Scheer and Cusack agree that they are for inspection. Commissioner List said the inspection is a good idea to see what exactly we have and what needs to be replaced. A motion to authorize previously identified and budgeted Capital Projects for FY 2020/21 carried unanimously (tc/tl).

7.a. REMOVAL OF SCUM LAYER: Mr. Barnhill reported that Valley Operators are monitoring the scum and sludge in the septic tank, it is 8-9 inches thick floating on the top. He said it is fats, oil and grease (FOG) and flushable wipes and it has to be removed. Mr. McDonald reached out to Central Contra Costa Sanitary District to see if they might be able to help but he has not heard back. Mr. Barnhill has reached out to three contractors and received one proposal for \$4,600. He asked Valley Operators to reach out to contractors as well. Commissioner List asked if the scum layer has only accumulated since it was cleaned out earlier this year. Mr. Barnhill said yes, it has accumulated since the full cleaning, it is about 6 months of accumulation. Commissioner List asked what requirements a contractor must meet to remove the scum. Mr. Barnhill said a licensed contractor is required and we need verification that the waste is accepted at a disposal facility and is disposed of properly. There is already a permit to dispose of the scum through the end of the year in Suisun which will save us money if we haul there. Valley Operators said the scum layer may have to be removed twice a year. Commissioner List asked if the material could be carried out through the main hatch. Mr. Barnhill said we could get the majority of it out of the main opening. He said we are seeing a large buildup of FOG and suspects it is most likely due to more people staying at home. He said that Valley Operators supported this thought and had informed Mr. Barnhill that they are seeing the same problem at other treatment plants. Mr. McDonald said that community outreach could be helpful. Commissioner Scheer said she has been approached by a resident publishing a community newspaper called "The Brick" and they want her to do an article about the sewer system. She could write an article and send to the Commission first to get comments and approval before sending it out. The Commission supported writing an article.

7.b. STATUS REPORT ON OUTSTANDING ITEMS: Mr. Barnhill reported Bill's Underground CCTV'd the blockage on sewer segment P-03-12 to P-03-09 and found no obstruction. L.R. Paulsell installed a lighter weight, hinged, locking HDPE manhole cover at the influent sampling point. Commissioner List had mentioned the pipe condition in the wet well is poor, he had said rust has become an issue. He said when he worked on replacing water system pump #3 some of the pipes crumbled and we should consider using a plumber to replumb them. Mr. Barnhill said that the operators are responsible to identify issues, notify the sanitary department of the issues, contact services to receive proposals for approval, and to oversee projects.

7.c. CCTV INSPECTION AND SMOKE TESTING: Mr. Barnhill reported that some sewer lines in Port Costa that cannot be CCTV'd. Smoke testing would be ideal for the sewers under the Canyon Lake storm drain gutters. Mr. McDonald said the combo effort of CCTV and smoke is also done in Crockett. Staff is trying to find those line segments that we do not know anything about and would like to get it done before the wet season begins.

8.a. STAFF REPORT ON OPERATIONS: No further report. Mr. Barnhill thanked Commissioner List for taking care of the pump and providing assessment of the piping. He added that he is happy the new baffles are doing their job by containing the FOG in the first chamber of the septic tank.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9. REPORTS FROM COMMISSIONERS: None

10. CONSENT CALENDAR: The consent item was approved unanimously (as/tc):

a. Approve Minutes of June 16, 2020.

11. FUTURE AGENDA ITEM:

Long-Range Planning Meeting.

12. COMMISSIONER COMMENTS: Commissioner List said that he was happy to be available and that the operators first call was to him and he was able to respond quickly. Mr. Barnhill said that the operators notified the sanitary department as well and said it is important that any information is reported to the sanitary department. Commissioner Klaiber joined in and asked about the status on a tap lateral connection at 23 South Street. Mr. Barnhill said he had already addressed that and will report on it at the next meeting.

13. ADJOURNMENT: The meeting was adjourned at 8:00 PM until September 9, 2020.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
September 4, 2020