

COPY

June 25, 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 May 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 May 2020 and has been uploaded to the CIWQS website.

During the month of May 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:



Dale McDonald
Crockett Sanitary District General Manager

cc: Casey Wichert, Valley Operators

PORT COSTA SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, AUGUST 12, 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/2020-08-12-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.

The Port Costa Sanitary Commission is an agent of the Crockett Community Services District.

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. PUBLIC HEARING:
5. ADMINISTRATIVE:
 - a. Consider report on actions taken by the District Board.
 - b. Receive Self-Monitoring Report cover letters for May and June 2020.

6. BUDGET AND FINANCE:
 - a. Consider monthly Summary Worksheet and staff report on other financial matters.
 - b. Authorize previously budgeted Capital Projects for FY 2020/21
7. WASTEWATER:
 - a. Discuss removal of scum layer in septic tank.
 - b. Receive Status Report on Outstanding Items.
 - c. Discuss CCTV inspection and smoke testing of the collection system.
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 June 16, 2020.
11. FUTURE AGENDA ITEMS:
12. COMMENTS FROM COMMISSIONERS:
13. ADJOURNMENT to September 9, 2020

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. 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, 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, 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.

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July 28, 2020

William Burrell
Water Resource Control Engineer
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The monthly report for June 2020 and second quarter 2020 has been uploaded to the CIWQS website.

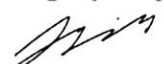
During the month of June no exceedances occurred.

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

MONTHLY SUMMARY WORKSHEET

END OF YEAR

PREPARED FOR MTG.: 7/22/20 LATEST FUND REPORT: 7/13/20

OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$62,943.43	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1229-1232)	(\$5,826.40)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$200.73)	Loan#2 due CVSan	\$277,963.36
Trns from Adv 060	38,952.00	Loan#3 due CVSan	\$150,000.00
CASH BALANCE: \$95,868.30		ACCRUED DEBT:	\$452,196.85
ADV ON SUC BEG. BALANCE:	\$38,952.00		
Close CY SEC Tax	(\$38,952.00)		
Ending Balance	\$0.00		
INVESTED BEGIN. BALANCE:	\$222.54		
No activity	\$0.00		
Ending Balance	\$222.54		
FUND BALANCE:	\$96,090.84	\\san\pc\bud&fin\wrksht	

07/16/20

Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 07/13/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							102,117.97
Cleared Balance							102,117.97
Uncleared Transactions							
Checks and Payments - 6 items							
Check	06/19/2020	1230	Valley Operators, L...	Monthly service WWTP May 2020	X	-4,400.00	-4,400.00
Check	06/19/2020	1231	Sierra Chemical Co...	Sodium Hypochlorite 210 gallons	X	-701.57	-5,101.57
Check	06/19/2020	1232	RedZone Robotics, ...	ICOM Maintenance plan 5/1/20-4/...	X	-680.40	-5,781.97
Transfer	06/19/2020			Payroll recovery Jun 1-15 plus .1...	X	-159.86	-5,941.83
Check	06/19/2020	1229	USBank	Alarm monitoring & postage	X	-44.43	-5,986.26
Transfer	06/19/2020			Recovery Crime and CSDA mem...	X	-40.87	-6,027.13
Total Checks and Payments						-6,027.13	-6,027.13
Total Uncleared Transactions						-6,027.13	-6,027.13
Register Balance as of 07/13/2020						-6,027.13	96,090.84
Ending Balance						-6,027.13	96,090.84

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 7/6/20 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
07/07/2020	MEYERS NAVE	Attorney advice May 2020	484.38	1233
07/07/2020	Streamline	Web hosting 6-months Invoice 105903 7...	241.20	1234
07/07/2020	L.R. PAULSELL CONSULT...	High pressure sewer cleaning Invoice 20...	705.00	1235
07/07/2020	PG&E	Electricity May-June 2020 AC 27041213...	360.77	1236
07/07/2020	CalPERS Public Employees...	Unfunded Liability Annual Payment - PC...	678.46	1237
Total FUND 3425 - PC SANITARY - O&M			<u>2,469.81</u>	
TOTAL			<u><u>2,469.81</u></u>	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 7/6/20 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
07/20/2020	BAY AREA AIR QUALITY MGMT. ...	Air Permit Site A1593 Invoice 4HN15	1,638.00	1238
07/20/2020	CONTRA COSTA HEALTH SERVI...	HAZMAT CUPA Fac ID: FA003050595 A...	402.00	1239
07/20/2020	Eurofins Calscience LLC	Lab - Invoice 5700030251	730.00	1240
07/20/2020	L.R. PAULSELL CONSULTING	VPC-200 Manhole Cover installation P-0...	1,350.00	1241
07/20/2020	Valley Operators, LLC	Monthly Service June 2020 - Invoice 1330	4,400.00	1242
07/20/2020	CONTRA COSTA CO AUDITOR-C...	LAFCO Appnt. FY 20-21 Invoice 2021-0...	301.76	1243
07/20/2020	BAY AREA NEWS GROUP	Ordinance 18-3 publication Ref 0006488...	289.80	1244
07/20/2020	U.S. BANK	Various	87.07	1245
Total FUND 3425 - PC SANITARY - O&M			<u>9,198.63</u>	
TOTAL			<u><u>9,198.63</u></u>	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 8/6/20 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
08/07/2020	Sierra Chemical Company	Multichlor, Sodium Hypochlorite	339.04	1246
08/07/2020	PG&E	Electricity	281.80	1247
08/07/2020	MEYERS NAVE	General Advice	987.12	1248
08/07/2020	CSRMA	Property Insurance - 7/1/2020 - 7/1/2021	1,822.17	1249
08/07/2020	L.R. PAULSELL CONSUL...	Annual Sewer Cleaning on July 27 and 2...	3,583.75	1250
08/07/2020	Eurofins Calscience LLC	Lab Testing	760.00	1251
08/07/2020	Tom List	Installation of water pump #3 purchased...	231.71	1252
Total FUND 3425 - PC SANITARY - O&M			<u>8,005.59</u>	
TOTAL			<u><u>8,005.59</u></u>	

Capital Projects for FY 2020/21 Adopted (6/24/2020)

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
TOTAL	\$15,000.00		

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
TOTAL	\$3,000.00	\$13,000.00	

EQUIPMENT	CAPITAL IMPROVEMENTS	
No tools or equipment planned	\$0.00	
TOTAL	\$0.00	
		\$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 SAN. DEPT. STATUS REPORT

JULY

DATE REF. TASK STATUS NEXT STEP

ADMINISTRATIVE MATTERS

Ongoing		Review/revise O&M manual	Reviewed	Annual review
Ongoing		Revise sewer system management plan	Audit complete	Audit Feb 2022
Ongoing		System rehabilitation program	BACKLOGGED	Authorize video inspection. Update 5-year plan.
Ongoing		Property database	Current thru 12/2019	Pending assessor report from county. Mid-Year Budget review
Ongoing		Financial accounting & budget	Identify funding	
4/15	A-4	Sludge disposal procedure document	Review with operators	
2/19	A-5	Delayed payment of loan #2	Scheduled FY 20/21	Pay in October
8/15	A-6	Encroachment 70 CLD. Property is listed, replacement of sewer main, if needed, is owners responsibility	BACKLOGGED	Force owner to comply
8/15	A-7	Small Community Grant	POSTPONED	Revisit State grant options

ENGINEERING MATTERS

1/13	E-3	Install high water alarm in sump. This will ensure notification if sump pump fails or if flooding occurs	Valley to aquire/install float switch	Telstar to tie into PLC
6/08	E-7	#4 filter condition. Investigation to identify location of leak	ON HOLD	Excavate content of filler bed 4
3/16		Railroad crossing. Needed for safety purposes and for equipment access	ON HOLD	will approach this if equipment access to WWTP is needed for emergency or maintenance.
1/17		Install backup Watson Marlo chem pump	Valley to send for diagnosis/est/repair	Authorize repair
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	
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	

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

7.b.

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
6/18		P-03-09 + P-03-05 easement. Encroachment issue on NW side of Canyon Lake Drive.	Sent letters to properties	
6/18	E-10	Pipe condition assessment WWTP	Build plumbing pipe reserve	
12/19	E-8	CCTV Inspection Project	Scheduled for late 2020	Obtain bids
1/20	E-9	Remove sewer blockage on P-03-12 to P-03-09 new 92 CLD	*COMPLETED - Bills Underground TV'd. <i>found no obstruction</i>	
1/20	E-11	Polycoat top of septic tank wall. Engineers found that concrete at the water air interface is degrading.	Consider in 2025	

MAINTENANCE MATTERS

		Monitor sludge level - WWTP Septic Tank	Valley - ongoing. Scum layer in chamber #1 is high, it is necessary to remove it asap	Review and accept pumping proposal, schedule work
8/17		Repair/replace #3 dosing siphon in dosing structure. Siphon is broken and has been removed. Valley is verifying specs on replacement (\$535 per unit)	Pending Valley verification of specs	Seek installation proposal once part is verified
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
2/17		Replace P-00-01 MH cover. This location is regularly accessed as Influent sampling point (INF-001) and for monthly hydro to remove consistent buildup of grease. Prior lid was awkward and heavy, it posed an ergonomic and pinch point risks to safety and health.	COMPLETED - by LRP. LRP installed a hinged, locking HDPE manhole cover. \$1,350	
2/17	M-6	Remove shrubbery. Plants and roots are causing major damage to wwtp	Commission volunteered	Pending
		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. Risk of metal and other contaminants collecting in static sand due to proximity to the railroad.	
10/16		Annual load bank/fluid svc on genset. Preventative maintenance	Last service Oct 2019	Next due- Oct 2020
1/13	M-1	Raise manhole elevations. Will address as needed if county informs us of paving & manhole elevation issues	Obtain quote as needed	

*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>
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, assess condition / paint	Schedule work
7/12	M-4	Repair eroded wet well stopper valve	Define scope of work	Receive add'l quotes for work
7/12	M-5	Reset siphon valve #3	Drain north side/buy parts/ gate valve open	Drain/close valve/ reset valve height
10/19		Remove tree branches from power line	Director volunteered	

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

\\sanitary\pcsan\StatusReportPCS.xls

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

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
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e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, JUNE 16, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Surges. Present were Commissioners Cusack and Scheer, along with General Manager McDonald, Dept. Manager Barnhill and Assistant District Secretary Witschi. Commissioner List 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. McDonald reported on the actions taken by the District Board in May. He said the Board approved purchase of the Hosselkus Chapel, pending dry wall and asbestos work quotes. He said the CEQA exemption paperwork has been filed.
- 5.b. SELF-MONITORING REPORT: Mr. Barnhill reported no exceedances during April.
- 5.c. VACANCY ON COMMISSION: Commissioner Surges said he spoke with Karen Klaiber, alternate on the Port Costa Sanitary Commission, and she is very interested in filling the vacant seat on the commission. Commissioner Scheer and Commissioner Cusack agreed that Karen Klaiber should fill the position since she has shown interest. Staff will add this to the District Board June agenda.
- 5.d. BUDGET & FINANCE COMMITTEE VACANCY: The commission decided to disband the committee and that way all commissioners can be involved on decisions.
- 5.e. DRAFT SEWER USE CHARGE ORDINANCE: Mr. McDonald reported one change to the ordinance. He added extra language on page 3 to Accessory Dwelling, "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." Commissioner Scheer asked what is a junior unit. Mr. McDonald said it is a unit less than 500 square feet.
- 5.f. MANAGEMENT OBJECTIVES: Commissioner Surges said we should dedicate a special meeting to set priorities brought up in Mr. Barnhill's letter as well as other issues facing the department, ideally it would be a round-table in-person meeting.
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. Mr. McDonald reported \$222.54 in interest for the third quarter.
- 6.b. PROPOSED BUDGET: Mr. McDonald reported very little has changed on the budget. He said you do not have to adopt a revised budget. There is enough money to carry out for six months.

7. WASTEWATER: None

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported pump #3 needs to be replaced and the cost is \$650. The delivery fee from Sierra Chemicals has gone from \$50 to \$100. He will try to work with the Recreation Department so they can split the cost.

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 (tc/as):

a. Approve Minutes of May 13, 2020.

11. FUTURE AGENDA ITEMS:

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:35 PM until August 12, 2020.

Respectfully submitted,



Susan Witschi
June 17, 2020