

PORT COSTA SANITARY COMMISSION

MINUTES OF REGULAR MEETING, MARCH 14, 2018

1. CALL TO ORDER: The meeting was called to order at 7:04 pm by Vice-Chair Cusack. Present were Commissioners Scheer and Mann, along with General Manager McDonald and Dept. Manager Barnhill. Commissioners Beauchemin and Surges were absent excused.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Mr. Barnhill reported that one property sold in 2017. A Certificate of Compliance was issued for 135 Canyon Lake Drive. Mr. Barnhill handed California Form 700, Statement of Economic Interests, to the attending members.
4. PUBLIC HEARING: None.
5. REPORT OF DISTRICT COUNSEL: No report.
- 6.a. DISTRICT BOARD ACTIONS: None.
- 6.b. SELF-MONITORING REPORT: Mr. Barnhill presented the Self-Monitoring Report cover letter for January 2018. There were no permit exceedences in January. The electronic Self-Monitoring Report (eSMR) was certified and submitted through the California Integrated Water Quality System (CIWQS). Mr. Barnhill said one Ammonia exceedence over the monthly permitted minimum occurred in February. In response to the exceedence Mr. Barnhill directed Valley Operators to request that preliminary results be communicated by the lab as soon as they have results. Mr. Barnhill said he spoke with the lab to verify that they could deliver preliminary results. Receiving logged results as the tests complete, rather than waiting for all testing and the Certificate of Analyses (COA), will allow more time to respond to issues.
- 7.a. FINANCIAL REPORT: The Commission received the monthly Summary Worksheets ending March 12. Commissioner Mann asked what the liability cost of \$3,324.84 is for. Mr. McDonald explained that costs are for group liability coverage paid to Alliant Insurance through California Sanitation Risk Management Authority (CSRMA). Commissioner Mann asked if this covers volunteers. Mr. McDonald said that volunteers are covered under our California Workers Compensation policy. It is imperative that volunteers announce their activities to staff prior to beginning work and log their participation. If volunteers do not log their participation, they will not be covered under Workers Compensation. Commissioner Scheer said the District may be at risk for liability if an unlogged volunteer is injured. Commissioner Mann suggested that we use a log book to cover all volunteer projects rather than an independent document for each project. Mr. McDonald said the District Board must authorize the volunteer work for coverage to be affective.
- 7.b. RECEIVE 8-MONTH BUDGET REPORT FOR FY 2018/19: Mr. McDonald presented the 8-month budget report for FY 17/18. In addition a draft budget for FY 18/19 was presented. Mr. McDonald recommends that a 5% (\$94) sewer use charge increase be considered. Mr.

McDonald said the unallocated carry over at the end of the fiscal year is projected to be \$11,408.95. The unallocated carry over increased from 0.42¢ on the 6-month report given in January. The primary reason for the increased carry over is the septic tank cleaning can be limited this year. Mr. Barnhill said those involved, including District staff, Valley Operators, and pump operators recommend the septic tank be fully cleaned. Full cleaning is advised to ensure the septic tank operates per design. The septic tank, by design, slows the velocity of the wastewater to allow extended retention time. The slowed velocity and extended time duration allows the suspended solids to drop out and settle into the bottom sludge layer of the tank, where anaerobic digestion takes place. The water holding capacity of the septic tank is limited if sludge builds up. If the sludge builds up wastewater can flow through at a higher velocity and shorter time frame due to restricted space. The higher velocity flow could likely allow carryover of suspended solids through the interceptor line to the WWTP wet well and ultimately the sand beds. The effect of suspended solids can be sediment build up in the interceptor sewer line, a buildup of sludge in the wet well, which can adversely affect or clog the recirculation pumps, a limitation of the effectiveness of the sand beds, shortened time between sand replacement, and increased risk for NPDES permit level exceedence.

7.c. OUTSTANDING LOAN PAYMENT TO CROCKETT SANITARY DEPARTMENT: Mr. McDonald reported that Port Costa has an outstanding payment due to the Crockett Sanitary Department for \$34,500.87. A motion to pay the outstanding balance of \$34,500.87 to Crockett Sanitary Department carried unanimously (as/jm).

8.a. DISCUSS SEWER CONNECTION FEE AND SEWER CAPACITY CHARGE: Mr. McDonald said Port Costa has a Connection fee of \$5,500 per building. A separate Capacity charge could be imposed based on use of the building, it would vary based on use, and it would be separate from the Connection fee. An engineering study is required in order to develop and implement a Capacity charge. The County did not impose a Capacity charge for Port Costa properties.

8.b. CONSIDER PROPOSALS FOR UPGRADED WIRELESS VIDEO ALARM AT WWTP: Mr. Barnhill said there is an unused camera system located in Crockett. The system can be repurposed to Port Costa at no purchase cost. Port Costa would bear the cost of removing, transporting, installing and operating the system. Mr. Barnhill recommended to contract with Advanced Alarm Technology (AAT). The cost to move and install the system is estimated at \$660, the monthly service fee will be \$115, which includes 15 alarms per month. Any alarm beyond 15 per month will be assessed a \$3 fee per alarm. A motion to contract with AAT to move the security system, install it and provide monitoring service carried unanimously (tc/jm).

9.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported no Sanitary Sewer Overflows (SSO's) occurred in February. One monthly average exceedence of Ammonia occurred in February. Staff instructed Valley Operators to request preliminary results to be delivered as the tests are completed. The preliminaries are to be conveyed prior to Certificate of Analyses (COA) issuance. Staff also spoke with McCampbell Analytical to convey our need for earliest possible results.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10.a. BUDGET & FINANCE COMMITTEE REPORT: None

10.b. WASTEWATER COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

11. CONSENT CALENDAR: The consent item was approved unanimously (as/jm):
a. Approve Minutes of February 14, 2018.

12. FUTURE AGENDA ITEMS:
Report on condition of plumbing at plant.
Railroad crossing to treatment plant.
Condition of Constant Level Gate.
NPDES Permit Reissuance.

13. COMMISSIONER COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 8:19 pm until April 11, 2018.

Respectfully submitted,

James Barnhill
April 4, 2018