

# PORT COSTA SANITARY COMMISSION

Regular Business Meeting  
AGENDA FOR WEDNESDAY, JANUARY 6, 2021

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/2021-1-6-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.

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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. Receive Self-Monitoring Report cover letters for October and November 2020.

- b. Consider report on actions taken by the District Board.
  - c. Receive Status Report and adopt Action Plan for 2021.
6. BUDGET AND FINANCE:
- Consider monthly Summary Worksheet and staff report on other financial matters.
7. WASTEWATER:
- Discuss smoke testing results.
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 November 4, 2020.
11. FUTURE AGENDA ITEM:
- Discuss Port Costa school sewer system.
12. COMMENTS FROM COMMISSIONERS:
13. ADJOURNMENT to February 10, 2021

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.

November 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 October 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.

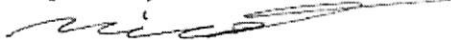
The CCSD Port Costa WWTP contracts laboratory testing with Eurofins Environmental Laboratories, Inc., which is an ELAP, certified lab. All sampling and testing analysis records are maintained and available for inspection during normal business hours at the contract lab located at 5063 Commercial Circle Suite H, Concord, CA 94520-8577 (925) 689-9022.

The monthly report for October 2020 and forth quarter has been uploaded to the CIWQS website.

During the month of October 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

December 28, 2020

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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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

# JANUARY

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

**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 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.</u>	<u>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
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.

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

# Port Costa Sanitary Department ACTION PLAN 2021

## 2021 TOP PRIORITY ACTIONS

- |    |   |        |
|----|---|--------|
| 1. | Remove Branches from Power Lines Serving the WWTP   | WINTER |
| 2. | CCTV Collection System                              | SPRING |
| 3. | Remove Shrubs and Trees from WWTP                   | SUMMER |
| 4. | Emergency Generator (Annual Service/Fuel Treatment) | FALL   |
| 5. | Plan Inspection of Filter Bed #1 Gunite             | WINTER |



# 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. :	12/16/20	LATEST FUND REPORT	12/11/20
-----			
OPERATING FUND 3425			
-----			
CASH CARRIED FORWARD:	\$44,489.78	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1276-1285)	(\$18,357.34)	PYs due CVSan Dep	\$24,233.49
Payroll recovery	\$0.00	Loan#2 due CVSan	\$203,986.49
Investment Services	\$0.00	Loan#3 due CVSan	\$150,000.00
Loan Payments	(93,563.29)		
Permit 20-29	30.00		
	-		
-----			
CASH BALANCE:	(\$67,400.85)	ACCRUED DEBT:	\$378,219.98
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ADV ON SUC BEG. BALANC	\$300,174.36		
Sewer Use Charge	\$0.00		
Ending Balance	\$300,174.36		
INVESTED BEGIN. BALANC	\$223.70		
Interest	\$0.00		
Ending Balance	\$223.70		
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FUND BALANCE:	\$232,997.21	\\san\pc\bud&fin\wrksht	

# PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

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website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MINUTES OF REGULAR MEETING, NOVEMBER 4, 2020

1. CALL TO ORDER: The meeting was called to order at 7:08 PM by Chairperson Surges. Present were Commissioners Cusack and Scheer, along with Dept. Manager Barnhill and Assistant Secretary Witschi. Also present was Director Kirker. Commissioner List arrived later and Commissioner Klaiber 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 REPORT: Mr. Barnhill reported no exceedances in September 2020.
- 5.b. DISTRICT BOARD ACTIONS: No report.
- 5.c. NOTICE TO PROPERTY OWNERS: Mr. Barnhill presented a Notice of Violation (NOV) door notice for unresolved sewer lateral issues. He said this would be used in addition to the NOV mailed to the property owner. He said there are a couple dozen properties in Port Costa that have unresolved issues. A motion to approve the door Notice to be posted on properties as a supplement to the Notice of Violation carried by consensus.
- 5.d. MEETING SCHEDULE FOR 2021: A motion to approve the meeting schedule for 2021 carried unanimously (as/tc).
- 5.e. APPOINT OFFICERS FOR 2021: A motion to nominate Joe Surges as Chairperson and Tom Cusack as Vice-Chairperson carried unanimously (as/tc).
6. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. No further report.
7. SMOKE TESTING PROPOSAL: Mr. Barnhill reported the daily rate for smoke testing is \$3,960.00. He said L.R. Paulsell might be able to do more testing the same day depending on the conditions. Commissioner List arrived at 7:31 pm. Commissioner Scheer asked staff if this is a part of the system you have already TV'd. Mr. Barnhill said this section of the system has not been TV'd. He said the portion up Erskine is newer pipe and could be a potential for inflow. He said this will also show illegal connections and if owners have bad plumbing inside their home. Commissioner Scheer asked how will we know who is being smoke tested on that line. Mr. Barnhill said properties that are affected will receive a letter in the mail as well as a door notice. Commissioner Scheer asked if staff could place a description of homes affected and post on the bulletin board in town. She thinks it's a good idea so everyone knows what's going on. Mr. Barnhill also said the contractor will notify the Fire Department.

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported there was a power outage at the Treatment Plant last week and the Programmable Logic Controller (PLC) failed. He said the generator was running but the PLC was not controlling the pumps. Telstar was out today and brought the PLC back up online and they were able to recover data. Mr. Barnhill said he is still waiting to speak with Valley Operators. Commissioner List asked if Telstar is the company that replaced the battery. Mr. Barnhill said Telstar is one of the only companies available to do instrumentation logic panels. Commissioner List said when Rudy and he went down to the plant he diagnosed the dead battery and why things wouldn't start. He said he could see it was a dead battery when he put voltage meters on it but in case something has to be reset he was going to defer because there was so much electronic equipment attached to it. He asked if it had been tested and demonstrated operational after they put the battery in it. Mr. Barnhill said they replaced the generator and then they test it. Nick from Valley Operators said there might be an issue with their battery backup. Mr. Barnhill said he asked Nick to replace it and not to have Telstar replace the battery because they will markup the price. Director Kirker said Telstar bills in four hour increments and staff has never found anyone else who can do this type of work.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

8.c. STAFF ANNOUNCEMENTS: None

9. REPORTS FROM COMMISSIONERS: Commissioner Scheer said Mr. Kirker and Commissioner Cusack met at the Port Costa School last week with Mr. Wagner to dye test the line. She said it didn't show much because nothing appeared in the sewer. Mr. Wilson from the Port Costa Conservation Society was also in attendance and he has contacted Fernando at Sewer Works who worked on the line. Fernando is going to TV and trace the lines coming out of the school and try to figure out where everything is going. Director Kirker said they did see when Mr. Wagner flushed his toilet. It did come to the cleanout and it stayed there. He said there was no other movement from the school. They ran the water for over an hour and pulled the manhole cover at the intersection and it never hit the manhole. Commissioner Scheer will contact everyone when Fernando from Sewer Works will be out in Port Costa.

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

- a. Approve Minutes of October 14, 2020.
- b. Receive Status Report on outstanding issues.

11. FUTURE AGENDA ITEM:

Discuss Port Costa school sewer system.

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:52 PM until December 2, 2020.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
November 20, 2020