

PORT COSTA SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, APRIL 10, 2019

TIME: 7:00 PM
PLACE: Port Costa School, 1 Plaza Del Hambre, Port Costa

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 February 2019.
 - c. Receive General Liability Insurance report and form recommendation on increasing Excess Liability coverage.
6. BUDGET AND FINANCE:
 - a. Consider monthly Summary Worksheet and staff report on other financial matters.
 - b. Receive Preliminary FY 2019/20 budget report, as reviewed by the Budget & Finance Committee, and form recommendations.
7. WASTEWATER:
 - a. Consider suspending Sewer Use Charge Study Report for FY 2019/20 and recommending no increase in Port Costa Sewer Use Charge for FY 2019/20.
 - b. Discuss manhole P-00-00A repair and condition of concrete.
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.)
 - a. Budget & Finance Committee – Members Mann and Surges
 - b. Inter-agency Meetings:
- 10. CONSENT CALENDAR: Consideration of a motion to approve the following items:
 - a. Approve Minutes of March 13, 2019.
 - b. Receive Minutes of March 26, 2019 Budget & Finance Committee.
 - c. Receive letter of support of HR 1764 extending NPDES Permit terms.
 - d. Receive letter of opposition of SB 332 requiring reduction of wastewater discharge.
- 11. FUTURE AGENDA ITEMS:
 - Engineering proposal to inspect and assess septic tank.
- 12. COMMENTS FROM COMMISSIONERS:
- 13. ADJOURNMENT to May 8, 2019.

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 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.

March 29, 2019

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 February 2019 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.

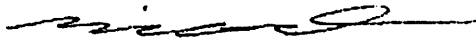
The CCSD Port Costa WWTP contracts laboratory testing with Eurofins Environmental Laboratories, Inc., which is an ELAP, certified lab. All sampling and testing analysis records are maintained and available for inspection during normal business hours at the contract lab located at 5063 Commercial Circle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

The monthly report for February 2019 has been uploaded to the CIWQS website.

During the month of February 2019, no violations have occurred at the Port Costa WWTP.

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
General 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

TO: Port Costa Sanitary Commission
FROM: General Manager 
SUBJECT: General Liability Insurance Report
DATE: April 2, 2019

The Crockett Community Services District is insured through the California Sanitary Risk Management Authority (CSRMA) care of Alliant Insurance Services, Inc. The District has both property insurance and commercial package policies. The Recreation Budget & Finance Committee raised a few concerns including limits of Excess Liability. The Recreation Commission has asked that the District Board consider raising the District's Excess Liability coverage to \$9 Million.

COMMERCIAL MULTI-LINE PACKAGE POLICY

The District is insured by Allied World Assurance Company through CSRMA's Primary Insurance Program (PIP) prepared by Alliant Insurance Services, Inc. Coverage includes General Liability, Management Liability including Cyber Liability, Business Automobile, and Excess Liability. The current term is December 31, 2018 to December 31, 2019.

Total premium and billed charge to the District is \$47,988 and includes the additional premium to include Terrorism Risk Insurance Act Coverage. The insurance premium breakdown between departments is calculated using the Cost Allocation Rates allocation formulas adopted by the Board annually. The Port Costa Sanitary Department share for 2019 was \$3,723.

There was concern by REC that the Excess Liability coverage, providing the total liability limit of \$5M, would not be enough to cover someone who gets severely injured requiring life-long care. The carrier underwriter can increase the Excess Liability coverage to \$9M giving CSD a total of \$10M in liability coverage for an additional \$2,500 annually.

DISCUSSION:

Does the Port Costa Sanitary Commission see a need to increase the Excess Liability insurance coverage and would they support the recommendation by the Recreation Commission? The extra premium to the Port Costa Sanitary Department, based on current Cost Allocation Rate table, is estimated to be \$195 annually.

Primary Insurance Policy documents are available in the office for review or can be emailed.

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 3/23/19 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
03/21/2019	Valley Operators, LLC	WWTP monthly service ...	4,000.00	1088
03/21/2019	U.S. BANK	Lab testing, phone alarm, shar...	847.06	1089
Total FUND 3425 - PC SANITARY - O&M.			<u>4,847.06</u>	
TOTAL			<u><u>4,847.06</u></u>	

Kent Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: _____ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
04/05/2019	H&R Plumbing and Drain ...	Manhole P-00-00A rehab	4,400.00	1090
04/05/2019	PG&E	Electricity	359.59	1091
04/05/2019	Specialized Electrical Con...	Videofied monitoring Apr-Jun P...	285.00	1092
04/05/2019	L.R. PAULSELL CONSUL...	High Pressure Pipeline cleanin...	345.00	1093
04/05/2019	Sierra Chemical Company	Sodium Hypochlorite	534.43	1094
Total FUND 3425 - PC SANITARY - O&M			<u>5,924.02</u>	
TOTAL			<u><u>5,924.02</u></u>	

Kent Peterson

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

TO: Port Costa Sanitary Commissioners
FROM: Department Manager *SB*
SUBJECT: 9-month Budget Report and preliminary FY 2019/20 Budget
DATE: March 13, 2019

The 9-month Port Costa Sanitary Department Budget Report details are incorporated within the attached draft Fiscal Year (FY) 19/20 budget. There does not appear the need to adopt a revised FY 18/19 budget for the Port Costa Sanitary Department.

HIGHLIGHTS

- Sewer Use Charge (SUC) income (#301.0) is the sole source of revenue in FY 19/20 minus a small amount from sewer permit fees. Expenditures will exceed revenue.
- Outfall diffuser repair placeholder of \$25K removed from Capital Replacement (#416.96).
- Professional septic tank inspection of \$35K added as a Capital Improvement Project study (#111.x); planning \$10K for Phase 1 in FY 18/19 and \$25K for Phase 2 in FY 19/20.
- Partial septic tank cleaning (#416.96) will occur annually as requested by operators while reserves are built to perform any repairs or replacement identified by professional inspection. \$20K remains budgeted for septic tank cleaning. If full septic tank cleaning is required additional funding, such as inter-department loan, will need to be secured.
- Payroll costs for Port Costa will increase in FY 19/20 as staff spends more time on Port Costa issues. Benefit expenses are planned to increase as the District is looking into adding health benefits for employees. The annual increase to the Port Costa Sanitary Department is anticipated to be \$2,200 for FY 19/20.
- Contingency Reserve has been increased from 5% to 10% to \$16,848 in FY 19/20.
- There is currently no Capital Project Reserve Fund. Any emergency capital projects will require identification of funding at time of the declaration of emergency.

SUMMARY

The attached budget report shows the Port Costa Sanitary Department continues to draw down its unallocated cash balance. Current revenue is enough to cover operating expenses and planned inspections. Raising the Sewer Use Charge in FY 19/20 would not provide sufficient revenue to address larger projects or major emergencies.

FY 2019-20 PORT COSTA SANITARY DEPARTMENT BUDGET - FUND 3425 PRELIMINARY 3/13/2019

	<u>PY 2017-18</u>	<u>FY 2018-19</u>	<u>FY 2018-19 Est.</u>	<u>FY 2018-19</u>
	<u>Actual</u>	<u>Approved Budget</u>	<u>Year End</u>	<u>Prelim Budget</u>
Collection System				
Liability Insurance	\$ 3,325	\$ 3,425	\$ 3,723	\$ 3,946
Profess. Services.	\$ 0	\$ 500	\$ 1,000	\$ 1,000
Sewers Maint.	\$ 4,690	\$ 5,800	\$ 11,313	\$ 10,000
Other Operating	\$ 0	\$ 100	\$ 1,800	\$ 1,000
Permits & Fees	\$ 2,088	\$ 2,140	\$ 2,286	\$ 2,331
Total Collection System	\$ 10,103	\$ 11,965	\$ 20,122	\$ 18,277
Treatment Plant				
Generator fuel / oil	\$ 53	\$ 100	\$ 50	\$ 100
Property Insurance	\$ 812	\$ 852	\$ 974	\$ 935
Contract Operator	\$ 48,000	\$ 49,200	\$ 48,000	\$ 54,120
Chemicals	\$ 2,477	\$ 3,914	\$ 3,924	\$ 3,200
Hardware/Supplies & Misc.	\$ 680	\$ 800	\$ 487	\$ 800
Profess. Svcs. (Engineer, Lab, Technici	\$ 39,090	\$ 35,671	\$ 20,690	\$ 20,867
Electricity	\$ 3,265	\$ 2,954	\$ 2,977	\$ 3,121
Alarm system phone	\$ 1,150	\$ 1,580	\$ 1,300	\$ 1,580
Cap. Replacement	\$ 1,806	\$ 25,000	\$ 2,820	\$ 3,000
Operating fees/permits	\$ 4,238	\$ 4,289	\$ 4,564	\$ 4,401
Other Operating - septic cleaning	\$ 1,760	\$ 10,000	\$ 25,000	\$ 20,000
Total Treatment Plant	\$ 103,331	\$ 134,360	\$ 110,787	\$ 112,124
Adminstrative				
Elections	\$ 0	\$ 35	\$ 77	\$ 0
Crime Insurance	\$ 28	\$ 25	\$ 25	\$ 25
Memberships	\$ 2,392	\$ 2,435	\$ 2,432	\$ 2,480
Office / Postal	\$ 193	\$ 250	\$ 267	\$ 250
Profess. Svcs.(admin)	\$ 1,286	\$ 3,500	\$ 2,273	\$ 3,500
Printing/Publishing	\$ 1,393	\$ 1,535	\$ 1,502	\$ 1,547
Software Subscription	\$ 0	\$ 0	\$ 169	\$ 350
Vehicle/Travel/Meetings	\$ 26	\$ 50	\$ 80	\$ 100
Other	\$ 420	\$ 400	\$ 748	\$ 1,600
County Charges	\$ 557	\$ 575	\$ 644	\$ 660
Sub-Total Administrative	\$ 6,295	\$ 8,805	\$ 8,217	\$ 10,512
Salaries and Benefits (O&M)	\$ 16,429	\$ 19,890	\$ 23,096	\$ 27,566
Other Payroll Exp. (WC premiums etc.)	\$ 0	\$ 0	\$ 0	\$ 0
Total Administrative	\$ 22,724	\$ 28,695	\$ 31,313	\$ 38,078
Total O&M Expenses	\$ 136,158	\$ 175,020	\$ 162,221	\$ 168,479
Non-Operational Expenses				
Loan Principle	\$ 88,959	\$ 89,931	\$ 89,932	\$ 36,474
Loan Interest on PY Cap Projects	\$ 10,511	\$ 13,653	\$ 12,236	\$ 12,692
Non-Op Other	\$ 0	\$ 0	\$ 700	\$ 0
Fixed Assets and Other				
Capital Projects Allocation	\$ 0	\$ 4,100	\$ 13,800	\$ 58,000
Allocation to operating reserves	\$ 0	\$ 26,000	\$ 0	\$ 35,000
Contingency Reserve	\$ 0	\$ 13,248	\$ 0	\$ 16,848
Total Expenditures	\$ 235,628	\$ 321,952	\$ 278,189	\$ 327,493
TOTAL APPROPRIATIONS	\$ 235,628	\$ 321,952	\$ 278,189	\$ 327,493
TOTAL REVENUES				
Sewer use charge	\$ 237,236	\$ 262,501	\$ 262,501	\$ 272,528
Capacity charge	\$ 0	\$ 0	\$ 0	\$ 0
Permit fees	\$ 0	\$ 180	\$ 180	\$ 180
Interest (non-op)	\$ 0	\$ 0	\$ 1,031	\$ 0
Misc fees / cost recovery (ops)	\$ 0	\$ 0	\$ 1,400	\$ 0
Grants (non-op)	\$ 0	\$ 0	\$ 0	\$ 0

**PORT COSTA SANITARY DEPARTMENT
PRELIMINARY BUDGET FY 19/20 (3/13/2019)**

Sewer Use Charge \$1,973

GENERAL FUND 3425: REVENUE DETAIL

	PY Actual FY 17/18	Adopted FY 18/19	9 Month Actual FY 18/19	Estimated Total FY 18/19	Preliminary Budget FY 19/20
301.0 Sewer use charge	\$237,236.00	\$262,501.00	\$262,501.00	\$262,501	\$272,528.00
303.0 Capacity charge	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
302.0 Permit fees	\$0.00	\$180.00	\$60.00	\$180.00	\$180.00
306.0 Misc fees	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
SUB-TOTALS O&M	\$237,236.00	\$262,681.00	\$262,561.00	\$262,681.00	\$272,708.00
311.0 Interest	\$0.00	\$0.00	\$630.15	\$1,031.00	\$0.00
318.0 Cost recovery (Non-op)	\$0.00	\$0.00	\$700.00	\$1,400.00	\$0.00
317.0 Short-term Loans	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
319.0 Grants	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
TOTAL REVENUE	\$237,236.00	\$262,681.00	\$263,891.15	\$265,112.00	\$272,708.00

FUND 3425 - BALANCE OVERVIEW

	PY ACTUAL FY 17/18	ADOPTED FY 18/19	ESTIMATED FY 18/19	DRAFT BUDGET FY 19/20	
Opening Cash Balance					
Septic Tank Replacement Reserve	\$ 6,820.15	\$ 16,820.15	\$ 16,820.15	\$ 3,820.15	
Discharge Permit Reserve	\$ 36,000.00	\$ 29,946.25	\$ 29,946.25	\$ 32,908.75	
Plumbing Pipe Refurb. Reserve	\$ 7,000.00	\$ 10,000.00	\$ 10,000.00	\$ 12,000.00	
RWQCB Violation Fines Reserve	\$ 33,000.00	\$ 6,000.00	\$ 6,000.00	\$ 8,000.00	
Contingency Reserve ***	\$ -	\$ -	\$ -	\$ -	
Carry Over (unallocated)	\$ 21,207.95	\$ 42,871.48	\$ 42,871.48	\$ 35,832.13	
TOTAL OPENING CASH BALANCE	\$ 104,028.10	\$ 105,637.88	\$ 105,637.88	\$ 92,561.03	
ESTIMATED REVENUE	\$237,236.00	\$262,681.00	\$ 265,112.00	\$ 272,708.00	
ESTIMATED O&M EXPENSES	\$ (136,156.36)	\$ (175,020.00)	\$ (162,221.21)	\$ (168,479.00)	
ESTIMATED CAP. PROJ. EXPENSES	\$ -	\$ (4,100.00)	\$ (13,800.00)	\$ (58,000.00)	
ESTIMATED LOAN PRINCIPAL	\$ (88,958.58)	\$ (89,931.00)	\$ (89,931.51)	\$ (36,474.00)	
ESTIMATED LOAN INTEREST	\$ (10,511.28)	\$ (13,653.00)	\$ (12,236.13)	\$ (12,692.00)	
Closing Fund Balance					
Operating Reserves Included in Balance					
Septic Tank Rehab/Replace Reserve	\$ 16,820.15	\$ 28,820.15	\$ 3,820.15	\$ 13,820.15	(\$300K by __ 2029)
Discharge Permit Reserve	\$ 29,946.25	\$ 35,688.75	\$ 32,908.75	\$ 34,908.75	(\$40K by May 2023)
Plumbing Pipe Refurb. Reserve	\$ 10,000.00	\$ 12,000.00	\$ 12,000.00	\$ 15,000.00	(\$15K by Oct 2020)
RWQCB Violation Fines Reserve	\$ 6,000.00	\$ 8,000.00	\$ 8,000.00	\$ 8,000.00	
Contingency ***	\$ -	\$ 13,248.00	\$ -	\$ 16,848.00	
Interfund G/L non-op adjustment	\$ -	\$ -	\$ -	\$ -	
Carry Over(unallocated)	\$ 42,871.48	\$ (12,142.02)	\$ 35,832.13	\$ 1,047.13	
TOTAL CLOSING FUND BALANCE	\$ 105,637.88	\$ 85,614.88	\$ 92,561.03	\$ 89,624.03	

*** Unused contingency reserve moves to unallocated general funds at the end of the fiscal year.

Outstanding Debt	Beginning FY 18/19	Actual Ending FY 18/19	Est. Payments FY 19/20	Est. Ending FY 19/20
Crockett Valona Sanitary (WestA Refi)	\$313,437.15	\$277,963.36	\$36,474.15	\$241,489.21
Crockett Valona Sanitary (CCC Refi)	\$54,457.72	\$0.00	\$0.00	\$0.00
Crockett Valona Sanitary (Transfer)	\$24,233.49	\$24,233.49	\$0.00	\$24,233.49
Total Debt	\$392,128.36	\$302,196.85	\$36,474.15	\$265,722.70

**PORT COSTA SANITARY DEPARTMENT
PRELIMINARY BUDGET FY 19/20 (3/13/2019)**

GENERAL FUND 3425: EXPENDITURE DETAIL

	PY Actuals	Current Budget	9 Month Actual	Estimated	Preliminary Budget
	FY 17/18	FY 18/19	FY 18/19	FY 18/19	FY 19/20
415 · SEWAGE COLLECTION *****					
415.30 · INSURANCE - Liability	3,324.84	3,425.00	3,723.03	3,723.03	3,946.00
415.55 · PROF. SVCS. (Coll.)	0.00	500.00	1,000.00	1,000.00	1,000.00
415.70 · MAINTENANCE	4,690.00	5,800.00	9,862.50	11,312.50	10,000.00
415.96 · OTHER OPERATING (Coll.)	0.00	100.00	1,800.00	1,800.00	1,000.00
415.96.2c · Permits & Fees (Coll.)	2,088.00	2,140.00	2,286.00	2,286.00	2,331.00
Total 415 · SEWAGE COLLECTION *****	10,102.84	11,965.00	18,671.53	20,121.53	18,277.00
416.25 · GASOLINE, OIL, FUEL	\$53.09	\$100.00	\$0.00	\$50.00	\$100.00
416.31 · INSURANCE - Property	\$811.79	\$852.00	\$974.35	\$974.35	\$935.00
416.51.1pc · Treatment Plant Operators	\$48,000.00	\$49,200.00	\$32,000.00	\$48,000.00	\$54,120.00
416.51.2pc · Chemicals	\$2,476.91	\$3,914.00	\$2,945.55	\$3,923.55	\$3,200.00
416.51.3pc · Hardware, Supplies, & Misc	\$679.59	\$800.00	\$289.20	\$487.20	\$800.00
416.56.2pc.3pc · Prof. Svcs. - Engineer	\$16,053.75	\$17,971.00	\$8,091.25	\$8,091.25	\$5,000.00
416.56.3pc · Prof. Svcs. -Technician	\$7,492.00	\$5,700.00	\$3,010.00	\$4,210.00	\$5,000.00
416.56.7pc · Prof. Svcs. - Lab Testing	\$15,299.50	\$12,000.00	\$5,189.00	\$8,389.00	\$10,667.00
416.56.x · Prof. Svcs. - Attorney / Other	\$244.86	\$0.00	\$0.00	\$0.00	\$200.00
416.91.1pc · Electricity	\$3,264.58	\$2,954.00	\$2,235.94	\$2,976.94	\$3,121.00
416.91.6pc and 416.96.3 · Plant Alarm System	\$1,150.16	\$1,580.00	\$1,151.66	\$1,300.17	\$1,580.00
416.96.1 · Capital Replacements (Treat.)	\$1,806.46	\$25,000.00	\$2,820.31	\$2,820.31	\$3,000.00
416.96.2 · Permits & Fees (Treat.)	\$4,238.00	\$4,289.00	\$4,149.00	\$4,564.00	\$4,401.00
416.96 · OTHER OP (Treat) - Septic Cleaning	\$1,760.00	\$10,000.00	\$0.00	\$25,000.00	\$20,000.00
416.99 · ENFORCEMENT PENALTIES	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
Total 416 · SEWAGE TREATMENT *****	103,330.69	134,360.00	62,856.26	110,786.77	112,124.00
417. ADMIN/GENERAL					
417.21 · ELECTIONS	0.00	35.00	77.18	77.18	0.00
417.31 · INSURANCE -Crime(employee bond)	28.04	25.00	0.00	25.00	25.00
417.36 · MEMBERSHIPS - BACWA & CASA	2,391.63	2,435.00	2,427.00	2,432.00	2,480.00
417.41 · OFFICE POSTAL / SUPPLIES	192.59	250.00	174.02	267.02	250.00
417.56 · PROF SVCS (Admin) Attorney/Auditor	1,285.92	3,500.00	1,492.80	2,272.80	3,500.00
417.61 · PRINTING/ PUBLISHING	1,393.35	1,535.00	1,370.70	1,502.30	1,547.00
417.70 · SOFTWARE SUBSCRIPTION	0.00	0.00	168.58	168.58	350.00
417.80 · VEHICLE / TRAVEL REIMBURSEMENT	25.69	50.00	67.84	80.35	100.00
417.96 · OTHER ADMIN. / RECOVERY	419.66	400.00	738.81	747.81	1,600.00
417.96.3pc · County Charges	557.02	575.00	643.71	643.71	660.00
Total 417 · ADMIN / GENERAL *****	6,293.90	8,805.00	7,160.64	8,216.75	10,512.00
6560 · PAYROLL EXPENSES *****					
6.1dMc · GM's O&M Wages	5,022.60	6,105.00	4,346.51	6,887.42	7,576.00
6.1ds · Secrtry. O&M Wages	315.55	392.00	276.35	451.07	496.00
6.1ds · Dept. Mgr's O&M Wages	9,398.07	11,387.00	8,453.96	13,253.12	14,579.00
11.1dMc · GM O&M Benefits GM	604.86	729.00	552.98	871.53	1,395.00
11.1ds · Secrtry. O&M Benefits	52.70	65.00	35.59	60.92	351.00
11.1as · Dept. Mgr's O&M Benefits	1,035.15	1,212.00	1,019.65	1,572.10	3,169.00
Total 6560 · PAYROLL EXPENSES *****	16,428.93	19,890.00	14,685.04	23,096.16	27,566.00
Total O&M Expense	136,156.36	175,020.00	103,373.47	162,221.21	168,479.00
Non-Op and Capitol Expenses					
416.212 · LOAN PRINCIPAL (non-op)	\$88,958.58	\$89,931.00	\$89,931.51	\$89,931.51	\$36,474.00
419.1 · Loan Interest - Non-Op Expense	10,511.28	13,653.00	12,236.13	12,236.13	12,692.00
111.x · Capitol Sewer Projects and CCTV	0.00	4,100.00	0.00	13,800.00	58,000.00
419 · Non-Op Expense - Other	0.00	0.00	700.00	700.00	0.00
Operating Reserves - Budget Allocation					
Septic Tank Replacement(\$300k over 10yrs)		12,000.00			30,000.00
Discharge Permit Reserve(\$40k over 5yrs)		10,000.00			2,000.00
Plumbing Pipe Reserve (\$15K over 5yrs)		2,000.00			3,000.00
RWQCB Violation Fines Reserve		2,000.00			0.00
Contingency 10%		13,248.00			16,848.00
TOTAL EXPENSES	\$235,626.22	\$321,952.00	\$206,241.11	\$278,888.85	\$327,493.00
Net Ordinary O&M Income	101,079.64	87,661.00	160,517.68	102,890.79	104,229.00
Net Include. Contingency, Capital, & Reserves	\$1,609.78	(59,271.00)	57,650.04	(13,776.85)	-\$54,785.00

Capital Projects for FY 2019/20

PRELIM (3/13/19)

PORT COSTA SANITARY DEPARTMENT

SEWER COLLECTION SYSTEM PROJECTS		CAPITAL IMPROVEMENTS FIXED ASSET	GRANT FUNDED	PCSAN FUNDED
Emergency project(s)		\$10,000.00		\$10,000.00
CCTV Inspection		\$10,000.00		\$10,000.00
	TOTAL	<u>\$20,000.00</u>		
TREATMENT PLANT		CAPITAL REPLACEMENTS O&M	CAPITAL IMPROVEMENTS FIXED ASSET	
Septic Tank Inspection Phase 2			\$25,000.00	\$25,000.00
Sump high alarm			\$1,500.00	\$1,500.00
Backup chemical pump			\$1,500.00	\$1,500.00
Various emergency WWTP	\$3,000.00	\$10,000.00		\$1,500.00
	TOTAL	<u>\$3,000</u>	<u>\$38,000.00</u>	
EQUIPMENT			CAPITAL IMPROVEMENTS	
No tools or equipment planned			\$0.00	
	TOTAL		<u>\$0.00</u>	
				<u>\$49,500.00</u>

The below programs can be added if additional funding is identified, otherwise to FY 20/21 or later.

Smoke Testing of collection system	\$8,600.00
Sand Replacement Reserve - annual buildup	TBD

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

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TO: Port Costa Sanitary Commission / Board of Directors
FROM: Dept: Manager James Barnhill JB
SUBJECT: Port Costa Sanitary Department Managers Report for March 2019
DATE: April 3, 2019

The Port Costa Sanitary Department Managers Report highlights items of interest in March 2019.

Operation and Maintenance

- No Sanitary Sewer Overflows (SSO's) occurred in March.
- H&R Plumbing repaired manhole P-00-00A. Concrete structure and steel ring/lid were failing.
- Chemical tanks and secondary containment were installed at the wastewater treatment plant (WWTP). The secondary containment for the tote at the septic tank and the tanks at the WWTP were reported to RWQCB via email.

Administrative

- Tentative draft of 2nd Nutrient Discharge Permit received.

PORT COSTA SANITARY COMMISSION

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MINUTES OF REGULAR MEETING, MARCH 13, 2019

1. CALL TO ORDER: The meeting was called to order at 7:02 PM by Chairperson Surges. Present were Commissioners Scheer, Mann, and Cusack along with Dept. Manager Barnhill. Chairperson Beauchemin was absent excused.
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: None.
- 5.b. SELF-MONITORING REPORT: Mr. Barnhill presented the cover letter for the January electronic Self-Monitoring Report (eSMR). The report was certified and submitted through the California Integrated Water Quality System (CIWQS). Two Biochemical Oxygen Demand (BOD) exceedences occurred in January. The BOD monthly average was 34 mg/L and the weekly average was 150 mg/L. The permit limits are 30 mg/L monthly and 45 mg/L weekly.
6. FINANCIAL REPORT: The Commission received the monthly Summary Worksheet. Mr. Mann asked why the sewer line leading into the septic tank is being cleaned monthly. Mr. Barnhill said that Fats Oils and Grease (FOG) has been periodically blocking flow, requiring emergency dispatch for line cleaning. He said the cleaning was previously scheduled every two months but a backup occurred within the two month timeframe that could have led to a Sanitary Sewer Overflow (SSO). The backup forced management to adjust the frequency to monthly in order to prevent SSO's. Ms. Scheer said it would be beneficial for community outreach to hand deliver flyers to each residence on the importance of keeping grease out of the sewer.
7. RECEIVE VALUE COMPARISON APPRAISAL REPORT: Ms. Scheer said the description of the septic tank location on the appraisal is inaccurate. Mr. Mann asked if the sand is still being insured. Mr. Barnhill said that the sand itself is not covered by insurance but the concrete structures are.
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that no Sanitary Sewer Overflows (SSO's) occurred in February. H&R Plumbing has been contracted to repair the manhole (P-00-00A) near the wastewater treatment plant (WWTP). The work is expected to be scheduled toward the end of March.
- 8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None.
- 8.c. STAFF ANNOUNCEMENTS: None.

9.a. BUDGET & FINANCE COMMITTEE REPORT: None.

9.b. WASTEWATER COMMITTEE REPORT: Mr. Mann said there has never been a comment on this item and a Wastewater Committee meeting has never been held.

9.c. INTER-AGENCY MEETINGS: None.

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

- a. Approve Minutes of February 13, 2019.
- b. Receive Status Report on Outstanding Items.

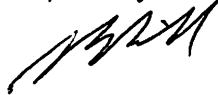
11. FUTURE AGENDA ITEMS:

Engineering proposal to inspect and assess septic tank.
Status on manhole repair (P-00-00A) near WWTP.

12. COMMISSIONER COMMENTS: None.

13. ADJOURNMENT: The meeting was adjourned at 7:50 PM until April 10, 2019.

Respectfully submitted,



James Barnhill
April 3, 2019

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF BUDGET & FINANCE COMMITTEE MEETING MARCH 26, 2019

The meeting was called to order at 5:00 PM by Chairperson Surges. Commissioner Mann was present. Also present were General Manager McDonald and Department Manager Barnhill.

PUBLIC COMMENTS: None

1. 9-MONTH BUDGET REPORT FOR FY 18/19 AND FY 2019/20 DRAFT BUDGET: The committee reviewed the 9-month budget report and raised various questions. Mr. Mann asked about the \$20K budgeted for septic cleaning and when we think the septic will be cleaned. Mr. Barnhill said that chamber #4 of the septic tank will be pumped as needed. He said budgeted amount would not be for full cleaning. Full pumping will be planned based on engineering recommendations following structural inspection and would be considered a special project which will likely require additional funding. Mr. McDonald said the Contingency Reserve has been increased from 5% to 10% which is in-line with other departments within the District. There were no recommendations to revise the current budget report or the preliminary budget for FY 19/20. The preliminary budget does not include a Sewer Use Charge (SUC) increase. The department is in a good financial position heading into FY 19/20 and department staff recommends no increase to the SUC. Following discussion it was the consensus of the committee that a SUC increase is not needed. The recommendation will be given to the Port Costa Sanitary Commission at the April 10 meeting.

2. GENERAL DISCUSSION: Mr. McDonald said that he sent a letter of support to Congressman Thompsons office to support H.R. 1764 extending NPDES Permit Terms to 10-years instead of the current 5-year cycle. He also sent a letter to the California Senate Environmental Quality Committee opposing SB 332 which proposes prohibiting public wastewater agencies from discharging to the ocean, bay, or estuary. The Federal bill would be of great benefit to Port Costa and the State bill would be seriously detrimental. The Committee talked briefly about the benefits of pumping all wastewater to Crockett if the State bill were ever to pass. Mr. McDonald said the next Budget & Finance Committee meeting would be in May if any major budget changes are needed.

ADJOURNMENT: The meeting was adjourned at 5:28 PM.

Respectfully submitted,



James Barnhill
March 27, 2019

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
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March 22, 2019

The Honorable Mike Thompson
United States House of Representatives
406 Cannon Office Building
Washington, D.C. 20515

RE: Support of H.R. 1764 Extending NPDES Permit Terms

Dear Representative Thompson:

On behalf of the Port Costa Sanitary Department of the Crockett Community Services District, we request that you cosponsor H.R. 1764 introduced by Representative John Garamendi. H.R. 1764 would authorize the U.S. Environmental Protection Agency or a delegated state, like California, to issue a municipal clean water agency a National Pollutant Discharge Elimination System (NPDES) permits for a fixed period not to exceed ten years. This change from the current fixed period of not more than five years would support enhanced planning and efficient permitting of local water quality programs, and give us the time needed to design, plan and construct necessary treatment facilities and to comply with existing regulatory requirements before imposition of new mandates.

The Port Costa Sanitary Department recently completed its NPDES permit renewal at a cost of \$32K. Port Costa is a small community with 190 residents and only 86 sewer connections. The financial impact of renewing a permit every five years costs each rate payer, based on Single Family Residence calculation, \$232. Extending the NPDES renewal to ten years would greatly benefit small communities such as Port Costa.

When the Clean Water Act was adopted in 1972, Congress authorized USEPA, or a delegated state, to grant waste discharge permits for a period of no more than five years. At the time, this timeframe for renewal was tailored for the demands of that period and to ensure significant progress toward basic water quality improvements. However, much has changed over the past 45 years.

The environmental needs of today require new ways of doing business and new technologies to improve water quality. Requirements in NPDES permits are becoming more stringent, and the treatment technologies necessary to meet those limits are becoming more expensive and time intensive to implement. At the same time, it is widely understood that the nation's most challenging water quality problems do not derive from traditional point source dischargers. Longer permit terms would allow stated to direct more resources to nonpoint and watershed-based solutions instead of a perpetual cycle of five-year NPDES permit renewals.

Moreover, existing mechanisms protect the ability of regulators to address significant new developments that might occur within the ten-year permit period as well as the public's ability to participate in the permitting process. Standard permit reopener provisions already provided by statute allow permits to address new conditions prior to permit expiration. Additionally, if noncompliance issues surface, the law's enforcement and compliance provisions would allow for appropriate actions to be taken regardless of the permit term.

The California Association of Sanitation Agencies, National Association of Clean Water Agencies, Association of California Water Agencies, National League of Cities, National Association of Counties, National Water Resources Association, U.S. Conference of Mayors, and others support this amendment, and we hope you will actively support its passage by cosponsoring the legislation.

If you have any questions, please feel free to contact me at manager@town.crockett.ca.us. Thank you for your continued support of the Crockett Community Services District and the constituents of Port Costa and Crockett.

Sincerely,



Dale McDonald
General Manager
Crockett Community Services District

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March 22, 2019

The Honorable Ben Allen, Chair
Senate Environmental Quality Committee
State Capitol, Room 2205
Sacramento, CA 95814

RE: SB 332 (Hertzberg & Wiener): Oppose

Dear Senator Allen:

The Crockett Community Services District is writing to respectfully state our opposition to SB 332 (Hertzberg & Wiener). As introduced, SB 332 would require wastewater treatment agencies that discharge treated effluent to saline waters, oceans, bays and estuaries to reduce their discharges by 50% by January 1, 2030, and by 95% by January 1, 2040. The bill would also declare that discharge from ocean outfalls is a "waste and unreasonable use" of water and impose penalties of \$2,000/acre-foot of water discharged above the reduction requirement.

The Crockett Sanitary Department and Port Costa Sanitary Department of the Crockett Community Services District supports the goal of maximizing recycled water for beneficial reuse in California but believes it must be cost effective. We believe that while the goal of increasing water recycling in California is laudable, a mandate on every ocean and bay discharger in the state is simply unworkable.

Our community of Port Costa, located on the Carquinez Strait and surrounded by East Bay Regional Park land, is very small with only 190 residents and a handful of businesses. It has a simple sand bed filtration treatment plant and already some of the highest sewer use rates in the greater SF Bay Area. It would pose a significant challenge to meet the proposed discharge reductions in SB 332. In our case, it most likely would mean abandoning our Port Costa treatment plant and having to invest in new infrastructure, pumping the town's wastewater to our Joint Use Crockett/C&H Industrial Wastewater Treatment Plant two miles away. Our initial estimate is that implementing the mandate in SB 332 is estimated to cost Port Costa around \$1,300, 000 to comply. That cost burden would inevitably be shifted to our ratepayers, through necessary rate increases, and those rate impacts to individual households and businesses in our community would be substantial, estimated at an additional \$470 per year for 20 years for each ratepayer.

For these reasons, Crockett Community Services District must respectfully oppose SB 332. Thank you for your consideration of our concerns.

Sincerely,



Dale McDonald, General Manager
Crockett Community Services District

CC: Gabrielle Meindl, Chief Consultant, Senate Environmental Quality Committee
Mimi Holtkamp, Committee Secretary, Senate Environmental Quality Committee (via mimi.holtkamp@sen.ca.gov)
Jessica Gauger, California Association of Sanitation Agencies (via jgauger@casaweb.org)
Senator Bill Dodd, Senate District 3 (via Senator.dodd@senate.ca.gov)
Assembly Member Timothy S. Grayson, District 14 (via Jenna.Elkins@asm.ca.gov)