

PORT COSTA SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, FEBRUARY 10, 2021

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORTANT 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 teleconference 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/2021-2-10-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.

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 2020 Annual and December 2020 Self-Monitoring Reports.

- b. Consider report on actions taken by the District Board.
- 6. **BUDGET AND FINANCE:**
 - a. Consider monthly Summary Worksheet and staff report on other financial matters.
 - b. Consider 7-month budget report.
- 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 items:
 - a. Approve Minutes of January 6, 2021.
 - b. Receive Status Report on outstanding items.
- 11. **FUTURE AGENDA ITEM:**
 - Discuss Port Costa school sewer system.
- 12. **COMMENTS FROM COMMISSIONERS:**
- 13. **ADJOURNMENT** to March 10, 2021

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.

January 28, 2021

William Burrell
Water Resource Control Engineer
California Regional Water Quality Control Board
San Francisco Bay Region
1515 Clay Street, Suite 1400
Oakland, CA 94612

SUBJECT: 2020 Annual Self-Monitoring Report Submittal for Crockett Community Services District (CCSD) WWTP Port Costa, CA

The Legally Responsible Official (LRO) is James Barnhill with CCSD, contact phone number (510) 787-2992. The Chief Plant Operator is Nick 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 following is submitted to satisfy the annual monitoring and reporting requirements specified in Order R2-2018-0053 (NPDES No. CA0037885):

Many changes in the operation and maintenance of the Port Costa facility resulted from the 2007 plant upgrade project by Contra Costa County. Accordingly, the plant's Operations & Maintenance Manual has been significantly updated by the project design engineer. O&M manuals were also produced for the control systems; emergency generator, alarm auto-dialer and other equipment installed. There were no major changes this year to the operation of the facility. The O&M Manual was reviewed in June 2020. The SSMP was reviewed and audited in March 2020. The Contingency and Spill Prevention Plan was reviewed in June 2020.

During the month of January 2020, a rehabilitation project of the septic tank was completed. The duration of the project was from January 9 thru 22. During this period, the flow was diverted to the contractors storage tanks and no effluent flow was discharged from the plant.

Staff continues to work with contract engineers and with Valley Operators (the contract operators) to concentrate on ways to enhance the operations at the facility.

Please note results from annual PCB testing are attached to the report in CIWQS as a pdf attachment rather than a cdf file.



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:

Nick Gaunt, Chief Plant Operator
Valley Operators

Legally Responsible Official:

James Barnhill
Sanitary Department Manager

cc: Casey Wichert, Valley Operators

January 27, 2021

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 December 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.

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The monthly report for December 2020 has been uploaded to the CIWQS website.

During the month of December no exceedances occurred.

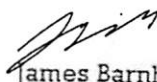
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designated to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage 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

PREPARED FOR MTG.:	1/27/21	LATEST FUND REPORT	1/13/21

OPERATING FUND 3425			

CASH CARRIED FORWARD:	(\$67,400.85)	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1286-1294)	(\$15,866.37)	PYs due CVSan Dep	\$24,233.49
Payroll recov to CVSe	(\$6,763.83)	Loan#2 due CVSan	\$203,986.49
Investment Services	\$0.00	Loan#3 due CVSan	\$150,000.00
Property Tax	136,740.68		
Melton SUC	2,245.00		

CASH BALANCE:	\$48,954.63	ACCRUED DEBT:	\$378,219.98

ADV ON SUC BEG. BALANC	\$300,174.36		
Cash Conversion	(\$136,740.68)		
Ending Balance	\$163,433.68		
INVESTED BEGIN. BALANC	\$223.70		
Interest	\$0.00		
Ending Balance	\$223.70		

FUND BALANCE:	\$212,612.01	\\san\pc\bud&fin\wrksht	

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

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TO: Commissioners
FROM: Administrative Manager *Vf*
SUBJECT: Mid-Year Budget Report for General Fund 3425
DATE: February 5, 2021

The mid-year Port Costa Budget Report includes a summary 7-month budget report profit and loss statement for fund 3425 of the Port Costa Sanitary Department. The adopted Fiscal Year 20/21 budget included revenue of \$303,488, Operating & Maintenance (O&M) expenses of \$173,970, Operating Reserves (including contingency) of \$34,000, and capital outlay allocation of \$28,000. It is important to review the 7-month budget report and provide direction to staff accordingly.

HIGHLIGHTS

- Sewer maintenance is over budget by \$2,880, almost entirely due to cleanings and inspections.
- A payment was made on the inter-departmental loan in the amount of \$93,563.29 to Crockett Sanitary Department in November.
- Direct payroll costs are approximately 79% under budget as of the end of January. This amount is expected to change when payroll recovery is completed, but should remain well under budget.

CAPITAL PROJECTS

The capital budget includes \$15,000 for capital sewer projects; \$10,000 for CCTV inspection and \$5,000 for a yet unidentified emergency sewer project. The treatment plant capital budget includes \$13,000 which includes \$5,000 for the septic tank hatches.

SUMMARY

The attached budget report shows the Port Costa Sanitary Department is effectively managing its discretionary expenses best they can. Rising maintenance and preventive costs should be taken into account, along with necessary replacements.

STAFF RECOMMENDATION:

Staff recommends the Port Costa Sanitary Commission receive the 6-month budget report.

The Budget & Finance Committee should meet to discuss the FY 20/21 budget and form recommendations on development of the FY 21/22 budget. Increased operations and maintenance expenses in the coming years should be planned for. Capital Projects list should be reviewed and updated.

CROCKETT COMMUNITY SERVICES DISTRICT PCSAN Budget Report

July 1, 2020 through February 5, 2021

	Jul 1, '20 - Feb 5, 21	Budget	\$ Over Budget	% of Budget
Ordinary Income/Expense				
Income				
3425i · FUND 3425 PCSAN. Income***				
30 · OPERATING REVENUE				
301.00 · SEWER USE CHARGES	302,419.36	300,165.00	2,254.36	100.8%
302.00 · PERMIT AND INSPECTION FEES	60.00	180.00	-120.00	33.3%
Total 30 · OPERATING REVENUE	302,479.36	300,345.00	2,134.36	100.7%
31 · NON-OPERATING REVENUE				
311.00 · INTEREST	1.16	215.36	-214.20	0.5%
318.00 · COST RECOVERY	0.00	1,664.78	-1,664.78	0.0%
Total 31 · NON-OPERATING REVENUE	1.16	1,880.14	-1,878.98	0.1%
Total 3425i · FUND 3425 PCSAN. Income***	302,480.52	302,225.14	255.38	100.1%
Total Income	302,480.52	302,225.14	255.38	100.1%
Gross Profit	302,480.52	302,225.14	255.38	100.1%
Expense				
3425e · FUND 3425 PCSAN. Expense***				
415 · SEWAGE COLLECTION				
415.25 · GAS, FUEL, OIL (DIST. VEHICLE)	0.00	179.46	-179.46	0.0%
415.30 · INSURANCE - Liability	4,514.19	4,453.00	61.19	101.4%
415.55 · PROF. SVCS. (Coll.)	3,960.00	598.19	3,361.81	662.0%
415.70 · MAINTENANCE				
415.701 · Sewers - preventive maint.	8,861.86	0.00	8,861.86	100.0%
415.70 · MAINTENANCE - Other	0.00	5,982.12	-5,982.12	0.0%
Total 415.70 · MAINTENANCE	8,861.86	5,982.12	2,879.74	148.1%
415.96 · OTHER OPERATING (Coll.)				
96.2c · Permits & Fees (Coll.)	2,848.00	1,601.97	1,246.03	177.8%
415.96 · OTHER OPERATING (Coll.) - Other	0.00	598.19	-598.19	0.0%
Total 415.96 · OTHER OPERATING (Coll.)	2,848.00	2,200.16	647.84	129.4%
Total 415 · SEWAGE COLLECTION	20,184.05	13,412.93	6,771.12	150.5%
416 · SEWAGE TREATMENT				
416.25 · GASOLINE, OIL, FUEL	66.90	0.00	66.90	100.0%
416.31 · INSURANCE - Property	1,573.88	1,267.00	306.88	124.2%
416.51 · TREATMENT O&M				
51.1pc · Treatment Plant Operators	30,800.00	33,021.43	-2,221.43	93.3%
51.2pc · Chemicals	1,782.82	2,355.15	-572.33	75.7%
51.3pc · Hardware, Supplies, & Misc	102.36	598.19	-495.83	17.1%
Total 416.51 · TREATMENT O&M	32,685.18	35,974.77	-3,289.59	90.9%
416.56 · PROF. SVCS. (Treat.)				
56.1pc · Attorney	198.97	119.60	79.37	166.4%
56.2pc · Engineer	0.00	1,196.38	-1,196.38	0.0%
56.3pc · Technician	6,935.20	2,093.70	4,841.50	331.2%
56.7pc · Lab testing	5,620.00	6,043.71	-423.71	93.0%
Total 416.56 · PROF. SVCS. (Treat.)	12,754.17	9,453.39	3,300.78	134.9%
416.91 · UTILITIES				
91.1pc · Electricity	2,643.12	2,129.60	513.52	124.1%
91.6pc · Phone Alarm System	228.55	945.13	-716.58	24.2%
Total 416.91 · UTILITIES	2,871.67	3,074.73	-203.06	93.4%
416.96 · OTHER OPERATING (Treat)				
96.1 · Capital Replacements (Treat.)	1,350.00	1,794.64	-444.64	75.2%
96.2 · Permits & Fees (Treat.)	7,142.00	4,138.45	3,003.55	172.6%
96.3 · Alarm monitoring	37.43	0.00	37.43	100.0%
416.96 · OTHER OPERATING (Treat) - Other	0.00	7,178.57	-7,178.57	0.0%
Total 416.96 · OTHER OPERATING (Treat)	8,529.43	13,111.66	-4,582.23	65.1%
Total 416 · SEWAGE TREATMENT	58,481.23	62,881.55	-4,400.32	93.0%
417 · ADMIN / GENERAL				
417.21 · ELECTIONS	0.00	80.00	-80.00	0.0%
417.31 · INSURANCE -Crime(employee bond)	0.00	25.00	-25.00	0.0%
417.36 · MEMBERSHIPS	1,708.50	1,022.30	686.20	167.1%
417.41 · OFFICE				
41.1pc · Postal	6.02	0.00	6.02	100.0%
41.2pc · Supplies	85.61	0.00	85.61	100.0%
417.41 · OFFICE - Other	0.00	149.53	-149.53	0.0%
Total 417.41 · OFFICE	91.63	149.53	-57.90	61.3%
417.56 · PROF. SVCS. (Admin.)				
56.4pc · Attorney	2,213.03	0.00	2,213.03	100.0%
56.5pc · Auditor	389.45	0.00	389.45	100.0%
417.56 · PROF. SVCS. (Admin.) - Other	0.00	4,160.56	-4,160.56	0.0%

CROCKETT COMMUNITY SERVICES DISTRICT PCSAN Budget Report

July 1, 2020 through February 5, 2021

	Jul 1, '20 - Feb 5, 21	Budget	\$ Over Budget	% of Budget
Total 417.56 · PROF. SVCS. (Admin.)	2,602.48	4,160.56	-1,558.08	62.6%
417.61 · PRINTING/PUBLISHING	1,372.50	163.31	1,209.19	840.4%
417.70 · SOFTWARE SUBSCRIPTIONS	633.15	805.15	-172.00	78.6%
417.80 · VEHICLE / TRAVEL REIMBURSEMENT	2.55	89.73	-87.18	2.8%
417.96 · OTHER ADMIN.				
96.3pc · County & State Charges	626.01	643.06	-17.05	97.3%
96.5pc · Recoverable expenses	604.39	0.00	604.39	100.0%
417.88 · OTHER ADMIN. - Other	0.00	598.19	-598.19	0.0%
Total 417.96 · OTHER ADMIN.	1,230.40	1,241.25	-10.85	99.1%
Total 417 · ADMIN / GENERAL	7,641.21	7,736.83	-95.62	98.8%
419 · NON-OPERATING EXPENSES				
416.212 · LOAN PRINCIPAL (NON-OP)	0.00	76,063.00	-76,063.00	0.0%
419.1 · LOAN INTEREST (NON-OP)	0.00	15,107.00	-15,107.00	0.0%
Total 419 · NON-OPERATING EXPENSES	0.00	91,170.00	-91,170.00	0.0%
Total 3425e · FUND 3425 PCSAN. Expense***	86,306.49	175,201.31	-88,894.82	49.3%
6560 · PAYROLL EXPENSES ***				
6560.2 · CalPERS Unfunded Liability	678.46	388.79	289.67	174.5%
417.11 · PCSan - O&M BENEFITS				
11.1as · Asst Mgr	367.51	0.00	367.51	100.0%
11.1dMc · McDonald	237.89	0.00	237.89	100.0%
11.1ds · Witschi	47.69	0.00	47.69	100.0%
Total 417.11 · PCSan - O&M BENEFITS	653.09	0.00	653.09	100.0%
417.6s · PCSan - O&M SALARY				
6.1as · O&M payroll - Asst Mgr	1,414.86	0.00	1,414.86	100.0%
6.1dMc · O&M payroll - McDonald	1,692.45	0.00	1,692.45	100.0%
6.1ds · O&M payroll - Witschi	323.23	0.00	323.23	100.0%
Total 417.6s · PCSan - O&M SALARY	3,430.54	0.00	3,430.54	100.0%
6560 · PAYROLL EXPENSES *** - Other	0.00	21,990.91	-21,990.91	0.0%
Total 6560 · PAYROLL EXPENSES ***	4,762.09	22,379.70	-17,617.61	21.3%
Total Expense	91,068.58	197,581.01	-106,512.43	46.1%
Net Ordinary Income	211,411.94	104,644.13	106,767.81	202.0%
Net Income	211,411.94	104,644.13	106,767.81	202.0%

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of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, JANUARY 6, 2021

1. CALL TO ORDER: The meeting was called to order at 7:09 PM by Vice-Chairperson Cusack. Present were Commissioners List and Scheer, along with Dept. Manager Barnhill, District Engineer Murdock and Assistant District Secretary Witschi. Also present was Director Barassi. Commissioner Surges arrived later and Commissioner Klabier was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Director Barassi said he was recently elected President of the District Board and will be attending the Port Costa Sanitary Commission meetings monthly. He will be available if any issues come up and Director Peterson will take the lead role on the budgets.
4. PUBLIC HEARING: None
- 5.a. SELF-MONITORING REPORTS: Mr. Barnhill reported no exceedances or spills for October or November 2020.
- 5.b. DISTRICT BOARD ACTIONS: Director Barassi reported the Board approved the asbestos abatement for the new District office and work is expected to begin next week. Commissioner List asked what the state mandate for removal of asbestos is. Director Barassi said anything above 1% if disturbed is dangerous. Commissioner Scheer said you will need to post a notice if there is asbestos in the building.
- 5.c. STATUS REPORT AND ACTION PLAN: Director Barassi said item 1 has been completed on the Action Plan. Mr. Barnhill reported plants and roots are causing major damage to the treatment plant. A motion to recommend approval of the Action Plan for 2021 carried unanimously (tc/tl).
6. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. No further comments.
7. SMOKE TESTING RESULTS: Mr. Barnhill reported he received the smoke testing report and he said there will be some properties receiving notices. The results from smoke testing show some problems with main sewer lines and some private laterals throughout town. He is looking for direction when to send out letters to owners. He will email the commissioners the smoke testing results. Commissioner Cusack said he has concerns about the cost to fix these problems during COVID. Mr. Barnhill said he has been sitting on this for a while since the conditions found have existed and workload limits availability to deal with follow-up. Commissioner Surges said he thinks staff should wait until Spring/Summer to send notices out to owners. This item will be brought back in February to discuss further.

8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported Telstar responded to the Treatment Plant. He said the Programmable Logic Controller had an issue which caused the water system 3 pump to fail.

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 (js/as):
a. Approve Minutes of November 4, 2020.

11. FUTURE AGENDA ITEMS:
Discuss smoke testing results.
Discuss Port Costa school sewer system.

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:55 PM until February 10, 2021.

Respectfully submitted,



Susan Witschi
January 12, 2021

PORT COSTA SAN. DEPT. STATUS REPORT

FEBRUARY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
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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	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

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 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.

10.b.

<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

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

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