

PORT COSTA SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, MAY 12, 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 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/2021-5-12-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# 814 7787 1447 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/j/abb4GNs5xM> 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 Self-Monitoring Report for March 2021.
- 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. Receive 10-month Budget Report and proposed FY 2021/22 Budget.

7. **WASTEWATER:**
 - a. Discuss grease traps at restaurants.
 - b. Discuss future projects.

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 April 20, 2021.
 - b. Receive Status Report on outstanding items.

11. **FUTURE AGENDA ITEM:**
Discuss Port Costa School sewer system (June).

12. **COMMENTS FROM COMMISSIONERS:**

13. **ADJOURNMENT** to June 9, 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.

April 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 March 2021 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 March 2021 and first quarter 2021 has been uploaded to the CIWQS website.

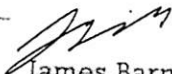
The copper sample was not collected for the first quarter 2021. An additional copper sample will be collected in month of May.

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.: 4/20/21 LATEST FUND REPORT 4/12/21

OPERATING FUND 3425

| | | | |
|-----------------------|--------------|-------------------|--------------|
| CASH CARRIED FORWARD: | \$31,535.50 | ACCRUED DEBT: | |
| ACTIVITY: | | | |
| Warrants (1311-1317) | (\$6,564.94) | PYs due CVSan Dep | \$24,233.49 |
| Payroll recov CVSn&RE | \$0.00 | Loan#2 due CVSan | \$203,986.49 |
| Investment Services | \$0.00 | Loan#3 due CVSan | \$150,000.00 |

| | | | |
|---------------|-------------|---------------|--------------|
| CASH BALANCE: | \$24,970.56 | ACCRUED DEBT: | \$378,219.98 |
|---------------|-------------|---------------|--------------|

| | |
|-------------------------|--------------|
| ADV ON SUC BEG. BALANCE | \$163,433.68 |
| No activity | |
| Ending Balance | \$163,433.68 |

| | |
|-------------------------|----------|
| INVESTED BEGIN. BALANCE | \$224.05 |
| Interest | \$0.00 |

| | |
|----------------|----------|
| Ending Balance | \$224.05 |
|----------------|----------|

| | | |
|---------------|--------------|-------------------------|
| FUND BALANCE: | \$188,628.29 | \\san\pc\bud&fin\wrksht |
|---------------|--------------|-------------------------|

FY 2021-2022 PORT COSTA SANITARY DEPARTMENT BUDGET - FUND 3425 PROPOSED ##

| | <u>PY 2019-20</u> | <u>FY 2020-21</u> | <u>FY 2020-21</u> | <u>Proposed</u> |
|---|-------------------|------------------------|------------------------|-------------------|
| | <u>Actual</u> | <u>Approved Budget</u> | <u>Actual Year End</u> | <u>Budget</u> |
| Collection System | | | | |
| Liability Insurance | \$ 4,282 | \$ 4,453 | \$ 4,514 | \$ 4,700 |
| Profess. Services. | \$ 0 | \$ 1,000 | \$ 4,500 | \$ 1,000 |
| Sewers Maint. | \$ 7,710 | \$ 10,000 | \$ 12,019 | \$ 13,822 |
| Other Operating | \$ 157 | \$ 1,000 | \$ 100 | \$ 1,000 |
| Permits & Fees | \$ 2,625 | \$ 2,678 | \$ 3,048 | \$ 3,505 |
| Total Collection System | \$ 14,774 | \$ 19,131 | \$ 24,181 | \$ 24,027 |
| Treatment Plant | | | | |
| Generator fuel / oil | \$ 266 | \$ 300 | \$ 300 | \$ 345 |
| Property Insurance | \$ 1,207 | \$ 1,267 | \$ 1,574 | \$ 1,874 |
| Contract Operator | \$ 51,480 | \$ 55,200 | \$ 55,000 | \$ 60,500 |
| Chemicals | \$ 3,252 | \$ 3,937 | \$ 4,157 | \$ 4,781 |
| Hardware/Supplies & Misc. | \$ 979 | \$ 1,000 | \$ 490 | \$ 736 |
| Profess. Svcs. (Engineer, Lab, Technici | \$ 12,027 | \$ 15,803 | \$ 25,756 | \$ 34,044 |
| Electricity | \$ 3,595 | \$ 3,560 | \$ 4,455 | \$ 5,123 |
| Alarm system phone | \$ 1,306 | \$ 1,580 | \$ 463 | \$ 532 |
| Cap. Replacement | \$ 45,649 | \$ 3,000 | \$ 1,950 | \$ 5,243 |
| Operating fees/permits | \$ 6,377 | \$ 6,918 | \$ 7,500 | \$ 8,625 |
| Other Operating - septic cleaning | \$ 226,250 | \$ 12,000 | \$ 2,000 | \$ 2,200 |
| Total Treatment Plant | \$ 352,387 | \$ 104,565 | \$ 103,645 | \$ 124,002 |
| Administrative | | | | |
| Elections | \$ 0 | \$ 80 | \$ 0 | \$ 80 |
| Crime Insurance | \$ 36 | \$ 25 | \$ 30 | \$ 35 |
| Memberships | \$ 1,680 | \$ 1,709 | \$ 1,709 | \$ 1,965 |
| Office / Postal | \$ 146 | \$ 250 | \$ 210 | \$ 242 |
| Profess. Svcs.(admin) | \$ 10,107 | \$ 6,955 | \$ 3,500 | \$ 4,025 |
| Printing/Publishing | \$ 245 | \$ 273 | \$ 1,373 | \$ 1,578 |
| Software Subscription | \$ 1,966 | \$ 1,346 | \$ 1,433 | \$ 1,648 |
| Vehicle/Travel/Meetings | \$ 205 | \$ 150 | \$ 50 | \$ 150 |
| Other | \$ 310 | \$ 1,000 | \$ 804 | \$ 925 |
| County Charges | \$ 1,033 | \$ 1,075 | \$ 946 | \$ 0 |
| Sub-Total Administrative | \$ 15,729 | \$ 12,863 | \$ 10,055 | \$ 10,648 |
| Salaries and Benefits (O&M) | \$ 36,609 | \$ 37,411 | \$ 37,944 | \$ 56,916 |
| Other Payroll Exp. (WC premiums etc.) | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Total Administrative | \$ 52,338 | \$ 50,274 | \$ 47,999 | \$ 67,564 |
| Total O&M Expenses | \$ 419,499 | \$ 173,670 | \$ 175,825 | \$ 215,593 |
| Non-Operational Expenses | | | | |
| Loan Principle | \$ 0 | \$ 76,063 | \$ 73,977 | \$ 38,560 |
| Loan Interest on PY Cap Projects | \$ 0 | \$ 15,107 | \$ 19,586 | \$ 15,145 |
| Non-Op Other | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Fixed Assets and Other | | | | |
| Capital Projects Allocation | \$ 28,561 | \$ 28,000 | \$ 0 | \$ 31,000 |
| Allocation to operating reserves | \$ 0 | \$ 29,000 | \$ 0 | \$ 32,500 |
| Contingency Reserve | \$ 0 | \$ 17,397 | \$ 0 | \$ 5,000 |
| Interfund G/L non-op adjustment | \$ 28 | \$ 0 | \$ 0 | \$ 0 |
| Total Expenditures | \$ 448,087 | \$ 322,140 | \$ 269,389 | \$ 332,798 |
| TOTAL APPROPRIATIONS | \$ 448,087 | \$ 322,140 | \$ 269,389 | \$ 332,798 |
| TOTAL REVENUES | | | | |
| Sewer use charge | \$ 272,528 | \$ 300,488 | \$ 302,419 | \$ 295,000 |
| Capacity charge | \$ 0 | \$ 0 | \$ 0 | \$ 0 |
| Permit fees | \$ 120 | \$ 180 | \$ 60 | \$ 180 |
| Interest (non-op) | \$ 1,797 | \$ 360 | \$ 2 | \$ 100 |
| Misc fees / cost recovery (ops) | \$ 3,512 | \$ 2,783 | \$ 2,783 | \$ 2,783 |
| Grants / Interdept Loan (no-op) | \$ 150,000 | \$ 0 | \$ 0 | \$ 0 |

6.b.

**PORT COSTA SANITARY DEPARTMENT
PROPOSED BUDGET FY 2021/2022 (#)**

GENERAL FUND 3425: EXPENDITURE DETAIL

| | PY Actuals FY 19/20 | Current Budget FY 20/21 | 10 Month Actuals FY 20/21 | Year End FY 20/21 | Proposed Budget FY 21/22 |
|--|------------------------|-------------------------------|---------------------------------|----------------------|--------------------------------|
| 415 · SEWAGE COLLECTION ***** | | | | | |
| 415.30 · INSURANCE - Liability | 4,282.36 | 4,453.00 | 4,514.19 | 4,514.19 | 4,700.00 |
| 415.55 · PROF. SVCS. (Coll.) | 0.00 | 1,000.00 | 3,960.00 | \$ 4,500.00 | 1,000.00 |
| 415.70 · MAINTENANCE | 7,710.00 | 10,000.00 | 10,301.86 | \$ 12,019.00 | 13,821.85 |
| 415.96 · OTHER OPERATING (Coll.) | 0.00 | 1,000.00 | 0.00 | \$ 100.00 | 1,000.00 |
| 415.96.2c · Permits & Fees (Coll.) | 2,625.00 | 2,678.00 | 2,848.00 | \$ 3,048.00 | 3,505.20 |
| Total 415 · SEWAGE COLLECTION ***** | 14,774.08 | 19,131.00 | 21,624.05 | 24,181.19 | 24,027.05 |
| 416.25 · GASOLINE, OIL, FUEL | \$265.85 | \$300.00 | \$66.90 | \$ 300.00 | \$345.00 |
| 416.31 · INSURANCE - Property | \$1,207.09 | \$1,267.00 | \$1,573.88 | \$ 1,573.88 | \$1,873.88 |
| 416.51.1pc · Treatment Plant Operators | \$51,480.00 | \$55,200.00 | \$44,000.00 | \$ 55,000.00 | \$60,500.00 |
| 416.51.2pc · Chemicals | \$3,251.66 | \$3,937.00 | \$3,117.65 | \$4,157.05 | \$4,780.61 |
| 416.51.3pc · Hardware, Supplies, & Misc | \$978.63 | \$1,000.00 | \$420.23 | \$490.37 | \$735.56 |
| 416.56.2pc .3pc · Prof. Svcs. - Engineer | \$62.50 | \$2,000.00 | \$0.00 | \$ 500.00 | \$5,000.00 |
| 416.56.3pc · Prof. Svcs. -Technician | \$2,000.00 | \$3,500.00 | \$14,286.20 | \$16,672.00 | \$19,172.80 |
| 416.56.7pc · Prof. Svcs. - Lab Testing | \$9,964.00 | \$10,103.00 | \$7,134.00 | \$8,334.00 | \$9,584.10 |
| 416.56.x · Prof. Svcs. - Attorney / Other | \$0.00 | \$200.00 | \$198.97 | \$ 250.00 | \$287.50 |
| 416.91.1pc · Electricity | \$3,594.57 | \$3,560.00 | \$3,754.94 | \$4,454.94 | \$5,123.18 |
| 416.91.6pc and 416.96.3 · Plant Alarm System | \$1,306.36 | \$1,580.00 | \$382.67 | \$462.67 | \$532.07 |
| 416.96.1 · Capital Replacements (Treat.) | \$45,649.19 | \$3,000.00 | \$1,350.00 | \$1,950.00 | \$5,242.50 |
| 416.96.2 · Permits & Fees (Treat.) | \$6,377.00 | \$6,918.00 | \$7,142.00 | \$ 7,500.00 | \$8,625.00 |
| 416.96 · OTHER OP (Treat) - Septic Cleaning | \$211,250.39 | \$12,000.00 | \$0.00 | \$ 2,000.00 | \$2,200.00 |
| 416.99 · ENFORCEMENT PENALTIES | \$15,000.00 | \$0.00 | \$0.00 | \$ - | \$0.00 |
| Total 416 · SEWAGE TREATMENT ***** | 352,387.24 | 104,565.00 | 83,427.44 | 103,644.91 | 124,002.19 |
| 417. ADMIN/GENERAL | | | | | |
| 417.21 · ELECTIONS | 0.00 | 80.00 | 0.00 | \$ - | 80.00 |
| 417.31 · INSURANCE -Crime(employee bond) | 36.33 | 25.00 | 0.00 | \$ 30.00 | 34.50 |
| 417.36 · MEMBERSHIPS - BACWA & CASA | 1,679.54 | 1,709.00 | 1,708.50 | \$ 1,709.00 | 1,965.35 |
| 417.41 · OFFICE POSTAL / SUPPLIES | 146.32 | 250.00 | 176.59 | \$ 210.00 | 241.50 |
| 417.56 · PROF SVCS (Admin) Attorney/Auditor | 10,107.43 | 6,955.00 | 3,013.67 | \$ 3,500.00 | 4,025.00 |
| 417.61 · PRINTING/ PUBLISHING | 244.74 | 273.00 | 1,372.50 | \$ 1,372.50 | 1,578.38 |
| 417.70 · SOFTWARE SUBSCRIPTION | 1,966.03 | 1,346.00 | 633.15 | \$ 1,433.15 | 1,648.12 |
| 417.80 · VEHICLE / TRAVEL REIMBURSEMEN | 204.92 | 150.00 | 2.55 | \$ 50.00 | 150.00 |
| 417.96 · OTHER ADMIN. / RECOVERY | 310.39 | 1,000.00 | 604.39 | \$ 804.39 | 925.05 |
| 417.96.3pc · County Charges | 1,033.17 | 1,075.00 | 811.01 | \$ 946.41 | 1,088.37 |
| Total 417 · ADMIN / GENERAL ***** | 15,728.87 | 12,863.00 | 8,322.36 | 10,055.45 | 11,736.27 |
| 6560 · PAYROLL EXPENSES ***** | | | | | |
| 6560.x · Salary & Benefits | 35,983.25 | 36,761.00 | 20,292.75 | \$ 36,465.35 | 54,698.03 |
| 6560.2 · CalPERS Unfunded Liability | 625.58 | 650.00 | 678.46 | \$ 1,478.46 | 2,217.69 |
| Total 6560 · PAYROLL EXPENSES ***** | 36,608.83 | 37,411.00 | 20,971.21 | 37,943.81 | 56,915.72 |
| Total O&M Expense | 419,499.02 | 173,970.00 | 134,345.06 | 175,825.36 | 216,681.23 |
| Non-Op and Capitol Expenses | | | | | |
| 416.212 · LOAN PRINCIPAL (non-op) | | 76,063.00 | 73,976.87 | 73,976.87 | 38,560.30 |
| 419.1 · Loan Interest - Non-Op Expense | | 15,107.00 | 19,586.42 | 19,586.42 | 15,144.91 |
| 111.x · Capitol Sewer Projects and CCTV | 28,560.75 | 28,000.00 | | 0.00 | 31,000.00 |
| 419 · Non-Op Expense - Other | 0.00 | 0.00 | | 0.00 | |
| Interfund G/L non-op adjustment | 27.53 | 0.00 | | 0.00 | |
| Operating Reserves - Budget Allocation | | | | | |
| Septic Tank Heavy Cleaning (\$50k over 5yrs - 2025) | | 10,000.00 | 10,000.00 | 10,000.00 | 12,500.00 |
| NPDES Permit Reserve (\$40k over 5yrs - 2024) | | 10,000.00 | 10,000.00 | 10,000.00 | 10,000.00 |
| WWTP Cap Repl. Reserve (\$20K over 5yrs - 2025) | | 4,000.00 | 4,000.00 | 4,000.00 | 5,000.00 |
| RWQCB Operations Reserve (\$15K over 3yrs - 2023) | | 5,000.00 | 5,000.00 | 5,000.00 | 5,000.00 |
| Contingency 10% | | 17,397.00 | 17,397.00 | 17,397.00 | 19,352.00 |
| TOTAL EXPENSES | \$448,087.30 | \$339,537.00 | \$274,305.35 | \$315,785.65 | \$353,238.44 |
| Net Ordinary O&M Income | 8,458.60 | 129,518.00 | 168,135.45 | 129,438.15 | 81,381.77 |
| Net Include. Contingency, Capital, & Reserves | (\$20,129.68) | \$ (36,049.00) | 28,175.16 | (\$10,522.14) | (\$55,175.44) |

**PORT COSTA SANITARY DEPARTMENT
PROPOSED BUDGET FY 2020/2021 (6/24/2020)**

Sewer Use Charge \$2,245

GENERAL FUND 3425: REVENUE DETAIL

| | PY Actual FY 19/20 | Adopted FY 20/21 | 10 Month Actuals FY 20/21 | Year End FY 20/21 | Proposed Budget FY 21/22 |
|------------------------------|-----------------------|---------------------|---------------------------------|----------------------|--------------------------------|
| 301.0 Sewer use charge | \$272,528.00 | \$300,165.00 | \$302,419.00 | \$302,419.00 | \$295,000.00 |
| 303.0 Capacity charge | \$0.00 | \$0.00 | | | |
| 302.0 Permit fees | \$120.00 | \$180.00 | \$60.00 | \$60.00 | \$180.00 |
| 306.0 Misc fees | \$0.00 | \$0.00 | | | |
| SUB-TOTALS O&M | \$272,648.00 | \$300,345.00 | \$302,479.00 | \$302,479.00 | \$295,180.00 |
| 311.0 Interest | \$1,797.31 | \$360.00 | \$1.51 | \$1.51 | \$100.00 |
| 318.0 Cost recovery (Non-op) | \$3,512.31 | \$2,783.00 | \$0.00 | \$2,783.00 | \$2,783.00 |
| 317.0 Inter-department Loan | \$150,000.00 | \$0.00 | \$0.00 | \$0.00 | |
| 319.0 Grants | \$0.00 | \$0.00 | \$0.00 | \$0.00 | |
| TOTAL REVENUE | \$427,957.62 | \$303,488.00 | \$302,480.51 | \$305,263.51 | \$298,063.00 |

FUND 3425 - BALANCE OVERVIEW

| | PY ACTUAL FY 19/20 | ADOPTED FY 20/21 | 12 Month Actuals FY 20/21 | YEAR END FY 20/21 | Proposed BUDGET FY 21/22 |
|---|------------------------|------------------------|---------------------------------|------------------------|--------------------------------|
| Opening Cash Balance | | | | | |
| Septic Tank Replacement Reserve | \$ 28,820.15 | \$ - | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 |
| Discharge Permit Reserve | \$ 32,908.75 | \$ - | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 |
| Plumbing Pipe Refurb. Reserve | \$ 12,000.00 | \$ - | \$ 4,000.00 | \$ 4,000.00 | \$ 4,000.00 |
| RWQCB Violation Fines Reserve | \$ 8,000.00 | \$ - | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| Contingency Reserve *** | \$ - | \$ - | \$ 17,397.00 | \$ 17,397.00 | \$ - |
| Carry Over (unallocated) | \$ 34,491.62 | \$ 96,090.84 | \$ 96,090.84 | \$ 96,090.84 | \$ 131,965.70 |
| TOTAL OPENING CASH BALANCE | \$ 116,220.52 | \$ 96,090.84 | \$ 142,487.84 | \$ 142,487.84 | \$ 178,362.70 |
| ESTIMATED REVENUE | \$427,957.62 | \$303,488.00 | \$302,480.51 | \$305,263.51 | \$298,063.00 |
| ESTIMATED O&M EXPENSES | \$ (419,499.02) | \$ (173,970.00) | \$ (134,345.06) | \$ (175,825.36) | \$ (216,681.23) |
| ESTIMATED CAP. PROJ. EXPENSES | \$ (28,560.75) | \$ (28,000.00) | \$ - | \$ - | \$ (31,000.00) |
| ESTIMATED LOAN PRINCIPAL | \$ - | \$ (76,063.00) | \$ (73,976.87) | \$ (73,976.87) | \$ (38,560.30) |
| ESTIMATED LOAN INTEREST | \$ - | \$ (15,107.00) | \$ (19,586.42) | \$ (19,586.42) | \$ (15,144.91) |
| NON-OPERATING EXPENSE - OTH | \$ - | \$ - | \$ - | \$ - | \$ - |
| Closing Fund Balance | | | | | |
| Operating Reserves Included in Balance | | | | | |
| Septic Tank Rehab/Replace Reserve | | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 |
| Discharge Permit Reserve | | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 | \$ 10,000.00 |
| Plumbing Pipe Refurb. Reserve | | \$ 4,000.00 | \$ 4,000.00 | \$ 4,000.00 | \$ 5,000.00 |
| RWQCB Violation Fines Reserve | | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 | \$ 5,000.00 |
| Contingency *** | | \$ 17,397.00 | \$ 17,397.00 | \$ 17,397.00 | \$ 19,352.00 |
| Interfund G/L non-op adjustment | \$ (27.53) | | | | \$ - |
| Carry Over(unallocated) | \$ 96,090.84 | \$ 60,041.84 | \$ 170,663.00 | \$ 131,965.70 | \$ 125,687.26 |
| TOTAL CLOSING FUND BALANCE | \$ 96,090.84 | \$ 106,438.84 | \$ 217,060.00 | \$ 178,362.70 | \$ 175,039.26 |

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

| Outstanding Debt | Beginning FY 20/21 | Ending FY 20/21 | Principle Pay FY 21/22 | Est. Ending FY 21/22 |
|---------------------------------------|-----------------------|---------------------|---------------------------|-------------------------|
| Crockett Sanitary (WestA Refi) | \$277,963.36 | \$203,986.49 | \$38,560.30 | \$165,426.19 |
| Crockett Sanitary (Pre-2013 transfer) | \$24,233.49 | \$24,233.49 | \$0.00 | \$24,233.49 |
| Crockett Sanitary (3rd Loan) | \$150,000.00 | \$150,000.00 | \$0.00 | \$150,000.00 |
| Total Debt | \$452,196.85 | \$378,219.98 | \$38,560.30 | \$339,659.68 |

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
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Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, APRIL 20, 2021

1. CALL TO ORDER: The meeting was called to order at 7:05 PM by Chairperson Surges. Present were Commissioners Cusack and Scheer, along with Dept. Manager Barnhill, Administrative Services Manager Gunkelman and Assistant District Secretary Witschi. Commissioner Klaiber and District Engineer Murdock arrived later. 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. SELF-MONITORING REPORT: Mr. Barnhill reported no exceedances in February.
- 5.b. DISTRICT BOARD ACTIONS: No report.
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. District Engineer Murdock and Commissioner Klaiber arrived at 7:10 pm.
- 6.b. 9-MONTH BUDGET REPORT: Mr. Gunkelman reported he is working on the Sewer Use Charge (SUC) Study Report, along with the budget for this fiscal year. He said it doesn't look like a rate increase is going to be necessary. Overall, the Port Costa Sanitary Department should be able to finish out the year with some cash in the bank.
7. WASTEWATER: None.
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported he brought over some pool cover material to wrap the bleach tote at the septic tank and the secondary containment. He noticed a developing leak on the tote and the operators are aware of it so they are planning on exchanging totes. He is going to meet with the operators on site to look around and figure some things out at the septic yard. He said there was a near miss at the last manhole at the septic tank, but it was not a fully clogged backup. It was slowly draining through but the water level on the manhole had risen up and eventually would have ended up as an SSO. He called West County Wastewater District (WCWD) and they came out with the hydro truck and cleared it. He said WCWD ran a one-inch high pressure nozzle through and cleaned the upstream segment. WCWD is maintaining it with their regular cleaning, but the grease is catching up and that is the first time they have seen that since they have been on a monthly hydro. Commissioner Scheer asked how does staff regulate the restaurant grease traps. Mr. Barnhill said the restaurants will have to be under the Fats, Oil & Grease (FOG) program. He is not sure the Warehouse has a proper grease trap so they are going to have to install a grease trap accessible for pumping. Commissioner Scheer asked who does the inspections to make sure they are operating since it is

connected to our sewer. Mr. Barnhill said he doubts the County will enforce that, but he can draft up a letter. Commissioner Surges said this can be an agenda item for next month.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9. REPORTS FROM COMMISSIONERS: None

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

- a. Approve Minutes of March 10, 2021.
- b. Receive Status Report on outstanding issues.

11. FUTURE AGENDA ITEMS:

- Discuss Port Costa school sewer system (June).
- Discuss grease traps at restaurants (May).

12. COMMISSIONER COMMENTS: Commissioner Cusack asked if there is anything that is evolving with the Port Costa School sewer system so we can discuss that. Commissioner Scheer said Jeff wanted to meet with Mr. Barnhill onsite at the school. She said if they can meet before the next meeting it can be put on the agenda.

13. ADJOURNMENT: The meeting was adjourned at 7:21 PM until May 12, 2021.

Respectfully submitted,



Susan Witschi
April 21, 2021

PORT COSTA SAN. DEPT. STATUS REPORT

MAY

| DATE | REF. | TASK | STATUS | NEXT STEP | RESPONSIBLE |
|------|------|------|--------|-----------|-------------|
|------|------|------|--------|-----------|-------------|

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.

| DATE | REF. | TASK | STATUS | NEXT STEP | RESPONSIBLE |
|-------|------|---|-----------------------------|--|--|
| 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 | | Targeted CCTV will be required to assess condition | 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 Feb 2021. 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.

| DATE | REF. | TASK | STATUS | NEXT STEP | RESPONSIBLE |
|-------|------|--|---|---------------------------------------|--|
| 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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*Items marked COMPLETED will be removed from the Status Report the following month.