

CROCKETT SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, AUGUST 19, 2020

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. See end of agenda for information on How to Submit Public Comments.

Agenda packet can be accessed at <https://www.town.crockett.ca.us/2020-08-19-crockett-sanitary-commission-meeting>.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at 1 (669) 900 9128.

Enter the Meeting ID# 245 517 801 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM>.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/245517801> 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, enter Meeting ID# 245 517 801.

The Crockett 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 Commission 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 for a future date.)

4. PUBLIC HEARING:

5. CONSENT CALENDAR: Consideration of a motion to approve the following item:

(Items are subject to removal from Consent Calendar by request of any Commissioner on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)

a. Approve Minutes of June 17, 2020.

b. Consider Status Report on outstanding issues.

6. ADMINISTRATIVE:
 - a. Consider report on actions taken by the District Board.
 - b. Status Report on Recent Enforcement Actions.
7. WASTEWATER:

Receive Status Report on outstanding issues and discuss priorities with management.
8. BUDGET AND FINANCE:
 - a. Consider monthly Summary Worksheet and staff report on financial matters.
 - b. Authorize Capital Sewer Collection System Projects for FY 20/21 totaling \$652,285 as previously budgeted.
9. 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.
10. REPORTS FROM COMMISSIONERS: *(These items are typically for exchange of information only. No action will be taken at this time.)*
 - a. Wastewater Committee – Members Bartlebaugh and Manzione
 - b. Budget & Finance Committee – Members Wolthuis and Adams
 - c. Inter-agency meetings:
11. FUTURE AGENDA ITEMS:
 - Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (Sept).
 - Video outreach for FOG and no wipes down drain (Sept).
 - Recommend award of contract(s).
 - Recommend payment for sewer project(s).
12. COMMENTS FROM COMMISSIONERS:
13. ADJOURNMENT to September 16, 2020.

HOW TO SUBMIT PUBLIC COMMENTS:

Written/ Read Aloud: Please email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (*not to exceed three minutes at staff's cadence*), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 3:00 PM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be treated as telephonic/electronic comments.

Telephonic / Electronic Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. The public can speak up at that time or use the Zoom chat feature to indicate they want to make a public comment. If needed, a short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Use Zoom chat or email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all submitted comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us after they are adopted. Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa.

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. The Board has designated the District's website located at <https://www.town.crockett.ca.us/meetings> as the place for making those public records available for inspection. The documents may also be obtained by calling the District Manager. 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.

CROCKETT SANITARY COMMISSION

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

MINUTES OF REGULAR MEETING, JUNE 17, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Bartlebaugh. Present were Commissioners Adams, Manzione, Wais and Wolthuis, along with General Manager McDonald and Asst. Secretary Witschi. Also present was Director Kirker. Assistant Dept. Manager Barnhill was absent.
2. AGENDA ORDER: Mr. McDonald reported he will be combining Items 7.a. and 7.b. into one discussion point.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent item was approved unanimously (ha/mm):
 - a. Approve Minutes of May 20, 2020.
- 6.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in May. He said the Board authorized purchase of the Hosselkus Chapel dependent upon adjustment of final purchase price to address costs of asbestos abatement. Commissioner Wolthuis asked if the Board has considered what the Crockett Sanitary Department has to say about the purchase of the property. Commissioner Bartlebaugh said he attended the Board meeting and he voiced the concerns of the Sanitary Commission.
- 6.b. DRAFT ORDINANCE ON COLLECTION OF SEWER SERVICE CHARGES: Mr. McDonald reported Ordinance 20-2 language is identical to prior years. He added the following language to 2A-1d – Accessory Dwelling Unit (ADU), “each accessory dwelling unit shall pay a flat charge per year in the amount set forth in Exhibit “A” for a single accessory dwelling unit.” He said this will be presented to the Board on June 24. Commissioner Adams asked how many ADU's are there in Crockett. Mr. McDonald said he would guess there are about 70 that may qualify but more investigation is needed.
- 7.a. and 7.b. FACILITIES NEEDS ASSESSMENT AND STAFFING REQUIREMENTS: Mr. McDonald reported in 2014 the Crockett Sanitary Department had 1.8 full-time employees (FTE) allocated to handle the workload. In 2020, the actual FTE is at 1.2. Commissioner Wolthuis asked if you are working for the Crockett Community Services District (CCSD) how are you being paid. Mr. McDonald said payroll is paid from Crockett Sanitary and recovered from other departments monthly. He said he has hired consultants to do some of the administrative work, but if we can get staff to do it at a lower cost it would free up some of his time to work more on sanitary work. Commissioner Bartlebaugh asked do you see the full time equivalent of staffing returning back to 1.8 FTE. Mr. McDonald said yes. Commissioner Wolthuis said do you think it's wise to look at additional staffing until you get yourself situated in the new building. He said there is a financial burden purchasing Hosselkus Chapel and adding staff. Mr. McDonald said it would be difficult to add staff now at the Community

Center. It would be six to nine months after moving in to the Chapel before he would fill the position. Commissioner Manzione said this document achieves the purpose that he was looking for. He said this is a planning document and will still go through revisions. Mr. McDonald said he is still waiting to hear from Carriage Services to see if they accept their offer. Commissioner Bartlebaugh said in this proposal you have one large office and two small offices. Who do you see in these offices? Mr. McDonald said he would be in the large office and Mr. Barnhill would be in a small office and an available extra office for potential future staff.

8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported a cash balance of \$161K.

8.b. PROPOSED BUDGET: Mr. McDonald reported the Crockett Sanitary Department is on a strong financial foundation with estimated expenses for the collection system, treatment plant, and administrative cost centers all under budget. The contingency and rate stabilization reserves will not be used this year. No budget deficit is forecast for the department for the year ending June 30, 2020 and there is no need to revise its current budget. Commissioner Bartlebaugh said he thought the additional staff position was for a Construction Management position. Mr. McDonald said that it is a possibility but the District Board Staffing Management Ad Hoc Committee still has work to do before any final determination is made. Commissioner Manzione said it looks like you have spent a lot of money on insurance. Mr. McDonald said liability insurance is the primary driver for this increase. He said property insurance rates will increase next year.

8.c. VIDEO OUTREACH: Mr. McDonald reported Rodeo Sanitary District reached out to staff and asked if we would like to collaborate with our nearby sister cities to reach residents within Crockett, Rodeo and Hercules with a targeted wipes clog pipes YouTube advertising campaign. The initial start-up for each city/district would be \$500. Mike Kirker asked staff if they thought C&H would be interested. Mr. McDonald said he will reach out to C&H. Commissioner Manzione said the Crockett Community Foundation could be approached about a grant. Mr. McDonald said he will put this down as a future agenda item for list of alternatives.

9.a. STAFF REPORT ON OPERATIONS: Mr. McDonald reported West County Wastewater District has finished rodding outstanding line segments. Payment was received from John Swett High School for their share of the Carquinez Middle School sewer project. Commissioner Bartlebaugh asked if the monthly installment has come in from C&H. Mr. McDonald will reach out to them to see where the payment is.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: Mr. McDonald reported there are still ongoing challenges for the next couple of months due to COVID-19. He said the pool is planning to open on Monday, June 22.

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (Aug.).
Recommend award of contract(s).
Recommend payment for sewer project(s).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:03 PM until July 15, 2020.

Respectfully submitted,



Susan Witschi
June 24, 2020

CROCKETT SAN. DEPT. STATUS REPORT

JULY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Flow data analysis - gather meter data regularly, process flow data, print and archive, update dry weather and wet weather worksheets.	Hydraulic study underway on capacity of collection systems.	Meter calibrations in 2021
Ongoing		Sewer database & repair records - permanent paper and digital records of construction projects.	Paper files through 2018, ICOM maintenance scheduled updates, map and line segment data current thru 6/13	Catalog and archive paper records. Update ICOM3 data records, create new wall map based on changes.
Ongoing		Financial accounting & budget	Adopted FY 20/21	Mid-Year FY 20/21 report in December
Ongoing		JTP cost allocation adjustment - annual review done in April to adjust treatment plant costs based on actual flow.	Allocation complete for April 2019-March 2020	Review in April 2021
Ongoing		C&H diversion analysis - data gathered monthly and records stored with flow data.	current thru 4/20	Verify diversions reported by review of flow data, complete in March 2021.
Ongoing		Creek pollution monitoring - SSMP requires monitoring of large spills that reach the waters of the state. WCWC to perform these services as needed. Insufficient staff to be proactive for collection of baseline data.	BACKLOGGED	
Ongoing		Manhole maintenance - annual maintenance to site visit known trouble spots to clear brush and debris.	brush & debris cleared	Review Summer 2020

FINANCIAL MATTERS

4/18	F-23	10-year revenue program	updated in 2018	BACKLOGGED
3/18	F-22	Climate change impacts	POSTPONED	Strategic planning in fall
3/18	F-21	Advance planning renegotiate JUA	POSTPONED	Review JUA in winter
3/18	F-20	Advance planning for flow reduction C&H	POSTPONED	To Wastewater Committee

ENGINEERING MATTERS

5/18	E-27	Flyght SCADA with MCC	engineer investigating	To bid October 2020
12/12	E-26	Protect pump station from floods	POSTPONED	remove bricks by Feb 2021
5/12	E-25	6" sewer behind Third/Wanda	BACKLOGGED	install access point

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
10/10	E-24	Loring pump station alt. power backup	WCWD Power	install generator
7/07	E-21	Mercury TMDL	BACKLOGGED	review / research
4/07	E-20	Pool discharge permitting	BACKLOGGED	create permit
3/05	E-10	EQ tank rehabilitation	cleaned 9/14	engineers study required
6/04	E-9.5	Sewer replacement schedule	2% per year	Wastewater to review 2021
10/01	E-4	Easement agreement (405 Alhambra)	BACKLOGGED	hire surveyor
8/01	E-3	Edwards Creek tunnel project	COMPLETED	record grant of easement
7/17	E-28	Update contacts with DIR	BACKLOGGED	Contractors must be


ADMINISTRATIVE MATTERS

1/18	A-32	Easement Protection Program	BACKLOGGED	revisit enforcement priority
6/17	A-31	Access & Repair Agreement Program	BACKLOGGED	develop formal program
4/17	A-30	Abandon sewer easement 550 Alhambra	Attorney for language	record abandonment
9/12	A-28	Capacity charge payment plan	POSTPONED	revise fee ordinance
3/12	A-27	Common lateral ordinance	DELAYED	review ordinance
2/10	A-26	Capacity charge ordinance	POSTPONED	revise by ordinance
11/09	A-25	Double permit fees for no permit	drafted	adopt ordinance
3/08	N-11	Penalties for lateral SSO negligence	BACKLOGGED	develop fines
4/07	A-20.5	Lateral replacement	ON HOLD	
11/06	A-19	Safety training requirements	Identify	annual training
3/04	A-16	C&H access requirements	BACKLOGGED	abandon sewers
8/03	A-15.9	Grease trap inspection control program	BACKLOGGED	develop procedures
8/03	A-15.7	Grease traps/FOG	BACKLOGGED	notify commercial kitchens
3/03	A-15	N-00-29 sewer easement	Docs updated	parties to sign
3/02	A-14	Encroachment permit (9 Crolona Hgts)	BACKLOGGED	send agreement
2/01	A-11	Sewer main acceptance records	BACKLOGGED	disavow by resolution
2/99	A-8	West County contract review	ON HOLD	continue with existing
5/98	A-4	Emergency binder	BACKLOGGED	Update and revise
6/20	A-33	Letter to railroad re crossing	BACKLOGGED	Protect access to outfall
1/20	A-34	Outfall lease SLC #25959	Incomplete	Address outstanding items

CROCKETT 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: Crockett Sanitary Commission
FROM: General Manager 
SUBJECT: Status Report on Recent Enforcement Actions
DATE: August 12, 2020

There are 22 properties which have sold since mid-January that have not been issued Notices of Violation related to Ordinance No. 07-1. The County's Assessor's office began providing property owner information via phone mid-June, but new property owner record remain backlogged. Staff has begun regular follow-up with the County to obtain new owner information.

Building lateral inspections, along with issuing Certificates of Compliance and Deficiency Reports, continue but enforcement of violations related to the failure to inspect the building sewer at time of property sale or to correct defects remains suspended. Violations of Ordinances No. 18-1 and No. 05-1 that threaten public health will continue to be handled as priority enforcement.

The following properties received a Certificate of Compliance prior to the sale of the building:

1. 12 STEPHENS COURT – Certificate issued after permit to replace lower lateral sewer.
2. 100 POMONA AVE – Full line replaced under permit; certificate provided.
3. 1232 STARR STREET – Certificate issued after inspection of sewer.
4. 246 DUPERU DRIVE – Certificate issued after video inspection received.
5. 291 DUPERU DRIVE - Full line replaced under permit, certificate provided.
6. 351 DUPERU DRIVE - Full line replaced under permit, certificate provided.
7. 366 DUPERU DRIVE – Certificate issued after video inspection received.

The following properties are no longer in violation:

1. 409 DUPERU DRIVE – Permit issued, defects corrected, and certificate issued to new owner after sale of property but before mailing of Notice of Violation.

There are approximately 43 properties in various stages of enforcement that need individual attention, 18 of them are routine enforcement related to building lateral inspections. This does not include the new properties recently sold. Backlog is anticipated to take 5 to 9 months to address once enforcement resumes.

It may be prudent to consider restarting limited enforcement of non-critical issues to avoid falling too far behind as the pandemic is anticipated to continue at least through the end of this year.

CROCKETT 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

END OF YEAR

PREPARED FOR BOARD MTG: 7-22-20

LATEST FUND REPORT: 7-13-20

OPERATING FUND 3426

CONSTRUCTION FUND 3427

CASH CARRIED FORWARD: \$161,352.32

CASH CARRIED FORWARD \$60,048.28

ACTIVITY:

ACTIVITY:

Warrants (6163-6171) (\$73,654.21)
Payroll recov to REC (\$1,641.33)
Wells Fargo Fees (\$5.09)
Trs from CSD 3240 \$15,812.98
Trs from AdvTaxes \$57,305.00
CMS Sewer Recovery JSU \$40,226.40
Contractor Bond - Totos \$1,000.00
Cxl cks 6068 and 6162 \$70.00
Permit fees \$120.00
Abatement recov 2 Crockett \$205.30
Cost recovry Crime Ins. \$42.00

No activity \$0.00

CASH BALANCE: \$200,833.37

CASH BALANCE: \$60,048.28

ADV ON TAXES:

060 Prop tax Beginning \$57,305.00
Close CY SEC TaxAc (\$57,305.00)

Ending Balance \$0.00
160 Adv Supp Prop tax \$4,117.89
No activity \$0.00
Ending Balance \$4,117.89

INVESTED BEGIN BAL.: \$894,294.96

No activity \$0.00

INVESTED BALANCE: \$894,294.96

FUND 3427 BALANCE: \$954,343.24

INVESTED BEG. BALANCE: \$2,806,138.30
No activity \$0.00

CAPITAL RESERVE FUND 3429

CASH CARRIED FORWARD \$265.00

ACTIVITY:

No activity \$0.00

CASH BALANCE: \$265.00

INVESTED BEGIN BAL.: \$70,805.52

No activity \$0.00

INVESTED BALANCE: \$70,805.52

FUND 3429 BALANCE: \$71,070.52

Ending Balance: \$2,806,138.30

FUND 3426 BALANCE: \$3,011,089.56

TAXES held in 3240: \$30,084.10
CO.charges in 3240: \$0.00

ACCURED DEBT OWED TO CVAN:

CONTRACTOR BONDS ON FILE:

PCSAN DEPT. \$452,196.85

28 contractors \$28,500.00

9:55 AM

07/22/20

NW

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3426 - CV SANITARY - O&M, Period Ending 07/13/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							3,028,913.51
Cleared Balance							3,028,913.51
Uncleared Transactions							
Checks and Payments - 11 items							
Check	06/19/2020	6164	C&H SUGAR CO.	JTP Shared Op costs...	X	-60,882.96	-60,882.96
Check	06/19/2020	6166	RedZone Robotics, I...	ICOM Maintenance Pl...	X	-11,319.60	-72,202.56
Transfer	06/19/2020			Payroll recovery June...	X	-1,641.33	-73,843.89
Check	06/19/2020	6163	USBank	Various admin office ...	X	-532.95	-74,376.84
Liability Ch...	06/19/2020	6168	STATE COMPENS...	Workers Comp	X	-415.99	-74,792.83
Check	06/19/2020	6167	Alliant Insurance Se...	Crime Ins Policy	X	-212.59	-75,005.42
Liability Ch...	06/19/2020	6169	LINCOLN FINANCI...	Long Term Disability ...	X	-120.12	-75,125.54
Check	06/19/2020	6165	CCSDA	Membership 2020-2021	X	-100.00	-75,225.54
Check	06/19/2020	6171	CONTRA COSTA C...	Envrionmental Filing ...	X	-50.00	-75,275.54
Check	06/19/2020	6170	CONTRA COSTA C...	Release Filing fee for ...	X	-20.00	-75,295.54
Check	06/19/2020		Wells Fargo Fees	Wells Fargo Fees	X	-5.09	-75,300.63
Total Checks and Payments						-75,300.63	-75,300.63
Deposits and Credits - 8 items							
Deposit	06/15/2020			DP809711	X	60.00	60.00
Transfer	06/19/2020			Recovery Crime Insur...	X	1.13	61.13
Transfer	06/19/2020			Recovery Crime and ...	X	40.87	102.00
Transfer	06/19/2020			Prop Tax Transfer en...	X	15,812.98	15,914.98
Deposit	06/26/2020			DP810381Deposit	X	40,226.40	56,141.38
Deposit	06/30/2020		CONTRA COSTA C...	Cxl Chk 6068 & 6162	X	70.00	56,211.38
Deposit	06/30/2020			DP810658	X	205.30	56,416.68
Deposit	06/30/2020			Bond & Permit 20-17 ...	X	1,060.00	57,476.68
Total Deposits and Credits						57,476.68	57,476.68
Total Uncleared Transactions						-17,823.95	-17,823.95
Register Balance as of 07/13/2020						-17,823.95	3,011,089.56
Ending Balance						-17,823.95	3,011,089.56

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 7/6/20 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
07/07/2020	DALE A. McDONALD	Payroll June 2020	4,464.10	6172
07/07/2020	JAMES G. BARNHILL	Payroll June 2020	4,274.13	6173
07/07/2020	UNITED STATES TREASURY ...	FedTax Liability	1,524.84	6174
07/07/2020	EMPLOYMENT DEVELOPME...	EDD State Tax Liability	440.53	6175
07/07/2020	CalPERS Public Employees Re...	Retir., 457, Unfunded laib, 1959 S...	9,687.33	6176
07/07/2020	SDRMA	Health Benefits Mem. #5505	892.50	6177
07/07/2020	MEYERS NAVE	Attorney costs May 2020	59.21	6178
07/07/2020	Streamline	Web hosting 6-months Invoice 10...	667.80	6179
07/07/2020	AT&T	Telephone	191.98	6180
07/07/2020	PG&E	Electricity May-June	2,615.88	6181
07/07/2020	L.R. PAULSELL CONSULTING	High pressure cleaning sewers In...	10,868.75	6182
07/07/2020	WEST COUNTY WASTEWAT...	Contract billing May 2020 Invoice ...	2,549.61	6183
07/07/2020	SUSAN G. WITSCHI	Mileage reimbursement June 2020	12.65	6184
Total FUND 3426 - CV SANITARY - O&M			<u>38,249.31</u>	
TOTAL			<u><u>38,249.31</u></u>	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 7/20/20 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
07/20/2020	STATE COMPENSATION I...	Workers Comp 219383	641.37	6185
07/20/2020	CONTRA COSTA CO AUDI...	LAFCO Appnt. FY 20-21 Invoic...	835.47	6186
07/20/2020	BAY AREA NEWS GROUP	Ordinance 18-2 publication Ref...	289.80	6187
07/20/2020	APB GENERAL ENGINEE...	Emergency sewer replacement...	42,126.73	6188
07/20/2020	C&H SUGAR CO.	JTP shared op costs May 2020	54,608.37	6189
07/20/2020	CITY NATIONAL BANK	Loan Agreement #06-045-AF	27,651.07	6190
07/20/2020	CONTRA COSTA COUNTY...	Release NOV fee Doc 2016-02...	20.00	6191
07/20/2020	L.R. PAULSELL CONSULTI...	Capital Project Construction co...	1,392.50	6192
07/20/2020	V.W. Housen & Associates	Engineering Hydraulic study an...	13,664.00	6193
07/20/2020	WEST COUNTY WASTEW...	Contract services June 2020 In...	7,575.61	6194
07/20/2020	U.S. BANK	Various	650.35	6195
07/20/2020	TRI-CITY FENCE CO.	EQ fence damage repair - dow...	1,219.50	6196
Total FUND 3426 - CV SANITARY - O&M			<u>150,674.77</u>	
TOTAL			<u><u>150,674.77</u></u>	




CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 8/6/20 Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
08/07/2020	DALE A. McDONALD	Payroll July 2020	4,464.10	6197
08/07/2020	JAMES G. BARNHILL	Payroll July 2020	4,274.12	6198
08/07/2020	CalPERS Public Employees R...	CalPERS Retire. & 457 Plan	4,276.38	6199
08/07/2020	UNITED STATES TREASURY...	FedTax Liability	1,542.54	6200
08/07/2020	EMPLOYMENT DEVELOPME...	EDD State Tax Liability	452.71	6201
08/07/2020	LINCOLN FINANCIAL GROUP	LTD Insurance - CCSVD-BL-1564438	120.12	6202
08/07/2020	SDRMA	Health Benefits Mem. #5505	892.50	6203
08/07/2020	MEYERS NAVE	General Advice	347.16	6204
08/07/2020	CSRMA	Property Insurance - 7/1/2020 - 7/1/...	2,889.44	6205
08/07/2020	AT&T	Telephone service for District office ...	195.80	6206
08/07/2020	Regional Government Services	Contract Services for June	603.00	6207
08/07/2020	L.R. PAULSELL CONSULTING	Emergency Sewer Response / Port ...	4,126.25	6208
08/07/2020	USA North	2020 Membership	189.10	6209
08/07/2020	EBMUD	Water	1,665.72	6210
08/07/2020	PG&E	Electricity	2,621.75	6211
08/07/2020	Old Republic Title	Hosselkus Chapel Escrow Deposit	500.00	6212
Total FUND 3426 - CV SANITARY - O&M			<u>29,160.69</u>	
TOTAL			<u><u>29,160.69</u></u>	

CROCKETT 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: Crockett Sanitary Commission
FROM: General Manager 
SUBJECT: Authorization of Capital Sewer Collection System Projects for FY 20/21
DATE: August 11, 2020

The Crockett Sanitary Department seeks authorization of \$652,285 to replace ten (10) sewer line segments and repair seventeen (17) sewer segments in FY 20/21, list of projects attached. The adopted budget for FY 20/21 includes funding for the projects identified. Included in the authorization is \$53,986 for capital project oversight and \$12,939 in staff costs. Authorization allows staff to begin planning for the identified sewer projects.

The sewer line segments that need replacement and/or repair will be bundled into projects and put out to bid over the next 10 months. Staff anticipates eight projects to be developed. The Crockett Sanitary Commission will consider awarding each project as it is developed.

Emergency projects as-yet-to-be identified are not included in this authorization. Separate funding of \$95,000 is available for emergency projects. The Crockett Sanitary Commission will be informed, and staff will seek authorization for emergency spending as needed.

RECOMMENDATION:

Staff recommends the Commission authorize \$652,285, as previously budgeted and allocated, for use towards Crockett Sanitary Department capital sewer collection system projects identified.

CROCKETT SANITARY DEPARTMENT

BUDGETED SEWER DEFECTS FOR REPAIR - FY 2020/2021

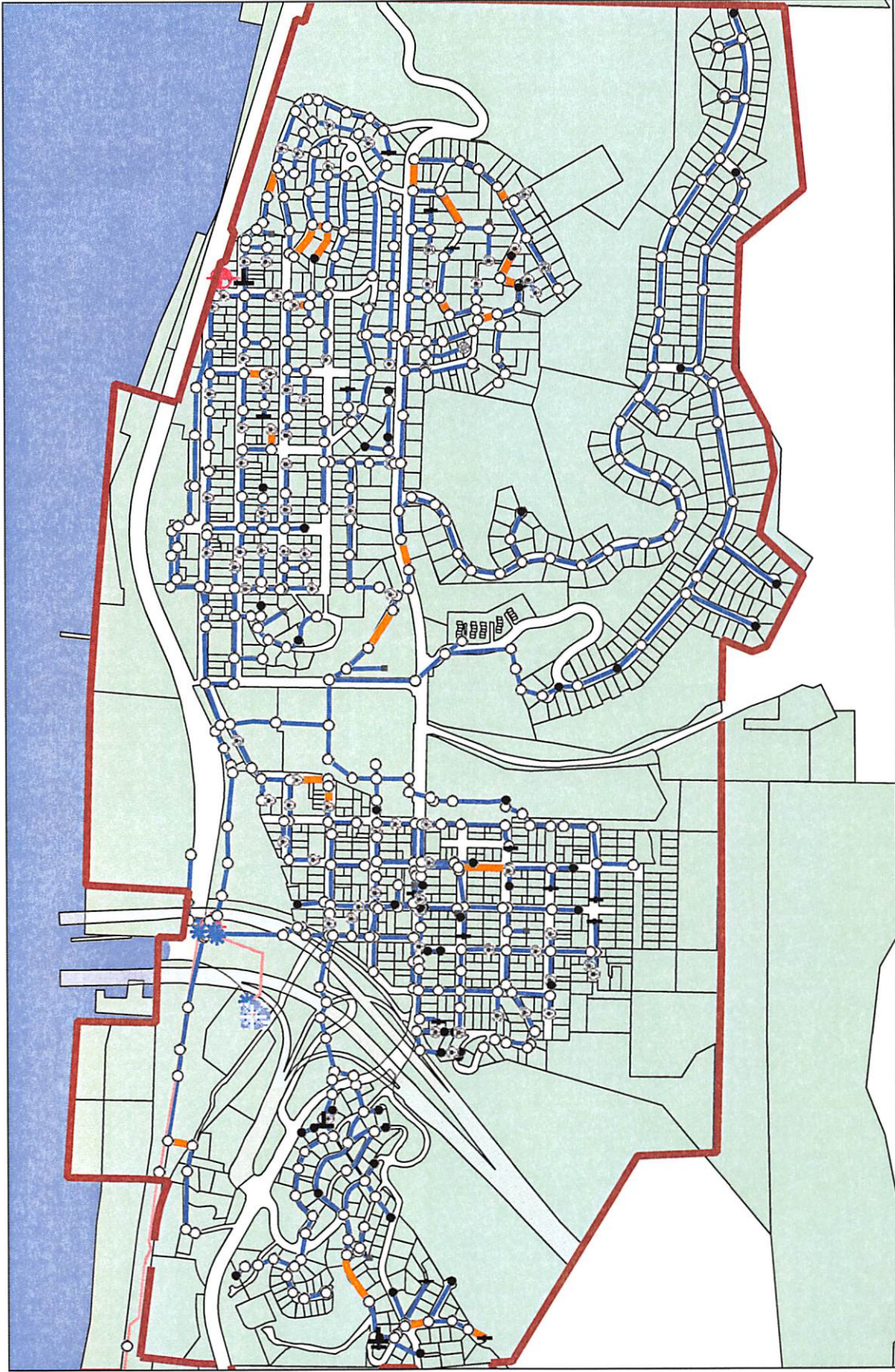
Proposed authorization for FY 20/21 based on adopted budget

SEGMENT	STREET	SIZE	LENGTH	RE-PLACE	Est. Grouping	Prior Years Unspent Funding	2020 Funding	Est Cost	LF to replace
S-00-04	Pomona	12	284		1	\$8,000		\$8,000	6
S-00-08	Pomona	12	210		1	\$9,000		\$9,000	10
M-00-05	Marina	6	382		2		\$10,000	\$10,000	2
E-00-13	Baldwin	6	128		3	\$10,000		\$10,000	8
E-03-12A	Emerson	6	144	YES	3	\$39,600		\$39,600	144
E-03-12	Emerson	5.7	114	YES	3	\$6,000		\$6,000	114
E-03-13	Emerson	4	73		3	\$6,000		\$6,000	4
E-08-01	Hartwell	6	168		3	\$12,000		\$12,000	12
N-00-33	Winslow	8	187		4	\$6,000		\$6,000	6
C-14-07	Wanda	8	30		4	\$9,000		\$9,000	12
N-19-12	Edwards	8	91		4	\$7,000		\$7,000	6
N-33-15	Alexander	8	226		4	\$6,000		\$6,000	5
N-33-19	Edwards	6	83		4	\$10,000		\$10,000	5
N-33-20	Edwards	6	210	YES	4	\$6,000	\$33,900	\$39,900	210
V-23-01	Lillian	8.6	321	YES	5	\$6,000	\$89,250	\$95,250	321
V-12-22	Fifth	8	40	YES	5	\$22,000		\$22,000	40
N-03-13	Alhambra	8	125	YES	5	\$6,000	\$12,750	\$18,750	125
V-14-06	Wanda	8	187		5	\$6,000		\$6,000	4
E-00-09	Pomona	6	192		6	\$6,000		\$6,000	4
E-04-01	Pomona	8	52	YES	6	\$6,000		\$6,000	52
E-09-05	Bishop	6	84	YES	6	\$39,600		\$39,600	274
E-08-05	Emerson E	6	29		6	\$6,000		\$6,000	4
E-03-10	Atherton	6	114		6	\$6,000		\$6,000	4
W-00-20	Grandview	8	141		7	\$9,000		\$9,000	4
W-00-24	Grandview	6	126		7	\$15,000		\$15,000	12
N-16-08	Jackson	8	124	YES	8		\$41,000	\$41,000	124
W-00-13	Kendall	6	290	YES	8		\$66,960	\$66,960	290
								\$516,060	1,802 LF.

* Budgeted but unallocated as Emerson project completed end of FY 19/20 available for use as funding for project overruns in FY 20/21. \$69,300 *

Capital Project Contracted Oversight **\$53,986**
 Staff Capital Project Salary & Benefits **\$12,939**

TOTAL AUTHORIZATION OF CAPITAL SEWER PROJECTS FOR FY 2020/21 **\$652,285**



CROCKETT 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: Board of Directors / *COMMISSIONERS*
FROM: General Manager *M*
SUBJECT: Crockett Sanitary Department Managers Report
DATE: July 18, 2020

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between June 10, 2020 and July 18, 2020. The District offices remains closed to the public due to Coronavirus (COVID-19) orders. Social distancing and other safe practices recommended by the CDC and County Health Officer are being followed. The Crockett Sanitary Commission did not meet in July as no pressing action items needed to be addressed.

Operation and Maintenance

- There was no Sanitary Sewer Overflows (SSOs) reported in June. There was one Category 3 SSO on July 14, a 50-gallon spill caused by root blockage on Kendall sewer.
- Staff responded to two additional incidents since last month's report; lateral backup on Rolph Park Drive and power-outage at the Loring Pump Station.
- Lateral inspections continue to be performed when properties are up for sale as required by Ordinance No. 07-1 along with associated construction permits.
- Groundwater from PG&E construction site on Port Street high in cyanide, seeking guidance from Tanya Akkerman, C&H Environmental Compliance Manager, before authorization is given for discharge holding tank(s) into sewer.
- Two quotes to repair chain link fence at EQ tank yard received, anticipate repair by Tri-City Fence Company for \$2,439.

Capital Improvements / Projects

- Emergency temporary bypass for damaged sewer V-00-06 to V-00-05 at Port and Wanda intersection installed on June 22. PG&E discovered failing sewer during excavation of their gas transmission line which is below our sewer. Total cost excluding staff and construction management was \$9,580.64.
- Emergency Project C-1018 to slip-line 100' of 18" VCP sewer at V-00-06 to V-00-05 was executed with APB Engineering. After PG&E replaced their gas transmission line sewer work was completed on July 7 and July 8. Total cost of project excluding staff and construction management was \$32,546.09.

Administrative/Financial:

- Subscription for annual ICOM software use for period May 1, 2020 to April 30, 2021 was renewed for \$12,000. Software required by Sewer System Management Plan (SSMP).


- Semi-annual payment made to City National Bank for 2006 Installment Loan for sewer project in the amount of \$27,651.07.
- V.W. Housen received flow data and has begun simple hydraulic model of collection systems. Invoice for work thru June 30, 2020 was \$13,148, was budgeted, and will be applied to FY 19/20 as accrual audit adjustment.
- Requested and received final Cogen pump data and calculated SUC for FY 20/21, new contact Thane Jennings, P.E. replaced Chris Sargent.
- General Manager McDonald spent 32% of his time towards Crockett Sanitary Department operations and 4% on Capital Projects in June. The rest of his time was spent on District business 31%, Recreation 15%, Port Costa 12%, Maintenance 1%, and Hosselkus Chapel 5%. He worked a total of 178 hours in June with no overtime.
- Assistant Sanitary Department Manager Barnhill spent 88% of his time towards Crockett Sanitary Department operation and 1% on Capital Flow and Capital Sewer projects in June. The rest of his time, 11%, was spent on Port Costa business. He worked a total of 179 hours in June, including 1 hour of exempt overtime.

CROCKETT 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: Commissioners / Board of Directors

FROM: General Manager 

SUBJECT: Crockett Sanitary Department Managers Report

DATE: August 11, 2020

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between July 19, 2020 and August 11, 2020. The District offices remains closed to the public due to Coronavirus (COVID-19) orders. Social distancing and other safe practices recommended by the CDC and County Health Officer are being followed.

Operation and Maintenance

- Staff responded to two incidents since last month's report, both at the Crockett Pump Station; water pressure tank low and sump-well full in pump room. Sump-pump piping repaired but pump in poor condition, WCWD will determine if replacement pump will be required.
- Joint-Treatment Plant (JTP) Influent Flow Meter *INF-002* serving the town was reporting unrealistic flow data in May, new meter was ordered, and replaced in August by C&H/Telstar. For the month of May, flow reported to regional water board was estimated at 300,000 gallons per day based on historical flow data. The Crockett Sanitary Department measures flow data at the Crockett Pump Station and has committed to sharing information with C&H so that more accurate flow data can be submitted.
- JTP Influent Flow Meter *INF-001* measuring the C&H refinery process wastewater flow failed on August 4. New meter ordered by C&H/Telstar with anticipated installation in 4 weeks. All process flow is being diverted thru the Crockett Pump Station. Process volume is being measured by C&H flume meter at bypass location before entering public collection system. Wastewater flow data will be adjusted once by-pass is over.
- Groundwater from PG&E construction site on Port Street was high in cyanide, discharge into collection system was denied and PG&E hauled off groundwater for disposal.
- Transfer Pump #5 relay problem discovered; pump controls placed in Off position and pump must be run manually until WCWD resolves relay problem.
- Huge spike in water usage at Crockett Pump Station occurred between May 11 and May 18, 10x increase in use measured over one week. Reported the issue to WCWD to investigate.
- Fence along east side of EQ tank yard repaired. Additional large hole cut into fence repaired by Tri City while on-site. Security cameras caught reflections of people walking by EQ building prior to fence repair.
- All caught up on rodding schedules, review of sewer line-cleaning schedules completed.

Capital Improvements / Projects

- John Swett High School installing covered trash enclosure outside “snack shack”. New drainage connection to public sewer allowed and connected to C-21-01 to C-21-01A sewer on August 11, 2020. No cost to the Crockett Sanitary Department.

Administrative/Financial:

- Hosselkus Chapel Purchase Agreement executed, anticipated close on August 20, 2020. Financing secured for 100% of acquisition cost of \$615,000 plus \$27,500 for costs of issuance.
- To simply administration as well as parity debt issues, the balance of the Crockett Sanitary 2006 Installment Loan with City National Bank was refinanced at 2.75%, resulting in savings of \$7,980.
- Port Costa Sanitary Department invoiced \$93,563.29 for annual inter-department loan payment; \$73,976.87 in principal and \$19,586.42 in interest.
- C&H Sugar invoiced \$49,173.99 for 1st installment for FY 20/21 sewerage fees, due September 15. The 4th installment for FY 19/20 sewerage fees, \$47,741.75, remains unpaid.
- Staff has been preparing for audit of FY 19/20, initial audit visit occurring August 10-13.
- General Manager McDonald spent 42% of his time towards Crockett Sanitary Department operations and 1% on Capital Projects in July. The rest of his time was spent on District business 39%, Recreation 9%, Port Costa 4%, Maintenance 2%, and Hosselkus Chapel 3%. He worked a total of 186 hours in July with no overtime.
- Assistant Sanitary Department Manager Barnhill spent 85% of his time towards Crockett Sanitary Department operation and 1% on Capital Flow and Capital Sewer projects in June. The rest of his time, 14%, was spent on Port Costa business. He worked a total of 184 hours in July with no overtime.



Community Partner for Our Bay, Our Environment

July 6, 2020
Board of Directors
Crockett Sanitary Department
P. O. Box 578
Crockett, CA 94525

To: Dale McDonald, General Manager

Subject: West County Wastewater District Monthly Report- June, 2020

Members of the Board:

The Crockett Sanitary Department (CSD) system operated with no operational interruptions. The average daily flow from the pump station was .25mgd and the 35 day flow total was 8.765 mil gals.

A total of 32 hours were spent on behalf of Crockett Sanitary District, including 32.0 hours of Maintenance Division's routine maintenance, 0.0 hours for Maintenance Division's Non-Routine Maintenance, 0.0 hours for Maintenance Division's capital Improvements. Also 41.0 hours for CSO Routine Maintenance and 0.0 hours for CSO Non-Routine Maintenance.

If you need additional information, please do not hesitate to contact me.

Sincerely,

Ted Kozlik
WCWD Maintenance Supervisor

GT:TK

Enclosed: (12) pages

Cc: Gordon Times, WCWD Collection System Supervisor

Crockett Sanitary Department

Monthly Report

MAY, 2020

Flow Totalizer Readings	
May 26, 2020	1948580000
June 1, 2020	1950116000
June 8, 2020	1951871200
June 15, 2020	1953635000
June 22, 2020	1955383200
June 29, 2020	1957345400
Total (mil gal)	8765400
35 day Average (mgd)	.25

Employee Hours	Routine Maintenance	Non-routine Maintenance	Capital Projects	Total
Pump Station	32.0	0.0	0	32.0
Collection System	41.0	0.0	0	41.0
Total	73 .0	0.0	0	73.0`

PUMP STATION NON- ROUTINE MAINTENANCE ACTIVITIES

PUMP STATION CAPITAL PROJECTS

ASR – C&H Sugar Co., Inc.

May 2020 Management, Operations & Maintenance Report

June 14, 2020

Tanya Akkerman
Environmental Compliance Manager
C&H Sugar Co. – American Sugar Refining Group
830 Loring Ave.
Crockett, CA 94525

Dear Tanya:

We are pleased to present you the enclosed monthly report. This report summarizes the data and information collected by our operations team. Enclosed you will find the daily chlorine residual sheet, operations and maintenance report, paint log, pH grab vs SCADA sheet, and the 14-page operations data page. If you have any questions regarding this report, please do not hesitate to contact me.

Thanks, and kind Regards.



Kulwinder Singh
Project Manager – C&H Sugar WWTP

Reviewed and Approved,



Eric Sabolsice
Regional Director - West

Summary

1. Sludge pump1 needs to upgraded
2. DAF gearbox needs to be fixed
3. Belt filter press's contols need to be calibrated

Operations

		C&H	CSD
Flow	Avg., MGD	0.429	0.316 *
	Max., MGD	0.839	0.512*
	Total, MG	13.284	9.796 *
COD	Avg., mg/l	3,585	430
	Max., mg/l	8,915	978
	Total, lbs.	343,260	33,997 *

- CSD flow meter was o/s after 04/20 and readings are approximately after that.

Callouts & OT

	OT	DOT
Luc Beauchemin	45.6	
Justin P.Horton	8	
Brian Prisegem	8	
Victor Ortiz	8	
Kip Fredrickson	8	
TOTAL	77.6	

Holiday OT 40 hrs

Luc O. Beauchemin worked on Influent pumps, sludge pumps and Swithing the reactors. (37.6 Hrs)

Compliance & Samples

- No compliance issue for the month.
- No missed samples for the month.

Maintenance & Repair

- Influent pump 1 is back in-service problem was with the motor not in the conduit wiring.
- Sludge pump 1 VFD is replaced but pump's efficiency has been decreased. Tech from Motion Industries will send us a quote to fix this.
- Inframark inspected safety shower an eyewash station.
- Weekly Cleaning of contact Tank- 5th channel.
- Preventive maintenance of Surge composite sampler was done.
- Lubricated upper and lower bearings of RAS pump 2 and checked belt tension.
- Lubricated upper and lower bearings of RAS pump 1 and checked belt tension.
- Monthly walk through safety inspection.
- Reactor 1 and 2 are in service and Reactor 3 is out of service for maintenance.
- Inframark inspected safety shower an eyewash station.
- Cleaned and inspected DAF air compressor
- Preventive maintenance of EFF-002 composite sampler was done.
- New modified roller is installed in the chemical feed pump.
- Short belt on Belt filter press changed.

Financial Update

Pass-Through Expenses	This Month	Contract Year to Date
Home Depot	39.94	
Lowe's	43.86	
Autozone	117.70	
Crockett Auto service	27.82	
ATT Bill	69.55	
Big State Industrial Supply	108.75	

Health, Safety, Curfew & Corona virus (COVID-19) precautions

- Contra Costa County imposed curfew from 8 pm – 5 am. All the operators were instructed to stay extra vigilant in the plant.
- Contra costa facemask requirement implemented.
- Maintaining social distancing (6 ft. rule in effect) in all meetings.
- Using mask when can't maintain distance.
- Cleaning hands with soap more frequently.
- No visitor allowed without prior appointment.
- Sanitizing work area, restrooms and floors.
- No Lost Time Incidents or CALOSHA recordable.
- Daily tailgate meetings with safety topics being recorded in Inframark Daily Tailgate Safety file.

- Safety issues:
 - Need more lights and cameras covering the fence.
 - Walkway on South side of surge tank is collapsing.
 - Walkaway on North side of surge tank is creating a trip hazard.
 - Tank inspection by certified inspector for urea and phosphoric acid tank.
 - Walkway behind the old belt press (East side) needs replacing.
 - All gratings on top of aeration tank should be anchored down.
 - Need to remove weeds growing on reactor basins.
 - Need to mount life rings on Aeration Reactors and DAF units.
 - Faulty/ Intermittent light bulbs need to be replaced (At least 5 of them)

Operator Certification Status

- | | | |
|--------------------|-----------|-------------------|
| • Kulwinder Singh | III-43654 | Expires 7/23/2021 |
| • Luc Beauchemin | II-8540 | Expires 6/30/2021 |
| • Brain Prisegem | II-41539 | Expires 5/26/2023 |
| • Victor Ortiz | II-35980 | Expires 2/27/2021 |
| • Justin P. Horton | III-43786 | Expires 8/22/2022 |
| • Kip Fredrickson | II- 42698 | Expires 4/18/2021 |

Critical Issues (Capital Projects)

Projected Expense Projects of Significant Value (Capex):

Item No.	Project Description	Estimated Cost	Payment Schedule
1	Replace sewer line to plant sump	\$80,000	2019-2024
2	Replace influent process pump & piping modifications, etc.	\$50,000	2019
3	Overhaul DAF #1 (sandblasting interior, recoating of interior, rebuild scraper arms)	\$500,000	2019-2024
4	Overhaul DAF #2 (sandblasting interior, recoating of interior, rebuild scraper arms)	\$500,000	2019-2024
5	Replace No. 1 belt filter press	\$350,000	2019-2024
6	Remove former aeration draft tube mixers	\$230,000	TBD: 2020-2023
7	Replace existing Norton diffusers with new diffusers (basin #1)	\$200,000	TBD: 2020-2023
8	Replace existing Norton diffusers with new diffusers (basin #2)	\$200,000	TBD: 2020-2023
9	Replace existing Norton diffusers with new diffusers (basin #3)	\$200,000	TBD: 2020-2023

Other Projected Expense Projects of Significant Value (Non-Capex):

Item No.	Project Description	Estimated Cost	Payment Schedule
1	Replace DAF air compressor with new rotary style air compressor. (compressor + labor to install + electrical)	\$20,000	2020
2	Potable water system hydro pneumatic controller and system equipment	\$60,000	2020-2022
3	Replace phosphoric acid tank with similar capacity, double walled tank	\$35,000	2020-2022
4	Miscellaneous projects	\$15,000	2020
5	Update iFix/Intellusion SCADA software and new operating system for CPU	\$35,000	2020-2021
6	Install French drain on South side of reactors to redirect spring water that is coming under roadway	\$30,000	2020-2023
7	Replace /repair recycle system check valves (3 each)	\$45,000	2020-2023
8	Pull new wires from control room to reactor submersible pump system	\$25,000	2020-2020
9	Evaluate structural requirements (Capex Item #6 above)	\$10,000	TBD: 2020-2023
10	Evaluate diffuser options (SOW for Capex Item #7-9 above)	\$15,000	TBD: 2020-2023
11	Replace used sludge truck (gas not diesel)	\$8,000	2023

Appendix

- Monthly 14-page data report
- Daily chlorine residual sheet/chart
- pH grab vs SCADA sheet
- Paint log

ASR – C&H Sugar Co., Inc.

June 2020 Management, Operations & Maintenance Report

22 ^{ks}
July 18, 2020

Tanya Akkerman
Environmental Compliance Manager
C&H Sugar Co. – American Sugar Refining Group
830 Loring Ave.
Crockett, CA 94525

Dear Tanya:

We are pleased to present you the enclosed monthly report. This report summarizes the data and information collected by our operations team. Enclosed you will find the daily chlorine residual sheet, operations and maintenance report, paint log, pH grab vs SCADA sheet, and the 14-page operations data page. If you have any questions regarding this report, please do not hesitate to contact me.

Thanks, and kind Regards.



Kulwinder Singh
Project Manager – C&H Sugar WWTP

Reviewed and Approved,



Eric Sabolsice
Regional Director - West

Summary

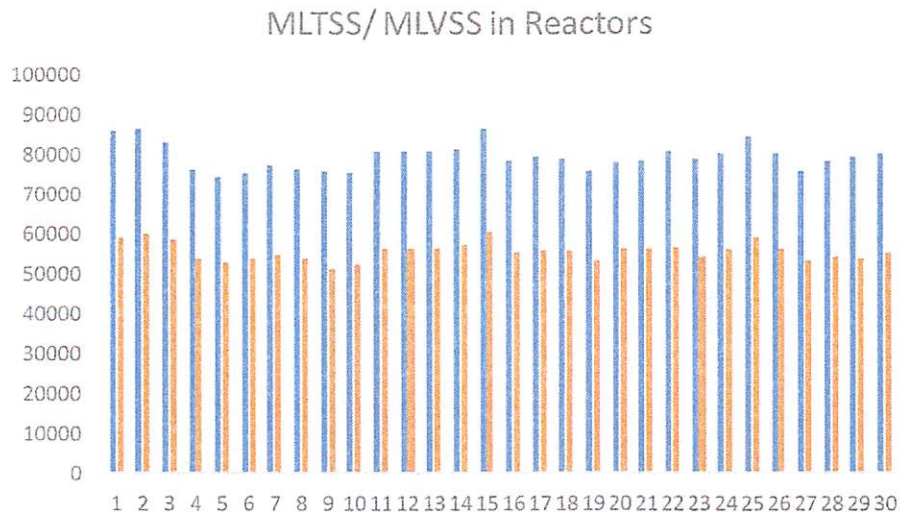
1. CSD flow meter needs to be fixed.
2. DAF gearbox needs to be fixed.
3. Belt filter press's contols need to be calibrated.
4. Sludge pump1 needs to upgraded.

Operations

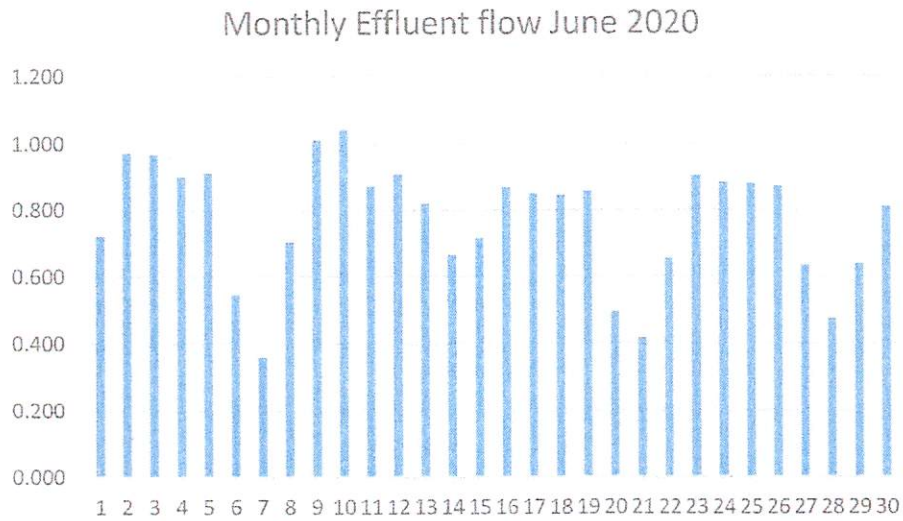
		C&H	CSD
Flow	Avg., MGD	0.540	0.316 *
	Max., MGD	0.777	0.512*
	Total, MG	16.206	9.48 *
COD	Avg., mg/l	2,577	430
	Max., mg/l	6,035	978
	Total, lbs.	313,009	32,990 *

- CSD flow meter was o/s after 04/20 and readings are approximately after that.

MLTSS in the system



Monthly effluent flow



Callouts & OT

	OT	DOT
Luc Beauchemin	8.0	
Justin P.Horton	1.3	
Brian Prisegem	5.0	
Victor Ortiz	0.0	
Kip Fredrickson	1.5	
TOTAL	15.8	

Brian Prisegem has to come to clean Chlorine contact chamber.

Compliance & Samples

- No compliance issue for the month.
- No missed samples for the month.

Maintenance & Repair

- Reactor 1 and 2 are in service and Reactor 3 is out of service for maintenance.
- Inframark inspected safety shower an eyewash station.
- Cleaned and inspected DAF air compressor
- Preventive maintenance of EFF-002 composite sampler was done.
- Ordered two more modified roller for the chemical feed pump.
- Inframark inspected safety shower an eyewash station.
- Weekly Cleaning of contact Tank- 5th channel.
- Preventive maintenance of Surge composite sampler was done.
- Lubricated upper and lower bearings of RAS pump 2 and checked belt tension.
- Lubricated upper and lower bearings of RAS pump 1 and checked belt tension.
- Monthly walk through safety inspection.
- Inframark fixed local weather station.

Financial Update

Pass-Through Expenses	This Month	Contract Year to Date
Motion Industries CA	315.00	
Motion Industries CA	316.00	
Harbor Freight Tools	50.00	
Harbor Freight Tools	54.00	
ATT Bill	69.55	
USA Blue book	95.00	
USA Blue book	108.75	
Triton Truck Repair	224.00	

Health, Safety, Curfew & Corona virus (COVID-19) precautions

- COVID-19 cases are again on the rise in California. Inframark employees are committed to take extra precautions to be safe at work.
- Contra costa facemask requirement implemented.
- Maintaining social distancing (6 ft. rule in effect) in all meetings.
- Using mask when can't maintain distance.
- Cleaning hands with soap more frequently.
- Victor Ortiz had to go for COVID -19 test. Result of the test came negative.
- No visitor allowed without prior appointment.
- Sanitizing work area, restrooms and floors.
- No Lost Time Incidents or CALOSHA recordable.
- Daily tailgate meetings with safety topics being recorded in Inframark Daily Tailgate Safety file.
- Safety issues:
 - Need more lights and cameras covering the fence.
 - Walkway on South side of surge tank is collapsing.
 - Walkway on North side of surge tank is creating a trip hazard.
 - Tank inspection by certified inspector for urea and phosphoric acid tank.
 - Walkway behind the old belt press (East side) needs replacing.
 - All gratings on top of aeration tank should be anchored down.
 - Need to remove weeds growing on reactor basins.
 - Need to mount life rings on Aeration Reactors and DAF units.
 - Faulty/ Intermittent light bulbs need to be replaced (At least 5 of them)
 - Weed around the fence (inside and outside) needs to be cut.
 - Need at least two more 360 degree cameras for the surveillance

Operator Certification Status

- | | | |
|--------------------|-----------|-------------------|
| • Kulwinder Singh | III-43654 | Expires 7/23/2021 |
| • Justin P. Horton | III-43786 | Expires 8/22/2022 |
| • Luc Beauchemin | II-8540 | Expires 6/30/2021 |
| • Brain Prisegem | II-41539 | Expires 5/26/2023 |
| • Victor Ortiz | II-35980 | Expires 2/27/2021 |
| • Kip Fredrickson | II-42698 | Expires 4/18/2021 |

Critical Issues (Capital Projects)

Projected Expense Projects of Significant Value (Capex):

Item No.	Project Description	Estimated Cost	Payment Schedule
1	Replace sewer line to plant sump	\$80,000	2019-2024
2	Replace influent process pump & piping modifications, etc.	\$50,000	2019
3	Overhaul DAF #1 (sandblasting interior, recoating of interior, rebuild scraper arms)	\$500,000	2019-2024
4	Overhaul DAF #2 (sandblasting interior, recoating of interior, rebuild scraper arms)	\$500,000	2019-2024
5	Replace No. 1 belt filter press	\$350,000	2019-2024
6	Remove former aeration draft tube mixers	\$230,000	TBD: 2020-2023
7	Replace existing Norton diffusers with new diffusers (basin #1)	\$200,000	TBD: 2020-2023
8	Replace existing Norton diffusers with new diffusers (basin #2)	\$200,000	TBD: 2020-2023
9	Replace existing Norton diffusers with new diffusers (basin #3)	\$200,000	TBD: 2020-2023

Other Projected Expense Projects of Significant Value (Non-Capex):

Item No.	Project Description	Estimated Cost	Payment Schedule
1	Replace DAF air compressor with new rotary style air compressor. (compressor + labor to install + electrical)	\$20,000	2020
2	Potable water system hydro pneumatic controller and system equipment	\$60,000	2020-2022
3	Replace phosphoric acid tank with similar capacity, double walled tank	\$35,000	2020-2022
4	Miscellaneous projects	\$15,000	2020
5	Update iFix/Intellusion SCADA software and new operating system for CPU	\$35,000	2020-2021
6	Install French drain on South side of reactors to redirect spring water that is coming under roadway	\$30,000	2020-2023
7	Replace /repair recycle system check valves (3 each)	\$45,000	2020-2023
8	Pull new wires from control room to reactor submersible pump system	\$25,000	2020-2020
9	Evaluate structural requirements (Capex Item #6 above)	\$10,000	TBD: 2020-2023
10	Evaluate diffuser options (SOW for Capex Item #7-9 above)	\$15,000	TBD: 2020-2023
11	Replace used sludge truck (gas not diesel)	\$8,000	2023

Appendix

- Monthly 14-page data report
- Daily chlorine residual sheet/chart
- pH grab vs SCADA sheet
- Paint log