

PORT COSTA SANITARY COMMISSION

Regular Business Meeting
AGENDA FOR WEDNESDAY, OCTOBER 14, 2020

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORANT NOTICE REGARDING COVID -19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in *Executive Order 33-20* and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time. (See *Resolution No. 19/20-18*)
- The meeting will be conducted via tele conference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

Agenda packets are available on our website at <https://www.town.crockett.ca.us/2020-10-14-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# 872 5431 5611 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/u/abb4GNs5xM> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/87254315611> 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# 872 5431 5611.

The Port Costa Sanitary Commission is an agent of the Crockett Community Services District.

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(*The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.*)
4. PUBLIC HEARING:
5. ADMINISTRATIVE:
 - a. Consider report on actions taken by the District Board.

- b. Receive Self-Monitoring Report cover letter for August 2020.
 - c. Receive Status Report on Outstanding Items.
6. **BUDGET AND FINANCE:**
- a. Consider monthly Summary Worksheet and staff report on other financial matters.
 - b. Approve annual inter-department loan payment to Crockett Sanitary Department in the amount of \$93,563.29.
7. **WASTEWATER:**
- a. Discuss Smoke Testing to be planned for 851 linear feet of sewer located on Canyon Lake Drive and Erskine.
 - b. Discuss replacement or maintenance of degraded plumbing in WWTP pump room
8. **REPORT OF DEPARTMENT MANAGER:** (These items are typically for exchange of information only. No action will be taken at this time.)
- a. Operations, maintenance and capital improvements.
 - b. Governmental matters.
 - c. Announcements and discussion.
9. **REPORTS FROM COMMISSIONERS:** (These items are typically for exchange of information only. No action will be taken at this time.)
10. **CONSENT CALENDAR:** Consideration of a motion to approve the following item:
- a. Approve Minutes of September 9, 2020.
11. **FUTURE AGENDA ITEMS:**
- Approve meeting calendar for 2021 (Nov.).
 - Appoint officers for 2021 (Nov.).
12. **COMMENTS FROM COMMISSIONERS:**
13. **ADJOURNMENT** to November 4, 2020

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us
 Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa on the picturesque Carquinez Strait of the San Francisco Bay.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification of at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection. 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.

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.

August 27, 2020

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

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

The Legally Responsible Official (LRO) for CCSD is James Barnhill, contact phone number (510) 787-2992. The Chief Plant Operator is Nicholas Gaunt with Valley Operators, a licensed California Wastewater Treatment Plant Contract Operator (40029), contact phone number (925) 698-4636.

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

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

During the month of August no exceedances occurred.

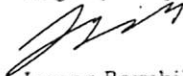
I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designated to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage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

OCT

<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	Authorized	Plan video inspection /smoke testing. (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.

5.c.

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
5/18		Upgrade PLC. Valley recommends upgrading PLC due to age of system, warns that issues will begin to crop up as time passes	Contact vendor for estimate		Operator
12/19	E-8	CCTV Inspection Project	Scheduled for late 2020	Obtain bids	Staff/Commission
1/20	E-11	Polycoat septic tank wall. Engineers found that concrete is degrading at the water air interface.	Consider in 2025	Obtain bids	Commission to direct staff to seek proposals + decide on timing and contract. Contract Operators to oversee work

MAINTENANCE MATTERS

		Monitor sludge level - WWTP Septic Tank	Valley - ongoing. Operator to advise when it is necessary to remove	Operator to seek bids. Commission to review and accept pumping proposal. Operator to schedule work, manage project	Operator
		Monitor scum level - WWTP Septic Tank	Valley - ongoing. Scum in chamber #1 removed Sept 2020. Prior cleaned Jan 2020 full maintenance	Staff to contact WCWD to vac material. Operator to oversee and accept work	Operator/staff
8/17		Repair/replace #3 dosing siphon in dosing structure. Siphon is broken and has been removed.	Pending Valley verification of specs. Valley is verifying specs on replacement (\$535 per unit)	Seek installation proposal once part is verified. Commission to accept proposal	Operator
8/18	M-7	Install signage at WWTP. Property warning signs should be installed within the fenceline rather than on the fence to help prevent sign and property vandalism	Commission volunteered	Pending	Commission
2/17	M-6	Remove shrubbery. Plants and roots are causing major damage to wwtp	Commission volunteered	Pending	Commission
		Transplant sand into filter bed #3. Filter bed 3 is low on sand material, level needs to be brought up. Plan was to transfer sifted sand from waste pile or from abandoned bed #4.	Suspended following bio assay failures. Unverified if transferred sand was the specific cause but the failures coincided with transfer. Unverified risk of metal and other contaminants collecting in static sand due to proximity to the railroad.		Operator

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

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>	<u>RESPONSIBLE</u>
10/16		Annual load bank/fluid svc on genset. Preventative maintenance	Last service Aug 2020	Next due- Aug 2021	Licensed Service - overseen by operator
1/13	M-1	Raise manhole elevations. Will address as needed if county informs us of paving & manhole elevation issues	Obtain quote as needed		Staff
7/12	M-3	Clean/paint plumbing. Pump room is a moist environment. Pipes and pumps develop rust, it must be removed and equipment must be coated.	Mitigate rust, replace as needed / paint		Operator / Commission
7/12	M-4	Repair eroded wet well stopper valve	Define scope of work	Receive add'l quotes for work	Operator
7/12	M-5	Reset siphon valve #3	Drain north side/buy parts/ gate valve open	Drain/close valve/ reset valve height	Operator. Verify that this is ongoing operation rather than project status
10/19		Remove tree branches from power line	Director volunteered		Commission

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

\\sanitary\pcsan\StatusReportPCS.xls

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

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.: 9/23/20 LATEST FUND REPORT: 9/11/20

OPERATING FUND 3425			
CASH CARRIED FORWARD:	\$72,232.54	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1253-1260)	(\$9,466.49)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$2,211.78)	Loan#2 due CVSan	\$277,963.36
		Loan#3 due CVSan	\$150,000.00
Property Ins. Adjust.	248.29		
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CASH BALANCE:	\$60,802.56	ACCRUED DEBT:	\$452,196.85
ADV ON SUC BEG. BALANCE:	\$0.00		
Close CY SEC Tax	\$0.00		
Ending Balance	\$0.00		
INVESTED BEGIN. BALANCE:	\$223.23		
Interest	\$0.00		
Ending Balance	\$223.23		
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FUND BALANCE:	\$61,025.79	\\san\pc\bud&fin\wrksht	

09/16/20

Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 09/11/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							72,455.77
Cleared Transactions							
Checks and Payments - 11 Items							
Check	08/21/2020	1253	Valley Operators, LLC	Monthly Service - July 2020	X	-4,400.00	-4,400.00
Check	08/21/2020	1255	U.S. BANK	Various	X	-1,148.98	-5,548.98
Check	08/21/2020	1254	BAY AREA NEWS ...	Legal Notice - Ordinance 20-3	X	-1,082.70	-6,631.68
Transfer	08/25/2020			Payroll recovery Aug 1-15 P...	X	-100.68	-6,732.36
Check	09/04/2020	1256	L.R. PAULSELL CO...	Sewer Cleaning on August 1...	X	-1,057.50	-7,789.86
Check	09/04/2020	1257	Eurofins Calscience ...	Lab Testing	X	-700.00	-8,489.86
Check	09/04/2020	1260	David Farnsworth, C...	Audit Services Fee - 50% Pr...	X	-380.30	-8,870.16
Check	09/04/2020	1259	MEYERS NAVE	General Advice, Labor and E...	X	-372.14	-9,242.30
Check	09/04/2020	1258	PG&E	Electric	X	-324.87	-9,567.17
Transfer	09/10/2020			Payroll cost recovery Aug 20...	X	-1,971.96	-11,539.13
Transfer	09/10/2020			Payroll cost recovery Aug 16...	X	-139.14	-11,678.27
Total Checks and Payments						-11,678.27	-11,678.27
Deposits and Credits - 1 Item							
Transfer	08/25/2020			Prop Insurance reallocation t...	X	248.29	248.29
Total Deposits and Credits						248.29	248.29
Total Cleared Transactions						-11,429.98	-11,429.98
Cleared Balance						-11,429.98	61,025.79
Register Balance as of 09/11/2020						-11,429.98	61,025.79
Ending Balance						61,025.79	61,025.79

Commissioners: Tom Cusack, Tom List, John Mann, Anne Scheer, Joe Surges, Karen Klajner (alt)

6.a.

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 10/6/20 Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
10/07/2020	PG&E	Electric - #2704121327-6	302.18	1266
10/07/2020	Eurofins Calscience LLC	Lab Testing	470.00	1267
10/07/2020	Valley Operators, LLC	Monthly Service Fee - October	4,400.00	1268
Total FUND 3425 - PC SANITARY - O&M			<u>5,172.18</u>	
TOTAL			<u><u>5,172.18</u></u>	

(MK)

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 9/18/20 Fund: 342500 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
09/21/2020	Valley Operators, LLC	September Monthly Service Fee / Standard ...	4,502.36	1261
09/21/2020	Sierra Chemical Company	Multichlor, Sodium Hypochlorite	516.18	1262
09/21/2020	CALIFORNIA DIESEL & POW...	General service and load bank Invoice 01-3...	1,778.24	1263
09/21/2020	L.R. PAULSELL CONSULTING	Sewer Cleaning on 9/11/20	235.00	1264
09/21/2020	U.S. BANK	Various	38.14	1265
Total FUND 3425 - PC SANITARY - O&M			7,069.92	
TOTAL			<u>7,069.92</u>	



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of the Crockett Community Services District

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e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

July 16, 2020

Port Costa Sanitary Department
P.O. Box 578
Crockett, CA 94525

INVOICE

Per loan agreement between the Port Costa Sanitary Department and the Crockett Sanitary Department dated December 2, 2015, this is the fifth of ten annual invoices, plus an interest amount equivalent to 1.5% more than the interest the District received on its LAIF accounts for the quarter ending June 30. The LAIF interest rate for June 30, 2020 is 1.36%.

Balance carried forward	\$277,963.36
Accrued unpaid interest 4.07% from FY 19/20	\$11,313.11
Accrued interest 2.86% on balance for FY 20/21	\$8,273.31
Principal – unpaid fourth amortized payment FY 19/20	\$36,474.15
Principal - fifth amortized payment FY 20/21	<u>\$37,502.72</u>
	\$93,563.29

TOTAL DUE by OCT 15 **\$93,563.29**

Ending principal balance will be \$203,986.49. The loan agreement has saved Port Costa \$3,657 this fiscal year in interest that would have otherwise been paid to West America Bank.

Sincerely,



Dale McDonald
General Manager

//crockett/invoice/PCLoan#2_5th year payment

Commissioners: Howard Adams, Scott Bartlebaugh, Mark Manzione, Mary Wais, Jon Wolthuis

6.b.

EXHIBIT B - SMOKE PROJECT #17-SMOKE1
North Basin East of Vallejo St & West Basin West of HW80

7.0.

SEWERS	Pipe Length	Material	Diameter	StreetAddress	EasementExists	EasementRec	Pave_Type
P-00-05B to P-00-05A	215	NA	UNK	7, 12, 15, 11, 100 Erskine / 101 South?	NO		Asphalt
P-00-04 to P-00-03	208	VCP	6	23 South, 15/17 Canyon Lk	NO		Asphalt
P-00-03 to P-00-02	128	VCP	8	3 Canyon Lk	NO		Patio/sidewalk
P-00-05A to P-00-05	120	NA	UNK		NO		Asphalt
P-00-05 to P-00-04	180	VCP	6	19, 21 South	NO		Asphalt

851

Smoke may effect properties
upstream toward Prospect

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MINUTES OF REGULAR MEETING, SEPTEMBER 9, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Surges. Present were Commissioners Cusack, List and Scheer, along with General Manager McDonald, Dept. Manager Barnhill and Assistant District Secretary Witschi. Also present was Director Kirker. Commissioner Klaiber was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
- 5.a. DISTRICT BOARD ACTIONS: No report.
- 5.b. SELF-MONITORING REPORT: Mr. Barnhill reported no exceedances in July.
- 5.c. STATUS REPORT ON OUTSTANDING ISSUES: Mr. McDonald reported an extra column was added to the Status Report that says "responsible." He said this is being done in all the departments and he found this to be beneficial.
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. Mr. McDonald reported were keeping most of the money in cash. This covers the period from July – August 12. Commissioner Scheer arrived at 7:13 pm.
- 6.b. PRELIMINARY WATER RATE STUDY: Mr. McDonald reported Director Barassi brought up an issue at the last meeting and was concerned if Port Costa would be receiving funds from the County in time and how that might impact Port Costa's budget and what we could do now to see what the 2021/22 budget would look like. James obtained the water data early and applied it to commercial properties. Water use at apartments and homes has increased in the last year. In setting the sewer use charge staff uses a six-year average. Using that average, the cost factor is identical. What we have seen in the water data is that the impact from the COVID shutdown on the restaurants means you will have some dropoff in 2021/22. Without any rate change there will be a drop of \$7K. He said one of Port Costa's loans will be paid off next year.
- 7.a. DISCUSS LATERAL ISSUES: Mr. Barnhill reported the 23 South Street lateral is aligned alongside 15 Canyon Lake buildings and connects to the public sewer in Canyon Lake Drive. The lower lateral was previously accepted as a private common lateral shared by 23 South and 15 Canyon Lake. A kitchen sink tie-in from a separate building at 15 Canyon Lake existed historically and was disconnected when 23 South replaced the upper part of the lateral. He said the tie-in was reconnected under permit. Mr. Barnhill said the upper portion replacement of the 23 South lateral was unpermitted.

7.b. PROGRAMMABLE LOGIC CONTROLLER (PLC): Mr. Barnhill reported back in 2018 Valley Operators brought it up that they are concerned with the operating condition of the PLC. Valley Operators said it is about 10 years old and said it is not enclosed in a controlled environment. The operators are concerned that the system may begin to fail and repairing it as failures occur will likely become cost ineffective. Mr. Barnhill asked Valley Operators to get quotes on an improved PLC. Mr. Barnhill said once he receives proposals he will bring them back to the Commission for review. He said Valley Operators want to increase their focus on repairs at the plant.

9.a. STAFF REPORT ON OPERATIONS: No further report.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: Mr. McDonald said his last day at the Crockett Community Services District will be on September 27.

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. AD HOC COMMITTEES REPORT: None

10.d. INTER-AGENCY MEETINGS: None

11. CONSENT CALENDAR: The consent item was approved unanimously (tl/as):
a. Approve Minutes of August 12, 2020.

12. FUTURE AGENDA ITEMS:

13. COMMISSIONER COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 7:30 PM until October 14, 2020.

Respectfully submitted,



Susan Witschi
September 10, 2020