

PORT COSTA SANITARY COMMISSION

Regular Business Meeting

AGENDA FOR WEDNESDAY, DECEMBER 6, 2023

TIME: 7:00 PM

PLACE: Port Costa School, 1 Plaza Del Hambre, Port Costa

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

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The 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 on a future agenda.)
4. CONSENT CALENDAR: Consideration of a motion to approve the following item:
 - a. Approve Minutes of November 1, 2023.
5. PUBLIC HEARING:
6. ADMINISTRATIVE:
 - a. Election of Officers.
 - b. Consider Meeting and Holiday Schedule for 2024.
 - c. Consider report on actions taken by the District Board.
 - d. Receive Self-Monitoring Report cover letter for October 2023.
7. BUDGET AND FINANCE:
 - a. Receive warrant transmittals and budget updates.
8. WASTEWATER:
 - a. Discuss fire damage and power failure on November 27, 2023.
9. REPORT OF DEPARTMENT MANAGER: *(These items are typically for the 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 the exchange of information only. No action will be taken at this time.)*
10. FUTURE AGENDA ITEMS:
 - Bull Valley Agricultural Center & Port Costa School – scope and costs.

- Acquire backup effluent pump with capacity to maintain flow to filter beds.
- Acquire two replacement peristaltic pumps for chemical dosing.
- Research funding and grant opportunities.
- Contract Operators.

11. COMMENTS FROM COMMISSIONERS:

12. ADJOURNMENT to January 6, 2023.

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us/meetings.

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 at least 48 hours before 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 before a regular meeting will be made available for public inspection at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California, 94525.

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

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For Review

MINUTES OF REGULAR MEETING, NOVEMBER 1, 2023

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chair Surges. Present were Commissioners Cusack, Klaiber, List, and Sheer. Staff present included Sanitation Department Manager Barnhill, Interim General Manager (IGM)/District Secretary (DS) Rivas, and Administrative Services Manager Goodman.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: DS Rivas inquired if the meeting time could be moved earlier to 6 pm due to staff lingering until 7 pm. The 6 pm time seemed reasonable and was asked to be placed on a future agenda.
- 4.a CONSENT CALENDAR: Commissioner Scheer commented on the thoroughness of the minutes and thanked staff. Minutes of October 11, 2023. Items were approved with minor changes. (TL 1st, TC 2nd, 5/0)
5. PUBLIC HEARING: None.
- 6a. REPORT ON ACTIONS TAKEN BY THE BOARD: Ms. Rivas announced she was appointed Interim General Manager effective Monday evening. Diana Martinez was appointed to the Board of Directors which created a new vacancy on the Recreation Commission.
- 6b. SELF-MONITORING REPORT: Mr. Barnhill reported that the September monitoring report will be presented next month. No exceedances occurred in September and there were no sewer spills.
- 7a. BUDGET AND FINANCE / WARRANT TRANSMITTALS AND BUDGET UPDATE: Ms. Goodman presented September transmittals. An IRS check was highlighted and explained that this is a shared cost between PCSAN, CVSAN and Recreation.

Ms. Goodman is currently being trained on the budget process and hopes to begin that process in December, but quite possibly may start in January. The County's Workday finance program shows that the PCSAN cash balance is \$53,567.
8. WASTEWATER: Mr. Barnhill reiterated that wastewater maintenance on the generator was discussed at the last meeting. He is waiting for a list of items to address from Valley Operators for wet-weather preparedness.

He is working on a newly mandated 5-year CCTV of Port Costa lines that not only video tapes the lines but doubles as cleaning since the video process is initiated by hydro cleaning. All video capture is stored by PCSAN. He is doing general inspections and will focus CCTV on pipelines of concern.
- 9a. REPORT OF DEPARTMENT MANAGER: Mr. Barnhill said he wants to install a water pump at the treatment plant. Quotes for the installation were received about a year and a half ago but

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in-house discussion delayed the work and staff installation was discussed. Mr. Barnhill decided it has taken too long and intends to seek new bids rather than lose more time and face consequences for failure to install the pump. Mr. Barnhill said that one of the main recirculation pumps has become louder and it needs to be inspected again.

Commissioner Surges asked if the maintenance included the loud main pump. Mr. Barnhill shared that during a previous inspection, the pump was louder than the other but it was reported to sound ok at that time. The manufacturer of the pump might be called to inspect the pump.

9b. GOVERNMENTAL MATTERS: CCSD received a request for comments from the County regarding the Field Semester permit. An incomplete proposal was distributed to multiple agencies for comment. The report shows that the request was sent out on October 9th but CCSD only received the reports yesterday (October 31). After careful review by Ms. Goodman, the most relevant portion of the report as it pertains to Port Costa was incomplete. She paraphrased the response: as of today, we are unable to comment in favor for the proposed plans due to missing portions, unknown constraints of our collection and treatment capacity as well as pending additional engineering reports.” The Field Semester had agreed to get another engineering report specifically for sanitary things that would be sent to us and reviewed by our staff as well as our in-house engineer Vivian. Essentially CCSD cannot issue a comment in favor since we did not receive a complete report in time to properly review.

Ms. Goodman shared that due to the amount of information missing, she reached out to the Field Semester project lead and requested a copy of the full report. The report was received but the file was too large to download and review. She will review it as soon as possible.

The Field Semester application is for a rezoning for a planned development permit. There are multiple sections with sanitation as the relevant part for CCAD to consider.

Commissioner Sheer pointed out that when one pulls a permit at the County, they determine the relevant agencies to notify. Ms. Goodman stressed that we needed to be firm in making it clear that CCSD is the agency for sanitation impacts.

9c. ANNOUNCEMENTS AND DISCUSSION: Mr. Surges inquired about vacancies. Ms. Goodman reported the following vacancies: Board is full; Recreation has 1 vacancy; CVSAN has 1 vacancy; Police Liaison has 3 or 4 vacancies. Ms. Rivas shared that we potentially have two applicants for the CVSAN and Recreation.

Ms. Goodman responded to Commissioner Surges that Port Costa residents can participate in the Police Liaison committee. A resident deputy representative attends each meeting and CHP and animal control will attend on an as-requested basis.

10. REPORTS FROM COMMISSIONERS: None

11. FUTURE AGENDA ITEMS:

- Bull Valley Agricultural Center & Port Costa School – scope and costs. This item was discussed earlier under governmental matters.
- Acquire a backup effluent pump with the capacity to maintain flow to filter beds.
- Acquire two replacement peristaltic pumps for chemical dosing.
- Research funding and grant opportunities.
- Report on State Collection System Audit.

12. COMMISSIONER COMMENTS: No comments from commissioners. Mr. Rivas suggested that future agendas merge Commissioner reports and comments sections. This action was approved.

13. ADJOURNMENT: The meeting was adjourned at 7:20 PM until December 6, 2023. Ms. Rivas reminded the commissioners that the December meeting is scheduled one week earlier due to the holidays. Commissioner Surges reminded the group that Port Costa typically hosts a holiday on the first Wednesday in December. Commissioner Sheer reminded the group that they encountered the same conflict in 2022 and the party was moved to the second floor. There was some discussion that the 2023 holiday party was scheduled for either the 6th or 13th. The group confirmed that the meeting will be held on the 6th as scheduled. Mr. Surges will be out of town and will not be able to attend the December meeting.

Respectfully submitted,
Sonia Rivas, MBA

For Consideration

* Observed
 ** One Week Early

MEETING SCHEDULES/HOLIDAYS FOR 2024

<i>Commission</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>June</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
Recreation (6 pm)	8	5	4	1	6	3	1	No Mtg	9	7	4	2
Personnel (4 PM)	9	13	12	9	14	11	9	13	10	8	12	10
Police Liaison (7 PM)	9	13	12	9	14	11	9	No Mtg	10	8	12	10
Port Costa Sanitation (7 PM)	10	14	13	10	8	12	10	14	11	9	6**	4**
Memorial Hall (4:30 PM)	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Lighting & Landscaping (7 PM)	16	20	19	16	21	18	16	20	17	15	19	17
Crockett Sanitary (4 PM)	17	21	20	17	15	19	17	21	18	16	13**	11**
District Board (7 PM)	24	28	27	24	22	26	24	28	25	23	20**	18**

Holidays - Offices are closed.

New Year's (Mon)	1											
Martin Luther King (Mon)	15											
Presidents' Day (Mon)		19										
Cesar Chavez Day (Mon)				1								
Memorial Day (Mon)					27							
Juneteenth (Wed) TBD						19						
Independence Day (Thu)							4					
Labor Day (Mon)									2			
Veterans Day (Mon)											11	
Thanksgiving Day (Thu & Fri)											28, 29	
Christmas Day (Wed)												25

November 28, 2023

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 October 2023 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 and third quarter report for October 2023 has been uploaded to the CIWQS website.

During the month of October, 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

October 30, 2023

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 September 2023 for Crockett Community Services District (CCSD) WWTP Port Costa, CA

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Prepared by:

Legally Responsible Official:


Nicholas Gaunt,
Chief Plant Operator


James Barnhill
Port Costa Manager

cc: Casey Wichert, Valley Operators

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ 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				
11/02/2023	Eurofins Calscience	PC Sampling/Testing INV#4466	968.75	1771
11/02/2023	SDRMA	Health Benefits Sep(INV# H43219) Oct (INV# H43587)	1,361.04	1772
11/02/2023	G&J Seiberlich & Co LLP	Accounting Svcs Inv# 78882	25.00	1773
11/02/2023	Lincoln National Life Insurance Company	Life Ins, Acct# CCSVCD-BL-1564438	2.41	1774
11/02/2023	CONTRA COSTA COUNTY TREASURER	Monthly Payroll October 2023	2,637.69	1775
Total FUND 3425 - PC SANITARY - O&M			<u>4,994.89</u>	
TOTAL			<u>4,994.89</u>	

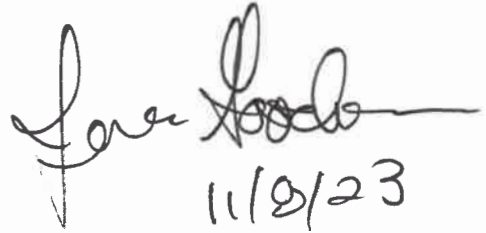


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CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
11/08/2023	CONTRA COSTA COUNTY TREASURER	CalPERS CCSD ID# 1977684412	787.23	1776
Total FUND 3425 - PC SANITARY - O&M			787.23	
TOTAL			<u>787.23</u>	


11/9/23