

# PORT COSTA SANITARY COMMISSION

Regular Business Meeting  
AGENDA FOR WEDNESDAY, OCTOBER 9, 2019

TIME: 7:00 PM  
PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

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*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. REPORT OF DISTRICT COUNSEL:
6. ADMINISTRATIVE:
  - a. Consider report on actions taken by the District Board.
  - b. Receive Self-Monitoring Reports for July and August 2019.
7. BUDGET AND FINANCE:
  - a. Consider monthly Summary Worksheet and staff report on other financial matters.
  - b. Consider delaying Port Costa loan payment to Crockett Sanitary Department of \$47,787 due October 15, 2019 and authorize use of funds for septic tank cleaning, adding to previously authorized \$43,000.
  - c. Authorize up to \$15,000 of septic tank rehabilitation reserves for internal demolition and construction of baffles and other internal structures.
  - d. Authorize execution of contract agreement with HydroScience in the amount of \$34,800 for engineering services related to septic tank condition assessment.
8. WASTEWATER:

Discuss septic tank cleaning proposal(s) form recommendation and authorize execution of contract with lowest responsible bidder.
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. Budget & Finance Committee – Members Mann and Surges
  - b. Inter-agency Meetings:
11. CONSENT CALENDAR: Consideration of a motion to approve the following items:
- a. Approve Minutes of September 11, 2019.
  - b. Receive Status Report on outstanding issues
12. FUTURE AGENDA ITEM:
13. COMMENTS FROM COMMISSIONERS:
14. ADJOURNMENT to November 6, 2019.

You will find the Minutes of this meeting posted on our website at [www.town.crockett.ca.us](http://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 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.*

September 24, 2019

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 July 2019 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.

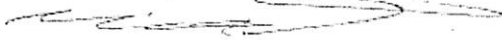
The monthly report for July 2019 has been uploaded to the CIWQS website.

During the month of July no exceedances occurred.

Late eSMR submittal was authorized per August 27, 2019 email from RWQCB James Parrish, who stated "we are waiving late eSMR submittal violations for the month of July (due August 30)" for reasons stated "DMR issues for the July DMR/eSMR submittals where the DMR forms were not updated to satisfy the new reporting requirements under the reissued Nutrients Watershed Permit, effective July 1, 2019."

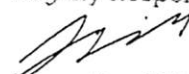
*I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage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

cc: Casey Wichert, Valley Operators

September 29, 2019

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 2019 for Crockett Community Services District (CCSD) WWTP Port Costa, CA

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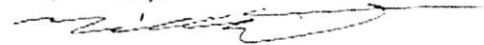
The monthly report for August 2019 has been uploaded to the CIWQS website.

During the month of August an exceedance occurred with the ph being below 6.0 in the final effluent.

We began accelerated monitoring on August 31, 2019 and an operator began testing the ph one time per day. On September 4, 2019 and September 5, 2019, an on site laboratory test result showed a ph of 6.0 was reached. We have since stopped the accelerated monitoring.

*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 Sanitary Manager

cc: Casey Wichert, Valley Operators

# PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)

website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.:	9/25/19	LATEST FUND REPORT:	9/12/19
-----			
OPERATING FUND 3425			
-----			
CASH CARRIED FORWARD:	\$18,710.34	ACCRUED DEBT:	
ACTIVITY:			
CHECKS (1133-1140)	(\$1,507.97)	PYs due CVSan Dept.	\$24,233.49
Payroll recovery	(\$1,083.72)	Loan#2 due CVSan	\$277,963.36
-----			
CASH BALANCE:	\$16,118.65	ACCRUED DEBT:	\$302,196.85
ADV ON SUC BEG. BALANCE:	\$0.00		
Close CY SEC Tax	\$0.00		
Ending Balance	\$0.00		
INVESTED BEGIN. BALANCE:	\$81,576.56		
No activity	\$0.00		
Ending Balance	\$81,576.56		
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FUND BALANCE:	\$97,695.21	\\san\pc\bud&fin\wrksht	

09/16/19

## Reconciliation Detail

FUND 3425 - PC SANITARY - O&M, Period Ending 09/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							100,286.90
Cleared Transactions							
Checks and Payments - 11 Items							
Check	08/20/2019	1135	Sierra Chemical Co...	Chemicals for plant Invoice 125320	X	-492.05	-492.05
Check	08/20/2019	1133	L.R. PAULSELL C...	Sewer Cleaning - Invoice PCSD ...	X	-230.00	-722.05
Check	08/20/2019	1134	CONTRA COSTA ...	FY19 Consumption Data - Invoic...	X	-97.50	-819.55
Check	08/20/2019	1136	U.S. BANK	Alarm Cell	X	-37.12	-856.67
Transfer	08/27/2019			Payroll recovery Aug 1-15 PCSA...	X	-35.30	-891.97
Check	09/06/2019	1137	PG&E	Electricity	X	-292.88	-1,184.85
Check	09/06/2019	1139	MEYERS NAVÉ	General legal advice	X	-256.59	-1,441.44
Check	09/06/2019	1140	CalPERS Administr...	GASB-68 retirement annual repo...	X	-54.18	-1,495.62
Check	09/06/2019	1138	MacDonald Accoun...	Audit pre and in-system review in...	X	-47.65	-1,543.27
Transfer	09/09/2019			Payroll recovery PCSAN to CVS...	X	-1,011.64	-2,554.91
Transfer	09/11/2019			Payroll recovery PCSAN to REC	X	-36.78	-2,591.69
Total Checks and Payments						-2,591.69	-2,591.69
Total Cleared Transactions						-2,591.69	-2,591.69
Cleared Balance						-2,591.69	97,695.21
Register Balance as of 09/12/2019						-2,591.69	97,695.21
Ending Balance						-2,591.69	97,695.21

Commissioners: Rene Beauchemin, Tom Cusack, John Mann, Anne Scheer, Joe Surges

**7.a.**

March 3, 2019

HydroScience Engineers, Inc.  
10569 Old Placerville Road  
Sacramento, CA 95827  
T: 916.364.1489  
F: 916.364.1491

James Barnhill  
Sanitary Dept. Manager  
Crockett Community Services District

**Subject: Proposal for Condition Assessment Services – Port Costa Wastewater Treatment Plant**

Dear James:

HydroScience appreciates the opportunity to propose engineering services for the subject project. This proposal addresses condition assessment services for the septic tank which serves as part of the Port Costa Wastewater Treatment Plant (WWTP).

## Understanding

The Port Costa WWTP treats all wastewater generated by the community of Port Costa, a population of approximately 250. The WWTP consists of primary treatment in a septic tank, secondary treatment in a sand filtration facility, a chlorine contact tank for disinfection, and an outfall to the Carquinez Strait. The treatment system is rated for an average dry weather flow (ADWF) of 33,000 gallons per day (GPD), with a peaking factor of approximately 10 experienced during wet weather events.

The septic tank, which is the subject of this condition assessment, was originally converted in the 1960's from an old railroad oil storage vault. The age and original construction details for this tank are not available, but it is assumed the structure was installed prior to the 1940s. It is a buried concrete cast-in-place vault approximately 80 ft long by 18 ft wide. The converted tank is segmented into four chambers by redwood baffles. It has three entry manholes and one access hatch compartment on the influent side.

The septic tank has been very difficult to maintain, clean, or inspect. The downstream filters are experiencing some carryover of sludge and scum from the septic tank which should not normally occur. This impacts filter runtimes and can foul the media if left unchecked. The cause of this carryover is suspected to be reduced active treatment volume in the tank due to accumulation of densely packed sludge which cannot be successfully removed by a vacuum truck through the existing access ports. A second issue contributing to this carryover may be the failure of one or more internal tank baffles.

The District is contemplating access upgrades to the tank to improve the ability to remove sludge. This would involve cutting new hatches through the existing roof slab. Depending on the condition of the internal baffles, some tank repairs may also be required to restore normal operation. Temporary sewage bypass and trucking would be required to complete this work.

Prior to planning for such repairs, the District needs some basic questions answered, which are the subject of this condition assessment:

- Is the overall structure in sound condition and suitable for continued services as a septic tank?
- Is it structurally feasible to cut new access ports into the roof slab?
- What is the condition of the internal components (redwood baffles and support brackets)?
- What is the extent and location of accumulated sludge?
- Where should new access ports be located to facilitate more thorough and effective regular cleaning?

## Scope of Services

HydroScience and its specialty subconsultants will provide a condition assessment of the existing septic tank, with assistance from Crockett CSD as described below.

1. Attend up to two meetings at the site or District offices to discuss planning of the inspection activity and review the results of the condition assessment technical memorandum.
2. After District staff drain and clean the tank to the extent feasible, conduct an entry and condition assessment of the structure as detailed in the subconsultant proposals from JDH Corrosion Consultants (JDH) and VE Solutions provided in Attachments B & C. The scope of this activity is summarized as follows:
  - a. Comprehensive visual inspection of the septic tank's concrete structures along with any metallic mechanical and piping elements
  - b. Comprehensive video inspection of the septic tank's concrete in general conformance with ACI 201.1R-08
  - c. Delamination survey on selected areas of the subject structure
  - d. Surface scratch testing and carbonation test
  - e. Surface penetrating radar will be used to determine spacing and concrete cover of reinforcement along with layout of reinforcement prior to coring
  - f. Three cores will be extracted at separate locations; with one core used to determine compressive strength a second used for durability testing
  - g. Structural Engineer will test the rebar sample to establish the tensile strength of the septic tank deck's reinforcing steel
  - h. Laboratory testing consisting of compressive strength, pH profile, Chloride profile, depth of carbonation, and general evaluation of concrete condition.
  - i. Visual assessment of locations of sludge accumulation and overall hydraulic conditions in the tank, to the extent that this can be observed.
3. The HydroScience team will perform an evaluation of data collected and prepare a technical memorandum documenting the following:
  - a. Results and observations of inspection and laboratory testing described above.
  - b. Prepare structural calculations to determine the capacity of the tank lid and if additional openings can be cut in the lid.

- c. Develop recommendations for adding openings to the lid. These will consider structural feasibility, locations of accumulated sludge, and anticipated methods for successfully removing that sludge.
  - d. Recommendations for baffle repairs or replacements.
  - e. Cost estimate for anticipated repairs.
4. A draft technical memorandum will be prepared and submitted by email in PDF format. District comments will be received and incorporated into a final technical memorandum submitted by email in PDF format.

### **Assumptions**

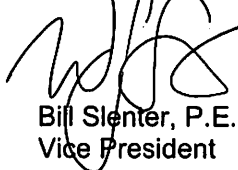
1. Crockett CSD will perform draining and cleaning of the tank to the extent feasible and will bypass sewer flows into the tank during the inspection.

### **Engineering Budget**

HydroScience will provide the above services on a time and materials basis up to a maximum fee of \$34,800. Fees are detailed in Attachment A.

Once again, we appreciate the opportunity to propose these services. Please contact me at [bslenter@hydroscience.com](mailto:bslenter@hydroscience.com) or at 916-273-6035 with any questions.

Sincerely yours,  
**HYDROSCIENCE ENGINEERS**



Bill Senter, P.E.  
Vice President

### **Attachments:**

- A. Fee Detail
- B. JDH Corrosion Consultants Proposal
- C. VE Solutions Proposal



# ATTACHMENT A



## Engineering Services Budget

Proposal for Condition Assessment Services – Port Costa Wastewater Treatment Plant

March 3, 2019

Phase	Description	Bill Slenter Project Manager	Staff Engineer	HSE Hours	HSE Fee	Travel and Repro	VE Solutions Structural	JDH Corrosion	Direct Charges Markup	Expense Subtotal with Markup	Total Fee
		\$220	\$145								
	Septic Tank Inspection	10	10	20	\$3,650	\$75		\$13,750	\$691	\$14,516	\$18,166
	Structural Engineer Evaluation			0	\$0		\$8,000		\$400	\$8,400	\$8,400
	Technical Memorandum Preparation	14	35	49	\$8,155	\$75			\$4	\$79	\$8,234
<b>TOTAL</b>		<b>24</b>	<b>45</b>	<b>69</b>	<b>\$11,805</b>	<b>\$150</b>	<b>\$8,000</b>	<b>\$13,750</b>	<b>\$1,095</b>	<b>\$22,995</b>	<b>\$34,800</b>

February 8, 2019

HydroScience  
10569 Old Placerville Road  
Sacramento, CA 95827

Attention: Bill Slenter, P.E.  
Principal

Subject: Septic Tank Concrete Condition Assessment  
Port Costa Sanitary District  
Port Costa, CA

Dear Bill,

Pursuant to your request, **JDH Corrosion Consultants, Inc.** is pleased to provide this proposal to conduct an inspection and condition assessment of the septic tank located at the Porta Costa Sanitary District.

Our firm has performed these same types of services for several project sites throughout the Bay Area and Northern California and thus wishes to assure you that we have the experience necessary to perform the services described herein in a timely and professional manner.

### Project Background & Purpose

It is our understanding that the subject septic tank currently in use by the Port Costa Sanitary District was not originally intended for use as a septic tank and was repurposed for this function. The District is now interested in performing a condition assessment of the septic tank structure in order to confirm it's effectiveness in performing the function of being utilized as a septic tank, and if not effective in that function, looking at what other functions that tank might be of use in performing.

### Testing Methods

#### *Visual Inspection*

JDH personnel will conduct a comprehensive visual inspection of the septic tank's concrete structures along with any metallic mechanical and piping elements. To the extent possible, the internal and external concrete inspection will be conducted in general conformance with ACI 201.1R-08 "Guide for Conducting a Visual Inspection of Concrete in Service". All cracks and other abnormalities will be identified, characterized and recorded on drawings. Photographs will be obtained for all critical areas. Structures to inspect include, but are not limited to, any concrete structures; steel pipe support elements and process piping; and appurtenant structures such as ladders, handrails, rotating equipment, baffles, or any other structures related to the septic tank.

### ***GoPro Video Documentation***

Video documentation will be captured using a GoPro Hero camera. JDH personnel will conduct a comprehensive video inspection of the septic tank's concrete in general conformance with ACI 201.1R-08 "Guide for Conducting a Visual Inspection of Concrete in Service". High intensity LED lights will be used in an attempt to illuminate the interior of the structure as well.

### ***Delamination Testing***

In order to determine if there is any discernable corrosion of the reinforcing steel on other areas of the basins that cannot be visually verified, we will perform a delamination survey on selected areas of the subject structure.

A delamination is a separation of concrete planes, generally parallel to the reinforcement, resulting from the expansive forces of corrosion products. Upon attainment of critical size, a delamination will result in a spall. We will utilize a sounding technique, involving striking the surface of the concrete with a 4-lb. hammer, or other suitable sounding device. Good sound concrete will produce a sharp ringing tone, whereas, delaminated areas emit a dull, hollow tone. ASTM C4580 describes this test method.

### ***Surface Scratch Testing and Carbonation Test***

In order to determine if there is any discernable softening of the concrete, JDH will scratch the surface with a paint scraper, chipping hammer, or similar tool attached to a pole, in order to estimate the depth of softened concrete surfaces often associated with sulfate attack of cement pastes. JDH will apply phenolphthalein to the concrete at scratched or chipped surfaces, where accessible, in order to determine depth of carbonation.

### ***Non-Destructive Testing and Coring***

Surface penetrating radar will be used to determine spacing and concrete cover of reinforcement along with layout of reinforcement prior to coring. Perform coring operations at selected core locations. Three cores will be extracted at separate locations; with one core used to determine compressive strength a second used for durability testing (pH profile, chloride profile and depth of carbonation) and the third core shall be removed at a location in the deck where rebar is present, in order to collect a sample of the rebar for the project structural engineer. The Structural Engineer will test the rebar sample to establish the tensile strength of the septic tank deck's reinforcing steel. All core locations will be patched with Sikatop 123 Plus (NSF 61 approved).

### ***Laboratory Testing***

Determine compressive strength of extracted concrete cores in accordance with ASTM C42. Analysis of pH profile on extracted concrete cores. Chloride profile testing per ASTM C1218 on extracted concrete cores. Estimate the depth of carbonation on extracted concrete core samples. Also, a general evaluation of the condition of the concrete will be made.

## **Access and Safety**

### **Access**

All PPE (including safety shoes, gloves, eye protection), and any necessary cabling or rope, shall be provided by JDH for its own use.

### Deliverables

Within 4 weeks after inspection, JDH will provide a detailed report of all testing. This report, including an evaluation of our findings, will be submitted to HydroScience for their use in providing direction to the District.

### Fees & Terms & Conditions

JDH Corrosion Consultants, Inc. will be pleased to provide the above-described corrosion engineering services for the following **Not-to-Exceed fees\***:

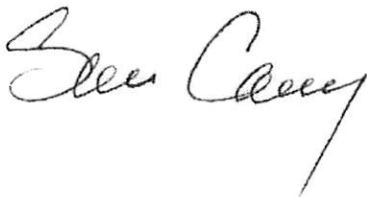
**Testing & Report:**

**\$13,750.00**

*\*These fees include all engineering, laboratory and support services necessary to complete the work. Charges will accrue in accordance with our standard fee schedule attached. Invoices will be submitted for work performed on a monthly basis. All invoices are due and payable within 30 days of receipt.*

We thank you for the opportunity to provide you with this proposal and look forward being of service on this important project. If you have any questions concerning this proposal, or if we can be of any additional assistance, please feel free to contact us at (925) 927-6630.

Respectfully submitted,



Sean Carey  
JDH CORROSION CONSULTANTS, INC.  
Operations Manager

# Attachment C



VE SOLUTIONS

## Agreement

VE Solutions, Inc.  
650 University Ave., Suite 110  
Sacramento, CA 95825  
bradf@vesolutions.net  
(916) 505-0519 fax (916) 514-9102

Client: Hydrosience Engineers, Inc.  
10569 Old Placerville Road  
Sacramento, CA 95827

**Date:** February 3, 2019

**Project Name/Location:** Port Costa Tank Investigation

**VES Project No.:** 18126

**Project Description:** Structural engineering services to investigate the structural condition of an existing 18 ft x 80 ft long x 10 ft deep buried, cast-in-place concrete tank. The tank is approx. 100 years old. The owner would also like to add additional openings to the tank lid.

Information on the rebar, concrete strength and condition of the concrete will be provided by others.

**Scope of Services:** Perform up to two site visits to observe the tank investigation performed by others. Using that information, prepare structural calculations to determine the capacity of the tank lid and if additional openings can be cut in the lid.

Based on the condition information and if structurally necessary propose a method to rehabilitate the tank.

Prepare preliminary plans showing the proposed improvements. The plans are not detailed and will not be suitable for construction. Construction documents can be provided as an additional service.

Documents will be signed and sealed by a California registered structural engineer.

**Fee Arrangement:** \$8,000

**Limitation of Liability:** \$1,000,000

**Special Conditions:** none

**Offered by:**

**Accepted by:**

signature	date	signature	date
Brad Friederichs, President	S2780		
<i>name/title</i>	<i>CA License</i>	<i>name/title</i>	
VE Solutions, Inc.			

*Client*

**The Terms and Conditions attached are a part of this Agreement.**



## VE SOLUTIONS **Terms and Conditions**

VE Solutions, Inc. shall perform the services outlined in this Agreement for the stated fee arrangement.

### **Dispute Resolution:**

Any claims or disputes between the Client and VE Solutions, Inc. shall be submitted to non-binding mediation.

### **Billings/Payments:**

Invoices will be submitted either upon completion of services or on a monthly basis. If the invoice is not paid within 30 days, VE Solutions, Inc. may terminate the performance of the service.

### **Late Payments:**

Invoices unpaid 60 days after the invoice date may be subject to a monthly service charge of 1.5% (or the legal rate) on the unpaid balance. Client agrees to pay all costs of collection, including reasonable attorney's fees.

### **Indemnification:**

The Client agrees, to the fullest extent permitted by law, indemnify and hold harmless VE Solutions, Inc., its officers, employees and subconsultants from all damage, liability and cost, including reasonable attorney's fees, arising out of the performance of the services under this Agreement, excepting only those damages, liabilities or costs attributable to the sole negligence or willful misconduct of VE Solutions, Inc.

### **Limitation of Liability:**

In recognition of the relative risks, rewards and benefits of the project to both parties, the Client agrees that VE Solutions, Inc. total liability for all injuries, claims, losses, expenses, damages or claim expenses arising out of this Agreement shall not exceed the Limitation of Liability amount indicated in the Agreement. Such causes include, VE Solutions, Inc. negligence, errors, omissions, strict liability, breach of contract or warranty.

### **Termination of Services:**

Either party may terminate this Agreement should the other fail to perform its obligations. In the event of termination, the Client agrees to pay VE Solutions, Inc. for all services rendered to the date of termination.

### **Field Representatives**

VE Solutions, Inc. field personnel are for the purpose of providing project administration, construction observation and investigation of specific aspects of the project. Observation of the work by VE Solutions, Inc. personnel does not relieve the Client of the responsibility for performing the work in accordance with the plans and specifications. VE Solutions, Inc. responsibilities do not include supervision or direction of the means, methods or actual work of the Client or responsibility for jobsite safety.

### **Hourly Rates:**

Engineer: \$150/hr

Drafter: \$100/hr

# PORT COSTA 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](mailto:manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MINUTES OF REGULAR MEETING, SEPTEMBER 11, 2019

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by Vice Chairperson Cusack. Present were Commissioners Scheer, Mann, and Beauchemin, along with Dept. Manager Barnhill, and Mr. McDonald. Mr. Surges was absent excused. Mr. Barassi was in attendance as a member of the public.
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: Mr. McDonald said that six ordinances will be considered for adoption by the District Board to reaffirm prior ordinances previously adopted by the District Board. Mr. Cusack asked if the ordinances are currently in place. Mr. McDonald said the prior ordinances adopted have been enforced and new ordinances will help solidify our authority. Ms. Sheer asked if District Counsel looked at the ordinances. Mr. McDonald said the need to reaffirm was discovered by counsel during the preparation for codification of the District Code. Mr. McDonald said the Board created an adhoc committee to research the potential acquisition of the mortuary building located on Rolph Park Drive and Pomona Street, across from the Crockett Community Center and pool, to serve as the new District and Sanitary Department office building. Valley Operators contract, effective October 1, 2019, was awarded unanimously.
- 5.b. SELF-MONITORING REPORT: Mr. Barnhill reported that CIWQS is having technical issues that have delayed the submission of Electronic Self-Monitoring Reports (eSMR) and cover letters. No violations occurred in July.
- 5.c. DISTRICT STANDARD SPECIFICATIONS: Mr. McDonald said there was a request to discuss the District's Standard Specifications, how they came about, and how they affect Port Costa. He said the District Standard Specifications were originally developed from Central Contra Costa Sanitation District (Central San) prior to the formation of the Crockett Community Services District in 2006 and modified by the Crockett Sanitary Department over the years. He said the majority of the specifications provide direction to engineers, the design of new sewer construction, and construction of new sewers. Ms. Scheer asked if there is a grandfather clause since the majority of Port Costa sewers differ from the adopted specifications. Mr. McDonald said there is no such clause but similar issues happen in Crockett and are dealt with on an individual basis. Mr. McDonald said that non-conforming conditions have been allowed by the Crockett Sanitary Commission due to feasibility constraints, he said Port Costa Sanitary Commission can provide similar direction to staff. Mr. Barassi said he is concerned that the specifications, as written, do not match with existing conditions in Port Costa and force properties to be considered non-conforming. Mr. McDonald said specifications primarily come into play when installing new lateral sewers and are not

enforced against existing sewers unless repair or replacement is required. He said it would be a substantial cost to re-draft the specifications to match conditions and the total cost would be carried by Port Costa. Mr. McDonald said the engineering portion of the specifications could make it challenging to plan new development in Port Costa and Crockett as they would have to plan for tying into our existing systems. Mr. Mann asked if we are following Central San specifications. Mr. McDonald said staff follows and implements our own specifications but regularly integrates specifications and drawing obtained from other larger agencies, such Central San, to help keep administrative and engineering costs down. Mr. Mann asked if there is risk of homeowner claims against the District for not having a sewer that meets our specifications. Mr. McDonald said he doesn't see a risk and doesn't think there is a need to make major changes to our specifications. Mr. McDonald said as an example that uninspected ABS is a violation but the Commission can allow the non-conforming condition to exist. He added that the District Standard Specifications were last updated by Resolution in June 2019 stating it would be an easy process to incorporate additional changes the Port Costa Commission feel would benefit the town of Port Costa. He urged commissioners to look at the Standard Specifications which are available on our District web site.

6.a. FINANCIAL REPORT: Mr. McDonald said the monthly Summary Worksheet is not available yet due to the early date of this meeting. He said there was nothing out of the ordinary which occurred last month.

7. WASTEWATER: Mr. Barnhill said the three following items are interconnected, 7.a. Discuss septic tank and alternative treatment, form recommendations, 7.b. Receive quote to clean septic tank, and 7.c. Receive engineering proposal to inspect and assess the septic tank. Mr. Cusack recommended the topics 7.a. through 7.c. be combined in the discussion. There were no objections to combining the three items for discussion purposes. Mr. Barnhill said the discharge option study written by Larry Walker Associates included options for trucking wastewater and piping wastewater to Crockett for treatment. Mr. Mann asked if Crockett would allow Port Costa wastewater to be discharged into their system. Mr. McDonald said that C&H and Crockett wastewater is tested separately at the wastewater treatment plant (WWTP). He said that the Crockett Sanitary Commission has the authority to allow Port Costa to discharge into the Crockett collection system. Mr. Barassi said he thinks we should continue to maintain and operate the Port Costa WWTP as it is. Mr. Mann said that since we are looking at spending substantial funds to continue operations that we should continue looking at alternatives. Ms. Scheer asked what it would cost to replace the tank. Mr. Barnhill said the cost is unknown. Mr. Mann recommended that Mr. Barnhill speak with Kent Peterson and ask about a previous pumping job at Port Costa. Ms. Scheer asked why we are planning to deliver waste to EBMUD in Oakland. Mr. Barnhill said that Central Sanitary District is not set up to receive sludge while EBMUD wants sludge for their system. Ms. Scheer asked if we are required to obtain three competing bids. Mr. McDonald said that since this is a maintenance project and not construction that we are not held to the same standard for this process. He said that prevailing wage is a standard that must be adhered to. Dewatering and mobile storage tanks were discussed as options to shipping wastewater away. Mr. Barnhill said he will research these as options to shipping full volume out for treatment.

8a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that the sun shade fabric that was installed above the contact basin seems to be helping, he said the plan is to mount the fabric on framing so it can be mounted directly above the basin baffles rather than remain tied to the hand rails.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None



8.c. STAFF ANNOUNCEMENTS: Mr. McDonald handed blank performance survey forms to Mr. Mann and Mr. Beauchemin and asked that they be returned to the Personnel Committee Chair Cusack to assist the Board in their performance review of the General Manager.

9.a. BUDGET & FINANCE COMMITTEE REPORT: None

9.b. INTER-AGENCY MEETINGS: None.

10. CONSENT CALENDAR: The consent item was approved unanimously (as/rb):  
a. Approve Minutes of August 14, 2019.

11. FUTURE AGENDA ITEMS: None

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:20 PM until October 9, 2019.

Respectfully submitted,



James Barnhill  
September 18, 2019

# PC SAN. DEPT. STATUS REPORT

OCTOBER

DATE REF. TASK STATUS NEXT STEP

## ADMINISTRATIVE MATTERS

4/15	A-4	Sludge disposal procedure document	review with operators	
Ongoing		Review/revise O&M manual	Reviewed	
Ongoing		Revise sewer system management plan		next audit June 2020
Ongoing		System rehabilitation program	update 5-year plan	Continue video inspection
Ongoing		Property database	Current thru 8/2017	Inventory District property
Ongoing		Financial accounting & budget	Monitoring expenses	

## ENGINEERING MATTERS

1/13	E-3	Install high water alarm in sump	Valley to acquire/install float switch	Telstar to tie into PLC
6/08	E-7	#4 filter condition	On hold	Excavate content of filler bed #4
3/16		Railroad crossing	On hold	will approach this if equipment access to WWTP is needed for emergency or maintenance
1/17		Install backup Watson Marlo chem pump		Pending Valley
6/17		Constant Level Gate	Pending assessment	
5/18		Upgrade PLC	contact vendor for estimate	
6/18		P-03-09 + P-03-05 easement	sent letters to properties	
6/19		Separate vent fan from light switch		Valley Operators to do

