

# PORT COSTA SANITARY COMMISSION

## Regular Business Meeting

AGENDA FOR WEDNESDAY, JUNE 12, 2024

TIME: 6:00 PM

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

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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 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 May 8, 2024.
5. ADMINISTRATIVE:
  - a. Recieve report on actions taken by the District Board.
  - b. Receive Self-Monitoring Report cover letter for April 2024.
  - c. Upute on the replacement of peristaltic pumps.
  - d. Update on contract operators.
  - e. Discuss Newsletter distribution.
  - f. Discuss Sewer Use Charge Method of Collection.
6. BUDGET AND FINANCE:
  - a. Receive warrant transmittals.
  - b. District finances.
7. WASTEWATER:
8. 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/COMMENTS FROM COMMISSIONERS: (These items are typically for the exchange of information only. No action will be taken at this time.)

10. FUTURE AGENDA ITEMS:

- CCTV completed.
- Bull Valley Agricultural Center & Port Costa School.
- Acquire backup effluent pump with capacity to maintain flow to filter beds.
- Contract Operators.
- Climate change impact on waterfront.

11. ADJOURNMENT to July 10, 2024.

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

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## For Review

### MINUTES OF REGULAR MEETING, MAY 8, 2024.

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Vice-Chair Cusack. Present were Commissioners Cusack, Klaiber, List, Scheer, and alternate Martini. Commissioner Surges was absent (excused). Alternate Martini served as a voting member in place of Surges. Staff present included District Secretary (DS) Rivas and Administrative Services Manager (ASM) Goodman.
2. CONSIDER ITEMS OUT OF ORDER: DS Rivas requested that Items 5, 6c, and 6f be removed. Alternate Martini volunteered to sit on the 1 Rolph Park Drive Ad Hoc Committee. Items 5 and 6f were carryovers from the previous month.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
- 4.a CONSENT CALENDAR: Minutes of April 10, 2024, were approved with edits. Minutes of the Special Meeting of April 22, 2024, were approved with no edits. (List 1<sup>st</sup>, Scheer 2<sup>nd</sup>, 5/0)
5. SEATING OF NEW MEMBER WILLIAM LEE VANCE: The item was a carryover from the previous meeting.
- 6a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported. The 1 Rolph Park Drive Ad Hoc committee has been continued. Jeff Airoidi was reappointed to the Recreation Commission. The Sewer Use Charge item was carried over to the following month after a lengthy discussion. The Board approved hiring Maze & Associates for government accounting services.
- 6b. SELF-MONITORING REPORT: ASM Goodman reported no permit exceedances occurred during March.
- 6c. CONSIDER REPRESENTATION FOR 1 ROLPH PARK DRIVE AD HOC COMMITTEE: The item was a carryover from the previous meeting.
- 6d. UPDATE ON RECOMMENDED SEWER USE CHARGES: ASM Goodman explained that staff continues to support an SUC increase recommendation as originally presented in April. While Maze & Associates was hired to help with accounting, the reconciliation process will take time. Ms. Goodman reminded the commissioners that PCSAN's budget has little wiggle room in absorbing new expenses. She cautioned regarding known and unexpected expenses that can significantly impact the budget including the replacement of Valley Operators. A potential new operator submitted an \$8,000 quote for one visit, but Port Costa requires three visits per week. Another concern is the requirement to CCTV all sewer lines and the need to immediately repair issues when they are encountered. Additional frustration was expressed regarding the high cost of sewer maintenance for Post Costa residents. The Commissioners understand that costs have increased but expressed their concerns over the various entries in the report that cannot be confirmed. Staff was directed to find funds elsewhere and suggested utilizing the Rate Stabilization Fund by reducing the amount of the proposed increase of \$13,000 in lieu of raising the sewer charge.

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The Commissioners had previously voted against an increase of the SUC for FY 24/25. A motion to revote to oppose an increase was passed. (List 1<sup>st</sup>, Sheer 2<sup>nd</sup>, 4/1, Klaiber opposed).

DS Rivas stated that H.R. 7525 Special District Fund Accessibility Act passed and hopes that the District can find funds to help offset some of the costs for Post Costa residents.

6e. DISCUSS CHEMICAL PUMP REPLACEMENT: ASM Goodman reported that two pumps were ordered for a total cost of \$20,000 (including taxes and shipping) and confirmed that funds were available in the PCSAN budget. There will be an additional cost to calibrate the pumps.

6f. REVIEW "HINTS FOR HEALTHY SEWER" FLYER: Item was removed.

7a. BUDGET AND FINANCE / WARRANT TRANSMITTALS AND BUDGET UPDATE: ASM Goodman reported that a cash balance was not available in time for the meeting. Checks for Post Costa Sanitary were reordered.

7b. UPDATE ON 2024/25 BUDGET PROCESS: ASM Goodman reported she has experienced multiple challenges in granting access to Maze & Associates needed to begin the financial reconciliation process. She is working on preparing a good budget that will likely be later than anticipated. She has experienced several roadblocks with accessing records for Port Costa.

A check for approximately \$18,000 has been received for the electrical panel and pole replacement (from the pole fire in November). The check has been on hold until the responsible party is identified. Board Member Mackenzie was finally able to connect with railroad representatives. She will request to deposit the check and seek reimbursement later.

She expects to present a preliminary budget at the June meeting.

8. WASTEWATER: None.

9a. REPORT OF DEPARTMENT MANAGER: No report.

9b. GOVERNMENTAL MATTERS: None.

9c. ANNOUNCEMENTS AND DISCUSSION: None.

10. REPORTS/COMMENTS FROM COMMISSIONERS: None.

11. FUTURE AGENDA ITEMS:

- List and percentage of completed CCTV lines. Ms. Goodman reported that the Field Semester has completed their CCTV inspection, but the footage has not been delivered to Staff yet. This is likely due to their initial assessment of the footage.
  - Bull Valley Agricultural Center & Port Costa School.
  - Acquire backup effluent pump with capacity to maintain flow to filter beds.
  - Contract Operators. Ms. Goodman shared that due to current workflow, assistance from the commissioners to help identify potential operators would be greatly appreciated. Commissioners List and Scheer volunteered to assist.
- Climate change impact on waterfront.

12. ADJOURNMENT: The meeting was adjourned at 7:04 PM until June 12, 2024.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary

May 30, 2024

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 April 2024 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 April 2024 has been uploaded to the CIWQS website.

No exceedances occurred during the month of April.

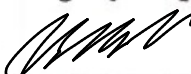
*I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designated to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage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

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# CCSD UPDATES

Crockett Community Services  
District - June 2024

**AS A SANITARY DISTRICT, OUR PRIMARY SERVICE IS MAINTAINING OUR DELICATE SEWER LINES.**

## NO WIPES DOWN THE PIPES

During Covid-19, you likely started disinfecting your home and business with wipes. It is crucial to remember that disposable wipes, even those marked "flushable", should NEVER go down the drain. Flushing wipes, or anything other than toilet paper, including



paper towels and other paper products, could cause blockages to CCSD's collection systems and treatment plant. Flushing wipes may also damage home plumbing systems creating significant costs to property owners.

## GREASE GOES IN THE TRASH NOT IN DRAINS

Please dispose of grease with garbage, not down your drain. When people pour grease down a sink, it cools, solidifies, and sticks to the inside of the pipe. If that happens within your drain, you'll need a plumber. Things get worse when grease from thousands of sinks builds up inside sewers. Those gross globs of

grease can grow until they completely clog pipes! Our crews work tirelessly to find and destroy them before they cause overflows.



## DON'T FLUSH DRUGS, CHEMICALS, OR PAINT

Wastewater treatment facilities are not equipped to remove all traces of pharmaceutical chemicals or metals.

Do not pour unwanted chemicals such as ammonia or unused paint down the drain. Whatever ends up in your toilet can potentially impact the water environment, so it's important to keep household wastes such as window cleaners, paint thinners, and any products with copper or mercury out of toilets and drains and dispose of them properly. Washing of latex paint brushes etc. is

acceptable but oil based paint brushes should be cleaned with cleaning solution and disposed of properly.

Don't flush your drugs! Flushing unwanted medications down a toilet, or pouring them down the drain, is a bad idea. If you flush your drugs, a portion of those contaminants will reach local waters. Scientific studies show the chemicals in many drugs can harm aquatic life. Remember that many fish our local water shores. Proper disposal of unwanted medications helps protect your family, your community and the environment.

## TOILETS ARE NOT TRASH CANS

On that note, please don't use your toilet as a trash can. While convenient, you should also never flush:

- Feminine hygiene products
- Condoms
- Dental floss
- Tissues
- Paper towels
- Drugs: prescribed or not

These and many other items can clog your sewer pipes, causing overflows, damage wastewater treatment plant equipment, and contribute to water pollution. **There are only three things that should go into the toilet:**



## Pee, Poop & (toilet) Paper.

Everything else goes in a real trash can.

## DISTRICT STAFF:

Interim General Manager

- Nick Spinner - Board President

District Secretary

- Sonia Rivas, MBA

District Engineer

- Gaunt Murdock

Sanitary Department Manager

- James Barnhill

Administrative Services Manager

- Jena Goodman

## RECREATION STAFF:

Recreation Department Manager

- Ron Wilson

Facilities Manager - Susan Witschi

5.e

Event Supervisors:

- Dolores Morales & Ray Villegas

Pool Manager - Alisa Maria

## SEWER EMERGENCIES - Call (510) 303-2313

For sewer emergencies in Crockett or Port Costa call (510) 787-2992 during business hours, or for after-hour and weekend emergencies call (510) 303-2313.

CONTACT US:

**Sanitary Services:** (510) 787-2992

**Recreation Services:** (510) 787-2414

Appointments are recommended.

## ELECTRONIC AND UNIVERSAL WASTE DROP OFF

The West County HHW Collection Facility has a Hazardous Waste drop-off center at 101 Pittsburg Avenue in Richmond which will accept e-Waste and dispose of common household hazardous waste that might otherwise harm the environment. Residential drop-off is available Wednesday through Saturday from 9am - 4pm (closed Noon -12:30 pm). Call 1-888-412-9277 for more information. You can also get helpful information from their website at [www.recyclemore.com](http://www.recyclemore.com).

We can accept your old household batteries, compact fluorescent light bulbs (which contain mercury), barometers, thermostats, and neon lighting which are known to contain universal waste such as mercury, lead, and cadmium that are hazardous to human health and the environment. These items cannot be discarded in household trash nor disposed

of in landfills. These smaller items can be dropped off at our Sanitary District office during regular office hours.

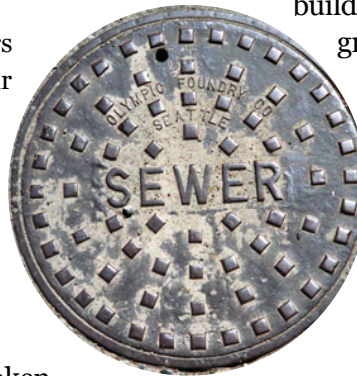
Due to changing regulations and reimbursement rates to E-Waste recyclers, it is no longer viable for the District to collect electronic waste such as televisions, VCRs, radios, and other electronic items.

**Sign up for community wide drop off days on our website.** [www.town.crockett.ca.us](http://www.town.crockett.ca.us)



## SEWER INSPECTION REQUIREMENT

The District is in the 17th year of its lateral inspection program, requiring property owners to obtain a "Certificate of Compliance" for their sanitary sewer laterals prior to the sale of their property. The program ensures that sanitary sewers are operating properly, are not leaching into the ground, and are not leaking into storm drains that flow to the Bay. It has been a very successful program; helping to reduce infiltration from patio drains, roof gutters, and from cracks in broken



building lateral sewers. Less rainwater and groundwater that enters our sewer system means lower treatment costs.

More information on this program can be found on our website at <https://www.town.crockett.ca.us/sewer-lateral-compliance-ordinance>. You or your realtor may also contact the District office to find out more information on this important requirement.

## AGING SEWER SYSTEM BEING REPLACED

Did you know that Crockett has over 15 miles of underground sewer pipes? Most are clay pipe, 71% of which are more than 55 years old. Some pipes are over 100!

We are continually proactively replacing aging neighborhood sewer pipes with a goal of replacing at least 2% per year for at least the next 7 years. Over the last few months you have seen the underground construction project at Alexander Park through Pomona Street.

We are aware that these construction projects can be inconvenient and appreciate your patience and understanding while we replace pipes that reach the end of their useful lives or perform critical maintenance tasks at our pump stations and treatment plant facilities. These improvements in Crockett and Port Costa will help ensure reliable, trouble-free service for our communities for years to come. And for that we thank you.



## WANT TO KNOW MORE?

We have more information to share with you but too much for this mailing.

For a copy of the entire newsletter, please visit the website at: [www.town.crockett.ca.us/newsletters](http://www.town.crockett.ca.us/newsletters)



For your convenience, you can pick up a printed copy at the following locations:

- Community Center
- Crockett Museum
- Crockett Library
- J&L Market
- Revival Coffee Shop

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: \_\_\_\_\_ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
05/15/2024	Eurofins Calscience	Testing for month of April 2024, INV#5700177457	1,272.50	1851
05/15/2024	Sierra Chemical Company	220 gal Sodium Hypochlorite plus freight, INV# 150847	1,212.00	1852
05/15/2024	V.W. Housen & Associates	Assist with PPP and 2024 CIWQS Annual report (Split 50/50 w/ CV)	1,305.00	1853
05/17/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 26, SPLIT	269.20	1854
05/17/2024	CSRMA	PIP Ins, JPA, and Fee 12/31/23 INV#7249	5,944.24	1855
05/17/2024	MEYERS NAVE	General Advice INV#216898	14.68	1856
05/17/2024	STATE COMPENSATION INSURANCE FUND	Workers Comp April and May 2024 INV#1001642807	321.54	1857
05/17/2024	Valley Operators, LLC	Monthly Svc Fee INV#2770	4,650.00	1858
05/17/2024	WATSON-MARLOW, INC.	2 Chem Dosing Pumps	19,292.01	1859
Total FUND 3425 - PC SANITARY - O&M			34,281.17	
<b>TOTAL</b>			<b>34,281.17</b>	

*[Handwritten Signature]*  
5/17/2024

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CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: \_\_\_\_\_ Fund: 342500 Account : 0830

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<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
05/20/2024	SDRMA	June 2024 Medical Benefits - Payroll SPLIT	590.19	1860
Total FUND 3425 - PC SANITARY - O&M			590.19	
<b>TOTAL</b>			<b>590.19</b>	

 5/20/2024