

# PORT COSTA SANITARY COMMISSION

*of the Crockett Community Services District*

## **AGENDA FOR WEDNESDAY, SEPTEMBER 11, 2024**

TIME: 6:00 PM

LOCATION: 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 Committee 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 items:
  - a. Approve Minutes of August 13, 2024.
5. ADMINISTRATIVE:
  - a. Receive report on actions taken by the District Board.
  - b. Receive Self-Monitoring Report cover letter for July 2024.
  - c. Update on contract operator search.
  - d. Update on Field Semester project.
  - e. Update on pole fire claim.
6. BUDGET AND FINANCE :
  - a. Receive warrant transmittals
  - b. Discuss financial matters
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

- a. Percentage of CCTV completed.
- b. Climate change impact on waterfront.

11. ADJOURNMENT: until October 9, 2024.

Visit our [website](#) for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, don't hesitate to get in touch with the District Secretary at (510) 787-2992 or by email at [districtsecretary@town.crockett.ca.us](mailto:districtsecretary@town.crockett.ca.us). Notification at least 48 hours before the meeting or when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Per California Government Code Section 54957.5, any writing or document that is a public record related 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 [www.town.crockett.ca.us/meetings](http://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 Secretary 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

## For Review

P.O. Box 578 - Crockett, CA 94525

telephone (510) 787-2992

Fax (510) 787-2459

e-mail: DistrictSecretary@town.crockett.ca.us

website: www.town.crockett.ca.us

### MINUTES OF REGULAR MEETING, AUGUST 14, 2024.

1. CALL TO ORDER: The meeting was called to order at 6:06 PM by Vice-Chair Cusack. Present were Commissioners Cusack, Klaiber, List, and alternate Martini. Commissioner Scheer and Surges were absent (excused). Alternate Martini served as a voting member. Staff present included Sanitary Department Manager Barnhill, District Secretary (DS) Rivas, and Administrative Services Manager (ASM) Goodman.
2. CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
- 4a. CONSENT CALENDAR: The July 10, 2024, minutes were approved as presented. (List 1<sup>st</sup>, Klaiber 2<sup>nd</sup>, 4/0, 2 absent)
- 5a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: The Sewer Use Charge method of collection through property taxes was approved by the Board.
- 5b. SELF-MONITORING REPORT: There were no exceedances in June and no spills in July. Mr. Barnhill reported that there have been two permit exceedances in the time since the septic tank was cleaned and overhauled Operators did not test for Acute Toxicity due to miscommunication during the turnover of discharge permits, they did not follow prior permit instruction or perform the testing. The final quarterly Acute Toxicity test is underway and will be submitted as required under the prior NPDES discharge permit (R2-2013-0035). The new discharge permit (R2-2024-0009), effective August 1, 2024, does not require Acute Toxicity analyses. Mr. Barnhill addressed a question regarding the uptick in Covid 19 cases and if Port Costa conducts water testing to detect it. He said that testing for Covid 19 is not required for Port Costa.
- 5c. UPDATE ON CONTRACT OPERATORS: Staff has evaluated and recommends the second contractor that would cover both Crockett and Port Costa sites. This contractor is in nearby, has an extensive list of capacities, and their quote is significantly lower. The second contractor has experience with unique municipalities including Marshall whose systems are very similar to Port Costa. Staff expects to begin services in September to cross-train with Valley Operators. The contractor has experience with collection systems and can do after-hour calls, engineering, mechanic work, treatment plant design, construction, and operation, and grant writing. The contractor has a T&M component. They will bill for additional work over typical operation. The contract has a termination clause where, if they recommend changes, repairs, or replacements, and the client disagrees, the client will need to reasonably respond in writing why the work cannot be done. The two parties must agree to a timeframe or an alternative solution. Without a satisfactory reason or agreement, the contractor has the authority to terminate the contract. The approved budget was based on the initial contractor's

quote, which was significantly higher, leaving some additional funds to be allocated within the budget.

- 5d. UPDATE ON FIELD SEMESTER PROJECT: The Field Semester project manager has requested a meeting this week. The County is waiting on the District's input, but Staff is still waiting on an assessment from the engineer of record to move forward. Initial thoughts are that the septic tank cannot handle extra capacity. There are sags and defects in the collection system. Another issue is fixing one spot will not fix things, the entire line needs to be fixed to eliminate I&I and prevent blockages. A question was asked if there is a way to track the origination of stormwater that could help identify solutions.
- 5e. UPDATE ON BUDGET FOR FY 24/25: Port Costa is expected to operate within the adopted budget. The Interim General Manager has approved hiring a Sanitary Field Assistant to fill the gap of losing the staff engineer. We are hoping there will not be a significant impact on the Port Costa Budget.
- 5f. UPDATE ON POLE FIRE CLAIM: The DS has begun the claim filing process. Commissioner Klaiber said that Port Costa has already been paid by the responsible party and filing a claim should not be the responsibility of the District.
- 6a. RECEIVE WARRANT TRANSMITTALS: Maze & Associates continues to work on reconciling the accounting records. Each department is paying its fair share of these costs. The transmittals represent two months of Port Costa's share.
- 6b. DISTRICT FINANCIAL MATTERS: The LAIF account balance is \$4.63 million of the end of July. Staff successfully submitted the tax levy roll to the County with no corrections. Corrections fees are \$16 per APN.
- 7. WASTEWATER: None
- 8a. REPORT OF DEPARTMENT MANAGER: All is running well. The manhole before the collection system needs cleaning because it has been collecting grease which makes collecting influent samples for testing difficult. Cleaning will consist of hydro cleaning and vacuuming. This will be an abnormal expense.
- 8b. GOVERNMENTAL MATTERS: On November 5<sup>th</sup> there will be an election for the CCSD Board of Directors for a half term or two-year seat.
- 8c. ANNOUNCEMENTS AND DISCUSSION: A member of the Port Costa community underwent brain surgery. The family could use support.
- 9. REPORTS/COMMENTS FROM COMMISSIONERS: None.
- 10. FUTURE AGENDA ITEMS:
- 11. ADJOURNMENT: The meeting was adjourned at 6:58 PM until September 11, 2024.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary

August 29, 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 July 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 July 2024 has been uploaded to the CIWQS website.

No exceedances occurred during the month of July.

*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

**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>
<b>1000 · County Operating Funds</b>				
<b>1020 · Fund 3425 - PCSan - O&amp;M</b>				
08/04/2024	CSRMA	Prop Ins, Prop JPA, Prop PDF, and Prop Deposit, INV#7348 SPLIT	1,936.46	1888
08/04/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll no 31, SPLIT	1,431.43	1889
08/04/2024	Eurofins Calscience	Testing, Inv#s 5700189869 & 5700186435	2,949.00	1890
08/04/2024	First Foundation Bank	1 RPD payment, SPLIT	2,197.01	1891
08/04/2024	Larry Walker Associates	Engineering Services, Regulatory INV#00556.03-7	1,223.50	1892
08/04/2024	PG&E	utilities for acct# 2704121327-6	1,065.65	1893
08/04/2024	SDRMA	SDRMA for May-Aug 2024, SPLIT	2,891.43	1894
08/04/2024	USBank	Credit Card Payment, acct# 8450, SPLIT	750.49	1895
08/04/2024	Valley Operators, LLC	Contract Ops March and June 2024	9,300.00	1896
Total 1020 · Fund 3425 - PCSan - O&M			<u>23,744.97</u>	
Total 1000 · County Operating Funds			<u>23,744.97</u>	
<b>TOTAL</b>			<u><u>23,744.97</u></u>	

*[Handwritten Signature]*  
8/14/2024

**6.a**

**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>
<b>1000 - County Operating Funds</b>				
<b>1020 - Fund 3425 - PCSan - O&amp;M</b>				
08/18/2024	CONTRA COSTA COUNTY TREASURER	NETCHEX PAYROLL NO.32, split	208.46	1897
08/18/2024	CCSDA	Membership dues 24-25, split	15.00	1898
08/18/2024	L.R. PAULSELL CONSULTING	INV# 24-10, HP CLEANING 5.5 HOURS	1,650.00	1899
08/18/2024	Maze & Associates	JULY ACCOUNTING SVCS, INV# 53460, SPLIT	422.97	1900
08/18/2024	TELSTAR INSTRUMENTS, INC.	INV#121907, PUMP INTEGRATION	2,445.00	1901
08/18/2024	Valley Operators, LLC	INV# 2870, JULY OPERATING SVCS	4,749.90	1902
Total 1020 - Fund 3425 - PCSan - O&M			<u>9,491.33</u>	
Total 1000 - County Operating Funds			<u>9,491.33</u>	
<b>TOTAL</b>			<b><u>9,491.33</u></b>	

*[Handwritten Signature]*  
8/18/2024