

PORT COSTA SANITARY COMMISSION

Regular Business Meeting

AGENDA FOR WEDNESDAY, JULY 10, 2024

TIME: 6:00 PM

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

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 June 12, 2024.
5. ADMINISTRATIVE:
 - a. Recieve report on actions taken by the District Board.
 - b. Receive Self-Monitoring Report cover letter for May 2024.
 - c. Update on contract operator search.
 - d. Update on Field Semester project.
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:
 - CCTV completed.
 - Climate change impact on waterfront.
11. ADJOURNMENT to August 14, 2024.

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

telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

For Review

MINUTES OF REGULAR MEETING, JUNE 12, 2024.

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Vice-Chair Cusack. Present were Commissioners Cusack, Klaiber, Scheer, and alternate Martini. Commissioners List and Surges were 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: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Under advisement from the Interim General Manager, a check for the electrical pole fire replacement has not been cashed. Board member Mackenzie has received information to file the claim through the railroad company. The PCSAN Commissioners requested that Staff move forward with filing the claim.
- 4.a CONSENT CALENDAR: The May 8, 2024, minutes were approved as presented. (Scheer 1st, Klaiber 2nd, 4/0, 1 absent)
- 5a. 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.
- 5b. SELF-MONITORING REPORT: ASM Goodman reported no permit exceedances occurred during April.
- 5c. UPDATE ON THE REPLACEMENT OF PERISTALTIC PUMPS: The two pumps have been installed. One of the pre-existing pumps did not survive. The second pre-existing pump was mothballed as a backup. Staff do not anticipate any issues with the pumps for at least ten years.
- 5d. UPDATE ON CONTRACT OPERATORS: Port Costa is losing its long-time operator on October 1st. Staff met with a potential contractor to replace Valley Operators on June 12 who provided assurances that they were ready to step in at a moment's notice. The attached scope of work has been prepared in anticipation of the search for a new operator. A list of certified operators was pulled from the Water Board's website as a starting point. One operator has already submitted a proposal that Staff would like input from PCSAN commissioners.
- 5e. DISCUSS NEWSLETTER DISTRIBUTION: The Commissioners voted against an SUC hike for FY 24/25. Since a Prop 218 mailing is not required, staff provided copies of the newsletter insert for the commissioners to distribute themselves to save on mailing costs. The insert focuses on sewer-related issues and maintenance.
- 5f. DISCUSS SEWER USE CHARGE (SUC) METHOD OF COLLECTION: PCSAN voted not to

increase the SUC but the existing SUC will continue to be collected. The method of collection is through property taxes. This action will be approved at the regular CSD Board meeting on July 24th at 7 pm.

6a. RECEIVE WARRANT TRANSMITTALS: Received.

6b. DISTRICT FINANCES: ASM Goodman has met with the Lighting and Landscape Budget & Finance Committee and is will be contacting Port Costa Budget and Finance reps in the next few weeks. The current cash account balance is \$362,937.46 After the warrants that were just issued for Accounts Payable and Payroll hit the cash account, the balance will stand at \$299,169. A pending loan payment of approximately \$26,000 will be initiated before the closing of the fiscal year.

Staff continue to work with Maze & Associates who are getting the District's finances in order.

7. WASTEWATER: None

8a. REPORT OF DEPARTMENT MANAGER: The contract operator Staff met with focuses on operations and maintenance. Staff have not received any report on issues. There are noticeable weeds forming around the sand beds, and orders have been given to slowly start removing them. A discussion on the sand beds took place, mainly detailing how fragile they are and their role withing the treatment plant.

8b. GOVERNMENTAL MATTERS: The NPDES permit was approved by the Water Board with not contest.

8c. ANNOUNCEMENTS AND DISCUSSION: The Field Semester submitted their extensive and comprehensive report a week ago. The report contains 171 pages with additional reports and video. The report considered flow and composting toilets as an alternative option. Much of the information was collected from the District and Port Costa reports. The Stuber-Stroeh Engineering Group, Inc. prepared the report. Staff are currently reviewing the report and have sent the report out to our engineer of record for their input.

9. REPORTS/COMMENTS FROM COMMISSIONERS: None.

10. FUTURE AGENDA ITEMS:

- List and percentage of completed CCTV lines.
- Bull Valley Agricultural Center & Port Costa School.
- Acquire backup effluent pump with capacity to maintain flow to filter beds.

11. ADJOURNMENT: The meeting was adjourned at 6:52 PM until July 10, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

June 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 May 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 May 2024 has been uploaded to the CIWQS website.

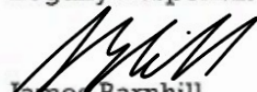
No exceedances occurred during the month of May.

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

5.b

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				
06/04/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll mbr 27, SPLIT	2,115.55	1861
06/04/2024	Campbell Business Solutions	IT support INV#7124	10.24	1862
06/04/2024	Larry Walker Associates	Consultation INV#00556.03-5	2,127.00	1863
06/04/2024	PG&E	Acct# 2704121327	1,105.90	1864
Total FUND 3425 - PC SANITARY - O&M			<u>5,358.69</u>	
TOTAL			<u><u>5,358.69</u></u>	

for Hood
6/4/24

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>
FUND 3425 - PC SANITARY - O&M				
06/19/2024	CALIFORNIA SPECIAL DISTRICTS ASSOCIATION	CSDA Members ^h ip, SPLIT	1,310.00	1865
06/19/2024	Campbell Business Solutions	IT Support, INV# 6659 SPLIT	80.00	1866
06/19/2024	CONTRA COSTA HEALTH SERVICES DEPT	HAZMAT CUPA permit and oversight fees	457.00	1867
06/19/2024	Eurofins Calscience	Testing for May, INV# 5700182019	1,829.25	1868
06/19/2024	L.R. PAULSELL CONSULTING	INV PCSD 24-5 & 6	1,950.00	1869
06/19/2024	Larry Walker Associates	Engineering Consultation, INV# 00556.03-6	632.50	1870
06/19/2024	Valley Operators, LLC	May Monthly service fee, INV# 2809	4,650.00	1871
06/19/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 28, SPLIT	258.44	1872
Total FUND 3425 - PC SANITARY - O&M			<u>11,167.19</u>	
TOTAL			<u>11,167.19</u>	

[Signature]
6/19/24