

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

Regular Business Meeting

AGENDA FOR TUESDAY, MARCH 4, 2025

TIME: 6:00 PM: LOCATION: 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 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 December 4, 2024.
 - b. Receive reports on actions taken by the District Board for December 18, 2024, January 22, 2025, and February 26, 2025.
 - c. Receive the 2024 Port Costa Annual Pollution Prevention Plan Report and Cover Letter.
 - d. Recieve 2025 Action Plan.
 - e. Receive Self-Monitoring Report cover letter for November 2024, December 2024, and January 2025.
 - f. Receive warrant transmittals. (December 2024, January 2025, February 2025).
5. ADMINISTRATIVE:
 - a. Discuss and approve the purchase of a community bulletin board.
6. BUDGET AND FINANCE :
 - a. Discuss financial matters and financial reconciliation.
7. REPORT OF DEPARTMENT MANAGER: *(These items are typically for exchanging information only. No action will be taken at this time.)*
 - a. Operations, maintenance, and capital improvements.
 - b. Governmental matters.
 - c. Announcements and discussion.
8. REPORTS/COMMENTS FROM COMMISSIONERS: *(These items are typically for the exchange of information only. No action will be taken at this time.)*
9. FUTURE AGENDA ITEMS
 - a. Grant Committee.
10. ADJOURNMENT: until April 8, 2025.

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. 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.ea.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 (PCSAN)

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, DECEMBER 4, 2024.

1. CALL TO ORDER - ROLL CALL: Chair Surges called the meeting to order at 6:07 PM. Commissioners Klaiber, List, Scheer, Surges, and Alternate Lee Vance were present. Vice Chair Cusack was absent (excused). Alternate Lee Vance served as a voting member. Staff present included Sanitary Department Manager (SDM) Barnhill and District Secretary (DS) Rivas.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: The November 6, 2024, minutes were approved as presented. (Scheer 1st, List 2nd, 5/0, 1 absent)
5. ADMINISTRATIVE:
 - 5a. ELECTION OF OFFICERS: The current chair and vice chair have served for two years. A motion was made to keep the current officer slate. Approved. (List 1st, Scheer 2nd, 5/0)
 - 5b. CONSIDER MEETING AND HOLIDAY SCHEDULE FOR 2024: DS Rivas presented the 2025 meeting and holiday schedule. Chair Surges requested a date change. All agreed to move the meetings to the first Tuesday of the month. The revised meeting and holiday schedule were approved. DS Rivas will update the date matrix and distribute it.
 - 5c. REPORT COVER LETTER FOR OCTOBER 2024: SDM Barnhill presented NSU's first report (October). An abnormally high enterococcus exceedance was reported in a weekly lab sample; the numbers indicate raw sewage but that is not possible since the sample point is post-treatment. The report indicated that the exceedance may have been a lab error or some yet undetermined issue at the plant. He said determining the cause by analyses would likely be unsuccessful and costly. PCSAN is likely going to have to pay a penalty; the date of the fine is undetermined.
 - 5d. RECEIVE REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: None.
6. BUDGET AND FINANCE:
 - 6a. RECEIVE WARRANT TRANSMITTALS: Received

4.a

b. DISCUSS FINANCIAL MATTERS: None.

7. WASTEWATER: SDM Barnhill reported that the Office of Emergency Services had just reported an uncontrolled raw sewage spill near Port Chicago from the Delta Sanitary District at a rate of millions of gallons per day. Multiple agencies are working to control and mitigate the issue. The Water Board has the option to fine a sanitary district for \$10,000 per day plus \$20 per gallon for spills. Commissioner List asked if fines are imposed if a spill is caused by adverse weather conditions. He noted that neither Port Costa nor Crockett have experienced spills during the last few years during adverse weather when surrounding communities were experiencing spills.

8. REPORT OF DEPARTMENT MANAGER: Reported by SDM Barnhill.

8a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: Mr. Barnhill reported on Natural Systems Utility's (NSU) positive and energetic approach to their work. NSU manages over 80 plants nationwide. Once NSU gets situated with the systems, they will be invited to meet the commissioners. Let's Dig has been working on clearing brush around the treatment plant.

8b. GOVERNMENTAL MATTERS: None.

8c. ANNOUNCEMENTS AND DISCUSSION: None.

9 REPORTS/COMMENTS FROM COMMISSIONERS: Commissioner List reported on a letter from Moonshot Missions. They will be looking at three areas to focus on for grants: 1) consolation of the system with neighboring utilities (i.e. Martinez, Benicia), 2) sewer main realignment, and 3) pump replacement.

A recent East Bay MUD water main break did not impact Port Costa. NSU was asked to review the flow. He explained how the excess water would be calculated.

Commissioner List will not be attending the January meeting.

10. FUTURE AGENDA ITEMS: DS Rivas presented an option to reduce the number of meetings for 2025. She explained that identifying topics for an agenda can be challenging. Also, preparing and participating in the meetings averages 10 hours of staff time. All agreed not to meet in August. All agreed to consider reducing the frequency of meetings in 2025. A decision will be considered at the January meeting.

11. ADJOURNMENT: The meeting was adjourned at 6:34 PM until January 7, 2025.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525 ♦ 850 Pomona Street
Telephone (510) 787-2992 | Fax (510) 787-2459
e-mail: DistrictSecretary@town.crockett.ca.us
website: www.town.crockett.ca.us

TO: Board, Commissioners, Committees, Staff, and Members of the Public
FROM: Sonia Rivas, District Secretary
SUBJECT: Actions Taken by the Board on January 22, 2025

The following items are abbreviated summaries of administrative actions taken by the Board at the January 23, 2025, meeting. The detailed meeting minutes will be presented to the Board for approval on February 26, 2025.

Please visit the January 22 agenda page online for a copy of the agenda and supporting documents.

www.town.crockett.ca.us/2025-01-22-board-meeting

CONSENT CALENDAR:

- Valerie Leube was appointed to the Crockett Sanitary Commission. Glen Millward was appointed as an Alternate on the Crockett Sanitary Commission.

ADMINISTRATIVE:

- 11 a, b, c. Ratification for employment contracts for the General Manager, Recreation Manager, and Sanitary Department manager were carried to the February 26, 2025 Board meeting.
- 11 d. The 2025 Action Plans (District Priorities) were approved.

BUDGET

- 12 a. A proposed budget schedule was approved.
- 12 b. The general manager was approved to pay for a change order for the Master Control Center Project in an amount not to exceed \$55,000.

CROCKETT COMMUNITY SERVICES DISTRICT (CCSD)

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Telephone (510) 787-2992 | Fax (510) 787-2459
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website: www.town.crockett.ca.us

TO: Board, Commissioners, Committees, Staff, and Members of the Public
FROM: Sonia Rivas, District Secretary
SUBJECT: Actions Taken by the Board on February 26, 2025

The following items are abbreviated summaries of administrative actions taken by the Board at the February 26, 2025, meeting. The detailed meeting minutes will be presented to the Board for approval on March 26, 2025.

Please visit the February 26 agenda page online for a copy of the agenda and supporting documents.

www.town.crockett.ca.us/2025-02-26-board-meeting

CONSENT CALENDAR:

- Received general liability insurance renewals for 2025.
- Received the 2024 annual report of sanitary sewer overflows.
- Received the 2024 annual pollution prevention plan.
- Commissioners Mr. Bartlebaugh and Manzione were reappointed to the Crockett Sanitary Commission.

ADMINISTRATIVE:

- Approved Resolution 2425-12: the Crockett Community Services District elects to serve as a fiscal sponsor for our Crockett Police Liaison Committee to pay for three years of License Plate Reader monitoring services in Crockett for their grant application to the Crockett Community Foundation.
- Requested an updated organization chart.

BUDGET

- Approve the purchase of replacement equipment for the Crockett pump station grinders.

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
e-mail: jbarnhill@town.crockett.ca.us
website: www.town.crockett.ca.us

February 27, 2025

Executive Officer
Attn: William Burrell
California Regional Water Quality Control Board
San Francisco Bay Region
1515 Clay Street, Suite 1400
Oakland, CA 94612

RE: 2024 Pollution Prevention Plan Annual Report
Port Costa Sanitary Department of the Crockett Community Services District

Dear Mr. Burrell:

Attached is the Crockett Community Services District Port Costa Sanitary Department Pollution Prevention Plan report, a part of the Pollutant Minimization Program (PMP). This cover letter, report, collection system cleaning summary, and 2024 District newsletter have been submitted to CIWQS. The documents were prepared in accordance with the requirements presented in our NPDES permit CA0037885, Board Order R2-2018-0053, effective February 1, 2019, and Order R2-2024-0009, effective August 2, 2024.

Household Hazardous Waste (HHW) collection was suspended during the Covid-19 Pandemic and remains suspended to reduce health exposure risks. HHW was not submitted to the District for disposal in 2024. Residents were encouraged in the District newsletter to dispose of HHW at West County HHW Collection Facility in Richmond.

If you have questions about the attached document or need any additional information I can be reached at (510) 787-2992 or via email at jbarnhill@town.crockett.ca.us cc manager@town.crockett.ca.us

Sincerely,



James Barnhill
Sanitary Department Manager
Crockett Community Services District

CROCKETT COMMUNITY SERVICES DISTRICT
POLLUTION PREVENTION PLAN ANNUAL REPORT

2024

Port Costa Sanitary Department

I. INTRODUCTION & PURPOSE

This annual Pollution Prevention Plan report covers efforts of the Port Costa Sanitary Department to minimize the intrusion of certain waste materials into the Port Costa sewer system for the protection of our environment. Pollution prevention activities are intended to target specific pollutants of concern.

“Program of waste minimization and pollution prevention actions that include, but are not limited to, product substitution, waste stream recycling, alternative waste management methods, and education of the public and businesses. The goal of a Pollutant Minimization Program is to reduce all potential sources of a priority pollutant through pollutant minimization (control) strategies, including pollution prevention measures as appropriate, to maintain the effluent concentration at or below the water quality-based effluent limitation. Pollution prevention measures may be particularly appropriate for persistent bioaccumulative priority pollutants where there is evidence that beneficial uses are being impacted. Cost effectiveness may be considered when establishing the requirements of a Pollutant Minimization Program. The completion and implementation of a Pollution Prevention Plan, if required pursuant to Water Code section 13263.3(d), is considered to fulfill the Pollutant Minimization Program requirements.”

(Ref. R2-2024-0009 – A-5)

A. GENERAL DESCRIPTION OF THE DISCHARGER

The community of Port Costa is located near the shore of the Carquinez Strait, approximately 1.5 miles East of Crockett. Port Costa is surrounded by East Bay Regional Park District land. The waterside land is owned by Union Pacific Railroad. Crockett Community Services District (District) is the owner of the Port Costa municipal wastewater Collection System and the Port Costa Wastewater Treatment Plant (WWTP) hereinafter referred to as Plant. The Plant is a Publicly-Owned Treatment Works (POTW) located near the Carquinez Strait at the end of Canyon Lake Drive in Port Costa. The Plant provides secondary treatment of wastewater from domestic, and to a lesser extent commercial sources within the Port Costa community. There are no industrial dischargers in the service area. The service area population consists of 190 residents based on 2020 census data. In 2024 the Plant had an average daily dry weather flow of 0.016 mgd.

B. OPERATIONAL RESPONSIBILITY

The Legally Responsible Official (LRO) is a required position which must self-report facilities activities, spills, and laboratory results to the California Integrated Water Quality

System Project (CIWQS). The LRO is responsible for authorizing Data Submitters into CIWQS for Port Costa data input. The Sanitary Department Manager is the LRO and is an employee of the District. The Manager/LRO works with the General Manager, who is a Data Submitter. The LRO reports issues which may affect quality to the Water Resource Control Engineer who works for California Regional Water Quality Control Board (RWQCB). The Manager/LRO utilizes contractors to maintain and repair over one mile of pipe in a gravity collection system. Additionally, contractors maintain and operate the workings of the Wastewater Treatment Plant facilities. The Plant was operated under contract with Valley Operators LLC, 1211 Como Drive, Manteca, CA 95337. The Chief Plant Operator (CPO) and Data Submitter for the Port Costa Plant was Nicholas Gaunt from January 1, 2024 until the end of the contract on September 30, 2024. Beginning October 1, 2024, operation of the Plant transferred to Natural Systems Utilities, 1070 Horizon Drive, Fairfield, CA 94533. On October 1, 2024 the CPO and Data Submitter for the Port Costa Plant was Brandon Jacka. The treatment facilities consist of a septic tank, which provides primary treatment, and the Wastewater Treatment Plant, which accomplishes secondary treatment. Building laterals are privately owned. The private laterals are repaired or replaced under District permit. Private laterals are bound by Ordinance 07-1, which requires a valid Certificate of Compliance at transfer of property ownership.

C. SYSTEM OVERVIEW – Private laterals, Collection System, treatment, and discharge

Municipal wastewater is conveyed from buildings, via their private sewer laterals, to the public collection system. The public collection system carries untreated wastewater to the septic tank for primary treatment. The primary (partially) treated wastewater flows by gravity from the septic tank to the secondary treatment Plant. The primary treated wastewater enters the Plant wet-well and is then pumped to a dosing structure to be filtered through sand filter beds. From the filter beds, the partially treated wastewater flows over a metering weir, to a disinfection basin. The partially treated wastewater is chlorinated, held in detention, de-chlorinated, and then discharged as fully treated effluent through sampling point EFF-001. The fully treated effluent is released at Discharge Point 001 to a 10-inch outfall pipe which terminates in the Carquinez Strait.

D. REGULATORY

The Port Costa Sanitary Department is one of 65 wastewater agencies in the Bay Area Pollution Prevention Group (BAPPG) that work together to coordinate pollution prevention activities. BAPPG submitted its 2024 Annual Report on regional activities on February 4, 2024. Order R2-2018-0053, NPDES Permit No. CA 0037885 (Discharge Permit) became effective February 1, 2019. This order expired on January 31, 2024. The current Order R2-2024-0009 was adopted on June 12, 2024, the Order became effective on August 1, 2024. Limitations and parameters of the prior Order, R2-2018-0053, were binding beyond its expiration, until Order R2-2024-0009 became effective. The standing order, R2-2024-0009, requires that “The Discharger shall continue to improve its existing Pollutant Minimization Program to promote minimization of pollutant loadings to the treatment plant and therefore to the receiving waters.” (Ref 6.3.3.1). Waste discharge requirements for mercury and PCBs limits required by Order R2-2022-0038 are included in the annual report.

II. WASTEWATER TREATMENT PLANT (PLANT) AND SERVICE AREA

A. HISTORY AND CONSTITUENTS

Crockett Community Services District acquired ownership of the Port Costa wastewater systems from Contra Costa County in May 2008. Contra Costa County Sanitation District #5 was renamed Port Costa Sanitary Department. There are 86 connections to the public collection system. The connections are primarily residential except for two restaurants, one hotel, one church, and one non-profit public meeting place.

B. SYSTEM OPERATION IN MORE DETAIL – Collection and treatment

There are no lift stations in the Port Costa collection system. Wastewater is conveyed by gravity from building laterals through the collection system to a manhole designated as sample point INF-001. The wastewater flows through INF-001 to an 86,000-gallon subterranean septic tank. The septic tank has an operational capacity of 61,000 gallons. The septic tank accomplishes primary treatment (clarification) by sheer capacity and velocity reduction. Three baffle walls ensure entrapment of floating debris, Fats, Oils and Grease (FOG), settleable solids, and help to reduce Total Suspended Solids (TSS). Anaerobic processes contribute to primary treatment in the tank. This primary treatment is necessary to provide clarified wastewater for further treatment downstream for secondary treatment at the Plant.

The partially treated (clarified) wastewater gravitates from the septic tank through a 797 linear foot gravity pipeline for secondary treatment at the Plant wet-well. The partially treated wastewater is pumped from the wet-well to a dosing structure which distributes the water to sand filter beds. The water that drains through the sand filter beds is called filtrate. The filtrate gravitates from the sand filter beds to a filter return chamber. The filter return chamber is adjacent to the wet-well and the chlorination chamber. The filter return chamber splits a portion of the filtrate back into the wet-well where the filtrate comingles with primary influent from the septic tank to be re-pumped to the sand filter beds. The remainder filtrate, that is not split back to the wet-well, flows over the metering weir into the chlorination chamber. The chlorinated water continues through a disinfection tank (commonly known as a contact basin) where it is detained to allow chlorination to take effect. Following detention in the contact basin, the water rises through a de-chlorination chamber, which is designated sample point EFF-001. The chemicals used are Sodium Hypochlorite and Sodium Metabisulfite.

The fully treated and dechlorinated effluent is discharged through a submerged 10-inch diameter outfall, which is a ductile iron pipe that terminates approximately 60 feet offshore in the Carquinez Strait.

C. EVIDENCE OF IMPROVEMENT

In January 2020 the septic tank was fully cleaned and the three baffle walls were replaced by Clean Harbors Environmental Services. 220 tons (440,000 pounds) of dewatered sludge was removed in 19 shipments, accepted for disposal at Potrero Hills Landfill. This maintenance and repair project returned the septic tank to its original operational capacity and capability. Prior to the cleaning, the usable volume of the septic tank was greatly

reduced by the mass accumulation of sludge which reduced retention time and allowed inadequately clarified wastewater to pass along to the sand filter beds. Any reduction in performance of septic tank primary treatment will reduce the serviceable lifespan of assets downstream at the Plant and impact the effectiveness of secondary treatment. Loading in the sand filter beds will shorten their service life. Reducing the effectiveness of any part of the treatment process will adversely affect effluent quality which could lead to potential exceedance of Effluent Limitations and accelerate the timeframe for full sand filter replacement or reconstitution.

Effluent Limitation Exceedances per Year

2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024
7	4	4	2	8	3	6	0	0	0	2	3

Individual effluent limitation exceedances carry a \$3,000 mandatory minimum penalty. Some exceedances are found to have a common cause. The Water Board has, in the past, applied one minimum penalty to multiple violations where the root cause was determined to be a singular source or event. “There were 3 permit violations in 2024, one for Acute Toxicity, and two for Enterococci. The Acute Toxicity result was 65% survival in August. The two Enterococci exceedances occurred in October and November. The Enterococci exceedances occurred during the transition of operators and labs. There was some confusion about dilution rates with the lab. We do not believe these exceedances are representative of what was actually happening at the plant and the quality of the wastewater effluent.”

(Ref. Annual Monitoring Report Submittal for 2024 - cover letter)

III. SOURCE WATER

Contra Costa Water District (CCWD) supplies water for Port Costa.

Note: Contra Costa Water District has not issued their 2024 Annual Water Quality Report at the time of completion of this Port Costa Annual 2024 Pollution Prevention Plan report. Prior year reporting is stated below.

The EPA expanded the Lead and Copper Rule (LCR) that “requires public water systems to develop a comprehensive service line inventory, including both the utility-owned and customer-owned portions of the service line.” According to CCWD’s 2023 Annual Report “CCWD completed its initial inventory of its portion of the service lines in 2018, identifying no lead service lines (LSLs). In August 2022, the EPA released guidance for developing the expanded LCR, which now requires us to include customer-owned service lines. In 2023, CCWD developed a plan to comply with these requirements, involving a review of historical records, visual inspections, and excavations. This approach has not identified any LSLs in the customer-owned portion of the service lines to date. This inventory update will be complete by October 2024, ensuring full regulatory compliance and continued safety of our water supply.”

“In 2023, CCWD collected quarterly samples at our entry points to the distribution system. Our investments in granular activated carbon filters and advanced treatment technologies have paid off; there were no detections of PFAS or lithium in our water during any of this sampling.”

IV. POLLUTANTS OF CONCERN

- A. Pollution prevention efforts focused on Priority "A" Pollutants of Concern:
The proximity of the active railroad raises concern of airborne contaminants settling within the Plant property, specifically on the sand filter beds.

COPPER

Copper was tentatively identified as a possible cause of episodic chronic toxicity to *Echinoderm* and copper may impact ash quality in terms of the California hazardous (Regional Water Quality Control Board) waste criteria, waste extraction test. The most notable source of copper identified by various agency authorities, such as Cal-EPA, is copper sulfate root killer and other herbicides. For this reason, California enacted a sales ban on copper sulfate root killer in 1996. The District forbids any use of chemicals by its contractors for root abatement. The greatest threat of exceedance would be from runoff, or ground water entering the collection system. The RWQCB has placed copper on the 303(d) List of Impaired Waters of the Clean Water Act, which may mean more stringent discharge limits in the future. Table 4 Effluent Limitations: Average Monthly is 55 µg/L, Maximum Daily is 120 µg/L. In 2024 Copper was detected at Effluent Location 001 (EFF-001). 0.00456 µg/L, 0.11800 µg/L, 0.11890 µg/L and 11 µg/L. Annual average is 3 µg/L.

CYANIDE

Cyanide is a carbon-nitrogen chemical. Discharges of cyanide generally originate from metal finishing industries, iron and sheet mills, organic chemical industries, and cyanide waste in landfills. None of these industries are known to exist within Port Costa. According to published data, cyanide is a potential byproduct of the disinfection process through chlorine used at the Plant. Its presence has been associated with interference from salt. Other potential sources of cyanide are car emissions and pesticides. Although the District does not have the ability to monitor every connection, there is a public campaign to control pollutant discharge. Table 4 Effluent Limitations: Average Monthly is 21 µg/L, Maximum Daily is 42 µg/L. In 2024 Cyanide µg/L was detected at Influent Location 001 (INF-001). ND µg/L, ND µg/L, 0.00615 µg/L, 0.004 µg/L, and 4.7 µg/L. Annual average is 1.6 µg/L.

MERCURY

Commonly identified sources of mercury include hospitals, veterinary clinics, schools of higher learning, biological and pharmaceutical laboratories, none of which are located within the District. All other sources of mercury apply to solid waste and include fluorescent tubes, thermometers, thermostats, and other miscellaneous items. The district focuses on the residential population through a public awareness campaign and an exchange program for mercury thermometers. The discharge standard is low, which creates the possibility of exceeding the Average Monthly effluent limit of 0.066 µg/L and

an Average Weekly limitation of 0.072 µg/L. The sensitivity of the effluent limitations creates the possibility of false readings due to background contamination. The RWQCB has placed mercury on the 303(d) list, which may mean more stringent limits in the future. In March 2024 the Mercury result was 0.012 µg/L and in December 2024 the Mercury result was ND µg/L.

PCB's

Polychlorinated biphenyls (PCB's) are highly carcinogenic chemical compounds. PCB's were used in industrial and consumer products such as carbonless paper, heat transfer fluids, dielectric and coolant fluid used in electrical equipment. PCB's were banned in the United States in the 1979 Toxic Substances Control Act. California Regional Water Control Board SF Bay Region issued the latest Order R2-2022-0038 which imposes limitations on Port Costa effluent. The Average Monthly Effluent Limit is 0.012 µg/L and the Maximum Daily Effluent Limit is 0.017 µg/L.

LEAD

Lead may exist in the Port Costa environment in significant quantities, potentially both in the soil and the air around the old port where the Plant is located. It is possible for lead contaminated dust to settle in the sand filter beds.

- B. Priority "B" Pollutants of Concern are also targeted for prevention activities:

SETTLEABLE SOLIDS

Inorganic matter (grit) carried through the sewer system can damage assets at the Plant. Such material may reduce reliability and impair the performance of retention time, pumps, motors. Impaired performance creates the possibility of exceeding limitations for water or air quality. The septic tank is designed to capture settleable solids. Bulk solids were completely removed in 2020 as mentioned earlier in *II c. Evident Improvements*. The septic tank bottom is measured for solids on a regular schedule.

FATS, OILS AND GREASE (FOG)

Household and restaurant FOG can clog sewer lines and carry through the municipal sewer system to the septic tank. Sanitary Sewer Spills (Spill) can result from FOG blockages in private laterals and the collection system. Cleaning and disposal costs increase with the introduction of FOG to the system. The scum layer, which comprises FOG and other floating debris, is captured primarily in the first chamber of the septic tank. The goal is to minimize carryover contamination of the septic tank chambers to prevent carryover to secondary treatment at the Plant. The scum layer is regularly measured by the contract operators. The scum layer is periodically removed using vacuum truck. The District follows recommendation of the contract operators to determine the most efficient timing to remove the scum layer. The scum layer was pumped twice in 2024, on January 9, 2024, and on September 27, 2024, by West County Wastewater District (WCWD). This septage was accepted by WCWD for disposal.

V. SLUDGE and BIOSOLIDS MANAGEMENT PRACTICES

The sludge levels settled at the bottom of the septic tank are regularly profiled by the contract operators. A licensed private Class A hazardous waste transporter removes the sludge and biosolids directly from the septic tank when needed. The transport contractor handles and conveys the waste for disposal. Bulk solids, including dewatered sludge, were completely removed in 2020 as mentioned earlier in *II c. Evident Improvements* and in *section IV B*.

VI. REHABILITATION ELEMENT

The District's sewer pipe inventory and associated rehabilitation activities are discussed in the District's Sanitary Sewer Management Program (SSMP). The entire system (7,108 linear feet) was smoke tested in 2020. The testing garnered some valuable information, findings were visually inspected by CCTV in 2023 and found to be non-issue.

Benefits of the system rehabilitation program include:

- Enhanced system reliability
- Reduction and elimination of sewer overflows
- Reduction of grit entering the system, including possible pollutants
- Reduction of I&I to the system, including possible pollutants
- Enhanced performance of the Plant through reduction in hydraulic loading
- Enhanced performance of the Plant through a reduction in chemical use

VII. ACTIVITIES IN 2024

A. TELEVISED INSPECTION PROGRAM (CCTV)

The Port Costa Collection System contains 7,108 linear feet of gravity sewers. CCTV inspection is progressing with multiple lines inspected and a developing plan to completely inspect the entire collection system to identify and rehabilitate found defects. Rehabilitation will be ongoing as defects are found. 2,739 linear feet (38%) of the Collection System was CCTV'd in 2024. Regular CCTV work is being planned and prioritized segments will be targeted. 5-year CCTV is being scheduled for the total system.

B. FLOW METERING & DATA ANALYSIS

Effluent flow is metered. The meter is located at the splitter box metering weir at the Plant. The meter registers flow when the water level in the splitter box flows over the 90° metering weir into the chlorination chamber. The flow data is analyzed to establish baseline flows and to quantify the impacts of inflow/infiltration.

C. CONSTRUCTION PROJECTS

There were no repairs or replacements of main sewer lines in 2024.

D. LATERAL INSPECTIONS

District Ordinance 07-1 requires inspection of building sewers at the time of property sale. Any repair or replacement must be permitted and receive a Certificate of Compliance. Permits and Certificates of Compliance are issued by the District. One permit and one certificate of compliance was issued in 2024. One building is known to have transferred ownership in 2024, which held a valid Certificate of Compliance at time of sale. One building is in process for review in accordance with Ordinance 07-1.

VIII. PREVENTIVE MAINTENANCE ELEMENT

The Department places a strong emphasis on preventive maintenance. This program places sewer segments on a routine cleaning schedule most appropriate for each line. The benefits of preventive maintenance include:

- Early detection of defects to prevent Sanitary Sewer Spills and reduce I&I
- Enhanced system reliability
- Reduction and elimination of sewer overflows
- Removal of grit and debris from the system, including possible pollutants
- Enhanced performance of the Plant through improved primary treatment
- Maximum cost-effectiveness of environmental protection measures

Activities during the year included:

A. SEWER MAINTENANCE PROGRAM

Port Costa sewer segments are regularly maintained. Sewer segments are scheduled by the Manager/LRO using ICOM, which is the Districts Computerized Maintenance Management System (CMMS). Work orders are developed and issued monthly. 9,174 linear feet of sewer were cleaned by hydro jetting in 2024.

B. PLANT MAINTENANCE PROGRAM

Treatment facilities receive weekly maintenance. Repairs and capital improvements are made as needed for system enhancement and reliability. In 2020 the septic tank was fully rehabilitated, inspected for structural faults, and the baffles were replaced. Effluent quality has improved following this maintenance. Observation and measurement of floating debris and FOG (scum layer) is a regular activity. The scum layer is regularly removed by vacuum truck. This prevents damage to downstream assets. The emergency generator Automatic Transfer Switch (ATS) was replaced in July 2022. The emergency generator is automatically exercised weekly. The generator receives full-service maintenance annually which includes fluid, filter, battery, and load bank service. This full maintenance was performed in January 2024. The next scheduled generator maintenance is July 9, 2025.

C. SANITARY SEWER MANAGEMENT PROGRAM (SSMP)

The District adopted the SSMP in 2008. The goal of the SSMP is to improve the decision-making processes of system management, achieve maximum reliability and cost effectiveness. The SSMP was updated on May 31, 2023.

IX. COMMUNITY OUTREACH ELEMENT

The District has a community outreach program within our service area to advise the public of ways they can help us in reducing pollutants discharged to the Carquinez Strait. This is primarily accomplished with an article included in the District annual newsletter. Previously, the District provided public assistance by collecting Household Hazardous Waste (HHW) of various kinds for safe disposal. The collection component of HHW was put on indefinite hold due to ongoing Covid-19 health exposure risks. Word of mouth and community postings are effective means of public outreach since Port Costa is a small community.

A. WEBSITE www.town.crockett.ca.us

The District uses its website to share information with the public. The presence of the website is posted in the District newsletters.

B. NEWSLETTER

The District published and mailed the annual newsletter in June 2024 along with Proposition 218 Notice of Sewer Use Charge (SUC) increase. The annual SUC rate did not increase from the 2023 rate of \$2,345 per single family residence and apartment. Commercial and Mixed-use customers incurred the minimum Of \$2,345 per unit plus a use rate of \$50.31 per 100 cubic feet over the annual average consumption of 4662 cubic feet.

C. THERMOMETER EXCHANGE

The District's mercury thermometer exchange program was not offered following the outset of the Covid-19 Pandemic. This program continues to remain on hold to limit health exposure to Staff and the public. An article pertaining to mercury is included in the District annual newsletter.

D. HOUSEHOLD HAZARDOUS WASTE

A hazardous waste program was developed for the District in 2012 to dispose of batteries, mercury devices, and electronic waste. The program was put on hold due to the Covid-19 Pandemic. This program continues to remain on hold. Household Waste was not received or disposed of by the District in 2024. The District website directs residents to dispose of Household Hazardous waste at the West County HHW facility in Richmond. www.town.crockett.ca.us/pollution-prevention-program.

X. RESEARCH ELEMENT

In December 2016 the Port Costa Sanitary Department received a completed Effluent Treatment and Disposal Alternative study which was developed by Larry Walker Associates (LWA). The study contained five alternatives to be considered by the District. In January 2017, the Port Costa Sanitary Commission directed staff to focus on Alternative #1, which is to Maintain Existing Plant. The Port Costa Sanitary Department plans to estimate refurbishment costs to maintain the Plant to continue the current operation. District staff discuss potential alternatives, the options proposed by LWA remain open for consideration if Alternative #1 fails to remain viable. In 2024 and ongoing, Port Costa Commissioners are spending time researching package Plant replacement or upgrade options, as well as grant funding options, with outside consultation. Staff have been exploring sewer main re-alignment and are considering initial project planning to estimate costs.

XI. NETWORKING ELEMENT

Staff continue to limit outside personal contact to reduce negative health exposure, but staff have taken advantage of networking via remote methods.

XII. PLANNING AND REPORTING ELEMENT

A. PLANNING – System wide CCTV planning and implementation is in progress.

B. REPORTING – No activities this year.

XIII. COMMITMENT OF RESOURCES

The District targets actions which minimize expenditure to the ratepayers in the public interest. Financing options that have a low probability of reducing pollutants from our wastewater discharged to the Carquinez Strait could detract from the focus of the limited District staff. The Department employs a manager (LRO) and utilizes contractors for maintenance and operation of the facilities. The District plans to continue its focus on infrastructure maintenance, upgrades, and targeted I&I reduction. The focus is to complete CCTV, prevent sewer Spills, and make timely repairs when defects are found.

XIV. EVALUATION OF EFFECTIVENESS

The limited size of the Department's service area (86 connections) and the lack of commercial customers suggest that source control efforts will make little measurable impact on pollutants entering the sewer system.

There is no significant development in Port Costa. Under the circumstances, it will be difficult to quantify the effectiveness of our PMP. Annual variations in rainfall may mask any successes in I&I or sludge reduction.

We are unable to measure the effectiveness of our website. We have no evidence that the website generated inquiries regarding pollution prevention. We cannot determine whether the website has generated additional drop-offs of household hazardous waste at the West County HHW facility in Richmond or elsewhere.

Establishing criteria to evaluate the effectiveness of our PMP in our service area might not be a useful exercise. Similarly, attempting to evaluate the PPP's effectiveness by such criteria could have no actual value. It seems unlikely that any actions the District might undertake would yield a quantifiable decrease in pollutants found in the effluent from our Plant.


The quantifiable evidence of our effectiveness is in the lower levels of measured influent. Work to identify I&I sources will be ongoing.

XV. CONTINUATION OF THE PMP WITH PROPOSED CHANGES

The Port Costa Sanitary Department will continue to fulfill requirements of the PPP. Elements such as, the Rehabilitation Element, the Preventive Maintenance Element, and the Public Outreach Element:

- A. Outreach to residential customers regarding the proper disposal of Household Hazardous Waste will continue to be posted on the District's website and in the District newsletter.
- B. Enforcement of the lateral inspection ordinance 07-1 will continue.
- C. Increase CCTV to complete the inspection of the entire system.
- D. Adjustments of maintenance scheduling and prioritization of repairs, or replacements to any suboptimal conditions or defects which may be found in ongoing CCTV.
- E. Preventive maintenance of the collection system will continue by utilizing input from maintenance contractors while using the data driven CMMS following SSMP guidelines.
- F. Outreach to employees and contract operators will continue through email, phone conversations, and in field meetings. Staff plans to continue regular discussion with NSU regarding condition and opportunities for improvement of the Plant and septic tank. Discussion with collection system maintenance contractors will continue to identify and address areas of concern.

“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.” (40 CFR 122.22(d).)



James Barnhill
Sanitary Department Manager
Crockett Community Services District
February 27, 2025

2024 Maintenance Summary

Port Costa Sanitary Department

Yearly Total 2024

Cleaning Summary

Hydro-Flush Cleaning:

9,174 LF

CCTV Summary

2,739 LF

Repair Summary

No Repairs Completed:

0

Crockett Community Services District

ACTION PLAN 2025

GUIDING DOCUMENT FOR STAFF

*To Be Adopted at the District Board Meeting on
January 29, 2025.*

Port Costa Sanitary Department ACTION PLAN 2025

TOP PRIORITY ACTIONS

- | | | |
|-----|---|---------|
| 1. | Remove Branches from Power Lines Serving the WWTP
<i>(WWTP - Wastewater Treatment Plant)</i> | ONGOING |
| 2. | CCTV Collection System
<i>(Plan is being developed)</i> | ONGOING |
| 3. | Remove Shrubs and Trees from WWTP | ONGOING |
| 4. | Emergency Generator
<i>(Annual Service/Fuel Treatment)</i> | ANNUAL |
| 5. | Inspection of Filter Bed #1 Gunite | (TBD) |
| 6. | Grant Funding | ONGOING |
| 7. | The Field Semester | ONGOING |
| 8. | Effluent Pump Condition & Replacement | ONGOING |
| 9. | Main Sewer Realignment
<i>(Assessment and Planning)</i> | ONGOING |
| 10. | Septic Site Clean-up and Upgrade | FALL |

CCSD District Wide ACTION PLAN 2025

TOP PRIORITY ACTIONS

- | | | |
|-----|--|---------|
| 1. | Financial Reconciliation and Continuing Audits
<i>(FY 23, 24, 25)</i> | ONGOING |
| 2. | Grants | ONGOING |
| 3. | Procurement and Diversification of Contractors
<i>(Develop a process for various contractors for as needed tasks)</i> | ONGOING |
| 4. | Ordinance on Capacity Charge and Accessory Dwelling Units, Amends Title 5 and 6 of District Code
<i>(Pertaining to SUC)</i> | SPRING |
| 5. | Community Newsletter | SPRING |
| 6. | Cost Allocation FY 24/25 | SUMMER |
| 7. | Assess and Plan for Departmental Operations Manuals | WINTER |
| 8. | Tech Upgrades & Review electronic documentation system | WINTER |
| 9. | Long-Range Financial Planning | FUTURE |
| 10. | Plan for Climate Change Impact w/Public Engagement
<i>(Strategic Planning - Leverage Regional and State Resources)</i> | FUTURE |

December 24, 2024

William Burrell
Water Resources Control Engineer
San Francisco Bay Regional
Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, CA 94612

Subject: Self- Monitoring Report Submittal for November 2024 for Crockett Community Services District (CCSD)
WWTP Port Costa, CA

The Legal Responsible Official (LRO) for CCSD is James Barnhill, contact phone number (510)787-2992. The Chief Plant Operator is Brandon Jacka with Natural Systems Utilities-Ca, a licensed California Wastewater Treatment Plant Contract Operator (42398) contact phone number (707)227-2424.

The CCSD Port Costa WWTP contracts laboratory testing with Caltest Analytical Laboratories, which is an ELAP, certified lab. All sampling and testing analysis records are maintained and available for inspection during normal business hours at eh contract lab located at 1885 North Kelly Road Napa, CA 94558 (707) 258-4000.

The monthly report for November 2024 has been uploaded to the CIWQS website.

On November 4th we had a high result for Enterococci bacteria. This caused our monthly and 6 week average to be high. We revamped our chemical feed system and dose and have been seeing much better results since.

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 into 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



Brandon Jacka
Chief Plant Operator

Legally Responsible Official:



James Barnhill
Port Costa Manager

January 21, 2025

William Burrell
Water Resources Control Engineer
San Francisco Bay Regional
Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, CA 94612

Subject: Self- Monitoring Report Submittal for December 2024 for Crockett Community Services District (CCSD)
WWTP Port Costa, CA

The Legal Responsible Official (LRO) for CCSD is James Barnhill, contact phone number (510)787-2992. The Chief Plant Operator is Brandon Jacka with Natural Systems Utilities-Ca, a licensed California Wastewater Treatment Plant Contract Operator (42398) contact phone number (707)227-2424.

The CCSD Port Costa WWTP contracts laboratory testing with Caltest Analytical Laboratories, 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 1885 North Kelly Road Napa, CA 94558 (707) 258-4000.

There were no exceedances during the month of December.

The monthly report for December 2024 has been uploaded to the CIWQS website. Please note that the DMR tab function is unavailable.

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 into 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



Brandon Jacka
Chief Plant Operator

Legally Responsible Official:



James Barnhill
Port Costa Manager

February 25, 2025

William Burrell
Water Resources Control Engineer
San Francisco Bay Regional
Water Quality Control Board
1515 Clay Street, Suite 1400
Oakland, CA 94612

Subject: Self- Monitoring Report Submittal for Jan 2025 for Crockett Community Services District (CCSD) WWTP Port Costa, CA

The Legal Responsible Official (LRO) for CCSD is James Barnhill, contact phone number (510)787-2992. The Chief Plant Operator is Brandon Jacka with Natural Systems Utilities-Ca, a licensed California Wastewater Treatment Plant Contract Operator (42398) contact phone number (707)227-2424.

The CCSD Port Costa WWTP contracts laboratory testing with Caltest Analytical Laboratories, which is an ELAP, certified lab. All sampling and testing analysis records are maintained and available for inspection during normal business hours at eh contract lab located at 1885 North Kelly Road Napa, CA 94558 (707) 258-4000.

There were no permit violations in the month of January.

The monthly report for Jan 2025 has been uploaded to the CIWQS website.

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 into 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



Brandon Jacka
Chief Plant Operator

Legally Responsible Official:



James Barnhill
Port Costa Manager

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>
1000 · County Operating Funds				
1020 · Fund 3425 - PCSan - O&M				
12/03/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #39, SPLIT	1,637.65	1939
Total 1020 · Fund 3425 - PCSan - O&M			<u>1,637.65</u>	
Total 1000 · County Operating Funds			<u>1,637.65</u>	
TOTAL			<u><u>1,637.65</u></u>	

Jana Hood
12/3/24

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

Date	Name	Memo	Credit	Num
1000 - County Operating Funds				
1020 - Fund 3425 - PCSan - O&M				
12/12/2024	L.R. PAULSELL CONSULTING	Emergency Sewer Callout, Sewer Cleaning on Nov. 21	1,220.00	1940
12/12/2024	SWRCB FEES	CS Annual Permit Fee - Inv. WD-0278892	3,945.00	1941
12/12/2024	SWRCB FEES	WWTP Annual Permit Fee - Inv. #WD-0279270	5,555.00	1942
12/12/2024	CALIFORNIA SPECIAL DISTRICTS ASSOCIATION	Annual Membership Dues Jan-Dec 2025	1,511.48	1943
12/12/2024	U.S. BANK	Aug, Sep, Oct (interest only), Nov 2024 Credit Card Charges, master acct# 8450	7,829.12	1944
Total 1020 - Fund 3425 - PCSan - O&M			<u>20,060.60</u>	
Total 1000 - County Operating Funds			<u>20,060.60</u>	
TOTAL			<u>20,060.60</u>	

John H. [Signature]
12/11/24

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: _____ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1020 · Fund 3425 - PCSan - O&M				
12/17/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 40, SPLIT	192.79	1945
12/20/2024	Maze & Associates	October & November Accounting Services - Inv. #53611 & 53697	635.96	1946
12/20/2024	Sierra Chemical Company	Multichlor, Sodium Hypochlorite 330 gl - Inv. #154309	858.17	1947
Total 1020 · Fund 3425 - PCSan - O&M			<u>1,686.92</u>	
Total 1000 · County Operating Funds			<u>1,686.92</u>	
TOTAL			<u>1,686.92</u>	

[Handwritten Signature]
12/18/2024

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>
1000 · County Operating Funds				
1020 · Fund 3425 - PCSan - O&M				
01/02/2025	CONTRA COSTA COUNTY TREASURER	Netchex Payroll # 41, SPLIT	2,003.54	1948
Total 1020 · Fund 3425 - PCSan - O&M			2,003.54	
Total 1000 · County Operating Funds			2,003.54	
TOTAL			2,003.54	

Jan Hoer
1/2/25

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>
1000 · County Operating Funds				
1020 · Fund 3425 - PCSan - O&M				
01/10/2025	L.R. PAULSELL CONSULTING	Sewer Cleaning - Invoice PCSD 24-17	1,500.00	1949
01/10/2025	Valley Operators, LLC	September 2024 Monthly Service - Invoice #2958	4,650.00	1950
01/10/2025	PG&E	Electric - #2704121327-6	687.72	1951
01/10/2025	Jena Goodman	Reimbursement for Overnight Mail to USBank	3.20	1952
01/10/2025	V.W. Housen & Associates	Project Director TFS INV#1614, 2 billable hours	580.00	1953
01/10/2025	Natural System Utilities - CA Inc.	Nov and Dec 2024 monthly service fees, and Labs and Materials fees	15,515.34	1954
Total 1020 · Fund 3425 - PCSan - O&M			<u>22,936.26</u>	
Total 1000 · County Operating Funds			<u>22,936.26</u>	
TOTAL			<u>22,936.26</u>	

1/13/2025


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>
1000 - County Operating Funds				
1020 - Fund 3425 - PCSan - O&M				
01/18/2025	CONTRA COSTA COUNTY TREASURER	Netchex Payroll Nbr 42, Split	341.60	1955
Total 1020 - Fund 3425 - PCSan - O&M			341.60	
Total 1000 - County Operating Funds			341.60	
TOTAL			341.60	


1/18/2025

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>
1000 · County Operating Funds				
1020 · Fund 3425 - PCSan - O&M				
02/04/2025	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 43, SPLIT	1,458.72	1956
Total 1020 · Fund 3425 - PCSan - O&M			<u>1,458.72</u>	
Total 1000 · County Operating Funds			<u>1,458.72</u>	
TOTAL			<u>1,458.72</u>	

Jan Lee
2/4/25

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>
1000 · County Operating Funds				
1020 · Fund 3425 - PCSan - O&M				
02/06/2025	Lincoln National Life Insurance Company	LTD & STD Insurance - A/N CCSVCD-BL-1564438	9.63	1957
02/06/2025	L.R. PAULSELL CONSULTING	Sewer Cleaning on January 16 - Inv. #25-1	930.00	1958
02/06/2025	Natural System Utilities - CA Inc.	January Monthly Waste Water Plant Operations - Inv. #0001084006	6,495.00	1959
02/06/2025	First Foundation Bank	A/N 60162400 - 1 Rolph Park Drive	2,197.04	1960
Total 1020 · Fund 3425 - PCSan - O&M			<u>9,631.67</u>	
Total 1000 · County Operating Funds			<u>9,631.67</u>	
TOTAL			<u>9,631.67</u>	

[Handwritten Signature]
2/6/2025

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>
1000 · County Operating Funds				
1020 · Fund 3425 - PCSan - O&M				
02/18/2025	Sonia Rivas	Reimbursement for Records Management Workshop, Otter Business & Ink	137.52	1961
02/18/2025	Maze & Associates	January Accounting Services - Invoice #53872	71.87	1962
02/18/2025	Natural System Utilities - CA Inc.	Materials & Outside Laboratory - INV-0001085755 and Feb Svcs INV-0001806576	6,565.03	1963
02/18/2025	Sierra Chemical Company	Multichlor, Sodium Hypochlorite - Invoice #154920	1,041.39	1964
Total 1020 · Fund 3425 - PCSan - O&M			<u>7,815.81</u>	
Total 1000 · County Operating Funds			7,815.81	
TOTAL			<u>7,815.81</u>	

[Handwritten Signature]
2/13/2025

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: _____ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1020 · Fund 3425 - PCSan - O&M				
02/18/2025	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 44, SPLIT	<u>227.71</u>	1965
Total 1020 · Fund 3425 - PCSan - O&M			<u>227.71</u>	
Total 1000 · County Operating Funds			<u>227.71</u>	
TOTAL			<u><u>227.71</u></u>	

Jan Hoop
01/0/25

CROCKETT COMMUNITY SERVICES DISTRICT (CCSD)

P.O. Box 578 - Crockett, CA 94525 | 850 Pomona Street
Telephone (510) 787-2992 | Fax (510) 787-2459
e-mail: DistrictSecretary@town.crockett.ca.us
website: www.town.crockett.ca.us

TO: Port Costa Sanitary Commission
FROM: Sonia Rivas, District Secretary
SUBJECT: Community Board

The Port Costa community is small. Even with the multiple forms of digital communications, Port Costa still uses a public bulletin board to post notices, and is well used. The structure is fairly large and made of wood. The wood is difficult to push pins through and pins are often broken or not enough of them to post notices. The board is exposed to weather and postings get wet when it rains and heavy winds can pull postings.

Staff is proposing the following options:

Option 1: a new 59" x 41" Enclosed Bulletin Board Cabinet For Indoor Or Outdoor Use. The enclosed case will protect documents from adverse weather The surface is soft and pins will slide in easily and less likely to break.



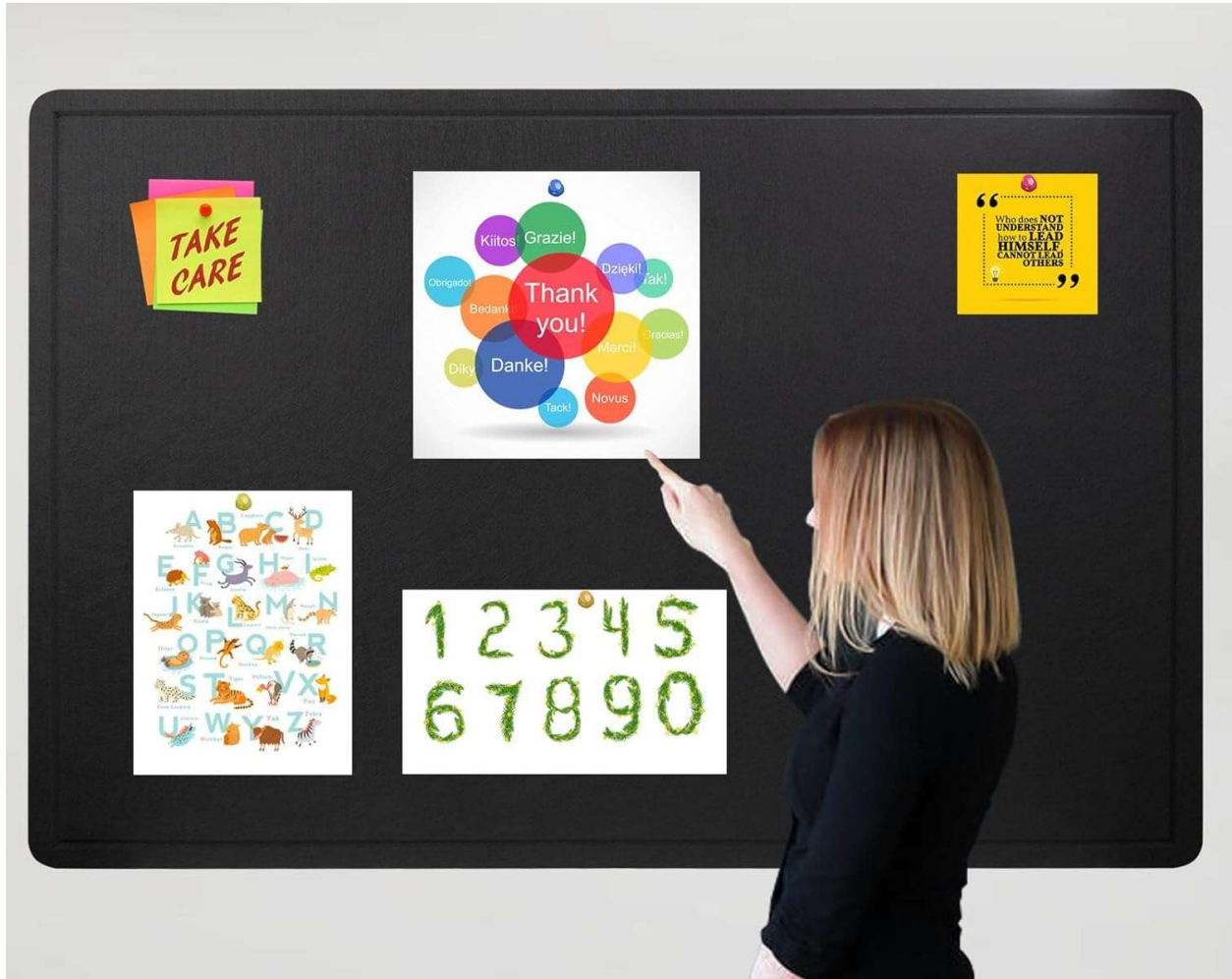


This is the **ideal replacement**. It is 59 inches wide and has a glass cover and key. The glass lifts up with keys located on the bottom. This will protect postings from weather. It can be mounted on the existing structure. \$762.99 A small price for a great solution.

https://www.displays2go.com/P-20360/Enclosed-Bulletin-Board-Rubber-Gaskets-Use-Outdoors?utm_content=1ABRKLLD&utm_source=google&utm_medium=organic&utm_campaign=Shopping+Free+Listings&gad_source=1&gclid=CjwKCAiAtYy9BhBcEiwANWQQL8WpPhJW2ebiCNqApq7An9-4YVKhKsrk3-aGbLyJ4Sxb_NtV2rXnBoCQI8QAvD_BwE

Option 2:

A **durable felt board** to make it easier to use the push pins. This is the least expensive alternative. \$69.99.



Light Weight & Easy to carry

back half-cut folding design Only 4.4 lbs



Product Size



Large Bulletin Board - 60 X 36 inches Cork Board with 30 Pushpin, 5' x 3' Cork Board for Walls Pin Board, Self-Adhesive Felt Board Vision Board Foldable Photo Board for Wall - Black

Our felt board

Other cork board



No extra framework required

The outer frame is easy to break



Moisture-proof and resistant to warping

Easy to deform due to moisture



Elastic material resistant to breakage

Inelastic material prone to breaking

https://www.amazon.com/dp/B0D9GM3VCG?psc=1&ref_cm_sw_r_em_ud_ct_JPCB4H57QSSVQZRD2405

Let's have some fun with **push pins**...

Over the years, I'm sure the pins have been lost or have broken. These have a few different mounting options and contains 235 pins. Only 9.49.

https://www.amazon.com/gp/product/B0BYRLZM8F/ref=ox_sc_act_title_5?smid=AS5PRN265KSJS&ps



c=1



235 Pcs push pins set are not easy to break or bend and can be reused many times.



✓ Cork board

✓ Foam mold

✓ Cardboard

Finally, a **waterproof clear box** to keep the pins in with room for pens, pencils push pins, the keys, and anything else. This option can also be velcro'ed. Only 12.65.

https://www.amazon.com/gp/product/B07K452BWL/ref=ox_sc_act_title_2?smid=A1FQBK3P5VJGTE&psc=1



Total Costs:

	Enclosed Glass Board	Felt Board
Board	762.99	69.99
Push Pins	9.49	9.49
Pin Box	12.65	12.65
Total	785.13	92.13

Does not include tax or shipping.

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
e-mail: jbarnhill@town.crockett.ca.us
website: www.town.crockett.ca.us

TO: Commissioners / Board of Directors
FROM: General Manager / Sanitary Department Manager
SUBJECT: Port Costa Sanitary Department Managers Report
DATE: January 15, 2025

The Port Costa Sanitary Department Managers Report highlights items of interest that occurred between December 4, 2024 and January 14, 2025.

Operation and Maintenance

- There were no Sanitary Sewer Spills in December.
- There were no reported issues at the Treatment Plant.
- There were no reported issues at the Septic Site.
- There was no loss of power.
- Reminder: Violation of enterococcus in November 2024.

Capital Improvements / Projects

- None in process, but planning effluent pump replacement.

Administrative/Financial:

- District-wide Financial Reconciliation is currently in process. Preliminary 6-month budget reports are being generated and will be available at the February Meeting. The current proposed budget schedule is being circulated. A staff memo and presentation are in process regarding the Financial Reconciliation process.

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
e-mail: jbarnhill@town.crockett.ca.us
website: www.town.crockett.ca.us

TO: Commissioners / Board of Directors
FROM: General Manager / Sanitary Department Manager
SUBJECT: Port Costa Sanitary Department Managers Report
DATE: February 24, 2025

The Port Costa Sanitary Department Managers Report highlights items of interest that occurred between January 15, 2024 and February 24, 2025.

Operation and Maintenance

- There were no Sanitary Sewer Spills in January.
- There were no reported issues at the Septic Site.
- There was no loss of power.
- Late reporting Violations for eSMR August and eSMR Annual 2024 were rescinded by the Water Board.

Capital Improvements / Projects

- Effluent pump at Treatment Plant is leaking and needs repair/replacement. Recommend repair of both pumps. Replacement costs to replace pumps are prohibitive.

Administrative/Financial:

- The budget schedule has been approved by the board. A staff memo is in process regarding the Financial Reconciliation process. Regulatory reporting is ongoing with deadlines from February through April 1st. CCWD water use data was received, the data has been entered into the CSD calculation tool for SUC.
