



**PINOLE/HERCULES  
WASTEWATER SUBCOMMITTEE**



**WEDNESDAY, APRIL 16, 2025  
AT 7:00 P.M.**

**Attend in Person: PINOLE CITY COUNCIL CHAMBERS - 2131 PEAR STREET**

**SUBMIT PUBLIC COMMENTS TO PUBLIC WORKS DIRECTOR / CITY ENGINEER BEFORE OR  
DURING THE MEETING VIA EMAIL: [helguindy@pinole.gov](mailto:helguindy@pinole.gov)**

Comments received before the close of the public comment period for that item will be read into the record and limited to 3 minutes. Please include your full name, city of residence and agenda item you are commenting on. Any comments received after the close of the public comment period will be distributed to Committee Members and relevant Staff after the meeting and filed with the agenda packet.

**AGENDA**

- 1. CALL TO ORDER AND PLEDGE OF ALLEGIANCE**
- 2. ROLL CALL**
- 3. APPROVAL OF MINUTES FROM THE APRIL 24, 2024 MEETING**
- 4. CITIZENS TO BE HEARD - FOR ITEMS NOT ON THE AGENDA**
- 5. WATER POLLUTION CONTROL PLANT (WPCP) OPERATIONS REPORT**
- 6. FISCAL YEAR (FY) 2025-26 BUDGET**
  - i. WPCP OPERATING BUDGET**
  - ii. WPCP CAPITAL BUDGET**
- 7. NEW SEWER CONNECTIONS**
  - i. PINOLE (VERBAL)**
  - ii. HERCULES (VERBAL)**
- 8. ADJOURN TO THE NEXT REGULAR SUBCOMMITTEE MEETING ON AUGUST 7, 2025  
AT 8:30AM.**

# WASTEWATER SUBCOMMITTEE MEETING MINUTES

**April 24, 2024**

## 1. CALL TO ORDER & PLEDGE OF ALLEGIANCE

The Subcommittee Meeting was held via a Zoom videoconference and broadcast from the Pinole Council Chambers, 2131 Pear Street, Pinole, California. Director Mishra called the meeting to order at 7:02pm. Council Member Romero chaired the meeting and led the Pledge of Allegiance.

## 2. ROLL CALL & STATEMENT OF CONFLICT

An official who has a conflict must, prior to consideration of the decision; (1) publicly identify in detail the financial interest that causes the conflict; (2) recuse himself/herself from discussing and voting on the matter; and (3) leave the room until after the decision has been made, Cal. Gov. Code § 87105.

### A. COUNCILMEMBERS PRESENT

Devin Murphy, Council Member - City of Pinole  
Dan Romero, Council Member - City of Hercules  
Tiffany Grimsley, Council Member - City of Hercules

### COUNCILMEMBERS ABSENT

Anthony Tave, Council Member - City of Pinole

### B. STAFF PRESENT

#### City of Pinole

Sanjay Mishra, Public Works Director  
Josh Binder, Plant Manager  
Markisha Guillory, Finance Director

#### City of Hercules

Mike Roberts, Public Works Director

## 3 APPROVAL OF MINUTES FROM THE MAY 25<sup>TH</sup>, 2023 MEETING

Council Member Grimsley made a motion to approve; Council Member Murphy seconded; all in favor; motion passed.

## 4. CITIZENS TO BE HEARD (Public Comments)

None.

## 5. WATER POLLUTION CONTROL PLANT (WPCP) OPERATIONS REPORT

Plant Manager Binder presented the Operations report for the period of January-March of 2024 via PowerPoint presentation, which covered monthly flow data, monthly performance indicators, and project updates.

Council Member Grimsley: The monthly flow data shows a significant difference between our cities, in particular the effluent data; February shows a large distinction.

Plant Manager Binder: Fluctuations occur mostly during wet weather months.

Director Mishra: Pinole receives a lot of INI during wet weather months due to our sewer collection system.

Vice Chair Romero: Regarding the dry flow maximums – during winter, was the plant able to 18 million gallons of sewage?

Plant Manager Binder: Yes, during February we did not have to use the shallow water outfall and we're able to pump the effluent to our regular discharge point in Rodeo.

Director Mishra: The plant is able to handle more than 18 mgd.

Vice Chair Romero: The operations manual, when was the last time it was reviewed?

Plant Manager Binder: The last version was written by Brown & Caldwell approx. 2007; it's a requirement of our permit to upgrade it periodically.

Vice Chair Romero: Please include the link to the virtual plant on the website.

## 6. FISCAL YEAR (FY) 2024-25 BUDGET

Director Mishra presented the budget for Fiscal Year 2024-25: The capital budget for 24/25 is attached to agenda packet and provides details. Most projects are carried over from previous year 23/24. Two projects are not part of the 24/25 budget but the 5-year plan: SS2404 is planned for 26/27, which is also its end of service life; 27/28 is the centrifuge replacement for the plant, also at the end of life during that year; proposed budget for \$990,000.

We hope to finish the laboratory remodel this FY24/25; budget remains same.

The secondary clarifier also remains the same budget, we have not been able to complete it last FY.

The effluent outfall is the same as last year but we have advertised an RFP for design work and contacted Rodeo to move forward with design work, about \$3 million for this project.

A brand-new item is the solar battery installation proposal for FY26/27, currently we just finished the report from the energy assessment; budget is \$175,000 for design work (Director Mishra passed out documentation).

Council Member Murphy: Please explain the priority scores; elaborate more how those are produced.

Director Mishra: We analyze all our projects whether it is a regulatory requirement, whether it is a city need, whether it is council or staff driven. We have developed a matrix how to give priority scores: new projects have no priority score as budget is not finalized yet. Details of the priority scores were published in the previous CIP document.

Council Member Murphy: What is the reason that it is going to take 4-5 years?

Director Mishra: It is up to council and the cities, we just completed the energy assessment for the plant. If the cities are willing to fast-track this project, we can do that, but not everything is finalized yet so there is a hold on it. As far as the Pinole budget, most of the capital budgets within these 5 years will still encumber this amount.

Council Member Murphy: The sewer enterprise fund is going to fund this solar project as well?

Director Mishra: Yes.

Vice Chair Romero: It would be easier for the council members to have the CIP proposal each year. Since we just received the item, we are not ready to discuss it with staff. Could we discuss the \$3 million for FYs 25/26 and 26/27 for the effluent outfall?

Director Mishra: Once the design is complete, we are estimating about \$3 million for the construction which will take place over 2 years. The effluent outfall is currently at the Rodeo station, the capacity of the pipes has to increase at Rodeo, which will be done with bypassing some of the stations and increasing pipe sizes at Rodeo. It is the deep-water outfall, but the station is inside the Rodeo wastewater facility.

Vice Chair Romero: This item might need to be agendaized to discuss between the two cities. How many times in the last 5 years have we used the deep-water outfall, does it justify the \$3 million cost, otherwise is it being mandated by water quality?

Plant Manager Binder: We use the deep-water outfall 24/7, and the shallow water outfall only during severe storms. This work was deferred from the last plant upgrade project, now we need to continue to try and maximize the amount of water we can pump to our normal discharge point so that the Water Board is satisfied. Originally, the upgrade project was supposed to allow us to pump around 14 million gallons and right now we can usually pump between 12-13, but this would bring us to full capacity based on the upgrades we made to the effluent pump station in the last upgrade project.

Vice Chair Romero: It is a big expenditure; this should be discussed between Public Works Director Roberts and Pinole staff.

Director Mishra: We also included Rodeo, and we are meeting quarterly.

Vice Chair Romero: For the solar battery, if we had a bond we would not have to worry about the cost, it is a revenue generator, in 4-5 years it would be paying for itself.

Council Member Murphy: How are we to develop more projects for the wastewater plant per everyone's analysis? Is there an existing list for future upgrades?

Director Mishra: Our consultant HDR has prepared technical memorandums as to what upgrades we need and when, some of these projects are part of that. Whenever there is a need from a regulatory perspective or end of life, the plant manager will bring those projects forward; the evaluations we are doing are rendering some of these recommendations.

Council Member Murphy: Is staff working with the grant writer to establish grant opportunities and secure options for the wastewater treatment plant?

Director Mishra: Most of the sewer projects are enterprise funds and very few grants are available, but loans are. We are currently completing a sewer rate study which might lead to a sewer rate increase to fund some projects, and Hercules is also conducting a sewer rate study.

Council Member Murphy: These estimated expenditures, are these encompassing a formula factoring in cost increases in construction?

Director Mishra: The numbers are very basic and a holding place; they will be tied down when the design is complete, and we are looking at construction. The operating budget is also part of agenda packet; currently we are fully staffed at the plant.

Council Member Murphy: These meetings are Brown Act meetings, Pinole TV's hours are not reflected in the budget, how are they accounted for?

Director Guillory: Not sure if Director Mishra accounted for PCTV staff as it is done in city council meetings. There is an invoice where city council submits the invoice for city council meetings and charges it to the PCTV fund. However, the frequency of these meetings here is only about once a year and might not be a substantial budget item.

Director Roberts: Recalls receiving invoices for these meetings.

Director Mishra: This meeting is officially quarterly, but mostly cancelled and flow data provided via email to members and have discussions. Members decide whether to hold or cancel meetings.

Director Roberts: We pay for the invoices out of the Hercules sewer enterprise fund, line item for intergovernmental expenses.

Council Member Grimsley: What we are looking at is reflective of the Pinole enterprise fund?

Director Mishra: The total you see is the shared expense for the plant and is in the Pinole budget.

Vice Chair Romero: In future, can we have the budget of the prior year shown as well. With regards to telecasting this meeting, Brown Act meetings do not need to be telecasted and staff should discuss this.

## 7. NEW SEWER CONNECTIONS

No New Connections were reported by Pinole or Hercules.

## 8. ADJOURNMENT to the next meeting – to be determined

Vice Chair Romero: This is a Wastewater meeting not a subcommittee meeting. Maybe we can establish a meeting on the 1<sup>st</sup> or 2<sup>nd</sup> Thursday next year in May to include the proposed budget.

Director Mishra: Usually, this meeting takes place at 8:30am on the 1<sup>st</sup> Thursday quarterly but we had scheduling issues. We had discussions with the city attorney who was reluctant to say to not televise.

Director Roberts: Hercules staff would be happy to follow up with Pinole regarding televising or not, there may not be the level of interest from the public to televise. We purposely deviated from the quarterly schedule to time it with the budget discussion.

Council Member Murphy: Is the proposal to have one meeting annually?

Vice Chair Romero: The only reason we began televising this meeting was during the time of the \$50 million dollar plant upgrade project. With respect and value to staff time, is not willing to have another evening meeting. Most meetings are not telecasted. There is nothing in the Brown Act that requires telecasting a meeting.

Council Member Murphy: In Pinole we do like to telecast especially with public funds, which allows people to get more engaged, watch the meetings, open to changes, listen to attorney and city clerk.

Director Mishra: Staff will discuss and come up with a solution.

Vice Chair Romero adjourned the meeting to the Wastewater Subcommittee Meeting at 8:02pm on Wednesday, April 24, 2024.

Submitted by:

**Sanjay Mishra**  
**Public Works Director**  
**City of Pinole**

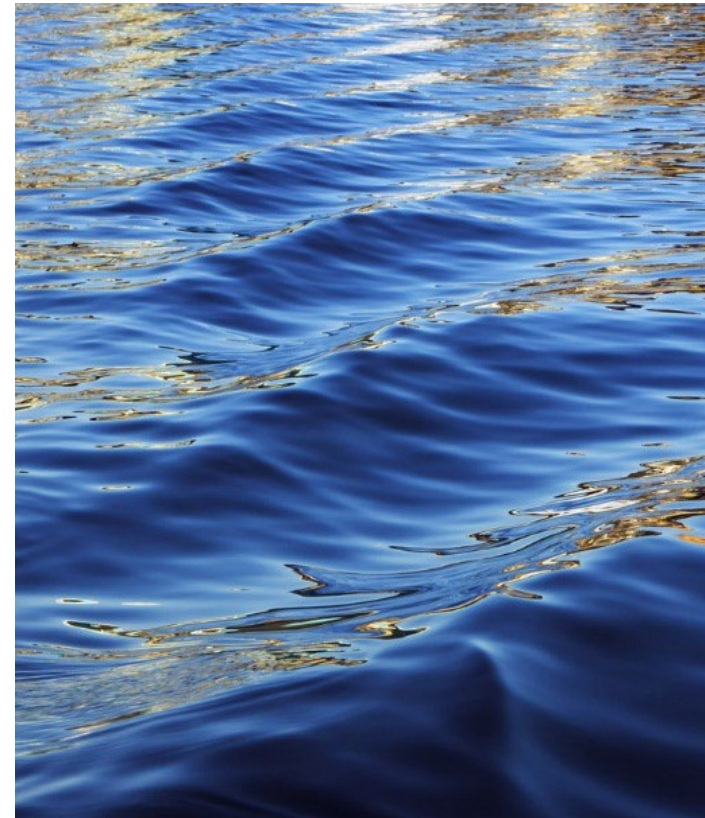
**Approved by Wastewater Subcommittee Meeting:**

# PINOLE-HERCULES WASTEWATER SUBCOMMITTEE

## OPERATIONS REPORT

April 16, 2025

Josh Binder, Plant Manager



# Topics Will Include:

1. Monthly Flow Data
2. Monthly Performance Indicators
3. Project Updates

# Monthly Flow Data

Hercules right to use: 2.27 MGD\*

Pinole right to use: 1.79 MGD\*

\* Average Dry Weather Flow

HERCULES Flow – January 2025			HERCULES Flow - February 2025			HERCULES Flow - March 2025		
		Gallons			Gallons			Gallons
Minimum	1.37	1,370,000	Minimum	1.45	1,450,000	Minimum	1.38	1,380,000
Average (MGD)	1.56	1,560,000	Average (MGD)	1.99	1,986,000	Average (MGD)	1.46	1,462,000
Maximum	1.79	1,790,000	Maximum	3.27	3,270,000	Maximum	1.62	1,620,000
Total	48.38 [52%]	48,380,000	Total	55.60 [43%]	55,600,000	Total	45.32 [48%]	45,320,000

PINOLE Flow - January 2025			PINOLE Flow - February 2025			PINOLE Flow - March 2025		
		Gallons			Gallons			Gallons
Minimum	1.32	1,320,000	Minimum	1.54	1,540,000	Minimum	1.40	1,400,000
Average (MGD)	1.42	1,420,000	Average (MGD)	2.50	2,500,000	Average (MGD)	1.58	1,578,000
Maximum	1.62	1,620,000	Maximum	6.81	6,810,000	Maximum	2.24	2,240,000
Total	43.94 [48%]	43,940,000	Total	69.99 [57%]	69,990,000	Total	48.92 [52%]	48,920,000

# Monthly Performance Indicator Definitions

- Carbonaceous Biochemical Oxygen Demand (cBOD) – Measures dissolved oxygen depletion from organic carbon-containing compounds.
- Total Suspended Solids (TSS) – The dry weight of suspended particles that can be trapped by a filter.
- Enterococcus – An indicator organism used to measure the presence of fecal matter in water.
- Ammonia – A key nutrient in the wastewater nitrification process but is toxic to fish and other aquatic life at higher concentrations.

# Monthly Performance Indicators

January 2024 PERFORMANCE INDICATORS					
PARAMETER	UNIT	MONTHLY EFF LIMIT	INFLUENT AVERAGE	EFFLUENT AVERAGE	% REMOVAL
cBOD	mg/L	25	314	10.63	97
TSS	mg/L	30	433	18.25	96
Enterococcus	MPN	260		18.40	
Ammonia	mg/L	110		39	

March 2024 PERFORMANCE INDICATORS					
PARAMETER	UNIT	MONTHLY EFF LIMIT	INFLUENT AVERAGE	EFFLUENT AVERAGE	% REMOVAL
cBOD	mg/L	25	218	11.3	95
TSS	mg/L	30	437	23.10	95
Enterococcus	MPN	260		18.90	
Ammonia	mg/L	110		32	

February 2024 PERFORMANCE INDICATORS					
PARAMETER	UNIT	MONTHLY EFF LIMIT	INFLUENT AVERAGE	EFFLUENT AVERAGE	% REMOVAL
cBOD	mg/L	25	225	8.22	96
TSS	mg/L	30	374	12.10	97
Enterococcus	MPN	260		33.80	
Ammonia	mg/L	110		26.50	

- ❖ Enterococcus is calculated as a 6-week Rolling Geometric Mean.
- ❖ Influent Ammonia sampling is performed in June and November.

# Project Updates

- Blower Replacement
- Nutrient Probes Installation
- Effluent Outfall Project
- WWTP Operations & Maintenance Manual

# Project Updates

- Blower Replacement



# Project Updates

- Nutrient Probes Installation



# Project Updates

- Effluent Outfall Project - Out to bid summer of 2024 - No bidders
- WWTP Operations & Maintenance Manual - In Progress

**Budget Worksheet**

**Fund: 500 - Sewer Enterprise Fund (Div 641)**

**Proposed Fiscal Year (FY) 2025/26 Proposed Budget**

Account	FY 2025/26 Operating	FY 2025/26 Capital	Total	Notes
<b>Category: 40 - SALARIES AND WAGES</b>				
40101 - Salary & Wages/Full Time	\$ 1,384,055.00		\$ 1,384,055.00	
40102 - Salary & Wages/Part Time	16,302.00		16,302.00	
40103 - Salary & Wages/Vacation Leave	3,372.00		3,372.00	
40108 - Salary & Wages/Longevity Pay	6,397.00		6,397.00	
40201 - Overtime	34,500.00		34,500.00	
40202 - FLSA Overtime	1,887.00		1,887.00	
40302 - Other Pay/Stand By Pay	16,605.00		16,605.00	
40307 - Other Pay/Education Incentive	6,420.00		6,420.00	
40311 - Other Pay/Cell Phone	4,140.00		4,140.00	
40312 - Other Pay/Safety Equip	2,400.00		2,400.00	
<b>Category: 40 - SALARIES AND WAGES Total:</b>	<b>1,476,078.00</b>	-	<b>1,476,078.00</b>	
<b>Category: 41 - EMPLOYEE BENEFITS</b>				
41001 - Emp Benefits/Medical-Active	249,968.00		249,968.00	
41002 - Emp Benefits/Dental	12,626.00		12,626.00	
41003 - Emp Benefits/Vision Care	2,189.00		2,189.00	
41004 - Emp Benefits/PERS Retirement	406,048.00		406,048.00	
41005 - Emp Benefits/Employee Assistance Prg	513.00		513.00	
41007 - Emp Benefits/Life-ADD	3,078.00		3,078.00	
41008 - Emp Benefits/Long Term Disability	3,308.00		3,308.00	
41009 - Emp Benefits/Workers Comp	93,641.00		93,641.00	
41010 - Emp Benefits/FICA - Medicare	21,403.00		21,403.00	
41011 - Emp Benefits/FICA - Soc Sec	1,011.00		1,011.00	
41012 - Emp Benefits/Unemployment Insurance	1,430.00		1,430.00	
41101 - Retiree Benefits/Medical-Retiree	75,000.00		75,000.00	
<b>Category: 41 - EMPLOYEE BENEFITS Total:</b>	<b>870,215.00</b>	-	<b>870,215.00</b>	
<b>Category: 42 - PROFESSIONAL/ADMINISTRATIVE SERVICES</b>				
42101 - Prof Svcs/Professional Service	125,814.00		125,814.00	
42107 - Prof Svcs/Equipment Maintenance	110,000.00		110,000.00	
42108 - Prof Svcs/Building-Structure Maintenance	78,000.00		78,000.00	
42109 - Prof Svcs/Compliance Inspection	35,000.00		35,000.00	
42201 - Office Expense	7,000.00		7,000.00	
42301 - Travel & Training/Conf-Registration	27,000.00		27,000.00	
42302 - Travel & Training/Mileage	3,000.00		3,000.00	
42303 - Travel & Training/Meal Allowance	1,000.00		1,000.00	
42401 - Dues & Pub/Memberships	20,000.00		20,000.00	
42511 - Admin Exp/Equipment Rent	10,000.00		10,000.00	
<b>Category: 42 - PROFESSIONAL/ADMINISTRATIVE SERVICES Total:</b>	<b>416,814.00</b>	-	<b>416,814.00</b>	
<b>Category: 43 - OTHER OPERATING EXPENSES</b>				
43102 - Utilities/Water	10,000.00		10,000.00	
43103 - Utilities/Electricity & Power	850,000.00		850,000.00	
<b>Category: 43 - OTHER OPERATING EXPENSES Total:</b>	<b>860,000.00</b>	-	<b>860,000.00</b>	
<b>Category: 44 - MATERIALS AND SUPPLIES</b>				

44301 - Other Mat & Sup/Fuel	20,000.00		20,000.00
44302 - Other Materials Supp/Sludge Removal	310,000.00		310,000.00
44303 - Other Materials Supp/Chemicals	780,000.00		780,000.00
44304 - Other Materials Supp/Permit Fee	129,000.00		129,000.00
44305 - Other Materials Supp/Lab Operations	100,000.00		100,000.00
44306 - Other Materials Supp/Maintenance Supplies	200,000.00		200,000.00
44410 - Safety Clothing	33,000.00		33,000.00

**Category: 44 - MATERIALS AND SUPPLIES Total:** **1,572,000.00**      -      **1,572,000.00**

**Category: 46 - INTERFUND/INTERDEPARTMENTAL CHARGES**

46122 - Admin Debits	328,211.00		328,211.00
46124 - IS Charges	82,816.36		82,816.36
46126 - Legal Charges	15,000.00		15,000.00
46201 - Insurance/General Liability	103,718.00		103,718.00

**Category: 46 - INTERFUND/INTERDEPARTMENTAL CHARGES Total:** **529,745.36**      -      **529,745.36**

**Category: 47 - ASSET ACQUISITION, IMPROVEMENT, DISPOSAL**

47101 - FF&E/Equipment		-	-
47104 - FF&E/Vehicles	175,000.00		175,000.00
47201 - Improvements/Building	6,350,000.00		6,350,000.00

Portable Self Priming Pump (\$125,000)  
WPCP Staff Vehicle (\$50,000)  
Projects:  
As-Built WWTP Drawings \$ 25,000 Carryforward  
Boiler Rehabilitation \$ 45,000 Carryforward  
Boiler Replacement \$ 660,000 Carryforward  
Centrifuge Feed Pump Replacement \$ 50,000 Carryforward  
Centrifuge Replacement \$ 990,000 Carryforward  
Digester Feed Pump Replacement \$ 75,000 Carryforward  
Energy Recovery Building and Admin Roof \$ 80,000 Carryforward  
Misc. Plant Improvements \$ 75,000 Carryforward  
SCADA System Upgrade \$ 45,000 Carryforward  
SS2002 Water Pollution Control Plant Lab Remodel \$ 150,000 Carryforward/Increased  
SS2101 Second Clarifier - Center Column Rehabilitation \$ 425,000 Carryforward

				SS2102 Air Release Valve Replacement	\$	50,000	Carryforward
				SS2203 Effluent Outfall Project Design	\$	3,150,000	Carryforward/Increased
				SS2406 WPCP Solar and Battery	\$	250,000	New
47205 - Improvements/Streets		106,597.00	106,597.00	SS2501 Blower Replacement RO2102 Tennent Ave. Rehabilitation	\$	280,000	New
47302 - Property Disposal			-		\$	106,597	Carryforward
47402 - Depreciation/Building			-				
47404 - Depreciation/Vehicles			-				
47408 - Depreciation/Sewer			-				
47409 - Depreciation/Other Capital Asset			-				
<b>Category: 47 - ASSET ACQUISITION, IMPROVEMENT, DISPOSAL Total:</b>		-	<b>6,631,597.00</b>	<b>6,631,597.00</b>			
<b>Total Expenses (excluding depreciation)</b>					<b>\$</b>	<b>5,724,852</b>	<b>\$ 6,631,597</b>
					<b>\$</b>	<b>12,356,449</b>	
<b>Hercules Share of Costs (50% of total expenses)</b>					<b>\$</b>	<b>6,178,225</b>	

<b>Position</b>	<b>FY 2025/26</b>
<i>INTERN</i>	0.48
LABORATORY ANALYST II	1.00
LABORATORY TECHNICIAN I	1.00
MAINTENANCE MECHANIC	1.00
OPERATOR	1.00
OPERATOR	1.00
OPERATOR	1.00
OPERATOR	1.00
SENIOR MAINTENANCE MECHANIC	1.00
WWTP MANAGER	1.00
WWTP OPERATION SUPERVISOR	1.00
WWTP SENIOR OPERATOR	1.00
<b>Total FTE</b>	<b>11.48</b>

<b>Position</b>	<b>FY 2024/25</b>
<i>INTERN</i>	0.48
LABORATORY ANALYST II	1.00
LABORATORY TECHNICIAN I	1.00
MAINTENANCE MECHANIC	1.00
OPERATOR	1.00
OPERATOR	1.00
OPERATOR	1.00
OPERATOR	1.00
SENIOR MAINTENANCE MECHANIC	1.00
WWTP MANAGER	1.00
WWTP OPERATION SUPERVISOR	1.00
WWTP SENIOR OPERATOR	1.00
<b>Total FTE</b>	<b>11.48</b>