

# PORT COSTA SANITARY COMMISSION

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## AGENDA FOR TUESDAY, FEBRUARY 3, 2026

TIME: 6:00 PM - REGULAR MEETING

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

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P.O. Box 578, Crockett, CA 94525 | [www.town.crockett.ca.us](http://www.town.crockett.ca.us) | (510) 787-2992  
[districtsecretary@town.crockett.ca.us](mailto:districtsecretary@town.crockett.ca.us) | Meetings **are recorded for accuracy of minutes.**

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*The Port Costa Sanitary Commission (PCSAN) 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 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.  
*(Items are subject to removal from the Consent Calendar by request of any Board Member on request for discussion or by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)*
  - a. Approve PCSAN Minutes of December 2.
  - b. Receive Actions Taken by the Board (December 17).
  - c. Receive the Self-Monitoring Report cover letter.
  - d. Receive warrant transmittals (December and January).
  - e. Receive Cash Account Balance.
  - f. Receive notice of grant award from the Crockett Community Foundation (CCF).
5. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR.
6. ADMINISTRATIVE:
  - a. Approve installation of Manual Transfer Switch for shore power of mobile generator.
  - b. Discuss potential date for joint meeting with CVSAN,
7. GRANTS COMMITTEE
  - a. Update from Grants Committee.
  - b. Discuss conducting an income survey to determine if Port Costa qualifies as a disadvantaged community.
8. BUDGET AND FINANCE:
  - a. Discuss PCSAN quarterly budget report for Q2 (October – December 2025).
  - b. Review Budget Schedule for 2026.
9. 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.
10. REPORTS/COMMENTS FROM COMMISSIONERS:  
*(These items are typically for the exchange of information only. No action will be taken at this time.)*
11. FUTURE AGENDA ITEMS
  - a. Replacement of a line segment on Prospect (P-01-06 and P-01-03)
12. ADJOURNMENT: until March 3, 2026.

You will find the Minutes of this meeting posted on our website at [www.town.crockett.ca.us/meetings](http://www.town.crockett.ca.us/meetings). Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa.

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 District Secretary 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.

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 before a regular meeting will be made available for public inspection. The Board has designated the District's website, located at [www.town.crockett.ca.us/meetings](http://www.town.crockett.ca.us/meetings), as the place for making those public records available for inspection. The documents may also be obtained by calling the District Secretary at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the meeting location, 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

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

website: www.town.crockett.ca.us

## For Review

### MINUTES OF REGULAR MEETING, DECEMBER 2, 2025.

1. CALL TO ORDER - ROLL CALL: Chair Surges called the meeting to order at 6:04 PM. Commissioners Cusack, List, Scheer, and Surges were present. Commissioner Klaiber and Alternate Vance were absent (excused). 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: Approved. (Scheer 1st, Cusack 2<sup>nd</sup>, 4/0)
  - a. APPROVE PCSAN MINUTES OF NOVEMBER 4, 2025.
  - b. RECEIVE ACTIONS TAKEN BY THE BOARD FOR (NOVEMBER 19).
  - c. RECEIVE THE SELF-MONITORING REPORT COVER.
  - d. RECEIVE WARRANT TRANSMITTALS (NOVEMBER).
  - e. RECEIVE CASH ACCOUNT BALANCE.
5. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: NONE
6. ADMINISTRATIVE:
  - a. ELECTION OF OFFICERS: Commissioner Scheer nominated Commissioner Surges for Chair; the vote passed by 4/0. Commissioner Cusack stated that while he has enjoyed being Vice Chair for so many years, he expressed the desire to step down from the post and nominated Commissioner List for Vice Chair; the vote passed by 4/0.
  - b. CONSIDER THE MEETING AND HOLIDAY SCHEDULE FOR 2026 AND DETERMINE IF THE JANUARY MEETING SHOULD BE SKIPPED: DS Rivas stated that the Board requested that meetings remain scheduled once per month, but suggested that meetings could be canceled if there were no agenda items warranting a meeting for a particular month. Commissioner Surges made the motion to cancel the January 6 meeting, which passed. (List 1st, Scheer 2nd, 4/0)
  - c. UPDATE FROM GRANT COMMITTEE: Commissioner List would like to move forward with applying for a grant to replace the line segment on Prospect (P-01-06 and 01-03). As most applications require two estimates for consideration for grant funds, he is requesting Staff to forward a copy of the existing estimate for replacement of that line to the Grant Committee. Commissioner Scheer reported that the grant application to the Crockett Community Foundation for the replacement of the logic controller at the treatment plant was presented by GM Goodman at the CCF meeting on November 6. The Foundation will vote on all applications at its December 4 meeting.
7. BUDGET AND FINANCE: Commissioner List requested explanation of the two invoices

**4.a**

from Sierra Chemical Company. SDM Barnhill explained that there were two chemicals included in the 11/19/2025 invoice which is why the invoice was almost twice as much as the 11/04/2025 invoice. Commissioner Scheer requested that future invoice descriptions include the names of both chemicals received. DS Rivas noted that the Trial Balance report ending balance of \$83,156.63 will remain as such until new funds are received from Contra Costa County.

8. REPORT OF DEPARTMENT MANAGER:

- a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: SDM Barnhill reported that the stripped valve at the treatment plant is being replaced, but also moved aboveground for ease of future maintenance, work which is in progress by the Operators. The Operators are weeding the beds, being careful not to disturb their percolation abilities. PGE has notified Staff of several power outages at the treatment plant, but no outages have been detected by the alarm system. SDM Barnhill currently lists the chemicals in use at the plant online for Contra Costa County Haz Mat. They have now requested that the fuel tank at the plant is listed, as well as all training undertaken by staff.
- b. GOVERNMENTAL MATTERS: None
- c. ANNOUNCEMENTS AND DISCUSSION: None.

9. REPORTS / COMMENTS FROM COMMISSIONERS: Commissioner Cusack discussed recent trenching alongside the Mercantile building and was wondering if there was a sewer line issue. DM Barnhill responded that it could have been monthly hydro operations. Chair Surges responded that it also could have been the installation of a drainage system between the building and the adjacent lot. Commissioner List requested further information on Item d. under Administration from the Crockett Community Services District November 19 meeting. DS Rivas commented that it was not the Budget and Finance Committee that was dissolved, but the Personnel Committee. SDM Barnhill explained that the Personnel Committee had, in the past, reviewed the performance of staff not under their purview, which was not the intent of the Committee. He stated that the Commissioners were limited to reviewing the General Manager and Secretary duties, as those were the only two positions directly reporting to the Board.

10. FUTURE AGENDA ITEMS:

- a. Discuss Replacement of line on Prospect (P-01-06 and P-01-03) Commissioner List requested that this item is placed on the February meeting.

11. ADJOURNMENT: The meeting was adjourned at 6:41 PM until February 3, 2026.

Respectfully submitted,  
Anne Scheer  
PCSAN Commissioner

# CROCKETT COMMUNITY SERVICES DISTRICT

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P.O. Box 578 - Crockett, CA 94525 ♦ 850 Pomona Street

Telephone (510) 787-2992

e-mail: [DistrictSecretary@town.crockett.ca.us](mailto:DistrictSecretary@town.crockett.ca.us)

website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

TO: Board, Commissioners, Committees, Staff, and Members of the Public  
FROM: District Secretary  
SUBJECT: **Actions Taken by the Board on December 17, 2025**

The following items are abbreviated summaries of administrative actions taken by the Board at the meeting of December 17. The detailed meeting minutes will be presented to the Board for approval on January 28, 2026.

Visit the December 17 agenda page online for a copy of the agenda and supporting documents.

<https://www.town.crockett.ca.us/2025-12-17-board-meeting>

## ADMINISTRATION:

- 7.a: Election of Officers: **President McDonald and Vice President Spinner were reelected to serve through 2026.**

December 22, 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 November 2025 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 Ryan Robarge with Natural Systems Utilities-Ca, a licensed California Wastewater Treatment Plant Contract Operator (44484), contact phone number (213) 392-1037.

The CCSD Port Costa WWTP contracts laboratory testing with Caltest Analytical Laboratories, which is an ELAP certified laboratory. 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, contact phone number (707) 258-4000. There were no exceedances to report in November 2025.

The monthly report for November 2025 has been uploaded to the CIWQS portal.

*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**



**Ryan Robarge**  
Chief Plant Operator

**Legally Responsible Official:**



**James Barnhill**  
Port Costa Manager

January 27, 2026

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 2025 for Crockett Community Services District (CCSD) WWTP Port Costa, CA**

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**Prepared by**



**Ryan Robarge**  
**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

Date	Name	Memo	Credit	Num
<b>1000 · County Operating Funds</b>				
<b>1020 · Fund 3425 - PCSan - O&amp;M</b>				
12/08/2025	Maze & Associates	October 2025 Accounting Services - Invoice 54486	297.20	2077
12/08/2025	Redwood Public Law	Legal Services - Invoice 17561	21.00	2078
12/08/2025	L.R. PAULSELL CONSULTING	Sewer Cleaning on 11/25/25 - Invoice 25-16	2,015.00	2079
12/08/2025	Natural System Utilities - CA Inc.	Professional Services - Invoice 0001152766; WPO - Invoice 0001152...	8,714.61	2080
12/08/2025	Sierra Chemical Company	Multichlor, Sodium Hypochlorite - Invoice 159139	2,093.42	2081
12/08/2025	PG&E	Electric - #2704121327-6	743.55	2082
12/08/2025	STATE WATER RESOURCES CONTROL BOARD	Annual Permit Fees - Invoices WD-0302094 & WD-0302323	9,500.00	2083
Total 1020 · Fund 3425 - PCSan - O&M			23,384.78	
Total 1000 · County Operating Funds			23,384.78	
<b>TOTAL</b>			<b>23,384.78</b>	

*[Handwritten Signature]* 12/8/25


**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>
<b>1000 - County Operating Funds</b>				
<b>1020 - Fund 3425 - PCSan - O&amp;M</b>				
12/17/2025	Maze & Associates	November 2025 Accounting Services - Invoice 54532	153.45	2084
12/17/2025	CONTRA COSTA COUNTY TREASURER	Netchex - Payroll #64 - Split	655.79	2085
12/17/2025	U.S. BANK	A/N 4866914555538450	411.69	2086
12/18/2025	CONTRA COSTA COUNTY TREASURER	Calpers - November 2025	682.51	2087
Total 1020 - Fund 3425 - PCSan - O&M			<u>1,903.44</u>	
Total 1000 - County Operating Funds			<u>1,903.44</u>	
<b>TOTAL</b>			<b><u>1,903.44</u></b>	

  
 12/16/25

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


Date	Name	Memo	Credit	Num
<b>1000 · County Operating Funds</b>				
<b>1020 · Fund 3425 - PCSan - O&amp;M</b>				
01/05/2026	PG&E	Electric - #2704121327-6	840.55	2088
01/06/2026	L.R. PAULSELL CONSULTING	Sewer Cleaning on 12/22/25 - Invoice 25-17	2,170.00	2089
01/06/2026	Natural System Utilities - CA Inc.	Invoices 1158711 & 1158755	11,588.62	2090
01/06/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #65 - Split	2,058.05	2091
01/06/2026	Crockett Community Foundation	Pass Through Grant Reimbursement monies returned from Grant for Stair Project #2406005	5,544.77	2092
Total 1020 · Fund 3425 - PCSan - O&M			22,201.99	
Total 1000 · County Operating Funds			22,201.99	
<b>TOTAL</b>			<b>22,201.99</b>	

  
1/5/26

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

Auditor's Date: Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>1000 · County Operating Funds</b>				
<b>1020 · Fund 3425 - PCSan - O&amp;M</b>				
01/20/2026	California Assoc. of Sanitation Agencies	Membership Renewal through December 31, 2026 - Invoice 9871	1,447.50	2093
01/20/2026	Natural System Utilities - CA Inc.	WPO through January 31, 2026 - Invoice 1160282	6,722.33	2094
01/20/2026	Maze & Associates	December 2025 Monthly Accounting Services - Invoice 54611	11.50	2095
01/20/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #66 - Split	601.21	2096
01/20/2026	CONTRA COSTA COUNTY TREASURER	Calpers - December 2025	710.47	2097
01/20/2026	APB GENERAL ENGINEERING	Emergency Dispatch at 23 Prospect per Robin Paulsell	5,616.00	2098
Total 1020 · Fund 3425 - PCSan - O&M			15,109.01	
Total 1000 · County Operating Funds			15,109.01	
<b>TOTAL</b>			<b>15,109.01</b>	



1/16/26

Trial Balance

04:45 PM

01/05/2026

Page 1 of 1

**Organization** Contra Costa County  
**Periods** FY 2025-26 : 01 Jul - 12 Jun  
**Ledger** Actuals  
**Ledger Account/Summary** 0010:CASH  
 0530:WARRANTS PAYABLE  
**Accounting Worktag** 342500 PORT COSTA SANITARY DEPT  
**Book** Operating Book  
**Company Currency** USD  
**Translation Currency** USD  
**Run** 01/05/2026 04:45 PM


Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	573,296.89	338,596.23	234,700.66
0530:WARRANTS PAYABLE	0.00	165,727.73	173,533.45	(7,805.72)
<b>Total</b>	<b>0.00</b>	<b>739,024.62</b>	<b>512,129.68</b>	<b>226,894.94</b>

# 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](mailto:jbarnhill@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

TO: PCSAN Commissioners  
FROM: General Manager/Sanitary Department Manager   
SUBJECT: Grant Funding Received from Crockett Community Foundation  
DATE: January 12, 2026

PCSAN Commissioners,

We are pleased to notify you that the joint efforts of staff and the PCSAN Grant Committee have succeeded in securing a grant of \$30,844.62 for PC Treatment Plant PLC upgrade from the Crockett Community Foundation. The funds are on their way but have not been received by staff as of this memo. The funds should arrive by the next PCSAN Commission meeting in February.

Scheduling this upgrade is time sensitive and is dependent on both the weather and operations, so staff will continue the process taking both factors into consideration. Staff will update the commission as the progress on this project moves forward.

Thank you,  
Jena Goodman, General Manager, CCSD  
James Barnhill, Sanitary Department Manager, CCSD

\*\*\*\*\*

Commissioners: Joe Surges (C), Tom Cusack, Tom List (VC), Karen Klaiber, Anne Scheer, William Lee Vance (ALT)

# CROCKETT COMMUNITY SERVICES DISTRICT

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P.O. Box 578 - Crockett, CA 94525  
Telephone (510) 787-2992  
e-mail: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

TO: Directors and Commissioners  
FROM: General Manager  
SUBJECT: PROPOSED Budget Schedule  
DATE: January 23, 2026

## PROPOSED FY 2026/27 BUDGET SCHEDULE

JANUARY	Staff prepare draft budget schedule.
JANUARY	Order envelopes for mailing of hearing notice. Order water use data from EBMUD & CCWD. (Staff)
FEBRUARY 2,3,17,18	Staff presents FY25/26 Q2 budget reports.
FEB-MARCH	Staff calculates water consumption and "increase" in sewer use charges, if needed.
FEB-MARCH	Staff prepare 4 draft operating budgets. (CV, PC, LL, Rec)
APRIL 3	Board Ad Hoc meet to revise preliminary budget and instruct staff on sewer service charge, invitation to Commission reps. Staff prepare newsletter, if needed.
APRIL 6,7,15,21,22	Staff report recommendations to Commissions and Board, and Staff present drafted SUC Report or update. (CV, PC, LL, Rec)
APRIL 22	Board sets June 24 date for public hearings on proposed budget, on rate increases, and on method of collection.
APRIL 22	Board instructs staff on wording notice of proposal to raise fees by specified amounts. Board approves newsletter.
APRIL 23	Staff updates database with changes in ownership and makes copies of notice & newsletters for mass mailing.
MAY 4	<i>Recreation Commission recommends recreation tax rate. (Rec)</i>
MAY 7	DEADLINE TO NOTIFY ALL PROPERTY OWNERS BY MAIL NO LESS THAN 45 DAYS BEFORE HEARING. (Prop. 218 and District Code Sec. 6.24.035)
MAY 27	Resolutions setting recreation tax and maintenance tax.
MAY 29	Staff completes draft Sewer Use Charge Study Reports. (H&S Code Sec. 5473 and District Code Sec. 6.24.160.B)

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Members of the Board: Dale McDonald (President), Nick Spinner (VP), Luigi Barassi, John MacKenzie, Gaunt Murdock

MAY 29	Deadline for 2 hearing notices emailed to West County Times for publication to run Wed 6/4 & Sat 6/11. (Prop. 218 and H&S Code Sec. 5473.1, Gov't Code Sec. 61110(d) of CSD law, and District Code Sec. 6.24.160.C)
Before JUNE 1	Staff prints out sewer use charges, recreation property tax, and maintenance property tax. (District Code Sec. 6.24.160.B)
JUNE 1-17	Board B&F may meet again to develop final budget proposal, if needed. (CV, PC, LL, Rec)
JUNE 2,17	Distribute final Sewer Use Charge Study Reports to San. Comm. (PC, CV)
JUNE 1,2,16,17	Commissions approve and recommend departmental budget proposals and approve SUC Study Reports and rate ordinances.
JUNE 15	Computer run of sewer service charges and Sewer Use Charge Study must be available to public at least 10 days prior to hearing. [Gov't Code Sec. 66016(a)]
JUNE 24	Present final budget proposal to Board.
JUNE 24	Public hearing on Sewer Use Charge Study Reports and committee recommendations for sewer service charges. (Prop. 218 and H&S Code Sec. 5473.1 & Dist. Code Sec. 6.24.160.F) Public hearing on method of collection. (H&S Code Sec. 5473.2) Public hearing on budget (Gov't Code Sec. 61110) Resolution overruling objections to method of collection and adopting Engineer's Report. (H&S Code Sec. 5473.3) Ordinances setting sewer service charges and setting method of collection. Resolution adopting budget. Adopt revised budget for <u>current year</u> if needed.
JUNE 26	Publish Ordinance in West County Times and post publicly.
JULY	Receive new tax roll. Final computer run sewer service charges.
JULY 7	Authorize PCSan capital projects. (PC)
JULY 15	Authorize CVSan capital projects. (CV)
AUGUST 3	Deadline to submit rec. tax and sewer service charges to County. (H&S Code Sec. 5473.4)
AUGUST	Receive 4 County print outs for review and correction.