

PORT COSTA SANITARY COMMISSION (PCSAN)

of the Crockett Community Services District

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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 2nd, 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

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