

PORT COSTA SANITARY COMMISSION (PCSAN)

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, FEBRUARY 3, 2026.

1. CALL TO ORDER - ROLL CALL: Chair Surges called the meeting to order at 6:02 PM. Commissioners Klaiber, List, Scheer, Surges, and Alternate Vance were present. Commissioner Cusack was absent (excused). Staff present included Sanitary Department Manager (SDM) Barnhill.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Approved. (List 1st, Scheer 2nd, 5/0 (Alternate Vance voted)
 - 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. DM Barnhill explained that there is no way to manually connect a rental generator for the treatment plant in case of a major power shutdown. The existing electrical panel located on the pole in the parking area west of the plant would be modified to install the necessary connection for the transfer switch.
 - b. DISCUSS POTENTIAL DATE FOR JOINT MEETING WITH CVSAN. After brief discussion, it was decided to move this item to a future agenda.
7. GRANTS COMMITTEE
 - a. UPDATE FROM GRANTS COMMITTEE: The application to the Crockett Community Foundation for the purchase and installation of a new logic controller at the Treatment Plant was granted at their December 4 meeting. DM Barnhill stated that he is in the process of obtaining an additional quote for the project. Commissioner Klaiber gave the Grant Committee an announcement from Contra Costa County regarding their Block Grant program.
 - b. DISCUSS CONDUCTING AN INCOME SURVEY TO DETERMINE IF PORT COSTA QUALIFIES AS A DISADVANTAGED COMMUNITY: Commissioner Surges has been in contact with Assemblymember Anamarie Avila Faris' office who suggested that in order for Port Costa to receive State and Local grants, they may have to qualify as lower income according to the Disadvantaged Community Tract guidelines. He will

contact Mark Stivers from the Assemblymember's office to gather more information on how a survey would be conducted and report back to the Commission at our next meeting.

8. BUDGET AND FINANCE:

- a. DISCUSS PCSAN QUARTERLY BUDGET REPORT FOR Q2 (OCTOBER – DECEMBER 2025): Commissioner Scheer questioned the amount of \$9,891.82 listed for "Dues and Subscriptions" in the second quarter. DM Barnhill stated that the amount included fees to regulatory agencies paid in Q2. It was suggested that the description of that departmental expense should be amended to fully describe the payments made from that account.
- b. REVIEW BUDGET SCHEDULE FOR 2026: DM Barnhill reported that the most time-consuming part of the budget process will be the estimation and review of water consumption in Port Costa, which will be the basis of whether or not there will be an increase in sewer use charges for the 2026 budget.

9. REPORT OF DEPARTMENT MANAGER:

- a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS. (SEE MAY & JUNE MANAGER REPORTS): An estimate of \$77,000 was received by Vivan Housen to complete a feasibility study for relocating the collection system serving all residences on Canyon Lake Dr. The project under study would include moving all service lines of structures along the road to a larger new line down the center of the road. The project would include the abandonment of the line currently paralleling the creek
- b. GOVERNMENTAL MATTERS: DM Barnhill distributed copies of the Brown Act Compliance Manual for Special Districts (revised January 2026) to all commissioners.
- c. ANNOUNCEMENTS AND DISCUSSION: None.

10. REPORTS / COMMENTS FROM COMMISSIONERS: None.

11. FUTURE AGENDA ITEMS:

- a. Discuss Replacement of line on Prospect (P-01-06 and P-01-03)
- b. b. Discuss a joint meeting of the Port Costa and Crockett Sanitary Commissions
- c. c. Discuss Transfer Switch installation
- d. Discuss Income Survey information

12. ADJOURNMENT: The meeting was adjourned at 6:40 PM until March 3, 2026.

Respectfully submitted,
Anne Scheer
PCSAN Commissioner