

# **PORT COSTA SANITARY COMMISSION (PCSAN)**

*of the Crockett Community Services District*

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## **MINUTES OF REGULAR MEETING, MARCH 3, 2026.**

1. CALL TO ORDER - ROLL CALL: Chair Surges called the meeting to order at 6:05 PM. Commissioners Cusack, Klaiber, List, Scheer, Surges, and Alternate Vance were present. No one was absent. General Manager Goodman was present from Staff.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None
4. CONSENT CALENDAR: Approved. (Klaiber 1st, Scheer 2<sup>nd</sup>, 5/0)
  - a. Approve PCSAN Minutes of February 3.
  - b. Receive Actions Taken by the Board (February 4 and February 25).
  - c. Receive the Self-Monitoring Report cover letter.
  - d. Receive 2025 Annual eSMR Report cover letter.
  - e. Receive warrant transmittals (February).
  - f. Receive Cash Account Balance.
  - g. Receive 2025 Annual Geotracker Report.
  - h. Receive 2025 Annual Spill Report.
  - i. Receive 2025 Annual Pollution Prevention Plan Report for Port Costa.
5. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None
6. ADMINISTRATIVE:
  - a. DISCUSS TRANSFER SWITCH INSTALLATION: The transfer switch was installed for a cost of \$4,700. It was not tested in place as doing so would require renting a portable high-voltage generator (estimated at \$1,000), a cost which Staff felt should be discussed with the Commissioners.
  - b. DISCUSS INCOME SURVEY INFORMATION: Discussed under 7B.
  - c. DISCUSS AND APPROVE PROGRAMMABLE LOGIC CONTROLLER (PLC) GRANT PROJECT: Staff is obtaining additional quotes for the project. Telstar has submitted a quote of \$43,000, and Frisch is in the process of submitting a quote. This item will move to the next agenda.
  - d. DISCUSS A POTENTIAL DATE FOR A JOINT MEETING WITH CVSAN: This item was discussed briefly, and the Commissioners expressed no interest in combining our meeting with another CVSAN meeting.

7. GRANTS COMMITTEE

- a. UPDATE FROM GRANTS AD HOC COMMITTEE: The Grants committee will be attending the Rodeo/Phillips 66 Community Benefits Agreement meeting on March 19 in Rodeo. There are two potential projects which the committee believes would fit within the guidelines of the grants process - replacement of the 400+ feet of sewer line on Prospect Ave., and an engineering feasibility study to combine and relocate the sewer line on Canyon Lake Drive.
- b. DISCUSS CONDUCTING AN INCOME SURVEY TO DETERMINE IF PORT COSTA QUALIFIES AS A DISADVANTAGED COMMUNITY: Some Federal and State grants require the requesting community to be in a Qualified Disadvantaged Community. Commissioner Surges has been in contact with Contra Costa County staff to obtain information on what a survey would require, but it seems likely that there would be a mailed survey first, then a follow-up phone call, then perhaps an actual home visit. This item was moved to a future agenda.

8. BUDGET AND FINANCE:

- a. REVIEW BUDGET SCHEDULE FOR 2026: It is a goal of Staff to decrease the number of meetings to reduce staffing expenses in the budget. A meeting will be held on April 3 when the preliminary budget is presented, and the Commissioners of all departments are encouraged to attend. Sewer use charges will be discussed with the projected budget. The audit of the 2023 budget is in process, and there will be a contract by the end of March for the 2024 audit.

9. REPORT OF DEPARTMENT MANAGER:

- a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS. (SEE MAY & JUNE MANAGER REPORTS): A Volunteer form is now in use and includes a hold harmless clause and a directive of no herbicide use. PGE is shutting power down on Reservoir Street next week, but this temporary work should not affect Treatment Plant operations.
- b. GOVERNMENTAL MATTERS: There is a 6-question survey on the CCSD website regarding the recreation tax paid by Crockett and Port Costa residents. Commissioner Klaiber questioned the necessity of Port Costa paying this tax, and GM Goodman responded that she would look into the matter and report back to the Commissioners.
- c. ANNOUNCEMENTS AND DISCUSSION: At the recent CCSD Board meeting, a change was made to have the District Secretary report directly to the GM.

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. Feasibility Study for Canyon Lake Drive sewer line replacement
- c. PLC Grant project estimates

12. ADJOURNMENT: The meeting was adjourned at 6:48 PM until April 6, 2026.

Respectfully submitted,  
Anne Scheer  
PCSAN Commissioner