

PORT COSTA SANITARY COMMISSION

AGENDA FOR TUESDAY, DECEMBER 2, 2025

TIME: 6:00 PM - REGULAR MEETING

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

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

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 November 4.
 - b. Receive Actions Taken by the Board (November 19).
 - c. Receive the Self-Monitoring Report cover letter.
 - d. Receive warrant transmittals (November).
 - e. Receive Cash Account Balance.
5. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR.
6. ADMINISTRATIVE:
 - a. Election of Officers.
 - b. Consider the Meeting and Holiday Schedule for 2026 and determine if the January meeting should be skipped.
 - c. Update from Grant Committee.
7. BUDGET AND FINANCE:
8. 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.
9. REPORTS/COMMENTS FROM COMMISSIONERS:
(These items are typically for the exchange of information only. No action will be taken at this time.)
10. FUTURE AGENDA ITEMS
 - a. Replacement of a line segment on Prospect (P-01-06 and P-01-03)
11. ADJOURNMENT: until January 6, 2025.

You will find the Minutes of this meeting posted on our website at 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, 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, NOVEMBER 4, 2025.

1. CALL TO ORDER - ROLL CALL: Chair Surges called the meeting to order at 6:04 PM. Commissioners Cusack, Klaiber, List, Scheer, and Surges were present. Alternate Vance was present. Staff present included General Manager (GM) Goodman and Sanitary Department Manager (SDM) Barnhill. Director Mackenzie was present.
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, Cusack 2nd, 5/0)
 - a. APPROVE PCSAN MINUTES OF SEPTEMBER 2, 2025.
 - b. RECEIVE ACTIONS TAKEN BY THE BOARD FOR SEPTEMBER 23 AND OCTOBER 22, 2025.
 - c. RECEIVE THE SELF-MONITORING REPORT COVER LETTER FOR AUGUST AND SEPTEMBER 2025: ITEM C: The exceedance noted in the monitoring report was due to a stripped valve at the Water Treatment Plant (WTP), and there is a possibility that PCSAN could be fined for the exceedance. SDM Barnhill reported that the Operator noticed the issue with the valve but did not follow through with the stated procedures to notify PCSAN.
 - d. RECEIVE WARRANT TRANSMITTALS (AUGUST, SEPTEMBER, AND OCTOBER 2025).
5. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: NONE
6. ADMINISTRATIVE:
 - a. DISCUSS AND APPROVE THE REPAIR OF A LINE SEGMENT ON PROSPECT (P-01-06 AND P-01-03): The spill at 23 Prospect on September 30 was discussed as information as to the necessity of replacing the line P-01-06 and P-01-03 (see Manager's report item 8A). Staff have requested that item 6A be placed on the agenda for the December 2 meeting.
 - b. DISCUSS THE MEETING SCHEDULE FOR 2026: The meeting schedule for 2026 was discussed, and it was agreed that the meetings could be held every other month, with further agreement that meetings could be added as needed with sufficient notice to the public. The calendar (page 6.b-2) was accepted, noting that the new schedule would start January 6, 2025.
 - c. UPDATE FROM GRANT COMMITTEE: Commissioner List reported that he and Commissioners Cusack and Scheer attended the recent Grant Writing course presented by Supervisor Scales-Preston on October 28, 2025, at the Crockett Community Center. GM Goodman stated that the recent grant application for a new Programmable Logic Controller (PLC) for the treatment plant would be reviewed at the

4.a

Crockett Community Foundation meeting on November 6, 2025, and she would like representation from the Commissioners to be present. Commissioner Scheer stated she would be attending.

- d. DISCUSS THE ROLE OF PCSAN: Removed from agenda
- e. DISCUSS PUBLIC MEETINGS WITHOUT DISTRICT REPRESENTATION PRESENT: Director Mackenzie discussed the possibility of having PCSAN meetings without District staff in attendance, as Port Costa residents were constantly looking for ways to reduce administrative fees. GM Goodman stated that legal counsel was consulted and advised that at least one staff person should always attend the public meetings. She further stated that she feels it is necessary for both the GM and SDM to attend all scheduled meetings to fully represent the various activities undertaken by each of them (budgeting and operations).

7. BUDGET AND FINANCE:

- a. DISCUSS PCSAN QUARTERLY BUDGET REPORT FOR Q1 (JULY – SEPTEMBER) FOR FISCAL YEAR 2025/26. The new report was reviewed, and an error on page 7, a-2 was corrected - the final column “Percent Spent” should read “Percent Remaining”. GM Goodman noted that there will be an income addition to the report, including investment numbers. She stated that Commissioners can request any additions to the report via email. She reported that CCSD was currently updating the volunteer form, which could allow for a volunteer activity to clean up around the WTP.

8. REPORT OF DEPARTMENT MANAGER:

- a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS. (SEE MAY & JUNE MANAGER REPORTS): SDM Barnhill reported that the valve in the sand bed is now being dug up and will be replaced ASAP. The scum layer was removed from the tank at the end of September.
- b. GOVERNMENTAL MATTERS: None
- c. ANNOUNCEMENTS AND DISCUSSION: None.

9. REPORTS / COMMENTS FROM COMMISSIONERS: Meet and Greet Friday 11/7/2025, with Assembly District 15 Anamarie Avila Farias at Calaca Coffee in Crockett.

10. FUTURE AGENDA ITEMS:

- a. Election for Officers.
- b. Discuss Replacement of line P-01-06 and P-01-03

11. ADJOURNMENT: The meeting was adjourned at 7:21 PM until December 2, 2025.

Respectfully submitted,
Anne Scheer
PCSAN Commissioner

CROCKETT COMMUNITY SERVICES DISTRICT

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

Telephone (510) 787-2992

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

website: 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 NOVEMBER 19, 2025**

The following items are abbreviated summaries of administrative actions taken by the Board at the meeting of November 19. The detailed meeting minutes will be presented to the Board for approval on December 17.

Visit the November 19 agenda page online for a copy of the agenda and supporting documents.

<https://www.town.crockett.ca.us/2025-11-19-board-meeting>

CLOSED SESSION: NO REPORTABLE ACTIONS WERE MADE.

- 3.a Conference with Legal Counsel - anticipated litigation pursuant to paragraph (4) of subdivision (d) of California Government Code Section 54956.9.

ADMINISTRATION:

- a. Discuss and approve the quote for capital improvement air compressors for the Crockett Main Pump Station. **There was a consensus to approve the General Manager to move forward with the contract for urgent repairs.**
- b. Discuss and approve the quote for capital improvement garage doors for 1 Rolph Park Drive Sanitary Department offices. **The item was carried to a future meeting.**
- c. Discuss potential consolidation of and organizational changes at the District to streamline the governance of the District. **The Board discussed the possibility of merging select commissions to improve the efficiency of meetings and Staff time. The item was carried to a future meeting.**
- d. Consider dissolving the standing Personnel Committee and Budget & Finance Committee. **The Board dissolved the Personnel Committee because it had outgrown its purpose.**
- e. Create Ad Hoc General Manager Evaluation Committee to coordinate the annual performance evaluation of the General Manager. **Board President McDonald and Vice President Spinner were appointed to a new Ad Hoc Committee to evaluate the General Manager in 2026.**
- f. Discuss a preliminary Meeting and Holiday schedule for 2026 and direct Staff. **The Board recommended that monthly meetings be scheduled. Staff will work with the Commission Chairs to determine if the following meeting should be canceled as soon as possible.**

October 28, 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 September 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.

In September 2025 the BOD monthly and weekly average limit of 30 mg/L and 45 mg/L, respectively, was exceeded due to a faulty valve. The sample collected on September 2, 2025, had a result of 411 mg/L. In mid-august Bed #2 was rotated to Bed #1, but due to a faulty valve on Bed #2 the valve was not fully closed, and majority of wastewater was still being sent and processed through Bed #2. The valve has since been roughly 90% closed and Bed #1 and Bed #3 will continue to be rotated until the valve to Bed #2 is repaired. Due to the timing in getting the valve 90% closed, resamples were not collected.

The monthly report for September 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

November 28, 2025

William Burrell
Water Resources Control Engineer
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Water Quality Control Board
1515 Clay Street, Suite 1400
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In October 2025 the BOD weekly average limit of 45 mg/L, respectively, was exceeded due to a faulty valve. As reported in the September DMR, in mid-august Bed #2 was rotated to Bed #1, but due to a faulty valve on Bed #2 the valve was not fully closed, and majority of wastewater was still being sent and processed through Bed #2. The valve has since been roughly 90% closed and Bed #1 and Bed #3 will continue to be rotated until the valve to Bed #2 is repaired. The valve repair work began on November 25, 2025.

The original effluent BOD sample collected on October 8, 2025, had a result of 145 mg/L. To lower the monthly average, effluent BOD resamples were collected on October 21, 2025, October 24, 2025, October 27, 2025, and October 30, 2025, and had results of 6.6 mg/L, <5 mg/L (non-detect), 12 mg/L, and <5 mg/L (non-detect), respectively. Per the permit requirements when multiple samples are collected and there is a mixture of detectable and non-detectable values the median value should be used to calculate the monthly average. As such, 6.6 mg/L was reported as the October monthly average in the DMR.

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

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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
1000 - County Operating Funds				
1020 - Fund 3425 - PCSan - O&M				
11/04/2025	Maze & Associates	July (Invoice 54254) & September (Invoice 54374) Accounting Services	331.30	2061
11/04/2025	PG&E	Electric - #2704121327-6	576.32	2062
11/04/2025	Tom Cusack	Ink to Print District Secretary Review	7.72	2063
11/04/2025	APB GENERAL ENGINEERING	Provided Laborers & Equipment with Sewage Containment	5,616.00	2064
11/04/2025	L.R. PAULSELL CONSULTING	Sewer Cleaning on 10/9/25 - Invoice PCSD 25-15	930.00	2065
11/04/2025	Restoration Management Company	Spill Remediation 25-2 at 23 Prospect - Invoice 300968	2,398.64	2066
11/04/2025	Natural System Utilities - CA Inc.	Professional Services - Invoice 0001147102	2,289.88	2067
11/04/2025	Sierra Chemical Company	Multichlor, Sodium Hypochlorite - Invoice 158794	1,254.11	2068
11/04/2025	U.S. BANK	Various - #486691455538450 (August - October 2025)	235.38	2069
11/04/2025	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #59 - Split	1,979.57	2070
Total 1020 - Fund 3425 - PCSan - O&M			15,618.92	
Total 1000 - County Operating Funds			15,618.92	
TOTAL			15,618.92	


11/3/25

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>
1000 - County Operating Funds				
1020 - Fund 3425 - PCSan - O&M				
11/17/2025	CALIFORNIA SPECIAL DISTRICTS ASSOCIATION	Jan-Dec 2026 Annual Membership dues	391.82	2071
11/17/2025	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 62, split	553.60	2072
11/19/2025	Sierra Chemical Company	Multichlor, Sodium Hypochlorite - Invoices 158147 & 157804	2,481.46	2073
11/19/2025	CONTRA COSTA COUNTY TREASURER	Calpers - October 2025	744.02	2074
11/19/2025	Natural System Utilities - CA Inc.	Wastewater Plant Operations - Invoice 0001149427	6,722.33	2075
Total 1020 - Fund 3425 - PCSan - O&M			<u>10,893.23</u>	
Total 1000 - County Operating Funds			<u>10,893.23</u>	
TOTAL			<u>10,893.23</u>	


 11/17/25

Trial Balance

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 11/25/2025 12:52 PM

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	375,304.20	277,227.70	98,076.50
0530:WARRANTS PAYABLE	0.00	131,486.39	146,406.26	(14,919.87)
Total	0.00	506,790.59	423,633.96	83,156.63

MEETING SCHEDULES/HOLIDAYS FOR 2026

<i>Commission</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>June</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
Recreation (6 pm) 1st Mon REC	5	2	2	6	4	1	6		14***	5	2	7
Port Costa Sanitary (6 PM) 1st Tue	6	3	3	7	5	2	7	4	1	6	3	1
Police Liaison (7 PM) 2nd Tue (Committee)	13	10	10	14	12	9	14		8	13	10	8
Lighting & Landscaping (7 PM) 3rd Tue	20	17	17	21	19	16	21	18	15	20	17	15
Crockett Sanitary (4 PM) 3rd Wed	21	18	18	15	20	17	15	19	16	21	18***	9**
District Board (7 PM) 4th Wed	28	25	25	22	27	24	22	26	23	28	18**	16**

Holidays - Offices are closed.

New Year's (Thu)	1											
Martin Luther King (Mon)	19											
Presidents' Day (Mon)		16										
Cesar Chavez Day (Tue)			31									
Memorial Day (Mon)					25							
Juneteenth (Fri)						19						
Independence Day (Sat) Observed (Fri)							3*					
Labor Day (Mon)									7			
Veterans Day (Wed)											11	
Thanksgiving Day (Thu & Fri)											26/27	
Christmas Day (Fri)												25

* Observed
 ** One Week Early
 *** One Week Later

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
website: www.town.crockett.ca.us

TO: Commissioners / Board of Directors
FROM: General Manager / Sanitary Department Manager
SUBJECT: Port Costa Sanitary Department Managers Report
DATE: November 25, 2025

The Port Costa Sanitary Department Managers Report highlights items of interest that occurred between October 31, 2025 and November 25, 2025.

Operation and Maintenance

- There were no reports of Sanitary Sewer Spills (as of 1630, 25 Nov 2025).
- Weeding in sand beds of treatment plant, ongoing.
- There were no reported issues at the Septic Site.
- There was repeated notifications from PGE of power outages at the treatment plant location. There was no outage detected by the treatment plant alarm system.
- Sand Bed Valve replacement for Bed #1
 - Valves are being installed as of 11/25/2025 on the sand bed dosing headers.
- BOD weekly average exceedance in October, directly related to the prior reported valve failure.

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