

# PORT COSTA SANITARY COMMISSION

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## AGENDA FOR TUESDAY, MARCH 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 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.
6. ADMINISTRATIVE:
  - a. Discuss Transfer Switch installation.
  - b. Discuss Income Survey information.
  - c. Discuss and approve Programmable Logic Controller (PLC) grant project.
  - d. Discuss a potential date for a joint meeting with CVSAN.
7. GRANTS COMMITTEE
  - a. Update from Grants Ad Hoc Committee.
  - b. Discuss conducting an income survey to determine if Port Costa qualifies as a disadvantaged community.
8. BUDGET AND FINANCE:
  - a. Update on District financial matters.
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 April 7, 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

## For Review

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

### 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 2<sup>nd</sup>, 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: None.
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 process of obtaining an additional quote for the project. Commissioner Klaiber gave the Grant Committee an announcement from Contra Costa County in regards to 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 Assembly Member 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

**4.a**

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:

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. Discuss a joint meeting of the Port Costa and Crockett Sanitary Commissions
- 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

# CROCKETT COMMUNITY SERVICES DISTRICT

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TO: Board, Commissioners, Committees, Staff, and Members of the Public  
FROM: District Secretary  
SUBJECT: **Actions Taken by the Board on February 4, 2026, Special Meeting**

The following items are abbreviated summaries of administrative actions taken by the Board at the meeting of February 4. The detailed meeting minutes will be presented to the Board for approval on February 25, 2026.

Visit the February 4 agenda page online for a copy of the agenda and supporting documents.

<https://www.town.crockett.ca.us/2025-02-04-board-meeting>

## CLOSED SESSION

- a. CONFERENCE WITH LEGAL COUNSEL - anticipated litigation pursuant to paragraph (4) of subdivision (d) of California Government Code Section 54956.9. – **No reportable actions.**
- b. PUBLIC EMPLOYMENT - Public Employment: General Manager. Pursuant to Government Code Section 54957.6. – **Carried to next meeting.**

## RESIGNATIONS:

- Diana Cantu-Reyna was thanked for her contributions to the Crockett Police Liaison Committee.
- D’Arcy Trask was thanked for his contributions to the Crockett Sanitary Commission.

## ADMINISTRATION:

- b. Approve Salary Schedule to meet January 2026 requirements. – **Approved.**
- c. Approve capital purchase for a backup channel grinder at Crockett main pump station. – **Approved.**
- d. Discuss and approve a capital improvement purchase for an emergency battery backup system for the Loring Pump Station. - **Approved**
- e. Discuss capital improvement change order for additional work under the MCC (Master Control Center) project for the EQ MCC – not to exceed \$15,000. – **Approved.**

## OTHER

- Budget & Finance: a. Approve the proposed budget schedule for 2026. **Board members were asked to make every effort to be present for milestone dates to meet the Budget approval deadlines.**
- Department Manager Reports: b District Secretary Report: **In referencing the Records Retention policy, Director Barassi stressed the importance of keeping all reference material for District assets when considering destroying documents past their retention period.**

February 26, 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 January 2026 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 January 2026.

The monthly report for January 2026 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 30, 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 Annual Report Submittal for 2025 for Crockett Community Services District (CCSD) WWTP Port Costa, CA**

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In July 2025, the facility exceeded the Enterococci 10% monthly limit of 1,000 CFU/100mL. The highest result received for the month was 9,208 CFU/100mL. The cause of this exceedance was due to operator error. The sample was collected from the wrong sample point which did not allow for proper contact time. Operator training was completed, and sample points were reviewed. The samples collected for the remainder of the month were in compliance.

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. Following this event the valve was roughly 90% closed and Bed #1 and Bed #3 were rotated until the valve to Bed #2 was repaired. Due to the timing in getting the valve 90% closed, resamples were not collected during the month.

In October 2025 the BOD weekly average limit of 45 mg/L was exceeded due to a faulty valve, as reported above. 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 valve repair work began on November 25, 2025.

The annual report for 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**

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** 02/24/2026 12:51 PM

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	228,074.38	639,103.42	684,535.13	182,642.67
0530:WARRANTS PAYABLE	(1,003.20)	218,780.92	233,723.98	(15,946.26)
<b>Total</b>	<b>227,071.18</b>	<b>857,884.34</b>	<b>918,259.11</b>	<b>166,696.41</b>



# CROCKETT COMMUNITY SERVICES DISTRICT

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

TO: Board of Directors

FROM: Sanitary Department Manager (SDM)

SUBJECT: Annual Report of Sanitary Sewer System Spills for Calendar Year 2025

DATE: February 19, 2026

The purpose of this memo is to provide a summary of the Sanitary Sewer System Spills that occurred in sanitary sewer systems of the Crockett Community Services District (District) during Calendar Year 2025. The District operates two separate collection systems serving the communities of Crockett and Port Costa.

On October 3, 2012, the San Francisco Bay Regional Water Quality Control Board (RWQCB) issued a letter discontinuing the requirement to submit annual spill reports to the RWQCB. Staff continued to update its respective Commissions and the District Board on spills that occurred from its collection system and report individual spills through the State's California Integrated Water Quality System (CIWQS). In 2023, State Water Resources Control Board issued Order WQ 2022-0103-DWQ which among other items, redesignated Sanitary Sewer Overflow (SSO) to Sanitary Sewer Spill (spill). The Order also added Category 4 which will include private lateral Spills moving forward.

- CATEGORY 1 = Any spill volume introduced to surface water. Any spill discharged to a storm collection system and not recovered.
- CATEGORY 2 = Any spill exceeding 1000 gallons that does not discharge to surface water. Any spill from a private lateral exceeding 1000 gallons, caused by sanitary sewer system.
- CATEGORY 3 = A spill equal or greater than 50 gallons and less than 1000 gallons that does not discharge to surface water. Any spill 50-1000 gallons from a private lateral, caused by sanitary sewer system.
- CATEGORY 4 = Any spill less than 50 gallons, caused by sanitary sewer system, that does not discharge to surface water. Any spill, caused by sanitary sewer system, of less than 50 gallons that spills from a private lateral.

The District is encouraged to report, under the Order, any spills that occur from private sewer service laterals within the Crockett Community Services District jurisdiction that were caused by conditions in privately-owned laterals and private Sanitary Sewer Systems. Property owners are responsible for the condition and the operation of those sewer service laterals, but the District may intervene if owners do not effectively address their lateral or system.

**Number and Size of Spills**

There was a total of three (3) spills for the reporting period. All Spills were gravity sewer overflows in Crockett. There were two spills in Port Costa. All spills were associated with dry weather conditions. Details of the spills are shown below.

	Volume (gallons)	Event Type	Cause
Crockett - Segment S-11-01 to S-01-11	81	Cat 3	Debris
Port Costa - Segment P-00-06 to P-00-05	15	Cat 4	Wipes
Port Costa - Segment P-01-05 to P-01-03	40	Cat 4	Roots
SIMULATED SPILL – Mandatory training (Simulation performed by CSD & LRP)	50	Cat 4	Blockage

**Location of Spills**

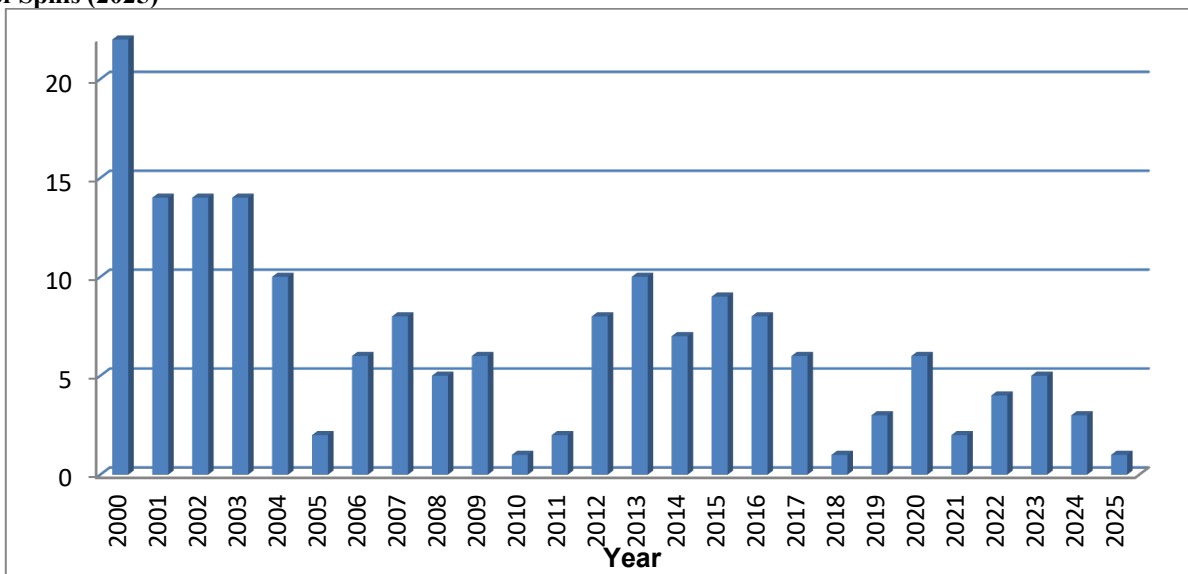
Crockett and Port Costa are small communities in Contra Costa County located along the Carquinez Strait. There is no predominant location where Spills tend to occur. During this period Spill incidents occurred in three unrelated sanitary sewer locations.

**Spill Trends**

The following charts will compare data for the current reporting period with previous reporting periods for the Crockett and Port Costa Sanitary Departments.

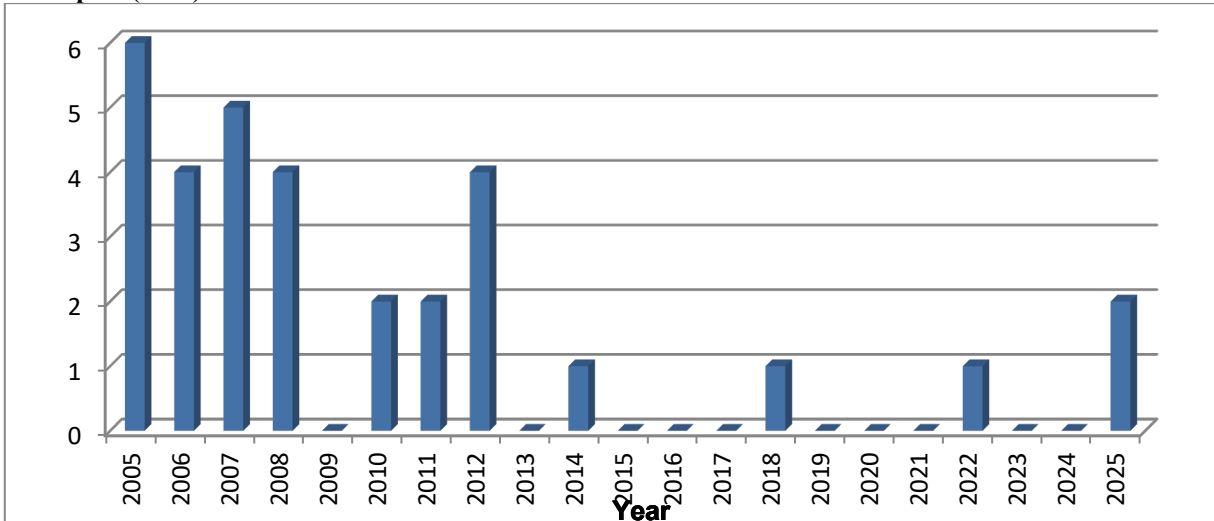
CROCKETT SANITARY DEPT.

# of Spills (2025)



## PORT COSTA SANITARY DEPT.

# of Spills (2025)



Jurisdiction over the Port Costa collection system passed to Crockett CSD in May, 2008, and this summary report includes records from the former permit holder, Contra Costa County Sanitation District #5 without being able to verify their accuracy and completeness regarding Spills that have occurred before that transition of authority.

### Summary

The District's Sewer System Management Plan (SSMP) includes a District goal to minimize the frequency and duration of spills, including implementing regular, proactive maintenance of the system to remove issues that may cause sewer backups or spills. The District's SSMP was last updated May 31, 2023. The SSMP was audited on August 2, 2025. A full update based on the audit findings is in process. The LRO shall submit the audit report to CIWQS within six (6) months after the SSMP audit is completed. Staff continue to use data collected from spills and regular CCTV to revise maintenance cleaning schedules and to update sewer repair priorities.

The Federal Clean Water Act largely prohibits any discharge of pollutants from a point source to the waters of the United States except as authorized under an NPDES permit. The State Regional Water Quality Control Board (SRWQB) enforces the Statewide General Waste Discharge Requirements (WDR) as authorized by California Water Code sections 13263, 13050, and others.

# CROCKETT COMMUNITY SERVICES DISTRICT

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

February 16, 2026

Executive Officer  
Attn: William Burrell  
California Regional Water Quality Control Board  
San Francisco Bay Region  
1515 Clay Street, Suite 1400  
Oakland, CA 94612

RE: 2025 Pollution Prevention Plan Annual Report  
Port Costa Sanitary Department of the Crockett Community Services District

Dear Mr. Burrell:

Attached is the Crockett Community Services District Port Costa Sanitary Department Pollution Prevention Plan report, a part of the Pollutant Minimization Program (PMP). This cover letter, report, collection system cleaning summary, and 2025 District newsletter have been submitted to CIWQS. The documents were prepared in accordance with the requirements presented in our NPDES permit CA0037885, Board Order R2-2024-0009, effective August 2, 2024.

The District suspended the Household Hazardous Waste (HHW) collection due to health exposure, risk of injury, and limited staff resources. Residents were encouraged in the District newsletter to dispose of HHW at the West County HHW Collection Facility in Richmond.

If you have questions about the attached document or need any additional information I can be reached at (510) 787-2992 or via email at [jbarnhill@town.crockett.ca.us](mailto:jbarnhill@town.crockett.ca.us) cc [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)

Sincerely,

James Barnhill  
Sanitary Department Manager  
Crockett Community Services District

CROCKETT COMMUNITY SERVICES DISTRICT  
POLLUTION PREVENTION PLAN ANNUAL REPORT

2025

Port Costa Sanitary Department

I. INTRODUCTION & PURPOSE

This annual Pollution Prevention Plan report covers efforts of the Port Costa Sanitary Department to minimize the intrusion of certain waste into the Port Costa sewer system for the protection of our environment. Pollution prevention activities are intended to target specific pollutants of concern.

“Program of waste minimization and pollution prevention actions that include, but are not limited to, product substitution, waste stream recycling, alternative waste management methods, and education of the public and businesses. The goal of a Pollutant Minimization Program is to reduce all potential sources of a priority pollutant through pollutant minimization (control) strategies, including pollution prevention measures as appropriate, to maintain the effluent concentration at or below the water quality-based effluent limitation. Pollution prevention measures may be particularly appropriate for persistent bioaccumulative priority pollutants where there is evidence that beneficial uses are being impacted. Cost effectiveness may be considered when establishing the requirements of a Pollutant Minimization Program. The completion and implementation of a Pollution Prevention Plan, if required pursuant to Water Code section 13263.3(d), is considered to fulfill the Pollutant Minimization Program requirements.”

*(Ref. R2-2024-0009 – A-5)*

A. GENERAL DESCRIPTION OF THE DISCHARGER

The community of Port Costa is located near the shore of the Carquinez Strait, approximately 1.5 miles East of Crockett. Port Costa is surrounded by East Bay Regional Park District land. The waterside land is owned by Union Pacific Railroad. Crockett Community Services District (District) is the owner of the Port Costa municipal wastewater Collection System and the Port Costa Wastewater Treatment Plant (WWTP) hereinafter referred to as Plant. The Plant is a Publicly-Owned Treatment Works (POTW) located near the Carquinez Strait at the end of Canyon Lake Drive in Port Costa. The Plant provides secondary treatment of wastewater from domestic, and to a lesser extent, commercial sources within the Port Costa community. There are no industrial dischargers in the service area. The service area population consists of 190 residents based on 2020 census data. In 2025 the Plant had an average daily dry weather flow of 0.009 MGD.

B. OPERATIONAL RESPONSIBILITY

The Legally Responsible Official (LRO) is a required position which must self-report facilities activities, spills, and laboratory results to the California Integrated Water Quality

System Project (CIWQS). The LRO is responsible for authorizing Data Submitters into CIWQS for Port Costa data input. The Sanitary Department Manager (SDM) is the LRO and is an employee of the District. The LRO works with the District General Manager, who is an authorized Data Submitter. The SDM reports on issues which may affect quality or containment of wastewater to the Water Resource Control Engineer who works for California Regional Water Quality Control Board (RWQCB). The SDM utilizes contractors to maintain and repair over one mile of pipe in a gravity collection system. Additionally, contractors maintain and operate the workings of the Wastewater Treatment Plant facilities. The Plant is operated under contract with Natural Systems Utilities (NSU), 1070 Horizon Drive, Fairfield, CA 94533. From January 2025 until February 2025 the Chief Plant Operator (CPO) for the Port Costa Plant was Brandon Jacka. From March 2025 until August 15, 2025 the CPO was Hasani Mason. From August 16, 2025 through December 2025 the CPO is Ryan Robarge. The NSU Data Submitters for the year 2025 have been Brandon Jacka, Lexxi Ruiz, and Rachael O'Reilly. The treatment facilities consist of a septic tank, which provides primary treatment, and the Wastewater Treatment Plant, which accomplishes secondary treatment. Building laterals are privately owned. The private laterals are repaired or replaced under District permit. Private laterals are bound by Ordinance 07-1, which requires a valid Certificate of Compliance at transfer of property ownership.

#### C. SYSTEM OVERVIEW – Private laterals, Collection System, treatment, and discharge

Municipal wastewater is conveyed from buildings, via their privately owned sewer laterals, to the public collection system. The municipal collection system carries untreated wastewater to the septic tank for primary treatment. The primary (partially) treated wastewater flows by gravity from the septic tank to the secondary treatment Plant. The primary treated wastewater enters the Plant wet-well and is then pumped to a dosing structure to be filtered through sand filter beds. From the filter beds, the partially treated wastewater flows over a metering weir, to a disinfection basin. The partially treated wastewater is chlorinated, held in detention in a contact basin, de-chlorinated, and then discharged as fully treated effluent through sampling point EFF-001. The fully treated effluent is released at Discharge Point 001 to a 10-inch outfall pipe which terminates in the Carquinez Strait.

#### D. REGULATORY

The Port Costa Sanitary Department is one of 49 wastewater agencies in the Bay Area Pollution Prevention Group (BAPPG) that work together to coordinate pollution prevention activities. BAPPG submitted its 2025 Annual Report on regional activities on February 11, 2025. The current Order R2-2024-0009 was adopted on June 12, 2024, the Order became effective on August 1, 2024. Order R2-2024-0009, requires that “The Discharger shall continue to improve its existing Pollutant Minimization Program to promote minimization of pollutant loadings to the treatment plant and therefore to the receiving waters.” (Ref 6.3.3.1). Waste discharge requirements for mercury and PCBs limits required by Order R2-2022-0038 are included in the annual report.

## II. WASTEWATER TREATMENT PLANT (PLANT) AND SERVICE AREA

### A. HISTORY AND CONSTITUENTS

Crockett Community Services District acquired ownership of the Port Costa wastewater systems from Contra Costa County in May 2008 and *Contra Costa County Sanitation District #5* was renamed *Port Costa Sanitary Department*. There are 86 connections to the public collection system. The connections are primarily residential except for two restaurants, one hotel, one church, and one non-profit public meeting place.

### B. SYSTEM OPERATION IN MORE DETAIL – Collection and treatment

There are no lift stations in the Port Costa collection system. Wastewater is conveyed by gravity from building laterals through the collection system to a manhole designated as sample point INF-001. The wastewater flows through INF-001 to an 86,000-gallon subterranean septic tank. The septic tank has an operational capacity of 61,000 gallons. The septic tank accomplishes primary treatment (clarification) by sheer capacity and velocity reduction. Three baffle walls ensure entrapment of floating debris, Fats, Oils and Grease (FOG), settleable solids, and help to reduce Total Suspended Solids (TSS). Anaerobic processes contribute to primary treatment in the tank. This primary treatment is necessary to provide clarified wastewater for further treatment downstream for secondary treatment at the Plant.

The partially treated (clarified) wastewater gravitates from the septic tank through a 797 linear foot gravity pipeline for secondary treatment at the Plant wet-well. The partially treated wastewater is pumped from the wet-well to a dosing structure which distributes the water to sand filter beds. The water that drains through the sand filter beds is called filtrate. The filtrate gravitates from the sand filter beds to a filter return chamber. The filter return chamber is adjacent to the wet-well and the chlorination chamber. The filter return chamber splits a portion of the filtrate back into the wet-well where the filtrate comingles with primary influent from the septic tank to be re-pumped to the sand filter beds. The remainder filtrate, that is not split back to the wet-well, flows over the metering weir into the chlorination chamber. The chlorinated water continues through a disinfection tank (commonly known as a contact basin) where it is detained to allow chlorination to take effect. Following detention in the contact basin, the water rises through a de-chlorination chamber, which is designated sample point EFF-001. The chemicals used are Sodium Hypochlorite and Sodium Metabisulfite. The fully treated and dechlorinated effluent is discharged through a submerged 10-inch diameter outfall, which is a ductile iron pipe that terminates approximately 60 feet offshore in the Carquinez Strait.

### C. EVIDENCE OF IMPROVEMENT

In January 2020 the septic tank was fully cleaned and the baffle walls were demolished and replaced by Clean Harbors Environmental Services. 220 tons (440,000 pounds) of dewatered sludge was removed via semi-truck in 19 separate shipments. The waste was accepted for disposal at Potrero Hills Landfill. This maintenance and repair project returned the septic tank to its original operational capacity and capability. Prior to the cleaning, the usable volume of the septic tank was greatly reduced by the mass accumulation of sludge which reduced retention time and allowed inadequately clarified wastewater to pass to the

sand filter beds. Any reduction in performance of septic tank primary treatment will reduce the serviceable lifespan of assets downstream at the Plant and impact the effectiveness of secondary treatment. Loading in the sand filter beds will shorten their service life. Reducing the effectiveness of any part of the treatment process will adversely affect effluent quality which could lead to potential exceedance of Effluent Limitations and accelerate the timeframe for full sand filter replacement or reconstitution.

Effluent Limitation Exceedances per Year

2013	2014	2015	2016	2017	2018	2019	2020	2021	2022	2023	2024	2025
7	4	4	2	8	3	6	0	0	0	2	3	3

Individual effluent limitation exceedances carry a \$3,000 mandatory minimum penalty. Some exceedances are found to have a common cause. In the past the Water Board has applied one minimum penalty to multiple violations where the root cause was determined to be a singular source or event. There were four permit violations in 2025 (three effluent limitation exceedances and one permit violation for incorrect sampling). “In July 2025, the facility exceeded the Enterococci 10% monthly limit of 1,000 CFU/100mL. The highest result received for the month was 9,208 CFU/100mL. The cause of this exceedance was due to operator error. The sample was collected from the wrong sample point which did not allow for proper contact time. Operator training was completed, and sample points were reviewed. The samples collected for the remainder of the month were in compliance”.  
*(Ref. Annual Monitoring Report Submittal for 2025 - cover letter)*

We do not believe the enterococci exceedance are representative of what was actually happening at the plant and the quality of the wastewater effluent. This assessment is based on the fact that a sampling point error occurred.

“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. Following this event the valve was roughly 90% closed and Bed #1 and Bed #3 were rotated until the valve to Bed #2 was repaired. Due to the timing in getting the valve 90% closed, resamples were not collected during the month. In October 2025 the BOD weekly average limit of 45 mg/L was exceeded due to a faulty valve, as reported above. 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 valve repair work began on November 25, 2025”.  
*(Ref. Annual Monitoring Report Submittal for 2025 - cover letter)*

All three BOD exceedances share a common cause and are believed to be the result of a singular failure.

### III. SOURCE WATER

Contra Costa Water District (CCWD) supplies potable water to Port Costa.

### IV. POLLUTANTS OF CONCERN

- A. Pollution prevention efforts focused on Priority "A" Pollutants of Concern:  
The proximity of the active railroad raises concern of airborne contaminants settling within the Plant property, specifically on the sand filter beds.

#### COPPER

Copper was tentatively identified as a possible cause of episodic chronic toxicity to *Echinoderm* and copper may impact ash quality in terms of the California hazardous (Regional Water Quality Control Board) waste criteria, waste extraction test. The most notable source of copper identified by various agency authorities, such as Cal-EPA, is copper sulfate root killer and other herbicides. For this reason, California enacted a sales ban on copper sulfate root killer in 1996. The District forbids any use of chemicals by its contractors for root abatement. The greatest threat of exceedance would be from runoff, or ground water entering the collection system. The RWQCB has placed copper on the 303(d) List of Impaired Waters of the Clean Water Act, which may mean more stringent discharge limits in the future. Table 4 Effluent Limitations: Average Monthly is 55 µg/L, Maximum Daily is 120 µg/L. In 2025 Copper was detected at Effluent Location 001 (EFF-001). 12 µg/L, 10 µg/L, 13 µg/L and 25 µg/L. Annual average is 15 µg/L.

#### CYANIDE

Cyanide is a carbon-nitrogen chemical. Discharges of cyanide generally originate from metal finishing industries, iron and sheet mills, organic chemical industries, and cyanide waste in landfills. None of these industries are known to exist within Port Costa. According to published data, cyanide is a potential byproduct of the disinfection process through chlorine used at the Plant. Its presence has been associated with interference from salt. Other potential sources of cyanide are car emissions and pesticides. Although the District does not have the ability to monitor every connection, there is a public campaign to control pollutant discharge. Table 4 Effluent Limitations: Average Monthly is 21 µg/L, Maximum Daily is 42 µg/L. In 2025 Cyanide µg/L was detected at Influent Location 001 (INF-001). 1.1 µg/L, 1 µg/L, 2 µg/L, and 2 µg/L. The annual average is 1.5 µg/L.

#### MERCURY

Commonly identified sources of mercury include hospitals, veterinary clinics, schools of higher learning, biological and pharmaceutical laboratories, none of which are located within the District. All other sources of mercury apply to solid waste and include fluorescent tubes, thermometers, thermostats, and other miscellaneous items. The district focuses on the residential population through a public awareness campaign and an exchange program for mercury thermometers. The discharge standard is low, which creates the possibility of exceeding the Average Monthly effluent limit of 0.066 µg/L and an Average Weekly limitation of 0.072 µg/L. The sensitivity of the effluent limitations creates the possibility of false readings due to background contamination. The RWQCB

has placed mercury on the 303(d) list, which may mean more stringent limits in the future. In April 2025 the Mercury result was 0.0036 µg/L.

### PCB's

Polychlorinated biphenyls (PCB's) are highly carcinogenic chemical compounds. PCB's were used in industrial and consumer products such as carbonless paper, heat transfer fluids, dielectric and coolant fluid used in electrical equipment. PCB's were banned in the United States in the 1979 Toxic Substances Control Act. California Regional Water Control Board SF Bay Region issued the latest Order R2-2022-0038 which imposes limitations on Port Costa effluent. The Average Monthly Effluent Limit is 0.012 µg/L and the Maximum Daily Effluent Limit is 0.017 µg/L. Testing for PCB's occurs once per permit cycle.

### LEAD

Lead may exist in the Port Costa environment in significant quantities, potentially both in the soil and the air around the old port where the Plant is located. It is possible for lead contaminated dust to settle in the sand filter beds.

- B. Priority "B" Pollutants of Concern are also targeted for prevention activities:

### SETTLABLE SOLIDS

Inorganic matter (grit) carried through the sewer system can damage assets at the Plant. Such material may reduce reliability and impair the performance of retention time, pumps, motors. Impaired performance creates the possibility of exceeding limitations for water or air quality. The septic tank is designed to capture settleable solids. Bulk solids were completely removed in 2020 as mentioned earlier in *II c. Evident Improvements*. The septic tank bottom is measured for solids on a regular basis.

### FATS, OILS AND GREASE (FOG)

Household and restaurant FOG can clog sewer lines and carry through the municipal sewer system to the septic tank. Sanitary Sewer Spills (Spill) can result from FOG blockages in private laterals and the collection system. Cleaning and disposal costs increase with the introduction of FOG to the system. The scum layer, which comprises FOG and other floating debris, is captured primarily in the first chamber of the septic tank. The goal is to minimize carryover contamination of the septic tank chambers to prevent carryover to secondary treatment at the Plant. The scum layer is regularly measured by the contract operators. The scum layer is periodically removed using vacuum truck. The typical frequency of scum removal is twice per year, once prior to and once following wet weather season. The District follows recommendation of the contract operators to determine the most efficient timing to remove the scum layer. Based on observations, the scum layer was removed once in 2025, on October 16, 2025, by West County Wastewater District (WCWD). This septage was accepted by WCWD for disposal.

## V. SLUDGE and BIOSOLIDS MANAGEMENT PRACTICES

The sludge levels settled at the bottom of the septic tank are regularly profiled by the contract operators. A licensed private Class A hazardous waste transporter removes the sludge and biosolids directly from the septic tank when needed. The transport contractor handles and conveys the waste for disposal. Bulk solids, including dewatered sludge, were completely removed in 2020 as mentioned earlier in *II c. Evident Improvements* and in *section IV B*.

## VI. REHABILITATION ELEMENT

The District's sewer pipe inventory and associated rehabilitation activities are discussed in the District's Sanitary Sewer Management Program (SSMP). The entire system (7,108 linear feet) was smoke tested in 2020. The testing garnered some valuable information, findings on the collection system were inspected by CCTV in 2023 and found to be non-issue. Throughout 2025 the District has continued inspection and made priority repairs as needed.

Benefits of the system rehabilitation program include:

- Enhanced system reliability
- Reduction and elimination of sewer overflows
- Reduction of grit entering the system, including possible pollutants
- Reduction of I&I to the system, including possible pollutants
- Enhanced performance of the Plant through reduction in hydraulic loading
- Enhanced performance of the Plant through a reduction in chemical use

## VII. ACTIVITIES IN 2025

### A. TELEVISED INSPECTION PROGRAM (CCTV)

The Port Costa Collection System contains 7,108 linear feet of gravity sewers. CCTV inspection is progressing with multiple lines inspected and a developing plan to completely inspect the entire collection system to identify and rehabilitate found defects. Rehabilitation will be ongoing as defects are found. 1,132 linear feet (16%) of the Collection System was CCTV'd in 2025. CCTV work is ongoing and prioritized segments will be targeted for adjusted frequency of cleaning or repair. CCTV is being scheduled for the total system as funding allows.

### B. FLOW METERING & DATA ANALYSIS

Effluent flow is metered at the splitter box metering weir at the Plant. The meter registers flow when the water level in the splitter box flows over the 90° metering weir into the chlorination chamber. The flow data is analyzed to establish baseline flows and to quantify the impacts of inflow/infiltration.

### C. CONSTRUCTION PROJECTS

There were 2 repairs of main sewer lines in 2025 totaling 17.5 linear feet equaling 0.25% of the collection system.

### D. LATERAL INSPECTIONS

District Ordinance 07-1 requires inspection of building sewers at the time of property sale. Any repair or replacement must be permitted and receive a Certificate of Compliance. Permits and Certificates of Compliance are issued by the District. Six properties sold in 2025. Two permits and five certificates of compliance were issued in 2025. One building is known to have transferred ownership in 2025 that had a valid Certificate of Compliance at time of sale. One building is in process for review in accordance with Ordinance 07-1.

## VIII. PREVENTIVE MAINTENANCE ELEMENT

The Department places a strong emphasis on preventive maintenance. This program places sewer segments on a routine cleaning schedule most appropriate for each line. The benefits of preventive maintenance include:

- Early detection of defects to prevent Sanitary Sewer Spills and reduce I&I
- Enhanced system reliability
- Reduction and elimination of sewer overflows
- Removal of grit and debris from the system, including possible pollutants
- Enhanced performance of the Plant through improved primary treatment
- Maximum cost-effectiveness of environmental protection measures

Activities during the year included:

### A. SEWER MAINTENANCE PROGRAM

Port Costa sewer segments are regularly maintained. Sewer segments are scheduled by the SDM using ICOM, which is the Districts Computerized Maintenance Management System (CMMS). Work orders are developed and issued monthly. 10,353 linear feet of sewer were cleaned by hydro jetting in 2025.

### B. PLANT MAINTENANCE PROGRAM

Treatment facilities receive weekly maintenance. Repairs and capital improvements are made as needed for system enhancement and reliability. Observation and measurement of floating debris and FOG (scum layer) in the septic tank is a regular activity. The scum layer is routinely removed by vacuum truck. This prevents damage to downstream assets. On March 28, 2025, the emergency generator coolant system was fully serviced; all hoses, thermostat, radiator cap, belt, and the starter battery were replaced. The emergency generator is automatically exercised weekly. The generator receives annual maintenance which includes oil, filter, battery, and load bank service in preparation for wet-weather season. This full maintenance was performed in July 31, 2025. The next generator maintenance is scheduled for Monday July 13, 2026.

### C. SANITARY SEWER MANAGEMENT PROGRAM (SSMP)

The District adopted the SSMP in 2008. The goal of the SSMP is to improve the decision-making processes of system management, achieve maximum reliability and cost effectiveness. The SSMP was audited on August 2, 2025. A full update based on the audit findings is in process.

## IX. COMMUNITY OUTREACH ELEMENT

The District has a community outreach program within our service area to advise the public of ways they can help us in reducing pollutants discharged to the Carquinez Strait. This is primarily accomplished with an article included in the District annual newsletter. Previously, the District provided public assistance by collecting Household Hazardous Waste (HHW) of various kinds for safe disposal. The collection component of HHW was put on indefinite hold due to health exposure risks and limited staff resources. Port Costa is a small community, so word of mouth and community postings can be effective means of public outreach. The Port Costa Sanitary Commissioners actively discuss sanitary department related subjects with the residents of Port Costa.

### A. WEBSITE     [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

The District uses its website to share information with the public.

### B. NEWSLETTER

The District published and mailed the annual newsletter in May 2025 along with Proposition 218 Notice of Sewer Use Charge (SUC) increase. The annual SUC rate increased from the 2024 rate of \$2,345 per single family residence and apartment to \$2,612. Commercial and Mixed-use customers incurred the minimum of \$2,612 per unit plus a use rate of \$47.01 per 100 cubic feet over the annual average consumption of 4989 cubic feet.

### C. THERMOMETER EXCHANGE

The District's mercury thermometer exchange program was not offered following the outset of the Covid-19 Pandemic. This program continues to remain on hold to limit health exposure to Staff and the public. The District encouraged residents to dispose of HHW, including waste containing mercury at the West County HHW facility in the District's annual newsletter.

### D. HOUSEHOLD HAZARDOUS WASTE

A hazardous waste program was developed for the District in 2012 to dispose of batteries, mercury devices, and electronic waste. The program was put on hold due to the Covid-19 Pandemic. This program continues to remain on hold to limit the concentrated exposure of potential health and safety hazards to the District employees. Therefore, Household Waste was not received or disposed of by the District employees in 2025. The District website directs residents to dispose of Household Hazardous waste at the West County HHW facility in Richmond CA.  
[www.town.crockett.ca.us/pollution-prevention-program](http://www.town.crockett.ca.us/pollution-prevention-program).

## X. RESEARCH ELEMENT

In December 2016 the Port Costa Sanitary Department received a completed Effluent Treatment and Disposal Alternative study which was developed by Larry Walker Associates (LWA). The study contained five alternatives to be considered by the District. In January 2017, the Port Costa Sanitary Commission directed staff to focus on Alternative #1, which is to Maintain Existing Plant. The Port Costa Sanitary Department plans to estimate refurbishment costs to maintain the Plant to continue the current operation. District staff discuss potential alternatives, the options proposed by LWA remain open for consideration if Alternative #1 fails to remain viable. In 2025 District staff and Port Costa Commissioners spent time researching grant funding options and successfully secured a grant to fund a PLC upgrade. Staff is working with Vivian Housen the District's Engineer of Record for a cost estimate to re-align major segments of the collection system.

## XI. NETWORKING ELEMENT

Staff attended the in-person California Special Districts Association (CSDA) Annual Conference in September 2025. Staff also attended virtual workshops and meetings throughout 2025.

## XII. PLANNING AND REPORTING ELEMENT

A. PLANNING – CCTV planning and implementation is ongoing. Cost estimate for feasibility study for a major re-alignment is in process. This cost estimate will be reviewed by the Port Costa Sanitary Commission and the District Board to determine if such a project is financially attainable.

B. REPORTING – No activities this year.

## XIII. COMMITMENT OF RESOURCES

The District attempts to minimize expenditure to the ratepayers in the public interest. Financing options are limited. The Department employs a manager (LRO) and utilizes contractors for maintenance and operation of the facilities. The District plans to continue its focus on infrastructure maintenance, upgrades, and targeted I&I reduction. The focus is to complete CCTV, prevent sewer Spills, and make timely repairs when defects are found.

## XIV. EVALUATION OF EFFECTIVENESS

The limited size of the Department's service area (86 connections) and the lack of industrial customers suggest that source control efforts will have little measurable impact on pollutants entering the sewer system. There has been no significant development in Port Costa. Under the circumstances, it will be difficult to quantify the effectiveness of our PMP. Annual variations in rainfall may mask any successes in I&I or sludge reduction.

We are unable to measure the effectiveness of our website. We have no evidence that the website generated inquiries regarding pollution prevention. We cannot determine whether the website has generated additional drop-offs of household hazardous waste at the West County HHW facility in Richmond or elsewhere. Establishing criteria to evaluate the

effectiveness of our PMP in our service area may or may not yield measurable results and would incur significant costs to the residents. It seems unlikely that any actions the District might undertake would yield a quantifiable decrease in pollutants found in the effluent from the treatment plant. The quantifiable evidence of our effectiveness is in the lower levels of measured influent. Work to identify I&I sources will continue to be ongoing.

#### XV. CONTINUATION OF THE PMP WITH PROPOSED CHANGES

The Port Costa Sanitary Department will continue to fulfill requirements of the PPP. PCSAN continues to review elements such as, the Rehabilitation Element, the Preventive Maintenance Element, and the Public Outreach Element:

- A. Outreach to residential customers regarding the proper disposal of Household Hazardous Waste will continue to be posted on the District's website and in the District newsletter.
- B. Enforcement of the lateral inspection ordinance 07-1 will continue.
- C. Increase CCTV to complete the inspection of the entire system.
- D. Adjustments of maintenance scheduling and prioritization of repairs, or replacements to any suboptimal conditions or defects which may be found in ongoing CCTV.
- E. Preventive maintenance of the collection system will continue by utilizing input from maintenance contractors while using the data driven CMMS following SSMP guidelines.
- F. Outreach to employees and contract operators will continue through email, phone conversations, and in field meetings. Staff plans to continue regular discussion with NSU regarding condition and opportunities for improvement of the treatment plant and septic tank. Discussion with collection system maintenance contractors will continue to identify and address areas of concern.

"I certify under penalty of law that this document and all attachments were prepared under my direction or supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of 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." (40 CFR 122.22(d).)

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James Barnhill  
Sanitary Department Manager  
Crockett Community Services District  
February 16, 2026

# PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

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TO: Commissioners / Board of Directors  
FROM: General Manager / Sanitary Department Manager  
SUBJECT: Port Costa Sanitary Department Managers Report  
DATE: February 26, 2026

The Port Costa Sanitary Department Managers Report highlights items of interest that occurred between January 30, 2026 and February 26, 2026.

### Operation and Maintenance

- There were no sanitary sewer spills.
- Weeding in sand beds of treatment plant, ongoing.
  - Jim Campbell has volunteered to clear vegetation from the outside perimeter of the treatment plant. A volunteer form was created specifically for this service.
- There were no reported issues at the Septic Site.
- There were no power outages.
- There were no reported exceedances.

### Capital Improvements / Projects

- Sodium Hypochlorite storage tote at the septic tank was replaced.
- Vivian Housen, Engineer of Record, presented staff with a cost estimate for a feasibility study to realign Canyon Lake Dr. collection system. Staff and Commissioners are working on potential grant funding for this project
- A Manual Transfer Switch (MTS) for connection to an emergency mobile generator was installed at the electrical meter panel on February 26, 2026.

### Administrative/Financial:

- Grant from CCF for PLC
  - Award letter for \$30,844 was received on February 26, 2026.
  - We have 2 quotes. The 3<sup>rd</sup> quote requested did not respond. Update will be provided at next meeting.

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