

PORT COSTA SANITARY COMMISSION

AGENDA FOR TUESDAY, APRIL 7, 2026

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 March 3.
 - b. Receive Actions Taken by the Board (February 25 and March 25).
 - c. Receive the Self-Monitoring Report cover letter.
 - d. Receive warrant transmittals (March).
 - e. Receive Cash Account and LAIF Balance.
5. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR.
6. ADMINISTRATIVE:
 - a. Discuss and approve Programmable Logic Controller (PLC) grant project.
7. GRANTS COMMITTEE
 - a. Update from Grants Ad Hoc Committee.
8. BUDGET AND FINANCE:
 - a. Update on District financial matters.
9. REPORT OF DEPARTMENT MANAGER:
(These items are for the exchange of 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 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).
 - b. Feasibility Study for Canyon Lake Drive sewer line replacement.
 - c. Income survey to determine if Port Costa qualifies as a disadvantaged community.
 - d. Discuss sludge removal from Septic Tank.
12. ADJOURNMENT: until May 5, 2026.

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, 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 2nd, 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.

4.a

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

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 February 25, 2026**

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/2026-02-25-board-meeting>

CLOSED SESSION

- a. PUBLIC EMPLOYMENT - Public Employment: General Manager. Pursuant to Government Code Section 54957.6. – **No reportable actions.**

RESIGNATIONS:

- A 60-day resignation notice of Valerie Leuba from the Crockett Sanitary Commission. **There was a short discussion on when it would be appropriate to post this vacancy. Resignation Accepted.**

ADMINISTRATION:

- a. Approve Change Order for Frisch Construction Management for MMCP to increase the total by \$11,490. – **Approved.**
- b. Discuss changing the reporting structure of the Secretary of the District position and consider having the Secretary of the District report to the General Manager. **The Board approved the organizational structure. A resolution will be presented to the Board, and a new contract with the new organizational structure will be considered.**

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TO: Board, Commissioners, Committees, Staff, and Members of the Public

FROM: District Secretary

SUBJECT: **Actions Taken by the Board on March 25, 2026**

The following items are abbreviated summaries of administrative actions taken by the Board at the meeting of March 25. The detailed meeting minutes will be presented to the Board for approval on April 22, 2026.

Visit the March 25 agenda page online for a copy of the agenda and supporting documents.

<https://www.town.crockett.ca.us/2026-03-25-board-meeting>

CLOSED SESSION

- a. PUBLIC EMPLOYMENT - Public Employment: General Manager. Pursuant to Government Code Section 54957.6. – **No reportable actions.**

CONSENT CALENDAR:

- 7f. Receive Statement Regarding Authority, Accountability, and Process prepared by Alisha Gard: **Item was rejected for non-relevance. Not received.**
- 7g. Receive Upper Plaza Conditions Report prepared by Alisha Gard: **Item was rejected for non-relevance. Not received.**

ADMINISTRATION:

- 9a. Discuss updates to the District Code to add a District Engineer and Administrative Services Manager: **Approved. Updates to the District Code will be made through an ordinance.**
- 9b. Receive and discuss Ordinance for Measure L: Scope of Work: **A discussion clarified areas where maintenance could be done, where multiple entities are involved.**
- 9c. Update on the Recreation Ballot Measure effort to increase the Recreation Tax: **The Recreation Ad Hoc Committee elected to postpone a ballot measure until the next full election.**
- 9d. Discuss and authorize Staff to coordinate the celebration of CCSD's 20th anniversary (July 13, 2006): **The Board recommended highlighting 20 years through newsletter(s) and marketing efforts instead of holding an event.**
- 9e. Update on joint meeting with Recreation and Lighting and Landscape Commissions: **A joint meeting is scheduled for March 30, with a full agenda, and experience how a merger could work.**

March 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 Report Submittal for February 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.

The facility exceeded the Enterococci Weekly Geometric Mean limit of 240 CFU/100mL. The sample collected on February 18, 2026, had a weekly geometric mean of 259 CFU/100mL. The cause of the exceedance was due to not having enough sodium hypochlorite being used for disinfection. NSU immediately increased the sodium hypochlorite usage. The samples collected in the remainder of the month and in March 2026 were in compliance.

The monthly report for February 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

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				
03/03/2026	Natural System Utilities - CA Inc.	Outside Laboratory - Invoice 0001170896	1,228.03	2112
03/03/2026	Sierra Chemical Company	Sodium Metabisulfite - Invoice 159966	1,148.58	2113
03/03/2026	L.R. PAULSELL CONSULTING	Sewer Cleaning on 2/25/26 - Invoice 26-2	1,137.50	2114
03/03/2026	Independent Power	Manual Transfer Switch Installation - Invoice 26-006-2	2,350.00	2115
03/03/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #69 - Split	1,681.53	2116
Total 1020 · Fund 3425 - PCSan - O&M			<u>7,545.64</u>	
Total 1000 · County Operating Funds			<u>7,545.64</u>	
TOTAL			<u>7,545.64</u>	

3/2/2026


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				
03/17/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #60 - Split	505.45	2117
03/17/2026	CONTRA COSTA COUNTY TREASURER	Calpers - February 2026	693.63	2118
03/17/2026	Redwood Public Law	Legal Services - Invoice 18975	551.25	2119
03/17/2026	PG&E	Electric - #2704121327-6	866.34	2120
03/17/2026	MDR Electric	Install New Blower Motor - Invoice 1381	2,495.00	2121
03/17/2026	Natural System Utilities - CA Inc.	February 2026 Services - Invoice 0001168376	<u>6,722.33</u>	2122
Total 1020 · Fund 3425 - PCSan - O&M			<u>11,834.00</u>	
Total 1000 · County Operating Funds			<u>11,834.00</u>	
TOTAL			<u>11,834.00</u>	

03/16/2026


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 03/18/2026 01:14 PM

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	228,074.38	691,517.40	727,406.67	192,185.11
0530:WARRANTS PAYABLE	(1,003.20)	242,272.82	253,103.62	(11,834.00)
Total	227,071.18	933,790.22	980,510.29	180,351.11

Trial Balance

Organization Contra Costa County
Periods FY 2025-26 : 01 Jul - 12 Jun
Ledger Actuals
Ledger Account/Summary 0210:INVESTMENTS
Accounting Worktag 342500 PORT COSTA SANITARY DEPT
Book Operating Book
Company Currency USD
Translation Currency USD
Run 03/18/2026 01:18 PM

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0210:INVESTMENTS	208,047.33	214,872.49	208,047.33	214,872.49
Total	208,047.33	214,872.49	208,047.33	214,872.49

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
DATE: Report April 3, 2026

The Port Costa Sanitary Department Managers Report highlights items of interest that occurred between February 26, 2026 and April 3, 2026.

Operation and Maintenance

- There were no sanitary sewer spills.
- Weeding in sand beds of treatment plant, ongoing.
- There were no reported issues at the Septic Site.
- There were no power outages.
- There was one exceedance of Enterococci.

Capital Improvements / Projects

- 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.
- Awaiting quotation for full line replacement on Prospect Ave for grant application.

Administrative/Financial:

- Scheduling for FY23 audit is in process.
- District Board Budget & Finance meeting is scheduled for Monday April 13 at 11am.

9.a

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