

PORT COSTA SANITARY COMMISSION

AGENDA FOR TUESDAY, MAY 5, 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 April 7.
 - b. Receive Actions Taken by the Board (April 22).
 - c. Receive the Self-Monitoring Report cover letter.
 - d. Receive Sewer System Management Plan (SSMP) May 2026.
 - e. Receive warrant transmittals (April).
 - f. Receive Cash Account Balance.
 - g. Receive LAIF Account Balance.
5. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR.
6. ADMINISTRATIVE:
 - a. Update on the SUC for fiscal year 2026/27.
 - b. Update on the quote from NSU to install the PLC at the treatment plant.
7. GRANTS COMMITTEE
 - a. Update on Community Benefits Agreement Grant application.
8. BUDGET AND FINANCE:
 - a. Review the PCSAN quarterly budget report for Q3 (January – April).
 - b. Review and discuss PCSAN Budget for fiscal year 2026/27.
 - c. 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 June 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, APRIL 7, 2026.

1. CALL TO ORDER - ROLL CALL: Chair Surges called the meeting to order at 6:05 PM. Commissioners Cusack, Klaiber, List, Scheer, and Surges were present. Alt. Vance was absent (excused). Staff present included GM Goodman and 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: Approve PCSAN Minutes of March 3. Approved. (Cusack 1st, List 2nd, 5/0)

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:

Item 4C was discussed here in addition to under 9a, Self-Monitoring Report. According to the operators (NSU), the exceedance was due to an underdosing of sodium hypochlorite into the system. There may be a penalty assigned, but staff will wait to hear from the Water Quality Control Board and report back to the Commissioners if necessary.

6. ADMINISTRATIVE:

a. Discuss and approve Programmable Logic Controller (PLC) grant project.

Funds have been received from the Crockett Community Foundation for the purchase and installation of a new PLC for the Treatment Plant. The grant was based on a quote of \$30,844.62 from NSU, the current operators of the treatment plant. After the grant was awarded, a second quote for the project was received from Telstar, which is approximately \$10,000 more than the quote received from NSU. Staff have expressed a desire to accept the Telstar quote and requested additional funds from the Crockett Community Foundation, which were denied. Staff have reported that we have sufficient funds in our LAIF account to cover the difference between the granted funds and the new quote. An ensuing discussion was held by Staff and Commissioners on why we would go over budget by \$10,000 on the project. A decision was made for Staff to go back and review the scope of both bids and to request an updated quote from NSU. This item will be placed on next month's agenda for an update from Staff.

5.a

7. GRANTS COMMITTEE

Update from Grants Ad Hoc Committee. Commissioner Scheer reported that she is working with Commissioners Surges, List, and staff on two new grant proposals for the Phillips 66 Community Benefit Agreement. One project is the Feasibility Study for relocation of the Canyon Lake Drive sewer, and the second is for the Repair and Relocation of the Prospect sewer line (P-01-06 and P-01-03). These two projects would be completed in fiscal year 2026-2027, and applications are due to Contra Costa County by April 30, 2026. Commissioner Surges has spoken with Mark Styers from State Assembly Member Avila Farias' office regarding a salary survey for the residents of Port Costa. The survey would entail one of the following: 1. An email to property owners and rental residents; 2. A door-to-door visit to each housing unit with a resulting form; or 3. A mail-in form that would require a mandated threshold of returns. The Commissioners have no desire to undertake a survey at this time. This item will be moved to a future agenda.

8. BUDGET AND FINANCE:

- a. Update on District financial matters. GM Goodman reported that there will be a public meeting on April 13, 2026, at the Crockett Community Center regarding the 2026-2027 preliminary budget. She also reported that the 2023 Audit is soon to be in progress and is expecting it to be one of the more challenging audits for Staff, as findings are expected.

9. REPORT OF DEPARTMENT MANAGER:

- a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: The Self-Monitoring Report was discussed as noted above in Item 5.
- b. GOVERNMENTAL MATTERS: None.
- c. ANNOUNCEMENTS AND DISCUSSION: None.

10. REPORTS / COMMENTS FROM COMMISSIONERS: None.

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 the septic tank

12. ADJOURNMENT: The meeting was adjourned at 6:58 PM until May 5, 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 April 22, 2026**

The following items are abbreviated summaries of administrative actions taken by the Board at the meeting of April 22. The detailed meeting minutes will be presented to the Board for approval on May 27, 2026.

Visit the April 22 agenda page online for a copy of the agenda and supporting documents.

<https://www.town.crockett.ca.us/2026-04-22-board-meeting>

CONSENT CALENDAR:

- 5e. Accept Audit Engagement Letter from David Farnsworth, CPA. – **Accepted.**

ADMINISTRATION:

- 7a. Update on Joint meeting with Recreation and Lighting & Landscaping Commissions. – **An initial meeting provided an opportunity to see how a joint meeting would work. An additional joint meeting will be scheduled in the near future.**
- 7b. Receive Sewer Use Charge Memo, discuss, and declare Sewer Use Charge for FY 2026/27 for Crockett Sanitary. – **The Board disagreed with Staff's recommendation not to increase the sewer use charge (SUC) in Crockett for the fiscal year 2026/27 and voted to increase the SUC by \$365.10 to help recoup recently depleted reserves.**
- 7c. Receive Sewer Use Charge Memo, discuss, and declare Sewer Use Charge for FY 2026/27 for Port Costa. – **The Board approved Staff's recommendation not to increase the sewer use charge (SUC) in Port Costa for the fiscal year 2026/27.**

BUDGET AND FINANCE:

- 8b. Discuss and approve the proposed budget for FY 2026/27. – **The Board asked the GM to reconsider some projections in the budget for the fiscal year 2026/27 and present the revised budget at the May 27th meeting.**

April 29, 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 March 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 March 2026.

The monthly report for March 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				
04/02/2026	PG&E	Electric - #2704121327-6	790.01	2123
04/02/2026	L.R. PAULSELL CONSULTING	Sewer Maintenance Hydrocleaning - Invoice 26-3	1,300.00	2124
04/02/2026	Natural System Utilities - CA Inc.	Outside Laboratory - Invoice 1179058	1,636.80	2125
04/02/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #71 - Split	1,552.56	2126
04/02/2026	U.S. BANK	Various - #4866-9145-5553-8450	199.76	2127
04/02/2026	Sonia Rivas	Reimbursement for Desk, GM Mailing, Surge Protector - Split	29.39	2128
Total 1020 · Fund 3425 - PCSan - O&M			<u>5,508.52</u>	
Total 1000 · County Operating Funds			<u>5,508.52</u>	
TOTAL			<u>5,508.52</u>	


4/1/26

5.e

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				
04/17/2026	Natural System Utilities - CA Inc.	April 2026 WWPO - Invoices 1180266 & 1180267	6,722.33	2129
04/17/2026	L.R. PAULSELL CONSULTING	Sewer Cleaning on April 14, 2026 - Invoice 26-4	650.00	2130
04/17/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #72 - Split	180.33	2131
04/17/2026	CONTRA COSTA COUNTY TREASURER	Calpers - March 2026	744.79	2132
Total 1020 · Fund 3425 - PCSan - O&M			<u>8,297.45</u>	
Total 1000 · County Operating Funds			<u>8,297.45</u>	
TOTAL			<u>8,297.45</u>	

4/16/2026

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 04/10/2026 06:14 PM

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	228,074.38	697,025.92	750,257.71	174,842.59
0530:WARRANTS PAYABLE	(1,003.20)	259,615.34	258,612.14	0.00
Total	227,071.18	956,641.26	1,008,869.85	174,842.59

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 04/10/2026 06:18 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