

PORT COSTA SANITARY COMMISSION (PCSAN)

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, JULY 1, 2025.

1. CALL TO ORDER - ROLL CALL: Chair Surges called the meeting to order at 6:03 PM. Commissioners Cusack, Klaiber, List, Scheer, and Surges were present. Alternate Vance was present. Staff present included General Manager (GM) Goodman, Sanitary Department Manager (SDM) Barnhill, and District Secretary (DS) Rivas.
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 MINUTES OF MAY 6, 2025.
 - b. RECEIVE MINUTES FOR JOINT SPECIAL MEETING OF PCSAN AND CCSD OF APRIL 21, 2025.
 - c. RECEIVE ACTIONS TAKEN BY THE BOARD FOR JUNE 25, 2028. Date was corrected from May 28
 - d. RECEIVE SELF-MONITORING REPORT COVER LETTER FOR APRIL AND MAY 2025.
 - e. RECEIVE WARRANT TRANSMITTALS (APRIL, MAY, AND JUNE 2025).
5. ADMINISTRATIVE:
 - a. DISCUSS AND RECOMMEND AN INCREASED AMOUNT FOR THE SEWER USE CHARGE (SUC) FOR FY 25/26: The GM explained the SUC process from beginning to end. Staff develop a study report that encompasses multiple components driven by financial need and makes a recommendation for charges for the next fiscal year. PCSAN reviews and supports the recommendation or can recommend a different amount to charge, and the Board makes the final determination. The Prop 218 mailings notify the public of the public hearing to vote on a rate increase and list the maximum amount to increase for the next fiscal year.

Administrative costs have increased. PCSAN's share of CalPERS has historically been paid by Recreation and CVSAN. A new Administrative Services Manager (ASM) is being considered and accounted for in the budget. Cost allocations are based on operating costs versus population size. The 2023 audit is expected to be completed by the end of the year.

After an in-depth discussion, the following budget items were reduced with a final recommendation by the Commission of \$130 for the SUC increase. Chair Surges recommended the following expense reductions: Payroll (line 6560) reduced by \$1,000 to \$38,637; Engineering (line 5865) reduced by \$1,000 to \$7,474; Sewage Treatment (line 6110) reduced by \$1,000 to \$104,263; Operating Reserves reduced by \$20,000 to \$10,000; Contingency Reserves reduced by \$5,000 to \$5,000. The recommended reductions total \$28,000, resulting in a revised expense total of \$342,415 with a \$250 surplus. The revised revenue is \$342,672. Motion to approve the revised budget as proposed by Chair Surges passed. (List 1st, Cusack 2nd, 5/0)
6. BUDGET AND FINANCE:
 - a. UPDATE ON DEPARTMENT BUDGET FOR FY 25/26: This discussion was integrated with the 5a

discussion.

- b. DISCUSS FINANCIAL MATTERS RELATED TO THE PCSAN DEPARTMENT AND THE DISTRICT: The Cash Account balance is \$227,071. LAIF (Local Agency Investment Fund) balance is \$208,047. LAIF serves as an investment account for funds that are reserves or not being used for the current fiscal year. Once the accounting reconciliation is up to date, more detailed quarterly reports can be presented.

7. REPORT OF DEPARTMENT MANAGER:

- a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: Report by SDM Barnhill presented. There was a 10-foot emergency repair of the interceptor line between the septic tank and the plant (\$13,000). Upon inspection, there was a prior repair made of cast iron or other metal that had dissolved, likely due to exposure to hydrogen sulfide.
- b. GOVERNMENTAL MATTERS: GM Goodman and Department Managers met with Supervisor Preston-Scales. We explained the history of the Port Costa Sanitary System. GM Goodman requested the Supervisor hold office hours at the CSD Community Center for Crockett and Port Costa residents and asked about how Return to Source (RTS) funds are currently allocated. GM Goodman believes that some portion of RTS funds were allocated for Port Costa Sanitary while the County was managing the system, and if those funds are still allocated, they should return to the District for Port Costa Sanitary budgeting. The Supervisor's office will inquire and follow up.

Supervisor Preston-Scales is scheduled to be at the Crockett Community Center on July 21st, and either monthly or quarterly thereafter. The Commissioners and the public are encouraged to attend the event and ask her questions directly. Assembly member Farias is also looking to visit Crockett in August. An e-blast will be sent out with final details. The GM stressed the importance of building relationships with local and State legislators. DS encouraged the public to attend public meetings where elected officials attend outside of Crockett, such as the Mayor's conferences.

- c. ANNOUNCEMENTS AND DISCUSSION: A reminder that there is no August meeting.

8. REPORTS / COMMENTS FROM COMMISSIONERS: Commissioner List requested guidance from Staff on what the Grant Committee should focus its efforts on since much of the low-hanging fruit have already been addressed. He was advised to note grants that require complete audits for consideration. Considering local grants, such as the Crockett Community Foundation (CCF), was suggested. SDM Barnhill will request a quote for an MCC logic upgrade similar to the one in Crockett for a possible grant topic for the CCF's September round. The CCF does require a 10% match of the amount needed. Security lighting was noted as an additional focus for a grant request. Mr. List asked for a list of the top three priorities. The DS reported that the meeting schedule for the following fiscal year will be presented during the last quarter, with recommendations on what months to skip meetings based on the activities of the last two years to cut costs. Mr. Barnhill reported that he would like to use the "meeting" time allocation for operations to stay on top of things. PCSAN would still save money since the GM and DS will not be needed monthly.

The GM announced that the County will be announcing the Community Benefits Panel soon, which will be granting \$12 million over ten years, and encouraged PCSAN to consider that for future grant needs. The Supervisor recently hosted a free in-person grant writing class, which two District staff members attended. The Community Center has been offered as a site for a future grant-writing class if one becomes available. Vice Chair Cusack suggested creating an ambassador role that gathers and shares information relevant to the community, such as the House Hardening event recently hosted by the Carquinez Fire Department. The House Hardening event was well attended and shared mostly common-sense information.

The SDM reported exposed wiring at the communications box belonging to the railroad. There was recent testing conducted of the power to the treatment plant to ensure the system would not de-power.

9. FUTURE AGENDA ITEMS:

- a. Meeting schedule for 2026.
- b. List of possible grant projects.

10. ADJOURNMENT: The meeting was adjourned at 7:16 PM until September 2, 2025.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary