

# PORT COSTA SANITARY COMMISSION

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## AGENDA FOR TUESDAY, AUGUST 4, 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 June 2.
    - b. Receive Actions Taken by the Board (June 24 and July 22).
    - c. Receive the Self-Monitoring Report cover letters.
    - d. Receive warrant transmittals (June and July).
    - e. Receive Cash and LAIF Account Balances.
    - f. Receive resignation of William Lee Vance.
    - g. Receive Resolution 26/27- 04 Reappoint PCSAN Commissioners Cusack, Klaiber, List, Scheer, and Surges.
  5. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR.
  6. ADMINISTRATIVE:
    - a. Discuss CC-TV.
    - b. Report on new logic controller for Treatment Plant.
    - c. Update on sand bed weeding.
  7. GRANTS COMMITTEE
    - a. Update on Community Benefits Agreement Grant application.
    - b. Committee update.
  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 the septic tank.
  12. ADJOURNMENT: until September 8, 2026.
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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.

# CROCKETT COMMUNITY SERVICES DISTRICT

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

Telephone (510) 787-2992

e-mail: [DistrictSecretary@town.crockett.ca.us](mailto:DistrictSecretary@town.crockett.ca.us)

website: [www.town.crockett.ca.us](http://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 June 24, 2026**

The following items are abbreviated summaries of administrative actions taken by the Board at the meeting of June 24. The detailed meeting minutes will be presented to the Board for approval on July 22, 2026.

Visit the June 24 agenda page online for a complete copy of the agenda and supporting documents. <https://www.town.crockett.ca.us/2026-06-24-board-meeting>

## CLOSED SESSION

- a. Conference with Legal Counsel - significant exposure to litigation pursuant to paragraph (4) of subdivision (d) of California Government Code Section 54956.9.6. **Closed Session was canceled.**

**CONSENT CALENDAR: Approved.** A complete list of consent items is on the agenda.

- f. Approve Resolution 25/26-11: Levying of Annual Maintenance Tax for FY 2026/27.
- g. Approve Resolution 25/26-12: Levying of Annual Recreation Special Tax for FY2026/27.
- h. Approve Resolution 25/26-13: COLA Increase for FY 2026/27 not to exceed 3.8%.
- i. Approve Resolution 25/26-14: Ordering Even-Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order.
- j. Approve Resolution 25/26-15: Appoint Glen Millward to the CVSAN Commission.

## Public Comments:

- A CVSAN Commissioner objected to the proposed sewer use rate increase, stating that the financial study presented at the May Board meeting was not in line with past studies and does not consider spending. The Prop 218 notice announces the maximum amount the District can increase fees, but the Board can vote for less.
- A resident provided an extensive history of water damage to her home and surrounding properties over the past 30 years and requested a meeting with agencies related to water.

## ADMINISTRATION:

- 9a. Consider and approve additional decorative hanging baskets on District-owned decorative streetlights proposed by the Crockett Chamber of Commerce: **Approved.**
- 9b. Consider Crockett Improvement Association's request for input on the installation of a privacy fence on CCSD property, known as the upper terrace behind downtown Plaza, to provide both security and privacy: **Approved installation of a fence for security and privacy at the upper terrace of the Plaza by the CIA.**

# CROCKETT COMMUNITY SERVICES DISTRICT

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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 July 22, 2026**

The following items are abbreviated summaries of administrative actions taken by the Board at the meeting of July 22. The detailed meeting minutes will be presented to the Board for approval on August 18, 2026.

Visit the July 22 agenda page online for a complete copy of the agenda and supporting documents. <https://www.town.crockett.ca.us/2026-07-22-board-meeting>

## 4. PUBLIC HEARINGS:

- a. Hearing on a proposed increase of annual sewer use charges, within the area served by the Crockett Sanitary Department, to be collected on the tax roll; Receive confirmation of Prop. 218 mailing to property owners and report on how many properties would constitute majority protest in Crockett; Waive reading of ordinance; Tabulate written responses from property owners; determine whether a majority protest exists; Consider adoption of Ordinance No. 26-01 determining charges; Consider adoption of Resolution No. 26/27-01 overruling objections to the method of collection, confirm acceptance of the Financial Study Report prepared by Hildebrand Consulting originally presented May 27, 2026 and levying charges on the tax roll.
  - **Staff confirmed the mailing of Prop 218 notices** and noted that 586 properties constitute a majority protest.
  - **117 written objections were received**; a majority protest was not met.
  - Adoption of Ordinance No. 26-1 **Passed**– Determining a 30% charge increase.
  - Adoption of Resolution No. 26/27-01 overruling objections to the method of collection – **Passed**.
  - Acceptance of the Financial Study Report prepared by Hildebrand Consulting originally presented May 27, 2026 – **Passed**.
  - Levying charges on the tax roll – **Passed**.
- b. Hearing on a proposed operating and capital improvements budget for FY 2026/27; Consider Resolution No. 26/27-02 adopting an operating and capital improvements budget for FY 2026-27. – **Passed**.

## CLOSED SESSION (Out of Order)

- a. Conference with Legal Counsel - significant exposure to litigation pursuant to paragraph (4) of subdivision (d) of California Government Code Section 54956.9.6. **No actionable items to report.**

**CONSENT CALENDAR: Approved.**

- a. Approve the minutes of the CCSD Board meeting on June 24.
- b. Receive minutes of commissions and committees.
- c. Approve payment of District Bills.
- d. Receive Cash Account and LAIF Balances.
- e. Receive Evidence of Coverage AICP Crime.
- f. Receive Letter to County Elections Office informing officeholders are not required to file Form 460 or Form 470.
- g. Approve Resolution 26/27-03 – Re-Appoint CVSAN Commissioner Wais.
- h. Approve Resolution 26/27-04 – Re-Appoint PCSAN Commissioners Cusack, Klaiber, List, Scheer, and Surges.
- i. Approve Resolution 26/27-05 Re-Appoint Recreation Commissioners Airolti, Choquette, and Leuba and Lighting and Landscaping Commissioner Fisk.

**Due to the extended time allocated to the public hearings, the remaining topics on the agenda were considered non-urgent and were carried to the August Agenda.**

June 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 May 2026 for Crockett Community Services District (CCSD) WWTP Port Costa, CA**

The Legal Responsible Official (LRO) for CCSD is James Barnhill, contact phone number (510)787-2992. The Chief Plant Operator is Ryan Robarge with Natural Systems Utilities-Ca, a licensed California Wastewater Treatment Plant Contract Operator (44484), contact phone number (213) 392-1037.

The CCSD Port Costa WWTP contracts laboratory testing with Caltest Analytical Laboratories, which is an ELAP certified laboratory. All sampling and testing analysis records are maintained and available for inspection during normal business hours at the contract lab located at 1885 North Kelly Road Napa, CA 94558, contact phone number (707) 258-4000.

In May 2025, the facility exceeded the Enterococci 10% monthly limit of 1,000 CFU/100mL. The highest result received for the month was 5,172 CFU/100mL. The cause of this exceedance was due to operator error. The sample was collected from the wrong sample point by an operator in training.

Operator training was completed, and sample points were reviewed with the operations staff. Sampling conducted by operators in training will be reviewed and verified by supervisory personnel until competency with site-specific sampling procedures has been demonstrated. The samples collected for the remainder of the month were in compliance.

The monthly report for May 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**

July 22, 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 June 2026 for Crockett Community Services District (CCSD) WWTP Port Costa, CA**

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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 June 2026.

The monthly report for June 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  |
|-------------------------------------------|------------------------------------|--------------------------------------------------------------|-----------------|------|
| <b>1000 · County Operating Funds</b>      |                                    |                                                              |                 |      |
| <b>1020 · Fund 3425 - PCSan - O&amp;M</b> |                                    |                                                              |                 |      |
| 06/03/2026                                | CONTRA COSTA HEALTH SERVICES DEPT  | Hazmat CUPA Operating Permit for 2026/27 - Acct ID AR0036492 | 610.00          | 2140 |
| 06/03/2026                                | L.R. PAULSELL CONSULTING           | Sewer Cleaning on May 18, 2026 - Invoice 26-5                | 975.00          | 2141 |
| 06/03/2026                                | MDR Electric                       | Modified Transfer Switch Lock Out - Invoice 1397             | 325.00          | 2142 |
| 06/03/2026                                | Natural System Utilities - CA Inc. | Outside Laboratory - Invoice 1189538                         | 1,031.00        | 2143 |
| 06/03/2026                                | CONTRA COSTA COUNTY TREASURER      | Netchex Payroll #75 - Split                                  | 1,818.97        | 2144 |
| 06/03/2026                                | PG&E                               | Electric - #2704121327-6                                     | 635.78          | 2145 |
| Total 1020 · Fund 3425 - PCSan - O&M      |                                    |                                                              | 5,395.75        |      |
| Total 1000 · County Operating Funds       |                                    |                                                              | 5,395.75        |      |
| <b>TOTAL</b>                              |                                    |                                                              | <b>5,395.75</b> |      |

  
6/2/26

**4.d**

## CROCKETT COMMUNITY SERVICES DISTRICT

## Crockett Community Services District

Auditor's Date: \_\_\_\_\_ Fund: 342500 Account : 0830

| Date                                      | Name                               | Memo                                                                          | Credit          | Num  |
|-------------------------------------------|------------------------------------|-------------------------------------------------------------------------------|-----------------|------|
| <b>1000 - County Operating Funds</b>      |                                    |                                                                               |                 |      |
| <b>1020 - Fund 3425 - PCSan - O&amp;M</b> |                                    |                                                                               |                 |      |
| 06/17/2026                                | Natural System Utilities - CA Inc. | Replace Water Pump #3 - Invoice 1193343; June Services WWPO - Invoice 1190372 | 8,595.55        | 2146 |
| 06/17/2026                                | CONTRA COSTA COUNTY TREASURER      | Calpers - May 2026                                                            | 649.70          | 2147 |
| 06/17/2026                                | CONTRA COSTA COUNTY TREASURER      | Netchex Payroll #76 - Split                                                   | 397.65          | 2148 |
| Total 1020 - Fund 3425 - PCSan - O&M      |                                    |                                                                               | 9,642.90        |      |
| Total 1000 - County Operating Funds       |                                    |                                                                               | 9,642.90        |      |
| <b>TOTAL</b>                              |                                    |                                                                               | <b>9,642.90</b> |      |

  
6/17/26

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: \_\_\_\_\_ Fund: 342500 Account : 0830

| Date                                      | Name                               | Memo                                                         | Credit          | Num  |
|-------------------------------------------|------------------------------------|--------------------------------------------------------------|-----------------|------|
| <b>1000 · County Operating Funds</b>      |                                    |                                                              |                 |      |
| <b>1020 · Fund 3425 - PCSan - O&amp;M</b> |                                    |                                                              |                 |      |
| 07/02/2026                                | L.R. PAULSELL CONSULTING           | Sewer Cleaning on June 18, 2026 - Invoice 26-6               | 1,625.00        | 2149 |
| 07/02/2026                                | PG&E                               | Electric - #2704121327-6                                     | 590.05          | 2150 |
| 07/02/2026                                | David Farnsworth, CPA              | Special District Financial Transaction Report - Invoice 0495 | 44.75           | 2151 |
| 07/02/2026                                | CONTRA COSTA COUNTY TREASURER      | Netchex Payroll #77 - Split                                  | 1,503.75        | 2152 |
| 07/02/2026                                | Natural System Utilities - CA Inc. | Professional Services thru 5/31/26 - Invoice 1193598         | 3,244.62        | 2153 |
| Total 1020 · Fund 3425 - PCSan - O&M      |                                    |                                                              | 7,008.17        |      |
| Total 1000 · County Operating Funds       |                                    |                                                              | 7,008.17        |      |
| <b>TOTAL</b>                              |                                    |                                                              | <b>7,008.17</b> |      |

7/11/2026  


**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: Fund: 342500 Account : 0830

| Date                                      | Name                               | Memo                                                              | Credit          | Num  |
|-------------------------------------------|------------------------------------|-------------------------------------------------------------------|-----------------|------|
| <b>1000 · County Operating Funds</b>      |                                    |                                                                   |                 |      |
| <b>1020 · Fund 3425 - PCSan - O&amp;M</b> |                                    |                                                                   |                 |      |
| 07/17/2026                                | CivicPlus                          | Streamline Renewal (7/1/26 - 6/30/27) - Invoice #377954           | 471.24          | 2154 |
| 07/17/2026                                | Natural System Utilities - CA Inc. | WWPO - Invoice 1195562                                            | 6,789.55        | 2155 |
| 07/17/2026                                | CONTRA COSTA COUNTY TREASURER      | Netchex Payroll #78 - Split                                       | 1,050.51        | 2156 |
| 07/17/2026                                | CONTRA COSTA COUNTY TREASURER      | Calpers - June 2026                                               | 580.08          | 2157 |
| 07/17/2026                                | Maze & Associates                  | Accounting Services (March & April 2026) - Invoices 54841 & 54875 | 83.38           | 2158 |
| 07/17/2026                                | L.R. PAULSELL CONSULTING           | Port Costa USA - Invoice 26-7                                     | 142.50          | 2159 |
| Total 1020 · Fund 3425 - PCSan - O&M      |                                    |                                                                   | 9,117.26        |      |
| Total 1000 · County Operating Funds       |                                    |                                                                   | 9,117.26        |      |
| <b>TOTAL</b>                              |                                    |                                                                   | <b>9,117.26</b> |      |

  
7/17/26

Run Date: 07/02/2026  
FY 2026-27 : 01 Jul - 12 Jun

CASH ACCOUNT BALANCE  
ALL DEPARTMENTS

Organization Contra Costa County  
Ledger Actuals  
Ledger Account/Summary **0010:CASH**  
0530:WARRANTS PAYABLE  
**Run 7/2/2026 15:05**

Accounting Worktag 3425 PORT COSTA SANITARY DEPT  
Consolidation Data

| Ledger Account | Beginning Balance | Debit Amount | Credit Amount | Ending Balance |
|----------------|-------------------|--------------|---------------|----------------|
| 0010:CASH      | 0.00              | 283,085.45   | 0.00          | 283,085.45     |
| Total          | 0.00              | 283,085.45   | 0.00          | 283,085.45     |

Organization                    Contra Costa County  
Periods                        FY 2026-27 : 01 Jul - 12 Jun  
Ledger                         Actuals  
Ledger Acct/Summary       **0210:INVESTMENTS**  
Accounting Worktag        SEE BELOW  
Book                         Operating Book  
Company Currency         USD  
Translation Currency       USD  
**Run                         07/02/2026 03:10 PM**

**Accounting Worktag        3425 PORT COSTA SANITARY DEPT**  
Consolidation Data

| Ledger Account   | Beginning Balance | Debit Amount | Credit Amount | Ending Balance |
|------------------|-------------------|--------------|---------------|----------------|
| 0210:INVESTMENTS | 208,047.33        | 216,978.15   | 208,047.33    | 216,978.15     |
| Total            | 208,047.33        | 216,978.15   | 208,047.33    | 216,978.15     |

**districtsecretary@town.crockett.ca.us**

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**From:** Billy Martini <[REDACTED]>  
**Sent:** Thursday, July 16, 2026 5:29 PM  
**To:** districtsecretary@town.crockett.ca.us  
**Cc:** GM  
**Subject:** Re: Re-appointment

Hello Sonia & Jena,

Thank you for letting me know. I have enjoyed serving on the PCSAN Commission, but at this time, I am not able to continue my appointment. I have a lot of family obligations that I need to focus my time & energy on. I appreciate all you do for the community! And please express my thanks to James Barnhill as well.

Thank you,  
William Vance

On Tue, Jul 14, 2026 at 12:56 PM <[districtsecretary@town.crockett.ca.us](mailto:districtsecretary@town.crockett.ca.us)> wrote:

Hello PCSAN Commissioner,  
Your appointment on the PCSAN Commission has expired.  
Please let me know if you wish to continue.

Thank you.

**Sonia Rivas, MBA**

District Secretary

Crockett Community Services District

1 Rolph Park Drive, Crockett, CA 94525

Phone: (510) 787-2992

Email: DistrictSecretary@town.Crockett.ca.us

**4.f**

**RESOLUTION**

**NO. 26/27-04**

**A RESOLUTION OF THE DISTRICT BOARD OF THE CROCKETT COMMUNITY  
SERVICES DISTRICT RE-APPOINTING COMMISSIONERS TO THE PORT COSTA  
SANITARY COMMISSION**

**WHEREAS**, the District Board has by Resolution No. 07/08-05 created the Port Costa Sanitary Commission and made appointments thereto; and

**WHEREAS**, the District Board has determined by Resolution No. 06/07-10 that the term of office of a commissioner shall be 24 months.

**NOW, THEREFORE, BE IT RESOLVED** that Tom Cusack, Karen Klaiber, Tom List, Anne Scheer, and Joe Surges be re-appointed to the Port Costa Sanitary Commission as Commissioners for two years.

**THE FOREGOING RESOLUTION** was adopted at the District's Regular Meeting held on July 22, 2026, by the following vote:

**AYES:** Murdock, Spinner, Barassi, Mackenzie, McDonald

**NOES:**

**ABSENT:**

**ABSTAIN:**



Dale McDonald, President  
Crockett Community Services District

**ATTEST:**



Sonia Rivas, MBA  
District Secretary

**4.g**