PORT COSTA SANITARY COMMISSION (PCSAN)

of the Crockett Community Services District

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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.

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