

PORT COSTA SANITARY COMMISSION (PCSAN)

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, MAY 5, 2026.

1. CALL TO ORDER - ROLL CALL: Vice-Chair Tom List called the meeting to order at 6:11 PM. Commissioners Cusack, Scheer, and List were present. Commissioners Klaiber, Surges, and Alt. Vance were absent. 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: Approved as presented. (Scheer 1st, Cusack 2nd, 3/0)
 - a. Approve Minutes of April 7, 2026.
 - 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
 - g. Receive LAIF Balance
5. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: NONE
6. ADMINISTRATIVE:
 - a. Update on the SUC for fiscal year 2026/27. GM Goodman stated that there will be no increase in the SUC for Port Costa, although there may be one for the town of Crockett. There is a desire for a new Sewer Use Charge Study, as the old study is 20+ years old. Staff expects addressing a new Study in the next fiscal year.
 - b. Update on the quote from NSU to install the PLC at the treatment plant. Staff have been in contact with NSU, and GM Goodman requested that this item be moved to the June meeting
7. GRANTS COMMITTEE

Commissioner Scheer reported that two grants were submitted to Contra Costa County for the Phillips Community Benefits Agreement, one for the feasibility study for relocation of the Canyon Lake sewer line and one for the repair and relocation of the Prospect line. She will bring updates on the process as they are available.

8. BUDGET AND FINANCE:

- a. REVIEW OF PCSAN QUARTERLY BUDGET REPORT FOR Q3 (JANUARY - APRIL). GM Goodman asked that this item be moved to the June meeting.
- b. REVIEW AND DISCUSS THE PCSAN BUDGET FOR FISCAL YEAR 2026/27- GM Goodman reported that there has been a 28% increase in insurance costs proposed by our insurance carrier. She also reported that, regarding the ongoing audits, all documents from the 2022/23 budget will need to be scanned before the auditor can even start the process.
- c. UPDATE ON DISTRICT FINANCIAL MATTERS. GM Goodman reported that two grant applications were completed for inclusion in the Phillips 66/CBA process: one for the Marina sewer line and one for Memorial Hall, both submitted through the Crockett Community Services District.

9. REPORT OF DEPARTMENT MANAGER:

- a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS. SDM Barnhill reported that a new water pump was installed (\$1,960) and a new tote was installed (\$1,800). The scum layer in the holding tank will be vacuumed out sometime this summer by West County. NSU will provide a weed removal update at the next meeting. The SSMP was updated for the CCSD by the engineer and was submitted to the State. The SSMP will be updated for PCSAN in August.
- 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.
- e. Review PCSAN Quarterly budget report for Q3
- f. Report on new logic controller for Treatment Plant

12. ADJOURNMENT: The meeting was adjourned at 7:01 PM until June 2, 2026

Respectfully submitted,
Anne Scheer
PCSAN Commissioner