

PORT COSTA SANITARY COMMISSION

AGENDA FOR TUESDAY, OCTOBER 6, 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 August 4.
 - b. Receive Actions Taken by the Board (August 26, September 23).
 - c. Receive the Self-Monitoring Report cover letters.
 - d. Receive warrant transmittals (August and September).
 - e. Receive Cash and LAIF Account Balances.
5. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR.
6. ADMINISTRATIVE:
 - a. Discuss and recommend approval of Wastewater Rate and Capacity Charge Study for Port Costa Sanitary Department
7. GRANTS COMMITTEE
 - a. Update on Community Benefit Agreement (CBA) grant application(s)
8. BUDGET AND FINANCE:
 - a. Review the PCSAN quarterly report for Q4 (April – June).
 - b. Update on other 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 November 3, 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, AUGUST 4, 2026.

1. CALL TO ORDER - ROLL CALL: Chair Surges called the meeting to order at 6:04 PM. Commissioners Cusack, Klaiber, List and Scheer were present. No Commissioners 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: Item g pulled for discussion; Items a – f approved. (Scheer 1st, Cusack 2nd, 5/0)
 - 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:
 - 4g. RESOLUTION 26/27- 04 REAPPOINT PCSAN COMMISSIONERS: Item was pulled from the agenda as requested by the Commissioners, who questioned why all Commissioners were up for reappointment the same year. In previous years, the reappointment of Commissioners was every other year. GM Goodman stated that the resolution was already approved by the Board, but she will look into the schedule of future reappointments.
6. ADMINISTRATIVE:
 - a. DISCUSS CC-TV: SDM Barnhill reported that whereas Port Costa has had some smoke detection services completed on our lines, no official CC-TV of the lines has been completed. Staff would like to do each segment of the system, so the entire line is CC-TV'd every 10 years, with one or two segments completed every year.
 - b. REPORT ON NEW LOGIC CONTROLLER FOR TREATMENT PLANT: As reported in previous meetings by Staff, there exist two proposals for the work; one from Telstar and the other from NSU. The item was put to vote and was approved by the Commissioners (Klaiber 1st, Cusack 2nd, 4/1, Scheer No)
 - c. UPDATE ON SAND BED WEEDING: SDM Barnhill reported that he is having difficulty with NSU and their ability to weed the sand beds (it was noted that their contract expires in August 2027). As it stands now, sand bed #1 is clear, NSU is currently working on bed #2, and they hope to have #3 completed by this winter.

4.

7. GRANTS COMMITTEE

- a. UPDATE ON COMMUNITY BENEFITS AGREEMENT (CBA) GRANT APPLICATION: The two grants were discussed with the County CBA Panel on July 23 in Rodeo, with Chair Surges and Commissioners List and Scheer in attendance. A separate meeting will be held after all submitted CBA grant proposals are reviewed and results tabulated. Recommendations for funding will be presented to Supervisor Scales-Preston, after which she will send her recommendations to the full Board of Supervisors for a final vote. The next Board of Supervisors meetings are September 8 and 11, at 9:00 AM. Both meetings are public and will be available via a Zoom link.
- b. COMMITTEE UPDATE: None.

8. BUDGET AND FINANCE

- a. UPDATE ON DISTRICT FINANCIAL MATTERS: The 2026/2027 budget has been approved by the CCSD Board. GM Goodman will provide any printed budgets requested from the Commissioners. She also expressed her interest in commissioning a financial study/projection report for the entirety of the CCSD. Each department would be responsible for contributing to the cost of the report. This item will be discussed at a future meeting.

9. REPORT OF DEPARTMENT MANAGER:

- a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: SDM Barnhill reported that 2 utility poles have been replaced in line with our septic tank.
- b. GOVERNMENTAL MATTERS: The Regional Water Quality Control Board has completed a review of dischargers' compliance with RWQCB regulations. The resulting report identified deficiencies, issues, errors, missing information, and potential discrepancies in reporting duties. Due to the exceptional work by SDM Barnhill, CCSD has been identified and recognized as an Early Actor, an agency that is currently compliant with its total inorganic nitrogen final effluent limit. It should be noted that this designation was assigned to very few of the 40+ agencies under the RWQCB's purview.
- 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 Septic Tank

12. ADJOURNMENT: The meeting was adjourned at 6:45 PM until September 8, 2026.

Respectfully submitted,
Anne Scheer, PCSAN Commissioner

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 August 26, 2026**

The following items are brief summaries of administrative actions taken by the Board at the August 26 meeting. The complete meeting minutes will be presented to the Board for approval on September 23, 2026.

Visit the August 26 agenda page online for a complete copy of the agenda and supporting documents. [**https://www.town.crockett.ca.us/2026-08-26-board-meeting**](https://www.town.crockett.ca.us/2026-08-26-board-meeting)

5. CLOSED SESSION

- CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): (1 potential case) Factual circumstance: Receipt of written demand from C&H/ASR regarding outstanding balance for prior operations and maintenance (O&M) for the Joint Treatment Plant (JTP). **No reportable actions.**
- CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION pursuant to Government Code Section 54956.9(d)(4). Initiation of Litigation: (1 potential case). **Direction was provided to Staff.**

7. **CONSENT CALENDAR: Approved.** For a full list of agenda items, visit the link above.

- e. Receive Review of Nutrient Watershed Permit 2025 Group Annual Report Order R2-2024-0013, NPDES Permit CA0038873 (San Francisco Bay Regional Water Quality Control Board).
- f. Approve Resolution 26/27-06 Establishing the District's appropriations limit for the 2026/27 fiscal year and certifying that fiscal year 2026/27 appropriations submitted to the limitation do not exceed the appropriations limit. The organization was discussed and carried

9. ADMINISTRATIVE:

- a. Approve Resolution 26/27-07 Records Retention Policy. **Approved.**
- b. Consider and approve the Organizational Chart. **The chart was discussed and carried over to the September meeting.**

11. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS

- b. District Secretary: **Three seats are up for election in the November election. However, only one candidate filed for the three available seats, leaving two seats vacant. As a result, no election will be held. The Board has a limited period to appoint Directors to fill the remaining vacancies. Staff was directed to identify deadlines to submit appointment recommendations to the County Supervisors and begin the process of soliciting qualified candidates.**

4.

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TO: Board, Commissioners, Committees, Staff, and Members of the Public

FROM: District Secretary

SUBJECT: **Actions Taken by the Board at the August 26, 2026 Special Meeting**

The following items are brief summaries of administrative actions taken by the Board at the special meeting of August 26. The Board will review the detailed meeting minutes for approval on September 23, 2026.

Visit the August 26 special meeting agenda page online for a complete copy of the agenda and supporting documents. **<https://www.town.crockett.ca.us/2026-08-26-board-special-meeting>**

ADMINISTRATION:

- a. Discuss the Revival Coffee lease Notice of Termination and direct Staff. **A motion was made to leave the termination order in place and negotiate a new lease or licensing agreement over the next 30 days.**

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TO: Board, Commissioners, Committees, Staff, and Members of the Public

FROM: District Secretary

SUBJECT: **Actions Taken by the Board on September 23, 2026**

The following are brief summaries of administrative actions taken by the Board at the September 23 meeting. The complete meeting minutes will be presented to the Board for approval on October 28, 2026.

Visit the September 23 agenda page online for a complete copy of the agenda and supporting documents. <https://www.town.crockett.ca.us/2026-09-23-board-meeting>

5. CLOSED SESSION - CANCELED

- CONFERENCE WITH LEGAL COUNSEL

7. **CONSENT CALENDAR: Approved.** For a full list of agenda items, visit the link above.

- d. Receive payment letter to C&H.
- e. Receive C&H JUA extension through December 31, 2026.

9. ADMINISTRATIVE:

- a. Consider a draft lease for Revival Coffee and direct Staff. **Notice of 60-day termination was rescinded. Negotiations will continue with a final review by legal counsel prior to presenting a revised lease to the Board for consideration.**
- b. Consider and approve the Organizational Chart and direct Staff. **District Engineer was removed.**

10. BUDGET AND FINANCE:

- a. Consider Q4 financial reports for all commissions. **The item was pulled and carried to a future meeting.**
- b. Discuss financial matters related to the District. **Governor Newsom has declared a state of emergency in anticipation of upcoming wet weather. This allows access to grant funding and advanced finance services.**

11. MANAGERS' REPORTS/REPORTS FROM COMMISSIONER

- f. Governmental matters: **The next State Lands Commission meeting is on October 21. The C&H lease, JTP (joint treatment plant) renewal, and the Nantucket property are expected to be on the agenda.**
- g. Announcements and discussion: **The next Town Hall is scheduled for October 31 with a focus on a candidates' forum, led by the League of Women Voters.**

August 24, 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 July 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 July 2026.

The monthly report for July 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

September 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 August 2026 for Crockett Community Services District (CCSD) WWTP Port Costa, CA

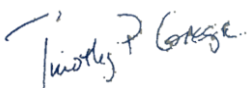
The Legally Responsible Official (LRO) for CCSD is James Barnhill, contact phone number (510) 787-2992. The Chief Plant Operator is Timothy Gregor with Natural Systems Utilities-Ca, a licensed California Wastewater Treatment Plant Contract Operator (40990), contact phone number (707) 470-8036.

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 August 2026.

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Prepared by



Timothy Gregor
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				
08/04/2026	L.R. PAULSELL CONSULTING	Sewer Cleaning on July 16 and 17, 2026 - Invoice 26-8	3,412.50	2160
08/04/2026	Natural System Utilities - CA Inc.	Outside Laboratory - Invoice 1198594	1,921.62	2161
08/04/2026	PG&E	Electric - #2704121327-6	600.40	2162
08/04/2026	ALLIANT INSURANCE SERVICES	Crime Insurance - 7/1/26 - 7/1/27 - Invoice 3586828	26.00	2163
08/04/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #79 - Split	1,560.83	2164
Total 1020 - Fund 3425 - PCSan - O&M			7,521.35	
Total 1000 - County Operating Funds			7,521.35	
TOTAL			7,521.35	


8/3/2026

4.d

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				
08/18/2026	BAY AREA AIR QUALITY MGMT. DISTRICT	Annual Permit Renewal - Invoice T208659	3,517.00	2165
08/18/2026	L.R. PAULSELL CONSULTING	Sewer Main Repair at P-01-07 - Invoice 26-9	1,665.00	2166
08/18/2026	CONTRA COSTA COUNTY TREASURER	Calpers - July 2026	790.60	2167
08/18/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #80 - Split	764.32	2168
Total 1020 · Fund 3425 - PCSan - O&M			6,736.92	
Total 1000 · County Operating Funds			6,736.92	
TOTAL			6,736.92	


8/17/26

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				
09/01/2026	Natural System Utilities - CA Inc.	Outside Laboratory - Invoice 1205761	1,610.40	2169
09/02/2026	L.R. PAULSELL CONSULTING	Sewer Cleaning on August 19 & 20, 2026 - Invoice 26-10	1,706.25	2170
09/02/2026	PG&E	Electric - #2704121327-6	623.23	2171
09/02/2026	CONTRA COSTA CO AUDITOR-CONTROLLER	LAFCO Net Cost Appnt. FY 2026/27 - Split	75.69	2172
09/02/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #81 - Split	1,810.09	2173
Total 1020 · Fund 3425 - PCSan - O&M			<u>5,825.66</u>	
Total 1000 · County Operating Funds			<u>5,825.66</u>	
TOTAL			<u><u>5,825.66</u></u>	


9/1/26

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				
09/17/2026	Natural System Utilities - CA Inc.	WWPO - Invoice 1205675	6,789.55	2174
09/17/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #82 - Split	530.43	2175
09/17/2026	CONTRA COSTA COUNTY TREASURER	Calpers - August 2026	783.86	2176
09/17/2026	L.R. PAULSELL CONSULTING	Inv # PCSD 26-11, Sept Hydro	975.00	2177
Total 1020 · Fund 3425 - PCSan - O&M			9,078.84	
Total 1000 · County Operating Funds			9,078.84	
TOTAL			9,078.84	


9/16/26

Organization Contra Costa County
Periods FY 2026-27 : 01 Jul - 12 Jun
Ledger Actuals
Ledger Account/Summary 0010:CASH
Accounting Worktag 342500 PORT COSTA SANITARY DEPT
Book Operating Book
Company Currency USD
Translation Currency USD
Run 10/02/2026 09:25 AM

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	333,395.85	95,516.60	237,879.25
Total	0.00	333,395.85	95,516.60	237,879.25

Organization Contra Costa County
Periods FY 2026-27 : 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 10/02/2026 09:32 AM

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0210:INVESTMENTS	0.00	219,096.24	0.00	219,096.24
Total	0.00	219,096.24	0.00	219,096.24