

# **Minutes from Commissions and Committees**

For CCSD Meeting of April 24, 2024

## **RECREATION COMMISSION**

- March 04, 2024

## **POLICE LIAISON COMMITTEE**

- March 12, 2024

## **BOARD PERSONNEL COMMITTEE**

- February 13, 2024

## **LIGHTING & LANDSCAPE COMMISSION**

- None

## **PORT COSTA SANITATION**

- March 13, 2024

## **CROCKETT SANITATION**

- February 21, 2024
- March 20, 2024

## **MEMORIAL HALL ADVISORY COMMITTEE**

- None

# CROCKETT RECREATION COMMISSION

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, MARCH 4, 2024

1. CALL TO ORDER: The meeting was called to order at 6:05 pm by Chair Cusack. Present: Commissioners Airoidi, Cusack, Choquette, Quade, and Valentini. Staff present: District Secretary (DS) Rivas, Recreation Department Manager (RDM) Wilson and Events Supervisor (ES) Morales.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: DS Rivas presented the Commissioners with their Statement of Economic Interest - Form 700 to sign and return.
4. CONSENT CALENDAR: Minutes for February 5, 2024, were approved with no corrections. (Choquette 1<sup>st</sup>, Quade 2<sup>nd</sup>, 5/0, unanimous)
5. Number 5 was inadvertently skipped.
6. RECREATION: None.
7. BUDGET AND FINANCE:
  - a. RECREATION TRANSMITTALS: Received. No discussion.
  - b. BUDGET PROCESS FOR 2024: DS Rivas reported that ASM Goodman is on track with the budget process.
8. ADMINISTRATIVE:
  - a. ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported that Board President Spinner has been tasked with the Interim General Manager role and she is resuming her district secretary responsibilities full-time. Julie Fisk has been appointed to the Lighting and Landscaping Commission. William Vance (aka Billy Martini) has been appointed as an alternate for the PCSAN Commission. Board Director John Mackenzie has been nominated to be considered for a Board seat at LAFCO (Contra Costa Local Area Formation Commission). The Board has agreed to serve as the government sponsor for the Port Costa Community Alliance (PPCA)'s Crockett Community Foundation application for their Prospect stair repair project in Port Costa. The Board approved a merit-based salary for Recreation Department Manager Wilson.
  - b. UPDATE ON PROP 68 BID (ALEXANDER PARK): RDM Wilson reported that only one bid was submitted on February 14 for \$1.4 million. The contractor agreed to split

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Members: Jeff Airoidi (VC), Louise Choquette, Tom Cusack (C), Valerie Quade, John Valentini

the project into smaller projects, starting with the unisex bathroom (\$340,000). Mr. Wilson expressed concern that if the District did not move forward, the State could cancel the grant and the District would lose over \$350,000 in expenses already incurred towards the project. Mr. Wilson signed the contract, and the project is expected to begin in 20 days.

REPORT OF DEPARTMENT MANAGER: RDM Wilson reported that a Mercedes vehicle ran into the pool fence at Pomona Street and Rolph Park in the early morning causing damage to the fence. Several public safety agencies participated but Mr. Wilson has not been able to identify an incident report to submit to the insurance company. The replacement is expected to cost approximately \$5,000. The floors at the community center have been revarnished and the thresholds were stripped, sanded, and varnished. This is done every two years.

The Special Olympics swimming team will begin using the pool every Sunday from 10 am to noon, to practice beginning March 10th. The actual Special Olympics event will be in June. Mr. Wilson is hiring a pool manager and is looking for a lifeguard.

9. REPORTS FROM COMMISSIONERS: None.
10. FUTURE AGENDA ITEMS:
  - a. Website update
  - b. 1 Rolph Park Drive – DS Rivas reported that ASM Goodman held an initial CSD Board Budget and Finance meeting where the mortgage for 1 Rolph Park Drive was discussed. Per available documentation, CVSAN is the predominant owner, but all departments contribute towards the mortgage. CVSAN began the discussion of next steps for the building including the needed repairs and prioritizing those repairs. The sooner the building becomes viable for operations, the soon each department will be able to recoup their share of these payments.
11. COMMISSIONER COMMENTS: None.
12. ADJOURNMENT: The meeting was adjourned at 6:24 PM until April 8, 2024.

# CROCKETT POLICE LIAISON COMMITTEE

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, MARCH 12, 2024

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by Chair Currington. Present were Committee members Currington, Pennisi, Ritchey, and Wais. Staff present included District Secretary (DS) Rivas, Administrative Services Manager (ASM) Goodman, and Event Supervisor (ES) Morales. Lighting and Landscape Commissioner (L&L) Garbis was present.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
- 4.a LAW ENFORCEMENT ISSUES AND REPORTS - REPORT FROM DEPUTY: Deputy Sheppard reported 332 service calls in February; 200 were self-generated, security checks, control requests, and routine calls (general patrol, parking enforcement, and vehicle stops). Select crimes (homicide, attempted homicide, assault with a deadly weapon, robbery, burglary, vandalism, etc.) are down by 2; 6 in February, and 8 in January. There were 2 felony vandalism incidents - value of \$950 or more. One domestic violence with injury and one assault with a deadly weapon. Three petty thefts– mostly license plate theft. Petty crimes are valued at less than \$950.

At the February meeting, ASM Goodman asked for assistance in locating a police report for fence damage caused by a driver (pool fence at the corner of Pomona Street and Rolph Park) for insurance purposes. Deputy Sheppard reported that CHP made an arrest and issued a DUI and should have a report. L&L Commissioner Garbis inquired if L&L would be responsible for the fence repair and would like a follow-up on a possible reimbursement to their account.

Ms. Garbis requested some information regarding the recent arson on Deperu Drive. The Sheriff's office is aware of the arsonist and is expecting a warrant for his arrest.

CVSAN Commissioner Wais reported that the CIA has been working with the County's public works and code enforcement regarding the Valona Emporium building at the corner of Wanda and 2<sup>nd</sup> Street. She asked about the status of the sidewalk clearing around this property. The typical course of action is a series of communication attempts including initial requests to clear the sidewalk, followed by written warnings, then eventual abatement by the County if there is no response. Deputy Sheppard is unable to provide a timeline but assured the public that the Sheriff's office is called to serve as security when an abatement occurs by the County's code enforcement unit.

A question was asked whether people scrummaging through the blue recycling bins is an illegal activity. The deputy responded that while the bins are in the public right of way, it is not illegal. Accessing bins within private property is. The public may report a crime to the sheriff's office, but it is unlikely that the person will be arrested.

**ON-GOING NOTE:** Officer Sheppard is typically available, Tuesday through Friday. Callers can call and ask for him by asking for 1Paul18. He can also be reached via email at [kshep001@so.cccounty.us](mailto:kshep001@so.cccounty.us)

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Members: Raina Currington (Chair), Mary Wais, Michael Pennisi, Bob Ritchey (VC)

To report **illegal dumping**, call the **non-emergency number (925) 646-2441** and provide as much information as possible, especially a license plate if the dumping was witnessed.

4.b REPORT FROM CHP ON TRAFFIC ISSUES: CHP was not in attendance.

4.c NEIGHBORHOOD WATCH: None.

5.a ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported that President Spinner has taken on the role of Interim General Manager, and she has resumed her role of district secretary full time. The Alexander Park project was approved. Only one bid was submitted with an amount higher than the previous bids. Due to the timeliness of the project, the project will move forward with the construction of an ADA bathroom for the pool area. Billy Martini was appointed as an alternate to PCSAN. Julie Fisk was appointed to the L&L Commission. Board Director John Mackenzie was nominated to submit his name for a Board seat at LAFCO; he will be running against the incumbent Michael McGill.

5.b UPDATE ON LICENSE PLATE READERS (LPRS): Chair Currington reported that Phillips 66 (P66) has agreed to fund \$15,000 towards the total cost of \$27,250 with conditions; 1) Crockett needs a second partner to fund the initial purchase, and 2) assurance that funds will be available to maintain the program for at least three years. P66 suggested we partner with the Crockett Community Foundation or the Contra Costa County Sheriff's Office. P66 suggested that the District can apply for additional cameras the following year if funds are available for continuing maintenance. ES Morales suggested that the PLC apply for the CCF grant that is due March 31<sup>st</sup> with funds released in June. There may be a 10% matching fee requirement. Ms. Rivas recommended adjusting the funds request with C&H emphasizing that half of the funds have been committed and need a partner to complete the purchase. Chair Currington will consider the CCF grant process.

5.c UPDATE ON PARKING TICKET FUNDS: No changes.

5.d UPDATE ON SERVICE GIFTS FOR THE PREVIOUS COMMITTEE MEMBERS: All members agreed on a pen and a gift basket for each person with an extra item for John Angell. A \$75 limit was suggested for Mr. Angell and \$50 for the other two. DS Rivas suggested that the committee purchase the gifts and request reimbursement.

6. REPORTS FROM COMMITTEE MEMBERS: None.

7.a CONSENT CALENDAR: Minutes for March 12th were approved. (Wais 1<sup>st</sup>, Pennisi 2<sup>nd</sup>, 4/0).

8. FUTURE AGENDA ITEMS:

9. ADJOURNMENT: The meeting was adjourned at 7:35 PM until April 9, 2024.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary

# Board Personnel Committee

of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, FEBRUARY 13, 2024

1. CALL TO ORDER: The meeting was called to order by Chair Cusack at 4:05 pm. Present were Commissioners Cusack, Martinez, Spinner, Wais, and Wilson; Staff: Interim General Manager (IGM)/District Secretary (DS) Rivas, Administrative Services Manager Goodman.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Minutes for January 9, 2024, were approved with corrections (Spinner 1<sup>st</sup>, Wilson 2<sup>nd</sup>, 5/0).

There was a discussion on whether the minutes should reflect the recommendation that any changes to governing documents such as the District Code or Personnel Manual should be reviewed by the attorney. The Committee agreed that the minutes remain as reported.

5. ADMINISTRATION:
  - a. REPORT ON ACTIONS BY THE BOARD: Nick Spinner ran his first meeting as President in January. LAFCO has a seat up for election and Director John Mackenzie was nominated by the Board. Staff is preparing an official resolution for his nomination. Michael McGill of Central Sanitary District is the incumbent and will be running for re-election. Director Peterson expressed his desire for former general manager Dale McDonald to apply for a seat on the Board when Mr. Peterson resigns.

Revival Coffee had its ribbon cutting over the weekend. The event was very well attended. Ms. Rivas expressed her disappointment with the actual ribbon-cutting process. She would have enjoyed hearing from the business owner and the District regarding the positive impact of the coffee shop on the community. President Spinner hosted a successful Candidate's Forum.
  - b. CONSIDER SALARY INCREASE FOR RECREATION DEPARTMENT MANAGER: ASM Goodman distributed a salary schedule and reported that RDM Wilson's contract expired in December 2023. He is a salaried employee and works 19 hours per week. Mr. Wilson has not received a review or an increase in salary since 2013.

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Committee Members: Tom Cusack (C), Diana Martinez, Nick Spinner, Mary Wais, Ron Wilson

The standard procedure for an annual reviews is done by the general manager who then recommends an increase to the Board. IGM Rivas and ASM Goodman had previously agreed that neither had worked long enough with Mr. Wilson to be able to prepare an employment review. Since the District Code allows merit increases, both agreed that based on Mr. Wilson's well-documented past performance, he warrants an increase. Short of a review, Staff presented the increase to the Personnel Committee. If approved, the Committee will forward it to the Board for approval via resolution. IGM Rivas recommended a five-step increase to Level 4, Step A, based on merit. Director Spinner motioned that the step increase to Level 4, Step A, be approved and that Mr. Wilson prepare a self-review in the near future. Approved. (Spinner 1<sup>st</sup>, Wais 2<sup>nd</sup>, 5/0)

There was a brief discussion regarding the Annual COLA increases. It was noted that not all employees received a COLA for the 2023/24 fiscal year. These are typically added in May and are based on CPI.

This led to a conversation about process and lack of information for Staff to complete tasks effectively. IGM Rivas reminded the committee that there is training through the CSDA website. ASM Goodman and Diana discussed the importance of employee training but also emphasized the need to prioritize day-to-day operations and manage workloads effectively. The group discussed the challenges of balancing training with operational tasks.

6. REPORTS/COMMENTS FROM COMMITTEE MEMBERS: None.
7. FUTURE AGENDA ITEMS: IGM Rivas shared personnel forms from a previous employee to use as a guide for the Personnel Committee. Included is a review form and an onboarding form that includes a list of benefits. This led to a discussion on when benefits become effective. ASM Goodman shared that she has not been trained on benefits but according to the contract negotiator, benefits do not go into effect until a contract is approved by the employee and the Board. ASM Goodman expressed her frustration with the lack of process or training for her to perform her ASM duties.
  - a. List of mandatory training for non-employees.
  - b. Key policy
  - c. Personnel record policy.
  - d. Update list of agencies/vendors/etc. to reflect access of current staff.
8. ADJOURNMENT: The meeting was adjourned at 5:37 PM until March 12, 2024.

# CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING OF FEBRUARY 21, 2024.

1. CALL TO ORDER: The meeting was opened at 4:00 PM by Chair Manzione. Commissioners present: Dale McDonald, Scott Bartlebaugh, Mark Manzione, D'Arcy Trask, and Mary Wais. Staff present: Interim General Manager (IGM)/District Secretary (DS) Sonia Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Sanitary Department Manager (SDM) James Barnhill. District Board Member Kent Peterson was also present.
2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: Item 5 was moved to follow immediately.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Minutes for January 17, 2024, were approved with edits. (McDonald 1<sup>st</sup>, Trask 2<sup>nd</sup>, 5/0)
5. SEATING OF NEW MEMBERS DALE MCDONALD AND VALERIE QUADE (ALTERNATIVE): Mr. McDonald and Ms. Quade both read the Oath of Office and were welcomed.
6. ADMINISTRATIVE: The district secretary was asked to add a bullet point to consider items removed from the Consent Calendar.
- 6a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: IGM Rivas reported the Board approved the budget schedule. Karen Klaiber and Tom List were reappointed to the Port Costa Sanitary Commission. Board Director Peterson announced that he will not complete his term. The Board will pass a resolution nominating Director John Mackenzie to the LAFCO board seat. She announced that all the commissioners had been enrolled in CSDA (California Special District Association) and encouraged everyone to visit the site and take advantage of the resources during our trial period. Ms. Rivas reported on the Recreation Commissioners' concern regarding 1 Rolph Park Drive. She will be passing out the Statement of Economic Interest (Form 700) to be completed by all commissioners.
- 6b. APPROVE REROUTING THE SEWER LINE AT DOWRELIO DRIVE: This line is located on a steep hillside. The line collapsed last year causing a spill. An interim repair was made with a HDPE six-inch line and was left exposed due to wet weather. Mr. Murdock recently noticed that the line has begun to sag due to debris from the hillside. He is concerned that the sag could come loose from its bad coupling and create a spill, or it could drag on an asbestos pipe and break it. There are two possible options for repair. Option one involves digging 830 feet of trench that would route from the top of the hill to the parking lot and then to a manhole. This option is expected to be very expensive. Option two involves burying the pipe protecting it from surface movement from the hillside. The steep hillside will make the repair challenging.

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*Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais*

but it is a viable option and could be a less expensive alternative. Adding a drain to the creek was a third option discussed. Dowrelia Drive is a private road and would require easements from State Lands which will include extensive coordination. Mr. Murdock will research costs for the first two options.

6c. DISCUSS 1 ROLPH PARK DRIVE – DISTRICT OFFICE: ASM Goodman reported that the loan is paid every six months; CVSAN paid 100% of the first two installments. The following installment consisted of 74% by CVSAN and the balance was a three-way split between Maintenance, Recreation, and Port Costa. The fourth installment was paid with the same split to avoid late penalties. The District was able to qualify for a loan to acquire the building because of CVSAN's ability to collect taxes (generate income). CVSAN is the majority stakeholder. She reported that loan payments made by other departments may be reimbursed by future generated income.

The District Board Budget and Finance Committee met and discussed that the allocation percentages need to be adjusted to add the Lighting and Landscape Department, but no decision was made. DS Rivas directed the commissioners to refer to the attached memorandum to the Board, dated September 20, 2020, that noted the District's responsibility, financial information, and next steps for the property. Also attached was a list of completed repairs.

An extensive discussion was had on the history of the acquisition, repairs completed, and repairs that still need to be made. A conclusion was made that much discussion still needs to be had for clarity moving forward; identify the building owner, management of the building, financials, insurance needs, programming, and determining if these align with the Board's vision for the building. Progress on these items relates to staff's availability and work priorities.

The Commissioners concurred that the Board should take the lead on holding a long overdue public meeting focusing solely on the acquisition of the property, programming, and long-term goals to dispel rumors and speculation by the public.

6d. DISCUSS BUSINESS MATTERS CONCERNING LEGAL COUNSEL: The District has been utilizing the legal services of Myers Nave, specifically of Richard Pio Roda, for the JUA negotiations. Mr. Pio Roda has announced that he is leaving Meyers Nave to join a new firm, Redwood Public Law. He has asked if the District would like to continue utilizing Mr. Pio Roda. The decision to choose legal counsel is the responsibility of the Board. Mr. Murdock felt it was prudent for CVSAN to consider their preferences since they are the primary users of his services. The commissioners agreed unanimously that their priority is to maintain the services of Mr. Pio Roda at least through the completion of the JUA negotiations.

7 REPORT OF CONSULTING ENGINEER: None.

8 WASTEWATER: No meetings have occurred. Mr. Murdock has requested Operation and Maintenance reports useful for the JUA negotiations but has not received them. The tolling agreement is expected to be signed in the next few days. It is possible that reports have not been submitted because that agreement has not yet been signed. Staff are working on C&H billing and will meet with the former general manager for background and recommendations. The standing committee is ready for a breakout meeting to discuss legal issues.

9a RECEIVE WARRANT TRANSMITTALS: The payment for Ground Penetrating Radar Systems LLC is for an audit of the CCTV contractor's work. CVSAN pays life insurance for one sanitation employee. Villas Landscaping is currently performing work every two weeks.

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*Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais*

9b UPDATE ON BUDGET PROCESS FOR 2024: The budget process is still on target. The water usage data has been received and Staff is working on those calculations. Water use data determines the ratio of SFR (single-family residential units) to apartment costs. Commercial units are calculated as apartments. The sewer use charge is driven by expenses. Mr. Murdock expects there will be an increase this year. He expects the sewer use charge to be on the next agenda.

10a OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: Mr. Barnhill submitted the Annual Pollution Prevention Plan report for Crockett on Friday. The report is comprehensive and summarizes all activities in the District. This year's report was due a week earlier than normal. He prepares the report and forwards it to C&H since they are the permit holders; C&H submits the report over CIWQS. Unfortunately, the report did not make the CVSAN's February agenda, but it will be on the Board's February agenda the following week.

There was a brief discussion on Ordinance 07-1 regarding lateral inspection certificate permitting. He reported that 14 properties are in the process of review. There are a few properties sold in 2021 and 2022 that were not inspected. One permit was opened in 2022. The permit has expired and the homeowner must begin the permit process from the beginning.

Mr. Murdock provided an update on capital improvements. The 106-foot line replacement between Alhambra and Winslow was completed. The Alexander Park sewer repair bid was posted. The project includes five sections that pass by six manholes, one of which needs to be replaced. It is a 12-inch sewer line that is in bad shape and will be replaced by HDPE. The engineer's estimate is \$425,000 but expects that the bids may come back higher. The Recreation park project bids received were higher than the first round of bids. Recreation's next step will dictate if these two projects can be coordinated to minimize the impact on park activities. Mr. Peterson suggested caution be taken on the work closest to the church property. During a much earlier repair, the church experienced damage to its sidewalk.

The bids are due March 8<sup>th</sup>. The funding source has not been identified but reserves may be available and would need Board approval; the project may be split among several fiscal years. The turnaround time for the bid approval is 10 days. Mr. Murdock will likely call a special meeting with both the Board and CVSAN to approve the project.

There is no progress to report on the MCC project. The project engineer requested a part that is no longer manufactured, and an alternative is being sought.

10b GOVERNMENTAL MATTERS: IGM Rivas reported that she had met with the Rodeo General Manager informally and learned about their hiring practices, budgets, training, creative financing, and even how they stopped rag problems. Mr. Murdock has met with C&H where they explained that rags are a nuisance, but grit is a bigger issue and that the grit comes from Crockett. The removal of the grit is done manually at the treatment plant and is costly. Information about wipes is included in the annual newsletter.

10c ANNOUNCEMENTS AND DISCUSSION: None.

11a WASTEWATER COMMITTEE: None.

11b BUDGET & FINANCE COMMITTEE: None.

11c INTER-AGENCY MEETINGS: None.

12 FUTURE AGENDA ITEMS: An update on the State Audit was removed, and staff will report if, or when, the State reports findings and corrective actions to be addressed.

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*Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais*

- Aerator repair
- Enforcement letter template
- FOG Policy
- 1 Rolph Park Drive

13. COMMISSIONER COMMENTS: The EQ tank is covered with graffiti. The District had a goat that served as a deterrent but is no longer an option. Mr. McDonald reported that the District has previously used Recreation staff to paint over graffiti and may want to reconsider that option.

14. ADJOURNMENT: The meeting was adjourned at 6:07 PM until March 20, 2024.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary

# PORT COSTA SANITARY COMMISSION

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, MARCH 13, 2024

1. CALL TO ORDER: The meeting was called to order at 6:05 PM by Vice Chair Cusack. Present were Commissioners Cusack, Klaiber, List, and Scheer. Commissioner Surges was absent. Staff present included Sanitary Department Manager (SDM) Barnhill, District Secretary (DS) Rivas, and Administrative Services Manager (ASM) Goodman. Board Director Barassi was present.
2. CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
- 4.a CONSENT CALENDAR: Minutes of February 14, 2024, were approved with edits. (List 1<sup>st</sup>, Scheer 2<sup>nd</sup>, 4/0, 1 absent)
5. SEATING OF NEW MEMBER WILLIAM LEE VANCE: Mr. Vance, aka Billy Martini, read the Oath of Office, was seated as an alternate commissioner and was welcomed by the commissioners. DS Rivas announced that since Chair Surges is absent, Mr. Vance (Martini) is considered a voting member for this meeting.
- 6a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas that Board President Spinner has taken over the role of Interim General Manager and she has resumed the role of district secretary full-time. Director John Mackenzie has been nominated to be considered for a seat on the LAFCO Board. The Board approved serving as the governmental sponsor for the Port Costa Community Alliance (PCCA)'s Crockett Community Foundation grant application for the repair of the Prospect trail stairs. The stairs are at the end of the George Miller trail. Julie Fisk was appointed to the Lighting and Landscape Commission and William Lee Vance (Billy Martini) was appointed to the PCSAN as an alternate.
- 6b. SELF-MONITORING REPORT: Received. Received. SDM Barnhill reported that there were no permit exceedances in January and there were no spills in February. Commissioner List asked if the two exceedances in the previous year were indicative of a trend or an anomaly. Mr. Barhill responded that the exceedances were an anomaly that could have been caused by a variety of issues. There is a \$3,000 per incident minimum penalty fee. While the error can be contested, identifying, and proving the source of an error is very challenging and costly. He cautioned that exceedances are a de facto occurrence in the industry and stressed the importance of working with the State. He reported how he worked closely with the State EPA and the Water Board several years ago when the District experienced multiple failures of acute toxicity, the source of the exceedances could not be identified. Working in conjunction with the State, it was determined that the failures likely originated from one source. This allowed the state to consider multiple exceedances to be caused by one source.  
  
Mr. Barnhill further explained that much of his work is self-reporting instead of the State overseeing the work. He serves as the legally responsible official (LRO) and takes on personal liability; any false reporting may be punishable with personal fines and jail time.

6c. RECEIVE 2023 ANNUAL POLLUTION PREVENTION PLAN REPORT: SDM Barnhill reported that the Annual Pollution Prevention Plan Report is highly detailed, complex, time-consuming, and submitted on time. He explained that the inventory to be completed in October 2024” refers to source water from Contra Costa water districts. The drinking water agencies are under the mandate by the EPA to inventory lead and copper pipes. This inventory includes laterals to houses. Section III Source Water refers to drinking water. Mr. Barnhill explained that the report is comprehensive and often overlaps with other jurisdictions that Port Costa has no control or oversight of but he is required to respond. He clarified that responses in quotation marks are pulled directly from other sources. In this case, the Contra Costa Water District is required to publish a report of its findings.

Referencing Page 7, Section VII, A: Televised Inspection Program, Commissioner Scheer requested an update on how much pipeline has been CCTV inspected before 2023. Mr. Barnhill explained that most of the lines had been previously CCTV'd but they were not PAPC-rated and therefore do not meet the qualification standards of this report. The District's policy requires that all home transfers require CCTV inspection of the lateral to receive a valid certificate of compliance. A non-PAPC-rated CCTV provides a simple perspective if a pipe is good or bad. A PAPC-rated CCTV has a score-based assessment that rates the quality and condition of a line.

Ordinance 07-1 requires a valid certificate of compliance upon a transfer of ownership. The certificates are valid for five or ten years from issuance. Spot repair certificates have a five-year lifespan and full-line replacements are valid for ten years. Real estate agents contact the office for a certification status as part of the due diligence process. This certificate process is to prevent spills and prevent (I&I) from entering the system which causes excessive costs for treatment.

A short discussion on Section IX: Community Outreach Element resulted in the request to expand the Crockett Improvement Association's community clean-up to include Port Costa.

6d. UPDATE ON SEWER USE CHARGES: Mr. Barnhill has been inundated with mandatory Statewide reporting that has delayed the task of calculating the sewer use charge for 2024-2024. He reported that the water use data has been received and calculated but still needs to be considered in the budget process. Reporting such numbers at this time is premature but he hopes to have the information by the next meeting.

6e. UPDATE ON FLOW NUMBERS: Upon the request of Chair Surges at the February meeting, Mr. Barnhill presented a chart of the flow throughout 2023. He reported that the average flow per day in January was the highest peak he has experienced since beginning working for PCSAN. As a comparison during dry weather, the plant generally averages ranges between 18,000 – 19,000 gallons such as in 2022.

How this affects the quality of discharge, there is a reducti19,000-gallonon time in the septic tank. The septic tank is designed to capture suspended solids and floating debris. And if the process is rushing through it forces the velocity and pulls materials across to the plant. In turn, this rushes the chlorination phase at the treatment plant. The chlorination needs to go through a contact basin for a duration of time before it is dechlorinated and discharged as fully treated effluent.

Mr. Barnhill reported that the State has begun to apply light pressure to realign the main sewer line located behind many homes to the center of the main street, but this task is very costly. Realignment would reduce the collection system length. If Port Costa's collection system can be reduced to under one mile (5,280 feet), then the collection system would no longer fall under the authority of the State. This, however, would be at the discretion of the State. We are currently at 7,108 linear feet. The amount of line that would be discounted would be the north side line behind the houses and the south side line which runs along the

gutter line on the South side of Canyon Lake Drive. By discounting those lanes, we would still be over one mile. The line from the septic tank to the treatment plant is 797 feet. Mr. Barnhill has verified with the consulting engineer that this line probably should not be considered part of the collection system because it is within the primary treated wastewater and there are no raw wastewater connections.

If Port Costa performs the realignment and discounts the treatment line, the collection system would likely be under one mile long. The cost would range between \$350-\$500 per foot for 1,000 feet.

**7a. BUDGET AND FINANCE / WARRANT TRANSMITTALS AND BUDGET UPDATE: ASM**

Goodman reminded the commissioners that a financial audit has not been received for 2022 or 2023. She has been working closely with the auditor and expects the 2022 report very soon. She noted that some warrants will have her signature but is only temporary as we transition the Board President's signature. Ms. Goodman presented various financial documents.

23/24 Approved Budget updates:

- Approved for 23/24, the Operations & Maintenance (O&M) and Capital Improvement Budget was approved for \$417,981.
- Outstanding Debt – refers to a loan through CVSAN. The loan payments have not been accounted for. Two loan documents were presented for reference. It appears that one of the loans has been paid off and asked for assistance in identifying the loan that was paid in full by providing a timeframe of when that occurred.
- Profit & Loss Statement (P&L) does not list any income/revenue. This gap in accounting prevents true detail reporting on actual balance. The following section reports all expenses. Page three shows a total of \$174,306.42 in expenditures. This total does not include any loan payments. She anticipates a loan payment will be roughly \$40,000.

In summary, the PCSAN budget looks healthy, and no major adjustments are expected. She hopes to have a forecast for the end of the fiscal year for the next meeting.

**7b. UPDATE ON 2024 BUDGET PROCESS: Ms. Goodman has scheduled a Board Budget and Finance Committee meeting for Monday. She has anticipated presenting an eight-month budget but will not be able to provide one for this fiscal year. Instead, a roll-up budget will be presented that details what has been spent, budget allocation, and some projections for the next fiscal year. The next step is to meet internally with staff to discuss the sewer use charge that will guide the budget process. Board Directors Barassi and Mackenzie are on the Board Budget and Finance Committee, and both are Port Costa residents.**

**8. WASTEWATER: None.**

**9a. REPORT OF DEPARTMENT MANAGER: Mr. Barnhill recommended that one of the two existing peristaltic chemical pumps needs to be replaced with a new unit. This pump injects sodium hypochlorite and metal bisulfite separately and is primary to the final treatment process. The cost is approximately \$6,000 and Telstar could install the unit at a cost of approximately \$800 (\$200 per hour with a four-hour minimum).**

There was a concern about overflow from manholes. Mr. Barnhill explained that water overflowing from manholes in Pinole is likely stormwater-related and not sewage-related. Any sewer overflows as it pertains to sanitary is due to pipe blockages due to debris buildup, hence why we CCTV the pipes. Some homeowners have experienced sewage backups in their homes. The plumbing in homes is outside of the PCSAN jurisdiction. Mr. Barnhill explained that typically this happens when the toilet's vent stack is not connected to the plumbing. Putting the toilet seat down is recommended.

9b. GOVERNMENTAL MATTERS: The format of the annual CIWQS report has been changed. Historically, the information from previous years automatically populates for the current year and only requires updating for current data. None of the historical information was transferred over to the new format requiring extra time to research previous data.

ASM Goodman reported that Initiative 1903 is currently working its way through legislation. This initiative could impact sewer use changes and Measure L funding. More information can be found on the CSDA website.

9c. ANNOUNCEMENTS AND DISCUSSION: Valley Operators gave written notice that they will end their service on October 1 of this year, a year earlier than the contract term. Mr. Barnhill advised that service rates will likely increase. Several contractors perform treatment plant operations and hiring a new company should be straightforward. Starting last year Mr. Barnhill has been in contact with a company that has already offered to perform operations services for Port Costa.

As part of the required engineering study for their development permit, the Field Semester project has begun cleaning the lines and collecting proper PACP-rated CCTV at their cost. The cleaning ranges from the septic tank to the treatment plant and will determine if the exiting 6-inch pipe will be sufficient to absorb the sewer needs of their project. The information will become the property of PCSAN. Staff will review the CCTV to assess areas to repair, if any. This project will cover approximately one-third of the inventory for CCTV.

10. REPORTS/COMMENTS FROM COMMISSIONERS: Commissioner Scheer distributed a draft flyer addressing items that should not be disposed of in toilets. She asked that all commissioners review the document and provide feedback.

11. FUTURE AGENDA ITEMS:

- Hints for a Healthy Sewer review
- Percentage of completed CCTV cleaning.
- Bull Valley Agricultural Center & Port Costa School – scope and costs.
- Acquire a backup effluent pump with the capacity to maintain flow to filter beds.
- Acquire two replacement peristaltic pumps for chemical dosing.
- Research funding and grant opportunities.
- Report on State Collection System Audit.

12. ADJOURNMENT: The meeting was adjourned at 7:33 PM until April 10, 2024, at 6 pm.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary

# CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING OF MARCH 20, 2024.

1. CALL TO ORDER: The meeting was opened at 4:03 PM by Chair Manzione. Commissioners present: McDonald, Bartlebaugh, Manzione, Trask, and Wais. Staff present: District Secretary (DS) Sonia Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Sanitary Department Manager (SDM) James Barnhill.

2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: None.

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.

4. CONSENT CALENDAR: Minutes for February 21, 2024, were not complete and carried to the

5. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None

6a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD AND THEIR COMMITTEES: Board President Spinner has taken over the role of Interim General Manager and Ms. Rivas has resumed her role as district secretary full-time. The Board approved a resolution nominating Director Mackenzie as a candidate for a seat on the LAFCO Board. Several attorneys including Mr. Pio Roda have left Meyers Nave and created a new firm, Redwood Public Law. There is no exclusivity clause preventing CCSD from seeking legal counsel with Meyers Nave. CVSAN has expressed an interest in remaining with Mr. Pio Roda specifically because of his involvement with the JUA negotiations. A brief discussion was had about the legal process of a Board director resigning.

6b. APPROVE EMERGENCY REPAIR OF C-00-35: This is a damaged sewer line located on a steep hill at the top of Second Avenue that connects two homes. There are approximately 100 feet of pipe that are inaccessible to view due to unknown obstructions that have caused a lag in the pipe. This line has experienced two Sanitary Sewer Overflows (SSO). Three bids were received. The lowest bid was \$38,300 (\$150/ft) and includes CCTV and County permit. The contractor is the same contractor that won the bid for the Alexander Park sewer repair. Mr. Murdock confirmed that the contractor has supplied the necessary documentation to move forward with Alexander Park.

DE Murdock confirmed that he lost the authority to sign contracts up to \$50,000 when an interim general manager took over the general manager role, hence asking the Commission for approval. Commissioner McDonald suggested that CVSAN recommend to the Board that the district engineer be given the authority to sign contracts up to \$50,000 for emergencies and be within budget.

Motion to approve. (Wais 1<sup>st</sup>, Bartlebaugh 2<sup>nd</sup>, 5/0)

6c. UPDATE ON JOINT USE AGREEMENT NEGOTIATIONS: C&H has submitted a draft Joint Use Agreement (JUA) as a starting point. The committee has met twice. Chair Manzione

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*Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais*

reiterated that communication, regular meetings, data sharing, and regular billing are part of the discussions to be had. He mentioned that the attached supplemental article regarding the increasing cost of sodium hypochlorite was timely and relevant in the negotiations because CCSD currently pays 100% of the chemicals as stated in the original 1976 agreement. While there are still numerous items to discuss, including CCSD's requests, the committee does not expect any obstacles in the JUA negotiations.

7 REPORT OF CONSULTING ENGINEER: This item will be removed as a placeholder and added on an as-needed basis.

8 WASTEWATER: A discussion was had on the intention of this section. The majority of recent conversations have revolved around the JUA negotiations. Chair Manzione suggested the categories for discussion should focus on ADUs (additional dueling units), enforcement and correspondence to customers, the MCC Project, pollution prevention matters, recycled water, and construction projects.

DE Murdock reported on a conversation he had with Mark Edwards, the plant manager at the Joint Treatment Plant. Fiber is a nuisance but the build-up of gravel and grit that is most likely generated by our system is a bigger issue. It appears that the aerator may be off. He recommended that Staff investigate why the aerator is failing,

Commissioner Bartlebaugh reported that he attended a site visit to the treatment plant with Mr. Murdock. C&H is experiencing difficulties in obtaining a permanent permit from the Air District for their backup generator that was originally approved on an emergency basis. Ongoing site visits are an example of a form of desired regular communications with C&H. C&H is willing to share information but submitting actual documents/reports continues to be a challenge. Mr. Murdock reported that C&H previously submitted monthly maintenance operations reports but that process ceased in 2020.

9a RECEIVE WARRANT TRANSMITTALS: ASM Goodman noted two payments to First Foundation Bank: 2/1/24 is for a refinance loan payment and 2/3/24 is a loan for 1 Rolph Park Drive. It was suggested that the memo be more descriptive for the general public's benefit.

Ms. Goodman presented a 10-page Transaction Detail by Account summation of expenditures incurred for the fiscal year 2023-24, sorted by account number. A Profit and Loss statement was also presented and noted that it does not reflect income. The year-to-date expenses total \$1,332,979.60. A \$415,000 payment was made to C&H at the beginning of the fiscal year and appears to cover December 2021 through March 2022. She noted that the two reports work hand in hand depending on the level of detail one seeks.

The accounting has been mismanaged and has not been reconciled for a few years. The 2022 audit has therefore been deemed incomplete due to the amount of missing information. As a yellow book audit, it requires a second review with the possibility of being returned with different results. Under the advisement of the auditor and legal counsel, the District is seeking a government accounting firm to bring the books current. Until then, Ms. Goodman is only able to present a roll-up style budget. The auditor has identified several minor findings and has made recommendations to address them. There was an extensive discussion on the various factors that led to the disarray of the accounting, including the inability of Ms. Goodman to access data due to security restrictions beyond her control and the County changing its accounting software and little training for their public sector clients. Although the District prints checks in-house, the County authentication process is complex and cumbersome and can take several days to complete a check run. Ms. Witschi previously participated in data entry into QuickBooks. She will begin working with Ms. Goodman on this task moving forward.

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*Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais*

9b UPDATE ON BUDGET PROCESS FOR 2024: The 2023 audit has been placed on hold until the 2022 audit can be completed. Ms. Goodman suggested that the commissioners attend the Board meeting to hear the audit presentation.

10a OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: Staff has not heard back from the State Waterboard audit. The NPDES permits for Crockett and Post Costa have been submitted but approvals have not been received.

10b GOVERNMENTAL MATTERS: None

10c ANNOUNCEMENTS AND DISCUSSION: None

11a WASTEWATER COMMITTEE: This topic was discussed under Item 8. Chair Manzione appointed Commissioner McDonald as alternate commissioner for the Wastewater Committee.

11b BUDGET & FINANCE COMMITTEE: The committee has not met. A charge for Bill's Underground is for an Access and Repair Agreement where the property owner is provided three years to spread the cost of repairs. Mr. Murdock clarified that contractors pay a \$1,000 bond to do repairs in Crockett and Port Costa.

11c INTER-AGENCY MEETINGS: This item will be modified to include trade associations.

12 FUTURE AGENDA ITEMS:

- JUA study session.
- Additional insurance requirement for contracts, i.e. waiver of subrogation, additional insurer, 811.
- Signing authority of the District engineer.
- Enforcement letter template
- Monthly Maintenance Operations Report
- State audit report for the collection system.
- 1 Rolph Park Drive Repairs
- Pump Station Grit Detritter Condition report.
- FOG Policy
- District Code enforcement rewrite

13. COMMISSIONER COMMENTS: Commissioner Bartlebaugh reported that a neighbor was visited by a C&H representative at her home and asked about her experience during the odor event and was collecting additional information. She was asked to sign a document but she declined.

Commissioner Wais informed the commissioners that she agreed to be reappointed to CVSAN. The Commissioners expressed their appreciation for her dedication and invaluable experience.

14. ADJOURNMENT: The meeting was adjourned at 6:04 PM until April 17, 2024.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary

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*Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais*