

CROCKETT COMMUNITY SERVICES DISTRICT (CCSD)

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FOR REVIEW

MINUTES OF THE BOARD MEETING ON APRIL 22, 2026.

1. CALL TO ORDER - ROLL CALL: President McDonald called the meeting to order at 7:04 PM. Directors Barassi, Mackenzie, McDonald, and Spinner were present. Director Murdock was absent (unexcused). General Manager Goodman, Sanitary Department Manager (SDM) Barnhill, Recreation Department Manager (RDM) Maria, and District Secretary (DS) Rivas were present. Crockett Sanitary Commissioner (CVSAN) Wais was present. Engineer of Record Vivian Housen was present via Zoom.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Items 7a, b, and 9b were pulled to discuss before the Consent Calendar to allow discussion with the Engineer of Record, Vivian Housen.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. PUBLIC HEARING: None.

CONSIDER ITEMS OUT OF ORDER: Items 7a, b, and 9d

7b: RECEIVE SEWER USE CHARGE MEMO, DISCUSS, AND DECLARE SEWER USE CHARGE FOR FY 2026/27 FOR CROCKETT SANITARY: Crockett Sanitary Commission (CVSAN) did not meet quorum for their March meeting and instead met at a special meeting on April 22, before the Board meeting. GM Goodman summarized that CVSAN recommended raising rates to restore approximately \$2.7 million in depleted reserves over five years. Director Barassi calculated that this would require an approximate 28.61% rate increase to meet the five-year goal.

GM Goodman recommended no increase this year and advised commissioning a new professional rate study, citing that the current model is 20 years old and may not be defensible. Standard industry practice is that a new study is done every five years or when a significant financial event occurs. She noted an estimated \$191,000 budget surplus in FY 26/27 would allow some contribution to reserves.

Engineer of Record Housen advised that Prop 218 requirements may require a new study before raising rates and recommended updating the rate study before implementing increases. Staff is using a model that uses current water usage data. A consultant will have advanced knowledge of water use trends and other nuances to calculate an accurate and appropriate sewer use rate.

Extensive Board discussion followed regarding whether Prop 218 notices can be issued before a new study is complete; past under collection and reserve depletion; timing constraints for rate adoption; legal and engineering defensibility of a rate increase this cycle. Item tabled until after the budget review.

7c: RECEIVE SEWER USE CHARGE MEMO, DISCUSS, AND DECLARE SEWER USE CHARGE FOR FY 2026/27 FOR PORT COSTA: PCSAN approved Staff's recommendation not to increase the sewer use charge for Port Costa for FY 2026/27. The Board discussed historical financial issues, lack of adequate past accounting controls, and the complexity of Crockett vs. Port Costa rate modeling. Item tabled to return after budget discussion.

9d: CROCKETT AND PORT COSTA SANITARY DEPARTMENT MANAGER: GM Goodman reported the SSMP update is due to the State by May 5. Staff and Housen are finalizing edits. Housen stated the Board may adopt the SSMP after submission because it is a “living document.” The Board concurred with staff’s approach to upload and certify first, then adopt in May. A resolution will be at the May 27 Board meeting.

5. CONSENT CALENDAR: Item 5a was pulled for discussion. A motion to approve Items 5b-e passed. (Spinner 1st, Barassi 2nd, 4/0/1)
 - a. Approve the minutes of the CCSD Board meeting on March 25.
 - b. Received minutes from Commissions and Committees (PCSAN 3/3 and CPLC 3/9)
 - c. Approve payment of District Bills.
 - d. Receive Cash Account Balance.
 - e. Accept Audit Engagement Letter from David Farnsworth, CPA.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR:
 - 7a. APPROVE THE MINUTES OF THE CCSD BOARD MEETING ON March 25: The phrase “an in-depth discussion ensued” under Item 7f was removed. Item 7g was updated to reflect that the two documents prepared by Alisha Gard were rejected. Clarifying “Fire” as the Crockett Carquinez Fire Department in Future Agenda Items. Approved as amended. (Makenzie 1st, Spinner 2nd, 4/0/1)
7. ADMINISTRATIVE:
 - a. UPDATE ON JOINT MEETING WITH RECREATION AND LIGHTING & LANDSCAPING COMMISSIONS: A joint meeting was held on March 30. GM Goodman reported that commissioners were open to merging, though questions remain about budgeting, membership, and meeting length. Staff will continue holding joint meetings. Board President McDonald does not wish to force a merger and hopes that a merger will happen naturally. Staff will continue to hold joint meetings when possible. No Action taken.
 - b. RECEIVE SEWER USE CHARGE MEMO, DISCUSS, AND DECLARE SEWER USE CHARGE FOR FY 2026/27 FOR CROCKETT SANITARY: Held earlier; discussion continued after the budget and finance discussion.
 - c. RECEIVE SEWER USE CHARGE MEMO, DISCUSS, AND DECLARE SEWER USE CHARGE FOR FY 2026/27 FOR PORT COSTA: Held earlier; discussion continued after the budget and finance discussion.
8. BUDGET AND FINANCE:
 - a. RECEIVE UPDATE ON APPROVED BUDGET FOR FY 2025/26. The B&F Committee met the prior week. GM Goodman presented updated financials including actual year-end numbers, capital reductions, an updated cover sheet formatting, and noted that CVSAN has the most significant changes in budgeted versus actual expenditures. Board members commented on standardizing the financial summary based on audit templates.
 - b. DISCUSS AND APPROVE PROPOSED BUDGET FOR FY 2026/27. GM Goodman reviewed projected revenues/expenses and noted pending corrections from the County’s updated cash conversion detail. Key issues discussed: insurance and workers comp increases; incomplete C&H billing data; need to reflect treatment plant operational costs in CVSAN budget; reserve levels and potential liability for unresolved C&H charges; inflationary pressure on operating costs; and the

need for more detailed Q3 actuals before adoption. The Board provided feedback; final adoption scheduled for July.

- c. DISCUSS FINANCIAL MATTERS RELATED TO THE DISTRICT: The GM reported on the heavy Staff workload related to Community Benefits Agreement grant applications (~\$750k potential) and the limited bandwidth to simultaneously prepare Prop 218 mailers.

CONSIDER ITEMS OUT OF ORDER: ITEMS 7C AND 7B

7c: RECEIVE SEWER USE CHARGE MEMO, DISCUSS, AND DECLARE SEWER USE CHARGE FOR FY 2026/27 FOR PORT COSTA: Resumed from earlier discussion. GM Goodman reiterated a no increase recommendation and reported that PCSAN supported Staff's recommendation. A \$31,000 grant was recently received to upgrade the PLC. Staff submitted a \$150,000 - \$180,000 CBA grant for a feasibility study and replacement of a central sewer line. The Board supported Staff's recommendation. A Prop 218 notice is not required. Motion for the sewer use charge to remain as in the current year, with no increase passed. (McDonald 1st, Barassi 2nd. 4/0/1)

7b: RECEIVE SEWER USE CHARGE MEMO, DISCUSS, AND DECLARE SEWER USE CHARGE FOR FY 2026/27 FOR CROCKETT SANITARY: Resumed from earlier discussion. The GM strongly recommended no rate increase for the 2026/27 fiscal year and instead to commission a new professional rate study, emphasizing that the current study is roughly 20 years old and that a large increase now would unfairly shift the burden for past under-accruals onto current ratepayers. Director Barassi presented in favor of an immediate increase, presenting calculations to rebuild roughly \$2.7M in depleted reserves over five years, which implied about a 30% rate increase (raising the single-family charge from \$1,217 to about \$1,580/year). This rate structure aims at restoring prudent reserves, matching costs to those who benefited from prior under-rated service and avoiding future reliance on debt and sharper spikes. After extensive debate over reserves, grant-deadline workload, and legal requirements of Prop 218 noticing, the Board voted to direct Staff to issue a Prop 218 notice for a maximum 30% increase in Crockett sewer rates; which only sets an upper limit, with the actual rate (possibly lower or zero) to be decided at a future public hearing once legal and financial advisors confirm the process is defensible. Passed. (Barassi 1st, Mackenzie 2nd, 3 in favor, 1 nay McDonald, 1 absent)

9. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:

- a. GENERAL MANAGER / MAINTENANCE DEPARTMENT / LIGHTING & LANDSCAPE COMMISSION: No report.
- b. DISTRICT SECRETARY: No discussion on the submitted Staff report.
- c. RECREATION MANAGER: There is still high demand for pool programs; strong rental bookings continue for the Community Center; hiring efforts underway for lifeguards, grant awards received for equipment replacement, and theft of all commemorative plaques reported to police.
- d. CROCKETT AND PORT COSTA SANITARY DEPARTMENT MANAGER: Reports for Crockett and Port Costa presented by SDM Barnhill.
- e. GOVERNMENTAL MATTERS: The GM is preparing for a Town Hall meeting to discuss Cogen's recent lease renewal with the State Lands Commission and discuss why community funds were directed to CCRCD instead of Crockett. Supervisor Scales-Preston and Assemblymember Avila-Faris and other community organizations have expressed interest in attending. Ideally, members of the Board and Commissioners can attend to answer questions, and the GM serves as a facilitator. The Town Hall concept would be an ongoing community event. The date is to be determined.
- f. ANNOUNCEMENTS AND DISCUSSION: None.

10. REPORTS FROM BOARD MEMBERS AND COMMITTEES:

- a. BUDGET & FINANCE COMMITTEE: No report.
- b. LEGAL NEGOTIATIONS AD HOC: The Committee has not met, but a tentative meeting is scheduled for Monday, April 27 with legal counsel.
- c. RECREATION AD HOC: Has not met.
- d. POLICE LIAISON COMMITTEE: The Crockett Community Foundation will discuss the reconsideration of their financial support of the Flock cameras.
- e. INTER-AGENCY MEETINGS: None.

11. CLOSED SESSION: The Closed Session began at 9:34 PM.

- a. PUBLIC EMPLOYMENT - Public Employment: General Manager. Pursuant to Government Code Section 54957.6.

12. RECONVENE TO REGULAR SESSION: The regular session resumed at 10:05 PM.

- a. REPORT ON CLOSED SESSION: No reportable actions were taken.

13. FUTURE AGENDA ITEMS / BOARD COMMENTS:

- Financial Report for Q3 (January – March)
- Consider merging the Recreation Commission and Lighting & Landscaping Commission based on recommendations from existing commissions.
- Organizational Chart
- Records Retention
- Dog Park

14. ADJOURNMENT: The meeting was adjourned at 10:06 PM until May 27, 2026.

Respectfully submitted,
Sonai Rivas, MBA
District Secretary