

# CROCKETT COMMUNITY SERVICES DISTRICT (CCSD)

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## MINUTES OF THE BOARD SPECIAL MEETING ON FEBRUARY 4, 2026.

1. CALL TO ORDER - ROLL CALL: President McDonald called the meeting to order at 6:49 PM. Directors Barassi, Mackenzie, McDonald, and Spinner were present. Director Murdock arrived at 7:15 during the Closed Session. Staff present included Sanitary Department Manager (SDM) Barnhill.
2. INSTALLATION OF OFFICERS: President McDonald and Vice-President Spinner were reelected at the December meeting.
3. CLOSED SESSION: The Closed Session began at 6:50. DS Rivas left the room.
  - a. CONFERENCE WITH LEGAL COUNSEL - anticipated litigation pursuant to paragraph (4) of subdivision (d) of California Government Code Section 54956.9.
  - b. PUBLIC EMPLOYMENT - Public Employment: General Manager. Pursuant to Government Code Section 54957.6.
4. RECONVENE TO REGULAR SESSION: The regular session began at 7:22. Recreation Department Manager (RDM) Maria, District Secretary (DS) Rivas, Crockett Sanitary Commissioner (CVSAN) Wais, and Port Costa (PCSAN) Commissioner List joined the Regular Session
  - a. REPORT ON CLOSED SESSION: No reportable actions were taken regarding the Conference with Legal Counsel. The Public Employment discussion was carried to the next meeting.
5. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
6. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
7. PUBLIC HEARING: None.
8. CONSENT CALENDAR: President McDonald commented on 8d. He reported that a letter was submitted to the Board by a Commissioner who attended the holiday party, stating that the holiday party should not have been paid for by the Recreation Department and included a check to cover his two meals. Director Barassi thanked Ms. Cantu-Reyna for her contribution to the CPLC. A motion to approve the Consent Calendar passed. (Spinner 1<sup>st</sup>, Murdock 2<sup>nd</sup>, 5/0)
  - a. Approve the minutes of the CCSD Board meeting on December 17.
  - b. Approve payment of District Bills.
  - c. Receive Cash Account Balance and LAIF (Local Agency Investment Fund).
  - d. Receive breakdown of holiday party costs.
  - e. Receive ADP report for unclaimed property.
  - f. Receive US Bank Statement – November 24, 2025.
  - g. Receive notices of AB1234 Ethics training on February 3 and SB 827 Fiscal & Financial Training on March 4 through the California Special District Association website.
  - h. Accept resignation of Diana Cantu-Reyna from the Crockett Police Liaison Committee.
9. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None.

10. ADMINISTRATIVE:

- a. RECEIVE RESIGNATION AND ACKNOWLEDGE COMMISSIONER TRASK FOR HIS SERVICE ON CVSAN. The President acknowledged and thanked Mr. Trask for his service on CVSAN.
- b. APPROVE SALARY SCHEDULE TO MEET JANUARY 2026 REQUIREMENTS. The salary schedule was updated to reflect the 2026 minimum wage increases. Motion to approve passed. (Spinner 1<sup>st</sup>, Barassi 2<sup>nd</sup>, 5/0)
- c. APPROVE CAPITAL PURCHASE FOR A BACKUP CHANNEL GRINDER AT CROCKETT MAIN PUMP STATION. The grinders for the Crockett pump station were replaced fairly recently due to damage. These units are prone to damage and can fail unexpectedly. SDM Barnhill expanded on some of the issues encountered with the grinders. The delivery time for a new grinder can take months. Due to the uncertainty of when damage will occur and the turnaround time to receive a unit, Staff requested the authority to purchase a unit for inventorying from the same vendor as previously used for \$28,411. A Conex box is being donated to the District by the CIA (Crockett Improvement Association) and will serve as storage for the new unit. Funds are available in the Capital Improvement Budget (CIP) but may use funds from the Marina Line budget. The replacement unit provides critical support, and the District will have the capacity to store the unit. While the cost of a replacement unit is high, the purchase outweighs the length of time for a replacement unit to be delivered. The Board unanimously approved the purchase.
- d. DISCUSS AND APPROVE A CAPITAL IMPROVEMENT PURCHASE FOR AN EMERGENCY BATTERY BACKUP SYSTEM FOR THE LORING PUMP STATION. Crockett is susceptible to frequent power outages. A memo was included in the packet that explains the need for a backup generator and the labor-intensive process that Staff currently undergoes during power outages. An emergency backup system has been discussed for several years. Staff have reviewed past recommendations and studied different types of generators, opting for a battery backup system. The battery backup is described as an in-line power system that is designed to take over automatically when power goes out. The unit being considered will not interfere with the pump station logic control system because the battery is connected in-line with the PG&E power source. Motion to approve passed. (Spinner 1<sup>st</sup>, Murdock 2<sup>nd</sup>, 5/0)
- e. DISCUSS CAPITAL IMPROVEMENT CHANGE ORDER FOR ADDITIONAL WORK UNDER THE MCC (MASTER CONTROL CENTER) PROJECT FOR THE EQ MCC – NOT TO EXCEED \$15,000. During the upgrading of the MCC, the technicians have discovered inefficiencies in the existing old panel in the form of extraneous equipment that is not viable or has never been used. A proposal for a dedicated and more efficient panel was presented at a cost ranging from \$10k - \$15K. The panel is needed, and CVSAN has approved the expenditure. Motion to approve passed. (McDonald 1<sup>st</sup>, Spinner 2<sup>nd</sup>, 5/0).

11. BUDGET AND FINANCE:

- a. APPROVE THE PROPOSED BUDGET SCHEDULE FOR 2026. Directors and Commissioners were asked to consider locking in key budget dates for attendance. DS Rivas noted that the GM would like to have fewer B&F committee meetings by holding comprehensive budget discussions and inviting department B&F ad hoc committees to attend. Staff were directed to refer to the District Code and consult with the commissions for their support with collaborative discussions.
- b. DISCUSS FINANCIAL MATTERS RELATED TO THE DISTRICT. None.

12. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:

- a. GENERAL MANAGER / MAINTENANCE DEPARTMENT / LIGHTING & LANDSCAPE COMMISSION: No discussion.
- b. DISTRICT SECRETARY: Report by DS Rivas presented. She elaborated on the DocAccess software that is currently being offered at no cost to the District. The software is used to allow people with certain disabilities access to PDFs on the website as part of ADA accessibility compliance. The vendor initially quoted \$9,400 per year for up to 15,000 pages. A new rate of \$4,200 for 10,000 pages, which includes all additional pages. The state-mandated compliance date is April 2027. The Board requested that Staff wait until further notice and consider other vendors.

The District's focus should be on reducing the number of PDFs posted on the District's website. Director Spinner noted that Civic Plus has bought Streamline, but the support for ADA accessibility has been very slow. He suggested webpages over PDFs as an alternative where possible. Ms. Rivas reported that the Records Retention policy could be on the February agenda.

Four commissioners attended the Ethics training on February 3. CSDA (California Special Districts Association) is offering the State-mandated Fiscal and Financial training on March 4. Although the deadline for compliance is at least a year away, President McDonald encouraged all legislative bodies to take the course as it will serve as a good foundation for the responsibilities of the Board and Commissioners. Ms. Rivas reminded the Board that the Form 700 Statement of Interests is due on March 1<sup>st</sup>.

DS Rivas reported on a recent presentation of Laserfiche as an option for records retention and reducing paper storage. The EQ site office has served as long-term storage for paper documents since the District's foundation. Due to the high probability of damaged and contaminated documents, the District may need to consider hiring someone to clear the records. It was noted that the EQ office likely contains non-District records. Director Barassi urged that documents about the District's formation and assets should be archived and not destroyed. The revised Records and Retention policy will assist in determining how to address those documents.

- c. RECREATION MANAGER: Report by RDM Maria presented. The Tree Lighting went well and attracted more people at this last event. Several arts and crafts events have been held and sponsored by Phillips 66 funds. The Community Center currently only has two Saturdays open for 2026. Recreation is receiving an increased number of calls for larger events and mid-week meetings. The 2<sup>nd</sup> annual cold plunge was very successful and drew in more people than the previous year. A new sprinkler panel was installed in the new shed that feeds the playground. The redwood tree abatement came under budget at approximately \$2,000; remaining funds were returned to the Crockett Community Foundation. The walkway was completed and now has curbs. The Bocce Ball resurfacing will need to begin after the rains pass. Crockett classes are now being offered on Sundays and are very popular. Classes are taught by volunteers, and supplies are provided by the instructors. Donation of yarn was discussed. Recreation received a \$10,000 grant from the District Five Community Impact Fund that will be used for pool covers.
- d. CROCKETT AND PORT COSTA SANITARY DEPARTMENT MANAGER: Reported by SDM Barnhill. Staff are requesting Board consideration of a capital improvement to install an electrical bypass and transfer switch at the PG&E meter panel at Port Costa on the side of railroad tracks. This will allow for the quick connection of a rental generator in the event of generator failure or extended maintenance. Recent experience in Crockett has demonstrated that generator repairs can last weeks or even months, and the current panel configuration does not allow a rental unit to be connected without hiring an electrician to perform a manual tie-in, resulting in delays and additional costs. The proposed installation would provide a permanent plug-in connection and transfer switch, similar to the existing setup in Crockett, enabling staff to quickly deploy a rental generator to maintain uninterrupted power during PG&E outages or generator downtime. PCSAN discussed the purchase. The Commissioners did not vote on the purchase, nor did they object.

The 2025 Annual Pollution Prevention Report for Port Costa was submitted on time. A new tote was received to hold the sodium hypochlorite bleach. The old tote will be checked for leaks and possibly relocated to the treatment plant as primary feed storage. A report by VW Housen & Associates will be submitted as an assessment of the cost to realign the line on Canyon Lake and abandon the two lines behind the easement and into the gutter. The estimate for the preparation of the report through bid documents is estimated at \$77,000.

The Crockett Report was presented. The MCCP went over a punch list today. Electrical conduit and wiring for grit pumps 1 and 2 were replaced. VW Housen continues to assess the replacement of various lines, including the Marina Line, a rough estimate of \$3 million in identified repairs or replacements so far. The assessment will categorize and bundle repairs where possible. President McDonald noted that large projects can be paid over 30 years and recommended that Staff consider financing options for this project. The District will need to get caught up on its finances to apply. The SDM reported that critical issues are prioritized.

- e. GOVERNMENTAL MATTERS: Supervisor Shanel-Preston has her office hours the day before (February 3). A member of the community requested to be on the CPLC agenda to discuss speedbumps on Pomona Street. While he has made progress with feasibility studies, the affected neighbors do not support the location of the bumps. The DS recommended that he attend the Supervisor's next office hours to provide an update and possibly next steps.
  - f. ANNOUNCEMENTS AND DISCUSSION: None.
13. REPORTS FROM BOARD MEMBERS AND COMMITTEES:
- a. BUDGET & FINANCE COMMITTEE: The Committee met to review the mid-year financial report and reported that spending appears to be on par.
  - b. LEGAL NEGOTIATIONS AD HOC: No report.
  - c. RECREATION AD HOC: The Committee has not met. Staff created a community survey to collect initial thoughts on Recreation and its services.
  - d. POLICE LIAISON COMMITTEE: There was no quorum for January. There is a new Resident Deputy Sheriff assigned to Crockett.
  - e. INTER-AGENCY MEETINGS: None.
14. COMMITTEE ASSIGNMENTS FOR 2026: Director Spinner replaced Barassi on the Board's Budget and Finance Committee. Director Spinner noted that he would like the Recreation Ballot effort to be community-led over District-led due to a simple majority to pass. It is currently too early to determine if a ballot measure is feasible. He noted that there are several members of the community who are interested in helping spread the word on the effort.
15. FUTURE AGENDA ITEMS / BOARD COMMENTS: President McDonald.
- a. Revisit potential consolidation of and organizational changes at the District to streamline the governance of the District.
  - b. Organizational Chart
  - c. Records Retention
  - d. Dog Park
16. ADJOURNMENT: The meeting was adjourned at 8:28 PM until February 25, 2026.

Respectfully submitted,  
Sonai Rivas, MBA  
District Secretary