

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting

AGENDA FOR WEDNESDAY, AUGUST 23, 2023

TIME: 7:00 PM
PLACE: 850 Pomona Street, Crockett

1. CALL TO ORDER - ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. PUBLIC HEARING:
(Public comments limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)
5. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:
(These items are typically for exchange of information only. No action will be taken at this time.)
 - a. Recreation Department
 - b. District Secretary
 - c. Maintenance Department
 - d. Port Costa Sanitary Department
 - e. Crockett Sanitary Department
 - f. Lighting & Landscape Commission
 - g. Governmental matters
 - h. Announcements and discussion
6. CONSENT CALENDAR: Consideration of a motion to approve the following items:
(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
 - a. Approve Minutes of CCSD Board meeting on July 26, 2023.
 - b. Approve payment of District bills.
 - c. Receive Minutes from CVSAN commission.

7. ADMINISTRATIVE:
 - a. Consider consent items removed from Consent Calendar
 - b. Approval Resolution 23/24-08, Appropriations Limit
 - c. Receive resignation from CVSAN commissioner Howard Adams
 - d. Receive resignation from Memorial Hall Advisory committee member Bud Burlinson
 - e. Report from Vice-President Goodman on administrative oversight
 - f. Receive resignation from Vice-President Goodman as Board of Director for CCSD effective at end of August 23, 2023, Board meeting

8. BUDGET AND FINANCE:
 - a. Discuss financial matters related to the District

9. REPORTS FROM BOARD MEMBERS AND COMMITTEES:
(These items are typically for exchange of information only. No action will be taken at this time.)
 - a. Personnel Committee: Members Cusack (chair) Goodman, Spinner, Wais, and Wilson
 - b. Budget & Finance Committee: Members Mackenzie and Spinner
 - c. Police Liaison Committee
 - d. Wastewater Committee: Member Manzione (chair)
 - e. Memorial Hall Advisory Committee: Member Peterson (chair)
 - f. Ad Hoc committees
 - g. Inter-agency meetings

10. FUTURE AGENDA ITEMS/BOARD COMMENTS

11. ADJOURNMENT until September 27, 2023

HOW TO SUBMIT PUBLIC COMMENTS:

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us 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 General Manager at (510) 787-2992. Notification of at least 48 hours prior to 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.

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available/or public inspection. The Board has designated the District's website located at <https://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 Manager 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 location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: DistrictSecretart@town.crockett.ca.us
website: www.town.crockett.ca.us

TO: Board of Directors
FROM: District Secretary
SUBJECT: Status Report
DATE: August 23, 2023

The District Secretary Monthly Report highlights items of interest that occurred between start of employment on August 1, through August 23, 2023.

ADMINISTRATIVE:

- Onboarding.
 - Company laptop.
 - Access to website for posting.
 - Payroll

MEETINGS:

- Personnel, CVSAN – Agenda postings & minutes
- Vacancy Postings
- Collaborating with General Manager on minutes

PRIORITIES:

- Workflow for General Manager, Administrative Services Manager, District Secretary
- Website – General assessment
 - Streamline is the websites service provider.
 - Update Board Profiles with bios and photos. Creation a template.
 - Calendar to include Meetings, Recreation Activity and Community Events.
- Communications
 - Manager reports – recommend written reports.
 - Via website, Engage option allows Crockett to send out emails/notices, newsletters, etc. Streamline allows the website to collect emails.
 - Newsletter
 - Traditionally prepared in January.
 - Annual Report format
 - Identify items of importance:
 - Sanitation
 - Recreation

- 1 Rolph Park building
 - Parcel Tax
 - Committees and commissions
- Set target date for next issue.
- Agendas – Working on creating a process to prepare and delivery agendas to include supporting documentation concurrently in a timelier manner.
- Resolutions – Working on updating the list
- Status Report and Action Plan - revisit
- Compliance – currently under review. Consider Training from the California Special District Association (CSDA)

OBSERVATIONS/RECOMMENDATIONS:

- Recommend business cards
- Recommend joining CSDA – California Special District Association (see attachment)
 - Cost – Associate, non-voting membership.
 - Board Secretary/Clerk Conference – November 6-8, 2023
- Website address – for future consideration: from town.crockett.ca.us to .gov

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: DistrictSecretary@town.crockett.ca.us
website: www.town.crockett.ca.us

ANNOUNCEMENT OF VACANCIES AND INVITATION TO APPLY

The District is now taking applications for various vacancies. Unless noted, applicants must be residents of Crockett or Port Costa. Anyone interested should apply by written letter (Letter of Interest), clearly identifying themselves by name, street address and Crockett phone number. Applications must contain a statement of interest and qualifications.

CROCKETT SANITARY COMMISSION – 1 Vacancy

The **CVSAN Commission** meets at 4:00 pm on the third Wednesday of each month at the Crockett Community Center | 850 Pomona Ave | Crockett, CA 94525.

CROCKETT LIGHTING & LANDSCAPE COMMISSION – 1 Vacancy

Must be a resident of Crockett. The **L & L Commission** meets at 7:00 pm on the third Tuesday of each month at the Crockett Community Center | 850 Pomona Ave | Crockett, CA 94525.

CROCKETT POLICE LIAISON COMMITTEE – 3 Vacancies

The **PLC Committee** meets at 7:00 pm on the first Monday of each month at the Crockett Community Center | 850 Pomona Ave | Crockett, CA 94525.

CROCKETT MEMORIAL HALL ADVISORY COMMITTEE – 2 Vacancies

The **MHA Committee** meets at 4:30 pm on the second Thursday of each month at the Crockett Community Center | 850 Pomona Ave | Crockett, CA 94525.

Please submit letters to the Crockett Community Services District, PO Box 578, Crockett, CA 94525, attention CVSAN. Alternatively, you may email your letter to DistrictSecretary@town.crockett.ca.us

The Board of Directors will interview applicants, and an appointment to the Commission will be made later by the District Board of Directors. The term of office is 24 months. Please call Crockett Community Services District at (510) 787-2992 for more information.

Positions are open until filled.

Posted: August 17, 2023

California Special District Association (CSDA)

<https://www.csda.net/home>

About CSDA

The California Special Districts Association (CSDA) is a 501c(6), not-for-profit association that was formed in 1969 to promote good governance and improved core local services through professional development, advocacy, and other services for all types of independent special districts.

Since 1969, CSDA has been offering its members cost-efficient programs and representation at the State Capitol and boasts a membership of over 1,300 organizations throughout California. We are the only statewide association representing all types of independent special districts including irrigation, water, park and recreation, cemetery, fire, police protection, library, utility, harbor, healthcare, and community services districts...just to name a few

CSDA provides education and training, insurance programs, legal advice, industry-wide litigation and public relations support, legislative advocacy, capital improvement and equipment funding, collateral design services, and, most importantly, current information that is crucial to a special district's management and operational effectiveness.

Mission

CSDA is the voice for all special districts, providing members with the resources necessary to best serve their communities.

Vision

CSDA is the essential statewide network of all special districts.

It is CSDA's goal to be transparent and operate in the most prudent and ethical manner on behalf of our member agencies. While CSDA is a private, not-for-profit corporation, our members and partners are public agencies. Recognizing this, CSDA strives to maintain the highest levels of transparency and accountability expected of corporations and public agencies.

CSDA Membership Levels

Recommend Associate Member: \$1,250 – \$1,861

The screenshot shows the CSDA website's membership page. At the top left is the CSDA logo with the tagline "Districts Stronger Together". To the right are navigation links for "CONTACT US", "JOIN", "SUPPORT", a search icon, and a "LOGIN" button. Below the logo is a horizontal menu with links for "Home", "Advocate", "Learn", "Member Resources", "About CSDA", "About Special Districts", and "CSDA Communities". The main header features a large blue banner with the text "CSDA Membership" and an image of hands stacked together. Below the banner is a paragraph explaining the benefits of membership and two buttons: "CORE BENEFITS" and "VALUE ADDED BENEFITS". The page is divided into three main sections: "Regular Member", "Associate Member", and "20% Off Membership". Each section includes a representative image, a "20% OFF DUES" badge, a description of the membership type, the 2023 dues amount, and a "JOIN NOW!" button. The "20% Off Membership" section also includes a "SIGN UP TODAY!" button. The "Sponsor/Exhibit" section includes a "LEARN MORE" button.

California Special Districts Association
Districts Stronger Together

CONTACT US JOIN SUPPORT Q LOGIN

Home Advocate Learn Member Resources About CSDA About Special Districts CSDA Communities

CSDA Membership

California's special districts are stronger together. Through CSDA membership districts can connect and collaborate like never before. CSDA is committed to providing members with special programs and resources that can save them time and money. Take a moment to explore our Core and Value Added Benefits below.

CORE BENEFITS VALUE ADDED BENEFITS

Regular Member

20% OFF DUES

VOTING MEMBERSHIP – Independent special districts (as defined by Government Code section 56044) and/or public agencies whose legislative body is composed of representatives from two or more public agencies.

2023 Dues: \$215 – \$8,810
(based on operating revenue)

JOIN NOW!

Associate Member

20% OFF DUES

NON VOTING MEMBERSHIP - Dependent special districts, city and county agencies, JPAs, and other public agencies - not eligible for regular voting membership.

2023 Dues: \$1,250-\$1,861
(based on operating revenue)

JOIN NOW!

20% Off Membership

CSDA can provide your district resources, educational opportunities, and cost saving programs designed for districts of all sizes and types. Join now and receive 20% off your first-year dues!

SIGN UP TODAY!

Sponsor/Exhibit

Showcase your subject matter expertise at one of our conferences and boost awareness of your company & brand, generate leads, and strengthen relationships & partnerships.

LEARN MORE

CSDA Membership Benefits

Your Voice in the Capitol

CSDA's Core Benefits are designed to meet the specific needs of special districts in California:

- **Legislative Advocacy**– CSDA is the only voice in the Capitol that represents and fights for all California special districts, regardless of services provided or affiliation with other organizations. CSDA's legislative advocate and in-house legislative staff review and monitor every bill introduced into legislation for its potential impact on California's special districts.
- **Influence** – CSDA participates in a number of coalitions and working groups to ensure that special districts have a strong voice in state and local government decision making.
- **Revenue Protection** – CSDA works hard each year to defeat attempts to raid special district revenues.
- **Weekly Legislative Updates** – CSDA keeps you informed by sending out crucial legislative updates on a weekly basis via the *CSDA eNews*.
- **Legislative Committee** – CSDA's Legislative Committee members represent a wide variety of district types and sizes.
- **Special Districts Legislative Days** – CSDA's annual Special Districts Legislative Days provides updated information on legislation and public policy as well as coordinates legislative visits for your board and staff.

Cost Saving Programs

- **CSDA Finance Corporation** – Tax-Exempt Municipal Financing
- **Special District Risk Management Authority** – Workers' Compensation, Property & Liability, and Health Coverages

Stay Connected & Informed

CSDA provides a myriad of benefits to help your special district stay apprised of the issues and changes affecting your district.

- **California Special Districts magazine** – CSDA's bi-monthly magazine, California Special Districts, helps keep your district informed with the most current news from across the state. Feature articles in the magazine offer critical information and education regarding and affecting special districts.
- **CSDA eNews** – CSDA's weekly email publication keeps your special district up-to-date with weekly legislative updates, current CSDA educational offerings, member resources, and other time sensitive material important to your district's operations.
- **CSDA Website and Members Section** – CSDA's Members Section website houses tools and information useful to any and every special district. Features include:
 - Daily updates of special district news from across the state, tailored to your district
 - Direct contact information for YOUR legislators
 - Comprehensive legislative information that affects your district

- A customized system that allows Calls to Action on legislation to appear only if they apply to your district
 - Pending bills, legislation and CSDA's current bill positions
 - Local contact information for media representatives in your region
 - Membership tools allowing you to register for events, order publications, and update your district information
 - CSDA Communities provides a convenient, fast and easy way for CSDA members to discuss issues of importance to special districts, share relevant information, and get answers to questions from those most qualified to answer: people who have been through the same experiences.
 - And much, much more!
-

Educate your Board and Staff

CSDA is the only association that offers education opportunities designed specifically for independent districts of all sizes and types.

- **Special District Leadership Academy (SDLA)** – CSDA's Leadership Academy is the recognized leader in governance training for district directors and trustees, endorsed by eight other special district associations. Special District Leadership Academy Courses are available as standalone modules or over the course of one two and a half day conference.
 - **Special District Board Secretary/Clerk Conference** – Offers premiere training for board secretaries and clerks. First time attendees can earn their Special District Board Secretary/Clerk Certificate and attendees are encouraged to come back year after year for exciting new breakout sessions tailored to the board secretary/clerk position.
 - **General Manager Leadership Summit** – a leadership conference for general managers and other management staff in special districts that occurs each summer. Attendees are able to access sessions that offer specific information & content to your position and network with others that hold your same position and take home ideas that you can immediately apply to your district.
 - **Annual Conference & Exhibitor Showcase** – Each fall CSDA brings together leading subject and policy experts, business partners and vendors for three days of educational and networking opportunities for board members and staff.
 - **Board Member Training** – CSDA offers this unique workshop designed by special districts for special districts to provide both the new and seasoned board member a solid understanding of the role of a board member and the laws by which a board member must abide.
 - **Webinars** – CSDA offers over 30 webinars each year, some at no charge, that provide you and your district easy access to the best in special districts education right at your desk.
 - **Workshops** – CSDA offers training throughout California designed to enhance the knowledge-base of your district's directors and staff.
-

Enhanced Benefits & Services

- **Bookstore discounts** – CSDA members receive significant savings on various publications offered through CSDA’s Bookstore. Some of these publications include:
 - CSDA Sample Policy Handbook
 - Brown Act Compliance Manual
 - Introduction to Special District Revenues
 - Special District Board Member & Trustee Handbook
 - Special District Reserve Guidelines
- **Free Legal Advice** – CSDA offers each member one hour of free legal advice each year to help in resolving any legal issue or question. CSDA’s legal counsel has been representing special districts for many years and is well versed in helping special districts in a variety of areas.
- **Hardworking & Dedicated Staff** – CSDA’s staff are fully motivated and working hard every day of the week to represent you and ensure your success as a special district. CSDA’s staff are focused on member services; we’re here for you!

Communities Home Page – Ask questions and tap into expertise from other Special Districts.

California Special Districts Association
CSDA Districts Stronger Together

CONTACT US JOIN SUPPORT LOGIN

Home Advocate Learn Member Resources About CSDA About Special Districts CSDA Communities

Communities Home Page

Welcome to CSDA Communities!
An online community platform where staff and board members from CSDA agencies will be able to get questions answered, share ideas, and connect with peers. Additional features include resource libraries, customized subscriptions, enhanced profile capabilities, tailored content, and much more!

POST A MESSAGE JOIN A COMMUNITY FIND PEOPLE

Latest Discussion Posts

RE: Basic Accounting
By: [Nicole Long](#), an hour ago
Thank you! ----- Nicole Long Administrative Services Manager Nevada County Consolidated Fire District [EmailAddress] -----

RE: Expense Approval Report
By: [Jenn Taylor](#), 2 hours ago
We just put a folder with all bill pay checks to be signed by any two board members on the board table during board meetings. Every other week we have payroll and bill pay that is outside of the board meeting so we just send out a request thread to all ...

RE: Rate setting by Ordinance vs Resolution
By: [Candi Bingham](#), 2 hours ago
Our district has always done it by Resolution, so when I came on with the district I continued rate increases by resolution. Of course, I never passed Prop 218 :(The state can keep adding more regulations, but if the customers do not approve, we cannot ...

RE: What is the GM Discretionary spending cap in your ...
By: [Mario Iglesias](#), 2 hours ago
The Nipomo CSD Board adjusted the GM's spending authority up from \$25,000 to \$60,000 during COVID period. They have since moved the amount back to \$25,000. ----- Mario Iglesias General Manager Nipomo Community Services District ...

RE: What is the GM Discretionary spending cap in your ...
By: [Jack Hargrave](#), 18 hours ago
Our district policy is as follows: 3040.20.1 Expenditures shall be

Latest Shared Files

RE: Rate setting by Ordinance vs Resolution
By: [Candi Bingham](#) 2 hours ago
Posted in: [Open Forum](#)

RE: Board Members Pay
By: [Cynthia Allen](#) 20 hours ago
Posted in: [Open Forum](#)

RE: Cemetery Bylaws
By: [Maureen Elliott](#) 3 days ago
Posted in: [Open Forum](#)

RFP - Landscape & Lawn Care Services
By: [Holly Gould](#) 5 days ago
Posted in: [RFP Clearinghouse](#)

RFP - Janitorial Services
By: [Holly Gould](#) 5 days ago
Posted in: [RFP Clearinghouse](#)

RE: Collection on Late Accounts
By: [Kim Seney](#) 5 days ago
Posted in: [Open Forum](#)

Notice Inviting Bids for Pavement Rehabilitation P ...
By: [Joshua Bonner](#) 6 days ago
Posted in: [RFP Clearinghouse](#)

RFP General Counsel Legal Services - Solano County ...
By: [Sandra Willingmyre](#) 7 days ago

Chat-How Can We Help? Show desktop

CROCKETT COMMUNITY SERVICES DISTRICT

FOR REVIEW

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

MINUTES OF REGULAR BOARD MEETING: JULY 26, 2023

1. CALL TO ORDER:

- The meeting was called to order at 7:02 pm by President Barassi.
- Present were Board Members Goodman, Peterson, Spinner, and Mackenzie.
- Staff members present were General Manager Murdock, Recreation Manager Wilson, and Sanitary Department Manager Barnhill.
- Also present were Commissioners Cusack and Wais.

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER:

There were no requests to hear agenda items out of order.

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

- A community member commented that the CCSD website was out of date.
- Speaker also asked questions about how much the district earned from renting the parking lot to EBMUD, and asked how long they will be there.
- Another resident announced that the Crockett Historical Museum would be open for the Wine Stroll event on 8-26-23 at 4:00 pm to 8:00 pm. Drink and beverage will be available.
- It was mentioned that the 1 Rolph Park building was listed for sale and was assured that the listing was not accurate.
- A question was asked about plans for a batch concrete plant to operate in Nantucket parking lot; no recent news was available on subject.

4. PUBLIC HEARING:

None

5. CLOSED SESSION:

Closed session began at 7:09

6. OPEN SESSION RETURN:

- Open session resumed at 7:32. President Barassi reported that the Board had considered applications for District Secretary and authorized Director Peterson to enter negotiations to offer the position to Sonia Rivas.

6. OPEN SESSION RETURN: *Continued...*

- Administrative Services Manager Gunkelman announced his resignation. The Board accepted his resignation and was thanked for his service.
- Considered and approved Resolution 23/24-6 Granting Temporary Authority to the Vice-President of the board to perform duties as required to replace Administrative Services Manager in interim until a permanent hire is made. (KP/LB, Passed, KP, LB in favor, JG abstained)
- Mr. Wilson reported that an autoflow valve on pool failed, temporarily fixed and will need replacement.
- Commissioner Manzione reported that the Wastewater Committee met and decided that the Wastewater committee along with General Manager would serve as the team for negotiations, that President of the board would participate as appropriate. General manager is to be the main point of contact and manager of District Counsel. Requested that CVSAN Wastewater Committee report be a regular line item in agenda.

7. CONSENT CALENDAR:

- Minutes of CCSD Board Meeting for June 28, 2023 were approved; (KP/JG, passed; KP, JG in favor; LB abstained)

8. ADMINISTRATIVE:

- Board received and accepted withdrawal of candidacy for L&L committee by Bud Burlison.
- Discussion of recent resignation of 2 members of Police Liaison Committee.
 - Board received application of Robert Ritchey to Police Liaison Committee, appointed to committee by President Barassi.
 - Director Peterson noted that District has no jurisdiction over matters of policing. President Barassi concurred and offered that we can exercise powers of purse via our power over return to source money.
- Resolution 23/24-01: Appointing District Secretary was tabled pending negotiation.
- Resolution 23/24-02: Collection of Sewer Use Charge for Port costa was adopted, (KP/JG, unanimous)
- Resolution 23/24-03: Collection of Sewer Use Charge for Crocket was adopted, (KP/JG, unanimous)
- Resolution 23/24-04, Appointment of Commissioners to newly formed Landscape and Lighting Commission was adopted, (JG/KP, unanimous).
 - Commissioners appointed are Lindsey Pannell, Carla Garbis, Kara Mitzel, Miriam Castro.
- Resolution 23/24-07 Levying of Annual Maintenance Tax was adopted (KP/JG, unanimous)

9. BUDGET AND FINANCE:

- Mr. Gunkelman introduced the interim Budget FY 23/24. Resolution 23/24-05 Adopting Operating and Capital Budget for FY 23/24 was approved. (JG/KP, unanimous, with addition of an additional \$16k for Recreation Dept.
- Mr. Gunkelman spoke about CalPERS audit and that we will owe ~ \$29k due to previous incorrect entries for payroll items that will need to be changed.

9. BUDGET AND FINANCE: Continued...

- Mr. Gunkelman stated we still did not have access to our county banking information yet. Commissioner Wais stated this was unacceptable but that the Fire chief was also having such problems.
- Commissioner Cusack announced that they have distributed reviews for the General Manager, and they will be available at end of month.

10. ADJOURNMENT:

The meeting was adjourned at 9:02 PM until August 23, 2023.

Respectfully submitted,
Gaunt Murdock

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
08/18/2023	Ron Wilson	Expense Report - 7/23/2023	7.83	10228
08/18/2023	Ron Wilson	Mileage - July 2023	203.05	10229
08/18/2023	Sierra Chemical Company	INV# 147037	1,373.51	10230
08/18/2023	TERRACARE ASSOCIATES	INV# CD50322795	1,032.00	10231
08/18/2023	TERRACARE ASSOCIATES	INV# CD50322796	958.00	10232
08/18/2023	TERRACARE ASSOCIATES	INV# CD50322797	315.00	10233
08/18/2023	UNIVERSAL BUILDING SERVICES	INV# 516909	144.00	10234
08/18/2023	Tom Cusack	Expenses: 7/31/2023	27.62	10235
08/18/2023	Alliant Insurance Services, Inc (Crime)	ACIP insurance 7/1/23-7/1/24 - Inv#2350793	204.09	10236
08/18/2023	CONTRA COSTA COUNTY TREA...	CalPERS June-July & fees	5,757.98	10237
08/18/2023	Offsite Business Management	July 2023 hours - CalPERS adj. Inv#271	146.08	10238
08/18/2023	SDRMA	Sept. health bene. Inv#H42621	2,045.58	10239
Total FUND 3241 - RECREATION			<u>12,214.74</u>	
TOTAL			<u>12,214.74</u>	

for [Signature]
8/17/23

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: _____ Fund: 324200 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3242 - MAINTENANCE				
08/18/2023	Alliant Insurance Services, Inc (Crime)	ACIP insurance 7/1/23-7/1/24 - I...	1.26	582
Total FUND 3242 - MAINTENANCE			1.26	
TOTAL			<u>1.26</u>	

Jana Hood
8/17/23

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
08/18/2023	Sierra Chemical Company	INV# 147526	444.89	1735
08/18/2023	Valley Operators, LLC	INV# 2386	4,600.00	1736
08/18/2023	Valley Operators, LLC	INV# 3490	4,600.00	1737
08/18/2023	Tom Cusack	Expenses: 7/31/2023	22.90	1738
08/18/2023	Alliant Insurance Services, Inc (Crime)	ACIP insurance 7/1/23-7/1/24 - Inv#2350793	42.04	1739
08/18/2023	L.R. PAULSELL CONSULTING	INV# PCSD 23-7	5,320.00	1740
08/18/2023	CONTRA COSTA COUNTY TREASURER	CalPERS UAL	148.07	1741
08/18/2023	Offsite Business Management	July 2023 hours - CalPERS adj. Inv#271	30.60	1742
Total FUND 3425 - PC SANITARY - O&M			<u>15,208.50</u>	
TOTAL			<u>15,208.50</u>	

Dea Foster
8/17/23

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
08/18/2023	L.R. PAULSELL CONSULTING	INV# CVSD 23-22	11,760.00	7007
08/18/2023	Tom Cusack	Expenses: 7/31/2023	63.38	7008
08/18/2023	Alliant Insurance Services, Inc (Crime)	ACIP insurance 7/1/23-7/1/24 - Inv#2350793	202.61	7009
08/18/2023	CONTRA COSTA COUNTY TREASUR...	CalPERS June-July & fees	8,866.71	7010
08/18/2023	Offsite Business Management	July 2023 hours - CalPERS adj. Inv#271	279.30	7011
08/18/2023	SDRMA	Sept. health bene. Inv#H42621	4,759.63	7012
Total FUND 3426 - CV SANITARY - O&M			<u>25,931.63</u>	
TOTAL			<u><u>25,931.63</u></u>	

[Handwritten Signature]
 8/17/23

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
08/23/2023	CONTRA COSTA COUNTY TREASURER	Netchex Payroll - 8/1 to 8/15/2023	14,491.77	3241010240
08/24/2023	Lincoln National Life Insurance Company	July-Sept Premium	210.57	3241010241
Total FUND 3241 - RECREATION			14,702.34	
TOTAL			14,702.34	

for record
8/22/23

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
08/24/2023	BAAQMD	Operating Permit 23-24. Inv#4NV02	2,387.00	1743
Total FUND 3425 - PC SANITARY - O&M			2,387.00	
TOTAL			2,387.00	

[Handwritten signature]
[Handwritten signature]
8/22/23

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: _____ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
08/24/2023	Lincoln National Life Insurance Com...	July-Sept Premium	144.45	342600...
Total FUND 3426 - CV SANITARY - O&M			144.45	
TOTAL			<u>144.45</u>	

Gene Hord
01/22/23

RESOLUTION NO. 23/24-08

CROCKETT COMMUNITY SERVICES DISTRICT

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT
ESTABLISHING THE DISTRICT'S APPROPRIATIONS LIMIT FOR THE
2023-24 FISCAL YEAR, AND CERTIFYING THAT FISCAL YEAR 2023-24
APPROPRIATIONS SUBJECT TO LIMITATION DO NOT EXCEED THE
APPROPRIATIONS LIMIT**

RECITALS

WHEREAS, the Crockett Community Services District was formed on July 11, 2006; and

WHEREAS, Article XIII B of the California State Constitution, adopted as Proposition 4 (the "Gann Initiative") by the voters of California on November 6, 1979, as expanded by Proposition 111, prohibits, with certain exceptions, an agency's annual Appropriations Subject to Limitation from exceeding a base year Appropriations Limit, except by a formula which adjusts the Appropriations Limit by changes in population and changes in cost-of-living; and

WHEREAS, pursuant to Government Code Section 56811, at the first district election that was held following the first full fiscal year of operation, District voters approved a fiscal year 2008-2009 Appropriations Limit of \$2,851,048; and

WHEREAS, the Appropriations Limit for fiscal year 2022-23 is calculated to be \$5,497,160, as determined by applying a percentage increase of 4.44% to the fiscal year 2022-23 Appropriations Limit of \$5,030,639; with such percentage increase being comprised of the 2023 change in the California per capita personal income of a 4.08% increase, as determined by the by the US Department of Commerce, and the annual change in the Contra Costa County countywide population as of January 1, 2023 showing an decrease of 0.36% as determined by the California Department of Finance; and

WHEREAS, the 2022-23 Appropriations Subject to Limitation have been determined to be \$575,176; and

WHEREAS, the documentation for the fiscal year 2023-2024 Appropriations Limit and Appropriations Subject to Limitation have been made available to the public at least fifteen days prior to the Board of Director's consideration of this resolution;

NOW, THEREFORE BE IT RESOLVED by the Crockett Community Services District, as follows:

1. The Board of Directors selects the US Dept. of Commerce Contra Costa County changes in cost-of-living and the State of California Dept. of Finance Contra Costa County countywide population change as the factor to be used in determining the fiscal year 2023-2024 Appropriations Limit.
2. The Board of Directors hereby adopts an Appropriations Limit of \$5,497,1601 for fiscal year 2023-24.
3. The Board of Directors hereby certifies that the Appropriations Subject to Limitation for fiscal year 2023-2024 do not exceed the fiscal year 2023-2024 Appropriations Limit.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on August 23rd, 2023 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Luigi Barassi, President

ATTEST:

Sonia Rivas,
District Secretary



May 2023

Dear Fiscal Officer:

Subject: Price Factor and Population Information

Appropriations Limit

California Revenue and Taxation Code section 2227 requires the Department of Finance (Finance) to transmit an estimate of the percentage change in population to local governments. Each local jurisdiction must use their percentage change in population factor for January 1, 2023, in conjunction with a change in the cost of living, or price factor, to calculate their appropriations limit for fiscal year 2023-24. Attachment A provides the change in California's per capita personal income and an example for utilizing the price factor and population percentage change factor to calculate the 2023-24 appropriations limit. Attachment B provides the city and unincorporated county population percentage change. Attachment C provides the population percentage change for counties and their summed incorporated areas. The population percentage change data excludes federal and state institutionalized populations and military populations.

Population Percent Change for Special Districts

Some special districts must establish an annual appropriations limit. California Revenue and Taxation Code section 2228 provides additional information regarding the appropriations limit. Article XIII B, section 9(C) of the California Constitution exempts certain special districts from the appropriations limit calculation mandate. The code section and the California Constitution can be accessed at the following website: <http://leginfo.legislature.ca.gov/faces/codes.xhtml>.

Special districts required by law to calculate their appropriations limit must present the calculation as part of their annual audit. Any questions special districts have on this requirement should be directed to their county, district legal counsel, or the law itself. No state agency reviews the local appropriations limits.

Population Certification

The population certification program applies only to cities and counties. California Revenue and Taxation Code section 11005.6 mandates Finance to automatically certify any population estimate that exceeds the current certified population with the State Controller's Office. **Finance will certify the higher estimate to the State Controller by June 1, 2023.**

Please Note: The prior year's city population estimates may be revised. The per capita personal income change is based on historical data.

If you have any questions regarding this data, please contact the Demographic Research Unit at (916) 323-4086.

JOE SPEPHENSHAW

Director

By:

Erika Li
Chief Deputy Director

Attachment

- A. **Price Factor:** Article XIII B specifies that local jurisdictions select their cost of living factor to compute their appropriation limit by a vote of their governing body. The cost of living factor provided here is per capita personal income. If the percentage change in per capita personal income is selected, the percentage change to be used in setting the fiscal year 2023-24 appropriation limit is:

Per Capita Personal Income

Fiscal Year (FY)	Percentage change over prior year
2023-24	4.44

- B. Following is an example using sample population change and the change in California per capita personal income as growth factors in computing a 2023-24 appropriation limit.

2023-24:

Per Capita Cost of Living Change = 4.44 percent
Population Change = -0.35 percent

Per Capita Cost of Living converted to a ratio: $\frac{4.44 + 100}{100} = 1.0444$

Population converted to a ratio: $\frac{-0.35 + 100}{100} = 0.9965$

Calculation of factor for FY 2023-24: $1.0444 \times 0.9965 = 1.0407$

Calculation of the Fiscal Year 2023-24 Appropriations Limit:

A.	Fiscal Year 2022-23 Appropriations Limit		\$5,281,668
B.	2023 California per capita personal income change over prior year	4.44%	
C.	January 2023 Contra Costa County population change over prior year	-0.36%	
		<u>4.0800%</u>	
D.	Appropriations Limit change factor from 2022-23 to 2023-24(B+C+1)		1.040800
E.	Appropriations Limit for Fiscal Year 2023-24 (AxD)		\$5,497,160
	Fiscal Year 2023-24 Appropriations Subject to Limitation (from Proceeds of Taxes)		\$575,176

Fiscal Year 2023-24

Attachment B
Annual Percent Change in Population Minus Exclusions*
January 1, 2022 to January 1, 2023 and Total Population, January 1, 2023

County City	<u>Percent Change</u>	<u>--- Population Minus Exclusions ---</u>		<u>Total Population</u>
	2022-2023	1-1-22	1-1-23	1-1-2023
Contra Costa				
Antioch	0.94	114,362	115,442	115,442
Brentwood	0.46	64,219	64,513	64,513
Clayton	-1.08	10,782	10,666	10,666
Concord	-0.84	123,102	122,074	122,074
Danville	-0.79	43,166	42,823	42,823
El Cerrito	-0.88	25,710	25,484	25,484
Hercules	1.36	25,944	26,297	26,297
Lafayette	-0.46	25,119	25,004	25,004
Martinez	-0.67	36,790	36,543	36,543
Moraga	-0.95	17,055	16,893	16,893
Oakley	1.67	44,257	44,995	44,995
Orinda	-0.52	19,326	19,225	19,225
Pinole	-1.07	18,442	18,244	18,244
Pittsburg	0.16	74,688	74,809	74,809
Pleasant Hill	-0.89	33,697	33,397	33,397
Richmond	-0.88	114,521	113,518	113,518
San Pablo	-1.02	31,625	31,301	31,301
San Ramon	-0.86	83,587	82,870	82,870
Walnut Creek	-0.51	69,603	69,245	69,245
Unincorporated	-0.85	175,719	174,226	174,310
County Total	-0.36	1,151,714	1,147,569	1,147,653

*Exclusions include residents on federal military installations and group quarters residents in state mental institutions, state and federal correctional institutions and veteran homes.

districtsecretary@town.crockett.ca.us

From: Howard Adams <howadams@sbcglobal.net>
Sent: Monday, August 21, 2023 11:01 AM
To: districtsecretary@town.crockett.ca.us
Subject: Re: Request for Letter of Resignation (LOR)

Directors—I'm sorry to have to resign from the CVSAN commission because of a move out of town.
Sincerely, Howard Adams

On Aug 21, 2023, at 10:57 AM, districtsecretary@town.crockett.ca.us wrote:

Hello Howard,

You can respond here with your LOR.

Much appreciated.

Sonia

Sonia Rivas, MBA

District Secretary

Town of Crockett

1 Rolph Park Drive, Crockett, CA 94525

Phone: (510) 787-2414 / Mobile: (510) 375-8545

Email: DistrictSecretary@town.Crockett.ca.us

7.c

To: Crockett Community Services District
Board of Directors

August 10, 2023

To the Board,

This letter will serve as my resignation from the Monument Hall Advisory Committee. Effective this date.

A handwritten signature in black ink, appearing to read 'B Burlison', with a long horizontal flourish extending to the right.

Bud Burlison

August 23, 2023

Administrative oversight report

Overall report for administrative oversight since our last meeting on July 26 until today, August 23rd:

- GM and ASM have worked together with me to ensure most administrative tasks were done on time and satisfactorily
- There has been increased communication between district departments
- I have been included in basic as well as more complex financial and administrative duties for the district
- Working closely with the District Secretary has been a great experience thus far. She is learning quickly and her familiarity with the district and its governance is steadily increasing

I will continue to volunteer with the district on an as needed basis beyond my resignation tendered at today's meeting.

Many thanks,
Jena Goodman
Vice President CCSD

Wednesday August 23, 2023

To whom it may concern,

Please accept my letter of resignation for my position as Director of the Board of Directors for the Crockett Community Services District, effective as of the end of tonight's board meeting scheduled for August 23, 2023.

It is my intention to continue to serve the District to the best of my ability, and it was a privilege to serve our community with all of you.

Sincerely,
Jena Goodman
VP CCSD