CROCKETT COMMUNITY SERVICES DISTRICT (CCSD)

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FOR REVIEW

MINUTES OF THE BOARD MEETING ON AUGUST 26, 2026.

1. CALL TO ORDER - ROLL CALL: President McDonald called the meeting to order at 7:04 PM. Directors Barassi, Mackenzie, McDonald, Murdock, and Spinner were present. General Manager (GM) Goodman, Sanitary Department Manager (SDM) Barnhill, Recreation Department Manager (RDM) Maria, and District Secretary (DS) Rivas were present. Legal Counsel Richard Pio Roda and Josh Bloom, and Crockett Sanitary (CVSAN) Chair Wais were present.

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: The Board approved adding Item 5B, Conference with Legal Counsel—Anticipated Litigation, to the closed session agenda as an urgent matter after the 72-hour agenda-posting deadline. Government Code §54954.2(b)(2) permits the item to be added with a three-fourths vote of the Board. A motion to add the item passed. (Spinner 1st, Mackenzie 2nd, 5/0).

   Staff also requested that Item 7F, Resolution 26-27-06 establishing the District's appropriation limits, be pulled from the agenda. It was determined that the item should instead be brought back for consideration at the next Board meeting.

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Revival Coffee Lease: A resident expressed support for the Revival Coffee business and urged the District to consider its value as a gathering place for local youth while addressing legal and liability requirements. Street/Sewer Work: A resident urged coordination of sewer repairs with upcoming street paving to avoid having newly paved streets reopened. Community Relations: A resident expressed concerns about declining communication and trust with the District, particularly regarding the Revival Coffee and potential legal action. Events/Liability: A resident recommended clear permit, insurance, and liability requirements for events held on District property. CBA Funding: The GM reported that the 2026–27 CBA funding process will not proceed to final deliberations due to insufficient reviewer participation; remaining funding decisions will be made by the County Supervisor and finalized by the County Board of Supervisors.

4. PUBLIC HEARING: None.

5. CLOSED SESSION: The Closed Session began at 7:38 PM

   a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): (1 potential case) Factual circumstance: Receipt of written demand from C&H/ASR regarding outstanding balance for prior operations and maintenance (O&M) for the Joint Treatment Plant (JTP).

   b. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION pursuant to Government Code Section 54956.9(d)(4). Initiation of Litigation: (1 potential case)

6. OPEN SESSION: Regular session resumed at 8:58 PM.

   a. REPORT ON CLOSED SESSION: Item 5a: Chair McDonald replaced Director Mackenzie on the District's Legal Negotiations Ad Hoc committee. Item 5b: Staff were given direction regarding an action item and anticipated litigation. No further action was taken.

7. CONSENT CALENDAR: Item 7f was pulled and carried to a future meeting. A motion to approve Consent Calendar items a – e passed. (Spinner 1st, Murdock 2nd, 5/0)

   a. Approve the minutes of the CCSD Board meeting on July 22.

   b. Receive minutes from Commissions and Committees

7.a

c. Approve payment of District Bills.

d. Receive Cash and LAIF Account Balances.

e. Receive Review of Nutrient Watershed Permit 2025 Group Annual Report Order R2-2024-0013, NPDES Permit CA0038873 (San Francisco Bay Regional Water Quality Control Board)

f. Approve Resolution 26/27-06 Establishing the District's appropriations limit for the 2026/27 fiscal year and certifying that fiscal year 2026/27 appropriations submitted to the limitation do not exceed the appropriations limit.

8. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None.

9. ADMINISTRATIVE:

a. APPROVE RESOLUTION 26/27-07 RECORDS RETENTION POLICY: DS Rivas presented the proposed 2026 records retention policy, the first comprehensive update since 2015, noting it was vetted by staff and legal counsel and includes a default two-year holding window for unlisted items. Chair McDonald highlighted Section 11 of the resolution, which authorizes the GM to update the schedule to comply with regulatory changes or business practices without requiring advance board approval for minor modifications.

During discussion, commissioners debated email and correspondence retention timelines, the clarity of financial audit retention periods, and the shift from historical "keep everything" practices to modern legal recommendations minimizing liability. It was noted that the policy would likely be updated the following year. A motion to approve the records retention policy passed. (Spinner 1st, Murdock 2nd, 4/0, 1 abstain/Barassi)

b. CONSIDER AND APPROVE THE ORGANIZATIONAL CHART: The Board reviewed the proposed organizational chart and recommended revisions to ensure it accurately reflects approved positions and reporting relationships. The chart should show actual authorized positions rather than generic "staff" categories, clarify the reporting structure for recreation, facilities, pool, maintenance, and sanitary positions, and identify vacant positions where appropriate. The Board also discussed aligning the District Code with the organizational changes and keeping the chart focused on positions established in the salary schedule.

The Board agreed that committees generally do not need to appear on the organizational chart, with the exception of the Police Liaison Committee, which should remain. Staff will revise the chart to address the identified position and report inconsistencies and bring it back for further review.

10. BUDGET AND FINANCE:

a. Discuss financial matters related to the District: GM Goodman reported that the District is operating within the adopted budget and closely monitoring expenditures. The tax roll was successfully submitted to the County on time with no material errors, saving the District the cost of any refiling fees for incorrect submissions. She also reported that June and July shared cost invoices for the C&H Joint Treatment Plant (JTP) have been received: costs for the month of July increased on average by approximately $46,000 per month, significantly higher than prior years. The increase appears largely attributable to a new, more expensive contract operator, and the District was not consulted as required under the Joint-Use Agreement (JUA) as well as costs of supplies. The increased costs are additional costs the District will need to address since these charges were not available in time to be considered in the financial study used to calculate the sewer use charge increase for FY 2026/27.

The Board requested that staff review the operator hours and detailed invoices to determine whether the increased costs are related to additional hours, training, or other operational changes, and to determine whether the increase may be temporary. Staff will review the C&H and Veolia invoices for additional details and follow up as needed

11. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:

a. GENERAL MANAGER / MAINTENANCE DEPARTMENT / LIGHTING & LANDSCAPE COMMISSION: GM Goodman reported that Staff are developing the scope for an in-depth use charge study, with the goal of hiring a consultant within the next month and completing the study by year-end. Because the JUA remains unsigned, Staff want to ensure the study accounts for potential changes. The Board discussed using an informal proposal/quote process if the cost is under $50,000, while still requiring a detailed scope, timeline, evaluation criteria, and pricing, including an option for future updates to the allocation formula.

The GM continues her efforts to reestablish communication with County Public Works, investigate storm-drain concerns, and develop options to address issues associated with the Revival Coffee lease. She plans to prepare a community FAQ or informational memo addressing questions raised at the recent sewer use charge public hearing. It was noted that the community may need clearer information about the District's role and responsibilities. The discussion also emphasized Recreation's broader community-facing role, while noting that the current budget does not include funding to restore the recreation facilities manager position.

b. DISTRICT SECRETARY: The Board discussed the upcoming election and anticipated vacancies. Nick Spinner was the only person to file for election, meaning two additional Board members will need to be appointed following the election. The Board emphasized the need to follow the State election law and District procedures, including the applicable timeline for filling the vacancies.

Staff reported that outreach to potential candidates is already underway, with several interested individuals attending meetings. The Board discussed having applications available and potentially conducting interviews before the appointment date. Luigi noted that a similar process was followed after the 2022 election and will review the prior minutes and agenda for reference.

c. RECREATION MANAGER / RECREATION COMMISSION: Community Center Updates: The deferment of the CBA grant process has delayed multiple projects, requiring deferred maintenance tasks to be prioritized. The summer concert series (funded 100% by a CCF grant) hosted two events, with a final concert scheduled for October 4. The second event experienced high attendance and engagement.

Pool Operations: The pool schedule is limited to Monday, Wednesday, and Friday morning lap swims, along with weekend open swims. Communication about schedule updates via the website and Facebook remains a challenge. RDM Maria has been in discussion with the Veterans Administration to potentially host organized swimming sessions for their recreation therapy program.

Facilities: The tennis and pickleball courts are repaved and remain busy. Plans are underway to repair the bocce courts at the end of the season.

d. CROCKETT AND PORT COSTA SANITARY DEPARTMENT MANAGER / CROCKETT SANITARY COMMISSION / PORT COSTA SANITARY COMMISSION / CVSAN WASTEWATER COMMITTEE: Port Costa Sanitary Operations: Following direct intervention from staff, operators are making progress clearing sand beds to ensure readiness for the wet weather season. July saw no reported spills or permit exceedances. Additionally, specific Port Costa pipe segments were added to the annual CCTV inspection program, with reporting and invoicing separated per contract terms.

Crockett Pump Station Repair: Repair work on Crockett Pump 3 (including motor shaft, seal, and bearing replacement due to imbalance) is complete, with installation scheduled for this week and wiring/testing the following week. The repair costs will exceed $30,000.

Hazmat & Compliance: A facility inspection by the new inspector from Con Fire (which recently absorbed Hazmat oversight) went smoothly. Both Hazmat emergency response plans have been updated with new emergency contacts and are ready to be posted.

e. GOVERNMENTAL MATTERS: Town Hall Meeting Success & Outreach: The recent Town Hall drew 80–90 attendees, including Board members, local officials, and key regional stakeholders (such as C&H, P66 Rodeo Renewed, County Supervisor, and Assemblywoman Avila Farias). Key discussions focused on CSD-related topics, sewer use charges, cost allocation, and the Cogen lease renegotiation. The next Town Hall is scheduled for October 31.

County Coordination & Supervisor Hours: District Staff met with Supervisor Scales-Preston's office—now supported by staffer Ariel Mercado—to improve coordination with the County. Supervisor office hours in the District are targeted for September 14, pending final confirmation.

Dog Park Lease & Insurance Issue: The Board is working with Assemblywoman Avila Farias' office to resolve an insurance exemption issue with Caltrans for the dog park lease. Caltrans considers the lease inactive because it was put on hold due to steep insurance requirements and waiver costs, though Staff and Board members are investigating whether the lease was formally terminated or simply left pending.

f. Announcements and discussion: None.

12. REPORTS FROM BOARD MEMBERS AND COMMITTEES: None
    a. Budget & Finance Committee: Mackenzie and Barassi: The committee has not met, but Director Barassi has been working in the background with C&H billing, mediation, and Zoom meetings.
    b. Legal Negotiations Ad Hoc: Barassi, McDonald: McDonald replaced Mackenzie on the Legal Negotiations Ad Hoc.
    c. Police Liaison Committee: Wais (vice-chair), Ritchey, Pennisi (chair): None.
    d. Inter-agency meetings: None.

13. FUTURE AGENDA ITEMS / BOARD COMMENTS:
    a. Consider merging the Recreation Commission and Lighting & Landscaping Commission based on recommendations from existing commissions.
    b. Organizational Chart
    c. Records Retention
    d. Dog Park

14. ADJOURNMENT: The meeting was adjourned at 9:54 pm until September 23, 2026.

Respectfully submitted,
Sonai Rivas, MBA
District Secretary