

CROCKETT SANITARY COMMISSION (CVSAN)

An agent of the Crockett Community Services District

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MINUTES OF REGULAR MEETING OF NOVEMBER 12, 2025.

1. CALL TO ORDER - ROLL CALL: Chair Bartlebaugh opened the meeting at 4:02 PM. Commissioners Bartlebaugh, Manzione, Trask, Wais, and Alternate Milward (with voting rights) were present. Commissioner Leuba was absent (unexcused). Staff: General Manager (GM) Goodman, Sanitary Department Manager (SDM), and District Secretary (DS) Rivas were present.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. PUBLIC HEARINGS: None.
5. CONSENT CALENDAR: Item a was carried to the next meeting. Motion to approve items b through e passed. (Wais 1st, Manzione 2nd, 5/0)
 - a. APPROVE MINUTES OF OCTOBER 15:
 - b. RECEIVE ACTIONS TAKEN BY THE BOARD FOR OCTOBER 22.
 - c. RECEIVE WARRANT TRANSMITTALS (OCTOBER).
 - d. RECEIVE CASH ACCOUNT BALANCE REPORT.
 - e. RECEIVE JUA EXTENSION AGREEMENT.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None.
7. ADMINISTRATIVE:
 - a. UPDATE ON THE BOARD'S DECISION TO DISTRIBUTE 100% OF THE EXCESS OF AD VALOREM TAXES TO RECREATION: Resolution 18/19-25 dictates a standard distribution of Ad Valorem taxes. The resolution also allows the Board to allocate excess funds to where they are needed. The GM reported on the Board's decision to allocate 100% of the excess Ad Valorem taxes after the base 85/15 percent split between Recreation and CVSAN to Recreation on the basis that Recreation has been working with tax rates established in 2012, Recreation cannot easily increase its tax rates, and programs are more public-facing and affect a broader range of people. CVSAN has a very large debt payable to C&H in the very near future. Excess funds discussed are only for the fiscal year 2023/24. It was noted that the 2025/26 budget did not include the excess funds; therefore, the CVSAN budget will not be impacted by not receiving the 2023-24 excess funds. CVSAN commissioners debated the fairness of the allocation and the ability of the Recreation department to adjust its income. Funds for previous years are in the LAIF account, building interest, but the specific amounts per department are still undetermined. The resolution will be reassessed and updated to add Lighting and Landscaping and adjust percentage distributions to each department. A ballot measure to increase the Recreation tax amount is being addressed for the 2026 election. If the measure passes, new taxes would not be collected until December 2027 at the earliest.
 - b. DISCUSS AND RECOMMEND THE MEETING SCHEDULE FOR 2026: The DS presented a

meeting and holiday schedule for 2026 that recommended a reduction in meetings from 12 to 7. The recommendation was based on pressing and non-pressing matters over the history of meeting content over the last three years. Staff attend several meetings per month, and preparing for each meeting can consume a significant amount of time away from daily operations. Surprises occur frequently and further derail daily operations. The Commissioners debated the balance between meeting frequency, administrative costs, and financial reporting, ultimately agreeing to maintain a robust meeting schedule. The DS will present the recommended schedule to the Board, noting the Commissioners' meeting preferences. Staff will make efforts to cancel non-pressing meetings with more advanced notice. The Board will make the final approval of the meeting and holiday schedule.

A discussion ensued regarding the quarterly financial reports and the previously adopted budget schedule. Every effort will be made to produce reports within a month after the quarter ends, but depending on when a department meets, they may not see the reports until later than 30 days after the end of each quarter. The budget process is expected to begin in March, and meetings with each department's Budget & Finance Committees are expected to begin in April. The Commissioners requested that meetings in January, April, July, and November remain in place as they coincide with the quarterly reporting. The DS reported that all departmental reports are included in the monthly Board packets, and each Commissioner is on the distribution list to receive Board meeting notifications. This allows each Commissioner to review their departmental reports when a meeting is canceled without having to wait for the next scheduled meeting.

8. BUDGET AND FINANCE:

- a. DISCUSS CVSAN QUARTERLY BUDGET REPORT FOR Q1 (JULY – SEPTEMBER) FOR FISCAL YEAR 2025/26: The GM presented the first quarterly report, highlighting expenses and budget performance, and compared them to the approved budget. The report includes detailed expense breakdowns by account and compares actual spending to budget allocations. Income was not included, but it was noted that the majority of income is received in the second and third quarters. The last column was corrected from the percentage spent to the percentage remaining. A discussion ensued. The commissioners emphasize the need for timely and accurate financial reporting to ensure transparency and accountability. A request was made to report on utility costs for all District properties.
- b. UPDATE ON DISTRICT FINANCIAL MATTERS: This topic was interwoven in prior discussions.

9. REPORT OF DEPARTMENT MANAGER:

- a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: Report by the SDM was presented. In addition, there were two near misses on the same Friday at two completely different locations, which is very rare. The first location was identified by Paulsell, required trenching, and was replaced by Monday. The second location was caused by water buildup in one of the manholes. When problems are identified, they must be addressed immediately.
- b. GOVERNMENTAL MATTERS: Supervisor Scales-Preston is planning another Office Hours, but a date has not been identified.
- c. ANNOUNCEMENTS AND DISCUSSION: None.

10. REPORTS / COMMENTS FROM COMMISSIONERS:

- a. WASTEWATER COMMITTEE: The Legal Negotiations Ad Hoc Committee met to discuss the Joint Use Agreement (JUA). A response to the latest JUA proposal by C&H is under review. It was clarified that a limited Ad Hoc meeting does not require public notice or minutes, as it is considered a staff meeting and the public does not participate. A standing committee requires posting, minutes, and the public is welcome.
- b. BUDGET & FINANCE COMMITTEE: None.
- c. COMMISSIONERS: None.
- d. INTER-AGENCY AND TRADE MEETINGS: None.

11. FUTURE AGENDA ITEMS:

- a. REVIEW COMMISSIONER ROLES AND AUTHORITIES: The DS noted that the Board President has added an item for discussion at the next Board meeting regarding the possible elimination of committees and possibly some commissions and suggested that Commissioners may want to attend the next Board meeting.
- b. ADU POLICY FOR CVSAN.
- c. CAPACITY/IMPACT FEES.
- d. JTP MONTHLY OPERATIONS REPORT (MOR): Item to be removed. Staff will report when appropriate.

12. ADJOURNMENT: The meeting was adjourned at 5:58 until December 10, 2025.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary