

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting – AMENDED*

AGENDA FOR WEDNESDAY, JANUARY 24, 2024

Time: 6:30 PM - Closed Session
TIME: 7:00 PM – Regular Meeting
PLACE: Crockett Community Center, 850 Pomona Street, Crockett, CA

1. CALL TO ORDER - ROLL CALL
2. CLOSED SESSION:
 - a. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION.
 - Significant exposure to litigation pursuant to paragraph (2) of subdivision (d) of Cal. Govt. Code Section 54956.9: One case.”
 - b. CONFERENCE WITH LABOR NEGOTIATORS.
 - Public Employee Negotiations: Interim General Manager/District Secretary. Pursuant to Government Code Section 54957.6.
3. RECONVENE TO REGULAR SESSION:
4. REPORT ON CLOSED SESSION
5. CALL TO ORDER — ROLL CALL, INSTALLATION OF OFFICERS, AND COMMITTEE ASSIGNMENTS
6. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
7. 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.)
8. PUBLIC HEARING
(Public comments are limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)
9. CONSENT CALENDAR: Consideration of a motion to approve the following items:
(Items are subject to removal from the 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 December 20, 2023.
 - b. Receive minutes of commissions and committees.
 - c. Receive payment of District bills.
 - d. Receive Annual Report on the use of recreation taxes (Gov't Code Sec. 50075.3)
 - e. Receive annual CPA report.

- f. Receive Resolution 2023-1 Allocation of Crockett Cogeneration Plant Property Taxes (Crockett Community Foundation).
 - g. Approve proposed budget schedule for 2024.
10. ADMINISTRATIVE:
- a. Consider items removed from the Consent Calendar.
 - b. Approve Salary Schedule to meet January 2024 requirements.
 - c. Approve Personnel Ad Hoc policy updates.
 - d. Consider Resolution No. 23/24-15 re-appointing Karen Klaiber and Tom List to the Port Costa Sanitation Commission for two years.
11. BUDGET AND FINANCE:
- a. Discuss financial matters related to the District.
 - b. Consider report on Budget for FY 2023/24.
 - c. Designate signatories for the County Treasurer and Auditors/Controllers office.
12. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:
(These items are typically for the 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
13. REPORTS FROM BOARD MEMBERS AND COMMITTEES:
(These items are typically for the exchange of information only. No action will be taken at this time.)
- a. Personnel Committee: Cusack (chair), Martinez, Spinner, Wais, and Wilson
 - b. Budget & Finance Committee: Mackenzie and Spinner
 - c. Police Liaison Committee: Currington (chair), Wais, Pennisi, and Ritchey
 - d. CVSAN Wastewater Committee: Members Bartlebaugh and Manzione (chair),
 - e. Memorial Hall Advisory Committee: Members Peterson and Wilson (chair)
 - f. Ad Hoc committees
 - Personnel/District Code: Members Brosnan, Cusack, Martinez (chair), Peterson and Wais
 - g. Inter-agency meetings
14. FUTURE AGENDA ITEMS/BOARD COMMENTS
15. ADJOURNMENT: until February 28, 2024.

CROCKETT COMMUNITY SERVICES DISTRICT

For Review

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MINUTES OF REGULAR BOARD MEETING: DECEMBER 20, 2023

1. CALL TO ORDER - ROLL CALL: The meeting was called to order at 7:00 pm by President Barassi. Present were Board Members Mackenzie, Martinez, and Peterson. Vice-President Spinner arrived at 7:21 pm.
Staff present included: Interim General Manager (IGM)/ District Secretary (DS) Rivas, District Engineer (DE) Murdock, and Event Supervisor (ES) Morales. Also present was Commissioner Wais.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: President Barassi, pulled Item 5 – Election of Officers to be discussed after Item 10.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Director Peterson announced that he will not be able to complete his term. He asked that the Board consider finding a replacement. Mr. Peterson will present an official resignation at a future date and the District can then post the vacancy.
4. PUBLIC HEARING: None.
5. ELECTION OF OFFICERS: *Item 5 was moved by President Barassi and discussed after Item 10.*
President Barassi nominated Director Nick Spinner as Board President for 2024. Approved (Barassi 1st, Peterson 2nd, 5/0). Director McKenzie nominated Director Diana Martinez as vice-president for 2024. Approved (McKenzie 1st, Barassi 2nd, 5/0) Mr. Barassi elaborated on the role of the vice-chair. The vice chair will chair meetings, sign checks, and fill in when the president is not available. Commissioner Wais thanked President Barassi for the extended amount of time that he served. She asked if positions should have term limits. Mr. Barassi supports the rotation of leadership because it allows for new ideas, and new energy, and lessens the burden for one person to continue a role. Director McKenzie added that adding the option to renew a term can also be beneficial, especially during critical times.
6. CONSENT CALENDAR: Items 6d and 6h were pulled for discussion. Items 6a-6c, 6f & 6g were approved. (LB 1st, JM 2nd, 3/0 in favor; 1 abstain. 1 absent)
 - a. Approve Minutes of CCSD Board meeting on October 25, 2023
 - b. Approve Minutes of CCSD Special Board special meeting on October 30, 2023.
 - c. Approve Minutes of CCSD Board meeting on November 15, 2023.
 - d. Approve payment of District bills. *Pulled for discussion.*
 - e. Receive minutes of commissions and committees.
 - f. Receive Notice of Appointment to the Board for Diana Martinez.
 - g. Receive annual report on compliance with identity theft regulations (FACTA).

9.a

h. Receive Annual Report on the use of recreation taxes (Gov't Code Sec. 50075.3). *Pulled for discussion.*

7a ITEMS REMOVED FROM THE CONSENT CALENDAR: Items 6d: Director Peterson questioned why Precision Security had 12 individual checks. Administrative Services Manager (ASM) Goodman was not present to respond. President Barassi reported that the current ASM prepares individual checks per invoice for clarity and transparency. Mr. Barassi reviews every check and compares it to the respective invoice. Mr. Murdock reported that both CalPERS and Netchex (payroll via Contra Costa County's Treasurer's office) may require Electronic Fund Transmission (EFT) payments. Contra Costa County manages the ETF transactions for the District. ASM Goodman will provide an update at the next agenda.

Item 6h regarding the use of recreation taxes: DS Rivas reported that the information for the report was not available in time for the meeting. The item was carried to the next meeting.

7b APPROVE MEETING AND HOLIDAY SCHEDULE FOR CALENDAR YEAR 2024: District Secretary Rivas shared that Martin Luther King and Cesar Chavez holidays were approved on November 17, 2021. The meeting schedule was approved with the request for staff to add Juneteenth (6/19) as an official holiday at a future date. District offices are closed for approved holidays. There remains the question of who gets paid for holidays. It is unclear if or how these holidays are paid for non-exempt, part-time, and seasonal employees. The issue of holiday compensation was referred to the Personnel ad hoc committee. Director Martinez suggested that people affected by the MLK holiday can be offered a floating holiday once the Board approves a revised paid holiday policy through a resolution. The Board approved the meeting and holiday schedule for CCSD offices to be closed. The Meeting and Holiday schedule approved. (Barassi 1st, Martinez 2nd, 5/0 unanimous)

7c CONSIDER AN APPOINTMENT OF VALERIE QUADE TO THE RECREATION COMMISSION: A vacancy became available when Director Martinez was appointed to the Board. Ms. Valerie Quade submitted her application and was interviewed at the December 4th Recreation Commission meeting. Ms. Quade was recommended to be appointed to the Recreation Commission. Approved, (Peterson 1st, McKenzie 2nd, 5/0 unanimous)

7d CONSIDER AN APPOINTMENT OF DALE MCDONALD AS COMMISSIONER AND VALERIE QUADE AS ALTERNATIVE COMMISSIONER TO THE CVSAN COMMISSION: A vacancy was created when Commissioner Howard Adams resigned in August 2023. CVSAN received two applications to fill one vacancy: Valerie Quade and Dale McDonald. Both applicants were interviewed at the regularly scheduled CVSAN meeting on December 13, 2023. The Commissioners recommend Dale McDonald as a commissioner and Valerie Quade as an alternate commissioner. President Barassi shared that he had started as an alternative for the Port Costa Sanitation Commission. Director Peterson inquired about the 4 pm start time. DS Rivas reported that since Mr. McDonald reports to work at a very early hour, he prefers the regularly scheduled time. Approved (Martinez 1st, Spinner 2nd, 5/0, unanimous)

7e APPROVE PAYROLL SCHEDULE FOR CALENDAR YEAR 2024: Item was carried to January. Approved (Martinez 1st, Spinner 2nd, 5/0 unanimous)

7f APPROVE SALARY SCHEDULE TO MEET JANUARY 2024 REQUIREMENTS: The minimum wage will be increased to \$16 per hour effective January 1, 2024. Recreation part-time staff are the only persons affected by this increase. Director Martinez pointed out that exempt employees must be paid no less than double the minimum wage (\$32/hour). The salary schedule was unavailable and therefore the item was carried to January.

7g APPROVE RESOLUTION 23/24-13, ACCESS AND REPAIR AGREEMENT FOR 200 CLARK,

CROCKETT: DE Murdock reported that this is for a sewer lateral repair caused by a contractor who hit a gas line. All the required paperwork has been signed. Approved (McKenzie 1st, Spinner 2nd, 5/0 unanimous)

7h APPROVE RESOLUTION 23/24-14, ACCESS AND REPAIR AGREEMENT FOR 47 CANYON LAKE,

PORT COSTA: The District provides the public with three years to pay for sewer lateral repairs. The funds are collected through property taxes. The applicant has expressed hardship and has requested an extension of two additional years to pay for a total of five years, and would like the option to pay sooner if they can do so. Approved. (Martinez 1st, Spinner 2nd, 5/0)

8a BUDGET AND FINANCE: No report.

8a BUDGET AND FINANCE: Item was carried to January.

9a. MANAGERS' REPORTS RECREATION: No report.

9b. MANAGERS' REPORTS DISTRICT SECRETARY: DS Rivas reported that all of the commissions and committees held elections of officers. The only entity that made any changes is CVSAN. Mark Manzione was elected as Chair and Scott Bartlebaugh as Vice-Chair. She congratulated Recreation Manager Ron Wilson and his team for a great job in organizing a great holiday party for staff, commissioners, committee members, and members of the Board. The district secretary and administrative services manager have been meeting with Director Peterson regularly. He provides valuable teachings on policies, processes, general information, and history of the District.

The Police Liaison Committee has changed their meeting dates from the first Monday to the second Tuesday of the month, still at 7 pm. The Personnel ad hoc committee has established regular meeting dates and times: first and third Tuesday of the month.

Ms. Rivas will begin working with Recreation with visibility of the community center and commercial kitchen through Yelp, Google Business, and the current webpage. She is recommending that the monthly \$150 spent on the Yellow Pages may be better spent on Yelp.

Weekly staff meetings have continued and have been informative and productive.

9c. MANAGERS' REPORTS MAINTENANCE DEPARTMENT: Mr. Murdock reported that he has completed a second coat at the district office floor. Ms. Soxna Dice is our volunteer groundskeeper who has been doing gardening work at the district office grounds. She is expected to leave at the end of the month to be closer to her daughter.

Mr. Peterson reported that multiple leaks have been found at the Memorial Hall building. Mr. Murdock reported multiple leaks at the district office. The leaks at the district office will be addressed after the rains clear. The next project is the front door.

9d. MANAGERS' REPORTS PORT COSTA SANITARY DEPARTMENT: A fire occurred at the electrical pole in Port Costa in late November. An RV was parked next to the pole. The space heater inside the RV caused a fire which burned the RV and subsequently burned the pole. Mr. Murdock reported that the electrical pole has been installed and inspected. The last step is for PG&E to come out and connect the wires. They are aware of the urgency and expect them to make the connection the next day. The generator is working fine. Director Peterson reported that the pole had previously short-circuited and was expensive to repair. The generator runs on diesel until it is fixed. Staff reports the number of hours a generator runs annually to the California Air Resources Board. The project did not go out to bid because it was an emergency repair.

9e. MANAGERS' REPORTS CROCKETT SANITARY DEPARTMENT: Mr. Murdock reported that the contract with Tom Frisch will be on the following agenda. Frisch performs work for the Motor Control Center (MCC) project. The MCC is the electronic and electrical system that runs the pump station. Frisch is responsible for the programming and oversight of the system. He was the design engineer for the project and the best person for the job.

The State Waterboard required the District to audit lines that have already been cleaned. Mr. Murdock hired a contractor with specialized cameras that can do 90-degree turns. Random lines were selected, specific lines were required, and staff identified some lines that have been very difficult to clean. There was some evidence of incomplete cleaning, possibly due to cleaning too quickly. Mr. Murdock will discuss the best method to accomplish better cleaning. West County performs routing with a rotational tool and Paulsell uses hydro jetting. Lines with heavy roots are extremely challenging. Adding CCTV to a cleaning project will increase significantly. Staff has communicated these results with the contractor. Director McKenzie shared that he requires contractors to fix substandard work at the contractor's expense regardless of how they are paid. A brief discussion was had on moving forward with assuring lines are being cleaned thoroughly. Director Peterson shared that the district owns a camera that can be used. For staff to perform this camera work, will increase workers' compensation costs.

Mr. Murdock reported that the staff continues to work on preparing for the Joint Use Agreement (JUA) with C&H. Staff is waiting on paperwork from the consulting engineer. These documents are necessary for the Alexander Park project to be posted for bidding. Vivian Housen's contract is ongoing with annual rate increases.

9f. MANAGERS' REPORTS LIGHTING & LANDSCAPE COMMISSION: Mr. Murdock reported that the Lighting and Landscape Commission (L&L) has met and has created a plan. They are focusing on cleaning along Pomona Street and around the perimeter of the bridgehead. They are considering hiring a local maintenance person, but workman's compensation may be unfeasible. They are also considering a contractor for regular maintenance.

9g. MANAGERS' REPORTS GOVERNMENTAL MATTERS: No report.

9h. ANNOUNCEMENTS AND DISCUSSION: No report.

10a. REPORT FROM PERSONNEL COMMITTEE REPORT: No report.

10b. REPORT FROM BUDGET & FINANCE COMMITTEE: No report.

10c. Report from POLICE LIAISON COMMITTEE: Commissioner Wais reported that the commission is considering changing their meeting date because the sheriff's representative has to make a special trip because he does not work on Mondays. The license plate reader (LPR) discussion is still in play with funding sources are still being sought.

10d. REPORT FROM CVSAN WASTEWATER COMMITTEE: Mr. Murdock reiterated that the committee's main focus has been on the Joint Use Agreement negotiations.

10e. REPORT FROM MEMORIAL HALL ADVISORY COMMITTEE: Director Peterson reported that the building experienced some minor vandalism; a copper downspout was severed. The committee has not met recently. The engineer who worked on the engineering drawings revisions continues to make himself available to the District. Mr. Peterson hopes to be able to take these out for bid at some time in the future.

10f. REPORT FROM AD HOC COMMITTEES: Director Martinez reported that there is much work to do. The committee is focusing on identifying exempt from non-exempt classifications; possibly eliminating employment contracts and replacing them with standard agreements; labor law statutes and definitions; updating the injury and illness prevention program, paid holidays, Title 2 and Title 4 in the District Code, information security update, implementing a supervisor manual to assist with corrective action. The meetings were expected to take half an hour but are taking up to an hour and a half.

10g. REPORT FROM INTER-AGENCY MEETINGS: No report.

11. FUTURE AGENDA ITEMS/BOARD COMMENTS:

- Director Nick Spinner announced that a candidates' forum is scheduled for February 8th at the community center and is asking for assistance in planning the event. The event is tentatively scheduled to begin at 5:30 pm.
- Resolution approving Martin Luther King, Cesar Chavez, and Juneteenth holidays.
- Annual Report on the use of recreation taxes (Gov't Code Sec. 50075.3)
- Salary Schedule to meet January 2024 requirements.
- Budget Schedule

12. ADJOURNMENT. The meeting was adjourned at 8:24 until January 24, 2024.

Respectfully submitted,
Sonai Rivas, MBA

Minutes from Commissions and Committees

For CCSD Meeting of January 24, 2024

POLICE LIAISON COMMITTEE

1. December 04, 2023

BOARD PERSONNEL COMMITTEE

1. November 14, 2023

LIGHTING & LANDSCAPE COMMISSION

1. None

PORT COSTA SANITATION

1. December 0, 2023

CROCKETT SANITATION

1. November 8, 2023.
2. December 13, 2023

MEMORIAL HALL ADVISORY COMMITTEE

1. None

BOARD PERSONNEL COMMITTEE

Of the Crockett Community Services District

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MINUTES OF PERSONNEL COMMITTEE MEETING NOVEMBER 14, 2023

1. CALL TO ORDER: Chair Tom Cusack called the meeting to order at 4:05 PM. Present were Committee members Wais and Wilson. Board Vice-President Spinner and Board Director Martinez were absent. Staff present included Interim General Manager (IGM)/District Secretary (DS) Rivas, and Administrative Services Manager (ASM) Jena Goodman.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: DS Rivas pointed out that the minutes for approval were for October 10th, not September 12.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: The minutes for October 10, 2023, were approved. (RW 1st, MW 2nd, 3/0, 2 absent.)
- 5a CONSIDER REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported that the District Board appointed her as Interim General Manager. Ms. Diana Martinez was appointed to the Board. Board President Barassi created the Personnel Ad Hoc Committee to update the personnel section of the District Code. Ms. Wais asked if a notice would be posted regarding the General Manager vacancy. The Board has not discussed a posting at this time. Ms. Wais suggested that the Personnel Committee provide some direction because Board Director Peterson announced that the entire District Code needs to be updated but the original intent was to focus on personnel matters. Ms. Goodman shared that personnel issues were vague with no clear delineation of roles and responsibilities when she began her tenure as ASM. After her discussion with Mr. Peterson, she offered to oversee all matters pertaining to human resources and personnel. Ms. Goodman also offered to participate with the ad hoc committee in updating the personnel sections.
- 5b RECEIVE MEETING AND HOLIDAY SCHEDULE FOR CALENDAR YEAR 2024: DS Rivas presented the meeting and holiday schedule. The meetings are listed in order of occurrence and the meeting time is also listed. She pointed out that there are a few holidays that have been listed but is unclear if they have been approved by the Board since they are not listed in the District Code including Cesar Chavez Day, Martin Luther King Day, and Juneteenth. The meeting schedule was approved. (RW 1st, MW 2nd, 3/0, 2 absent)

Mr. Wilson led a discussion on discrepancies and inequalities of holidays, who gets paid and who does not. Contracted staff has 11 holidays, but hourly staff only has 9. Whether part-time employees are paid for holidays is unclear. Holidays as supposed to be taken within the calendar year or lose them. The former general manager allowed contracted staff to take floating holidays instead, which were often converted into vacation time and available for cashing out. He would like this policy to be addressed. He stated that contracts clearly specify terms and responsibilities. Hourly employees were given contracts which he

believes are not necessary. They should be open-ended. Only management should have contracts. Paid holidays were approved in 2016 and cost of living increases were only added in 2022.

The six-month probationary period for new hires has been the standard but staff has not been able to locate this policy. Mr. Wilson is unclear if the six months are set in stone but has witnessed where the probationary period was shortened. When a person qualifies for CalPERS is unclear; after two months of the hire date, or once a person becomes a permanent employee.

Vacation hours are capped at three weeks; no additional hours will accrue.

5c DISCUSS THE REVIEW PROCESS FOR RECREATION MANAGER AND SANITARY DEPARTMENT

MANAGER: IGM Rivas began the discussion regarding the review process. The former general manager had been provided with the tools to perform the reviews but has not completed them. The IGM asked for guidance on how to approach the reviews since she has not been with the District long enough and lacks the proper experience with the employees to conduct a review.

Based on Ms. Goodman's audit of previous reviews, there were annual employment agreement modifications (EAM) from 2013 through 2021 and then stopped. The EAM should be updated to reflect the salary step increases and COLA adjustments. The District Board will approve the revised EAM. The process should be the same for the Sanitary Department Manager. The last salary step increase was approved in December 2019 for 2020 and included the minimum wage. Minimum wage increases affect the seasonal and non-permanent hourly staff. Permanent hourly staff increases are increased respectively. Management staff are not affected by the minimum wage.

The recreation manager performs the reviews for all recreation staff and presents the recommended increases to the general manager who authorizes the increases without Board approval. Hourly staff sign an initial open-ended contract with duties listed. Permanent staff contracts have been adjusted to reflect CalPERS. A short discussion was held on contracted managers' salaries, their required number of working hours per week, and after-hour workloads. Mr. Wilson shared that salary increases were not permitted for several years. He has brought in millions of dollars in grant funds for Recreation but has not been recognized for it in the form of salary increases. Ms. Goodman agreed to meet individually with both managers to modify their EAMs and submit them to the GM who will ask for Board approval.

Other potential benefits to consider include educational courses and certificates. Historically the District encourages training but at the cost of the employee including their own time to attend training. The group agreed that training is important and adds value to the community at large. Ms. Wais shared some of the history of the District's creation, the community's hesitancy in creating the District, and the Board's overarching need to spend as little as possible. This was largely due to the massive amount of community volunteering experienced at the time. Mr. Wilson shared that he initially volunteered for the District from 1982 to 2006 with no pay. He finally received a salary in 2008.

Mr. Murdock was reviewed for his general manager role but not his engineer role. Ms. Goodman provided an overview of office activities including regular staff meetings for informational gathering for IGM Rivas, project lists, goals, workflow, etc. to help with accountability. Adding to Ms. Goodman's list, IGM Rivas shared that staff is following the weekly and monthly list that was created by Mr. Peterson and the former general manager. She found an old Action Plan that has not been updated in a while and plans to work on that with current projects; this helps with accountability to the community. The weekly and monthly lists have not been updated in two years. Mr. Wilson strongly suggested that these tasks be delegated to recreation staff who have been a part of the administration for several years.

5d UPDATE ON AD HOC COMMITTEE: DS Rivas reported that she is coordinating the Ad Hoc meeting for the next day.

6. REPORTS/COMMENTS FROM COMMITTEE MEMBERS: Chair Cusack had previously requested a digital copy of the personnel district code. He stated that the personnel "red handbook" was successful for the general manager's review but there is so much information that needs updating that

will have to wait to be done through the Ad Hoc committee. He is open to suggestions on updates to be integrated into the revisions. Based on Ms. Quade's letter of interest to the Board, Mr. Cusack would like a supplemental questionnaire to be considered when applying for commissions, committees, and the Board. Ms. Rivas shared that the Board asked the applicants what the role of the District Board was.

7. FUTURE AGENDA ITEMS/COMMITTEE COMMENTS:

- Ad Hoc Committee

8. ADJOURNMENT: at 5:20 PM. The committee agreed to skip the December meeting and meet on January 9, 2024, at 4:00 pm.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, NOVEMBER 08, 2023

1. CALL TO ORDER: The meeting was opened at 4:00 PM by Chair D'Arcy Trask.
Commissioners present: Mark Manzione, Scott Bartlebaugh, and Mary Wais. Staff present included Interim General Manager (IGM)/District Secretary (DS) Sonia Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Sanitation Department Manager (SDM) James Barnhill.
2. REQUESTS TO TAKE AGENDA ITEMS OUT OF ORDER: DS Rivas noted that two items were not included in the original packet. Items 6d and 6e are attached and tabbed for easy reference. These items were posted separately on the website.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: District Secretary Rivas introduced Valerie Quade as an applicant for the CVSAN vacancy. She was not on the agenda and will be placed on the December agenda.
4. PUBLIC HEARING: None
- 5a MINUTES OF September 13, 2023: Minutes were approved. (Bartlebaugh 1st, Manzione 2nd, 4/0). The October meeting was canceled due to a lack of quorum, therefore there are no minutes for October.
- 6a REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: IGM Rivas announced that the Board appointed her as interim general manager. Mr. Murdock will continue with sanitation as the district engineer. The Board appointed Diana Martinez to the Board which created a vacancy in the Recreation Commission.

The Board passed a resolution rejecting the bids for the Recreation Proposition 68 project. The architect had estimated the project at approximately \$450,000 but all bids were about three times higher. Some of the commissioners have been working with Mr. Murdock who would then meet with the Recreation Manager to reconfigure the project to allow it to rebid.

Ms. Rivas pointed out that item 6b should have been listed as an update rather than a recommendation to CVSAN. The Board approved the expenditure for sewer repairs; a segment on West Street from Alhambra Street to Winslow segment under Crolona Heights Drive at Winslow Street.

An Ad Hoc committee was created to update the personnel section of the District Code. Ms. Wais is on the committee. She shared that Kent Peterson expanded the scope of the Ad Hoc to go beyond the personnel section. Mr. Murdock shared that attorney Rachel Hundley had updated the enforcement section because she was not able to prosecute a violation notice using the old code. Mr. Murdock added that he did not think that Ms. Hundley's version was easier to use. The Ad Hoc committee has not yet met and therefore does not

Commissioners: Scott Bartlebaugh, Mark Manzione, D'Arcy Trask (Chair), Mary Wais

have a chair. Members of the committee include Mary Wais, Diana Martinez, Erin Brosnan, and Kent Peterson. The IGM was tasked with calling the Ad Hoc meeting.

6b. RECOMMEND EXPENDITURE FOR SEWER REPAIRS: SEGMENT ON WEST STREET

FROM ALHAMBRA STREET TO WINSLOW: discussed under 6a. Mr. Murdock reported that the item was approved by the Board. The item was listed as an item on the October agenda that was canceled. He provided an overview to commissioners Trask and Wais. The repair is underneath the sidewalk from the east side of West Street to Alhambra to Winslow. The repair has a one-year warranty that covers the separation of the pipe. This type of separation previously occurred at Marina. The contractor has been notified.

6c. CONSIDER DISTRICT OWNERSHIP OF T-SECTION/LIMIT OF PRIVATELY OWNED

LATERAL: District Engineer Murdock presented the issue. A Port Costa commissioner had a lateral failure at their T-connection (T). He told the property owner that the District would cover the repair, but after discussing the issue with the Board member and author of the District Code, Kent Peterson, Mr. Murdock explained to the property owner that the T repair is the responsibility of the property owner, not the District. Mr. Murdock informed the property owner of his mistake. The property owner reiterated that the repair should be paid by the District. The discussion was held at the PCSAN meeting where the commissioners suggested that the District pay for two-thirds of the repair. The CVSAN October meeting was canceled so no decision was made. The item was brought before the Board where a lengthy discussion was had on how the matter should be handled as per the District Code. The item was tabled and requested that CVSAN weigh in on the matter.

Regarding precedent, these T connection failures are very common and always the fault of the property owner. Ms. Goodman stated that the Standards and Specifications list that the T is the ownership of the lateral which is the property owner. Ms. Wais asked Mr. Barnhill about the potential cost impacts on Port Costa should the ownership be transferred to Port Costa Sanitation. Mr. Barnhill explained that taking on the T-connections is complex and greater than simply replacing and repairing broken pieces of sewer. Should the District take control, these additional lines would be added to our maintenance and inspection program and added to a cleaning schedule. Any backup issues would then become the Department's issue. The maintenance of several additional lines could be catastrophic to the budget.

The immediate cost would be \$30 per person next year. The financial cost to the residents of Port Costa was explained but the commissioners still requested that the District pay for the repair. Mr. Murdock shared that the \$30 is almost the maximum increase that PCSAN commissioners would accept. When staff previously recommended a rate hike, the PSCAN commissioners barely accepted a \$50 increase. Port Costa already pays the highest sewer rates.

Commissioners Trask and Bartlebaugh both agreed that we have a well-documented policy and have a set precedent that was the basis for the existing cost structure. Mr. Bartlebaugh stated that to date, there has not been a huge public outcry to change the fee structure and therefore should remain as is.

Commissioner Manzione concurred with Commissioner Bartlebaugh's opinion. He also reported that the Wastewater Committee (Manzione and Bartlebaugh) have met several times regarding this subject which is within the boundary of property and responsibility between private laterals and the sewer system. He recalls that the Services District Board specifically declined to approve the Port Costa Sanitary Commission's request to change the application.

A motion was made by Commissioner Wais to maintain the position of not changing the existing policy regarding lateral T-connections to main sewer lines. (Wais 1st, Bartlebaugh 2nd, 4/0)

6d. APPROVE SEEKING BIDS FOR ALEXANDER PARK MAIN LINE SEWER REPAIR BY FORMAL BIDDING:

Discussion: Mr. Murdock reported that he has been authorized to move forward with repairs for the line right behind the community center. The delay in moving forward was because of the consideration of possibly downsizing the line to a 10-inch and slip line. That decision has not been made. The waterboard has a negative view of downsizing pipe. This section is referred to as the South and is the largest branch in the system. He referenced the attached random photos that show faults in the line which show a fairly bad system. Should there be a failure in one of those sewer segments, it could collapse and spill sewage onto the bocce courts and even the tennis courts. This repair is long overdue.

Two photos were referred to that Mr. Murdock explained are roots. He explained that roots come and go. They are removed when the pipes are hydro-cleaned. Paulsell performs this cleanup. The cost is expected to be high. The line consists of five segments totaling approximately 770 feet. One segment is better than the others, but Mr. Murdock is reluctant to skip it because the manholes need to be changed. Pulling the piping through will likely destroy the brick around the manholes. Keeping an old one does not make sense. Mr. Barhill stated that the pipe runs from the C&H parking lot, passes the library, runs down the roadway by Paulsells' business, and then ends at the pump station.

Ms. Wais asked if the manhole at the football field was the one we had trouble with. That was a slip line. Mr. Murdock will inquire with the consulting engineer Vivian Housen about the slip line. He still needs to decide if a 10' or 12" is better, with the 10" likely to be less expensive.

Chair Trask asked about costs. The work on Atherton was considered high at a price of approximately 2 to 3 times higher. Mr. Murdock thinks the cost could range between \$500,000 - \$700,000. Commissioner Manzione pointed out that sewer laterals are much smaller and less expensive. He recalls a recent bid for an 8" replacement West Street at just under \$400 per foot. The cost per foot is not a clean linear progression; as pipes get bigger, it becomes exponentially more expensive. A 10" – 12" pipe at both lawns and a park should expect to cost much higher price per foot than the West Street quote. \$400 per foot compared to a possible \$1,000 per foot is too high.

Staff is requesting authorization to begin preparing a bid package. Once a cost estimate is established, staff can either return to the CVSAN to discuss or put it out to bid and return to CVSAN at that point and determine the next steps. A motion was made by Commissioner Manzione to direct staff to do a comprehensive project at that location and authorize staff to proceed with making design decisions towards putting it out to bid at the discretion of the District Engineer. (Manzione 1st, Wais 2nd, 4/0)

Mr. Barnhill referenced the map provided and pointed out the red and blue lines. Without having invoices to refer to, cleaning these lines is approximately 67,000 a year and cleaned quarterly. The upgrade would reduce that cost to roughly \$4,000 a year.

The manholes are labeled as S followed by 2 digits, a dash, and 2 digits. Mr. Murdock explained that there is a sag between S.00-05 and S.00-04 (outside the Community Center door). Approximately 40-42 feet downstream, there is a cast iron pipe. There is a six-foot section of sag at the end of the cast iron pipe. This will likely require 15-20 feet of trenching. He suspects the reason of a cast iron pipe is because it goes through a drainage channel. There is an additional cost to acquire video to prove this.

Commissioner Manzoni pointed out that these are existing underground conditions that the contractor will have to make extra efforts at. The photos show that offsets are very close to the separations in clay because of the construction type. Even if the pipes have not collapsed, slips are considered defects. He reminded everyone that this problem has existed for a while and Staff has brought this to the attention of CVSAN for several years. The reason for the project being brought forward is because Recreation wants to repave this area. More specifically,

Recreation wants to replace the paving with an expensive granitcrete. throughout 300 feet. We do not want old piping to cause issues that would damage the granitcrete.

The budget for major sewer repairs is approximately \$630,000 and Recreation has committed \$129,000. This project is expected to cost around \$700,000. This could be similar to the MCC project where the cost was spread over 5 years.

The District Engineer plans to use the bid template used at Atherton and Creek. The design of the project will consider the downsizing of the pipe size. A civil engineer will need to sign off due to the underground utilities and a structural engineer will need to sign off on a trenching plan for the nine-foot manhole. Mr. Manzione recommended that staff consider returning to CVSAN should the design become a separate project.

Commissioner Wais asked if the sewer line was in place before or after the ponds and if they could have had any effect on the line to cause it to sag. Staff does not know the answer but depending on how the ponds were originally constructed (with or without a liner) could cause lines to sag. Mr. Manzione pointed out that upgrading to modern polyethylene pipe will save the District from future problems with joints, displacing, and offsetting. It is slicker for flow. There may be better capacity in a 10-inch polyethylene pipe than a 10-inch clay pipe. Mr. Barnhill responded to Commissioner Wais that the waterboard's resistance to reducing the pipe size is because it does not want to reduce capacity. The water board wants to make sure that we can handle our existing share with other flows. So far the District has managed existing wet weather flow across both communities. The County estimates that Crockett will grow by 50% (5,100 people).

Wais reminded the commissioners that a bill was passed allowing additional dwelling units (ADUs) may be sold off as separate properties. Manzione confirmed Mr. Barnhill's comments that the system has been functioning well over several decades. We continue to spend money on reducing infiltration and our wet weather peak rate, peak flow rates should be less than they were 50 years ago. The Alexandra Park sewer to the extended capacity 50 years ago should be even more adequate now than it was 50 years ago.

Commissioner Bartlebaugh shared that there is not enough data to support a 10-inch pipe as there are too many unknowns. He hopes that our consulting engineer can provide us with data to make a decision.

6e. CONSIDER FOG (FATS, OILS, AND GREASE) PERMIT/POLICY FROM THE CITY OF RICHMOND: DE Murdock reported that the State Waterboard Audit has been very adamant about the District's FOG enforcement specifically at the Dead Fish restaurant. DS Rivas manages a high-capacity restaurant in Richmond and has shared her experience with enforcement actions of the City of Richmond and brought a copy of their documentation for reference. Mr. Murdock agrees that Crockett needs to implement an enforcement policy but is ready to adopt a FOG policy at this time.

Mr. Barnhill reported that he inspected the Dead Fish in 2018. CVSAN does not have forms to document, the inspection was done in person and verbally. They did appear to have regular maintenance of their grease trap, but formal documentation was not made available. Ms. Rivas stated that she had found the restaurant's original application for the grease trap that was filed in 2005. She added that the Richmond process requires that the restaurant submit a copy of the cleanup report to the city as proof of compliance.

Mr. Murdock expressed that since Crockett does not require any proof from restaurants, it is very possible that a restaurant could simply flush the system with hot water to keep their pipes clean at the expense of the sewer system. Requiring them to report their maintenance records would incentivize the restaurants to keep their lines clean by not flushing water down the pipes.

Ms. Rivas pointed out that she had just found maintenance log files but suspects that the forms have never been utilized for inspections.

The Code states that grease traps may be required at the District's discretion. Ms. Wais asked if grease traps would be required for all restaurants. Mr. Murdock recommended that the Dead Fish should be inspected followed by the Wanda's location. Other locations were discussed including Crockett Cucina, the schools, and the Community Center. The Code does not specify a size requirement but sizes ranging from 750 – 1,000 gallon capacity were discussed and likely referenced from other agencies.

Mr. Barnhill shared that Wanda's location installed a large interceptor as they were completing the last phase of the construction. The interceptor is located outside of the building for easy access by a pump truck. Mr. Manzione explained that customarily a restaurant will hire a specialty contractor to come in and service the grease trap. Many times, the same contractor who cleans out the grease trap will also pick up the used oil. He expressed that he would like for staff to recommend a source control program for fats oils and grease (FOG) program and to prepare an inventory of commercial/ institutional kitchens and restaurants in the District. Failure to implement a program could result in accelerated frequent cleaning and/or regulatory action by the State Waterboard.

In consideration of the high cost of this program to businesses, Commissioner Bartlebaugh recommended that the program consider criteria that determine when a business is required to install an interceptor that is equitable and will serve as an enforcement guide for current and future staff, and the public.

7 REPORT OF CONSULTING ENGINEER: DE Murdock reported that Vivian Hausen will be sending a contract and that she has not been getting paid. She is not on retainer and typically bills upon completion of a project. Myers Nave attorneys are billed hourly.

8a CONSIDER REPORT ON ENFORCEMENT ACTIONS. None

8b DISCUSS ANNUAL CCTV PROJECT #23-TV: SDM Barnhill reported that he has received a \$36,000 quote for an ongoing project agreement with Robin Paulsell for the CCTV project. This year's project is 400 feet shorter than the previous year with a total of 15,124 linear feet at a rate of \$2.25 per foot. The contractor periodically raises his rate. The quote reflects a 7.5% increase. In addition to the quote, there will be a cost of \$300 for reverse setups, per occurrence. A reverse setup is a process used when a line is inaccessible, and a camera cannot get through. The line must be entered through the opposite side. They are unpredictable.

The CCTV is a requirement to be compliant with the State Waterboard. The District is currently one year behind and has historically been behind schedule due to staff workloads. With this contract, we will be caught up in a year. If staff could dedicate 100% to this, this project could be completed in roughly four months. CCTV also helps with repair priorities by identifying problem areas. The scheduling backlog pertains to CCTV recordings. The Contractor is currently working on the 2021/2022 leftovers followed by the 2023/2024 lines. Fast-tracking any leftovers would have a significant impact on repair and maintenance, on the budget, and ultimately on sewer use charges. This process helps to identify problems and priorities. Issues pause the momentum because they are addressed when they are discovered.

Commissioner Manzione asked about resources to assist staff. if staff could use an intern to help. Mr. Barnhill shared that although the software used is time-consuming, the system in place is better than an alternative that was utilized for a short time. Teaching an intern slows staff time due to the amount of time needed to train. ASM Goodman shared that constant interruptions and backlog in work also cause delays, but an administrative intern is a plausible solution. Possible

places to search for an intern include Contra Costa College. DS Rivas shared that the City of San Pablo often contracted permitting staff from Contra Costa County who are already trained but the cost will be significantly higher than an intern.

Seeing that the CCTV program is an important component of the District, Commissioner Manzione welcomes staff to recommend increasing the CCTV line item on the budget.

8c DISCUSS OPTIONS FOR WASTEWATER TREATMENT AND UPCOMING NEGOTIATIONS

The committee met for the second time with C&H on the previous Wednesday where the wastewater team put forth the District's desired asks from a new agreement that details goals and objectives on improved reliability, engagement with capital improvements, a fair price for Crockett's share of costs and improved communications. A meeting structure was agreed upon that includes a combination of major meetings with managers and lawyers with smaller breakout meetings in between 1) technical (collecting information), 2) legal (drafting the agreement), and 3) supplemental funding (grants). Crockett's share of costs consists of tax-payer money and possible supplemental funding sources. The last staff meeting focused on identifying a feasible project for which the sanitary department could pursue a sizeable grant through Congressman Garamendi's office.

Financing of Joint Use Agreement (JUA). There is an interest in seeking grants. Congressman Garamendi's office is suggesting that we apply for the Inflation Reduction Act grant. ASM Goodman reported that historically there is a low ask in the area of sanitation. Grants range from \$2 - \$5 million; both PCSAN and CVSAN are good candidates for grant funds. The deadline is the following week. Garamendi's office has offered assistance in polishing the application to make it stronger. The recommended ask is \$3 million. Both Port Costa and Crockett are strong candidates for the grant, but Mr. Manzione recommended that the grant align with the focus of the JUA negotiations. He requested that an update on the grant project be added to the next agenda.

9a CONSIDER MONTHLY SUMMARY WORKSHEET AND STAFF REPORT ON FINANCIAL

MATTERS. Since the October meeting was canceled, Ms. Goodman reported that the attached transmittals range from July to October. She is working on the budget schedule. Once it is approved by the Board, she will schedule meetings with all divisions. She anticipates that the budget will be presented on time.

10a OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: Topic has been discussed within earlier items.

10b GOVERNMENTAL MATTERS: None.

10c ANNOUNCEMENTS AND DISCUSSION: None.

11a WASTEWATER COMMITTEE: Activities were discussed in an earlier item.

11b BUDGET & FINANCE COMMITTEE: Commissioners Trask reported that the subcommittee will plan to meet concurrently with ASM Goodman to discuss budgetary needs.

11c INTER-AGENCY MEETINGS: None.

12. FUTURE AGENDA ITEMS: Election of Officers

13. COMMISSIONER COMMENTS: Commissioner Wais commented that John Angell has expressed an interest in the commissioner vacancy but the 4 pm meeting time is too early and asked if the commissioners would consider a later start time of 6 pm or 6:30 pm. After a short discussion, the consensus was not to move the meeting time at this time. DS Rivas mentioned Ken Shaw who said that he would apply if he was needed. Manzione described the general process of applying for a seat. Ms. Wais pointed out that an alternative can also be selected. Chair Trask asked about the following topics: staff has not contacted C &H regarding their fence; the sinkhole between Francis and Rose at the top of 5th Street has not been addressed; staff has not received training on the County's financial software. Ms. Goodman explained that the County's training is very rudimentary, but they can create a special class if multiple people are interested. Ms. Wais shared that she was informed that the new system would not provide many of the reports that were previously provided.

A discussion was had on the tenants and sub-tenants of 1 Rolph Park Drive, the responsible party for maintenance, and which budget maintenance charges were paid from.

A vice-chair was not elected for 2024 which is a rotating position. The commissioners agreed to appoint a vice-chair at the next meeting.

14. ADJOURNMENT: The meeting was adjourned at 6:30 PM until December 13, 2023.

Respectfully submitted,
Sonia Rivas, MBA

CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, DECEMBER 13, 2023

1. CALL TO ORDER: The meeting was opened at 4:02 PM by Chair D'Arcy Trask Commissioners present: Mark Manzione, Scott Bartlebaugh, and Mary Wais. Staff present included Interim General Manager (IGM)/District Secretary (DS) Sonia Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Sanitation Department Manager (SDM) James Barnhill.
2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. PUBLIC HEARING: A discussion was held on the authority for CVSAN to hold public hearings. According to the District's attorney, the District Board is the only authority to hold public hearings but may send individual cases for public hearing discussions through CVSAN as was the case with a previous matter; the Board requested the opinion of PCSAN and CVSAN and made a decision based on the sanitary commissioners' recommendations. A motion was made to remove Public Hearings from future agendas unless a public hearing is requested by the Board. Approved (Trask 1st, Manzione 2nd, 4/0)
- 5a MINUTES OF NOVEMBER 08, 2023: Minutes were unavailable and will be carried to the next meeting.
- 5b RECEIVE MEETING AND HOLIDAY SCHEDULE FOR CALENDAR YEAR 2024: Meeting dates were reviewed and received.
- 6a HOLIDAY PARTY – DECEMBER 15: IGM Rivas reminded the commissioners about the holiday party.
- 6b ELECTION OF OFFICERS: Typically the vice-chair steps into the chair position but a vice-chair was not selected for 2023. Commissioner Manzione volunteered to serve as Chair and Commissioner Bartlebaugh volunteered to serve as Vice-Chair for 2024. Approved (Manzione 1st, Bartlebaugh 2nd, 4/0)
- 6c REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: IGM Rivas reported that Commissioner D'Arcy Trask was reappointed to the CVSAN Commission by the Board for two years. In addition, commissioners Tom Cusack, Ann Scheer, and Joe Surges were reappointed by the Board to the Port Costa Sanitation Commission (PCSAN). Nick Spinner was appointed as President and Diana Martinez as Vice-President of the District Board.

The Board approved new restrictions to banners that are placed at the recreation fence: only soft banners are approved, no political banners, restrictions on the length of posting and removal, and now allow community-based commercial events from Crockett and Port Costa to be posted.

The scope of the Personnel Ad Hoc committee was expanded from updating the personnel section of the District Code to updating the entire Code. Director Diana Martinez was selected

Commissioners: Scott Bartlebaugh, Mark Manzione, D'Arcy Trask (Chair), Mary Wais

as Chair. Members of the committee include Mary Wais, Erin Brosnan, Kent Peterson, and Tom Cusack.

6d. CONSIDER APPLICANTS FOR CVSAN VACANT SEAT. VALERIE QUADE AND DALE MCDONALD: DS Rivas reported that CVSAN has had a vacancy for a few months. Two people have submitted their applications for consideration. Ms. Quade expanded on her experience as a realtor concerning sewer laterals. She expressed an interest in being more involved in the community. She offered to pull her application since Mr. McDonald has extensive experience in sanitation. Mr. McDonald shared that although he was the District's previous general manager, he acknowledges the various changes and would enter this vacancy with an open mind. Commissioner Manzione expressed his excitement and gratitude for having multiple applicants and suggested adding an alternative. Mr. McDonald accepted the role of Commissioner and Ms. Quade accepted the alternative role. This commission is now full. Approved (Manzione 1st, Bartlebaugh 2nd, 4/0)

6e. REVIEW ENFORCEMENT LETTER: The Chair clarified that the letter should have been an enforcement letter, not an encroachment letter. The incorrect letter was attached for discussion. The current enforcement letter is heavy-handed and unpleasant to the recipients. DE Murdock shared that our enforcement section of the Code was rewritten by our former attorney after she encountered an unenforceable case and that her rewritten version was disregarded by the Board. The letter warrants reviewing and may be an item for the District Code ad hoc committee. ASM Goodman recommended that CVSAN review the document and make advisory recommendations to the ad hoc committee as a basis to start. Manzione agreed.

A short discussion on whether CVSAN should advise on the encroachment letter was declined; the DE felt that the letter was sufficient. It was noted that addressing encroachment issues is not cut and dry and, in some cases, nothing can be done.

7 REPORT OF CONSULTING ENGINEER: None

8a CONSIDER REPORT ON ENFORCEMENT ACTIONS. None

8b UPDATE OF ANNUAL CCTV PROJECT #23-TV: SDM Barnhill reported that the CCTV project is ongoing. He received the first batch of 29 segments which represents roughly 8% of the total project. Regarding segments, 3,452 linear feet were received. This took about a week and represented approximately a quarter of the overall segments. This will likely continue through January. The work is being done by West County Wastewater and Robin Paulsell.

The CCTV work continues and includes pre-cleaning and hydro cleaning. Hydro cleaning is slightly reduced during CCTV projects because there is no need to clean a line for CCTV and then follow the regular schedule plan a week or two later. Barnhill stated he is overseeing the list to prevent doubling of maintenance on top of an indicator. Paulsell submits invoices as he submits the video files. The first invoice has been submitted for \$8,067 and included one reverse setup (each reverse setup is \$300 per occurrence). The reverse setup line was blocked because it was filled with gravel.

The contractor was instructed to perform heavy cleaning and vacuum backward to pull gravel up and then follow up with CCTV. He expects to run into issues and likely find some emergencies that will require spot repairs. Overall, the dispersed batches have been cleaned. The gravel-filled line is located on the north side of the tracks across from the pump station. That line was a repair job performed for C&H a few years ago. Gravel from that repair job went into the line. The line will be cleaned up and finished. Typically, a CCTV is run within 12 months. The repair was made on a District asset approximately five years ago. A PACP-rated CCTV is run after a major repair on the line before the warranty expires.

8c DISCUSS OPTIONS FOR WASTEWATER TREATMENT AND UPCOMING NEGOTIATIONS

Commissioners: Scott Bartlebaugh, Mark Manzione, D'Arcy Trask (Chair), Mary Wais

Commissioner Manzione reported that this will also serve as the wastewater committee report. The negotiating team consists of commissioners Bartlebaugh, Manzione, DE Murdock, and ASM Goodman. The team has been in negotiations for the renewal of the joint use agreement (JUA) of the joint treatment plant with C&H. The plan is to proceed by renewing the agreement with modifications. The team is pursuing improvements to reliability, power supply, capital planning, and preventative and predictive maintenance to modernize the operation negotiated. A potential Plan B would be to build a separate treatment plant, but the priority is to focus on a renewed agreement.

The last major meeting was November 4th where they created breakout meetings to discuss technical issues, legal issues, and financing options that include grants. The next major meeting is to take place in the first week of January, but this has not been confirmed. The final work product is a markup of the original agreement that indicates CVSAN's interests. Commissioner Bartlebaugh added that the Board will have the final approval of the modified agreement, not the negotiations team. He added that they are requesting substantial improvements in communications between C&H with Crockett.

DE Murdock was tasked with following up to determine meeting dates. A live meeting schedule is being developed through the agreement's expiration date in July.

A water recycling element is being considered in the negotiations and would fall within the financing/grants breakout meeting. Manzione commented that the former sewage plant, now the EQ tank, is located on tidelands and is leased from California State Lands. Chair Trask pointed out that sea level rise is expected to be significant over the next 100 years.

A procedural question was asked about the ~~standing~~ wastewater meetings whose current focus is on the JUA negotiations, and whether there is a requirement to post agendas. Only two commissioners can participate in the meetings. Adding a third member creates a quorum and violates the Brown Act. The meetings are not required to be posted nor are minutes required.

8d PROGRESS REPORT ON GRANT OPPORTUNITIES: Manzione reported that he has not prepared an outline for grant consideration as promised to Ms. Goodman. ASM Goodman reported that the focus on grants has been diminished due to current staff workloads. She expressed that the potential grants that were looked into specifically related to the treatment plant may not end up being something staff can manage for this round.

The grant that was being considered for the treatment plant is being offered through Congressman Garamendi's office. Historically, his office offers grants ranging from \$1 - \$5 million for municipalities within their jurisdiction. Last year they only received two sanitary-related applications, one being a methane recycling project in Pittsburg. As a Sanitary District, this grant is in Crockett's best interest to apply for because competition appears to be low and very likely to be awarded to Crockett. The grant has a hard deadline in March for a complete submission. Staff are still in communication with Garamendi's office. Garamendi's office identifies Crockett as an underserved area.

9a CONSIDER MONTHLY SUMMARY WORKSHEET AND STAFF REPORT ON FINANCIAL MATTERS. ASM Goodman reported that she is working on resuming a monthly worksheet for everyone. Only one transmittal was presented for November. The remaining transmittals will be made available in January. She is working on the budget calendars and hopes to have it approved at the next Board meeting. Once approved, she will follow up with the CSAN budget committee.

10a OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: DE Murdock reported that the State Waterboard audit has been completed. An outcome of the review is the requirement to audit the work of the CCTV contractor. Staff will hire a third party to capture additional CCTV footage of randomly selected sections that were previously filmed. The third-party contractor

Commissioners: Scott Bartlebaugh, Mark Manzione, D'Arcy Trask (Chair), Mary Wais

has highly specialized equipment that can bend at 90 degrees. In addition to the sections to be audited, Mr. Murdock will have the contractor look at laterals that may be the source of mystery leaks and sewage on upper Pomona Street.

Mr. Murdock reported that much of his time lately has been focused on repairing the burnt electrical pole in Port Costa.

Regarding the MCC ((Motor Control Center) pump station collections, Mr. Murdock was able to narrow the Project Engineers (Thomas Frish) contract's scope of work resulting in a reduction of \$15,000; mostly project management-related tasks. He has not heard from Telstar. A recent payment to Telstar was for work performed on the auto-dialer, not for the MCC project. Commissioner Bartlebaugh inquired about the already long lead times and a schedule for periodic update meetings. Mr. Murdock will follow up with Telstar on these items. The Telstar contract is a "must complete by" contract and does not provide a performance schedule. The contract was awarded in October and has a year and a half to complete the project.

10b GOVERNMENTAL MATTERS: SDM Barnhill reported that the audit was completed the day before. He has submitted the District's plan of attack. There is one 52-foot segment that has been completely inaccessible. There is a blind T buried under the street on Pomona Street just west of Second Street. The third-party auditing contractor can run their cameras in this line. This is in response to the audit's question of any inaccessible segments. The consulting engineer, Vivien Hausen, is working on a system evaluation, capacity assurance, and capital improvement. The plan will take some time to complete. Mr. Barnhill expects several follow-up audit questions.

The auditors made a verbal request asking for a Master Plan that includes targets and goals for the District. He is content with the District's current plans. Although this plan is not a requirement, the auditors may continue to demand the Master Plan. If so, the plan will be presented to PCSAN, CVSAN, and the Board for approval.

This is a new audit with only two municipalities participating. Mr. Barnhill suspects that the District may have been selected due to the small size of the communities of Crockett and Port Costa. Any kind of spills, incidents, or odor issues draw attention to us. The community experienced several spills, and the major weather system caused a hillside collapse and broke a pipe. There were four of five spills in a row without exceedances. He is happy with how the system held up considering. He anticipates that the audit will require additional consultants and our consulting engineer to get through more audit follow-ups incurring additional costs.

Due to the amount of staff time dedicated to the audit, Commissioner Manzione suggested that a footnote be added to the budget with an explanation of the excessive labor costs. The commissioners requested a copy of the audit questions and results if possible.

Mr. McDonald shared that the community of his employment, Las Gallinas, experienced the same audit and that staff also experienced a strenuous amount of time collecting information for the audit. Mr. Barnhill expressed that the audit experience was very unpleasant and extremely challenging to complete with limited staff.

10c ANNOUNCEMENTS AND DISCUSSION: None

11a WASTEWATER COMMITTEE: The committee has met several times. This item was discussed in Item 8c.

11b BUDGET & FINANCE COMMITTEE: The committee has not met but hopes to meet with ASM Goodman before the next CVSAN meeting.

11c INTER-AGENCY MEETINGS: None

Commissioners: Scott Bartlebaugh, Mark Manzione, D'Arcy Trask (Chair), Mary Wais

12. FUTURE AGENDA ITEMS:

- Seating of new members
- Enforcement letter
- State audit report for the collection system
- FOG Policy

13. COMMISSIONER COMMENTS:

Commissioner Scott reported that Rodeo Sanitation has been placing public service announcement ads on YouTube regarding sanitation issues and shared that Crockett is receiving some residual benefits by being a close neighbor.

14. ADJOURNMENT: The meeting was adjourned at 5:39 PM until January 17, 2024.

Respectfully submitted,
Sonia Rivas, MBA

PORT COSTA SANITARY COMMISSION

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MINUTES OF REGULAR MEETING, DECEMBER 6, 2023

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by Vice-Chair Cusack. Present were Commissioners List, Sheer, and Klaiber. Commissioner Surges was absent. District Board President Barassi was present. Staff present included Sanitation Department Manager (SDM) Barnhill, Interim General Manager (IGM)/District Secretary (DS) Rivas, District Engineer (DE) Murdock, and Administrative Services Manager (ASM) Goodman.
2. AGENDA ORDER: There were no requests to hear agenda items out of order. There are two Item 9s. The second Item 9 was stricken.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: DS Rivas inquired if the meeting time could be moved earlier to 6 pm due to staff lingering until 7 pm. The 6 pm time seemed reasonable and was asked to be placed on a future agenda.
- 4.a CONSENT CALENDAR: Minutes of November 1, 2023. Items were approved with minor changes. (List 1st, Scheer 2nd, 4/0, 1 absent)
5. PUBLIC HEARING: None.
- 6a. ELECTION OF OFFICERS: Motion to keep the existing Chair (Surges) and Vice-Chair (Cusack) in place for 2024 was approved. (List 1st, Scheer 2nd, 4/0, 1 absent)
- 6b. CONSIDER MEETING AND HOLIDAY SCHEDULE FOR 2024.: Ms. Rivas presented the meeting and holiday schedule. She explained that Martin Luther King Day or Cesar Chavez Day as approved holidays is undetermined at this time. She suggested that everyone update their meeting calendars for 2024.
- 6c. CONSIDER REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: None
- 6d. SELF-MONITORING REPORT: The reports are for September and October. No exceedances occurred in October and there was one sewer spill in November.
- 7a. BUDGET AND FINANCE / WARRANT TRANSMITTALS AND BUDGET UPDATE: Ms. Goodman presented November transmittals. She is working on getting summary worksheets. Board Director Peterson is working with Ms. Goodman on training and process and assisting with the budget process schedule for 2024. She is currently working on C&H billing.
- 8.a. WASTEWATER/DISCUSS FIRE DAMAGE AND POWER FAILURE ON NOVEMBER 27, 2023: DE Murdock provided an update on the fire and damage to the electrical pole. The fire resulted in a loss of power. We are currently working with the generator which is typically our backup system. Staff responded as quickly as possible but getting contractors to come out can be challenging. The pole is scheduled to be replaced the next day (December 7). The contractor is in the permitting stage. The County is working on expediting the permit as well. The generator is our backup. Fuel consumption is approximately 20 gallons per day.

Funding for the repairs will most likely be paid from the PCSAN account. The cost of the pole installation is estimated to be \$4,500. Other factors taken into consideration of the total costs include staff time, permitting process, installation, extra fuel, cost of the pole. A rough estimate on the cost is approximately \$15,000. The insurance deductible is \$15,000.

The costs may be calculated into the sewer use charge. The process to calculate the sewer use charge involves calculating projected costs for the next fiscal year and then dividing that amount by the number of rate payers. PCSAN has a very small contingency fund. In 2017, the general manager had reported the contingency amount at \$2,500.

Commissioner List asked about financial assistance from Crockett Sanitary (CVSAN). PCSAN would have to make a formal request.

The property of the fire is owned by the railroad. In response to the question of any recourse to prevent this from happening again was to build a rail or install ballads around the post.

9a. REPORT OF DEPARTMENT MANAGER: Mr. Barnhill reported that the state is requiring CCTV for the entire system, focusing on areas of concern. He anticipates that the entire system may take three years. The water pump needs to be installed. Power outages in general require staff response. In consideration of PCSAN's limited funds, he performs the work necessary as quickly as possible.

A new state order goes into effect in January. The order requires the elimination of oil and grease analysis, and increased chlorine limitations. He is studying the requirements. Commissioner List inquired if smoke tests are able to determine where storm water enters the system. Mr. Barnhill said there was one point in the test where smoke was found but it was not due to a defect in the system. Often the result of random houses with gutters that have not been repaired. The line that runs alongside the creek is a source of concern for I&I and is costly repair. This is a long-term repair as it will require a re-alignment. Commissioner Scheer inquired about line servicing. The line is at the edge of the ditch on the street. It is not deep enough to run lines across it.

The slope of the collection system entering into the septic tank is currently at its minimum already. A lift station is not advisable, drainage should work on gravity if at all possible. A new alignment 1,000 feet will cost approximately \$400 per foot.

ASM Goodman responded that grants to address this issue are not apparent at this time but require deeper research. This would be a huge project and part of long-range planning.

9b. GOVERNMENTAL MATTERS: None.

9c. ANNOUNCEMENTS AND DISCUSSION: Commissioner List asked if any new contractors had been considered. Mr. Barnhill stated that one contractor appeared to have submitted a strong proposal.

10. REPORTS FROM COMMISSIONERS: None

11. FUTURE AGENDA ITEMS:

- Bull Valley Agricultural Center & Port Costa School – scope and costs. This item was discussed earlier under governmental matters.
- Acquire a backup effluent pump with the capacity to maintain flow to filter beds.
- Acquire two replacement peristaltic pumps for chemical dosing.
- Research funding and grant opportunities.
- Report on State Collection System Audit.
- Consider change for meeting time

12. COMMISSIONER COMMENTS: None.

13. ADJOURNMENT: The meeting was adjourned at 7:43 PM until January 10, 2024. DS Rivas reminded the commissioners about the holiday party. Ms. Rivas presented Commissioner List with a "Lit" holiday beanie. He wore it proudly.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

CROCKETT POLICE LIAISON COMMITTEE

of the Crockett Community Services District

P.O. Box 578 – Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: districtsecretary@town.crockett.ca.us

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, DECEMBER 4, 2023

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chair Currington. Present were Committee members Pennisi, Ritchey, and Wais.

Staff present included Interim General Manager (IGM)/District Secretary (DS) Rivas, Administrative Services Manager (ASM) Goodman, Recreation Manager (RM) Wilson and Event Supervisor (ES) Morales.

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.

4a LAW ENFORCEMENT ISSUES AND REPORTS - REPORT FROM DEPUTY:

Lieutenant Rodriguez continues to work on funding sources for the License Plate Readers (LPR). C&H has been solicited and appears that they may participate.

Deputy Sheppard was not provided with stats in time for the meeting so there is little to report. The month of November was pretty quiet. He did report that there was one commercial burglary; tools were stolen. Sheppard reported the following:

- 210 service calls mostly self-generated, routine calls (general patrol, parking enforcement, and vehicle stops)
- Six (6) parking citations were issued.
- Thirteen (13) suspicious vehicle stops were made.
- Two (2) stolen vehicles were towed.

A member of the public inquired about a burglary at the gas station that happened roughly 2 – 3 weeks before. Deputy Sheppard had not read that report and was unaware of the incident. He frequents the station but none of the employees mentioned the incident to him. The public shared that the windows were smashed and appeared that the ATM was the target of the burglary. He shared that the location has good surveillance cameras but thinks that the burglars were likely covered in such a way that they could not generate any leads.

ONLGOING NOTE: Officer Sheppard is typically available, Tuesday through Friday. Callers can call and ask for him by asking for 1Paul18. He can also be reached via email at kshep001@so.cccounty.us

To report illegal dumping, call the non-emergency number (925) 646-2441 and provide as much information as possible, especially a license plate if it the dumping was witnessed.

4.b. REPORT FROM CHP ON TRAFFIC ISSUES: CHP was not in attendance.

4.c. NEIGHBORHOOD WATCH: None.

Members: Raina Currington (Chair), Mary Wais, Michael Pennisi, Bob Ritchey

5.a. RECEIVE UPDATE ON ALPRS: Chair Currington reported that Lt. Rodriguez continues to work on funding sources for the LPRs. Phillips 66 will consider the request during their 2024 budget review. Lt. Rodriguez shared that C&H indicated that they would assist, but an amount was not discussed.

5.b DISCUSS REPORTING OF UNREGISTERED/NUISANCE VEHICLES: Deputy Sheppard reported that staff continues to tag vehicles.

5.c CONSIDER MEETING AND HOLIDAY SCHEDULE FOR 2024: DS Rivas explained that the meeting dates have been approved. There is still a question if the Martin Luther King Day and Juneteenth holidays have been formally approved or not. She recommended that the committee members update their calendars for 2024.

5.d DISCUSS CHANGING MEETING DATE AND TIME: DS Rivas reminded the committee that Deputy Sheppard is off on Mondays and that the committee was open to discussing an alternative meeting day to fit into his work schedule. ES Morales inquired if the deputy could change his day off instead since the PLC meetings have always been held on Mondays. Unfortunately, Sheppard is unable to change his day off due to the department's shift structure. The committee agreed to move the meeting to the second Tuesday of the month pending the availability of the room and approval by the Board. DS Rivas will confirm the availability of the room and will update the meeting schedule.

6. REPORTS FROM COMMITTEE MEMBERS: Ms. Wais shared that historically outgoing committee members are given mementos as a gesture of gratitude for their service on the Committee. This has not been done for Barbara, John Angell, and Sylvia. The Committee agreed to move forward and will ask Susan for ideas and where to order gifts.

DS Rivas reminded the commissioners that the holiday party is next week and RSVPs are due by Friday.

7.a CONSENT CALENDAR: Minutes for November 6th were approved. (MW 1st, BR 2nd, 4/0)

8. FUTURE AGENDA ITEMS: A recommendation to remove Neighborhood Watch reports be removed from the agenda. Ms. Wais asked staff to review if there are any parking ticket funds. She also reminded the public that this fund has administrative fees charged to the account. ASM Goodman reported that she has never seen any accounts for police liaison funds. She was asked to research past agendas to identify the fund.

9. ADJOURNMENT: The meeting was adjourned at 7:22 PM until January 8th or 9th, 2024 depending on the availability of the room.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

P.O. Box 578 – Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: districtsecretary@town.crockett.ca.us

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, DECEMBER 4, 2023

1. CALL TO ORDER: The meeting was called to order at 6:06 PM by Vice-Chair (VC) Airoidi. Present were Commissioners Choquette and Valentini. Commissioner Cusack was absent. Staff present included Interim General Manager/District Secretary (DS) Rivas, Administrative Services Manager (ASM) Goodman, Recreation Manager Wilson, and Event Supervisor Morales. Crockett Sanitary (CVSAN) Commissioner Wais was in attendance.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: ASM Goodman struck credit card statements from Item 6a.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: ASM Goodman commended Recreation Manager Wilson for doing a great job at the Holiday community event on Sunday. Mr. Wilson expressed his gratitude and stated that the event was a collaborative event. VC Airoidi shared that it was nice to have the event again after several years.
4. CONSENT CALENDAR: Minutes for November 6, 2023, were approved, with corrections. (LC 1st, JV 2nd, 3/0-unanimous, 1 absent)
5. RECREATION: None.
- 6a BUDGET AND FINANCE: ASM Goodman reported 2 payrolls and a standard list of bill checks. The bill list is longer than usual because a security service vendor submitted all their 2023 invoices at the end of the year. The security vendor participates in several events throughout the year. Staff verified that the invoices had not previously been paid.
- 6b BUDGET PROCESS FOR 2024: Ms. Goodman has been working with Mr. Peterson on the budget process. She expects to have more information to present at the January meeting.

Commissioner Choquette asked if agenda meetings and minutes are being posted for the public to access. Ms. Goodman shared that all agendas and minutes are posted online and that several people in the community are sharing the agendas and meetings through social media channels.

A request was made to income to the monthly budget reports; this was previously reported in the monthly worksheets. Income has not been reported for some time. Ms. Goodman shared that she would do her best to begin reporting income but is not confident that it will be available for January. QuickBooks has not been reconciled in some time. Also, the workbooks that were previously used are no longer usable since the accounting system with the County has changed. Recreation Manager Wilson stated that he produces end-of-year reports that show income, but it is not sorted by income source.

IGM Rivas shared that due to the backlog of work, any new tasks will be reverted to the commissioners to prioritize and what project should be pushed back to complete the new task. Ms. Goodman is unaware of the actual financial status because QuickBooks has not been reconciled in some time. VC Airoidi feels that the current reporting is satisfactory and recognizes that staff are working on getting things back on track. Commissioner Choquette shared that the public does not comprehend the amount of work that goes into running a community center and the amount of work performed by both staff and volunteers.

7a ELECTION OF OFFICERS: Vice-Chair Airoidi nominated Tom Cusack because Mr. Cusack was not in attendance. VC Airoidi agreed to remain as vice-chair. JA 1st, LC 2nd, 4/0, 1 absent.

7b CONSIDER APPLICATION FOR RECREATION COMMISSION VACANCY VALERIE QUADE: DS Rivas reminded the commissioners that a vacancy was created when former commissioner Martinez was appointed to the Board. The required 30-day posting has expired. Ms. Quade shared that she would like to be more involved in the community. She is a real estate broker and does a little bit of acting on the side. She currently rents a commercial space and has offered yoga to the community. She is open to other community uses.

VC Airoidi recommended Valerie Quade to fill the vacancy on the Recreation Commission. (JA 1st, JV 2nd, 4/0, 1 absent.). The item will be forwarded to the District Board for a formal appointment.

7c CONSIDER MEETING AND HOLIDAY SCHEDULE FOR 2024: DS Rivas presented the list of meetings and holidays. Two holidays are still questionable but suggested that the commissioners use the spreadsheet to update their calendars.

8. REPORT OF DEPARTMENT MANAGER: Mr. Wilson reiterated how successful the holiday event was, he was impressed with the turnout and looks forward to hosting it again next year. He is meeting with the district engineer and landscape architect to figure out how to integrate the project with Crockett Sanitation's sewer project. A manhole is located by the stairs; it is higher in elevation and prevents ADA accessibility. The first bids were previously rejected. Mr. Wilson is preparing for another round of bids. The first round of advertising is scheduled for December 11. The bid opening is scheduled for January 24.

Proposition 68 is a \$467,000 project to improve ADA accessibility in the park and an ADA-accessible unisex bathroom.

9. REPORTS FROM COMMISSIONERS: None.

10. FUTURE AGENDA ITEMS: DS Rivas recommended that the commissioners start thinking about the needs of Recreation for consideration of the upcoming budget process.

11. COMMISSIONER COMMENTS: Commissioner Choquette applauded Mr. Wilson for the upkeep and management of the community center. She wished everyone a happy holiday.

12. ADJOURNMENT: The meeting was adjourned at 6:46 PM until January 8, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

CCSD DECEMBER 2023 TRANSMITTALS

**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				
12/01/2023	USBank	credit card payment Nov 23, Acct# 4866914555538450	2,757.35	14779
12/01/2023	Lincoln National Life Insurance Company	Life Insurance, CCSVCD-BL-1564438	164.27	14780
12/01/2023	MEYERS NAVE	New Balance, INV# 211223	411.04	14781
12/01/2023	PG&E	electricity & gas 850 Pomona, Acct # 6757445609-0	1,243.24	14782
12/01/2023	PG&E	Pool electricity, acct# 8212111	1,064.36	14783
12/01/2023	LESLIE'S POOL SUPPLIES	pool supplies, INV# 096411	56.26	14784
12/01/2023	The Real Yellow Pages	advertising, INV# 800431701	193.60	14785
12/01/2023	Tom Cusack	Personnel Stationary Supplies, SPLIT	10.81	14786
12/01/2023	CONTRA COSTA COUNTY TREASURER	Netchex Payroll number 14 SPLIT	13,920.59	14787
Total FUND 3241 - RECREATION			<u>19,821.52</u>	
TOTAL			<u>19,821.52</u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

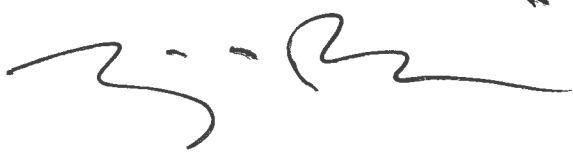
Auditor's Date: _____ Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
12/18/2023	Code Three Fire and Safety	Fire Extinguisher Inspection INV#D231537	141.00	14788
12/18/2023	Crockett Christian Fellowship	Rental Refund 12/10/23	700.00	14789
12/18/2023	LESLIE'S POOL SUPPLIES	Pool Chemicals INV#034680	262.17	14790
12/18/2023	STATE COMPENSATION INSURANCE FUND	Workers Comp Ins INV#1001642802	705.26	14791
12/18/2023	CONTRA COSTA COUNTY TREASURER	payroll nbr 15	6,165.38	14792
12/18/2023	VAUGHN P. GUNKELMAN	Final Paycheck including Vacation payout	2,226.43	14793
Total FUND 3241 - RECREATION			<u>10,200.24</u>	
TOTAL			<u>10,200.24</u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: _____ Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3242 - MAINTENANCE				
12/01/2023	Crockett Dog Park Committee	Total Cash out	47,290.16	585
Total FUND 3242 - MAINTENANCE			47,290.16	
TOTAL			<u>47,290.16</u>	



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				
12/01/2023	USBank	credit card payment Nov 23, Acct# 4866914555538450	578.31	1786
12/01/2023	Eurofins Calscience LLC	environ testing, INV# 5700157528	1,062.50	1787
12/01/2023	Lincoln National Life Insurance Company	Insurance, Acct# CCSVCD-BL-1564438 SPLIT	7.04	1788
12/01/2023	MEYERS NAVE	Legal, INV#211223 SPLIT	86.10	1789
12/01/2023	Tom Cusack	stationary supplies SPLIT	2.39	1790
12/01/2023	CONTRA COSTA COUNTY TREASURER	Netchex Payroll number 14 SPLIT	575.68	1791
Total FUND 3425 - PC SANITARY - O&M			<u>2,312.02</u>	
TOTAL			<u>2,312.02</u>	



**CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District**

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

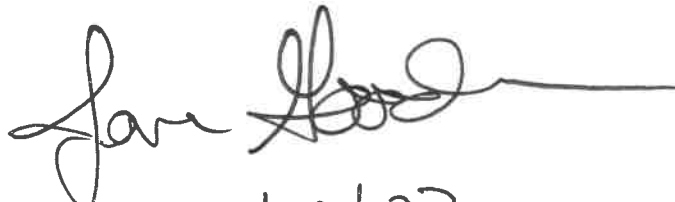
Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
12/18/2023	California Assoc. of Sanitation Agencies	Membership Renewal INV#7557	1,365.00	1792
12/18/2023	CD & Power	1st repair and Load Bank INV#01-82556	2,101.36	1793
12/18/2023	CD & Power	Annual Service & Troubleshooting INV#01-82557	1,694.09	1794
12/18/2023	James Barnhill	Fuel Reimbursement 12/18/23	122.49	1795
12/18/2023	L.R. PAULSELL CONSULTING	High Pressure Cleaning 23-15	1,400.00	1796
12/18/2023	STATE COMPENSATION INSURANCE FUND	Workers Comp Ins INV#1001642802	156.74	1797
12/18/2023	SWRCB FEES	Port Costa CS Annual Renewal INV# WD-0229906	3,746.00	1798
12/18/2023	SWRCB FEES	Port Costa WWTP Annual Renewal INV# WD-0230217	5,473.00	1799
12/18/2023	Valley Operators, LLC	Monthly Svc Fee INV#2615	4,650.00	1800
12/18/2023	CONTRA COSTA COUNTY TREASURER	payroll nbr 15	246.67	1801
12/18/2023	VAUGHN P. GUNKELMAN	Final Paycheck including Vacation payout	494.75	1802
Total FUND 3425 - PC SANITARY - O&M			21,450.10	
TOTAL			21,450.10	



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				
12/19/2023	CONTRA COSTA COUNTY TREASURER	Corrected Netchex payroll nbr 15	89.30	1803
Total FUND 3425 - PC SANITARY - O&M			89.30	
TOTAL			<u>89.30</u>	


12/19/23

**CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District**

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

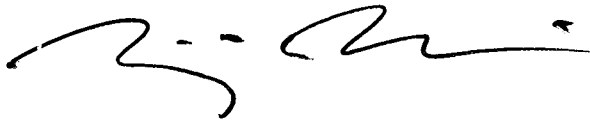
Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
12/01/2023	USBank	Credit Card Nov23, ACCT# 4866914555538450 SPLIT	2,158.23	7074
12/01/2023	L. R. PAULSELL CONSULTING	Sewer Replacement, CVSAN 23_13	59,200.00	7075
12/01/2023	Lincoln National Life Insurance Company	Insurance, Acct# CCSVCD-BL-1564438, SPLIT	63.37	7076
12/01/2023	MEYERS NAVE	legal svcs, INV#211223, split	785.86	7077
12/01/2023	PG&E	utility payment, acct# 2704121327-6	424.02	7078
12/01/2023	Tom Cusack	personnel stationary supplies, split	10.81	7079
12/01/2023	Villa's Landscape	INV#s CCSD-61, 060, 62, 63 SVC to 1 RPD	1,236.00	7080
12/01/2023	WEST COUNTY WASTEWATER DISTRICT	INV04381, Oct contract billing	6,594.49	7081
12/01/2023	CONTRA COSTA COUNTY TREASURER	Netchex Payroll number 14 SPLIT	22,358.18	7082
Total FUND 3426 - CV SANITARY - O&M			92,830.96	
TOTAL			92,830.96	



**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				
12/18/2023	California Assoc. of Sanitation Agencies	CASA Membership Renewal INV#7557	1,365.00	7083
12/18/2023	Jena Goodman	Office Supplies	61.28	7084
12/18/2023	L.R. PAULSELL CONSULTING	Progress Payment #1 INV#23-32	8,067.00	7085
12/18/2023	L.R. PAULSELL CONSULTING	High Pressure Cleaning INV#23-30	280.00	7086
12/18/2023	L.R. PAULSELL CONSULTING	High Pressure Cleaning INV#23-33	5,740.00	7087
12/18/2023	Sonia Rivas	Office Supplies	43.89	7088
12/18/2023	Soxna Dice	Plants for 1 RPD	98.53	7089
12/18/2023	STATE COMPENSATION INSURANCE FUND	workers comp ins INV#1001642802	705.26	7090
12/18/2023	SWRCB FEES	CVSD CS Annual Permit renewal INV# WD-0229832	3,746.00	7091
12/18/2023	CONTRA COSTA COUNTY TREASURER	payroll nbr 15	1,110.04	7092
12/18/2023	TELSTAR INSTRUMENTS, INC.	Repair of Dialer at Pump Station INV#119359	1,070.00	7093
12/18/2023	VAUGHN P. GUNKELMAN	Final Paycheck including Vacation payout	2,226.43	7094
Total FUND 3426 - CV SANITARY - O&M			<u>24,513.43</u>	
TOTAL			<u>24,513.43</u>	



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				
12/19/2023	CONTRA COSTA COUNTY TREASU...	Corrected Netchex payroll nbr 15	803.74	7095
Total FUND 3426 - CV SANITARY - O&M			803.74	
TOTAL			803.74	

For Hood
12/19/23



P.O. Box 155, Crockett, CA 94525

Phone: (510) 787-9708
Fax: (510) 787-1346

December 12, 2023

Contra Costa County Board of Supervisors
1025 Escobar Street, 4th Floor
Martinez, CA 94553

RE: ALLOCATION OF CROCKETT COGENERATION PLANT PROPERTY TAXES

Honorable Supervisors:

This letter transmits the attached Resolution No. 2023-1 of the Board of Directors of the Crockett Community Foundation.

Resolution No. 2023-1 requests the immediate allocation of FY 2023/24 property taxes from the Crockett Cogeneration Plant for specified uses of benefit to Crockett.

Sincerely,

A handwritten signature in black ink, appearing to be 'Brian Montgomery', with a long horizontal line extending to the right.

Brian Montgomery,
Chairperson of the Board

cc: Federal D. Glover, Supervisor District 5
Laura Strobel, County Administrator's Office
Ron Wilson, Crockett Recreation Department
Dean Colombo, Crockett-Carquinez Fire District
Alison Peters, Contra Costa County Library
Sonia Rivas, Crockett Community Services District

Attachment

RESOLUTION NO. 2023-1

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CROCKETT COMMUNITY FOUNDATION
RECOMMENDING THE ALLOCATION OF PROPERTY TAXES
TO SPECIFIC USES OF BENEFIT TO CROCKETT**

WHEREAS, the Crockett Community Foundation desires to allocate **\$124,568** in Crockett Cogeneration Return-to-Source funds for projects and services of benefit to Crockett; and

WHEREAS, the Crockett Library has demonstrated the need to augment available funding for operating the Crockett Library, so as to continue to provide six (6) additional hours of operation benefiting Crockett; and

WHEREAS, the Crockett Recreation Department has demonstrated the need to augment available funding for capital improvements and maintenance at the Crockett Community Center, swimming pool, Alexander park facility, along with utilities and landscaping at Crockett's Memorial Hall park; and

WHEREAS, the Crockett Carquinez Fire Department has demonstrated the need to augment available funding for capital equipment and projects at its facilities; and

WHEREAS, the Crockett Sanitary Department has demonstrated the need to augment available funding for capital improvements in wastewater collection and treatment; and

WHEREAS, each of these four agencies regularly relies on property taxes to fund a portion of its annual budget and is empowered by law and/or local voters to receive property tax revenues to provide public services in Crockett; and

WHEREAS, the Board of Supervisors of Contra Costa County did on September 19, 1995, appoint the Crockett Community Foundation as the advisory council to the Board of Supervisors regarding expenditures from the Community Benefits Program funded from new property tax increment of the Crockett Cogeneration Plant; and

WHEREAS, the Board of Supervisors of Contra Costa County did on December 12, 1995, commit 100% of new property tax increment of the Crockett Cogeneration Plant to Crockett programs, with 57% for new police services in Crockett and 43% for unspecified community benefits; and

WHEREAS, the Crockett Community Foundation has developed a five-year plan for the allocation of return-to-source funds for community benefits.

NOW, THEREFORE, BE IT RESOLVED THAT the Crockett Community Foundation recommends that Crockett Cogeneration FY 2023/2024 property taxes in the amount of **\$124,568** be immediately allocated as follows:

1. Crockett Community Foundation: \$20,000, for benefit of the Crockett Library.
2. Crockett Community Foundation: \$42,268 for benefit of Crockett Recreation Dept.
3. Crockett Community Foundation: \$30,016, for benefit of the Crockett Carquinez Fire Department.
4. Crockett Community Foundation: \$32,284, for benefit of the Crockett Sanitary Dept.

BE IT FURTHER RESOLVED THAT the Secretary of the Crockett Community Foundation be directed to transmit this Resolution No. 2023-1 to the Board of Supervisors of Contra Costa County immediately.

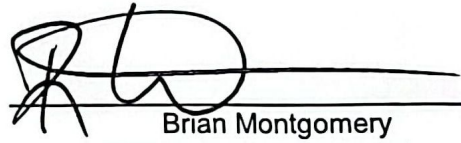
THE FOREGOING RESOLUTION was passed and adopted at the Regular Meeting of the Crockett Community Foundation held on December 7, 2023 by the following vote:

AYES: 6

NOES: 0

ABSTAIN: 0

ABSENT: 1 - PAUL BYER



Brian Montgomery
Chairperson of the Board

ATTEST:



Mary Waits Secretary

PENDING BOARD APPROVAL

TO: Directors and Commissioners
FROM: Administrative Services Manager
SUBJECT: Proposed Budget Schedule
DATE: January 24, 2024

PROPOSED FY 2024/25 BUDGET SCHEDULE

JANUARY	Staff prepares draft budget schedule.
JANUARY	Order envelopes for mailing of hearing notice. Order water use data from EBMUD & CCWD. (Staff)
FEBRUARY 5, 14, 19, 20	Staff presents mid-year budget reports. Appoint 4 Budget & Finance Committees. (CV, PC, LL, Rec)
FEB-MARCH	Staff calculates water consumption and "increase" in sewer use charges, if needed.
FEB-MARCH	Staff prepares 4 draft operating budgets. (CV, PC, LL, Rec)
MARCH 1-17	Committees to develop preliminary budgets. (CV, PC, LL, Rec)
MARCH 5,14, 19, 20	Staff presents 8-month budget reports and preliminary budgets.
APRIL 1-21	Committees meet to revise preliminary budget and instruct staff on sewer service charge. (CV, PC, LL, Rec) Staff prepares newsletter, if needed.
APRIL 1,10, 16, 17, 24	Committees report recommendations to Commissions and Board. (CV, PC, LL, Rec)
APRIL 24	Board sets June 23 date for public hearings on proposed budget, on rate increases, and on method of collection.
APRIL 24	Board instructs staff on wording notice of proposal to raise fees by specified amounts. Board approves newsletter.
APRIL 25	Staff updates database with changes in ownership and makes copies of notice & newsletters for mass mailing.
MAY 6	Recreation Commission recommends recreation tax rate. (Rec)
MAY 10	DEADLINE TO NOTIFY ALL PROPERTY OWNERS BY MAIL NO LESS THAN 45 DAYS BEFORE HEARING. (Prop. 218 and District Code Sec. 6.24.035)
MAY 22	Resolution setting recreation tax.
MAY 28	Staff completes draft Sewer Use Charge Study Reports. (H&S Code Sec. 5473 and District Code Sec. 6.24.160.B)

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PENDING BOARD APPROVAL

Before JUNE 1	Staff prints out sewer use charges. (District Code Sec. 6.24.160.B)
MAY 28	Deadline for 2 hearing notices emailed to West County Times for publication to run Wed 6/2 & Sat 6/12. (Prop. 218 and H&S Code Sec. 5473.1, Gov't Code Sec. 61110(d) of CSD law, and District Code Sec. 6.24.160.C)
JUNE 3-19	Committees may meet again to develop final budget proposal. (CV, PC, LL, Rec)
JUNE 12,19	Distribute final Sewer Use Charge Study Reports to San. Comm. (PC, CV)
JUNE 3,12, 18, 19	Commissions adopt 4 budget proposals and approve SUC Study Reports and rate ordinances.
JUNE 11	Computer run of sewer service charges and Sewer Use Charge Study must be available to public at least 10 days prior to hearing. [Gov't Code Sec. 66016(a)]
JUNE 26	Present final budget proposal to Board.
JUNE 26	Public hearing on Sewer Use Charge Study Reports and committee recommendations for sewer service charges. (Prop. 218 and H&S Code Sec. 5473.1 & Dist. Code Sec. 6.24.160.F) Public hearing on method of collection. (H&S Code Sec. 5473.2) Public hearing on budget (Gov't Code Sec. 61110) Resolution overruling objections to method of collection and adopting Secretary's Report. (H&S Code Sec. 5473.3) Ordinances setting sewer service charges and setting method of collection. Resolution adopting budget. Adopt revised budget for <u>current year</u> if needed.
JUNE 27	Publish Ordinance in West County Times and post publicly.
JULY	Receive new tax roll. Final computer run sewer service charges.
JULY 10	Authorize PCSan capital projects. (PC)
JULY 17	Authorize CVSan capital projects. (CV)
AUGUST 2	Deadline to submit rec. tax and sewer service charges to County. (H&S Code Sec. 5473.4)
AUGUST	Receive 4 County print outs for review and correction.

SALARY SCHEDULE OF WAGES BY JOB CLASSIFICATION
CROCKETT COMMUNITY SERVICES DISTRICT
 (Proposal 1-24-2024 - ADOPTED _____ - EFFECTIVE DATE _____)

RECREATION - Staff

Recreation Dept. Manager ⁽³⁾ - Exempt Position - Average work load 19 hours per week, no more than 1000 hours per year

Probation	Level I					Level II					Level III					Level IV					Level V				
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a				
n/a	\$2,250	\$2,322	\$2,397	\$2,474	\$2,553	\$2,636	\$2,720	\$2,808	\$2,899	\$2,993	\$3,089	\$3,189	\$3,293	\$3,399	\$3,509	\$3,624	\$3,741	\$3,862	\$3,987	\$4,114	\$4,246				
* Monthly salary					Monthly Income=					\$2,250 min. \$4,246 max.					Annual Base at 19 hours per week					\$27,002 minimum	\$50,946 maximum				
Annual Base Full Time Equivalent																\$56,845 minimum					\$107,255 maximum				
(3) Recreation Department Manager serves as the Maintenance Department Manager and Aquatics Manager and performs the duties when positions are vacant.																		\$11,798 max. benefits							

Recreation Facilities Manager ⁽⁴⁾ - Hourly Position, Non-Exempt - Average work load 32 hours per week

Probation	Level I					Level II					Level III					Level IV					Level V
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a
\$24.35	\$25.65	\$26.30	\$26.95	\$27.60	\$28.25	\$28.90	\$29.55	\$30.20	\$30.84	\$31.50	\$32.50	\$33.50	\$34.50	\$35.50	\$36.50	\$37.50	\$38.50	\$ 39.50	\$ 40.50	\$ 41.50	\$ 42.50
* Hourly salary, paid bi-weekly					Monthly Income=					\$3,165.50 min. \$5,525 max.					Annual Base Full Time Equivalent=					\$50,648 minimum	\$88,400 maximum
(4) Recreation Facilities Manager performs the duties of the Assistant District Secretary when position is vacant.																		\$13,592 max. benefits			

Event Supervisor - Hourly Position, Non-Exempt - Average work load 16 to 30 hours per week.

Probation	Level I					Level II					Level III					Level IV					
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	
\$17.52	\$18.30	\$18.82	\$19.34	\$19.86	\$20.38	\$20.90	\$21.42	\$21.94	\$22.46	\$22.98	\$23.50	\$24.02	\$24.54	\$25.06	\$25.58	\$26.10	\$26.62	\$ 27.14	\$26.62	\$26.62	
* Hourly salary, paid bi-weekly					Monthly Income=					\$1,121.28 min. \$1,703.68 max.					Annual Base Full Time Equivalent=					\$36,441.6 minimum	\$55,369.6 maximum
** Pay rate for table/chair setup/takedown at Community Center is flat \$25.50 per hour regardless of pay schedule level/step																		\$5,820 max. benefits			

SALARY SCHEDULE OF WAGES BY JOB CLASSIFICATION
CROCKETT COMMUNITY SERVICES DISTRICT
 (Proposal 1-24-2024 - ADOPTED _____)
RECREATION - Seasonal Staff EFFECTIVE DATE _____)

Assistant Event Supervisor - Hourly Position, Non-Exempt - 0 to 16 hours per week

		Level I				
Probation	Step a	Step b	Step c	Step d	Step e	
Per Hour	\$17.00	\$17.52	\$18.04	\$18.56	\$19.08	
*Hourly salary, paid bi-weekly	Monthly income=					\$0 min. \$1323 max. Annual Base Full Time Equivale \$34,320 minimum \$39,696.40 maximum

Aquatics Manager / Aquatics Administrative Assistant - Seasonal - 0 to 34 hours per week

		Level I					Level II			Level III	
Probation	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a
Per Hour	\$21.50	\$21.75	\$22.25	\$22.75	\$23.25	\$24.25	\$24.75	\$25.25	\$25.75	\$26.25	\$26.75
*Hourly salary, paid bi-weekly	Monthly income=										\$0 min. \$3,941.17 max. Annual Base Full Time Equivalent= \$47,294 minimum

Aquatics Asst. Manager - Seasonal - 0 to 34 hours per week

		Level I					Level II				
Probation	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step e
Per Hour	\$20.00	\$20.50	\$21.00	\$21.50	\$22.00	\$22.50	\$23.00	\$23.50	\$24.00	\$24.50	\$24.50
*Hourly salary, paid bi-weekly	Monthly income=										\$0 min. \$3,609.67 max. Annual Base Full Time Equivalent= \$43,316 minimum

Head Lifeguard / Pool Office Manager - Seasonal - 0 to 34 hours per week

		Level I					Level II				
Probation	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step e
Per Hour	\$16.75	\$17.00	\$17.25	\$17.50	\$17.75	\$18.00	\$18.25	\$18.50	\$18.75	\$19.00	\$19.00
*Hourly salary, paid bi-weekly	Monthly income=										\$0 min. \$2,799.33 max. Annual Base Full Time Equivalent= \$33,592 minimum \$39,520

Lifeguard (b) (6) - Seasonal - 0 to 34 hours per week

		Level I					Level II				
Probation	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step e
Per Hour	\$16.25	\$16.40	\$16.55	\$16.70	\$16.85	\$17.00	\$17.15	\$17.30	\$17.45	\$17.60	\$17.60
*Hourly salary, paid bi-weekly	Monthly income=										\$0 min. \$2,593.07 max. Annual Base Full Time Equivalent= \$31,116.80 minimum

Aquatics Instructor - Seasonal - 0 to 20 hours per week

		Level I				
Probation	Step a	Step b	Step c	Step d	Step e	
Per Hour	\$16.00	\$16.15	\$16.30	\$16.45	\$16.60	
*Hourly salary, paid bi-weekly	Monthly income=					\$0 min. \$1,438 max. Annual Base Full Time Equivalent= \$33,280 minimum \$34,528

Aquatics Office Assistant - Seasonal - 0 to 34 hours per week

		Level I				
Probation	Step a	Step b	Step c	Step d	Step e	
Per Hour	\$16.00	\$16.15	\$16.30	\$16.45	\$16.60	
*Hourly salary, paid bi-weekly	Monthly income=					\$0 min. \$1,438 max. Annual Base Full Time Equivalent= \$33,280 minimum \$34,528

Maintenance Attendant (7) - Hourly - 0 to 20 hours per week

		Level I				
Probation	Step a	Step b	Step c	Step d	Step e	
Per Hour	\$16.00	\$16.15	\$16.30	\$16.45	\$16.60	
*Hourly salary, paid bi-weekly	Monthly income=					\$0 min. \$1,438 max. Annual Base Full Time Equivalent= \$33,280 minimum \$34,528

(5) Additional .25 on top of Level/Step for each approved advanced certification (ie. WSI, etc.) for Lifeguards
 (6) Instructors moving to Lifeguard maintain their same Level/Step resulting in .25 increase for lateral move
 (7) Maintenance Attendant position can be filled by seasonal aquatics employee. Employee will retain the higher of the two rate schedules.

RESOLUTION

NO. 23/24-15

A RESOLUTION OF THE DISTRICT BOARD OF THE CROCKETT COMMUNITY SERVICES DISTRICT RE-APPOINTING COMMISSIONERS TO THE PORT COSTA SANITATION COMMISSION

WHEREAS, the District Board has by Resolution No. 07/08-05 created the Port Costa Sanitary Commission and made appointments thereto; and

WHEREAS, the District Board has by Resolution No. 06/07-02 created the Crockett Sanitary Commission and made appointments thereto; and

WHEREAS, the District Board has by Resolution No. 06/07-10 determined that the term of office of a commissioner shall be 24 months.

NOW, THEREFORE, BE IT RESOLVED that Karen Klaiber and Tom List be re-appointed to the Port Costa Sanitary Commission as Commissioners for two years.

BE IT FURTHER RESOLVED that Karen Klaiber and Tom List be re-appointed to the Crockett Sanitary Commission as Commissioner for two years.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on January 24, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Nick Spinner, President

ATTEST:

Sonia Rivas, MBA
District Secretary

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