

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF REGULAR BOARD MEETING: JULY 24, 2024.

1. CALL TO ORDER - ROLL CALL: The meeting was called to order at 7:12 pm by President Spinner. Present were Board Members Barassi, Mackenzie, Martinez, Peterson, and Spinner. Present staff included Administrative Services Manager (ASM) Goodman, District Engineer (DE) Murdock, Sanitary Department Manager (SDM) Barnhill, and District Secretary (DS) Rivas.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: A request was made to report on Item 7g first; Lighting and Landscape Commission.  
  
7g. Report for Lighting & Landscape Commission: The Crockett Chamber of Commerce has presented a proposal to the L&L Commission to hang decorative baskets on select decorative light posts over two blocks. The Commissioners have approved the proposal pending insurance verification and a Memorandum of Understanding (MOU). The baskets are double arm and artificial flowers will be used for weight and ease of maintenance. Hercules Landscape Company is the supplier and insurance holder – they will add the CSDA as an additional insurer.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: The County’s Department of Conservation is seeking community volunteers for a task force to help direct where funds from P66 and Marathon refineries should be spent. The Task Force is expected to meet in September. Memorial Hall is the home to a couple of owls that could be breeding. The resident bats continue to reside as well.
4. PUBLIC HEARING: The public hearing was opened at 7:23 pm.
  - a. HEARING ON PROPOSED INCREASE OF ANNUAL SEWER USE CHARGES, WITHIN THE AREA SERVED BY THE CROCKETT SANITARY DEPARTMENT, TO BE COLLECTED ON THE TAX ROLL; RECEIVE CONFIRMATION OF PROP. 217 MAILING TO PROPERTY OWNERS AND REPORT ON HOW MANY PROPERTIES WOULD CONSTITUTE MAJORITY PROTEST IN CROCKETT; WAIVE READING OF ORDINANCE; TABULATE WRITTEN RESPONSES FROM PROPERTY OWNERS; DETERMINE WHETHER A MAJORITY PROTEST EXISTS; CONSIDER ADOPTION OF ORDINANCE NO. 24-01 DETERMINING CHARGES; CONSIDER ADOPTION OF RESOLUTION NO. 24/25-01 OVERRULING OBJECTIONS TO THE METHOD OF COLLECTION, CONFIRM ACCEPTANCE OF THE DEPARTMENT MANAGER’S SEWER USE CHARGE REPORT ORIGINALLY PRESENTED MAY 20, 2024 AND LEVYING CHARGES ON THE TAX ROLL: DS Rivas confirmed that the mailing of the Prop 218 notices for a sewer rate increase was completed beyond 45 days from the hearing and therefore in compliance. The District mailed notices to 1,167 property owners. Staff presented a quick explanation of the process of increasing water rates. A member of the community raised concerns about the Board’s communication with the public regarding the rate. Staff explained that in addition to the Prop. 218 being mailed to all properties, the proposed rate has been discussed by the Crockett Sanitary Commission and the board for months, with public input opportunities available on the website and agendas. It is the citizens' obligation to avail themselves of resources such as the bulletin board at the community

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Members: Luigi Barassi, John Mackenzie, Diana Martinez (VP), Kent Peterson, Nick Spinner (President)

center to stay informed about district business. A motion to waive the reading and approve ordinance 24-1 with an effective date correction was approved. (LB 1<sup>st</sup>, DM 2<sup>nd</sup>, 4/1, 1 No - KP). A motion was made to approve Resolution 24/25-01 was passed. It was noted that Staff received three comments and two of those comments were in opposition. (Peterson 1<sup>st</sup>, Barassi 2<sup>nd</sup>, 5/0). The motion to accept the sewer use report presented at the May 22<sup>nd</sup> Board meeting passed. (Barassi 1<sup>st</sup>, Martinez 2<sup>nd</sup>, 5/0)

- b. HEARING ON PROPOSED BUDGET FOR FY 2024/25; CONSIDER RESOLUTION NO. 24/25-02 ADOPTING AN EXPENDITURE BUDGET FOR FY 2024/25: A roll-up budget was presented that consists of a summary followed by each department's budget. The Board's Budget & Finance Committee met on Monday for an extensive and final review. A salary study has not yet been done for a new general manager therefore the budget reflects the existing salary rate. Engineering costs are sprinkled throughout the budget depending on who provides the service. The cost of the upcoming election is also included in the budget. The Maintenance account increased exponentially because the L&L Commission did not spend a significant amount of funds since their funds were received mid-year. The ASM reminded the Board that the budget can be amended in the future. Due to public accounting rules, inconsistencies in calculations found for previous years will remain in place and will be identified in a future audit. The accounting firm is working on a new simplified chart of accounts which will result in a different budget format the following year. A motion to pass the budget and update resolution 24/25-02 to reflect \$4,083,595 for expenditures and \$43,940.24 for debt service was approved. (Barassi 1<sup>st</sup>, Martinez 2<sup>nd</sup>, 5/0)

5. CONSENT CALENDAR: Approved as presented. (Martinez 1<sup>st</sup>, Peterson 2<sup>nd</sup>, Martinez, 4/0, 1 abstain)
- a. Approve Minutes of the CCSD Board meeting on June 26, 2024.
  - b. Receive minutes of commissions and committees.
  - c. Approve payment of District Bills.

- 6 ITEMS REMOVED FROM THE CONSENT CALENDAR: None.

- 7a. MANAGERS' REPORTS RECREATION: ASM Goodman reported that the ADA pool project is almost complete, pending final inspections. Pool usage has been very successful and the concession stand has been selling out consistently. The pool manager has been doing a great job with the pool and pool employees. The facilities supervisor has taken on many of the former recreation manager's tasks. Whether the pool manager will remain a year-round employee has not been determined. The Board's focus in replacing staff is prioritizing hiring support staff for the sanitary department, then a general manager, followed by a recreation manager.
- 7b. MANAGERS' REPORTS DISTRICT SECRETARY: The DS met with a representative of Supervisor Glover's office and discussed the Community Benefit Fund. A first round of funds has been distributed already. It was suggested that a wish list be prepared and submitted to their office as soon as possible. Another source of funds is the Rodeo Renewal Fund which is managed by the Rodeo MAC. The website subscribers have been increasing. A C&H real estate lawyer contacted the District to inquire about streaming meetings and that they would like to be more engaged in the community. The DS asked them for a presentation on C&H soon.
- 7c. MANAGERS' REPORTS ADMINISTRATIVE SERVICES MANAGER: ASM requested assistance from the Personnel Committee to create a human resources folder that archives and documents job descriptions and salary schedules. A job description is under development for the sanitary department support staff. Staff went on a tour with a second potential contractor out of Fairfield. The desire is to have diverse contractors who can work in both Crockett and Port Costa and ideally hire in time to overlap with Valley Operators before October 1st. Information sharing and transferring of financial matters is currently underway in anticipation of the district engineer's pending absence.

- 7d. MANAGERS' REPORTS MAINTENANCE DEPARTMENT: No updates to report. The DE supports the budget's allocation of \$200,000 towards the repair of 1 Rolph Park Drive.
- 7e. MANAGERS' REPORTS PORT COSTA SANITARY DEPARTMENT: The SDM is currently working on the second five-year NPDES (National Pollutant Discharge Elimination Systems) permit for Port Costa. This is a US EPA California Water Board permit due August 1. Moving forward, we no longer need to run acute toxicity analysis but now will have to test for DDT and DDE, a substance that was banned around 1984-86. Effective October 1<sup>st</sup>, a second NPDES permit requires testing for phosphorus, ammonia, and nitrates. These are tests performed by contractors who have prepared schedules to keep staff on track. This binder will be used in the field when a new contractor is hired.
- 7f. MANAGERS' REPORTS CROCKETT SANITARY DEPARTMENT: The Alexander Park sewer project is nearing completion. It repaired 763 feet of pipeline. The project required a new manhole but due to an East Bay MUD encroachment and County storm drain, the project required a new and larger manhole with a large vault resulting in a \$10k change order. The contractor caused some damages which they are financially responsible for fixing. The DE confirmed that the BDP proposal for a new treatment plant is no longer being considered. The District is moving forward with the JUA negotiations. The BDP contractor proposal stated that Port Costa could possibly move forward with a new treatment plant payable with grants. The proposal was an upgrade to the Crockett system, not a new treatment plant. The CVSAN chair reported that C&H is aware an upgrade is possible.
- President Spinner thanked Mr. Murdock for his dedicated service and hard work during his tenure as DE.
- 7g. MANAGERS' REPORTS LIGHTING & LANDSCAPE COMMISSION: Lighting & Landscaping reported earlier.
- 7h. MANAGERS' REPORTS GOVERNMENTAL MATTERS: DS Rivas has begun looking into ADU legislation and hopes to bring back some information for discussion at a future meeting.
- 7i. ANNOUNCEMENTS AND DISCUSSION: DS Rivas announced she will complete one year with Crockett on August 1<sup>st</sup>.
- 8a. DISCUSS EMPLOYEE CONTRACTS VERSUS EMPLOYEE AGREEMENTS: This Item was tabled.
- 8b. APPROVE RESOLUTION 24/25-03 – SEWER USE CHARGE (SUC) METHOD OF COLLECTION FOR PORT COSTA FOR FY 2024/25. The Port Costa Sanitary Commission declined Staff's recommendation to increase the SUC for FY 24/25. The resolution notes that the 2022 approved rate will continue to be collected via property taxes. Director Barassi noted that the resolution does not reflect Staff's recommended rate increase amount; it does not express the accounting deficiencies or irregularities that Maze & Associates is working on reconciling; nor the potential impacts of reconciliation efforts on Port Costa's budget. At this time, it is unclear if there is an apparent surplus or shortfall in Port Costa's account which may end in significant major budget revisions. There was a short discussion on whether the resolution required a public hearing. Everyone who wished to be heard was heard. A motion was made to approve as written. (Mackenzie 1<sup>st</sup>, Martinez 2<sup>nd</sup>, 5/0)
- 8c. UPDATE ON RESPONSE TO CALTRANS MEMORANDUM OF UNDERSTANDING (MOU): Staff was able to assist in finding outside funding for the Dog Park insurance. Due to miscommunication between Staff, the rebuttal to the MOU was sent on July 24.
- 8d. CONSIDER DOG PARK MEMORANDUM OF UNDERSTANDING (MOU): The MOU was brought back to resolve the responsible party for insurance coverage. Staff identified financial supporters to cover Caltrans's required waiver of subrogation to use the bridgehead land. The Dog Park representative was previously provided with various organizations to seek financial assistance for subsequent years. The Board agreed that the District would not cover liability insurance. After a discussion on trash receptacles

and collection, the Board agreed that the District would not be responsible for dog waste collection, but the dog park volunteers could dispose of waste in District trash cans. The MOU was updated to reflect that the District will not cover liability insurance, utilities, or dog waste. The lease terms were changed from five years to one. There was a short discussion that explained that the dog park could not be incorporated into the Recreation department because there are no revenues to fund the ongoing upkeep and maintenance of the park.

- 8e. DISCUSS AN APPOINTMENT TO FILL A PERSONNEL COMMITTEE VACANCY: The Board President appointed Iris Wesselmann to the Personnel Committee, replacing the vacancy previously held by the now-retired Recreation Department Manager.
- 9a. DISCUSS FINANCIAL MATTERS RELATED TO THE DISTRICT: Staff continues to work with Maze & Associate on reconciling the accounts, updating the chart of accounts, sorting various accounting data, and verifying and constructing a debt service report. Comments for the 2022 audit have not been received yet. The ASM is meeting with Maze & Associates and David Farnsworth to discuss the next steps in closing the 2022 audit. Cash account balances: ad valorem account 3240 cash balance is \$731,606.48; Recreation account 3241 cash balance is \$197,010.53; Maintenance account 3242 is \$41,012.76; Port Costa Sanitary account 3425 is \$180,968.56; Crockett Sanitary is \$1,104,289.87. The LAIF interest rate for Q4 is 4.55%; earned interest is \$52,366. The LAIF ending balance of \$4,581,097.95. In recap, interest rates per quarter were Q1 at 3.59%, Q2 at 4.0%, Q3 at 4.30%.
- 10a. REPORT FROM PERSONNEL COMMITTEE REPORT: No report.
- 10b. REPORT FROM BUDGET & FINANCE COMMITTEE: The committee met on Monday, and extensively reviewed and recommended approval of the budget with minor corrections.
- 10c. REPORT FROM POLICE LIAISON COMMITTEE: No report.
- 10d. REPORT FROM CVSAN WASTEWATER COMMITTEE: The committee continues to work on the Joint Use Agreement with a focus on pricing, communications, and capital planning. The committee has provided comments on C&H's draft agreement. The comments have been forwarded for legal review and have not received a response yet.
- 10e. REPORT FROM MEMORIAL HALL ADVISORY COMMITTEE: No report.
- 10f. REPORT FROM AD HOC COMMITTEES: No report.
- 10g. REPORT FROM INTER-AGENCY MEETINGS: No report.
11. FUTURE AGENDA ITEMS/BOARD COMMENTS: Director Mackenzie commented that the minutes are too detailed and unnecessary.
- Caltrans Maintenance Agreement
  - 1 Rolph Park Drive Ad Hoc Committee
  - Chamber MOU
  - Dog Park MOU
  - ADU Legislation
  - Appropriations limit.
12. ADJOURNMENT. The meeting was adjourned at 9:25 pm until August 28, 2024.

Respectfully submitted,  
Sonai Rivas, MBA  
District Secretary