

CROCKETT SANITARY COMMISSION (CVSAN)

An agent of the Crockett Community Services District

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MINUTES OF REGULAR MEETING OF OCTOBER 15, 2025.

1. CALL TO ORDER - ROLL CALL: Chair Bartlebaugh opened the meeting at 4:01 PM. Commissioners Bartlebaugh, Wais, and Alternate Milward were present. Commissioners Manzione and Leuba arrived at 4:06 and 4:07 PM, respectively. Commissioner Trask was absent (excused). Staff: General Manager (GM) Goodman, Sanitary Department Manager (SDM) Barnhill, and District Secretary (DS) Rivas were present.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. PUBLIC HEARINGS: None.
5. CONSENT CALENDAR: Item a and c were pulled for discussion. Motion to approve items b and e passed. (Wais 1st, Milward 2nd, 3/0, 2 absent)
 - a. APPROVE MINUTES OF SEPTEMBER 17, 2025:
 - b. RECEIVE ACTIONS TAKEN BY THE BOARD FOR SEPTEMBER 24, 2025.
 - c. RECEIVE WARRANT TRANSMITTALS (JULY AND SEPTEMBER).
 - d. RECEIVE CASH ACCOUNT BALANCE REPORT.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: Motion to approve 5a and 5c passed. (Wais 1st, Manzione 2nd, 5/0)
 - 5a. APPROVE MINUTES OF SEPTEMBER 17, 2025: DS Rivas confirmed with Commissioner Trask that the \$350,000 towards the Nantucket site was from the fines imposed on C&H for the 2020 odor event.
 - 5c. RECEIVE WARRANT TRANSMITTALS (JULY AND SEPTEMBER): The GM explained the \$9,440 Kel-Air charge was for one of three HVAC systems that failed at the Sanitary Office at 1 Rolph Park Drive (1RPD). Staff is working on updating the cost allocation breakdown for all departments, so each department pays its fair share of the building use.
7. ADMINISTRATIVE:
 - a. CONSIDER AND RECOMMEND THE DISTRIBUTION OF AD VALOREM TAXES: The GM presented an excess Ad Valorem tax for 2025 and requested that CVSAN recommend how the excess funds should be split. An argument was made that 100% of the funds should be allocated to CVSAN; CVSAN has a large pending C&H payment; Recreation had received more than its 15% the previous year, and CVSAN's budget is unbalanced. However, the GM clarified that the budget is not unbalanced and asked that the paper deficit be categorized accordingly. Another member suggested a split between CVSAN, Recreation, and Maintenance departments. There was a

consensus that 85% should be allocated to CVSAN and the remaining to go to Recreation and Lighting and Landscaping (L&L). Another suggestion was to allocate 5% to L&L, 15% to Recreation, and 80% of the remaining RTS money to CVSAN. The GM stated that she would not provide her recommendation until all groups had a chance to submit their recommendations, and that she would present each group's recommendation to the board along with her own

8. BUDGET AND FINANCE:

- a. UPDATE ON DISTRICT FINANCIAL MATTERS: The GM reported that the Board removed the purchase and installation of the air compressors from the Capital Improvement project budget. The CCTV project was debated. A discussion ensued with the air compressors. The Board directed Staff to move forward with the contracted engineer to assess and prioritize CCTV line issues. Wet weather is likely to impact line repairs and replacements.

The GM reported the challenges of having to transfer the generator to the Loring Station on her own, potential injury, and the inefficiency of a manual process during power outages. Contacting PG&E was suggested to provide an uninterruptible power supply to the site. Conversations around 2018/19 identified a battery system as preferred over a noisy gas generator due to its quietness and compactness. Quotes at that time were in the range of \$10 - \$12K. A proposal to install a battery system is expected to be presented in the near future.

The Master Control Center (MCC) project is almost complete, with an expected date of Spring 2026 to avoid shutting the system down during potential high flows during wet weather periods. The CIP spreadsheet had a detailed list of payments, including a \$35K contingency.

The GM and ASM are preparing a Quarter 1 (Q1: July – September) budget report for each department.

9. REPORT OF DEPARTMENT MANAGER:

- a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: Report by the SDM was presented. See October 10 Manager's Report. In addition, approximately 60 tires were dumped at the EQ site. Although the tires can be a fire hazard, the removal is not urgent. The Resident Deputy Sheriff created a case number. The hydro cleaning schedule is higher than normal. Rodding can damage the pipes; therefore, the contractor is working on expediting the assessment of the pipes to avoid damage.

The Legal Negotiations Ad Hoc Committee will be meeting on Friday. A closed session will be scheduled for the October Board meeting; CVSAN Commissioners may participate.

- b. GOVERNMENTAL MATTERS. The State Lands Commission canceled the October meeting. Each County District has \$1M of grant funds available to public agencies and non-profits. Each District is encouraged to apply for funds by October 31. Minimum grants are \$10K with no maximums. Staff will attempt to duplicate completed grant applications to this grant fund in hopes of receiving additional funds. Supervisor Scales-Preston is hosting a free one-day grant writing class on October 28. Staff will host the AB1234 Ethics training in the multi-purpose room on October 21 as required by the State and the Board. Commissioners are invited to participate. The DS reported that Commissioners may also be required to take Sexual Harassment training. The Brown Act is undergoing significant changes. All legislative bodies are encouraged to view the webinar on December 10, hosted by the California Special District Association (CSDA).

c. ANNOUNCEMENTS AND DISCUSSION: None.

10. REPORTS / COMMENTS FROM COMMISSIONERS:

- a. WASTEWATER COMMITTEE: None.
- b. BUDGET & FINANCE COMMITTEE: None.
- c. COMMISSIONERS: None.
- d. INTER-AGENCY AND TRADE MEETINGS: None.

11. FUTURE AGENDA ITEMS:

- a. Examine repayable finances.
- b. Review Commissioner Roles and Authorities.
- c. ADU policy for CVSAN.
- d. Capacity/Impact Fees.

12. ADJOURNMENT: The meeting was adjourned at 5:54 until November 12, 2025.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary