

# CROCKETT COMMUNITY SERVICES DISTRICT (CCSD)

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## MINUTES OF THE BOARD MEETING ON MARCH 25, 2026.

1. CALL TO ORDER - ROLL CALL: President McDonald called the meeting to order at 6:46 PM. Directors Barassi, Mackenzie, McDonald, and Spinner were present. Director Murdock was absent (excused).
2. CLOSED SESSION: The Closed Session began at 6:47 PM and ended at 6:49 PM.
  - a. PUBLIC EMPLOYMENT - Public Employment: General Manager. Pursuant to Government Code Section 54957.6.
3. RECONVENE TO REGULAR SESSION: The regular session began at 7:00 PM. General Manager Goodman, Sanitary Department Manager (SDM) Barnhill, Recreation Department Manager (RDM) Maria, and District Secretary Rivas were present. Crockett Sanitary Commissioners (CVSAN) Wais and Manzione were present.
  - a. REPORT ON CLOSED SESSION: No reportable actions were taken.
4. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
5. PUBLIC COMMENTS ON NON-AGENDA ITEMS: On behalf of L&L Commissioner Gomez, GM Goodman announced a fish fry fundraiser on March 27, hosted by St. Rose Church.
6. PUBLIC HEARING: None.
7. CONSENT CALENDAR: Items 7a and e – g were pulled for discussion. A motion to approve Items 7b-d passed. (Spinner 1<sup>st</sup>, Barassi 2<sup>nd</sup>, 4/0, 1 absent)
  - a. Approve the minutes of the CCSD Board meeting on February 25.
  - b. Received minutes from Commissions and Committees.
  - c. Approve payment of District Bills.
  - d. Receive Cash Account Balance.
  - e. Receive LAIF Balance.
  - f. Receive Statement Regarding Authority, Accountability, and Process prepared by Alisha Gard.
  - g. Receive Upper Plaza Conditions Report prepared by Alisha Gard.
8. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR:
  - 7a. APPROVE THE MINUTES OF THE CCSD BOARD MEETING ON FEBRUARY 25: Reference to the Board supporting the community garden was removed as the item was informational only, and no action was taken by the Board. (Out of order item 12a.) Other minor corrections were made. Motion to approve minutes as amended passed. (McDonald 1<sup>st</sup>, Spinner 2<sup>nd</sup>, 4/0, 1 absent)
  - 7e. RECEIVE LAIF BALANCE: Item was pulled by CVSAN Commissioner Manzione who highlighted the significant withdrawal from the Crockett Sanitary investment (reserves) account. The account balance dropped from approximately \$3.1 million to approximately \$500,000. The GM provided an update under Budget and Finance.

7f. RECEIVE STATEMENT REGARDING AUTHORITY, ACCOUNTABILITY, AND PROCESS PREPARED BY ALISHA GARD:

Items 7f and 7g were both submitted by Ms. Alisha Gard, a Crockett resident who lives next to the Downtown Plaza and has served as a volunteer in the past with permission to access the Plaza via the Crockett Improvement Association (CIA). The Plaza is District-owned property but is managed through an MOU with the CIA; authority to access the plaza is under the jurisdiction of the CIA, not the District. Ms. Gard has received two letters denying her further access to the Plaza from the CIA. Since the Board President currently also serves as the President of the CIA, Ms. Gard has been requesting information and submitting documents to the District. The CIA is planning a butterfly project located beyond the Plaza, behind where Ms. Gard lives, to honor the volunteer service of Fred Clerici. It was noted that the two reports were not solicited by the District and were observations solely by Ms. Gard with no reference to formal engineering studies.

Motion to reject receiving both of Alisha Gard's submitted items (the "statement regarding authority, accountability and process" and the "Upper Plaza conditions report") for non-relevance and refer them back to the Crockett Improvement Association (CIA). The vote recorded was 4–0–1 in favor of rejecting receipt and deferring the matter to the CIA as the District's agent for the plaza. The Board also directed that the minutes reflect that items 7f and 7g were not received and that Ms. Gard should work on these issues through the CIA, not the District Board. (Makenzie 1<sup>st</sup>, Barassi 2<sup>nd</sup>, 4/0, 1 absent)

A short discussion on the process of receiving public comments ensued. Any member of the public may speak during the Public Comments section of the agenda, or they may ask Staff for an item to be considered to be placed on the agenda. It is the purview of the General Manager and President of the Board to determine if a comment or request to place an item on the agenda can be handled by Staff or if it should be presented to the Board at a future meeting.

7g. RECEIVE UPPER PLAZA CONDITIONS REPORT PREPARED BY ALISHA GARD: Document was rejected. See discussion above under 7f.

9. ADMINISTRATIVE:

- a. DISCUSS UPDATES TO THE DISTRICT CODE TO ADD A DISTRICT ENGINEER AND ADMINISTRATIVE SERVICES MANAGER: In 2020, the general manager resigned. At the advisement of former Director Peterson, the positions of District Engineer (DE) and Administrative Services Manager (ASM) were created to perform the daily operations of the District. The Board determined that all three positions should be filled urgently. The GM updated the descriptions to reflect that both report to the GM. The DE will be appointed through resolution.
- b. RECEIVE AND DISCUSS ORDINANCE FOR MEASURE L; SCOPE OF WORK: GM Goodman presented the Measure L ordinance to clarify that Measure L funds are meant to cover public right-of-way maintenance (e.g., lighting and landscaping in areas the district is responsible for and initially established through the CIA), and that certain types of work being requested or discussed in the community may fall outside that defined scope. On occasion, the GM will approve maintenance work when the public right-of-way is impeded, and the responsible party may not be quick to act. Every effort is made to recoup costs from the party responsible. The Tree Law states that the person responsible for cleanup is where the tree falls. L&L is charged for landscaping tasks and absorbs all maintenance-related invoices. In rare instances, Recreation will split costs with L&L depending on the location of a cleanup.
- c. UPDATE ON THE RECREATION BALLOT MEASURE EFFORT TO INCREASE THE RECREATION TAX: The GM reported that the Recreation Funding Ad Hoc Committee decided to postpone a ballot measure. A community-led effort requires a 50+1 vote, whereas an agency-owned effort requires a 2/3 majority. There is insufficient time to gather enough votes, and the costs associated with a campaign were higher than anticipated. In addition, Port Costa has inquired about being removed from the recreation tax. A ballot measure effort will be considered for the next

election in two years. The District will work on proving itself by enhancing recreation programming with available grants in the meantime.

- d. DISCUSS AND AUTHORIZE STAFF TO COORDINATE THE CELEBRATION OF CCSD'S 20TH ANNIVERSARY (JULY 13, 2006): The District was formed in July 2006 and is turning 20 this year. The Recreation Funding Ad Hoc supports an anniversary celebration, and Staff is asking the Board for their support. Staff would submit a grant request for funds to support the effort through an upcoming CCF grant cycle. Director Mackenzie disapproves of a formal celebration due to the District's financial state and potential negative perception from the community. President McDonald likes the concept and suggested that Staff use creative marketing to announce the milestone anniversary by posting on the website, newsletter, and during recreation programs, etc. GM Goodman took the feedback and will work with Staff to determine an inexpensive and impactful way to celebrate the District.
- e. UPDATE ON JOINT MEETING WITH RECREATION AND LIGHTING AND LANDSCAPE COMMISSIONERS: The Recreation and Lighting & Landscape Commissioners have agreed to a joint meeting on Monday, March 30, at 6 pm. The DS is preparing a working agenda for full experience of how the meetings would run.

10. BUDGET AND FINANCE:

- a. DISCUSS FINANCIAL MATTERS RELATED TO THE DISTRICT. The latest credit card statement was presented as requested by Director Murdock. Highlighted were the purchase of a projector for the community center, and several monthly recurring fees are charged on the credit card, such as charges for the District's payroll service and other software or telephone services that are on autopay. A request to elaborate on spending details from the credit cards is helpful but labor-intensive. The credit card practice in place is that each cardholder purchases for their respective department's needs. The Board stated the credit card statements are sufficient, and they do not require the GM or ASM to provide a report to accompany the statements. The GM can determine the best method to present credit card purchases moving forward.

CVSAN Commissioner Manzione has noted that a significant amount of funds were pulled from the LAIF reserve account to pay for outstanding C&H liability. While the amount is significant, Director Mackenzie noted that a large withdrawal was inevitable. The LAIF account has been drawing interest in the interim. The GM referenced the Bartle & Wells study that advised the District to impose annual incremental increases rather than large increases every few years, and that a new study would benefit the District. This transaction will serve as a base for future SUC studies. Mr. Manzione asked if the funds could be recouped through a SUC increase. Mr. McDonald suggested referring to CVSAN's guiding documents to determine the target reserve amount. He added that generally, the department should have seven months of operating funds. CVSAN can decide on a timeline to recoup reserves so long as a target is set.

Staff have been preparing for the 2022/23 audit. A letter of intent and a quote from CPA David Farnsworth were received last year. The GM will coordinate the audit and present an engagement letter to the Board under the Consent Calendar on a future agenda.

Former Recreation Manager Wilson historically received funds raised by the annual Walk of Honor in conjunction with Phillips 66. The GM suggested that Recreation Manager Maria, who is a veteran, should receive the check on the District's behalf. The CCF typically matches the P66 funds with \$5,000, but the amount may be reduced to \$1,000 this year. The event typically raises \$20,000 before the CCF match.

11. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:

- a. GENERAL MANAGER / MAINTENANCE DEPARTMENT / LIGHTING & LANDSCAPE COMMISSION: GM Goodman reported on items listed in the monthly report. Recreation has successfully received \$120,000 in grant funds; \$10,000 from FEMA was used for pool cover

replacements. Overall, the District has been awarded \$220,000 in grant funds. Staff are actively preparing for additional funding requests for the upcoming Community Benefits Agreement sponsored by the County. The EQ site has a tenant in place and has not experienced any break-ins or vandalism since the tenancy began. The GM continues to coordinate with Mr. Trask of Crockett Public Services to maintain the Bridgehead property and streetlamp replacements. There has been some concern from the public regarding a proposed community garden at the Memorial Hall site. A proposal was submitted, and guidance was provided. A discussion about a garden is not expected to resume any time soon. RDM Maria was selected as Honorary Woman for Women's History Month by Supervisor Scales-Preston's office.

- b. DISTRICT SECRETARY: No discussion on the submitted Staff report.
- c. RECREATION MANAGER: Reported by RDM Maria. Recreation is partnering with the Women's Club to host an Easter Egg hunt on Sunday, March 29. Upon the request of the contractor, the repair of the bocce ball courts is being postponed until after the season is over. The RDM will inquire about ADA accessibility for the courts and will attempt to add this option to the grant request.
- d. CROCKETT AND PORT COSTA SANITARY DEPARTMENT MANAGER: SDM Barnhill expanded on the monthly manager reports for Crockett and Port Costa included in the packet. Mr. Barnhill noted that USA markings are up significantly this year. USAs allow Staff to protect District assets by physically marking the location of underground utilities. In unique situations, the hydro maintenance contractor will be called to locate and mark the sewer segments. The MCC Project is reaching completion. The small pumps are working as they should and performed as expected during the recent heavy rains. An emergency project adjacent to the Pump Station required constant monitoring to protect District assets. That project has been completed.

A significant amount of sludge was identified in the Port Costa septic tank. Mr. Barnhill explained in detail how the sludge is measured, the delicate process of removing sludge from the septic tank, and the need for its removal. There are no updates for the Field Semester from either the developer or the County. The GM announced that she and Mike Kirkker were able to successfully argue in favor of the County that Port Costa should be able to participate in the Community Benefit Agreement grant, a significant win for Port Costa.

- e. GOVERNMENTAL MATTERS: The GM reported that the CIA has distributed a letter requesting feedback regarding C&H delivery trucks to Crockett residents. During a specific study week, 1,411 trucks traversed the town with an average of 112 trucks passing through Wanda Street daily. The letter also reported that seven decorative streetlamps and several county-owned lights and signs have been destroyed, although a timeframe was not provided. The District as an entity will not participate in the request.
- f. ANNOUNCEMENTS AND DISCUSSION: None.

12. REPORTS FROM BOARD MEMBERS AND COMMITTEES:

- a. BUDGET & FINANCE COMMITTEE: The Committee is scheduled to meet on April 13.
- b. LEGAL NEGOTIATIONS AD HOC: This ad hoc will meet as needed.
- c. RECREATION AD HOC: Discussed earlier.
- d. POLICE LIAISON COMMITTEE: The Committee continues to discuss the Flock camera issues.
- e. INTER-AGENCY MEETINGS: None.

13. FUTURE AGENDA ITEMS / BOARD COMMENTS: Director Spinner reported that Martinez is closing some pickleball courts due to their construction. These courts are located between homes, and the contractor did not install proper sound-dampening screens. Director Mackenzie announced that the Crockett Carquinez Fire Department is holding a hiring drive on April 8, with training beginning in May. Applicants must be at least 18 years old, but there is no maximum age. The department is encouraging

residents to apply. The positions are paid minimum wage and will be paid during training.

- a. Report of outstanding minutes.
- b. Ordinance to add District Engineer and Administrative Services Manager to the District Code and change the reporting structure of the District Secretary
- c. Consider merging the Recreation Commission and Lighting & Landscaping Commission based on recommendations from existing commissions.
- d. Organizational Chart
- e. Records Retention
- f. Dog Park - Lobbying for the removal of the insurance requirements has not made any progress. Director Spinner is lobbying Senator Tim Grayson to remove the insurance requirement for specific uses such as recreation. He noted that the Senator would like to participate in Office Hours alongside the County Supervisor.

14. ADJOURNMENT: The meeting was adjourned at 9:01 PM until April 22, 2026.

Respectfully submitted,  
Sonai Rivas, MBA  
District Secretary