

Crockett Community Services District

Regular Business Meeting

AGENDA FOR WEDNESDAY, NOVEMBER 20, 2024

TIME: 7:00 PM – Regular Meeting

PLACE: Crockett Community Center, 850 Pomona Street, Crockett, CA

1. CALL TO ORDER - ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. 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.)
4. PUBLIC HEARING: None.
(Public comments are limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)
5. 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 or by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)*
 - a. Approve Minutes of the CCSD Board meeting on October 23, 2024.
 - b. Receive minutes of commissions and committees.
 - c. Approve payment of District Bills.
 - d. Accept the resignation of Dale McDonald from CVSAN.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR.
7. 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/e: Cusack (chair), Martinez, Spinner, Wais, Wesselmann
 - b. Budget & Finance Committee: Mackenzie and Barassi
 - c. Police Liaison Committee: Pennisi (chair), Ritchey (vice-chair), and Wais
 - d. CVSAN Wastewater Committee: Members Bartlebaugh and Manzione (chair)
 - e. Memorial Hall Advisory Committee: Members Goodman (chair), Peterson
 - f. Inter-agency meetings.
8. 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. Administrative Services Manager
 - d. Port Costa Sanitary Department

- e. Crockett Sanitary Department
 - f. Maintenance Department
 - g. Lighting & Landscape Commission
 - h. Governmental matters
 - i. Announcements and discussion
9. ADMINISTRATIVE:
10. BUDGET AND FINANCE:
- a. Discuss financial matters related to the District.
11. FUTURE AGENDA ITEMS/BOARD COMMENTS
- a. 1 Rolph Park Drive ad hoc committee.
 - b. Records and Retention Policy.
 - c. Update on Caltrans MOU/Adopt-A-Highway.
 - d. Dog Park Memorandum of Understanding (MOU).
12. ADJOURNMENT: until December 18, 2024. The December meeting has been moved earlier due to the Christmas holiday.

HOW TO SUBMIT PUBLIC COMMENTS:

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us/meetings Visit our [website](#) for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

In accordance with California Government Code Section 54957.5, any writing or document that is a public record related to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection. The Board has designated the District's website located at www.town.crockett.ca.us/meetings as the place for making those public records available for inspection. The documents may also be obtained by calling the District Manager at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

CROCKETT COMMUNITY SERVICES DISTRICT (CCSD)

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For Review

MINUTES OF THE REGULAR BOARD MEETING ON OCTOBER 23, 2024.

1. CALL TO ORDER - ROLL CALL: President Spinner called the meeting to order at 7:03 pm. Board Members present included Barassi, MacKenzie, and Spinner. President Directors Martinez and Peterson were absent (excused). Staff Present included Interim General Manager (IGM) Goodman, Sanitary Department Manager (SDM) Barnhill, Acting Recreation Manager (ARM) Maria, and District Secretary (DS) Rivas. Crockett Sanitary (CVSAN) Commissioner Wais and Recreation (REC) Commissioner Cusack were in attendance.

A motion to accept the amended agenda to add Item 10.i was approved. (Barassi 1st, MacKenzie 2nd, 3/0, 2 absent)
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: DS Rivas noted that the Reports from Board and Commissioners was moved earlier on the agenda order.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Ms. Wais announced a candidates' forum for the Crockett Community Foundation Board on November 14 at 7 pm at the Crockett Community Center.
4. PUBLIC HEARING: None.
5. CONSENT CALENDAR: Approved as presented. (Barassi 1st, MacKenzie 2nd, 3/0, 1 absent)
 - a. APPROVE MINUTES OF THE CCSD BOARD MEETING ON SEPTEMBER 25, 2024.
 - b. RECEIVE MINUTES OF COMMISSIONS AND COMMITTEES.
 - c. APPROVE PAYMENT OF DISTRICT BILLS.
 - d. ACCEPT THE RESIGNATION OF DIRECTOR MARTINEZ.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None.
7. REPORTS FROM BOARD MEMBERS AND COMMITTEES:
 - a. PERSONNEL COMMITTEE REPORT: No report.
 - b. BUDGET & FINANCE COMMITTEE: No report.
 - c. POLICE LIAISON COMMITTEE: No report.
 - d. CVSAN WASTEWATER COMMITTEE: No report.
 - e. MEMORIAL HALL ADVISORY COMMITTEE: No report.
 - f. INTER-AGENCY MEETINGS: No report
8. CALENDAR – *this was a carry-over item. No discussion.*
9. MANAGER REPORTS:
 - a. RECREATION: As reported by the ARM. Various maintenance issues have or are being addressed. The ADA upgrade project will be closed after a final inspection the following week. New plants have

been installed around the gazebo in time for a weekend wedding. The pumpkin patch was a success and raised approximately \$2,000. Recreation is planning a holiday tree lot. Staff plans to request a reallocation of remaining funds from the Crockett Community Foundation for a retaining wall to repair the stairs that lead to the pool from the corner of Pomona Street and Rolph Park.

- b. DISTRICT SECRETARY: Reported by the DS. Ms. Martinez will continue to serve on other committees that she is serving on. The 2024 election is on November 5th. Director Barassi and CVSAN Commissioner McDonald are uncontested. There will be an election for the two-year seat. The Chamber MOU is signed; they expect to install the decorative planters after the wet season. Pacific Union has denied the Port Costa electrical fire claim stating it was a criminal act. Director MacKenzie commented on his various communications with the railroad. He will continue fighting the claim. Ms. Rivas reported that Staff determined not to apply for the Cybersecurity grant. Staff and select Board members will meet with Caltrans on Monday, October 29 to discuss an Adopt-A-Highway option over the previous MOU. Dog Park representatives have not been in communication with Staff. The waiver of subrogation cost is prorated at \$1,419 and will need to be renewed for 2025.
- c. ADMINISTRATIVE SERVICES MANAGER: Reported by IGM Goodman. The Joint Use Agreement (JUA) extension is through the end of January 2025. The last meeting focused on cost allocations. Missing C&H bills have not been received. She continues to work on repair issues created by the Alexander Park sewer repair project contractor. The 2024 Sewer Summit was enlightening and informative, especially around the SSMP permit compliance issues and emergency response best practices. She and SDM Barnhill volunteered time and assisted Recreation with the Pumpkin Patch community event. Ms. Witschi is splitting her time between the Sanitation office (1RPD) and Recreation assisting with the organization of documents and found undeposited checks totaling \$5,000. Ms. Goodman will be placing flags at 1RPD and Memorial Hall for Veterans' Day on November 11. She has not been able to communicate with the auditor which is delaying Maze & Associates with the accounting reconciliation. CVSAN Commissioner McDonald reported that all auditors are busy juggling multiple clients and trying to catch up.
- d. PORT COSTA SANITARY DEPARTMENT: Reported by SDM Barnhill. The August report is late due to technical issues with the CIWIQS system. Staff will attempt to appeal any \$3,000 fines caused by the technical glitch. The effluent pumps are outdated and no longer manufactured. Staff is waiting on a quote from Pan Pacific to install modern pumps. The cost will be \$19,000; with installation, the cost increases to approximately \$40,000. The pump manufacturer refuses to cross railroads which will incur additional costs. Other proposed repairs were reported.
- e. CROCKETT SANITARY DEPARTMENT: Reported by SDM Barnhill. The generator is out of order due to an apparent paraffin buildup. In discussions with other industry people, Staff speculates that the build-up of paraffin could be due to the biodiesel component. Staff are seeking alternatives, but the State CARB requires biodiesel to be a component of all diesels. Until the generator is replaced, Staff is renting a generator for \$4,000 per month. As a workaround, the engine may need to be run more often. The MCC (Master Control Center) is still in Phase One, which is performed offsite, but Staff has access to their project files for progress updates. Mr. Barnhill expressed his positive experience with NSU (Natural Systems Solutions) and appreciates their expertise, ability to solve problems quickly, and their ongoing communication.
- f. MAINTENANCE DEPARTMENT: Reported by the IGM. Staff are waiting on a third quote for the roof repair at 1RPD. She is working with Director MacKenzie on replacing the entry doors.
- g. LIGHTING & LANDSCAPE COMMISSION: None.
- h. GOVERNMENTAL MATTERS: None.

- i. ANNOUNCEMENTS AND DISCUSSION: Director Martinez's resignation created a vacancy before the November election. The present Board members agreed to leave the seat vacant since a new director will be seated at the December meeting.

10. ADMINISTRATION

- a. APPROVE RESOLUTION 24/25-06 APPOINT ELENA GOMEZ TO THE LIGHTING & LANDSCAPE COMMISSION: Ms. Gomez has a long history of volunteering in the community including 14 years on the Recreation Commission and 15 years in the P1 Advisory/Police Liaison Committee. The motion to approve the appointment was approved. (Barassi 1st, MacKenzie 2nd, 3/0, 1 absent)
- b. APPROVE EXTENSION OF THE JOINT USE AGREEMENT (JUA) TO JANUARY 2025: The JUA expired in July. Negotiations were extended to October to coincide with the State Lands Commission (SLC). Negotiations are still in process and C&H has offered to extend the date to the end of January 2025. Director Barassi explained that the underlying historic agreement continues to be in place during the negotiations. The State permit requires that the treatment plant be able to legally operate. The extension includes the land lease with the SLC and the extension of the JUA. The motion to approve the extension passed. (Barassi 1st, MacKenzie 2nd, 3/0, 1 absent)
- c. DISCUSS AND RECOMMEND A CHANGE TO THE SEWER LATERAL AT 730 KENDALL: Mr. Barnhill reported that 730 Kendall is on a septic system and has historically not been connected to the Crockett collection system. The property has recently transferred ownership, and the County is requiring that the property connect to Crockett's collection system. Crockett Standards and Specifications require a homeowner to put in a specified built pump pit and a grinder pump. The property owner is proposing an alternate that will send clarified water. This option reduces their maintenance on the line and the potential for clogging. This option would be permitted solely for a single-family residence. Ownership and any repairs on the lateral system would be 100% the responsibility of the property owner. This alternative method is not new and is currently the standard method used in the town of Marshall. Staff is confident in the alternative and recommends a variance from the District Code as an exception due to the location. CVSAN has reviewed and approved the exception of the District Code. The motion to approve the change was approved. (Barassi 1st, MacKenzie 2nd, 3/0, 1 absent)
- d. DISCUSS HIRING AN ATTORNEY FOR FINES INCURRED IN 2022: Under advisement from the District's legal counsel, IGM Goodman has contracted with environmental attorney Joshua Bloom to represent the District for the odor event in 2022. The contract is not to exceed the maximum spending limit for the general manager of \$50,000.
- e. DISCUSS RECREATION MANAGER JOB POSTING: IGM Goodman reported the need to hire a permanent recreation manager sooner rather than later. She will be posting and likely hiring before a new general manager is hired.
- f. DISCUSS HOSTING A PUBLIC TOWN HALL MEETING: IGM discussed the need for a Town Hall meeting to update the community on District affairs and answer questions. Various ideas were discussed on the structure, organizations to include, and frequency. The IGM would like to host the town hall meeting by the end of the year. President Spinner has volunteered to participate.
- g. UPDATE ON CALTRANS MOU/ADOPT-A-HIGHWAY: This item was discussed under the District Secretary report.
- h. CONSIDER AN APPRECIATION HOLIDAY DINNER FOR STAFF, BOARD MEMBERS, COMMISSIONERS, AND COMMITTEE MEMBERS: Reported by DS Rivas. A holiday dinner was held in 2024 as an expression of appreciation for the multiple volunteers on the Board, commissions, and committees. These volunteers care about the community, take their roles seriously, and do not receive compensation for contributions. The only feasible date is Friday, December 20th. There are several new volunteers, and the event allows the different groups the opportunity to meet each

other. Directors Barassi and Spinner support the appreciation dinner. Director MacKenzie said that the District is not where it should be, and a dinner is not warranted. A discussion on the purpose and whether the event should occur was left to the discretion of Staff.

- i. APPROVE CONTRACT WITH L.R. PAULSELL CONSULTING INC, FOR CCTV SERVICES: SDM Barnhill presented a contract with Paulsell Consulting to perform the annual 24-TV CCTV project. This CCTV workload will allow the District to catch up and stay on schedule. The contract covers 18,000 linear feet as compared to 15,000 the prior year and includes cleaning. The cost to clean increased by 10 cents per linear foot and \$10 per reversal (where a camera cannot penetrate through the entire pipeline). He expressed the importance of getting back on track and expects that 2025 will be just as intensive. CCTV is on a five-year cycle and a State-mandated maintenance and inspection program. Failure to inspect and maintain lines could result in significant fines for spills that could have been avoided. Mr. Barnhill added that while the contract states the work must be completed by the end of the year. Staff focuses on quality and expects the contract will likely be completed by February. He also noted that there will not be any additional costs. The motion to approve the contract with Paulsell was approved. (Barassi 1st, MacKenzie 2nd, 3/0, 1 absent)

11. BUDGET AND FINANCE

- a. DISCUSS FINANCIAL MATTERS RELATED TO THE DISTRICT: As reported by IGM Goodman. The LAIF (Local Agency Investment Fund) balance is \$4,633,404.99. Cash account balances stand as follows: Ad Valorem (3240) \$381,421.59; Recreation (3241) - \$106,206.75; Maintenance (3242) - \$35,655.30; PCSAN (3425) - \$123,440.56; CVSAN (3426) - \$847,630.47.

A check for \$36,000 for Recreation is expected to arrive soon from the County. The audit information is delaying progress with Maze & Associates. The 2022 audit has not been wrapped up and 2023 still needs to be completed. Spending has been higher than normal due to the various sanitary asset repairs but Staff is being vigilant on spending. There may be a need for additional consultant services.

12. FUTURE AGENDA ITEMS/BOARD COMMENTS: Director MacKenzie expressed that the minutes should be paired down and not be so detailed. CVSAN Commissioner McDonald shared that the level of detail is helpful when supporting documents are not provided. Staff is prioritizing sanitary needs that leave little time for written reports. A short discussion extended to First Amendment rights for the public to force them to state their names.

Ms. Reiser stated that the dog park committee had made changes to the MOU as required by the term of the original grant application.

- a. 1 Rolph Park Drive ad hoc committee.
- b. Records and Retention Policy.
- c. Dog Park Memorandum of Understanding (MOU).

13. ADJOURNMENT: The meeting was adjourned at 8:35 pm until November 20, 2024. The November meeting is one week earlier due to the Thanksgiving Holiday.

Respectfully submitted,
Sonai Rivas, MBA
District Secretary

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

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MINUTES OF SPECIAL MEETING, SEPTEMBER 9, 2024

1. CALL TO ORDER: The meeting was called to order at 6:08 pm by Chair Cusack. Commissioners Airoidi, Choquette, Cusack, and Valentini were present. Commissioner Quade was absent.

Staff present included District Secretary (DS) Rivas, Interim General Manager/Administrative Services Manager (IGM/ASM) Goodman, Acting Recreation Manager (ARM) Maria, and Events Supervisor (ES) Morales. Directors Barassi and Martinez were in attendance.

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: The consent calendar was approved as presented. (Airoidi 1st, Choquette 2nd, 4/0, 1 absent)
 - a. Approve minutes for July 1, 2024.
 - b. Approve minutes for a Special Meeting on August 16, 2024.
5. RECREATION: None.
6. BUDGET AND FINANCE:
 - a. RECREATION TRANSMITTALS: Reported by ASM Goodman. The warrant is a report submitted to the County that notes all written checks per check run. Recreation pays for upfront security services for events and is reimbursed when a renter pays their fees. There was a short discussion on staff shortages and the impact on additional reporting requests. Ms. Goodman is developing a budget sheet for future reporting.
 - b. RECEIVE ADOPTED BUDGET FOR FY 24/25: DS Rivas explained that the recreation budget was placed on the agenda because the recreation commissioners had not had the opportunity to review the final budget because they did not meet in August. The attachments included the District's summary budget and the detailed Recreation budget.
 - c. UPDATE ON DISTRICT FINANCES: ASM Goodman reported that the total cash account with the County is \$114,104. The Recreation Commission held a special meeting to discuss how to distribute ad valorem property tax (3240) funds to address Recreation's financial situation. Of the three options presented, the Board opted to move forward with option 3: distribute the minimum percentages to CVSAN and Recreation and leave an account balance in the 3240 account to be used sparingly and as needed to help pay for recreation expenses throughout the end of the year. The current distribution for ad valorem taxes is 85% to CVSAN, 14% to Recreation, and 1% for other. Ms. Goodman offered to consider reassessing the percentage distribution in the future.

5.b

Board member Barassi expressed his concern that the \$110 recreation tax is no longer sufficient due to inflation and suggested that the commission consider a campaign to increase the tax before the next election in 2026. Ad valorem taxes are designed to be used as the District sees fit. He supports reconsidering the ad valorem allocation distribution amounts.

Director Martinez suggested incorporating Rodeo into the recreation tax area since they primarily use Crockett recreation services. ASM Goodman shared that she has been in discussions with John Swett Unified School District regarding a partnership for recreational programs. This would circumvent the LAFCO (Local Area Formation Commission) process and still provide services to Rodeo youth.

7. ADMINISTRATIVE:

- a. ACTIONS TAKEN BY THE DISTRICT BOARD: Reported by DS Rivas. ASM Goodman was appointed as Interim General Manager. The district secretary has completed her one-year probationary period and is now a full-time employee. The Board president has closed the Personnel Ad Hoc Committee. A new ad hoc committee consisting of President Spinner and Vice-President Martinez was created to hire a new general manager. The Board approved the distribution of ad valorem taxes: the allocated percentages were distributed to their respective departments. The IGM has the authority to utilize additional ad valorem funds to address recreation shortfalls as needed. An extension of the Joint Use Agreement (JUA) negotiations to October was ratified. A revised salary schedule was approved; it was updated to reflect a full-time recreation manager.
- b. DISCUSS INTERIM RECREATION DEPARTMENT MANAGER ROLE: IGM Goodman appointed Pool Manager Maria as Action Recreation Manager until a permanent replacement is hired. This is largely due to the loss of key management staff and the immediate needs of the recreation department. Ms. Maria has worked alongside the former Recreation Manager for almost 30 years. The IGM will work with Ms. Maria on current policies and integrate her into the manager role. Ms. Maria shared her history and passion for Crockett and recreation. She will be focusing on revenue-generating programming beginning with the Crockett Mile – a sponsorship-based swim competition that will help pay for the cost of extending pool hours through October. The pool is widely used by the community so much so that additional punch cards were created. P66’s summer swim safety program drew in a record number of families to the pool.

ARM Maria reported additional stats: there were 150 kids on the swim team; the P66 program attracted many new users that continue to use the pool; the pool has attracted users from Rodeo, Hercules, Port Costa, and Martinez. Many lower-income families received P66 swim passes. Swimming lessons were very popular; she hopes to provide more swimming lessons moving forward. With the extra lifeguards now available, they can host pool parties. Commissioner Choquette requested that these services be posted on the website.

- c. DISCUSS RECREATION PROGRAMMING: Carried to next agenda.
- d. DISCUSS RECREATION DEPARTMENT MANAGER: Director Barassi described some of the administrative shortcomings of the District during the previous three years. He expressed the need for a strong manager role to run the District including managing personnel to run an efficient District. After the former general manager, Mr. McDonald, resigned, the Personnel Committee stepped in to assist with employee reviews. The Personnel Committee will move forward by

updating the personnel Red Book with updated job descriptions and the (interim) general manager will resume performing employee reviews.

Ms. Goodman directed the commissioners to the District Code for the general manager's qualifications and reminded them that the newly formed ad hoc committee is leading the effort to hire a new general manager. She shared the challenges of turning the District around and the efforts by all staff to make positive changes to get the District back on track. The added burden of this effort is time-consuming and asked the commissioners for their continued patience during the transition.

After a short discussion on the job description for the recreation manager position, the item was carried to the next agenda.

8. REPORT OF DEPARTMENT MANAGER: None.
9. REPORTS FROM COMMISSIONERS: None.
10. FUTURE AGENDA ITEMS:
 - Recreation Use Tax for FY 25/26.
 - Recreation programming.
 - Recreation department manager job description.
11. COMMENTS FROM COMMISSIONERS:
12. ADJOURNMENT: The meeting was adjourned at 7:20 PM until October 7, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

CROCKETT RECREATION COMMISSION

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MINUTES OF REGULAR RECREATION MEETING ON OCTOBER 7, 2024

1. CALL TO ORDER: Chair Cusack called the meeting to order at 6:10 pm. Commissioners Airoldi, Choquette, Cusack, and Valentini were present. Commissioner Quade arrived late.

Staff in attendance included District Secretary (DS) Rivas, Interim General Manager (IGM) Goodman, Acting Recreation Manager (ARM) Maria, and Events Supervisor (ES) Morales.

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Minutes for September 9, 2024, were carried to the next meeting.
5. RECREATION: this item will be removed from future agendas.
6. BUDGET AND FINANCE: As reported by the IGM
 - a. RECREATION TRANSMITTALS: A check dated 911 was voided and replaced by a check dated 9/12/24. This was a final payroll check for an employee. The employees' hours were entered late and the District was required to pay a fine for late compensation. Cash account balances were provided. Recreation has received its 14.87% share from the ad valorem taxes but the Board has approved withdrawing from ad valorem as needed due to the uncertainty of reimbursement checks for the ADA project. Recreation has received one reimbursement check for the ADA bathroom remodel project and one is pending a final inspection from an out-of-state official. Recreation bills are all paid and up to date. Monies from the fundraising to extend the pool hours are being reconciled.
 - b. UPDATE ON DISTRICT FINANCES: The ASM continues to work with Maze and Associates. The end of the year is still the target for the reconciliation to be completed. End-of-the-month financial reports will resume as soon as the accounting reconciliation is completed.
7. ADMINISTRATIVE:
 - a. ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported that the Board requested that minutes include speaker names where appropriate. Members of the public can request not to have their names recorded.
 - b. DISCUSS COMMUNICATIONS: ARM Maia had reported at the previous meeting that the department had created a Crockett Mile challenge similar to a marathon to raise funds to extend the pool hours. She clarified that A Go Fund Me account was created by a member of the public for their personal fundraising goals, not the recreation department. This created some confusion for the recreation commissioners. The Crockett Mile program was successful and well-received

by the swimming community. DS Rivas reported that in the spirit of creating time-sensitive programs, there is not always the opportunity to report ahead of time to the Commissioners. Staff will work on better communication for unplanned events that may occur before a public meeting.

IGM Goodman discussed the need for better communications with the public and is considering holding a Town Hall forum to answer questions by the community.

8. REPORT OF DEPARTMENT MANAGER: Reported by ARM Maria. The ADA bathroom remodel is complete but pending a final inspection. Once the inspection is complete, Recreation will receive a \$36,000 reimbursement check. The Crockett Mile project raised just over \$5,000. Commissioner Quade inquired about the monthly cost to run the pool. Ms. Maria explained the various components that contribute to the costs of running and maintaining the pool. Expenses such as electricity, water, chemicals, employee overhead and even the weather can cause fluctuations in the cost. It was estimated that the cost could be as high as \$6,500 per month based on recent expenses.

Memorial Hall now has a green lawn due to the care and maintenance of a new landscaper. Recreation is gearing up to host a pumpkin patch and hayrides on the weekend of October 12 and 13. The event is largely sponsored by P66 and helped cover the cost of treats. Revival coffee provided cider.

Recreation is in planning a Christmas tree lot to be located on the deck of the pool area. Also being considered is a polar plunge day at the pool on New Year's Day since the pool filters must be on year-round. Chocolate and hot cider will be served. Crockett_Pool is on Instagram!

9. REPORTS AND COMMENTS FROM COMMISSIONERS: Commissioner Valentini reminded Staff that a five-year appraisal for the community center is due. Ms. Goodman reported that the insurance coverage was increased the previous year for all assets.

10. FUTURE AGENDA ITEMS:

- Recreation Use Tax for FY 25/26.
- Consider Rodeo as recreation users. This item was questioned and discussed. This was an item Director Martinez wished to consider since Rodeo kids regularly use Crockett's recreation services. Commissioner Choquette reported that in the past there were several programs that brought in kids from Rodeo but there was an incident that caused their attendance to decline significantly. Expanding the District's service area would require approval and coordination from LAFCO (Local Agency Formation Commission).

11. ADJOURNMENT: The meeting was adjourned at 6:56 PM until November 4, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

BOARD PERSONNEL COMMITTEE

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MINUTES OF REGULAR MEETING, OCTOBER 8, 2024.

1. CALL TO ORDER: The meeting was called to order at 4:05 pm by Chair Cusack. Present were Commissioners Cusack, Wais, and Wesselmann. Director Martinez was absent (excused). Director Spinner arrived at 4:41 pm. Staff present included District Secretary (DS) Rivas, Administrative Services Manager (ASM) Goodman, and Event Supervisor (ES) Morales.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Member Wesselmann requested that Item 4a be moved to after 5c.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Minutes for September 10, 2024. The item was moved to discuss after Item 5c. The committee discussed the turnaround of the minutes. An agenda is required to be posted within 72 hours of a meeting. The supporting documents are required to be posted by the time of the meeting. The minutes were posted within an hour before the meeting. A suggestion was made to post the audio for 30 days minimum and then be replaced by the written minutes as a workaround. This led to a discussion on the purpose and value of audio recordings. Without the proper software to denote where discussions are occurring, the public may have to listen through an entire meeting. The advantage of an audio recording is that the listener would hear things that would not be noted in the minutes. Ms. Wesselmann shared that in her experience, the first two weeks of being able to listen to audio recordings tend to get exciting but the excitement quickly wore off after only two weeks.

A motion was made to postpone the September minutes until the next meeting. (Wais 1st, Wesselman 2nd, 3/0, 2 absent.)

5. ADMINISTRATION:
 - a. REPORT ON ACTIONS BY THE BOARD: DS Rivas reported that the Board requested that minutes include speaker names where appropriate. Members of the public can request that their names not be recorded.
 - b. UPDATES TO RED BOOK: DS Rivas presented an update on the Red Book which serves as a guide for reviews. The original book included only the general manager and district secretary. The book is transitioning into a human resource guide. The revised book includes most positions but not all are currently filled. A new chart was included that serves as a checklist for onboarding. Ms. Wesselman will be providing additional items to consider for onboarding. DS Rivas reported that some job descriptions have not been formally approved.

Multiple review forms were discussed including reviews for the general manager, the district secretary, and non-management positions. The committee will compare the forms and edit them where necessary.
 - c. UPDATE FROM GENERAL MANAGER AD HOC COMMITTEE: No update.

6. REPORTS/COMMENTS FROM COMMITTEE MEMBERS AND STAFF: IGM requested a copy of the job description for the recreation manager. The Personnel Ad Hoc Committee had been working on updating the job description.
7. FUTURE AGENDA ITEMS:
 - a. Review the onboarding and offboarding documents.
 - b. District secretary review process.
 - c. Discuss salary schedule policy. Staff will research if a policy exists.
 - d. Air Quality and the economic impacts on the pool and recreational uses. This item will be moved to the Recreation Commission.
8. ADJOURNMENT: The meeting was adjourned at 5:20 PM until October 8, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

PORT COSTA SANITARY 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, OCTOBER 9, 2024.

1. CALL TO ORDER: Chair Surges called the meeting to order at 6:04 PM. Commissioners Cusack, Klaiber, List, Scheer, and Surges were present. Alternate Martini was absent (excused). Staff present included District Secretary (DS) Rivas and Interim General Manager (IGM) Goodman.
2. CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
- 4a. CONSENT CALENDAR: September 11, 2024, minutes were approved with corrections (spell out acronyms). (Scheer 1st, Cusack 2nd, 5/0)
- 5a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported that minutes will note the names of speakers as per the request of the Board.
- 5b. SELF-MONITORING REPORT: This report was not made available in time for the meeting.
- 5c. DISCUSS COMMISSIONER OBLIGATIONS: This item was carried to the next meeting.
- 5d. UPDATE ON FIELD SEMESTER PROJECT: As reported by the IGM. The developer has submitted a 700-page report and several CCTV videos of the system as required by the County. Staff have met twice with the developer. The collection system cannot absorb the project as proposed. The developer has been informed that connecting to the Port Costa system would require upgrading the existing system or adding a new line along the center of the street. Either option could benefit Port Costa. A final alternative would be the use of a septic system.
- 6a. RECEIVE WARRANT TRANSMITTALS: Received. No discussion.
- 6b. DISTRICT FINANCIAL MATTERS: As reported by the IGM. Work with Maze & Associates is expected to continue past December. The accountants need the 2022 audit, but the report has not been received from the auditor. A significant amount of accounting was halted in August 2022 which triggered the need for the accounting firm's assistance. The SDM was instrumental in keeping the District in compliance with regulatory permits for the last few years.
7. WASTEWATER: None.
- 8a. REPORT OF DEPARTMENT MANAGER: IGM Goodman reported that Valley Operators are wrapping up compliance issues. Natural Systems Utilities (NSU) have hit the road running. Their mobile app allows instant project status. They are very communicative and do not hesitate to ask questions. NSU will be using their preferred local lab which will result in cost savings for the District.
- 8b. GOVERNMENTAL MATTERS: None.

8c. ANNOUNCEMENTS AND DISCUSSION: None.

9. REPORTS/COMMENTS FROM COMMISSIONERS: Commissioner List contacted Moonshot Missions for assistance in identifying sewer-related grants. They will schedule a site visit and will assist in identifying what is needed and relevant grants to apply for. IGM Goodman suggested that he consider the Rodeo Renewal Fund which is receiving \$10 million over 13 years.

10. FUTURE AGENDA ITEMS:


- Commissioner responsibilities.

11. ADJOURNMENT: The meeting was adjourned at 6:44 PM until November 6, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1010 · Fund 3241 - Recreation				
10/02/2024	Campbell Business Solutions	IT Svcs, SPLIT, Inv#s 7856, 7857, 7777, 7766	1,177.75	15048
10/02/2024	EBMUD	Water Svc from 7/8-9/5/24, Acct# 143479000582	70.96	15049
10/02/2024	EBMUD	Water Svc for Park and Pool 7/10-9/9/24, Acct# 30385600001	3,672.54	15050
10/02/2024	EBMUD	Pool Water Svc, 7/8-9/5/24, Acct# 30385100001	376.04	15051
10/02/2024	EBMUD	Water Svc Pool, 7/8-9/5/24, Acct# 30385200001	1,989.34	15052
10/02/2024	DOLORES M. MORALES	Faucet Aerator reimbursement	5.48	15053
10/02/2024	Gloria Mazariegos	Rental 9/14/24 deposit return less Cleaning and Fees	63.00	15054
10/02/2024	Inside Source, Inc.	Pool ADA furniture payment 2 of 2, Inv#62120	15,732.93	15055
10/02/2024	Jena Goodman	Reimbursement for Petty Cash and Fedex Final Paycheck	113.84	15056
10/02/2024	KEL-AIRE HEATING & AIR CONDITIONING	Servicing and Failed compressor, Inv#083584	4,323.96	15057
10/02/2024	LESLIE'S POOL SUPPLIES	Pool Chemicals, Inv#00137-01-108286	607.95	15058
10/02/2024	PG&E	electricity acct#8212111930-7	5,532.04	15059
10/02/2024	PG&E	electricity acct#6757445609-0	3,298.55	15060
10/02/2024	PG&E	electricity acct#2501517473-0	1,195.90	15061
10/02/2024	Sierra Chemical Company	pool chemicals, inv#s 152116, 152236, 152257, 152921	3,562.51	15062
10/02/2024	Studio 144 Architects	Pool ADA project, Inv#19	975.00	15063
10/02/2024	Susan Witschi	Milage Reimbursement, Sep 2024	79.06	15064
10/02/2024	UNIVERSAL BUILDING SERVICES	Inv# 528483, August 2024 Janitorial Svc	1,271.00	15065
10/02/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 35, Split	14,352.16	15066
Total 1010 · Fund 3241 - Recreation			<u>58,400.01</u>	
Total 1000 · County Operating Funds			<u>58,400.01</u>	
TOTAL			<u>58,400.01</u>	

10/2/2024


5.c

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>
1000 - County Operating Funds				
1010 - Fund 3241 - Recreation				
10/17/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 36, SPLIT	12,197.64	15067
10/17/2024	CONTRA COSTA COUNTY TREASURER	CalPERS arrears, SR & JG SPLIT	9,077.60	15068
Total 1010 - Fund 3241 - Recreation			<u>21,275.24</u>	
Total 1000 - County Operating Funds			<u>21,275.24</u>	
TOTAL			<u><u>21,275.24</u></u>	

John Hoehn
10/17/24

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

Date	Name	Memo	Credit	Num
1000 - County Operating Funds				
1010 - Fund 3241 - Recreation				
10/18/2024	Alisa Maria	Snack Bar reimbursement, 10/7/24	293.70	15071
10/18/2024	ARMOR LOCKSMITH SERVICES	rekey locks at community center, INV#58829	532.10	15072
10/18/2024	Jena Goodman	Additional Pumpkin Patch Supplies, 10/12/2024	128.50	15073
10/18/2024	Let's Dig, Inc.	Monthly Landscae Park Pool Com Ctr Mem Hall,...	5,006.00	15074
10/18/2024	Maze & Associates	Inv#53476 &53549, Accounting SPLIT	2,188.40	15075
10/18/2024	PRECISION SECURITY SOLUTIONS	INV# 24-SE9-633, comm ctr security	1,610.00	15076
10/18/2024	The Real Yellow Pages	Advertising	59.48	15077
10/18/2024	UNIVERSAL BUILDING SERVICES	Inv#529623, Inv#529624, Inv#529626	1,893.23	15078
10/18/2024	SDRMA	Medical Benefits for employees, SPLIT	6,440.27	15080
10/18/2024	Sierra Chemical Company	Chemical supply, INV#153430	1,525.63	15081
Total 1010 - Fund 3241 - Recreation			19,677.31	
Total 1000 - County Operating Funds			19,677.31	
TOTAL			19,677.31	

[Handwritten Signature]
10/17/2024

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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


Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1010 · Fund 3241 - Recreation				
10/29/2024	CONTRA COSTA COUNTY TREASURER	CalPERS Sept 2024 SPLIT	3,650.62	15082
Total 1010 · Fund 3241 - Recreation			3,650.62	
Total 1000 · County Operating Funds			3,650.62	
TOTAL			3,650.62	

Jan Haeber
10/29/24

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324200 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
1000 · County Operating Funds				
1015 · Fund 3242 - Maintenance				
10/02/2024	Campbell Business Solutions	IT Svcs, SPLIT, Inv#s 7856, 7857, 7777, 7766	147.22	620
10/02/2024	Let's Dig, Inc.	East side of Rolph Ave from retaining wall to Loring Ave, Weed abatement	843.00	621
10/02/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 35, Split	453.26	622
Total 1015 · Fund 3242 - Maintenance			<u>1,443.48</u>	
Total 1000 · County Operating Funds			<u>1,443.48</u>	
TOTAL			<u>1,443.48</u>	

10/2/2024


CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324200 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
1000 · County Operating Funds				
1015 · Fund 3242 - Maintenance				
10/17/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 36, SPLIT	429.59	623
10/17/2024	CONTRA COSTA COUNTY TREASURER	CalPERS arrears, SR & JG SPLIT	<u>1,134.71</u>	624
Total 1015 · Fund 3242 - Maintenance			<u>1,564.30</u>	
Total 1000 · County Operating Funds			<u>1,564.30</u>	
TOTAL			<u><u>1,564.30</u></u>	

Janice [Signature]
10/17/24

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324200 Account : 0830


Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1015 · Fund 3242 - Maintenance				
10/17/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 36, SPLIT	429.59	623
10/17/2024	CONTRA COSTA COUNTY TREASURER	CalPERS arrears, SR & JG SPLIT	1,134.71	624
10/17/2024	SDRMA	Medical Benefits for employees, SPLIT	805.03	625
10/18/2024	Maze & Associates	Inv#53476 &53549, Accounting SPLIT	273.55	643
Total 1015 · Fund 3242 - Maintenance			2,642.88	} 1,070.58
Total 1000 · County Operating Funds			2,642.88	
TOTAL			<u><u>2,642.88</u></u>	

[Handwritten Signature]
10/17/2024

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>
1000 - County Operating Funds				
1020 - Fund 3425 - PCSan - O&M				
10/02/2024	Campbell Business Solutions	IT Svcs, SPLIT, Inv#s 7856, 7857, 7777, 7766	294.43	1911
10/02/2024	Eurofins Calscience	Inv#5700193540, Lab Testing	1,354.25	1912
10/02/2024	L.R. PAULSELL CONSULTING	Inv#24-12 HPC, and Inv#24-13 Consulting	2,005.00	1913
10/02/2024	Sierra Chemical Company	Inv# 152030, Chemicals	1,474.22	1914
10/02/2024	Valley Operators, LLC	Service fee August 2024 and buckets	4,664.93	1915
10/02/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 35, Split	1,789.37	1916
Total 1020 - Fund 3425 - PCSan - O&M			<u>11,582.20</u>	
Total 1000 - County Operating Funds			<u>11,582.20</u>	
TOTAL			<u>11,582.20</u>	

10/2/2024


CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

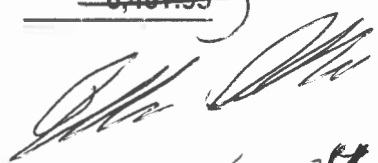
<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
1000 - County Operating Funds				
1020 - Fund 3425 - PCSan - O&M				
10/17/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 36, SPLIT	199.15	1917
10/17/2024	CONTRA COSTA COUNTY TREASURER	CalPERS arrears, SR & JG SPLIT	2,269.42	1918
Total 1020 - Fund 3425 - PCSan - O&M			<u>2,468.57</u>	
Total 1000 - County Operating Funds			<u>2,468.57</u>	
TOTAL			<u><u>2,468.57</u></u>	

John David
10/17/24

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

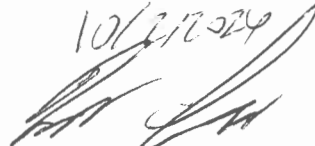
<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
1000 - County Operating Funds				
1020 - Fund 3425 - PCSan - O&M				
10/17/2024	CONTRA COSTA COUNTY TREA...	Netchex Payroll nbr 36, SPLIT	199.15	1917
10/17/2024	CONTRA COSTA COUNTY TREA...	CalPERS arrears, SR & JG SPLIT	2,269.42	1918
10/17/2024	Sierra Chemical Company	Chemical supply, INV#153429	452.92	1919
10/18/2024	Eurofins Calscience	Testing, INV# 5700198498 (aug & sep 20...	1,349.75	1920
10/18/2024	Maze & Associates	Inv#53476 &53549, Accounting SPLIT	547.10	1921
10/18/2024	UNDERGROUND SERVICE ALERT	Inv# 1389102024, membership fee 2024	33.54	1922
10/18/2024	SDRMA	Medical Benefits for employees, SPLIT	1,610.07	1923
Total 1020 - Fund 3425 - PCSan - O&M			6,461.95	
Total 1000 - County Operating Funds			6,461.95	
TOTAL			6,461.95	

~~6,461.95~~
~~6,461.95~~ } 3,993.38
~~6,461.95~~

 10/17/2024

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
1000 - County Operating Funds				
1025 - Fund 3426 - CVSan - O&M				
10/01/2024	BAY AREA NEWS GROUP	Advertising for Alexander Park Project	287.12	7256
10/01/2024	Campbell Business Solutions	IT support, SPLIT with all depts	1,324.97	7257
10/02/2024	EBMUD	500 Port St, Water Svc 7/10-9/9/24, acct# 55397300001	122.44	7258
10/02/2024	Let's Dig, Inc.	weed abatement at pump station	711.00	7259
10/02/2024	Pan-Pacific Supply Company	inv#s 29616688, 29616651, 29616512, 29616160	29,798.05	7260
10/02/2024	PG&E	electricity acct#2704121387-6	1,010.45	7261
10/02/2024	PG&E	electricity acct#6193854060-8	6,180.59	7262
10/02/2024	L.R. PAULSELL CONSULTING	Misc Sewer Svc, Inv#s 24-18, 24-19, 24-20, 24-20. 24-21	27,810.00	7263
10/02/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 35, Split	17,230.72	7264
Total 1025 - Fund 3426 - CVSan - O&M			<u>84,475.34</u>	
Total 1000 - County Operating Funds			84,475.34	
TOTAL			<u><u>84,475.34</u></u>	

10/27/2024


CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1025 · Fund 3426 - CVSan - O&M				
10/17/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 36, SPLIT	1,398.29	7265
10/17/2024	CONTRA COSTA COUNTY TREASURER	CalPERS arrears, SR & JG SPLIT	<u>10,212.44</u>	7266
Total 1025 · Fund 3426 - CVSan - O&M			<u>11,610.73</u>	
Total 1000 · County Operating Funds			<u>11,610.73</u>	
TOTAL			<u>11,610.73</u>	

Jana Goodwin
10/17/24

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

Date	Name	Memo	Credit	Num
1000 - County Operating Funds				
1025 - Fund 3426 - CVSan - O&M				
10/17/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 36, SPLIT	1,398.29	7265
10/17/2024	CONTRA COSTA COUNTY TREASURER	CalPERS arrears, SR & JG SPLIT	10,212.44	7266
10/17/2024	SDRMA	Medical Benefits for employees, SPLIT	7,245.31	7267
10/18/2024	CD & Power	Inv# 01-104572, generator rental; Inv# 01-105153, generator rental Monthly fee	5,931.09	7269
10/18/2024	Frisch Engineering, Inc.	MCCP construction management, INV#12265-2402c	562.50	7270
10/18/2024	Grundfos CBS Inc.	Crockett Pump Station parts, 5/31/24	1,230.00	7271
10/18/2024	Maze & Associates	Inv#53476 & 53549, Accounting SPLIT	2,461.95	7272
10/18/2024	Pan-Pacific Supply Company	INV#29616808, Pressure Valves	225.77	7273
10/18/2024	TELSTAR INSTRUMENTS, INC.	MCCP Inv# 123699 & CVSAN Pumpstation PLC failure, Inv#123676	93,505.78	7274
10/18/2024	UNDERGROUND SERVICE ALERT	Inv# 1389102024, membership fee 2024	301.91	7275
Total 1025 - Fund 3426 - CVSan - O&M			<u>123,075.04</u>	
Total 1000 - County Operating Funds			<u>123,075.04</u>	
TOTAL			<u><u>123,075.04</u></u>	

111,764.31

[Signature]
 10/17/2024

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1025 · Fund 3426 - CVSan - O&M				
10/29/2024	CONTRA COSTA COUNTY TREASURER	CalPERS Sept 2024 SPLIT	<u>5,050.18</u>	7276
Total 1025 · Fund 3426 - CVSan - O&M			<u>5,050.18</u>	
Total 1000 · County Operating Funds			<u>5,050.18</u>	
TOTAL			<u><u>5,050.18</u></u>	

Jan Hood
10/29/24

From: Dale McDonald <dalemcd675@gmail.com>
Sent: Wednesday, November 13, 2024 8:37 PM
To: Mark M; Mary Wais; Scott Bartlebaugh; darcytrask@gaugepoint.com; Nick Spinner; GM; Sonia Rivas
Subject: Resignation from Crockett Sanitary Commission

Dear Board President, members of the Crockett Sanitary Commission, and Staff,

I am writing to formally resign from my position as a member of the Crockett Sanitary Commission, effective immediately. My decision comes with the intent to facilitate the timely filling of my vacant seat, ensuring a smooth transition before I assume my upcoming role on the District Board.

It's been rewarding to contribute to the Commission's important work and I look forward to the chance to support our community together in my new role.

Thank you for your understanding and support. I look forward to and am eager to contribute to the community in my new capacity on the District Board.

Sincerely,

Dale McDonald

November 13, 2024