

# CROCKETT SANITARY COMMISSION (CVSAN)

An agent of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING OF DECEMBER 10, 2025.

1. CALL TO ORDER - ROLL CALL: Chair Bartlebaugh opened the meeting at 4:01 PM. Commissioners Bartlebaugh, Leuba, Trask, and Wais, were present. Commissioner Manzione arrived at 4:03. Staff, including the General Manager (GM) Goodman, Sanitary Department Manager (SDM), 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: Commissioner Trask inquired how the Contra Costa Resource Conservation District (CCRCD) could get access to a storm drain located inside the sanitation line to remove water from the former Nantucket parking lot. The item is discussed under Comments from Commissioners.
4. PUBLIC HEARINGS: None.
5. CONSENT CALENDAR: Chair Bartlebaugh noted that a detailed report regarding capital improvements and air compressors can easily be found in the November 19 Board agenda packet. Motion to approve all items as presented passed. (Trask 1<sup>st</sup>, Leuba 2<sup>nd</sup>, 4/0, Manzione abstained)
  - a. APPROVE MINUTES OF OCTOBER 15 AND NOVEMBER 12:
  - b. RECEIVE ACTIONS TAKEN BY THE BOARD FOR NOVEMBER 19.
  - c. RECEIVE WARRANT TRANSMITTALS (NOVEMBER).
  - d. RECEIVE CASH ACCOUNT BALANCE REPORT.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None.
7. ADMINISTRATIVE:
  - a. UPDATE ON AMENDED MEETING SCHEDULE FOR 2026: The DS presented a final meeting schedule for 2026, noting that an initial schedule highlighted skipped meetings. Due to some regulatory actions that may only be approved during regularly scheduled meetings, the Board recommended a full monthly schedule with the option to cancel a meeting if there are no pressing matters, as has been the practice. Staff will coordinate with the Chair to cancel meetings as early as possible when cancellation is warranted.
  - b. ELECTION OF OFFICERS: A motion to elect Vice-Chair Wais as Chair and Commissioner Manzione as Vice Chair passed. (Bartlebaugh 1<sup>st</sup>, Leuba 2<sup>nd</sup>, 5/0). Chair Bartlebaugh was thanked for his service during 2025.
8. BUDGET AND FINANCE: The Loring pump station has needed a backup generator system for a long time. After researching historical analysis and evaluating gas-powered, electrical, and battery options, Staff has determined the best solution is a battery-powered generator. Commissioner

Manziona suggested that a pipe reconfiguration could be less expensive long-term. Staff reported that the alternative to reconfigure the current setup would require pushing approximately a quarter mile of pipe, a 10<sup>th</sup> of a mile, and must also address a 12 foot of elevation gain. Reconfiguring could cost about the same or more. Staff reviewed historical documents and consulted with a former GM, who had originally recommended a battery-powered system as the best option. Various battery systems were considered, settling on a custom-engineered battery. An all-inclusive cost of approximately \$20,000 will be presented to CVSAN as a capital improvement cost and then to the Board for final approval.

The Q2 (September – December) quarterly budget ends December 31st, and Staff expects to present the Q2 report in February. The first installment of tax revenue is received in December (Q2), and the second installment is received in March (Q3). The Q2 reports will correct issues highlighted with the Q1 reports. The GM's budget priority is regulatory reporting and preparing for the 2023 audit. Directly addressing the Department's deficit will fall into place as the Quarterly Reports are presented.

A Sewer Use Study (SUC) is dependent on the Budget. The Budget schedule is not ready to share as of December. Water use data is received in January.

#### 9. REPORT OF DEPARTMENT MANAGER:

- a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: Report by the SDM was presented. The PLC collects granulated data, resulting in a significant increase in alarm notifications that were sent to various team members. The fence installation at the EQ tank is complete, and the site has remained secure. The SSMP (Sanitary Sewer Master Plan) is due in May 2026, and Port Costa's is due in August. There has been a large gap in information sharing with Hausen Inc, the Engineer of Record. Staff is working with Ms. Hausen to identify priority areas of pipe to repair. The letter of interest for a lease with Let's Dig at the EQ site to use the garage and ground space was approved by the Board. The GM is moving forward with finalizing the lease details. Let's Dig continue to clear the site at minimal cost to the District. A discussion ensued regarding backup pipes and the intricacies of how the pipe system works. Although the EQ tank is designed not to accumulate sludge, the EQ tank is mucked out regularly as needed, but not on a set schedule. Staff added that the MCC Project is additional work to daily operations, which adds an extra burden to the workload, especially as it winds towards completion.

The generator rental through Peterson Cat was significantly higher than anticipated due to additional fees for transport and setup; the rental rate remained the same.

- b. GOVERNMENTAL MATTERS: DS Rivas reminded Commissioners of the State-mandated Ethics/Brown Act training (AB1234) and formalized by Resolution 25/26-06 that lists all Designated Persons to take the training within six months of entering "office" and every two years afterward. Designated Persons are those who are required to submit the annual Form 700. She noted that a new State law will require biannual fiscal and financial training.

The Board began a discussion on the potential for merging the two sanitary departments. The discussion will arise, but a date has not been determined. The Board also suggested that the two sanitary commissions could hold joint meetings to share information. Commissioner Trask's term expired in November. Mr. Trask has taken on some additional volunteer responsibilities in

addition to managing his company, leaving little time to commit to CVSAN. He will notify the DS if he continues to serve on the Commission.

The County Supervisor has been holding office hours in Crockett, but often Staff is notified up to a week in advance. The GM will notify all legislative bodies of the Supervisor's next visit. The Community Benefits advisor panel for P66 community benefit funds should begin meeting in March or April, where requisites and the application process will be developed. Funds are held through the Department of Conservation and Development. The GM recommended that all departments consider projects to apply for funding. Commissioner Bartlebaugh recommended a grant proposal to hire additional staff to help offset the administrative / work backlog at the District office.

The GM will meet with the County to determine the legal authorities of the District when development projects are being considered. The GM referred to the District's Standards and Specifications, which note items that can be charged, but specific amounts are not listed. At the November Board meeting, the Board proposed consolidating commissions and committees to streamline governance, suggesting a single enterprise-focused sanitary commission that encompasses Port Costa and Crockett.

The Board recognizes that CVSAN's experience and expertise could benefit PCSAN and suggested a joint meeting. The Board noted the advantage of ad hoc committees; they have a limited term, limited scope, and are less costly because they have fewer regulatory requirements for Staff to address.

10. ANNOUNCEMENTS AND DISCUSSION: None.

11. REPORTS / COMMENTS FROM COMMISSIONERS:

- a. WASTEWATER COMMITTEE: None.
- b. BUDGET & FINANCE COMMITTEE: None.
- c. COMMISSIONERS: Commissioner Trask continues to work on removing water from the Nantucket parking lot. A water drain has been identified and inquired how to gain access to that drain for water removal. SDM Barnhill reported that all water must be captured and go through the treatment plant and requires a separate permit. Due to the number of regulatory permits, additional research will be required to determine the best way to remove the water.

The District's most recent response to the Joint Use Agreement (JUA) was discussed at the Board's November 2025 closed session. The JUA is being reviewed by legal counsel and will be forwarded to C&H shortly after Thanksgiving. C&H has requested an extension of the expired Tolling Agreement through the summer (2026), which maintains a cooperative relationship between the two entities. Mr. Manzione is concerned that CVSAN is not informed of actions taken by the Board during closed sessions and requested a closed session for an update on activity pertaining to the JTP negotiations. The DS reminded CVSAN that the Board notifies Staff when CVSAN Commissioners are invited to partake in closed sessions, and they are also invited to attend ad hoc meetings.

Chair Bartlebaugh stated that his year as Chair was tough and thanked the Commissioners for their contributions to remaining constructive. He questioned whether CVSAN should continue to exist. The GM expressed that CVSAN's expertise adds much value to the conversations and noted that they are members of the community, and they bring the constituents' perspective to

all conversations.

- d. INTER-AGENCY AND TRADE MEETINGS: None.

12. FUTURE AGENDA ITEMS:

- a. REVIEW COMMISSIONER ROLES AND AUTHORITIES: DS Rivas is working on an FAQ (frequently asked questions) for all Commissioners and will include each person's terms.
- b. ADU POLICY FOR CVSAN: The item is to provide clarity of an ADU (additional dwelling unit) policy, if one exists, and if one does, whether it warrants updating. Commissioner Wais noted that the topic has been previously discussed, and the definition of an ADU unit falls in line with the County's definition. The GM noted that formally, any new structures require permits, and the District is typically notified of such permits. Staff do not have the bandwidth to address informal additions/conversions. The DS reported that the ADU definition was discussed at a Board meeting during the SUC discussion. The information will be presented at a future meeting.
- c. CAPACITY/IMPACT FEES: Former Director Peterson had suggested that CVSAN update its capacity/impact fees. The District's current policy will be made available.
- d. DISTRICT'S ROLE AND AUTHORITY REGARDING THE COUNTY'S PROCESSES FOR NEW DEVELOPMENT.

13. ADJOURNMENT: The meeting was adjourned at 6:06 until January 21, 2026.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary