

Crockett Community Services District

AGENDA FOR WEDNESDAY, DECEMBER 18, 2024

(This meeting was moved one week earlier due to the Christmas Holiday.)

TIME: 6:00 PM – Closed Session

TIME: 7:00 PM – Regular Business Meeting

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

1. CALL TO ORDER - ROLL CALL
2. SEATING OF NEWLY ELECTED DIRECTORS AND OATH OF OFFICE: DALE MCDONALD AND GAUNT MURDOCK
3. CLOSED SESSION: Conference With Labor Negotiators.
 - a. Public Employee Negotiations: Interim Recreation Manager, Interim General Manager, and Sanitary Department Manager Pursuant to Government Code Section 54957.6.
4. RECONVENE TO REGULAR SESSION:
5. REPORT ON CLOSED SESSION:
 - a. Announcement of actions taken during closed session.
6. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
7. 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.)
8. 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.)
9. ELECTION OF OFFICERS:
10. 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.)*
 - a. Approve Minutes of the CCSD Board meeting on November 20, 2024.
 - b. Receive minutes of commissions and committees.
 - c. Approve payment of District Bills.
 - d. Receive annual report on compliance with identity theft regulations (FACTA).
 - e. Receive Annual Report on the use of recreation taxes (Gov't Code Sec. 50075.3)
11. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR.
12. 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)
- f. Inter-agency meetings.

13. 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

14. ADMINISTRATIVE:

- a. Approve Resolution 24/25-07; Appoint Diana Cantú-Rayna to the Crockett Police Liaison Committee.
- b. Approve Resolution 24/25-08; Re-appoint Louise Choquette to Recreation Commission.
- c. Approve Resolution 24/25-09; Appoint Alisa Maria as the Recreation Manager.
- d. Approve Resolution 24/25-10; Appoint Jena Goodman as General Manager.
- e. Approve contract for Sanitary Department Manager.
- f. Update on Dog Park and insurance requirements.
- g. Consider and approve the Meeting and Holiday schedule for calendar year 2025.
- h. Approve Payroll Schedule for calendar year 2025.
- i. Approve Salary Schedule to meet January 2025 requirements.
- j. Review and approve a Recreation Logo.

15. BUDGET AND FINANCE:

- a. Discuss financial matters related to the District.

16. 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).

17. ADJOURNMENT: until January 22, 2024.

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.

Minutes from Commissions and Committees

For CCSD Meeting on December 18, 2024

RECREATION COMMISSION

- November 4, 2024

PORT COSTA SANITATION

- November 6, 2024

LIGHTING & LANDSCAPE COMMISSION

- October 15, 2024.

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

P.O. Box 578, Crockett, CA 94525

Telephone (510) 787-2992

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e-mail: districtsecretary@town.crockett.ca.us

website: www.town.crockett.ca.us

MINUTES OF REGULAR RECREATION MEETING ON NOVEMBER 4, 2024

1. CALL TO ORDER: Chair Cusack called the meeting to order at 6:05 pm. Commissioners Airoldi, Choquette, Cusack, and Valentini were present. Commissioner Quade was absent (excused).

Staff in attendance included District Secretary (DS) Rivas, Interim General Manager (IGM) Goodman, Acting Recreation Manager (ARM) Maria, and Events Supervisor (ES) Morales. CVSAN Commissioner Wais was in attendance.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: September 9 and October 7, 2024, minutes were approved as presented. (Valentini 1st, Choquette 2nd, 4/0, 1 absent).
5. BUDGET AND FINANCE: As reported by the IGM
 - a. RECREATION TRANSMITTALS: There were two additional check runs for October. The Cash Account balance is \$74,764.00. Maze & Associates continues to assist with data input. The Recreation finances have stabilized since receiving the Ad Valorem taxes. Commissioner Cusack asked why the PG&E bill was over \$10,000 and has multiple account numbers. Each account number is associated with different recreational uses, one at the community center and two at the pool. The pool was open a month longer than normal which increased costs. The pool usage is seasonal. It is estimated that running the pool ranges from \$8k - \$12k depending on various factors including usage, supplies, and maintenance. Commissioner Choquette inquired about the Inside Source payment of \$15,732.93. The former recreation manager used Inside Source for the furniture for the pool ADA upgrade. Once Maze & Associates is caught up, Staff will be able to provide accurate pool costs and other recreational uses. Recreation Use taxes from the County should arrive in December.
 - b. UPDATE ON DISTRICT FINANCES: All deposits have been entered but the accounts cannot be reconciled until Maze & Associates completes their entries.
6. ADMINISTRATIVE:
 - a. ACTIONS TAKEN BY THE DISTRICT BOARD: Reported by DS Rivas. Elena Gomez was appointed to the Lighting and Landscape Commission. The Joint Use Agreement (JUA) was extended again until the end of January. The Board approved hiring legal counsel to represent the District for the 2022 odor event. Hosting a town hall meeting was approved and asked the IGM to lead the effort.
 - b. DISCUSS PICKLEBALL AS A RECREATION SERVICE: ARM Maria received a request to consider Pickleball as a service to the community. She contacted Bay Area Pickleball Association ambassador Darlene Rios Drapkin to present to the commissioners. Unfortunately, Ms. Rios Drapkin was out of town but plans to attend the December meeting. Pickleball is a cross between

tennis and ping pong. Many communities have successfully transitioned their little-used tennis courts into Pickleball courts. Crockett has a strong tennis presence and the Pickleball courts can be overlaid for dual usage. Commissioner Cusack was concerned about the noise during weddings at the community center. Commissioner Valentini replied that most weddings or events are in the evening and are unlikely to be affected by Pickleball users during the day. Commissioner Airoidi would like to see Pickleball leagues. ARM Maria has many questions but is open to the possibility because Crockett has a strong tennis community. Ms. Wais recalled that the Crockett Community Foundation (CCF) may have given funds for Pickleball to Port Costa. The item was carried to December.

- c. SEASONAL REPORT ON AQUATICS CENTER: The item was carried to January.
7. REPORT OF DEPARTMENT MANAGER: Reported by ARM Maria. After two years, the pool's backwash paddle hydrostatic switch was replaced with an electrical one. The annual heater maintenance was completed. The equipment is six years old with an expected lifespan of up to eight years. A quote was requested to fix the filter because the sand keeps getting pulled into the pool. The 10-year-old sand also needs to be replaced. The cost to replace the filter and sand is unknown. Kel-Aire will be providing a quote to replace the swamp cooler. There will be a tree lot and Christmas tree lighting on the weekend following the Thanksgiving holiday. There will be vendors, singing, and sleigh rides. The Chamber of Commerce is hosting the photos with Santa. The CCF will host a candidate's forum on November 14 for a new Board Member.

The first annual Pumpkin Patch event went very well. The event cleared \$2000. The remaining pumpkins were donated to the Carquinez Garden School for the preschoolers to enjoy. Staff received a cute thank you video. The community in general expressed their disappointment with the few if any trickier treaters turn out. Commissioner Cusack would like Port Costa and Crockett to be more unified with events. Port Cosa used to host a haunted house, car show, and Halloween talent shows at the school.

Due to multiple circumstances, the holiday appreciation dinner will not be held this year. IGM Goodman has proposed a potluck-type gathering in January. The Board approved a town hall meeting to provide a report on the District and field questions from community members. She would like to have commissioners attend the event. The Recreation Manager job has been posted. She noted that the salary is conservative but needed to be commiserate with the experience of the person selected. The number of qualified applications will influence if the position should be posted elsewhere. Lit flags will be mounted at 1 Rolph Park Drive and Memorial Hall in time for Veteran's Day.

8. REPORTS AND COMMENTS FROM COMMISSIONERS: Commissioner Choquette thanked everyone for surviving a challenging and hectic year. She will not attend the December meeting. Commissioner Airoidi appreciates the efforts of IGM Goodman and ARM Maria.
9. FUTURE AGENDA ITEMS:
- Recreation Use Tax for FY 25/26.
 - Aquatics report (January).
10. ADJOURNMENT: The meeting was adjourned at 7:00 PM until December 2, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

PORT COSTA SANITARY COMMISSION (PCSAN)

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, NOVEMBER 6, 2024.

1. CALL TO ORDER - ROLL CALL: Vice Chair Cusack called the meeting to order at 6:00 PM. Commissioners Cusack, Klaiber, List, and Scheer were present. Chair Surges and Alternate Martini were absent (both excused). Staff present included Interim General Manager (IGM) Goodman, Sanitary Department Manager (SDM) Barnhill, and District Secretary (DS) Rivas.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: DS Rivas announced that the Union Pacific Claim for the electrical pole fire was approved. The claim amount is \$21,588.10.
4. CONSENT CALENDAR: The October 9, 2024 minutes were approved as drafted. (List 1st, Scheer 2nd, 4/0, 1 absent)
5. ADMINISTRATIVE:
 - 5A. RECEIVE REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: Reported by DS Rivas. Elena Gomez was appointed to the Lighting and Landscape Commission. The Joint Use Agreement was extended to the end of January 2025. The property at 730 Kendal is on a septic system and was recently sold. The District Code requires that they connect to the District's sewer line. Due to the location, excessive costs to connect to the District's line, and the proposed alternative to manage sewage, the Board approved a deviation from the District Code's connection requirement. Staff met with Caltrans to discuss an Adopt-A-Highway program to continue maintaining the Bridgehead area. A contract with Paulsell was approved for CCTV services in Port Costa. SDM Barhill reported that CCTV is a mandatory program and explained the process he uses to schedule lines for CCTV.

Reported by IGM Goodman: An attorney has been hired to represent the District for air quality and water district fines associated with the odor event in 2022. The volunteer holiday dinner will not be held this year. A suitable date was not available at the community center and the District is not in the best standing at the moment and hosting a party could be considered unwarranted. A potluck is being considered for January. Commissioner Cusack inquired about the cost of the holiday dinner event. Ms. Goodman replied that the actual costs of the event and how it was paid are unclear. DS Rivas suggested an alternative to a potluck rather than bringing random food with random quantities, the attendees may donate funds so that one or two people can

prepare a cohesive meal.

A town hall meeting for Crockett to provide updates on the District and answer questions is being planned. A town hall for Port Costa has not been discussed. The job posting for the recreation manager has been posted and may be hired before a permanent general manager is hired. Three applications have already been received.

5B. RECEIVE SELF-MONITORING REPORT COVER LETTER FOR AUGUST 2024: Reported by SDM Barhill. A failure for Acute Toxicity was reported for August. There is 65% survival on the test. This failure is under the now-expired permit. The current permit no longer requires the Acute Toxicity test. Mandatory minimum penalty for exceedances is \$3,000. The failure reason is unknown. Identifying the source of biological failure is very difficult and could be many things. On a previous failure, EPA visited the District to assess. Unless the source is known, a municipality could expend endless resources searching and testing endlessly. There has been no additional testing or research required for the past incident.

5C. RECEIVE SELF-MONITORING REPORT COVER LETTER FOR SEPTEMBER 2024: Reported by SDM Barhill. September was a dual submission month. Valley Operators submitted their last report and Natural Systems Utilities (NSU) submitted their first report. There was an error on the date by NSU, but the information is correct. The report will need to be resubmitted. NSU's work has been good. They have been working since mid-September, but we have not received an invoice yet. NSU is helpful and asks questions before moving forward with things. He has learned a lot from them as well. NSU has taken ownership and has improved a few things such as cleaning up, changing some chemical dosing stations, and more.

6. BUDGET AND FINANCE:

6a. RECEIVE WARRANT TRANSMITTALS: Received

6b. DISCUSS FINANCIAL MATTERS: The cash account balance is \$127,112.19. The LAIF (Local Agency Investment Fund) has been consistently earning interest rates of just under 5%. As of October 15, 2024, the interest earned is \$54,946.16. Staff have not yet received a breakdown of the percentage allocation to each CCSD department. Accounting firm Maze & Associates has acquired past credit card statements and the final 2022 audit which are crucial for accurate account reconciliation. The audits for 2023 and 2024 still need to be completed and both impact the reconciliation.

7. WASTEWATER: Item will be removed from future agendas.

8. REPORT OF DEPARTMENT MANAGER: Reported by SDM Barnhill.

8a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: The District's Landscaper Let's Dig has been notified to clear the tree growth by the treatment plant. Pump two continues to make a grinding noise. The effluent pumps are outdated and no

longer manufactured. He is waiting on a quote from Pan Pacific to install modern pumps. The cost for the pumps is approximately \$19,000; with installation, the cost increases to approximately \$40,000. The cost seems excessive and has asked Pan Pacific to provide a quote for the installation or repair. NSU has emergency backup pumps. Commissioner List asked about the frequency of the pump rotations. Mr. Barnhill reported that the operators determine the frequency of equipment rotation, and they are being tender with the loud pump. The programmable logic control (PLC) is old and needs to be replaced with upgraded models. Telstar has been asked to provide a quote for the PLC upgrades, and an additional alarm for total power failure that would cover in case the generator did not transfer power. Generators in general have been experiencing failure issues. Port Costa has a 25kw generator compared to Crockett's 150kw generator. Crockett's engine pumps were rebuilt but the fuel tanks were loaded with slime and gunk. Crockett is paying \$4,000 a month for a rental generator while the District's generator is being repaired. Multiple mechanics have reported that the culprit is a biodiesel component in the fuel and appears that there has been an uptick in generator issues because of this. The use of biodiesel components is mandatory. Staff is trying to source a lower percentage of biodiesel grade. The generators normally run every Monday for 15 minutes. It appears that during contractor transition in Crockett, the generator was not maintained and sat for too long. Should Port Costa need a generator rental, the cost should be significantly lower than what Crockett is currently paying. The fuel filters are not an issue as they are part of the fluid management and are replaced annually and are typically done in January. A battery will be purchased to replace the existing four-year-old battery.

8b. GOVERNMENTAL MATTERS: DS Rivas reported the results of the election for the Board of Directors seats. Luigi Barassi will continue for another term. Former general manager Dale McDonald will replace Kent Peterson's seat. Former general manager/district engineer Gaunt Murdock won the two-year seat replacing Diana Martinez.

8c. ANNOUNCEMENTS AND DISCUSSION: IGM Goodman and SDM Barnhill attended the Sewer Summit 2024 virtually and received certificates for regulatory courses. Ms. Goodman was shocked at the regulatory requirement and acknowledged SDM Barnhill's diligent management of the intense regulatory reporting. Mr. Barnhill completes annual reports on his own and one time when other municipalities have 2 or more staff dedicated solely to reporting. She had concerns over the administration and financial management of the District. After taking the courses, she understands the dire need for regulatory management and oversight. As IGM she is doing her best to train and delegate some of her ASM responsibilities to create more time to help with sanitary needs.

9. REPORTS/COMMENTS FROM COMMISSIONERS: Commissioner List reported that he and Commissioner Scheer are on the grant committee. They met with Moonshot Missions, a nonprofit funded by a grant from the EPA. The organization's sole purpose is to find worthy causes to facilitate clean wastewater and clean water. The organization did a site visit as part of their initial assessment of the Port Costa system and will make recommendations on

grants to apply for based on Port Cost's needs and availability of funds. Staff suggested that Port Crockett would be an excellent location as a test bed for multiplier projects. Mr. Barnhill reported that this topic will fulfill the research reequipment for his permit reports.

10. FUTURE AGENDA ITEMS:

11. ADJOURNMENT: The meeting was adjourned at 7:10 PM until December 4, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

LIGHTING & LANDSCAPE COMMISSION (L&L)

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
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MINUTES FOR LIGHTING AND LANDSCAPING COMMISSION MEETING OCTOBER 15, 2024.

- 1 CALL TO ORDER: The meeting was called to order at 7:04 PM by Chair Pannell. Commissioners Garbis, Mitzel, and Pannell were present. Commissioner Fisk was absent (excused). Staff present included District Secretary (DS) Rivas, Interim General Manager (IGM) Goodman, and Event Supervisor (ES) Morales.
- 2 CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: The presenter for Item 5 requested to present after Item 6e.
- 3 PUBLIC COMMENTS ON NON-AGENDA ITEMS: DS Rivas presented an application for Elena Gomez to be considered for the vacant seat on the L&L Commission. Ms. Gomez has attended meetings regularly and has served on other commissions for over 15 years. Her application included a history of her volunteerism in Crockett. The commissioners recommended that the application be presented to the Board for approval. The following quote was shared: 90% of success is showing up – Woody Allen.
- 4 CONSENT CALENDAR: The Consent Calendar was approved as presented. (Garbis 1st, Mitzel 2nd, 3/0, 1 absent).
 - 4a APPROVE MINUTES FOR AUGUST 20, 2024.
 - 4b RECEIVE STREET LIGHT INVENTORY: DS Rivas presented a log of street light inventory and advised that the log was presented for awareness and needs to be updated.
- 5 PRESENTATION ON REGENERATIVE LANDSCAPING: This item was presented after Item 6e. Crockett resident Mr. Indie Singh presented two videos coupled with short discussions: Pollinators, Prairie and Power: A Sustainable Win-Win by Ron Bowan and Regenerative Landscaping by Benjamin Farr. A few of the commissioners and Staff continued the conversation after the meeting was over.
- 6a RECEIVE REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported that the Board directed the district secretary to include speaker names where appropriate in the minutes. Members of the public can request not to have their names recorded. IGM Goodman further explained that commissioners are appointed by elected officials, serve as public figures, and should be identified. Elected or appointed officials may attend other meetings as members of the public and can opt to comment anonymously.

ASM Goodman was appointed as Interim General Manager. DS Rivas has completed her probationary period and is now a permanent employee. An ad hoc committee was created to hire a new general manager. The Personnel ad hoc committee was ended. A revised salary schedule was approved that was updated to account for a full-time recreation manager position. The IGM appointed Pool Manager Ms. Maria as Interim Recreation Manager.
- 6b DISCUSS ADOPT-A-HIGHWAY PROGRAM: DS Rivas reported that the Caltrans MOU for the Bridgehead area was too onerous for the District. Caltrans proposed the Adopt-A-Highway as an alternative that would focus the District's landscaping and maintenance efforts. An onsite meeting will be scheduled to discuss parameters and expectations. Commissioner Garbis suggested that the County's respective program has only one volunteer for cleanup. The meeting should consider a backup person. IGM Goodman reported that Mr. Easterday has equipment and staff to help with maintenance needs and suggested that the Chair reach out to him directly for

assistance.

6c UPDATE ON FLOWER BASKET INSTALLATION: The Chamber will likely install the baskets after the wet season.

6d UPDATE ON CLEARING OF DOWRELIO BY C&H STAFF: Reported by IGM Goodman. CREEC (Carquinez Regional Environmental Education Center) is renewing its lease with the State Lands Commission (SLC) and are required to maintain the road. Photos of the overgrown brush were sent to C&H who then had Dowrelío cleared from the trucking yard to the joint treatment plant on their side of the road. Caltrans is responsible for the other side of the road.

6e DISCUSS AB1234 ETHICS TRAINING: DS Rivas reported that the Brown Act does not require non-paid members of a board or commissioners to take ethics or sexual harassment training, but via resolution 09/10-29, the Board is requiring that each person take each course at least once. Ms. Rivas announced that the CSDA had a live course the following week and suggested the commissioners may want to take advantage of the course. Commissioners Garbis and Mitzel reported that they have taken the courses on several occasions and questioned if they needed to take the classes. The DS will ask the Board if they will accept proof of the courses if they have been taken before. The CSDA has both classes on demand as well if someone cannot attend the live class.

7a FINANCIAL REPORT ON EXPENDITURE AND AVAILABLE FUNDS: No report.

7b OTHER DISTRICT FINANCIAL MATTERS: No report.

8 REPORTS FROM STAFF: None.

9 REPORTS/COMMENTS FROM COMMISSIONERS: None.

10 FUTURE AGENDA ITEMS:

- Safety and signage materials.
- Outreach and education.
- Maintenance log & plan.
- Adopt-A-Highway
- Discuss the received street light inventory with Mr. D’Arcy Trask.

11 ADJOURNMENT: The meeting was adjourned at 7:57 PM to November 19, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

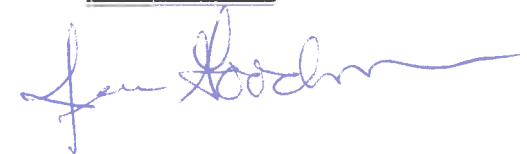
Date	Name	Memo	Credit	Num
1000 - County Operating Funds				
1010 - Fund 3241 - Recreation				
11/03/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 37, SPLIT	9,474.51	15083
Total 1010 - Fund 3241 - Recreation			9,474.51	
Total 1000 - County Operating Funds			9,474.51	
TOTAL			9,474.51	

[Handwritten Signature]
11/13/24

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				
11/06/2024	CINTAS CORP	Sprinkler Inspection and Svc charge	789.00	15084
11/06/2024	DOLORES M. MORALES	Mileage reimbursement October 2024	22.78	15085
11/06/2024	Let's Dig, Inc.	October Landscaping and Irrigation repairs	6,713.00	15086
11/06/2024	Maze & Associates	Aug 2024 svcs Inv# 53476, SPLIT	2,364.30	15087
11/06/2024	OLIVERO PLUMBING CO.	Inv# 50039, backflow test	200.00	15088
11/06/2024	PG&E	acct# 6757445609-0	1,880.05	15089
11/06/2024	PG&E	acct# 8212111930-7	1,904.03	15090
11/06/2024	PG&E	acct# 2501517473-0	903.54	15091
11/06/2024	PRECISION SECURITY SOLUTIONS	Inv# 24-SE10-730	595.00	15092
11/06/2024	Redwood Public Law	Inv#12256, SPLIT	340.00	15093
11/06/2024	Susan Witschi	October Mileage	52.26	15094
11/06/2024	UNIVERSAL BUILDING SERVICES	Inv# 529881, 529880, 530248	1,790.00	15095
Total 1010 - Fund 3241 - Recreation			<u>17,553.96</u>	
Total 1000 - County Operating Funds			<u>17,553.96</u>	
TOTAL			<u>17,553.96</u>	



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				
11/18/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 38, SPLIT	7,919.99	15096
11/18/2024	U.S. BANK	Credit Card Payment 9.22-10.22.24, SPLIT	3,790.36	15097
Total 1010 - Fund 3241 - Recreation			<u>11,710.35</u>	
Total 1000 - County Operating Funds			<u>11,710.35</u>	
TOTAL			<u>11,710.35</u>	

Jan Hoard
11/18/24

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				
11/03/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 37, SPLIT	749.09	644
Total 1015 · Fund 3242 - Maintenance			749.09	
Total 1000 · County Operating Funds			749.09	
TOTAL			749.09	

Jan Hoar
11/3/24

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				
11/06/2024	Let's Dig, Inc.	Ceres, Pomona, and Loring cleanup	10,889.00	645
Total 1015 - Fund 3242 - Maintenance			10,889.00	
Total 1000 - County Operating Funds			10,889.00	
TOTAL			10,889.00	

Jan Hood
11/6/24

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				
11/18/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 38, SPLIT	182.51	646
Total 1015 · Fund 3242 - Maintenance			182.51	
Total 1000 · County Operating Funds			182.51	
TOTAL			182.51	

Jana Hood
11/19/24

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				
11/03/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 37, SPLIT	1,813.24	1924
Total 1020 - Fund 3425 - PCSan - O&M			<u>1,813.24</u>	
Total 1000 - County Operating Funds			<u>1,813.24</u>	
TOTAL			<u><u>1,813.24</u></u>	

Jan [Signature]
11/3/24

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

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

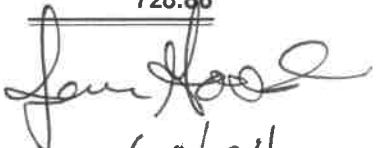
Date	Name	Memo	Credit	Num
1000 - County Operating Funds				
1020 - Fund 3425 - PCSan - O&M				
11/06/2024	CALTEST ANALYTICAL LABORATORY	October 2024 monthly analytical testing	1,135.45	1925
11/06/2024	California Assoc. of Sanitation Agencies	Membership renewal, 50:50 split	1,405.00	1926
11/06/2024	Eurofins Calscience	October monthly analytical, TSS and etero	291.75	1927
11/06/2024	Let's Dig, Inc.	Remove and dispose of 30-yards of waste at PC treatment and septic sites	926.00	1928
11/06/2024	Maze & Associates	Aug 2024 svcs Inv# 53476, SPLIT	525.40	1929
11/06/2024	Natural System Utilities - CA Inc.	Contract Operator Svcs October 2024	6,495.00	1930
11/06/2024	L.R. PAULSELL CONSULTING	INV# 24-14	450.00	1931
11/06/2024	PG&E	acct# 2704121327-6	378.10	1932
11/06/2024	TELSTAR INSTRUMENTS, INC.	Alarm Testing, Inv#124068	1,116.00	1933
11/06/2024	V.W. Housen & Associates	Inv# 1580 & 1507, SPLIT	1,323.50	1934
Total 1020 - Fund 3425 - PCSan - O&M			14,046.20	
Total 1000 - County Operating Funds			14,046.20	
TOTAL			14,046.20	

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11/6/24

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

Date	Name	Memo	Credit	Num
1000 - County Operating Funds				
1020 - Fund 3425 - PCSan - O&M				
11/18/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 38, SPLIT	229.35	1935
11/18/2024	U.S. BANK	Credit Card payment 9.22-10.22.24, SPLIT	499.51	1936
Total 1020 - Fund 3425 - PCSan - O&M			<u>728.86</u>	
Total 1000 - County Operating Funds			<u>728.86</u>	
TOTAL			<u>728.86</u>	


 11/18/24

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				
11/03/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 37, SPLIT	20,112.83	7277
Total 1025 - Fund 3426 - CVSan - O&M			20,112.83	
Total 1000 - County Operating Funds			20,112.83	
TOTAL			20,112.83	

for [signature]
11/3/24

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				
11/03/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 37, SPLIT	20,112.83	7277
11/06/2024	Campbell Business Solutions	Inv# 7776 IT support	253.23	7278
11/06/2024	CD & Power	Inv#s 01-1051563 & 01-104608	2,462.11	7279
11/06/2024	California Assoc. of Sanitation Agencies	Membership renewal, 50:50 split	1,405.00	7280
11/06/2024	CEAU	Final Payment for Alexander Park Project	57,455.45	7281
11/06/2024	DENALECT ALARM CO.	annual alarm charge, PO#06954	528.00	7282
11/06/2024	EBMUD	acct# 30369 8/22/24 - 10/22/24	1,273.06	7283
11/06/2024	Eurofins Calscience	Grit Sample Testing	253.00	7284
11/06/2024	Frisch Engineering, Inc.	MCCP, Inv# 12200 - 2402c & Inv# 12123 - 2402c	31,612.50	7285
11/06/2024	Let's Dig, Inc.	Rewire Pump 1 & CEAU/Alexander park project fixes	4,247.00	7286
11/06/2024	Maze & Associates	Aug 2024 svcs Inv# 53476, SPLIT	2,364.30	7287
11/06/2024	MuniQuip, LLC	Wemco pump, Inv#107167 & 107261	2,822.01	7288
11/06/2024	Natural System Utilities - CA Inc.	Contract Operator Svcs October 2024	2,570.00	7289
11/06/2024	L.R. PAULSELL CONSULTING	Inv#s 24-25, 24-24, 24-23, 24-22	15,440.45	7290
11/06/2024	Redwood Public Law	Inv#12256, SPLIT & Inv#12257	4,595.10	7291
11/06/2024	TELSTAR INSTRUMENTS, INC.	Crockett Pump Station, Inv#123676, MCCP Inv#124023	64,674.00	7292
11/06/2024	Villa's Landscape	July-Oct landscaping 1 RPD	1,200.00	7293
11/06/2024	V.W. Housen & Associates	Inv# 1426, 1529 & Inv# 1507 & 1580, SPLIT	3,649.50	7294
11/06/2024	UNION PACIFIC RAILROAD CO.	Roadway Rent, bill no. 336246990	3,068.46	7295
Total 1025 - Fund 3426 - CVSan - O&M			<u>219,986.00</u>	
Total 1000 - County Operating Funds			<u>219,986.00</u>	
TOTAL			<u>219,986.00</u>	

Jan Hodson
11/6/24

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				
11/18/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 38, SPLIT	1,427.84	7296
11/18/2024	U.S. BANK	Credit Card payment 9.22-10.22.24, SPLIT	1,440.15	7297
Total 1025 · Fund 3426 - CVSan - O&M			<u>2,867.99</u>	
Total 1000 · County Operating Funds			<u>2,867.99</u>	
TOTAL			<u><u>2,867.99</u></u>	

Jana Stabel
11/18/24

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

ANNUAL REPORT OF COMPLIANCE WITH FACTA REGULATIONS DECEMBER 2024

The Crockett Community Services District adopted an Identity Theft Prevention Program on October 22, 2008, as required by the Fair and Accurate Credit Transactions Act (FACTA) of the Federal Trade Commission. The program was revised on December 22, 2010. Its purpose is to detect, prevent, and mitigate identity theft.

The District's Program is broken up into four parts and provides reasonable policies and procedures to do the following:

1. Identify "red flags" applicable to financial or service accounts maintained by the District and incorporate those "red flags" into the Program;
2. Detect those "red flags" that have been incorporated into the Program as they occur;
3. Ensure that District staff respond appropriately to detected "red flags" so as to prevent and mitigate identity theft;
4. Ensure that the Program itself is updated periodically, to reflect changes in identity theft risk to District customers or the District.

The District places the highest priority on protecting any confidential, financial and personal information submitted to it in the course of providing District services. All such information is kept in locked file drawers or is locked in the archives. Additionally, the District destroys obsolete personnel records no later than seven years after employee termination.

The District has not contacted any consumer credit reporting agencies during 2024, from which a red flag might be raised.

The District has not been presented with any suspicious documents during 2024. Nor has the District been presented with any suspicious personal identifying information.

The District does not maintain any credit accounts or utility accounts for its customers. The District accepts payment by credit cards for services at the Aquatics and Community Center.

The District has engaged with one service provider to perform activities in connection with covered accounts. David Farnsworth, CPA, provides professional auditing services and performed an independent audit of the District's finances for fiscal year 2022 requiring access to documents and electronic files containing identifying information.

The District has not been notified by any party that it has opened a fraudulent account for a person engaged in identity theft.

10.d

The District has not detected any red flags during 2024. The adopted program provides guidance on steps to be considered whenever red flags are detected.

At the Crockett Community Services District, the Administrative Services Manager is the Finance Director and has specific responsibility for the implementation of the identity theft prevention program.

By December 31 of every year, District Staff must prepare a report on the District's compliance with FACTA regulations. It is the opinion of the General Manager that the District has been in full compliance with FACTA regulations throughout 2024. Specifically:

- The District's policies and procedures have been fully effective in addressing the risk of identity theft in connection with the opening of covered accounts and for existing covered accounts.
- The security of service provider arrangements was not applicable during 2024.
- The District had no incidents of identity theft during 2024.
- The General Manager has no recommendations for material changes to the Program at this time.

A copy of the Identify Theft Prevention Program is included with this annual report for the convenience of the Board.

CROCKETT COMMUNITY SERVICES DISTRICT

IDENTITY THEFT PREVENTION PROGRAM

**In Accordance with the
Fair and Accurate Credit Transactions Act of 2003**

Adopted October 22, 2008

Revised December 22, 2010

INTRODUCTION

Regulations adopted by the Federal Trade Commission (“FTC”) pursuant to the Fair and Accurate Credit Transaction Act (“FACTA”) require public agencies such as the Crockett Community Services District (“District”) that act as creditors for purposes of such legislation to evaluate and formally adopt programs to detect, prevent, and mitigate identity theft before November 1, 2008. The District has a long history of protecting the personal financial and private information of its residents, businesses, and ratepayers. The following Identity Theft Prevention Program (“Program”) is intended to memorialize and outline the identity protections and procedures of the District and to formalize their continued use and update, as required by law.

To summarize, FACTA regulations require creditors like the District to adopt programs that can spot identity theft “red flags” (patterns, practices, or specific activities that indicate possible misuse or theft of personal financial information) and then act appropriately. In accordance with Federal Trade Commission guidelines and regulations, the District’s Program is broken up into four parts¹ and provides “reasonable policies and procedures” to do the following:

- 1) Identify “red flags” applicable to the types of financial or service accounts maintained by the District and incorporate those “red flags” into the Program;
- 2) Detect those “red flags” that have been incorporated into the Program as they occur;
- 3) Ensure that District staff respond appropriately to detected “red flags” so as to prevent and mitigate identity theft;
- 4) Ensure that the Program itself is updated periodically, to reflect changes in identity theft risk to District customers or the District;

The District places the highest priority on protecting any confidential financial and personal information submitted to it in the course of providing District services. The Program listed herein satisfies all FACTA requirements.

Section 1. Program “Red Flags”

FACTA covers certain District transactions in which the District defers payment for goods or services. Most, if not all, such District transactions are those connected with the District collection of payments for the provision of wastewater and recreation services. These are typically collected by Contra Costa County on the property tax roll and are not under the District’s control. Additionally, the District does not manage any credit accounts and only accepts payment by credit card only for services at the Aquatics and

¹ Identity Theft Red Flags and Address Discrepancies Under the Fair and Accurate Credit Transactions Act of 2003. 72 Fed. Reg. 63717, 63773 (Nov. 9, 2007) (codified at 16 CFR Part 681).

Community Center. Nevertheless, the District takes all steps necessary for the protection of personal information in its hands.

Under the FTC regulations, the District must identify those red flags that are relevant and applicable to its FACTA-covered activities. The following are those red flags that the District's Program is designed to spot:

- A. A consumer credit reporting agency reports the following in response to a credit check request:
 - 1) Fraud or active duty
 - 2) Credit freeze
 - 3) The Social Security Number (SSN) is invalid or belongs to a deceased person.
 - 4) The age or gender on the credit report is clearly inconsistent with information provided by the customers.

- B. Suspicious Documents
 - 1) Documents provided for identification appear to have been altered or forged.
 - 2) The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.
 - 3) Other information on the identification is not consistent with information provided by customer.

- C. Suspicious Personal Identifying Information
 - 1) The SSN provided by the customer belongs to another customer in the Utility Billing system.
 - 2) The person opening the covered account fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.

- D. Unusual Use of, or Suspicious Activity Related to, the Covered Account
 - 1) A customer other than the account holder or co-applicant requests information or asks to make changes to an established utility account.
 - 2) A customer notifies the District of the following activities:
 - a) Utility statements are not being received
 - b) Unauthorized changes to a utility account
 - c) Fraudulent activity on the customer's bank account or credit card that is used to pay utility charges

- E. Notice from Customers, Victims of Identity Theft, Law Enforcement Authorities, or Other Persons Regarding Possible Identity Theft in Connection With Covered Accounts Held by the Financial Institution or Creditor
 - 1) The District is notified by a customer, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

Section 2. Red Flag Detection

In connection with the opening and servicing of utility accounts, District Staff will take the following steps to detect the red flags identified in Section 1.

A. New Accounts:

- 1) Require certain identifying information such as name, date of birth, SSN, residential or business address, telephone number, email address, driver's license or other identification; and
- 2) Verify the customer's identify (for instance, review a driver's license or other identification card); or
- 3) Review the Business License system to determine the existence of the business entity before establishing the utility account; or
- 4) Request a consumer credit report check

B. Existing Accounts:

- 1) Verify the identification of customers using date of birth, SSN, telephone number, or email address if they request account information other than the outstanding balance owed; and
- 2) Verify the validity of requests to change billing addresses; and
- 3) Verify changes in banking information given for billing and payment purposes

Section 3. District Response to Detected Red Flags

Each situation shall be evaluated on a case by case basis. Responses may include, but are not limited to, the following:

- 1) Marking an account in the Utility Billing system and monitoring it for evidence of identity theft;
- 2) Contacting the customer;
- 3) Not opening the new account;
- 4) Closing an existing account
- 5) Reopening an utility account with a new account number;
- 6) Notifying the appropriate law enforcement and/or prosecutorial agencies; and
- 7) Taking no action at all, if no identity theft or other malfeasance is found to have taken place

Section 4. Oversight of Program Administration

Under FACTA regulations, an identity theft prevention program must be overseen by a District Board, an appropriate committee of the District Board, or a designated employee at the level of senior management. In the District's Program, the Finance Director shall have the specific responsibility for the Program's implementation and to approve reports prepared by District Staff regarding compliance of the Program with FACTA regulations. Material changes to the Program as necessary to address changing identity theft risks shall be reviewed by the Finance Director and approved by the District Manager.

By December 31 of every year, District Staff shall prepare a report on the District's compliance with FACTA regulations to the General Manager. The report shall address materials related to the Program and evaluate such issues as:

1. The effectiveness of the District's policies and procedures in addressing the risk of identity theft in connection with the opening of covered accounts and with respect to existing covered accounts;
2. Security of service provider arrangements, if applicable;
3. Significant incidents involving identity theft and District management's response; and
4. Recommendations for material changes to the Program, if necessary.

Finally, whenever the District engages a service provider to perform an activity in connection with one or more covered accounts, the District shall take steps to ensure that the activity of the service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. In this regard, the District may, if it deems appropriate, require the service provider to have policies and procedures to detect relevant red flags, as set forth in this Program.

c:\mydocs\admin\legal\identitytheftprogram.doc

CROCKETT RECREATION DEPARTMENT

of the CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
Telephone (510) 787-2414
e-mail: recmanager@town.crockett.ca.us
website: www.town.crockett.ca.us

ANNUAL REPORT ON THE USE OF RECREATION TAXES

DECEMBER 2024

The Crockett Community Services District collects special taxes from residential properties in Crockett and Port Costa for the purpose of funding public recreation facilities and services. Government Code Section 50075 reads:

"It is the intent of the Legislature to provide all cities, counties, and districts with the authority to impose special taxes, pursuant to the provisions of Article XIII A of the California Constitution."

In the interest of accountability to the voters, an annual report on the use of special taxes is required. Government Code Section 50075.3 reads:

"The chief fiscal officer of the levying local agency shall file a report with its governing body no later than January 1, 2002, and at least once a year thereafter. The annual report shall contain both of the following:

(a) The amount of funds collected and expended.

(b) The status of any project required or authorized to be funded (by the special tax measure approved by the voters)."

FOR THE CALENDAR YEAR 2023

The amount of special taxes for recreation placed on the tax roll to be collected by the Crockett Community Services District during FY 2023-24 was \$136,400. The entire amount was deposited into the general recreation fund 3241 spent during 2023. The funds are authorized for the improvement, maintenance, and operation of park and recreation facilities and services within the area served by the District.

The park, tennis courts, pool, and bocce ball courts are located at 850 Pomona Street in Crockett and are open year-round. The Crockett public swimming pool was used by John Swett High School students as early as February 6th, used by the Crockett Swim Team as early as April 3rd, opened to the general public on May 26th, and closed on September 4th. Rental revenue for the Community Center is unpredictable and therefore the District counts on the recreation tax to provide a steady source of reliable revenue. The recreation tax is exhausted first and is supplemented by rental revenue from the Community Center and pool.

10.e

RESOLUTION

NO. 24/25-07

**A RESOLUTION OF
THE DISTRICT BOARD OF THE CROCKETT COMMUNITY SERVICES DISTRICT
APPOINTING A MEMBER TO THE CROCKETT POLICE LIAISON COMMITTEE**

WHEREAS, the Crockett Community Services District was officially formed on July 13, 2006, pursuant to Resolution No. 04-22 of the Contra Costa Local Agency Formation Commission; and

WHEREAS, the District Board has by Resolution No. 09/10-14 created a Police Services Commission; and

WHEREAS, the District Board has by Resolution No. 11/12-10 renamed the Crockett Police Services Commission to Crockett Police Liaison Committee; and

NOW, THEREFORE, BE IT RESOLVED that Diana Cantú Reyna is hereby appointed to the Crockett Police Liaison Committee.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on December 18, 2024 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Nick Spinner, President

ATTEST:

Sonia Rivas, MBA
District Secretary



DIANA CANTÚ-REYNA RN, BSN

REGISTERED NURSE



diana.cantureyna@gmail.com



Dear Members of the Crockett Police Liaison Committee,

I am writing to express my interest in serving on the Crockett Police Liaison Committee. While I am a new resident of Crockett, having purchased a home here this past summer, I am deeply committed to contributing to the safety and well-being of our community.

With over a decade of experience in nursing—including roles as a Level 1 Trauma Pediatric ICU Nurse, Community Health Nurse, Outpatient Adult and Pediatric Primary Care Nurse, and currently as a Peds ICU Inpatient Nurse Case Manager at UCSF Children's Hospital—I have developed strong skills in collaboration, communication, and problem-solving. In addition, as the founder of a nonprofit addressing burnout among healthcare providers and advocating for holistic health education, I've had the privilege of leading initiatives that promote well-being and community engagement. These experiences have equipped me with the ability to work across diverse groups, build partnerships, and advocate for solutions that improve overall health and safety.

Since moving to Crockett, I've personally experienced the need for stronger community safety when my garden shed was broken into. This, combined with my professional background and passion for fostering well-being, motivates me to help strengthen the connection between our community and local law enforcement.

I would be honored to serve on the Police Liaison Committee and collaborate with others to ensure that Crockett and Port Costa remain safe, resilient, and vibrant communities. Thank you for your consideration, and I look forward to the opportunity to contribute.

Sincerely,

Diana Cantú-Reyna, RN

RESOLUTION

NO. 24/25-08

**A RESOLUTION OF THE DISTRICT BOARD OF THE CROCKETT COMMUNITY
SERVICES DISTRICT RE-APPOINTING COMMISSIONER:
RECREATION COMMISSION**

WHEREAS, the District Board has by Resolution No. 06/07-02 created the Crockett Recreation Commission and made appointments thereto; and

WHEREAS, the District Board has by Resolution No. 06/07-02 created the Crockett Sanitary Commission and made appointments thereto; and

WHEREAS, the District Board has by Resolution No. 06/07-10 determined that the term of office of a commissioner shall be 24 months.

NOW, THEREFORE, BE IT RESOLVED that Louise Choquette be re-appointed to the Crockett Recreation Commission as Commissioner for two years.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on December 18, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Nick Spinner, President

ATTEST:

Sonia Rivas, MBA
District Secretary

14.b

RESOLUTION NO. 24/25-09

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CROCKETT
COMMUNITY SERVICES DISTRICT APPOINTING THE
RECREATION MANAGER**

WHEREAS, the Crockett Community Services District is a special district in the State of California with an elected governing board; and

WHEREAS, recreation services is a significant component of the Crockett Community Services District, and

WHEREAS, the District Board appointed a Recreation Manager who served on a part-time basis for over 20 years, and

WHEREAS, the Recreation Manager retired in April 2024 creating the need for a full-time Recreation Department, and

WHEREAS, District Code Section 2-08-040 allows the General Manager to appoint staff as needed, and

WHEREAS, the Interim General Manager appointed Alisa Maria as Interim Recreation Manager to manage the Recreation Department until a full-time manager was hired, and

WHEREAS, a job announcement for a Recreation Manager was posted for a minimum of 30 days on the District's website, Community Center, community boards, and various locations throughout Crockett and Port Costa, and

WHEREAS, seven applications were received and reviewed by the Interim General Manager, and

WHEREAS, the Interim Recreation Manager Alisa Marias has assisted the former Recreation Manager for over 20 years and most recently has served as a full-time employee for the District, is the most qualified and is well-versed in the business, administrative, and programming challenges of the Recreation Department through her direct experience as the Interim Recreation Manager.

14.c

NOW, THEREFORE, BE IT RESOLVED that the Crockett Community Services District hereby appoints Alisa Maria as Recreation Manager effective immediately.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held in Crockett on December 18, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Nicholas Spinner, President

ATTEST:

Sonia Rivas, MBA
District Secretary

RESOLUTION NO. 24/25-10

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CROCKETT COMMUNITY SERVICES DISTRICT APPOINTING A GENERAL MANAGER**

WHEREAS, the Crockett Community Services District is a Special District in the State of California with an elected governing board; and

WHEREAS, District Code 4.16.070 allows the District Board to fill the position of General Manager by appointment with a qualified individual; and,

WHEREAS, the District requires a dedicated General Manager to effectively manage the administrative and daily operational needs of the District, and

WHEREAS, the District has undergone different interim general managers for over a year which has disrupted District operations and leadership; and,

WHEREAS, the Board President has served as Interim General Manager on a part-time basis without pay from February 28, 2024, through August 28, 2024; and,

WHEREAS, the Administrative Services Manager was appointed as Interim General Manager on August 28, 2024, after serving as a full-time employee for the District for over a year, and is well-versed in the business, operations, and administrative challenges facing the District;

WHEREAS, the Interim General Manager has led efforts to reset the course of the District's finances, mended community and vendor relationships, and implemented changes that have benefited the District while serving concurrently as Administrative Services Manager.

NOW, THEREFORE, BE IT RESOLVED that the Crockett Community Services District hereby appoints Jena Goodman, the current Interim General Manager/Administrative Service Manager, to serve as General Manager, effective immediately.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on December 18, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Nicholas Spinner, President

ATTEST:

Sonia Rivas, MBA,
District Secretary

California Department of Transportation



DISTRICT 4
DIVISION OF RIGHT OF WAY AND LAND SURVEYS
P.O. BOX 23660, MS-11 | OAKLAND, CA 94623-0440
(510) 286-5400 | FAX (510) 286-5482 | TTY 711
www.dot.ca.gov

11/12/1014

Gaunt Murdock
Crockett Community Services District
P.O. Box 578, Crockett, CA 94525

Dear Gaunt Murdock :

In November 2023, a fire in Caltrans' Airspace necessitated the re-evaluation of the Airspace Lease Program and the permitted uses. Caltrans recently completed an internal review of the program and expects to implement several policy changes over the coming year. Caltrans' goal is to inform you about changes being made in the Airspace Lease Program that may affect your agreement(s).

A few of those program changes include:

- No new or existing Open Storage under, over, or next to Structures
- Prohibition of Hazardous/Flammable Materials
- No Non-Operable Vehicles under, over, or next to Structures
- **New** insurance requirements/limits on all airspace properties, shall be in effect by February 1, 2025.
- New lease requirements (new/renewal tenants)
- No new Construction of permanent buildings

For those tenants who lease parcels under, over, or next to bridge structures, you will be required to provide a new insurance policy effective February 1, 2025, with the following requirements: 5 million in general liability and 15 million as an umbrella policy for a total of 20 million dollars. For all other airspace leases, the insurance requirement will increase or remain at 5 million dollars.

Caltrans appreciates your collaboration and patience as it begins the new implementation process. While Caltrans recognizes these changes may cause concern for our current tenants in place, we must ensure that safety on the State Highway System remains our top priority. Please contact District 4 Airspace Development branch representatives Jim Bozionelos (jim.bozionelos@dot.ca.gov) or Kristin Schober (kristin.schober@dot.ca.gov) regarding how you may be able to satisfy the new requirements.

Sincerely,

MICHAEL O'CALLAGHAN *Michael O'Callaghan*
District Office Chief Michael O'Callaghan (Nov 13, 2021 MS 25 PST)
Right of Way Airspace Development

"Provide a safe and reliable transportation network that serves all people and respects the environment"

MEETING SCHEDULES/HOLIDAYS FOR 2025

<i>Commission</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>June</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
Recreation (6 pm) 1st Mon	6	3	3	7	5	2	7	None	8*	6	3	1
Port Costa Sanitation (6 PM) 1st Tue	7	4	4	8	6	3	8	None	2	7	4	2
Personnel (4 PM) 2nd Tue	14	11	11	8	13	10	8	12	9	14	4*	9
Police Liaison (7 PM) 2nd Tue	14	11	11	8	13	10	8	None	9	14	4*	9
Lighting & Landscaping (7 PM) 3rd Tue	21	18	18	15	20	17	15	19	16	21	18	16
Crockett Sanitary (4 PM) 3rd Wed	15	19	19	16	21	18	16	None	17	15	12*	10*
District Board (7 PM) 4th Wed	22	26	26	23	28	25	23	27	24	22	19*	17*
Holidays - Offices are closed.												
New Year's (Mon)	1											
Martin Luther King (Mon)	20											
Presidents' Day (Mon)		17										
Cesar Chavez Day (Mon)			31									
Memorial Day (Mon)					26							
Juneteenth (Wed)						19						
Independence Day (Fri)							4					
Labor Day (Mon)									1			
Veterans Day (Tue)											11	
Thanksgiving Day (Thu & Fri)											27,28	
Christmas Day (Thu)												25

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525

850 Pomona Street

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: districtsecretary@town.crockett.ca.us

website: www.town.crockett.ca.us

TO: Board of Directors
FROM: District Secretary
SUBJECT: 2025 Observed Holidays
DATE: December 18, 2024

The Crockett Community Services District Board recognizes the following holidays to be observed by the District in 2025:

Wednesday, January 1	New Year's Day
Monday, January 20	Martin Luther King Day
Monday, February 17	Presidents Day
Monday, March 31	Cesar Chavez Day
Monday, May 26	Memorial Day
Wednesday, June 19	Juneteenth Day
Friday, July 4	Independence Day
Monday, September 1	Labor Day
Tuesday, November 11 *	Veterans Day
Thursday, November 27	Thanksgiving Day
Friday, November 28	Thanksgiving Friday
Thursday, December 25	Christmas Day

Members of the Board: John MacKenzie, Luigi Barassi, Nick Spinner, Dale McDonald, Gaunt Murdock

**CROCKETT COMMUNITY SERVICES DISTRICT
PAYROLL SCHEDULE 2025**

<i>Month</i>	<i>Timesheets Due</i>	<i>Paychecks Mailed By</i>
January	Tuesday 2 Thursday 16	Friday 10 Friday 24
February	Monday 3 Tuesday 18	Friday 7 Monday 24
March	Monday 3 Monday 17	Friday 7 Friday 21
April	Tuesday 1 Wednesday 16	Monday 7 Wednesday 23
May	Thursday 1 Friday 16	Friday 9 Friday 23
June	Monday 2 Monday 16	Friday 6 Friday 20
July	Tuesday 1 Wednesday 16	Monday 7 Wednesday 23
August	Monday 4 Monday 18	Friday 8 Friday 22
September	Tuesday 2 Tuesday 16	Monday 8 Tuesday 23
October	Wednesday 1 Thursday 16	Wednesday 8 Thursday 23
November	Monday 3 Monday 17	Friday 7 Friday 21
December	Monday 1 Tuesday 16	Friday 5 Tuesday 23

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website: www.town.crockett.ca.us

TO: Board of Directors
FROM: District Secretary
SUBJECT: Recreation Logo
DATE: December 18, 2024

A logo is a simple visual communication of a product or service. A logo helps to quickly identify and differentiate recreation districts. Examples of various recreation logos are listed on the California Association of Recreation and Park Districts webpage.



Crockett Community Services District has not embarked on a coordinated branding effort to identify the department services. The primary services that Crockett Recreation Department offers are Bocce Ball, Tennis, and swimming, in addition to park service.



A well-designed logo can also help generate revenue by selling branded apparel. See apparel samples below.



