

# CROCKETT COMMUNITY SERVICES DISTRICT

## Regular Business Meeting AGENDA FOR WEDNESDAY, MAY 24, 2023

TIME: 7:00 PM  
PLACE: 850 Pomona Street, Crockett

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1. CALL TO ORDER - ROLL CALL
2. CLOSED SESSION
  - a. CONFERENCE WITH LEGAL COUNSEL - REAL PROPERTY NEGOTIATIONS.  
Pursuant to Govt. Code, Section 54956.8.
3. OPEN SESSION: Announcements of actions taken during closed session:
4. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
5. 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.)*
6. PUBLIC HEARING: *(Public comments limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)*
7. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS: *(These items are typically for exchange of information only. No action will be taken at this time.)*
  - a. Recreation Department.
  - b. Maintenance Department.
  - c. Port Costa Sanitary Department.
  - d. Crockett Sanitary Department.
  - e. Governmental matters.
  - f. Announcements and discussion.
8. CONSENT CALENDAR: Consideration of a motion to approve the following items:  
*(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)*
  - a. Approve Minutes of CCSD Board meeting on April 26, 2023.
  - b. Receive Minutes of CVSan meeting April 19, 2023, Police Liaison Committee meeting April 3 2023, and Crockett Recreation Commission meeting April 3
  - c. Approve payment of District bills.

*(By request of any commissioner or member of public Items are subject to removal from the consent calendar for discussion. Such Items will be considered with Administrative items.)*

9. ADMINISTRATIVE:

- a. Consider consent items removed from Consent Calendar.
- b. Update on status of Sanitary Sewer Management Plan.

10. BUDGET AND FINANCE:

- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.

11. REPORTS FROM BOARD MEMBERS AND COMMITTEES:

*(These items are typically for exchange of information only. No action will be taken at this time.)*

- a. Personnel Committee - Members Goodman, Spinner
- b. Budget & Finance Committee - Members Mackenzie and Peterson
- c. Ad-Hoc Committee for Negotiations – Members Goodman and Barassi
- d. Inter-agency meetings

12. FUTURE AGENDA ITEMS BOARD COMMENTS:

13. ADJOURNMENT until June 28 2023

#### HOW TO SUBMIT PUBLIC COMMENTS:

You will find the Minutes of this meeting posted on our website at [www.town.crockett.ca.us](http://www.town.crockett.ca.us) 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 of 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, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available/or public inspection. The Board has designated the District's website located at <https://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.*

Summary of work completed and planned/approved by CVSAN as of 5/24/23

<b>Completed &amp; Underway</b>					
Name	lin. Ft	extras	dia	Cost	per foot
CVSAN_2301	266	1 manhole	6&8"	<b>\$72,300</b>	\$271.80
CVSAN_2205	235	2 manholes	6"	<b>\$83,750</b>	\$356.38
CVSAN_2207	179	Diff access	6"	<b>\$55,360</b>	\$309.27
CVSAN_2314	132		8"	<b>\$48,400</b>	\$366.67
CVSAN_2309	6		6	<b>\$4,975</b>	\$829.17
CVSAN_2308	6		6	<b>\$4,975</b>	\$829.17
CVSAN_2312	6		8	<b>\$6,975</b>	\$1,162.50
CVSAN_2311	20	emerg	6	<b>\$14,975</b>	\$748.75
Total	850			<b>\$291,710</b>	\$343.19
Total, pipe only	812			<b>\$259,810</b>	\$319.96

<b>Projects recommended by CVSAN</b>			
Name	lin. Ft	dia	location
CVSAN_2302	265	8"	West, Alhambra to Winslow
CVSAN_2303	38	6"	Crolona at Winslow
CVSAN_2313	125	8"	Heald Easment

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# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF REGULAR MEETING, APRIL 26, 2023

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Vice-President Goodman. Present were Board Members Mackenzie, Peterson and Spinner, along with Recreation Department Manager Wilson and Assistant Secretary Witschi. Also present were Sanitary Commissioners Manzione and Wais. General Manager Murdock, Administrative Services Manager Gunkelman and Sanitary Dept. Manager Barnhill were absent. Director Barassi arrived later.
2. CLOSED SESSION: None
3. OPEN SESSION: None
4. AGENDA ORDER: Item 11.a - Personnel Committee Report, was asked to be moved up after Item. 6.
5. PUBLIC COMMENTS: None
6. PUBLIC HEARING: None
- 11.a. PERSONNEL COMMITTEE REPORT: Tom Cusack presented the minutes from the Personnel Committee meeting on April 25 (not approved yet). He asked if the District Secretary job announcement could be posted yet. A motion to approve posting the District Secretary announcement carried by consensus.
- 7.a. RECREATION DEPT. REPORT: Mr. Wilson reported the rock wall in front of the Community Center has been repaired. He said John Swett High School's last day to use the pool is April 27 and the Crockett Swim Team began using the pool on April 3. The Walk of Honor is on May 20 and Bocce started this week. He attended the John Swett High School job faire and passed out applications for pool jobs.
- 7.b. MAINTENANCE DEPARTMENT: Director Peterson said there are significant water leaks at Memorial Hall. He said five panes of glass are broken. The architect did not get payment for his services. He said volunteers have been mowing and removing dead wood at the Bridgehead.
- 7.c. PORT COSTA SANITARY DEPT.: None
- 7.d. CROCKETT SANITARY DEPT.: Commissioner Manzione reported on Mr. Murdock's behalf. He said there are two point repairs on Kendall and a spot repair on Winslow. The two sewer repairs are on Clark & Pomona.
- 7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None



# CROCKETT SANITARY COMMISSION

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of the Crockett Community Services District

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Telephone (510) 787-2992  
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## MINUTES OF REGULAR MEETING APRIL 19, 2023

### CALL TO ORDER 4:08

Commissioners present:

Darcy Trask, Scott Bartlebaugh, Mark Manzione, Mary Wais, Howard Adams

Staff present:

Gaunt Murdock, James Barnhill, Vaughn Gunkelman

### REQUESTS TO TAKE AGENDA ITEMS OUT OF ORDER none

### PUBLIC COMMENTS none, no public present

### PUBLIC HEARING none

CONSENT CALENDAR Spelling correction(Wais), Move to approve minutes with correction, (MW 1<sup>st</sup>, SB 2<sup>nd</sup> )Carried unanimously

### WASTEWATER

No enforcement actions,

Estimate for repairs of EQ tank & JTP received and discussed

Discussion on subject of encroachment liability and responsibility, Commissioner Adams noted that title company is liable for notification to purchaser of presence of easement on the property

Murdock reported that BAAQMD had said investigation was underway and they would let us know of any findings or actions regarding odor releases from Mears JTP. The inspector from BAAQMD also noted that the plant was "worn out and had no value left".

FINANCIAL REPORT . Sewer Use Charge report (23/24) was discussed, Commissioner Bartlebaugh noted that the amount of \$100,000 was insufficient for the MCC project, Staff answered that there was other money previously allocated and that the cost could be spread multiple years. Motion to approve SUC report and its recommendation to the Board of no increase in SUC for 23/24. (Sb 1<sup>st</sup>, HA 2<sup>nd</sup>) Approved unanimously.

Commissioner Manzione requested a separate meeting to name and specify reserve funds.

Staff Gunkelman reported that 1214 Starr was not assessed for the repairs we made on the property last year, due to the low assessors appraisal of the property which approached the value of the repair cost

DISTRICT BOARD ACTIONS none reported

STAFF REPORT ON OPERATIONS Staff Murdock reported that there was a chance to meet online with a WWTP design firm on the coming Friday, and invite would be sent shortly.

STAFF REPORT ON GOVERNMENTAL MATTERS—none other than previous discussion of BAAQMD.

COMMITTEE REPORTS Budget and Finance reported that they last met March 21 It was agreed there should be a Budget and Finance committee meeting before June 1<sup>st</sup>. No other committees met.

INTERAGENCY MEETINGS

FUTURE AGENDA ITEMS

- Committee Appointments
- Plant evaluations by C&H

ADJOURNMENT at 5:41 until May 17

# CROCKETT POLICE LIAISON COMMITTEE

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of the Crockett Community Services District

P.O. Box 578 – Crockett, CA 94525  
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## MINUTES OF REGULAR MEETING, APRIL 3, 2023

1. CALL TO ORDER: The meeting was called to order at 7:06 PM by Chairperson Angell. Present were Committee members Cardwell, Currington, Melerio and Wais.
2. AGENDA ORDER: No requests for items out of order.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: A member of the Crockett Improvement Association (CIA) brought to the Sheriff continued dumping on Crockett Boulevard and Cummings Skyway. The CIA member was advised to report dumping to Contra Costa Public Works and Environmental Health Departments. The deputy also mentioned fines for dumping have increased significantly.
- 4.a. REPORT FROM DEPUTY: There were 387 calls for service in March, 23 reports written and 7 select crimes.
- 4.b. REPORT FROM CHP ON TRAFFIC ISSUES: Not in attendance.
5. AUTOMATED LICENSE PLATE READER CAMERAS (ALPR): Kyle Eason from Flock Safety gave a presentation on their license plate reader system. Readers focus on rear license plates, no facial recognition. The system includes solar cameras with battery backup. Flock Safety suggested 9-10 cameras for Crockett. They will present a formal bid. Deputy Rodriguez reported on cost stats from Flock Safety. He said he would approach both Phillips 66 and C&H Sugar for financial support, along with investigating any County funds that would be available.
6. REPORTS FROM COMMITTEE MEMBERS: John Swett High School graduation will take place in the afternoon rather than at 6:45 pm. The town-wide garage sale will be on May 6. The Waterfront Festival will be on May 20.
7. CONSENT CALENDAR: The consent item was approved unanimously (sm/mw):
  - a. Approve Minutes of February 6, 2023
8. FUTURE AGENDA ITEM:  
Request Representative of Sheriff's Department to talk to school students.
9. ADJOURNMENT: The meeting was adjourned at 8:33 pm until May 1, 2023.

Respectfully submitted,

*Barbara Cardwell*

Barbara Cardwell



# CROCKETT RECREATION COMMISSION

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of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

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website: www.town.crockett.ca.us

## MINUTES OF REGULAR MEETING, APRIL 3, 2023

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Chairperson Cusack. Present were Commissioners Airoidi, Martinez and Valentini, along with Department Manager Wilson, Assistant District Secretary Witschi, General Manager Murdock and Administrative Services Manager Gunkelman. Also present was Director Barassi. Commissioner Choquette was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. CONSENT CALENDAR: The following consent item was approved unanimously (jv/ja):
  - a. Approve Minutes of February 6, 2023.
5. RECREATION: None
6. BUDGET & FINANCE: The Summary Worksheet on financial matters was reviewed by the Commission. Mr. Gunkelman reported \$210K in investments. He said the Local Agency Investment Fund current interest rate is 2.07%.
7. DISTRICT BOARD ACTIONS: The Board approved the Recreation Department to withdraw \$80K from the Development Park Dedication fees and apply it towards the Prop. 68 project at the pool and park.
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported the wall crumbled in front of the Community Center during a recent storm and the cost to repair it is \$1,600. The Crockett Swim Team started using the pool today through July. The Special Olympics are using the pool on Sunday's through May. The Walk of Honor is on May 20. Mr. Wilson brought in the plans for the Prop. 68 project so the commissioners could take a look at them.
9. COMMISSIONERS: None
10. FUTURE AGENDA ITEM:  
Consider continuation of Recreation Special Tax (May).
11. COMMISSIONER COMMENTS: None
12. ADJOURNMENT: The meeting was adjourned at 6:20 PM until May 1, 2023.

Respectfully submitted,

*Susan Witschi*

Susan Witschi

April 11, 2023

7.f. STAFF ANNOUNCEMENTS: None

8. CONSENT CALENDAR: The following consent item was approved unanimously (kp/ns):

- b. Approve payment of District bills – *tabled until May 24, 2023.*
- c. Receive Minutes of Commissions and Committees.

9.a. CONSENT ITEM REMOVED: Director Peterson asked that the minutes of March 22, 2023 be removed from the consent calendar for further discussion:

- a. Approve Minutes of March 22, 2023 – Director Peterson said on Item 7.d. “Crockett Sanitary Dept.” the second sentence does not make sense. It should read “He said there is a proposed sewer line behind J&L Market at a cost of \$64K, including two manhole replacements.

The minutes of March 22, 2023, as amended, was approved unanimously (kp/ns).

9.b. WAGE RATES FOR RECREATION EMPLOYEES: A motion to approve wage rates for Crockett Recreation employees carried unanimously (kp/jm). Director Barassi arrived at 7:45 pm.

10.a. FINANCIAL REPORT: None

10.b. SEWER USE CHARGE REPORTS: Commissioner Manzione presented the Crockett Sanitary and Port Costa Sanitary Sewer Use Charge (SUC) Study reports for FY 2023/24. He said both Commissions are recommending no increase in rates. Director Peterson said he accepts the Crockett Sanitary SUC report. He said that Port Costa SUC report needs some work on it and it can be considered at the time the budget is approved.

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEE REPORTS: Director Barassi said that State Lands would like to schedule a meeting with C&H Sugar and the Meade Water Treatment Plant Ad Hoc Committee. He said legal counsel has been retained.

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

13. ADJOURNMENT: The meeting was adjourned at 8:22 PM until May 24, 2023.

Respectfully submitted,



Susan Witschi  
May 9, 2023