

# CROCKETT SANITARY COMMISSION (CVSAN)

An agent of the Crockett Community Services District

P. O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

e-mail: [districtsecretary@town.crockett.ca.us](mailto:districtsecretary@town.crockett.ca.us)

website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MINUTES OF REGULAR MEETING OF SEPTEMBER 17, 2025.

1. **CALL TO ORDER - ROLL CALL:** Chair Bartlebaugh opened the meeting at 4:05 PM. Commissioners Bartlebaugh, Leuba, Manzione, Trask, Wais, and Alternate Milward were present. Staff: General Manager (GM) Goodman 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:** None.
4. **PUBLIC HEARINGS:** None.
5. **CONSENT CALENDAR:** Items 5b, d, e, and f were pulled for discussion. Motion to approve items 5a, c, and f passed. (Wais 1<sup>st</sup>, Leuba 2<sup>nd</sup>, 5/0)
  - a. Approve Minutes of CCSD and CVSAN Joint Special Meeting of August 20, 2025.
  - b. Approve Minutes of July 16, 2025.
  - c. Approve Minutes of CCSD and CVSAN Joint Special Meeting of April 21, 2025.
  - d. Receive Actions Taken by the Board for July 23 and August 27, 2025.
  - e. Receive warrant transmittals (July and August)
  - f. Receive Cash Account Balance report.
6. **CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR:**
  - 5b. **APPROVE MINUTES OF JULY 16, 2025:** Commissioner Manzione reported that he did not have time to review the minutes. Remaining Commissioners had no objections and approved the minutes as presented. (Wais 1<sup>st</sup>, Trask 2<sup>nd</sup>, 5/0)
  - 5d. **RECEIVE ACTIONS TAKEN BY THE BOARD FOR JULY 23 AND AUGUST 27, 2025:** A date has not been set to revisit and approve a balanced budget. The warrants for July were inadvertently left out. Warrants for August were received. (Wais 1<sup>st</sup>, Trask 2<sup>nd</sup>, 5/0)
  - 5e. **RECEIVE WARRANT TRANSMITTALS (JULY AND AUGUST):** An MDR Electric invoice includes an attic fan replacement in 1 Rolph Park Drive. Frish Engineering provides itemized invoices, and Tel-Star invoices are supported by technical reports. Restoration Management Services provided services for a recent spill. Natural System Utilities (NSU) charges were for a valve repair. Credit cards are used for a variety of charges, including supplies, automatic billing, and vendor payments. The District entered into a landscape and maintenance contract with Let's Dig. Departments are billed individually for landscaping and maintenance services; CVSAN pays 100% of landscaping costs for 1 Rolph Park Drive. Warrants for August received. (Manzione 1<sup>st</sup>, Trask 2<sup>nd</sup>, 5/0)
  - 5f. **RECEIVE CASH ACCOUNT BALANCE REPORT:** The cash account (CA) balance report is a snapshot as of the date the report was run (8/22/25). The last column of the CA report is the most

telling and was explained. Line 1 is the starting cash balance. Line 2 includes all prepared checks, but not necessarily cashed. Line 3 is the total of the cash balance minus checks run. The County automatically deducts cash for checks prepared for distribution. The GM clarified that the Cash Account balance is hard cash and has a minimum account balance requirement. The Department reserves are held in the LAIF (Local Agency Investment Fund) account, where they accrue interest. Motion to receive August warrants passed. (Manzione 1<sup>st</sup>, Trask 2<sup>nd</sup>, 5/0)

## 7. ADMINISTRATIVE:

- a. CREATE AD HOC OF CVSAN COMMISSION FOR LEGAL NEGOTIATIONS: The District received a response from the C&H on the Joint Use Agreement (JUA). The Board created a Negotiations Ad Hoc committee (Barassi and Mackenzie) for the Joint Use Agreement (JUA) with C&H at the September Board meeting. CVSAN was unsuccessful in meeting on the same day due to a lack of quorum to create their own Legal Negotiations Ad Hoc Committee. A Board Ad Hoc would be superior in authority, and a secondary Sanitary Ad Hoc would not be necessary. CVSAN decided not to create its own Ad Hoc but select Commissioners may attend as members of the public.
- b. DISCUSS AB1234 ETHICS TRAINING: DS Rivas announced that the Board determined that all members of the Board and all Commissioners must undergo periodic Ethics training. Commissioners can view on-demand video through CSDA or watch a free live webinar on October 21<sup>st</sup>. Certificate of Completions should be forwarded to the DS.

## 8. BUDGET AND FINANCE:

- a. RECEIVE APPROVED BUDGET FOR FY 2025/26. The GM presented the approved CVSAN budget, noting that the Board had reduced the Capital Improvement Projects (CIP) total by approximately \$288,000 to reduce the CVSAN deficit. A detailed CIP list was included in the packet. An amended budget will be brought back at an undetermined date for approval. Large projects that have not already been approved will be brought to the Board for approval as needed. The Sanitary fund is currently solvent when considering the Cash Account balance, and expenses are being closely monitored. Outstanding funds owed to C&H are not accounted for in the budget except for funds owed for the current fiscal year. Quarterly reports are expected to be presented by the end of the following month.

The GM explained the process used in preparing the budget, noting that the budget is based on past expenses and anticipated projected costs, highlighting that C&H costs were based on the CIP, operations, and maintenance estimates provided by C&H. In addition, she noted that joint treatment plant expenses will increase due to the transition in operators. The Board Budget and Finance Committee is aware of the significant amount due to C&H. The 2025/26 Adopted Sanitary Department Budget was received. (Manzione 1<sup>st</sup>, Trask 2<sup>nd</sup>, 5/0)

- b. UPDATE ON DISTRICT FINANCIAL MATTERS: The GM presented a CIP list for the 2025-26 fiscal year. The Pump Station items listed in red may be postponed.

The MCC project, managed by Telstar and Frisch contractors, is presented as a comprehensive overview of the entire project, including a breakdown of all change orders and a contingency of \$30,000.

A CCTV report prepared by L.R. Paulsell has been provided to the District's Engineer of Record for advisement on priorities and anticipated cost estimates. The GM clarified that the budget differentiates between the collection system, operations, and CIP. Work is prioritized as needed.

Chair Bartlebaugh requested that the detailed CIP schedule be included as part of budget discussions moving forward. The memo date was corrected from June to September.

Work on the EQ site is ongoing. Graffiti removal was eliminated from this year's budget, but the fence project was approved by the Board in June, and the contract was executed immediately.

The fence was also approved in the budget in July. The GM emphasized the importance of securing the site in efforts to prevent access to the EQ tank and protect District assets.

Allocation for the improvements at 1 Rolph Park Drive has been reduced to \$10K, which will be used to convert the garage into useful storage.

The MCC project is in the final stages, pending the grit system, air compressors, and replacement of the switch panel. Installation is dependent on weather conditions. The project could go into the first quarter of 2026.

Susan Witschi of the Recreation Department was promoted to the Administrative Services Manager position effective September 2nd. She is familiar with the process and has previously been involved with the District's finances. Initiating the audit is pending access to the former GM's credit card statements but expect the audit to be started by the end of the year. The County has been updated and has not imposed penalties.

#### 9. REPORT OF DEPARTMENT MANAGER:

- a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: Reported by the GM. Staff will meet with NSU, Frisch, and Telstar the following week to coordinate the latest change order and final implementation of the MCC project as discussed earlier. The location is small, and Commissioner walk-ins are discouraged until the GM can schedule a date for a site visit for the Commissioners. A sewer spill occurred on Stephens Court that resulted in the replacement of 20 feet of pipe at a cost of \$24,500. The storm system was hydro-cleaned and vacuumed. The spill volume was 100% recovered, and the site was remediated.
- b. The County released notification of fines and other requirements imposed on C&H for the 2022 odor event. There was concern that CVSAN could be required to share in the odor-related fines. Commissioner Trask reported that \$374,000 has been allocated for a Drainage Plan and installation of a bioswale and rain garden(s) to mitigate flooding at the Nantucket waterfront site. The Drainage Plan is a Supplemental Environmental Project funded from the Water Quality Control Board for an odor violation by C&H. Ultimately, C&H has the say in where and how the funds can be used, but funds cannot go back to the owner, such as the treatment plant as suggested by Commissioner Manzione. Commissioner Trask requested confirmation of the EQ site deed of trust naming Crockett as the title holder because it may be useful to acquire waterfront access. He reported that the documents that allowed for the demolition of the Nantucket site revealed that Unocal pipes collapsed and were fined \$50,000 per year for 20 years.

Staff will be presenting C&H's request to extend the expired tolling agreement to the Board in October.

The SDM will be out during the first week in October. Contractors have been notified and are prepared to jump in as needed. The resident sheriff deputy presented photos to the GM, which reflect ongoing damage to the EQ site. All managers attended the CSDA Annual conference. The experience provided a plethora of knowledge, networking and team building. The GM especially

enjoyed the GM breakout sessions.

- c. GOVERNMENTAL MATTERS. Staff is working with Supervisor Scales-Preston 's office to set an office hours date. A date is also being coordinated for Assemblymember Avila-Farias. The State Lands Commission has not agendized the C&H lease renewal. LAFCO has not responded to the Staff on the recent election for an alternate member to the Contra Costa County LAFCO Board.
- d. ANNOUNCEMENTS AND DISCUSSION. None.

10. REPORTS / COMMENTS FROM COMMISSIONERS:

- a. WASTEWATER COMMITTEE: No update, but plan to meet soon.
- b. BUDGET & FINANCE COMMITTEE: No update, but plan to meet soon. The Board has requested that upcoming quarterly reports be discussed with the Board Budget & Finance (B&F) Committee prior to the different B&F committees. CVSAN B&F expressed an interest in attending the Board B&F meetings.
- c. COMMISSIONERS: Commissioner Manzione asked to consider examining the costs of repayable finances, specifically the pending \$3 M due to C&H.
- d. INTER-AGENCY AND TRADE MEETINGS: The GM will virtually attend the next CASA meeting, if possible.

11. FUTURE AGENDA ITEMS: The JTP Monthly Operations Report (MOR) was previously removed due to a lack of response from C&H. The GM was asked to send a new request. The DS reported that the Commission Roles & Authorities will be brought back before the Board for updates. The DS will be working on updating the District Code adding the District Engineer and Administrative Services Manager. The DS review was extended to the next Board meeting.

- a. Examine repayable finances.
- b. Review Commissioner Roles and Authorities.
- c. ADU policy for CVSAN.
- d. Capacity/Impact Fees.

12. ADJOURNMENT: The meeting was adjourned at 6:10 until October 15, 2025.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary