# CROCKETT COMMUNITY SERVICES DISTRICT (CCSD)

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## MINUTES OF THE BOARD MEETING ON OCTOBER 28, 2026.

1. CALL TO ORDER - ROLL CALL: President McDonald called the meeting to order at 7:01 PM. Directors Mackenzie, McDonald, Murdock, and Spinner were present. Director Barassi arrived at 7:04 PM. General Manager (GM) Goodman, Sanitary Department Manager (SDM) Barnhill, Recreation Department Manager (RDM) Maria, and District Secretary (DS) Rivas were present. Crockett Sanitary (CVSAN) Commissioners Bartlebaugh, Manzione, and Chair Wais were present.

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: A resident expressed concern regarding at least four non-functioning decorative streetlights downtown and asked how residents should report outages. Staff advised that decorative streetlight issues may be reported to Crockett Public Services, while County-maintained lights should be reported through the County's Mobile Citizen app. Staff explained that repairs are being coordinated to address multiple outages at once because a bucket truck or lift must be rented to safely access the lights. The District Secretary noted that a service request form is available on the District's website and suggested improving its visibility and providing residents with clearer information about the reporting and repair process.

4. PUBLIC HEARING: None.

5. CEREMONIAL: The Board recognized Soxna Dice for her volunteer contributions to enhancing the landscaping and grounds at One Rolph Park Drive. Staff presented her with a certificate of appreciation in recognition of her efforts to revitalize the landscaping, including the restoration of native plant species. Staff noted that her work has required minimal District expense and suggested establishing a small annual fund of up to $1,000 to support future landscaping improvements, potentially through grant funding. Board members expressed appreciation for her dedication and suggested exploring reimbursement for approximately $350–$400 in personal expenses incurred for plants, supplies, and equipment.

6. CLOSED SESSION: Closed session began at 7:09 PM.

    a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): (1 potential case) Factual circumstance: Receipt of written demand from C&H/ASR regarding outstanding balance for prior operations and maintenance (O&M) for the Joint Treatment Plant (JTP):

7. OPEN SESSION: Open session resumed at 7:33 PM.

    a. REPORT ON CLOSED SESSION: There were no reportable actions.

8. CONSENT CALENDAR: A motion to approve the Consent Calendar as presented passed unanimously. (Spinner 1st, Barassi 2nd, 5/0).

    a. Approve the minutes of the CCSD Board meeting on September 23.
    b. Approve the minutes of the CCSD Board special meeting on August 26.
    c. Receive minutes from Commissions and Committees
    d. Receive Monthly C&H billing (August)
    e. Approve payment of District Bills.
    f. Receive Cash Account and LAIF Balances.
    g. Receive SDRMA and approve Resolution 26/27-08 MOU with SDRMA for employee health benefits.
    h. Approve Resolution 26/27-09 Appoint Matthew Wehner to Crockett Police Liaison Committee.
    i. Receive State Water Resources Control Board letter; Preparation for anticipated 2026-2027 El Niño Rainy Season

9. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None.

10. ADMINISTRATIVE:

    a. CONSIDER CANDIDATES TO BE RECOMMENDED TO THE CONTRA COSTA BOARD OF SUPERVISORS FOR APPOINTMENTS TO THE CCSD BOARD OF DIRECTORS AND APPROVE RESOLUTION 26/27-10 RECOMMENDATION TO THE BOARD OF SUPERVISORS FOR APPOINTMENTS TO THE DISTRICT BOARD: The General Manager provided an overview of the appointment process, explaining that two Board vacancies resulted from an insufficient number of candidates in the November election. The County granted the District an extension to submit recommendations, with the final appointment authority resting with the Contra Costa County Board of Supervisors. Staff confirmed that two applications had been received by the application deadline from John Mackenzie and Corey Savinsky; Mark Manzione also expressed interest and submitted an application at the meeting.

    The Board reviewed the candidates' qualifications, experience, community involvement, and availability to attend meetings. Discussion included the importance of maintaining separation between Board governance and staff operations, the Board's responsibility to act as a collective body, and the value of both established District experience and new community perspectives. Staff expressed support for John Mackenzie and raised concerns regarding Mark Manzione's attendance and prior commission-related matters.

    - Motion to recommend John Mackenzie for appointment passed. (Barassi 1st, McDonald 2nd, 4/0, 1 abstention)
    - Motion by Barassi to recommend Mark Manzione for appointment did not receive a second and therefore did not advance.
    - Motion to recommend Corey Savinsky for appointment passed. (Spinner 1st, Murdock 2nd, 4/0, 1 abstention)

    b. APPROVE CONTRACT FOR COST OF SERVICE FOR A SEWER USE CHARGE STUDY FOR CROCKETT AND PORT COSTA: The GM presented a proposal to award a $59,000 contract to Hildebrand Consulting LLC to conduct a wastewater Cost of Service Study. The study will establish an equitable rate structure for all customer classes, including industrial dischargers, evaluate capacity charges, and ensure compliance with Proposition 218 requirements. Staff reported that six firms were solicited for proposals, but only one submitted a proposal. The contract cost will be allocated 90% to Crockett Sanitary District and 10% to Port Costa, based on their respective

revenues. Staff noted that the consultant previously worked with the District and that the proposed cost is below the typical market range of approximately $100,000.

Key Discussion Highlights: Board members discussed whether the 90/10 cost allocation fairly represents Port Costa's share. Questions were raised regarding the accuracy of the District's sewer user database, the treatment of accessory dwelling units (ADUs), capacity charges, and the need for additional rate-study scenarios. Staff maintained that the existing database is current and that the consultant's scope addresses the necessary financial and rate analysis. The Board emphasized the importance of completing the study in time to support the upcoming Proposition 218 notification and rate-setting process. Motion to approve the Wastewater Cost of Services Study contract with Hildebrand Consulting LLC., in the amount of $59,000, passed. (Barassi 1st, Spinner 2nd, 5/0). Staff was directed to distribute the full contract to both sanitary commissions.

c. CONSIDER AND APPROVE RESOLUTION 26/27-11 APPROPRIATIONS LIMIT: The Board reviewed Resolution 2627-11 establishing the District's appropriations limit, a required annual administrative action typically completed following budget approval. Staff presented a corrected version of the calculation after identifying an error in the prior handout. The GM acknowledged President McDonald for his assistance in clarifying the calculation process and recognized the ASM for helping verify historical information and complete the review. President McDonald noted that the District has never exceeded the appropriations limit. Motion to approve the resolution passed. (Spinner 1st, Murdock 2nd, 5/0)

11. BUDGET AND FINANCE: No further discussion after the budget adoption.

a. CONSIDER Q1 FINANCIAL REPORTS FOR ALL COMMISSIONS: Staff presented the First Quarter (Q1) Financial Report for July 1 through September 30, showing budget-to-actual expenditures for each department. Staff reported that the District had expended approximately 27% of its annual budget, with spending remaining within budget and expenditures being managed prudently. The percentage was slightly elevated due to the $1 million payment to C&H and the first of two annual mortgage payments for 1 Rolph Park Drive.

Staff noted that the report did not yet include deposits or revenue received, particularly recreation revenues from concessions and swim passes. This information will be incorporated into the second quarter (Q2) report. Staff also reported closely monitoring sanitary department expenditures and maintaining financial reserves in anticipation of potentially significant wet-weather conditions and related emergency costs.

Board members expressed support for the improved report and suggested adding a summary page highlighting key financial information, including the percentage of budget expended and overall budget status, to make the report more accessible to the public.

b. DISCUSS FINANCIAL MATTERS RELATED TO THE DISTRICT: No additional discussion.

12. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:

a. RECREATION MANAGER / RECREATION COMMISSION: Recreation report presented. Ongoing facility maintenance includes replacement of a failed refrigerator and further investigation of a water leak near the gazebo irrigation system. The District is awaiting the CBA grant to address additional community center and pool improvements. Upcoming community classes, including sourdough, kombucha, and fresh pasta workshops, are being planned, with dates and public outreach to follow. The Crockett Swim Team’s fall clinic continues through November 19, and morning lap swim has been extended as well. The Crockett Mile fundraiser is planned for November 7, with participants encouraged to swim, walk, or otherwise participate at their comfort level. Replacement pool covers have been ordered, and staff submitted a grant request to remove the damaged teeter-totter at the

park.

Board discussion included the potential integration of One Rolph Park into Recreation operations. Staff reported that building assessments, including electrical and structural evaluations, are underway, and the GM will provide a report when ready. Director Barassi expressed interest in making portions of the chapel available for community events. The Board encouraged continued community outreach, including promotion of upcoming programs through the District website, social media, and the digital community newsletter.

b. CROCKETT AND PORT COSTA SANITARY DEPARTMENT MANAGER / CROCKETT SANITARY COMMISSION / PORT COSTA SANITARY COMMISSION / CVSAN WASTEWATER COMMITTEE: Crockett & Port Costa reports presented. SDM Barnhill expanded on the repairs and maintenance. Wet-weather preparedness work is approximately 98% complete, including generator servicing and fuel replenishment, pump station maintenance, collection-system inspections, and coordination with the operator to clear sewer lines and prepare the wet well for anticipated heavy rainfall. Staff are evaluating sandbag barriers to prevent stormwater from entering the Crockett pump station and Port Costa treatment plant. A sewer backup reported at One Rolph Park was addressed by relocating the coffee cart's discharge, and staff is obtaining quotes to replace the building's deteriorated sewer lateral.

   Staff reported that the marina sewer line feasibility assessment remains pending, with potential CBA funding expected to be addressed in the coming weeks. SDM Barnhill raised concerns about the lack of a safe railroad crossing to access the Port Costa treatment plant, particularly for emergency equipment and maintenance, and reiterated the need to pursue a permanent crossing. A Board member suggested exploring whether the Governor's emergency declaration for storm preparedness could provide a potential funding opportunity. No formal action was taken.

c. DISTRICT SECRETARY: The DS reported that the Board has previously discussed removing the District Engineer from the organizational chart but needed to establish if the position was created by resolution to determine next steps. Staff reviewed the District’s records and found no formal action or resolution establishing the position. The only related resolution identified adding the District Engineer to the District’s Conflict of Interest Code. Board discussion clarified that the position was initially established as part of a contractual arrangement, with the individual later assuming the General Manager role.

d. ADMINISTRATIVE SERVICES MANAGER: No Update.

e. GENERAL MANAGER / MAINTENANCE DEPARTMENT / LIGHTING & LANDSCAPE COMMISSION: The GM identified the District’s primary priorities as addressing the backlog of financial audits, improving internal financial processes, and managing the ongoing legal matter involving C&H. Staff reported that the State Lands Commission renewed C&H’s two waterfront leases despite public comments and participation by District representatives opposing the action. To address the audit backlog, the General Manager intends to contract with Regional Government Services (RGS) for specialized financial assistance to bring the District’s records up to date and prepare for the outstanding audits, beginning with FY 2023. Staff also provided updates on pending Community Benefits Agreement (CBA) grant applications for Memorial Hall, Recreation, and both sanitary departments, with funding decisions still pending. Wet-weather preparedness remains a priority, and staff is coordinating with the Fire Chief and County Public Works to relay residents’ concerns regarding storm drains and other infrastructure outside the District’s jurisdiction.

   Additional updates included continued coordination with NSU management regarding treatment bed maintenance and staff turnover, and efforts to identify potential community sandbag resources.

Staff reported that one lighting pole had been replaced and that repairs to additional nonfunctioning decorative streetlights are being coordinated. Volunteers continue to assist with lighting and landscaping maintenance to help manage costs. Staff is also pursuing grant funding for Memorial Hall improvements, including weatherproofing and repairs to prevent water intrusion.

f. GOVERNMENTAL MATTERS: No additional discussion.

g. ANNOUNCEMENTS AND DISCUSSION: A town hall meeting is scheduled for October 31 from 11 am to 1 pm. The previously announced candidate's forum was canceled due to insufficient candidate participation. The next town hall is tentatively planned for mid-to-late January.

13. REPORTS FROM BOARD MEMBERS AND COMMITTEES: None

a. LEGAL NEGOTIATIONS AD HOC: BARASSI, MCDONALD: The Legal Negotiations Ad Hoc Committee reported no new developments since its prior briefing to the Board. Members noted that the State Lands Commission did not grant the District's requests, leaving the District with a weakened negotiating position, and that the District's legal team is now handling negotiations with C&H. A Board member reported that the State Lands Commission approved a lease for Crockett Public Services for the Nantucket parking lot. The member expressed support for Crockett Public Services as the appropriate lessee while noting the hope that CCRCD would contribute toward the cost.

REVIVAL COFFEE LEASE AD HOC: The item was not listed on the agenda but will be added in the next agenda. Director Dale McDonald will update the information, meet with committee members Director Spinner and the GM to align on proposed terms, and then engage with the tenants. Board discussion addressed the tenants' permitted activities and merchandise, with differing perspectives on allowing broad flexibility within the leased premises while ensuring compliance with applicable laws and County requirements; no formal action was taken.

b. POLICE LIAISON COMMITTEE: The Police Liaison Committee reported minimal activity and noted that, although meetings were not held in July or August, the committee provides residents—particularly those not active on social media—with an opportunity to meet directly with the Sheriff's deputy and share concerns. Staff noted that community interest in cameras may arise at the upcoming town hall and invited committee representatives to attend.

c. INTER-AGENCY MEETINGS: None.

14. FUTURE AGENDA ITEMS / BOARD COMMENTS: President McDonald discussed staggering department reports to commissions on an alternating monthly basis to reduce staff attendance demands.

a. Consider merging the Recreation Commission and Lighting & Landscaping Commission based on recommendations from existing commissions:
b. Dog Park
c. General Manager evaluation – scheduled for the November 18 Board meeting.
d. Update on Memorial Park:

15. ADJOURNMENT: The meeting was adjourned at 9:33 pm until November 18, 2026.

Respectfully submitted,
Sonai Rivas, MBA
District Secretary