

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF REGULAR BOARD MEETING: NOVEMBER 15, 2023

1. CALL TO ORDER - ROLL CALL: The meeting was called to order at 7:00 pm by President Barassi. Present were Board Members Mackenzie, Martinez, and Peterson. Spinner was absent. Staff present included: Interim General Manager (IGM)/ District Secretary (DS) Rivas, District Engineer (DE) Murdock, Administrative Services Manager (ASM) Goodman, Sanitary Department Manager (SDM) Barnhill, Recreation Manager (REC) Wilson, and Event Supervisor (ES) Morales. Also present was Commissioner Wais.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Items 5c, 5d, and 5g were pulled.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: a member of the public inquired about the status of the LPRs (license plate readers). The item was not on the agenda. DS Rivas reported that the item was on the Police Liaison Committee agenda at the last meeting. A report has been prepared and will be forwarded to the CCSD Board once funding sources have been identified. Ms. Rivas recommended that she can sign up for updates on the website.
4. PUBLIC HEARING: None.
5. CONSENT CALENDAR: Items 5c, 5d, and 5g, were pulled for discussion. Items 5.a, 5.b, 5.e, and 5.f were approved. (LB 1st, DM 2nd, 4/0 in favor. 1 absent)
  - a. Approve Minutes of CCSD Special Board meeting on October 20, 2023.
  - b. Approve Minutes of CCSD Special Board special meeting on October 23, 2023.
  - c. Approve Minutes of CCSD Board meeting on October 25, 2023.
  - d. Approve Minutes of CCSD Special Board special meeting on October 30, 2023.
  - e. Approve payment of District bills.
  - f. Receive Minutes of Commissions and Committees.
  - g. Consider annual appreciation holiday party for staff, Board members, commissioners, and committee members.
- 6a ITEMS REMOVED FROM THE CONSENT CALENDAR: Items 5c and 5d were not complete. Item 6g: An appreciation holiday dinner for volunteers was previously organized by the Recreation Department but due to Covid-19, this event was halted. Recreation Manager Wilson was excited to reestablish the annual volunteer holiday dinner and will be preparing the meal.
- 6b APPROVE MEETING AND HOLIDAY SCHEDULE FOR CALENDAR YEAR 2024: The meeting schedule was updated to reflect meeting dates for 2024. Cesar Chavez Day (4/1) and Juneteenth (6/19) are listed as federal holidays but not included in the District Code as authorized holidays.

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Members: Luigi Barassi, President, John Mackenzie, Diana Martinez, Kent Peterson, Nick Spinner

President Barassi reminded staff that Juneteenth (6/19) falls on a CVSAN meeting date and Valentin's Day (2/14) is a meeting date for PCSAN. The Commissioners may want to consider changing the meeting dates. Since CCSD offices are closed during approved holidays, Staff was instructed to return with an updated holiday schedule.

6c CONSIDER RESOLUTION 23/24-11, THE REAPPOINTMENT OF COMMISSIONERS: Approved. (KP 1st, DM 2nd, 4/0, 1 absent) Commissioners for PCSAN Port Costa Sanitation include Tom Cusack, Anne Scheer, and Joe Surges. The commissioner for CVSAN is D'Arcy Trask. PCSAN and CVSAN reappointments were approved. President Barassi thanked the commissioners for their service and reappointments.

6d APPROVE RESOLUTION 23/24-12, APPROVE UPDATED FENCE SIGN LANGUAGE: Approved (LB 1st, JM 2nd, 4/0, 1 absent) Section 7.12.010 Merchandising, advertising and signs – Prohibited acts of the District Code were updated to allow Crockett and Port Costa community-based organizations to post banners, specified that only soft banners can be posted, political signs are not allowed and specified when banners may be posted and how long they can remain.

6e APPROVE RESOLUTION 23/24-13, ACCESS AND REPAIR AGREEMENT FOR 47 CANYON LAKE, PORT COSTA: Item was postponed until December as requested by the applicant.

6f APPROVE RESOLUTION 23/24-14, ACCESS AND REPAIR AGREEMENT FOR 200 CLARK, CROCKETT: Billing for the repairs has not been submitted and the item was carried to the December meeting.

6g. APPROVE RESOLUTION 23/24-15, ACCESS AND REPAIR AGREEMENT FOR 560 ALHAMBRA, CROCKETT: Applicant pulled his application.

7. BUDGET AND FINANCE: ASM Goodman summarized the two attached statements. The first statement includes the balances for Crockett Community Service District (CCSD), Recreation, CCSD Maintenance, and CVSAN. The second statement is for PCSAN. Each line item shows duplicate entries in the debit and credit columns; this is the actual balance for each account, not zero as shown in the ending balance columns. The final statement is the most recent Local Agency Investment Fund (LAIF) Statement. The actual balance is not shown. These represent a snapshot of balances. Ms. Goodman anticipates being able to provide enhanced financial reports by January. A credit card statement was not provided due to the closing dates of the credit cards.

President Barassi asked Staff if they had been able to assess the budget in real time. Ms. Goodman reported that the District is behind on some billing. She has limited access to the investment account which would allow for great detail on budgets per department. Until access is granted, she must work backward to better assess the CCSD's budget. She noted that with a fully staffed office, CCSD is likely over on labor costs but expects that the cost overrun is not significant.

8a. MANAGERS' REPORTS RECREATION:

Recreation Department: Recreation Manager Wilson met with the committee for the annual tree lighting event scheduled for Sunday, December 3<sup>rd</sup>. The community center is open for a holiday party followed by the tree-lighting in Alexander Park.

The hillside clearing has been completed. The contractor had scheduled only 3 days but stayed for 5 to complete the job.

Mr. Wilson and the district engineer met with the architect to discuss the project's impact on the proposed sewer line by the District. Mr. Murdock is preparing bid documents for a sewer line replacement that spans from Pomona through Rolph Avenue. This project includes five sections and replaces several manholes. The cost of the project is currently unknown. Director Martinez suggested that the District

research if East Bay Regional Parks District (EBROD) has any projects that Crockett could piggyback on for this project. This would be a joint cooperation where EBRMD would do the work and Crockett would pay for a portion of the work. Engineer Murdock stated that the minimum for labor costs is around \$60,000. If labor costs are under this valuation, the municipality can perform a job in-house.

**8b. MANAGERS' REPORTS DISTRICT SECRETARY:** DS Rivas reported that the Engage function of the website has been received well by the community. CVSAN Commissioner Bartlebaugh sent an email that he recommended the website for information at a recent CIA meeting. While there are various ways to find agendas and minutes, the easiest and most direct path is clicking on the calendar icon on the right side of the District's home page. Traffic to the website continues to increase with a count of 31,000 visits in November. While bots may be a contributor to those number numbers, Ms. Rivas hopes that it is reflective of the community and staff utilizing the website for information. The Lighting and Landscape Commission will be using the District's website as its official source of information to control the conversations. The page will include an FAQ, the measure itself, and budget updates. President Barassi suggested that all Board members should be added to the distribution list for all meeting updates.

A vacancy became available when Director Martinez was appointed to the Board. Ms. Valerie Quade submitted her application. The 30-day minimum vacancy posting has not expired so her application will be considered at the December Recreation meeting.

A manager's staff meeting was held in November. It was the first of more to come. With two new staff persons, everyone introduced themselves and shared some background information. Staff discussed projects and historical information. Ms. Rivas attended her first CIA meeting where the project manager for the Field Semester project in Port Costa made a verbal presentation to the well-attended meeting. He reminded the attendees that most, if not all, questions will be addressed through the CEQA (California Environmental Quality Act) process including traffic impacts. They will have the opportunity to respond to the report.

Ms. Goodman added that also at the CIA meeting, a short discussion was held regarding the PG&E power outages. The CIA is initiating a letter-writing campaign to the PUC (California Public Utilities Commission) regarding this common power outage issue. Director Barassi confirmed that power outage impacts include loss of productivity, loss of work time, and extra labor costs associated with refilling the generators.

**8c. MANAGERS' REPORTS MAINTENANCE DEPARTMENT:** Mr. Murdock and Ms. Goodman have painted and poured the first layer of layer of epoxy to the floor at the 1 Rolph Park building. The coffee cart is undergoing the last obstacle in opening the shop by working on the electrical needs.

**8d. MANAGERS' REPORTS PORT COSTA SANITARY DEPARTMENT:** Mr. Barnhill reported that there were no exceedances. A resident called to report a spill below Prospect on the line that connects from Prospect Avenue down to Canyon Lake Rd. The issue was dealt with on the same day, the flow was restored, all contaminated materials were removed for disposal, and the site was decontaminated. Approximately 36 inches of pipe was replaced. The invoice for the repair, cleanup, and one yard of soil was fully recovered totaled \$3407. That segment of the pipe is now in pretty good condition. The clean-out at that location has been abandoned.

**8e. MANAGERS' REPORTS CROCKETT SANITARY DEPARTMENT:** Mr. Murdock reported that a sinkhole was discovered at First Street and Pomona Street against the wall. It is undetermined if it is caused by our sewer line. That line, up to Florida is in bad shape. CVSAN will be asked to authorize the repair of that line. The sinkhole has been patched with asphalt as a temporary fix. The sewer line at N0313 of approximately 103 feet was replaced with a price tag of \$58,000. The line was in very bad shape.

The C&H treatment plant experienced an overflow of water on the grass and underneath the fence. Mr. Murdock discussed the issue with Jean-Paul, the environmental manager, regarding the situation. The overflow is not a sanitary sewer overflow.

Staff met with C&H on November 1st and discussed roles and established three sub-committees to discuss technical, legal/financial, and grant funding. The meeting schedule is to meet every two months, with smaller sub-committee meetings leading up to the larger meetings. Staff is working on Crockett's list of priorities. The larger meetings are scheduled at the beginning of the month. Due to the new year date, the January meeting will be mid-month. The CCSD negotiation team consists of the wastewater committee, Mark Manzione and Scott Bartlebaugh, and staff Jena Goodman and Gaunt Murdock. The District's counsel Richard Pio Roda was also present. President Barassi will attend as a member of the public, not as a representative of the District. In the interim, Mr. Murdock has met with wastewater commissioners to discuss the next steps. There have been no other communications between C&H for any reason including billing.

Mr. Barnhill presented the agreement and plan for the annual 23-TV (CCTV). The commissioners have approved the plan. L.R. Paulsell is the contractor for this project.

8f. MANAGERS' REPORTS LIGHTING & LANDSCAPE COMMISSION: Mr. Murdock reiterated that the Commission plans to use the website as their primary location for information. The community has been questioning why volunteer community cleanups are being conducted and how are the funds being spent. The community does not know that funds have not been made available yet. The commissioners are anxious to get started. Director Peterson has ordered more lamps for the streetlights and will repair six lamps. Ms. Wais suggested a banner to identify Lighting and Landscape sponsored projects.

8g. MANAGERS' REPORTS GOVERNMENTAL MATTERS: The CCSD was solicited for comment about a proposal submitted by the Field Semester to rezone two parcels in Port Costa. The CCSD's response letter was included in the agenda packet. The response was presented to the Port Costa Sanitary Commission and presented to the CCSD Board as a courtesy. The response states that CCSD cannot provide a comment in support of the application because the information provided was incomplete and an engineering report is pending. Director McKenzie expressed concern regarding the engineering report and suggested that the CCSD commission the report as owners of the sewer system. Engineer Murdock reported that the consulting engineer had advised to have the developer commission the report as they would have to collect the data for CCSD to review. The consulting engineer will be reviewing the report. Mr. Murdock has requested that they conduct a thorough camera and flow study and have an assessment of all the sewer lines that will be used from the top of Canyon Lake all the way down to the treatment plant. The developer was told that they must use a professional engineer with wastewater and sewer experience.

Director Peterson brought attention to the LAFCO process and appears that the annexation process requirement may be overlooked. An annexation fee appears to have never been established, neither by the County nor CCSD. The developer will need to apply to LAFCO.

Director McKenzie asked if the County had set a precedent when they approved a permit without CCS's approval as was approved for a resident of Port Costa before who was out of the CCSD's boundaries. Director Peterson reported that the County had issued that permit prior to the creation of the CCSD. President Barassi explained that the permit was issued as an incentive to abandon his septic tank. The property was a brewery built in the 1880s. A house was built after the brewery burned down.

Ms. Goodman reminded the Board that this is simply a rezoning of two parcels. The permit application is not a green light to move forward. She also pointed out that several errors with the information provided by the County were identified including huge gaps in the sanitation section, wrong parcel number, and that the request for response was received by staff the day before they were due. The permit process required input from various relevant impacted agencies such as fire and sanitary.

President Barassi elaborated on the permitting process: an engineering report is a typical requirement of a project sponsor especially when doing subdivisions. The sponsor hires all the engineers to plan the roads, the stormwater, the wastewater, everything. Then the county public works or county departments review the reports for adequacy. Should the report fail to be adequate, the county engineer will respond with an explanation of why the report is not effective.

Director Peterson requested staff to report on any legislative updates and suggested considering updates from CASA and CASD associations. Ms. Goodman is following an NPDES (National Pollutant Discharge Elimination System (NPDES) ) matter. Congressman Garamendi is proposing to extend the NPDES permits from five to six years. The issue was introduced in March but has not moved.

8h. ANNOUNCEMENTS AND DISCUSSION: Director Peterson reported that a residential cleanup is scheduled for December 2<sup>nd</sup>, sponsored by CIA (Crockett Improvement Association). He expressed his gratitude to the District for allowing the use of the 1 Rolph Park building to be used for the drop-off location. Crockett residents can drop off trash, e-waste, and scrap metal.

9a. REPORT FROM PERSONNEL COMMITTEE REPORT: Members Cusack (chair), Barassi, Spinner, Wais, and Wilson. The Recreation Manager is overdue for a performance review. As stated in the District Code, that position is evaluated by the general manager. As a new staff person, the Interim General Manager requested help in identifying a method to fairly review the Recreation manager since she does not have sufficient experience working with him. A plan was agreed upon for a fair review with the assistance of the Administrative Services Manager.

The committee opted to skip the December meeting.

9b. REPORT FROM BUDGET & FINANCE COMMITTEE: Members Mackenzie and Spinner. None.

9c. Report from POLICE LIAISON COMMITTEE. None.

9d. REPORT FROM CVSAN WASTEWATER COMMITTEE: Report was discussed within Item 8e. Managers' Reports - Crockett Sanitary Department

9e. Report from Memorial Hall Advisory Committee: None.

9f. Report from Ad Hoc committees. The committee's ad hoc group created to update the red personnel handbook met today to identify meeting dates. They will meet on November 28 as a test run and then determine actual meeting dates.

9g. Report from Inter-agency meetings. Both Ms. Goodman and Director Martinez participated in an LAFCO Zoom meeting but nothing of interest to report.

10. FUTURE AGENDA ITEMS/BOARD COMMENTS: Barassi reported.

11. ADJOURNMENT. Meeting was adjourned at 8:26 until December 20, 2023.

Respectfully submitted,  
Sonai Rivas, MBA