

# CROCKETT COMMUNITY SERVICES DISTRICT

## Regular Business Meeting AGENDA FOR WEDNESDAY, Jun 28, 2023

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

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1. CALL TO ORDER - ROLL CALL
  
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
  
3. 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.)*
  
4. PUBLIC HEARING: *(Public comments limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)*
  
5. 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.
  
6. 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 May 24, 2023.
  - b. Receive Minutes of PCSan meeting May 10, April 24, April 12, CVSan May 17, 2023
  - 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.)*

7. ADMINISTRATIVE:

- a. Consider consent items removed from Consent Calendar.
- b. Approval of Resolution 22/23-23, Levying an Annual Recreation Tax for Fiscal Year 2023/2024
- c. Review qualifications of applicants and appoint commissioners to form the Landscape and Lighting Commission.

8. BUDGET AND FINANCE:

- a. An interim report on the budget and financial matters. Completed budget is pending release of data from County.

9. 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 Cusack(chair) Goodman, Spinner, Wais, and Wilson
- b. Budget & Finance Committee - Members Mackenzie and Spinner
- c. Police Liaison Committee
- d. Ad Hoc committees:
- e. Inter-agency meetings

10. CLOSED SESSION: Conference With Labor Negotiators

Discussions with and about labor negotiators and applicants regarding employment of a District Secretary. Pursuant to Government Code Section 54957.6.

11. OPEN SESSION: Announcements of actions taken during closed session:

12. FUTURE AGENDA ITEMS/BOARD COMMENTS

13. ADJOURNMENT until July 26, 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.*

# CROCKETT COMMUNITY SERVICES DISTRICT

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P.O. Box 578 - Crockett, CA 94525  
Telephone (510) 787-2992  
Fax (510) 787-2459  
e-mail: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

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## MINUTES OF THE REGULAR MEETING, MAY 24, 2023

1. **CALL TO ORDER - ROLL CALL** 7:04 pm. Directors present: Nick Spinner, Luigi Barassi (President), John Martinez, Jena Goodman(vice President) Kent Peterson absent. Also present were Mary Wais, Tom Cusak, Ron Wilson, Staff: Gaunt Murdock, James Barnhill, Vaughn Gunkleman.
2. **PUBLIC COMMENTS ON NON-AGENDA ITEMS:** Mary Wais announced There would be a town wide meeting concerning possible installation of Automated License Plate Readers in Crockett on 6-5-2023 at Community Center.
3. **MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:** *(These items are typically for exchange of information only. No action will be taken at this time.)*

Mr Wilson reported that \$32000 was raised for Walk of Honor. Said he was still having problems with kids in park. Mr Barnhill reported that the SSMP update was done and would be submitted to state. He reported that work was also done by Consulting Engineer Vivian Hausen. Mr Murdock reported that a landscaper had been hired to maintain the grounds of the District Office at 1 Rolph Park Dr. It was reported that bricks would soon be moved from the grounds of the pump station.
4. **CONSENT CALENDAR:** Approval of the below items:

*Spinner 1<sup>st</sup>, John MacKenzie 2<sup>nd</sup>, unanimous approval, (Peterson absent)*

  - 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. ( Removed from consent calendar)~~
5. **ADMINISTRATIVE:**
  - a. Update on status of Sanitary Sewer Management Plan, Mr Barnhill reported that the SSMP update was done

6. BUDGET AND FINANCE: Mr Gunkleman reported that summary worksheets were not yet available. Gunkleman also reported that Budget had been discussed in Budget & Finance meeting that recent Monday.

7. REPORTS FROM BOARD MEMBERS AND COMMITTEES:

Reporting for the Personnel Committee Mr Cusack reported they agreed on needed changes to District Secretary application. He also reported 1 application received, said the plan to post the position for 2 more weeks. There was a discussion of how many hours of work per week the position should entail. President Barassi said he had envisioned the position requiring 10 hours/week, that it would address admin to do with meetings agendas etc.

Mr MacKenzie reported upcoming townwide Pt Costa yardsale.

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8. ADJOURNMENT at 7:51 pm until June 28 2023

9. FUTUR AGENDA ITEMS Accept Budget

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# PORT COSTA SANITARY COMMISSION

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of the Crockett Community Services District

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Telephone (510) 787-2992

Fax (510) 787-2459

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

## MINUTES OF REGULAR MEETING, MAY 10, 2023

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by Vice Chair Cusack. Present were Commissioners List, Klaiber, and Scheer along with Dept. Manager Barnhill, and General Manager Murdock. Commission Chair Surges was absent excused.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
- 5.a. DISTRICT BOARD ACTIONS: None
- 5.b. SELF-MONITORING REPORT: Mr. Barnhill reported that there were no exceedances in March 2023 and no sewer spills in April 2023.
- 5.c. RECEIVE REPORT OF WASTE DISCHARGE REPORT COVER LETTER: Mr. Barnhill said the NPDES reissuance process is on schedule. He said the provided report cover letter outlines the components of the Report of Waste Discharge (ROWD) which was submitted to the State on April 27, 2023.
- 5.d. RECEIVE FINALIZED 2023/24 SEWER USE CHARGE STUDY REPORT: Mr. Barnhill said the report has been edited as recommended by the commission. He said the rates remain unchanged but there are some clarifying edits and an added mention of a commission goal to research alternative funding sources.
6. FINANCIAL REPORT: None.
7. WASTEWATER: None
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill said he is beginning to plan future septic tank sludge removal. He said there is a potential that the next full cleaning may be needed within the next two years at the soonest. Mr. Barnhill estimates approximately 50,000 gallons of water and sludge volume will be removed, if the removal takes one day. He said for each additional day the town inflow of 15,000-20,000 gallons will likely need to be captured and hauled offsite. He said the amount of equipment and mobile tanks needed will be similar to the prior full cleaning which occurred in 2020. He said full tank entry for engineering inspection and construction for baffle replacement will likely not be needed. He suggested that the septic tank needs to be fully segregated from the WWTP and hauled for offsite treatment. He suggested

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Commissioners: Tom Cusack, Karen Klaiber, Tom List, Anne Scheer, Joe Surges

the WWTP should be fully isolated. He said he will communicate with the operators to see if the plant can be recirculated to maintain biological function until town flow is reintroduced. He said that the treatment plant operators need to be more heavily involved and possibly be given the responsibility to oversee processes of the next cleaning project.

8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Barnhill said he is working on the District Sanitary Sewer Management Plan (SSMP) with V.W. Housen & Associates. He said Port Costa will share in the SSMP expenses with Crockett Sanitary Department. He said the NPDES reissuance process will be ongoing until the discharge permit is reissued by the RWQCB.

8.c. STAFF ANNOUNCEMENTS: None

9. REPORTS FROM COMMISSIONERS: Mrs. Scheer asked if the District is signed up with a grant program. Mr. Murdock said the District is not signed up with the FAST funding program.

10. CONSENT CALENDAR: A motion to approve the Consent Calendar was unanimous (tl/kk).  
a. Approve Minutes of April 12, 2023.  
b. Approve Minutes of the special business meeting held April 24, 2023.

11. FUTURE AGENDA ITEMS:

Bull Valley Agricultural Center & Port Costa School – scope and costs.  
Acquire backup effluent pump with capacity to maintain flow to filter beds.  
Acquire two replacement peristaltic pumps for chemical dosing.  
Research funding and grant opportunities.

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:33 PM until June 14, 2023.

Respectfully submitted,



James Barnhill  
May 23, 2023



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## MINUTES OF SPECIAL MEETING, APRIL 24, 2023

1. CALL TO ORDER: The meeting was called to order at 7:02 PM by Commissioner Cusack. Present were Commissioners List, Klaiber, and Scheer, along with Dept. Manager Barnhill. Commissioner Surges was absent excused.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. BUDGET AND FINANCE: Mr. Barnhill reported on the Sewer Use Charge (SUC) study for fiscal year 2023/24. Mr. Barnhill said that a SUC rate increase does not appear to be require, the prior year SUC can be maintained under 2022/23 Proposition 218, Ordinance 22-3. Some items were noticed that need editing. It was recommended to add a statement saying the department plans to discuss researching possible funding grants. There was a consensus of the Commission to accept the SUC Study report and to maintain prior year SUC rates. (tl/as)
5. REPORTS FROM COMMISSIONERS: None
6. COMMISSIONER COMMENTS:
6. FINANCIAL REPORT: None
7. ADJOURNMENT: The meeting was adjourned at 7:28 PM until May 10, 2023.

Respectfully submitted,



James Barnhill  
May 5, 2023

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Commissioners: Tom Cusack, Karen Klaiber, Tom List, Anne Scheer, Joe Surges

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## MINUTES OF REGULAR MEETING, APRIL 12, 2023

1. CALL TO ORDER: The meeting was called to order at 7:03 PM by Chairperson Surges. Present were Commissioners Cusack, List, and Klaiber, along with Dept. Manager Barnhill, General Manager Murdock, and Administrative Services Manager Gunkelman. Commissioner Scheer was absent excused.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
- 5.a. DISTRICT BOARD ACTIONS: None
- 5.b. SELF-MONITORING REPORT: Mr. Barnhill reported that was an enterococcus exceedance occurred in February and no sanitary sewer overflows occurred in March.
6. FINANCIAL REPORT: Mr. Gunkelman reported on financial matters.
7. WASTEWATER: None
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that it is time to replace the chemical dosing pumps. He said the chemical storage shed at the WWTP needs to be stabilized, the metal frame has degraded and is falling apart. He reported that the scum layer was removed from chamber #1 of the septic tank on March 31.
- 8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Barnhill said he is working on the SSMP and the NPDES reissuance process.
- 8.c. STAFF ANNOUNCEMENTS: None
9. REPORTS FROM COMMISSIONERS: None
10. CONSENT CALENDAR:
  - a. Approve Minutes of March 8, 2023. (tc/tl)
11. FUTURE AGENDA ITEMS:

Bull Valley Agricultural Center & Port Costa School – scope and costs.  
Acquire backup effluent pump with capacity to maintain flow to filter beds.

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Commissioners: Tom Cusack, Karen Klaiber, Tom List, Anne Scheer, Joe Surges

Acquire two replacement peristaltic pumps for chemical dosing.

12. COMMISSIONER COMMENTS: Commissioner Cusack requested to add discussion of grants to future agenda items. There was a motion to establish an ad hoc committee consisting of commissioners Scheer and List. (js/tc)

13. ADJOURNMENT: The meeting was adjourned at 7:24 PM until May 10, 2023.

Respectfully submitted,



James Barnhill  
May 5, 2023

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## MINUTES OF REGULAR MEETING, MAY 17, 2023

### CALL TO ORDER 4:05

Commissioners present:

Darcy Trask(chair), Mark Manzione, Howard Adams, Scott Bartlebaugh, Mary Wais,

Staff present:

Gaunt Murdock (General Manager), James Barnhill,

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

PUBLIC COMMENTS Commissioner Adams announced intention to move out of District.

PUBLIC HEARING none, Commissioner Wais suggested this section be dropped from future Agendas since the Commission is not charged with hearings.

ADMINIISTRATIVE Committee Appointments confirmed:

Wastewater: Manzione, Bartlebaugh

Budget and Finance: Trask, Bartlebaugh

Recycled Water: Manzione, Trask

CONSENT CALENDAR Motion to approve minutes of April 19, 2023 (Adams 1<sup>st</sup>, Manzione 2<sup>nd</sup>) Carried Unanimously

### WASTEWATER

a. Enforcement: Discussion of Area drain connected to a sewer on private property, Commission instructed to Send letter and begin enforcement.

b. Review of recently completed projects, Motion to certify completion of the following capital repairs passed unanimously (Manzione 1<sup>st</sup>, Bartlebaugh 2<sup>nd</sup>):

CVSAN 2205, from E-03-04 to E-03-05

CVSAN 2301, from E-00-04 to E-04-08

CVSAN 2312, Point repair on Winslow

c. Future projects below approved by motion (Bartlebaugh 1<sup>st</sup>, Manzione 2<sup>nd</sup> )  
Caried unanimously.

CVSAN 2313 from N-03-12 to N-03-13

From N-01-05 to N-01-06

From N-05-07 to N-05-01

From N-01-5 to N-01-07

Commissioner Adams left meeting at 5:15 pm.

#### DISTRICT BOARD ACTIONS

Commissioner Manzione reported on actions taken by board, no increase in Sewer Use Charge for FY 23/24, Commissioner Wais reported posting of job for District Secretary.

FINANCIAL REPORT . It was agreed there would be a Budget and Finance Committee meeting Monday May 22, 2023. At 3:00

ADJOURNMENT at 6:15 pm until June 21, 2023



**RESOLUTION NO. 22/23-23**

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
LEVYING AN ANNUAL RECREATION SPECIAL TAX  
FOR FISCAL YEAR 2023/2024**

**WHEREAS**, the Crockett Community Services District ("District") is authorized by District Resolution No. 11/12-11, which incorporates Contra Costa County Ordinance No. 86-24 and District Resolution No. 06/07-18, to annually adopt a resolution levying a recreation special tax for the fiscal year within all areas of the District; and

**WHEREAS**, the tax per year on each residential parcel shall not exceed \$110; and

**WHEREAS**, the Recreation Commission determined the recreation special tax is still needed to improve, maintain and operate the park and recreation facilities and services within the area served by the District; and

**WHEREAS**, the Recreation Commission, after careful consideration of the needs of the public and value the recreation special tax brings to the residents of the District, recommended keeping the Recreation Special Tax at \$110; and

**NOW, THEREFORE, BE IT RESOLVED** that pursuant to Resolution No. 11/12-11, which establishes a recreational special tax, the Board of Directors of the District hereby levies the recreation special tax on all residential parcels within the District in the amount of \$110 for fiscal year 2023/2024 and authorizes and directs the Administrative Services Manager to take all steps required to place said tax levy on the tax rolls for the 2023-2024 fiscal year.

**THE FOREGOING RESOLUTION** was adopted at the District's Regular Meeting held on June 21, 2023 by the following vote and shall be effective immediately:

**AYES:**

**NOES:**

**ABSENT:**

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Luigi Barassi, President

**ATTEST:**

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Gaunt Murdock  
District Secretary

To: Crockett Community Services District

April 6, 2023

P.O. Box 578

Crockett CA 94525

Subject: Admission to Lighting and Landscaping  
Committee

Directors:

This will serve to introduce Duane (Bud) Burlison's application for admission to the proposed CCSD Lighting and Landscape Committee.

Experience: I served the City of Berkeley Public Works Department as the Section Chief for Electrical and Radio Telecommunication for 5 years. This Section was responsible for street, pedestrian lighting and electronic traffic controls for the City's automobile and pedestrian traffic areas.

I served on the first Board of Directors of the Crockett Community Services District for 4 years, the first year as the initial President of the Board.

I served 8 years on the Crockett Community Foundation Board of Directors.

I have served on the Crockett Carquinez Fire Protection District Advisory Commission since 1998.

I would appreciate any consideration of the application by the CCSD Board of directors.

Respectfully submitted;

Bud Burlison 

Contact Info: 364 Edwards St. Crockett CA 94525 (37 years)

Phone/text 510-734-7689

Email: bud39@comcast.net



**Lindsey Pannell**

1879 Vista Del Rio  
Crockett, CA 94525  
510-684-7713

June 3, 2023

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

Re: Lighting and Landscaping Commission

Dear Gaunt:

I am applying for a position on the Lighting and Landscaping Commission. As a longtime member and officer of the Crockett Improvement Association and an avid volunteer in community projects, I have a good deal of hands-on experience concerning the maintenance needs of our town's public spaces. Furthermore, I played a large role in the creation of Measure L and am vitally interested in how the funds generated from this parcel tax will be used. My roles in the CIA include Corresponding Secretary and Beautification Committee chair. I have been a resident of Crockett since 1984. If you need more information, please don't hesitate to reach out.

Sincerely,



Lindsey Pannell

This is to express my interest in serving on the Lighting and Landscaping Committee.

I've been a homeowner in Crockett since 2020 and am very proud of my new community. I enthusiastically supported the parcel tax after learning the extent to which a small but mighty group of volunteers has done so much to keep Crockett's public spaces attractive and safe. While their work has been extremely commendable, that model was clearly unsustainable. A modest parcel tax to relegate some of this work to hired professionals was a common sense solution.

I have worked in the non-profit sector for over two decades and through that work have frequently interfaced with local, regional and state governments. I've managed budgets that have been funded through philanthropy and/or tax dollars and appreciate the need to act according to the highest ethical standards to preserve the public's trust in my organizations. While the organizations I've worked with have all been financially stable, they have also been—like almost all non-profits—under-resourced. I'm accustomed to making fiscally-responsible decisions that create the most possible good.

I'd be happy to bring my experience to benefit my new(-ish) home.

Sincerely,

Kara Mitzel