

CROCKETT COMMUNITY SERVICES DISTRICT

AMENDED AGENDA FOR WEDNESDAY, AUGUST 26, 2026

TIME: 7:00 PM - REGULAR MEETING

LOCATION: Crockett Community Center, 850 Pomona St., Crockett

P.O. Box 578, Crockett, CA 94525 | www.town.crockett.ca.us | (510) 787-2992

districtsecretary@town.crockett.ca.us | Meetings are recorded for accuracy of minutes.

CCSD services include Sanitary Services for Crockett & Post Costa, Recreation, and Maintenance.

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 not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. PUBLIC HEARING: None.
(Public comments are limited to two minutes for each person, with full discussion limited to twenty minutes unless extended by the Board President.)
5. CLOSED SESSION:
 - 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).
 - b. CONFERENCE WITH LEGAL COUNSEL — ANTICIPATED LITIGATION pursuant to Government Code Section 54956.9(d)(4). Initiation of Litigation: (1 potential case)
6. OPEN SESSION:
 - a. Report on Closed Sessions.
7. CONSENT CALENDAR: Consideration of a motion to approve the following items:
(Items are subject to removal from the Consent Calendar by request of any Board Member for discussion or by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
 - a. Approve the minutes of the CCSD Board meeting on July 22.
 - b. Receive minutes from Commissions and Committees
 - c. Approve payment of District Bills.
 - d. Receive Cash and LAIF Account Balances.
 - e. Receive Review of Nutrient Watershed Permit 2025 Group Annual Report Order R2-2024-0013, NPDES Permit CA0038873 (San Francisco Bay Regional Water Quality Control Board)
 - f. Approve Resolution 26/27-06 Establishing the District's appropriations limit for the 2026/27 fiscal year and certifying that fiscal year 2026/27 appropriations submitted to the limitation do not exceed the appropriations limit.
8. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR
9. ADMINISTRATIVE:
 - a. Approve Resolution 26/27-07 Records Retention Policy.
 - b. Consider and approve the Organizational Chart.

10. BUDGET AND FINANCE:

- a. Discuss financial matters related to the District

11. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS: *(These items are typically for the exchange of information only. No action will be taken at this time.)*

- a. General Manager / Maintenance Department / Lighting & Landscape Commission
- b. District Secretary
- c. Recreation Manager / Recreation Commission
- d. Crockett and Port Costa Sanitary Department Manager / Crockett Sanitary Commission / Port Costa Sanitary Commission / CVSAN Wastewater Committee
- e. Governmental matters
- f. Announcements and discussion

12. REPORTS FROM BOARD MEMBERS, COMMITTEES, AND AD HOC: *(These items are typically for the exchange of information only. No action will be taken at this time.)*

- a. Budget & Finance Committee: Mackenzie and Spinner
- b. Legal Negotiations Ad Hoc: Barassi, Mackenzie
- c. Police Liaison Committee: Wais (vice-chair), Ritchey, Pennisi (chair)
- d. Inter-Agency meetings.

13. FUTURE AGENDA ITEMS / BOARD COMMENTS

- a. Consider merging the Recreation Commission and Lighting & Landscaping Commission
- b. Updates to the District Code: add District Engineer and Administrative Services Manager and change the reporting structure of the Secretary to the Board
- c. Dog Park

14. ADJOURNMENT: until September 23, 2026.

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us/meetings. 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 District Secretary at (510) 787-2992. Notification at least 48 hours before the meeting or the 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.

Per California Government Code Section 54957.5, any writing or document that is a public record related to an open session agenda item and is distributed less than 72 hours before a regular meeting will be made available for public inspection. The Board has designated the District's website, located at 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 Secretary 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, it will be made available to the public at the meeting location listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

CROCKETT COMMUNITY SERVICES DISTRICT (CCSD)

P.O. Box 578 | Crockett, CA 94525

850 Pomona Street

Telephone (510) 787-2992

E-mail: districtsecretary@town.crockett.ca.us

Website: www.town.crockett.ca.us

FOR REVIEW

MINUTES OF THE BOARD MEETING ON JULY 22, 2026.

1. CALL TO ORDER - ROLL CALL: President McDonald called the meeting to order at 7:04 PM. Directors Barassi, Mackenzie, McDonald, Murdock, and Spinner were present at roll call. General Manager (GM) Goodman, Sanitary Department Manager (SDM) Barnhill, Recreation Department Manager (RDM) Maria, and District Secretary (DS) Rivas were present. Consultant Mark Hildebrand of Hildebrand Consulting was present. Various members of District commissions were present as members of the public.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Opened at 7:07 PM and closed at 7:15 PM
Several community members asked questions about the increase in the sewer use charge and were informed that their questions will be considered under the public hearing next on the agenda.
4. PUBLIC HEARING:
HEARING ON A PROPOSED INCREASE OF ANNUAL SEWER USE CHARGES, WITHIN THE AREA SERVED BY THE CROCKETT SANITARY DEPARTMENT, TO BE COLLECTED ON THE TAX ROLL; RECEIVE CONFIRMATION OF PROP. 218 MAILING TO PROPERTY OWNERS AND REPORT ON HOW MANY PROPERTIES WOULD CONSTITUTE MAJORITY PROTEST IN CROCKETT; WAIVE READING OF ORDINANCE; TABULATE WRITTEN RESPONSES FROM PROPERTY OWNERS; DETERMINE WHETHER A MAJORITY PROTEST EXISTS; CONSIDER ADOPTION OF ORDINANCE NO. 26-01 DETERMINING CHARGES; CONSIDER ADOPTION OF RESOLUTION NO. 26/27-01 OVERRULING OBJECTIONS TO THE METHOD OF COLLECTION, CONFIRM ACCEPTANCE OF THE FINANCIAL STUDY REPORT PREPARED BY HILDEBRAND CONSULTING ORIGINALLY PRESENTED MAY 27, 2026 AND LEVYING CHARGES ON THE TAX ROLL.
 - The GM provided a brief report, recommending a 30% increase based on a financial study prepared by Hildebrand Consultants. The consultant presented the financial report, explaining the need for the 30% increase to cover operating expenses and maintain reserves. The report highlights the district's reliance on C&H for sewage treatment and the impact of unresolved bills on the district's finances. The presentation includes a 10-year projection of revenues and expenses, showing the need for the proposed rate increase to maintain financial stability.
 - The 30% sewer rate increase was presented as a necessary financial correction resulting from a combination of deferred C&H obligations, prior use of reserves, increasing operating and infrastructure costs, and the financial limitations inherent in operating a small stand-alone sewer district. The independent financial study commissioned by the Board showed that maintaining the existing rates would eventually result in reserves falling below prudent levels and would leave the District with inadequate financial capacity to respond to emergencies or secure affordable financing. The 30% increase was therefore viewed as the maximum immediate adjustment available under the Proposition 218 notice and the level identified by the consultant as necessary to begin stabilizing the system. At the same time, the discussion made clear that

the increase does not resolve the District's longer-term financial and structural issues. Future rate increases, a comprehensive cost-of-service study, resolution of the C&H dispute, improved financial planning, and careful management of reserves and capital expenditures will all be important to establishing a more sustainable and predictable sewer rate structure.

- Director Luigi Barassi explained that for approximately 2½ years, C&H stopped paying and stopped billing the District and therefore was not being paid; instead, funds stayed in the District's general funds and were used for operations and capital work, effectively keeping rates artificially low. In early 2026, the District paid C&H \$2,276,729.51, which dropped reserves from about \$2.7M to around \$400k, a level described as "dangerously low." This initial payment was for billings received that the District deemed as undisputed shared operational costs of the JTP, and represented a partial payment of a larger financial demand from C&H.
- GM Goodman noted that the financial study focuses specifically on determining the rates needed for the upcoming fiscal year; any future rate increase will require a separate process and public hearing. A comprehensive rate study is also being pursued to professionally evaluate the appropriate cost allocation among residential customers, commercial users, industrial users, including C&H. The goal is to establish a fair and defensible rate structure based on actual costs and the respective relationships, rather than simply relying on the existing Service Agreement with C&H limiting annual increases to 3%, with staff and the Board working toward a more equitable system over time.
- Public Hearing Opened at 7:42 and ended at 9:27 PM.
- Seventeen (17) members of the public spoke on the topic. Areas of concern included extending the opposition timeframe, postponing the rate increase until a settlement is reached with C&H, questioning of Staff and salaries, negative impacts on property values, affordability issues, questioning the purchase of the mortuary, lack of transparency, and community education. The Board and Staff listened to and responded to many topics.
- Board Discussion opened at 9:28 PM and ended at 9:50 PM.
- CVSAN Commissioners approved a 15%–30% rate increase to restore reserves and requested that the Board establish a formal accounting procedure restricting reserve funds to Board-approved, as-needed expenditures. Failure to increase rates now would shift the shortfall to the following year. Director Barassi supported 30%, citing C&H's demand for the District's pro-rata treatment plant costs and disputed billing, and the need to avoid debt. Director Murdock favored a lower rate but ultimately supported 30%, noting that financial prudence favors investing ahead of anticipated needs and allowing the benefits of compound interest to strengthen the District's financial position. Commissioner Spinner and President McDonald supported a more affordable 18% increase, recognizing the need to restore reserves while considering the risk of future debt for unexpected repairs. Director Mackenzie supported 30%, citing Port Costa's experience with debt after delaying rate increases and emphasizing the need to restore reserves and plan for worst-case scenarios.
- The GM confirmed that Prop 218 notices were mailed and notices posted in a local newspaper; 586 written protests constitute a majority; 116 protests were submitted, and that a majority protest does not exist.
- Motion to waive reading of the Ordinance passed. (Spinner 1st, Murdock 2nd, 5/0)
- Motion to ADOPT ORDINANCE NO. 26-01 DETERMINING CHARGES of a 30% increase passed. (3/2; Barassi 1st, Mudrock 2nd, Yes: Mackenzie; No: McDonald, Spinner)
- Motion to approve ADOPT RESOLUTION NO. 26/27-01 OVERRULING OBJECTIONS TO THE METHOD OF COLLECTION passed. (Spinner 1st, Mackenzie 2nd, 5/0)

- CONFIRM ACCEPTANCE OF THE FINANCIAL STUDY REPORT PREPARED BY HILDEBRAND CONSULTING, ORIGINALLY PRESENTED MAY 27, 2026, confirmed. (McDonald 1st, Spinner 2nd, 5/0)

HEARING ON A PROPOSED OPERATING AND CAPITAL IMPROVEMENTS BUDGET FOR FY 2026/27; CONSIDER RESOLUTION NO. 26/27-02 ADOPTING AN OPERATING AND CAPITAL IMPROVEMENTS BUDGET FOR FY 2026-27.

Request by the GM to move up the Closed Session to before Item 5; no objection.

5. CLOSED SESSION: Out of order, the Closed Session began at 9:56 PM
 - 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).
6. OPEN SESSION: Regular session resumed at 10:56 PM.
 - Report on Closed Session. No reportable actions.

Item Out of Order

4.b: HEARING ON A PROPOSED OPERATING AND CAPITAL IMPROVEMENTS BUDGET FOR FY 2026/27; Public Hearing opened at 10:57 PM and closed at 10:58 PM. The CIP (Capital Improvement Projects) total was reduced by \$300,000 due to a duplication error. The Debt service value was corrected to reflect \$98,173. The budget is described as lean, allocating smaller funds towards emergencies; the pump station upgrade was a significant line item in the budget that is now completed and removed from the budget. Director Barassi noted his support for CVSAN's recommendation to sequester reserve funds and require Board approval before spending. GM Goodman reported that the current accounting practice is to request spending approval by the Board to pull funds from the LAIF account.

CONSIDER RESOLUTION NO. 26/27-02 ADOPTING AN OPERATING AND CAPITAL IMPROVEMENTS BUDGET FOR FY 2026-27. Motion to approve the operating and capital improvement budget for FY 2026-27 passed. (Barassi 1st, Spinner 2nd, 5/0)

7. CONSENT CALENDAR: A motion to approve the Consent Calendar as presented passed. (Murdock 1st, Spinner 2nd, 5/0)
 - Approve the minutes of the CCSD Board meeting on June 24.
 - Receive minutes of commissions and committees.
 - Approve payment of District Bills.
 - Receive Cash Account and LAIF Balances.
 - Receive Evidence of Coverage AICP Crime.
 - Receive Letter to County Elections Office informing officeholders are not required to file Form 460 or Form 470.
 - Approve Resolution 26/27-03 – Re-Appoint CVSAN Commissioner Wais.
 - Approve Resolution 26/27-04 – Re-Appoint PCSAN Commissioners Cusack, Klaiber, List, Scheer, and Surges.
 - Approve Resolution 26/27-05 Re-Appoint Recreation Commissioners Airoldi, Choquette, and Leuba and Lighting and Landscaping Commissioner Fisk.

8. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None.
9. ADMINISTRATIVE: Carried to the August Meeting
 - Receive and provide input to staff on Capital Improvements for FY26/27
10. BUDGET AND FINANCE: No further discussion after the budget adoption.
 - Discuss financial matters related to the District.
11. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS: *(These items are typically for the exchange of information only. No action will be taken at this time.)*
 - General Manager / Maintenance Department / Lighting & Landscape Commission
 - District Secretary
 - Recreation Manager / Recreation Commission
 - Crockett and Port Costa Sanitary Department Manager / Crockett Sanitary Commission / Port Costa Sanitary Commission / CVSAN Wastewater Committee
 - Governmental matters
 - Announcements and discussion
12. REPORTS FROM BOARD MEMBERS AND COMMITTEES: None
 - Budget & Finance Committee: Mackenzie and Barassi
 - Legal Negotiations Ad Hoc: Barassi, Mackenzie
 - Police Liaison Committee: Wais (vice-chair), Ritchey, Pennisi (chair)
 - Inter-agency meetings.
13. FUTURE AGENDA ITEMS / BOARD COMMENTS:
 - Consider merging the Recreation Commission and Lighting & Landscaping Commission based on recommendations from existing commissions.
 - Organizational Chart
 - Records Retention
 - Dog Park
14. ADJOURNMENT: The meeting was adjourned at 11:15 pm until August 26, 2026.

Respectfully submitted,
Sonai Rivas, MBA
District Secretary

PORT COSTA SANITARY COMMISSION (PCSAN)

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

telephone (510) 787-2992

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MINUTES OF REGULAR MEETING, JUNE 2, 2026.

1. CALL TO ORDER - ROLL CALL: Chair Surges called the meeting to order at 6:05 PM. Commissioners List and Scheer present. Commissioners Cusack, Klaiber, and Alt. Vance were absent. Staff present included GM Goodman and Sanitary Department Manager (SDM) Barnhill.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Approve PCSAN Minutes of May 5, 2026. Approved. (List 1st, Scheer 2nd, 3/0, 3 absent)
 - a. Approve PCSAN Minutes May 5, 2026.
 - b. Receive Actions Taken by the Board (May 27).
 - c. Receive the Self-Monitoring Report cover letter.
 - d. Receive warrant transmittals (May).
 - e. Receive Cash Account
 - f. Receive LAIF Balance.
 - g. Receive Resolution 25/26-10: Method of Collection for Port Costa SUC for FY 2026/2027
5. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR:
 - 4g. RESOLUTION 25/26-10: METHOD OF COLLECTION FOR PORT COSTA SUC FOR FY 2026/2027: Commissioner Scheer asked if the Board wanted a use charge increase for FY 26/27, as the dates on the Resolution regarding public meetings were all 2025 dates. GM Goodman stated that the Board was NOT recommending a SUC increase for FY26/27. She stated that the included Resolution, similar to other public legal/documents, is often used as a template for subsequent years, and it is possible that this resolution was not updated with the current dates.
6. ADMINISTRATIVE:
 - a. DISCUSS AND APPROVE PROGRAMMABLE LOGIC CONTROLLER (PLC) GRANT PROJECT: Staff has requested that this item be pulled again for a future agenda item as there is no update on the project from the last meeting.

7.b

7. GRANTS COMMITTEE

a. UPDATE ON COMMUNITY BENEFITS AGREEMENT GRANT APPLICATION:

Commissioner Scheer reported that the Grants Ad Hoc Committee has been assigned 6/24/26 as the date they are to meet to discuss our two grant proposals with County officials. The meetings are open to the public, and each grant application was assigned a 15-minute time slot for the panel to ask further questions about the submitted applications. Our time slots are 4:45 and 5:15. Chair Surges and Commissioners List and Scheer are planning to attend. SDM Barnhill will attend if time permits.

8. BUDGET AND FINANCE

- a. UPDATE ON DISTRICT FINANCIAL MATTERS: GM Goodman explained that the LAIF account code for Port Costa 3425, the \$10,000 budgeted under code 2060 "Bank Charges," includes charges to Staff credit cards, and code 5300 "Dues and Subscriptions" also includes payments for permits. She further stated that the 2027/2028 budget will be broken down into object codes for clarity and record keeping. There will be a public meeting on July 22, 2026, at the Crockett Community Center regarding the 2026-2027 budget.

9. REPORT OF DEPARTMENT MANAGER:

- a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: The Self-Monitoring Report was discussed. There was an unreported power failure at the pump station on May 6. The manual-operated switch was closed, starting the generator, which ran for 19 hours. The water system pump 3 stopped working and did not turn on by generator power. The chemical pumps were still working. The root cause was vandalism. NSU did not timely report this incident to the Water Board; therefore, NSU was directed to submit a 5-day report and to follow up on any future incidents with 5-day reports.
- b. GOVERNMENTAL MATTERS: Supervisor Shanele Scales-Presto is having office hours this week in Crockett. The annual CCSD newsletter is completed, and Staff requested that copies be made available to Port Costa residents. The newsletter will be available for the next town-wide monthly coffee at the Port Costa Schoolhouse.
- c. ANNOUNCEMENTS AND DISCUSSION: None.

10. REPORTS / COMMENTS FROM COMMISSIONERS: None.

11. FUTURE AGENDA ITEMS:

- a. Replacement of a line segment on Prospect (P-01-06 and P-01-03).
- b. Feasibility Study for Canyon Lake Drive sewer line replacement.
- c. Income survey to determine if Port Costa qualifies as a disadvantaged community.
- d. Discuss sludge removal from Septic Tank
- e. Logic controller installation

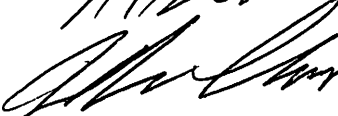
12. ADJOURNMENT: The meeting was adjourned at 6:44 PM until July 7, 2026.

Respectfully submitted,
Anne Scheer, PCSAN Commissioner

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1010 · Fund 3241 - Recreation				
07/02/2026	AT&T	Alarm - 510-787-6881	233.10	10617
07/02/2026	Matrix HG, Inc.	Assess Water Pressure Issues - Invoice 195677	285.50	10618
07/02/2026	PG&E	Gas & Electric - #8212111930-7 & #6757445609-0	3,784.54	10619
07/02/2026	TERMINIX	Pest Control - Invoice 473030325	213.00	10620
07/02/2026	Susan Witschi	Mileage Reimbursement - May & June 2026	95.40	10621
07/02/2026	U.S. BANK	Various - #4866914555538450	11,087.90	10622
07/02/2026	David Farnsworth, CPA	Special District Financial Transaction Report - Invoice 0495	179.00	10623
07/02/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #77 - Split	19,328.02	10624
Total 1010 · Fund 3241 - Recreation			<u>35,206.46</u>	
Total 1000 · County Operating Funds			<u>35,206.46</u>	
TOTAL			<u>35,206.46</u>	

7/11/2026


CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1010 · Fund 3241 - Recreation				
07/17/2026	CivicPlus	Streamline Renewal (7/1/26 - 6/30/27) - Invoice #377954	1,649.34	10625
07/17/2026	DENALECT ALARM CO.	Alarm Monitoring (7/1/26 - 6/30/27) - Invoice 965545	504.00	10626
07/17/2026	EBMUD	Water - A/N 30385100001	343.70	10627
07/17/2026	LESLIE'S POOL SUPPLIES	Pool Chemicals - Invoices 00137-01-131384 & 00137-01-131607	1,406.24	10628
07/17/2026	Let's Dig, Inc.	Landscape Services - Invoices #16 & #18	4,301.00	10629
07/17/2026	Matrix HG, Inc.	Replaced West Irrigation System - Invoice 196155	1,599.00	10630
07/17/2026	Maze & Associates	Accounting Services (March & April 2026) - Invoices 54841 & 54875	667.00	10631
07/17/2026	PG&E	Gas & Electric - #2501517473-0	1,347.88	10632
07/17/2026	Sierra Chemical Company	Pool Chemicals - Invoices 161843 & 161860	2,401.49	10633
07/17/2026	The Real Yellow Pages	Advertising - A/N 800431701	40.28	10634
07/17/2026	UNIVERSAL BUILDING SERVICES	Janitorial Services - Invoices 547766 & 548067	1,134.00	10635
07/17/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #78 - Split	18,695.84	10636
07/17/2026	CONTRA COSTA COUNTY TREASURER	Calpers - June 2026	4,203.15	10637
Total 1010 · Fund 3241 - Recreation			<u>38,292.92</u>	
Total 1000 · County Operating Funds			<u>38,292.92</u>	
TOTAL			<u>38,292.92</u>	


7/17/26

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: _____ Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1015 · Fund 3242 - Maintenance				
07/02/2026	U.S. BANK	Various - #4866914555538450	495.48	745
07/02/2026	David Farnsworth, CPA	Special District Financial Transaction Report - Invoice 0495	44.75	746
07/02/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #77 - Split	386.28	747
Total 1015 · Fund 3242 - Maintenance			926.51	
Total 1000 · County Operating Funds			926.51	
TOTAL			926.51	

7/11/2026


CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1015 · Fund 3242 - Maintenance				
07/17/2026	CivicPlus	Streamline Renewal (7/1/26 - 6/30/27) - Invoice #377954	235.62	748
07/17/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #78 - Split	180.56	749
07/17/2026	Maze & Associates	Accounting Services (March & April 2026) - Invoices 54841 & 54875	83.37	750
Total 1015 · Fund 3242 - Maintenance			499.55	
Total 1000 · County Operating Funds			499.55	
TOTAL			499.55	


7/17/26

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1020 · Fund 3425 - PCSan - O&M				
07/02/2026	L.R. PAULSELL CONSULTING	Sewer Cleaning on June 18, 2026 - Invoice 26-6	1,625.00	2149
07/02/2026	PG&E	Electric - #2704121327-6	590.05	2150
07/02/2026	David Farnsworth, CPA	Special District Financial Transaction Report - Invoice 0495	44.75	2151
07/02/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #77 - Split	1,503.75	2152
07/02/2026	Natural System Utilities - CA Inc.	Professional Services thru 5/31/26 - Invoice 1193598	3,244.62	2153
Total 1020 · Fund 3425 - PCSan - O&M			<u>7,008.17</u>	
Total 1000 · County Operating Funds			<u>7,008.17</u>	
TOTAL			<u><u>7,008.17</u></u>	

7/11/2026


CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1020 · Fund 3425 - PCSan - O&M				
07/17/2026	CivicPlus	Streamline Renewal (7/1/26 - 6/30/27) - Invoice #377954	471.24	2154
07/17/2026	Natural System Utilities - CA Inc.	WWPO - Invoice 1195562	6,789.55	2155
07/17/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #78 - Split	1,050.51	2156
07/17/2026	CONTRA COSTA COUNTY TREASURER	Calpers - June 2026	580.08	2157
07/17/2026	Maze & Associates	Accounting Services (March & April 2026) - Invoices 54841 & 54875	83.38	2158
07/17/2026	L.R. PAULSELL CONSULTING	Port Costa USA - Invoice 26-7	142.50	2159
Total 1020 · Fund 3425 - PCSan - O&M			9,117.26	
Total 1000 · County Operating Funds			9,117.26	
TOTAL			9,117.26	



 7/17/26

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1025 · Fund 3426 - CVSan - O&M				
07/02/2026	KEL-AIRE HEATING & AIR CONDITIONING	Replace Filter & Cleared Condensate Line - Invoice 086270	491.70	7718
07/02/2026	L.R. PAULSELL CONSULTING	Sewer Maintenance June 11-17, 2026 - Invoice 26-15	12,918.75	7719
07/02/2026	PG&E	Gas & Electric - #6193854060-8	4,298.50	7720
07/02/2026	Pan-Pacific Supply Company	Pump 4 Rebuild - Invoice 29620583	30,275.28	7721
07/02/2026	V.W. Housen & Associates	Engineering Support (9/2025 - 5/2026) - Invoice 1694	26,473.00	7722
07/02/2026	TERMINIX	Pest Control @ 1 Rolph Park - Invoice 473031941	144.00	7723
07/02/2026	Lincoln National Life Insurance Company	LTD & STD Insurance - A/N CCSVCD-BL-1564438	84.21	7724
07/02/2026	U.S. BANK	Various - #4866914555538450	13,932.59	7725
07/02/2026	David Farnsworth, CPA	Special District Financial Transaction Report - Invoice 0495	626.50	7726
07/02/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #77 - Split	24,768.19	7727
Total 1025 · Fund 3426 - CVSan - O&M			<u>114,012.72</u>	
Total 1000 · County Operating Funds			<u>114,012.72</u>	
TOTAL			<u>114,012.72</u>	


7/1/2026

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: _____ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1025 · Fund 3426 - CVSan - O&M				
07/17/2026	AT&T	Cell Phone - A/N 287365623551	78.13	7728
07/17/2026	CivicPlus	Streamline Renewal (7/1/26 - 6/30/27) - Invoice #377954	2,356.20	7729
07/17/2026	EBMUD	Water @ 1 Rolph Park - #86466230369	46.36	7730
07/17/2026	Independent Power	Disconnect Pump - Invoice 26-022	860.00	7731
07/17/2026	Let's Dig, Inc.	June 2026 Monthly Landscape Maintenance - Invoice #17	344.00	7732
07/17/2026	L.R. PAULSELL CONSULTING	Crockett Sewer USA - Invoice #26-16	570.00	7733
07/17/2026	Natural System Utilities - CA Inc.	WWPO - Invoice 1195563	2,686.55	7734
07/17/2026	Redwood Public Law	Legal Services - Invoices 21507 & 21508	1,233.00	7735
07/17/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #78 - Split	3,522.03	7736
07/17/2026	CONTRA COSTA COUNTY TREASURER	Calpers - June 2026	5,553.56	7737
07/17/2026	Maze & Associates	Accounting Services (March & April 2026) - Invoices 54841 & 54875	833.75	7738
Total 1025 · Fund 3426 - CVSan - O&M			18,083.58	
Total 1000 · County Operating Funds			18,083.58	
TOTAL			<u>18,083.58</u>	



 7/17/26

Organization Contra Costa County
Ledger Actuals
Ledger Account/Summary **0010:CASH**
0530:WARRANTS PAYABLE
Run 8/21/2026

Accounting Worktag 3240 CROCKETT COMMUNITY SVCS

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	31,422.24	0.00	31,422.24
Total	0.00	31,422.24	0.00	31,422.24

Accounting Worktag 3241 CROCKETT RECREATION DEPT

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	715,481.63	388,737.87	326,743.76
Total	0.00	715,481.63	388,737.87	326,743.76

Accounting Worktag 3242 CROCKETT CSD-MAINT DEPT

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	40,667.41	12,011.50	28,655.91
Total	0.00	40,667.41	12,011.50	28,655.91

Accounting Worktag 3425 PORT COSTA SANITARY DEPT

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	313,559.15	55,593.40	257,965.75
Total	0.00	313,559.15	55,593.40	257,965.75

Accounting Worktag 3426 CROCKETT SANITARY DEPT

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	2,905,860.15	439,387.70	2,466,472.45
Total	0.00	2,905,860.15	439,387.70	2,466,472.45

Accounting Worktag 3427 CROCK-VALONA SAN CONSTRUCTION

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	37,887.28	39.00	37,848.28
Total	0.00	37,887.28	39.00	37,848.28

Accounting Worktag 3429 CROCK-VALONA SAN CAP RESERVES

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	214.00	3.00	211.00
Total	0.00	214.00	3.00	211.00

Run Date: 07/02/2026

Organization Contra Costa County
 Periods FY 2026-27 : 01 Jul - 12 Jun
 Ledger Actuals
 Ledger Acct/Summary **0210:INVESTMENTS**
 Accounting Worktag SEE BELOW
 Book Operating Book
 Company Currency USD
 Translation Currency USD
 Run **8/21/2026**

Accounting Worktag 3241 CROCKETT RECREATION DEPT

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0210:INVESTMENTS	0.00	22,092.32	0.00	22,092.32
Total	0.00	22,092.32	0.00	22,092.32

Accounting Worktag 3242 CROCKETT CSD-MAINT DEPT

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0210:INVESTMENTS	0.00	303,394.36	0.00	303,394.36
Total	0.00	303,394.36	0.00	303,394.36

Accounting Worktag 3425 PORT COSTA SANITARY DEPT

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0210:INVESTMENTS	0.00	219,096.24	0.00	219,096.24
Total	0.00	219,096.24	0.00	219,096.24

Accounting Worktag 3426 CROCKETT SANITARY DEPT

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0210:INVESTMENTS	0.00	487,899.28	0.00	487,899.28
Total	0.00	487,899.28	0.00	487,899.28

RESOLUTION NO. 26/27-06

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT
ESTABLISHING THE DISTRICT'S APPROPRIATIONS LIMIT FOR THE 2026-27
FISCAL YEAR, AND CERTIFYING THAT FISCAL YEAR 2026-27 APPROPRIATIONS
SUBJECT TO LIMITATION DO NOT EXCEED THE APPROPRIATIONS LIMIT**

RECITALS

WHEREAS, the Crockett Community Services District was formed on July 11, 2006;
and

WHEREAS, Article XIII B of the California State Constitution, adopted as Proposition 4 (the "Gann Initiative") by the voters of California on November 6, 1979, as expanded by Proposition 111, prohibits, with certain exceptions, an agency's annual Appropriations Subject to Limitation from exceeding a base year Appropriations Limit, except by a formula which adjusts the Appropriations Limit by changes in population and changes in cost-of-living; and

WHEREAS, the Appropriations Limit for fiscal year 2026-27 is calculated to be \$_____ ; as determined by applying a percentage increase of _____ % to the fiscal year 2025-26 Appropriations Limit of \$_____ ; with such percentage increase being comprised of the 2025 change in the California per capita personal income of a _____ % increase, as determined by the US Department of Commerce, and the annual change in the Contra Costa County countywide population as of January 1, 2026 showing a decrease/increase of _____ % as determined by the California Department of Finance; and

WHEREAS, the 2026-27 Appropriations Subject to Limitation have been determined to be \$_____ ; and

WHEREAS, the documentation for the fiscal year 2026-2027 Appropriations Limit and Appropriations Subject to Limitation have been made available to the public at least fifteen days prior to the Board of Directors' consideration of this resolution;

NOW, THEREFORE BE IT RESOLVED by the Crockett Community Services District, as follows:

1. The Board of Directors selects the US Dept. of Commerce Contra Costa County changes in cost-of-living and the State of California Dept. of Finance Contra Costa County countywide population change as the factor to be used in determining the fiscal year 2026-2027 Appropriations Limit.
2. The Board of Directors hereby adopts an Appropriations Limit of \$_____ for fiscal year 2026-2027 .

3. The Board of Directors hereby certifies that the Appropriations Subject to Limitation for fiscal year 2026-2027 do not exceed the fiscal year 2026-2027 Appropriations Limit.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on August 26, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Dale McDonald, President

ATTEST:

Sonia Rivas, MBA
District Secretary

RESOLUTION NO. 26/27-07

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CROCKETT COMMUNITY SERVICES DISTRICT ADOPTING THE RECORDS RETENTION POLICY OF THE DISTRICT

WHEREAS, District Code Section 2.12.060 authorizes the Secretary to develop and implement a records retention policy that follows all legal requirements and industry standards while protecting the District's interests; and

WHEREAS, the Crockett Community Services District (the "District") developed a Records Retention Schedule, which governs the destruction or disposition of public records, including the records of the District; and

WHEREAS, the California Legislature enacted Assembly Bill 474 making substantive amendments to Government Code Sections 60201 through 60203 of the Code in 2003; and

WHEREAS, the District last updated its Records Retention Schedule in 2015; and

WHEREAS, Government Code Section 60201 authorizes special districts to adopt a records retention schedule that complies with the Local Government Records Management Guidelines issued by the California Secretary of State pursuant to Code Section 12236; and

WHEREAS, the District's Board of Directors finds it timely and necessary to adopt an updated Records Retention Schedule; and

WHEREAS, the District has determined that the adoption of a records retention policy and an updated records retention schedule will enable the District to continue to comply with the provisions of the Code Sections 60201 through 60203.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Crockett Community Services District as follows:

Section 1. The records of the District are hereby authorized to be destroyed as provided by Sections 60200 through 60203 of the Code and in accordance with the Records Retention Schedule attached hereto as Exhibit A and incorporated by this reference, upon the request of the General Manager without further action by the Board of Directors of the District.

Section 2. As provided in Code Section 60201(b)(2), the Records Retention Schedule complies with the Local Government Records Management Guidelines issued by the California Secretary of State pursuant to Code Section 12236.

Section 3. Records not mentioned in this Resolution shall be disposed of in compliance with the Local Government Records Management Guidelines issued by the California Secretary of State pursuant to Code Section 12236.

9.a

Section 4. Notwithstanding the provisions of Section 1 above or any other provision of law, pursuant to Code Section 60201(d), the District may not destroy or dispose of any record that is any of the following:

- a. Relates to formation, change of organization, or reorganization of the District;
- b. An ordinance adopted by the District. However, an ordinance that has been repealed or is otherwise invalid or unenforceable may be destroyed or disposed of five years after it was repealed or became invalid or unenforceable;
- c. Minutes of any meeting of the Board of Directors, Commissions, or Committees of the District;
- d. Relates to any pending claim or litigation or any settlement or other disposition of litigation within the past two years;
- e. Is the subject of any pending request made pursuant to the California Public Records Act (Chapter 1, Division 10, Title 1, commencing with Section 7920.000 of the Code), whether or not the District maintains that the record is exempt from disclosure, until the request has been granted or two years have elapsed since the District provided written notice to the requester that the request has been denied;
- f. Relates to any pending construction that the District has not accepted or as to which a stop notice claim legally may be presented;
- g. Relates to any non-discharged debt of the District;
- h. Relates to the title to real property in which the District has an interest;
- i. Relates to any non-discharged contract to which the District is a party;
- j. Has not fulfilled the administrative, fiscal, or legal purpose for which it was created or received;
- k. Is an unaccepted bid or proposal, which is less than two years old, for the construction or installation of any building, structure, or other public work;
- l. Specifies the amount of compensation paid to District employees or to independent contractors providing personal or professional services to the District, or relates to expense reimbursement to District officers or employees or to the use of District-paid credit cards or any travel compensation mechanism. However, a record described in this paragraph may be destroyed or disposed of pursuant to Section 60201 of the Code seven years after the date of payment; and
- m. Any other records required by law to be filed and preserved.

Section 5. Notwithstanding the provisions of Section 1 above, the District may, pursuant to Code Section 60203, authorize the destruction of any record, paper, or

document that is not expressly required by law to be filed and preserved if all of the following conditions are complied with:

- a. The record, paper, or document is photographed, microphotographed, reproduced by electronically recorded video images on magnetic surfaces, recorded in the electronic data processing system, recorded on optical disk, reproduced on film or any other medium that is a trusted system and that does not permit additions, deletions, or changes to the original document in compliance with Code Section 12168.7 for recording of permanent records or nonpermanent records.
- b. The device used to reproduce the record, paper, or document on film, optical disk, or any other medium is one that accurately reproduces the original thereof in all details, and that does not permit additions, deletions, or changes to the original document images.
- c. The photographs, microphotographs, or other reproductions on film, optical disk, or any other medium are placed in conveniently accessible files and provision is made for preserving, examining, and using the files.

Section 6. For the purposes of Section 5 above, every reproduction shall be deemed to be an original record and a transcript, exemplification, or certified copy of any reproduction shall be deemed to be a transcript, exemplification, or certified copy, as the case may be, of the original.

Section 7. Notwithstanding the provisions of Section 1 above, the duplicates of records that are no longer needed are hereby authorized, pursuant to Code Section 60200, to be destroyed, provided that the original or a permanent photographic record of the original is retained by the District for the period required by the Records Retention Schedule or as specified in Section 4 above.

Section 8. The destruction of any records as provided for herein shall be by burning, shredding, or other effective method of destruction and said method of destruction shall be authorized by the General Manager.

Section 9. As provided in Code Section 60201(a), the term "records" as used herein shall consist of any "writing" defined within Code Section 7920.545, including any handwriting, typewriting, printing, photographing, photocopying, transmitting by electronic mail or facsimile, and every other means of recording upon any tangible thing any form of communication or representation, including letters, words, pictures, sounds, or symbols, or combinations thereof, and any record thereby created, regardless of the manner in which the record has been stored.

Section 10. The District hereby finds, based upon substantial evidence contained in the record, that destruction of the categories of records not required to be retained by such Records Retention Schedule will not adversely affect any interest of the District or of the public.

Section 11. The General Manager is hereby authorized to do all things necessary and appropriate to revise such Records Retention Schedule to comport with changes in law and regulations or to comport with current business practices.

THE FOREGOING RESOLUTION was adopted at the following vote of the at the District's Regular Meeting held on August 26, 2026, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

:

Dale McDonald, Board President
Crockett Community Services District

ATTEST:

Sonia Rivas, District Secretary

**RECORDS RETENTION SCHEDULE 2026
CROCKETT COMMUNITY SERVICES DISTRICT**

RECORD FOR DISCUSSION	Retention Period (Years)	Reference
ADMINISTRATION:		
Agendas	Permanent	GC §34090
Correspondence, General	2 Years	CU +2
Correspondence; not otherwise categorized	2 Years	GC §34090d
Deleted emails; spam, junk, and inconsequential	3 Months	GC §34090
Historical Records; facility and other as deemed by GM	Permanent	GC §34090d
Minutes	Permanent	GC §34090; 60201(d)
News Articles about District of historical significance	Permanent	GC §34090
News Articles about District with short-term use or interest	2 Years	GC §34090
Press Releases	2 Years	GC §34090
Publications and brochures	Active + 5	GC §34090
Speaker Cards	2 Years	2 Years

FINANCE:		
Accounts Payable: ledgers, schedules, invoice payment selections, check copies, W9's, EDD reports, Supporting documents	7 Years	GC §34090
Accounts Receivable; billing, deposits, ledgers, reports, schedules, EDP's	7 Years	GC §34090
Actuarial Studies; CalPERS, Retiree Health, other OPEB	6 Years	GC §34090d
Audit Reports; Annual Financial Report, includes EPA Audits, single-purpose audits	Permanent	GC §34090
Audit Supporting Documentation and coorespondence	4 Years	GC §34090
Budget Adjustments, Journal Entries (cash conversions)	Audit + 2	GC §34090
Budgets and Long-Term Financial Plans	Permanent	GC §34090
Cash Receipt Books	Audit + 4	GC §34090
Financial Statements (except Audits)	Audit + 7	GC §34090.7
General Ledgers; County Issued	Permanent	GC §34090; CCP 337
Grants; including supporting paperwork	Consistent with requirement of grant	24CFR 570.502(b)(3); 241CFR 85.42 & OMB Cir.A-110, Attach C
Internal Audit Reports (Misc.)	4 Years	GC §34090
Investment reports; bank statements; transfer confirmations, related correspondence	5 Years	GC §34090; 26 CFR 16001-1
Loans/Bonds; Issuance documents and all supporting work papers	State Loans 36 years, Term of Bond/Loan + 10	GC §34090; CCP 337.5
Parcel Tax Records - Ordinances and Resolutions authorizing Tax	Permanently	GC §34090
Petty Cash Vouchers	4 Years	GC §34090
Property Tax Filings; property valuation notices, filings to county, correspondence	10 Years	GC §34090
Property Use Records	Permanent	GC §34090
Purchase Orders	Audit + 4	GC §34090
Sewer Rates and Connection Fee Studies	20 Years	GC §34090
State Controller's Reports; annual	6 Years	GC §34090
Supporting accounting reports, work papers, journal vouchers	6 Years	GC §34090; CCP 337
Tax Records (1096, 1099)	5 Years	AU +4
Voucher for Payments to Employees, Etc. (Includes allowances and reimbursement of Employee, Officers, etc.)	7 Years	AU +6
Water Consumption Records	Permanent	GC §34090

LEGEND:

AC = ACTIVE

AU = AUDIT

CL = CLOSED/COMPLETION

CU = CURRENT YEAR

P = PERMANENT

T = TERMINATION

**RECORDS RETENTION SCHEDULE 2026
CROCKETT COMMUNITY SERVICES DISTRICT**

RECORD FOR DISCUSSION	Retention Period (Years)	Reference
INSURANCE RISK MANAGEMENT:		
Audits and Inspections	10 Years	GC §34090d
Accident Reports/Claims-Assets (Settled Cases)	Closed + 7	29 CFE 1904.2; 29
Accident Reports/Claims-Assets (Unsettled Cases)	Active + 7	29 CFE 1904.2; 29
Benefits Insurance; Medical, dental, and disability	Filing + 6	ERISA 1974 § 107
Bonds, Insurance	Permanent	GC §34090
Certificates Insurance (Claims-Made); Professional Liability, Directors & Officers Liability	Tail +6	GC §34090
Certificates Insurance (Occurance Based); General Liability, Umbrella, Commerical Auto	Permanent	GC §34090
Certificates Insurance (Property); from tail after end of term	Tail +6	GC §34090
Claims, Damage	Permanent	GC §34090
Incident Reports	Permanent	GC §34090
Insurance Contract Manuals; Discard when replaced with newly published	As published	GC §34090
Insurance Policy Records; Policy Booklet / legal contract	Permanent	GC §34090
Workers Compensation Claim Files, Loss Reports, and related correspondence	Active + 10	CCR 15400.2; CA Labor Code 110.139.6
Workers Compensation Policy records and indemnity documents	Permanent	GC §6410; 29 CFR 1910.1020; CCR 15400.2; CA Labor Code 110-139.6

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**RECORDS RETENTION SCHEDULE 2026
CROCKETT COMMUNITY SERVICES DISTRICT**

RECORD FOR DISCUSSION	Retention Period (Years)	Reference
LEGAL:		
Agreements, Contracts, Leases, Etc. (Long Term) <i>Historical Contracts</i>	Indefinite	CCP 337.2, 343; B&P7042.5
Agreements, Contracts, Etc. (Mid-Term) <i>Services or materials term more than two years</i>	Active term + 5	GC §34090
Agreements, Contracts, Etc. (Short-Term) <i>less than 2 years, exclud. REC Rental Agrmnts</i>	Active term + 1	GC §34090
Agreements, Contracts, Leases, Etc. (expired)	T +5	
Annexation Records	Permanent	GC §34090a
Building Construction Records, (blueprints, specs)	Closed + 2	GC §34090d
C&H Records	Permanent	GC §34090a
Compliance Certificates	Permanent	GC §34090a
Correspondence with Board, Cities and other local agencies	5 Years	GC §34090d
Correspondence, Legal and Important Matters	Permanent	GC §34090a
Deeds, Mortgages and Easements	Permanent	GC §34090a
Documentation of Public Records Management	Permanent	GC §34090
Easements	Permanent	GC §34090
Encroachment Permits and Agreements	Permanent	GC §34090
Form 470 - Campaign Statements	Permanent	FPPC Regulations; GC 81009
Form 700 - Economic Interest Statements (Conflict of Interest)	7 Years	GC §34090; 81009
Formation Records/Enabling Act; includes amendments and revisions	Permanent	GC §34090; CCP 337.2; GC § 60201(d)
Lawsuits	Permanent	GC §34090
Legal Notices	10 Years	GC §34090.7, 54960.1(c)(1)
Legal Opinions from District counsel related to District business	Permanent	GC §34090; GC §6254
Ordinances	Permanent	GC §34090d; 40801; 60201(d)
Property; District Ownership Records	Permanent	GC §34090
Property; public records including County, costs, blueprints and plans	3 Years	GC §34090a; H&S19850; 4003;4004
Public Information Records Requests	6 Years	GC §34090
Purchasing Policies	Superseded + 5	GC §34090
Records that Support the Original Financing of the District; Bonds, grants, agreements	Permanent	GC §34090; CCP 337.2
Resolutions	Permanent	GC §34090d; 40801
Video or Audio Recordings of Open and Public Meetings, made by District or direction but not intended to be a part of the official record	30 Days after the Recording	GC §34090.7
Warranties for equipment and services	Term of Warranty	GC §34090

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**RECORDS RETENTION SCHEDULE 2026
CROCKETT COMMUNITY SERVICES DISTRICT**

RECORD FOR DISCUSSION	Retention Period (Years)	Reference
PERSONNEL:		
CalPERS Contracts and Employer User Agreements	Permanent	29 CFR 1627.3(2); GC §12946; 34090
Classifications and Compensation Studies	10 Years	GC §12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14
Correspondence Related to Deferred Compensation	4 Years	GC §34090; 26 CFR 16001-1
Deferred Compensation Plan Documents (457)	Active + 10	GC §34090; 26 CFR 16001-1
Employee Applications (not hired)	3 Years	CU +2
Employee Medical Records; includes vaccinations and fitness training (exclud. WC or OSHA)	Active + 4	GC §34090; 29 CFR 1910.1020
Employee Personnel Files and records; includes employment contracts and I-9s	Active + 4	GC §34090; GC § 12946
Employee Personnel Records (After Termination)	T + 4	GC 12946
Employment Policies; handbooks, benefit statements, salary administration policies, correspondence to employees regarding employment policies	Active + 10	GC §34090
Employment Tax Records; Fed and State payroll (DE6, DE9, W2, W9, 941, 1099	5 Years	GC §34090; 29USC 436
Fingerprint Records	Destroy upon decision to hire or not	GC §34090
Job Descriptions	Active + 8	GC §12946; GC §6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29 CFR 1627.3
Merit Awards	3 Years	PRA 6254, PA 1798.40
Payroll/Timesheets; Payroll processing and payroll payables; Includes payroll registers, paid leave accruals, paid leave cash outs, support for deductions, deduction registers, copies of checks, timesheets, tax liabilities	7 Years	GC §34090; 29; CFR 516.2
Recruiting Records; includes employee job applications (not hired)	3 Years	GC §12946; GC §6250 et seq; 29 CFR 1602 et seq 29 CFR 1607; 29 CFR 1627.3
Retirement Plan Records	T+4	GC 12946
Salary and Benefit Surveys	8 Years	GC §12946, 34090; 29 CFR 516.6(2); 29 CFR 1602.14
Social Security Numbers	Max. 7 Years	CL or T
Volunteers records for volunteers who were not employees	Active +4	GC §34090; GC §6250

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RECORD FOR DISCUSSION	Retention Period (Years)	Reference
CONSTRUCTION MANAGEMENT:		
Awards of Contract	Permanent	GC §34090
Bids (Awarded)	Permanent	GC §34090
Bids (Rejected and Non-Awarded)	Project completion + 10	GC §34090d
Construction Records; includes capital, major maintenance, and collection system projects	Permanent	GC §34090
Contract Changes and Clarifications; change orders, requests for clarification, minor changes and clarifications, field orders, cost reduction proposals	Permanent	GC §34090
Contract Close Outs	Permanent	GC §34090
Contractor Submittals	Permanent	GC §34090d
Contracts with Consultants	Project completion + 10	GC §34090
Correspondence Related to Construction Management; with contractors, consultants, and general correspondence. Meeting agendas and minutes	Project completion + 10	GC §34090
Inspection Records and Reports; Contractor daily reports, certified payrolls, consultants' field reports, certificate and delivery tickets, plant shut down/return to service forms, concrete and test reports other than soil test or pile test reports	Project completion + 10	GC §34090d
Planning and Engineering - Contracts with consultants, correspondence, meeting minutes, technical memoranda, project status reports for Board, plans, specifications, reports, easements preparation, permits including environmental permits	Permanent	GC §34090
Photographs and Videos (digital archive)	Permanent	GC §34090d
Preliminary Notices and Stop Notices	Project completion + 10	GC §34090
Progress Payments	Project completion + 10	GC §34090
Purchases of Equipment - Information related to the purchase of equipment that is part of the project, but outside of the contract	Project completion + 10	GC §34090
Safety Records and Reports	Project completion + 10	GC §34090
Sewer Construction Records	Permanently	NA
Soil Test Reports and Pile Test Reports	Permanent	GC §34090d

SEWER OPERATIONS AND MAINTENANCE :		
Complaints; documentation of complaints and District responses to complaints	5 Years	GC §34090
Connections and Discharges; correspondence, plan checking, capacity fee calculations and drawings	Permanent	GC §34090
Emergency Preparedness and Disaster Recovery Plans	Until Superseded	GC §34090
Laboratory Data, includes benchsheets	5 Years	GC §34090
Operator Log Books (maintained by contractor)	5 Years	GC §34090
Sewer Flow Data	Permanent	GC §34090
Sewer Inspections and Video (PCAP) of public sewers	Permanent	GC §34090
Sewer Inspections and Video of private sewers	Until Cert of Compliance	GC §34090
Sewer Maintenance Data	Until Asset is Disposed	GC §34090
Sewer Inventories	Permanent	GC §34090
Sewer Permits	Permanent	GC §34090d
Studies and Reports Related to O&M	10 Years	GC §34090
Treatment Data, includes wastewater and biosolids	Active + 5	GC §34090; 40 CFR 122.41
Weather/Rainfall Data; NOAA, plant source, monthly summary	Permanent	GC §34090

LEGEND:

AC = ACTIVE

AU = AUDIT

CL = CLOSED/COMPLETION

CU = CURRENT YEAR

P = PERMANENT

T = TERMINATION

RECORD FOR DISCUSSION	Retention Period (Years)	Reference
SOURCE CONTROL:		
Enforcement Response Plan, Source Control, includes program development and policies	Permanent	GC §34090
Wastewater discharge permit applications, wastewater discharge permits, fact sheets, baseline monitoring reports, enforcement records	Permanent	GC §34090
Drawings and specifications, inspection reports, sampling results, correspondence	5 Years	GC §34090
Flow/semi-annual/other reports	5 Years	GC §34090
Compliance report forms and Total Toxic Organic statements	5 Years	GC §34090
Sludge control plans and accidental spill prevention programs	Active + 5	GC §34090
Pollution Prevention; correspondence with and information from associations, committees, and task forces	5 Years	GC §34090

REGULATORY:		
Air Quality monitoring reports	Permanent	40 CFR 141.91
General Correspondence with Regulatory Agencies; Includes EPA, Regional Water Quality Control Board, State Water Resources Control Board, Bay Area Air Quality Management District, California Air Resources Board, Contra Costa County	6 Years	GC §34090d
Permits with Regulatory Agencies; Permits for air and wastewater	Permanent	GC §34090
Receiving waters monitoring reports	Permanent	GC §34090
Sanitary Sewer Management Plan Audit Report (SSMP)	5 Years	GC §34090
Plans, Programs and Studies; Regulated and long term Includes sanitary sewer management plans, sanitary sewer overflows plans, risk management prevention plans	Permanent	GC §34090
Sanitary Sewer Overflow (SSS)	Permanent	GC §34090
Wastewater self-monitoring reports (electronic?)	Permanent	40 CFR 122.41

RECREATION AND MAINTENANCE FACILITIES:		
Building Maintenance Records - Major Renovations	Until Asset Disposed	GC §34090d
Building Maintenance Records - regularly scheduled	5 Years	GC §34090d
Log Books	Permanent	GC §34090d
Maintenance Requests Sheets / Supporting Rental Use Documents and Logs	Active +2	GC §34090d
Rental Agreements/Contracts - one time use.	Active + 2	GC §34090d
Street Lighting Plans, Maps, and Drawings	Permanent	NA
Street Lighting Maintenance and Operational Records; Agreements	5 years	NA
Surveillance Video - saved to external media for criminal prosecution or review	Active + 1	GC §34090
Swim Lesson Sign-up and other supporting swim lesson aquatics documents	Active +1	GC §34090

LEGEND:

AC = ACTIVE

AU = AUDIT

CL = CLOSED/COMPLETION

CU = CURRENT YEAR

P = PERMANENT

T = TERMINATION

**RECORDS RETENTION SCHEDULE 2026
CROCKETT COMMUNITY SERVICES DISTRICT**

RECORD FOR DISCUSSION	Retention Period (Years)	Reference
SAFETY:		
Accident and Incident Reports (OSHA and other)	8 Years	29 CFR 1904.2; 29 CFR 1904.6
Employee Safety Training - First Aid, CPR, OSHA	8 Years	GC §34090
General Correspondence related to safety	8 Years	GC §34090d
Laboratory Chemical Inventory	As long as chemical is used + 30	GC §34090; California Code of Regulations, Title 8, Section 3204(d)(1)(B)(2)
Material Safety Data Sheets	As long as chemical is used + 30	GC §34090; California Code of Regulations, Title 8, Section 3204(d)(1)(B)(2)
Medical records and records of exposure to potentially toxic substances (OSHA)	Active Employment + 30 years	OHSA, GC §34090
OSHA Logs and Inspections	8 Years	GC §34090
Programs, Plans, and Policies related to safety - Injury Prevention Policy, Spill Prevention and Response Plan, etc.	Active + 4	GC §34090

LEGEND:

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CCSD ORGANIZATIONAL CHART

WITH COMMISSIONS, COMMITTEES, ENGINEER OF RECORD & LEGAL COUNSEL

PROPOSED

