

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting

AGENDA FOR WEDNESDAY, OCTOBER 25, 2023

Time: 6:00 PM - Closed Session
TIME: 7:00 PM – Regular Meeting
PLACE: Crockett Community Center, 850 Pomona Street, Crockett, CA

1. CALL TO ORDER - ROLL CALL
2. CLOSED SESSION:
 - a. Public Employee Performance Evaluation: General Manager, Pursuant to Government Code Section 54957.
3. RECONVENE TO REGULAR SESSION:
4. CALL TO ORDER - ROLL CALL
5. REPORT ON CLOSED SESSION
6. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
7. 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.)
8. PUBLIC HEARING:
(Public comments are limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)
9. 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 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 August 23, 2023.
 - b. Approve Minutes of CCSD Board special meeting on September 20, 2023.
 - c. Approve Minutes of CCSD Board meeting on September 27, 2023.
 - d. Approve Minutes of CCSD Board Personnel Committee special meeting on August 8 and August 15, 2023.
 - e. Approve payment of District bills.
 - f. Receive Minutes of Commissions and Committees.
 - g. Consider an appointment of Michael Pennisi to the Police Liaison Committee.
 - h. Approve the expenditure of sewer lateral replacement for 754 Alhambra.

10. ADMINISTRATIVE:
 - a. Consider consent items removed from the Consent Calendar.
 - b. Consider applications for District Board vacancy:
 1. Ms. Valerie Quade;
 2. Ms. Diana Martinez; and
 3. Mr. Randy Valdez.
 - c. Consider the creation of an Ad Hoc committee to correct and update the District Code, specifically sections pertaining to personnel policies.
 - d. Discuss audio recordings of meetings by the District Secretary for the purpose of preparing minutes.
 - e. Define District policy on owner responsibility for lateral tee connections.
11. BUDGET AND FINANCE:
 - a. Discuss financial matters related to the District.
12. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:
(These items are typically for the exchange of information only. No action will be taken at this time.)
 - a. Recreation Department
 - b. District Secretary
 - c. Maintenance Department
 - d. Port Costa Sanitary Department
 - e. Crockett Sanitary Department
 - f. Lighting & Landscape Commission
 - g. Governmental matters
 - h. Announcements and discussion
13. REPORTS FROM BOARD MEMBERS ASND COMMITTEES:
(These items are typically for the exchange of information only. No action will be taken at this time.)
 - a. Personnel Committee: Members Cusack (chair), Barassi, Spinner, Wais, and Wilson
 - b. Budget & Finance Committee: Members Mackenzie and Spinner
 - c. Police Liaison Committee: Members Currington (chair), Wais and Richey
 - d. CVSAN Wastewater Committee: Member Manzione (chair)
 - e. Memorial Hall Advisory Committee: Members Wilson (chair) and Peterson
 - f. Ad Hoc committees
 - g. Inter-agency meetings
14. FUTURE AGENDA ITEMS/BOARD COMMENTS
15. ADJOURNMENT until November 15, 2023. Due to the holidays, this meeting is scheduled for the third Wednesday of November.

HOW TO SUBMIT PUBLIC COMMENTS:

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 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 related to an open session agenda item, and is distributed less than 72 hours prior to 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 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.

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CROCKETT COMMUNITY SERVICES DISTRICT

For Review
Amended

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MINUTES OF REGULAR BOARD MEETING: AUGUST 23, 2023

- The meeting was called to order at 7:20 pm by President Barassi.
- Present were Board Members Mackenzie, Peterson and Spinner and. Absent: Goodman
- Staff members present: General Manager Murdock, Recreation Manager Wilson, and District Secretary Rivas.
- Also present was Commissioner Wais.

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER:

There were no requests to hear agenda items out of order.

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

Ms. Wais shared that the Lions club is hosting an Adios to Summer event and serving Mexican food and margaritas.

A letter from a former employee regarding recommending contracting with an independent human resources company to handle personnel reviews was received and asked to be submitted as a future agenda item.

4. PUBLIC HEARING: None

5. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:

- a. Recreation Department: The Crockett pool is open until Labor Day. The Proposition 68 project is starting soon. The project bid is scheduled to post on August 28. The mandatory walkthrough is scheduled for September 22. Bids are due October 6.
- b. District Secretary (DS): First-month activities included the learning process and attending meetings. Website observations and recommendations. The website receives good traffic. Discussed options to make the site more useful including adding meetings to the calendar section, and resuming the different newsletters that were previously distributed. DS will be investigating the Engage functionality. Engage allows the public to sign up for updates depending on their areas of interest. Recommended that department reports be written instead of oral. Committee and commission vacancies have been posted. Ms. Rivas recommends business cards and converting the website domain to a .gov website in the future. Will work with staff to update Status Reports and Action Plan.
- c. Maintenance Department: Crockett Resident Soxna Dice has been providing free landscaping services mostly around the Rolph Park building with great enthusiasm and has attracted other volunteers. The General Manager (GM) has negotiated a lease agreement for a small coffee cart at 1 Rolph Park. The vision is very exciting and look forward to the expected grand opening tentatively scheduled for the end of September. The GM confirmed that all of her licensing documentation will be completed and she understands she needs insurance listing the District as an additional insurer.

9.a

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

- d. Port Costa Sanitary Department: One emergency repair is currently underway at the intersection of Prospect and north of Canyon Lake. Cameras were unable to pass due to a sunken line. Staff feels that sunken lines is/will be common due to the age of the existing lines.
- e. Crockett Sanitary Department: Field easement delayed – to start at end of Sept. Aug. 30th is reading of MCC bid. Expect several bids. Will request a special meeting to approve awarding the winner. The owner of 461 Clark St is not satisfied with the remediation or sewer repair work done earlier in the year; GM suggested she submit a claim with none received to date. The owner of the property noted a new source of liquid on the property after repairs. Director Mackenzie suggested testing the water. A meeting with the wastewater committee, negotiations team, and C&H meeting date is scheduled for September 7th via Zoom. Noted that a member of the public filed a class action suit against C&H for smell issues last September. GM noted the citizen's grant working group submitted a grant application to the Rose Foundation for an upcycled water system.
- f. Lighting & Landscape Commission: This group held their first meeting. They elected Lindsey Pannell as chair and had a general discussion on the workings of the meetings and the intent of the commission. Monthly meetings were set for the 3rd Tuesday at 4 pm. Mr. Peterson asked that CCSD agendas be sent to all committees and commissions to increase communication. All groups should be encouraged to attend and report at CCSD meetings.
- g. Governmental matters: Mr. Murdock reminded the Board of the meeting with Congressman Garamendi where a primary focus was on grant funding.
- h. Announcements and discussion. None

6. CONSENT CALENDAR:

- a. Minutes of CCSD Board Meeting for July 26, 2023, was approved; (KP/JM, passed; JG absent)
- b. Approve payment of District bills. Approved with amendments. (KP 1st, JM 2nd, all approved. Goodman absent)
- c. Receive Minutes from CVSAN commission. No Action – minutes were not available.

7. ADMINISTRATIVE:

- a. Consider consent items removed from the Consent Calendar.
- b. Approval Resolution 23/24-08, Appropriations Limit. (NS 1st, LB 2nd; all ayes. 1 absent)
- c. Board accepted the resignation of Howard Adams from the CVSAN commission and expressed their gratitude for Mr. Adams's service, and his commitment to Crockett, and will be missed. Mr. Adams was described as an institution that has served a long time. The District thanks him profusely for his service.
- d. Receive resignation from Memorial Hall Advisory Committee member Bud Burlinson. Mr. Burlinson has been involved with the Memorial Hall Advisory Committee since its inception. Board is thankful for his dedication that spans decades. His dedication and commitment to this committee will be missed. Mr. Peterson shared that the committee has not met since Covid-19. There are currently three vacancies and shared that potential volunteers do not need to be veterans and women are encouraged to participate. Ms. Wais shared that she is posting all vacancies in the women's group.
- e. No comments on the report from Vice-President Goodman on administrative oversight.
- f. Vice-President Goodman officially resigned from the CCSD Board. Ms. Goodman will be missed in her capacity as VP. President Barassi expressed optimism towards her continued contributions as staff.

8. BUDGET AND FINANCE:

- a. The General Manager still has no access to the Crockett account. Will refer to the last statement and work back to see where we should stand. He is working with the accountant for that report. The CVSAN Budget & Finance is scheduled to meet on Monday and hopes to have a report for that meeting. Mr. Murdock reported that many of the charges listed were for workman's compensation for general contractors which are mostly Recreation employees.

9. REPORTS FROM BOARD MEMBERS AND COMMITTEES:

- a. Personnel Committee: Members Cusack (chair) Goodman, Spinner, Wais, and Wilson. None
- b. Budget & Finance Committee: Members Mackenzie and Spinner. No report. Staff still has not had access to County service. September 11 is the next opportunity to access the District's account.
- c. Police Liaison Committee. Member Wais stated that the committee has not met in a while. A meeting is scheduled for September 11. Ms. Wais advocated continuing the license plate reader discussion rather than postponing it and electing a new chair. The district secretary was asked to assist with the September agenda.
- d. CVSAN Wastewater Committee: Members Manzione and Bartlebaugh: An update was requested by the Board. Mr. Murdock reported that staff met with C&H and Infomark for a tour and general discussion. Met a C&H new staff person that is open to communication. Discussion on whether high pH or high temperatures cause problems. Agreed to monthly meetings.
- e. Memorial Hall Advisory Committee: Mr. Peterson reported that the group had not met since the Pandemic. Ron Wilson is the chair, and the group is down to only 3 members where there are 7 seats. Peterson suggested they may want to reduce the seats to 5. Revised plans for the project were presented. Corrections were made by an engineer which allows the project to move forward to a bid. Crockett has a local concrete contractor who is interested and may be able to offer a good price.
- f. Ad Hoc committees. None.
- g. Inter-agency meetings. None.

10. FUTURE AGENDA ITEMS/BOARD COMMENTS

11. ADJOURNMENT. The meeting was adjourned at 9:42 until September 27, 2023.

Respectfully submitted,
Sonia Rivas
Revised

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For Review

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MINUTES OF BOARD SPECIAL MEETING: September 20, 2023

1. CALL TO ORDER - ROLL CALL:

- The meeting was called to order at 6:08 pm by President Barassi.
- Present were Board Members Peterson and Spinner and. Absent: Mackenzie
- Staff members present were General Manager Murdock

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

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None

4. ADMINISTRATIVE:

- a. Approved motion for the General Manager to award to Telstar Instruments a contract to construct and install a Machine Control Center (MCC) in the Crockett Pump Station for the winning bid of \$749,500. (KP 1st, NP 2nd; all approved. JM Absent)

5. ADJOURNMENT. Meeting was adjourned at 6:13 until September 27, 2023.

Respectfully submitted,
Gaunt Murdock

9.b

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For Review

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MINUTES OF REGULAR BOARD MEETING: SEPTEMBER 27, 2023

1. CALL TO ORDER - ROLL CALL: The meeting was called to order at 7:08 pm by President Barassi. Also present were Board Members Mackenzie, Peterson, and Spinner.
Staff present included: General Manager Murdock, Administrative Services Manager Goodman, Recreation Manager Wilson, and District Secretary Rivas. Also present was Commissioner Wais.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Item 8a was pulled for consideration at the October meeting. The Board was asked to hold the Closed Session after the main meeting. The Closed Session resumed due to time constraints for Member Mackenzie and the District's attorney.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
Ms. Wais announced that a potluck is scheduled for October 14 at the Bass Club for Howard Adams and another community member. Both gentlemen have moved out of the area. The potluck is to honor and acknowledge their contributions to the community.
4. CLOSED SESSION: Closed session began at 7:12.
 - a. Public Employee Performance Evaluation: General Manager, Pursuant to Government Code Section 54957, and provide feedback to District Board.
5. OPEN SESSION: Open session resumed at 8:12. No action was taken. The Board will hold a special meeting prior to the October meeting on this topic. Member Mackenzie did not return to the regular meeting.
6. PUBLIC HEARING: None
7. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:
 - a. Recreation Department: Recreation manager Wilson reported that a dead crow was found and was sent to the County for evaluation, The crow was found to have West Nile Virus and suggested residents wear insect repellent. The County will be setting up traps but did not provide additional instructions for community awareness. On September 22nd 14 contractors attended the mandatory walk-through for the Prop 268 project that covers the pool and improvements. The bids will be opened on Oct 6th. Commissioner Martinez inquired about the recreation budget and process. President Barassi reported that the budget process begins at the staff level, then forwarded to each commission for input, and then presented to the Board typically in April with final approval typically in June. The budget process during the last two years has been problematic but expect the upcoming budget process to run smoothly with new staff overseeing the process. Mid-year budget reports are the duty of each commission. Getting the budget process back on track is a top priority.

9.c

Members: Luigi Barassi (President), John Mackenzie, Kent Peterson, Nick Spinner

- b. District Secretary: Ms. Rivas reported the updates to the website: all meeting notices now appear under the calendar section and meetings on the homepage and community events are also being posted in the calendar section. The Engage function is being tested. Mailing lists are being created to utilize the website's Engage function which allows events, notices, or agendas to be easily shared with multiple emails with one mouse click. The downside is that the function does not allow for any messaging from the sender. A sign-up window is supposed to pop up on the website when you visit the page. The DS created an application form for the Board, commissions, and committees. The form has been forwarded to two interested parties. A Notice of Preparation and Notice of Public Scoping meeting for the upcoming Vision 2045 General Plan and Climate Action Plan was posted on the website. The Lighting and Landscaping commissioners were added to the Board, commissions, and committee directory. Ms. Rivas attended the Presidential Investiture for Contra Costa College where she connected with Harpreet Singh, senior representative for Congressman Garamendi. The website has an option for community-wide notification which could be very useful but requires signing up for the mailing list. The GM cautioned of possible liability impacts based on the messages that are being communicated.
- c. Maintenance Department: Ms. Soxna has been providing free landscaping services mostly around the Rolph Park building with great enthusiasm. Mr. Murdock had hoped to hire her, but she will be moving out of the area soon. A lease has been signed for a small coffee cart at 1 Rolph Park. Member Peterson inquired if the coffee cart would be in the shape of a hearse. The dog park construction has begun with the restoration of the water service. The park will fall under the purview of the District. Directors asked for the status of an MOU for the dog park. The District has accepted the funds from Crockett Community Foundation for the dog park. The District serves as the fiscal agent and funds are to be distributed to the dog park committee. Invoices for fund requests should be forwarded to Glen Hummell. The District added the dog park as an additional insurer.
- d. Port Costa Sanitary Department: No spills or exceedances were reported for Port Costa. Port Costa was affected by several power outages. Diesel fuel was replenished up to 90% capacity at a cost of \$175. This should last throughout the winter if there are no significant power outages. Both Port Costa and Crockett underwent an audit on September 21st. Preparation for wet weather has begun which includes annual genset maintenance. Genset maintenance includes fluid change, load bank, and verification of battery health. Access points were added to the sewer on the North side of Prospect. 10 feet of pipe was replaced on Prospect Avenue, near Canyon Lake Drive, due to a misalignment that blocked maintenance equipment. Department staff's goal is to obtain CCTV footage for the entire system, the issue of limited inspection was a focus of the State audit. Staff told the State that prioritizing replacement is difficult without a full visual inspection. Port Costa replacement is behind schedule, and it is expected to be increased. Mr. Barnhill said the State Collection System audit was implemented this year so there may be a bit learning curve for all parties. Mr. Barnhill said the SSMP was adjusted to meet with the newest State DWR, with items such as SSO being renamed as Spill.
- e. Crockett Sanitary Department: EBMUD has completed its street work with no work planned in the near future. A walk-through resulted in very minor damage to the streets. Mr. Murdock informed EBMUD that the roads are the County's responsibility but welcomed the opportunity to discuss much-needed paving. The MCC project bid was awarded to Telstar Instruments (lowest bid at \$749,500. Telstar currently does the electronic repairs for the pump station. The MCC is the motor control center for the pump station. Much of the GM's time has been focused on an insurance audit and insurance adjustments. Mr. Murdock discussed the District's vision for C&H with Kelly Connor of the State Lands Commission.
- f. Lighting & Landscape Commission: Met and set priorities: Bridgehead - cleanup and maintenance focusing on the area closest to the street and across Pomona Street. Discussed possibly hiring a part-time maintenance person. Cal-Trans did some significant maintenance on its own at the corner area of Pomona and the freeway exit. The District can request a work order for regular maintenance.
- g. Governmental matters: General discussion with State Lands

h. Announcements and discussion. None

8. CONSENT CALENDAR: Items a and c were pulled for discussion. Items b and e were approved. (KP 1st, NS 2nd, 3/0 in favor, no opposition; 1 absent) Item d was pulled for a future agenda.

- a. Minutes of CCSD Board Meeting for August 23, 2022. Item was postponed to October meeting.
- b. Approve Minutes of CCSD Board special meeting on September 20, 2023.
- c. Approve payment of District bills. Item was pulled for discussion.
- d. Receive Minutes of Commissions and Committees. Item was postponed to October meeting.
- e. Resignation of Sylvia Melero from the Police Liaison Committee effective September 11, 2023. President Barassi thanked Ms. Melero for her participation in the Police Liaison Committee.

9a CONSIDER CONSENT ITEMS REMOVED FROM CONSENT CALENDAR: Minutes for August 23 were postponed to the October meeting. Member Peterson requested that the District bill roster should be more transparent by adding a descriptor in addition to the invoice number. Ms. Goodman stated that the District's PERS account is paid and up to date. District Bills were approved. (KP 1st, NS 2nd, 3/0 in favor, no opposition; 1 absent)

9b ELECTION OF VICE-PRESIDENT: Member Spinner was nominated as Vice-President and approved unanimously. (KP 1st, LB 2nd, 3/0; no opposition; 1 absent)

9c & d: CONSIDER APPLICATIONS TO FILL THE CCSD BOARD VACANCY: The Board replacement must be made within 60 days from the date the vacancy was posted. A special meeting will be held to appoint a new member.

9c Application for Ms. Valerie Antoinette Leuba for CCSD Board: Applicant's name was correct to Valerie Quade. Ms. Quade was unable to attend the meeting.

9d Application for Ms. Diana Martinez for CCSD Board: Ms. Martinez was present and shared that she is currently on the Recreation Commission. She has attended several other commissions and committees. She is very aware of many matters, policies, concerns, and resolutions in the community.

9e DISCUSS INCREASING INSURANCE COVERAGE FOR DISTRICT PROPERTIES: Raising limits does not increase premiums. If the increased limits are not sufficient, an assessment to determine actual valuations will cause premiums to increase. Insurance companies are bound to pay based on replacement costs. A \$4 million valuation of the community center may not be sufficient. Liability insurance is due in December. Property insurance renews in July. The cost of insurance coverage for adjustments has not been provided as of the time of the meeting.

9f CONSIDER PLACING SEWER REPAIR PROJECTS OUT FOR BID. Item was postponed and will be presented to CVSAN first.

10a BUDGET AND FINANCE: Administrative Services Manager Jena Goodman reported that the District is up to date for CalPERS and all bills. She intends to present monthly transmittals to the Board and each commission and provide quarterly budget check-ins. CVSAN received a year-to-date warrant transmittal and will provide such reports to those who request them. Still does not have access to the Workday (County's portal to access the District's financial records). Ms. Goodman has access to Netchex and QuickBooks and is working on reorganizing the current filing system. Ms. Goodman led the discussion on authorized signers for District business. The District's policy is that elected officials sign all bill payments. Historically the District has four signers (two officials and two staff) for bills and business documents. Staff was directly to discuss further but in the meantime to update current signers to reflect current staff. The District has an imprest account for small check needs but has not been implemented. Board Member Peterson reminded staff that monthly budget worksheets have not been made available for a significant amount of time and requested that they be presented to the Board. Ms.

Goodman will present these reports at a future meeting. President Barassi suggested possibly moving toward electronic payments over check writing could be considered.

11. REPORTS FROM BOARD MEMBERS AND COMMITTEES:

11a. PERSONNEL COMMITTEE: Members Cusack (chair), Barassi, Spinner, Wais, and Wilson. President Barassi reported that the committee has met and acknowledged the thorough work that Chair Cusack has gathered and presented to the Board for consideration for a future closed session.

11b. BUDGET & FINANCE COMMITTEE: Members Mackenzie and Spinner. None.

11c. POLICE LIAISON COMMITTEE. The committee met and elected Raina Currington as the chair and Bob Ritchey was elected as vice-chair. The committee currently has 3 members and 4 vacancies. Deputy Sheppard attended the meeting. CHP has not had representation due to staff shortages but has communicated with staff that they will be sending a new representative. Animal control continues to not attend the meetings. The committee continued the discussion on the license plate readers (LPR). A sub-committee is gathering cost information to present a proposal. Several members of the community have expressed interest in assisting with the LPR program. Michael Pennisi submitted an application for the PLC.

11d. CVSAN WASTEWATER COMMITTEE: Staff attended a three-hour tour of the JTP with C&H staff. Jean-Paul (head environmental manager), Joe (lead operator), and other Infomark staff. C&H has done a great amount of work. A meeting is planned with Nat Coley of C&H. Mr. Murdock suggested the District's attorney participate in the meeting. This group focuses on the renewal of the wastewater plant. Mr. Peterson clarified that Port Costa has their own wastewater committee independent of the Crockett wastewater committee.

11e MEMORIAL HALL ADVISORY COMMITTEE: The committee has not met and only meets when warranted. Meeting dates for standing committees are not required to be set on specific timeframes. President Barassi advised and encouraged staff to call a meeting when needed.

11f AD HOC COMMITTEES. The ad-hoc committee for the Meade wastewater treatment plant was created to lead the wastewater discussion. The CVSAN wastewater committee has taken over the functions and therefore an ad-hoc committee is no longer necessary and therefore disbanded.

11g INTER-AGENCY MEETINGS. None.

12. FUTURE AGENDA ITEMS/BOARD COMMENTS: Barassi reported on a discussion with a constituent and staff regarding the responsibility of repair for lateral connection damages. Mr. Barassi expressed that the main line is in the public right of way, subject to vehicular wear and tear, and should be the responsibility of the District as manager of the commons. The t-connection is a weak point. Constituents are responsible for connecting to the District's main line. Barnhill reported that connection is not always cut and dry. Member Peterson stated that the repair responsibilities on the property owner is a long-standing practice as stated in the District code and recommended that policy changes should start at the Wastewater committee level to discuss possible policy changes.

13. ADJOURNMENT. Meeting was adjourned at 10:13 until October 25, 2023.

Respectfully submitted,
Sonia Rivas

BOARD PERSONNEL COMMITTEE

Of the Crockett Community Services District

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MINUTES OF PERSONNEL COMMITTEE SPECIAL MEETING AUGUST 8, 2023

CALL TO ORDER: The meeting was called to order at 4:10 PM by Committee Chair Tom Cusack. Present were Director Goodman, Director Spinner, Committee member Wais, Recreation Department Manager Wilson.

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS: Mr. Vaughn Gunkleman suggested that the review process be managed by an independent human resources company for objectivity, fairness, and confidentiality. He offered to present an official letter with his recommendations. The Committee stated that its role is to manage the process, while maintaining confidentiality, to present to the Board who in turn act on the review.

CLOSED SESSION: The committee went into closed session at 4:26 pm.

OPEN SESSION: The committee returned from closed session at 5:25 pm.

1. Announcement of actions taken during closed session. Committee members assigned the District Secretary the task of compiling the reviews and summarizing the comments to then present to the Board.
2. General discussion that of employment review process.

ADJOURNMENT to August 15, 2023, at 5:30.

Respectfully submitted,
Sonia Rivas

9d

BOARD PERSONNEL COMMITTEE

Of the Crockett Community Services District

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MINUTES OF PERSONNEL COMMITTEE MEETING AUGUST 15, 2023

CALL TO ORDER: The meeting was called to order at 4:05 PM by Committee Chair Tom Cusack. Present were Director Goodman, Director Spinner, Committee Member Wais, Recreation Department Manager Wilson.

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

PUBLIC COMMENTS ON NON-AGENDA ITEMS:

Ms. Diana Martinez notified the Committee that the job announcement for the Administrative Services Manager was posted at the Community Center but not on the website.

CLOSED SESSION: The committee went into closed session at 4:08 pm.

OPEN SESSION: The committee returned from closed session at 4:43 pm.

1. Announcement of actions taken during closed session. No action taken.
2. Approval of Minutes for August 8 was not listed in the agenda. Minutes will be considered at next meeting.

ADJOURNMENT to September 12, 2023, at 4:50 pm.

Respectfully submitted,
Sonia Rivas

CCSD Meeting 10/25/23

Minutes from Commissions and Committees

Lighting & Landscape Commission

1. August 15, 2023
2. September 19, 2023

Recreation Commission

1. September 11, 2023

Police Liaison Committee

1. September 11, 2023

Port Costa Sanitation

1. July 12, 2023
2. August – no meeting.
3. September 13, 2023

Crockett Sanitation

1. July 19, 2023
2. August 16, 2023

Memorial Hall Advisory Committee

1. August 10, 2023

CROCKETT COMMUNITY SERVICES DISTRICT

of the Crockett Community Services District

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MINUTES OF LIGHTING AND LANDSCAPING COMMISSION MEETING AUGUST 15, 2023

1. CALL TO ORDER: The meeting was called to order at 7:15 PM by Present were members Castro Silva, Garbis, Mitzel, and Pannell. Also present were Board member Goodman and General Manager Murdock.

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER:
 - 5.a (Election of Chair) was pulled out of order. Ms. Lindsey Pannell was elected as Chair. (Kara Mitzel 1st, Carla Garbis 2nd, unanimous)

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

4. CONSENT CALENDAR: None

5. ADMINISTRATIVE
 - a) Election of Chair was pulled for discussion out of order. See item 2 above.
 - b) Commissioners requested a copy of the Measure L Ordinance for review. Projects need to be defined; members were asked to identify projects prior to next meeting. Half of the Lighting and Landscaping Budget is available in December; the remaining balance is available in May.
 - c) Future meetings were established to occur on the 3rd Tuesday of the month on at 7 PM and held at the Crockett Community Center.

6. REPORT OF STAFF: None

7. COMMENTS FROM COMMISSIONERS:

8. FUTURE AGENDA ITEMS: Items for future consideration include a priority list, budget, and budget allocation percentages.

9. ADJOURNMENT: Meeting was adjourned to September 19, 2023 at 8:17 PM.

Respectfully submitted,
Sonia Rivas, MBA
September 5, 2023

Commissioners: Miriam Castro Silva, Carla Garbis, Kara Mitzel, and Lindsey Pannell (Chair)

LIGHTING & LANDSCAPE COMMISSION

of the Crockett Community Services District

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MINUTES OF LIGHTING AND LANDSCAPING COMMISSION MEETING SEPTEMBER 19, 2023

1 CALL TO ORDER: The meeting was called to order at 7:06 PM by Chair Pannell. In attendance were members Castro Silva, Garbis, and Mitzel. Also present were Board member Peterson and staff; General Manager Murdock, Administrative Services Manager Goodman, and District Secretary Rivas.

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

3 PUBLIC COMMENTS ON NON-AGENDA ITEMS: A member of the community reported that several decorative lights are out. Ms. Goodman suggested that the light issue be addressed under section 5a under maintenance priorities. Chair Pannell reported that the Commission does not have any funds, but the matter should be presented to the Crockett Improvement Association (CIA).

4a CONSENT CALENDAR: Minutes for August 15, 2023, were approved with a minor correction on availability of funds in 2024. (Mitzel 1st, Castro-Silva 2nd; Ayes: 4/0)

5a QUESTIONS OR COMMENTS REGARDING LIGHTING AND LANDSCAPING MAINTENANCE ORDINANCE: Chair Pannell referred to Section 8 of the Lighting and Landscape maintenance ordinance that addresses how funds may be used. Of the \$60,000 budget, \$5,000 is expected for expenses.

5b IDENTIFY PROJECTS FOR MAINTENANCE PROGRAM (BRAINSTORM):

A discussion was had regarding lighting maintenance. Mr. Peterson reported that the CIA assists with lighting maintenance. The average maintenance cost is approximately \$5,000. The amount increases approximately every two years. The Variables that affect this amount include existing tools, inventory, and emergency outages. The Crockett Community Foundation typically has new inventory in January. Crockett has a contractor that is doing maintenance that does bulb changes. Mr. Murdock discussed various options to maintain lighting such as the use of a cherry picker and a maintenance person.

Ms. Perez brought attention to the overgrowth of the split median on Francis. The overgrowth impairs visibility, damages vehicles, and creates parking issues.

Chair Pannell shared her observations regarding landscaping issues during a walk around the community. Upon entry into the town, the area around the freeway bridgehead is covered with overgrown brush, and maintenance in this area should be relatively simple to complete. Commissioner Garbis agreed that clearing the area would provide an immediate and visible improvement that would satisfy taxpayers. A resident pointed out that the volunteer-led CIA typically maintains the area, but nothing has been done in years. Ms. Goodman pointed out the CIA-led annual Fall Clean-up is coming soon and suggested that the commission postpone decisions until

after the clean-up is completed. She will bring this matter to the CIA. Commissioner Garbis reported that the measure was created because the volunteer community was shrinking, and maintenance could no longer be sustained by volunteers. The measure serves to fund ongoing maintenance by staff or contractor. Ms. Perez recommended that the commission publicize the landscaping improvements on all social sites so that the community sees that the measure is working.

Ms. Perez brought up the issue of large trucks breaking low-hanging branches. Suggested a field survey to identify areas that need trimming. Crockett residents have observed several power lines with intertwining branches which can cause power outages. Mr. Peterson said that the County addresses fallen trees and that PG&E maintains their power lines. Reporting power line maintenance issues to PG&E is very important. This is not the responsibility of the L&L Commission. Mr. Murdock shared that PG&E's policy is that non-high-tension lines are low priority. He also suggested that clearing these branches may be outside of the financial means of the Commission. This issue will be added to be considered.

Chair Pannell continued to report her observations of the community. The sidewalks in the downtown area are dirty and have weeds in the cracks; while outside of the L&L's authority, would like businesses to clean their sidewalk areas. The C&H area at Loring Street does not look good, it is littered, and the curbs look bad. Vista del Rio to Pomona could use curb cleanup. Mr. Peterson reported that the CIA owns a street sweeper and a large power washer. These tools can be a liability to those who are untrained. Liability is covered through training and insurance.

The medians (streets) are the responsibility of the County. The general manager serves as the liaison to the County, but he strongly recommends that the community send letters to the County's public works department as they are more effective. Ms. Perez offered to spearhead a petition for street maintenance.

Ms. Rivas recommended a welcome sign at the entrance to Crockett located at the freeway exit at Dead Fish intersection. Mr. Murdock responded that a sign is not a Measure L option, but the CIA can construct a sign or monument as a capital project.

5c PRIORITIZE PROGRAM STEPS: The Commissioners identified the following in order of priority:

1) Bridgehead sidewalk; 2) Street lights; 3) Bridgehead; 4) Litter in target areas; 5) Rolph public spaces; 6) Downtown curb clean-up.

Ms. Goodman reminded the Commission that the annual fall clean-up is scheduled for October 28th and suggested that the group revisit priorities after the clean-up event. Ms. Mitzel agreed to work with CIA until funding is available.

6 REPORT OF STAFF: GM Murdock reported that 6% of a budget is standard for administration costs; wages for a maintenance person will range between \$25-\$30 per hour; insurance and workman's comp add costs to the budget. He recommended that the meetings be focused and efficient with quick decision-making to help minimize staff costs in the budget.

7 COMMENTS FROM COMMISSIONERS: Chair Pannell asked how the Commission can work with other entities such as the Chamber of Commerce, business owners, Cal-Trans, County Public Works, etc.

8 FUTURE AGENDA ITEMS: The following items were requested to be added to the next agenda: publicity of L&L activities, Plaza MOU, and Proposed budget.

9 ADJOURNMENT: The meeting was adjourned to October 17, 2023 at 8:25 PM.

Respectfully submitted,
Sonia Rivas, MBA

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, SEPTEMBER 11, 2023

1. CALL TO ORDER: The meeting was called to order at 6:06 PM by Chair Cusack. Present were Commissioners Airoidi, Choquette, Martinez and Valentini. Staff present included General Manager Murdock, Administrative Services Manager Goodman, and District Secretary Rivas.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: Mary Wais introduced the new district secretary, Sonia Rivas.
4. CONSENT CALENDAR: None.
5. RECREATION: None.
6. BUDGET AND FINANCE: Ms. Goodman reported that the budget was approved and posted on the website and advised the Commissioners that they will be involved in the budgeting process in the upcoming cycle. There are currently two members on the Recreation sub-committee: Cusack and Valentini. The District Secretary will email a copy of to all commissioners. The previous person in charge of preparing the budget skipped all the committees and commissions and presented the budget directly to the Board.
 - 6.a. CONSIDER INCREASING RENTAL RATES AT THE COMMUNITY CENTER: Recreation Manager Ron Wilson presented a proposal on increasing rental rates. Supporting documents to support the increases were attached and included the communities of Pleasant Hill, Walnut Creek, Albany, Concord and Hercules. Motion to accept rate changes with the addition of a resident/non-resident rate for the use of the commercial kitchen use in the Community Center. (TC 1st, LC 2nd, Approved 5/0)

Commissioner Martinez would like to see more classes for seniors. Mr. Wilson is open to proposals for such classes.
 - 6.b. CONSIDER INCREASING PROPERTY VALUES FOR INSURANCE PURPOSES AT THE COMMUNITY CENTER: Recreation Manager Wilson presented the need for increasing insurance rates for the community center. Motion to increase the valuation of the Recreation/Community Building to \$4 million; increase real property to \$600,000; increase personal property to \$500,000; and increase liability to \$5 million. (TC 1st, DM 2nd; Approved 5/0)

7.a. ADMINISTRATIVE: Mr. Wilson postponed his report for the next meeting.

8. REPORT OF DEPARTMENT MANAGER: Mr. Wilson requested that his report be postponed to the next meeting.

9. REPORTS FROM COMMISSIONERS: Commissioner Martinez reported that Ad Hoc team consisting of John, Ron and Diana to allow Crockett and Port Costa non-profit organizations to post community event banners for non-reoccurring events no sooner than 2 weeks prior to the event and must be removed within 24 hours after the event. Recurring annual and semi-events may be posted no sooner than 4 weeks prior to the event and removed within 24 hours. Local campaign banners are not allowed. Only soft banners are allowed. Recommendation was made to bring to the Board to adopt these rules. All approved - 5/0.

10. FUTURE AGENDA ITEMS: None.

11. COMMISSIONER COMMENTS: None.

12. ADJOURNMENT: The meeting was adjourned at 7:00 PM until October 2, 2023.

Respectfully submitted,

Sonia Rivas
District Secretary
October 2, 2023

CROCKETT POLICE LIAISON COMMITTEE

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, SEPTEMBER 11, 2023

1. CALL TO ORDER: The meeting was called to order at 7:03 PM by Vice-Chair Wais. Present were Committee members Currington, Melero, and Ritchey.

Staff present included Administrative Services Manager Goodman and District Secretary Rivas.

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

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.

4.a. LAW ENFORCEMENT ISSUES AND REPORTS - REPORT FROM DEPUTY:

Deputy Ken Sheppard reported that six burglaries had occurred in August. A truck had been stolen and was recovered intact. The County has increased the number of man hours for sheriffs to monitor Crockett at random times. Community input is key to helping to solve crimes including video, descriptions of persons, license plate numbers, vehicle description, etc. Without these kinds of details, a report is written but there is not enough information to warrant an investigation. These robberies do not appear to have any specific patterns or obvious motives.

Ms. Wais inquired about street parking on Rolph Avenue by the school. Street parking is prohibited during school hours but there are always parked cars. The policy was created for safety and to allow large truck traffic. Officer Sheppard stated that he has only observed parking during school pick-up and drop-off times.

Parking is enforced by a community resource officer. Officer Sheppard stressed that the best solution to the elimination of the overabundance of abandoned vehicles is to call the non-emergency number (925) 646-2441 and report the vehicles. Callers should provide as much detail as possible. He first attempts to work with the vehicle owners. Towing is done only under two circumstances: a vehicle has been parked longer than 72 hours (must be tagged first) and expired registration tags. Chair Currington would like to provide a list of vehicles in question with a report back at the monthly meetings and hear progress reports.

The overarching message for the discussion is to call and report. The public was asked to share this message on social media channels to call the dispatch number because law enforcement is not monitoring social media channels.

Officer Sheppard is typically available, Tuesday through Friday. Callers can call and ask for him by asking for 1Paul18. He can also be reached via email at kshep001@so.cccounty.us

To report illegal dumping, Sheppard suggested calling the non-emergency number (925) 646-2441, reminding the public to provide as much information and especially a license plate if it is observed. A member of the public reported that she had called the dumping reporting number posted on Cummings Skyway, but the phone was never picked up and hung up after several rings.

To report illegal dumping, the public is asked to call non-emergency dispatch and report vehicle descriptions and license plate numbers. The public should first call dispatch at (925) 646-2441 before of numbers posted on Cummings Skyway.

4.b. REPORT FROM CHP ON TRAFFIC ISSUES: None.

4.c. NEIGHBORHOOD WATCH: No report.

5. ADMINISTRATIVE:

5.a. SEATING OF NEW MEMBER ROBERT (BOB) RITCHEY. Ms. Wais welcomed Bob Ritchey to the committee and expressed her gratitude for his service to the community.

5.b. ELECTION OF OFFICERS: Vice-Chair, Mary Wais led the meeting. Sylvia Melero has moved out of town and submitted her written resignation. Raina Currington was elected as Chair. Robert Richey was elected as Vice-Chair. All in favor, 4/0.

5.c. DISCUSS VACANCIES: Ms. Wais announced that the vacancies are open. The PLC is one of the most attended committee groups. The group meets on the first Monday of the month at 7 PM and generally does not meet in July. The group serves as a liaison between public safety agencies and the communities of Crockett and Port Costa but the committee has no formal power. Members of the public can visit the website and download the application. The notice of vacancies is also listed in the Crockett Signal. Once an application is submitted, the Committee members will assess the applicant(s) and forward their recommendation(s) to the District Board for approval.

5.d. DISCUSS LICENSE PLATE READERS: Ms. Wais reported that the original survey results reflect a majority in favor of the LPRs. Member Melero suggested that the committee move forward with the License Plate Readers project. Ms. Currington and Mr. Ritchey were tasked with identifying camera locations and connecting with (a) vendor(s) and prepare a proposal.

Ms. Goodman explained that the CSD is not in line to pay for the LPRs but do support the efforts. The role of the PLC is to obtain a proposal, ideally three proposals, and identify funding sources. The proposal will be submitted to the Board for approval. Motion to move forward with the LPR project. RC 1st, RR 2nd. All in favor 4/0.

The public has been invited to participate in the process via a sign-up list. Interested parties can email DistrictSecretary@town.Crockett.ca.us. The committee will consider working with the grants group.

6. REPORTS FROM COMMITTEE MEMBERS: None.

7. CONSENT ALENDAR

a. Minutes for the last meeting (June 5th was a Town Meeting) were not available. Whether minutes were taken and where they are stored is unclear. The committee does not expect that minutes were taken at that meeting.

8. FUTURE AGENDA ITEMS: None.

9. ADJOURNMENT: The meeting was adjourned at 7:46 PM until October 2, 2023.

Respectfully submitted,
Sonia Rivas

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, JULY 12, 2023

1. CALL TO ORDER: The meeting was called to order at 7:08 PM by Chairperson Surges. Present were Commissioners Cusack, and List, along with Dept. Manager Barnhill, and General Manager Murdock. Commissioners Scheer and Klaiber were absent.
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: Mr. Cusack said that the Personnel Committee interviewed one person for the District Secretary position.
- 5.b. SELF-MONITORING REPORT: Mr. Surges said the report is good.
- 5.c. RECEIVE PERFORMANCE SURVEY FORMS FOR THE GENERAL MANAGER: Mr. Cusack distributed performance surveys to the members of the commission. He encouraged the commissioners to complete and submit the surveys.
6. FINANCIAL REPORT: None
7. WASTEWATER: None
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill discussed the July 4 sewage spill which resulted in WCWD responding to clear the blockage using rodding. L.R. Paulsell followed-up with hydro cleaning along with removal of mud and water on the ground. L.R. Paulsell performed CCTV operations to survey the condition of the upstream and downstream pipe segments. Mr. Murdock said that the pipe segments are in poor enough condition that they would be scheduled for replacement if they were in Crockett. Mr. Murdock asked the Commission how they want to approach pipe repairs and replacements in Port Costa.
- 8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None
- 8.c. STAFF ANNOUNCEMENTS: Mr. Barnhill said the Contingency and Spill Plan was reviewed and edited as needed.
9. REPORTS FROM COMMISSIONERS: None

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

10. CONSENT CALENDAR: A motion to approve the Consent Calendar was unanimous (tc/tl).
a. Approve Minutes of June 14, 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 7:48 PM until August 9, 2023.

Respectfully submitted,



James Barnhill
August 4, 2023

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, SEPTEMBER 13, 2023

1. CALL TO ORDER: The meeting was called to order at 7:02 PM by Vice Chairperson Cusack. Present were Commissioners List, Scheer, and Klaiber. Staff present included Dept. Manager Barnhill, General Manager Murdock, Administrative Services Manager Goodman and District Secretary Rivas. Commission Chairperson Surges was absent.
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: Ms. Jena Goodman resigned from the Board and was hired by the General Manager as Administrative Services Manager. The 2023/2024 budget was approved by the CCSD board and adopted.
- 5.b. SELF-MONITORING REPORT: Two reports were received since the August meeting was cancelled.
6. FINANCIAL REPORT: Ms. Goodman presented a check roster and credit card statement. The approved 2023/2024 budget will be presented at the October meeting.
7. WASTEWATER: None
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported that the line above Prospect Ave was found to have a failing coupling and was in need of an access point. LRP installed a cleanout, replaced approximately 10 feet of pipe and installed a new coupler. The line was cleaned and will be CCTV'd.
- 8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Staff completed a State audit questionnaire for the collection system for both Crockett and Port Costa and have a virtual audit meeting on September 21st. The audit is new and covered the entire system of Port Costa's collection system, it's inspection, maintenance, and replacement. Staff expects the audit will result in increased inspection and replacements. Ms. Goodman reported that a small grants group is looking into funding sources. In a meeting with Congressman Garamendi, staff was directed to search possible federal grants. Ms. Goodman invited any interested parties from Port Costa to attend the grant meetings.

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

8.c. STAFF ANNOUNCEMENTS: None

9. REPORTS FROM COMMISSIONERS: Commissioners welcomed two new employees Ms. Jena Goodman and Ms. Sonia Rivas. Commissioner Cusack reported that a neighboring lot was recently changed. The lot was split and does not have a dedicated lateral. Mr. Barnhill reported that a homeowner of new construction will incur a cost to connect a lateral to the collection system which is currently a capacity fee of \$5,500 plus permit fee of \$60.

10. CONSENT CALENDAR: A motion to approve the Consent Calendar was unanimous (TL 1st, TC 2nd, Ayes: 4/0, 1 absent).

a. Approve Minutes of June 14, 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.
- Report on State Collection System Audit.

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:41 PM until October 11, 2023.

Respectfully submitted,
Sonia Rivas

CROCKETT SANITARY COMMISSION

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MINUTES OF REGULAR MEETING JULY 19, 2023

CALL TO ORDER: 4:02 PM

Commissioners present: Mark Manzione, Scott Bartlebaugh, Mary Wais,

Also present:

Board President Luigi Barassi, General Manager Gaunt Murdock, Commissioner Tom Cusak

REQUESTS TO TAKE AGENDA ITEMS OUT OF ORDER: None

PUBLIC COMMENTS: None

PUBLIC HEARING: None

CONSENT CALENDAR: Minutes of June 21, 2023, approved with changes to include topic in start of closed session; no action taken. (MW/SB, unanimous)

The closed session topic reported to open session was: "CVSAN Authorized the General Manager to proceed with contract for Tomas Frisch as project engineer and recommend approval by the Board"

WASTEWATER

Commission received the Crockett Contingency and Spill Prevention Plan. Mr. Bartlebaugh noted that the plan should be changed to reflect positions/titles rather than names of staff in the report. Commissioner Manzione reported on the wastewater committee meeting, discussions of negotiations. Mr. murdock reported that he discussed strategies for wastewater treatment with Vivian Housen. Commissioners requested that Negotiation committee report be a regular agenda item. Mr. Barassi discussed the tradeoff of cost and reliability. Mr. Bartlebaugh pointed out that a healthy state of the plant supports stable pricing. President Barassi asked not to be on the negotiating committee, in order to more closely serve the electorate. Mr. Manzione reiterated that the Negotiating team was Manzione, Bartlebaugh & Murdock and counsel Pio Roda with attendance by Barassi and Jena Goodman as advised.

ADMINISTRATIVE: Mr. Cusak reported that the Personnel Committee had "put together a personnel committee of everyone the could beg, borrow or steal" to assess the General Manager continuing ". This review is different in that he is trying to get answers from every commissioner and to ensure review is anonymous. He said deadline was Aug. 8th. Commissioner Wais requested that meeting be posted on rear board in

addition to the front board. Commissioner Wais also stated that the resignation of Howard Adams should be received by the board.

FINANCIAL REPORT

General Manager reported we are locked out of our county financial records. Commissioner Manzione reported they could accept approximations. Manzione said that perhaps CVSAN should codify how the finance is to be done. Murdock explained the role of the accountant hired by staff. Murdock reported that he and Vaughn Gunkelman had met with Tanya Ackerman and had agreed on \$418,000 dollars were owed to C&H, that there may be other bills outstanding. Commissioners stated that we were not to pay them more that what was owed after subtraction of their debt to us.

DISTRICT BOARD ACTIONS: None reported.

FUTURE AGENDA ITEMS

- Committee Appointments
- Plant evaluations by C&H

ADJOURNMENT: 6:35 PM until August 16, 2023 at 4:00 PM

Respectfully,
Gaunt Murdock

CROCKETT SANITARY COMMISSION

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MINUTES OF REGULAR MEETING, AUGUST 16, 2023

1. CALL TO ORDER: The meeting was called to order at 4:06 PM by Chairperson Trask. Present were Commissioners Bartlebaugh, Manzione, and Mary Wais. District Board Vice-Chair Goodman, General Manager Murdock, Department Manager Barnhill and District Secretary Rivas were also present.
2. REQUESTS TO TAKE AGENDA ITEMS OUT OF ORDER: None
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Mr. Murdock led a short discussion about the Crockett goat; intention and current status. Ms. Cathy Sands of Port Costa has taken over the care of the goat. Ms. Sands is planning to leave Port Costa and intends to take the goat with her.
4. PUBLIC HEARING: None
5. CONSENT CALENDAR:
 - a. Minutes for July 19, 2023 were not provided and to be placed on next agenda.
6. ADMINISTRATIVE:
 - a. Report on Actions by the District Board:

Introduction of Sonia Rivas; new District Secretary.

Discussion on the process to fill vacancies: Notice of vacancy is posted; Applications/Letters of Interest (LOI) is received and presented to the Commission for review; Commission makes recommendations to the District Board; Board acts on recommendations. Commissioners discussed potential applicants.
 - b. Approve reimbursement of repair for cost for 530 Alhambra: Mr. Murdock updated the Commissioners on the damages to property 530 Alhambra and discussions with the property owner. Under legal advisement, District Engineer determined the District was responsible and recommended reimbursement. Three bids were received for the repair with a winning bid of \$6700. Commissioner Wais disapproved the recommendation. Peterson was concerned about gift of public funds, Mr. Murdock and Mr. Barnhill stated that due to the layout of the sewer and even with the use of cameras, they were unable to determine the exact cause for the damages. Commissioners discussed the current camera review process and liability concerns and recommended that the process be considered in a future agenda. Reimbursement approved (SB 1st, MM 2nd, Unanimous)
7. REPORT OF CONSULTING ENGINEER: None

8. WASTEWATER:

8.a CONSIDER REPORT ON ENFORCEMENT ACTIONS.

563 Loring Street has been experiencing lateral leakages but identifying the cause has been challenging and difficult to assess if the leak is a violation. Staff will continue to monitor.

8.b DISCUSS OPTIONS FOR WASTEWATER TREATMENT AND UPCOMING NEGOTIATIONS

Moved to section 11.a

9. BUDGET AND FINANCE:

9.a CONSIDER MONTHLY SUMMARY WORKSHEET AND STAFF REPORT ON FINANCIAL

MATTERS. Staff has not had access to the budget for several months. General Manager expects access within two months. Mr. Murdock will present an update at next meeting.

10. REPORT OF DEPARTMENT MANAGER:

(These items are typically for the exchange of information only. No action will be taken at this time.)

10 a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS:

Mr. Murdock expects several bids for the MCC project based on bid inquiries. Bids are due August 31, 2023. Receiving bids for older project bids has been historically challenging due to prevailing wage requirements which impacts getting contractors.

10.b. GOVERNMENTAL MATTERS:

Mr. Murdock reported that he and Board Member Goodman attended a City Manager meeting with Congressman Garamendi and Supervisor John Gioia. Garamendi encouraged municipalities to seek grants for their capital improvement projects through the Inflation Reduction Act. He repeatedly acknowledged Crockett community as an underserved community.

Ms. Goodman shared that an informal group held a working meeting to seek funding sources such as grant opportunities, low-interest loans, or other. The group is working on identifying priority projects. A key member of the group is a professional grant writer, local resident and has offered her services free of charge. Chair Trask pointed out that the District has previously hired a grant writer with little success.

Staff felt very positive about the meeting and potential future outcomes.

10.c. Announcements and discussion.

11. REPORTS FROM COMMISSIONERS:

(These items are typically for exchange of information only. No action will be taken at this time.)

11 a. WASTEWATER COMMITTEE:

Met with C&H team including new environmental manager Jean-Paul. These meetings will be reoccurring. The primary leaseholder is the State Lands Commission.

The discussion of the future of the treatment plan options include 1) upgrade existing plant, 2) a new treatment plant.

11.b. BUDGET & FINANCE COMMITTEE

Subcommittee has not met. Requested financial reports to be presented at next meeting.

11.c. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

- Review and consider changes to the sewer lateral review process.
- Review MCC bids.
- Discuss replacement of member Howard.
- Discuss remaining goat, maintenance, housing and costs.

13. COMMISSIONER COMMENTS:

Commissioners Bartlebaugh and Manzione have conflicts for the September 20 meeting. Commissioners approved moving the meeting one week early to September 13, 2023.

13. ADJOURNMENT: The meeting was adjourned at 5:52 PM until September 13, 2023.

Respectfully submitted,

Sonia Rivas, MBA
September 12, 2023

Commissioners: Scott Bartlebaugh, Mark Manzione, D'Arcy Trask (Chair), Mary Wais

CROCKETT MEMORIAL HALL ADVISORY COMMITTEE

of the Crockett Community Services District

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website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, AUGUST 10, 2023

1. CALL TO ORDER: The meeting was called to order at 4:30 PM by Chair Ron Wilson. Present were committee members Kent Peterson and Ron Wilson. This committee had not met since 2019, largely due to the Covid-19 epidemic and economic trauma that precluded making much progress on restoring Crockett's Memorial Hall. When the committee was unable to meet quorum requirements in January 2020, Mr. Wilson had recessed the committee indefinitely and it was only now being reconstituted this day.

Mr. Wilson reported that committee member Scott Lawton was still onboard but out-of-town, and he believed that members Charles Dell, Harvey Duran and Mike Kirker had dropped off in the interim. He then presented a letter of resignation from Bud Burlison. With only three seats still filled, the new quorum of two was met for this meeting.

NOTE: Since our last official meeting, we had struggled to make progress with architect Charlie Duncan in revising his drawings dated April 30, 2019 for phase 1 of our seismic strengthening project. We lost all contact with him at the start of 2020, and his office closed its doors in the pandemic. We had been making progress with structural engineer Ben Au only through October 14, 2019 when we received a revised set of engineering drawings replacing micro-piles with drilled piers.

2. PUBLIC COMMENTS: None

3. INDIVIDUAL REPORTS: Mr. Wilson announced that he had invited Earl Brown to join the committee, but that Mr. Brown was not present. Mr. Peterson advised that he knew of one other person interested in joining our committee but probably available only for evening meetings.

Mr. Peterson reported on having re-established communication with the architectural firm of Interactive Services in Point Richmond this year and obtained the services of Tom Butt to make the corrections needed to the previous architectural drawings. Mr. Peterson now presented revised architectural drawings dated February 1, 2023. He had also re-established contact with structural engineer Ben Au to obtain the services needed to make the corrections to the previous set of engineering drawings. Mr. Wilson agreed that he should do so in order to put phase 1 of our project out to bid for a second time.

4. ADJOURNMENT: The meeting was adjourned at a time not recorded (prior to 5:00 PM) and to a date to be determined.

Kent Peterson
August 15, 2023

CROCKETT COMMUNITY SERVICES DISTRICT

STATEMENT OF INTEREST / APPLICANT QUESTIONNAIRE FOR COMMISSIONS, COMMITTEES AND BOARD

"Please note that this form is a public record that may be subject to disclosure upon request."

NOTE: PLEASE FILL OUT SEPARATE APPLICATION FOR EACH BOARD/COMMISSION YOU WISH TO SERVE ON (TYPE or PRINT ONLY)

When Completed Return To: CCSD District Secretary, 850 Pomona Street, Crockett, CA 94525 or via email: DistrictSecretary@town.Crockett.CA.us

Telephone 510.787.2992. **Bolded items are required for a complete application.**

We encourage applicants to submit a separate statement letter to elaborate on your responses. We look forward to receiving your application.

INDICATE YOUR INTEREST

BOARD

CCSD BOARD OF DIRECTORS

COMMISSIONS

- Budget & Finance (B&F)
- Crockett Sanitary (CVSAN)
- Port Costa Sanitary (PCSAN)
- Recreation (REC)
- Lighting & Landscape (L&L)

COMMITTEES

- Memorial Hall Advisory
- Personnel
- Police Liaison

NAME MICHAEL PENNISI

ADDRESS [REDACTED] CITY/ZIP CROCKETT/94525

PRIMARY PHONE [REDACTED] ALTERNATIVE PHONE

EMAIL ADDRESS [REDACTED]

LENGTH OF RESIDENCE IN CROCKETT/PORT COSTA 1 YEAR IN CONTRA COSTA COUNTY 25 YEARS

ARE YOU CURRENTLY EMPLOYED OR RETIRED? EMPLOYED

RELEVANT EXPERIENCE RELATING TO THIS POSITION ENGINEERING PROJECT MANAGER - 10 YEARS

SOME THOUGHTS YOU BELIEVE MAY CONTRIBUTE TO IMPROVE BOARD/COMMISSION/COMMITTEE:

AS AN ENGINEERING PROJECT MANAGER, I CREATE/EXECUTE TIMELINES AND MAKE

STRATEGIC DECISIONS BASED ON DATA, WHICH IS EXACTLY WHAT I PLAN TO OFFER TO THE COMMITTEE.

IF APPOINTED, WHAT/HOW WOULD YOU CONTRIBUTE TO OUR COMMUNITIES?

I PLAN ON BEING PRESENT, AVAILABLE TO VOLUNTEER AND OFFER SOLUTIONS TO IMPROVE SAFETY IN OUR TOWN.

REFERENCES (TWO) (OTHER THAN FAMILY MEMBERS):

NAME [REDACTED] ADDRESS [REDACTED] PHONE [REDACTED]

NAME [REDACTED] ADDRESS [REDACTED] PHONE [REDACTED]

DATE 9/13/23

APPLICANT'S SIGNATURE

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
10/05/2023	Campbell Business Solutions	IT SUPPORT INV#5803	7.67	1757
10/05/2023	VAUGHN P. GUNKELMAN	INTUIT/CLOUD SUBSCRIPTION JUN-AUG INV#8921	119.44	1758
10/06/2023	G&J Seiberlich & Co LLP	ACCOUNTING SVC INV#8504	64.40	1759
10/06/2023	Internal Revenue Service	68-0114159, DEC 31, 2020 (CVL PEN)	140.00	1760
10/06/2023	Lincoln National Life Insurance Company	INSURANCE INV#8134	2.41	1761
10/06/2023	L.R. PAULSELL CONSULTING	CCTV & CLEANING INV#23-10	4,960.00	1762
10/06/2023	PG&E	UTILITIES ACCT#2704121327-6	20.26	1763
10/06/2023	Sierra Chemical Company	NaClO 9/7/23 INV#7903	482.85	1764
10/06/2023	Valley Operators, LLC	REMAINDER OF INV#2520	720.00	1765
Total FUND 3425 - PC SANITARY - O&M			<u>6,517.03</u>	
TOTAL			<u>6,517.03</u>	

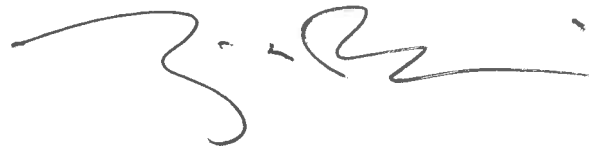
Jera Hood 10/6/23

11.a

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
10/10/2023	Internal Revenue Service	68-0114159, March 31, 2023, form 941	104.32	1766
Total FUND 3425 - PC SANITARY - O&M			104.32	
TOTAL			104.32	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

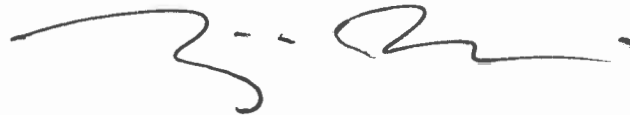
Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
10/06/2023	Campbell Business Solutions	IT SVC INV#5803	68.33	7031
10/06/2023	Frisch Engineering, Inc.	ENGINEERING SVCS AUG 23 INV#2204a	3,235.40	7032
10/06/2023	G&J Seiberlich & Co LLP	ACCOUNTING SVCS INV#8504	289.80	7033
10/06/2023	VAUGHN P. GUNKELMAN	INTUIT/CLOUD SVCS INV#8921	532.98	7034
10/06/2023	Internal Revenue Service	68-0114159, DEC 31,2020 (CVL PEN)	630.00	7035
10/06/2023	Lincoln National Life Insurance Company	INSURANCE INV#8134	45.74	7036
10/06/2023	L.R. PAULSELL CONSULTING	CLEANING @45.5 HRS INV#23-24	12,740.00	7037
10/06/2023	MEYERS NAVE	LAWYER SVC INV#9159	1,247.40	7038
10/06/2023	PG&E	UTILITIES ACCT# 2704121327-6	871.15	7039
10/06/2023	WEST COUNTY WASTEWATER DIST...	AUGUST BILLING INV#4363	8,508.67	7040
10/06/2023	All Bay Sewer	OUTSTANDING BALANCE INV#295	150.00	7041
10/06/2023	Nathan Maise	530 ALHAMBRA REIMBURSEMENT	6,775.00	7042
10/06/2023	Soxna Dice	Landscaping and Native Plants for 1 Rolph PD	512.66	7043
Total FUND 3426 - CV SANITARY - O&M			35,607.13	
TOTAL			35,607.13	

Gene Paul
10/6/23

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
10/04/2023	CONTRA COSTA COUNTY TREASURER	NetChex Second Payroll September 2023	20,031.79	3426007030
Total FUND 3426 - CV SANITARY - O&M			20,031.79	
TOTAL			20,031.79	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: _____ Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
10/10/2023	Internal Revenue Service	68-0114159, March 31, 2023, form 941	469.42	14721
Total FUND 3241 - RECREATION			469.42	
TOTAL			469.42	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
10/10/2023	Internal Revenue Service	68-0114159, March 31, 2023, form 941	469.43	7044
Total FUND 3426 - CV SANITARY - O&M			469.43	
TOTAL			469.43	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

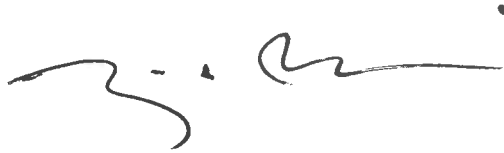
<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
10/17/2023	CD & Power	Generator work INV#0075	2,075.00	7045
10/17/2023	L.R. PAULSELL CONSULTING	Crockett Sewer Maintenance INV#23-26	9,240.00	7046
10/17/2023	L.R. PAULSELL CONSULTING	CV CCTV inspection INV#23-25	1,400.00	7047
10/17/2023	County Treasurer	Netchex Payroll Wire SPLIT (total \$6,637.38)	834.30	7048
Total FUND 3426 - CV SANITARY - O&M			13,549.30	
TOTAL			13,549.30	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
10/17/2023	L.R. PAULSELL CONSULTING	PC Scheduled hp cleaning INV#23-11	1,120.00	1767
10/17/2023	Valley Operators, LLC	Monthly Service INV#2547	4,600.00	1768
10/17/2023	County Treasurer	Netchex Payroll Wire SPLIT (total \$6,637.38)	185.40	1769
Total FUND 3425 - PC SANITARY - O&M			5,905.40	
TOTAL			5,905.40	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: _____ Fund: 324100 Account : 0830


<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION 10/04/2023	CONTRA COSTA COUNTY TREASURER	Payroll for Second Pay Period September 2023	14,407.51	3241147696
Total FUND 3241 - RECREATION			14,407.51	
TOTAL			14,407.51	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
10/04/2023	CONTRA COSTA COUNTY TREASURER	NetChex second payroll September 2023	1,796.90	3425001756
Total FUND 3425 - PC SANITARY - O&M			1,796.90	
TOTAL			1,796.90	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
10/05/2023	Campbell Business Solutions	IT Support INV#5803	44.00	14697
10/05/2023	DOLORES M. MORALES	Milage Expense September 2023	22.27	14698
10/05/2023	G&J Seiberlich & Co LLP	Accountant Fees September 2023 INV#8504	289.80	14699
10/05/2023	VAUGHN P. GUNKELMAN	Intuit/Cloud Hosting Reimbursement INV#8921	1,184.40	14700
10/05/2023	Department of the Treasury	68-0114159, Dec 31, 2020 (CVL PEN)	630.00	14701
10/05/2023	Javier Solis	Pool Chairs and Tables INV#0481	350.00	14702
10/05/2023	KEL-AIRE HEATING & AIR CONDITIONING	HVAC Servicing INV#1899	320.00	14703
10/05/2023	Laura Marmolejo	Rental Deposit Refund Sept 9,2023	700.00	14704
10/05/2023	LESLIE'S POOL SUPPLIES	Pool Chemicals INV#3059	492.56	14705
10/05/2023	Lincoln National Life Insurance Company	Life Ins INV#8134	69.19	14706
10/05/2023	RONALD D. WILSON	Mileage Expense Reimbursement Sept 2023	89.74	14707
10/05/2023	Morgan's Outdoor Living, Inc.	Repair Latch for Pool Gate INV#9728	95.00	14708
10/05/2023	TERRACARE ASSOCIATES	Repaired broken mainline between valves 1 & 2	150.00	14709
10/05/2023	UNIVERSAL BUILDING SERVICES	Janitorial Service June 2023 INV#5743	846.00	14710
10/05/2023	UNIVERSAL BUILDING SERVICES	CORRECTED BILLING APRIL 2023 INV#3920	30.00	14711
10/05/2023	UNIVERSAL BUILDING SERVICES	EVENT CLEANING 7/9/2023 INV#6106	144.00	14712
10/05/2023	UNIVERSAL BUILDING SERVICES	TAKE DOWN 7/10/23 INV#6107	144.00	14713
10/05/2023	UNIVERSAL BUILDING SERVICES	JANITORIAL SVC AND TAKE DOWN/SET UP 7/2/23 INV#6108	432.00	14714
10/05/2023	UNIVERSAL BUILDING SERVICES	WINDOW WASHING 7/14/23 INV#6109	222.00	14715
10/05/2023	UNIVERSAL BUILDING SERVICES	JANITORIAL SVC JUNE 2023 INV#6510	1,128.00	14716
10/05/2023	UNIVERSAL BUILDING SERVICES	TAKE DOWN 9/11/23 INV#7985	144.00	14717
10/05/2023	UNIVERSAL BUILDING SERVICES	EVENT CLEANUP 9/3/2023 INV#7986	144.00	14718
10/05/2023	UNIVERSAL BUILDING SERVICES	JANITORIAL SVC TAKE DOWN/SET UP 9/10/23 INV#7987	432.00	14719
10/05/2023	UNIVERSAL BUILDING SERVICES	SEPTEMBER MONTHLY JANITORIAL SVC INV#8328	1,222.00	14720
Total FUND 3241 - RECREATION			9,324.96	
TOTAL			9,324.96	

Juan Lopez 10/6/23

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
10/17/2023	EBMUD	Acct# 30385600001 850 Pomona	7,432.37	14722
10/17/2023	CINTAS FIRE 636525	Spinkler Inspection INV#4887	535.00	14723
10/17/2023	CINTAS FIRE 636525	Kitchen Inspection and Parts INV#4610	504.24	14724
10/17/2023	LESLIE'S POOL SUPPLIES	Chemicals and Strainer Basket, INV# 5377	207.85	14725
10/17/2023	OLIVERO PLUMBING CO.	Valve Repair Proposal, INV#6780	375.00	14726
10/17/2023	PG&E	Gas and Electricity for Pool, Acct #2501517473-0	335.92	14727
10/17/2023	TERRACARE ASSOCIATES	Irrigation repairs INV#5585	460.00	14728
10/17/2023	County Treasurer	Netchex Payroll Wire SPLIT (total \$6,637.38)	5,617.68	14729
Total FUND 3241 - RECREATION			15,468.06	
TOTAL			15,468.06	





MALIA M. COHEN
California State Controller

LOCAL AGENCY INVESTMENT FUND
REMITTANCE ADVICE

Agency Name	CROCKETT CSD
Account Number	16-07-004

As of 10/13/2023, your Local Agency Investment Fund account has been directly credited with the interest earned on your deposits for the quarter ending 09/30/2023.

Earnings Ratio		.00009812538629360
Interest Rate		3.59%
Dollar Day Total	\$	437,424,568.38
Quarter End Principal Balance	\$	4,641,260.33
Quarterly Interest Earned	\$	42,922.45