

AMENDED

Regular Business Meeting

AGENDA FOR WEDNESDAY, OCTOBER 23, 2024

TIME: 7:00 PM – Regular Meeting

PLACE: Crockett Community Center, 850 Pomona Street, Crockett, CA

1. CALL TO ORDER - ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS
(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. PUBLIC HEARING: None.
(Public comments are limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)
5. 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 or by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
 - a. Approve Minutes of the CCSD Board meeting on September 25, 2024.
 - b. Receive minutes of commissions and committees.
 - c. Approve payment of District Bills.
 - d. Accept the resignation of Director Martinez.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR.
7. REPORTS FROM BOARD MEMBERS AND COMMITTEES:
(These items are typically for the exchange of information only. No action will be taken at this time.)
 - a. Personnel Committee/e: Cusack (chair), Martinez, Spinner, Wais, Wesselmann
 - b. Budget & Finance Committee: Mackenzie and Barassi
 - c. Police Liaison Committee: Pennisi (chair), Ritchey (vice-chair), and Wais
 - d. CVSAN Wastewater Committee: Members Bartlebaugh and Manzione (chair)
 - e. Memorial Hall Advisory Committee: Members Goodman (chair), Peterson
 - f. Inter-agency meetings.
8. CALENDAR:
9. 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. Administrative Services Manager
 - d. Port Costa Sanitary Department
 - e. Crockett Sanitary Department
 - f. Maintenance Department
 - g. Lighting & Landscape Commission
 - h. Governmental matters
 - i. Announcements and discussion
10. ADMINISTRATIVE:
- a. Approve Resolution 24/25-06 Appoint Elena Gomez to the Lighting & Landscape Commission.
 - b. Approve extension of the Joint Use Agreement (JUA) to January 2025.
 - c. Discuss and recommend a change to the sewer lateral at 730 Kendall.
 - d. Discuss hiring an attorney for fines incurred in 2022.
 - e. Discuss Recreation Manager job posting.
 - f. Discuss hosting a public town hall meeting.
 - g. Update on Caltrans MOU/Adopt-A-Highway.
 - h. Consider an appreciation holiday dinner for staff, Board members, commissioners, and committee members.
 - i. Approve contract with L.R. Paulsell Consulting Inc, for CCTV services.
11. BUDGET AND FINANCE:
- a. Discuss financial matters related to the District.
12. FUTURE AGENDA ITEMS/BOARD COMMENTS
- a. 1 Rolph Park Drive ad hoc committee.
 - b. Records and Retention Policy.
 - c. Dog Park Memorandum of Understanding (MOU).
13. ADJOURNMENT: until November 20, 2024. The November meeting has been moved earlier due to the Thanksgiving holiday.

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

Minutes from Commissions and Committees

For CCSD Meeting on October 23, 2024

BOARD PERSONNEL COMMITTEE

- September 10, 2024

PORT COSTA SANITATION

- September 11, 2024

LIGHTING & LANDSCAPE COMMISSION

- August 20, 2024

CROCKETT SANITATION

- September 18, 2024

BOARD PERSONNEL COMMITTEE

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, SEPTEMBER 10, 2024.

1. CALL TO ORDER: The meeting was called to order at 4:05 pm by Chair Cusack. Present were Commissioners Cusack, Martinez, Spinner, Wais, and Wesselmann. Staff present included District Secretary (DS) Rivas, Administrative Services Manager (ASM) Goodman, and Event Supervisor (ES) Morales.
2. SEATING OF NEW MEMBER: IRIS WESSELMANN: Chair Cusack welcomed Ms. Wesselmann to the group. Ms. Wesselmann reported that she has been in education for 30 years. She worked for four years as a human resources manager in Oakland hiring and evaluating teachers and support staff. She has served as a principal and has taught grades from elementary to high school. She has a doctorate from Mills College. She is currently retired and continues to serve different schools.
3. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
4. PUBLIC COMMENT ON NON-AGENDA ITEMS: DS Rivas reported that the main purpose of the Personnel Committee (PC) has been to coordinate the employee review for the general manager and to assist with the hiring of the District Secretary. She inquired about the direction of the committee. Chair Cusack reported that performance reviews were the original function, but the purpose of the committee has grown including the creation of the Red Book to help keep track of the review process. Mr. Cusack suggested that eventually meetings may be cut back to quarterly, or as needed as progress is made. IGM Goodman pointed out that the Personnel Committee is strictly for the review of employees who report to the Board (the district secretary and general manager). All other human resource matters, including employee reviews, are performed by the general manager.

The IGM stressed the need for commissioners or committee members who wish to request work from a staff person must go through the general manager to make a formal request due to staff shortages and District priorities. The committee engaged in an extensive conversation on how staff and volunteers can work together, citing a recent example undergone by the Lighting and Landscape Commission. Director Peterson presented a guide on how to create a maintenance plan. Staff turned his charts into a worksheet that can be used to collect information during the year that can eventually be turned into a maintenance plan.

The IGM reported that due to the urgent needs of the recreation department, Ms. Alisa Maria has been appointed as Acting Recreation Manager on an interim basis. She may apply for the Recreation Manager position when it becomes available. Should she not be selected, she will resume her role as the pool manager.

5. CONSENT CALENDAR: Minutes for August 13, 2024, were approved as drafted. (Wais 1st, Spinner 2nd, 5/0)
6. ADMINISTRATION:
 - a. REPORT ON ACTIONS BY THE BOARD: DS Rivas reported the following: ASM Jena Goodman was appointed as Interim General Manager (IGM). DS Rivas has completed her probationary period. The Personnel Ad Hoc committee was ended. A new ad hoc committee consisting of the Board president and vice-president was created to guide the hiring of a new general manager. A revised salary schedule was approved that included

a full-time recreation manager.

- b. DISCUSS STAFF REVIEW PROCESS: The discussion differentiated between employees who report to the Board and those who report to the GM. The DS and IGM have not received a formal review since their hire dates in August of 2023. Chair Cusack explained the current process of reviews. Both the Board and Commissioners received a review form to complete and score. The PC tallies the results and forwards them to the Board for consideration and final review. The committee discusses the need for a structured review process for the district secretary and general manager, with suggestions for improving the review forms and ensuring timely completion. IGM Goodman emphasizes the importance of fair and consistent performance reviews, considering the unstable management situation and the need for clear documentation. When reviews should occur was discussed. Ms. Martinez suggested using hire dates as a guide and adding competencies to the review process. Considering the current history of the District, IGM Goodman suggested that the DS and IGM reviews occur in December. She also suggested that probationary reviews be done incrementally at 3, 6, 9, and 12 months.
 - c. DISCUSS HIRING PROCESS AND NEXT STEPS FOR THE GENERAL MANAGER POSITION: Board President Spinner reported that he and Ms. Martinez will be working on the hiring process for a new general manager through the hiring committee ad hoc. They will bring documentation to the PC meeting for consideration.
 - d. DISCUSS RECREATION DEPARTMENT MANAGER JOB DESCRIPTION: IGM Goodman reported that she has updated the recreation manager's job description and created a complete hire packet in anticipation of hiring a full-time person. She has not reviewed the job description prepared by the Personnel ad hoc committee. There was a short discussion on when a permanent person would be hired. The IGM expressed that a decision has not been made but currently, Recreation needs all hands-on deck and Ms. Maria is qualified to fill in as Acting RM.
 - e. UPDATES TO RED BOOK: DS Rivas and Chair Cusack agreed that the Red Book needs to be updated and expanded. The DS has purchased 12 red binders to facilitate updating documents and additional copies will be provided for all Board members. Several positions need to be added, and all should have a job description and duty statement. The IGM recommended updating the organizational chart.
7. REPORTS/COMMENTS FROM COMMITTEE MEMBERS: None.
 8. FUTURE AGENDA ITEMS:
 - a. Revise the general manager review form.
 - b. Consider a modified review form for the district secretary position.
 - c. Review the onboarding template.
 - d. Air Quality and the economic impacts on the pool and recreational uses.
 9. ADJOURNMENT: The meeting was adjourned at 5:20 PM until October 8, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, SEPTEMBER 11, 2024.

1. CALL TO ORDER: The meeting was called to order at 6:03 PM by Vice-Chair Cusack. Present were Commissioners Cusack, Klaiber, Scheer, and alternate Martini. Chair Surges and Commissioner List were absent. Alternate Martini served as a voting member. Staff present included Sanitary Department Manager (SDM) Barnhill, District Secretary (DS) Rivas, and Interim General Manager/Administrative Services Manager (IGM/ASM) Goodman.
2. CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
- 4a. CONSENT CALENDAR: August 13, 2024, minutes were approved as presented. (Klaiber 1st, Martini 2nd, 4/0, 2 absent)
- 5a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported that ASM Goodman was appointed as Interim General Manager; the District Secretary has completed her one-year probationary period; the Personnel ad hoc committee was terminated; an ad hoc committee was created to hire a new general manager and consists of Board President Spinner and Director Martinez. A non-Board action item: Pool Manager Alisa Marias was appointed as Acting Recreation Manager.
- 5b. SELF-MONITORING REPORT: Mr. Barnhill reported that there were no exceedances in July and no spills in August. Valley Operator's last cover letter will be delivered at the end of September. Natural Systems Utilities (NSU) will begin shadowing Valley Operators on Monday, September 16.
- 5c. UPDATE ON CONTRACT OPERATORS: Mr. Barnhill and Ms. Goodman met with NSU and seven key members working on Crockett/Port Costa, and they toured all facilities. With NSU's capabilities, many issues can be addressed in-house rather than outsourced which will help with cost controls. NSU offers emergency on-call service because they employ several local employees. Mr. Barnhill is the only qualified staff person to handle emergencies. This will provide relief for him if he becomes ill or is otherwise unable to respond.

NSU provides both operations and maintenance which translates to increased operational efficiency and cost savings by reducing the need to outsource. NSU uses technology that will provide Staff with real time status for all projects. They intend to add remote monitoring at the treatment plant like they do in Marshall. With a fresh set of eyes on the sanitary system, Staff expects some busy months with a series of fix-it projects. The SDM pointed out that the sand replacement could gravitate to the need for a full plant replacement. Ms. Goodman reminded the commissioners

that NSU has designed and built treatment plants and has their own grant writers that we can tap into.

- 5d. UPDATE ON FIELD SEMESTER PROJECT: IGM reported that the County is waiting for CCSD's response to the Field Semester's development application. The IGM and SDM have met with the District's engineer and formed the opinion that the sanitary system could not sustain the Field Semester project with the current conditions. The Engineer of Record was asked to prepare cost estimates associated with tying into the system and costs associated with those connections. A Zoom meeting is scheduled for the next day with Staff, our engineer, and the Field Semester project manager.

The District recognizes that it has to provide services to people who are within its zoned district which includes the Field Semester site. The system cannot absorb the project as it stands but if the developer is willing to fix the conditions to allow suitable connections, the District will consider the project.

Commissioner Klaiber inquired about capping maximum capacities. Mr. Barnhill explained that the size of the commercial kitchen and the size of the treatment plant will help to determine capacities. These topics will need to be part of future discussions. Alternate Martini inquired about laundry facilities no one could recall if laundry services were being provided onsite. The District is one of several other departments that will weigh in on the Project's viability with existing resources such as Fire.

- 5e. UPDATE ON POLE FIRE CLAIM: The DS reported that she is almost ready to submit the claim. Commissioner Klaiber understands the various complexities of the electrical fire issue but reiterated her position that the District should not be putting time into filing the claim.

- 6a. RECEIVE WARRANT TRANSMITTALS: Commissioner Scheer asked if the Eurofins lab would continue to test our samples. Mr. Barnhill explained that NSU will likely use their preferred lab which is closer than Eurofins which will also result in cost savings. The charges for Larry Walker are for his regulatory engineering services for the NPDES permit. No further bills are expected.

- 6b. DISTRICT FINANCIAL MATTERS: The IGM stated that until the accounting is completely updated, she continues to report on cash account balances and other relevant financial information. She anticipates being able to resume full monthly reporting at the beginning of the year and explained that the reports may be formatted differently. The Local Agency Investment Fund (LAIF) account balance for the District as a whole is \$4,633,404.81. The cash account balance for Port Costa was \$140,645.37 but does not account for the latest warrant transmittals. Maze & Associate has slowed down, but the IGM is still confident that the accounting will be updated by the end of the year. They are currently on 2023 entries. The 2022 audit is expected to be closed as previously reported with no corrections and deficiencies will stand as reported. Former IGM Spinner and Ms. Goodman met with the auditor to note deficiencies and administrative controls that needed to be implemented. The IGM provided a quick summary of the financial position of Recreation and the creative efforts to help raise private funds to help support keeping the pool open longer.

Ms. Goodman reported that with the district engineer vacancy, the SDM has inherited additional work. The District has posted a Sanitary Field Assistant job posting but has not received any applications. NSU does provide supplemental support services which could negate the need for a field assistant. She is running a cost analysis report on this option. Either option is not expected to impact the budget significantly because the budget includes the former district engineer's salary. Ms. Goodman reported that the IGM role did not include a pay increase.

7. WASTEWATER: ASM Barnhill will be cleaning the scum layer from the septic tank; this is typically done for the pre-wet weather season. Typically, West County is called out to perform this work but there are ways of cleaning the stem layers and the other enclosed chambers that would not require a vacuum truck such as skimmers that sit just slightly submerged below the surface. He will discuss options with NSU. There is a full blanket worth of heavy debris in chamber one which is required to be captured. The slot on the back wall is 36 or 38 inches. If that layer gets too high, or too much volume comes through, debris can blow over into the next chamber and then to the third chamber. The third chamber has nothing substantial and chamber four is clear. There is still a grinding sound in one of the two pumps in the effluent pump. NSU believes it is just a bearing. There is a question if the parts should be taken apart to repair the grinding but this action could risk finding broken parts that have become obsolete.

8a. REPORT OF DEPARTMENT MANAGER: No separate report was made.

8b. GOVERNMENTAL MATTERS: None.

8c. ANNOUNCEMENTS AND DISCUSSION: None.

9. REPORTS/COMMENTS FROM COMMISSIONERS: Vice Chair Cusack thanked the management staff for moving things along.

10. FUTURE AGENDA ITEMS:

- Commissioner's attendance requirements.
- Update on the condition of the sewer line of a recently demolished home. The line will likely be capped and slurried.

11. ADJOURNMENT: The meeting was adjourned at 7:01 PM until October 9, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

LIGHTING & LANDSCAPE COMMISSION (L&L)

of the Crockett Community Services District

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MINUTES FOR LIGHTING AND LANDSCAPING COMMISSION MEETING AUGUST 20, 2024.

- 1 CALL TO ORDER: The meeting was called to order at 7:07 PM by Chair Pannell. Commissioners Garbis, Mitzel, and Pannell were present. Commissioner Fisk was absent (excused). Staff present included District Secretary (DS) Rivas, Administrative Services Manager (ASM) Goodman, and Event Supervisor (ES) Morales. District Board Director Peterson was also present.
- 2 CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
- 3 PUBLIC COMMENTS ON NON-AGENDA ITEMS: ASM Goodman reported that Mr. Indie Singh, a member of the public, requested time at a future agenda to present on regenerative landscaping.
- 4 CONSENT CALENDAR: Minutes for July 16, 2024 were approved with edits. (Garbis 1st, Mitzel 2nd, 3/0).
 - There was a short discussion to clarify Item 8 under Comments From Commissioners regarding identifying the responsible party for the trees planted on the sidewalks. The minutes did not differentiate clearly between trees on the median and the trees on the public right of way. DS Rivas reported that county policy dictates that although sidewalks are county property, the abutting property owner is responsible for maintenance up to the street curb. It is expected that the same applies to trees planted in Crockett. CIA planted trees in public right-of-way areas along the Pomona, Rolph Drive, and Loring streets as required by the Crockett Community Foundation (CCF) grant. The Commissioners do not feel comfortable enforcing this policy on Crockett residents. ASM Goodman pointed out that the District Code does not contain language regarding who is responsible for CIA-planted trees and recommended that L&L consider the discussion at a future date.
- 5a RECEIVE REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: Reported by DS Rivas. The Sewer Use Charge (SUC) and Method of Collection (via property taxes) were approved. The ASM was authorized to submit all properties subject to tax levies to the County. The budget for fiscal year (FY) 24/25 was approved. Iris Wesselman was appointed to the Personnel Committee.
- 5b UPDATE ON FLOWER BASKET INSTALLATION: ASM Goodman reported that the MOU has not been approved yet. The Staff needs to confirm the insurance information.
- 5c DISCUSS COORDINATION WITH OUTSIDE AGENCIES REGARDING MAINTENANCE RESPONSIBILITIES (I.E. CALTRANS AND PUBLIC WORKS): Chair Pannell explained that the purpose of this item was to create a list of agencies and contact information for topics around maintenance not exclusively to the L&L maintenance responsibilities. This will be helpful for all to know what agency to call for a variety of maintenance issues. DS Rivas has started a contact spreadsheet and asked for assistance with completing the list of agencies. Chair Pannell reported that the County Public Works considers maintenance bi-annually. The public can request intermittent maintenance which will then be placed on a priority list.
- 5d DISCUSS CREEC ROAD ACCESS MAINTENANCE: Dowrelia Drive is located within the boundaries of the Bridgehead area and across from the treatment plant en route to the former Nantucket site. ASM Goodman reported that the Carquinez Regional Environmental Education Center (CREEC) group is located across from the

treatment plant and is currently renegotiating their lease with the State Lands Commission which is requiring them to maintain the road. The site is subject to light water flooding on an ongoing basis. The water issue is speculated to be related to EBMUD, or possibly due to heavy truck usage. Staff has responded to calls over the years and testing reports historically detect only chlorine. DS Rivas reported that Dowrelia is not within the scope of L&L but the item was presented for the Commissioners' awareness. Ms. Goodman will recommend that CREEC contact C&H for assistance. Board Director Peterson reminded the commissioners of the importance of understanding what maintenance means exactly when negotiating terms.

5e DISCUSS MAINTENANCE LOG: DS Rivas presented a spreadsheet and explained that it serves as the foundation of a maintenance log record. The intent is to merge this log with the spreadsheet that the former district engineer created earlier that includes cost estimates. Mr. Peterson explained the need to fill in the information as it is performed and use it to anticipate future needs but also pointed out that most tasks will be on an as-needed basis. With staff shortages, maintenance issues will likely be performed by contractors.

ASM Goodman should be contacted for maintenance needs and will route the requests accordingly. It is unclear whether Caltrans is responsible for clearing the sidewalk along the Pomona-facing area of their property adjacent to the Bridgehead or just the landscaping. ASM Goodman recommended that L&L clear the sidewalk area now rather than wait for Caltrans. She will schedule a cleanup of that sidewalk as well as the sidewalk along Rolph Avenue, past Alexander Park. Director Peterson reiterated that the Commission has the authority to set priorities, and frequency and recommend contractors to perform work due to staff shortages. He suggested that L&L prioritize projects, estimate the frequency, and refine as time passes. The Crockett Public Services (CPS) organization will be taken over by D'Arcy Trask. CPS has an inventory list of streetlights. Mr. Peterson made recommendations on how to manage streetlight repairs. Ms. Goodman announced that she is working on an inventory program. DS Rivas suggested a working meeting during a regularly scheduled meeting dedicated to prioritizing and updating the maintenance plan.

6a FINANCIAL REPORT ON EXPENDITURE AND AVAILABLE FUNDS: ADM Goodman reported that the Maintenance cash account balance is \$36,057.19 and includes July and August expenses. All tax levies have been submitted to the County. Five additional properties were added to the tax roll resulting in \$250 in additional funds to the L&L account. Tax funds are expected to hit the L&L account in December.

6b OTHER DISTRICT FINANCIAL MATTERS: ASM Goodman announced a financial issue for Recreation will be discussed at the next Board meeting.

7 REPORTS FROM STAFF: None.

8 REPORTS/COMMENTS FROM COMMISSIONERS: None.

9 FUTURE AGENDA ITEMS:

- Outdoor signage. This item was removed from consideration.
- Safety and signage materials.
- Working meeting.

10 ADJOURNMENT: The meeting was adjourned at 8:00 PM to September 17, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

CROCKETT SANITARY COMMISSION (CVSAN)

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MINUTES OF REGULAR MEETING OF SEPTEMBER 18, 2024.

1. CALL TO ORDER: The meeting was opened at 4:00 PM by Chair Manzione. Commissioners present include Bartlebaugh, Manzione, and Wais. Commissioners McDonald and Trask were absent (excused). Staff present: District Secretary (DS) Rivas, Interim General Manager (IGM)/Administrative Services Manager (ASM) Goodman, and Sanitary Department Manager (SDM) Barnhill. One member of the public was present – Coco d’Frenchie.
2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. PRELIMINARY REVIEW OF PUBLIC HEARINGS: None.
5. CONSENT CALENDAR: Consent Calendar was approved; minutes with some edits. (Wais 1st, Bartlebaugh 2nd, 3/0).
 - a. Approve minutes of August 21, 2024.
 - b. Receive warrant transmittals. – IGM Goodman reported that the contractor for the Alexander Park sewer repair project, CEAU, has not completed the project. They have a \$50,000 bond and \$18,000 retention fee that have not been released pending fixes.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None.
- 7a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD AND THEIR COMMITTEES: DR Rivas reported ASM Goodman has been appointed to Interim General Manager. The DS has completed her one year and is now a permanent employee. The Personnel Ad Hoc Committee was disbanded. A new ad hoc was created to hire a new general manager. The Board approved the Ad Valorem tax disbursement to cover Recreation’s financial shortfall. An extension of the Joint Use Agreement negotiations to October was ratified. The minimum allocation had already been transferred to CVSAN, Recreation was allocated their 15% and the balance is to remain as a contingency as needed for Recreation. The balance in the ad valorem account is \$366,960.41. IGM Goodman reported that the Board is considering changing the current allocation percentages to favor Recreation. The ad valorem taxes are to be used for District priorities. The redistribution of funds to Recreation is justified because they have not increased its rates since 2012 and the sewer use charge (SUC) adjusts annually to cover increases necessary to manage sanitary services. The ad valorem resolution was approved in FY 18/19 and contained language that authorizes the general manager or administrative services manager to utilize the funds as needed to meet the District’s budgetary needs. Ms. Goodman stated that although the former district engineer had allocated \$600,000 from ad valorem, they only allocated the minimum of minimum as directed by the Board. This will be reflected when the next budget update.
- 7b. UPDATE ON JOINT USE AGREEMENT NEGOTIATIONS: IGM Goodman reported that C&H has received the District’s version of the JUA agreement. The next step is to meet to discuss cost allocations. She

expressed that the Wastewater Committee will continue to serve as technical and cost experts and Board President Spinner, Director Barassi, the IGM, and the District's attorney will continue as direct negotiators with C&H.

7c. UPDATE ON C&H BILLING: The IGM was directed to pay all C&H bills to avoid interest payments but there is a discrepancy in the total amount owed to C&H. The proposed JUA has a provision to protect the District from paying back interest charges but that are still under consideration. The direction is to move forward with paying the undisputed bills and resolving any disputes later. C&H bills are estimated to range between \$2 million to \$3 million.

7d. RATIFY NSU CONTRACT: The Natural Systems Utility (NSU) contract is for both Crockett and Port Costa. The IGM assured the commissioners that NSU is a singular contract for two different departments and billing will be submitted separately by locality. It is the general manager's responsibility to ensure bills are paid from the correct accounts.

Commissioner Bartlebaugh expressed concern regarding the financial impacts of section 4.0 capital improvements. IGM Goodman reported that she, the SDM, and NSU have toured the District's various assets taking into consideration the former district engineer's list of repairs. Detailed discussions are being had on-site regarding the status of repairs, but a formal plan has not been created. The IGM expects that capital improvement costs will be higher than expected. SDM Barnhill compared household appliances to make a point. Such appliances are replaced after so many years. Sanitary facilities run 24/7 for 20 – 30 years. Maintenance, repairs, and replacement are inevitable. Staff are cognizant of NSU's clause on repair/replacement recommendations. Failure to approve or explain delays will automatically void the contract. Staff anticipate that NSU will work with the District to create a workable list of priorities.

Section 5.3 confirms the terms of the contract. It is a five-year contract with a 3.5% increase upon renewal. Work hours are from 7 am to 3:30 pm; anything after is considered overtime. NSU has offered on-call assistance. This will relieve the SDM from being on-call 24/7 and allow him to take time off without violating permit requirements. Staff will review the costs associated with this as-needed service. NSU is shadowing Valley Operators as planned for training. NSU's care, time, attention, expertise, and communications are above and beyond what Staff expected.

CVSAN received, reviewed, and discussed the NSU contract.

7e. UPDATE ON SANITARY STAFF SUPPORT HIRE: The position has been posted on the District's website, but no applications have been received.

7f. DISCUSS REPAIR PLAN FOR 1 ROLPH PARK DRIVE (1RPD): Chair Manzione requested updates on repairs as they occur. The Board has proposed an ad hoc for the 1RPD building but has not been officially launched. IGM Goodman reported that repairs are under the purview of the general manager. No repair work was reported.

7g. DISCUSS PENDING VACANCY IN CVSAN COMMISSION: Chair Manzione led a short discussion on the inevitable loss of Commissioner McDonald. Mr. McDonald is uncontested for an elected position on the Board. The discussion focused on the process of filing the vacancy and whether the alternate would automatically be appointed or if she was interested in a full-time commissioner role.

8a. UPDATE ON DISTRICT ADMINISTRATION: Ms. Goodman reported that as the new IGM, she is focusing on workflow and priorities and asked that all requests go through her. There are multiple deficiencies and actions are being taken to address those deficiencies, such as Ms. Maria being appointed as Acting Recreation Manager. The exception to this rule is the district secretary since she reports directly to the Board. Matters for the district secretary include the preparation and posting of agendas, minutes and things related to policy. Ms. Goodman has spent a significant amount of time reenergizing vendor

relationships. The District continues to utilize the engineer on contract, but it is unclear if a current signed contract exists.

8b. UPDATE ON FINANCIAL MATTERS: The IGM reported the cash account balance is \$972,77.23 and the Local Agency Investment Fund (LAIF) balance is \$4,633,404.81 (as of August). The ad valorem tax funds were transferred.

8c. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: The IGM reported that a significant amount of work has been done at the EQ site including fire abatement and fence repairs. A homeless encampment has sprung up and it appears they are entering the garage spaces. Staff are working on various repairs and plan to paint the EQ tank that is covered in graffiti. The IGM has authorized a \$30,000 pump purchase to replace the original pump 5 at the pump station. Other repairs are assessed on their level of urgency with budget consideration.

A significant amount of staff time is absorbed when staff has to tend to the Loring power station during power outages. An inverter was purchased but it has not been installed. Ms. Goodman is looking into cost-effective alternatives to reduce the amount of staff time required at the pump station through Shore Power or automation and may consider NSU services. In the interim, a replacement generator and rolling cart were purchased to replace the old one that belonged to the former district engineer.

SDM Barnhill reported that the motor for the channel grinder was ordered. NSU will be installing the motor and electrical panel. The grit pumps have been repaired.

The Water Board requires that everything be inspected, including force mains; this includes the force main between the pump station to the Equalization site. The only access points to the EQ force main are at each end of the line which is approximately 3,000 feet long. The old manholes still listed on the mapping system were pulled through, limiting access. A camera was used for a limited distance at each end. There was no evidence of any buildup of debris or grease. The line is below water which prevents pressure testing the line. Should a 100% inspection be required, it will require some costly construction work.

The SDM identified a 2020 email from West County recommending the replacement of emergency pump 5 but no action had been taken. The pump is no longer efficient. He recommends purchasing a replacement pump which will take 13 weeks to deliver and up to two days to install rather than renting a pump should a repair attempt create worse problems. The delivery and installation would be around late December. Staff can mothball the current pump as a backup.

An annual CCTV inspection project is being developed for Crockett. There was a category three spill due to rags in grease at the marina line that serves seven homes on Dowrelio and the Dead Fish restaurant. The spill consisted of 525 gallons hitting two points: the crossing by the former Nantucket and down the woods towards the pump station. Paulsell responded and cleaned and sanitized the spill. This spill is likely the result of the marina pipe that contains a sag caused by a project in 2014/15. This spill is required to be reported to the State.

Due to staff shortages, Mr. Barnhill will be looking into Department of Industrial Relations (DIR) limitations in hopes of being able to perform spot repairs without having to prepare bid requests and have to wait more than six months for small repairs.

Staff will be meeting with Frisch to discuss the MCC project and get a status check.

8d. GOVERNMENTAL MATTERS: Mr. Barnhill described his discussion with a USA marking representative regarding automated duplicate demands. These USA marking requests are mandatory utility markings and are time-consuming. He was told that the markings were government matters that needed to be addressed.

Mr. Barnhill reported that the State will be requiring data management systems. ICOMM will be upgrading its software around June 2025 which will integrate data management and mapping services.

8e. ANNOUNCEMENTS AND DISCUSSION: None.

9a WASTEWATER COMMITTEE: None.

9b BUDGET & FINANCE COMMITTEE: None.

9c INTER-AGENCY MEETINGS: The IGM attended a Bay Area Clean Water (BACW) meeting for sanitary service managers. They may be providing first amendment training. This will teach staff how to deal with encounters with the public. Protection for all staff is a priority. One No Trespassing sign has been removed from the EQ site that was posted on the entry gate. Ms. Goodman reported that she provided two sets of keys to the new resident Sheriff's deputy. She was pleasantly surprised to hear that extra patrol around the EQ site had already begun.

10 FUTURE AGENDA ITEMS:

- a. Presentation on alternative methods of human waste disposal.
- b. Update on wine wastewater opportunity. No further contact has been made. Item is to be removed.
- c. Capacity/connection fees for sanitary.
- d. Form an Ad Hoc to select an SUC consultant and planning: study structure and consider a 5-year equalized rate increase plan
- e. Hire a firm to check data on single-family residences, apartment quantities, commercial dischargers, and mixtures.
- f. JTP Monthly Operations Report (MOR)
- g. Monthly Maintenance Operations Report. This item will be duplicative of item f. and removed.

11. COMMISSIONER COMMENTS: Chair Manzione confirmed that all attending commissioners are interested in continuing their tenure on CVSAN. Mr. Bartlebaugh confirmed his interest in serving as chair the next year. Mr. Barnhill stated that he will be performing an overhaul on District keys in the next few months.


12. ADJOURNMENT: The meeting was adjourned at 6:06 PM until October 16, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

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>
1000 - County Operating Funds				
1010 - Fund 3241 - Recreation				
09/03/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nmbr 33, Split	14,699.42	15031
09/03/2024	Ray Villegas	Late Paycheck from pay period 8/1-15/24	493.45	15032
Total 1010 - Fund 3241 - Recreation			<u>15,192.87</u>	
Total 1000 - County Operating Funds			<u>15,192.87</u>	
TOTAL			<u>15,192.87</u>	


9/31/2024


5.c

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>
1000 - County Operating Funds				
1010 - Fund 3241 - Recreation				
09/08/2024	Alisa Maria	Snack Bar Concessions 9.3.24	527.34	15033
09/08/2024	Campbell Business Solutions	IT Support, Inv#7272 & 7108 Split	225.31	15034
09/08/2024	DC Construction, Inc	Final Installment, pool ADA project Inv#2212	39,778.75	15035
09/08/2024	DOLORES M. MORALES	Milage August 24 and Paint supplies	53.86	15036
09/08/2024	Let's Dig, Inc.		3,336.00	15037
09/08/2024	Lincoln National Life Insurance...	Sept Life Ins, Split Acct# CCSVCD-BL-1564438	52.80	15038
09/08/2024	PG&E	Pool Electricity and gas, Acct# 2501517473-0, 8/27/24	806.65	15039
09/08/2024	Redwood Public Law	CCSD consultation Inv#11419 Split	285.60	15040
09/08/2024	SUSAN G. WITSCHI	Mileage reimbursement August 2024	56.28	15041
09/08/2024	Ray Villegas	Late Check Compensation, penalty fee	1,051.85	15042
Total 1010 - Fund 3241 - Recreation			<u>46,174.44</u>	
Total 1000 - County Operating Funds			<u>46,174.44</u>	
TOTAL			<u>46,174.44</u>	

9/8/2024


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>
1000 · County Operating Funds				
1010 · Fund 3241 - Recreation				
09/11/2024	Ray Villegas	Final Paycheck for Event Supervisor Ray Villegas	1,677.55	15043
Total 1010 · Fund 3241 - Recreation			<u>1,677.55</u>	
Total 1000 · County Operating Funds			<u>1,677.55</u>	
TOTAL			<u><u>1,677.55</u></u>	

Jan [Signature]
9/11/24

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>
1000 - County Operating Funds				
1010 - Fund 3241 - Recreation				
09/12/2024	Ray Villegas	Event Supervisor Ray Villegas Final Paycheck	2,280.80	15044
Total 1010 - Fund 3241 - Recreation			2,280.80	
Total 1000 - County Operating Funds			2,280.80	
TOTAL			<u>2,280.80</u>	

Jan [Signature]
9/12/24

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				
09/22/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 34, SPLIT	12,764.00	15045
Total 1010 · Fund 3241 - Recreation			12,764.00	
Total 1000 · County Operating Funds			12,764.00	
TOTAL			12,764.00	

Jan [Signature]
9/22/24

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				
09/22/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 34, SPLIT	12,764.00	15045 VOID
09/22/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 34, SPLIT	12,675.00	15046
Total 1010 - Fund 3241 - Recreation			25,439.00	
Total 1000 - County Operating Funds			25,439.00	
TOTAL			25,439.00	

12,675.00
Jan Hoel
 9/22/24

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				
09/22/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 34, SPLIT	12,764.00	15045
Total 1010 · Fund 3241 - Recreation			12,764.00	
Total 1000 · County Operating Funds			12,764.00	
TOTAL			12,764.00	

Jan [Signature]
9/22/24

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				
09/24/2024	CONTRA COSTA COUNTY TREASURER	CalPERS payment August 2024, SPLIT with CVSAN	<u>2,687.72</u>	15047
Total 1010 · Fund 3241 - Recreation			<u>2,687.72</u>	
Total 1000 · County Operating Funds			<u>2,687.72</u>	
TOTAL			<u><u>2,687.72</u></u>	

Jane Hood
 9/24/24

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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


<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
1000 · County Operating Funds				
1015 · Fund 3242 - Maintenance				
09/03/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nmbr 33, Split	318.81	616
Total 1015 · Fund 3242 - Maintenance			<u>318.81</u>	
Total 1000 · County Operating Funds			<u>318.81</u>	
TOTAL			<u>318.81</u>	

9/3/2024


CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
1000 · County Operating Funds				
1015 · Fund 3242 - Maintenance				
09/08/2024	Campbell Business Solutions	IT Support, Inv#7272 & 7108 Split	28.16	617
09/08/2024	DOLORES M. MORALES	Pressure washer nozzel and strap	38.05	618
Total 1015 · Fund 3242 - Maintenance			<u>66.21</u>	
Total 1000 · County Operating Funds			<u>66.21</u>	
TOTAL			<u>66.21</u>	

9/8/2024


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				
09/22/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 34, SPLIT	573.39	619
Total 1015 - Fund 3242 - Maintenance			573.39	
Total 1000 - County Operating Funds			573.39	
TOTAL			573.39	


Jan [Signature]
 9/22/24

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				
09/03/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nmbr 33, Split	<u>1,931.63</u>	1903
Total 1020 - Fund 3425 - PCSan - O&M			<u>1,931.63</u>	
Total 1000 - County Operating Funds			<u>1,931.63</u>	
TOTAL			<u><u>1,931.63</u></u>	

9/3/2024


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>
1000 - County Operating Funds				
1020 - Fund 3425 - PCSan - O&M				
09/08/2024	Campbell Business Solutions	IT Support, Inv#7272 & 7108 Split	56.33	1904
09/08/2024	Lincoln National Life Insurance Company	Sept Life Ins, Split Acct# CCSVCD-BL-1564438	11.73	1905
09/08/2024	L.R. PAULSELL CONSULTING	Inv# PCSD 24-11, Consulting	165.00	1906
09/08/2024	Larry Walker Associates	Port Costa 2024 NPDES Permit renewal consultation fees	2,441.25	1907
09/08/2024	Redwood Public Law	CCSD consultation Inv#11419 Split	107.10	1908
09/08/2024	East Bay Municipal Utility District	FY25 BACWA Membership Fee, Inv# 9009040	2,639.00	1909
Total 1020 - Fund 3425 - PCSan - O&M			<u>5,420.41</u>	
Total 1000 - County Operating Funds			<u>5,420.41</u>	
TOTAL			<u>5,420.41</u>	

9/8/2024


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				
09/22/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 34, SPLIT	<u>202.20</u>	1910
Total 1020 - Fund 3425 - PCSan - O&M			<u>202.20</u>	
Total 1000 - County Operating Funds			<u>202.20</u>	
TOTAL			<u><u>202.20</u></u>	

Jan [Signature]
9/22/24

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				
09/03/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nmbr 33, Split	<u>20,787.47</u>	7244
Total 1025 - Fund 3426 - CVSan - O&M			<u>20,787.47</u>	
Total 1000 - County Operating Funds			<u>20,787.47</u>	
TOTAL			<u><u>20,787.47</u></u>	

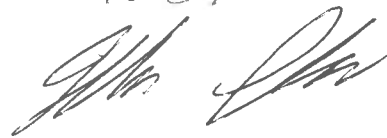
9/3/2024


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>
1000 . County Operating Funds				
1025 . Fund 3426 - CVSan - O&M				
09/08/2024	Campbell Business Solutions	IT Support, Inv#7272 & 7108 Split	253.48	7245
09/08/2024	EBMUD	Water Services 1 RPD 6/26/24-8/22/24, acct# 86466230369	431.89	7246
09/08/2024	Let's Dig, Inc.	EQ site clean up & Pump station shoring of pump 5	7,744.00	7247
09/08/2024	Lincoln National Life Insurance Company	Sept Life Ins, Split Acct# CCSVCD-BL-1564438	52.81	7248
09/08/2024	L.R. PAULSELL CONSULTING	Misc sewer svc, Inv# CVSD 24-17	8,406.50	7249
09/08/2024	Redwood Public Law	CCSD consultation Inv#11419 Split, & Inv#11420 all	4,914.70	7250
09/08/2024	Soxna Dice	Water hoses and landscaping supplies for 1 RPD	393.81	7251
09/08/2024	Sonia Rivas	Office Supply, Cardstock, reimbursement	36.53	7252
09/08/2024	TELSTAR INSTRUMENTS, INC.	MMCP Inv#123053, Partial Billing No.5	15,000.00	7253
Total 1025 . Fund 3426 - CVSan - O&M			<u>37,233.72</u>	
Total 1000 . County Operating Funds			<u>37,233.72</u>	
TOTAL			<u><u>37,233.72</u></u>	

9/8/2024


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>
1000 - County Operating Funds				
1025 - Fund 3426 - CVSan - O&M				
09/22/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 34, SPLIT	1,638.70	7254
Total 1025 - Fund 3426 - CVSan - O&M			1,638.70	
Total 1000 - County Operating Funds			1,638.70	
TOTAL			1,638.70	

for [signature]
9/22/24

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				
09/24/2024	CONTRA COSTA COUNTY TREASURER	CalPERS payment August 2024, SPLIT with Rec	4,349.00	7255
Total 1025 - Fund 3426 - CVSan - O&M			4,349.00	
Total 1000 - County Operating Funds			4,349.00	
TOTAL			4,349.00	

Jan Stood
9/24/24

RESOLUTION

NO. 24/25-06

A RESOLUTION APPOINTING COMMISSIONER

WHEREAS, Measure L, a citizen's initiative, was passed by a vote of the majority of the voters in a general election in the Crockett Community Services District, did agree to levy a tax on property within the District for the purposes as described in the measure,

WHEREAS, the District Board has, by Resolution 22/23-21 recognized the will of the voters by adopting the Measure L Initiative Ordinance,

WHEREAS, the District Board has, by Resolution No. 22/23-22 created the Landscape and Lighting Commission, to oversee the work described in Measure L and,

WHEREAS, the District Board has by Resolution No. 06/07-10 determined that the term of office of a commissioner shall be 24 months.

NOW, THEREFORE, BE IT RESOLVED that Elena Gomez be appointed as Commissioner on the Lighting and Landscape Commission for a term of 24 months.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held in Crockett on October 23, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Nicholas Spinner, President

ATTEST:

Sonia Rivas, MBA
District Secretary