

Regular Business Meeting AGENDA FOR WEDNESDAY, JULY 24, 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:
(Public comments are limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)
 - a. Hearing on proposed increase of annual sewer use charges, within the area served by the Crockett Sanitary Department, to be collected on the tax roll; Receive confirmation of Prop. 218 mailing to property owners and report on how many properties would constitute majority protest in Crockett; Waive reading of ordinance; Tabulate written responses from property owners; determine whether a majority protest exists; Consider adoption of Ordinance No. 24-01 determining charges; Consider adoption of Resolution No. 24/25-01 overruling objections to the method of collection, confirm acceptance of the Department Manager’s Sewer Use Charge Report originally presented May 20, 2024 and levying charges on the tax roll.
 - b. Hearing on proposed budget for FY 2024/25; Consider Resolution No. 24/25-02 adopting an expenditure budget for FY 2024/25.
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 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 June 26, 2024.
 - b. Receive minutes of commissions and committees.
 - c. Approve payment of District Bills.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR:

7. **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
8. **ADMINISTRATIVE:**
 - a. Discuss employee contracts versus employee agreements.
 - b. Approve Resolution 24/25-03 – Sewer Use Charge Method of Collection for Port Costa for FY 2024/25.
 - c. Update on response to Caltrans Memorandum of Understanding (MOU).
 - d. Consider Dog Park Memorandum of Understanding (MOU).
 - e. Discuss an appointment to fill a Personnel Committee vacancy.
9. **BUDGET AND FINANCE:**
 - a. Discuss financial matters related to the District.
10. **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
 - 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. Ad Hoc committees
 - Personnel/District Code: Members Brosnan, Cusack, Martinez (chair), and Wais.
 - g. Inter-agency meetings
11. **FUTURE AGENDA ITEMS/BOARD COMMENTS**
 - a. 1 Rolph Park Drive ad hoc committee.
 - b. Caltrans Maintenance Agreement
12. **ADJOURNMENT:** until August 28, 2024.

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 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.

ORDINANCE NO. 24-1

AN ORDINANCE ESTABLISHING AND PROVIDING FOR THE COLLECTION OF SEWER SERVICE CHARGES TO BE BILLED BY THE CROCKETT COMMUNITY SERVICES DISTRICT TO ALL SERVED PROPERTIES IN CROCKETT FOR 2024-2025.

WHEREAS, the Board of Directors of the Crockett Community Services District has analyzed the present sewer service charge rate schedule and has determined that the residential annual sewer service charge rates for the user classification Single Family Residence should increase by an amount of \$237 and the user classification Apartment should be increased by an amount of \$63 for fiscal year 2024-2025. Non-residential, industrial, and mixed-use rates will vary with water consumption in proportion to the District standard for residential use. The District has also analyzed the rates and the water use standard and has determined both should be modified; and

WHEREAS, the sewer service charges were last increased in fiscal year 2022-2023; and

WHEREAS, in adopting Ordinance No. 24-1, the Board relied on various studies and documents, which are available for inspection at the District offices; and

WHEREAS, the Board has determined that the sewer service charge rate increase is necessary to fund the current anticipated costs of the operations and maintenance functions and capital improvements of the District for the 2024/25 fiscal year (including new federal, state and regional water quality requirements) and to provide for the repayment of loans.

WHEREAS, in adopting this Ordinance, the Board of Directors finds that:

- a. Notice of Public Hearing containing information on the proposed fee increase was duly mailed by first class postage to every property owner receiving sewer service from the District at least 45 days prior to the public hearing on the proposed increase conducted on July 24, 2024, at which time all who wished to comment on this matter were heard.
- b. All written protests presented by the affected property owners were considered and tallied at the public hearing on July 24, 2024, and the District was not presented with protests by a majority of the owners of the identified parcels affected by this change.
- c. The amount of the charges imposed does not exceed the proportional cost of the service attributable to the properties receiving service, and revenues from the charges and fees are not being used for any other purpose than that for which they are imposed.
- d. The charge is imposed only on those properties actually receiving service or those for which service is immediately available.
- e. This action is categorically exempt from the California Environmental Quality Act (CEQA) pursuant to Section 15273(a) (1), (2), (3), and (4) of the State CEQA Guidelines, in that the sewer service fee is being charged to meet operating expenses, purchase materials, meet financial reserve needs and provide for capital

projects necessary to maintain service within the existing service area.

The Board of Directors of the Crockett Community Services District DOES HEREBY ORDAIN as follows:

Section 1. GENERAL PROVISIONS

1A. Purpose and Scope

The purpose of this Ordinance is to establish a set of equitable service charges for the use of the sanitary sewer collection system of the Crockett Community Services District and to provide for the collection of such charges on the tax roll of Contra Costa County, pursuant to Government Code Section 61115. This Ordinance applies to all users of the District's system within and without the boundaries of the Crockett Sanitary Department of the Crockett Community Services District. This Ordinance does not apply within the boundaries of the Port Costa Sanitary Department.

1B. Authorization

The adoption of this Ordinance by the Board of Directors of the Crockett Community Services District is authorized by Government Code Section 61115.

1C. Title and Definition

This Ordinance shall be known as, and may be cited as, the Crockett Sanitary Department Sewer Service Charge Ordinance. As used in this Ordinance, the term "District" shall mean the Crockett Community Services District, and the Term "Owner" shall mean any person, firm, corporation, unincorporated association, trustee or other legal holder of title to real property.

Section 2. SEWER SERVICE CHARGE

2A. Rate and Charges

Every owner of real property that is connected to the District's sanitary sewer system or for which service is immediately available shall pay a charge for sewer service. The following service charges are in addition to, and do not affect ad valorem property taxes, capacity charges, annexation charges, and/or construction-related charges.

Water consumption data is requested from the municipal water supplier in January each year in order to be received in time to make necessary calculations of sewer usage in March. Consequently, the water data used to calculate the use of the sewer system by individual properties or classes of properties shall be the latest fiscal year data available to the District in January and will not be for the current fiscal year. Water data over the last six years is averaged to generate the use factor and cost factors used to calculate the sewer use charge. Water consumption data from FY 22/23, FY 21/22, FY 20/21, FY 19/20, FY 18/19, and FY 17/18 has therefore been used in support of this Ordinance for sewer service charges to be imposed in FY 24/25.

Each separately metered (water) use of a property shall be charged independently as

a residential account, non-residential account, or mixed-use account. The property owner shall be charged the sum of the charges for all accounts on the property.

2A-1. Residential Accounts

2A-1a. Single Family Residence

The term "single-family residence" shall herein refer to any detached structure designed, improved and/or used as one residential unit with no other separate use or additional residential units. The term shall include a single condominium residence unit. It shall not refer to a mobile home residence.

Each single-family residence shall pay a flat charge per year in the amount set forth in Exhibit "A" for a single-family residence.

2A-1b. Duplex

The term "duplex" shall herein refer to any structure containing two residential units and no other separate use or additional residential units. This shall include two flats, two apartments side-by-side, or a primary dwelling with an attached "second unit" known as a "granny flat" or "in-law unit" or "accessory dwelling unit" or "junior accessory dwelling unit".

Each duplex shall pay a flat charge per year in the amount set forth in Exhibit "A" for a duplex.

2A-1c. Multiple Unit Residential Building

Multiple unit residential buildings shall pay an annual charge per apartment in the amount set forth in Exhibit "A" for a single apartment.

The term "apartment" shall herein refer to any residential unit (other than condominium) in a structure designed, improved and/or used for two or more families living independently in units which are structurally joined and have separate entrances. This shall include any residential unit (such as a flat) in a mixed-use structure, except when a commercial unit has been added to a single-family home. For the purposes of this Ordinance, a mobile home residence shall be treated as a single apartment.

2A-1d. Accessory Dwelling Unit

The term "accessory dwelling unit" or ADU shall herein refer to any residential unit located on the same lot as an existing single-family home, where the total floor area does not exceed 1,200 square feet, where the increased floor area does not exceed 50 percent of the living area of the single-family home, and which includes all of the amenities found in a primary dwelling: a kitchen, bathroom, sleeping area, and storage. It shall not refer to a "junior accessory dwelling unit" or JADU.

Each accessory dwelling unit shall pay a flat charge per year in the amount

set forth in Exhibit "A" for a single accessory dwelling unit.

2A-2. Non-Residential Accounts

Each non-residential use (or combination thereof) that is separately metered for water shall be considered one non-residential account.

Each non-residential account, including but not limited to commercial, industrial, and institutional users, shall pay an annual flat fee use charge in the amount set forth in Exhibit "A", plus the per unit amount set forth in Exhibit "A" for each 100 cubic feet of water consumption in excess of 3,871 cubic feet per year.

Any property with multiple non-residential accounts shall be charged the sum of the charges for all accounts.

2A-3. Mixed-Use Accounts

Any combination of residential and non-residential uses together on one water meter shall be considered one mixed-use account.

Each mixed-use account shall pay an annual flat fee use charge in the amount set forth in Exhibit "A" plus the per unit amount set forth in Exhibit "A" for each 100 cubic feet of water consumption in excess of 3,871 cubic feet per year. In no case shall the total annual charge for each account be less than the per-unit charge set forth in 2A-1c for apartments times the number of apartments served, plus the charge set forth for a single-family residence times the number of single-family residences served.

Any property with multiple accounts (of whatever kind) shall be charged the sum of the charges for all accounts.

2B. Single Family Residential Water Use Standard

2B-1. Basis of Charges

The District has developed a District-wide standard for typical use of the sewer system by a single-family residence. The single-family residential standard reflects a reasonable estimation of the average water consumption (for indoor use) of a single-family residence within the District. That figure is 5,433 cubic feet per year. The sewer use charge for single-family residences is based on that estimated average use.

2B-2. Volumetric Basis of Charges

Charges imposed on all residential users are established based on the relative volumetric water use of that user or class of user. The charges set forth in this Ordinance are intended to reflect proportionately equal payment of charges for a similar burden imposed on the District's sewerage system based on the relative water use of various classes of users or separately metered users.

2B-3. Industrial Properties

The District finds that for the industrial properties within the District, water consumption is not an accurate way to measure discharge to its system, because industrial processes use an enormous amount of water that is not in fact discharged to the District's system. For purposes of this Ordinance, industrial properties include properties engaged in food processing, electrical production, and hydroprocessing, but does not include the C&H sugar refinery plant properties.

Therefore, for industrial properties, not including the C&H sugar refinery plant properties, which is charged for and pays its sewer service charges under a separate agreement with the District, there shall be a flat charge plus an additional per unit charge for every 100 cubic feet of water actually discharged to the District. The flat and per-unit charges shall be the same as for other non-residential properties served by the Crockett Sanitary Department. The volume of water discharged from such properties shall be measured by flow meters installed at District-approved locations in all pipelines discharging water to the District's system. The required pump or flow meters shall be approved by the District Board. The required flow meters shall operate on a 24-hour basis to measure and record in electronic format on one- minute intervals the volume of water passing through each metered location. All required flow meters shall be placed in a location accessible to the District for inspection, and all raw data collected shall be routinely transmitted electronically to the District on a regular monthly basis. For those time periods during which the required flow meters fail to collect reliable flow data for whatever reason, the District will substitute its own calculations of flow during those periods using its best efforts.

Section 3. BILLINGS AND COLLECTION

3A. Sewer Service Charges Collected on the Tax Roll

All charges established and assessed in section herein shall become due and payable on receipt of tax bill therefore. Such charges shall be paid to the Tax Collector as directed on the tax bill. All charges shall be rounded to the nearest whole dollar.

3B. Directly Billed Sewer Service Charges

All sewer service charges that are not placed on the tax roll shall be billed directly to the Owner. Payments for such sewer service charges are due upon expiration of 15 days after the date of the billing. Sewer Service Charges that are directly billed shall become delinquent if any portion of the charge that is not in bona fide dispute remains unpaid after the expiration of the 30-day period.

3C. Imposition of a Lien

Pursuant to the terms of Government Code section 61115(c), the Board of Directors may recover any sewer service charges and penalties by recording with the County

Recorder a certificate declaring the amount due, and the name and last known address of the person liable for those charges. From the time of recordation of the certificate, the amount of the charges and penalties shall constitute a lien against all real property of the delinquent property owner in the County.

3D. Penalties Interest and Remedies

A basic penalty of 10% shall be imposed for nonpayment of the sewer use charge, and an additional penalty of interest at a rate of 1% per month shall be imposed for nonpayment at such time as the payment becomes delinquent. (Gov't Code Section 61115(a)(3)(C).

In addition to other remedies provided by law including the discontinuance of sewer service, action may be brought in the name of the Crockett Community Services District in any court of competent jurisdiction for the collection of delinquent charges and to enforce the lien thereon. The remedies herein established shall be cumulative and in addition to any or all other remedies available for the collection of said charges.

Section 4. IMPLEMENTATION OF SERVICE CHARGE

4A. Effect of this Ordinance

Charges for users of the District's sewer system set out in this Ordinance will be initiated for the fiscal year beginning July 1, 2024, and shall continue thereafter in effect until further action of the Board of Directors. To the extent this Ordinance No. 24-1, or the sewer service charges adopted herein, is challenged and set aside for any reason, Ordinance No. 22-2 and the preexisting sewer service charges adopted therein shall be immediately restored and will be effective until further action of the Board of Directors.

4B. Effective Date

This Ordinance shall become effective for the fiscal year beginning July 1, 2025 and shall continue in effect until further order of the Board of Directors.

Section 5. PUBLICATION

This Ordinance shall be published once in the West County Times and posted in three places within the District with the names of the members of the Board of Directors voting for and against same. This Ordinance shall then take effect after thirty days following the adoption by the Board of Directors.

I HEREBY CERTIFY that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, Contra Costa County, California, at a regular meeting thereof, held on the 24th day of July 2024 by the following vote, to wit:

AYES:

NOES:

ABSENT:

ABSTAINED:

Nicholas Spinner, President

ATTEST:

Sonia Rivas, MBA
District Secretary

Approved as to Form:

Richard Pio Roda
District Counsel

EXHIBIT "A"
TO
CROCKETT COMMUNITY SERVICES DISTRICT
ORDINANCE NO. 24-1
ESTABLISHING SEWER SERVICE CHARGES
Rates Effective July 1, 2024

Residential

Single-family residence (SFR)	\$1,153.00 per year
Duplex	\$1,644.00 per year
Apartments (per unit) (APT)	\$822.00 per year
Accessory Dwelling Units (per unit) (ADU)	\$822.00 per year

Non-residential account -

Flat fee	\$822.00 per year
Plus per-unit charge	\$21.23 per 100 cubic feet of water consumption in excess of 3,871 cubic feet per year

Mixed-use account

Flat fee	\$822.00 per year
Plus per-unit charge	\$21.23 per 100 cubic feet of water consumption in excess of 3,871 cubic feet per year
- Minimum charge	not less than \$822.00 per APT plus \$1,153.00 per SFR.

Industrial account

Flat fee	\$822.00 per year
Plus per-unit charge	\$21.23 per 100 cubic feet of water discharged in excess of 3,871 cubic feet per year

RESOLUTION NO. 24/25-01

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CROCKETT COMMUNITY SERVICES DISTRICT OVERRULING OBJECTIONS TO THE METHOD OF COLLECTION OF SEWER SERVICE CHARGES FOR CROCKETT

The District Board of the Crockett Community Services District, County of Contra Costa, State of California, resolves as follows:

1. Pursuant to Sections 5471 et seq. and 6520.5 of the Health and Safety Code of the State of California, this Board confirms that it elected to have the sewer service charges for Fiscal Year 2020/21 and subsequent years collected on the tax roll of the District as adopted on July 24, 2024, by Ordinance No. 24-1.

2. That on July 24, 2024, this Board did by Ordinance No. 24-1 adopt a schedule of sewer service charges to be billed to all properties served by the Crockett Sanitary Department for FY 2024/2025 and subsequent years.

3. That pursuant to Government Code Section 6066 a Notice of Public Hearing was published in a newspaper of general circulation on July 3, 2024, and July 13, 2024, announcing that the District Board will consider continuing the schedule of sewer service charges adopted by Ordinance No. 24-1.

4. That pursuant to Government Code Section 61115, a Public Hearing on the report of annual sewer use charges and the method of collection of sewer service charges was regularly and duly held on the 24th day of July 2024 at 7:00 PM at the Crockett Community Center, 850 Pomona Street, Crockett, California.

5. That on July 24, 2024, objections were heard to the report dated May 20, 2024, of the District Engineer, which contains a description of each parcel of real property in Crockett receiving sewer services and using facilities of the District and the recommended amount of service charge for each parcel computed in conformity with a schedule for user service charges for the community of Crockett.

6. The Board having considered all comments and objections made to the method of collection; they are hereby overruled.

6. The District Board of the Crockett Community Services District hereby accepts said report of the District Engineer dated May 20, 2024.

7. The Administrative Services Manager is directed to deliver a copy of this Resolution, and a listing of properties with the sewer service charges to be collected, to the Auditor of Contra Costa County with the request that the sewer service charges described in said listing for the Fiscal Year 2024/25 be collected on the tax roll of the District in the same manner, by the same persons, and at the same time as together with and not separately from the District General Taxes.

8. For those properties within the boundaries of the Crockett Community Services District that receive sewer services from the Crockett Sanitary Department but do not appear on the tax roll of the District, the Administrative Services Manager is directed to invoice the property owners in full on November 1, 2024 with a notice that the bill becomes delinquent after December 2, 2024 and that interest at the rate of one percent (1%) per month shall accrue in the event of late payment in addition to a ten percent (10%) penalty for late payment, pursuant to Government Code Section 61115, District Code Section 1.08.080 and District Ordinance No. 24-1.

THE FOREGOING RESOLUTION was passed and adopted by the District Board of the Crockett Community Services District at a Regular Meeting held on July 24, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Nicholas Spinner, President

ATTEST:

Sonia Rivas, MBA
District Secretary

RESOLUTION NO. 24/25-02

**A RESOLUTION OF THE BOARD OF DIRECTORS
OF THE CROCKETT COMMUNITY SERVICES DISTRICT ADOPTING AN
EXPENDITURE BUDGET FOR THE FISCAL YEAR 2024/2025**

WHEREAS, the Administrative Services Manager has prepared the proposed operating budget for the fiscal year 2024/25; and

WHEREAS, the Members of the District Board of Directors have studied that proposed budget and made amendments thereto.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Crockett Community Services District that the general fund interim budget allocation approved for the fiscal year 2024/25 is \$_____ for all expenditures and \$_____ for debt service.

PASSED AND ADOPTED by the Board of Directors of the Crockett Community Services District at the Regular Meeting held on July 24, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Nicholas Spinner, President

ATTEST:

Sonia Rivas, MBA
District Secretary

Minutes from Commissions and Committees

For CCSD Meeting of July 24, 2024

RECREATION COMMISSION

- May 6, 2024

POLICE LIAISON COMMITTEE

- June 11, 2024

BOARD PERSONNEL COMMITTEE

- May 14, 2024

LIGHTING & LANDSCAPE COMMISSION

- June 18, 2024

PORT COSTA SANITATION

- June 12, 2024

CROCKETT SANITATION

- June 21, 2024

MEMORIAL HALL ADVISORY COMMITTEE

- None

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

P.O. Box 578, Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, MAY 6, 2024

1. CALL TO ORDER: The meeting was called to order at 6:00 pm by Chair Cusack. All commissioners were present: Airoidi, Cusack, Choquette, Quade, and Valentini.

Staff present: District Secretary (DS) Rivas, Recreation Department Manager (RDM) Wilson, and Events Supervisor (ES) Morales.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: DS Rivas shared that the restaurant she manages celebrated their fifth anniversary, Cinco de Mayo was a great success and welcomed everyone to visit.
4. CONSENT CALENDAR: Minutes for April 8, 2024. (Valentini 1st, Choquette 2nd, 5/0)
5. RECREATION: None.
6. BUDGET AND FINANCE:
 - a. RECREATION TRANSMITTALS: Ms. Wilson explained the \$12,856.93 charge for Pool ADA Remo of DC Construction Inc. is for the ADA renovations.
 - b. BUDGET PROCESS FOR 2024: DS Rivas provided an update on the budget process. The sewer use charge process has taken up the majority of the time for the ASM and has caused some delays with the budget. Ms. Goodman has met with the Board Budget & Finance Committee as of yet. She confirmed that Commissioners Valentini and Cusack are on the Recreation Budget & Finance Committee.
7. ADMINISTRATIVE:
 - a. ACTIONS TAKEN BY THE DISTRICT BOARD: Jeff Airoidi was reappointed to the Recreation Commission. The Ad Hoc for 1 Rolph Park Drive has been postponed a month. She informed Commissioner Choquette that she will coordinate the first meeting when it finally went into motion. The Board was not comfortable with the recommended Sewer Use Charge (SUC) increase and asked staff to provide an alternative and present it again at the May 22nd Board meeting. Ms. Rivas confirmed to Ms. Choquette that Valley Operators will be leaving soon and SDM Barnhill is in the process of identifying a replacement.

Members: Jeff Airoidi (VC), Louise Choquette, Tom Cusack (C), Valerie Quade, John Valentini

- b. UPDATE ON PROP 68 BID (ALEXANDER PARK): RDM Wilson reported that the project is moving along and expects that the pool will be able to open without any problems in time for Memorial Day weekend.
- c. DISCUSS RECREATION TAX: DS Rivas presented Resolutions 11/12-11 and 22/23-23 regarding the annual recreation special tax levy and reminded the commissioners that the annual Recreation special tax levy is presented to the Board in May. She provided a brief history of the tax increase. The tax was only \$50 when the District was created in 2006. The amount was increased in 2012 through a special ballot measure and increased to no more than \$110.

RDM Wilson argued that the District's finances have not been maintained appropriately and Recreation has not had an accurate reporting of their income and expenses for over two years. Ms. Rivas reminded the Commission that Maze & Associates was hired specifically to correct and reconcile the District's accounting records but two-plus years of backlog will take some time. She reminded the commissioners that although accurate spending reports have not been made available, Mr. Wilson has repeatedly reported that costs have increased for the pool including the cost of chemicals and labor. With that, she suggested that the commissioners may want to consider raising the tax but the timeline to assess a possible increase in time to get it on the ballot the current year has passed. She will bring the item back in December or January to consider. Mr. Wilson provided an overview of the process to determine the tax rate. A report is presented to the Recreation Commission that compares income and expenses from the different revenue sources. If expenses exceed income, the Commission could argue in favor of a specified rate increase via a ballot measure passed by a 2/3rd majority. This report was not presented for 2023 due to the accounting situation. A motion to recommend the continuation of Recreation Special Tax in the amount of \$110 per residential parcel was carried unanimously. (Valentini 1st, Airoidi 2nd, 5/0)

The landscaping company was terminated due to the decline in the quality of their work. They were replaced with a Crockett-based landscaper who also performs landscaping for the John Swett Unified School District. C&H is also considering hiring him.

The diving board has been repaired and a new diving board tray has been ordered from a different company that costs \$2,000 less than the previous vendor. It is expected to arrive the following week. Phillips 66 has granted \$54,000 for water safety training for two dates. The amount covers family passes, wet bag, towels, swim caps, and swimsuits for those who attend the training. The first date (May 5th) resulted in 87 families and 17 kids. The second date (June 1st) has 83 families and 147 kids registered. This grant brings \$48,000 in cash to the department. Everyone has been grateful for the program. The pool has a maximum capacity of 200. Mr. Wilson is concerned that they may have to turn people away if all of the families attend on the same day.

The Walk of Honor is scheduled for May 18th. Crockett receives a portion of the funds raised at this event and used towards the renovation of Memorial Hall. Recreation received a significant amount of interest in lifeguard applications, 19 of which passed their exams and are now undergoing training.

Mr. Wilson announced his resignation effective June 30th. Mr. Wilson was thanked for his service. He is leaving huge shoes to fit. He was especially commended on his ability to get things done quickly and very economically. He has hired a pool manager who is currently undergoing pool-related training. He will make himself available when the District needs him to oversee some projects that are scheduled for Fall. And that his report.

The current construction work being done is the Alexander Park sewer repair. The project has been on the books for years but is just being implemented. The Prop 68 project triggered the Alexander Park project as an effort to kill two birds with one stone. The pavers were going to be replaced but would be too expensive for Recreation to do it on its own. Unfortunately, the paver project continues to be too expensive and was excluded from the scope of work.

8. REPORTS FROM COMMISSIONERS: Commissioner Valentini informed the District Secretary that an appraisal to determine replacement value is due every five years.
9. FUTURE AGENDA ITEMS:
 - Recreation Use Tax for FY 25/26
 - Website update.
 - Five-year appraisal
10. COMMISSIONER COMMENTS: None.
11. ADJOURNMENT: The meeting was adjourned at 6:50 PM until June 3, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

Board Personnel Committee

of the Crockett Community Services District

P.O. Box 578 – Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, MAY 14, 2024

1. CALL TO ORDER: The meeting was called to order at 4:05 pm by Chair Cusack. Present were Commissioners Cusack, Martinez, Spinner, and Wilson. Committee member Wais was absent (excused). Staff present was District Secretary (DS) Rivas.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Minutes for April 9, 2024, were approved as presented. (Martinez 1st, Spinner 2nd, 4/0, 1 absent).
5. ADMINISTRATION:
 - a. REPORT ON ACTIONS BY THE BOARD: The Board did not take any actions on personnel matters.
 - b. DISCUSS CHANGING THE DISTRICT SECRETARY TO 30 HOURS FOR FULL-TIME STATUS: DS Rivas distributed supplemental documents to support the discussion to increase the hours for the district secretary from 16-20 to 30 hours. The job description for the district secretary role was posted as a 16 – 20-hour role and included vacation, sick, and health benefits. Upon completing her initial six-month probationary period, the Administrative Services Manager (ASM) reported that the District's insurance company SDRMA does not offer medical benefits to part-time staff. To qualify for medical benefits, an employee has to consistently work an average of 30 hours per week. She presented a spreadsheet that reflects she has been meeting this requirement.

She also presented inconsistencies with the Personnel Policy and Procedure Manual (PPPM) existing contracts list a full-time employee at 34 hours and 32 hours respectively. Mr. Spinner reported that the Board had previously established that full-time status was designated by hours worked (30 hours per week) not by job description. This action was noted in the Board minutes of November 20, 2019. The PPPM was updated in 2019 to reflect this change. The PPPM does note that CalPERs requires 34 hours or higher to receive a full year of service credit for employment retirement. Staff was directed to inquire about the 34 hours. The Committee agreed to approve the district secretary role as a full-time position.
 - c. DISCUSS AND RECOMMEND ANNUAL COST OF LIVING ADJUSTMENT (COLA): A discussion was had on the District's COLA (Cost of Living Adjustments) increase

practices. Former General Manager McDonald recommended COLA increases at the June 12, 2019, Board Agenda. DS Rivas reported she was unable to locate when the Board made the decision but was able to establish that COLA increases are offered and based on CPI and must be presented to the Board for approval. A COLA policy has not been formally approved – a draft policy resolution was attached to the agenda for reference. Mr. Wilson reported that when the District Engineer was hired, the Board agreed to issue COLAs on May 1st to coincide with International Worker’s Day. Most agencies implement increases on June 1st or July 1st. All committee members agreed that July 1st is ideal and coincides with the new fiscal year. Ms. Rivas reported that community chats in the CSDA site range from 1% - 8% with an average of 3.5%. Staff was directed to review the published CPI valuation and present a COLA increase to the Board.

6. REPORTS/COMMENTS FROM COMMITTEE MEMBERS: None.

7. FUTURE AGENDA ITEMS:

- a. List of mandatory training for non-employees. The Brown Act requires any member of a board or commission that receives a stipend is required to take ethics training. However, the Board is requiring all members of the Board and commissions to take the ethics training regardless of the Brown Act requirements.
- b. Personnel record policy. ASM Goodman has reviewed personnel files and has discovered that many files are not complete or missing. A policy on tighter controls is needed. Staff have discussed possibly having temporary separate personnel files differentiating District Staff from seasonal recreational staff during seasonal periods. At the end, those personnel files would be
- c. Key policy for personnel records. The District does not have records of who has keys. This will be part of onboarding and exit interviews in the future.
- d. Update list of agencies/vendors and access: Ms. Rivas reported on the challenges staff has experienced in gaining access to information during the various staff transitions over the last year. Ms. Goodman is currently working with the district engineer to create a list and associated passwords.
- e. Air Quality and the economic impacts on the pool and recreational uses. Mr. Wilson reported that several community pools shut down when specific air quality levels are reached. We need more info to determine if this is a CAL OSHA requirement as it will have economic and recreational use impacts. Ms. Martinez suggested that Staff contact one of the fire stations about their air monitor. Mr. Wilson explained that decades ago, a shelter in place for pool users should be in the Community Center.

8. ADJOURNMENT: The meeting was adjourned at 4:43 PM until June 11, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

CROCKETT POLICE LIAISON COMMITTEE

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, JUNE 11, 2024

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by Chair Pennisi. Present were Committee members Pennisi and Ritchey. Committee member Wais was absent (excused). Staff present included District Secretary (DS) Rivas and Events Supervisor Morales.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: A member of the public inquired about National Night Out scheduled for August 6th. Various public safety agencies generally participate in what is essentially a block party. The event is an opportunity for neighbors to gather and meet public safety staff in friendly environments. This event has previously been held at the Downtown Plaza and has been a very nice event. August 6th is the monthly Crockett Improvement District meeting date. DS Rivas can assist but cannot take the lead on this event. The Sheriff's office has a crime analysis person who typically coordinates this effort. Lt. Holland will investigate.

There is an illegal encampment growing by the Dead Fish. This area was cleared before through combined efforts including the railroad that resulted in 35 dumpsters worth of trash. It appears to be growing again and asked that the area be revisited. Lt. Holland explained that several steps will need to take place leading up to clearing the area including initial observation, possible trespassing notices, social service visits and finally clearing the area,

- 4.a LAW ENFORCEMENT ISSUES AND REPORTS - REPORT FROM DEPUTY: Lieutenant Holland introduced the new Resident Deputy Castillo. He has been working the Crockett beat on weekends but will be in Crockett Monday through Thursday from noon to 10 pm as the Resident Deputy beginning July 1st. The Deputy cycle is six months. He can be reached via email at bcast002@so.cccounty.us. A request was made to change the Deputy Resident's shifts to weekends when most crime occurs. The Committee will need to prepare a written request which will be forwarded to the Patrol Captain for consideration. If approved, any shift change will become effective January 1st. The liaison focuses on quality of life, daily activity, special projects and being readily available to the community and addresses community issues that a patrol officer may not be able to address. Through conversations with community members, the Resident Deputy becomes aware of issues, hotspots, problem areas, and other areas of concern. Crockett has deputy patrol 24/7.

Select crimes summary: five select crimes in May, two residential burglaries, two grand thefts, and one petty theft. Select crimes from earlier in the year: two in April, one in March, and seven in February. There were 200 calls for service (911, parking, civil request, and patrol assists) in May netting eighteen (18) reports. A request was made for trend reports.

There was a short discussion on illegal dumping. The public should not disturb dumping areas but should contact the illegal dumping phone number. An analyst will visit the location of the dumping and will investigate for clues to a possible owner. The public can also use the County's public works app to report dumping. To report **illegal dumping**, call the **non-emergency number (925) 646-2441** and provide as much information as possible, especially a license plate if the dumping was witnessed.

Members: Mary Wais, Michael Pennisi (C), Bob Ritchey (VC)

There was a recent large sideshow at the highway exit at Pomona and Merchant. A member of the public reported that Sheriff staff in Stockton were able to block sideshow vehicles from escaping by surrounding the attendees with patrol vehicles. Lt. Holland reported that traffic is under the jurisdiction of the California Highway Patrol (CHP). The Sheriff's office responded because CHP was tending to a fatal accident. With only three patrol vehicles, the Sheriff was significantly outnumbered and determined that the best course of action was to interrupt the activity and break up the attendees. Suggestions to dissuade this kind of activity included speed bumps and a roundabout. This would require going before the County Public Works division. The County generally does not support speed bumps anymore because they end up causing more problems and installing speed bumps or roundabouts would require a study and the support of the community.

4.b REPORT FROM CHP ON TRAFFIC ISSUES: CHP was not in attendance. CHP stopped attending after significant budget cuts.

4.c NEIGHBORHOOD WATCH: A trailer was parked on Second Avenue for several days. The trailer's owner has been threatening people. People are chatting on social media but appears no one is calling any authorities. The property at Second and Wanda has been issued a 30-day notice to clear the sidewalk. If the sidewalk is not cleared, Public Works is supposed to clear it. There appears to only be one official neighborhood group existing in Crockett. Parking enforcement patrol uses a special code to direct a portion of tickets back to Crockett. In the most recent financial update, the amount is roughly \$8,000.

5.a ACTIONS TAKEN BY THE DISTRICT BOARD: The Board passed a resolution opposing Initiative 1935 that would increase voting from a simple majority to a super majority when imposing taxes, fees, or other. If passed, it could void Measure L's \$50 maintenance tax. The Recreation tax of \$110 is still needed and will continue for the 24/25 fiscal year. The sewer use charge (SUC) will increase from \$918 to \$1153 for single-family residences. Apartment SUC will increase from \$759 to \$822 Commercial SUC will increase from \$13.70 to \$21.33 per 100 cubic feet of water.

5.b UPDATE ON LICENSE PLATE READERS (LPRS): Chair Pennisi reported that he is waiting on a quote from Rekor and is reviewing another company. The Committee has only received a quote from Flock Cameras in the amount of \$83,000 over four years. He is looking into other sources of funding as well. P66 has committed \$15,000 towards the purchase of the cameras but the community must provide proof of funds for the subscription service. C&H has not made any commitments. The Chair was advised to apply for a grant through the Crockett Community Foundation in December. A suggestion was made to consider ordering fewer cameras and installing them at strategic locations at private properties. Lt. Holland explained that the cameras will be helpful with sideshows but there are procedures to follow before vehicles can be impounded. Approaching the Chamber of Commerce was suggested for additional fundraising to make up any shortfalls in funding.

5.c DISCUSS AND SELECT A DATE TO PRESENT SERVICE GIFTS: The item was carried to the next July meeting.

6. REPORTS FROM COMMITTEE MEMBERS: None.

7.a CONSENT CALENDAR: Minutes for May 14th were approved. (Ritcher 1st, Pennisi 2nd, 2/0, 1 absent).

8. FUTURE AGENDA ITEMS:

- Request County Public Works to present on a roundabout at Pomona and Merchant.
- National Night Out

Members: Mary Wais, Michael Pennisi (C), Bob Ritchey (VC)

- Illegal dumping.
- Request a change of service hours for the Resident Deputy.
- Encampments by Dead Fish.
- Crime data trends.

9. ADJOURNMENT: The meeting was adjourned at 8:15 PM until July 9, 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, JUNE 12, 2024.

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Vice-Chair Cusack. Present were Commissioners Cusack, Klaiber, Scheer, and alternate Martini. Commissioners List and Surges were absent (excused). Alternate Martini served as a voting member in place of Surges. Staff present included District Secretary (DS) Rivas and Administrative Services Manager (ASM) Goodman.
2. CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Under advisement from the Interim General Manager, a check for the electrical pole fire replacement has not been cashed. Board member Mackenzie has received information to file the claim through the railroad company. The PCSAN Commissioners requested that Staff move forward with filing the claim.
- 4a. CONSENT CALENDAR: The May 8, 2024, minutes were approved as presented. (Scheer 1st, Klaiber 2nd, 4/0, 1 absent)
- 5a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported. The 1 Rolph Park Drive Ad Hoc committee has been continued. Jeff Airoldi was reappointed to the Recreation Commission. The Sewer Use Charge item was carried over to the following month after a lengthy discussion. The Board approved hiring Maze & Associates for government accounting services.
- 5b. SELF-MONITORING REPORT: ASM Goodman reported no permit exceedances occurred during April.
- 5c. UPDATE ON THE REPLACEMENT OF PERISTALTIC PUMPS: The two pumps have been installed. One of the pre-existing pumps did not survive. The second pre-existing pump was mothballed as a backup. Staff do not anticipate any issues with the pumps for at least ten years.
- 5d. UPDATE ON CONTRACT OPERATORS: Port Costa is losing its long-time operator on October 1st. Staff met with a potential contractor to replace Valley Operators on June 12 who provided assurances that they were ready to step in at a moment's notice. The attached scope of work has been prepared in anticipation of the search for a new operator. A list of certified operators was pulled from the Water Board's website as a starting point. One operator has already submitted a proposal that Staff would like input from PCSAN commissioners.
- 5e. DISCUSS NEWSLETTER DISTRIBUTION: The Commissioners voted against an SUC hike for FY 24/25. Since a Prop 218 mailing is not required, staff provided copies of the newsletter insert for the commissioners to distribute themselves to save on mailing costs. The insert focuses on sewer-related issues and maintenance.

5f. DISCUSS SEWER USE CHARGE (SUC) METHOD OF COLLECTION: PCSAN voted not to increase the SUC but the existing SUC will continue to be collected. The method of collection is through property taxes. This action will be approved at the regular CSD Board meeting on July 24th at 7 pm.

6a. RECEIVE WARRANT TRANSMITTALS: Received.

6b. DISTRICT FINANCES: ASM Goodman has met with the Lighting and Landscape Budget & Finance Committee and is will be contacting Port Costa Budget and Finance reps in the next few weeks. The current cash account balance is \$362,937.46 After the warrants that were just issued for Accounts Payable and Payroll hit the cash account, the balance will stand at \$299,169. A pending loan payment of approximately \$26,000 will be initiated before the closing of the fiscal year.

Staff continue to work with Maze & Associates who are getting the District's finances in order.

7. WASTEWATER: None

8a. REPORT OF DEPARTMENT MANAGER: The contract operator Staff met with focuses on operations and maintenance. Staff have not received any report on issues. There are noticeable weeds forming around the sand beds, and orders have been given to slowly start removing them. A discussion on the sand beds took place, mainly detailing how fragile they are and their role within the treatment plant.

8b. GOVERNMENTAL MATTERS: The NPDES permit was approved by the Water Board with no contest.

8c. ANNOUNCEMENTS AND DISCUSSION: The Field Semester submitted their extensive and comprehensive report a week ago. The report contains 171 pages with additional reports and video. The report considered flow and composting toilets as an alternative option. Much of the information was collected from the District and Port Costa reports. The Stuber-Stroeh Engineering Group, Inc. prepared the report. Staff are currently reviewing the report and have sent the report out to our engineer of record for their input.

9. REPORTS/COMMENTS FROM COMMISSIONERS: None.

10. FUTURE AGENDA ITEMS:

- List and percentage of completed CCTV lines.
- Bull Valley Agricultural Center & Port Costa School.
- Acquire backup effluent pump with capacity to maintain flow to filter beds.

11. ADJOURNMENT: The meeting was adjourned at 6:52 PM until July 10, 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 JUNE 18, 2024.

- 1 CALL TO ORDER: The meeting was called to order at 7:04 PM by Chair Pannell. Present were commissioners Fisk, Garbis, and Pannell. Commissioner Mitzel was absent. Staff present included District Secretary (DS) Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Event Supervisor (ES) Morales. District Board Director Kent Peterson was also present.
- 2 CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
- 3 PUBLIC COMMENTS ON NON-AGENDA ITEMS: DS Rivas announced that the Crockett Chamber of Commerce decided to move forward with the decorative baskets after all and requested to be added to next month's agenda. ASM Goodman reported a call that a streetlight was blinking on Second Avenue.
- 4 CONSENT CALENDAR: Item 5e in the May 21 minutes notes that Commissioner Mitzel would like to consider a subsidy for the MOU. Ms. Mitzel was absent, and the question will be presented in a future agenda. Mr. Peterson clarified that Crockett Public Services (CPS) will not be dissolved after all. Mr. Darcy Trask will be taking over the organization. The CPS Board will determine how the remaining funds will be allocated. CPS Board members include Howard Adams, Fred Clerichi, Kent Peterson, and Scott Bartlebaugh. A short discussion was had on the purpose of the minutes and how they are prepared. The item will be on next month's agenda for discussion. The minutes were approved. (Garbis 1st, Fisk 2nd, 3/0).
 - a. Minutes for May 21, 2024.
- 5a RECEIVE REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: The Board approved a resolution to oppose Initiative 1935 that would change voting requirements from a simple majority to a supermajority. The Recreation Tax of \$110 will continue. The recommended sewer use charge was approved. The L&L \$50 tax was only discussed at the Board meeting. DS reported to the Board that the L&L Commission declined any increases for the next fiscal year. The Board will formally approve the action through a resolution at its next meeting.
- 5b DISCUSS MAINTENANCE NEEDS AND PROGRESS: DE Murdock presented a calendar chart with L&L's maintenance costs past and expected. The Plaza incurs approximately \$800 per month in maintenance. These costs include both labor and overhead such as worker's compensation, supplies, and other insurance. The medians are the responsibility of the County and they are officially described as dirt medians.

Chair Pannell reported on work done at the Bridgehead; Acacia trees were removed. A local arborist provided woodchipper services and offered his services to do more. Multiple volunteers have provided various maintenance services. The sidewalks need attention. Staff will assess and report back on how to proceed.

5c CONSIDER MAINTENANCE PLAN: Mr. Peterson presented a map of the Bridgehead project area. The original agreement encompassed seven acres but has been reduced to only three but the District continues to maintain the all seven areas. The District is currently in the process of negotiating a an updated, more detailed agreement with Caltrans. Caltrans has indicated that they may sell some of the land in the future.

Mr. Peterson presented a guide on how to prepare a maintenance plan. He explained four variables: What, Who, Where, and What; what needs to be done, who will perform the work, where is the work located, and when tasks need to be done. He suggested that the activity (What) should be the driver of a maintenance plan. The maintenance plan should go hand in hand with the maintenance cost schedule presented by Mr. Murdock. The plan will be a collaborative effort between Staff and the Commissioners. It was noted that Measure X funds could be used for fire mitigation through brush removal maintenance. The Commissioners expressed an urgency to move forward on a maintenance plan and suggested a special meeting.

5d UPDATE ON BRIDGEHEAD WOOD-CHIPPING: This item was discussed earlier.

5e UPDATE ON PRESSURE WASHER PURCHASE: The best pressure washer should be electric with a minimum pressure of 1400 psi, ideally 15 horsepower, and a 15-amp plug.

5f COMMUNITY OUTREACH AND EDUCATION: Commissioner Garbis reported that the Diamond Heights neighborhood in San Francisco has an Adopt a Median program and would like to consider this as an option for Crockett. He pointed out that the medians do not have irrigation. The item may be revisited at a future meeting.

6a FINANCIAL REPORT ON EXPENDITURE AND AVAILABLE FUNDS: The maintenance fund's current balance is approximately \$48,264 pending any outstanding transactions. A warrant is a summary sheet of transactions with details on the date, the vendor, the purpose of the payment, and the amount paid. Note that warrants are always for the previous month.

6b UPDATE ON FINANCIAL MATTERS: With input from the L&L budget and finance representative, a preliminary roll-up budget was presented. L&L will have a year-end balance of approximately \$40,000 that will roll over as the account's beginning balance. The expenses for FY 2024/25 proposed budget numbers are estimates. The estimated FY 2014/25 revenue is approximately \$105,671 based on the expected income from the Measure L tax of \$50 per parcel. Maze & Associates continues to make progress on the reconciliation of the accounting. They will be working on FY 2022/23 shortly.

7. REPORTS FROM STAFF: Villa Landscapers cleared the sidewalk abutting the 1 Rolph Park Drive property in collaboration with the homeowner's association They weed whacked the area across the Bridgehead on Pomona Avenue and the area between Rolph Park and Crockett Boulevard.

8 COMMENTS FROM COMMISSIONERS: There is a considerable amount and frequency of dumping on Crockett Boulevard. There is speculation that it could be a serial dumper. Photos have been forwarded to the County's Public Works department of recent dumping that included potential contact information. The County Public Works contact has reported that a fencing plan was being finalized and two fences are expected to be erected at two turnouts on Crockett Boulevard. Mr. Peterson offered to deliver documents related to the Bridgehead once a maintenance/L&L office is established.

9 FUTURE AGENDA ITEMS:

- Special meeting to develop a maintenance plan.

- Threshold amount for contract approvals by the commissioners.
- Discuss subsidy in the MOU.
- Adopt a Median program.
- Discuss meeting minutes structure.

10 ADJOURNMENT: The meeting was adjourned at 8:45 PM to July 16, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

CROCKETT SANITARY COMMISSION (CVSAN)

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MINUTES OF SPECIAL MEETING OF JUNE 21, 2024.

1. CALL TO ORDER: The meeting was opened at 1:10 PM by Chair Manzione. Commissioners present include McDonald, Bartlebaugh, Manzione, Trask, and Wais. Staff present: District Secretary (DS) Sonia Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, Sanitary Department Manager (SDM) James Barnhill, and Interim General Manager (IGM) Nick Spinner.
2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: A request was made to move item 7c and 7b before Administration.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. PRELIMINARY REVIEW OF PUBLIC HEARINGS: None.
5. CONSENT CALENDAR: Items 5a and 5b were approved with edits, and 5c was received. (McDonald 1st, Wais 2nd, 5/0)
 - 5a. Minutes of April 17, 2024.
 - 5b. Minutes of May 15, 2024.
 - 5c. Receive warrant transmittals.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None.
- 7a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD AND THEIR COMMITTEES: The Board approved the recommended Sewer Use Charge (SUC); the Prop 218 notification letter was mailed over the weekend and included an informational insert. Crockett has a new Resident Deputy Sheriff who will begin attending the Police Liaison Committee meetings. Declaration of Candidacy statements are being accepted by the County for three seats on the Board for the election on November 5th. The filing period is between July 15 – August 9.
- 7b. DISCUSS DEPARTMENT STAFFING AND ARRANGEMENTS, AND THE ROLE OF THE GENERAL MANAGER: The District Engineer's last day with the District is August 1st. The Board has been working on a plan to fill multiple roles. The Sanitary Department Manager (SDM) will be more involved with project management. There is a plan to hire support staff to help with sanitary-related needs so that the SDM can focus on larger issues and regulatory requirements. The District will continue to rely on contractors to help fill in. The IGM acknowledged the Commissioners' concern regarding the gap in staffing until support staff or a general manager is hired. The Commissioners expressed their desire to hire a sanitary person by August 2. The Board is also moving forward in its search for a permanent general manager. An engineer would be ideal, but the Board will consider an administrator with a

Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais

business background to better oversee and guide the whole organization. The budget also needs to be considered for the hiring process.

7c. APPROVE VARIANCE FOR SHARED LATERAL, 452 KENDALL: This item was discussed first after Consent Calendar. The developer and contractor were present. APN (355-100-007) is a vacant lot zoned single-family residential (SFR). The property owner wishes to subdivide the lot and build a single home with an additional dwelling unit (ADU) on each lot resulting in a total of four housing units. A sewer was previously installed at Merchant that runs down the bridge. A four-inch sewer was added at 452 Kendall. The property has a lateral in place. The property owner is requesting a variance to allow a joint building sewer. The developer proposes to run a pipe burst to insert a six-inch pipe along the entire route of that pipe from the lawn down to the main line.

The District Code prohibits joint sewers. A lengthy discussion focused on the private responsibility of the property owners of any blockages in shared sewer properties. Due to the development of the town and the construction methods of the town's origins, there are several joint sewer lines. There have been numerous instances where disputes between property owners have occurred with sewer repair issues. The District has the authority to require the separation of older joint sewers. The Board has determined that involvement in repair disputes is not within the scope of work for the District. The District Code prohibits any new construction from having joint sewers. Former District Engineer Peterson also expressed his concern about recent legislation that encourages additional dwelling unit (ADU) construction, and the possible lot split and sale of ADUs.

Concerned with setting precedence and following the District Code, the Commission voted against a joint building sewer. The developer was provided with options such as adding another four-inch line and connecting to the public line, creating a private six-inch sewer with a manhole, or pumping upwards. The developer was informed of his options for CVSAN's decision: appeal the CVSAN decision to the Board or return for reconsideration at a future date. A motion was made to disapprove the request for a variance for a shared lateral at 452 Kendall. (Trask 1st, Wais 2nd, 5/0)

7d. UPDATE ON SEWER USE CHARGE PUBLIC HEARING: A discussion was had on whether the July CVSAN meeting could offer an informal opportunity for the public to speak on the upcoming SUC increase. Arguments against hosting such an item were based on the requirement that any protests must be in writing and that the public generally never attend meetings. It was determined that this would not be a benefit to the community. Staff was asked to instruct callers to prepare written comments and possibly attend the July Board meeting.

7e. DISCUSS JOINT USE AGREEMENT RENEWAL: A C&H draft Joint Use Agreement was distributed to the commissioners for information sharing. The draft includes comments by the JUA negotiation team and was noted that the draft does not include the District's desired modifications. It was pointed out that several exhibits have not been submitted. The next step is meeting with the attorney to add the needs of the District.

8a. UPDATE ON FINANCIAL MATTERS: Warrant transmittals were received No discussion.

8b. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: There have been several problems with the pump station. Plastic from the Alexander Park project was released and jammed up the channel grinder pumps. A motor burned because it had the wrong fuse in place. West County Wastewater was called to assist but they were unable to collect the plastic which appeared to be HDPE pipe. A new grip pump is leaking but parts have been ordered at a cost of

Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais

\$6,000 apiece. West County Wastewater submitted a letter to the District stating that they would not work on the pump station until certain components were rectified. The Alexander Park contractor will be charged for the first channel grinder incident. Some substantial change orders are being discussed. Some of the issues revolved around an iron pipe that was surrounded by concrete that was not identified before beginning the project.

Staff has been working on identifying a new contractor to replace Valley Operators. There is a very strong proposal from a local operator who is willing to work on both Crockett and Port Costa. It was suggested to consider a task order contract with this contractor.

8c GOVERNMENTAL MATTERS: None.

8e ANNOUNCEMENTS AND DISCUSSION: None

9a WASTEWATER COMMITTEE: The JUA negotiation team was asked to consider landscape maintenance in the JUA discussions.

9b BUDGET & FINANCE COMMITTEE: The budget needs to be adopted in July. The ASM is expected to present a bare-bones budget at the next CVSAN meeting.

9c INTER-AGENCY MEETINGS: None.

10 FUTURE AGENDA ITEMS:

- 1 Rolph Park Drive repairs.
- Sewer use calculation study
- JUA study session
- Customer database study
- Monthly Maintenance Operations Report
- Pump Station Grit Detritter Condition report.

11. COMMISSIONER COMMENTS: Commissioner Bartlebaugh will not be in attendance at the July meeting.

12. ADJOURNMENT: The meeting was adjourned at 3:24 PM until July 17, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

CCSD JUNE 2024 TRANSMITTALS

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				
06/04/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 27, SPLIT	14,943.90	14926
06/04/2024	Campbell Business Solutions	IT Support May 2024 INV# 7124, SPLIT	58.66	14927
06/04/2024	DOLORES M. MORALES	Milage and Expense May 2024	33.31	14928
06/04/2024	EBMUD	MH acct# 14347900582, March-May 2024	65.40	14929
06/04/2024	EBMUD	Pool \$742.21, Park \$247.41, 3/11/24-5/9/24 acct#30385600001	989.62	14930
06/04/2024	KEL-AIRE HEATING & AIR CONDITION...	Preventative Maint. and replace filters, INV#083138	400.00	14931
06/04/2024	LESLIE'S POOL SUPPLIES	Supplies, INV#s 00137-01- 102975, 103313, 102975	1,236.29	14932
06/04/2024	Let's Dig, Inc.	Sprinklers, Landscaping, Weed abatement Crotona Hillside INV#s 01, 02, ...	5,902.00	14933
06/04/2024	LINCOLN AQUATICS	Pool Uniform expenses, INV# D8853907	317.53	14934
06/04/2024	NorCal Lifeguard Training	Training May 14, 2024 INV# 000032	5,650.00	14935
06/04/2024	Raina Currington	PLC Farewell gifts	184.16	14936
06/04/2024	TERRACARE ASSOCIATES	Landscaping services for May Com Ctr, Park, MHP	2,305.00	14937
06/04/2024	UNIVERSAL BUILDING SERVICES	Janitorial, INV#s 525377, 525378, 524855	1,790.00	14938
Total FUND 3241 - RECREATION			<u>33,875.87</u>	
TOTAL			<u>33,875.87</u>	

for Header
6/4/24

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
06/07/2024	DC Construction, Inc	ADA Pool Construction, INV#2198	<u>49,969.69</u>	14939
Total FUND 3241 - RECREATION			<u>49,969.69</u>	
TOTAL			<u><u>49,969.69</u></u>	

Jan Hood
6/7/24

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
06/18/2024	Alisa Maria	Memorial 5/24/24, Deposit return	700.00	14940
06/18/2024	CALIFORNIA SPECIAL DISTRICTS ASSOCIATION	CSDA Membership 24/25, SPLIT	1,637.50	14941
06/18/2024	Campbell Business Solutions	Work on Susan's computer, Split INV#6659	80.00	14942
06/18/2024	Claudia Ruiz	Wedding and Reception 5/26/24, Deposit refund	700.00	14943
06/18/2024	CONTRA COSTA COUNTY TREASURER	CalPERS for May 2024, SPLIT	2,174.45	14944
06/18/2024	CONTRA COSTA HEALTH SERVICES DEPT	Haz Mat CUPA operating permit & permit oversight, Pool	1,095.00	14945
06/18/2024	Dolores Mendoza	Quince 6.8.24, Deposit refund	700.00	14946
06/18/2024	LESLIE'S POOL SUPPLIES	pool supplies, inv# 00137-02-000871 & inv# 00137-01-103628	710.67	14947
06/18/2024	Marcela Cuellar	quince 6.1.24, Deposit refund	700.00	14948
06/18/2024	PG&E	Account # 6757445609-0	1,074.13	14949
06/18/2024	PG&E	Account # 2501517473-0, Pool Electricity and Gas	1,346.66	14950
06/18/2024	Ron Wilson	Concession supplies, and April & May 2024 Mileage Reimbursement	300.99	14951
06/18/2024	Sandra Leon	Quince 5.25.24, Deposit Reimbursement	700.00	14952
06/18/2024	Sierra Chemical Company	INV# 151604, INV# 150211, INV# 150594, INV# 151127	5,322.46	14953
06/18/2024	Sonia Rivas	CSDA Training, Special District Laws SPLIT	115.00	14954
06/18/2024	UNIVERSAL BUILDING SERVICES	May 2024 Inv# 525796	1,271.00	14955
06/19/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 28, SPLIT	11,038.88	14956
Total FUND 3241 - RECREATION			<u>29,666.74</u>	
TOTAL			<u>29,666.74</u>	

[Signature]
6/19/2024

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

Date	Name	Memo	Credit	Num
FUND 3242 - MAINTENANCE				
06/04/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll mbr 27, SPLIT	315.09	601
Total FUND 3242 - MAINTENANCE			315.09	
TOTAL			315.09	

Jan Hood
6/4/24

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>
FUND 3242 - MAINTENANCE				
06/18/2024	CALIFORNIA SPECIAL DISTRICTS ASSOCIATION	CSDA Membership, SPLIT	327.50	602
06/18/2024	COntra Costa County Tree Stump Removal	Chipping at Bridgehead	500.00	603
06/18/2024	DOLORES M. MORALES	Leaf Blower and 3 year Protection Plan	96.98	604
06/19/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 28, SPLIT	73.84	605
Total FUND 3242 - MAINTENANCE			<u>998.32</u>	
TOTAL			<u><u>998.32</u></u>	


6/19/2024

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>
FUND 3425 - PC SANITARY - O&M				
06/04/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll mbr 27, SPLIT	2,115.55	1861
06/04/2024	Campbell Business Solutions	IT support INV#7124	10.24	1862
06/04/2024	Larry Walker Associates	Consultation INV#00556.03-5	2,127.00	1863
06/04/2024	PG&E	Acct# 2704121327	1,105.90	1864
Total FUND 3425 - PC SANITARY - O&M			<u>5,358.69</u>	
TOTAL			<u><u>5,358.69</u></u>	

for Hood
6/4/24

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				
06/19/2024	CALIFORNIA SPECIAL DISTRICTS ASSOCIATION	CSDA Membership, SPLIT	1,310.00	1865
06/19/2024	Campbell Business Solutions	IT Support, INV# 6659 SPLIT	80.00	1866
06/19/2024	CONTRA COSTA HEALTH SERVICES DEPT	HAZMAT CUPA permit and oversight fees	457.00	1867
06/19/2024	Eurofins Calscience	Testing for May, INV# 5700182019	1,829.25	1868
06/19/2024	L.R. PAULSELL CONSULTING	INV PCSD 24-5 & 6	1,950.00	1869
06/19/2024	Larry Walker Associates	Engineering Consultation, INV# 00556.03-6	632.50	1870
06/19/2024	Valley Operators, LLC	May Monthly service fee, INV# 2809	4,650.00	1871
06/19/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 28, SPLIT	258.44	1872
Total FUND 3425 - PC SANITARY - O&M			<u>11,167.19</u>	
TOTAL			<u>11,167.19</u>	

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6/19/24

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				
06/04/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 27, SPLIT	27,637.22	7184
06/04/2024	Campbell Business Solutions	IT Support, SPLIT INV#7124	91.10	7185
06/04/2024	DOLORES M. MORALES	Paint and supplies for 1 RPD May 2024	41.54	7186
06/04/2024	Villa's Landscape	May Landscaping, 2 visits	300.00	7187
Total FUND 3426 - CV SANITARY - O&M			<u>28,069.86</u>	
TOTAL			<u><u>28,069.86</u></u>	

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6/4/24

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				
06/07/2024	CEAU	Alexander Park Project, 3rd installment	<u>166,620.50</u>	7188
Total FUND 3426 - CV SANITARY - O&M			<u>166,620.50</u>	
TOTAL			<u><u>166,620.50</u></u>	

Jan Ho
6/7/24

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				
06/19/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 28, SPLIT	935.28	7189
06/19/2024	VAUGHN P. GUNKELMAN	Data storage device and web service	968.85	7190
06/19/2024	Sonia Rivas	Training for Dist Sec and 11x17 printer paper, reimbursement	175.85	7191
06/19/2024	PG&E	Collection system electricity and elec & gas 1RPD, Acct# 6193854060-8	5,473.13	7192
06/19/2024	L.R. PAULSELL CONSULTING	INV# CVSD 24-10 & 11, hydrocleaning	21,375.00	7193
06/19/2024	Frisch Engineering, Inc.	Task #1, Engineering svcs for May 2024, INV#11976-2402c	1,575.00	7194
06/19/2024	CONTRA COSTA HEALTH SERVICES DEPT	HAZMAT CUPA Permit and Oversight	358.00	7195
06/19/2024	CONTRA COSTA COUNTY TREASURER	CalPERS payment May, SPLIT	3,597.50	7196
06/19/2024	CALIFORNIA SPECIAL DISTRICTS ASSOCIATION	CSDA Membership, INV# 40565 SPLIT	3,275.00	7197
Total FUND 3426 - CV SANITARY - O&M			<u>37,733.61</u>	
TOTAL			<u>37,733.61</u>	

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6/19/2024

RESOLUTION NO. 24/25-03

**RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CROCKETT COMMUNITY SERVICES DISTRICT ORDERING THE
COLLECTION OF SEWER SERVICE CHARGES FOR PORT COSTA FOR FY 24/25.**

The District Board of the Crockett Community Services District County of Contra Costa, State of California, resolves as follows

1. Pursuant to Sections 5471 et seq, and 6520.5 of the Health and Safety Code of the State of California, this Board did by Ordinance No. 22-3 elect to have the sewer service charges for Fiscal Year 2022/23 and subsequent years collected on the tax roll of the District.

2. On July 27, 2022 this Board did by Ordinance No. 22-3 adopt a schedule of sewer service charges to be billed to all properties served by the Port Costa Sanitary Department for FY 2022/23 and subsequent years, and thereafter pursuant to Government Code Section 61115. The Board has chosen not to increase sewer service charges for FY 2023/24 and thus Ordinance No. 22-3 remains in effect.

3. On May 7, 2022, the General Manager filed a report containing a description of each parcel of real property in Port Costa receiving sewer services and using facilities of the District and the recommended amount of service charge for each parcel computed in conformity with Ordinance No. 22-3.

4. The District Board of the Crockett Community Services District hereby accepts said report of the General Manager dated May 7, 2021.

5. The Administrative Services Manager is directed to deliver a copy of this Resolution, and a listing of properties with the sewer service charges to be collected, to the Auditor of Contra Costa County with the request that the sewer service charges described in said listing for the Fiscal Year 2024/25 be collected on the tax roll of the District in the same manner by the same persons and at the same time as together with and not separately from the District General Taxes.

6. For those properties within the boundaries of the Crockett Community Services District that receive sewer services from the Port Costa Sanitary Department but do not appear on the tax roll of the District, excluding properties contracted by agreement for sewer service the Administrative Services Manager is directed to invoice the property owners in full by the first business day on or after November 1, 2024, with a notice that the bill becomes delinquent on first business day on or after December 1, 2024, and that interest at the rate of one percent (1%) per month shall accrue in the event of late payment in addition to a ten percent (10%) penalty for late payment, pursuant to Government Code Section 61115, District Code Section

1.08.080, and District Ordinance No 22-3.

THE FOREGOING RESOLUTION was passed and adopted by the District Board of the Crockett Community Services District at a Regular Meeting held on July 24, 2024, by the following vote.

AYES:

NOES:

ABSENT:

ABSTAINED:

Nicholas Spinner, President

ATTEST:

Sonia Rivas, MBA
District Secretary