

CROCKETT RECREATION DEPARTMENT

An agent of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

850 Pomona Street

Telephone (510) 787-2414

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

website: www.town.crockett.ca.us/Recreation

TO: Recreation Commissioners
FROM: Recreation Department Manager
SUBJECT: Monthly Manager Report
Date: October 28, 2026

The Recreation Department Manager's Report highlights items of interest that occurred during the month of October 2026.

COMMUNITY CENTER

- Ongoing rentals
- **CBA Grant** request in progress for Comm Center floor resurfacing/ice machine replacement/commercial dishwasher replacement/light replacement and rewiring in MPR and Bar area/hydration stations x2 **DELAYED**
- Water leak update:
 - Leak detected March 27, 2026 (American Leak Detection)
 - April 8 broken pipe repaired/irrigation valves repaired
 - May 1 additional leaks detected which lead to additional irrigation valve repair
 - May 15 additional leaks detected
 - June 2 Matrix HG reports backflow valve pressure at 110 PSI/faulty PRV, valve repaired June 25
 - Broken pipe connecting to main drainage repaired June 28/29
 - ALD returned 7/24 for ongoing (slow) movement on meter, no leaks were detected
 - 10/21 L J Kruse Co detected possible leak behind CC, near Gazebo
- **Upcoming classes: Sourdough/Kombucha/Pasta** – Grant awarded, date TBD
- Crochet ongoing Sundays 2:00-4:00 pm

AQUATICS CENTER

- Crockett Swim Team fall clinic starts Aug 31, M/Tu/Th 4:30-6:30 pm, through November 19
- Pool Hours:
 - Lap swim M/W/F 6:00 – 10:00 am
 - Floating Sound Bath – 10/28
- Pool covers ordered to be replaced with grant from County FIMA program
- November 7 upcoming Crockett Mile fundraiser
- **CBA Grant** request in progress for cement stairs/hydration stations x2/metal doors x5 **DELAYED**

ALEXANDER PARK

- Broken teeter-totter - Proposal \$2741.00, awaiting CCF decision
- **CBA Grant** request in progress for T.T. removal and replacement/hydration stations x2 **DELAYED**

TENNIS COURTS

- **CBA Grant** request in progress for hydration station **DELAYED**

GENERAL/ADMIN/FINANCIAL

- No update.

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CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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website: www.town.crockett.ca.us

TO: Commissioners / Board of Directors
FROM: Department Manager Crockett Sanitary
SUBJECT: Department Managers Report
DATE: October 27, 2026

The Crockett Sanitary Department Managers Report highlights items of interest that occurred since the prior CVSAN meeting on September 16, 2026.

Operation and Maintenance

- There were no main Sanitary Sewer Spills.
- Crockett Main Pump Station:
 - Utility air compressor 1 was removed for maintenance.
 - There were three power outages that affected Loring pump station, two requiring generator deployment.
 - Crockett emergency generator was serviced and load bank tested on October 5.
 - Non-biodiesel dyed diesel fuel was topped up for the emergency generator.
 - Backup channel grinder was received on October 22 and is mothballed on site.
 - Wet weather preparedness nearly complete. (CVSAN & PCSAN)

Capital Improvements / Projects:

- Loring Pump Station: Battery backup system is integrated. Will be observed during future outages.
- Influent pump 2 was removed for repair.

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Commissioners: Scott Bartlebaugh, Mark Manzione (VC), Mary Wais (C), Glen Milward

L:\202107241608\share\L Drive Backup 3 24 2021\Administration\District Secretary\001 MEETINGS

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

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TO: Commissioners / Board of Directors
FROM: Department Manager Crockett Sanitary
SUBJECT: Department Managers Report
DATE: October 27, 2026

The Port Costa Sanitary Department Managers Report highlights items of interest.

Operation and Maintenance

- There were no main Sanitary Sewer Spills.
- Port Costa Pump Station:
 - The emergency generator was serviced and load bank tested on September 24.
 - Non-biodiesel dyed fuel was filled for the emergency generator.
 - Wet weather preparedness is nearly complete.
 - NSU continues sand bed weeding.

Capital Improvements / Projects:

- Planning is ongoing for primary treatment chamber 1 FOG removal.

CROCKETT COMMUNITY SERVICES DISTRICT

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

Website: www.town.crockett.ca.us

TO: Board of Directors
FROM: District Secretary
SUBJECT: District Secretary Monthly Report
DATE: 10/26/2026

The District Secretary Monthly Report highlights items of interest that occurred since June 24.

ADMINISTRATION:

- Coordinated with the County to accept a late Board vacancy recommendation for the November 17 Board of Supervisors meeting.
- Lighting & Landscaping and Crockett Sanitary Commission did not meet in October.
- CVSAN opted to keep their November meeting on the 3rd Wednesday because a week earlier is Veteran's Day.
- Lighting & Landscaping is considering changing their meeting date to the third Tuesday to the first Monday. Their meeting will follow the Recreation meeting.
- Public official list is updated. Developing an Access database to better maintain a list of officials' elections, appointments, reappointments, certifications, and resignations.

COMMUNICATIONS:

- Posted notice of street repairs on the District's website homepage.
- Modified and posted the application form for the Board vacancies.
- Minute preparation. CCSD does not have a policy for the preparation of minutes. Each entity is different.
 - Exhibit A: City Clerks Association of California Guidelines for Preparing Minutes for Governmental Agencies.

COMPLIANCE:

- Seven members of the legislative body have not completed their AB1234 Ethics training.

OTHER:

- Attended the CSDA-sponsored Creating Public Trust webinar. The speaker was from Discovery Bay and presented specifically on their sewer rate charge. Takeaway: Start communicating early, make it easy to understand, and continue communicating (be consistent)
- For future agenda consideration: A review of records, District Code, and Board minutes established that the District Engineer position originated in 2020, and that Resolution No. 23/24-22 was adopted to add the District Engineer and Administrative Services Manager to the Conflict-of-Interest Code and the District Code. The March 2026 minutes also contemplate a resolution to appoint the District Engineer, but a separate resolution to appoint a District Engineer has not been presented.

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CITY CLERKS ASSOCIATION OF CALIFORNIA
GUIDELINES FOR
PREPARING MINUTES FOR GOVERNMENTAL AGENCIES

PURPOSE

The City Clerks Association of California issues these guidelines as a tool for government agencies to transition to minutes styles that are efficient, succinct, cost-effective for staff to prepare, and more appropriately aligned with the intent of the Government Code.

FINDINGS

- Legislative bodies must act, and must be *seen* to act, within the laws of the State of California and local charters, if applicable. Being *seen* to act within the law is important, because the legislative body's decisions may be subject to external scrutiny by the public, auditors, or judicial inquiry. Minutes *testify* that the correct procedures for decision-making were followed.
- Legislative body minutes shall be prepared in a manner consistent with the intent of the Government Code. Relevant Government Codes are as follows:
 - Government Code 40801. The city clerk shall keep an accurate record of the proceeding of the legislative body and the board of equalization in books bearing appropriate titles and devoted exclusively to such purposes, respectively. The books shall have a comprehensive general index.
 - Government Code 36814. The council shall cause the clerk to keep a correct record of its proceedings. At the request of a member, the city clerk shall enter the ayes and noes in the journal.
 - Government Code 54953(c)(2). The legislative body of a local agency shall publicly report any action taken and the vote or abstention on that action of each member present for the action.
 - Government Code 53232.3(d). Members of a legislative body shall provide brief reports on meetings attended at the expense of the local agency at the next regular meeting of the legislative body.
- All components of minutes shall be for the primary purpose of memorializing decisions made by the *legislative body*. Any minute component that does not serve this primary purpose should be minimized or eliminated; this includes comments made by *individual* body members and members of the *public*.

GUIDELINES

- Minutes should provide a record of a) when and where a meeting took place, and who was present (including member absences, late arrivals, departures, adjournment time); b) type of meeting (Regular/Special/Adjourned Regular); c) what was considered; d) what was decided; and e) agreed upon follow-up action. Pursuant to Government Code 54953(c)(2), minutes shall report any action taken and the vote or abstention on that action of each member present for the action.

- Appropriate styles are *action* minutes or *brief summary* minutes. Verbatim style minutes should not be used, because verbatim or lengthy summary minutes do not serve the intent of the Government Code, which is to record the proceedings of the *legislative body*.
- *Action* minutes merely record final decisions made.
- *Brief summary* minutes, at a minimum, record the final decisions made; and, at a maximum, may record what advice the body was given to enable it to make its decisions, the body's thought process in making the decision, and the final decisions made. Emphasis is given on the body's thought process, not individual members' thought processes. The minutes should summarize only the main points which arose in discussion if and only if they are relevant to the decision.
- Comments made by members such as "for the record" or "for the minutes" have no bearing on the content of minutes and are given no greater and no lesser consideration than other comments made at the public meeting. Members seeking to memorialize comments should incorporate such verbiage into the language of the motion. As an alternative, members may submit written statements to be retained with the agenda item.
- Since the main purpose of minutes is to record the legislative body's decision, summary minutes should be brief. By concentrating on the legislative body's decision, brief summary minutes will provide only a select recording of what was discussed at the meeting. Brief summary minutes should not attempt to reproduce, however summarily, what every speaker said. It should only record the essence of the discussion and include the main threads that lead to the body's conclusion.
- To the fullest extent possible, brief summary minutes should be impersonal and should not attribute views to individual persons. Only the positions and decisions taken by the whole legislative body are relevant, not those of individual members. The passive voice is favored i.e. "It was suggested that...", "It was generally felt that...", "It was questioned whether...", "During discussion, it was clarified..."
- There are reasons for not attributing comments to specific speakers. First, it makes for brevity--a point can be recorded more concisely in impersonal form. Second, a point raised by one speaker will often be further developed by others—in impersonal brief summary minutes, only the fully-developed point is recorded in its final form. Third, points by several speakers can be consolidated into a single paragraph. Fourth, the impersonal style averts future corrections to minutes.
- While the primary purpose of minutes is to memorialize decisions made by the legislative body as a whole, under limited circumstances it is necessary and/or appropriate to attribute comments to individual members including:
 - Individual member's reports pursuant to Government Code 53232.3(d) (enacted by AB 1234, 2005). The minute record shall include the type of meeting attended at the expense of the local agency and the subject matter.
 - Individual member's reports on intergovernmental agencies. Brief summary minutes should include the type of meeting at a minimum, and, at the maximum, include the subject matter.
 - Individuals speaking under public comment. Brief summary minutes shall, at a minimum, list the public member's name (if provided); and, at a maximum, include the overall topic and stance/position. Such as Mr. Jones spoke in opposition to the Project X. Being mindful that the minutes are recordings of the legislative body's proceedings, it is not appropriate to include detail of individual comments. There is an exception for public testimony provided during public hearings, for which the minutes shall include the speaker's name (if provided) and a summary position of the speaker (i.e., supported or opposed).

- For purposes of meeting Government Code 36814 and/or 54953(c)(2), the city clerk should enter the ayes and noes in the minutes. For informal consensus (i.e. providing staff direction), it is appropriate to note the dissention of one or more members by, at a minimum, stating the dissenting member's name and dissention, such as "Mr. Jones dissented," and at a maximum to also include a brief reason, such as "Mr. Jones dissented citing budget concerns."
- While the primary purpose of legislative body meetings is for the legislative body to take legislative action and make decisions to advance agency business, it is acknowledged that agency meetings also serve as platforms for ceremonial presentations and reports on social and community events. At a minimum, brief summary minutes should identify that presentations were made and event reports were given; and, at a maximum, report only the subject matter of the presentation or event.
- For community workshops and town hall meetings subject to the Brown Act, brief summary minutes, at a maximum, record the overall topic, provided that no legislative actions were taken. It is advisable to note in the minutes that no legislative action was taken.
- The guidelines contained herein are applicable to committees and commissions subject to the Brown Act. It is acknowledged that many boards and commissions take few legislative actions, and the tendency is to include more detail in the minutes on event reports and planning. At a maximum, brief summary minutes may include key points of the final reports or determinations, and all comments shall be attributable to the entire body and not attributable to individual members.
- Brief summary minutes shall serve to clarify decisions taken and who is expected to execute the decisions. It is not necessary to write down all action points or all tasks identified. Minutes shall not serve as a substitute for task lists, and the focus shall remain on the final decisions made by the *legislative body*.
- The language of brief summary minutes should be relatively restrained and neutral, however impassioned the discussion. Brief summary minutes will record the substance of the point in an intemperate way.
- To the fullest extent possible, minutes should be self-contained to be intelligible without reference to other documents.
- As a general rule, individual member comments are not identified in the brief summary minutes of discussions, and minutes should concentrate on the collective body's thought process and the collective decisions made by the majority, not individuals.
- Brief summary minutes should concentrate on central issues germane to the final decision. The record of the discussion should be presented in a logical sequence, rather than reproduced in the actual order they were made in discussion.
- The legislative body may wish to choose more substantive (summary) minutes if there's no archival audio/video backup recording available of its proceedings. If audio/video recording is available for future reference, minute notations can be more limited (action).

CROCKETT COMMUNITY SERVICES DISTRICT

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MEMORANDUM

TO: Board of Directors, Crockett Community Services District (CCSD)

FROM: General Manager (GM)

DATE: October 27, 2026

SUBJECT: General Manager's Report for October 28, 2026 CCSD Board meeting

EXECUTIVE SUMMARY

GM has been consistently working on three major areas of concentration: **Legal, Administrative/Financial, and Wet Weather Preparedness.**

Legal:

- **C&H Lease Renewal:** The Legal Ad Hoc Committee (Directors Barassi and McDonald) and the GM finalized statements regarding the C&H lease renewal through the State Lands Commission (SLC). All three attended the SLC meeting on Wednesday, October 21st, speaking on behalf of constituents (Director Barassi) and the District (Director McDonald and GM Goodman).
- **Public Comments:** Public comments prepared by Commissioner Bartlebough and GM Goodman were formally accepted and posted by the SLC.
- **SLC Decision:** The SLC renewed the lease without addressing CCSD's concerns regarding the ownership of the Joint Treatment Plant (JTP) or the Main Pump Station. This continues a pattern of systemic disenfranchisement, leaving the District unable to request lease amendments. Notably, the SLC removed the trucking lot from the JTP lease and combined it with the sugar plant lease.

Administrative/Financial:

- **Q1 Financial Performance:** Working alongside Assistant General Manager (ASM) Witschi, the GM finalized the 1st Quarter Budget-to-Actual report for all departments and prepared the Appropriations Limit Resolution.
 - Total Q1 district expenditures reached **\$1,901,770.33**, representing **27.63%** of the total annual budget (\$6,883,936.00).
 - Excluding the \$1.0M C&H JTP settlement payment, operational spending was **\$901,770.33 (13.10%** of the annual budget), demonstrating prudent fiscal management
- **Cost of Services Study (COSS):** The GM continued work on the COSS and submitted a staff recommendation to retain Mark Hildebrand for the project.
- **Audit Preparedness & RGS Engagement:** The GM and ASM met with Auditor David Farnsworth. Although staff prepared audit materials diligently, an informal review and preparedness meeting revealed that additional preparation is required. Consequently, the GM is contracting with Regional

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Government Services (RGS) to assist in clearing audit backlogs and supporting ongoing financial tasks and reporting.

- **Community Benefits Agreement (CBA) Grants:** Announcements regarding outstanding CBA grant determinations were delayed from October. They are now anticipated at the November 3rd Contra Costa County Board of Supervisors meeting.

Wet Weather Preparedness:

- Sanitary Department Manager (SDM) Barnhill has been proactively completing preparations for the upcoming heavy El Niño season.
- The GM is assisting with these efforts and coordinating with Natural Systems Utilities (NSU) to ensure all operator tasks are completed on schedule.

Departmental Updates:

1. Maintenance:

- **Operations & Budget:** Landscaping services have significantly slowed, and staff is awaiting the next tax revenue influx from the county in December.
- **1 Rolph Park Drive:** Repairs/replacement are needed for the private lateral. The GM is collaborating with the SDM to manage current issues and solicit vendor quotes.
- **Memorial Hall:** As noted in prior meetings, the GM is working on an update for Memorial Hall and will present it by the end of the fiscal year, time permitting.

2. Recreation:

- **Microgrant Programming:** The GM and Recreation Department Manager (RDM) Maria are utilizing a recently awarded microgrant for fall and winter programming at the Community Center.
- **Community Interest Survey:** A social media poll was conducted to gauge interest in prospective offerings. The top choices were *Intro to Sourdough / Sourdough Baking* and *Pasta Making*.
- **Next Steps:** The GM will lead these classes. Supplies have been procured, and class scheduling and promotional materials are currently being finalized. (*Refer to the RDM Manager's Report for further details*).

3. **Sanitary:** The GM and SDM are coordinating risk-mitigation strategies for severe weather. To address potential flooding risks at the Port Costa Septic site, Staff is ordering a pallet of sandbags to divert water flow away from the septic area. (*Refer to the SDM Manager's Report for further details*).

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GENERAL MANAGER'S INFORMATIONAL SUMMARY

TO: Board of Directors, Crockett Community Services District

FROM: General Manager

DATE: October 27, 2026

SUBJECT: Informational Summary: Execution of Professional Services Agreement with Regional Government Services Authority (RGS) for Financial & Administrative Support Services

1. PURPOSE & ADMINISTRATIVE ACTION

Administrative Action:

This report informs the Board of Directors that the General Manager is executing a Professional Services Agreement (PSA) with Regional Government Services Authority (RGS). This action falls within the General Manager's established administrative purview and spending authority and is provided for informational purposes; no formal Board vote is required.

Executive Summary:

The Crockett Community Services District ("Agency") requires targeted, high-level financial consulting and project management to resolve a backlog of annual audits dating from FY 2022/2023 through the present, as well as to improve ongoing financial reporting and administrative record practices.

RGS is a California Joint Powers Authority (JPA) specializing in providing experienced, public-sector advisors to local agencies. Contracting with RGS provides the District with flexible, scalable expert support to clear critical financial backlogs without adding permanent headcount or long-term pension liabilities.

2. SCOPE OF SERVICES (EXHIBIT B)

Services will be prioritized by critical need under the direction of an RGS Lead Advisor:

1. Finance Services (Highest Priority):

- **Annual Audits Project Management:** Facilitate and project-manage the backlog of fiscal year audits from FY 23 through the present, including finalizing FY 22 audits.
- **Financial Reporting:** Recommend and facilitate structural improvements to District financial reporting routines.
- **Financial Analysis:** Provide ad-hoc financial analysis and custom reporting as requested by District management.

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2. Transparent Government Services (Phase 2 / Upon Request):

- **Records Retention & Organization:** Recommend procedures and standard organization for electronic and physical records to facilitate implementation of a compliant Records Retention Policy reflecting best public agency practices.

3. KEY CONTRACT TERMS & FINANCIAL STRUCTURE

- **Contract Structure:** Time and Materials (T&M). The District is only invoiced for actual hours worked.
- **Spending Authority & NTE Control:** The engagement will be managed within the General Manager's delegated signature authority under a Not-To-Exceed (NTE) cap of \$50,000. RGS tracks expenditures against the NTE on each monthly invoice.
- **Direct Expenses:** External direct costs (postage, shipping, pre-approved travel) are passed through at actual cost with zero markup.
- **Term & Flexibility:**
 - The agreement runs through FY 2026 and converts to a flexible month-to-month arrangement automatically.
 - Either party may terminate the contract **with or without cause upon 30 days' written notice**.
- **Billing Rates (FY 2026–2027 Schedule):**

Services are billed based on the specialized classification of personnel assigned by the Lead Advisor to optimize cost-efficiency:

- **Agency Executive:** \$229/hr
- **Strategic Services Consultant:** \$197/hr
- **Senior Advisor:** \$166/hr
- **Advisor:** \$141/hr
- **Technical Specialist:** \$125/hr
- **Admin Specialist:** \$111/hr
- *Note:* Rates adjust annually on July 1 based on the SF-Oakland-San Jose Consumer Price Index (CPI-W). Oversight time by the RGS Service Advisor is non-billable unless advance written notice is given for programmatic direction.

4. LEGAL & RISK MANAGEMENT CONSIDERATIONS

- **Independent Contractor & JPA Status:** RGS is a fellow government entity (JPA). RGS employees remain strictly employees/agents of RGS and do not create District employment, benefit, or CalPERS pension liabilities.
- **Insurance Coverage (Exhibit C):** RGS maintains full statutory Workers' Compensation (\$1M), Commercial General Liability (\$2M aggregate), Auto Liability (\$2M), and Professional

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Liability/Errors & Omissions (\$2M). The District will be named as an Additional Insured on a primary/non-contributory basis.

- **Indemnification (Section 15):** Mutual protection clauses are included. RGS indemnifies the District against third-party claims resulting from RGS negligence (capped at \$500,000 for training E&O). The District indemnifies RGS for claims arising strictly from District-directed public agency duties.
- **Public Records:** All final reports, schedules, and work products created under the contract become the property of the District (Section 8.1).

5. NEXT STEPS

The General Manager will establish the initial task budget under designated spending authority, finalize the agreement, and initiate onboarding with the RGS Lead Advisor to commence work on the FY 22–present audit backlog.