

Regular Business Meeting AGENDA FOR WEDNESDAY, MARCH 27, 2024

TIME: 7:00 PM – Regular Meeting
PLACE: Crockett Community Center, 850 Pomona Street, Crockett, CA

1. CALL TO ORDER - ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS
(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. PUBLIC HEARING: None.
(Public comments are limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)
5. CONSENT CALENDAR: Consideration of a motion to approve the following items:
(Items are subject to removal from the Consent Calendar by request of any Board Member on request for discussion 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 February 28, 2024.
 - b. Approve Minutes of the Joint Special Meeting of CCSD Board and CVSAN on March 15, 2024.
 - c. Receive minutes of commissions and committees.
 - d. Approve the removal of Miriam Castro Silva from the Lighting and Landscape Commission.
6. ADMINISTRATIVE:
 - a. Consider items removed from the Consent Calendar.
 - b. Approve Resolution 23/24-25 to Re-appointment of Commissioners to Recreation Commission and Crockett Sanitary Commission
 - c. Approve and sign a contract with Richard Pio Roda of Redwood Legal.
 - d. Receive 2022 Audit and findings, Presentation by David Farnsworth
 - e. Approve ASM to initiate a contract with the governmental accounting firm.
 - f. Consider 1 Rolph Park Drive ad hoc committee.
 - g. Approve Joining California' Special District Association (CSDA) Coalition effort to support legislation Bill H.R. 7525 – Special District Grant Accessibility Act.
 - h. Discuss Caltrans Maintenance Agreement
7. BUDGET AND FINANCE:
 - a. Receive warrant transmittals for District Bills

- b. Discuss financial matters related to the District.
 - c. Consider report on Budget for FY 2023/24.
8. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:
(These items are typically for the exchange of information only. No action will be taken at this time.)
- a. Recreation Department
 - b. District Secretary
 - c. Maintenance Department
 - d. Port Costa Sanitary Department
 - e. Crockett Sanitary Department
 - f. Lighting & Landscape Commission
 - g. Governmental matters
 - h. Announcements and discussion
9. 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: Cusack (chair), Martinez, Spinner, Wais, and Wilson
 - b. Budget & Finance Committee: Mackenzie and Barassi
 - c. Police Liaison Committee: Currington (chair), Wais, Pennisi, and Ritchey
 - d. CVSAN Wastewater Committee: Members Bartlebaugh and Manzione (chair)
 - e. Memorial Hall Advisory Committee: Members Peterson and Wilson (chair)
 - f. Ad Hoc committees
 - Personnel/District Code: Members Brosnan, Cusack, Martinez (chair), Peterson, and Wais.
 - g. Inter-agency meetings
10. FUTURE AGENDA ITEMS/BOARD COMMENTS
11. ADJOURNMENT: until April 24, 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.

CROCKETT COMMUNITY SERVICES DISTRICT

For Review

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MINUTES OF REGULAR BOARD MEETING: FEBRUARY 28, 2024.

1. CALL TO ORDER - ROLL CALL: The meeting was called to order at 6:15 pm by Vice President Martinez. Present were Board Members, Barassi, Mackenzie, Martinez, and Peterson. President Spinner arrived at 6:25 pm.
Staff present included: Interim General Manager (IGM)/ District Secretary (DS) Rivas, District Engineer (DE) Murdock, Administrative Services Manager (ASM) Goodman, Sanitary Department Manager (SDM) James Barnhill, and Recreation Department Manager (RDM) Wilson. CVSAN Commissioners Manzione and Wais were also present.
2. CLOSED SESSION: The Closed Session began at 6:25 pm.
 - a. CONFERENCE WITH LABOR NEGOTIATORS.
 - Public Employee Negotiations: District Secretary and Administrative Services Manager. Pursuant to Government Code Section 54957.6.
3. RECONVENE TO REGULAR SESSION: The regular session resumed at 7:15 pm.
4. REPORT ON CLOSED SESSION: President Spinner reported that the Board unanimously voted to extend the probationary period to 12 months for the positions of District Secretary and Administrative Services Manager. Benefits for the District Secretary are retro-effective to February 1st. Benefits for the Administrative Services Manager are retro-effective to March 1st. The role of Interim General Manager has been vested to the Board President.
5. CALL TO ORDER — ROLL CALL: All Board members were present.
6. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Director Peterson requested that Items 10h, 10l, and 10m be moved earlier in the agenda.
 - 10h CONSIDER RESOLUTION 23/24-23: SERVE AS THE LOCAL GOVERNMENT SPONSOR FOR PORT COSTA COMMUNITY ALLIANCE FOR PUBLIC STAIR REPAIRS: Jim Campbell of the Port Costa Community Alliance (PCCA) is submitting a grant application to the Crockett Community Foundation for funds to repair the brick stairway on Prospect in Port Costa. The grant requires a fiscal/government sponsor for non-501c 3 applicants and asked CCSD to serve in that capacity. Staff was directed to create an MOU and establish an administrative fee for future requests. Approved (Mackenzie 1st, Barassi 2nd, 5/0, unanimous).
 - 10l APPROVE LANDSCAPE MAINTENANCE AGREEMENT WITH CALTRANS FOR BRIDGEHEAD: Director Peterson presented his concerns on several items in the agreement that Crockett would be financially responsible for including all existing fixtures, sidewalks, emergency repairs, pest control, graffiti removal, hiring a landscape architect, water usage, garbage, etc. He reported that Caltrans had sent CCSD a demand of \$10,000 for repairs due to a vehicle crash around 2015. The administrative cost to reactive a water meter will cost the District \$1094 annually plus any water usage. The agreement is filled with too many responsibilities that the District cannot

manage financially. Passing the costs and requiring a bond were briefly discussed. Nancy Rieser reported that the original Margo Johnson lease with Caltrans did not include any of these requirements. Peterson clarified that the Margo Johnson lease holds a permit to build the dog park. Mr. Peterson stated that CCSD does not have to sign the Caltrans agreement, but the Dog Park users will not have access to water.

Mr. Peterson explained that in 2012, the District had a one-year maintenance lease with Caltrans. He has continued maintenance under an expired lease. During the new bridge construction, Caltrans agreed to allow the District to maintain the entire seven acres, but a formal agreement was never presented. The agreement now being presented is excessive. No motion was made.

- 10m CONSIDER A MEMORANDUM OF UNDERSTANDING WITH THE DOG PARK COMMITTEE: The discussion of the Dog Park project focused mostly on the unexpected cost of a Waiver of Subrogation required by Caltrans and the party responsible for insurance. The District received a quote for \$5,000 which greatly exceeds the expected nominal insurance cost when the project was first presented. The \$5,000 insurance quote is based on the risk associated with dog-related bites and/or death. ASM Goodman presented the California Government Code Title 1 – General. Division 3.6 states “A public entity that owns or operates a dog park shall not be held liable for injury or death of a person or a pet resulting solely from the actions of a dog in the dark Park”. Ms. Rieser displayed a standard dog park sign that states: “Use park at your own risk, and Owners are legally responsible for the behavior of their dog(s) at all times.” Staff were directed to present the government code language to the insurance company with the expectation that the quote would be reduced significantly. As stated in the draft Dog Park MOU, all staff time will be reimbursed by the Dog Park Committee.

Mr. Glenn Hummel reported that the initial conception of the dog park project was that the committee would build the park and then turn it over to the Recreation Department as an additional park. Director Barassi suggested that rather than increasing the Recreation tax amount the Dog Park Committee consider charging a Dog Park membership fee. The item was tabled to be brought back at a future meeting.

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

8. PUBLIC HEARING: None.

9. CONSENT CALENDAR: Items 9a and 9e were pulled for discussion. Items 9b,9c and 9d were approved. (Martinez 1st, Barassi 2nd, 5/0, unanimous)

9a APPROVE MINUTES OF CCSD BOARD MEETING ON JANUARY 24, 2024: Pulled for discussion.

9b RECEIVE MINUTES OF COMMISSIONS AND COMMITTEES:

9c RECEIVE PAYMENT OF DISTRICT BILLS:

9d RECEIVE THE 2023 POLLUTION PREVENTION PLAN ANNUAL REPORTS FOR CROCKETT SANITARY AND PORT COSTA SANITARY DEPARTMENTS:

9e. APPROVE RESOLUTION 23/24-16: APPOINT DALE MCDONALD AS COMMISSIONER TO THE CROCKETT SANITARY COMMISSION (CVSAN) AND APPOINT VALERIE QUADE AS COMMISSIONER TO THE RECREATION COMMISSION AND ALTERNATE TO THE CROCKETT SANITARY COMMISSION (CVSAN): Pulled for discussion.

10a ITEMS REMOVED FROM THE CONSENT CALENDAR: Items 9a and 9e were approved with edits (Peterson 1st, Barassi, 2nd, 5/0, unanimous)

- 9a. RECEIVE ANNUAL CPA REPORT: The first sentence was corrected to clarify that ASM Goodman was referring to the 2022 and 2023 financial audits.
- 9e. Approve resolution 23/24-16: A clarification change was made to denote CVSAN alternate Valerie Quade can vote when an appointed Commissioner(s) are absent.

- 10b CONSIDER RESOLUTION NO. 23/24-17: APPOINT DISTRICT SECRETARY: Item was not approved. The probationary period was extended to 12 months with benefits retroactive to February 1, 2024.
- 10c CONSIDER RESOLUTION NO. 23/24-18: APPOINT ADMINISTRATIVE SERVICES MANAGER: Item was not approved. The probationary period was extended to 12 months with benefits retroactive to March 1, 2024.
- 10d CONSIDER RESOLUTION 23/24-19: APPOINT JULIE FISK TO THE LIGHTING AND LANDSCAPE COMMISSION: Approved (Peterson 1st, Martinez 2nd, 5/0 unanimous)
- 10e CONSIDER RESOLUTION 23/24-20: APPOINT WILLIAM LEE VANCE AS AN ALTERNATE TO THE PORT COSTA COMMISSION (PCSAN): Approved with minor edits in the resolution (Martinez 1st, Mackenzie 2nd, 5/0, unanimous)
- 10f APPROVE RESOLUTION NO. 23/24-21: NOMINATE JOHN MACKENZIE FOR A SEAT ON LAFCO BOARD: No discussion. Approved (Martinez 1st, Barassi 2nd, 5/0 unanimous)
- 10g APPROVE RESOLUTION NO. 23/24-22: ADD DISTRICT ENGINEER AND ADMINISTRATIVE SERVICES MANAGER TO THE CONFLICT-OF-INTEREST CODE AND THE DISTRICT CODE: No discussion. Approved. Peterson 1st, Mackenzie 2nd, 5/0, unanimous)
- 10h CONSIDER RESOLUTION 23/24-23 SERVE AS THE LOCAL GOVERNMENT SPONSOR FOR PORT COSTA COMMUNITY ALLIANCE FOR PUBLIC STAIR REPAIRS: Moved to Consider Items Out of Order.
- 10i CONSIDER EMPLOYMENT AGREEMENT MODIFICATION FOR RECREATION DEPARTMENT MANAGER WILSON: DS Rivas reported that the Recreation Department Manager has not received a review or increase in several years. The ASM conducted a salary step study and presented it to the Personnel Committee. Mr. Wilson has been running a successful recreation department, has utilized various funding sources to improve and maintain the swimming pool and community center and he continues to be an asset to the community. Both Staff and the Personnel Committee recommended a five-step increase based on merit. Approved. (Peterson 1st, Martinez 2nd, 5/0 unanimous)
- 10j DISCUSS BUSINESS MATTERS CONCERNING LEGAL COUNSEL: DE Murdock reported that attorney Richard Pio Roda is leaving the Meyers Nave firm along with eight principals, eight partners, and 12 associates and creating a new firm – Redwood Public Law. Mr. Pio Roda is inquiring if the District wishes to retain his services through the new firm; the District will not be restricted from seeking counsel through Meyers Nave. Mr. Murdock recommended the District retain Mr. Pio Roda through the new firm for continuity, especially as the District continues its negotiations for the Joint Use Agreement with ASR (C&H). Staff were directed to return with a fee schedule for Redwood Public Law.
- 10k DISCUSS RENAMING 1 ROLPH PARK DRIVE: Vice President Martinez led a discussion on renaming 1 Rolph Park Drive to Peterson Hall as a gesture of appreciation to Director Peterson for this long-time dedication and commitment to the community and the District organization. The discussion raised the concern that naming the building could be premature as it may set the expectation that the building is ready for community use but there is still much repair work to do. All

agreed that the use be enterprise-driven and focus on income generation. President Spinner requested that a 1 Rolph Park Drive ad hoc committee be discussed at the next meeting.

10I. APPROVE LANDSCAPE MAINTENANCE AGREEMENT WITH CALTRANS FOR BRIDGEHEAD:
Moved to Consider Items Out of Order.

10m. CONSIDER A MEMORANDUM OF UNDERSTANDING WITH THE DOG PARK COMMITTEE:
Moved to Consider Items Out of Order.

11a. DISCUSS FINANCIAL MATTERS RELATED TO THE DISTRICT: ASM presented the January LAIF statement. The 2022 audit is expected to be completed by March. The 2023 audit is expected to be completed by May. Several findings for both years warrant discussion.

11b. CONSIDER REPORT ON BUDGET FOR FY 2023/24: ASM Goodman reported that a mid-year budget was not possible but expects to present an eight-month budget. Staff are working on the water consumption schedule. She will schedule budget and finance meetings with each commission in March. The current budget should be on target with the possible exception of staffing since the District hired an additional employee who was likely not considered in the 23/24 budget.

11c. DESIGNATE SIGNATORIES FOR THE COUNTY TREASURER AND AUDITORS/CONTROLLERS OFFICE: Nicholas Spinner and Diana Martinez will be added as signatories to the County Treasure and Auditor/Controller's office. Staff will update other signatories based on current conditions.

12a. MANAGERS' REPORTS RECREATION: RDM Wilson reported that a portion of the fence around the pool was damaged due to a vehicle collision. Various public safety agencies responded but Mr. Wilson has not been able to locate a report to file an insurance claim. The swim team has begun using the pool. The Special Olympics will begin using the pool on March 10th. He is accepting applications for summer work and is interviewing a pool manager candidate.

Mr. Wilson presented an update on the Prop 68 grant for the ADA improvements at the pool building. Of the eleven contractors who attended the mandatory walk-through, only one submitted a bid of \$1.4 million which was higher than the previous bid round. For comparison, the architect's estimate for the entire project was \$436,000 but the bid estimated \$354,000 solely for the unisex bathroom. Providing access to the building is estimated to cost between \$180,000 and \$225,000. The project was broken into four phases to help identify a strategy. Mr. Wilson expressed his frustration at the excessive costs and reported on other parts of the project that will need to be postponed and will require fundraising. He reported that the District has already spent a significant amount of money that the State will likely not reimburse the District if the project is abandoned. Time is of the essence to perform the first phase and requires a resolution.

Mr. Wilson reminded the Board that the Walk of Honor walk event is coming up soon. Recreation has received funds in the amount of \$21,000 which includes a \$5,000 match by the District. These funds are allocated to the restoration of the Memorial Hall building.

12b. MANAGERS' REPORTS DISTRICT SECRETARY: DS Rivas reported that she attended the Mayor's Conference in El Cerrito with President Spinner and ASM Goodman in the spirit of connecting with other public agencies. She offered Crockett's Community Center as a meeting place should any municipality have to cancel its hosting commitment. The event fee is typically \$70 per attendee.

ASM Goodman reported on Initiative #1935, a proposed legislation that could undo any rate increases or ballot measures such as Measure L should it pass. Many special districts are opposed to Initiative #1935. DS Rivas reminded the Board that they can access more information by utilizing their California Special Districts Association (CSDA) trial membership.

DS Rivas attended a webinar on How to Hire through the Alameda EDA's membership (\$90 annually). She also participated in training for Form 700 – Statement of Economic Interests. She recently met informally with the Rodeo Sanitary District general manager and discussed various topics; Rodeo now attracts more qualified candidates and reduces turnover by offering more competitive salaries; their streamlined budget process, the potential for a consortium of sanitary districts in West Contra Costa County; creative financing; the value of attending conferences and networking; and the value of ongoing staff training. CVSAN Chair Manzione reported that Rodeo Sanitary is a single-purpose Sanitary District with a collection system and treatment. Rodeo has a standard activated sludge treatment system that is about six times the size of what Crockett would build on its own. Rodeo hires its own operators over contractors.

12c. MANAGERS' REPORTS MAINTENANCE DEPARTMENT: Mr. Murdock reported that 1 Rolph Park Drive has experienced significant water damage due to the recent rain. He is making those repairs. The building does need roof repairs. A previous bid came in at \$12,000 which he considered too high for the proposed work. The doors are ready to be installed and Director Mackenzie has offered to help with the installation. The floor still needs another coating. The urinal in the men's restroom appears to have collapsed prior to the acquisition of the building and is considered a low priority.

12d. MANAGERS' REPORTS PORT COSTA SANITARY DEPARTMENT: The Annual Pollution Prevention Plans for both Crockett and Port Costa were submitted on time. The Annual CIWIC report is due April 1st. During his training, SDM Barnhill saw that the profile and question sequence followed the water audit report almost identically. The generator oil was tested in Port Costa sooner than expected (due to the electrical pole fire) and will serve as a baseline. He will be requesting authorization to perform the annual full-service maintenance earlier than expected.

Mr. Barnhill was only provided with six days to review the five-year NPDES permits for both Crockett and Port Costa. This was because Cal EPA required their report to be submitted a week earlier than normal.

Mr. Barnhill has set a goal to CCTV all sewer lines. He will hold off on a section that the Field Semester project will be required to record as a requirement for their project application. Staff will coordinate as best as possible with their contractor short of rescheduling the order. Staff require PACP-rated CCTV recording. Once completed, these files will become CCSD property. This will be an estimated \$4,000 cost savings to Port Costa.

12e. MANAGERS' REPORTS CROCKETT SANITARY DEPARTMENT: Mr. Murdock reported that 270 feet of 8" sewer line was replaced between Alhambra and Winslow.

A mandatory pre-bid walk for Alexander Park line replacement is scheduled. This is a high-priority area due to the effect of a line breakage that would significantly impact the recreational uses at the park. Mr. Murdock is pushing for a tight turnaround on the bid process to coincide with Recreation's Prop 68 project. Bids are due on March 8th; the winning bid will be announced on March 15th. He requested a special meeting between the CCSD Board and CVSAN to approve the project via resolution. The suggested date is Friday, March 15th at 4 pm. A point of clarification was made that the commissioners served as advisers for construction projects and the Board takes on the fiscal responsibilities.

The Tolling Agreement and Mutual Defense Agreement with C&H were just recently signed. The Board approved this action in January.

12f. MANAGERS' REPORTS LIGHTING & LANDSCAPE COMMISSION: The first project has been completed. Villa Landscape cleared brush on Pomona Street from just north of the church up to Alexander Street for \$4,700. Mr. Murdock pressure-washed the Plaza. DS Rivas reported that a dedicated webpage has been created.

12g. MANAGERS' REPORTS GOVERNMENTAL MATTERS: No report.

12h. ANNOUNCEMENTS AND DISCUSSION: No report.

13a. REPORT FROM PERSONNEL COMMITTEE REPORT: President Spinner reported that the discussion focused on the Recreation Department Manager's review.

13b. REPORT FROM BUDGET & FINANCE COMMITTEE: Director Barassi reported that the committee met, reviewed the schedule and expects to meet regularly during the budget process.

13c. REPORT FROM POLICE LIAISON COMMITTEE: No Report.

13d. REPORT FROM CVSAN WASTEWATER COMMITTEE: CVSAN Chair Manzione reported that no meetings have occurred over the last month. He is confident that the agreement will be completed by the expiration date in July. The consequences of failing to reach an agreement by the July deadline simply keep the current use agreement terms in place with no disruption to services. Both parties agree that they wish to continue the partnership but have not negotiated the contribution mix. The agreement has a complex formula with seven different factors with key components being power usage, chemical usage, and staff time. The formulas are workable, but the committee is analyzing what factors get plugged in. DE Murdock reported that Infomark has made repairs and may request that the District contribute a share of those improvements. The committee is requesting non-cost factors such as including greater participation in capital planning and establishing notification procedures for unexpected trigger factors. Mr. Manzione reported that the life expectancy of a treatment plant is not definite and dependent on preventive maintenance and repairs as needed. He estimates that the Rodeo plant is approximately 50 years old.

13e. REPORT FROM MEMORIAL HALL ADVISORY COMMITTEE: No progress.

13f. REPORT FROM AD HOC COMMITTEES: No report.

13g. REPORT FROM INTER-AGENCY MEETINGS: No report.

14. FUTURE AGENDA ITEMS/BOARD COMMENTS: Director Peterson announced that he will resign in April and asked the Board to appoint Dale McDonald to his seat. A discussion was had about the public process of filing a Board vacancy. Ms. Wais pointed out that the Dog Park MOU lists that CCSD will pay liability insurance, utilities, and water. Recreation manager Wilson has offered to remove waste voluntarily. She expressed concern that the MOU transfers the waste removal onto the District after Mr. Wilson no longer volunteers. Mr. Manzione reminded the public that the action on the MOU was not to proceed as written. Mr. Murdock reported that the District has a few additional trash bins for Republic Services to pick up.

- Resolution approving Martin Luther King, Cesar Chavez, and Juneteenth holidays.
- Annual Report on the use of recreation taxes (Gov't Code Sec. 50075.3)
- Dog Park MOU

12. ADJOURNMENT. The meeting was adjourned at 10:08 pm until March 27, 2024.

Respectfully submitted,
Sonai Rivas, MBA
District Secretary

CROCKETT COMMUNITY SERVICES DISTRICT & CROCKETT SANITARY COMMISSION

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For Review

MINUTES OF SPECIAL JOINT MEETING FOR FRIDAY, MARCH 15, 2024.

1. CALL TO ORDER – ROLL CALL: CVSAN Chair Manzione called the meeting to order at 3:12 pm; present were commissioners Darcy Trask, Mary Wais, Scott Bartlebaugh, Dale McDonald, and Mark Manzione. Alternate commissioner Valerie Quade was not present.

CCSD President Spinner subsequently called the meeting to order at 3:12 pm; present were Directors John Mackenzie, Kent Peterson, and Nick Spinner. Diana Martinez arrived at 3:16 pm. Luigi Barassi was not present. Also present were District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Sanitary Department Manager (SDM) James Barnhill.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None
- 4a. APPROVE RESOLUTION 23/24-24 AWARD OF CONTRACT FOR ALEXANDER PARK SEWER PROJECT.
 - CVSAN Chair Manzione provided a brief narrative of the project. District Engineer Murdock reported that five bids were received for the Alexander Park Sewer Project, with CEAU Co. coming in as the lowest bidder at \$258,340. Questions were raised on the qualifications and whether submitted bid documents, such as references, were reviewed.
 - ASM Goodman stated that approving the project would put the District close to exhausting the budgeted funds for Sewer Collection System Capital Improvement Projects (CIP) for the current fiscal year (23/24). The amount of \$470,000 was budgeted for planned and prior year uncompleted sewer projects this fiscal year. Commissioner McDonald asked that a CIP budget report be developed so that the CVSAN Commission can review, prioritize, and identify funding requirements for the remainder of the fiscal year. Commissioner McDonald supports the project based on recommendations by staff.
 - A motion was made by Commissioner McDonald to recommend awarding the contract to the lowest apparent bidder, CEAU Co., conditionally upon presentation of their Department of Industrial Relations (DIR) number to staff along with any other requested bid documents outlined in the bid packet before signing the contract.

5.b

- Approved (CVSAN: McDonald 1st, Wais 2nd, 5/0, unanimous)
- Director John Mackenzie moved to accept the lowest bidder on the same conditions outlined in the previous motion from CVSAN Commissioner McDonald and approve Resolution No. 23/24-24 awarding the contract for the Alexander Park Sewer Project to CEAU, Co.
 - Approved (CCSD: Mackenzie 1st, Martinez 2nd, 4/0, 1 absent)
- Staff were directed that before work is to begin proof of Workers Compensation Insurance, after hiring of employees, must be provided to the District per terms of the contract.

5. ADJOURNMENT: CVSAN to March 20, 2024, and the CCSD to March 27, 2024.

CVSAN Chair Manzione called the meeting adjourned at 3:41 pm.

CCSD President Spinner called the meeting adjourned at 3:41 pm.

Respectfully submitted,
Gena Goodman
Administrative Services Manager

Crockett Community Services District

Board Members: Luigi Barassi, John Mackenzie,
Diana Martinez (vp), Kent Peterson, Nick Spinner
(President)

Crockett Sanitary Commission

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

Minutes from Commissions and Committees

For CCSD Meeting 03/27/24

RECREATION COMMISSION

- February 6, 2024

POLICE LIAISON COMMITTEE

- February 13, 2024

BOARD PERSONNEL COMMITTEE

- None

PORT COSTA SANITATION

- February 14, 2024

LIGHTING & LANDSCAPE COMMISSION

- February 20, 2024

CROCKETT SANITATION

- None

MEMORIAL HALL ADVISORY COMMITTEE

- None

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, FEBRUARY 5, 2024

1. CALL TO ORDER: The meeting was called to order at 6:05 pm by Chair Cusack. Present: Commissioners Airoidi, Cusack, Choquette and Valentini; Staff: Interim General Manager (IGM)/District Secretary (DS) Rivas, Recreation Department Manager (RDM) Wilson and Events Supervisor (ES) Morales; Public: Commissioner Mary Wais (Crockett Sanitary - CVSAN); Absent: Commissioner Quade (excused)
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: Commissioner Wais announced that a candidate's forum is scheduled for Thursday, February 8 in the community center and begins at 5:30.
4. CONSENT CALENDAR: Minutes for January 8, 2024, were approved with no corrections (Valentini 1st, Choquette 2nd, Unanimous: 4/0, 1 absent)
5. Number 5 was inadvertently skipped.
6. RECREATION: RDM Wilson reported that there was no damage from the storm over the weekend but due to very high winds, there was a significant amount of debris to clear. He was concerned about the tie-downs for the pool and relieved that they held up well. The high school has started using the pool. The heater was turned on last week, the heat increases gradually and takes a few days to reach the desired temperature. Due to the heavy storm, the temperature never got higher than 79 degrees. The cooler water did not seem to bother the students very much.

Fourteen contractors attended the mandatory pre-bid meeting for the pool building renovations. The bids are scheduled to be opened on Friday (2/9) at 2 pm. The pool building is being renovated for ADA compliance and requires a reconfigured entrance.
7. BUDGET AND FINANCE:
 - a. RECREATION TRANSMITTALS: Chair Cusack inquired if the \$4,610 charge for landscaping services was correct. Mr. Wilson explained that the charges are for various locations: Memorial Hall, Community Center, Alexander Park, and the pool.
 - b. BUDGET PROCESS FOR 2024: IGM Rivas reported that a preliminary meeting is scheduled for Wednesday (February 7) with the Board Budget & Finance Committee to discuss the budget. ASM Goodman will then follow up with the other department budget and finance committees.

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

8. ADMINISTRATIVE:
 - a. ACTIONS TAKEN BY THE DISTRICT BOARD: IGM Rivas reported that the Board is now under the leadership of Nick Spinner (President) and Diana Martinez (Vice President). Directors Barassi and Mackenzie are on the budget & finance committee and will be meeting on Wednesday to discuss the 2024/2025 budget.
 - b. SALARY UPDATES FOR NON-EXEMPT RECREATIONAL STAFF: Received.
9. REPORT OF DEPARTMENT MANAGER: Reported under Item 6.
10. REPORTS FROM COMMISSIONERS: None.
11. FUTURE AGENDA ITEMS: None.
12. COMMISSIONER COMMENTS: At the previous meeting, Director Barassi asked the recreation commissioners to consider recreational uses at the district office building (1RPD). A lengthy discussion was had regarding the history of the acquisition and the lack of progress in renovations that will allow the public to use the building. One of several proposed uses was a wedding chapel but there is concern that people will not want to have weddings in a former mortuary. Commissioner Choquette expressed that recreation does not have the staff or budget to run any programs at the building. She suggested that a budget be created for the repairs. IGM Rivas responded that staff is holding weekly meetings and that the renovations are a current topic of discussion. Several improvements have already been made but still require more ADA modifications.

A request was made to staff to explain why Recreation has made two \$2,000+ payments towards the mortgage. Ms. Wais shared comments from the original acquisition planning discussions including there were a variety of ideas about the purpose of the building; the building needed ADA compliance upgrades; the intention was to generate income; the upstairs unit could be a rented as a private residence.
13. ADJOURNMENT: The meeting was adjourned at 6:48 PM until March 4, 2024.

CROCKETT POLICE LIAISON COMMITTEE

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, FEBRUARY 13, 2024

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Member Wais. Present were Committee members Pennisi, Ritchey, and Wais. Chair Currington was absent. Staff present included Interim General Manager (IGM)/District Secretary (DS) Rivas, Administrative Services Manager (ASM) Goodman, and Event Supervisor (ES) Morales.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
- 4.a LAW ENFORCEMENT ISSUES AND REPORTS - REPORT FROM DEPUTY: Lieutenant Rodriguez was promoted to Captain and will no longer be able to attend the Crockett meetings but will continue to assist with the license plate readers.

Deputy Sheppard had 207 service calls mostly self-generated, routine calls (general patrol, parking enforcement, and vehicle stops)

The only felony to report is a phone cable theft attempt in Port Costa. The theft was interrupted but twenty feet of wire was pulled and caused phone lines to be down; the cost to repair is \$2,000. The sheriff is working on a plan but catching this type of activity is challenging because this type of theft is typically in areas not covered by cameras. Thieves are often caught only because vehicles are pulled over and stolen material is found in their vehicles. They can only be arrested for receiving stolen material but not the actual theft since there are usually no witnesses.

Citation tickets: to allocate funds to Crockett, the citation will have the number 24 on top. Officers will note the code 925006 on the ticket. The ticket includes a link to pay online.

Officers approach overnight parkers and point out the limited parking signs. Two-hour parking is not being enforced at this time. The business community has not complained and the sole parking enforcement officer's coverage is very expansive across the County.

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

To report **illegal dumping**, call the **non-emergency number (925) 646-2441** and provide as much information as possible, especially a license plate if it the dumping was witnessed.
- 4.b REPORT FROM CHP ON TRAFFIC ISSUES: CHP was not in attendance.
- 4.c NEIGHBORHOOD WATCH: None.
- 5.a ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported that Nick Spinner and Diana Martinez have been seated as president and vice president respectively on the CCSD Board. Mark Manzione and Scott Bartlebaugh have been seated as chair and vice-chair respectively

Members: Raina Currington (Chair), Mary Wais, Michael Pennisi, Bob Ritchey (VC)

for Crockett Sanitary (CVSAN). Revival Coffee Shop had a very well-attended grand opening. Nick Spinner hosted a Candidate Forum with a great turnout of candidates and attendees.

5.b UPDATE ON LICENSE PLATE READERS (LPRS): Ms. Wais read an update email from Chair Currington. The code for parking citations is 24-92500.

ALPR: Phillips 66 is still under budget review. Chair Currington emailed C&H but has not heard back from them.

Parting gifts for the three former committee members: Mr. Pennisi suggested some fun gift ideas including personalized flashlights, tactical pens (with glass breaker, light, etc), and/or medical response items like a tourniquet. She suggested three gift baskets with a personalized item included. All committee members agreed.

5.c UPDATE ON PARKING TICKET FUNDS: ASM Goodman reported that ticket funds are located as a line item within the Recreation budget. The last expenditure was in September of 2022 for \$521.34 for the ALPR survey. The remaining balance is estimated to be \$7,650.50. Ms. Wais reminded the ASM that there was an administrative fee that was previously charged but it appears that the fees are not being charged.

6. REPORTS FROM COMMITTEE MEMBERS: None.

7.a CONSENT CALENDAR: Minutes for January 9th were approved. (Ritchey 1st, Pennisi 2nd, 3/0).

8. FUTURE AGENDA ITEMS:

9. ADJOURNMENT: The meeting was adjourned at 7:17 PM until February 13, 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, FEBRUARY 14, 2024

1. CALL TO ORDER: The meeting was called to order at 7:04 PM by Chair Surges. Present were Commissioners Cusack, Klaiber, List, Scheer, and Surges. Staff present included Sanitary Department Manager (SDM) Barnhill, Interim General Manager (IGM)/District Secretary (DS) Rivas, District Engineer (DE) Murdock, and Administrative Services Manager (ASM) Goodman.
2. CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
- 4.a CONSENT CALENDAR: Minutes of January 10, 2024, were approved with no changes. (Scheer 1st, List 2nd, 5/0)
5. PUBLIC HEARING: None.
- 6a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reminded the commissioners that Nick Spinner is the new President; Director Barassi is now on the Budget and Finance Committee and all other committees remain as they are. The Board approved the reappointments of PCSAN commissioners Klaiber and List. Former general manager Dale McDonald was appointed to the CVSAN commission. Director Peterson announced he would be resigning before the end of his term and has asked Mr. McDonald to consider applying for his seat on the Board. John Mackenzie was nominated for a seat on the LAFCO (Contra Costa Local Area Formation Commission) Board. All commissioners should have received an invitation to CSDA and were encouraged everyone to register and take advantage of the resources available including free training. DS Rivas introduced William Lee Vance, aka Billy Martini, who has submitted his application for alternate commissioner. He will be on the March agenda.
- 6b. SELF-MONITORING REPORT COVER LETTER FOR THE ANNUAL 2023 DATA SUBMISSION: Received. There were two permit violations in 2023. The Enterococcus permit limitation was exceeded in February and the weekly Total Suspended Solids (TSS) exceeded permit limitation in December. The cause for these exceedances is undetermined. In many cases it is difficult to determine the cause of exceedances, Mr. Barnhill said that sampling, handling, and testing are among potential root causes for exceedances. Sampling equipment, sampling, sample transport, and laboratory handling are always potential weak points in quality processes due to potential cross contamination. A minimum penalty of \$3,000 per exceedance is imposed by the Water Board. If it is determined that multiple exceedances occurred due to a singular event, or source, then it is possible for the Water Board to impose one penalty for the group of exceedances. This should not be expected for the two exceedances in 2023 due to the long timespan.

6c. SELF-MONITORING REPORT: Received. There was one exceedance of TSS limitation in December and no spills occurred in January.

6d. CONSIDER CHANGING THE PCSAN MEETING TIME TO 6 PM: Changing the meeting start time from 7 pm to 6 pm was approved unanimously.

7a. BUDGET AND FINANCE / WARRANT TRANSMITTALS AND BUDGET UPDATE:

Received. A \$13,240 check was issued to JP Electric for the repair of the electrical pole for work performed and to maintain good relationships with the vendor. A check was issued to the District to pay for the pole repair pending the final determination of the responsible party. Board Director Mackenzie will be meeting with the railroad company but has had challenges with coordinating a date.

7b. UPDATE ON 2024 BUDGET PROCESS: The budget schedule has been updated with minor adjustments including pushing February dates to March. ASM. Goodman met earlier with the Board budget and finance committee. She hopes to get most things out by next month. Water usage data and other data from the County necessary for the budget has been ordered. She is working closely with staff to prepare a mid-year budget. She is working on four draft operating budgets.

8. WASTEWATER: None.

9a. REPORT OF DEPARTMENT MANAGER: Mr. Barnhill is currently working on the sewer use charge data and expects to have an average number by the next meeting.

Telstar calibrated the discharge flow meter in the treatment plant which took two hours. The calibration is due by March 3rd. Telstar has a four-hour minimum charge but because they were in Crockett, staff were able to save Port Costa for two hours by taking them to Port Costa.

Commissioner Surges inquired about flow. Mr. Barnhill responded that the soil is very saturated. December experienced approximately 40,000 gallons per day. The average for last year was 15,000 gallons and now is at 18,000. People are using more water than expected after COVID-19 when people are coming out to Port Costa more frequently. He cautioned that while there is a move towards low-flow toilets, they may cause issues to Port Costa's sensitive system.

9b. GOVERNMENTAL MATTERS: None.

9c. ANNOUNCEMENTS AND DISCUSSION: None

10. REPORTS/COMMENTS FROM COMMISSIONERS: an inquiry regarding the Revive Coffee shop at the District office was made. The shop is doing very well. They are fully insured and permitted. The lease has a significant increase at the one-year mark. This was done to allow time for the business to become established. The housing unit is self-sufficient and utilizes minimal utilities.

There is concern about potential future damage to the newly repaired electrical pole. The pole requires accessibility and cannot be fenced off. The pole is not located in a vehicle-accessible area, but other means of protection will be discussed with the railroad representative.

11. FUTURE AGENDA ITEMS:

- Bull Valley Agricultural Center & Port Costa School – scope and costs.
- Acquire a backup effluent pump with the capacity to maintain flow to filter beds.
- Acquire two replacement peristaltic pumps for chemical dosing.

- Research funding and grant opportunities.
- Report on State Collection System Audit.
- Consider changing for meeting time to 6 pm.

12. ADJOURNMENT: The meeting was adjourned at 7:33 PM until March 13, 2024, at 6 pm.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

LIGHTING & LANDSCAPE COMMISSION (L&L)

of the Crockett Community Services District

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850 Pomona Street

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MINUTES OF LIGHTING AND LANDSCAPING COMMISSION MEETING FEBRUARY 20, 2024.

- 1 CALL TO ORDER: The meeting was called to order at 7:03 PM by Chair Pannell. Present were commissioners Garbis and Pannell; Castro-Silva and Mitzel were absent. Staff present included Interim General Manager (IGM)/District Secretary (DS) Sonia 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: DS Rivas requested to pull items 5a, b, d, and f. The items would benefit from a more robust conversation with Commissioner Mitzel present.
- 3 PUBLIC COMMENTS ON NON-AGENDA ITEMS: Julie Fisk's application for the Lighting and Landscape Commission has not been received. DS Rivas will follow up with her.
- 4 CONSENT CALENDAR: Minutes for December 23, 2023, were carried to the March agenda. The purpose of a consent calendar is to list routine items that may not require discussion such as minutes and bills to be paid. Any item on the consent calendar can be pulled for further discussion.
 - 5a RECEIVE CALTRANS AGREEMENT: Item was removed.
 - 5b DISCUSS A MAINTENANCE PLAN: The Item was moved to future agenda items.
 - 5c CONSIDER THE NEED FOR A MAINTENANCE PERSON: DE Murdock recommended holding off on hiring a maintenance person. He suggested that hiring a student may end up being more expensive and would like to ask Recreation staff to help with maintenance needs on a trial basis.

Director Peterson recommended the following three items be considered for discussion. 1) Revisit the MOU between the CIA and the District and determine if it should continue as is, amend, or be abrogated. 2) Review the Caltrans agreement as it may preclude any future maintenance by a contractor at the Bridgehead site. A review of the agreement will help direct the scope of work for a maintenance person in the future. 3) A scope of work needs to be created to prevent any duplication of work or possibly undoing work that has previously been done. Mr. Murdock stated that the work at the Plaza is currently limited to trash and leaf cleanup. He reminded the commissioners that the MOU states that the CSD can take over the maintenance if the CIA is unable to.

ACTION: Mr. Murdock is to meet with Recreation to hire recreation staff for maintenance needs at the Plaza on a trial basis.

ACTION: Chair Pannell will review the MOU and present it to the CIA Board.
 - 5d DISCUSS BUDGET/EXPENDITURES: None.
 - 5e CONSIDER UPDATES ON LIGHTING AND LANDSCAPING WEBSITE/FAQS: DS Rivas presented a report on the new dedicated webpage for Lighting and Landscape. There are two pages: a description page with information relevant to the Lighting and Landscaping department including a

link to the Measure L document, and a separate commissioner page that includes meeting information and links to the agendas and minutes. Several modifications were suggested. ASM Goodman suggested that the areas of focus align with those listed in the measure.

ACTION: DS to update the website with the suggested edits.

5f RECEIVE THE DRAFT LANDSCAPE MAINTENANCE AGREEMENT WITH THE CROCKETT COMMUNITY SERVICES DISTRICT: This item was pulled.

5g DISCUSS VACANCIES: Commissioner Castro Silva has moved out of town and no longer qualifies to be on the commission and therefore created two vacancies. Julie Fisk is expected to submit her application for the L&L Commission.

6 BUDGET AND FINANCE: ASM Goodman requested that the commissioners select two members to serve as Budget and Finance representatives for the 2024-25 fiscal year. She will schedule a meeting to discuss available funds and spending priorities to help set and allocate funds for projects. Via email, Commission Mitzel expressed her interest in participating in the budget process depending on the time requirements. As a new department, the process should be relatively simple and should require only a few hours once a year.

ACTION: L&L to select two representatives for the Budget and Finance Committee.

7. REPORTS FROM STAFF: Mr. Murdock reported that he pressure-washed the Plaza. He hired Villa Landscape to clear vegetation on north and south Pomona Street. The time needed to complete the work took an extra day. The total cost was \$4,700. Mr. Peterson provided training for Mr. Murdock on how the street lighting maintenance works.

Mr. Murdock presented a quick update on the Dog Park. The Dog Park continues to make progress and expects to receive fencing and mulch soon. The Dog Park is not within the purview of L&L but the site is next to the maintenance area that L&L oversees. ASM Goodman informed the commissioners that CSD is not contributing any funds to the Dog Park. Caltrans requires a Waiver of Subrogation for the Dog Park which means CSD will be responsible for any claims. The cost is \$5,000.

8 COMMENTS FROM COMMISSIONERS: Chair Pannell reported that Molly Batchelder, a certified arborist, and Merritt College instructor, with help from her colleagues, is bringing her students to the Bridgehead to learn about tree pruning. This is done typically twice a year.

Approximately four years ago, Caltrans declined a request from the CIA to install a monument at the base of Vista Del Rio at Pomona. The area has become an informal parking lot. The CIA has asked Caltrans to revisit the site and clean it.

Mr. Murdock met with Caltrans regarding the areas around the Bridgehead. Caltrans is responsible for maintaining the section between the onramp and 6th street. CSD should call Caltrans to add it to their maintenance schedule.

Commissioner Garbis reported that she and Scott Bartlebaugh are meeting with Chris Lau of Contra Costa County Public Works to discuss surveillance cameras and fencing along Cummings Skyway and possibly Crockett Boulevard to prevent dumping.

9 FUTURE AGENDA ITEMS:

- Maintenance plan
- Maintenance person
- Select representatives for the Budget and Finance Committee
- Review of MOU between CCSD and CIA after CIA has provided input.

10 ADJOURNMENT: The meeting was adjourned at 8:13 PM to March 19, 2024.

Respectfully submitted,
Sonia Rivas, MBA

Crockett Community Services District

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TO: Board of Directors
FROM: District Secretary
SUBJECT: Remove Miriam Silva Castro from the Lighting and Landscaping Commission
DATE: March 27, 2024

Staff recommends the removal of Miriam Silva Castro from the Lighting and Landscape Commission and declare a vacancy.

The Lighting and Landscaping Commission is a five-member commission that oversees lighting and landscaping services for Crockett. Members are appointed by the District Board to serve two-year terms. Commissioners must reside within Crockett and receive no compensation.

Ms. Miriam Silva Castro and three other commissioners were appointed by Resolution 23/24-04, Appointing Commissioners to the Lighting and Landscape Commission on July 26, 2023.

As per District Code Section 2.06.020 Appointment, Vacancy, Removal, the Board may accept the resignation of a Commissioner at any time and declare that seat vacant. Alternately, the Board may declare that a Commission seat is vacant for any of the following reasons:

- a. A Commissioner has failed to attend three out of any six Commission meetings in sequence, except for reason of temporary illness, injury, or work-related if the District office is notified in advance.
- b. A Commissioner has failed to be present during substantial portions of six Commission meetings in a row, except for reasons of temporary illness or injury.
- c. A Commissioner has acted in a manner not in compliance with the District Code, or not in compliance with State Government Code, or for cause.

The Lighting and Landscape Commission has met for six meetings since August 2023. Commissioner Silva Castro attended two of the six meetings. Ms. Silva Castro moved out of the area but did not notify the District Secretary.

As per the District Code Ms. Silva Castro has failed to attend three of any six meetings and has moved out of the area, and therefore no longer qualifies to serve as a commissioner.

RESOLUTION

NO. 23/24-25

**A RESOLUTION OF THE DISTRICT BOARD OF THE CROCKETT COMMUNITY SERVICES DISTRICT RE-APPOINTING COMMISSIONERS:
RECREATION COMMISSION AND CROCKETT SANITARY COMMISSION**

WHEREAS, the District Board has by Resolution No. 06/07-02 created the Crockett Recreation Commission and made appointments thereto; and

WHEREAS, the District Board has by Resolution No. 06/07-02 created the Crockett Sanitary Commission and made appointments thereto; and

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

NOW, THEREFORE, BE IT RESOLVED that John Valentini be re-appointed to the Crockett Recreation Commission as Commissioner for two years.

BE IT FURTHER RESOLVED that Mary Wais be re-appointed to the Crockett Sanitary Commission as Commissioner for two years.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on March 27, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

Nick Spinner, President

ATTEST:

Sonia Rivas, MBA
District Secretary

6.b

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DRAFT

March 27, 2024

Honorable Members of the California Congressional Delegation
U.S. House of Representatives
Washington, D.C. 20515

RE: Support Request – H.R. 7525 *Special District Grant Accessibility Act*

Dear Representatives:

On behalf of California's more than 2,000 special districts, we respectfully request that you support the *Special District Grant Accessibility Act* (H.R. 7525). This important bipartisan legislation was overwhelmingly approved by the House Oversight and Accountability Committee on March 7, 2024, and is now awaiting action by the full House. We urge you to work with congressional leadership to ensure that the legislation is considered in a timely fashion.

The unincorporated towns of Crockett (pop: 3,094) and Port Costa (pop: 190), are located in the hilly northwest corner of Contra Costa County. The Crockett Community Services District ("the District") became a special district in 2006 initially to protect its recreation services and assets and to manage the sanitary needs of both communities. Crockett was founded in 1881 and Port Costa in the late 1800s; both suffer from an aging sewer system. A lighting and landscape department was added through a community-supported measure. The District is run by a limited full-time staff of six and works in conjunction with and often relies on local non-profits (Crockett Community Foundation and the Crockett Improvement Association) and community volunteers. Crockett's oldest and largest employer is the C&H Sugar Factory which continues to refine sugar cane in Crockett.

H.R. 7525 would require the Office of Management and Budget (OMB) to issue guidance to federal agencies requiring special districts to be recognized as local governments for the purpose of federal financial assistance determinations. The bill also would codify in federal law a long-overdue, formal definition of "special district."

Special districts are local governments created by the people of a community to deliver specialized services essential to their health, safety, economy, and well-being. For millions of Californians, special districts provide a broad range of essential services and infrastructure including water, flood protection, sanitation, fire protection, parks and open space, healthcare, mosquito abatement, ports and harbors, airports, cemeteries, resource conservation, libraries, electricity, and more.

Despite the significance of special districts throughout the United States, federal law lacks a consistent definition of these special purpose units of local government. As a result, some communities served by special districts face challenges in accessing federal funding opportunities

6.g

as their local service providers are commonly omitted from the definition of eligible units of local government in legislative proposals that authorize federal programs and funding. Moreover, special districts lack official population figures and are therefore not recognized by the U.S. Census Bureau as “geographic units of government.” As a result, special districts are unable to gain access to certain formula-driven grants and resources.

Again, we urge you to support the *Special District Grant Accessibility Act* and to work with your House colleagues to prioritize passage of this critically important bill. Thank you for considering this request.

Nicholas Spinner, President
Crockett Community Services District

Approximately 35,000 special districts are local governments providing critical infrastructure and essential services in thousands of communities across the country. They exist when a community demands a service that another unit of government is not otherwise providing. These agencies are established and locally governed under an enabling act or special act of a state to provide a limited and specific set of public services.

The Problem

Despite the significant presence of special districts in the U.S., **Federal law lacks a consistent definition and reference to special purpose units of local government.**

As a result, special districts:

- May have difficulties directly accessing funding opportunities.
- Are commonly omitted as eligible in the definitions of “local government” for proposed legislation and laws intended to assist all local governments.
- Are mistaken for small businesses or nonprofit corporations.
- Lack official population figures, as they are not federally recognized as “geographic units of government.”

The Solution: H.R. 7525

The Special District Grant Accessibility Act

- Requires Federal agencies to recognize special districts as local government for the purpose of Federal financial assistance determinations.
- Codifies in Federal law a first-ever, formal definition of "special district."

“Special District” Defined

H.R. 7525 - The Special District Grant Accessibility Act, defines "special district" as follows:



The term “special district” means a **political subdivision of a State**, with specified boundaries and significant budgetary autonomy or control, created by or pursuant to the laws of the State, for the **purpose of performing limited and specific governmental or proprietary functions** that distinguish it as a significantly separate entity from the administrative governance structure of any other form of local government unit within a State.



Common Services Provided

- | | | |
|--------------------|------------------------|-----------------------|
| Water & Wastewater | Healthcare & Hospital | Road & Highway |
| Irrigation | Park & Recreation | Airport |
| Fire Protection | Port/Harbor/Navigation | Electricity |
| Ambulance | Library | Mosquito Control |
| Transit | Cemetery | Resource Conservation |

Quick Facts

35,000

Special District Governments

17%

All local government revenue

50 states

Connect & Engage on Solutions

NSDC is the only national organization representing and advocating for all types of special districts at the federal level.



jk@paragonlobbying.com



(877) 924-2732

HR 7525 – Special District Grant Accessibility Act

The individual submitting this form authorizes CSDA to include the identified entity and use the attached logo and electronic signature on coalition communications related to the selected issue, as identified at csda.net/take-action, to any applicable legislative and administrative bodies. To rescind this authorization, email advocacy@csda.net or call 877-924-2732.

Authorize Joining CSDA Coalition Letter

H.R. 7525 – Special District Grant Accessibility Act Coalition Letter

Upload District/Organization Logo (.jpg or png format)

No file chosen

Signatory's Name *

First Last

Signatory's Title/Position *

District/Organization Name *

City *

State *

ZIP *

District/Organization Website (if available)

Email of Authorizing District/Organization Official *

Name of Authorizing District/Organization Official *

First Last

Phone Number *

 - -

####

Signatory's Signature

(type name as it should appear on letter) *

Electronic Signature Authorization *

Signatory is authorized to approve/sign the letter on behalf of the district/organization

This site is protected by reCAPTCHA Enterprise and the Google [Privacy Policy](#) and [Terms of Service](#) apply.

**LANDSCAPE MAINTENANCE AGREEMENT
WITH THE CROCKETT COMMUNITY SERVICES DISTRICT**

THIS AGREEMENT is made effective on _____, by and between the State of California, acting by and through the Department of Transportation, hereinafter referred to as "STATE" and the Crockett Community Services District; hereinafter referred to as "CCSD" and collectively referred to as "PARTIES".

1. The PARTIES hereto mutually desire to identify the maintenance responsibilities of CCSD for newly constructed or revised improvements within STATE's right of way by Encroachment Permit number 0412-N-LF-0287.
2. On March 17, 2023 a Freeway Lease Area Agreement Number 04-CCX-080-0010 was executed between CCSD and STATE, wherein the PARTIES consented to certain improvements within STATE's right of way within the jurisdictional limits of the County of Contra Costa.
3. PARTIES agree this Agreement shall not supersede in its entirety the said Freeway Lease Area Agreement executed by PARTIES on March 17, 2023.
4. This Agreement addresses CCSD responsibility for the landscaping, including flowers, shrubs, trees, as well as irrigation system, mulch, soil, fertilizer, landscaping water, and amenity furnishings (collectively the "LANDSCAPING") placed within State Highway right of way on State Route 80, as shown on Exhibit A, attached to and made a part of this Agreement.
5. Maintenance responsibilities includes, but is not limited to, inspection, providing emergency repair, replacement, litter/trash removal, pest control, graffiti removal, and maintenance, (collectively hereinafter "MAINTAIN/MAINTENANCE") of LANDSCAPING as shown on said Exhibit "A."
6. The degree or extent of maintenance work to be performed, and the standards, therefore, shall be in accordance with the provisions of Section 27 of the Streets and Highways Code and the then current edition of the State Maintenance Manual.
7. When a planned future improvement is constructed and/or a minor revision has been effected with STATE's consent or initiation within the limits of the STATE's right of way herein described which affects PARTIES' division of maintenance responsibility as described herein, PARTIES will agree upon and execute a new dated and revised Exhibit "A" which will be made a part hereof and will thereafter supersede the attached original Exhibit "A" to thereafter become a part of this Agreement.

7.1. The new exhibit can be executed only upon written consent of the PARTIES hereto acting by and through their authorized representatives. No formal amendment to this Agreement will be required.

8. CCSD agrees, at CCSD expense, to do the following:

8.1. CCSD may install, or contract, authorizing a licensed contractor with appropriate class of license in the State of California, to install and thereafter will MAINTAIN LANDSCAPING conforming to those plans and specifications (PS&E) pre-approved by STATE.

8.2. CCSD will submit the final form of the PS&E, prepared, stamped and signed by a licensed landscape architect, for LANDSCAPING to STATE's District Permit Engineer for review and approval and will obtain and have in place a valid necessary encroachment permit prior to the start of any work within STATE'S right of way. All proposed LANDSCAPING must meet STATE's applicable standards.

8.2.1. CCSD contractors will be required to obtain an Encroachment Permit prior to the start of any work within STATE's right of way.

8.2.2. An Encroachment Permit rider may be required for any changes to the scope of work allowed by this Agreement prior to the start of any work within STATE's right of way

8.3. CCSD shall ensure that LANDSCAPED areas designated on Exhibit "A" are provided with adequate scheduled routine MAINTENANCE necessary to MAINTAIN a neat and attractive appearance including providing for water, and fertilizer necessary to sustain healthy plant growth during the entire life of this Agreement.

8.3.1. To prune shrubs, tree plantings, and trees to control extraneous growth and ensure STATE standard lines of sight to signs and corner sight distances are always maintained for the safety of the public.

8.3.2. To replace unhealthy or dead plantings when observed or within 30 days when notified in writing by STATE that plant replacement is required.

8.3.3. To expeditiously MAINTAIN, replace, repair or remove from service any LANDSCAPING system component that has become unsafe or unsightly.

8.4. To furnish electricity for irrigation system controls, and lighting system controls for all street lighting systems installed by CCSD.

- 8.5. To MAINTAIN, repair and operate the irrigation systems in a manner that prevents water from flooding or spraying onto STATE highway, spraying parked and moving automobiles, spraying pedestrians on public sidewalks/bike paths, or leaving surface water that becomes a hazard to vehicular or pedestrian/bicyclist travel.
 - 8.6. To control weeds at a level acceptable to the STATE. Any weed control performed by chemical weed sprays (herbicides) shall comply with all laws, rules, and regulations established by the California Department of Food and Agriculture. All chemical spray operations shall be reported quarterly (Form LA17) to the STATE to: ATTN: Office Chief, Environmental Maintenance, California Department of Transportation, District 4, Division of Maintenance, Landscape Maintenance, MS4A, P.O. Box 23660, Oakland, CA 94623-0660.
 - 8.7. CCSD shall ensure LANDSCAPING within the Agreement limits provide an acceptable walking and riding surface, and will provide for the repair and removal of dirt, trash, debris, graffiti, weeds, and any deleterious item or material on or about the LANDSCAPING in an expeditious manner.
 - 8.8. To MAINTAIN all parking or use restrictions signs encompassed within the area of the LANDSCAPING.
 - 8.9. To MAINTAIN all pedestrian improvements encompassed within the area of the LANDSCAPING, including but not limited to, benches, bike racks, fences, interpretive signage, and sidewalks.
 - 8.10. To MAINTAIN the parking lot facility within the Agreement limits, including but not limited to, pavement, street sweeping, and maintenance of all striping and pavement markings required for the direction and operation of traffic.
 - 8.11. To remove LANDSCAPING and appurtenances and restore STATE owned areas to a safe and attractive condition acceptable to STATE in the event this Agreement is terminated as set forth herein.
9. PEDESTRIAN/BICYCLE PATHS constructed as permitted encroachments within STATE's right of way, CCSD is solely responsible for all permitted improvements, including but not limited to the delineation, fencing, guard railing, bollard, drainage facilities, slope and structural adequacy. CCSD will maintain, at CCSD expense, a safe facility for bicycle travel along the entire length of the path/lane by providing sweeping and debris/litter removal when necessary; and all signing and striping, and pavement markings required for the direction and operation of that non-motorized facility.

10. STATE may provide CCSD with timely written notice of unsatisfactory conditions that require correction by the CCSD. However, the non-receipt of notice does not excuse CCSD from maintenance responsibilities assumed under this Agreement.

11. STATE shall issue encroachment permits to CCSD and CCSD contractors at no cost to them.

12. LEGAL RELATIONS AND RESPONSIBILITIES:

12.1. Nothing within the provisions of this Agreement is intended to create duties or obligations to or rights in third parties not party to this Agreement, or affect the legal liability of either PARTY to this Agreement by imposing any standard of care respecting the design, construction and maintenance of these STATE highway improvements or CCSD facilities different from the standard of care imposed by law.

12.2. If during the term of this Agreement, CCSD should cease to MAINTAIN the LANDSCAPING to the satisfaction of STATE as provided by this Agreement, STATE may either undertake to perform that MAINTENANCE on behalf of CCSD at CCSD's expense or direct CCSD to remove or itself remove LANDSCAPING at CCSD's sole expense and restore STATE's right of way to its prior or a safe operable condition. CCSD hereby agrees to pay said STATE expenses, within thirty (30) days of receipt of billing by STATE. However, prior to STATE performing any MAINTENANCE or removing LANDSCAPING, STATE will provide written notice to CCSD to cure the default and CCSD will have thirty (30) days within which to affect that cure.

12.3. Neither CCSD nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by STATE under or in connection with any work, authority or jurisdiction arising under this Agreement. It is understood and agreed that STATE shall fully defend, indemnify and save harmless CCSD and all of its officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortious, contractual, inverse condemnation and other theories or assertions of liability occurring by reason of anything done or omitted to be done by STATE under this Agreement with the exception of those actions of STATE necessary to cure a noticed default on the part of CCSD.

12.4. Neither STATE nor any officer or employee thereof is responsible for any injury, damage or liability occurring by reason of anything done or omitted to be done by CCSD under or in connection with any work, authority or jurisdiction arising under this Agreement. It is understood and agreed that CCSD shall fully defend, indemnify and save harmless STATE and all of its officers and employees from all claims, suits or actions of every name, kind and description brought forth under, including, but not limited to, tortious, contractual, inverse condemnation or other theories or assertions of liability occurring by reason of anything done or omitted to be done by CCSD under this Agreement.

12.5. PREVAILING WAGES:

12.5.1. Labor Code Compliance- If the work performed under this Agreement is done under contract and falls within the Labor Code section 1720(a)(1) definition of a "public works" in that it is construction, alteration, demolition, installation, or repair; or maintenance work under Labor Code section 1771. CCSD must conform to the provisions of Labor Code sections 1720 through 1815, and all applicable provisions of California Code of Regulations found in Title 8, Chapter 8, Subchapter 3, Articles 1-7. CCSD agrees to include prevailing wage requirements in its contracts for public works. Work performed by CCSD'S own forces is exempt from the Labor Code's Prevailing Wage requirements.

12.5.2. Requirements in Subcontracts - CCSD shall require its contractors to include prevailing wage requirements in all subcontracts when the work to be performed by the subcontractor under this Agreement is a "public works" as defined in Labor Code Section 1720(a)(1) and Labor Code Section 1771. Subcontracts shall include all prevailing wage requirements set forth in CCSD's contracts.

13.INSURANCE - CCSD and its contractors shall maintain in force, during the term of this agreement, a policy of general liability insurance, including coverage of bodily injury liability and property damage liability, naming the STATE, its officers, agents and employees as the additional insured in an amount of \$1 million per occurrence and \$2 million in aggregate and \$5 million in excess. Coverage shall be evidenced by a certificate of insurance in a form satisfactory to the STATE that shall be delivered to the STATE with a signed copy of this Agreement.

14.TERMINATION - This Agreement may be terminated by timely mutual written consent by PARTIES, and CCSD's failure to comply with the provisions of this Agreement may be grounds for a Notice of Termination by STATE.

15. TERM OF AGREEMENT -This Agreement shall become effective on the date first shown on its face sheet and shall remain in full force and effect until amended or terminated at any time upon mutual consent of the PARTIES or until terminated by STATE for cause.

PARTIES are empowered by Streets and Highways Code Section 114 & 130 to enter into this Agreement and have delegated to the undersigned the authority to execute this Agreement on behalf of the respective agencies and covenants to have followed all the necessary legal requirements to validly execute this Agreement.

IN WITNESS WHEREOF, the PARTIES hereto have set their hands and seals the day and year first above written.

THE CCSD

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION

Initiated and Approved

By: _____
CCSD Manager

By: _____
LEAH BUDU
Deputy District Director
Maintenance Division, District 04

ATTEST:

By: _____
CCSD Clerk

By: _____
CCSD Attorney

EXHIBIT A

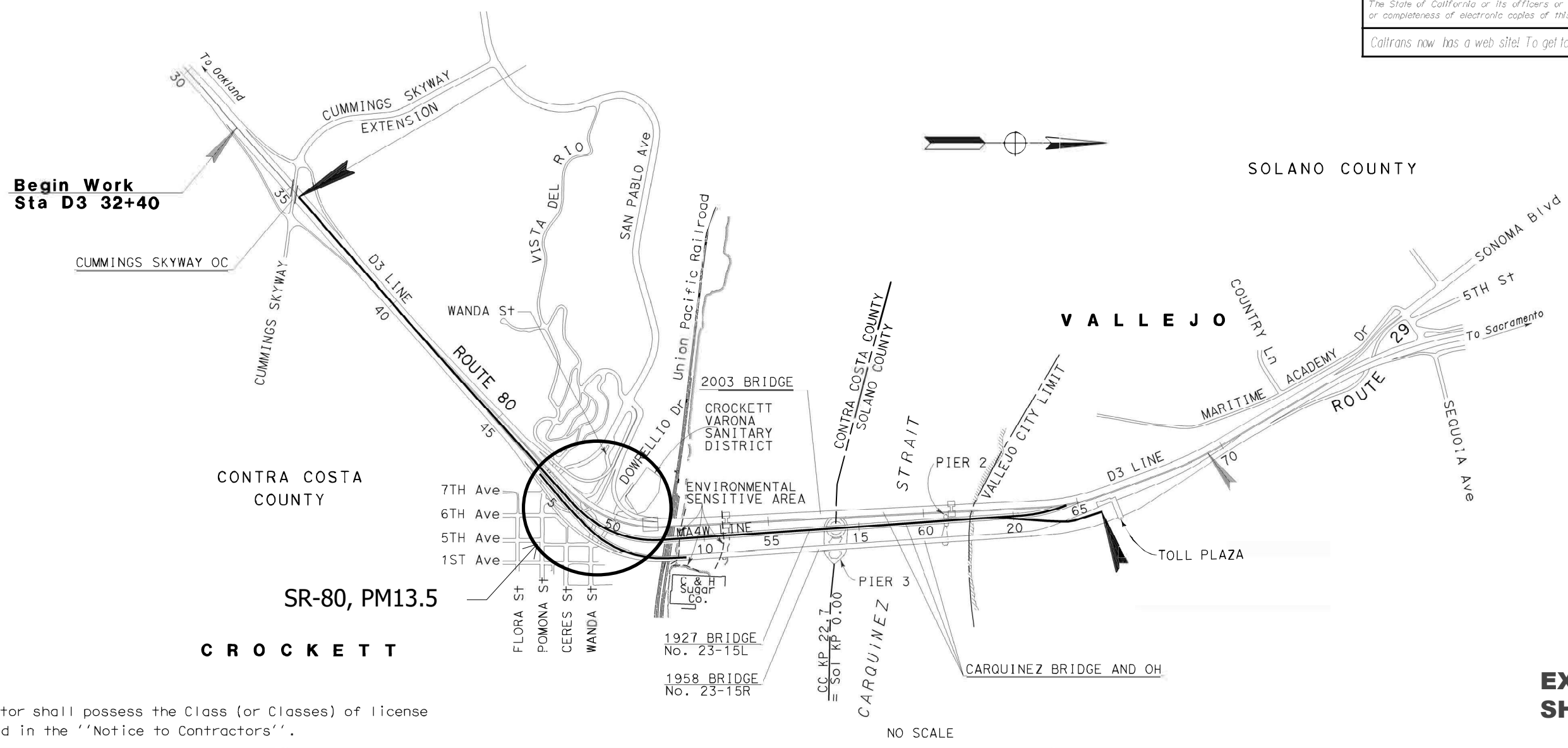
(Plan map identifying the applicable STATE Routes (Freeway proper) and CCSD road(s) and facilities)

STATE OF CALIFORNIA
DEPARTMENT OF TRANSPORTATION
LANDSCAPE MAINTENANCE AGREEMENT
STATE HIGHWAY
IN CONTRA COSTA COUNTY, IN CROCKETT

DIST	COUNTY	ROUTE	KILOMETER POST TOTAL PROJECT	SHEET NO	TOTAL SHEETS
04	CC, Sol	80	20.6/22.7, 0.0/0.8	1	199



The State of California or its officers or agents shall not be responsible for the accuracy or completeness of electronic copies of this plan sheet.
 Caltrans now has a web site! To get to the web site, go to: <http://www.dot.ca.gov>



Begin Work
Sta D3 32+40

SR-80, PM13.5
CROCKETT

The Contractor shall possess the Class (or Classes) of license as specified in the "Notice to Contractors".

EXHIBIT A
SHEET 1 OF 2

PROJECT ENGINEER	DATE	PROJECT MANAGER	DATE
C. HO	6/4/04	R. MORIGUCHI	6/4/04

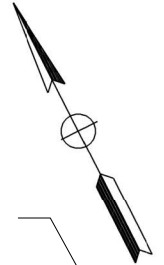
DIST	COUNTY	ROUTE	KILOMETER POST TOTAL PROJECT	SHEET No	TOTAL SHEETS
04	CC, Sol	80	20.6/22.7, 0.0./0.8	10	199

LEGEND

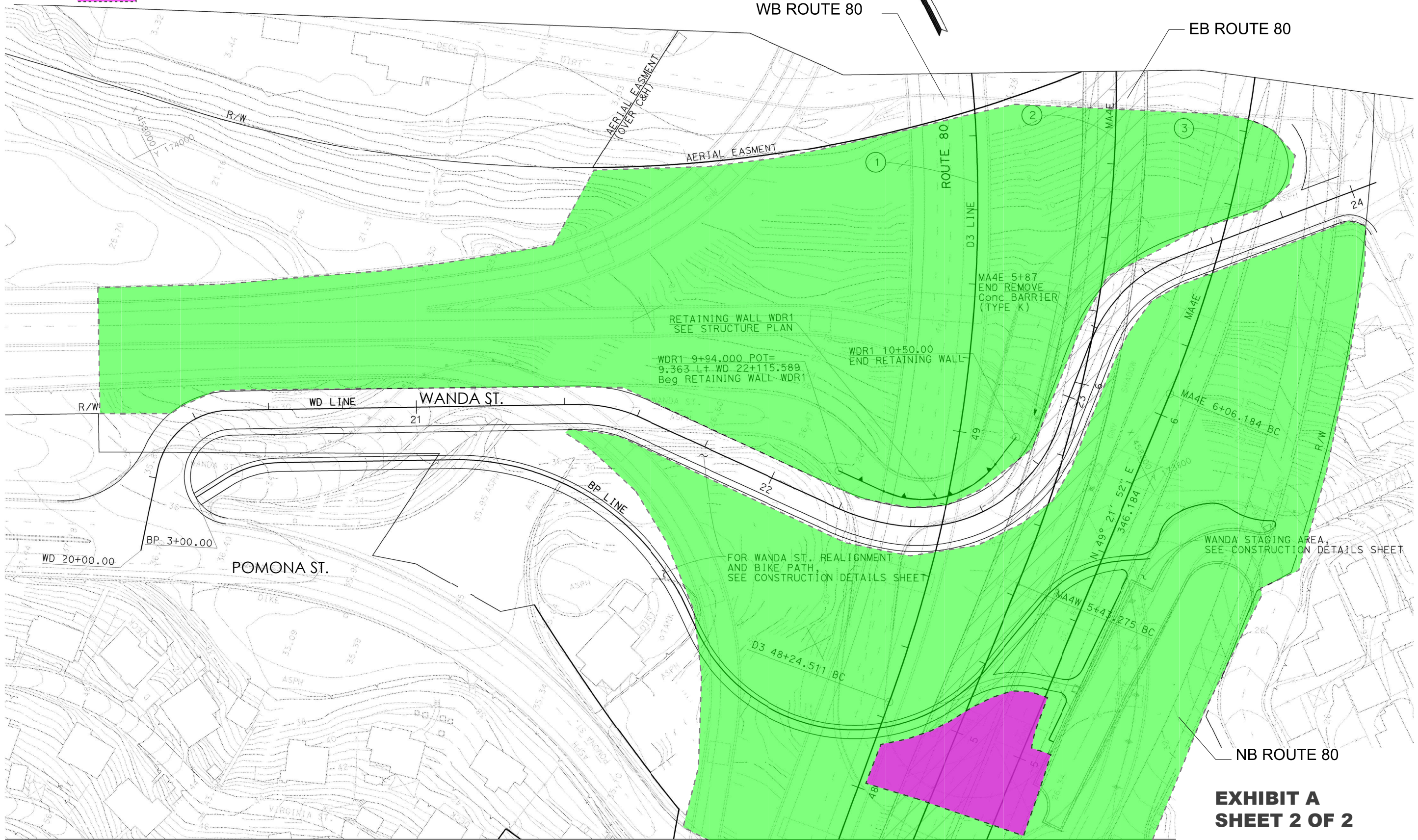
- AREA MAINTAINED BY CCSD.
- SEE LEASE # 04-CCX-080-0010

ABBREVIATIONS

- BP LINE BIKE PATH LAYOUT
- R/W RIGHT OF WAY LINE



STATE OF CALIFORNIA - DEPARTMENT OF TRANSPORTATION	PROJECT ENGINEER	CALCULATED/DESIGNED BY	DATE	REVISOR	DATE
Caltrans PROJECT DEVELOPMENT	C. HO	CHECKED BY			



FOR NOTES, ABBREVIATIONS &/OR LEGEND, SEE SHEET L-1

ALL DIMENSIONS ARE IN METERS UNLESS OTHERWISE SHOWN



LAST REVISION
05-26-04
DATE PLOTTED => 18-NOV-2004
TIME PLOTTED => 13:08

**EXHIBIT A
SHEET 2 OF 2**

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
02/01/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 18	13,881.87	14819
02/01/2024	CONTRA COSTA COUNTY TREASURER	CalPERS split	5,960.05	14820
02/01/2024	USBank	Credit Card Payment Nov '23, Dec23, Jan24	11,670.76	14821
02/01/2024	CINTAS FIRE 636525	Qrtly Fire Inspection and Svc Fee	554.00	14822
02/01/2024	CONTRA COSTA HEALTH SERVICES DEPT	24/25 Health Permit - Kitchen & Commissary	1,052.00	14823
02/01/2024	David Farnsworth, CPA	District FTR Audit 2022	142.54	14824
02/01/2024	DOLORES M. MORALES	Mileage Expense Jan 24	22.78	14825
02/01/2024	EBMUD	Water for Pool and Park	1,375.72	14826
02/01/2024	EBMUD	Water for Comm Ctr Nov-Jan	849.94	14827
02/01/2024	EBMUD	Water for Comm Ctr Nov-Jan	346.58	14828
02/01/2024	First Foundation Bank	Acct # 60162400 Installment Payment #7/40	2,197.01	14829
02/01/2024	Let's Dig, Inc.	1st Installment for Erosion Control Project along Pomona	18,600.00	14830
02/01/2024	Lincoln National Life Insurance Company	Feb Payment acct# CCSVCD	69.19	14831
02/01/2024	PG&E	12/11/23-1/9/24 acct# 8212111930-7	1,113.43	14832
02/01/2024	PG&E	gas and electric 12/11/23-1/9/24 acct#6757445609-0	1,495.58	14833
02/01/2024	Shakela Dominick	rental deposit refund - 1/16/24	700.00	14834
02/01/2024	TERRACARE ASSOCIATES	Landscaping services Feb 24	2,305.00	14835
02/01/2024	Ron Wilson	mileage reimb. Jan24	91.12	14836
Total FUND 3241 - RECREATION			<u>62,427.57</u>	
TOTAL			<u>62,427.57</u>	

Jan Head
2/1/24

7.a

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
02/03/2024	CONTRA COSTA HEALTH SERVICES DEPT	Pool event center permit INV288854 24/25	1,052.00	14837
02/03/2024	CONTRA COSTA HEALTH SERVICES DEPT	Pool Permit 24/25 INV0289792	991.00	14838
02/03/2024	CONTRA COSTA COUNTY TREASURER	correction to CalPers Payment for EFT	0.01	14839
Total FUND 3241 - RECREATION			2,043.01	
TOTAL			2,043.01	

for pool
2/3/24

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
02/15/2024	Campbell Business Solutions	Inv# 5927 and 6234, Split	67.89	14840
02/15/2024	LESLIE'S POOL SUPPLIES	Inv# 00137-01-097639	262.56	14841
02/15/2024	PG&E	acct# 2501517473-0, gas and electricity for Pool	353.66	14842
02/15/2024	PRECISION SECURITY SOLUTIONS	January 2024 Security Charges, Inv# 2023-SE-5865	2,485.00	14843
02/15/2024	Rocio Reyes	Event Deposit refund Feb 3 2024	700.00	14844
02/15/2024	Solis Gardening	2/2/24 Inv# 1000487	300.00	14845
02/15/2024	STATE COMPENSATION INSURANCE FUND	Inv# 1001642804	542.94	14846
02/15/2024	Studio 144 Architects	Inv# 12	4,364.25	14847
02/15/2024	TERRACARE ASSOCIATES	Landscaping services Jan 2024	2,305.00	14848
02/15/2024	UNIVERSAL BUILDING SERVICES	inv# 522363 Janitorial svcs	144.00	14849
02/16/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll Nbr 19	6,302.37	14850
Total FUND 3241 - RECREATION			<u>17,827.67</u>	
TOTAL			<u>17,827.67</u>	

[Handwritten Signature]
2/16/2024

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

Date	Name	Merno	Credit	Num
FUND 3242 - MAINTENANCE				
02/01/2024	USBank	Nov23-Jan24 payment 1RPD Split	67.93	586
02/01/2024	David Farnsworth, CPA	District FTW 2022 split	3.73	587
02/01/2024	First Foundation Bank	Acct# 601624000 Installment Payment #7/40	1,318.21	588
02/01/2024	Interactive Resources	Invoice# 184146	26.30	589
Total FUND 3242 - MAINTENANCE			<u>1,416.17</u>	
TOTAL			<u><u>1,416.17</u></u>	

for [Signature]
2/1/24

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				
02/01/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 18	22,127.21	7118
02/01/2024	CONTRA COSTA COUNTY TREASURER	CalPERS Nov 23 Dec23 Jan24	9,875.44	7119
02/01/2024	USBank	credit card payment Nov 23 Dec23 Jan24	3,954.67	7120
02/01/2024	David Farnsworth, CPA	District FTR 2022	315.76	7121
02/01/2024	First Foundation Bank	Acct# 60162400 Installment Payment #7/40	16,257.88	7122
02/01/2024	Lincoln National Life Insurance Company	Feb 24 Payment Acct#CCSVCD-BL-1564438	43.34	7123
02/01/2024	MEYERS NAVE	JUA Legal fees	151.07	7124
02/01/2024	L.R. PAULSELL CONSULTING	High Pressure Cleaning INV#24-4 & 24-3	8,250.00	7125
02/01/2024	Restoration Management Company	Sewage remed. and cleanup Inv# 274950	1,777.49	7126
Total FUND 3426 - CV SANITARY - O&M			<u>62,752.86</u>	
TOTAL			<u><u>62,752.86</u></u>	

[Handwritten Signature]
2/1/24

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				
02/01/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 18 split	2,075.61	1814
02/01/2024	CONTRA COSTA COUNTY TREASURER	CalPERS payment Nov 23, Dec 23, Jan24	1,217.59	1815
02/01/2024	USBank	credit card payment Nov 23, Dec 23, Jan24	4,420.67	1816
02/01/2024	CD & Power	generator service 1/17/24 INV#01-83748	2,546.16	1817
02/01/2024	David Farnsworth, CPA	district FTR 2022	37.97	1818
02/01/2024	Eurofins Calscience	Jan 24 testing inv# 57000165196	1,520.75	1819
02/01/2024	First Foundation Bank	Acct# 60162400 Installment Payment #7/40	2,197.01	1820
02/01/2024	James Barnhill	Air filter for generator REIMBURSEMENT	43.89	1821
02/01/2024	Larry Walker Associates	PC 2023 NPDES permit renewal	189.75	1822
02/01/2024	Lincoln National Life Insurance Company	Feb 23 Acct# CCSVCD-BL-1564438	4.81	1823
02/01/2024	L.R. PAULSELL CONSULTING	High Pressure Pipe Cleaning INV#24-1	1,350.00	1824
02/01/2024	Sierra Chemical Company	chemicals Inv#149542	433.91	1825
Total FUND 3425 - PC SANITARY - O&M			16,038.12	
TOTAL			16,038.12	




 2/1/24

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				
02/15/2024	Campbell Business Solutions	Inv#s 5927 &6234 Network, Nas, Hardware svcs	56.29	1826
02/15/2024	Sierra Chemical Company	Inv# 149782, Sodium Hypochlorite Delivery	916.76	1827
02/15/2024	STATE COMPENSATION INSURANCE FUND	Inv# 1001642804 Feb 2024	141.48	1828
02/16/2024	Valley Operators, LLC	Jan 2024 Monthly Svc fee and Materials Inv#2686	4,738.39	1829
02/16/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll Nbr 19	263.54	1830
Total FUND 3425 - PC SANITARY - O&M			<u>6,116.46</u>	
TOTAL			<u>6,116.46</u>	


 2/16/2024

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
02/03/2024	First Foundation Bank	Account # 60243700 payment #7/12	26,457.35	7127
Total FUND 3426 - CV SANITARY - O&M			26,457.35	
TOTAL			<u>26,457.35</u>	

Jan [Signature]
2/3/24

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				
02/15/2024	Campbell Business Solutions	Inv#s 5927 & 6234 Network, NAS, and Hardware Svcs	155.82	7128
02/15/2024	L.R. PAULSELL CONSULTING	CCTV Project #23-TV, Progress Payment #3	12,009.00	7129
02/16/2024	STATE COMPENSATION INSURANCE FUND	Feb 2024 Inv#1001642804	1,084.10	7130
02/16/2024	Villa's Landscape	December 2023 Maintenance Inv#CCSD-65	300.00	7131
02/16/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll Nbr 19	1,185.14	7132
Total FUND 3426 - CV SANITARY - O&M			<u>14,734.06</u>	
TOTAL			<u>14,734.06</u>	

[Handwritten Signature]
2/16/2024