

CROCKETT COMMUNITY SERVICES DISTRICT (CCSD)

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MINUTES OF THE REGULAR BOARD MEETING ON OCTOBER 23, 2024.

1. **CALL TO ORDER - ROLL CALL:** President Spinner called the meeting to order at 7:03 pm. Board Members present included Barassi, MacKenzie, and Spinner. President Directors Martinez and Peterson were absent (excused). Staff Present included Interim General Manager (IGM) Goodman, Sanitary Department Manager (SDM) Barnhill, Acting Recreation Manager (ARM) Maria, and District Secretary (DS) Rivas. Crockett Sanitary (CVSAN) Commissioner Wais and Recreation (REC) Commissioner Cusack were in attendance.

A motion to accept the amended agenda to add Item 10.i was approved. (Barassi 1st, MacKenzie 2nd, 3/0, 2 absent)
2. **CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER:** DS Rivas noted that the Reports from Board and Commissioners was moved earlier on the agenda order.
3. **PUBLIC COMMENTS ON NON-AGENDA ITEMS:** Ms. Wais announced a candidates' forum for the Crockett Community Foundation Board on November 14 at 7 pm at the Crockett Community Center.
4. **PUBLIC HEARING:** None.
5. **CONSENT CALENDAR:** Approved as presented. (Barassi 1st, MacKenzie 2nd, 3/0, 1 absent)
 - a. APPROVE MINUTES OF THE CCSD BOARD MEETING ON SEPTEMBER 25, 2024.
 - b. RECEIVE MINUTES OF COMMISSIONS AND COMMITTEES.
 - c. APPROVE PAYMENT OF DISTRICT BILLS.
 - d. ACCEPT THE RESIGNATION OF DIRECTOR MARTINEZ.
6. **CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR:** None.
7. **REPORTS FROM BOARD MEMBERS AND COMMITTEES:**
 - a. PERSONNEL COMMITTEE REPORT: No report.
 - b. BUDGET & FINANCE COMMITTEE: No report.
 - c. POLICE LIAISON COMMITTEE: No report.
 - d. CVSAN WASTEWATER COMMITTEE: No report.
 - e. MEMORIAL HALL ADVISORY COMMITTEE: No report.
 - f. INTER-AGENCY MEETINGS: No report
8. **CALENDAR** – *this was a carry-over item. No discussion.*
9. **MANAGER REPORTS:**
 - a. **RECREATION:** As reported by the ARM. Various maintenance issues have or are being addressed. The ADA upgrade project will be closed after a final inspection the following week. New plants have

been installed around the gazebo in time for a weekend wedding. The pumpkin patch was a success and raised approximately \$2,000. Recreation is planning a holiday tree lot. Staff plans to request a reallocation of remaining funds from the Crockett Community Foundation for a retaining wall to repair the stairs that lead to the pool from the corner of Pomona Street and Rolph Park.

- b. DISTRICT SECRETARY: Reported by the DS. Ms. Martinez will continue to serve on other committees that she is serving on. The 2024 election is on November 5th. Director Barassi and CVSAN Commissioner McDonald are uncontested. There will be an election for the two-year seat. The Chamber MOU is signed; they expect to install the decorative planters after the wet season. Pacific Union has denied the Port Costa electrical fire claim stating it was a criminal act. Director MacKenzie commented on his various communications with the railroad. He will continue fighting the claim. Ms. Rivas reported that Staff determined not to apply for the Cybersecurity grant. Staff and select Board members will meet with Caltrans on Monday, October 29 to discuss an Adopt-A-Highway option over the previous MOU. Dog Park representatives have not been in communication with Staff. The waiver of subrogation cost is prorated at \$1,419 and will need to be renewed for 2025.
- c. ADMINISTRATIVE SERVICES MANAGER: Reported by IGM Goodman. The Joint Use Agreement (JUA) extension is through the end of January 2025. The last meeting focused on cost allocations. Missing C&H bills have not been received. She continues to work on repair issues created by the Alexander Park sewer repair project contractor. The 2024 Sewer Summit was enlightening and informative, especially around the SSMP permit compliance issues and emergency response best practices. She and SDM Barnhill volunteered time and assisted Recreation with the Pumpkin Patch community event. Ms. Witschi is splitting her time between the Sanitation office (1RPD) and Recreation assisting with the organization of documents and found undeposited checks totaling \$5,000. Ms. Goodman will be placing flags at 1RPD and Memorial Hall for Veterans' Day on November 11. She has not been able to communicate with the auditor which is delaying Maze & Associates with the accounting reconciliation. CVSAN Commissioner McDonald reported that all auditors are busy juggling multiple clients and trying to catch up.
- d. PORT COSTA SANITARY DEPARTMENT: Reported by SDM Barnhill. The August report is late due to technical issues with the CIWIQS system. Staff will attempt to appeal any \$3,000 fines caused by the technical glitch. The effluent pumps are outdated and no longer manufactured. Staff is waiting on a quote from Pan Pacific to install modern pumps. The cost will be \$19,000; with installation, the cost increases to approximately \$40,000. The pump manufacturer refuses to cross railroads which will incur additional costs. Other proposed repairs were reported.
- e. CROCKETT SANITARY DEPARTMENT: Reported by SDM Barnhill. The generator is out of order due to an apparent paraffin buildup. In discussions with other industry people, Staff speculates that the build-up of paraffin could be due to the biodiesel component. Staff are seeking alternatives, but the State CARB requires biodiesel to be a component of all diesels. Until the generator is replaced, Staff is renting a generator for \$4,000 per month. As a workaround, the engine may need to be run more often. The MCC (Master Control Center) is still in Phase One, which is performed offsite, but Staff has access to their project files for progress updates. Mr. Barnhill expressed his positive experience with NSU (Natural Systems Solutions) and appreciates their expertise, ability to solve problems quickly, and their ongoing communication.
- f. MAINTENANCE DEPARTMENT: Reported by the IGM. Staff are waiting on a third quote for the roof repair at 1RPD. She is working with Director MacKenzie on replacing the entry doors.
- g. LIGHTING & LANDSCAPE COMMISSION: None.
- h. GOVERNMENTAL MATTERS: None.

- i. ANNOUNCEMENTS AND DISCUSSION: Director Martinez’s resignation created a vacancy before the November election. The present Board members agreed to leave the seat vacant since a new director will be seated at the December meeting.

10. ADMINISTRATION

- a. APPROVE RESOLUTION 24/25-06 APPOINT ELENA GOMEZ TO THE LIGHTING & LANDSCAPE COMMISSION: Ms. Gomez has a long history of volunteering in the community including 14 years on the Recreation Commission and 15 years in the P1 Advisory/Police Liaison Committee. The motion to approve the appointment was approved. (Barassi 1st, MacKenzie 2nd, 3/0, 1 absent)
- b. APPROVE EXTENSION OF THE JOINT USE AGREEMENT (JUA) TO JANUARY 2025: The JUA expired in July. Negotiations were extended to October to coincide with the State Lands Commission (SLC). Negotiations are still in process and C&H has offered to extend the date to the end of January 2025. Director Barassi explained that the underlying historic agreement continues to be in place during the negotiations. The State permit requires that the treatment plant be able to legally operate. The extension includes the land lease with the SLC and the extension of the JUA. The motion to approve the extension passed. (Barassi 1st, MacKenzie 2nd, 3/0, 1 absent)
- c. DISCUSS AND RECOMMEND A CHANGE TO THE SEWER LATERAL AT 730 KENDALL: Mr. Barnhill reported that 730 Kendall is on a septic system and has historically not been connected to the Crockett collection system. The property has recently transferred ownership, and the County is requiring that the property connect to Crockett’s collection system. Crockett Standards and Specifications require a homeowner to put in a specified built pump pit and a grinder pump. The property owner is proposing an alternate that will send clarified water. This option reduces their maintenance on the line and the potential for clogging. This option would be permitted solely for a single-family residence. Ownership and any repairs on the lateral system would be 100% the responsibility of the property owner. This alternative method is not new and is currently the standard method used in the town of Marshall. Staff is confident in the alternative and recommends a variance from the District Code as an exception due to the location. CVSAN has reviewed and approved the exception of the District Code. The motion to approve the change was approved. (Barassi 1st, MacKenzie 2nd, 3/0, 1 absent)
- d. DISCUSS HIRING AN ATTORNEY FOR FINES INCURRED IN 2022: Under advisement from the District’s legal counsel, IGM Goodman has contracted with environmental attorney Joshua Bloom to represent the District for the odor event in 2022. The contract is not to exceed the maximum spending limit for the general manager of \$50,000.
- e. DISCUSS RECREATION MANAGER JOB POSTING: IGM Goodman reported the need to hire a permanent recreation manager sooner rather than later. She will be posting and likely hiring before a new general manager is hired.
- f. DISCUSS HOSTING A PUBLIC TOWN HALL MEETING: IGM discussed the need for a Town Hall meeting to update the community on District affairs and answer questions. Various ideas were discussed on the structure, organizations to include, and frequency. The IGM would like to host the town hall meeting by the end of the year. President Spinner has volunteered to participate.
- g. UPDATE ON CALTRANS MOU/ADOPT-A-HIGHWAY: This item was discussed under the District Secretary report.
- h. CONSIDER AN APPRECIATION HOLIDAY DINNER FOR STAFF, BOARD MEMBERS, COMMISSIONERS, AND COMMITTEE MEMBERS: Reported by DS Rivas. A holiday dinner was held in 2024 as an expression of appreciation for the multiple volunteers on the Board, commissions, and committees. These volunteers care about the community, take their roles seriously, and do not receive compensation for contributions. The only feasible date is Friday, December 20th. There are several new volunteers, and the event allows the different groups the opportunity to meet each

other. Directors Barassi and Spinner support the appreciation dinner. Director MacKenzie said that the District is not where it should be, and a dinner is not warranted. A discussion on the purpose and whether the event should occur was left to the discretion of Staff.

- i. APPROVE CONTRACT WITH L.R. PAULSELL CONSULTING INC, FOR CCTV SERVICES: SDM Barnhill presented a contract with Paulsell Consulting to perform the annual 24-TV CCTV project. This CCTV workload will allow the District to catch up and stay on schedule. The contract covers 18,000 linear feet as compared to 15,000 the prior year and includes cleaning. The cost to clean increased by 10 cents per linear foot and \$10 per reversal (where a camera cannot penetrate through the entire pipeline). He expressed the importance of getting back on track and expects that 2025 will be just as intensive. CCTV is on a five-year cycle and a State-mandated maintenance and inspection program. Failure to inspect and maintain lines could result in significant fines for spills that could have been avoided. Mr. Barnhill added that while the contract states the work must be completed by the end of the year. Staff focuses on quality and expects the contract will likely be completed by February. He also noted that there will not be any additional costs. The motion to approve the contract with Paulsell was approved. (Barassi 1st, MacKenzie 2nd, 3/0, 1 absent)

11. BUDGET AND FINANCE

- a. DISCUSS FINANCIAL MATTERS RELATED TO THE DISTRICT: As reported by IGM Goodman. The LAIF (Local Agency Investment Fund) balance is \$4,633,404.99. Cash account balances stand as follows: Ad Valorem (3240) \$381,421.59; Recreation (3241) - \$106,206.75; Maintenance (3242) - \$35,655.30; PCSAN (3425) - \$123,440.56; CVSAN (3426) - \$847,630.47.

A check for \$36,000 for Recreation is expected to arrive soon from the County. The audit information is delaying progress with Maze & Associates. The 2022 audit has not been wrapped up and 2023 still needs to be completed. Spending has been higher than normal due to the various sanitary asset repairs but Staff is being vigilant on spending. There may be a need for additional consultant services.

12. FUTURE AGENDA ITEMS/BOARD COMMENTS: Director MacKenzie expressed that the minutes should be paired down and not be so detailed. CVSAN Commissioner McDonald shared that the level of detail is helpful when supporting documents are not provided. Staff is prioritizing sanitary needs that leave little time for written reports. A short discussion extended to First Amendment rights for the public to force them to state their names.

Ms. Reiser stated that the dog park committee had made changes to the MOU as required by the term of the original grant application.

- a. 1 Rolph Park Drive ad hoc committee.
- b. Records and Retention Policy.
- c. Dog Park Memorandum of Understanding (MOU).

13. ADJOURNMENT: The meeting was adjourned at 8:35 pm until November 20, 2024. The November meeting is one week earlier due to the Thanksgiving Holiday.

Respectfully submitted,
Sonai Rivas, MBA
District Secretary