

# CROCKETT COMMUNITY SERVICES DISTRICT (CCSD)

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## For Review

### MINUTES OF THE REGULAR BOARD MEETING ON NOVEMBER 20, 2024.

1. CALL TO ORDER - ROLL CALL: President Spinner called the meeting to order at 7:07 pm. Board Members present included Barassi, MacKenzie, and Spinner. Director Peterson was 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) Commissioners Manzione and Wais and Recreation (REC) Commissioner Cusack were in attendance.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: DS Rivas reported that the Lighting and Landscape (L&L) minutes for October 10, 2024 were not included in the agenda because the meeting occurred the previous night. The L&L Commissioners did approve the minutes for October 10, 2024. The L&L October minutes noted Ms. Morales as a Staff attendee. Director Barassi requested that the minutes reflect whether Staff attend meetings as District employees or as members of the public. Ms. Morales responded that she performs some maintenance work for L&L, but she attended the meeting as a member of the public.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: President Nick replied to CVSAN Chair Manzione that no closed session was had before the regular meeting. Director MacKenzie questioned what absences are excused and non-excused. DS Rivas responded that the definition is vague but has been accepting notification of an absence sufficient to qualify it as excused. Otherwise, the Commissioners/Directors can determine the qualifications on their own.
4. PUBLIC HEARING: None.
5. CONSENT CALENDAR: Approved as presented. (Barassi<sup>1st</sup>, MacKenzie<sup>2nd</sup>, 3/0, 1 absent)
  - a. APPROVE MINUTES OF THE CCSD BOARD MEETING ON OCTOBER 23, 2024.
  - b. RECEIVE MINUTES OF COMMISSIONS AND COMMITTEES.
  - c. APPROVE PAYMENT OF DISTRICT BILLS.
  - d. ACCEPT THE RESIGNATION OF DALE MCDONALD FROM CVSAN.
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: CVSAN Chair Manzione reported that the JUA negotiation team met with C&H representatives in October but has made no progress or heard back.

- e. MEMORIAL HALL ADVISORY COMMITTEE: No report.
- f. INTER-AGENCY MEETINGS: Crockett resident Mr. Singh announced that the California Doughnut Economic Coalition is seeking potential partnerships to participate in creating community donut economic reports.

8. MANAGER REPORTS:

- a. RECREATION: Reported by the ARM. Ms. Maria and the IGM attended a Crockett Community Foundation (CCF) meeting to provide an update on granted funds to Recreation; the AV (audio visual) and a retaining wall and stair repair. Cambell Business Solutions is the District's IT contractor. Mr. Campbell was present and will lead the AV project to ensure the system will integrate with the recently upgraded network. A \$100,000 grant was made for a retaining wall by the pool. Staff requested and were denied any remaining funds to repair the walkway to the pool. Ms. Wais reported that the grant was never signed and therefore there are no remaining funds. The former Recreation Manager, Ron Wilson, had requested a change in the project scope. Community volunteers pitched in to create the retaining wall using riprap and materials were paid through an invoice. The CCF has directed Staff to apply for a new grant for the sidewalk repair. IGM Goodman reported that they were informed that the remaining funds would not be available for the sidewalk. Ms. Wais disapproves that the Dog Park MOU has not been signed. Director Barassi explained his concern that the MOU's responsible party has not responded to calls or emails to finalize the document. Ms. Goodman reminded the Board that while Mr. Wilson began several projects, he is no longer an employee of the District nor a resident of the District. She hopes that the current team can move forward to completing any outstanding CCF-related projects.

Ms. Maria will apply for funds for the walkway at the next CCF cycle. The process of stringing the lights for the tree-lighting event is scheduled for December 1. A Christmas tree lot will begin the day after Thanksgiving. The Crockett Chamber of Commerce will hold a sip-and-shop event at the Plaza. Sleigh rides will transport people between the tree lot and the Plaza. The pool is undergoing several repairs. She pointed out that several items to be repaired are at the end of their life.

- b. DISTRICT SECRETARY: Reported by the DS. She created a new Recreation logo that has been posted on the website. The election results reflect two new Board members (McDonald and Murdock) and one returning (Barassi). The election created a vacancy in the CVSAN Commission. The Commission has an alternate, but the District Code requires that that vacancy be posted for at least days to allow the public to apply. The notice has been posted. Director Peterson is leaving the Board. He requested that no gifts or celebrations occur.

The LPR (license plate reader) grant application lists the District as the fiscal sponsor. Unfortunately, the application was submitted to Staff after the October Board meeting. The grant will be submitted at the next round in 2025. The last of the Dog Park materials was picked up. Staff has postponed paying the waiver of subrogation until closer to the park's opening to maximize the coverage. Pacific Union awarded Port Costa's claim for \$21,588.10 for the electrical pole fire in late November of 2023. Director MacKenzie had followed up with the railroad representative after its initial denial. The District has switched from an MOU with Caltrans to the Adopt-A-Highway program to continue the maintenance of the Bridgehead area. Caltrans has changed its boundaries. Any remaining last is being passed on to the County but it appears that the County is unaware. Staff will need to meet with the County for additional land. Staff are working with the insurance company for the 2025 renewals. A new Caltrans insurance requirement for all leases underneath their overpasses (\$5 million in general liability and \$15 million for umbrella coverage) was forwarded to the insurance company for cost increases. Coverages must be in place by February 1, 2025. This will have a direct

impact on the dog park. The Department of Justice is requiring government websites to increase accessibility for ADA compliance. Our website provider Streamline is on top of these requirements, but the rate will almost double to \$4,200 effective July 1, 2025.

The DS requested clarity on ethics and sexual harassment training for commissioners. This training is not legally required but the Board voted that the training is required of all Board and Commissioners once. Ethics is directly related to compensation and conflict of interest. This item will be discussed in depth at a future meeting.

- c. ADMINISTRATIVE SERVICES MANAGER: Reported by IGM Goodman. A small inventory of dog park benches and trashcans remain in the garage and still need to be assembled. She is following up with Mr. Hummel to discuss the dog park MOU. She is recommending that the park open in January to avoid having to split the full amount for just one month. There is a discussion that the Dog Park may give fundraising funds to the District to cover utility costs for the first year. The former Recreation Manager did not pass on information to Staff or the CCF regarding outstanding grant projects. Five applications for the recreation manager position have been received and more are expected. She anticipates conducting interviews in the first week of December.

She has been communicating with the attorney regarding a workman's compensation claim and a lawsuit against the District filed by a former employee. A competitive quote was received to repair the two flat roofs. The repair of the roofs will trigger the replacement of the HVAC units, the AC compressor, and ventilation. A contractor is sourcing hardware for the door replacement at 1 Rolph Park Drive. Several pedestrian-heavy sidewalks were cleared of brush using the parcel tax funds. Signage to reflect the parcel tax funds have not been purchased but the landscaper lets the public know when he sees them. The Lighting and Landscape (L&L) account was funded in February and still has approximately \$7,000 in the account. The next infusion of funds is expected in December. L&L expects to make a recommendation to approve the Adopt-A-Highway by next month. She commended Mr. Barnhill for quickly addressing a resident's call regarding a spill. The issue has been ongoing, and the fix is not permanent but sufficient to deal with the heavy rain.

Staff met with Port Costa commissioners and Moonshot Missions, a Federal EPA-funded non-profit that specializes in identifying grants for sanitary systems. The tour provided a greater understanding for the consultants to identify grant areas. The Field Semester has been pushing the District's response to the County's request for information. They have been told that the sewer system cannot support the project as is and are discussing alternatives.

- d. PORT COSTA SANITARY DEPARTMENT: Reported by SDM Barnhill. In anticipation of wet weather, the checklist has been updated and forwarded to Natural Systems Utilities (NSU). NSU responded that they perform the checks every time even outside of wet weather. The contractor has an online logging system where Staff can check in to see what has been done. Port Costa continues to have issues with an effluent pump. NSU has backup equipment should there be an emergency failure. Telstar repaired a communication failure with the PLC. The repair will again notify Staff if the power goes out during power failures. Mr. Barnhill has asked for quotes to upgrade the alarms for the PLC and pump room. NSU will monitor the plant during the wet weather event.
- e. CROCKETT SANITARY DEPARTMENT: Reported by SDM Barnhill. Paulsell continues with CCTV work. Severe issues are addressed as they are identified which causes delays in the CCTV process. A total of three emergency repairs were completed for \$7,500 per location. Severe pipe failures are addressed as they are found to maintain efficiency and reduce the possibility of spills. A 40-gallon spill on Fifth Avenue was mopped up, cleaned, and sanitized by Paulsell. This site has had several spills. The pipe will be replaced after Thanksgiving as a preventative action. The estimated

cost is \$24,000. He is considering abandoning the pipe. Mr. McDonald remarked that abandonment to private ownership can be complex. Mr. Barnhill said he would go ahead with the replacement and would not spend time considering abandonment.

The generator is still offline. The fuel tank has been replaced. Once the fuel tank is pumped through and the generator is verified to work, the rented generator can be returned.

The repair on First Avenue was completed but the line should be considered for full replacement in the future. The issue with that segment is that it is shallow, approximately two feet deep which means it cannot be replaced by pipe burst and will have to be trenched.

- f. MAINTENANCE DEPARTMENT: A representative from West County has reached out to both President Spinner and the IGM. The IGM purchased flags for Veterans Day for 1RPD and Memorial Hall. CVSAN chair Manzione had previously raised and lowered his own flags. The lights at both locations need to be looked at.
- g. LIGHTING & LANDSCAPE COMMISSION: None.
- h. GOVERNMENTAL MATTERS: None.
- i. ANNOUNCEMENTS AND DISCUSSION: None.

9. ADMINISTRATION: None.

10. BUDGET AND FINANCE

- a. DISCUSS FINANCIAL MATTERS RELATED TO THE DISTRICT: As reported by IGM Goodman. The LAIF (Local Agency Investment Fund) balance is \$4,633,404.81. Cash account balances stand as follows: Ad Valorem (3240) \$380,473.70; Recreation (3241) - \$93,642 (includes a \$36,000 grant reimbursement); Maintenance (3242) - \$19,180.82; PCSAN (3425) - \$100,067.71; CVSAN (3426) - \$498,165.34. 380,473.70.

The check for the Port Costa railroad claim has not been received. Maze and Associates are taking longer than expected. There are external factors that she cannot expedite such as the recent closing of the audit for fiscal year 2022 and the 2023 audit has not begun. She is estimating that the District will continue to need the services of Maze & Associate for another six months. She is considering hiring a different auditor.

Expenditure reports for the different departments are expected to be presented in December or January.

11. FUTURE AGENDA ITEMS/BOARD COMMENTS:

- a. 1 Rolph Park Drive ad hoc committee.
- b. Records and Retention Policy.
- c. Update on Caltrans/Adopt-A-Highway program
- d. Dog Park Memorandum of Understanding (MOU).
- e. Ethics and sexual harassment training.

12. ADJOURNMENT: The meeting was adjourned at 8:10 pm until December 18, 2024. The December meeting is one week earlier due to the Christmas Holiday.

Respectfully submitted,  
Sonai Rivas, MBA  
District Secretary