

# Crockett Community Services District

## Regular Business Meeting AGENDA FOR WEDNESDAY, SEPTEMBER 25, 2024

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

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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 August 28, 2024.
  - b. Receive minutes of commissions and committees.
  - c. Approve payment of District Bills.
  - d. Received letter to County Auditor's Office requesting inter-fund ad valorem tax account transfers to accounts 3426 (CVSAN) and 3241 (Recreation).
  - e. Receive insurance summary.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR:
7. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:  
*(These items are typically for the exchange of information only. No action will be taken at this time.)*
  - a. Recreation Department
  - b. District Secretary
  - c. Administrative Services Manager
  - d. Port Costa Sanitary Department
  - e. Crockett Sanitary Department
  - f. Maintenance Department
  - g. Lighting & Landscape Commission
  - h. Governmental matters
  - i. Announcements and discussion

8. ADMINISTRATIVE:
  - a. Discuss policy on meeting minutes regarding documenting the names of Speakers.
  - b. Discuss a training opportunity for the District Secretary
9. BUDGET AND FINANCE:
  - a. Discuss financial matters related to the District.
10. REPORTS FROM BOARD MEMBERS AND COMMITTEES:  
*(These items are typically for the exchange of information only. No action will be taken at this time.)*
  - a. Personnel Committee/e: Cusack (chair), Martinez, Spinner, Wais, Wesselmann
  - b. Budget & Finance Committee: Mackenzie and Barassi
  - c. Police Liaison Committee: Pennisi (chair), Ritchey (vice-chair), and Wais
  - d. CVSAN Wastewater Committee: Members Bartlebaugh and Manzione (chair)
  - e. Memorial Hall Advisory Committee: Members Goodman (chair), Peterson
  - f. Inter-agency meetings
11. FUTURE AGENDA ITEMS/BOARD COMMENTS
  - a. 1 Rolph Park Drive ad hoc committee.
  - b. Update on response to Caltrans Memorandum of Understanding (MOU).
  - c. Consider Dog Park Memorandum of Understanding (MOU).
12. ADJOURNMENT: until October 23, 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](http://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](http://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.*

# **Minutes from Commissions and Committees**

For CCSD Meeting of September 25, 2024

## **RECREATION COMMISSION**

- July 1, 2024

## **POLICE LIAISON COMMITTEE**

- July 7, 2024

## **BOARD PERSONNEL COMMITTEE**

- No minutes to report

## **LIGHTING & LANDSCAPE COMMISSION**

- No minutes to report

## **PORT COSTA SANITATION**

- August 14, 2024

## **CROCKETT SANITATION**

- August 21, 2024

## **MEMORIAL HALL ADVISORY COMMITTEE**

- No minutes to report

# CROCKETT RECREATION COMMISSION

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, JULY 1, 2024

1. CALL TO ORDER: The meeting was called to order at 6:09 pm by Vice-Chair Airoidi. Commissioners present were Airoidi, Quade, and Valentini. Commissioners Cusack and Choquette were absent (excused).

Staff present: District Secretary (DS) Rivas, Administrative Services Manager (ASM) Goodman, and Events Supervisor (ES) Morales.

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Minutes for May 6, 2024. (Valentini 1<sup>st</sup>, Quade 2<sup>nd</sup>, 3/0, 2 absent)
  - a. RECREATION: Jimmy Easterday has replaced the former landscaper to manage all landscaping needs: the Community Center, the parks, and Memorial Hall. The pool has a bad pump and a filter is being replaced. There are several new recreation staff. Recreation management is working on developing standard operating systems for daily operations.
5. BUDGET AND FINANCE:
  - a. RECREATION TRANSMITTALS: A check was issued to CD Construction Inc. to complete the pool ADA project. Funds were pulled from the LAIF and AD Valorum accounts. As a reminder, the project is supported by outside funding, but the District must pay upfront and request reimbursement. Recreation has received \$125,000 in reimbursements for the ADA project. A check for \$20,000 was received from the recent Walk of Honor event. Ms. Goodman announced that she has been appointed chair of the Memorial Hall Committee and is looking forward to moving that forward. The Alexander Park sewer repair job is almost complete. A transmittal report with crossed-out lines reflected voided checks due to insufficient funds. Funds were pulled from the Ad Valorem account and reissued.
  - b. UPDATE ON THE BUDGET PROCESS AND DISTRICT FINANCES: The ASM has been meeting with the different departments on their budgets and will schedule one for Recreation before the Board Meeting on July 24. The process has been delayed due to subpar historical accounting practices and staff shortages. Some of the roadblocks in completing a most accurate budget include the lack of internal accounting for cash accounts, investment accounts, transfers, and various other things that have not been documented. In addition to working on the budget, she has stepped in to fill in the gap created by the recently retired recreation manager.

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

6. ADMINISTRATIVE:

- a. ACTIONS TAKEN BY THE DISTRICT BOARD: The Lighting & Landscape \$50 tax was approved to continue to be collected. The district secretary role was changed from a part-time to a full-time role. Election day is November 5th. There are three seats open on the Board. Declaration of Candidacy statements are due between July 15th & August 9th. The Supreme Court struck down Initiative 1935 from going on the November ballot. The Board had a small celebration for Ron Wilson at the last Board meeting, but staff had not been made aware that he would not be in attendance. Two large frames were created for the community to sign but appears that the attendees were not aware of the frames to sign.
- b. UPDATE ON PROP 68 BID (ALEXANDER PARK): Correction: this item is for the sewer repair project, not the Prop 68 project. The Alexander Park sewer repairs are almost complete. There were a few damages that need to be repaired and accounting to be reconciled. The ASM will follow up to ensure all is returned to normal during the staffing transition.
- c. DISCUSS RECREATION DEPARTMENT MANAGER TRANSITION: The District's priority is hiring support staff for the sanitary department, followed by a new general manager and then a recreation manager. Mr. Wilson continues to come in to monitor a few times a week. Otherwise, tasks are being split between the ASM and Facilities Manager. A discussion was had on how operations became disorganized and what is being done to tighten things up. The government accounts will be a significant component of getting things back on track. In the interim, staff has to prioritize operations, and the sanitary departments take precedence.
- d. DISCUSS RECREATION DEPARTMENT MANAGER JOB DESCRIPTION: The recreation department has the potential to be a revenue generator by creating programs for different age groups. The ASM has been working with Mr. Wilson to continue relationships with P66 through the CIP and Memorial Hall committees. A discussion on programs that were offered and can be offered created excitement. The Board has requested input from the Rec Commission. All agreed that many of our resources are underutilized. Grants will need to be considered to bring in new programming. The role of recreation manager will be brought to the Commission on the September meeting. The DS reminded the commissioners that the recreation tax will be brought back for consideration
- e. DISCUSS AUGUST MEETING: The Recreation Commission did not meet in June. A short discussion was had on whether to hold a meeting in August, usually a dark month, or meet at the next regularly scheduled meeting. It was explained that the Commissioners would not be able to review the recreation budget before the July Board meeting. All commissioners present opted to resume the schedule as posted and meet in September.

7. REPORTS FROM COMMISSIONERS: none.

8. FUTURE AGENDA ITEMS:

- Recreation Use Tax for FY 25/26.
- Review adopted budget for FY 24/25.
- Recreation Manager job description.
- Recreation Programming wish list.
- Five-year appraisal.

9. COMMISSIONER COMMENTS: None.

10. ADJOURNMENT: The meeting was adjourned at 6:57 PM until September 9, 2024.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary

# CROCKETT POLICE LIAISON COMMITTEE

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, JULY 9, 2024

1. CALL TO ORDER: The meeting was called to order at 7:02 PM by Vice-Chair Richey. Present were Committee members Ritchey and Wais. Chair Pennisi was absent (excused). Staff present included District Secretary (DS) Rivas and Events Supervisor Morales.

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.

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

4.a LAW ENFORCEMENT ISSUES AND REPORTS - REPORT FROM DEPUTY: Select crimes have increased from five in April to ten in June unless noted.

The following is for May and June:

1. Two recovered stolen vehicles.
2. Three auto burglaries
3. One commercial burglary
4. One residential burglary – there were two in April.
5. Three vandalisms.
6. There were 26 reports written in June.

A member of the public shared that the Rodeo MAC received extensive public safety reports and requested that the same be provided for Crockett.

Resident Deputy Castillo is on duty Monday through Thursday from noon to 10 pm. He can be reached via email at [bcast002@so.cccounty.us](mailto:bcast002@so.cccounty.us)

4.b REPORT FROM CHP ON TRAFFIC ISSUES: CHP was not in attendance.

4.c NEIGHBORHOOD WATCH: An encampment between Vista Point to the Billboard has been growing again with speculation that drugs are being sold again. This site was previously home to a very large encampment. Previously, multiple agencies collaborated to clear the area years ago. There is fear that the current encampment may get out of hand. Activities such as honking, loud mopeds, and suspicious behavior occur frequently between the Vista Point and the Dead Fish restaurant location.

Illegal dumping continues to be a discussion point. There is speculation that the Wanda Bypass has become a favorite dumping site of serial dumpers and possibly landlords. The community should utilize the Mobile Citizen app to report dumping because the app notifies the sheriff's office directly with quicker response times. Care should be taken not to disturb the contents before sheriff staff can arrive. The Mobile Citizen App can be downloaded at the following link: <https://www.contracosta.ca.gov/7875/Request-Services>

A 30-day notice has been issued to the property at 2<sup>nd</sup> and Wanda, but no further action has been taken.

5.a ACTIONS TAKEN BY THE DISTRICT BOARD: The Board approved the reduction in seats for PLC from seven to five.

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

5.b UPDATE ON LICENSE PLATE READERS (LPRS): Lt. Holland reported that the Sherrif's office does not request LPR grants from the Supervisor's office contrary to what DS Rivas had reported after meeting with a representative from the Supervisor's office. It was suggested that the Board submit a written request for funding from the P-District. Every community has funds. The Supervisor has a community grant fund from which many organizations have already received funds. Crockett should be prepared to apply for funds later in the year for a second distribution round. The committee chair is already working on a letter and is considering alternative vendors for the cameras.

The DS will follow up for clarification on requesting funds for LPR cameras.

5.c DISCUSS AND SELECT A DATE TO PRESENT SERVICE GIFTS: The logistics of coordinating an in-person presentation have been challenging. A motion was made to prepare a letter and mail it with the gifts to the former committee members. (Richey 1<sup>st</sup>, Wais 2<sup>nd</sup>, 2/0, 1 absent)

6. REPORTS FROM COMMITTEE MEMBERS: None.

7.a CONSENT CALENDAR: Minutes for June 11 were approved. (Wais 1<sup>st</sup>, Richey 2<sup>nd</sup>, 2/0, 1 absent).

8. FUTURE AGENDA ITEMS:

- P-District Funds.
- Update on encampment.
- Request County Public Works to present on a roundabout at Pomona and Merchant.
- Request a change of service hours for the Resident Deputy.
- Crime data trends.

9. ADJOURNMENT: The meeting was adjourned at 7:40 PM until September 10, 2024. There is no meeting in August.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary



# PORT COSTA SANITARY COMMISSION

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, AUGUST 14, 2024.

1. CALL TO ORDER: The meeting was called to order at 6:06 PM by Vice-Chair Cusack. Present were Commissioners Cusack, Klaiber, List, and alternate Martini. Commissioner Scheer and Surges were absent (excused). Alternate Martini served as a voting member. Staff present included Sanitary Department Manager Barnhill, District Secretary (DS) Rivas, and Administrative Services Manager (ASM) Goodman.
2. CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
- 4a. CONSENT CALENDAR: The July 10, 2024, minutes were approved as presented. (List 1<sup>st</sup>, Klaiber 2<sup>nd</sup>, 4/0, 2 absent)
- 5a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: The Sewer Use Charge method of collection through property taxes was approved by the Board.
- 5b. SELF-MONITORING REPORT: There were no exceedances in June and no spills in July. Mr. Barnhill reported that there have been two permit exceedances in the time since the septic tank was cleaned and overhauled Operators did not test for Acute Toxicity due to miscommunication during the turnover of discharge permits, they did not follow prior permit instruction or perform the testing. The final quarterly Acute Toxicity test is underway and will be submitted as required under the prior NPDES discharge permit (R2-2013-0035). The new discharge permit (R2-2024-0009), effective August 1, 2024, does not require Acute Toxicity analyses. Mr. Barnhill addressed a question regarding the uptick in Covid 19 cases and if Port Costa conducts water testing to detect it. He said that testing for Covid 19 is not required for Port Costa.
- 5c. UPDATE ON CONTRACT OPERATORS: Staff has evaluated and recommends the second contractor that would cover both Crockett and Port Costa sites. This contractor is in nearby, has an extensive list of capacities, and their quote is significantly lower. The second contractor has experience with unique municipalities including Marshall whose systems are very similar to Port Costa. Staff expects to begin services in September to cross-train with Valley Operators. The contractor has experience with collection systems and can do after-hour calls, engineering, mechanic work, treatment plant design, construction, and operation, and grant writing. The contractor has a T&M component. They will bill for additional work over typical operation. The contract has a termination clause where, if they recommend changes, repairs, or replacements, and the client disagrees, the client will need to reasonably respond in writing why the work cannot be done. The two parties must agree to a timeframe or an alternative solution. Without a satisfactory reason or agreement, the contractor has the authority to terminate the contract. The approved budget was based on the initial contractor's

quote, which was significantly higher, leaving some additional funds to be allocated within the budget.

- 5d. UPDATE ON FIELD SEMESTER PROJECT: The Field Semester project manager has requested a meeting this week. The County is waiting on the District's input, but Staff is still waiting on an assessment from the engineer of record to move forward. Initial thoughts are that the septic tank cannot handle extra capacity. There are sags and defects in the collection system. Another issue is fixing one spot will not fix things, the entire line needs to be fixed to eliminate I&I and prevent blockages. A question was asked if there is a way to track the origination of stormwater that could help identify solutions.
- 5e. UPDATE ON BUDGET FOR FY 24/25: Port Costa is expected to operate within the adopted budget. The Interim General Manager has approved hiring a Sanitary Field Assistant to fill the gap of losing the staff engineer. We are hoping there will not be a significant impact on the Port Costa Budget.
- 5f. UPDATE ON POLE FIRE CLAIM: The DS has begun the claim filing process. Commissioner Klaiber said that Port Costa has already been paid by the responsible party and filing a claim should not be the responsibility of the District.
- 6a. RECEIVE WARRANT TRANSMITTALS: Maze & Associates continues to work on reconciling the accounting records. Each department is paying its fair share of these costs. The transmittals represent two months of Port Costa's share.
- 6b. DISTRICT FINANCIAL MATTERS: The LAIF account balance is \$4.63 million of the end of July. Staff successfully submitted the tax levy roll to the County with no corrections. Corrections fees are \$16 per APN.
- 7. WASTEWATER: None
- 8a. REPORT OF DEPARTMENT MANAGER: All is running well. The manhole before the collection system needs cleaning because it has been collecting grease which makes collecting influent samples for testing difficult. Cleaning will consist of hydro cleaning and vacuuming. This will be an abnormal expense.
- 8b. GOVERNMENTAL MATTERS: On November 5<sup>th</sup> there will be an election for the CCSD Board of Directors for a half term or two-year seat.
- 8c. ANNOUNCEMENTS AND DISCUSSION: A member of the Port Costa community underwent brain surgery. The family could use support.
- 9. REPORTS/COMMENTS FROM COMMISSIONERS: None.
- 10. FUTURE AGENDA ITEMS:
- 11. ADJOURNMENT: The meeting was adjourned at 6:58 PM until September 11, 2024.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary

# CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING OF AUGUST 21, 2024.

1. CALL TO ORDER: The meeting was opened at 4:00 PM by Vice-Chair Bartlebaugh. Commissioners present include Bartlebaugh, McDonald, Trask, Quade, and Wais. Chair Manzione was absent (excused). Alternate Quade sat as a voting member. Staff present: District Secretary (DS) Rivas, Administrative Services Manager (ASM) Goodman, Sanitary Department Manager (SDM) Barnhill. Board President Spinner and Board Director Peterson were present.
2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: A member of the Crockett community introduced himself and the public requested the opportunity to present alternative methods of human waste disposal. It will be parked in Future Agenda items until the opportunity presents itself.
4. PRELIMINARY REVIEW OF PUBLIC HEARINGS: None.
5. CONSENT CALENDAR: Item 5a. was pulled for discussion. Item 5b was approved (McDonald 1<sup>st</sup>, Wais 2<sup>nd</sup>. 5/0).
  - a. Approve minutes of the Special Meeting of July 17, 2024.
  - b. Receive warrant transmittals. All expenses related to 1 Rolph Park Drive are solely being charged to CVSAN. Only the loan is being split amongst the departments. A small percentage of electricity is being charged to the coffee shop.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR:
  - a. Minutes of the Special Meeting of June 21, 2024. Approved with a minor correction. (Wais 1<sup>st</sup>, Quade 2<sup>nd</sup>, 4/0, 1 abstain)
- 7a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD AND THEIR COMMITTEES: The Sewer Use Charge (SUC) increase and Method of Collection (by property tax) were approved for Crockett. The Budget for FY 2024/25 was approved. Iris Wesselman was appointed to the Personnel Committee.
- 7b. UPDATE ON JOINT USE AGREEMENT NEGOTIATIONS: . The Interim General Manager (IGM) has been meeting weekly with ASRS lawyers. The District's first response to the C&H draft Join Use Agreement (JUA) agreement was submitted to the attorney for review (includes edits from two Board members, the wastewater committee, and Staff). The main substance of the contract is expected to be accepted, and the majority of the negotiations will focus on the cost allocation for capital improvements, maintenance, and operations. The JUA agreement expired in July. C&H agreed to extend the JUA negotiations from July to October. The lease for the treatment plant expires in October and is up for renewal at the State Lands Commission meeting in October. A member of the Board expressed his concern about the division of points in the agreement and the possibility that the two parties may not resolve their difference in time for the October meeting. It was strongly suggested that all non-disputed outstanding C&H bills be paid

before the October State Lands Commission meeting to avoid interest accruals. C&H has not paid any bills to the District, but the District has not billed them in three years.

7c. UPDATE ON CONTRACTED OPERATORS: Staff is recommending to the Board the approval of a contract with NSU (Natural Systems Utility) to replace Valley Operators for operations and maintenance of Crockett and Port Costa systems and begin services on September 3<sup>rd</sup>. Staff highlighted the various services provided, the range of capabilities, access to resources including grants, and their proximity to Crockett and Port Costa. NSU has engineering, operating, maintenance, mechanic, and construction capabilities. They could design, construct, and operate a treatment plan for Crockett. NSU are operators in Marshall (almost identical to Port Costa), they have installed plants and have a wide range of experience, they are willing to respond to collection system emergencies which will provide relief to an understaffed department. In addition to their extensive experience and capabilities, their quote was significantly lower than the first quote received. The contract has a termination clause where, if they recommend changes, repairs, or replacements, and the client disagrees, the client will need to reasonably respond in writing as to why the work cannot be done. The two parties must agree to a timeframe or an alternative solution. Without a satisfactory reason or agreement, the contractor has the authority to terminate the contract. Mr. Barnhill emphasized the importance of NSU's ability to make quick decisions, clear communication, and a fresh pair of eyes. The Commission requested the contract be brought back for ratification in September.

7d. DISCUSS A POSSIBLE NEED FOR A GREASE TRAP AT THE OLD HOMESTEAD LOCATION: The Old Homestead site will be installing a three-basin sink to accommodate increased catering services. The site does not allow cooking but allows dishwashing. Staff has reviewed the District Code to determine if a grease trap is sufficient, or if an interceptor is required. The District Code requires restaurants to install interceptors. The Commissioners agreed with the Staff's recommendation that only a grease trap is required.

7e. UPDATE ON SANITARY STAFF SUPPORT HIRE: With the loss of a key sanitary staff, the sanitary department is in need of support. The original Sanitary Field Assistant job description was updated and presented to the Commission. The position is full-time and includes retirement benefits. The District will focus on the candidate's technical background and trainability and should live within 30 minutes from Crockett. The position was not considered in the budget but since a district engineer will not likely be hired within the fiscal year, the budget is not expected to be impacted. It was suggested that full-time be clarified to mean 32 hours, on-call responses are for sewer spills and emergency alarms, and there is a six-month probationary period. Management may want to consider a stipend for emergency on-call needs as a form of recognition of value and employee retention.

7f. DISCUSS LEAK AT THE TREATMENT PLANT: There has been a leak on Dowrelio Drive that returns regularly. Staff has continued to test the water and only chlorine is detected. It was speculated that a broken waterline may exist at the top of Vista Del Rio and flow into a storm drain that drains off the hillside across from the treatment plant and may be picking up gravel and rock from the Vista Del Rio side and may have created a dam. The water leak has saturated the ground underneath the roadway, has built up, and bubbles up when it hits the foundational point of the treatment plant. The presence of chlorine indicates it could be EBMUD water. EBMUD has a line going through the site and has been seen working on their lines as one goes towards the EQ tank. There was mention that C&H had considered a French drain around the treatment plant.

CREEC is currently renegotiating its lease with the State Lands Commission for its property located across from the treatment plant. State Lands is requiring CREEC to maintain the access way. Staff will suggest that they contact C&H to address this maintenance issue.

8a. UPDATE ON DISTRICT ADMINISTRATION: The tax levy roll was submitted and accepted by the County. An updated salary schedule will be presented to the Board. Staff will be applying for a Cybersecurity grant for up to \$250,000 which will help with the District's current IT infrastructure revamp with an eventual cloud-based system. Tons of paper records are currently being stored at the EQ site. Staff may want to include that the District is preparing to protect documents and request a scanner and paper shredder in conjunction with protecting documents.

8b. UPDATE ON FINANCIAL MATTERS: Sanitary staff is finalizing the accounting for the Alexander Park sewer repair project. Recreation is experiencing a financial hardship. Factors that led to this included the hiring of unbudgeted staff, overstaffing of lifeguards to cover the excess usage of the pool generated by the P66 swim safety passes program, the unbudgeted payout of a long-term employee, and lack of financial oversight of the pool ADA upgrades. The Ad Valorem property tax fund is currently at \$731,000. This fund is typically split into the following departments: 85% CVSAN, 14% to Recreation, and 1% to Maintenance but has not yet been split. The SUC rate study indicates a transfer of \$435,000 from Ad Valorem taxes but the transfer has not officially been completed. The ASM is proposing to transfer funds from the Ad Valorem taxes to address the Recreation shortage. The Recreation Commission has expressed their desired option which was to transfer the exact shortfall of \$180,000.

An extensive discussion was had on rebuilding community confidence and how Recreation is the face of the community. With expectations that the District's accounting will be resolved by end of the year, the Commissioners support the ASM's recommendation to transfer Ad Valorem funds as discussed earlier.

The LAIF balance is \$4,633,404.81.

8c. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: There have been multiple power outages. The power outage the day before affected the Loring pump station. Staff recently acquired a 7,000-watt portable generator and hooked it up to the Loring pump station. Today, the second power outage affected the Crockett pump station. Upon arriving, pump four had failed. Pumps three and four had failed the week before and had become air-bound. Mr. Barnhill explained in detail the issues that arose, his troubleshooting thoughts through fixing the issue, and explained that NSU will be able to address this issue once they come on board.

The EQ tank site has been neglected. Staff had the yard cleared of debris, the grass was mowed, and will return later to have the structures pressure washed and painted. The valve pit was filled with water likely the result of a clogged pipe. Paulsell was called in to vacuum the well and found a large rock had caused the blockage. The pump was unaffected and in working order.

Pump one is out of service. The panel is burned out of grit channel one. A new motor is scheduled to be installed on Friday. Staff may ask NSU to rebuild a new panel. A component of each aspect of the pump station is out. The ASM pointed out other items that were mentioned in the meeting that the former district engineer had pointed out.

8d. GOVERNMENTAL MATTERS: There were two uncontested applicants for the two full-term seats: Commissioner McDonald and Board Director Barassi. There will be a runoff for the one half-term seat: Gaunt Murdock and Matthew Raver. Election date is November 5<sup>th</sup>.

8e. ANNOUNCEMENTS AND DISCUSSION: The cash account balance is \$757,505.60. Maze & Associates continues to make headway with the account reconciliation. Several items from multiple agencies had not been updated in QuickBooks. An end-of-year date for updating the books is still feasible. Both the District Secretary and Administrative Services Manager completed their first anniversary in August.

9a WASTEWATER COMMITTEE: No report.

9b BUDGET & FINANCE COMMITTEE: No report.

9c INTER-AGENCY MEETINGS: None.

10 FUTURE AGENDA ITEMS:

- a. Presentation on alternative methods of human waste disposal
- b. Update on wine wastewater opportunity.
- c. Form an Ad Hoc for an SUC consultant and planning.
- d. Pursue improved flow metering and data sharing from C&H.
- e. Hire an engineering specialist to review the sewer use study structure and consider a 5-year equalized rate increase plan.
- f. Hire a firm to check data on single-family residences, apartment quantities, commercial dischargers, and mixtures.
- g. 1 Rolph Park Drive repairs.
- h. JUA study session.
- i. Monthly Maintenance Operations Reports.
- j. Pump Station Grit Detritter Condition report.

11. COMMISSIONER COMMENTS: None.

12. ADJOURNMENT: The meeting was adjourned at 6:02 PM until September 18, 2024.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: \_\_\_\_\_ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
<b>1000 · County Operating Funds</b>				
<b>1010 · Fund 3241 - Recreation</b>				
08/04/2024	Alisa Maria	Pool Supplies and Snack Bar Food Reimbursement	1,623.28	14997
08/04/2024	Maria Alfaro	Deposit Refund Event 7/20/2024	800.00	14998
08/04/2024	DAKAY ARROYO	Reissuance of Check for Deposit Refund, issued 11/2/23	700.00	14999
08/04/2024	CINTAS CORP	Quarterly Svc and Insp. Inv#0F44821957	602.00	15000
08/04/2024	CSRMA	Prop Ins, Prop JPA, Prop PDF, and Prop Deposit, INV#7348 SPLIT	7,431.15	15001
08/04/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll no 31, SPLIT	21,419.35	15002
08/04/2024	DC Construction, Inc	Pool ADA Project Inv#2207	42,878.34	15003
08/04/2024	DOLORES M. MORALES	Travel and supplies reimbursement	36.40	15004
08/04/2024	Doug Gourley Playground Design Inc	Parts and installation for Park swing and Bubble Panel, Inv#2049	3,387.95	15005
08/04/2024	EBMUD	Water 5/9-7/10/24, Pool and Park, Acct# 3038500001	2,981.48	15006
08/04/2024	First Foundation Bank	1 RPD payment Acct#60162400, SPLIT	2,197.01	15007
08/04/2024	Let's Dig, Inc.	Inv#s 03 and 04	7,087.00	15008
08/04/2024	PG&E	Pool utilities, Acct# 8212111930-7	3,121.66	15009
08/04/2024	PG&E	Utilities, Acct# 6757455609-0	504.13	15010
08/04/2024	PG&E	Gas and Electricity, Acct# 2501517473-0	919.58	15011
08/04/2024	PRECISION SECURITY SOLUTIONS	Security svcs July 2024, Inv# 24-SE7-336 & Sep 2022, Inv# 2023-SE-5670	2,896.25	15012
08/04/2024	Sierra Chemical Company	Pool Chemicals, Inv# 152116 & 151979	3,088.78	15013
08/04/2024	SDRMA	SDRMA for May-Aug 2024, SPLIT	11,565.74	15014
08/04/2024	Studio 144 Architects	Pool ADA Proj, Inv# 18 & 17	1,682.75	15015
08/04/2024	Susan Witschi	mileage reimbursement	69.68	15016
08/04/2024	USBank	Credit Card Payment, acct# 8450, SPLIT	7,983.23	15017
Total 1010 · Fund 3241 - Recreation			122,975.76	
Total 1000 · County Operating Funds			122,975.76	
<b>TOTAL</b>			<b>122,975.76</b>	

*[Handwritten Signature]*  
8/9/229

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: \_\_\_\_\_ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
<b>1000 - County Operating Funds</b>				
<b>1010 - Fund 3241 - Recreation</b>				
08/18/2024	CONTRA COSTA COUNTY TREASURER	NETCHEX PAYROLL NO.32, split	16,571.79	15018
08/18/2024	Alisa Maria	REIMBURSEMENT FOR POOL SUPPLIES AND CHEMICALS	2,294.86	15019
08/18/2024	CCSDA	Membership dues 24-25, split	60.00	15020
08/18/2024	KEL-AIRE HEATING & AIR CONDITIONING	INV# 083471, service to Comm Ctr	519.99	15021
08/18/2024	Anita Latin	Deposit refund, 8-10-2024	300.00	15022
08/18/2024	LESLIE'S POOL SUPPLIES	Inv#s 00731-01-062923 & 00242-01-068907	1,072.75	15023
08/18/2024	Maze & Associates	JULY ACCOUNTING SVCS, INV# 53460, SPLIT	1,903.38	15024
08/18/2024	yanira Melgar	REPRINT CHECK NO 14992, COMM CTR DEPOSIT REFUND	200.00	15025
08/18/2024	ROSAISELA SALMERON	DEPOSIT REFUND, 7/724	700.00	15026
08/18/2024	Sierra Chemical Company	INV#152501, POOL CHEMS	1,736.43	15027
08/18/2024	UNIVERSAL BUILDING SERVICES	INV# 527552 & 526720, CLEANING SVCS COMM CTR JUNE & JULY 2024	2,542.00	15028
Total 1010 - Fund 3241 - Recreation			<u>27,901.20</u>	
Total 1000 - County Operating Funds			<u>27,901.20</u>	
<b>TOTAL</b>			<u><b>27,901.20</b></u>	


*[Signature]*  
8/18/2024



CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: \_\_\_\_\_ Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>1000 · County Operating Funds</b>				
<b>1010 · Fund 3241 - Recreation</b>				
08/20/2024	CONTRA COSTA COUNTY TREASURER	CalPERS Payment, July 2024	<u>3,777.38</u>	15029
Total 1010 · Fund 3241 - Recreation			<u>3,777.38</u>	
Total 1000 · County Operating Funds			<u>3,777.38</u>	
<b>TOTAL</b>			<u><u>3,777.38</u></u>	

  
8/20/24

CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: \_\_\_\_\_ Fund: 324100 Account : 0830



Date	Name	Memo	Credit	Num
<b>1000 - County Operating Funds</b>				
<b>1010 - Fund 3241 - Recreation</b>				
08/30/2024	DC Construction, Inc	Pool ADA project, Inv#2211 8/5/24	24,324.12	15030
Total 1010 - Fund 3241 - Recreation			24,324.12	
Total 1000 - County Operating Funds			24,324.12	
<b>TOTAL</b>			<b>24,324.12</b>	

*Jan Hood*  
8/30/24

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: \_\_\_\_\_ Fund: 324200 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>1000 · County Operating Funds</b>				
<b>1015 · Fund 3242 - Maintenance</b>				
08/04/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll no 31, SPLIT	643.28	610
08/04/2024	First Foundation Bank	1 RPD payment Acct#60162400, SPLIT	1,318.21	611
08/04/2024	USBank	Credit Card Payment, acct# 8450, SPLIT	345.33	612
08/04/2024	Villa's Landscape	Clean up at the Bridgehead, 7/17/24 INV# CCSD-448	1,500.00	613
Total 1015 · Fund 3242 - Maintenance			<u>3,806.82</u>	
Total 1000 · County Operating Funds			<u>3,806.82</u>	
<b>TOTAL</b>			<u><u>3,806.82</u></u>	

  
  
 8/4/2024

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: \_\_\_\_\_ Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
<b>1000 - County Operating Funds</b>				
<b>1015 - Fund 3242 - Maintenance</b>				
08/18/2024	CONTRA COSTA COUNTY TREASURER	NETCHEX PAYROLL NO.32, split	477.02	614
08/18/2024	CCSDA	Membership dues 24-25, split	15.00	615
Total 1015 - Fund 3242 - Maintenance			<u>492.02</u>	
Total 1000 - County Operating Funds			<u>492.02</u>	
<b>TOTAL</b>			<u><u>492.02</u></u>	

*[Handwritten Signature]*  
8/18/2024

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: \_\_\_\_\_ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
<b>1000 · County Operating Funds</b>				
<b>1020 · Fund 3425 - PCSan - O&amp;M</b>				
08/04/2024	CSRMA	Prop Ins, Prop JPA, Prop PDF, and Prop Deposit, INV#7348 SPLIT	1,936.46	1888
08/04/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll no 31, SPLIT	1,431.43	1889
08/04/2024	Eurofins Calscience	Testing, Inv#s 5700189869 & 5700186435	2,949.00	1890
08/04/2024	First Foundation Bank	1 RPD payment, SPLIT	2,197.01	1891
08/04/2024	Larry Walker Associates	Engineering Services, Regulatory INV#00556.03-7	1,223.50	1892
08/04/2024	PG&E	utilities for acct# 2704121327-6	1,065.65	1893
08/04/2024	SDRMA	SDRMA for May-Aug 2024, SPLIT	2,891.43	1894
08/04/2024	USBank	Credit Card Payment, acct# 8450, SPLIT	750.49	1895
08/04/2024	Valley Operators, LLC	Contract Ops March and June 2024	9,300.00	1896
Total 1020 · Fund 3425 - PCSan - O&M			<u>23,744.97</u>	
Total 1000 · County Operating Funds			<u>23,744.97</u>	
<b>TOTAL</b>			<u><u>23,744.97</u></u>	

*[Handwritten Signature]*  
8/4/2024

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: \_\_\_\_\_ Fund: 342500 Account : 0830

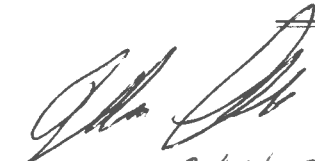
Date	Name	Memo	Credit	Num
<b>1000 - County Operating Funds</b>				
<b>1020 - Fund 3425 - PCSan - O&amp;M</b>				
08/18/2024	CONTRA COSTA COUNTY TREASURER	NETCHEX PAYROLL NO.32, split	208.46	1897
08/18/2024	CCSDA	Membership dues 24-25, split	15.00	1898
08/18/2024	L.R. PAULSELL CONSULTING	INV# 24-10, HP CLEANING 5.5 HOURS	1,650.00	1899
08/18/2024	Maze & Associates	JULY ACCOUNTING SVCS, INV# 53460, SPLIT	422.97	1900
08/18/2024	TELSTAR INSTRUMENTS, INC.	INV#121907, PUMP INTEGRATION	2,445.00	1901
08/18/2024	Valley Operators, LLC	INV# 2870, JULY OPERATING SVCS	4,749.90	1902
Total 1020 - Fund 3425 - PCSan - O&M			<u>9,491.33</u>	
Total 1000 - County Operating Funds			<u>9,491.33</u>	
<b>TOTAL</b>			<u><b>9,491.33</b></u>	

*[Handwritten Signature]*  
8/18/2024

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: \_\_\_\_\_ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
<b>1000 · County Operating Funds</b>				
<b>1025 · Fund 3426 - CVSan - O&amp;M</b>				
08/04/2024	CSRMA	Prop Ins, Prop JPA, Prop PDF, and Prop Deposit, INV#7348 SPLIT	14,838.10	7224
08/04/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll no 31 , SPLIT	34,458.73	7225
08/04/2024	First Foundation Bank	1 RPD payment Acct#60162400, SPLIT	16,257.88	7226
08/04/2024	First Foundation Bank	CVSAN Loan payment Acct#60243700	26,457.35	7227
08/04/2024	Morgan's Outdoor Living, Inc.	Repair of Community Center Fence, Part of CVSAN Alexander Park Project	1,329.00	7228
08/04/2024	PG&E	Gas and Electricity, Acct# 6193854060-8	11,637.12	7229
08/04/2024	SDRMA	SDRMA for May-Aug 2024, SPLIT	17,705.61	7230
08/04/2024	USBank	Credit Card Payment, acct# 8450, SPLIT	3,219.64	7231
08/04/2024	Villa's Landscape	bi-weekly landscape 1 RPD July 2024, INV#JB-008	300.00	7232
08/04/2024	WEST COUNTY WASTEWATER DISTRICT	May and June 2023 (FY22/23) INV04328 and INV04331	17,782.94	7233
08/04/2024	WEST COUNTY WASTEWATER DISTRICT	Nov & Dec 23 (4392,4400) Feb, Mar, Apr, May 24 (4491,4492,4500,4497) ((FY23/24))	43,951.08	7234
Total 1025 · Fund 3426 - CVSan - O&M			<u>187,937.45</u>	
Total 1000 · County Operating Funds			<u>187,937.45</u>	
<b>TOTAL</b>			<u><b>187,937.45</b></u>	

  
 8/14/2024

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: \_\_\_\_\_ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
<b>1000 · County Operating Funds</b>				
<b>1025 · Fund 3426 - CVSan - O&amp;M</b>				
08/18/2024	CONTRA COSTA COUNTY TREASURER	NETCHEX PAYROLL NO.32, split	1,523.09	7235
08/18/2024	CCSDA	Membership dues 24-25, split	60.00	7236
08/18/2024	KEL-AIRE HEATING & AIR CONDITIONING	INV# 083470 & 083423, service to 1 RPD	703.40	7237
08/18/2024	Let's Dig, Inc.	Weed Abatement and Debris Cleanup at EQ site	6,580.00	7238
08/18/2024	L.R. PAULSELL CONSULTING	INV# CVSD 24-16, SEWER HP CLEANING 44.25 HRS	13,275.00	7239
08/18/2024	Maze & Associates	JULY ACCOUNTING SVCS, INV# 53460, SPLIT	1,903.38	7240
08/18/2024	TELSTAR INSTRUMENTS, INC.	INV# 121926a & 122723, MCCP	67,372.98	7241
08/18/2024	CEAU	ALEXANDER PARK PROJECT, INSTALLMENT #4	50,730.00	7242
Total 1025 · Fund 3426 - CVSan - O&M			<u>142,147.85</u>	
Total 1000 · County Operating Funds			<u>142,147.85</u>	
<b>TOTAL</b>			<b><u>142,147.85</u></b>	

*[Handwritten Signature]*  
8/18/2024



**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>
<b>1000 · County Operating Funds</b>				
<b>1025 · Fund 3426 - CVSan - O&amp;M</b>				
08/20/2024	CONTRA COSTA COUNTY TREASURER	CalPERS Payment, July 2024	4,458.90	7243
Total 1025 · Fund 3426 - CVSan - O&M			<u>4,458.90</u>	
Total 1000 · County Operating Funds			<u>4,458.90</u>	
<b>TOTAL</b>			<b><u>4,458.90</u></b>	

*Jan Ho*  
 8/20/24

# CROCKETT COMMUNITY SERVICES DISTRICT

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P.O. Box 578 - Crockett, CA 94525  
850 Pomona Street  
Telephone (510) 787-2992  
Fax (510) 787-2459  
e-mail: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

Ms. Analiza Pinlac  
County Auditor's Office  
625 Court St, Room 203  
Martinez, CA 94553

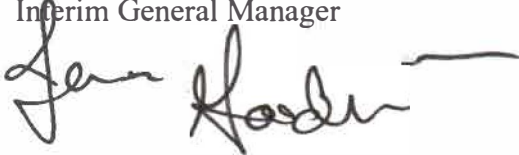
Email: [acrwteam@ac.cccounty.us](mailto:acrwteam@ac.cccounty.us)

Dear Ms. Pinlac:

I am requesting five interfund transfers on behalf of the Crockett Community Services District. Please transfer the sum of **\$239,918.00** from Fund **3240** to Fund **3426**, immediately. Also please transfer the sum of **\$124,743.25** from Fund **3240** to Fund **3241**, immediately.

Thank you, and have a nice day!

Jena Goodman  
Interim General Manager



Ad Velorum Property Tax transfer to CVSAN and Recreation (100k Additional)

\\drive\JENA

5.d

**CROCKETT COMMUNITY SERVICES DISTRICT  
POLICY REGISTER  
ENDING JUNE 30, 2024**

<b>POLICY #</b>	<b>EFFECTIVE DATE 23-24</b>	<b>NATURE OF INSURANCE</b>	<b>COMPANY</b>	<b>LIMITS/ DED.</b>	<b>COST</b>
APIP2324 (DEC 34)	07/01/23-24	SPECIAL FORM PROPERTY	ALLIANT PROPERTY INSURANCE PROGRAM (APIP)	\$17,304,671 TIV \$5,000 DEDUCTIBLE	\$22,343
ISPILLSCAZ0U003	07/01/23-24	PUBLIC ENTITY POLLUTION LIABILITY (CLAIM MADE & REPORTED)	INTERSTATE FIRE & CASUALTY INSURANCE COMPANY	\$25,000,000 POLICY AGG 2,000,000 PER POLLUTION CONDITION LIMIT/MEMBER \$100,000 AGG  \$250,000 PER POLLUTION CONDITION RETENTION  CLAIMS MADE AND REPORTED	INCLUDED ABOVE
FN2305500	07/01/23-24	CYBER LIABILITY COVERAGE	LLOYD'S OF LONDON – BEAZLEY SYNDICATE: SYNDICATES 2623-623 - 100% (APIP)	2,000,000 AGG FIRST PARTY COMPUTER SECURITY AND THIRD-PARTY  \$50,000 RETENTION	INCLUDED ABOVE
APWMP00386-02	12/31/23-24	PRIMARY INSURANCE PROGRAM PACKAGE >GENERAL LIABILITY  >PUBLIC OFFICIALS & MANAGEMENT LIABILITY	MIDVALE INDEMNITY COMPANY	<u>GENERAL LIABILITY/AUTO LIAB</u> \$1,000,000 OCC/\$3,000,000 AGG \$0 DEDUCTIBLE  <u>MANAGEMENT LIABILITY</u> \$1,000,000 EACH WRONGFUL ACT / \$3,000,000 POLICY AGGREGATE \$1,000 EACH WRONGFUL ACT OR OFFENSE DEDUCTIBLE  \$2,500 EPL DEDUCTIBLE	\$69,416
APWAU00386-02	12/31/23-24	BUSINESS AUTOMOBILE	MIDVALE INDEMNITY COMPANY	\$1,000,000 COMBINED SINGLE LIMIT PER OCCURRENCE \$0 DEDUCTIBLE \$1,000 COMP/COLLISION	INCLUDED ABOVE
APWXS00386-02	12/31/23-24	EXCESS LIABILITY	MIDVALE INDEMNITY COMPANY	\$9,000,000 EACH OCCURRENCE EMPLOYER'S LIAB. INCLUDED	INCLUDED ABOVE

This summary of insurance is not intended to replace or supercede your insurance contracts. Please refer to the policy for actual coverages and conditions.

APWMP00386-02	12/31/23-24	PRIVACY LIABILITY AND NETWORK RISK	ALLIED WORLD NATIONAL ASSURANCE COMPANY	\$1,000,000 PRIVACY & NETWORK SECURITY \$1,000,000 NOTIFICATION & CREDIT MONITORING COST DEDUCTIBLE \$1,000	INCLUDED ABOVE
01-309-02-02	07/01/23-24	ACIP CSRMA MASTER CRIME	NATIONAL UNION FIRE INSURANCE COMPANY OF PITTSBURGH, PA (AIG)	\$2,000,000 LIMIT \$2,500 DED	\$450
106007331	10/13/23-24	ID FRAUD MASTER POLICY IDENTITY THEFT	TRAVELERS INSURANCE COMPANY	\$25,000 LIMIT \$0 DEDUCTIBLE	NO CHARGE
PJ2300050 - 0005	07/01/23-24	ADWRP – ALLIANT DEADLY WEAPONS RESPONSE	LLOYDS OF LONDON - BEAZLEY	LIMITS OF LIABILITY (100%) \$500,000 EACH & EVERY EVENT (INCLUDING CLAIM EXPENSE)  \$2,500,000 ANNUAL AGGREGATE  \$250,000 VARIOUS SUBLIMITS FOR COUNSELING SERVICES, FUNERAL EXPENSES, 1 <sup>ST</sup> PARTY PROPERTY DAMAGE, BUSINESS INTERRUPTION AND DEMOLITION/MEMORIALISATION	NO CHARGE

This summary of insurance is not intended to replace or supercede your insurance contracts. Please refer to the policy for actual coverages and conditions.



**California Special  
Districts Association**  
*Districts Stronger Together*

# 2024 BOARD SECRETARY/CLERK CONFERENCE

*Premiere Training and Certificate Program™ for Board Secretaries/Clerks*

**WE'RE GETTING THE BAND BACK TOGETHER IN SAN DIEGO, CA**



**• OCTOBER 21 - 23, 2024 • SAN DIEGO, CALIFORNIA •**

**NEW  
NEW**

**14 NEW ADVANCED  
ATTENDEE SESSION OPTIONS**

**CHOOSE FROM THREE OPTIONAL  
PRE-CONFERENCE WORKSHOPS**

The Art of Electronic Records Management  
OR Policy and Procedure Writing  
OR Supervisory Skills for the Public Sector

Co-sponsored by the  
Special District Risk Management Authority



## Specifically developed and designed for special districts.

Whether you are a new or seasoned board secretary/ clerk, continuing education is essential to keeping current on the many aspects of your job. In an effort to expand educational opportunities for this important position in special districts, and to provide an opportunity to recognize individuals who invest the time in becoming trained in the various components of the job, CSDA created this certificate program.

The Board Secretary/Clerk Certificate has become the gold standard for special district board secretaries/clerks throughout California. We invite you to participate as a first-time attendee to earn your certificate or come back year after year to advance your knowledge of special districts through new and exciting breakout sessions tailored to your position.



### DATE & LOCATION

**October 21 – 23, 2024**

**San Diego Marriott Mission Valley**  
8757 Rio San Diego Dr.  
San Diego, CA 92108

CSDA room reservations in the CSDA room block start at the rate of \$175 plus tax and fees per day. The room reservation cut-off is September 20, 2024; however, space is limited and may sell out before this date. At time of reservation, your credit card on file will be charged a non-refundable advanced payment for 1 night room and tax. The remaining balance will be charged at time of check-in.

Attendees will be emailed a link to obtain reservations at the CSDA rate within 24 hours of registering for the conference.



#### Credit Incentive Program Points

Special District Risk Management Authority is committed to establishing a strategic partnership with our members to provide maximum protection, help control losses and positively impact the overall cost of property/liability and workers' compensation coverage through the Credit Incentive Program. Credit Incentive Program points can be earned based on an Agency's attendance at the Board Secretary/Clerk Conference as well as the webinars and workshops associated with the Board Secretary/Clerk Certificate.

[\*SDRMA Credit Incentive Program Points]

#### Certified Municipal Clerk (CMC) and/or Master Municipal Clerk (MMC)

The CSDA Conference beginning October 21, 2024, is eligible for 1 CMC education or 1 MMC advanced education point per four educational hours attended. Post-session assessment completion required. Assessments will be provided in the event app, the online community, and at registration during the conference.



**This was such an amazing and well-done conference. I attended the Returning Track and thoroughly enjoyed each of the sessions I attended, the exhibitors, and the women and men I networked with. CSDA and SDRMA did an amazing job at coordinating the entire event, even down to the service dogs and massage chairs. Thank you so much for this amazing experience!**

Amie R. Crowder, Running Springs Water District



<b>Monday, October 21, 2024</b>			
8:00 a.m.	Pre-Conference Workshop Registration		
9:00 a.m. - 4:00 p.m.	PRE-CONFERENCE WORKSHOPS: <ul style="list-style-type: none"> <li>• NEW! The Art of Electronic Records Management* OR</li> <li>• Policy and Procedure Writing* OR</li> <li>• Supervisory Skills for the Public Sector*</li> </ul>		
4:15 - 5:15 p.m.	CSDA Benefits Bingo! <i>(optional)</i>		
5:30 - 7:00 p.m.	Registration and Opening Reception		
<b>Tuesday, October 22, 2024</b>			
	<b>First-Time Attendees</b>	<b>Advanced: Returning Attendees</b>	
7:30 - 8:30 a.m.	Registration		
8:30 - 9:45 a.m.	Opening Keynote: "The 10 Cent Decision: How Small Change Pays Off Big"		
9:45 - 10:15 a.m.	Break and Networking with the Exhibitors		
10:15 a.m. - 12:15 p.m.	First-Time: Board Secretary/Clerk Foundations	Advanced: NEW! The Person in the Middle —How the Board Secretary/Clerk Can Support an Effective Board, Manager, and Staff Team	Advanced: NEW! Navigating a Transition to By-District Elections
12:15 - 1:15 p.m.	Networking Luncheon <i>(All attendees)</i>		
1:30 - 2:45 p.m.	First-Time: Staying in Compliance (part one)	Advanced: NEW! The Devious & Winding Trail: Conflicts of Interest & Ethical Considerations	Advanced: NEW! Artificial Intelligence (AI): Opportunities and Risks for Special Districts
2:45 - 3:30 p.m.	Break and Networking with the Exhibitors		
3:30 - 5:00 p.m.	First-Time: Advanced Training in the California Public Records Act	Advanced: NEW! Tune Up to Get, and Stay, in Peak Legal Shape	Advanced: NEW! Speak Easy, Speak Well
5:30 - 7:00 p.m.	Networking Reception		
<b>Wednesday, October 23, 2024</b>			
8:30 - 10:00 a.m.	First-Time: Staying in Compliance (part two)	Advanced: NEW! Bridging the Government Literacy Gap	Advanced: NEW Cybersecurity and IT Strategy for Special Districts
10:00 - 10:30 a.m.	Break and Networking with the Exhibitors		
10:30 a.m. - 12:00 p.m.	First-Time: Best Practices for Taking & Processing Meeting Minutes	Advanced: NEW! Trust-Building with Your Communities Through Communications	Advanced: NEW! Public Sector Customer Service
12:00 - 1:00 p.m.	Luncheon <i>(All Attendees)</i>		
1:15 - 2:30 p.m.	First-Time: Website Compliance: Everything Board Secretaries Need to Know	Advanced: NEW! Who Does What and Why: Establishing Good Governance	Advanced: NEW! Developing a Language of Cultural Intelligence - Building a Living Glossary
2:30 - 2:45 p.m.	Break and Networking with the Exhibitors		
2:45 - 4:00 p.m.	First-Time: Understanding Board Member & District Liability Issues	Advanced: NEW! Keeping up with the Brown Act	Advanced: NEW! Increase Positivity and Kindness by Influencing Boards, Directors, and Supervisors
4:00 p.m.	Event Adjourns <i>(Graduation Certificate Distribution)</i>		

\*Optional. Pre-registration / Pre-payment required. Price includes lunch.



**MONDAY: OCTOBER 21, 2024**

**9:00 AM– 4:00 PM**

**Pre-conference Workshops: \$285 CSDA Members, \$430 Non-members**

(\*Optional, Pre-payment / pre-registration required – limited space – register early!)

### Pre-Conference Workshop

## The Art of Electronic Records Management\*

*Gladwell Governmental Services, Inc*

What are current best practices for managing electronic records in other special districts? What practices should your agency avoid? Diane R. Gladwell, MMC has assisted over 250 local government agencies in California, and has assisted many agencies in implementing best practices and getting control over their electronic records. Learn best practices and worst practices, as well as legal compliance for special district electronic records.

### Pre-Conference Workshop

## Policy and Procedure Writing\*

*CPS HR Consulting*

This workshop offers practical, relevant, and effective tools to help organizations improve their rules and instructions so employees can actually use them.

During this course, participants learn to:

- ▶ Avoid the most common policy-writing mistakes
- ▶ Distinguish between policies and procedures
- ▶ Organize, write, and edit “reader-friendly” policies, procedures, and tasks



**It was so nice to come together with my peers. I loved the campfire theme (especially the s'more taffy.) I met so many great individuals who I hope to build lasting relationships with. The food was super amazing as well as the musical talent. A big WOO-HOO!!! to the CSDA staff who pulled together an excellent conference.**

Danita Hirsh, South Orange County Wastewater Authority





**WE'RE GETTING THE BAND BACK TOGETHER!**

Soak in the festival vibes at two evening receptions with your peers and our exhibitors. We'll have games, appetizers, networking, and other special touches to delight our attendees – you won't want to miss these receptions!



**WELCOME RECEPTION**

**MONDAY, OCTOBER 21, 5:30 – 7:00 PM**

Wear your favorite band or concert tee!



**RECEPTION**

**TUESDAY, OCTOBER 22, 5:30 – 7:00 PM**

Yee-Haw – Put on your western wear!

**Pre-Conference Workshop**

**Supervisory Skills for the Public Sector\***

*CPS HR Consulting*

This course for supervisors will discuss and explore the supervisory skills necessary to work with people in the public sector environment. The course will cover what is expected of a supervisor; how to monitor and evaluate employees; and how to coach, mentor, and motivate employees. Through interactive exercises and engaging dialogue, learn to create effective, productive and successful teams; describe the various roles of a supervisor; understand the Emotional Maturity Continuum and how to apply it in the workplace; list best practices for effective performance management; practice defining performance standards; explain the GROW model of coaching; identify what motivates people; list strategies for boosting motivation.

Part of the SDLF Essential Leadership Skills Certificate Program

**4:15 – 5:15 PM**

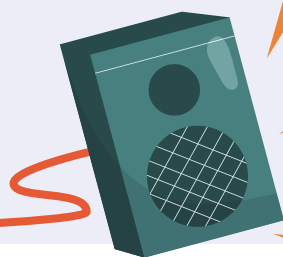
**CSDA Benefits B-I-N-G-O**

We love maximizing the benefits we offer. You love winning prizes! Let's all do what we love at the Board Secretary/Clerk Conference. We start with an exploration of membership benefits to make sure your district is taking full advantage of all we provide. Along the way, you'll win prizes!

**REASONS TO ATTEND:**

- ▶ We mentioned prizes, right?
- ▶ Learn how to navigate our website & community portal so you can quickly access resources
- ▶ Explore CSDA value-added benefits that may save your district money!
- ▶ BINGO is for everyone! Members & Non-members all benefit
- ▶ Meet new peers! This activity has a way of bringing people together because it's fun!

**COLLABORATE AND JAM**





# HIT THE HIGH NOTES

**TUESDAY: OCTOBER 22, 2024**

**8:30 – 9:45 AM**

## **Opening Keynote:**

### **“The 10 Cent Decision: How Small Change Pays Off Big”**

*Laurie Guest*

Service is at the core of special districts. From staff and board culture to interactions with the public, the choices we make day in and day out have the potential to create exceptional experiences for everyone involved. Sure, some decisions are big ones. But more often, it's the “10¢ decisions”—the ones that barely cost a dime but have a massive impact—that can transform service from so-so to stellar. With decades of firsthand experience to draw from, Laurie shares her insights into making smart, effective choices to improve guest encounters and staff satisfaction.

An entrepreneur, keynote speaker and author, Laurie Guest became known as a “go-to-resource” for customer service excellence during a successful career in the healthcare industry. In 1997, she channeled that expertise into Guest Enterprises, Inc., her own speaking and training company. For more than two decades, she has shared her practical point of view on customer service and staff development to audiences across the country, blending real-life examples and proven action steps for improvement. Laurie is an award-winning columnist and the author of two books. With her latest, *The 10¢ Decision: How Small Change Pays off Big*, Laurie presents her most sought-after and impactful strategies to find and retain the best staff and highest-quality customers while delivering exceptional guest experiences. In 2021 Laurie was inducted into the Speaker Hall of Fame, an honor held by less than 1% of speakers worldwide. She lives in northern Illinois where she is a wife, mother of two, lover of board games and below-average cook.



*First-time attendees must complete all scheduled first-time attendee sessions in order to receive their certificate at the conclusion of the conference.*

### **Board Secretary/Clerk Foundations**

David Aranda, CSDM

The board secretary in a special district plays a multifaceted role that is also one of the most highly visible in the district. Board members, the public, and staff turn to the board secretary as a resource for information and assistance. The board secretary must ensure the district's compliance with extensive legal requirements, handle contentious situations, respond to the needs of board members and the public, document board activities and decisions, and meet multiple deadlines. Start your first-time attendee journey here and together we'll explore the job description and role of the clerk, as well as policies and procedures needed for your district to effectively serve its community.

### **Staying in Compliance**

*Atkinson, Andelson, Loya, Ruud & Romo*

As times change, so does the need to re-interpret and review the laws governing special districts. This workshop covers crucial areas of the law as they relate to all types of special districts. Those areas include general compliance, answering specific questions about items such as communications through email, special meetings, economic conflicts of interest, and much more.

### **Advanced Training in the California Public Records Act**

*Best Best & Krieger LLP*

If you are involved with a special district, you need to understand the scope and application of the California Public Records Act (CPRA) to your agency's records, including best practices for records retention as well as responding to public records requests. This training is primarily intended for public agency personnel who have some knowledge of and experience with the CPRA, and who are seeking to expand their understanding of the law. We will cover the key aspects of the CPRA, including when an applicable exemption may give an agency the right to not disclose a particular record or portion of a record. The presenters will use case studies to take you through the entire process from the initial records request to response options. There will also be updates on recent developments in the interpretation and application of the CPRA.

### **Best Practices for Taking & Processing Meeting Minutes**

*Best Best & Krieger LLP*

"I Want It On The Record!!!" Every clerk dreads hearing those words when taking meeting minutes and clerking a Board of Director's Meeting. In this fast-paced and fun session, learn best practices for taking and processing minutes according to Robert's Rules of Order, and how the clerk can intervene when essential content is missing from the motion. We'll also cover what should and should not be included in minutes (Hint: Not everything is important) and lastly, how to handle those loquacious Board Members who want every word ever spoken to be recorded for posterity. Note that this session does not cover the mental task of listening and scribing minutes, but rather, it describes problems that the presenter has encountered in her three decades of working as a Municipal Clerk and training other Clerks throughout California, Oregon and Alaska.

### **Website Compliance: Everything Board Secretaries Need to Know**

*Streamline, Cole Huber LLP*

SB 929, AB 434, AB 2257, SB 272, oh my! The list goes on and on. With so many requirements for special districts, staying compliant can be a bear. Not to worry—in this session, the speakers will walk you through everything you need to know to stay compliant in California. You'll leave with a checklist and learn where to go if you have more information or questions.

### **Understanding Board Member and District Liability Issues**

*Best Best & Krieger LLP*

Having a complete understanding of the potential liability issues in your district can prevent problems in the future and even assist with efficiency and communication protocols. This webinar is a discussion of the legal role of the board in the management and operation of a public agency, and the role of individual board members acting within the course and scope of their official duties.



CSDA's Special District Board Secretary/Clerk Conference™ • San Diego, CA • October 21-23, 2024

# Conference Registration Form

San Diego Marriott Mission Valley | 8757 Rio San Diego Dr. | San Diego, CA 92108

## Three Ways to Register

- 1** ONLINE by visiting the CSDA Board Conference Secretary website at <https://csda.net/boardsecretary>.
- 2** FAX your registration form to 916-520-2465. EMAIL your registration form to [membership@csda.net](mailto:membership@csda.net) (All faxed/emailed forms must include payment)
- 3** MAIL to CSDA, 1112 I Street, Suite 200, Sacramento, CA 95814. (please include registration form along with payment. Check should be made payable to: California Special Districts Association).

ONE FORM PER REGISTRANT. PLEASE MAKE COPIES AS NEEDED.

Name/Title:		
District:		
Address:		
City:	State:	Zip:
Phone:	Fax:	
Email:		
Special Needs (Including Dietary):		
Emergency Contact Name:	Emergency Contact Phone:	

### BOARD SECRETARY/CLERK CONFERENCE OPTIONS

Current Certificate Holder: <input type="checkbox"/> YES <input type="checkbox"/> NO
I will be participating as: <input type="checkbox"/> First-time Attendee <input type="checkbox"/> Advanced/Returning Attendee
EARLY BIRD REGISTRATION - On or Before Friday, September 20, 2024 <input type="checkbox"/> SDRMA Member** - \$660 <input type="checkbox"/> CSDA Member - \$720 <input type="checkbox"/> Non-member - \$1,080
REGULAR REGISTRATION - AFTER September 20, 2024 <input type="checkbox"/> SDRMA Member** - \$720 <input type="checkbox"/> CSDA Member - \$775 <input type="checkbox"/> Non-member - \$1,160
PRE-CONFERENCE WORKSHOPS: <input type="checkbox"/> The Art of Electronic Records Management* OR <input type="checkbox"/> Policy and Procedure Writing* OR <input type="checkbox"/> Supervisory Skills for the Public Sector* <input type="checkbox"/> CSDA Member - \$285 <input type="checkbox"/> Non-member - \$430
TOTAL \$

### PAYMENT INFORMATION

<input type="checkbox"/> Check <input type="checkbox"/> Visa <input type="checkbox"/> MasterCard <input type="checkbox"/> American Express <input type="checkbox"/> Discover			
Acct. name:		Acct. number:	
Expiration date:	Zip Code:	CVC code:	Authorized signature:

\*\*SDRMA property/liability and/or workers' comp members – health benefits only do not qualify for discount.

**Mail, fax or email completed form to:**  
 California Special Districts Association  
 1112 I Street, Suite 200  
 Sacramento, CA 95814  
 Fax: 916.520.2465  
 Email: [membership@csda.net](mailto:membership@csda.net)

#### Questions?

Please contact us toll-free:  
877.924.2732

*Cancellations/Substitution Policy: Cancellations must be in writing and received by CSDA no later than September 20, 2024 at 5:00 p.m. All cancellations received by this date will be refunded less a \$75 cancellation fee. There will be no refunds for cancellations made after September 20, 2024. Substitutions are acceptable and must be done in writing no later than October 11, 2024 at 5:00 p.m. Please submit any cancellation notice or substitution requests to [meganh@csda.net](mailto:meganh@csda.net) or fax to 916-520-2465.*

*Consent to Use Photographic Images: Registration and attendance at, or participation in, CSDA meetings and other activities constitutes an agreement by the registrant for CSDA's use and distribution (both now and in the future) of the registrant's or attendee's image or voice in photographs, videotapes, electronic reproductions, and audiotapes of such events and activities.*

*Our Anti-Discrimination and Harassment Policy can be found under "CSDA Transparency" at [www.csda.net/about-csda/who-we-are](http://www.csda.net/about-csda/who-we-are).*

# 2024 Education Allowance Scholarship

The goal of this fund is to provide special district staff and elected/appointed officials an opportunity to access new continuing education opportunities that promote professional development and encourage further involvement through SDLF's programs (Certified Special District Manager, Certificate in Special District Governance, District of Distinction Accreditation and District Transparency Certificate of Excellence). Maximum of \$750 or one event registration per district per calendar year from the Education Allowance Fund and \$1,500 total per year from all SDLF scholarship funds.

Travel, meals (outside the conference program), and lodging are not included in scholarship funds.

\*

First

Last

Title \*

District: \*

Address \*

Street Address

Address Line 2

City

State / Province / Region

Postal / Zip Code

Country

Email \*

District budget: \*

If you are not the District General Manager, is the District General Manager is aware of your scholarship application?

Yes

No

## DETAILS/QUALIFICATIONS

First-time attendees of requested event(s)/program(s); exceptions may be given for GM Leadership Summit and CSDA Annual Conference & Exhibitor Showcase. Travel, meals (outside the conference program), and lodging are not included in scholarship funds.

- a. Managers – includes supervisors, department managers, and general managers.
- b. Board Members/Trustees – elected or appointed.
- c. Board Secretaries/Clerks.

**REQUIREMENT:**

Provide a brief description explaining why you believe it would be a benefit for you to receive the scholarship and any special circumstances or other items for consideration by the scholarship selection committee. Activities available for the Education Allowance Fund (if multiple, please rank them in order of preference): \*

What event are you requesting? \*

CSDA Workshop: Please enter name and date.

**Application Approval**

Applications will be reviewed and awarded on a case-by-case basis. After receiving notification of the award from SDLF, scholarship recipients must register and pay for the event. After confirming attendance, SDLF will issue a check for reimbursement to the district.

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## 2024 Board Secretary/Clerk Conference Cost Estimates

Description	Cost	Rate	# days
Conference	\$ 775		
Hotel*	\$ 700	\$ 175	4
Flight	\$ 400		
Per Diem	\$ 300	\$ 75	4
Airport Parking	\$ 50	\$ 10	5
Uber**	\$ 50		
	<u>\$ 2,275</u>		
Scholarship	-750		
	<u>\$ 1,525</u>		

\* Does not include taxes

\*\* To & from airport