

# 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: [districtsecretary@town.crockett.ca.us](mailto:districtsecretary@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## **MINUTES OF REGULAR BOARD MEETING: April 24, 2024.**

1. CALL TO ORDER - ROLL CALL: The meeting was called to order at 6:08 pm by President Spinner. Present were Board Members, Barassi, Makenzie, Martinez and Peterson
2. CLOSED SESSION: The Closed Session began at 6:10 pm.
  - a. CONFERENCE WITH LABOR NEGOTIATORS.
  - b. PUBLIC EMPLOYMENT – DISTRICT ENGINEER.
3. RECONVENE TO REGULAR SESSION: The regular session resumed at 7:16 pm.
4. REPORT ON CLOSED SESSION: No reportable action was taken; direction was given to negotiators.
5. CALL TO ORDER — ROLL CALL: All members of the Board were present. Staff present included: District Secretary (DS) Rivas, District Engineer (DE) Murdock, Administrative Services Manager (ASM) Goodman, Sanitary Department Manager (SDM) Barnhill, and Recreation Department Manager (RDM) Wilson. Crockett Sanitary Commission (CVSAN) Commissioners Manzione and Wais were also present. Three members of the Port Costa Sanitary Commission (PCSAN) were in attendance (List, Sheer, and Cusack). The Board waived the quorum meeting requirement for PCSAN commissioners for this meeting.
6. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Director Peterson requested that Item 12.a Recreation Manager's report be pulled to report early. CVSAN Chair Manzione requested that the CVSAN Commission report follow the Sewer Use Charge discussion (Item 10.c).

12.a RECREATION MANAGER REPORT: RDM Wilson reported that parking is currently at a premium due to the activities that have started taking place including Bacci Ball and the swim teams. Construction for Prop 68 improvements at the pool has started. The project may not be completely finished by Memorial Day weekend but they will open anyway. Recruitment for lifeguards has been better than in several years with eight applicants undergoing lifeguard training. Spearheaded by the Rodeo Phillips 66 refinery, the corporate office in Houston has granted Recreation \$54,000 for basic swimming instruction through a multi-day training on May 5<sup>th</sup> and June 1<sup>st</sup>. As an incentive to participate, P66 is paying for family passes. The diving board and tray need to be repaired. Recreation Staff will save \$9,000 by painting the diving board instead of buying a new one and it appears that P66 may help with the replacement of the diving board tray.

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

7. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Director Peterson clarified that a public employee may serve on commissions and committees.
8. PUBLIC HEARING: None.
9. CONSENT CALENDAR: Item 9a was pulled and carried to the next meeting. Item 9c was pulled for discussion. Items 9b, 9d, and 9e were approved. (Makenzie 1<sup>st</sup>, Barassi 2<sup>nd</sup>, 5/0)
- a. Approve Minutes of CCSD Board meeting on March 27, 2024.
  - b. Receive minutes of commissions and committees.
  - c. Receive payment of District bills.
  - d. Receive the resignation of Raina Currington of the Police Liaison Committee.
  - e. Receive CSDA Magazine
- 10a ITEMS REMOVED FROM THE CONSENT CALENDAR:
- 9c. Receive payment of District bills. April transmittals were inadvertently attached to the agenda in error. March transmittals were provided for review. A payment for the Alhambra project was questioned. Ms. Goodman reported the project is on West Street between Winslow and Alhambra. The project began in October of 2023. The project was completed in February and paid in March.
- 10b APPROVE RESOLUTION 23/24-26 TO RE-APPOINTMENT OF COMMISSIONER TO RECREATION COMMISSION: Director Barassi motioned to approve the reappointment. Mr. Airoidi has served a long time and has served the community well. Approved (Barassi 1<sup>st</sup>, Mackenzie 2<sup>nd</sup>, 5/0)
- 10c RECEIVE THE CROCKETT SANITARY SEWER USE CHARGE (SUC) STUDY REPORT FOR FY 2024/25, CONSIDER RECOMMENDATION OF CROCKETT SANITARY COMMISSION ON INCREASING SUCS FOR THE TOWN OF CROCKETT, CONSIDER APPROVAL OF PROP. 218 NOTICE FOR CROCKETT ON PROPOSED RATE INCREASE FOR SEWER SERVICE, SET DATE FOR PUBLIC HEARING, AND ON METHOD OF COLLECTION: DE Murdock presented the findings of the SUC. The study results suggest an increase from \$918 to \$1,120 for single-family residential units (SFR) and from \$759 to \$798 for apartments. The commercial rate is based on a volumetric rate of 20.62 per 100/cubic feet of water used. The SUC represents a 20% - 25% increase. For the last six years, the District has increased the SUC every two years with no increase in the last year. DE Murdock and CVSAN Chair Manzione explained the calculation process supporting the SUC increase. The data used to calculate the SUC is based on water usage during wet weather. The volumetric rates are based on flow rates of sanitary sewage as a multiplier of SFRs. Manzione explained that the apartment rate is lower because the data reflects that apartments are conserving and using less water than SFRs.
- A good amount of time was spent on the calculations for C&H including the history of a 10-year settlement agreement that expired two years ago. Mr. Manzione further explained that Staff used meter numbers provided by C&H and incorporated generous allowances for evaporation and the elimination of process water in their rate calculation.
- Director Peterson requested that Staff return with a second option to consider. Mr. Manzione explained that an initial SUC rate increase was calculated without the C&H calculation. The numbers were \$1,170 for SFR and \$835 for apartments.

After further discussion, the item was tabled until the May meeting. The Prop 218 mailing was extended to June 1st.

13d. REPORT FROM CVSAN WASTEWATER COMMITTEE: CVSAN Chair Manzione reported that the committee is meeting the next day. The committee is preparing a draft response to C&H's proposed JUA edits which will be reviewed by the District's attorney. The Committee will ask for C&H to pay for the consequences of management decisions that negatively impact the community such as the odor incident; the District should not be responsible for equipment rental or replacement, temporary generators etc., required to mitigate such decisions. There are no new categories but percentages are being disputed on some items. Mr. Murdock cautioned that the C&H meter has a cap and is not confident that the numbers being reported are accurate.

10d RECEIVE THE PORT COSTA SANITARY SEWER USE CHARGE (SUC) STUDY REPORT FOR FY 2024/25, CONSIDER RECOMMENDATION OF PORT COSTA SANITARY COMMISSION ON INCREASING SUCS FOR THE TOWN OF PORT COSTA, CONSIDER APPROVAL OF PROP. 218 NOTICE FOR PORT COSTA ON PROPOSED RATE INCREASE FOR SEWER SERVICE, SET DATE FOR PUBLIC HEARING, AND ON METHOD OF COLLECTION: Mr. Barnhill presented the findings for the SUC for Port Costa. He referenced page 8 in the report to support the increase and explained the calculation process. SFRs and apartments are calculated the same but non-residential customers carry a heavy burden as they have the same SFR base rate plus any water usage per year. The total revenue is calculated to be \$322,878 representing an increase of 5.3% (\$17,000). He expressed his concern of "hiccup" increases - approving increases every two years following Crockett's pattern. This pattern creates significant increases every two years versus the impact of a smoother stabilized annual increase. He is anticipating expenses this year including the need for new pump replacements for the pump station – the model parts are no longer available. PCSAN has just incurred a \$21,000 expense for two chemical pumps. A discussion was had on the personal compliance implications of Mr. Barnhill as an LRO. There is a risk in knowing about potential issues and when to address them. He explained that this is a personal burden for all LROs in the industry. A question was asked if the rate stabilization reserve number was an estimate. Ms. Goodman reported that the number is a carryover from the previous year and is unable to verify the amount at this time due to the lack of account reconciliation from previous financial practices.

Ms. Goodman reported that PCSAN voted four against raising rates and one opposed (was in favor of raising rates). Mr. List and Ms. Scheer explained that the commissioners were not confident with the numbers because Staff cannot accurately report actual accounting numbers for PCSAN. Ms. Goodman explained that she cannot accurately predict when the accounting will be reconciled but pointed out that PCSAN has been informed of expected increases such as the need for a new operator whose fees will likely double to reflect market rates. She reported that the commissioners were notified that the rate stabilization number may be inaccurate. Knowing costs are increasing but not increasing rates could cause PCSAN to go into the red and could require requesting a loan from CVSAN. DE Murdock explained that the rate stabilization number could be used to absorb increases. The Board requested Staff to return to report back in May. Ms. Goodman expressed her concern that accounting reconciliation efforts would not be significant in just one month to impact the rates. Director Martinez expressed her concern that no increase this year could have a dramatic increase the following year. Director Barassi expressed support for reducing the rate stabilization number by 17,000 to cover the proposed shortage and therefore no rate increase for FY 24/25. Ms. Goodman

reminded the Board that the District is required to camera the entire sewer system. Should any problem areas be identified, repairs will need to be made but the budget cannot support the repairs. The Field Semester group has only CCTVed 25%-30% of the main line. Staff have not received the video to review and therefore unable to estimate repair costs.

The item was tabled to next month to allow Staff more time to verify numbers. Mr. Peterson asked Staff to correct the Prop 218 effective date from July 24<sup>th</sup> to July 1<sup>st</sup>, the start of a new fiscal year. He reminded all attendees that the SUC increase is to be determined at a regular meeting and this year's meetings have already been scheduled.

- 10e REVIEW QUOTE AND AUTHORIZE THE INTERIM GENERAL MANAGER TO SIGN A CONTRACT WITH MAZE & ASSOCIATES FOR ACCOUNTING SERVICES: Ms. Goodman presented the resumes of two Maze & Associates' staff who will be working on updating the District's accounting. She presented an estimate of costs based on a three-month project timeline and hopes that the reconciliation would not take much longer than three months. The project entails not only data entry but also corrections to account coding and requesting information from outside agencies. Under the auditor's advisement, she expects to continue quarterly reviews with Maze & Associates during the first year and bi-annually in the second year. Working on the SUC has made her aware of other items to consider for the budget process. Ms. Witschi will resume her authority to enter Recreation accounting data which will help reduce the time needed by Maze & Associates. Ms. Goodman is still working on accessing other accounts including credit cards and ADP (former payroll provider). There was a question about whether three months would be sufficient time to reconcile the books.
- 10f DISCUSS AUTHORITY FOR THE DISTRICT ENGINEER TO SIGN EMERGENCY CONTRACTS UP TO \$50,000: Previously as general manager, DE Murdock was authorized to spend up to \$50,000 per item without Board authorization but that authority runs with the general manager. He reported that CVSAN requested this option to allow the engineer to be able to make critical decisions during emergencies. As an example, he explained that he had to approve a \$10,000 repair during a project. Director Barassi explained that the general manager is responsible for the financial performance of the District unless the general manager wants to designate limited spending powers to employees. After a discussion on differentiating spending amounts, the Board asked Staff to return with a proposed resolution to authorize a spending limit for the district engineer for emergencies.
- 10g REVIEW DRAFT RESPONSE TO THE CALTRANS MAINTENANCE AGREEMENT: Director Peterson presented a draft response to Caltrans for the maintenance of the Bridgehead. Mr. Barassi approved of the letter's content but questioned the need for a response. Mr. Murdock added that the Caltrans representative is willing to work with Crockett and suggested the District prepare a very clear statement of the District's abilities. No edits were suggested. The response will be emailed to the Caltrans representative.
- 10h DISCUSS DOG PARK: Mr. Manzione requested that the District not use its insurance to fund the dog park due to the current instability of the insurance industry and fears that costs could increase significantly. President Spinner said he had requested quotes. Alliant Insurance had returned with a revised quote of \$1,000 and would remove medical benefits. Director Barassi asked for clarity on whether the medical benefit was solely for the dog park or District-wide. ASM Goodman reminded the Board that a State law protects groups by holding dog owners responsible for the actions of their pets. She expressed that Caltrans should accept a waiver of subrogation regardless of the medical

benefits and the State will protect the District. Director Barassi reminded the Board that the insurance issue has not made progress in two months and feels that the dog park coordinators have worked very hard to raise funds. There was a miscommunication between the district engineer and the president on follow-up tasks. The matter was assigned to ASM Goodman to follow up.

10i. DISCUSS 1 ROLPH PARK DRIVE AD HOC COMMITTEE: The item was carried to the next meeting.

11a. DISCUSS FINANCIAL MATTERS RELATED TO THE DISTRICT: ASM Goodman reported that the LAIF account increased by just shy of \$50,000 for a total of \$4.631 million reflecting an increase of .5% since the first quarter. The cash in the various accounts: Maintenance is \$46,700; PCSAN is \$131,000 (this will be reduced by their loan payment to CVSAN); and CVSAN is \$944,000. The credit card is paid in full.

11b. CONSIDER REPORT ON BUDGET FOR FY 2023/24: Ms. Goodman reported that she has been saturated with her workload as she has been assisting with the sewer use charge. She is meeting with former general manager Mr. McDonald on a roll-up budget process and advice on how to manage the process for next year.

12a. MANAGERS' REPORTS RECREATION: Item was reported earlier.

12b. MANAGERS' REPORTS DISTRICT SECRETARY: DS Rivas reported that she has moved offices and is now downstairs. There are no windows, but she will be sprucing it up with artwork. She reminded the Board that the Contra Costa Chapter of the California Special District Association (CSDA) will hold its bi-monthly meeting on May 20<sup>th</sup>. She viewed the CSDA-sponsored Initiative 1935 webinar which threatens to undo anything that has passed since 2021. The CSDA is encouraging special districts to begin educational campaigns to inform the public of the issues should the item make it to the ballot. The webinar cautioned elected officials to focus on educating and avoid advocacy. The CIA has offered to help spread information through their networks. She reported that incumbent McGill won the LAFCO election and was reappointed to that Board.

12c. MANAGERS' REPORTS ADMINISTRATIVE SERVICES MANAGER: ASM Goodman reported that Staff have been working long hours, but morale is high.

12d. MANAGERS' REPORTS MAINTENANCE DEPARTMENT: Mr. Murdock reported that he has been focusing on the completed sewer use charge, He apologized that the doors at 1 Rolph Park Drive have not been installed due to not having the necessary hardware.

12e. MANAGERS' REPORTS PORT COSTA SANITARY DEPARTMENT: SDM Barnhill reminded the Board of the pump issue in Port Costa. He reported that there were no spills or exceedances. The draft NPDES permit is undergoing public comments at the Water Board. The Water Board will vote on June 12<sup>th</sup> in the morning.

12f. MANAGERS' REPORTS CROCKETT SANITARY DEPARTMENT: Mr. Murdock reported the sewer emergency repair at Second Street is mostly completed, pending CCTV'ing the line. The contractor identified a second line that was not previously seen by him or Paul Sell. Initially, the contractor said he would repair the second at no additional charge but later decided to charge for the work. Mr. Murdock expects a reasonable price. The contractor is also doing the Alexander Park project as evidenced by the construction being done. The grit pump died at the pump station. He suspects this was repaired the year before. The repairman is expected the following day. The compressors are failing slowly and elaborated in more detail. The MMC project has not started but the project does

have a completion date next year in April or May of 2024. Director Peterson pointed out that the installation would occur during wet weather.

- 12g. MANAGERS' REPORTS LIGHTING & LANDSCAPE COMMISSION: Mr. Murdock reported that recreation staff Ms. Morales has been doing a nice job cleaning the plaza. Ken Shaw has removed deadwood, brushes and trees at the Bridgehead under the direction of Steve Batchelder.
- 12h. MANAGERS' REPORTS GOVERNMENTAL MATTERS: ASM Goodman asked the Board to support CSDA in opposing Initiative 1935 via a resolution at the following meeting. Mr. Murdock reported on a recent Supreme Court ruling on impact fees. Impact fees must be based on actual costs. Director Peterson stated that the District has capacity fees supported by professional engineering studies. Mr. Murdock clarified that the case pertained to traffic impact fees in the County of El Dorado.
- 12i. ANNOUNCEMENTS AND DISCUSSION: No report.
- 13a. REPORT FROM PERSONNEL COMMITTEE REPORT: No report.
- 13b. REPORT FROM BUDGET & FINANCE COMMITTEE: Director Barassi reported that the committee has not met due to the sewer use charge that takes precedence and is necessary to develop a good budget.
- 13c. REPORT FROM POLICE LIAISON COMMITTEE: Ms. Wais reported that the committee has lost another member and is down to only three members. The committee will be asking the Board to reduce the number of seats soon. The Sheriff's Crockett beat is in transition. A neighboring deputy attended the last meeting to fill in, but they do not expect to find a replacement for a few weeks. DS Rivas reported that outgoing chair Currington requested reimbursement for gifts to prior committee members for their service.
- 13d. REPORT FROM CVSAN WASTEWATER COMMITTEE: Reported earlier.
- 13e. REPORT FROM MEMORIAL HALL ADVISORY COMMITTEE: No report.
- 13f. REPORT FROM AD HOC COMMITTEES: Director Martinez reported that no meeting occurred in April due to illness. A meeting is scheduled for the following day. They are making progress.
- 13g. REPORT FROM INTER-AGENCY MEETINGS: No report.
14. FUTURE AGENDA ITEMS/BOARD COMMENTS: Director Makenzie reported that he continues to experience challenges meeting with railroad representatives regarding the Port Costa electrical pole fire. The railroad has forwarded information for Port Costa to file a claim.
- Resolution authorizing the District Engineer to sign Emergency Contracts up to \$50,000.
  - 1 Rolph Park Drive ah hoc committee.
  - Dog Park Insurance.
  - Annual Report on the use of recreation taxes (Gov't Code Sec. 50075.3)
12. ADJOURNMENT. The meeting was adjourned at 10:37 pm until May 22, 2024.

Respectfully submitted,  
Sonai Rivas, MBA  
District Secretary