

# CROCKETT COMMUNITY SERVICES DISTRICT (CCSD)

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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 THE REGULAR BOARD MEETING ON SEPTEMBER 25, 2024.

1. CALL TO ORDER - ROLL CALL: The meeting was called to order at 7:03 pm by Vice-President Martinez. VP Martinez passed the gavel to Barassi to run the meeting. Board Members present included Barassi, Martinez, and Peterson. President Spinner and Director MacKenzie were absent (excused). Staff Present included Interim General Manager/Administrative Services Manager (IGM/ASM) Goodman, Sanitary Department Manager (SDM) Barnhill, Acting Recreation Manager (ARM) Maria, and District Secretary (DS) Rivas. Crockett Sanitary (CVSAN) Chair Manzione was present.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Director Barassi requested that Consent Calendar items 5a and 5b be moved to after 8a.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: DS Rivas reported that a Crockett resident submitted an email expressing to donate an upright piano that her father inherited when he tore down the Crockett Club. The item has been in the family for decades but now wishes to donate and keep it in Crockett. Director Peterson said that the piano could be a prized item and suggested that Memorial Hall may serve as either a temporary or permanent site. CVSAN Chair Manzione suggested that the District establish a threshold value for donations in consideration of tax implications.  
  
Ms. Manzione pointed out that state regulations prohibit campaign signage on public rights-of-way and that public agencies can bill campaigners for the labor associated with removing such signage.
4. PUBLIC HEARING: None.
5. CONSENT CALENDAR: Items 5a and 5b were pulled for discussion after item 8a. Items 5c – 5e were approved. (Peterson 1<sup>st</sup>, Martinez 2<sup>nd</sup>, 3/0, 2 absent)
  - a. Approve minutes of the CCSD Board meeting on August 28, 2024. *Pulled for discussion.*
  - b. Receive minutes of commissions and committees. *Pulled for discussion.*
  - 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. ITEMS REMOVED FROM THE CONSENT CALENDAR: These items were discussed after item 8a.
  - a. Approve minutes of the CCSD Board meeting on August 28, 2024. Approved as amended. (Peterson 1<sup>st</sup>, Martinez 2<sup>nd</sup>, 3/0, 2 absent)
    - A correction was made to CVSAN minutes for August 28, 2024, item 12j. to Port Costa has reviewed and approved the contract. (CVSAN had not reviewed the NSU contract.)

- b. Receive minutes of commissions and committees. Approved as amended. (Martinez 1st, Peterson 2nd, 3/0, 2 absent)
- A clarification was made to note that Director Peterson “expressed his concern about the division of points in the [JUA] agreement and the possibility that the two parties may not resolve their difference in time for the October meeting”. It was determined that the minutes would not need to be reapproved by the CVSAN because the amendment was to provide clarity.

7. MANAGER REPORTS:

- a. RECREATION: ARM Maria continues to undergo on-the-job training. She reported that the ADA restroom upgrade is complete. The community center is completely booked on all Saturdays, and some Sundays and Fridays through August of 2025. With the great weather, she extended the pool hours and helped to pay pool expenses through creative fundraising. The pool usage was very well received by the public. Recreation continues to employ a high school student who performs a variety of tasks including janitorial, and park and pool maintenance. She is currently training a second student.
- b. DISTRICT SECRETARY: DS Rivas provided an update on the Caltrans Memorandum of Use (MOU). Staff and Directors Barassi and Peterson discussed over Zoom the District’s desire to continue the use and maintenance of the Bridgehead area. Caltrans recommended the Adopt-A-Highway (AAH) over a full MOU. An AAH program focuses on litter pickup, weed abatement, planning, and beautification whereas an MOU is an encroachment permit with more uses and substantial responsibilities.

Staff have not received a response from the authorized Dog Park Committee to the latest MOU revision prepared by Director Barassi. The insurance company has not responded with the Waiver of subrogation information for the dog park either.

The DS is reviewing the former general manager’s last draft of the records retention spreadsheet dated 2019 and is working on presenting an updated policy soon.

- c. ADMINISTRATIVE SERVICES MANAGER: ASM Goodman is utilizing CSDA’s free training for the general manager module when time permits and is also looking at the finance training module. She continues to work with recreation staff monthly and weekly with ARM Maria. Ms. Maria can now be reached via email at [recmanager@town.crockett.ca.us](mailto:recmanager@town.crockett.ca.us). Many ASM-related tasks (financial and human resources) are incrementally being assigned to the facilities manager (FM) as time permits.

All staff are either undergoing training and/or at capacity causing challenges with accommodating additional work. A series of unprecedented events, financial litigation, the distribution of duties left by the former district engineer, unfinished contractual work, and regulatory compliance reporting are causing response and turnaround times to be slower than normal. Ms. Goodman reported that there has been an increase in District chatter on social media and suggested that a town hall meeting to educate the public on truths warrants consideration. She continues to receive demands for monthly reporting but until the accounting is completely reconciled, any reporting could be incomplete. ARM Maria coordinated with pool users to help keep the pool longer through the Crockett Mile fundraiser. Funds raised helped to offset pool operating costs to keep the open an extra month. The effort was initiated through the regular lap swimmers; many of whom were able to get matching funds from their employers who have health initiatives as part of their benefit plans. The event brought people from Hercules, Rodeo, Port Costa, and Vallejo. Ms. Maria expects a better turnout next year with more time to promote the event. IGM Goodman informed the Board that more programs are on the horizon.

Different options were discussed on who should respond and what outlets to use for communications with the public to share correct information. The District Code stipulates that the Board President is the only person authorized to speak on behalf of the District.

The District received a notice of non-compliance from the Department of Industrial Relations (DIR) for 850 Pomona Street. The violations were minor and easily remedied. There are Master IPP binders located at the pool, pump station, and treatment plant. The District has complied and no fines were assessed.

- d. MAINTENANCE DEPARTMENT: As reported by IGM Goodman. The replacement of the front doors at 1 Rolph Park Drive (1RPD) is moving forward. Director MacKenzie has volunteered his time and will be reimbursed for any materials needed. His expertise as a firefighter has provided direction on appropriate hardware for safety compliance. Several other building-related factors have been grandfathered in. CVSAN Chair Manzione reported on his conversation with Assistant Fire Chief Crivell that ADA upgrades are not required if the occupancy use does not change. The building was formally a mortuary with an assembly focus. There are no plans to change the use.

She is in the process of getting quotes for roof repairs and dry rot. Staff safety and pending weather are the guiding forces for focusing on these areas. The payment allocations for all repairs will follow the loan allocation percentages. The District's recent network system upgrade includes new hardware, rewiring, merging of the L drive, and enhanced security protections. The District's IT contractor will be coordinating with the Crockett Community Foundation (CCF) to coordinate the audio-visual upgrades at the community meeting room. Director Barassi reminded Staff that these enhancements should also be considered for 1RPD.

The IGM forwarded a request to C&H to clear overgrown vegetation on Dowrelio.

- e. PORT COSTA SANITARY DEPARTMENT: Reported by SDM Barnhill. Post Costa is under a new NPDES permit and no longer needs to test for acute bio toxicity but the final test in the previous permit failed with 65% survival. The Water Board imposes a mandatory minimum penalty of \$3,000 for exceedances. Identifying the cause is like looking for a needle in a haystack. He has not received directions on the next steps. NSU has requested safety signage for all sites after a tour with their primary health and safety executive staff. They will take over the sampling and operations in October. CD & Power will be performing generator maintenance without load bank since this was performed in January as a result of the pole fire in December 2023. West County will remove the scum layer of chamber 1. A load bank is putting a load on the generator and forcing it to load work hard. A load bank, oil service, and overall health check are typically done in October as part of wet weather preparedness.
- f. CROCKETT SANITARY DEPARTMENT: SDM Barnhill is working with Telstar on project status updates and integrating NSU into the project. CD & Power is also performing a load bank on the Crockett system. Fire abatement has been performed in the EQ tank site and within the Crockett Pump Station yard, C&H has cleared the overgrown vegetation outside the Crockett Pump Station fence line. He began setting the 2024 CCTV plan. Some 2023 remains for review. This is a manual, time-consuming process and hope to be caught up by next year, time permitting. The wiring for influent pump #1 will be tested and hopefully back online. The IGM reported that pump five is original to the pump station is no longer efficient and needs repair that will cost \$30,000. In discussions with CVSAN, all agreed that a replacement is the best course of action. The replacement pump will take 13 weeks to deliver and up to two days to install. The delivery and installation would be around late December.

The Sewer Summit will be online this year. As members of CSRMA, the summit is free. He will be focusing his courses on operational and regulatory tracks. The added value of an in-person event is meeting other sanitary district personnel, discussing issues, and learning from each other. IGM Goodman will be attending the summit and focusing on management and regulatory learning.

Work with West County Wastewater has been significantly reduced. The ASM recently received approximately a year's worth of outstanding bills. She has not been able to establish how the bills were overlooked. Sanitary staff will continue to work with West County for vacuum work and emergencies.

The 3,000 length of the emergency force main at the EQ site and its location under water prohibits a 100% inspection of the line. The line is inspected via CCTV cameras at each end up to 500 feet. The visual inspection shows a clean line with no build-up. The camera is submerged underwater and up and back out of the water. Any substantial debris or fog build-up in the pipe would have prevented camera accessibility. A pressure test would require drying the pipe. The pipe being underwater makes this option extremely costly if not prohibitive.

The Alexander Park sewer repair project is complete, but the contractor has not completed repairs to damages incurred by the contractor on District property. Therefore, their bonds have not been released. The District will provide the contractor with a quote and the option to perform the work or reimburse the District for the repairs. The repair to the irrigation system is still pending.

- g. LIGHTING & LANDSCAPE COMMISSION: No report.
- h. GOVERNMENTAL MATTERS: IGM Goodman reported that she began attending virtual LAFCO (Local Area Formation Commission) meetings.
- i. ANNOUNCEMENTS AND DISCUSSION: IGM reported that the District will have a table at a first rummage/swap meet at the parking lot of 1 RPD. President Spinner will be in attendance and welcome the remaining Board members to attend.

## 8. ADMINISTRATION

- a. DISCUSS POLICY ON MEETING MINUTES REGARDING DOCUMENTING THE NAMES OF SPEAKERS: DS Rivas provided a short history of the structure of the minutes for the various public meetings from too detailed, backlash on social media of comments on social media, to eventually the anonymity of speakers. In his research, Director Barassi found that no state law requires the names of speakers at public meetings and also acknowledged that the District does not have a policy on how minutes are reported. Public agencies cannot prevent the public from speaking if they do not wish to have themselves identified. Some jurisdictions require speaker cards that serve multiple purposes including the ability for Staff to follow up with speakers. The lack of identifying speakers, especially those elected and/or appointed, can create vagueness in reporting.

The Police Liaison Committee (PLC) may be exempt from naming speakers due to the nature of the committee. The PLC was originally a County committee identified as P1. The District absorbed this committee as a forum to communicate with local law enforcement, but the District only funds the district secretary to take minutes for the benefit of the community at large. The County funds the deputy sheriff through Return to Source funds.

The members of the Board agreed that all Board members, commissioners, committee members, and staff be identified for the purpose of clarity, accountability, and transparency. Anyone who speaks in public comments should be identified unless they state they do not wish to be identified.

The purpose of the minutes is to provide a record of discussions and decisions. There is no formal policy on how minutes are reported. The DS will use her judgment on reporting minutes based on the above discussion.

- b. DISCUSS A TRAINING OPPORTUNITY FOR THE DISTRICT SECRETARY: The DS reported that the CSDA-sponsored Board Clerk/District Secretary conference in San Diego would have been of greater benefit when she first became employed and withdrew the request. She will continue her education through the CSDA website. Director Peterson suggested that training should be local. Director Martinez suggested a fund for the secretary's needs. Director Peterson reported that the Board President has the authority to approve/deny this request and does not require Board action.

9. BUDGET AND FINANCE

- a. DISCUSS FINANCIAL MATTERS RELATED TO THE DISTRICT: As reported by IGM Goodman. Maze & Associates is working on the early part of reconciliation for fiscal year 23/24. The reconciliation process is taking longer than anticipated. All deposits for Recreation have been entered. C&H's billing does not match what C&H has reported as their outstanding balance and have yet to provide updated invoices. Ms. Goodman continues to reach out to them with no luck and has requested the assistance of legal counsel. The ad valorem taxes have been appropriately distributed between Recreation and CVSAN as approved by the Board.

Cash account balances stand as follows: Recreation (3241) - \$160,278.55; Maintenance (3242) - \$35,738.38; PCSAN (3425) - \$140,645.37; CVSAN (3426) - \$972,677.23; Ad Valorem (3240) \$366,960.41

10. REPORTS FROM BOARD MEMBERS AND COMMITTEES: Ms. Manzione recommended that the reports from commissioners be moved earlier so that those reporting do not have to wait too long to report.

- a. PERSONNEL COMMITTEE REPORT: No report.
- b. BUDGET & FINANCE COMMITTEE: No report.
- c. POLICE LIAISON COMMITTEE: DS Rivas reported that recent sideshows off the freeway exit by the Dead Fish have been a frequent topic of discussion. The community is demanding that something be done. The issue falls within the jurisdiction of the CHP and extends beyond Crockett. Ms. Wais reported that several members of the public have suggested a traffic circle. While it may be feasible, the truck-turning requirements would need to be considered, and funding sources would need to be identified. Ms. Goodman reported that she has provided the resident deputy Sheriff with master keys at the EQ station. They have started patrolling the area as reported by a railroad representative to the IGM.
- d. CVSAN WASTEWATER COMMITTEE: CVSAN Chair Manzione announced that they will be losing Commissioner McDonald to the Board after December and are considering recommending the current alternate to a full-time role. He explained the complexity of the negotiating team and how it has changed to adjust to multiple staff changes. Acknowledgment was made to Directors Barassi and Peterson and President Spinner for their significant contribution in preparing the JUA agreement. CVSAN has reviewed the NSU contract. He reminded the Board that it is a singular contract with two separate departments and cautioned that Staff review billing carefully to ensure accuracy. The IGM reported that a new series of weekly meetings have begun with ASR (American Sugar Refining Inc.), State Lands Commission, and Staff to continue the JUA negotiations. The first meeting was mostly introductory, and the second meeting was canceled.

- e. MEMORIAL HALL ADVISORY COMMITTEE: Ms. Goodman and Director Peterson have met to discuss funding sources, available materials and project status. Due to staff shortages, a meeting has not been feasible.
  - f. INTER-AGENCY MEETINGS: Ms. Goodman reported that the ARM will be taking the former Recreation Manager's place on the CAP and Veteran's Walk of Honor. Ms. Maria will also begin attending John Swett Unified School District meetings in hopes of potential income-generating partnership opportunities. Ms. Goodman attended a CASA (California Association of Sanitary Agency) quarterly meeting. CASA is offering training through Myers Nave about freedom of speech. The training will help sanitary personnel address the public when they are in the field and the public begins recording them or asserting different kinds of First Amendment rights.
11. FUTURE AGENDA ITEMS/BOARD COMMENTS: Director Peterson presented a recently posted news article by the New York Times that highlights that pastures and other farmland were fertilized with toxic sewage as pushed by the government during a specific time. The article suggests that the practice has made farmland useless for raising crops. For the record, Mr. Peterson reported that C&H hauled sludge from the treatment plant to East County before his being hired by the District.
- 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: The meeting was adjourned at 9:52 pm until October 23, 2024.

Respectfully submitted,  
Sonai Rivas, MBA  
District Secretary