

# **Minutes from Commissions and Committees**

For CCSD Meeting 5/22/24

## **RECREATION COMMISSION**

- April 8

## **POLICE LIAISON COMMITTEE**

- April 9

## **BOARD PERSONNEL COMMITTEE**

- April 9

## **PORT COSTA SANITATION**

- April 10
- April 22 – Special Meeting

## **LIGHTING & LANDSCAPE COMMISSION**

- February 19
- March 19

## **CROCKETT SANITATION**

- None

## **MEMORIAL HALL ADVISORY COMMITTEE**

- None

# CROCKETT RECREATION COMMISSION

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, APRIL 8, 2024

1. CALL TO ORDER: The meeting was called to order at 6:00 pm by Chair Cusack.  
Present: Commissioners Airoidi, Cusack, Choquette, Quade, and Valentini.  
  
Staff present: District Secretary (DS) Rivas, Recreation Department Manager (RDM) Wilson, and Events Supervisor (ES) Morales.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Item 6 was moved to after Administrative item.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Minutes for March 4, 2024. (Valentini 1<sup>st</sup>, Choquette 2<sup>nd</sup>, 5/0)
5. RECREATION: None.
6. BUDGET AND FINANCE:
  - a. RECREATION TRANSMITTALS: received. No discussion.
  - b. BUDGET PROCESS FOR 2024: No report.
7. ADMINISTRATIVE:
  - a. ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported that the Board signed an agreement with Redwood Public Law. Mr. Richard Pio Roda will continue to represent the District as legal counsel. A letter of support for HR 7525 was approved and signed. This allows special districts to be officially recognized and apply for federal grants. ASM Goodman was authorized to seek government accounting services considering the audit's findings. Commissioner Valentini was reappointed to the Recreation Commission. Ms. Wais was reappointed to the Crockett Sanitary Commission
  - b. UPDATE ON PROP 68 BID (ALEXANDER PARK): RDM Wilson reported that the project is progressing. Construction has begun with demolition completed today. Plumbing is next and then the erection of walls.
  - c. CONSIDER REPRESENTATION FOR 1 ROLPH PARK DRIVE AD HOC COMMITTEE: DS Rivas reminded the Commission that the building was purchased just before Covid and turn it into a community asset. Some improvements were made but the Board decided to temporarily halt improvements since the public would not be able to use the building during Covid. The Board recognizes the need to

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

update the public on its progress. An ad hoc committee is being discussed and has asked for a recreation commissioner to participate. Once created, the ad hoc committee will meet and determine when they will meet. Commissioner Choquette volunteered. Ms. Quade expressed a strong maybe.

8. REPORTS FROM COMMISSIONERS: RDM Wilson reported that the large tree by the fence facing Pomona Street was trimmed. This will reduce the amount of ground cover upkeep. The floors of the auditorium were recently refinished, and they look amazing. The swim team began using the pool today. The annual Walk of Honor is scheduled for May 18<sup>th</sup>. Half a million dollars have been raised over 15 years of which Crockett has received half of the funds.

Mr. Wilson presented a comparison of pool rates for surrounding communities. He expressed that attendance tends to drop when rates are increased. Crockett has not recovered from the previous rate increase and recommends no increase for the upcoming fiscal year. He reported that El Cerrito, Martinez, and Albany do not offer season passes. El Cerrito and Albany offer 15-use punch cards with only \$2 savings. El Cerrito has a no-entry policy for non-residents unless they purchase a pass.

The pool schedule has been cut back to pre-pandemic hours by 1 hour which saves \$300 per week.

9. FUTURE AGENDA ITEMS:
  - a. Website update.
  - b. 1 Rolph Park Drive Mortgage – DS Rivas reported that the recreation department has paid approximately \$4,000 towards the loan for the current fiscal year. She will bring a copy of the original memo describing the acquisition and loan payment splits between the commissions.
10. COMMISSIONER COMMENTS: None.
11. ADJOURNMENT: The meeting was adjourned at 6:25 PM until May 6, 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, APRIL 9, 2024

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by Chair Currington. Present were Committee members Currington, Ritchey, and Wais. Pennisi was absent. Staff present included District Secretary (DS) Rivas and Event Supervisor (ES) Morales. Lighting and Landscape Commissioner (L&L) Pannell was present.

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: Deputies Weingarten and Raatz were present and reported that Deputy Sheppard had been promoted to Sergeant and would no longer attend the PLC meetings. Deputy Weingarten reported that he currently works the Rodeo beat and is interested in Crockett. Applications are due on the 19<sup>th</sup> of April.

He reported 306 calls in March; the majority were parking complaints, assists, security checks, and general follow-up calls. There were no major crimes and some false alarms. There was one public intoxication at Club Tac. A three-month comparison of select crimes (assaults, robbery, vandalism): 1 in March, 7 in February, and 8 in January. There were 17 reports, of which five were vehicle tows. The total number of calls for 2023 was 33, a very good number.

Regarding illegal dumping. Officers are now offered overtime hours for illegal dumping enforcement. Volunteers may clean dumping sites but suggested they contact the sheriff's office first so they can investigate and look for clues to identify the dumper. The public generally uses the Mobile Citizen app to report illegal dumping. Ms. Pannell asked about the blighted sidewalk at Second Street and Wanda Street. The issue has not made any progress. The issue has been brought up with the County's public works and code enforcement departments. Deputy Weingarten will inquire. Ms. Rivas reminded attendees that Deputy Sheppard had reported that the sheriff's civil unit is called when a property is being abated. Contacting the District Supervisor was also strongly suggested to address it as a safety issue.

To report **illegal dumping**, call the **non-emergency number (925) 646-2441** and provide as much information as possible, especially a license plate if the dumping was witnessed.

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

4.c NEIGHBORHOOD WATCH: None.

5.a ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported that Richard Pio Roda has been our attorney for the C&H Joint Use Agreement negotiations. He left Meyers Nave with several other partners and associated and started Redwood Public Law. The Board signed a contract with Redwood Public Law for legal counsel. The Board joined a coalition with the CSDA

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Members: Raina Currington (Chair), Mary Wais, Michael Pennisi, Bob Ritchey (VC)

(California Special Districts Association) by signing a letter in support of H.R.7525, the Special District Grant Accessibility Act. This will define special districts and allow them to apply for federal grants. The District has experienced financial mismanagement for several years. The board approved Staff to seek a government accounting firm to update accounting records. The annual financial audits for 2022 and 2023 cannot be completed until financial records are updated. Mr. Valentini was reappointed to the Recreation Commission and Ms. Wais was reappointed to the Crocket Sanitary Commission.

The 1 Rolph Park Drive building was purchased three years ago for the benefit of the community but remains closed to the general public. Repairs and maintenance were halted during COVID-19 because public gathering was prohibited. The Board is considering an ad hoc committee to reignite the renovation and use of the building.

5.b UPDATE ON LICENSE PLATE READERS (LPRS): Chair Currington reported that Phillips 66 (P66) has agreed to fund \$15,000 towards the total cost of \$27,250 with conditions. Peter O'Malley of C&H offered to help but did not provide a specific amount. Mr. Pennisi has reached out to the Sheriff's Office but has not heard back. The information on the LPR project was forwarded to the Crockett Community Foundation but it appears the submission was too late. There is another round of funding in the fall. It was suggested to prepare the application now so PLC is ready to submit it in the fall. Flock is the LPR vendor and has the market captured. The Flock program is comprehensive, expensive, and heavily integrated into the Sheriff's tracking system.

5.c UPDATE ON SERVICE GIFTS FOR THE PREVIOUS COMMITTEE MEMBERS: The service gifts have been ordered and are expected to arrive the next day.

5.d DISCUSS AND SELECT A DATE TO PRESENT SERVICE GIFTS: Ms. Rivas and Ms. Wais will work on coordinating for the following meeting.

5.e RECEIVE THE RESIGNATION OF RAINA CURRINGTON: Chair Currington officially announced her resignation. She has moved three hours away and can no longer participate. She is moving to a place smaller than Crockett and will be living off the grid. She is excited about her new adventure.

5.f SELECT CHAIR: The item was carried to the next meeting.

6. REPORTS FROM COMMITTEE MEMBERS: A brief discussion was had regarding filling vacancies. Mr. Ritcher suggested seeking out business owners. Ms. Pannell suggested posting on social media. The District does not have a Facebook account at this time. A member of the public expressed an interest. She currently lives in Rodeo but owns a home in Crockett. The residency requirements prohibit her participation on the committee but she may attend meetings.

7.a CONSENT CALENDAR: Minutes for March 12th were approved. (Wais 1<sup>st</sup>, Ritchey 2<sup>nd</sup>, 3/0).

8. FUTURE AGENDA ITEMS:

9. ADJOURNMENT: The meeting was adjourned at 7:42 PM until May 14, 2024.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary

# Board Personnel Committee

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## MINUTES OF REGULAR MEETING, APRIL 9, 2024

1. CALL TO ORDER: The meeting was called to order at 4:05 pm by Chair Cusack. Present were Commissioners Cusack, Martinez, Wais, and Wilson. Board President Spinner was absent (excused). Staff present included District Secretary (DS) Rivas and Administrative Services Manager (ASM) Goodman.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Minutes for February 13, 2024, were approved with minor edits. (Martinez 1<sup>st</sup>, Wilson 2<sup>nd</sup>, 4/0, 1 absent).
5. ADMINISTRATION:
  - a. REPORT ON ACTIONS BY THE BOARD: The Board signed a new contract with Redwood Public Law where Richard Pio Roda will continue to serve as legal counsel for the District. All historical documents are being transferred to the new firm. There are no restrictions on the District continuing to utilize Meyers Nave for legal matters.

The Board signed a letter in coalition with CSDA (California Special District Association) to support House Bill H.R. 7525 – Special District Grant Accessibility Act. H.R. 7525 recognizes special districts as public entities and can apply for federal funding. The recent audit was deemed incomplete because of significant gaps in the District's QuickBooks records. The Board approved hiring a government accounting firm to help bring financial records up to date. RDM Wilson questioned why the audit report has not been made available to the public. Ms. Martinez explained that the audit is still in draft form and therefore not publishable. Once corrective action steps are added to the report, a final report will be produced and made available to the public. Mr. Wilson expressed his frustration with the financial mismanagement of the previous years. Recreation Facilities Manager Witschi previously managed all of the recreation accounting and was denied access. He expressed that It was not fair that Recreation should have to pay for substandard work. It was recommended that he present this concern to the Board.

The Board reappointed Mr. Valentini to the Recreation Commission and Ms. Wais to the Crockett Sanitary Commission (CVSAN).

- b. DISCUSS SB 553 WORKPLACE VIOLENCE PREVENTION PLAN: ASM Goodman presented a draft Workplace Violence Prevention Plan (WVPP) for General Industry (Non-Healthcare). The template was prepared by Cal OSHA and downloaded from the CSDA website. Ms. Goodman updated the information to reflect CCSD and noted that an incident report form is included at the end of the document. She recommended Staff prepare a laminated list of emergency contacts to post in public areas. All agreed that a secondary list should be provided for Staff at 1 Rolph Park Drive. Ms. Martinez reminded the committee that all staff will need to be trained and sign a completion acknowledgment that is filed in their personnel folder. In addition, an Injury Illness Prevention Program (IPP) and Sexual Harassment training are needed. Mr. Wilson has had to confront pool customers on harassment issues.

Management must complete a report for every incident. For privacy purposes, a log is public with basic information and the form contains details and is confidential. The plan includes a recommended follow-up process. A WVPP plan is required to be in place by July 1<sup>st</sup>. Due to the timing of hiring summer staff, Recreation will adjust training as best possible to address the requirements of the WVPP. Ms. Wais expressed her concern about the number of monthly meetings that the document suggests. The number of meetings can be flexible and should be differentiated from manager and staff meetings. The purpose is to inform everyone of any incidents and remind staff of policies.

As required training, the Recreation Department will now pay for CPR and AED training. Classes are open to the public. Recreation has an evacuation plan, but the Sanitary office building does not. Ms. Goodman will make minor edits to the WVPP document and forward it to the Ad Hoc Committee.

6. REPORTS/COMMENTS FROM COMMITTEE MEMBERS: Ms. Goodman is meeting with the attorney and expects to bring a matter before the Personnel Committee.
7. FUTURE AGENDA ITEMS: DS Rivas reported that the following items were pulled from the discussion at an earlier meeting that warranted listing and many of the topics have been discussed at Staff meetings.
- a. List of mandatory training for non-employees/Board and Commissioners.
  - b. Personnel record policy.
  - c. Key policy for personnel records.
  - d. Update list of agencies/vendors/etc. to reflect access of current staff. Ms. Goodman is currently working with the district engineer to create a list and associated passwords.
  - e. Cost of Living Adjustment (COLA) – goes into effect May 1<sup>st</sup> and is applied to all.
  - f. Air Quality and the economic impacts on the pool and recreational uses.
8. ADJOURNMENT: The meeting was adjourned at 5:03 PM until May 14, 2024.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary

# PORT COSTA SANITARY COMMISSION

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## MINUTES OF REGULAR MEETING, APRIL 10, 2024

1. CALL TO ORDER: The meeting was called to order at 6:03 PM by Chair Surges. Present were Commissioners Klaiber, List, Surges, and alternate Martini. Commissioner Scheer arrived at 6:20. Commissioner Cusack was absent. Staff present included District Engineer Murdock, Sanitary Department Manager (SDM) Barnhill, and Administrative Services Manager (ASM) Goodman.
2. CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
- 4.a CONSENT CALENDAR: Minutes of March 13, 2024, were approved with minor edits. (Klaiber 1<sup>st</sup>, List 2<sup>nd</sup>, 4/0, 2 absent)
5. SEATING OF NEW MEMBER WILLIAM LEE VANCE: The item was a carryover from the previous meeting.
- 6a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: ASM Goodman reported on behalf of DS Rivas. Two commissioner appointments were approved. The Board signed a letter of support for Hour Bill H.R. 7525 which officially recognizes special districts and allows them to apply for federal funds. A yellow book audit was presented to the Board, which is a preliminary audit that requires two CPAs to sign the findings. The 2022 audit is incomplete because a significant amount of information is missing. She further explained that income has not been inputted since August of 2022. The Board approved the ASM to contract with a government accounting firm to help in updating accounting records to current. Our attorney Richard Pio Roda left Meyers Nave with several other attorneys to form a new minority legal firm, Redwood Public Law. The Board signed a contract with Redwood Public Law for legal services. The split was amicable, and the District will continue to be able to utilize both agencies. A resolution was passed, nominating Director Mackenzie to be considered for the open Board seat on LAFCO.
- 6b. SELF-MONITORING REPORT: SDM Barnhill reported that there were no permit exceedances during February and no spills in March.
- 6c. CONSIDER REPRESENTATION FOR 1 ROLPH PARK DRIVE AD HOC COMMITTEE: ASM Goodman reported that the Board has discussed possibly creating an ad hoc to address the future of 1 Rolph Park Drive (current District office). Director Mackenzie, CVSAN Chair Manzione, and Recreation Commissioner Choquette have volunteered to serve on the committee. She expressed that since PCSAN pays a portion of the loan for the building, they should be represented in the discussions. The purpose of the ad hoc is to identify a scope of work and create a plan for the ultimate use of the building. The dates, time or frequency of the meetings will be determined by the committee at its first meeting. Staff will coordinate the first meeting. Ms. Goodman described 1 Rolph Park Drive as a two-story building that was previously a mortuary and contains a chapel. The upstairs space was previously designed



as a three-bedroom apartment and currently serves as sanitary staff office space. There is a significant amount of space on the first floor. The commissioners were invited to visit the building. Commissioner Martini expressed his interest in participating in the ad hoc committee.

6d. UPDATE ON RECOMMENDED SEWER USE CHARGES: Mr. Barnhill presented the Sewer Use Study Report. The report is in draft form and pointed out that green highlights are to be determined pending solidifying financials. As the audit resulted in an incomplete report, Staff has to work backwards to input figures. Items with an Asterix note that expenses cannot be projected until the financial forensic accounting can be completed. Short of these highlighted items, the report is structurally sound. The final calculations are preliminary.

Mr. Barnhill reported that highlighted items in the report include the costs for sewage treatment (page 6 on the report- projected 24/25 expenses) will likely almost double and noted the cost could increase from \$4,600 to approximately \$8,000 per month. This will serve as a placeholder until actual costs are received. Valley Operators perform this service three times a week. He is in discussions with a possible replacement.

Ms. Goodman explained that the accuracy of the carryover cash cannot be confirmed. In addition, she is hesitant to include reserve funds because the accuracy of the amount is also unclear. In summary, Staff is not confident in income or carry-over values but is very confident with future expenses.

Mr. Barnhill explained the complex calculation used to determine the SUC. The current rate is \$2,345. The proposed increase is \$114. Should PCSAN not approve a rate increase, the restaurants will still incur increases which could range from \$4,000 - \$9,000 in additional charges.

Staff clarified that an ADU (additional dwelling unit) does not count if it does not meet certain criteria. Staff have not conducted an assessment of possible non-compliant ADUs in Port Costa, as it is not something the district is legally able to do. Inspections occur only if an owner of a parcel requests an inspection or if they fall under Ordinance 07-1 Transfer of Ownership. A question was asked about units that pay for two laterals but should only be charged for one. DE Murdock explained that the homeowner can request a consideration for a refund and explained the process including a public hearing before the District Board. Mr. Barnhill explained Ordinance 07-01 which is a transfer of ownership of a property. This ordinance restricts when the District can inspect a property. Chair Surges requested an inspection of his property as he stated he has been charged for 2 units instead of 1 and believes he may be entitled to a refund.

6e. DISCUSS CHEMICAL PUMP REPLACEMENT: Staff has found a new Watson Marlow peristaltic pump at a cost of \$8,545 not including tax and shipping through the company Misko. Short of seeking one through the used market, there is no competition in the market to negotiate a better price. The used market is not recommended. A different company quoted \$27k - \$29k. Mr. Barnhill noted that the cost does not include installation. The District uses Telstar for meter calibration and troubleshooting latter logic and will likely be the company to perform the installation and calibration of the new pumps. The item was discussed in a previous meeting where it was approved to move forward with the purchase.

6f. REVIEW "HINTS FOR HEALTHY SEWER" FLYER: Commissioner Martini suggested images to supplement the text. Staff reminded everyone that the annual Prop 218 mailing includes a newsletter that covers much of the same information. The mention of medication was applauded. Commissioner Klaiber suggested that landlords add this flyer to their lease agreements. Facial tissue should be added to the list of non-flushable items.

7a. BUDGET AND FINANCE / WARRANT TRANSMITTALS AND BUDGET UPDATE: ASM

Goodman reminded commissioners that check runs are typically run a minimum of twice a month. Commissioner Surges suggested that staff request a refund for the emergency phone that was not working for six weeks from before Christmas through February. SDM Barhill explained that the emergency phone service was changed to cellular service in 2017. Copper theft has occurred on six separate occasions. The suspected vehicles used were described as an older forest-green Ford Ranger and a blue van.

7b. UPDATE ON 2024 BUDGET PROCESS: ASM Goodman change the Budget Update item to District Finances. Due to the financial state of the District, she is working on a roll-up budget which includes big items such as capital improvements. The current fiscal year budget did not account for additional staff. She will need to adjust for this and approve a new budget before approving a new budget for FY 24/25. Challenges faced with the budget process include the focus on the audit, the SUC, the lack of income input for two years, and the lack of reconciliation of the District's accounting. The County is no longer producing the monthly statements but Staff has been informed that the County is working on a workaround. A timeframe has not been determined.

Commissioner Scheer expressed her hesitation with approving a rate increase if the District is not aware of current funds. A discussion was had on the upcoming known expenses, the existing aging sewer system, and a limited reserve balance. The accounting firm will be able to reconcile the financials, but the time of completion is unsure. Port Costa will incur some of the reconciliation costs that have not been accounted for in the proposed increase.

8. WASTEWATER: None.

9a. REPORT OF DEPARTMENT MANAGER: Mr. Barnhill has received the draft NPDES permit for review from the state. He has only two days to review 107 pages of data, limitations on the chemical and output of TSS, and more data. On a positive note, the State has removed the acute toxicity and oil and grease testing requirement. PCSAN has paid fees ranging from \$6,000 - \$9,000 in the past. The State has added pesticide testing (DDE, DDD, and Dieldrin). The costs for this testing are significantly lower than testing for acute toxicity.

9b. GOVERNMENTAL MATTERS: None.

9c. ANNOUNCEMENTS AND DISCUSSION: None.

10. REPORTS/COMMENTS FROM COMMISSIONERS: Ms. Goodman reported that Board President Spinner approved depositing the check for the electrical pole file since the meeting with the railroad keeps getting pushed out.

11. FUTURE AGENDA ITEMS:

- Hints for a Healthy Sewer review
- Percentage of completed CCTV cleaning.
- Bull Valley Agricultural Center & Port Costa School – scope and costs.
- Acquire a backup effluent pump with the capacity to maintain flow to filter beds.
- Acquire two replacement peristaltic pumps for chemical dosing. This item was removed.
- Research funding and grant opportunities.
- Report on State Collection System Audit.

12. ADJOURNMENT: The meeting was adjourned at 7:25 PM until April 10, 2024, at 6 pm.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary

# PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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## MINUTES OF SPECIAL MEETING, APRIL 22, 2024

1. CALL TO ORDER: The meeting was called to order at 6:05 PM by Chair Surges. Present were Commissioners Cusack, Klaiber, List, Scheer, and Surges. Staff present included Sanitary Department Manager (SDM) 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.

4. RECEIVE PORT COSTA SEWER USE CHARGE (SUC) STUDY FOR FY 2024/2025, CONSIDER RECOMMENDATION FOR SUC INCREASE, AND APPROVE THE LANGUAGE OF THE NOTICE OF PROPOSED INCREASE IN SUCS AS REQUIRED BY PROP 218: The purpose of the SUC is to fund the anticipated sanitary needs of Port Costa. SDM Barnhill presented the findings and recommendations for the Sewer Use Charge for Fiscal Year 2024/2025. Total expected expenditures for FY 2024/25 totals \$527,515. This represents an increase of 21% from the previous year. A deficit has been identified for \$322,878. The number of qualifying units (both residential and commercial) remains the same as the previous year; 130.47 units. There are no additional units planned for development and therefore revenue will remain stagnant.

To adjust for anticipated costs, Staff recommends the SUC to be increased to \$2,475 per qualifying unit.

$$\frac{\text{Operating Deficit } (\$322,878)}{\text{No. of Discharge Units } (130.47)} = \$2,475/\text{unit}$$

A few entries were identified as carry-over from the previous year in the report. Revenues have not been entered for approximately 2 years. Staff are reluctant to adjust certain numbers due to the District’s current audit findings and opted to be responsible based on the needs of the sanitation system. The District is hiring a government accounting firm to assist with reconciling the financial entries to provide better forecasting, but the reconciling process will not be completed before the Prop 218 mailing deadline of May 1<sup>st</sup>.

In addition to the overall increase in material costs, Mr. Barnhill reminded the commissioners that Valley Operators is retiring in October, a year earlier than expected. He has been researching other operators and advised that the costs for a replacement operator will increase significantly. Port Costa has benefitted from Valley Operators’ services. He also advised that two pumps need to be replaced. While ideally both pumps should be replaced concurrently. Mr. Barnhill is very conscientious of PCSAN’s limited budget and does the best he can to seek reliable quality operators with reasonable pricing.

The rate stabilization fund was discussed as a possible alternative to an SUC increase. Ms. Goodman is not confident that this reserve fund is correct and if it has been allocated.

A long discussion was had on whether to approve the proposed increase in sewer charge increases and focused on hiring a new operator and preventative maintenance. Staff pointed out that a potential consequence of no increase for the second year in a row could result in a significantly higher rate the following fiscal year should Port Costa's sanitary system fail in some capacity in the next fiscal year.

Due to the lack of reconciled accounting records, a motion was made to decline an increase for FY 2024-25. (Cusack 1<sup>st</sup>, List 2<sup>nd</sup>, 4/0, 1 opposed)

5. REPORTS/COMMENTS FROM COMMISSIONERS: Commissioner Scheer questioned why the SUC public hearings are not held in Port Costa.

6. FUTURE AGENDA ITEMS: No discussion.

7. ADJOURNMENT: The meeting was adjourned at 7:20 PM until May 8, 2024, at 6 pm.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary

# LIGHTING & LANDSCAPE COMMISSION (L&L)

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of the Crockett Community Services District

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## MINUTES OF LIGHTING AND LANDSCAPING COMMISSION MEETING DECEMBER 19, 2023

- 1 CALL TO ORDER: The meeting was called to order at 7:04 PM by Chair Pannell. Present were commissioners Garbis, Mitzel, and Pannell; Castro-Silva was absent. Staff present included Interim General Manager (IGM)/District Secretary (DS) Sonia Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Event Supervisor (ES) Morales. District Board Director Kent Peterson was also present.
- 2 CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
- 3 PUBLIC COMMENTS ON NON-AGENDA ITEMS: Ms. Morales inquired about storm drain cleanup. DE Murdock reported that the County maintains the drains. Chair Pannell reported that East Bay MUD (Municipal Utilities District) was in her neighborhood clearing leaves from storm drains.
- 4 CONSENT CALENDAR: Minutes for October 17, 2023, were approved. (Mitzel 1<sup>st</sup>, Garbis 2<sup>nd</sup>; 3/0, 1 absent)
- 5a PUBLICITY STRATEGY FOR COMMUNITY BEAUTIFICATION ACTIVITIES: DS Rivas had previously suggested that the website become the official page for L&L as the authority of information. Chair Pannell expressed that there is nothing to report at this time. She offered to prepare an article for the Crockett Signal but recognized that other channels should be considered. Commissioner Garbis suggested a sign be posted in areas of improvement publicizing that work is being funded by Measure L and printed orange safety vests for those working in the designated areas.  
  
Director Peterson reported that the L&L Commission is required to publish an end-of-year report to notify the community on how the commission used Measure L funds throughout the year just like the Recreation Commission does. Instead of a report for 2023, he suggested that Ms. Pannell's article report that funds have not been received and report on the plans for the year. The report can be prepared by either commissioners or staff. The article should direct readers to the website for additional information.
- 5b DISCUSS HIRING A MAINTENANCE PERSON: Chair Pannell reported that several local individuals have expressed an interest in a maintenance role. She reported that former commissioner Castro-Silva is no longer cleaning the Plaza but that it continues to look relatively clean. Mr. Peterson suggested a local hire preference and suggested that the opportunity be posted in the Signal publication.  
  
Mr. Murdock recommended that a contractor be selected to do the initial cleanup followed up by a less expensive, hourly maintenance person who could be a student. He differentiated between tasks and cautioned that anyone using machinery should be over 18 years of age and will require workers' compensation insurance. Workers' compensation is estimated to be approximately \$27 per hour and is less expensive for contractors as they can acquire more work and spread the costs per project. Chair Pannell would like to hire a regular maintenance person for raking, pruning, and weeding. DE Murdock will research rates for non-machinery workers' compensation pricing.

A discussion was had regarding the Crockett Improvement Association's (CIA) continued volunteering efforts. Mr. Peterson responded that the CIA could continue those efforts so long as there were volunteers and work parties. He reminded the commissioners that per the Memorandum of Understanding (MOU) between the District and the CIA, the District does not need to get involved with the cleaning and maintaining of the Plaza and recommended that L&L may want to reevaluate the MOU. Chair Pannell would like the District to take over but agreed to revisit the MOU.

There was a discussion about liability when volunteers are involved. This issue needs to be further discussed depending on changes that may be made to the MOU. Another topic of discussion was the importance of looking at current District staffing utilization before considering outside hires.

Mr. Peterson led a discussion on how the Measure L tax amount of \$50 per parcel cost was created. A discussion followed on the importance of keeping costs down to maximize revenue.

Commissioner Mitzel motioned to authorize DE Murdock to hire a contractor when funds become available. As the person hiring the maintenance person, Mr. Murdock recommended beginning with cleaning Pomona Street due to its high visibility followed by the perimeter of the bridgehead. (Mitzel 1<sup>st</sup>, Garbis 2<sup>nd</sup>, 3/0)

5c CREATE FAQs: DS Rivas reported that work has not begun for the FAQs but initial questions will answer questions such as what Measure L is and its purpose, projects that are being considered, priorities, who the commissioners are, etc. Commissioner Garbis would like additional information on who to contact for general maintenance questions and a map of L&L-focused areas. Mr. Peterson added that a list of contacts should be added for issues outside of the purview of L&L such as the water department and county services such as public works and maintenance.

6 REPORTS FROM STAFF: None.

7 COMMENTS FROM COMMISSIONERS: None.

8 FUTURE AGENDA ITEMS:

- Discuss maintenance for Quarter 1 and Quarter 2.
- Budget and expenditures
- FAQs
- Website page

9 ADJOURNMENT: The meeting was adjourned at 7:57 PM to January 16, 2024.

Respectfully submitted,  
Sonia Rivas, MBA

# LIGHTING & LANDSCAPE COMMISSION (L&L)

of the Crockett Community Services District

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## MINUTES FOR LIGHTING AND LANDSCAPING COMMISSION MEETING MARCH 19, 2024.

- 1 CALL TO ORDER: The meeting was called to order at 7:01 PM by Chair Pannell. Present were commissioners Garbis, Mitzel, and Pannell; Castro-Silva was absent. Staff present included Interim General Manager (IGM)/District Secretary (DS) Sonia Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Event Supervisor (ES) Morales. District Board Director Kent Peterson was also present.
- 2 CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: DS Rivas requested to move item 4 before Item 3.
- 3 PUBLIC COMMENTS ON NON-AGENDA ITEMS: Crockett Chamber President Norma Black reported that the Chamber had received a grant for decorative flower baskets to be hung from the streetlights on Pomona Avenue. She asked for permission to install and maintain. Several questions were unanswered regarding the size of the baskets, the weight capabilities of the light poles, and insurance requirements. The desired installation date is June. Ms. Black offered to return with more information.  
  
DS Rivas passed out the Statement of Economic Interest Form 700 for the commissioners to sign. The Form 700 provides transparency and ensures accountability in two ways: It provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their personal finances.
- 4 SEATING OF NEW MEMBER: Julie Fisk was welcomed and seated.
- 5 CONSENT CALENDAR: Minutes for February 20, 2024, were approved. (Garbis 1<sup>st</sup>, Pennell 2<sup>nd</sup>, 3/0, 1 absent)
- 6a PLAZA MAINTENANCE: DE Murdock reported that he has received approval to have recreation employee Ms. Morales help with general maintenance of the Downtown Plaza for one hour, three times a week. She has already begun cleaning with immediate great results. Mr. Murdock has pressure washed as well. Chair Pannell recommended purchasing tools with a budget of \$200. Commissioner Garbis would like to purchase some apparel for the maintenance crew to wear while performing tasks.  
  
ACTION: Purchase tools to perform maintenance needs. To be stored at the District offices.  
  
ACTION: Ms. Goodman to request a quote for Hi-Viz apparel with Measure L language.
- 6b BRIDGEHEAD DISCUSSION/UPDATES: DE Murdock reported that he and Chair Pannell met with Crockett resident Ken Shaw, an independent contractor who works with CVSAN Commissioner Trask and owns large equipment to mow around the Bridgehead's uneven terrain. His rate is \$750 per 8-hour shifts. Mr. Murdock suggested three times a year: within a week, mid-summer, and for the September fire season. He has a business license and liability insurance. Board Director Peterson reported that Mr. Trask has acquired a new mower and was planning to mow around the Bridgehead on his own. Mr. Trask is unaware that the Board declined to sign the Caltrans agreement that allows the District to maintain the property. Mr. Peterson cautioned against losing control by having multiple people/agencies perform work without the Commission's knowledge. Commissioner Mitzel argued for

setting a precedent. While volunteers are assets to the community, Measure L provides the opportunity to professionalize the more technical problems with expert solutions. This will protect delicate flora and fauna.

Chair Pannell reminded everyone that the next Crockett Improvement Association (CIA) -sponsored town cleanup is Saturday, April 20.

ACTION: Move forward with Ken Shaw to mow when the weather allows.

6c FINANCIAL REPORT ON EXPENDITURES AND AVAILABLE FUNDS: The item was carried to the next meeting.

7 BUDGET AND FINANCE: ASM Goodman explained that Staff time has not yet been considered in the L&L budget. The District operates on a fiscal year model and the L&L funds are received in the middle of the fiscal year. The Commission is spending funds without a budget in place. She will be working with the L&L budget and finance representatives to establish goals and priorities for the 2024-25 fiscal year. Whatever is not used in the current fiscal year will roll over to the next cycle. The discussion on the mowing services helps identify actual costs that will guide the budget process. Ms. Goodman has already begun laying the groundwork for the L&L budget. Moving forward, transmittals of expenditures will be included in the agenda packet for review.

Commissioner Mitzel inquired about the quality of work recently performed by Villa Landscaping. While there were no photos, Ms. Goodman reported that Facebook posts have stopped since the work was completed, where she had previously read many complaints about that section on Pomona Street. DS Rivas reminded everyone that due to the nature of the commission, before and after photos are important. Since this is a behavior change, she recommended taking after photos now and then more photos when the time comes to clear the area(s) again as before photos.

8. REPORTS FROM STAFF: Mr. Murdock reported that he pressure-washed the Plaza with a gas-powered pressure washer. The washer performed well, but he received several complaints about the noise levels. A discussion was had about possibly purchasing an electric machine. Mr. Peterson reported that the CIS owns a very powerful gas-powered pressure washer and suggested using existing equipment before spending funds. Ms. Goodman offered to loan her electric power washer to the cause.

9 COMMENTS FROM COMMISSIONERS: Commissioner Garbis presented a list of FAQ questions that should be listed on the website. A web form should be created for the public to submit service requests and the form should limit the areas of service to those that the L&L oversees. Mr. Peterson reported that the Caltrans agreement is outside of the capacity and means of the District and the Board refused to sign it. Mr. Murdock was tasked with following up with Caltrans,

10 FUTURE AGENDA ITEMS:

- December Minutes
- Decorative baskets
- FAQs
- Maintenance plan
- Maintenance person
- Select representatives for the Budget and Finance Committee
- Review of MOU between CCSD and CIA after CIA has provided input.

11 ADJOURNMENT: The meeting was adjourned at 8:17 PM to April 16, 2024.

Respectfully submitted,  
Sonia Rivas, MBA