

Crockett Community Services District

Regular Business Meeting AGENDA FOR WEDNESDAY, JUNE 26, 2024

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

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:
(Public comments are limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)
5. RECOGNIZATION OF RECREATION DEPARTMENT MANAGER:
6. 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 April 24, 2024.
 - b. Approve Minutes of the CCSD Board meeting on May 22, 2024.
 - c. Receive minutes of commissions and committees.
 - d. Approve payment of District Bills.
 - e. Receive Community Newsletter – June 2024.
 - f. Receive CSDA Magazine.
7. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR:
8. 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
9. ADMINISTRATIVE:
- a. Consider Resolution 23/24-29 COLA (Cost-of-living-adjustment) for FY 24/25.
 - b. Approve Resolution 23/24-30 – Annual Lighting and Landscape Special Tax for FY 23/24.
 - c. Approve Resolution 23/24-31 Update District Secretary from part-time to full-time status.
 - d. Consider Resolution No. 23/24-32 Ordering Even-Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order.
 - e. Review 2012 C&H Settlement Agreement.
 - f. Consider Dog Park insurance.
 - g. Consider reducing the number of seats on the Crockett Police Liaison Committee from seven to five.
10. BUDGET AND FINANCE:
- a. Discuss financial matters related to the District.
 - b. Consider report on Budget for FY 2024/25.
11. 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, and Wilson
 - b. Budget & Finance Committee: Mackenzie and Barassi
 - c. Police Liaison Committee: Currington (chair), Wais, Pennisi, and Ritchey
 - d. CVSAN Wastewater Committee: Members Bartlebaugh and Manzione (chair)
 - e. Memorial Hall Advisory Committee: Members Peterson and Wilson (chair)
 - f. Ad Hoc committees
 - Personnel/District Code: Members Brosnan, Cusack, Martinez (chair), Peterson, and Wais.
 - g. Inter-agency meetings
12. FUTURE AGENDA ITEMS/BOARD COMMENTS
- a. 1 Rolph Park Drive ad hoc committee.
 - b. Police Liaison Committee seat reduction.
13. ADJOURNMENT: until July 24, 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

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

CROCKETT COMMUNITY SERVICES DISTRICT

For Review

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MINUTES OF REGULAR BOARD MEETING: MARCH 27, 2024

1. CALL TO ORDER - ROLL CALL: The meeting was called to order at 7:15 pm by Vice President Martinez. Present were Board Members, Barassi, Mackenzie, and Peterson; Martinez was absent (excused). Staff present included: District Engineer (DE) Murdock, Administrative Services Manager (ASM) Goodman, Sanitary Department Manager (SDM) James Barnhill, and Recreation Department Manager (RDM) Wilson. CVSAN Commissioners Manzione and Wais were also present.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Items 6c and 6d were pulled for discussion before the Consent Calendar.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. PUBLIC HEARING: None.

ITEMS PULLED OUT OF ORDER:

- 6c APPROVE AND SIGN A CONTRACT WITH RICHARD PIO RODA OF REDWOOD PUBLIC LAW: Attorney Richard Pio Roda introduced himself and the newly formed Redwood Public Law. They focus on California, special districts, counties, and cities. The firm's rates will remain as they have been under Meyers Nave. Vivian Hausen will remain with Meyers Nave and will continue to be a resource to the District. Mr. Pio Roda assured the Board that all files would be transferred to the new firm. Motion to approve and sign a contract with Redwood Public Law. (Barassi 1st, Mackenzie 2nd, 4/0, 1 absent)
- 6d RECEIVE 2022 AUDIT AND FINDINGS, PRESENTATION BY DAVID FARNSWORTH: Mr. David Farnsworth presented his findings for the 2022 Financial Audit beginning with the process of the audit. The role of the audit is to assess the risk of what could go wrong either by error or fraud and then formulate an audit plan. There is no indication of fraud but there is a material weakness, which is a large auditing finding. Two significant deficiencies were discovered which is an audit finding that is not as severe as a material weakness. Documents for presentation included the Statement of Net Position (equivalent to a business balance sheet that includes a statement of activities/revenue expenses), financial metrics, and recommendations based on the audit findings.

Due to the lack of reconciliation since 2022, the following recommendations were made. 1. Implement policies and procedures over balance sheet and income statement accounts and request consultation services from an experienced government accountant to aid the district and fix the accounting records of the district. 2. Implement POS procedures to allow successor

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

management to close credit card accounts. 3. Implement policies and procedures to ascertain multiple vendors to assess risk regarding vendors and their abilities to supply the needs of the district; vendors should be scored by how well they performed as a service; have some sort of backups in case the vendor can't be found; and find vendor backups before an issue presents itself.

5. CONSENT CALENDAR: All Consent Items were approved. (Barassi 1st, Peterson 2nd, 4/0, 1 absent)

5a Approve minutes of CCSD board meeting on February 28, 2024.

5b Approve minutes of the joint special meeting of CCSD board and CVSAN on March 15, 2024.

5c Receive minutes of commissions and committees.

5d Approve the removal of Miriam Silva Castro from the Lighting and Landscape Commission.

6a. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None.

6b. APPROVE RESOLUTION 23/24-25 TO RE-APPOINTMENT OF COMMISSIONERS TO RECREATION COMMISSION AND CROCKETT SANITARY COMMISSION: Commissioner Valentine was reappointed to the Recreation Commission. Commissioner Wais was reappointed to the CVSAN Commission. Approved. (Peterson 1st, Barassi 2nd, 4/0, 1 absent)

6c. APPROVE AND SIGN A CONTRACT WITH RICHARD PIO RODA OF REDWOOD LEGAL:
Discussed earlier.

6d. RECEIVE 2022 AUDIT AND FINDINGS, PRESENTATION BY DAVID FARNSWORTH: Discussed earlier.

6e. APPROVE ASM TO INITIATE A CONTRACT WITH THE GOVERNMENTAL ACCOUNTING FIRM: CPA David Farnsworth has recommended contracting with a governmental accounting firm to bring the District's accounting up to date. ASM Goodman has solicited both Maze & Associates and RGS, local firms that were highly recommended but has not heard back from either agency. She recommended that the District contract with a firm to perform quarterly or bi-annual audits moving forward. A short discussion was had on how to split the costs across the different departments. Director Barassi suggested that departments whose accounting is in order should not have to bear this audit. The Board approved that the ASM move forward with identifying a public accountant.

6f. CONSIDER 1 ROLPH PARK DRIVE AD HOC COMMITTEE: The Board recognizes the importance of making the building viable and its duty to respond to the community at large. Funding sources need to be identified to make improvements and the highest and best use of the property still needs to be considered. The ad hoc committee was tabled.

6g. APPROVE JOINING CSDA'S COALITION EFFORT TO SUPPORT LEGISLATION BILL H.R. 7525 – SPECIAL DISTRICT GRANT ACCESSIBILITY ACT: Special districts do not currently have a legal definition under the federal government and therefore are unable to apply for federal funding. H.R. 7525 is a proposed bill that will provide an official definition for special districts, that would allow them to apply for federal funding. Motion to approve the letter of support. (Peterson 1st, Barassi 2nd, 4/0, 1 absent)

6h. DISCUSS CALTRANS MAINTENANCE AGREEMENT: At the February Board meeting, the Board declined the proposed Caltrans Maintenance Agreement due to the onerous and extensive maintenance requirements for a small district. DE Murdock spoke with Caltrans and reported that they suggested that the Board prepare what the District can manage, and they will review. Director Barassi questioned why we wish to pursue a revised agreement if we have been working under an expired agreement that continues to work in the District's favor. Director Peterson reminded the Board that the District requested an Adopt-a-Parcel concept agreement to maintain the landscaping of the parcel but never received it. The current draft agreement is likely boilerplate and beyond the financial capacity of the District. Director Barassi suggested that any transportation infrastructure facilities assets such as the bike trail should continue to be the responsibility of Caltrans and the District will maintain the landscaping. Should the District ignore the agreement, business may continue as is and hope that Caltrans does not prohibit the District from removing weeds or other such improvements. The maintenance of the Bridgehead is important because it is the main entrance to Crockett. The community has a vested interest in keeping the area clean and presentable. Director Peterson volunteered to prepare a response to Caltrans and will present at the following meeting.

7a. RECEIVE WARRANT TRANSMITTALS FOR DISTRICT BILLS: Received. This item was previously listed under the Consent Calendar and was moved erroneously.

7b. DISCUSS FINANCIAL MATTERS RELATED TO THE DISTRICT: ASM Goodman reported that a significant amount of data entry is missing which has caused the accounting to be incomplete as presented in the audit presentation. Previously Ms. Witschi of the Recreation Department actively participated in the data entry but was removed from the service for approximately two years. Other significant events such as the County changing its accounting interface and the ASM's inability to access QuickBooks have contributed to the delay in accounting data sharing. With a good paper trail, resuming QuickBooks access to Ms. Witschi, guidance from the former general manager, and possibly contracting with a government agency will allow the District to get back on track relatively quickly.

President Spinner reported that the County is willing to assist in recreating the previous reports but the District needs to make a formal request, otherwise trying to create the forms on one's own can be futile. Director Peterson stated that he has offered to help with the data entry. Ms. Goodman will be seeking policy and procedural manuals for other special districts revolving around finance to create out own process to guide other staff should the ASM be unavailable to perform the duties.

7c. CONSIDER REPORT ON BUDGET FOR FY 2023/24: ASM Goodman is working on a roll-up style budget which is big picture reporting; operations and maintenance, capital improvements, salaries and a few other items will be highlighted. Ms. Goodman has been working with the Sanitary staff on the sewer use charge in preparation for the upcoming mailing deadline. She expects to have a budget to present in June. She has not met with the commissions but has had regular meetings with the Board Budget and Finance Committee. Director Peterson reminded staff that a budget is needed by May to meet the Proposition 218 mailing deadline of May 1st. Ms. Goodman assured the Board that the budget and the sewer use charge are priorities in the office.

8a. MANAGERS' REPORTS RECREATION: RDM Wilson reported that upon painting the fisher boards at the pool, they discovered that they would need to be addressed soon. The annual Walk of Honor is on May 18th. Mr. Wilson will be submitting a fundraiser application which requires \$5,000 matching funds. Recreation has been fortunate to have received generous grant funds for several years. Board President Spinner has signed the contract to move forward with an ADA compliant restroom at the pool at a cost of \$350,000. These are funds that must be spent before we can

request a reimbursement. The project will begin the following Monday and is expected to be completed by the Memorial Day weekend.

The scope of work for the first phase includes an addition on the building and expanding the last shower and the women's bathroom so that the space is adequate to meet ADA standards. Also to be added will be a sink, toilet, shower, hand dryer, and finishing touches including painting. Mr. Wilson reported that access to the building is still needed but the cost to install a pathway was estimated to be \$250,000 with the handrail alone at \$27,000. The office required remodeling and new furniture to meet ADA accessibility standards. The Board previously approved \$80,000 from the Park Dedication Fund but accessing the funds from the County has proven to be very challenging. The request for funds will be on the next County's Board of Supervisors' agenda.

Ms. Wais inquired about any upcoming meetings for Memorial Hall. Mr. Wilson reported that meetings are called on an as-needed basis. Director Peterson has requested updates on the engineering plans, but a response is still pending.

8b. MANAGERS' REPORTS DISTRICT SECRETARY: ASM Goodman reported on behalf of the DS Rivas. The Contra Costa County Chapter of CSDA is held every two months. The latest was held on Monday, two days before and the next one is in May. Director Peterson encourages staff to attend meetings for knowledge and networking. A copy of the last two meeting agendas was provided.

8c. MANAGERS' REPORTS MAINTENANCE DEPARTMENT: The doors are ready but hardware to install still needs to be purchased. ADA-compliant hardware is expensive.

8d. MANAGERS' REPORTS PORT COSTA SANITARY DEPARTMENT: The peristaltic chemical pumps are old and at least one needs to be replaced. Mr. Barnhill received a quote for \$10,000 for a unit and still needs to hire a contractor to install the part. He is currently waiting on quotes from various providers. He reported that PCSAN has had four in the past for backups and recommends that the District purchase two pumps. The pumps do have a long shelf life. Should a pump fail, we will lose chemical dosing treatment capabilities at the treatment plant. Port Costa commissioners have been updated.

A notable concern is that Valley Operators will be closing their business sooner than expected and plan to work through October 1st of this year. There are several operator companies to choose from. Sanitary staff is less concerned with finding a replacement but is concerned about increased costs. The District is currently paying a below-market rate of \$4,700 and a significant increase will affect sewer use charges.

The National Pollutant Discharge Elimination System (NPDES) permit has been delayed. Once approved, the next permit will be in four years. With this permit behind us, the permit will not require a five-day toxicity test. Testing for grease will be eliminated. Pesticides were found and Staff will need to begin testing regularly. Ms. Wais brought up the issue of the possibility of an increase in wastewater discharge. The recent NPDES permits are every five years so increases would be reflected in the next permit.

8e. MANAGERS' REPORTS CROCKETT SANITARY DEPARTMENT: Mr. Murdock reported that he is moving forward with the Alexander Park sewer project. The project was approved pending certain documentation which is expected to be received this Friday. Mr. Murdock has requested two bids for the repair of a sewer line on Second Avenue (C-00-35) that connects two homes. The line has experienced two SSO (Sanitary Sewer Overflow) occurrences. The line has a sag, is blocked due to broken tile in the line, and has a strong potential for collapsing. It is a relatively simple repair and is the bids very reasonable.

8f. MANAGERS' REPORTS LIGHTING & LANDSCAPE (L&L) COMMISSION: Mr. Murdock and L&L Chair Pannell met with a local contractor Ken Shaw to perform certain maintenance work at the Bridgehead at a very reasonable price. CVSAN Commissioner Trask also offered to perform work voluntarily. Both parties will be working together and coordinating the effort of removing dead brush

and undesired plants, and grass mowing. Recreation staff Ms. Morales has been doing maintenance work at the Downtown Plaza with very favorable results.

8g. MANAGERS' REPORTS GOVERNMENTAL MATTERS: No report.

8h. ANNOUNCEMENTS AND DISCUSSION: No report.

9a. REPORT FROM PERSONNEL COMMITTEE REPORT: No report.

9b. REPORT FROM BUDGET & FINANCE COMMITTEE: Director Barassi was selected as Chair for the committee. As a staff-driven process, the ASM will be performing the brunt of the work as reported in the Budget Process update section.

9c. REPORT FROM POLICE LIAISON COMMITTEE: No Report.

9d. REPORT FROM CVSAN WASTEWATER COMMITTEE: CVSAN Chair Manzione, Mr. Bartlebaugh, Ms. Goodman, and Mr. Murdock have met to review a draft amended agreement recently submitted by C&H. A key element in the draft is peak wet weather flow. The draft puts the District at 1.2 million gallons of flow over 24 hours. Former general manager and CVSAN Commissioner McDonald has agreed to serve as an alternate on the committee. Mr. Manzione informed the Board that they may suggest an ordinance in the future prohibiting flushing certain items in the sewer including biodegradable wipes. Mr. Murdock repeated that in his discussions with the lead plant operator, the wipes are a nuisance, but a buildup of grit is a bigger issue. He suspects that we may have a damaged or incomplete system affecting the grit removal system. Director Barassi expressed his concern about possible capital expenditure. Mr. Manzione advised that the item will be revisited in the future with a more robust discussion.

9e. REPORT FROM MEMORIAL HALL ADVISORY COMMITTEE: No report.

9f. REPORT FROM AD HOC COMMITTEES: Mr. Cusack reported that the updates to the Personnel section of the District Code have been quite a project. The combined experience of Directors Peterson and Martinez has been fruitful. The committee meets twice a month and expects to submit edits for approval very soon.

9g. REPORT FROM INTER-AGENCY MEETINGS: No report.

10.a BOARD COMMENTS: Mr. Murdock To assist the dog park project, Director Barassi has worked with Glenn Hummel and Nancy Reiser to address two impediments: water and insurance. A smaller water meter is in place that is available for reactivation as confirmed with East Bay MUD. The annual cost is approximately \$600 (\$100 deposit plus \$400 a year plus one cent per gallon of water use) The dog park will need to raise money to have water. A longer dedicated pipe would be required that would not be part of the irrigation system and would not have the annual backflow inspection because it is not being used for sprinklers. A spigot can be used that would prevent the possibility of contamination-free backflow.

Mr. Barassi has requested District insurance records through a public records request to compare rates with other providers. The hope is to negotiate better terms or switch insurance providers. The current policy is only for \$10,000 of medical coverage. Ms. Reiser reported that the City of Oakland has been extremely helpful with information and access to resources relevant to the dog park.

10.b FUTURE AGENDA ITEMS:

- 1 Rolph Park Drive
- Caltrans Maintenance Agreement
- Dog Park

11. ADJOURNMENT. The meeting was adjourned at 9:18 pm until April 24, 2024.

Respectfully submitted,
Sonai Rivas, MBA
District Secretary

CROCKETT COMMUNITY SERVICES DISTRICT

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For Review

MINUTES OF REGULAR BOARD MEETING: MAY 22, 2024.

1. CALL TO ORDER - ROLL CALL: The meeting was called to order at 7:03 pm by President Spinner. Present were Board Members, Martinez, Peterson, and Spinner. Director Mackenzie arrived at 7:04. Director Barassi arrived at 7:13.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. PUBLIC HEARING: None.
5. CONSENT CALENDAR: Item 5.b was pulled. Items 5.a and 5.c were approved. (Mackenzie 1st, Martinez 2nd, 4/0, 1 absent)
 - a. Approve Minutes of the CCSD Board meeting on April 24, 2024.
 - b. Receive minutes of commissions and committees.
 - c. Approve payment of District Bills.
6. ITEMS REMOVED FROM THE CONSENT CALENDAR:
 - 5b. MINUTES OF COMMISSIONS AND COMMITTEES: Director Peterson requested that the names of meeting public attendees should not be listed in the minutes. A sentence from the Police Liaison Committee report was requested to be removed. Minutes for commissioners and committees were received with the edit. (Peterson 1st, Barassi 2nd, 4/0, 1 absent)
- 7a. APPROVE RESOLUTION 23/24-27 OPPOSE INITIATIVE 1935 - TAXPAYER PROTECTION ACT: Initiative 1935 would restrict how taxes and fees are voted on by increasing voting approvals from a simple majority to a two-thirds majority. The Lighting and Landscape Measure L initiative would be immediately impacted. Should the initiative pass, it could possibly retroact any taxes and fees that have been collected. There was an expressed concern of the heavy-handed language and advocacy component of the resolution that was written by the CSDA (California Special District Association) but supports the opposition. Director Barassi motioned to approve the resolution with the removal of the "Be it further resolved" section. Approved (Barassi 1st, Martinez 2nd, 5/0)
- 7b. APPROVE RESOLUTION 23/24-28 – ANNUAL RECREATION SPECIAL TAX FOR FISCAL YEAR 23/24: The resolution is a requirement to notify the public how much the District will levy taxpayers for the recreation special tax to continue improving, maintaining, and operate the park and recreation facilities and services within the area served by the District. This tax was increased from \$50 to \$110 in 2012 in a ballot measure. The Recreation Commission had a brief conversation on the general

6.b

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

increase in costs. The 2012 ballot to increase the tax was written so that the tax could be reduced but could not be increased without a two-thirds vote. ASM Goodman added that from a financial perspective, the Recreation Department Manager is a part-time employee who also volunteers much of his time and will be retiring soon. Recreation may need to consider raising funds to adjust for a New Recreation Manager. Staff will discuss the issue with the Recreation Commission in January. The resolution to levy \$110 was approved. (Barassi 1st, Mackenzie 2nd, 5/0)

7c. CONSIDER RESOLUTION 23/24-29 COLA (COST-OF-LIVING-ADJUSTMENT) FOR FY 24/25: The District began implementing COLA adjustment but has not yet established a policy. The COLA applies to non-contracted employees, except seasonal employees since their rates are adjusted in January through annual State-mandated minimum wage rate increases and are administered on May 1st. The Personnel Committee has recommended the published consumer price index (CPI) with an effective date of July 1st to coincide with the new fiscal year. The April 2024 published CPI rate (as per the Consumer Price Indexes Pacific Cities and U.S. City average for All Urban Consumers within the San Francisco-Oakland-Hayward, CA area) is 3.8%. Director Peterson requested that the resolution be modified to state that the COLA will not exceed the CPI.

7d. CONSIDER RECOMMENDATIONS ON A POSSIBLE MAINTENANCE SPECIAL TAX INCREASE AND SET A DATE FOR A PUBLIC HEARING: After a brief discussion, the Lighting and Landscape Commission determined that funds were still available, and an increase was not warranted at this time. A public hearing is not required. Measure L funds are a continuous tax and will automatically continue at \$50 per residential parcel.

7e. 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 at the April meeting, the Board had requested that staff return with revised SUC calculations. The District engineer recommended the following SUC increases are recommended: SFR (single-family residence) from \$918 to \$1,153; Apartment from \$759 to \$822; and the volumetric rate for commercial and mixed-use properties from \$13.71 to \$21.23 per 100 cubic feet of water. There is a contingency amount that represents only 10% of the deficit. The SUC was not increased for FY 23/24. The Board was asked to consider that in addition to general inflation, the Construction Costs Index for the Bay Area has increased by 19% over the last two years. A professional rate study was suggested.

Crockett and C&H entered into a 10-year settlement agreement in 2012 that expired in 2022. Under that agreement, C&H's SUC increases would be capped at 3%. The District has continued to charge/increase their SUC by 3%. A request was made to add the 2012 Settlement Agreement to the next month's agenda.

A motion was made to accept the SUC study, version two, approve the mailing of the Prop 218 mailing, and set the hearing date for the July 24th Board meeting. (PETERSON 1st, Martinez 2nd, 5/0)

7.f. 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:

Port Costa will be experiencing operator changes by October at a significantly higher rate. Port Costa Sanitary (PCSAN) commissioners have reviewed the proposed SUC rate increases and have voted to decline any increases on both occasions. Staff is in discussions with a potential contractor who will split their services between Crockett and Port Costa but Port Costa still requires up to three visits per week. Port Costa operates very close to their revenues. The worst-case scenario is that PCSAN runs out of funds, but some expenses must be paid. After a discussion on the current state of the financials, a Port Costa commissioner expressed that the commissioners were not confident in the financials, understood the financial implications, and still opted to decline to raise rates at this time. The Board accepted PCSAN's arguments against a rate increase for FY 24/25. A motion was made to accept the SUC study, a Prop 218 notice was not required and a public hearing for the method of collection is scheduled for the July 24th Board meeting. (Peterson 1st, Barassi 2nd, 5/0)

Chair Surges reported that he has reached out to the California Special District Association (CSDA) and Supervisor Glover's office in search of financial assistance to help mitigate a potentially never-ending increase in sewer charges.

7g. CONSIDER DRAFT NEWSLETTER TO BE INCLUDED WITH THE PROP 218 MAILING: DS Rivas presented a 2022 newsletter and explained that the updated newsletter will have the same required information but will update the Board directors.

7h. CONSIDER DRAFT MOU FOR PLAZA MAINTENANCE AND OPERATION: A Memorandum of Understanding between the Crockett Improvement Association and the District. The purpose of the MOU is to clarify the responsibilities of each party and differentiate between cleanliness and routine maintenance. The updated MOU has minimal changes including that recreation staff is performing daily maintenance at the downtown Plaza. The CIA will continue certain upkeep such as repairs, electricity, and water. A motion was made to enter into the MOU with the CIA as drafted. (Barassi 1st, Mackenzie 2nd, 5/0)

8a. DISCUSS FINANCIAL MATTERS RELATED TO THE DISTRICT: A LAIF transfer was made for Recreation. A trial balance is a new monthly report that shows the cash balance on each account at the bottom right-hand corner. Account 3240 is the District's primary account that collects property taxes, sewage charges, and recreation taxes are collected and dispersed to the appropriate account and has a balance of roughly \$800,000.

The ASM continues to meet weekly with Maze & Associates, granting access has proven challenging. Recreation facilities manager Witschi has been entering deposits and has successfully updated records up to June 2023. The LAIF account has \$4,631,236 and includes roughly \$50,000 in interest gains.

8b. CONSIDER REPORT ON BUDGET FOR FY 2023/24: The ASM is in preparation for meetings with department budget & finance representatives.

9a. MANAGERS' REPORTS RECREATION: The entire ADA update at the pool is expected to be completed by June 19th. Crockett has 14 new lifeguards, three of who are returning. There is enough staff to offer private parties on Saturday nights which has not been done in several years. Recreation received \$54,000 in grant funding for basic water safety. In addition to a goodie bag, the pool received a total of \$40,000 in family passes. The training was split into two days; the last one is on

June 1st. The pool is open now until school begins. The Walk of Honor was last week, back after a few years. The event raised \$46,000 with \$23,000 issued to the Crockett Memorial Hall fund. Board President Spinner received the check on Crockett's behalf. "And that's my report." Mr. Wilson is retiring and announced that June 30th is his last day. It's been a great 42 years. He will make himself available to complete the Prop 68 project, train, and will return for the holiday dinner. He has created and posted operational instructions throughout the pool area and has hired a pool manager.

9b. MANAGERS' REPORTS DISTRICT SECRETARY: DS Rivas thanked President Spinner and ASM Goodman for their efforts in helping with accessing health benefits. 2024 is an election year. Election day is November 5th. Candidates must file between July 15th and August 9th. The list of resolutions and ordinances has been updated with only five that have not been found. Resolutions and ordinances for the last two years have been scanned as well. The order of agendas will be modified to have manager reports earlier on the agenda so staff can leave after their reports. A retirement party for Ron Wilson is scheduled for June 30th at the Bass Club. CVSAN Commissioner Trask is coordinating the event.

9c. MANAGERS' REPORTS ADMINISTRATIVE SERVICES MANAGER: ASM Goodman has been working on paperwork for recreation seasonal staff onboarding. The Board will be recognizing Ron Wilson at the next meeting. There are a few employees who have hit milestone employment years. Although there is no official policy in place, staff will look into implementing a plan. A suggestion was made to name a building or the pool after him in honor of his service.

A Workplace Violence Protection Plan is a new Cal OSHA requirement. The ASM updated a template from the CSDA website and forwarded to the Personnel Committee for consideration. In the interim, an incident log has been created until the full Plan can be implemented.

9d. MANAGERS' REPORTS MAINTENANCE DEPARTMENT: Little progress has been made due to the focus on the SUC. Mr. Murdock will coordinate with Director Mackenzie regarding the installation of the doors at 1 Rolph Park Drive. Recreation staff will be painting the downstairs interior of 1 Rolph Park Drive. Director Peterson reported that the Memorial Hall Committee is losing Mr. Wilson leaving only 2, possibly 3 members. He is concerned that he has been unable to communicate with the engineer. The future of the project is questionable at this moment. Efforts will be made to locate the engineer. The maintenance of the streetlights falls under Measure L (lighting and Landscape).

9e. MANAGERS' REPORTS PORT COSTA SANITARY DEPARTMENT: Two new chemical pumps were purchased (~\$22,000) are being installed on Friday at Port Costa. Once installed and tested, the old ones will be mothballed for emergency backup. Some primary pumps that are installed at the front end of the treatment plant are no longer produced. If replacement parts are not identified, an upgrade will likely be recommended. The NPDES permit is being considered and expected to be approved on June 12th. Port Costa will need to begin testing for pesticides.

9f. MANAGERS' REPORTS CROCKETT SANITARY DEPARTMENT: The district engineer has been working on the SUC and the Alexander Park sewer repair consisting of 763 feet of 12-inch pipe. The project has encountered some challenges but is making progress.

9g. 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.

9h. MANAGERS' REPORTS GOVERNMENTAL MATTERS: Initiative 1935 was discussed earlier.

9i. ANNOUNCEMENTS AND DISCUSSION: No report.

- 10a. REPORT FROM PERSONNEL COMMITTEE REPORT: The District Secretary has been working more than 30 hours per week. The Personnel Committee recommends increasing the position to 30 hours per week and will bring it to the Board soon. The Committee also discussed staff safety, emergencies such as shelter in place and creating an emergency policy.
- 10b. REPORT FROM BUDGET & FINANCE COMMITTEE: No report.
- 10c. REPORT FROM POLICE LIAISON COMMITTEE: Flock brand license plate readers are used by most jurisdictions. They produce their cameras, monitor them, and are very costly. The lieutenant at the last meeting informed the committee of a different company, Rekor, that are being used by some jurisdictions. Flock is a lease program where Rekor products are owned by the buyer. Each system is integrated into Sherrif's network. Phillips 66 has committed partial funds with the condition that the District can solidify funding for three years of maintenance fees. C&H has been solicited and have committed but were not specific in the amount.
- 10d. REPORT FROM CVSAN WASTEWATER COMMITTEE: The JUA committee is made up of the ASM, the DE, CVSAN Commissioners Manzione and Bartlebaugh, and MacDonald serving as alternate. The District's attorney has two agreement document versions: one with C&H's edits, and the second one with the District's asks. A special meeting will be held on Friday, June 21st to focus on the JUA document. C&H has requested to share the land lease the District and is asking the District to indemnify them of inverse condemnation where one could argue that government regulations could deprive one of their economic asset.
- 10e. REPORT FROM MEMORIAL HALL ADVISORY COMMITTEE: No report.
- 10f. REPORT FROM AD HOC COMMITTEES: The Committee is working on significant changes, additions and forms to the Personnel Manual. These changes will be brought to the Board through a special meeting due to the magnitude of the changes.
- 10g. REPORT FROM INTER-AGENCY MEETINGS: No report.
11. FUTURE AGENDA ITEMS/BOARD COMMENTS: A discussion was had regarding replacing the Recreation Department Manager, qualifications and posting in employment networks. It was suggested to consider the process after the budget is approved.
- 2012 C&H Settlement Agreement
 - Caltrans Maintenance Agreement
 - Reduce Police Liaison Committee seats from seven to five.
 - Resolution authorizing the District Engineer to sign Emergency Contracts up to \$50,000.
 - Ron Wilson recognition.
12. ADJOURNMENT. The meeting was adjourned at 9:50 pm until June 26, 2024.

Respectfully submitted,
Sonai Rivas, MBA
District Secretary

Minutes from Commissions and Committees

For CCSD Meeting of June 26, 2024

POLICE LIAISON COMMITTEE

- May 14, 2024

LIGHTING & LANDSCAPE COMMISSION

- May 21, 2024

PORT COSTA SANITATION

- May 8, 2024

CROCKETT SANITATION

- April 17, 2024
- May 15, 2024

CROCKETT POLICE LIAISON COMMITTEE

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, MAY 14, 2024

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Member Wais. Present were Committee members Pennisi and Wais. Committee member Ritchey was absent.(excused). Staff present included District Secretary (DS) Rivas.
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: Lieutenant Brian Holland has just taken over the base station and was present with two other deputies. A resident deputy officer is expected to be selected by July 1st. They have received several applicants for Crockett.

Select crimes summary: two in April, one in March, and seven in February resulting in two arrests for felony vandalism and auto burglary. There were 219 calls for service (911, parking, medical, and patrol assists) in April netting twenty-four (24) reports. Five were misdemeanor vandalisms.

A member of the public thanked the officers for their help in removing some illegal dumping. A specific neighborhood uses an illegal dumping app. Several neighbors saw a full red truck drive through and returned empty. The sheriff's office was notified. There was a successful illegal dumping arrest with a hefty fine.

Another member of the public commended the Sheriff's staff for their kindness and compassion in handling the death of a neighbor. An inquiry was made regarding a corner property that is surrounded with various objects along the public right-of-way. The community is angry that it has not been cleared. County Code Enforcement and Public Works have been contacted but no progress has been made. There was a suggestion that the situation may warrant a different approach. Lt. Holland stated that there are officers dedicated to alternative approaches and bring social workers to assist in certain situations. Conversing with the property owner over a police order may be an option to consider. Ms. Wais reported that Deputy Sheppard had stated that an action was already in place to address this issue but she was unaware of the status.
- 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: Mr. Airoldi was reappointed to the Recreation Commission. The sewer use charge is expected to increase and notices are normally mailed out by June 1st. The Board asked staff to recalculate the charge and report back. The District approved hiring a government accounting firm to help bring our finances in order. The Board is considering creating an ad hoc committee for the District's Sanitary offices located at 1 Rolph Park Drive.

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

5.b UPDATE ON LICENSE PLATE READERS (LPRS): Lieutenant Holland reported that the sheriff's office works mostly with the subscription-based Flock LPRs. The sheriff's office does not have grants. Grants that do exist are for one-time purchases only. He mentioned Rekor as an alternative that may qualify for purchase with P6 funds. The Committee would need to submit a request to use P6 funds.

Rekor cameras are purchased by the owner, are connected to the sheriff's system and owners would give permission to public safety to access. This system is currently being used at the Delta Station in East County. Other LPR camera companies can be considered but they must be web-based platforms. Committee member Pennisi will follow up with Rekor. Lt. Holland will forward any Rekor contacts that the Delta Sheriff's office may have.

5.c DISCUSS AND SELECT A DATE TO PRESENT SERVICE GIFTS: Ms. Rivas and Ms. Wais have not coordinated in reaching out to the former committee members. All agreed that a pen should also be ordered for former chair Currington.

5.d SELECT CHAIR: Mike Pennisi accepted the role of chair.

5.e DISCUSS VACANCIES: The district secretary has not received any applications for the PLC Committee. A brief discussion was had about posting vacancies on social media in hopes of generating interest. It was suggested that social media posting requests be submitted to D. Morales via the CIA. Ms. Wais reported that District staff can serve on committees. The Committee was reminded that the Board was asked to reduce the number of vacancies to 5 from 7 but was rejected.

6. REPORTS FROM COMMITTEE MEMBERS: A request to change the meeting start time to 6 pm was declined. A request to return meetings to the first Monday was declined. After the new resident deputy is assigned, the item may be reconsidered.

7.a CONSENT CALENDAR: Minutes for April 9th were approved. (Wais 1st, Pennisi 2nd, 3/0, 1 absent).

8. FUTURE AGENDA ITEMS:

- New resident deputy
- Request reducing the number of vacancies on the committee.

9. ADJOURNMENT: The meeting was adjourned at 7:29 PM until June 11, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

LIGHTING & LANDSCAPE COMMISSION (L&L)

of the Crockett Community Services District

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MINUTES FOR LIGHTING AND LANDSCAPING COMMISSION MEETING MAY 21, 2024.

1 CALL TO ORDER: The meeting was called to order at 7:04 PM by Chair Pannell. Present were commissioners Fisk, Garbis, Mitzel, and Pannell. Staff present included District Secretary (DS) 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: None.

4 CONSENT CALENDAR: ASM Goodman clarified that items under consent can be approved as a group under one motion unless an item is pulled for discussion.

a. Minutes for December 19, 2023, were approved as presented. (Garbis 1st, Mitzel 2nd, 4/0).

b. Minutes for March 19, 2024, were approved with minor edits. (Garbis 1st, Fisk 2nd, 4/0). Item 6b – Actual rate is \$750 per 8-hour shift.

5a RECEIVE REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported that the sewer use charge was pushed from April to May. The Board approved hiring a government accounting service to help reconcile the District's accounting. The District signed a contract with Redwood Public Law for legal counsel. Richard Pio Roda continues to serve as our attorney and has been working with the Joint Use Agreement. An Ad Hoc Committee for 1 Rolph Park Drive has been pushed again.

5b RECOMMEND SPECIFIC MAINTENANCE SPECIAL TAX RATE TO BE CHARGED IN FY 24/25: A draft resolution to raise the lighting and landscape special tax for fiscal year 2024/2025 and a copy of the Measure L Ballot Title language were presented to the Commission for consideration. DS Rivas explained that the commission has the option to keep the use tax at the current amount or increase it. The Ballot Title Language specifically notes that the special tax has no automatic expiration and can be increased with CPI adjustments up to 7% annually by adopting a proposed initiative ordinance. ASM Goodman presented an overview of the current budget; total expenditures to date are \$8,513.14 equating to 17% - 18% of revenues. Unspent funds will roll over to fiscal year 2024-2025. Although the new fiscal year begins on July 1st, new funds will not hit the account until later in the year.

The budget process is not exact, and it is still too early to predict any large or unexpected expenditures. Should the Commission spend more than revenues, a revised budget can be adopted. Ms. Goodman recommended no increase for the following fiscal year but also recommended that consistent incremental increases rather than intermittent increases be considered for future budgets. Intermittent increases could result in significantly higher tax increases.

For future years, the information that will help guide in determining if a rate increase is warranted includes the CPI; the amount the increase would generate; the costs for a Prop 218 public notification – including staff time; and if the increase outweighs the cost of the Prop 218 mailing costs. For example, if an increase will generate \$6,000 in revenue, but the Prop 218 mailing is

\$5,000, it may not make sense to increase the tax. The attorney can assist in addressing these questions. A discussion on increasing the tax will normally take place around April and notices will be mailed by May 1st. For cost savings, L&L tax increase notices may be bundled with the sewer use charge Prop 218 mailing. Staff reminded the commissioners that Initiative 1935 may negate the L&L tax and possibly others. The measure calls into doubt any fees that were imposed by less than two-thirds majority votes. The consequences of the measure passing is unknown.

The Commissioners agreed not to increase the tax for FY 24/25.

5c DISCUSS DECORATIVE BASKETS ON DISTRICT-OWNED STREETLIGHTS: The Crockett Chamber has placed this project on hold. The original costs did not consider a maintenance cost of \$400 per month. In addition, the Chamber's insurance company does not provide liability insurance as required by the District.

5d DISCUSS BRIDGEHEAD MAINTENANCE PLAN: Mr. Peterson reported that he drafted a response to Caltrans and has been forwarded to the County contact. Chair Pannell presented the attached Bridgehead Maintenance Plan created by Steve Batchelder, a certified arborist with over 40 years of landscaping experience. The Plan did not include any cost because most of the maintenance work will be done by community volunteers. The Plan refers to fire hazard prevention, but it was still suggested that fire staff participate in the conversation. Several maintenance work projects have been completed before approving the expenditures. It was suggested as good practice to bring expected expenditures to the meetings for discussion and approval before expediting the work. Ms. Goodman suggested the Committee set an amount dedicated to the bridgehead and consider it in the budget discussion. Mr. Peterson works with a local gentleman who is paid through the CIA and funded by C&H. He has been weed-whacking along the bypass. Chair Pennell would like to discuss the sidewalk maintenance. It was not touched during the town cleanup day. Step one of the Plan has started but has not been completed. She will get some cost estimates for chipping services – Step Two. Ms. Pannell has been taking the lead on coordinating maintenance tasks but Staff will be taking the lead. A walkthrough will be scheduled for the next few weeks.

ACTION ITEM: create a map to help identify maintenance areas.

ACTION ITEM: Mr. Peterson to present a sample maintenance plan.

ACTION ITEM: Staff to create a schedule of tasks.

5e DISCUSS DOWNTOWN PLAZA MAINTENANCE:

MOU: Mr. Peterson presented the revised MOU. It has been accepted by the CIA and will be presented to the Board the following day. Member Mitzel would like to add a subsidy with an amount to be discussed.

MAINTENANCE: Recreation staff continues to maintain the Plaza with very favorable results. The District has been using a location within the Bridgehead as a temporary unofficial trash collection site. Until an official agreement is signed, Mr. Peterson will collect trash from the Plaza. The maintenance staff suggested a power washer to remove graffiti. The Committee approved the purchase of an electric power washer with a cap of \$400.

TRASH & RECYCLING: Recycling has not existed because the bins are not being picked up by Republic Services. The recycling bins are falling apart and should be removed.

ELECTRICITY: The Chamber will be cleaning and painting the Plaza kiosk on June 1st. They are also looking to light the Plaza. They will test the electricity and replace the light bulbs. Solar options were considered but dismissed because of the potential theft. They will also be trimming the planter vegetation.

FOUNTAIN: The fountain has been leaking and needs repairing. Mr. Peterson has a volunteer looking into the issue.

5f REVIEW DOWNTOWN PLAZA TEMPORARY USE PERMIT: A copy of the existing permit was included for reference. DS Rivas will work with Mr. Peterson on possible edits.

5g CONSIDER REPRESENTATION ON 1 ROLPH PARK DRIVE AD HOC COMMITTEE: The Board has discussed the creation of an ad hoc to steer the direction of the 1 Rolph Park Drive (1RPD). Since all departments have a financial interest in the property, the Board would like representation from all departments. Commissioner Mitzel volunteered to participate. Ms. Goodman reported that the owner of the coffee shop would also like to participate in the ad hoc.

6 BUDGET AND FINANCE: ASM Goodman is working on a monthly report to begin presenting. She will work with the district engineer on potential budget matters to consider and then meet with the budget & finance committee on the budget. The Trial Balance form is new from the County and shows the account's cash on hand. The process of reconciling the District's account is still being worked on and hope that the process can be caught up by September but maybe too optimistic.

Commissioner Garbis inquired about the Debit and Credit amounts noted on the report. Ms. Goodman explained that credits are funds that are being taken out and debits are incoming. C&H has been donating \$5,000 to the maintenance fund via the Crockett Public Services (CPS) organization. The CPS organization is expected to close by the end of the year. It is unclear if the organization will be transferred to a new manager or if it will be dissolved.

Maze & Associates has been hired to help with the District's accounting. Recreation staff has been helping to enter revenues and is caught up to June 2023. All departments will be splitting the cost of the accounting reconciliation efforts except for L&L. The District has a cost allocation calculator based on percentages commensurate with the department's budget. With the addition of L&L, the allocation distribution will need to be modified accordingly. The 2022 audit triggered the need for accounting assistance. The District's accounting inputs stopped in August of 2022 for unknown reasons. Once the reconciliation is completed, the accounting firm will be auditing the accounting quarterly.

7. REPORTS FROM STAFF: A discussion was had regarding A-frame signs at the Plaza. The signs can be placed on the public right-of-way, but not in the Plaza. Mr. Murdock reported that he had received quotes for maintenance work across the street from the recreation center on Pomona Street. The quotes are high. He will attempt to negotiate a collaborative deal with the HOA association on Rolph Park Drive and bill L&L. The medians need attention. Chair Pannell and a neighbor prepared and submitted a letter addressing the median issue to the County, the Supervisor, and the County's new Public Works director. The response was that Crockett was on the list but no further information was provided.

8 COMMENTS FROM COMMISSIONERS: Comments are referenced in the Future Agenda Items

9 FUTURE AGENDA ITEMS:

- Maintenance plan – it was agreed that a larger scale maintenance plan should be considered after a year to see where the actual needs are. Mr. Peterson will prepare a maintenance plan concept for discussion.
- Maintenance person – L&L will continue to use Recreation staff for now.

10 ADJOURNMENT: The meeting was adjourned at 8:33 PM to June 18, 2024.

Respectfully submitted,
Sonia Rivas, MBA

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, MAY 8, 2024.

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Vice-Chair Cusack. Present were Commissioners Cusack, Klaiber, List, Scheer, and alternate Martini. Commissioner Surges was absent (excused). Alternate Martini served as a voting member in place of Surges. Staff present included District Secretary (DS) Rivas and Administrative Services Manager (ASM) Goodman.
2. CONSIDER ITEMS OUT OF ORDER: DS Rivas requested that Items 5, 6c, and 6f be removed. Alternate Martini volunteered to sit on the 1 Rolph Park Drive Ad Hoc Committee. Items 5 and 6f were carryovers from the previous month.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
- 4.a CONSENT CALENDAR: Minutes of April 10, 2024, were approved with edits. Minutes of the Special Meeting of April 22, 2024, were approved with no edits. (List 1st, Scheer 2nd, 5/0)
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: DS Rivas reported. The 1 Rolph Park Drive Ad Hoc committee has been continued. Jeff Airoidi was reappointed to the Recreation Commission. The Sewer Use Charge item was carried over to the following month after a lengthy discussion. The Board approved hiring Maze & Associates for government accounting services.
- 6b. SELF-MONITORING REPORT: ASM Goodman reported no permit exceedances occurred during March.
- 6c. CONSIDER REPRESENTATION FOR 1 ROLPH PARK DRIVE AD HOC COMMITTEE: The item was a carryover from the previous meeting.
- 6d. UPDATE ON RECOMMENDED SEWER USE CHARGES: ASM Goodman explained that staff continues to support an SUC increase recommendation as originally presented in April. While Maze & Associates was hired to help with accounting, the reconciliation process will take time. Ms. Goodman reminded the commissioners that PCSAN's budget has little wiggle room in absorbing new expenses. She cautioned regarding known and unexpected expenses that can significantly impact the budget including the replacement of Valley Operators. A potential new operator submitted an \$8,000 quote for one visit, but Port Costa requires three visits per week. Another concern is the requirement to CCTV all sewer lines and the need to immediately repair issues when they are encountered. Additional frustration was expressed regarding the high cost of sewer maintenance for Post Costa residents. The Commissioners understand that costs have increased but expressed their concerns over the various entries in the report that cannot be confirmed. Staff was directed to find funds elsewhere and suggested utilizing the Rate Stabilization Fund by reducing the amount of the proposed increase of \$13,000 in lieu of raising the sewer charge.

The Commissioners had previously voted against an increase of the SUC for FY 24/25. A motion to revote to oppose an increase was passed. (List 1st, Sheer 2nd, 4/1, Klaiber opposed).

DS Rivas stated that H.R. 7525 Special District Fund Accessibility Act passed and hopes that the District can find funds to help offset some of the costs for Post Costa residents.

6e. DISCUSS CHEMICAL PUMP REPLACEMENT: ASM Goodman reported that two pumps were ordered for a total cost of \$20,000 (including taxes and shipping) and confirmed that funds were available in the PCSAN budget. There will be an additional cost to calibrate the pumps.

6f. REVIEW "HINTS FOR HEALTHY SEWER" FLYER: Item was removed.

7a. BUDGET AND FINANCE / WARRANT TRANSMITTALS AND BUDGET UPDATE: ASM Goodman reported that a cash balance was not available in time for the meeting. Checks for Post Costa Sanitary were reordered.

7b. UPDATE ON 2024/25 BUDGET PROCESS: ASM Goodman reported she has experienced multiple challenges in granting access to Maze & Associates needed to begin the financial reconciliation process. She is working on preparing a good budget that will likely be later than anticipated. She has experienced several roadblocks with accessing records for Port Costa.

A check for approximately \$18,000 has been received for the electrical panel and pole replacement (from the pole fire in November). The check has been on hold until the responsible party is identified. Board Member Mackenzie was finally able to connect with railroad representatives. She will request to deposit the check and seek reimbursement later.

She expects to present a preliminary budget at the June meeting.

8. WASTEWATER: None.

9a. REPORT OF DEPARTMENT MANAGER: No report.

9b. GOVERNMENTAL MATTERS: None.

9c. ANNOUNCEMENTS AND DISCUSSION: None.

10. REPORTS/COMMENTS FROM COMMISSIONERS: None.

11. FUTURE AGENDA ITEMS:

- List and percentage of completed CCTV lines. Ms. Goodman reported that the Field Semester has completed their CCTV inspection, but the footage has not been delivered to Staff yet. This is likely due to their initial assessment of the footage.
 - Bull Valley Agricultural Center & Port Costa School.
 - Acquire backup effluent pump with capacity to maintain flow to filter beds.
 - Contract Operators. Ms. Goodman shared that due to current workflow, assistance from the commissioners to help identify potential operators would be greatly appreciated. Commissioners List and Scheer volunteered to assist.
- Climate change impact on waterfront.

12. ADJOURNMENT: The meeting was adjourned at 7:04 PM until June 12, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

CROCKETT SANITARY COMMISSION (CVSAN)

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MINUTES OF REGULAR MEETING OF APRIL 17, 2024.

1. CALL TO ORDER: The meeting was opened at 4:00 PM by Chair Manzione. Commissioners present include McDonald, Bartlebaugh, Manzione, and Wais. Trask was absent (excused). Commissioner Bartlebaugh left at 6:49 PM. Staff present: District Secretary (DS) Sonia Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Sanitary Department Manager (SDM) James Barnhill.
2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: The Agenda was amended to accommodate item 4c. The property owner was notified of the April 17 hearing date in February but was inadvertently left out of the agenda. This action is permitted under California Government Code section 54954.2(b) by a two-thirds vote. The amended agenda was approved. (McDonald 1st, Bartlebaugh 2nd 4/0, 1 absent).
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. PRELIMINARY REVIEW OF PUBLIC HEARINGS: There were no comments from the public. There was a discussion on which entity determines public hearing outcomes. DE Murdock reported that the District's former attorney stated that a public hearing had to be before an elected body of the Board. DE Engineer reported that the former District attorney had rewritten the District Code to address violations unenforceable under the current code but it was never approved. DS Rivas presented **District Code** section **1.08.010 Notice of Violation**. *A Notice of Violation may be recorded with the County Recorder upon specific approval of the District Board or as delegated to respective Commission with right of appeal to District Board. If a more specific provision concerning Notices of Violation contained elsewhere in this Code is applicable to a given circumstance, such more specific provision shall apply.* In previous discussions, it was determined that the Board is the only entity authorized to hold public meetings.

After a discussion on whether the letter should be addressed to the property owner or buyer, it was determined that due to the speed of property flippers and the backlog in property transfer recordings at the County, the letter should be addressed to the buyer. Otherwise, the remediation process could be delayed unnecessarily. The current notice of violation does not mention actions a buyer can take nor is there an option to appeal. Staff noted to modify the letter to include the appeal process: Staff, CVSAN Commission pre-hearing and end with a Board hearing. Several recommendations were made to improve the language.

The intent of the letter is two-fold: 1) the County recording serves as a time-starter to help recoup costs of staff time should a violation require the District to correct the violation, and 2) it serves as a warning to potential buyers of issues that a realtor may not have disclosed about the property before purchase.

Mr. Barnhill recommended continuing the recording process for the current violations since preparing new notices would start the timeframe from the beginning.

Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais

After an extensive discussion of the entity that holds the authority of public hearings, it was determined that the Board had delegated the commissions with issues pertaining to their area of authority and that the District Code had not been updated to reflect any changes to negate that. Considering the action of recording the violation with the County, is to notify the public of the violation. District Code Section 1.08.010 suggests that CVSAN is the delegated commission to serve as the authority to approve the recording of such violations.

The Commissioners acknowledged the violation letters, noted that no one from the public was present to contest the violations, and motioned that staff record the violation with the County at their convenience. (McDonald 1st, Wais 2nd, 4/0)

- a. Hearing on Notice of Violation of District Ordinance No. 07-1, permitted repairs and certification required; 1426 Kendall Ave (APN 354-151-010), Coln-Smith.
- b. Hearing on Notice of Violation of District Ordinance No. 07-1, permitted repairs and certification required; 549 Kendall (APN 355-113-005), 549 Kendall, LLC.
- c. Hearing on Notice of Violation of District Ordinance No. 07-1, permitted repairs and certification required; 247 Duperu Drive (APN 354-332-005), Ramon R. Ruano.

5. CONSENT CALENDAR: All items were pulled for discussion.

- 5a. Approve minutes of February 21, 2024.
- 5b. Approve minutes of March 20, 2024.
- 5c. Receive minutes of the joint CCSD and CVSAN special meeting on March 15, 2024.
- 5d. Receive warrant transmittals.

6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: Items 5a and 5b were approved with corrections. (McDonald 1st Bartlebaugh 2nd, 4/0, 1 absent).

- 5a. Approve minutes of February 21, 2024.
- 5b. Approve minutes of March 20, 2024.
- 5c. Receive minutes of the joint CCSD and CVSAN special meeting on March 15, 2024. Received.
- 5d. Receive warrant transmittals. The March 2nd transmittal was missing.

7a REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD AND THEIR COMMITTEES: DS

Rivas reported that the Board signed a contract with Redwood Public Law and will continue to consult with attorney Richard Pio Roda who has been working on the Joint Use Agreement negotiations. The District signed a letter of support for H.R. 7525 – the Special District Grant Accessibility Act that will allow special districts to apply for federal grants. The ASM has been authorized to contract with a government accounting firm to help bring financial records up to date. Ms. Wais has been reappointed to CVSAN.

7b. DISCUSS SEWER USE CHARGE: DE Murdock presented the sewer use charge (SUC)

report stating that the District will be proposing an increase from \$918 to \$1,175 for SFRs (single-family residential units) and from \$759 to \$837 for apartments representing an increase between 25% - 30%. Mr. Murdock noted that some of the entries are estimates. The report will need to be approved by the Board and the required Prop 218 mailing is May 1st to allow a 45-day notice for a public hearing on the proposed increase. Commissioner McDonald suggested that Staff review the expiration date for C&H's 2012 10-year settlement agreement that caps their sewer use charge at 3%.

Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais

The Commission discussed the SUC extensively and directed staff to continue clarifying and correcting questions asked in the discussion before presenting to the Board. The rate stabilization fund is reserved and not included in the calculations for the proposed increase because its purpose is to cover unexpected costs. In addition, C&H has not shared its plans for capital improvements that may impact the District's budget. The Commission recognizes that the calculations are based on projected costs based on uncertainties in construction costs, future treatment plant costs, future water usage, and prior accounting behavior upon which the proposed rates are based. Therefore, the Commission understands that there would be a sizable SUC rate increase.

With previous SUC increases, the District includes a newsletter in the Prop 218 mailings. Due to time constraints, Staff was advised not to include a newsletter.

7c. UPDATE ON JOINT USE AGREEMENT NEGOTIATIONS: A meeting is scheduled for Friday, April 19.

7d. DISCUSS ADDING ADDITIONAL INSURANCE REQUIREMENTS FOR CONTRACTS: The question of the need for a Waiver of Subrogation was discussed at the previous meeting. DE Murdock reported that contracts include an exhibit with a list of insurance requirements. Chair Manzione also reported that the State has additional insurance requirements. It was determined that there are no additional insurance requirements are needed.

7e. DISCUSS THE EXISTING SIGNING AUTHORITY OF THE DISTRICT ENGINEER AND DETERMINE IF AN INCREASE SHOULD BE RECOMMENDED: Under Mr. Murdock as general manager, the Board approved an increased spending limit to \$50,000. Since then, an acting general manager was appointed splitting the district engineer into a separate role. The role of district engineer is not currently listed in the District Code but is being added.

Mr. Murdock explained that \$1,000 projects do not need competitive bidding; \$25,000+ projects require reporting to the Department of Industrial Relations; \$175,000+ projects require formal bidding.

Commissioner McDonald motioned that CVSAN recommends delegating authority to the District Engineer approval to spend up to the general manager's spending authority to address such emergencies as they arise and to promptly notify the general manager. (McDonald 1st, Bartlebaugh 2nd, 4/0, 1 absent)

7f. POLL COMMISSIONERS ON THE DESIRE TO HOLD A JOINT USE AGREEMENT (JUA) STUDY SESSION AND SELECT A DATE: Commissions agreed to a closed study session.

8a. UPDATE ON FINANCIAL MATTERS: The Board approved hiring a government accounting firm. ASM Goodman has been in discussions with Maze & Associates and has received rates, but a project estimate has not been submitted.

8b. UPDATE ON BUDGET PROCESS FOR 2024: Ms. Goodman has spent considerable time working on the SUC calculations with sanitary staff. A combination of tasks has delayed significant progress with the budget process. She has gained administrative control for QuickBooks and has added recreation facilities manager Witschi as a user to assist. She will be preparing a preliminary CVSAN budget and will schedule a meeting with the budget and finance committee.

8c. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: The project at Second and Rose is almost completed. This was an emergency replacement being done at a rate of

Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais

\$150 a foot. The project was thought not to have a second lateral, but a second lateral was discovered. The contractor offered to repair it at no additional cost. The project did incur an additional electro-fusion cell.

8d GOVERNMENTAL MATTERS: Ms. Goodman shared an article from SF Gate reporting that the EPA is fining several agencies for a total of \$372,000. The largest fine is for EBMUD and small fines to Selma, Albany, Piedmont, Berkeley, and Alameda. Crockett was not on that list. San Francisco is also being targeted by an EPA watchdog. Mr. Murdock reported on a recent SCADA hacking supposedly by the Russian military, which released one day's worth of water in a town in Texas. Crockett currently does not have this technology in place.

8e ANNOUNCEMENTS AND DISCUSSION: None

9a WASTEWATER COMMITTEE: A meeting to discuss the JUA is scheduled for Friday, April 19 at 3:30.

9b BUDGET & FINANCE COMMITTEE: None.

9c INTER-AGENCY MEETINGS: The next Contra Costa Special District Association meeting is scheduled for Monday, May 20th.

10 FUTURE AGENDA ITEMS:

- 1 Rolph Park Drive repairs.
- FOG (fats, oils, and grease) process/policy
- JUA study session.
- Monthly Maintenance Operations Report
- Pump Station Grit Detritter Condition report.
- District Code enforcement review.
- Notice of Violation letter.

11. COMMISSIONER COMMENTS: Commissioner.

12. ADJOURNMENT: The meeting was adjourned at 7:04 PM until May 15, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: districtsecretary@town.crockett.ca.us

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING OF MAY 15, 2024.

1. CALL TO ORDER: The meeting was opened at 4:00 PM by Chair Manzione. Commissioners present include McDonald, Bartlebaugh, Manzione, Trask, Wais and alternative Quade. Staff present: District Secretary (DS) Rivas, District Engineer (DE) Murdock, Administrative Services Manager (ASM) Goodman, and Sanitary Department Manager (SDM) Barnhill.
2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: A request was made to move the Manager's report earlier.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. PRELIMINARY REVIEW OF PUBLIC HEARINGS: None.
5. CONSENT CALENDAR: Item 5a was carried to the June meeting. Item 5b was received. (McDonald 1st, Wais 2nd, 5/0)
 - 5a. Approve minutes of April 17, 2024. Staff was asked to distribute minutes no later than 72 hours prior to a meeting time. Once an agenda is posted, it cannot be amended. An agenda can only be amended under emergency situations or unknown business matters that were not previously known but must occur before the next meeting date.
 - 5b. Receive warrant transmittals.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None.
- 7a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD AND THEIR COMMITTEES: The Board declined the recommended sewer use charge (SUC) increase for Crockett and asked staff to return in May. The required Proposition 218 mailing was pushed from May 1st to July 1st. A contract with Maze & Associate, a governmental accounting firm, was approved to help the ASM bring the District's accounting books up to date. A contract was signed with Redwood Public Law and retained Richard Pio Roda as legal counsel. The District still has access to Meyers Nave for other legal matters. The Ad Hoc for 1 Rolph Park Drive was postponed once again due to other District priorities. The Board determined that signing authority should remain with the general manager who is financially responsible for the District.

ASM Goodman clarified that Maze & Associates began the complex reconciliation process. Recreation facilities manager Witschi has been helping and has completed deposits up to 2022. Due to the current disarray of the District's accounting, Port Costa declined their SUC increase even after acknowledging cost increases are inevitable.
- 7b. DISCUSS SEWER USE CHARGE: DE Murdock presented the previously submitted SUC report with a revised addendum showing three scenarios. The Board rejected the original recommendation because it was too similar to a previous increase that resulted in a lawsuit.

Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais

The data collected from EBMUD revealed that roughly 10%-15% of properties are missing, including a major commercial account. A lengthy discussion was had on the different scenarios.

The District receives sanitary sewage from the refinery and also from other properties that they own that are not industrial. C&H has over 300 employees according to their website (or 10% of Crockett's population) resulting in significant sanitary sewage flow from the refinery. In addition, they have industrial wastewater that is transferred through the pump station as diversions. This amounts to significant sewer use costs. The refinery sent roughly 6,400 one hundred cubic feet of diversion in 22/23. Their remaining four properties put out roughly 1,000 one hundred cubic feet per year. The 2010 10-year settlement agreement has expired.

Revenues and expenditures were discussed in great detail. A fair amount of time was focused on billing and payments between the District and C&H. The District's cost for the joint-use partnership continues to increase creating a larger burden on Crockett. There is concern that equipment repairs for both the refinery and Crockett will further increase those costs. The reserves are roughly \$3 million. \$1.14 million is due to ASR for previous years; the budget allocates \$1.6 million for these outstanding invoices. Similarly, C&H has an outstanding balance since they stopped making payments in the last quarter of 2020.

Revenues total \$1.1 million with a matching \$1.1 million in expenses. The report reflects a \$2,558,492 deficit accounting for continuing costs of previously committed capital improvements, the cost of significant anticipated repairs, and the cost of inflation. Based on these estimates, the following SUC increases are recommended: SFR (single-family residence) from \$918 to \$1,153; Apartment from \$759 to \$822; and the volumetric rate for commercial and mixed-use properties from \$13.71 to \$21.23 per 100 cubic feet of water. Overall, this represents a 39% increase. Staff will continue to trim the budget where possible.

Rate increases have been minimal to none over the last few years. The impact of these minimal increases is reflected in the significant increase for FY 24/25. The Board will make the final decision on the actual increase.

The sanitary district is providing a service mandated by law for public health. The SUC is an assessment, not a tax. An assessment does not require going to the voters and asking for a tax increase and can be placed on the tax roll, absent of protest. Proposition 218 provides a tight timeframe to implement and notify the public of increases. There are two types of rate studies. The District has used a water consumption-based study for several years. Hiring a licensed wastewater engineer to conduct an in-depth sewer rate study to include five-year equalized increases was recommended and budgeted \$30,000 for the study.

7c. UPDATE ON JOINT USE AGREEMENT NEGOTIATIONS: The committee has prepared a response to the draft Joint Use Agreement currently undergoing legal review.

7d. CONSIDER A JOINT USE AGREEMENT (JUA) STUDY SESSION AND SELECT A DATE: A special meeting is scheduled for Friday, June 21 at 1 PM to review the JUA responses.

7e. CONSIDER AN EDUCATIONAL TREATMENT PLANT FIELD TRIP AND SELECT A DATE: This item was tabled.

7f. CONSIDER AN ALTERNATE DATE TO JUNE 19TH MEETING DUE TO THE JUNETEENTH HOLIDAY: Juneteenth is a federal holiday approved by the District. A decision was made to cancel the regularly scheduled meeting and incorporate it into a special meeting the following Friday – June 21st at 1 pm. The Commissioners agreed to a closed study session but will need to confirm with the attorney.

Commissioners: Scott Bartlebaugh (vc), Mark Manzione (c), Dale McDonald, Valerie Quade (alt.), D'Arcy Trask, Mary Wais

8a. UPDATE ON FINANCIAL MATTERS: Billings have not been consolidated as of yet. ASM Goodman is working with Maze & Associates to make further progress with accounting. A loan payment of \$26k from PCSAN to CVSAN is pending. The second PCSAN loan is being assessed. The FY 24/25 budget has been slowed due to the SUC process and the time needed to get Maze & Associates integrated into the District's financial system. The ASM will meet with the CVSAN budget & finance committee after meeting with the Board budget & finance committee.

8b. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: DE Murdock reported that the Alexander Park sewer repair project is mostly completed. The contractor hit a few steel pipes that were not noted in any plans – this will likely incur additional costs. There is one manhole left to repair. Pipes are cleaned every two months. There was a third failure on Pomona Street. An audit of recently cleaned lines was not stellar. The District has experienced great collection services through West County Wastewater but they are more expensive. The MCC has a \$45k bill for submittals. Mr. Murdock requested to remove the FOG program from future agenda items. He has visited and photographed all food establishments' grease traps. There are five customers and seven restaurants.

8c. GOVERNMENTAL MATTERS: None.

8e. ANNOUNCEMENTS AND DISCUSSION: None

9a. WASTEWATER COMMITTEE: None.

9b. BUDGET & FINANCE COMMITTEE: None.

9c. INTER-AGENCY MEETINGS: None.

10. FUTURE AGENDA ITEMS:

- 1 Rolph Park Drive repairs.
- Sewer use calculation study
- JUA study session
- Customer database study
- Monthly Maintenance Operations Report
- Pump Station Grit Detritter Condition report.

11. COMMISSIONER COMMENTS:

12. ADJOURNMENT: The meeting was adjourned at 6:48 PM until June 18, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

Trial Balance

Organization Contra Costa County
Periods FY 2023-24 : 01 Jul - 12 Jun
Ledger Actuals
Ledger Account/Summary 0010:CASH
0530:WARRANTS PAYABLE
Accounting Worktag 324000 CROCKETT COMMUNITY SVCS
Book Operating Book
Company Currency USD
Translation Currency USD
Run 06/24/2024 03:12 PM

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	275,596.36	811,094.17	383,412.61	703,277.92
Total	275,596.36	811,094.17	383,412.61	703,277.92

Trial Balance

03:12 PM

06/24/2024

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Organization Contra Costa County
Periods FY 2023-24 : 01 Jul - 12 Jun
Ledger Actuals
Ledger Account/Summary 0010:CASH
 0530:WARRANTS PAYABLE
Accounting Worktag 324100 CROCKETT RECREATION DEPT
Book Operating Book
Company Currency USD
Translation Currency USD
Run 06/24/2024 03:12 PM

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	165,089.02	2,345,320.62	2,397,116.99	113,292.65
0530:WARRANTS PAYABLE	(17,078.20)	1,109,155.84	1,115,271.89	(23,194.25)
Total	148,010.82	3,454,476.46	3,512,388.88	90,098.40

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>
FUND 3241 - RECREATION				
05/01/2024	DC Construcion, Inc	Pool ADA Project, INV#2187	34,079.24	14895
05/01/2024	JaDonna McNeally	Return Deposit, Event date 4/30/24	700.00	14896
05/01/2024	Juana Perez	Return Deposit, Event date 4/20/24	700.00	14897
05/01/2024	LESLIE'S POOL SUPPLIES	Pool supplies INV# 000190 and chemicals INV#100904	641.51	14898
05/01/2024	Marta Bessi Martinez	Balance due back to customer, event 7/20/2024	204.00	14899
05/01/2024	PG&E	acct# 8212111930-7 April 2024 billing	2,057.15	14900
05/01/2024	PG&E	acct# 6757445609-0, April 2024 electricity	880.55	14901
05/01/2024	PRECISION SECURITY SOLUTIONS	58.5 hours of security for April 2024, INV# 24-SE4-41	2,047.50	14902
05/01/2024	Studio 144 Architects	Architect for Pool ADA Proj, 10.75 billable hours INV#14	1,382.75	14903
05/01/2024	Humanity.com, LLC	Humanity Annual Subscription, INV00336804	1,200.00	14904
05/01/2024	U.S. BANK	Rec Portion of Credit Card, April 2024 billing	10,876.68	14905
05/01/2024	The Real Yellow Pages	Advertising, Acct# 800431701	59.60	14906
05/01/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 24, split	11,818.61	14907

Total FUND 3241 - RECREATION

66,647.59

TOTAL



66,647.59

[Handwritten Signature] 5/1/2024

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
05/06/2024	CONTRA COSTA COUNTY TREASURER	Corrected wages for SW from Jan 16th to Apr 30th	308.41	14908
05/06/2024	DC Construction, Inc	Pool Reno Inv#2191 4/30/24	89,204.93	14909
Total FUND 3241 - RECREATION			89,513.34	
TOTAL			89,513.34	

  5/6/2024

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>
FUND 3241 - RECREATION				
05/15/2024	ASCAP	Reference # 122000083665	290.00	14910
05/15/2024	Applied Materials & Engineering, Inc.	Inv# 1240256-0424 Dowel Replacement Inspection	495.00	14911
05/15/2024	EBMUD	Acct# 30385100001 Billing from 3/7-5/7/24	339.56	14912
05/15/2024	EBMUD	Acct# 30385200001 Billing from 3/7-5/7/24	330.46	14913
05/15/2024	LESLIE'S POOL SUPPLIES	Chemicals and supplies 5/11 and 5/04	753.27	14914
05/15/2024	MEYERS NAVE	General Advice March 2024, Inv#216898	66.10	14915
05/15/2024	PG&E	Electricity and Gas Charges April 2024, Acct# 2501517473-0	2,113.47	14916
05/15/2024	STATE COMPENSATION INSURANCE FUND	Inv# 1001642807, charges for April and May 2024 SPLIT	1,446.98	14917
05/15/2024	The Real Yellow Pages	Acct# 800431701, advertising for Comm Cntr	127.68	14918
05/17/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 26, SPLIT	6,493.42	14919
05/17/2024	CONTRA COSTA COUNTY TREASURER		2,973.77	14920
05/17/2024	CSRMA	PIP Ins, JPA, Fee 12/31/24 INV#7249	22,811.00	14921
05/17/2024	DC Construction, Inc	Pool ADA Proj INV#2195	56,586.59	14922
05/17/2024	LINCOLN AQUATICS	CPO Cert Alisa Maria, INV#D8853446	395.00	14923
Total FUND 3241 - RECREATION			<u>95,222.30</u>	
TOTAL			<u>95,222.30</u>	

[Signature] 5/17/2024

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
05/15/2024	ASCAP	Reference # 122000089665	290.00	14910
05/15/2024	Applied Materials & Engineering, Inc.	Inv# 1240256 0424 Dowel Replacement Inspection	495.00	14911
05/15/2024	EBMUD	Acct# 30385100001 Billing from 3/7-5/7/24	339.56	14912
05/15/2024	EBMUD	Acct# 30385200001 Billing from 3/7-5/7/24	330.46	14913
05/15/2024	LESLIE'S POOL SUPPLIES	Chemicals and supplies 5/11 and 5/04	753.27	14914
05/15/2024	MEYERS NAVE	General Advice March 2024, Inv#216898	66.10	14915
05/15/2024	PG&E	Electricity and Gas Charges April 2024, Acct# 2501517473-0	2,113.47	14916
05/15/2024	STATE COMPENSATION INSURANCE FUND	Inv# 1001642807, charges for April and May 2024 SPLIT	1,446.98	14917
05/15/2024	The Real Yellow Pages	Acct# 800431701, advertising for Comm Cntr	127.68	14918
05/17/2024	GONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 26, SPLIT	6,493.42	14919
05/17/2024	GONTRA COSTA COUNTY TREASURER		2,973.77	14920
05/17/2024	GSRMA	PIP Ins, JPA, Fee 12/31/24 INV#7249	22,811.00	14921
05/17/2024	DC Construction, Inc	Pool ADA Proj INV#2195	56,586.59	14922
05/17/2024	LINCOLN AQUATICS	GPO Gert Alisa Maria, INV#D8853446	395.00	14923
05/20/2024	Studio 144 Architects	Inv#15 Alexander Park Pool ADA Renovation	4,258.75	14924
05/20/2024	SDRMA	Health Benefits Rec June 2024	2,360.76	14925

Total FUND 3241 - RECREATION

~~101,841.81~~ 106,766.55

TOTAL

101,841.81 106,766.55

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Trial Balance

03:13 PM

06/24/2024

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Organization Contra Costa County
Periods FY 2023-24 : 01 Jul - 12 Jun
Ledger Actuals
Ledger Account/Summary 0010:CASH
 0530:WARRANTS PAYABLE
Accounting Worktag 324200 CROCKETT CSD-MAINT DEPT
Book Operating Book
Company Currency USD
Translation Currency USD
Run 06/24/2024 03:13 PM

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	57,092.21	183,987.28	198,247.93	42,831.56
0530:WARRANTS PAYABLE	(1,886.26)	72,928.51	71,966.73	(924.48)
Total	55,205.95	256,915.79	270,214.66	41,907.08

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324200 Account : 0830

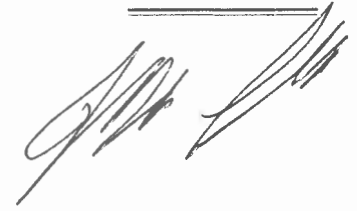
Date	Name	Memo	Credit	Num
FUND 3242 - MAINTENANCE				
05/01/2024	DOLORES M. MORALES	Weedkiller and graffiti remover	57.04	597
05/01/2024	L & K Hauling	20 hours at \$125, Bridgehead Maintenance, INV#1466	2,500.00	598
05/01/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 24, split	235.16	599
Total FUND 3242 - MAINTENANCE			<u>2,792.20</u>	
TOTAL			<u>2,792.20</u>	

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5/15/2024

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>
FUND 3242 - MAINTENANCE				
05/17/2024	CONTRA COSTA COUNTY TREAS...	Netchex Payroll nbr 26, SPLIT	114.21	600
Total FUND 3242 - MAINTENANCE			114.21	
TOTAL			114.21	

 5/17/2024

Trial Balance

03:13 PM

06/24/2024

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Organization Contra Costa County
Periods FY 2023-24 : 01 Jul - 12 Jun
Ledger Actuals
Ledger Account/Summary 0010:CASH
 0530:WARRANTS PAYABLE
Accounting Worktag 342500 PORT COSTA SANITARY DEPT
Book Operating Book
Company Currency USD
Translation Currency USD
Run 06/24/2024 03:13 PM

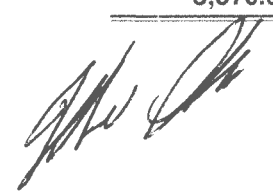
Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	168,193.30	691,227.74	663,486.46	195,934.58
0530:WARRANTS PAYABLE	(12,004.66)	260,708.63	257,662.72	(8,958.75)
Total	156,188.64	951,936.37	921,149.18	186,975.83

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
05/01/2024	U.S. BANK	April 2024 charges and interest	710.97	1849
05/01/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 24, split	2,359.66	1850
Total FUND 3425 - PC SANITARY - O&M			<u>3,070.63</u>	
TOTAL			<u>3,070.63</u>	

 5/11/2024

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
05/15/2024	Eurofins Calscience	Testing for month of April 2024, INV#5700177457	1,272.50	1851
05/15/2024	Sierra Chemical Company	220 gal Sodium Hypochlorite plus freight, INV# 150847	1,212.00	1852
05/15/2024	V.W. Housen & Associates	Assist with PPP and 2024 CIWQS Annual report (Split 50/50 w/ CV)	1,305.00	1853
05/17/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 26, SPLIT	269.20	1854
05/17/2024	CSRMA	PIP Ins, JPA, and Fee 12/31/23 INV#7249	5,944.24	1855
05/17/2024	MEYERS NAVE	General Advice INV#216898	14.68	1856
05/17/2024	STATE COMPENSATION INSURANCE FUND	Workers Comp April and May 2024 INV#1001642807	321.54	1857
05/17/2024	Valley Operators, LLC	Monthly Svc Fee INV#2770	4,650.00	1858
05/17/2024	WATSON-MARLOW, INC.	2 Chem Dosing Pumps	19,292.01	1859
Total FUND 3425 - PC SANITARY - O&M			34,281.17	
TOTAL			34,281.17	

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5/17/2024

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
05/20/2024	SDRMA	June 2024 Medical Benefits - Payroll SPLIT	590.19	1860
Total FUND 3425 - PC SANITARY - O&M			590.19	
TOTAL			590.19	

 5/20/2024

Trial Balance

Organization Contra Costa County
Periods FY 2023-24 : 01 Jul - 12 Jun
Ledger Actuals
Ledger Account/Summary 0010:CASH
0530:WARRANTS PAYABLE
Accounting Worktag 342600 CROCKETT SANITARY DEPT
Book Operating Book
Company Currency USD
Translation Currency USD
Run 06/24/2024 03:13 PM

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	441,347.84	4,825,988.49	4,210,093.42	1,057,242.91
0530:WARRANTS PAYABLE	(4,184.17)	1,880,516.81	1,887,133.77	(10,801.13)
Total	437,163.67	6,706,505.30	6,097,227.19	1,046,441.78

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


Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
05/01/2024	CEAU	Job 24-01, Repair on 2nd Ave, Inv#10501	39,314.40	7165
05/01/2024	CEAU	Alexander Park Sewer Proj., Inv 1 Job No. CVSAN 2316	28,072.50	7166
05/01/2024	DENALECT ALARM CO.	Service to 1 Rolph Park Dr., Inv#115968	400.31	7167
05/01/2024	Jena Goodman	Office Supply Reimbursement - Costco	121.47	7168
05/01/2024	U.S. BANK	April 2024 Credit Card Charges	1,843.72	7169
05/01/2024	Villa's Landscape	INV#CCSD-227, two Visits for landscaping at 1 RPD 4/12 & 4/26	300.00	7170
05/01/2024	V.W. Housen & Associates	INV#1542, Assist with PPP and 2024 CIWQS reporting (50/50 split w/ PC)	1,305.00	7171
05/01/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 24, split	26,130.38	7172
Total FUND 3426 - CV SANITARY - O&M			<u>97,488.38</u>	
TOTAL			<u><u>97,488.38</u></u>	

[Handwritten Signature]
5/1/2024

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>
FUND 3426 - CV SANITARY - O&M				
05/17/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 26, SPLIT	1,280.74	7173
05/17/2024	CONTRA COSTA COUNTY TREASURER	CalPERS April 2024, SPLIT	3,779.50	7174
05/17/2024	CSRMA	PIP Ins, JPA, Fee 12/31/23 INV#7249	45,547.70	7175
05/17/2024	DOLORES M. MORALES	Paint and supplies for 1 RPD	495.40	7176
05/17/2024	EBMUD	water for accts 86466230369 (\$154.96) and 55397300001 (\$323.44)	478.40	7177
05/17/2024	MEYERS NAVE	General Advice INV# 216899 (SPLIT) and JTP INV#216898	176.26	7178
05/17/2024	PG&E	Electricity and Gas For Collection System and 1 RPD	6,044.07	7179
05/17/2024	STATE COMPENSATION INSURANCE FUND	Workers Comp Apr and May 2024, SPLIT	1,446.98	7180
05/17/2024	TELSTAR INSTRUMENTS, INC.	MCCP Proj INV#121559, job #30-41663	45,000.00	7181
Total FUND 3426 - CV SANITARY - O&M			<u>104,249.05</u>	
TOTAL			<u>104,249.05</u>	



 5/17/2024

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>
FUND 3426 - CV SANITARY - O&M				
05/20/2024	SDRMA	June 2024 Medical Benefits - Payroll SPLIT	3,614.27	7182
05/20/2024	Frisch Engineering, Inc.	Task No.1 Inv#11925-2402c, MCCP Engineering Svcs April 2024	7,200.00	7183
Total FUND 3426 - CV SANITARY - O&M			<u>10,814.27</u>	
TOTAL			<u>10,814.27</u>	

[Handwritten Signature] 5/20/2024

RESOLUTION NO. 23/24-29

RESOLUTION OF THE CROCKET COMMUNITY SERVICES DISTRICT MODIFYING THE SALARY SCHEDULE OF THE DISTRICT EMPLOYEES TO INCORPORATE A COST-OF-LIVING ADJUSTMENT FOR FISCAL YEAR 2024/25

WHEREAS, the District wishes to grant a cost-of-living salary adjustment (COLA) to District Employees by “a percentage equal to the percentage increase in the Consumer Price Index – All Items for All Urban Consumers, San Francisco-Oakland-San Jose SMSA, published by the U.S. Department of Labor, Bureau of Labor Statistics for the 12-month period ending April 2024” (CPI); and

WHEREAS, for the 12-month period ending April 2024, the percentage increase in the CPI was 3.8%; and

WHEREAS, the District also conducted a compensation review and job description review in January this year, resulting in salary adjustments to part-time seasonal employees and COLA increases for all full-time recreation positions; and

WHEREAS, the COLA increase was considered and approved on May 7, 2024, by the Personnel Committee; and

WHEREAS, the salaries of the seasonal positions will not be changed by the COLA because they have already been adjusted for the annual minimum wage increase;

NOW, THEREFORE, the Board of Directors of the Crockett Community Services District resolves that the Cost-of-Living increase for FY 24/25 not to exceed 3.8%, the CPI increase as published by the U.S. Department of Labor, Bureau of Labor Statistics for the 12-month period ending April 2024” for the San Francisco-Oakland-San Jose SMSA for all employees except seasonal employees effective July 1st, 2024.

THE FORGOING RESOLUTION was adopted at the regular district meeting held on June 26, 2024.

AYES:

NOES:

ABSENT:

ABSTAINED:

Nicholas Spinner, President

ATTEST:

Sonia Rivas, MBA
District Secretary

RESOLUTION NO. 23/24-30

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT
LEVYING AN ANNUAL LIGHTING AND LANDSCAPE SPECIAL TAX
FOR FISCAL YEAR 2024/2025**

WHEREAS, Measure L, a citizen’s initiative was passed by a vote of the majority of the voters in a general election in the Crockett Community Services District (“District”), did agree to levy a tax on property within the District for the purposes as described in the measure; and

WHEREAS, the Crockett Community Services District ("District") is authorized by District Resolution 22/23-21, to annually adopt a resolution levying a lighting and landscape special tax for the fiscal year within the Crockett Zone; and

WHEREAS, the tax per year on each residential parcel in the Crockett Zone is \$50; and

WHEREAS the Lighting and Landscape Commission determined the lighting and landscape special tax is needed to maintain public outdoor spaces and amenities; for town maintenance and landscaping activities as set forth in ordinance and services within the Crockett Zone area served by the District; and

WHEREAS, the Lighting and Landscape Commission, after careful consideration of the needs of the public and the value the Lighting and Landscape special tax brings to the residents of the District, recommended keeping the Lighting and Landscape Special Tax at \$50; and

NOW, THEREFORE, BE IT RESOLVED that pursuant to Resolution No. 23/24-30, which establishes a Lighting and Landscape special tax, the Board of Directors of the District hereby levies the Lighting and Landscape special tax on all residential parcels within the Crockett Zone the amount of \$50 for fiscal year 2024/2025 and authorizes and directs the Administrative Services Manager to take all steps required to place said tax levy on the tax rolls for the 2024-2025 fiscal year.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on June 26, 2024, by the following vote and shall be effective immediately:

AYES:

NOES:

ABSENT:

ABSTAINED:

Nicholas Spinner, President

ATTEST:

Sonia Rivas, MBA
District Secretary

9.b

RESOLUTION NO. 23/24-31

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT
TRANSITIONING THE DISTRICT SECRETARY FROM A PART-TIME TO FULL-TIME
STATUS**

WHEREAS, the Crockett Community Services District (“District”) is an independent special district formed under the Community Services District Law, Government Code Sections 61000 *et seq.*) with an elected governing board; and

WHEREAS, on September 15, 2020, the Board of Directors created the office of Board Secretary (District Secretary) and a list of duties that were formerly assigned to the General Manager, and

WHEREAS, since September 2020, a combination of Board members and recreation staff performed the duties of the Board Secretary, and

WHEREAS, the Board determined the need to hire a dedicated District Secretary for efficiency in expediting the duties, and

WHEREAS, the Personnel Committee established the Board Secretary would be a part-time role and require between 16 – 20 hours per week.

WHEREAS, on July 26, 2023, the Board appointed a District Secretary on a part-time basis, and

WHEREAS, on May 14, 2024, the Personnel Committee approved transitioning the District Secretary from part-time to full-time since the position has consistently required 30-plus hours to complete the District Secretary duties.

NOW, THEREFORE, BE IT RESOLVED that the role of District Secretary requires 30 plus hours to perform the job duties. The Crockett Community Services District hereby approves changing the District Secretary position from part-time to full-time status effective immediately.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held in Crockett on February 28, 2024, by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

9.c

Nicholas Spinner, President

ATTEST:

Sonia Rivas, MBA
District Secretary

RESOLUTION NO. 23/24-32

**BEFORE THE BOARD OF DIRECTORS OF THE CROCKETT COMMUNITY SERVICES
DISTRICT CONTRA COSTA COUNTY, STATE OF CALIFORNIA**

**RESOLUTION ORDERING EVEN-YEAR BOARD OF DIRECTORS, ELECTION;
CONSOLIDATION OF ELECTIONS; AND SPECIFICATIONS OF THE ELECTION ORDER**

WHEREAS, California Elections Code requires a general district election be held in each district to choose a successor for each elective officer whose term will expire on the first Friday in December following the election to be held on the first Tuesday after the first Monday in November in each even-numbered year; and

WHEREAS, other elections may be held in whole or in part of the territory of the district and it is to the advantage of the district to consolidate pursuant to Elections Code Section 10400; and

WHEREAS, Elections Code Section 10520 requires each district involved in a general election to reimburse the county for the actual costs incurred by the county elections official in conducting the election for that district; and

WHEREAS, Elections Code Section 13307 requires that before the nominating period opens the district board must determine whether a charge shall be levied against each candidate submitting a candidate's statement to be sent to the voters; may estimate the cost; and determine whether the estimate must be paid in advance; and

WHEREAS, Elections Code Section 12112 requires the election official of the principal county to publish a notice of the election once in a newspaper of general circulation in the District;

NOW, THEREFORE, IT IS ORDERED that an election be held within the territory included in this district on the 5th day of November 2024, for the purpose of electing members to the board of directors of said district in accordance with the following specifications:

SPECIFICATIONS OF THE ELECTION ORDER

1. The Election shall be held on Tuesday, the **5th day of November, 2024**. The purpose of the election is to choose members of the board of directors for the following seats:

Director - Full Term

Director - Full Term

Director - Full Term

2. The District has determined that the **candidate** will pay for the Candidate's Statement. As a condition of having the Candidate's Statement published, the candidate shall/may pay the

9.d

estimate cost at the time of filing. The District hereby establishes the estimated cost for a candidate statement, based on a word limit of 250, as the following: \$200.00

3. The district directs that the County Registrar of Voters of the principal county publish the Notice of Election in a newspaper of general circulation that is regularly circulated in the territory.
4. This Board hereby requests and consents to the consolidation of this election with other elections which may be held in whole or in part of the territory of the district, pursuant to Elections Code 10400.
5. The District will reimburse the county for the actual cost incurred by the county elections official in conducting the general district election upon receipt of a bill stating the amount due as determined by the elections official.
6. The Clerk of this Board is ordered to deliver copies of this Resolution, to the Registrar of Voters, and if applicable, to the Registrar of Voters of any other county in which the election is to be held, and to the Board of Supervisors.
7. **THE FOREGOING RESOLUTION WAS ADOPTED** upon motion of Director _____
Seconded by Director _____, at a regular meeting on this day of June 26, 2024,
by the following vote:

AYES:

NOES:

ABSENT:

ABSTAINED:

Nicholas Spinner, President

ATTEST:

Sonia Rivas, MBA
District Secretary

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

June 03, 2024

LAIF Home
PMIA Average Monthly
Yields

CROCKETT COMMUNITY SERVICES DISTRICT

TREASURER-TAX COLLECTOR
625 COURT STREET, ROOM 102
MARTINEZ, CA 94553

Tran Type Definitions

Account Number: 16-07-004

May 2024 Statement

Effective Date	Transaction Date	Tran Type	Confirm Number	Web Confirm Number	Authorized Caller	Amount
5/21/2024	5/20/2024	RW	1753398	1713826	AMMY H. PLUTH	-100,000.00

Account Summary

Total Deposit:	0.00	Beginning Balance:	4,681,097.95
Total Withdrawal:	-100,000.00	Ending Balance:	4,581,097.95

10.b