

CROCKETT SANITARY COMMISSION

AGENDA FOR WEDNESDAY, JANUARY 15, 2024

TIME: 4:00 PM – Regular Meeting

LOCATION: Crockett Community Center, 850 Pomona Street, Crockett, CA

The Crockett Sanitary Commission is an agent of the Crockett Community Services District.

1. CALL TO ORDER - ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS
(The Committee 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. PRELIMINARY REVIEW OF PUBLIC HEARINGS: None
(The Commission will hear the violation(s) and make a recommendation to the CCSD Board for a final determination. CCSD Board meetings are held on the following Wednesday at 7 PM.)
5. CONSENT CALENDAR: Consideration of a motion to approve the following items:
 - a. Approve Minutes of October 16, 2024.
 - b. Approve Minutes of November 13, 2024
 - c. Approve Minutes of December 11, 2024
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR:
7. ADMINISTRATIVE:
 - a. Review applicants for the CVSAN vacant seat and make a recommendation to the Board.
 - Valerie Leuba
 - Glen Millward
 - Grant Griffanti
 - b. Update on Joint Use Agreement negotiations.
 - c. Update on C&H JTP odor lawsuit.
 - d. Discuss a 2025 Action Plan.
8. BUDGET AND FINANCE:
 - a. Receive warrant transmittals.
 - b. Update on financial reconciliation.
 - c. Update on District financial matters.

9. REPORT OF DEPARTMENT MANAGER:

(These items are typically for the exchange of information only. No action will be taken at this time.)

- a. Update on District administration.
- b. Operations, maintenance, and capital improvements.
- c. Governmental matters.
- d. Announcements and discussion.

10. REPORTS/COMMENTS FROM COMMISSIONERS:

(These items are typically for the exchange of information only. No action will be taken at this time.)

- a. Wastewater Committee – Members Bartlebaugh and Manzione
- b. Budget & Finance Committee – Members Bartlebaugh and Trask
- c. Inter-agency and Trade meetings.

11. FUTURE AGENDA ITEMS

- a. ADU policy for CVSAN.
- b. Capacity/Impact Fees.
- c. Payment of repairs at 1 Rolph Park Drive.
- d. Form an Ad Hoc to select an SUC consultant and planning: study structure and consider a 5-year equalized rate increase plan
- e. Scope project to check data on single-family residences, apartment quantities, commercial dischargers, and mixtures.
- f. JTP Monthly Operations Report (MOR)

12. ADJOURNMENT: until February 19, 2025.

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, don't hesitate to get in touch with the District Secretary at (510) 787-2992 or by email at districtsecretary@town.crockett.ca.us. Notification at least 48 hours before the meeting or when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Per California Government Code Section 54957.5, any writing or document that is a public record related to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection. The Board has designated the District's website located at www.town.crockett.ca.us/meetings as the place for making those public records available for inspection. The documents may also be obtained by calling the District Secretary at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

CROCKETT SANITARY COMMISSION (CVSAN)

of the Crockett Community Services District

For Review

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 OCTOBER 16, 2024.

1. CALL TO ORDER: Commissioner Wais called the meeting to order at 4:03 PM. Commissioners Trask, Quade, and Wais were present. Chair Manzione, Vice-Chair Bartlebaugh, and Commissioner McDonald were absent (excused). Staff present: District Secretary (DS) Rivas, Interim General Manager (IGM) Goodman, and Sanitary Department Manager (SDM) Barnhill.
2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. PRELIMINARY REVIEW OF PUBLIC HEARINGS: None.
5. CONSENT CALENDAR: Consent Calendar was approved. (Quade 1st, Trask 2nd, 3/0, 3 absent).
 - a. Approve minutes of September 18, 2024.
 - b. Receive warrant transmittals. – IGM Goodman.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None.
- 7a. REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported that the structure of the minutes has changed various times over the last year. Most recently, the minutes have not reflected the names of speakers. Director Barassi stated members of the Board are elected officials; commissioners are appointed, and both serve the public. For transparency and accountability, minutes should note speaker names. The Board requested that minutes include the speaker's names where appropriate. Members of the public can request that their names not be recorded. An exception was made for the Police Liaison Commission.
- 7b. DISCUSS AND RECOMMEND CHANGE TO SEWER LATERAL AT 730 KENDALL: Reported by SDM Barnhill. The property 730 Kendall is within the District's boundaries, utilizes a septic tank, and recently changed ownership. The county requires the property to be connected to Crockett's sewer collection system. The sewer lateral for this property would be between 800-900 linear fee. The District Code requires properties to tie into the District's line and the septic tanks are to be demolished and removed. The District's consulting engineer recommends abiding by the District Code's requirement.

The property has prepared a proposal with drawings to keep the septic tank as is and add a pump into the clarified end of the septic tank. Their septic tank should capture all solids meaning clarified water will be pumped down the force main into the sewer system rather than pumping everything as a slurry into the system, which is the usual method in Crockett.

SDM Barnhill recommends an exception (variance) of the District Code's requirement to connect to the District lines for 730 Kendall; the location is challenging and would require an abnormal expense

to install an 800-900 footlong lateral, and the property owner would be responsible for its own septic tank cleanup, maintenance and repairs of their tank(s), pump(s), and lateral up to and including the connection at the public main. The commissioners discussed and supported Staff's recommendation, and the proposed alternative makes sense for the property conditions.

- 7c. UPDATE ON JOINT USE AGREEMENT (JUA) NEGOTIATIONS: As reported by IGM Goodman. The JUA has been extended again to late January, in time for the State Land's Commission February meeting. The latest JUA meeting went well and focused on the clarification of the District's cost allocation requests. C&H is to review further. The teams are working on the District's version of the agreement. A State Lands Commission (SLC) meeting is scheduled for the coming Friday, October 18 that includes the District and American Sugar Refinery (ASR). The wastewater committee continues its contribution on technicalities including cost allocations. Board President Spinner, Director Barassi, IGM Goodman, and the District's attorney are spearheading the negotiations directly with ASR. The co-tenancy lease for the joint treatment plant expired in July and is part of these negotiations.
- 7d. UPDATE ON C&H BILLING: No update.
- 7e. UPDATE ON REPAIR PLAN FOR 1 ROLPH PARK DRIVE: The IGM is receiving quotes for the roof repair. Director MacKenzie has volunteered to help with installing new entry doors. The District will cover the cost of materials.
- 7f. DISCUSS THE PROCESS FOR FILLING IN THE PENDING VACANCY ON CVSAN COMMISSION: Chair Manzione had asked how pending vacancies are addressed and whether the commission can simply bump the current alternate into the full seat once it becomes vacant. DS Rivas reported that only the Board can appoint the seat. CVSAN will need to recommend Ms. Quade for the CVSAN seat to the Board. Ms. Quade had previously confirmed that she is interested in the full seat.
- 7g. CONSIDER AN ALTERNATE ACRONYM FOR CVSAN: Chair Manzione requested that the Commissioners consider modifying the Crockett Sanitary acronym since the name Valona was officially removed several years ago. The acronym was changed because a member of the Board wished to keep the Valona reference. A few acronym options were provided for consideration. After a short discussion, it was determined that changing the acronym could cause some confusion with historical documents. A motion was made and passed to keep the acronym CVSAN as it stands. Approved. (Trask 1st, Quade 2nd, 3/0, 3 absent).
- 7h. DISCUSS AB1234 ETHICS TRAINING: DS Rivas reported that the Brown Act requires that anyone who serves on a board or commission that is paid or receives a stipend is required to take ethics and sexual harassment training every two years. Neither the Board nor commissioners receive payment of stipend. The Board passed Resolution 09/10-29 that requires all board members and commissioners to take these training courses even though these are voluntary roles, but do not need to repeat the course as required by the Brown Act. DS Rivas announced that the CSDA website has a free Ethics course the following week and the commissioners may want to take advantage of the live class. Otherwise, the site offers on-demand classes.
- 8a. DEPARTMENT MANAGER REPORT - DISTRICT ADMINISTRATION: As reported by IGM Goodman. Staff has created a project tracker for the multiple projects currently in the works. Commissioner Trask suggested the Microsoft Project for tracking. SDM Barnhill explained that the District has a system binder that tracks completed projects, but the binder has not been maintained. The project tracker will allow staff to resume updating the system binder. The IGM continues to work with CEAU to close the Alexander Park project, but the process has been slow. Repairs have not been satisfactory or have not been completed.

Staff attended the 2024 Sewer Summit. Ms. Goodman shared the magnitude of regulatory requirements and gave kudos to SDM Barnhill for his ability to keep the District in compliance on his own. Other organizations have dedicated and multiple staff to manage regulatory compliance. The summit was an eye-opener as she realized the magnitude of tasks, maintenance, and repairs for the sanitary department. During Mr. McDonald's tenure as general manager, these tasks were shared between him and Mr. Barnhill. Mr. Barnhill has dealt with regulatory tasks with little assistance. She is reassessing workloads and redistributing non-sanitary tasks to other employees to free up time to assist Mr. Barnhill. Multiple crises are on the horizon and with staff shortages, requests from commissioners will take longer to implement and report on. SDM Barnhill reiterated that having knowledge of issues and not making timely repairs of system failures is considered negligence issues subject to fines and possible jail time. With staff shortages, he cannot tend to repairs in a timely basis when he is pulled away to address issues such as 730 Kendall which derails staff from focusing on regulatory issues.

There has not been any movement in hiring a general manager. Recreation has several things going on that need full attention and the IGM can no longer manage her role as ASM, IGM, and overseeing Recreation. The District does not have the luxury of waiting for a new general manager to be hired, hence the accelerated hiring of a permanent recreation manager.

Mr. Barnhill explained that the State Water Board deals with our collection and spills. All permits are Federal EPA and enforced by the California Resources Board (Cal EPA).

The MCC (Motor Control Center) remains in phase 1. This is a million-dollar project with one year in. Mr. Barnhill went into detail on the MCC project for Ms. Quade. Frisch is the engineering company that serves as the project manager.

A quote has been received for the 2024 CCTV project; \$43,000 for 18,000 linear feet. Mr. Barnhill explained in detail how the CCTV program works and why it is time-consuming. Contracting out for review is costly. Staff is behind on the CCTV schedule and estimated around 2017 that there is approximately \$20 million worth of repairs to be done. This equates to roughly \$300-\$400 per foot. The District is behind schedule on CCTV recordings. This project will bring the District CCTV schedule to completion.

Ms. Wais reported that a member of the public had suggested requesting funds from the Rodeo Renewable Fund for Crockett sewer repair work. Commissioner D'Arcy asked if Mr. McDonald would consider applying for the general manager position. IGM Goodman reported that Mr. McDonald has been advising her already.

The IGM noted staff shortages and increased workload demands on current limited staff on several occasions. The new operating contractor, Natural Systems Utilities (NSU), has engineering capabilities, installation, and operating capabilities. They have offered to take collections, system calls, and emergency calls if needed. Mr. Barnhill would like to test this service before considering hiring a full-time employee with benefits.

- 8b. DEPARTMENT MANAGER REPORT - FINANCIAL MATTERS: The IGM and SDM are developing a list of services where consultants could be considered to offset some workloads. She is looking into professional liability insurance. She signed a contract with an environmental attorney for the odor event in 2022. No formal claim has been filed against the District. The department's finances will be under close watch as the District will be spending a significant amount of money on repairs, financial reconciliation, and unexcepted costs such as the odor claim.

The Local Agency Investment Fund (LAIF) balance is \$4,633,404.81. The cash account balance is \$847630.47. Maze & Associates continues to work on account reconciliation which will take longer than

expected and will go into 2025. The District attorney has been asked to formally request the 2022 audit from the auditor which is needed for the reconciliation and to prepare for the 2023 audit.

8c. DEPARTMENT MANAGER REPORT - OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS:

The SDM reported that we are still waiting for components for the grit system cyclone Effluent pump 1 is still not working. An electrician will be needed to complete the repair. The grip pump has been repaired. New pressure gages were installed throughout which allows one to see how they are working. NSU has been given access to exercise valves and they have been provided with the wet weather checklist.

8d. DEPARTMENT MANAGER REPORT - 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:

- a. Presentation on alternative methods of human waste disposal.
- b. Capacity/connection fees for sanitary.
- c. Form an Ad Hoc to select an SUC consultant and planning: study structure and consider a 5-year equalized rate increase plan
- d. Hire a firm to check data on single-family residences, apartment quantities, commercial dischargers, and mixtures.
- e. JTP Monthly Operations Report (MOR)

11. COMMISSIONER COMMENTS: Chair.

12. ADJOURNMENT: The meeting was adjourned at 5:20 PM until November 13, 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

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For Review

MINUTES OF REGULAR MEETING OF NOVEMBER 13, 2024.

1. CALL TO ORDER: The meeting was opened at 4:07 PM by Vice-Chair Bartlebaugh. Commissioners Bartlebaugh, Manzione, McDonald, and Wais were present. Chair Manzione arrived at 4:10. Commissioner Trask was absent (excused). Staff present: District Secretary (DS) Rivas, Interim General Manager (IGM) Goodman, and Sanitary Department Manager (SDM) Barnhill.
2. REQUEST TO TAKE AGENDA ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. PRELIMINARY REVIEW OF PUBLIC HEARINGS: None.
5. CONSENT CALENDAR: Item 5a was carried to the next meeting. Item 5b of the Consent Calendar was approved.
 - a. APPROVE MINUTES OF SEPTEMBER 18, 2024: There was a short discussion regarding 730 Kendall. Chair Manzione requested that the agenda packet be available two weeks before a meeting. DS Rivas replied that two weeks prior is very unlikely. The goal is to post a complete package by the Friday before the meeting.
 - b. RECEIVE WARRANT TRANSMITTALS: Vice-Chair, Bartlebaugh, inquired about the generator rental and charges for Pump Station. IGM Goodman explained that during the annual wet weather preparedness, the diesel generator would not fire during testing. Repairs are taking longer than anticipated. A rental is in place until the generator is repaired, costing roughly \$4,000 monthly. The Telstar payment combines two payments: for the MCC (Master Control Center) and the repair of the Pump Station. The warrant transmittals were received. (McDonald 1st, Manzione 2nd, 4/0, 1 absent).

Mr. Bartlebaugh passed the meeting to Chair Manzione.

6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None.
- 7a REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: Reported by DS Rivas. Elena Gomez was appointed to the Lighting and Landscape Commission. The Joint Use Agreement (JUA) was extended again until the end of January. The Board approved a proposed alternative to the District Code's sewer connection requirement for 730 Kendall. The Board approved hiring legal counsel to represent the District for the 2022 odor event not to exceed \$50,000. The IGM will lead the effort to host a town hall meeting to answer many unanswered or incorrect information the community is asking or hearing about. The District has changed directions from an MOU to an Adopt-A-Highway to continue the maintenance of the area around the bridgehead. Caltrans has sold some portions of the original maintenance boundaries so the District will need to consider a second agreement with the County for the remaining areas surrounding the bridgehead. A contract with L. R. Paulsell Consulting was approved to continue CCTV services for Port Costa.

IGM Goodman reported that a date for the Town Hall has not been set. The volunteer appreciation dinner

was discussed at the Board meeting with both pros and cons. The dinner will not take place. She expanded the hiring of the environmental agreement. C&H has argued that since the District is a percentage owner of the plant, it should absorb some of the fines imposed by the Water Board and Air Quality Board (BAAQMD - Bay Area Air Quality Management District). Attorneys are currently in discussions. The Commissioners extended any assistance of technical and material knowledge to the Board regarding the odor event if needed.

7b. DISCUSS AND RECOMMEND VALERIE QUADE TO THE CROCKETT SANITARY COMMISSION (CVSAN): Reported by DS Rivas. Commissioner McDonald was uncontested for a Board seat and will create a vacancy. CVSAN can recommend Alternate Quade (Leuba) to the full seat, but the District Code requires that a notice of vacancy be posted for a minimum of 30 days to allow the public to apply. Mr. McDonald offered to officially resign at the end of the meeting, A motion was made to recommend to the Board that they accept Dale McDonald's resignation from CVSAN and that a notice of vacancy be posted. (Bartlebaugh 1st, Wais 2nd, 3/0, 1 abstain, 1 absent)

7c. DISCUSS WHEN TO HIRE OUTSIDE CONSULTANTS FOR SUC STUDY AND DATA VERIFICATION: DS Rivas reported that the item was placed on the agenda to begin the conversation. The Sewer Use Charge begins in March and the District is short on staff. Commissioner McDonald recommended holding off until the financial reconciliation is complete, and a 10-year capital improvement plan will be needed for a complete rate study. Holding off will allow Staff to consider the cost in the next budget cycle.

The former District engineer identified inconsistencies in the property type data during the last SUC calculation. The Commission discussed hiring a consultant to audit the existing data. Commissioner McDonald suggested that the discrepancy is likely due to new ADUs (additional dwelling units) that did not exist 15 – 20 years ago. An audit is expensive and labor-intensive requiring going door to door and would likely result in minimal impacts on the SUC charges. He recommended that this be a low-priority task.

IGM Goodman reminded the commissioners that they had discussed creating an ad hoc to research these items and present findings for the next steps to Staff when appropriate.

8a. DEPARTMENT MANAGER REPORT - DISTRICT ADMINISTRATION: Reported by IGM Goodman. The recreation manager position has been posted with the 30-day posting period expiring on December 5th. Three applications have been received and expect there may be more submissions. Ms. Witschi continues to split her time between recreation and sanitation.

8b. DEPARTMENT MANAGER REPORT - FINANCIAL MATTERS: The IGM reported the financial reconciliation being done by Maze & Associates is a very unprecedented kind of project. In addition to the data entry, they are responding to the audit findings, but also need the next year's audit to fill in financial gaps. The project is taking much longer than anticipated and is challenging to keep on a timeline. The 2022 audit is completed but has not been submitted to the District. The 2023 audit is needed for the reconciliation and to submit to agencies that the District report to, but it has yet to get started. She is evaluating the need to change auditors. The 2023 audit will serve as the summary report for the information Maze & Associates is doing. The role of Maze & Associates is to support the District. Commissioner McDonald suggested that the IGM ask the consultants to develop standard operating procedures (SOP). A request was made for a financial status update; current spending compared to the budget. Three numbers to be considered are current revenue, expenses, and comparison to the approved budget. Staff was asked about the cost of flags that were displayed during Veterans' Day. IGM Goodman reported that the two flags were approximately \$23 each, they were installed on existing lit flagpoles and the raising of the flags was done voluntarily by staff.

There was a cost allocation meeting between the District and C&H in October. The only communication from C&H since that call was a request to sign an extension for the JUA negotiations to January 2025. The

State Lands Commission has canceled the Friday negotiation meetings. Chair Manzione stated that the negotiation team consists of the Wastewater Committee, the general manager, the District engineer, and up to two members of the Board. Vice-Chair Bartlebaugh stated that two Board members have taken over as the leads in the negotiations.

8c. DEPARTMENT MANAGER REPORT - OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS:

SDM Barnhill reported on the various failures and repairs of the generator discussed previously. He discussed the challenges of running fuel. He discussed the advantages of mounting a permanent 55-gallon tank in the back of the truck. The generator repair is in progress, the day tank will be removed from service since it was deemed to be unneeded by the diesel mechanic.

The State has mandated that all diesel fuel contain a percentage of biodiesel which seems to be causing problems on generators. Commissioner Wais recommended that Staff request funds from the P66 Renewable Energy Fund to help cover the costs of the biodiesel impacts on the generators. The rental generator in place is inefficient due to the built-in emissions systems whereas the District's generator is very efficient.

Mr. Barnhill provided an update on the pump station repairs that are being done by NSU. The channel grinder control panel is now working but the grinder barrel might be warped, causing it to rub against itself on occasion. NSU will be changing the oil for the air compressors. He is looking into a rebuild kit.

A few emergency repairs were identified through CCTV on Kendall, each costing \$7,500. The entire line needs to be trenched and reinstalled, but the costs are extensive, and the District does not have the capacity to address it at the moment. He will reassess the line after the repairs. There was a spill at Fifth Street and Pomona. Emergency repairs are scheduled. The line serves one property. He will discuss the viability of abandoning the line and returning it to the property. Commissioner McDonald suggested that the exact criteria to abandon a line be reviewed and that Staff should discuss this action and associated maintenance with the property owner.

There has not been any significant change with the MCC project. Telstar will be installing a temporary control board. All invoices are paid and up to date.

Staff shared their frustration with the amount of disruption caused during the frequent power outages.

8d. DEPARTMENT MANAGER REPORT - GOVERNMENTAL MATTERS: DS Rivas reported that Guant Murdock won the two-year seat on the Board. Diana Martinez resigned in October. Dale McDonald will replace Kent Peterson. Luigi Barassi was reelected.

8e. ANNOUNCEMENTS AND DISCUSSION: None.

9a. WASTEWATER COMMITTEE: None.

9b. BUDGET & FINANCE COMMITTEE: None.

9c. INTER-AGENCY AND TRADE MEETINGS: the Weekly JUA Meetings item was removed.

10. FUTURE AGENDA ITEMS:

- a. Chair & Vice Chair election. To be on the next agenda.
- b. ADU policy for CVSAN
- c. Impact Fees for CVSAN.
- d. Form an Ad Hoc to select an SUC consultant and planning: study structure and consider a 5-year equalized rate increase plan

- e. Scope project to check data on single-family residences, apartment quantities, commercial dischargers, and mixtures.
- f. JTP Monthly Operations Report (MOR)
- g. Management of repairs at 1 Rolph Park Drive.

11. COMMISSIONER COMMENTS: Chair Manzione would like to know if the Board plans to move forward with an ad hoc for repairs at 1 Rolph Park Drive. If not, CVSAN will want to review the sanitary department's use of the building. IGM Goodman reported that she is focusing on the roof repair and installation of the front doors. Board Director MacKenzie is donating his labor to install the new doors. Materials will be paid for by the District.

Commissioner Wais wished everyone a happy Thanksgiving.

12. ADJOURNMENT: The meeting was adjourned at 5:55 PM until December 11, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

CROCKETT COMMUNITY SERVICES DISTRICT

STATEMENT OF INTEREST / APPLICANT QUESTIONNAIRE FOR COMMISSIONS, COMMITTEES AND BOARD

"Please note that this form is a public record that may be subject to disclosure upon request."

NOTE: PLEASE FILL OUT SEPARATE APPLICATION FOR EACH BOARD/COMMISSION YOU WISH TO SERVE ON (TYPE or PRINT ONLY)

When Completed Return To: CCSD District Secretary, 850 Pomona Street, Crockett, CA 94525 or via email: DistrictSecretary@town.Crockett.CA.us

Telephone 510.787.2992. **Bolded items are required for a complete application.**

We encourage applicants to submit a separate statement letter to elaborate on your responses. We look forward to receiving your application.

INDICATE YOUR INTEREST

BOARD

() CCSD BOARD OF DIRECTORS

COMMISSIONS

- () Budget & Finance (B&F)
- (x) Crockett Sanitary (CVSAN)
- () Port Costa Sanitary (PCSAN)
- () Recreation (REC)
- () Lighting & Landscape (L&L)

COMMITTEES

- () Memorial Hall Advisory
- () Personnel
- () Police Liaison

NAME Valerie Leuba

ADDRESS [REDACTED] CITY/ZIP Crockett

PRIMARY PHONE [REDACTED] ALTERNATIVE PHONE _____

EMAIL ADDRESS [REDACTED]

LENGTH OF RESIDENCE IN CROCKETT/PORT COSTA 11 Years IN CONTRA COSTA COUNTY 16 Years

ARE YOU CURRENTLY EMPLOYED OR RETIRED? I am self employed as a Real Estate Borker

RELEVANT EXPERIENCE RELATING TO THIS POSITION

I have served as an alternate sanitary commission member for the past year.

SOME THOUGHTS YOU BELIEVE MAY CONTRIBUTE TO IMPROVE BOARD/COMMISSION/COMMITTEE:

I was told that if I served as an alternate member that I was gauranteed a place on the commission should a seat open up. Apparently no one read the rules at that time because I was told recently that I have to reapply, so that is what I am doing. It seems you could use a concientious member such as myself.

IF APPOINTED, WHAT/HOW WOULD YOU CONTRIBUTE TO OUR COMMUNITIES?

I would show up for meetings, listen, and contribute using logic. I believe in hearing the facts before making a decision. I consider myself to be logical, fair, trustworthy, respectful, responsible, and a good communicator.

REFERENCES (TWO) (OTHER THAN FAMILY MEMBERS):

NAME [REDACTED] ADDRESS _____ PHONE [REDACTED]

NAME [REDACTED] ADDRESS _____ PHONE [REDACTED]

DATE 11/20/2024 APPLICANT'S SIGNATURE Valerie Leuba

CROCKETT COMMUNITY SERVICES DISTRICT

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INDICATE YOUR INTEREST

BOARD

CCSD BOARD OF DIRECTORS

COMMISSIONS

- Budget & Finance (B&F)
 Crockett Sanitary (CVSAN)
 Port Costa Sanitary (PCSAN)
 Recreation (REC)
 Lighting & Landscape (L&L)

COMMITTEES

- Memorial Hall Advisory
 Personnel
 Police Liaison

NAME

Glen MILLWARD

ADDRESS

[REDACTED]

CITY/ZIP

CROCKETT 94525

PRIMARY PHONE

[REDACTED]

ALTERNATIVE PHONE

EMAIL ADDRESS

[REDACTED]

LENGTH OF RESIDENCE IN CROCKETT/PORT COSTA

40 years IN CONTRA COSTA COUNTY 63

ARE YOU CURRENTLY EMPLOYED OR RETIRED?

Retired

RELEVANT EXPERIENCE RELATING TO THIS POSITION

SEE ATTACHED

SOME THOUGHTS YOU BELIEVE MAY CONTRIBUTE TO IMPROVE BOARD/COMMISSION/COMMITTEE:

my plan would be to listen and learn and work in a collaborative way with my fellow commissioners and the district.

IF APPOINTED, WHAT/HOW WOULD YOU CONTRIBUTE TO OUR COMMUNITIES?

I hope to gain a working knowledge that will help in making wise decisions toward advising the board.

REFERENCES (TWO) (OTHER THAN FAMILY MEMBERS):

NAME

[REDACTED]

ADDRESS

[REDACTED]

PHONE

[REDACTED]

NAME

[REDACTED]

ADDRESS

[REDACTED]

PHONE

[REDACTED]

DATE 12-20-2024 APPLICANT'S SIGNATURE

Glen Millward

CROCKETT COMMUNITY SERVICES DISTRICT

STATEMENT OF INTEREST / APPLICANT QUESTIONNAIRE FOR COMMISSIONS, COMMITTEES AND BOARD

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BOARD

() CCSD BOARD OF DIRECTORS

COMMISSIONS

- () Budget & Finance (B&F)
- Crockett Sanitary (CVSAN)
- () Port Costa Sanitary (PCSAN)
- () Recreation (REC)
- () Lighting & Landscape (L&L)

COMMITTEES

- () Memorial Hall Advisory
- () Personnel
- () Police Liaison

NAME Grant Griffiths

ADDRESS [REDACTED] CITY/ZIP Crockett, 94525

PRIMARY PHONE [REDACTED] ALTERNATIVE PHONE [REDACTED]

EMAIL ADDRESS [REDACTED]

LENGTH OF RESIDENCE IN CROCKETT/PORT COSTA 34 yrs IN CONTRA COSTA COUNTY 61 yrs.

ARE YOU CURRENTLY EMPLOYED OR RETIRED? Retired

RELEVANT EXPERIENCE RELATING TO THIS POSITION Construction Engineering BS

CSU Sacramento 42 years construction executive responsible for \$1B annual revenue

SOME THOUGHTS YOU BELIEVE MAY CONTRIBUTE TO IMPROVE BOARD/COMMISSION/COMMITTEE

I am unfamiliar with the Sanitary Commission's current workings.

IF APPOINTED, WHAT/HOW WOULD YOU CONTRIBUTE TO OUR COMMUNITIES?

Help the Commission prioritize the needs of the facility and provide advice on business matters.

REFERENCES (TWO) (OTHER THAN FAMILY MEMBERS):

NAME [REDACTED] ADDRESS [REDACTED] 94525 PHONE [REDACTED]

NAME [REDACTED] ADDRESS [REDACTED] 94525 PHONE [REDACTED]

DATE 12/20/24 APPLICANT'S SIGNATURE [Signature]

**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>
1000 · County Operating Funds				
1025 · Fund 3426 - CVSan - O&M				
12/03/2024	CONTRA COSTA COUNTY T...	Netchex Payroll #39, SPLIT	17,081.05	7311
Total 1025 · Fund 3426 - CVSan - O&M			<u>17,081.05</u>	
Total 1000 · County Operating Funds			<u>17,081.05</u>	
TOTAL			<u><u>17,081.05</u></u>	

founded
12/3/24

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
1000 - County Operating Funds				
1025 - Fund 3426 - CVSan - O&M				
12/12/2024	Bay Law Group LLP	Joint Treatment Plant Enforcement Matters - Inv #689	3,990.00	7312
12/12/2024	DENALECT ALARM CO.	Invoice #R13298	528.00	7313
12/12/2024	L.R. PAULSELL CONSULTING	Video Inspection #24-TV, Sewer Maint Nov. 21-27, Sewer Main Repairs on 5th Ave.	42,444.84	7314
12/12/2024	U.S. POSTAL SERVICE	POBox Fee for 2025	180.00	7315
12/12/2024	SWRCB FEES	Joint C&H-CVSD Biological CS - Inv. #WD-0278998	3,945.00	7316
12/12/2024	Nicholas Spinner	Reimbursement for Notary Services for Union Pacific Agreement	15.00	7317
12/12/2024	CALIFORNIA SPECIAL DISTRICTS ASSOCIATION	Annual Membership Dues Jan-Dec 2025	2,519.12	7318
12/12/2024	U.S. BANK	Aug, Sep, Oct (interest only), Nov 2024 Credit Card Charges, master acct# 8450	8,266.86	7319
Total 1025 - Fund 3426 - CVSan - O&M			<u>61,888.82</u>	
Total 1000 - County Operating Funds			<u>61,888.82</u>	
TOTAL			<u><u>61,888.82</u></u>	

[Handwritten Signature]
 12/11/24

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

Date	Name	Memo	Credit	Num
1000 - County Operating Funds				
1025 - Fund 3426 - CVSan - O&M				
12/18/2024	Lincoln National Life Insurance Company	Reverse of GJE -- For CHK 7123 voided on 12/18/2024		R
12/18/2024	CONTRA COSTA COUNTY TREASURER	Reverse of GJE -- For CHK 7119 voided on 12/18/2024		R
12/17/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 40, SPLIT	1,356.93	7320
12/20/2024	Maze & Associates	October & November Accounting Services - Inv. #53611 & 53697	2,861.77	7321
Total 1025 - Fund 3426 - CVSan - O&M			<u>4,218.70</u>	
Total 1000 - County Operating Funds			<u>4,218.70</u>	
TOTAL			<u><u>4,218.70</u></u>	



12/18/2024

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
1000 · County Operating Funds				
1025 · Fund 3426 - CVSan - O&M				
12/23/2024	CONTRA COSTA COUNTY TREASURER	CalPERS payment for Nov 2024, SPLIT	4,914.81	7322
Total 1025 · Fund 3426 - CVSan - O&M			4,914.81	
Total 1000 · County Operating Funds			4,914.81	
TOTAL			4,914.81	

Jan Hood
12/23/24