

Minutes from Commissions and Committees

For CCSD Meeting 12/20/23

RECREATION COMMISSION

- November 6

POLICE LIAISON COMMITTEE

- November 6

PERSONNEL COMMITTEE

- October 10, 2023

BOARD PERSONNEL COMMITTEE

- None.

LIGHTING & LANDSCAPE COMMISSION

- None.

PORT COSTA SANITATION

- November 1

CROCKETT SANITATION

- None.

MEMORIAL HALL ADVISORY COMMITTEE

- None.

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, NOVEMBER 6, 2023

1. CALL TO ORDER: The meeting was called to order at 6:04 PM by Chair Cusack. Present were Commissioners Airoidi, Choquette and Valentini.
Staff present included Administrative Services Manager (ASM) Goodman, and District Secretary (DS) Rivas.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Minutes for October 2, 2023, were approved. (LC 1st, JV 2nd, 4/0-unanimous)
5. RECREATION: None.
- 6a BUDGET AND FINANCE: ASM Goodman presented transmittals. A credit card statement was not provided because the payment had not cleared in time for the meeting. Ms. Goodman announced that she is working on a budget schedule for the next fiscal year. The Board must approve the schedule and expects to meet with Recreation in January and suggested that the commissioners begin thinking about their budgetary needs. Chair Cusack pointed out the \$7400 EDMUD payment seemed very high. Ms. Goodman explained that the bill was high because the payment was for several bills. EDMUD changed their payment location to Los Angeles and payments were being sent to the wrong place. A new check was issued and mailed to the correct address and the previous checks were voided.

Mr. Wilson asked why former employee Vaughn Gunkleman was being reimbursed. Ms. Goodman explained that our Quickbooks subscription was being charged to his credit card. The card has been deleted from the account. She also explained that we have multiple PG&E bills and each is noted with the associated location; i.e. pool, community center, etc.

The check-writing process: checks are presented to the Board President for review. Mr. Barassi compares each payment with the invoice before signing the check.
- 7a UPDATE ON PROPOSITION 68: Updated in the Department Manager section.
- 7b CONSIDER APPLICATION FOR RECREATION COMMISSION VACANCY: DS Rivas explained that a vacancy was created when Ms. Diana Martinez was appointed to the District Board. Ms. Valerie Quade was not present. The vacancy posting period is less than 30 days. Therefore, the item was carried to the next meeting. Chair Cusack and Mr. Airoidi expressed that they felt she was well qualified to serve.

8. REPORT OF DEPARTMENT MANAGER: Recreation Manager Wilson reported that the bids for the Proposition 68 project were approximately three times higher than the architect's estimate of \$436,000. Bids were \$1.33 million, \$1.13 million, and \$570,000 – the last bid added \$200,000. The first two rescinded their bids. The Board approved a resolution to reject all of the bids. The project is expected to go out for bid again in January.

Mr. Wilson announced that the Board appointed the District Secretary as the Interim General Manager and Guant Murdock remains as the District Engineer.

Chair Cusack asked Ms. Rivas if she got any sleep. DS Rivas shared that a glass of wine is sometimes necessary. She then shared a recent dream. Ms. Rivas was waiting at an elevator at work. She realized she had forgotten something and pondered on whether the item was important and relevant to her day. She had some flexibility with her time, so she opted to return home for the item. When she arrived home, she realized she had left much more than she thought. She expressed that the dream was likely how she was processing the new responsibilities.

9. REPORTS FROM COMMISSIONERS: None.

10. FUTURE AGENDA ITEMS: Add Valerie Quade for consideration for the Recreation Commission vacancy.

11. COMMISSIONER COMMENTS: Commissioner Choquette expressed her deep appreciation for the tremendous amount of work performed by staff, specifically Recreation Department Manager Ron Wilson.

12. ADJOURNMENT: The meeting was adjourned at 6:24 PM until December 4, 2023.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

CROCKETT POLICE LIAISON COMMITTEE

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, NOVEMBER 6, 2023

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chair Currington. Present were Committee members Ritchey and Wais.

Staff present included General Manager Murdock, Administrative Services Manager Goodman, District Secretary Rivas, and Event Supervisor Morales.

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Ms. Wais requested that Item 5a Seating of Michael Pennisi be moved as the first order of business. New member Michael Pennisi was welcomed by all.

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.

4a LAW ENFORCEMENT ISSUES AND REPORTS - REPORT FROM DEPUTY:

Lieutenant Rodriguez sent apologies for not being able to attend the meeting. Deputy Ken Sheppard reported:

- 256 service calls mostly self-generated, routine calls (general patrol, parking enforcement, and vehicle stops)
- Select Crimes report (3 months) shows a downward trend: eight (8) in August; six (6) in September; four (4) in October.

Lot at 2nd and Starr: worked with code enforcement to clear the lot of vehicles. Only the bus remains but has been boarded up, although one previous inhabitant keeps breaking in. The property owner has signed a No-Trespass order that will allow public safety to arrest violators who enter the storage unit. The bus needs to be moved off-site.

Ms. Morales inquired about the occurrence at Rose and 1st. Deputy Sheppard was not present but suggested that it was a fire callout and likely someone needed medical attention.

ONLGOING NOTE: Officer Sheppard is typically available, Tuesday through Friday. Callers can call and ask for him by asking for 1Paul18. He can also be reached via email at kshep001@so.cccounty.us

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

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

4.c. REPORT FROM CCC SHERIFF'S OFFICE: Ms. Wais requested that 4c be merged into 4a.

4.d. NEIGHBORHOOD WATCH: No report.

5.a. SEATING OF MICHAEL PENNISI: Item was moved to the first order of business.

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

5.b. RECEIVE UPDATE ON ALPRS: Chair Currington spoke with Lt. Rodriguez who reported that Phillips 66 (P66) has agreed to support this project with the specific amount undetermined at this time. Ms. Currington has provided them with the proposed costs. P66 will consider the request during their January budget review. Lt. Rodriguez has also reached out to C&H but has not received a response yet. PLC needs to determine how much to ask for. Mr. Pennisi suggested an overview of the project costs to help the supporters to make an offer. ADM Goodman provided the Chair with a contact at C&H. Ms. Goodman suggested that the PLC present a polished report for the Board. The Board will receive the report but will not be required to vote.

A discussion was had on whether to use the P20 account. The committee agreed not to touch those funds since it is for weekend patrol.

5.c DISCUSS REPORTING OF UNREGISTERED/NUISANCE VEHICLES: Deputy Sheppard reported that four vehicles were towed, several were tagged and moved. Parking on Rolph has improved, many have been tagged. One day, a few were cited. A funeral made enforcement challenging.

5.d DISCUSS CHANGING MEETING DATE AND TIME: DS Rivas presented the item because Deputy Sheppard does not work on Mondays. Tuesday at 7 pm may be possible if CIA moves to 6 pm. The first Thursday is the Foundation meeting. The discussion was pushed to a future meeting.

6. REPORTS FROM COMMITTEE MEMBERS: Ms. Wais reported that DS Rivas was appointed as Interim General Manager and Gaunt Murdock remains as District Engineer.

7.a CONSENT ALENDAR: Minutes for November 6th were approved with corrections. (BR 1st, MP 2nd, 4/0)

Item 4a. The street name is to be corrected to Lillian from Lily. Correct Angel to Angell.

8. FUTURE AGENDA ITEMS: None.

9. ADJOURNMENT: The meeting was adjourned at 6:30 PM until December 4, 2023.

Respectfully submitted,
Sonia Rivas

BOARD PERSONNEL COMMITTEE

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MINUTES OF PERSONNEL COMMITTEE MEETING OCTOBER 10, 2023

1. CALL TO ORDER: Chair Tom Cusack called the meeting to order at 4:07 PM. Present were Directors Barassi and Spinner and Committee Member Wais. Recreation Manager Wilson was absent. Staff present included District Secretary (DS) Rivas and Event Supervisor Morales.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: The minutes for September 12, 2023, were approved. (MW 1st, LB 2nd, 4/0 Ayes, 1 absent.)
- 5a LETTER FROM VAUGHN GUNKELMAN: The letter was received previously and submitted to the CCSD Board first. The letter suggested policy changes for reviews including peer reviews and hiring a professional human resources company to conduct personnel reviews. Ms. Wais reminded the committee that the review process had already begun. Mr. Barassi explained the review process: the Board conducted annual reviews for the General Manager (GM). The GM would conduct annual reviews for staff and present recommended rate increases. Moving forward, the Board will continue to conduct the GM and District Secretary reviews. The Personnel Committee (PERS) focuses on policies such as sick days and bereavement. Ms. Wais agreed that peer reviews are appropriate but are not currently in the review policy. There is always a concern that peer reviews may be biased and overly skewed in a positive manner. Ms. Rivas shared that a study found that peer reviews tend to be honest and fair. Chair Cusack concluded the discussion stating that the review process for the GM was very thorough and he was pleased with the process.

The DS reminded the committee that the Recreation Manager and Port Costa Sanitary Manager are due for their reviews. The Chair reported that these reviews are within the purview of the GM and the PERS chair is to provide the proper review forms and contract end dates to the GM to perform the reviews. The chair provided three set of documents to the GM but the reviews have yet to be completed. Reviews were systematic and coincided with hire dates under the previous administrator. The process has not been followed.
- 5b DISCUSS THE ROLE OF THE PERSONNEL COMMITTEE MOVING FORWARD: Mr. Barassi suggested considering the need for inducement wages (such as paying for lifeguard certification costs) and adjusting pay scales as required by law. Also, consider moral building policies. Chair Cusack pointed out that the DS will be responsible for wage law changes and will bring to the Personnel Committee.

5c REVIEW RED HANDBOOK: Chair Cusack inquired if a meeting time should be considered. All agreed that 4 pm will remain in place.

Mr. Cusack a general overview of the format of the red handbook and proposed some changes. The DS was asked to keep a digital copy of the red handbook and keep track of ordinances. Barassi shared his appreciation for another agency's tracking standards: old language is struck out and copies of ordinances are attached to associated sections.

Ms. Wais pointed out the Personnel section of the District Code had several errors. Mr. Cusack took an initial review of the District Code and pointed out that several items need to be updated. The update will take a significant amount of time to update. LB shared that he has been wanting to update the Standards and Specifications. Barassi supports taking the time to update the District Code and reminds the committee that a staff cost will be incurred. As Board President, his priorities are focused on compliance; posting of agendas and minutes; and administratively, timely payment of bills and monthly financial reports. Secondary is working on the backlog. These tasks will incur budget adjustments that should be driven by staff needs. Cusack and Ron Wilson have the most institutional knowledge and should be considered in the updating of the code. The District Code was created from a standard district code template. Caution should be taken into consideration when updating legislation updates.

A volunteer ad hoc working group was discussed as an alternative to limited staff. The group will focus on corrections and outdated information, adding required language such as legislative mandates.

The chair pointed out that chair positions are not provided with instructions and asked if there is room to add this in the Code update.

Cusack explained the review process forms used for the general manager review and the positive feedback from the Board.

5d CONSIDER REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: The Board has received the general manager's reviews. The item will be discussed in a special closed meeting on October 17th. A few applications were received for the Board vacancy. Crockett has faced challenges in attracting volunteers to serve. There will be three seats on the Board in 2024. The committee is hopeful that younger people are getting involved but recognizes that full-time jobs and families make volunteering challenges for younger people.

6. REPORTS/COMMENTS FROM COMMITTEE MEMBERS: LB lead the conversation about how Ad hoc groups are for a specific purpose such as updating the District Code. The ideal expectation from the group is updating the Personnel section of the District Code. The distinction between proofreading and updates vs changes to policies is that the latter is a higher-level task that will require legal oversight. Compliance updates could be made without attorney oversight. Wais reported that recreation staff may be considered to participate since she had made recommendations based on feedback from other staff members and her institutional knowledge. Discussion on whether the personnel committee should consider governance issues requires a deeper discussion or whether governance falls within the purview of the district secretary. Cleaning the backlog will have a significant impact on the budget but should also save us time and money in the future. Barassi will initiate the ad hoc at the next Board meeting.

7. FUTURE AGENDA ITEMS/COMMITTEE COMMENTS: Pursue District Code & Needs.

8. ADJOURNMENT to November 14, 2023, at 4:00 pm.

Respectfully submitted,
Sonia Rivas

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, NOVEMBER 1, 2023

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chair Surges. Present were Commissioners Cusack, Klaiber, List, and Sheer. Staff present included Sanitation Department Manager Barnhill, Interim General Manager (IGM)/District Secretary (DS) Rivas, and Administrative Services Manager Goodman.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: DS Rivas inquired if the meeting time could be moved earlier to 6 pm due to staff lingering until 7 pm. The 6 pm time seemed reasonable and was asked to be placed on a future agenda.
- 4.a CONSENT CALENDAR: Commissioner Scheer commented on the thoroughness of the minutes and thanked staff. Minutes of October 11, 2023. Items were approved with minor changes. (TL 1st, TC 2nd, 5/0)
5. PUBLIC HEARING: None.
- 6a. REPORT ON ACTIONS TAKEN BY THE BOARD: Ms. Rivas announced she was appointed Interim General Manager effective Monday evening. Diana Martinez was appointed to the Board of Directors which created a new vacancy on the Recreation Commission.
- 6b. SELF-MONITORING REPORT: Mr. Barnhill reported that the September monitoring report will be presented next month. No exceedances occurred in September and there were no sewer spills.
- 7a. BUDGET AND FINANCE / WARRANT TRANSMITTALS AND BUDGET UPDATE: Ms. Goodman presented September transmittals. An IRS check was highlighted and explained that this is a shared cost between PCSAN, CVSAN and Recreation.

Ms. Goodman is currently being trained on the budget process and hopes to begin that process in December, but quite possibly may start in January. The County's Workday finance program shows that the PCSAN cash balance is \$53,567.
8. WASTEWATER: Mr. Barnhill reiterated that wastewater maintenance on the generator was discussed at the last meeting. He is waiting for a list of items to address from Valley Operators for wet-weather preparedness.

He is working on a newly mandated 5-year CCTV of Port Costa lines that not only video tapes the lines but doubles as cleaning since the video process is initiated by hydro cleaning. All video capture is stored by PCSAN. He is doing general inspections and will focus CCTV on pipelines of concern.
- 9a. REPORT OF DEPARTMENT MANAGER: Mr. Barnhill said he wants to install a water pump at the treatment plant. Quotes for the installation were received about a year and a half ago but

in-house discussion delayed the work and staff installation was discussed. Mr. Barnhill decided it has taken too long and intends to seek new bids rather than lose more time and face consequences for failure to install the pump. Mr. Barnhill said that one of the main recirculation pumps has become louder and it needs to be inspected again.

Commissioner Surges asked if the maintenance included the loud main pump. Mr. Barnhill shared that during a previous inspection, the pump was louder than the other but it was reported to sound ok at that time. The manufacturer of the pump might be called to inspect the pump.

9b. GOVERNMENTAL MATTERS: CCSD received a request for comments from the County regarding the Field Semester permit. An incomplete proposal was distributed to multiple agencies for comment. The report shows that the request was sent out on October 9th but CCSD only received the reports yesterday (October 31). After careful review by Ms. Goodman, the most relevant portion of the report as it pertains to Port Costa was incomplete. She paraphrased the response: as of today, we are unable to comment in favor for the proposed plans due to missing portions, unknown constraints of our collection and treatment capacity as well as pending additional engineering reports.” The Field Semester had agreed to get another engineering report specifically for sanitary things that would be sent to us and reviewed by our staff as well as our in-house engineer Vivian. Essentially CCSD cannot issue a comment in favor since we did not receive a complete report in time to properly review.

Ms. Goodman shared that due to the amount of information missing, she reached out to the Field Semester project lead and requested a copy of the full report. The report was received but the file was too large to download and review. She will review it as soon as possible.

The Field Semester application is for a rezoning for a planned development permit. There are multiple sections with sanitation as the relevant part for CCAD to consider.

Commissioner Sheer pointed out that when one pulls a permit at the County, they determine the relevant agencies to notify. Ms. Goodman stressed that we needed to be firm in making it clear that CCSD is the agency for sanitation impacts.

9c. ANNOUNCEMENTS AND DISCUSSION: Mr. Surges inquired about vacancies. Ms. Goodman reported the following vacancies: Board is full; Recreation has 1 vacancy; CVSAN has 1 vacancy; Police Liaison has 3 or 4 vacancies. Ms. Rivas shared that we potentially have two applicants for the CVSAN and Recreation.

Ms. Goodman responded to Commissioner Surges that Port Costa residents can participate in the Police Liaison committee. A resident deputy representative attends each meeting and CHP and animal control will attend on an as-requested basis.

10. REPORTS FROM COMMISSIONERS: None

11. FUTURE AGENDA ITEMS:

- Bull Valley Agricultural Center & Port Costa School – scope and costs. This item was discussed earlier under governmental matters.
- Acquire a backup effluent pump with the capacity to maintain flow to filter beds.
- Acquire two replacement peristaltic pumps for chemical dosing.
- Research funding and grant opportunities.
- Report on State Collection System Audit.

12. COMMISSIONER COMMENTS: No comments from commissioners. Mr. Rivas suggested that future agendas merge Commissioner reports and comments sections. This action was approved.

13. ADJOURNMENT: The meeting was adjourned at 7:20 PM until December 6, 2023. Ms. Rivas reminded the commissioners that the December meeting is scheduled one week earlier due to the holidays. Commissioner Surges reminded the group that Port Costa typically hosts a holiday on the first Wednesday in December. Commissioner Sheer reminded the group that they encountered the same conflict in 2022 and the party was moved to the second floor. There was some discussion that the 2023 holiday party was scheduled for either the 6th or 13th. The group confirmed that the meeting will be held on the 6th as scheduled. Mr. Surges will be out of town and will not be able to attend the December meeting.

Respectfully submitted,
Sonia Rivas, MBA