CROCKETT COMMUNITY SERVICES DISTRICT (CCSD)

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MINUTES OF THE BOARD MEETING ON SEPTEMBER 23, 2026.

1. CALL TO ORDER - ROLL CALL: President McDonald called the meeting to order at 7:00 PM. Directors Barassi, Mackenzie, McDonald, and Spinner were present. Director Murdock was absent (excused). General Manager (GM) Goodman, Sanitary Department Manager (SDM) Barnhill, and Recreation Department Manager (RDM) Maria were present.

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Item 5a and 10a were removed from the agenda. Item 9a was moved to be discussed after public comments on non-agenda items.

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Residents were encouraged to consider filling open Board and commission seats. The North Richmond Missionary Baptist Church is hosting the eighth Data Park Gospel Outreach at Alexander Park on Saturday, October 17. Staff noted requests to place Veterans Hall or Memorial Hall topics on a future agenda. The final summer concert series is scheduled for October 4 at the gazebo from 1 to 3 p.m., along with a pumpkin patch and vendor activities at the pool on October 3 and 4.

OUT OF ORDER:

9.a. CONSIDER A DRAFT LEASE FOR REVIVAL COFFEE AND DIRECT STAFF: The Board discussed Draft 3 of the proposed comprehensive Revival Coffee lease that was developed by Director Spinner. Topics for consideration included, but not limited to, a revised lease term, operating hours, event definitions, procedures, and restrictions, possible relocation to accommodate future improvements. Discussed was a proposed process under which events within the leased premises would require notice, while larger events affecting parking or other District operations would require further coordination and additional terms specifically those that could significantly impact community center events which are vital to the financial stability of the Recreation department. A discussion ensued on local market commercial rates (higher than the current lease rate) and allocation of staff time and costs for topics outside of Staff's scope of work. Staff confirmed that lease payments are now current. The proposed lease was not approved; the revised agreement is to return to the Board after the parties complete revisions and legal review. A motion was approved to rescind the lease termination order and allow the existing month-to-month lease to remain in effect while negotiations continue. (Barassi 1st, Mackenzie 2nd, 4/0, 1 absent)

4. PUBLIC HEARING: None.

5. CLOSED SESSION: Removed from agenda.
    a. CONFERENCE WITH LEGAL COUNSEL – ANTICIPATED LITIGATION. Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): (1 potential case) Factual circumstance: Receipt of written demand from C&H/ASR regarding outstanding balance for prior operations and maintenance (O&M) for the Joint Treatment Plant (JTP).

6. OPEN SESSION: None.
    a. Report on Closed Session.

7. CONSENT CALENDAR: A motion to approve the Consent Calendar with minor corrections to the August 26th minutes passed. (Spinner 1st, Mackenzie 2nd, 4/0, 1 absent)

    a. Approve the minutes of the CCSD Board meeting on August 26: It was noted that the Appropriation Limit resolution was not approved, as it had been pulled from the agenda.
    b. Receive minutes from Commissions and Committees
    c. Receive Monthly C&H billing (June and July)
    d. Receive payment letter to C&H.
    e. Receive C&H JUA extension through December 31, 2026.
    f. Approve payment of District Bills.
    g. Receive Cash and LAIF Account Balances.

8. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None.

9. ADMINISTRATIVE:

    a. CONSIDER A DRAFT LEASE FOR REVIVAL COFFEE AND DIRECT STAFF: Discussed earlier.

    b. CONSIDER AND APPROVE THE ORGANIZATIONAL CHART AND DIRECT STAFF: The Board reviewed the updated District organization chart and provided direction for revisions, including reviewing whether the District Engineer position should be removed after staff verifies whether it was formally established or is required by the District Code. The Board also discussed clarifying the District Secretary's reporting and supervisory structure, defining the position's duties and work hours, and establishing appropriate coverage when the General Manager is unavailable.

    The Board requested that the organization chart identify filled and vacant positions, indicate authorized full-time-equivalent (FTE) levels where applicable, and display a clear effective date. Staff was directed to review relevant ordinances, resolutions, and job descriptions and return with recommended revisions and any necessary formal changes. The organization chart was not formally adopted during this discussion.

10. BUDGET AND FINANCE: No further discussion after the budget adoption.

    a. CONSIDER Q4 FINANCIAL REPORTS FOR ALL COMMISSIONS: Removed from agenda.

    b. DISCUSS FINANCIAL MATTERS RELATED TO THE DISTRICT: Appropriations resolution will be moved to the next board meeting. The District paid C&H $1 million for undisputed joint treatment plant (JTP) operations and maintenance costs in September and plans to pay the remaining $348,000 balance by year-end while continuing current monthly payments. Litigation with C&H remains ongoing.

    Staff reported that cost-control measures remain in place and that the District is prioritizing wet weather preparedness following the Governor's emergency declaration. The Board was advised that emergency declarations could improve access to financial assistance and recovery resources if needed. Staff also reported ongoing maintenance of critical wastewater equipment, continued procurement of backup pumps and equipment with extended lead times. The August C&H invoice is under review pending supporting documentation before payment is processed under the Joint Use Agreement (JUA) schedule.

11. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:

    a. RECREATION MANAGER / RECREATION COMMISSION: RDM Maria reported ongoing coordination with the grounds maintenance contractor to discontinue use of the ride-on mower due to damage to sprinkler heads and resulting leaks, and to use push mowers instead. The final summer concert is scheduled for October 4, alongside the pumpkin patch event at the pool. Staff continues to await a decision on the Community Benefits Agreement (CBA) grant. Staff are working on a separate foundation grant request to replace the ice machine.

b. CROCKETT AND PORT COSTA SANITARY DEPARTMENT MANAGER / CROCKETT SANITARY COMMISSION / PORT COSTA SANITARY COMMISSION / CVSAN WASTEWATER COMMITTEE: SDM Barnhill reported that wet-weather preparedness remains a priority. Two large pumps were repaired and returned to service, while one smaller pump will be inspected due to vibration. Staff are also addressing an issue with the backup battery system at the Loring Pump Station. For the scheduled CCTV pipeline inspection, staff received two quotes: $23,725 from the District's regular contractor for approximately 9,684 feet of pipeline, including line cleaning, and $26,000 from another vendor, excluding cleaning costs. Staff recommended proceeding with the regular contractor based on cost and familiarity with the system; the matter was informational and within the GM's authority, with Board consensus supporting staff's discretion.

   Port Costa's treatment operations were reported as stable. Weed removal in the treatment beds continues, with additional work remaining. A plan is set to remove accumulated material from the septic tank before the wet-weather season. The on-site operator has assumed the Chief Plant Operator responsibilities, providing more direct oversight of operations.

c. DISTRICT SECRETARY: Reported by the GM. The General Manager reported that an application was received from Matthew Wehner for the PLC, which will be presented to the Board for appointment after the required commission review. Staff also provided an update on the Caltrans dog park lease, which remains on hold due to insurance requirements. Discussions are ongoing with Caltrans and the Assemblywoman's office to reinstate a lease under terms similar to the previous $12 annual agreement. The District's Adopt-a-Highway application for the Bridgehead area was submitted for litter removal, graffiti removal, and vegetation control, which may help support the lease renewal.

   Staff reported an ongoing disagreement with the County Elections Department regarding the timing of vacancies for three Board seats for which only one candidate filed. The County has requested candidate recommendations by October 4, while the District maintains that the vacancies do not occur until after the election. Staff are seeking clarification regarding applicable election law and advised that a special Board meeting may be necessary depending on the outcome. The Board discussed the potential for County Board of Supervisors appointments if the matter proceeds under the County's interpretation.

d. ADMINISTRATIVE SERVICES MANAGER: No Update.

e. General Manager / Maintenance Department / Lighting & Landscape Commission: The State Lands Commission is expected to consider renewal of C&H's leases for the sugar plant and joint treatment plant on October 21, with the Nantucket parking lot potentially included. Board members expressed concern about placing the parking lot under C&H's control due to public access, community use, and potential impacts on future District projects. Staff offered to prepare talking points for Board review, and the Board discussed submitting public comment or participating remotely in the State Lands Commission meeting.

   Staff also reported that a Request for Proposals for a cost-of-services study has been issued to six entities, with proposals due September 30. The study will review sewer-use charges, District financial needs, and related costs, with the goal of completing the work before year-end. Staff will provide a further update at the next Board meeting.

   Maintenance: A light pole damaged by a box truck has been partially repaired, including replacement of damaged internal components. A police report was filed, and after multiple unsuccessful attempts to contact the responsible company, Staff are coordinating with former Directo Peterson to initiate the insurance recovery process for repair labor and materials. Staff continue working with the Lighting and Landscaping Commission (L&L) to develop a formalized maintenance plan. The plan is anticipated to be presented to the Board by the end of the year.

f. Governmental matters: The General Manager reported significant water bills at the Community Center following a suspected increase in water pressure that damaged the pressure-reduction valve and multiple components of the aging irrigation system. Water usage increased from

approximately 40,000 gallons to nearly one million gallons over a billing period. Staff completed at least nine repairs and conducted multiple leak-detection visits; the leak was difficult to identify because water was draining into the storm system. The General Manager will meet with East Bay Municipal Utility District's Ward 1 Director to discuss the issue and seek relief from the excessive charges. Replacement of the irrigation system could cost several hundred thousand dollars and may require grant funding. Staff will continue monitoring water usage and the Recreation Department's budget.

The selected grants under the Community Benefits Agreement (CBA), may be considered by the County Board of Supervisors as a consent-calendar item in October.

g. Announcements and discussion: Staff reported plans for a volunteer-organized town hall and a potential candidates forum, tentatively scheduled for Halloween. The forum may include candidates for the CSD, John Swett School District, and East Bay Regional Park District Ward 7, with the League of Women Voters invited to moderate. Staff emphasized that the CSD would not sponsor the candidates' forum. Event scheduling and details remain under review.

12. REPORTS FROM BOARD MEMBERS AND COMMITTEES: None

    a. Legal Negotiations Ad Hoc: Barassi, McDonald: The Board reported that the Legal Negotiations Ad Hoc Committee has continued communicating electronically and coordinating with District Counsel and the General Manager on correspondence and negotiation strategy. To preserve attorney-client privilege, detailed discussions were not disclosed. C&H has indicated a preference to resolve the odor-incident fine-sharing issue before negotiating the Joint Use Agreement; the District is exploring options to pursue both matters concurrently, including possible assistance from the State Lands Commission.

    b. Police Liaison Committee: Wais (vice-chair), Ritchey, Pennisi (chair): None.

    c. Inter-agency meetings: None.

13. FUTURE AGENDA ITEMS / BOARD COMMENTS:

    a. Consider merging the Recreation Commission and Lighting & Landscaping Commission based on recommendations from existing commissions.

    b. Dog Park

    c. General Manger evaluation

    d. Update on Memorial Park:

14. ADJOURNMENT: The meeting was adjourned at 9:34 pm until October 28, 2026.

Respectfully submitted,
Sonai Rivas, MBA
District Secretary