

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR BOARD MEETING: OCTOBER 25, 2023

1. CALL TO ORDER - ROLL CALL: The meeting was called to order at 6:00 pm by President Barassi. Present were Board Members Martinez, Mackenzie, Peterson, and Spinner. Staff present included: General Manager (GM) Murdock, Administrative Services Manager (ASM) Goodman, Sanitary District Manager (SDM) Barnhill, Recreation Manager (REC) Wilson, District Secretary (DS) Rivas, and Event Supervisor (ES) Morales. Also present were Crockett Sanitary (CVSAN) Commissioners Manzione and Wais, and Port Costa Sanitary (PCSAN) Commissioners Cusack and Surges.
2. CLOSED SESSION: The closed session began at 6:00.
 - a. Public Employee Performance Evaluation: General Manager, Pursuant to Government Code Section 54957, and provide feedback to District Board.
3. RECONVENE TO REGULAR SESSION: The regular meeting began at 7:23.
4. CALL TO ORDER - ROLL CALL: The meeting was called to order at 7:23 pm by President Barassi. Present were Board Members Martinez, Mackenzie, Peterson, and Spinner. He announced that Diana Martinez had been appointed to the Board and took her Oath of Office before the meeting.
5. REPORT ON CLOSED SESSION: President Barassi reported that the District Secretary will assume the position of Acting General Manager. A special meeting will be held for two business matters within a few days: a resolution formalizing the Acting General Manager role to the district secretary and to meet with the District's attorney.
6. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
7. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
8. PUBLIC HEARING: None.
9. CONSENT CALENDAR: Items 9.e and 9.h were pulled. Items 9.a, b, c, d, f and g were approved. (LB 1st, NS 2nd, 4/0, 1 abstain)
 - a. Approve Minutes of CCSD Board meeting on August 23, 2023.
 - b. Approve Minutes of CCSD Board special meeting on September 20, 2023.
 - c. Approve Minutes of CCSD Board meeting on September 27, 2023.
 - d. Approve Minutes of CCSD Board Personnel Committee special meeting on August 8 and August 15, 2023. Item was corrected from Approve to Receive.
 - e. Approve payment of District bills. Item was asked to be removed and will be moved to Budget and Finance.
 - f. Receive Minutes of Commissions and Committees.

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

- g. Consider an appointment of Michael Pennisi to the Police Liaison Committee (PLC). Secretary Rivas introduced Mr. Pennisi to the Board. Mr. Pennisi provided a brief personal history and expressed his desire to serve the community. Future appointments will be listed under Administrative items.
- h. Approve the expenditure of sewer lateral replacement for 754 Alhambra.

10.a CONSENT ITEMS REMOVED FROM THE CONSENT CALENDAR: Item 9.h: Approve the expenditure of sewer lateral replacement for West Street between Alhambra and Winslow (previously listed as 754 Alhambra). CVSAN Commissioner Manzione reported that the expenditure has been reviewed and approved by CVSAN. The item was brought to the Board for an official approval of \$122,400. The repair consists of an 8-inch main made up of two sections due to an existing manhole in the middle of the line. The main is on an uphill slope. The price of \$400 per foot is high and likely due to the complexity of the location and prevailing wage requirements. Only two bids were received for the project. The District Engineer ensures that the contractor complies with prevailing wage reporting. The address was corrected to reflect that the affected area is underneath the sidewalk at West Street between Alhambra and Winslow. Approved. (NS 1st, JM 2nd, 5/0)

10.b CONSIDER APPLICATIONS FOR DISTRICT BOARD VACANCY: The item was removed. A special meeting was held on October 23rd where the Board selected and appointed Ms. Diana Martinez as Director.

10.c. CONSIDER THE CREATION OF AN AD HOC COMMITTEE TO CORRECT AND UPDATE THE DISTRICT CODE SPECIFICALLY SECTIONS PERTAINING TO PERSONNEL POLICIES: The Personnel Committee identified various grammatical and outdated information in the personnel handbook. President Barassi recommended the creation of a temporary ad hoc committee to update the District Code with an initial emphasis on matters that pertain to personnel. He appointed Directors Peterson and Martinez, Mary Wais, and Erin Brosnan.

10.d DISCUSS AUDIO RECORDINGS OF MEETINGS BY THE DISTRICT SECRETARY FOR THE PURPOSE OF PREPARING MINUTES: The District Secretary requested to record meetings to produce better minutes. The purchase of the application of Otter was welcomed.

10.e DEFINE DISTRICT POLICY ON OWNER RESPONSIBILITY FOR LATERAL T-CONNECTIONS. An extensive discussion was had on the intent and language in the District Code regarding whether the District or the property owner bears responsibility for the integrity of the main at the point of connection to the private lateral. It was pointed out that the current code considers the Tee connection to be part of the lateral. A property owner in Port Costa is petitioning to have the District assume responsibility for that section. The discussion resulted in a consensus that the District Code should remain as is regarding T-connections. Director Peterson reminded the Board that residents may find financial relief through a payment plan via one's property tax bill, payable over three years.

The applicant who initiated the discussion has requested a hardship extension of five years from the standard.

11. BUDGET AND FINANCE: October transmittals and the September Local Agency Investment Fund (LAIF) remittance advice were attached for review. The current LAIF balance is shown as \$4,641,260.33 with an interest rate of 3.6%. Based on the County's accounting numbers, our overall District balance is just over \$3.7 million. The LAIF account is a State account and serves similarly to a savings account.

Ms. Goodman is currently working with Director Peterson to begin the budget process.

12.a MANAGERS' REPORTS - RECREATION DEPARTMENT: Recreation Manager Wilson provided an update on the Proposition 68 project. The architect estimated the project cost at \$436,000. All three bids were excessive: \$1.13 million, \$1.3 million, and \$570,000 (rejected due to some errors). The reason for the excessive amounts is unclear but the removal of the asphalt and replacing it with

granitcrete appears to be the cause. Recreation has funds but not enough to cover this project. The project is important because it provides ADA upgrades. Director Peterson recommended that a resolution to reject all bids be presented at the next agenda, tentatively scheduled for the following Monday. Staff should consider modifications to materials or project size and rebid.

12.b MANAGERS' REPORTS DISTRICT SECRETARY: Ms. Rivas shared her experience during a recent tour of the town. The town is bigger than what she thought, appreciate the rich history and enjoyed learning about the unique businesses and people that make up Crockett. An agenda meeting log was created to help track minutes that are missing and also serve as an organizational tool. The Engage function of the website seems to be well received. These agenda notifications are manually sent out by the District Secretary. The emails come from Crockett Community Services District. The website has been updated to reflect the new Board member and also the vacancy on the Recreation Commission. There are two possible applicants for the Recreation Commission.

12.c MANAGERS' REPORTS MAINTENANCE DEPARTMENT: Information not available.

12.d MANAGERS' REPORTS PORT COSTA SANITARY DEPARTMENT: Mr. Barnhill reported that no spills occurred in September and said there have been no reported exceedances. He said the fuel pump on the emergency generator failed and was replaced by CD & Power during annual fluid change, inspection, and Load bank services. The generator services were completed on October 11 as part of wet weather preparedness.

12.e MANAGERS' REPORTS CROCKETT SANITARY DEPARTMENT: Mr. Murdock met with John-Paul of C&H and the Inframark crew at the Joint Treatment Plan (JTP), including new JTP manager Mark. Inframark requested that we install a screen to remove rags. Murdock reported that a lot of repairs have been done on the JTP. Murdock reported a leaking lateral complaint and enforcement difficulties at 565 Loring. It was unclear where the leakage had occurred, and it seemed intermittent. CD & Power completed the annual service, inspection, and Load Bank on the Crockett Main Pump station emergency generator.

12.f MANAGERS' REPORTS LIGHTING & LANDSCAPE COMMISSION: None.

12.f MANAGERS' REPORTS GOVERNMENTAL MATTERS: None.

12.h ANNOUNCEMENTS AND DISCUSSION: None.

13. REPORTS FROM BOARD MEMBERS AND COMMITTEES: Notes are not available.

- a. PERSONNEL COMMITTEE: Members Cusack (chair), Barassi, Spinner, Wais, and Wilson.
- b. BUDGET & FINANCE COMMITTEE: Members Mackenzie and Spinner. None.
- c. POLICE LIAISON COMMITTEE: Currington(chair) and Ritchey
- d. CVSAN WASTEWATER COMMITTEE: Member Manzione (chair) and Bartlebaugh:
- e. MEMORIAL HALL ADVISORY COMMITTEE: The committee has not met and only meets when warranted.
- f. AD HOC COMMITTEES. None.
- g. INTER-AGENCY MEETINGS. None.

14. FUTURE AGENDA ITEMS/BOARD COMMENTS: None.

15. ADJOURNMENT. Meeting was adjourned at 8:51 until November 15, 2023.

Respectfully submitted,
Sonai Rivas, MBA