

# **Minutes from Commissions and Committees**

For CCSD Meeting on June 24, 2026

## **RECREATION COMMISSION**

- None

## **PORT COSTA COMMISSION**

- May 5

## **LIGHTING & LANDSCAPE**

- May 19

## **CROCKETT POLICE LIAISON COMMITTEE**

- May

## **CROCKETT SANITATION COMMISSION**

- May20

# PORT COSTA SANITARY COMMISSION (PCSAN)

of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, MAY 5, 2026.

1. CALL TO ORDER - ROLL CALL: Vice-Chair Tom List called the meeting to order at 6:11 PM. Commissioners Cusack, Scheer, and List were present. Commissioners Klaiber, Surges, and Alt. Vance were absent. Staff present included GM Goodman and Sanitary Department Manager (SDM) Barnhill.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: NONE
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: NONE
4. CONSENT CALENDAR: Approved as presented. (Scheer 1st, Cusack 2<sup>nd</sup>, 3/0)
  - a. Approve Minutes of April 7, 2026.
  - b. Receive Actions Taken by the Board (April 22).
  - c. Receive the Self-Monitoring Report cover letter.
  - d. Receive Sewer System Management Plan (SSMP) May 2026
  - e. Receive warrant transmittals (April).
  - f. Receive Cash Account
  - g. Receive LAIF Balance
5. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: NONE
6. ADMINISTRATIVE:
  - a. Update on the SUC for fiscal year 2026/27. GM Goodman stated that there will be no increase in the SUC for Port Costa, although there may be one for the town of Crockett. There is a desire for a new Sewer Use Charge Study, as the old study is 20+ years old. Staff expects addressing a new Study in the next fiscal year.
  - b. Update on the quote from NSU to install the PLC at the treatment plant. Staff have been in contact with NSU, and GM Goodman requested that this item be moved to the June meeting
7. GRANTS COMMITTEE

Commissioner Scheer reported that two grants were submitted to Contra Costa County for the Phillips Community Benefits Agreement, one for the feasibility study for relocation of the Canyon Lake sewer line and one for the repair and relocation of the Prospect line. She will bring updates on the process as they are available.

8. BUDGET AND FINANCE:

- a. REVIEW OF PCSAN QUARTERLY BUDGET REPORT FOR Q3 (JANUARY - APRIL). GM Goodman asked that this item be moved to the June meeting.
- b. REVIEW AND DISCUSS THE PCSAN BUDGET FOR FISCAL YEAR 2026/27- GM Goodman reported that there has been a 28% increase in insurance costs proposed by our insurance carrier. She also reported that, regarding the ongoing audits, all documents from the 2022/23 budget will need to be scanned before the auditor can even start the process.
- c. UPDATE ON DISTRICT FINANCIAL MATTERS. GM Goodman reported that two grant applications were completed for inclusion in the Phillips 66/CBA process: one for the Marina sewer line and one for Memorial Hall, both submitted through the Crockett Community Services District.

9. REPORT OF DEPARTMENT MANAGER:

- a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS. SDM Barnhill reported that a new water pump was installed (\$1,960) and a new tote was installed (\$1,800). The scum layer in the holding tank will be vacuumed out sometime this summer by West County. NSU will provide a weed removal update at the next meeting. The SSMP was updated for the CCSD by the engineer and was submitted to the State. The SSMP will be updated for PCSAN in August.
- b. GOVERNMENTAL MATTERS. NONE
- c. ANNOUNCEMENTS AND DISCUSSION. NONE

10. REPORTS / COMMENTS FROM COMMISSIONERS: NONE

11. FUTURE AGENDA ITEMS:

- a. Replacement of a line segment on Prospect (P-01-06 and P-01-03).
- b. Feasibility Study for Canyon Lake Drive sewer line replacement.
- c. Income survey to determine if Port Costa qualifies as a disadvantaged community.
- d. Discuss sludge removal from the septic tank.
- e. Review PCSAN Quarterly budget report for Q3
- f. Report on new logic controller for Treatment Plant

12. ADJOURNMENT: The meeting was adjourned at 7:01 PM until June 2, 2026

Respectfully submitted,  
Anne Scheer  
PCSAN Commissioner

# CROCKETT POLICE LIAISON COMMITTEE

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, MAY 12<sup>th</sup>, 2026

1. CALL TO ORDER: Chair Pennisi called the meeting to order at 7:04 PM. Committee members Pennisi and Wais were present. Committee member Ritchey was absent.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Vice Chair Wais motions to approve the consent calendar, and Chair Pennisi seconds. The minutes were approved (2 ayes / 0 nays / 1 absent)
5. LAW ENFORCEMENT ISSUES AND REPORTS
  - a. REPORT FROM RESIDENT DEPUTY HANDELL: Lieutenant Fitzgerald and Deputy Handell were both present, and Lt. Fitzgerald provided the report. In April, there were 259 calls to service, which generated 20 reports. The reports included assault with a deadly weapon, a couple of burglaries, and 3 vandalisms. The assault took place on the 1600 block of Lillian st. Some memorial plaques around town had been stolen. This included the plaques at Vista Point, the museum, the Boy Scouts cabin, and the Community Center. The suspect committed similar crimes in Solano County and is currently in custody. Lt. Fitzgerald noted that there has been a slight uptick in crime for April and an increased number of vehicle tows.
  - b. REPORT FROM CHP ON TRAFFIC ISSUES: Not in attendance.
  - c. NEIGHBORHOOD WATCH: A community member noted that there have been people on Facebook noting that someone has been going door to door saying they are with PG&E, who may not be legitimate. Stay vigilant.
6. ADMINISTRATIVE:
7. UPDATE ON LPRS (LICENSE PLATE READERS): CCF no longer wishes to support the ALPR project and is rescinding the grant for the project. They cite concerns related to the Flock data breach. The Committee shares the concerns of the CCF, and the project is now on hold and potentially canceled.
8. REPORTS FROM COMMITTEE MEMBERS: None.
9. FUTURE AGENDA ITEMS: None.
10. ADJOURNMENT: The meeting was adjourned at 7:13 PM until June 9<sup>th</sup>, 2026.

Respectfully submitted,  
Michael Pennisi  
Police Liaison Committee Chair

# LIGHTING & LANDSCAPE COMMISSION (L&L)

of the Crockett Community Services District

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## MINUTES FOR LIGHTING & LANDSCAPING COMMISSION MEETING MAY 19, 2026.

1. CALL TO ORDER – ROLL CALL: Chair Pannell called the meeting to order at 7:03 p.m. Commissioners Fisk, Garbis, and Pannell were present. Commissioner Mitzel arrived at 7:05 PM. Commissioner Gomez was absent (excused). General Manager (GM) Goodman and District Secretary (DS) Rivas were present.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Commissioner Garbis requested that the Maintenance Plan in Future Agenda Items be considered for discussion as Administration 6c. Motion to approve passed. (Garbis 1<sup>st</sup>, Pannell 2<sup>nd</sup>, 4/0, 1 absent)
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Motion to approve with minor edits passed. (Pannell 1<sup>st</sup>, Fisk 2<sup>nd</sup>, 4/0, 1 absent)
  - a. APPROVE MINUTES FOR SPECIAL JOINT MEETING WITH RECREATION (MARCH 30).
  - b. APPROVE MINUTES FOR REGULAR MEETING ON FEBRUARY 17.
  - c. RECEIVE REPORT ON ACTIONS TAKEN BY THE BOARD (APRIL 22)
  - d. RECEIVE WARRANT TRANSMITTALS (MARCH AND APRIL)
  - e. RECEIVE CASH ACCOUNT.
5. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR
6. ADMINISTRATIVE
  - a. CONSIDER AND APPROVE PHASE II OF FLOWER PLANTERS TO BE HUNG ON 2<sup>ND</sup> AVENUE BY THE CROCKETT CHAMBER OF COMMERCE: The Crockett Chamber of Commerce (CCOC) is currently pursuing grant funds to extend flower baskets onto 2<sup>nd</sup> Street. CIA supports the project, but they do not have the authority to approve. Staff is waiting for updated insurance documents. It was noted that the baskets were supposed to be removed during wet weather to prevent potential damage to the light poles due to additional weight, but they are not being removed. There was a consensus TO support extending the baskets on 2<sup>nd</sup> Street. The Item will be presented to the Board.
  - b. DISCUSS THE MARCH 30 JOINT MEETING WITH RECREATION AND DISCUSS TOPICS FOR THE JUNE 1<sup>ST</sup> JOINT MEETING: The GM shared the concerns from the Recreation Commission regarding merging the Commissions: length of meetings, separation or commingling of funds, and how voting on items would work. The District Code does not require commissions in general, and each department does not require separate commissions. If the Commissions are joined, there is an option to have up to 7 commissioners plus an alternate. A significant benefit for merging the commissions is to save on Staff time. Having back-to-back meetings is still two separate meetings regardless of whether they are on the same day or not. The group supported another joint meeting on June 1, during the regularly scheduled Recreation meeting. Staff was asked to allocate time restrictions per discussion to control meeting length.
  - c. DISCUSS WEED ABATEMENT / MAINTENANCE PLAN: L&L has been in place for two years, and a maintenance plan has not been created. Chair Pannell created an ad hoc committee consisting of Commissioner Garbis and Chair Pannell to prepare a draft maintenance plan. The DS will send the various documents already created to guide drafting the plan. The DS clarified that short-term ad hoc committees do not need to be public, unlike standing committees, which need publicized agendas.

## 7. BUDGET AND FINANCE

- a. REVIEW THE L&L QUARTERLY BUDGET REPORT FOR Q3 (JANUARY – APRIL): This discussion was rolled into 7b. Only \$3,800 was spent on landscaping services for Q3.
  - b. REVIEW AND DISCUSS L&L BUDGET FOR FISCAL YEAR 2026/27: The GM presented the proposed budget, highlighting \$57,000 for overall expenses. No work has been done on streetlights but expect a few upcoming repairs requiring a cherry picker (estimated at roughly \$2,000). The purchase of street light supplies may be considered for the next fiscal year. Missing from the spreadsheet is L&L's portion of election fees for 2026 (three directors are up for election in 2026). Commissioner Garbis noted that the financial report reflects that only half of the tax collected is being spent and expressed concern that homeowners may feel they are overpaying. This surplus is a roll-over from the previous fiscal year. The District has been conservative with spending, hence the surplus funds. There are lighting supplies to be ordered, and possibly a riding lawnmower. The department is still young, and surplus funds can be allocated towards reserves and other capital expenses. All agreed that the goal of allocating 10-15% of revenues for reserves is reasonable. Memorial funds are listed under L&L but are considered a separate fund and are forwarded to a LAIF account. A finance consultant will be presenting a financial plan to the Board specifically addressing a sewer use charge rate increase for Crockett Sanitary.
  - c. UPDATE ON DISTRICT FINANCIAL MATTERS: Administration offices have been very busy. The 2022/23 Yellow Letter Audit is underway (yellow audits undergo a secondary review). L&L accounting will not be included in this audit since it was not created until 2023. Several findings are expected, but the GM began addressing many of the findings already. The goal is to catch up on audits and have no findings due to better administration practices. The Cash account balance is \$35,114 and should be sufficient to get the department through the next influx of funds in mid-December.
8. REPORT FROM STAFF: GM Goodman noted that Commissioner Gomez had commented on the less-than-stellar condition of some landscaping work at the Bridgehead area. The GM has communicated with the contractor(s) to finish clearing an area of debris once work is completed. Ms. Gomez (via Chair Pannell) expressed disappointment that work on the Bridgehead area using L&L funds was scheduled for one week before the community cleanup day sponsored by the CIA. Only two volunteers worked on the Bridgehead, and even with the work done beforehand, there was still a lot of work to do. The volunteers were grateful for the work done ahead of time.
9. REPORTS / COMMENTS FROM COMMISSIONERS: Through Chair Pannell, Commissioner Gomez was disappointed that her request for a tree trimming grant did not go through for the Community Benefits Agreement program. The CIA is a better conduit for the project and can be considered the following grant year. The GM did not have the bandwidth to add an additional project on top of five other grant applications, the audit, the sewer use charge study, and other operations. Ms. Pannell praised Ms. Gomez's efforts and presentation of the tree trimming proposal, noting that the referenced trees were planted over 20 years ago and have never received any maintenance. The Adopt-A-Highway application needs to be signed by the contractor.
10. FUTURE AGENDA ITEMS Ms. Morales reported that a property owner at the corner of Merchant and Pomona had left debris on Virginia Street. County and the Fire Department have issued warnings to the owner to remove the debris. L&L funds should not be used to clear the debris since it is the property owner's financial responsibility to clear it.
- Joint meeting with Recreation - Commissioners agreed on Monday, June 1, for a joint meeting.
  - Discuss the distribution of responsibilities between L&L and the Crockett Public Services as they pertain to maintenance needs. – this item will be rolled into the Maintenance Plan.
  - Update on CIA's modified maintenance plan for the Plaza.
  - Resolution to update Ad Valorem tax distribution to include L&L.
  - Weed abatement/maintenance plan
11. ADJOURNMENT: The meeting was adjourned at 8:40 PM until June 16, 2026.

# CROCKETT SANITARY COMMISSION (CVSAN)

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## MINUTES OF REGULAR MEETING OF MAY 20, 2026.

1. CALL TO ORDER - ROLL CALL: Chair Wais called the meeting at 4:02 PM. Present: Commissioners Wais, Manzione, and Alternate Milward. Absent: Commissioner Scott Bartlebaugh (excused). Staff present: General Manager (GM) Goodman, Sanitary Department Manager (SDM) Barnhill, and District Secretary (DS) Rivas.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Chair Wais stated that budget questions submitted in advance by Commissioner Bartlebaugh would be addressed during the budget section of the agenda.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: DS Rivas clarified that the District Code allows the Sanitary Commissions to hold Public Hearings with appeals heard by the Board.
4. PUBLIC HEARINGS: Three violations were pulled. Staff is currently working with the property owners to address the violations. No public comments were received.
5. CONSENT CALENDAR: Item 5c was pulled for discussion. Motion to approve 5a, b, d, and e passed. (Manzione 1<sup>st</sup>, Milward 2<sup>nd</sup> 3/1, 1 absent)
  - a. Approve Minutes for March 18.
  - b. Approve Minutes for Special Meeting on April 22.
  - c. Receive Actions Taken by the Board (March 25, April 22).
  - d. Receive warrant transmittals.
  - e. Receive Cash Account and LAIF Balances.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: Motion to approve 5c. (Manzione 1<sup>st</sup>, Milward 2<sup>nd</sup>; 3/0, 1 absent).

5c. Receive Actions Taken by the Board (March 25, April 22): Discussion included the Board's consideration of commission restructuring and clarification that the Board's April action authorized a sewer use charge increase of up to \$365.10. Motion to receive passed. (Manzione 1<sup>st</sup>, Milward 2<sup>nd</sup>; 3/0, 1 absent).
7. ADMINISTRATIVE:
  - a. UPDATE ON SEWER USE CHARGE FOR FISCAL YEAR 2026-27: GM Goodman reviewed actions taken following the April special CVSAN meeting and Board discussion regarding recovery of reserve funds used for a large C&H payment. Staff reported that consultant Mark Hildebrand is preparing a financial study to support any proposed Proposition 218 sewer use charge increase. Preliminary discussion indicates a potential increase lower than the previously discussed amount, with a formal presentation to the Board scheduled for the following week. Staff explained the Proposition 218 process, required notice periods, and anticipated July public hearing timeline. Commissioners discussed methodology for allocating any increase among residential, apartment, and commercial accounts, legal requirements for supporting studies, reserve restoration, and the need for clear financial information for ratepayers. No action was taken.

8. BUDGET AND FINANCE:

- a. REVIEW THE CVSAN QUARTERLY BUDGET REPORT FOR Q3 (JANUARY – APRIL): GM Goodman explained that Q3 reports expenditures for the year and the last quarter totals are projections. The Prop 218 amount represents a maximum increase. Commissioner Manzione questioned if the Board fully understood the increase and suggested that the Board should consider policies such as cost-cutting that could reduce the proposed rate increase amount. Commissioners requested a summary comparison to budgeted amounts and year-to-date totals. The topic was carried to the June meeting. No action was taken.
- b. REVIEW AND DISCUSS CVSAN BUDGET FOR FISCAL YEAR 2026/27: GM Goodman reviewed revisions to the proposed budget, including corrections to treatment plant costs and CIP descriptions. Discussion included anticipated liabilities associated with C&H claims, reserve levels, projected revenues and expenditures, and assumptions used in the proposed budget. Commissioner Bartlebaugh's submitted questions were reviewed and discussed. Staff were asked to document requests for C&H billing. No action was taken.
- c. OTHER FINANCIAL MATTERS OF THE DISTRICT: GM Goodman provided updates regarding audit work, financial reporting, and ongoing budget development.

9. REPORT OF DEPARTMENT MANAGER:

- a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: SDM Barnhill presented the department report and provided updates on operations, maintenance activities, and capital improvement projects. The department responded to a private lateral spill on May 8. A rodding truck was dispatched to clear the public main and verified that the spill was isolated to the private lateral. The property owner contracted with a plumber to clear the blockage. LR Paulsell sanitized the affected area. A CBA grant application was submitted for a feasibility study to relocate the Marina Line. A request for grant funds to repair 1 Rolph Park Drive was considered too extensive; this will be considered at a future round. Staff submitted a grant application from Valero (BAAD) for 2 new fleet vehicles and for a replacement generator at the pump station.
- b. GOVERNMENTAL MATTERS: None.
- c. ANNOUNCEMENTS AND DISCUSSION: None.

10. REPORTS / COMMENTS FROM COMMISSIONERS: No discussion.

- a. WASTEWATER COMMITTEE: No plans to meet soon.
- b. BUDGET & FINANCE AD HOC: No report.
- c. COMMISSIONERS: None.
- d. INTER-AGENCY AND TRADE MEETINGS: None.

11. FUTURE AGENDA ITEMS:

- a. CCTV repair study prepared by the Engineer of Record when available.
- b. Monthly C&H billing.
- c. Capacity/impact fees
- d. District's role and authority regarding the county's processes for new development.
- e. Cost-cutting measures.

12. ADJOURNMENT: The meeting was adjourned at 6:07 PM until June 17, 2026.

Respectfully submitted,  
Sonia Rivas, MBA,  
District Secretary