

CROCKETT COMMUNITY SERVICES DISTRICT (CCSD)

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MINUTES OF THE REGULAR BOARD MEETING ON AUGUST 27, 2025.

1. CALL TO ORDER - ROLL CALL: President McDonald called the meeting to order at 6:04 PM. Directors Barassi, Mackenzie, McDonald, and Spinner were present. Director Murdock was absent. District Secretary (DS) Rivas was present. Personnel Committee Chair Cusack was present for the Closed Session.
2. CLOSED SESSION: District Secretary left the room. Closed session began at 6:05 PM.
 - a. Public Employee Performance Evaluation: District Secretary, Pursuant to Government Code Section 54957
3. OPEN SESSION: Open session resumed at 7:05 PM. All members of the Board were present. District Secretary (DS) Rivas, Crockett Sanitary (CVSAN) Commissioners Manzione and Wais, and Lighting and Landscape Chair Pannel were present.
 - a. Announcement of actions taken during closed session: No actions to report.
4. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None
5. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Ms. Reiser announced that Assemblymember Faria has been unsuccessful in confirming August 25th with Recreation staff to meet the community of Crockett. October will be the next opportunity. Mr. Singh reported that he has encountered ineffective communication from the Recreation department, noting the multiple attempts to book the community center. Ms. Reiser has reached out to the fire department regarding the need to reinstate the CERT program, stating the need for evacuation plans and specialized CERT training for the community. L&L Chair Pannel gave kudos to the District's use of Measure L funds to address landscaping maintenance issues stating there is lots of movement and the community looks great.
6. PUBLIC HEARING: None.
7. CONSENT CALENDAR: Items 7b and 7c were pulled for discussion. Motion to approve 7a, d, e, and f was approved. (Spinner 1st, Mackenzie 2nd, 4/0. 1 absent)
 - a. Approve the minutes of the joint Special Meeting with CCSD Board and Crockett Sanitary Commission (CVSAN) meeting on August 20, 2025.
 - b. Approve the minutes of the CCSD Board meeting on June 25, 2025.
 - c. Approve the minutes of the CCSD Board meeting on April 23, 2025.
 - d. Approve payment of District Bills.
 - e. Receive CSRMA Property Insurance Premium Renewal Notice.
 - f. Approve Resolution 25/26-04 Reappoint Lighting and Landscape Commissioners: Garbis, Mitzel, and Pannel.
8. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: Motion to approve 7b and 7c as amended. (Spinner 1st, Barassi 2nd, 4/0, 1 absent)

7b. Approve the minutes of the CCSD Board meeting on June 25, 2025: Spelling of McDonald was corrected.

7c. Approve the minutes of the CCSD Board meeting on April 23, 2025: Page 1 of 4, Out of Order discussion, Section 11.a, the end of the last sentence was simplified by eliminating reference to a treasurer since the County acts as the District's treasurer.

9. ADMINISTRATIVE:

a. CREATE AN AD HOC COMMITTEE OF THE BOARD TO LEAD JOINT USE AGREEMENT NEGOTIATIONS: There was a full consensus to create an Ad Hoc committee to lead the Joint Use Agreement Negotiations. Directors Barassi and Mackenzie volunteered and were appointed to the Ad Hoc Committee by the President. Approved by consensus.

b. ACCEPT RESIGNATION OF PORT COSTA SANITARY COMMISSION CHAIR SURGES AND AUTHORIZE STAFF TO ANNOUNCE VACANCY OR FILL VACANCY BY APPOINTMENT OF ALTERNATE VANCE TO COMMISSIONER, OR DIRECT PORT COSTA SANITARY COMMISSION TO FORM RECOMMENDATIONS: Director Mackenzie has been in discussions with Mr. Surges regarding his resignation from the Port Costa Commission and requested the item be pulled. Director Barassi reported that he received an unpleasant voice message from Mr. Surges and has not received a call back after two attempts to reach him and left messages. The item was pulled.

c. DISCUSS COMMISSIONER ROLES AND AUTHORITIES AND RECOMMEND MODIFICATIONS: Two of the four Commissions in the District have alternates that actively sit and vote when a Commissioner is out. The District Code does not recognize alternates, their responsibilities or if they should automatically fill a seat when a vacancy presents itself. After a brief discussion, it was determined that a 30-day posting period will remain in place; , an alternative can apply when a vacancy occurs. A Commission will continue to recommend appointments to the Board.

Per the District Code, "Commissions have the ability to enforce rules and regulations relevant to their jurisdiction, subject to final enforcement action by the Board." In the interest of efficiency, it was clarified that both sanitary Commissions have the authority to hold public hearings for violations, impose fines, and cancel fines when violations are corrected. Staff are authorized to mail notices of violation. The Board will make final determination on fines and will hear appeals. The DS was directed to seek legal opinion if the Recreation and Lighting and Landscaping Commissions have enforcement and public hearing capabilities.

The Commission's roles and authorities will be brought back for future discussion.

The District Code includes the CVSAN, Recreation, and PCSAN Commissions. In addition to updating the number of seats on the Recreation Commission and adding the Lighting and Landscape Commission, the DS was directed to review and propose updates to the District Code. An ordinance should be presented for updates and requires public notification of two public hearings.

d. DISCUSS THE ETHICS POLICY AND RECOMMEND MANDATING PERIODIC TRAINING IN ALIGNMENT WITH AB 1234: California law (AB 1234) requires all local agencies that provide compensation, salary, or stipend to, or reimburse the expenses of, members of a legislative body must provide ethics training to local agency officials and every two years thereafter. While AB 1234 does not require non-paid legislative bodies to take ethics training, the Board had previously determined that all directors and Commissioners are required to take the ethics training soon after their appointments. Bi-annual training for directors has not been enforced, and periodic training was later relaxed for Commissioners.

AB 1234 compliance responsibility lies with individual Board and Commission members. Under advisement of legal counsel, the District intends to strengthen accountability by adopting a resolution mandating biannual training and requiring certificates to be submitted to the DS for tracking. Ethics training includes the Brown Act and is free online through state-certified providers or may be taken at qualifying events. The Conflict-of-Interest Code (COIC) has been updated to cover new designated positions, ensuring all relevant roles are included, including Staff. This measure ensures legal compliance, supports transparency, and provides timely reminders to maintain Board and Commission integrity. A formal resolution will be brought before the Board at a future meeting.

10. BUDGET AND FINANCE: DS Rivas referred to the Cash Account summary provided in the packet dated August 22, 2025. President McDonald added that the Cash Account balances are cash-only funds held by the County. Remaining funds in the LAIF (Local Agency Investment Fund) account are close to \$4 million. A significant outstanding balance with C&H will likely deplete LAIF funds. District spending will be closely monitored through the end of the year, when funds can be reassessed after tax levies are received in December. Two vulnerable departments include Port Costa Sanitary (\$162,000) and Recreation (\$82,000).
11. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:
 - a. GENERAL MANAGER / MAINTENANCE DEPARTMENT / LIGHTING & LANDSCAPE COMMISSION: Report received. No discussion.
 - b. DISTRICT SECRETARY: Report prepared by DS Rivas presented. Public agency websites and posted PDFs are mandated to comply with WCAG (Web Content Accessibility Guidelines) guidelines for ADA accessibility by April 24, 2027. The DS has been working on preparing compliant documents for posting. The task has been challenging and time-consuming. Director Spinner reported that all internal and posted documents are required to be compliant. The deadline for compliance is in 2027, but the Department of Defense recently fined an agency for refusing to comply prior to the deadline. Archiving documents is an option, but there are restrictions. Staff can ask specific questions to narrow down the actual number of pages needed from a requester, which would lessen the costs associated with compliance. The DS attended notary public training and testing over the weekend.
 - c. RECREATION MANAGER: None.
 - d. CROCKETT AND PORT COSTA SANITARY DEPARTMENT MANAGER: None. CVSAN Vice Chair Wais reported the intention to select CVSAN members for an Ad Hoc for the JTP negotiations concurrent to the closed session, but was unable to make a quorum. The GM's Manager's Report noted that the MCC project is in its final stages.
 - e. GOVERNMENTAL MATTERS: None.
 - f. ANNOUNCEMENTS AND DISCUSSION: None.
12. REPORTS FROM BOARD MEMBERS AND COMMITTEES:
 - a. PERSONNEL COMMITTEE: Director Spinner reported on the overview of the process of the distribution and collection of review forms for the DS and discussed how to address late responses. For full transparency, the Committee agreed to report the results from late submissions.
 - b. BUDGET & FINANCE COMMITTEE: None.
 - c. POLICE LIAISON COMMITTEE: The Committee did not meet in August.
 - d. CVSAN WASTEWATER COMMITTEE: None.
 - e. INTER-AGENCY MEETINGS: None.

13. FUTURE AGENDA ITEMS / BOARD COMMENTS: Ms. Reiser is keeping President McDonald informed on actions taken by other Caltrans-impacted agencies that are also dealing with the underpass and insurance challenges affecting the Dog Park at the Bridgehead site. There has been some communication between Caltrans and the SF Bay Trail system. A report will likely be presented to the Board on what these communications mean for both the parcel land under the Caltrans overpass and the insurance issues.

Director Spinner announced that a community impact survey was released by the County, requesting help in directing where funds should be allocated over the next couple of years. The survey has been mailed and will be posted on Facebook.

- a. Budget Appropriations for FY 2025/26: The Board has approved the budget for existing projects. New projects are to be detailed for the Board to consider approving before funds can be spent through a resolution for appropriations. Director Barassi still believes it is unwise to proceed with the EQ fence replacement, even though it was previously approved, and is glad the appropriations for additional EQ tank items, such as painting the tank, were eliminated from the initial project. Due to the District's uncertain finances and driven by cash flow and timing, the GM was directed not to spend unapproved funds without Board approval. Funds left over from a previous fiscal year do not automatically roll over and must be appropriated annually. True emergency sewer issues can be addressed as needed, provided they do not exceed the GM's signing authority of \$50,000. In cases where the issue exceeds this threshold, the Board can be called upon for emergency needs through a special meeting, which can be convened within 24 hours.

Director Barassi is concerned that budget oversight may not be fully recognized by the GM and acknowledged that the GM was not in attendance to elaborate. Expenditures appear to have been managed more by schedule than by financial planning.

- b. Organizational Chart
c. Records Retention
d. Dog Park

14. ADJOURNMENT: The meeting was adjourned at 8:06 until September 24, 2025.

Respectfully submitted,
Sonai Rivas, MBA
District Secretary