

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting

AGENDA FOR WEDNESDAY, DECEMBER 20, 2023

TIME: 7:00 PM – Regular Meeting

PLACE: Crockett Community Center, 850 Pomona Street, Crockett, CA

1. CALL TO ORDER - ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS
(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. PUBLIC HEARING
(Public comments are limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)
5. ELECTION OF OFFICERS
6. CONSENT CALENDAR: Consideration of a motion to approve the following items:
(Items are subject to removal from the Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
 - a. Approve Minutes of CCSD Board meeting on October 25, 2023
 - b. Approve Minutes of CCSD Special Board special meeting on October 30, 2023.
 - c. Approve Minutes of CCSD Board meeting on November 20, 2023.
 - d. Approve payment of District bills.
 - e. Receive minutes of commissions and committees.
 - f. Receive Notice of Appointment to the Board for Diana Martinez.
 - g. Receive annual report on compliance with identity theft regulations (FACTA)
 - h. Receive Annual Report on the use of recreation taxes (Gov't Code Sec. 50075.3)
7. ADMINISTRATIVE:
 - a. Consider consent items removed from the Consent Calendar.
 - b. Approve meeting and holiday schedule for calendar year 2024.
 - c. Consider an appointment of Valerie Quade to the Recreation Commission
 - d. Consider an appointment of Dale McDonald as commissioner and Valerie Quade as alternative commissioner to the CVSan Commission.
 - e. Approve Payroll Schedule for calendar year 2024.
 - f. Approve Salary Schedule to meet January 2024 requirements.
 - g. Approve Resolution 23/24-13, Access and Repair Agreement for 200 Clark, Crockett.

- h. Approve Resolution 23/24-14, Access and Repair Agreement for 47 Canyon Lake, Port Costa.
8. **BUDGET AND FINANCE:**
 - a. Discuss financial matters related to the District.
 - b. Approve budget schedule.
9. **MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:**
(These items are typically for the exchange of information only. No action will be taken at this time.)
 - a. Recreation Department
 - b. District Secretary
 - c. Maintenance Department
 - d. Port Costa Sanitary Department
 - e. Crockett Sanitary Department
 - f. Lighting & Landscape Commission
 - g. Governmental matters
 - h. Announcements and discussion
10. **REPORTS FROM BOARD MEMBERS AND COMMITTEES:**
(These items are typically for the exchange of information only. No action will be taken at this time.)
 - a. Personnel Committee: Members Cusack (chair), Martinez, Spinner, Wais, and Wilson
 - b. Budget & Finance Committee: Members Mackenzie and Spinner
 - c. Police Liaison Committee: Members Currington (chair), Wais, Pennisi, and Ritchey
 - d. CVSAN Wastewater Committee: Members Bartlebaugh and Manzione (chair),
 - e. Memorial Hall Advisory Committee: Members Peterson and Wilson (chair)
 - f. Ad Hoc committees
 - Personnel/District Code: Members Brosnan, Cusack, Martinez (chair), Peterson and Wais
 - g. Inter-agency meetings
11. **FUTURE AGENDA ITEMS/BOARD COMMENTS**
12. **ADJOURNMENT:** until January 24, 2024.

HOW TO SUBMIT PUBLIC COMMENTS:

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us/meetings

Visit our [website](#) for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

In accordance with California Government Code Section 54957.5, any writing or document that is a public record related to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for

CROCKETT COMMUNITY SERVICES DISTRICT

For Review

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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.

6.a

- 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

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MINUTES OF BOARD SPECIAL MEETING: OCTOBER 30, 2023

1. CALL TO ORDER – ROLL CALL: The meeting was called to order at 6:03 pm by President Barassi.
Present were Board Members Mackenzie, Martinez, Peterson, and Spinner. Staff members present were General Manager Murdock, Administrative Services Manager Goodman, Recreation Manager Wilson, and District Secretary Rivas. Commissioner Cusack.
2. CLOSED SESSION: President Barassi requested that Item 2 Closed Session be moved out of order to after Item 5 Administrative. Closed Session began at 6:10.
3. OPEN SESSION: Open Session resumed at 6:44. No reportable action was taken.
4. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Recreation Manager Wilson reported that Recreation had applied for a potential project for fire mitigation through the Contra Costa County Fire Prevention. The State made funds available to reduce fire hazards. The project area is the hillside butting the community center. Recreation became aware that the project was approved today when they noticed 13 individuals working on the hillside.
5. ADMINISTRATIVE: President Barassi requested that Item 5 - Administrative be moved out of order and discussed before the Closed Session.
 - a. Resolution 23/24-09, appointing an Interim General Manager. Approved (KP 1st, JM 2nd, 5/0 Unanimous)
 - b. Approve Resolution 23/24-10, reject all bids for the Alexander Park, Pool Building, and Park Renovation Project with minor corrections on the resolution. (NS 1st, JM 2nd, 5/0 Unanimous)
6. ADJOURNMENT. Meeting was adjourned at 6:45 until November 15, 2023.

Respectfully submitted,
Sonia Rivas, MBA

6.b

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MINUTES OF REGULAR BOARD MEETING: NOVEMBER 15, 2023

1. CALL TO ORDER - ROLL CALL: The meeting was called to order at 7:00 pm by President Barassi. Present were Board Members Mackenzie, Martinez, and Peterson. Spinner was absent. Staff present included: Interim General Manager (IGM)/ District Secretary (DS) Rivas, District Engineer (DE) Murdock, Administrative Services Manager (ASM) Goodman, Sanitary Department Manager (SDM) Barnhill, Recreation Manager (REC) Wilson, and Event Supervisor (ES) Morales. Also present was Commissioner Wais.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Items 5c, 5d, and 5g were pulled.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: a member of the public inquired about the status of the LPRs (license plate readers). The item was not on the agenda. DS Rivas reported that the item was on the Police Liaison Committee agenda at the last meeting. A report has been prepared and will be forwarded to the CCSD Board once funding sources have been identified. Ms. Rivas recommended that she can sign up for updates on the website.
4. PUBLIC HEARING: None.
5. CONSENT CALENDAR: Items 5c, 5d, and 5g, were pulled for discussion. Items 5.a, 5.b, 5.e, and 5.f were approved. (LB 1st, DM 2nd, 4/0 in favor. 1 absent)
 - a. Approve Minutes of CCSD Special Board meeting on October 20, 2023.
 - b. Approve Minutes of CCSD Special Board special meeting on October 23, 2023.
 - c. Approve Minutes of CCSD Board meeting on October 25, 2023.
 - d. Approve Minutes of CCSD Special Board special meeting on October 30, 2023.
 - e. Approve payment of District bills.
 - f. Receive Minutes of Commissions and Committees.
 - g. Consider annual appreciation holiday party for staff, Board members, commissioners, and committee members.
- 6a ITEMS REMOVED FROM THE CONSENT CALENDAR: Items 5c and 5d were not complete. Item 6g: An appreciation holiday dinner for volunteers was previously organized by the Recreation Department but due to Covid-19, this event was halted. Recreation Manager Wilson was excited to reestablish the annual volunteer holiday dinner and will be preparing the meal.
- 6b APPROVE MEETING AND HOLIDAY SCHEDULE FOR CALENDAR YEAR 2024: The meeting schedule was updated to reflect meeting dates for 2024. Cesar Chavez Day (4/1) and Juneteenth (6/19) are listed as federal holidays but not included in the District Code as authorized holidays.

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

President Barassi reminded staff that Juneteenth (6/19) falls on a CVSAN meeting date and Valentin's Day (2/14) is a meeting date for PCSAN. The Commissioners may want to consider changing the meeting dates. Since CCSD offices are closed during approved holidays, Staff was instructed to return with an updated holiday schedule.

6c CONSIDER RESOLUTION 23/24-11, THE REAPPOINTMENT OF COMMISSIONERS: Approved. (KP 1st, DM 2nd, 4/0, 1 absent) Commissioners for PCSAN Port Costa Sanitation include Tom Cusack, Anne Scheer, and Joe Surges. The commissioner for CVSAN is D'Arcy Trask. PCSAN and CVSAN reappointments were approved. President Barassi thanked the commissioners for their service and reappointments.

6d APPROVE RESOLUTION 23/24-12, APPROVE UPDATED FENCE SIGN LANGUAGE: Approved (LB 1st, JM 2nd, 4/0, 1 absent) Section 7.12.010 Merchandising, advertising and signs – Prohibited acts of the District Code were updated to allow Crockett and Port Costa community-based organizations to post banners, specified that only soft banners can be posted, political signs are not allowed and specified when banners may be posted and how long they can remain.

6e APPROVE RESOLUTION 23/24-13, ACCESS AND REPAIR AGREEMENT FOR 47 CANYON LAKE, PORT COSTA: Item was postponed until December as requested by the applicant.

6f APPROVE RESOLUTION 23/24-14, ACCESS AND REPAIR AGREEMENT FOR 200 CLARK, CROCKETT: Billing for the repairs has not been submitted and the item was carried to the December meeting.

6g. APPROVE RESOLUTION 23/24-15, ACCESS AND REPAIR AGREEMENT FOR 560 ALHAMBRA, CROCKETT: Applicant pulled his application.

7. BUDGET AND FINANCE: ASM Goodman summarized the two attached statements. The first statement includes the balances for Crockett Community Service District (CCSD), Recreation, CCSD Maintenance, and CVSAN. The second statement is for PCSAN. Each line item shows duplicate entries in the debit and credit columns; this is the actual balance for each account, not zero as shown in the ending balance columns. The final statement is the most recent Local Agency Investment Fund (LAIF) Statement. The actual balance is not shown. These represent a snapshot of balances. Ms. Goodman anticipates being able to provide enhanced financial reports by January. A credit card statement was not provided due to the closing dates of the credit cards.

President Barassi asked Staff if they had been able to assess the budget in real time. Ms. Goodman reported that the District is behind on some billing. She has limited access to the investment account which would allow for great detail on budgets per department. Until access is granted, she must work backward to better assess the CCSD's budget. She noted that with a fully staffed office, CCSD is likely over on labor costs but expects that the cost overrun is not significant.

8a. MANAGERS' REPORTS RECREATION:

Recreation Department: Recreation Manager Wilson met with the committee for the annual tree lighting event scheduled for Sunday, December 3rd. The community center is open for a holiday party followed by the tree-lighting in Alexander Park.

The hillside clearing has been completed. The contractor had scheduled only 3 days but stayed for 5 to complete the job.

Mr. Wilson and the district engineer met with the architect to discuss the project's impact on the proposed sewer line by the District. Mr. Murdock is preparing bid documents for a sewer line replacement that spans from Pomona through Rolph Avenue. This project includes five sections and replaces several manholes. The cost of the project is currently unknown. Director Martinez suggested that the District

research if East Bay Regional Parks District (EBROD) has any projects that Crockett could piggyback on for this project. This would be a joint cooperation where EBRMD would do the work and Crockett would pay for a portion of the work. Engineer Murdock stated that the minimum for labor costs is around \$60,000. If labor costs are under this valuation, the municipality can perform a job in-house.

8b. MANAGERS' REPORTS DISTRICT SECRETARY: DS Rivas reported that the Engage function of the website has been received well by the community. CVSAN Commissioner Bartlebaugh sent an email that he recommended the website for information at a recent CIA meeting. While there are various ways to find agendas and minutes, the easiest and most direct path is clicking on the calendar icon on the right side of the District's home page. Traffic to the website continues to increase with a count of 31,000 visits in November. While bots may be a contributor to those number numbers, Ms. Rivas hopes that it is reflective of the community and staff utilizing the website for information. The Lighting and Landscape Commission will be using the District's website as its official source of information to control the conversations. The page will include an FAQ, the measure itself, and budget updates. President Barassi suggested that all Board members should be added to the distribution list for all meeting updates.

A vacancy became available when Director Martinez was appointed to the Board. Ms. Valerie Quade submitted her application. The 30-day minimum vacancy posting has not expired so her application will be considered at the December Recreation meeting.

A manager's staff meeting was held in November. It was the first of more to come. With two new staff persons, everyone introduced themselves and shared some background information. Staff discussed projects and historical information. Ms. Rivas attended her first CIA meeting where the project manager for the Field Semester project in Port Costa made a verbal presentation to the well-attended meeting. He reminded the attendees that most, if not all, questions will be addressed through the CEQA (California Environmental Quality Act) process including traffic impacts. They will have the opportunity to respond to the report.

Ms. Goodman added that also at the CIA meeting, a short discussion was held regarding the PG&E power outages. The CIA is initiating a letter-writing campaign to the PUC (California Public Utilities Commission) regarding this common power outage issue. Director Barassi confirmed that power outage impacts include loss of productivity, loss of work time, and extra labor costs associated with refilling the generators.

8c. MANAGERS' REPORTS MAINTENANCE DEPARTMENT: Mr. Murdock and Ms. Goodman have painted and poured the first layer of layer of epoxy to the floor at the 1 Rolph Park building. The coffee cart is undergoing the last obstacle in opening the shop by working on the electrical needs.

8d. MANAGERS' REPORTS PORT COSTA SANITARY DEPARTMENT: Mr. Barnhill reported that there were no exceedances. A resident called to report a spill below Prospect on the line that connects from Prospect Avenue down to Canyon Lake Rd. The issue was dealt with on the same day, the flow was restored, all contaminated materials were removed for disposal, and the site was decontaminated. Approximately 36 inches of pipe was replaced. The invoice for the repair, cleanup, and one yard of soil was fully recovered totaled \$3407. That segment of the pipe is now in pretty good condition. The clean-out at that location has been abandoned.

8e. MANAGERS' REPORTS CROCKETT SANITARY DEPARTMENT: Mr. Murdock reported that a sinkhole was discovered at First Street and Pomona Street against the wall. It is undetermined if it is caused by our sewer line. That line, up to Florida is in bad shape. CVSAN will be asked to authorize the repair of that line. The sinkhole has been patched with asphalt as a temporary fix. The sewer line at N0313 of approximately 103 feet was replaced with a price tag of \$58,000. The line was in very bad shape.

The C&H treatment plant experienced an overflow of water on the grass and underneath the fence. Mr. Murdock discussed the issue with Jean-Paul, the environmental manager, regarding the situation. The overflow is not a sanitary sewer overflow.

Staff met with C&H on November 1st and discussed roles and established three sub-committees to discuss technical, legal/financial, and grant funding. The meeting schedule is to meet every two months, with smaller sub-committee meetings leading up to the larger meetings. Staff is working on Crockett's list of priorities. The larger meetings are scheduled at the beginning of the month. Due to the new year date, the January meeting will be mid-month. The CCSD negotiation team consists of the wastewater committee, Mark Manzione and Scott Bartlebaugh, and staff Jena Goodman and Gaunt Murdock. The District's counsel Richard Pio Roda was also present. President Barassi will attend as a member of the public, not as a representative of the District. In the interim, Mr. Murdock has met with wastewater commissioners to discuss the next steps. There have been no other communications between C&H for any reason including billing.

Mr. Barnhill presented the agreement and plan for the annual 23-TV (CCTV). The commissioners have approved the plan. L.R. Paulsell is the contractor for this project.

8f. MANAGERS' REPORTS LIGHTING & LANDSCAPE COMMISSION: Mr. Murdock reiterated that the Commission plans to use the website as their primary location for information. The community has been questioning why volunteer community cleanups are being conducted and how are the funds being spent. The community does not know that funds have not been made available yet. The commissioners are anxious to get started. Director Peterson has ordered more lamps for the streetlights and will repair six lamps. Ms. Wais suggested a banner to identify Lighting and Landscape sponsored projects.

8g. MANAGERS' REPORTS GOVERNMENTAL MATTERS: The CCSD was solicited for comment about a proposal submitted by the Field Semester to rezone two parcels in Port Costa. The CCSD's response letter was included in the agenda packet. The response was presented to the Port Costa Sanitary Commission and presented to the CCSD Board as a courtesy. The response states that CCSD cannot provide a comment in support of the application because the information provided was incomplete and an engineering report is pending. Director McKenzie expressed concern regarding the engineering report and suggested that the CCSD commission the report as owners of the sewer system. Engineer Murdock reported that the consulting engineer had advised to have the developer commission the report as they would have to collect the data for CCSD to review. The consulting engineer will be reviewing the report. Mr. Murdock has requested that they conduct a thorough camera and flow study and have an assessment of all the sewer lines that will be used from the top of Canyon Lake all the way down to the treatment plant. The developer was told that they must use a professional engineer with wastewater and sewer experience.

Director Peterson brought attention to the LAFCO process and appears that the annexation process requirement may be overlooked. An annexation fee appears to have never been established, neither by the County nor CCSD. The developer will need to apply to LAFCO.

Director McKenzie asked if the County had set a precedent when they approved a permit without CCS's approval as was approved for a resident of Port Costa before who was out of the CCSD's boundaries. Director Peterson reported that the County had issued that permit prior to the creation of the CCSD. President Barassi explained that the permit was issued as an incentive to abandon his septic tank. The property was a brewery built in the 1880s. A house was built after the brewery burned down.

Ms. Goodman reminded the Board that this is simply a rezoning of two parcels. The permit application is not a green light to move forward. She also pointed out that several errors with the information provided by the County were identified including huge gaps in the sanitation section, wrong parcel number, and that the request for response was received by staff the day before they were due. The permit process required input from various relevant impacted agencies such as fire and sanitary.

President Barassi elaborated on the permitting process: an engineering report is a typical requirement of a project sponsor especially when doing subdivisions. The sponsor hires all the engineers to plan the roads, the stormwater, the wastewater, everything. Then the county public works or county departments review the reports for adequacy. Should the report fail to be adequate, the county engineer will respond with an explanation of why the report is not effective.

Director Peterson requested staff to report on any legislative updates and suggested considering updates from CASA and CASD associations. Ms. Goodman is following an NPDES (National Pollutant Discharge Elimination System (NPDES)) matter. Congressman Garamendi is proposing to extend the NPDES permits from five to six years. The issue was introduced in March but has not moved.

8h. ANNOUNCEMENTS AND DISCUSSION: Director Peterson reported that a residential cleanup is scheduled for December 2nd, sponsored by CIA (Crockett Improvement Association). He expressed his gratitude to the District for allowing the use of the 1 Rolph Park building to be used for the drop-off location. Crockett residents can drop off trash, e-waste, and scrap metal.

9a. REPORT FROM PERSONNEL COMMITTEE REPORT: Members Cusack (chair), Barassi, Spinner, Wais, and Wilson. The Recreation Manager is overdue for a performance review. As stated in the District Code, that position is evaluated by the general manager. As a new staff person, the Interim General Manager requested help in identifying a method to fairly review the Recreation manager since she does not have sufficient experience working with him. A plan was agreed upon for a fair review with the assistance of the Administrative Services Manager.

The committee opted to skip the December meeting.

9b. REPORT FROM BUDGET & FINANCE COMMITTEE: Members Mackenzie and Spinner. None.

9c. Report from POLICE LIAISON COMMITTEE. None.

9d. REPORT FROM CVSAN WASTEWATER COMMITTEE: Report was discussed within Item 8e. Managers' Reports - Crockett Sanitary Department

9e. Report from Memorial Hall Advisory Committee: None.

9f. Report from Ad Hoc committees. The committee's ad hoc group created to update the red personnel handbook met today to identify meeting dates. They will meet on November 28 as a test run and then determine actual meeting dates.

9g. Report from Inter-agency meetings. Both Ms. Goodman and Director Martinez participated in an LAFCO Zoom meeting but nothing of interest to report.

10. FUTURE AGENDA ITEMS/BOARD COMMENTS: Barassi reported.

11. ADJOURNMENT. Meeting was adjourned at 8:26 until December 20, 2023.

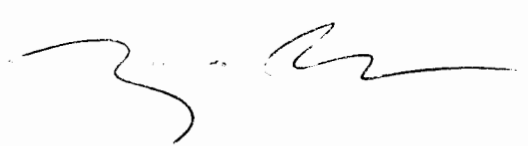
Respectfully submitted,
Sonai Rivas, MBA

CCSD NOVEMBER TRANSMITTALS

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
11/02/2023	Alhambra & Sierra Springs	Concessions water - INV#2823	208.63	14732
11/02/2023	DAKAY ARROYO	10/8/23 RENTAL REFUND	700.00	14733
11/02/2023	DALIA SANCHEZ	10/21/23 RENTAL DEPOSIT REFUND	700.00	14734
11/02/2023	JOCELYNE SANTILLAN	10/15/23 RENTAL DEPOSIT REFUND	700.00	14735
11/02/2023	LESLIE'S POOL SUPPLIES	POOL SUPPLIES, INV#5688	80.40	14736
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY OCTOBER 2022, INV#5671	2,004.00	14737
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY NOV 2022, INV#5672	2,345.50	14738
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY DEC 2022, INV#5673	806.00	14739
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY JAN 2023, INV#5674	1,908.00	14740
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY FEB 2023, INV#5675	263.00	14741
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY MARCH 2023, INV#5676	560.00	14742
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY APRIL 2023, INV#5677	1,627.50	14743
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY MAY 2023, INV#5678	1,768.00	14744
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY JUNE 2023, INV#5679	2,328.00	14745
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY JULY 2023, INV#5680	2,905.50	14746
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY AUGUST 2023, INV#5681	2,897.00	14747
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY SEPTEMBER2023, INV#5682	1,487.50	14748
11/02/2023	TERMINIX	PEST CONTROL, INV#0715	174.00	14749
11/02/2023	TERRACARE ASSOCIATES	Landscaping services OCT 23, INV#1406	1,032.00	14750
11/02/2023	TERRACARE ASSOCIATES	Landscaping services OCT 23, INV#1408	315.00	14751
11/02/2023	TERRACARE ASSOCIATES	Landscaping services OCT 23, INV#1407	958.00	14752
11/02/2023	The Real Yellow Pages	ADVERTISING INV#2522	128.47	14753
11/02/2023	UNIVERSAL BUILDING SERVICES	10/7 EVENT SVC, INV#8917	144.00	14754
11/02/2023	ASCAP	MERCY & THE HEARTBEATS, PREVIOUS BALANCE 9/29/23, INV#3836	12.00	14755
11/02/2023	Studio 144 Architects	POOL & PARK RENO INV#2333	3,359.25	14756
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY OCT 23, INV#7047	1,295.00	14757
11/02/2023	RONALD D. WILSON	MILAGE EXPENSE, OCT 2023	98.25	14758
11/02/2023	RONALD D. WILSON	EXPENSE, CABLE	32.91	14759
11/02/2023	SDRMA	Health Benefits Sep(INV# H43219) Oct (INV# H43587)	6,124.69	14760
11/02/2023	G&J Seiberlich & Co LLP	Accounting Svcs Oct INV#8882	112.50	14761
11/02/2023	Lincoln National Life Insurance Company	Nov Life Ins Premium	69.19	14762
11/02/2023	PG&E	Utilities for Community Center, Acct# 6757445609-0	8,659.30	14763
11/02/2023	PG&E	Utilities for Pool, Acct# 8212111930-7	8,753.79	14764
11/02/2023	CONTRA COSTA COUNTY TREASURER	Monthly Payroll October 2023	18,565.41	14765
Total FUND 3241 - RECREATION			73,122.79	
TOTAL			73,122.79	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
11/08/2023	CONTRA COSTA COUNTY TREASURER	CalPERS CCSD ID# 1977684412	3,853.48	14766
Total FUND 3241 - RECREATION			3,853.48	
TOTAL			3,853.48	

for [signature]
11/8/23

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
11/09/2023	CONTRA COSTA COUNTY TREASURER	CalPERS 457 Aug, Sep, Oct 2023	2,414.34	14767
Total FUND 3241 - RECREATION			2,414.34	
TOTAL			2,414.34	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
11/16/2023	CONTRA COSTA COUNTY TREASURER	Netchex Payroll no. 13	9,648.60	14768
11/16/2023	Bomac's Inc.	Bathroom door locks & replace 2 Alarms	4,549.08	14769
11/16/2023	CSRMA	PIP, JPA, Director fee, and PPD INV#7180	13,696.13	14770
11/16/2023	EBMUD	acct# 14347900582, water	95.69	14771
11/16/2023	EBMUD	acct# 3038520001, water	2,015.26	14772
11/16/2023	EBMUD	acct# 3038560001, water	2,835.88	14773
11/16/2023	EBMUD	acct# 3038510001, water pool	351.44	14774
11/16/2023	MEYERS NAVE	Legal Services	411.04	14775
11/16/2023	OLIVERO PLUMBING CO.	Plumbing Service, INV#46285	200.00	14776
11/16/2023	STATE COMPENSATION INSURANCE FUND	SPLIT premium INV# 1001642801	803.87	14777
11/16/2023	Campbell Business Solutions	IT Support, INV#s 5636, 5635, 5287, 4772	365.02	14778
Total FUND 3241 - RECREATION			34,972.01	
TOTAL			34,972.01	

Grant
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CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: _____ Fund: 324200 Account : 0830

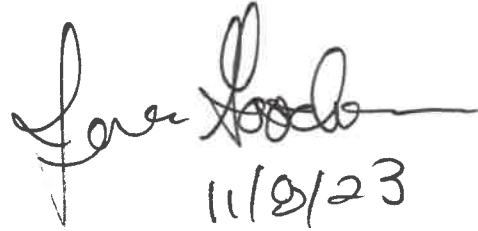
<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3242 - MAINTENANCE				
11/21/2023	Crockett Dog Park Committee	Unrestricted funds, cash out	2,528.13	584
Total FUND 3242 - MAINTENANCE			2,528.13	
TOTAL			<u><u>2,528.13</u></u>	

Jan [Signature]
11/21/23

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M 11/08/2023	CONTRA COSTA COUNTY TREASURER	CalPERS CCSD ID# 1977684412	787.23	1776
Total FUND 3425 - PC SANITARY - O&M			787.23	
TOTAL			<u>787.23</u>	


11/9/23

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
11/02/2023	Eurofins Calscience	PC Sampling/Testing INV#4466	968.75	1771
11/02/2023	SDRMA	Health Benefits Sep(INV# H43219) Oct (INV# H43587)	1,361.04	1772
11/02/2023	G&J Seiberlich & Co LLP	Accounting Svcs Inv# 78882	25.00	1773
11/02/2023	Lincoln National Life Insurance Company	Life Ins, Acct# CCSVCD-BL-1564438	2.41	1774
11/02/2023	CONTRA COSTA COUNTY TREASURER	Monthly Payroll October 2023	2,637.69	1775
Total FUND 3425 - PC SANITARY - O&M			4,994.89	
TOTAL			4,994.89	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
11/16/2023	CONTRA COSTA COUNTY TREASURER	Netchex Payroll no. 13	1,002.97	1777
11/16/2023	CSRMA	Pip, JPA, Directors Fee, PPD INV#7180	1,787.42	1778
11/16/2023	East Bay Municipal Utility District	FY24 BACWA Membership and Special Programs Fees INV# 9006013	2,576.00	1779
11/16/2023	L.R. PAULSELL CONSULTING	Pressure Cleaning0, INV# 23-12	840.00	1780
11/16/2023	L.R. PAULSELL CONSULTING	Emergency Sewer Svc INV# 23-13	3,470.00	1781
11/16/2023	MEYERS NAVE	Professional Svcs INV#210280	86.10	1782
11/16/2023	Sierra Chemical Company	330 gal sodium hypochlorite INV#148870	985.28	1783
11/16/2023	Valley Operators, LLC	Monthly Svc Fee Oct 23 INV#2585	4,600.00	1784
11/16/2023	Campbell Business Solutions	IT Svcs INV#s 5636, 3635, 5287	302.66	1785
Total FUND 3425 - PC SANITARY - O&M			15,650.43	
TOTAL			15,650.43	

Grant
 11 16 23

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
11/02/2023	Jackson & Son Plumbing	WORK AT TREATMENT YARD, INV#1627	3,600.00	7050
11/02/2023	SDRMA	Health Benefits Sep(INV# H43219) Oct (INV# H43587)	6,124.69	7051
11/02/2023	G&J Seiberlich & Co LLP	Accounting Svcs INV#8882	112.50	7052
11/02/2023	Frisch Engineering, Inc.	Engineering Svcs July INV# 11201 - 2204a	1,812.50	7053
11/02/2023	CONTRA COSTA COUNTY TAX COLLECTOR	2023-2024 Property Tax (full payment)	74.70	7054
11/02/2023	EBMUD	1 Rolph water bill (8/22/23-10/19/23) Acct# 86466230369	290.01	7055
11/02/2023	Lincoln National Life Insurance Company	Life Ins, Acct# CCSVCD-BL-1564438	45.74	7056
11/02/2023	PG&E	Utilities, Acct# 2704121327-6	370.56	7057
11/02/2023	CONTRA COSTA COUNTY TREASURER	Monthly Payroll October 2023	17,825.53	7058
11/02/2023	TELSTAR INSTRUMENTS, INC.	Svcs 1809 Dowrelio Dr., INV# 117420	1,249.00	7059
Total FUND 3426 - CV SANITARY - O&M			<u>31,505.23</u>	
TOTAL			<u>31,505.23</u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M 11/08/2023	CONTRA COSTA COUNTY TREASURER	CalPERS CCSD ID# 1977684412	6,384.98	7060
Total FUND 3426 - CV SANITARY - O&M			6,384.98	
TOTAL			<u>6,384.98</u>	

[Handwritten Signature]
11/8/23

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
11/16/2023	CONTRA COSTA COUNTY TREASURER	Netchex Payroll no. 13	4,513.62	7061
11/16/2023	CSRMA	PIP, JPA, Directors Fee, PPD INV# 7180	6,859.24	7062
11/16/2023	EBMUD	water@500 Port St, acct#5539730001	484.90	7063
11/16/2023	James Barnhill	Fuel Reimbursement 11/15/23	126.97	7064
11/16/2023	KEL-AIRE HEATING & AIR CONDITIONING	SVC Furnace 1 Rolph Park Dr.	180.00	7065
11/16/2023	L.R. PAULSELL CONSULTING	High Pressure, INV#23-27	5,180.00	7066
11/16/2023	L.R. PAULSELL CONSULTING	CCTV, INV# 23-28	560.00	7067
11/16/2023	MEYERS NAVE	Professional Svcs Legal, INV# 210280	785.86	7068
11/16/2023	PG&E	Acct# 6193854060-8 CCSD	3,845.83	7069
11/16/2023	STATE COMPENSATION INSURANCE FUND	Policy Premium 11/1-12/1, INV# 1001642801	803.88	7070
11/16/2023	UNION PACIFIC RAILROAD CO.	Private Roadway and Sewer Line Encroachment, INV#329372024	3,001.05	7071
11/16/2023	WEST COUNTY WASTEWATER DISTRICT	CSD Contract Billing Sep 23, INV# INV04375	5,020.59	7072
11/16/2023	Campbell Business Solutions	IT Support Svcs, INV#s 5636, 5635, 5287	837.78	7073
Total FUND 3426 - CV SANITARY - O&M			32,199.72	
TOTAL			32,199.72	

James Barnhill
 11 16 23



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Oakland, California 94612
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fax (510) 444-1108
www.meyersnave.com

Richard D. Pio Roda
Attorney at Law
rploroda@meyersnave.com

November 14, 2023

Via U.S. Mail

Kristen B. Connelly
County Clerk-Recorder-Assessor-
Registrar of Voters
Contra Costa County
555 Escobar Street,
Martinez, CA 94553

**Re: Notice of Appointment of Diana Martinez to the Board of Directors for the
Crockett Community Services District**

Dear Ms. Connelly:

My name is Richard D. Pio Roda, and I serve as the General Counsel for the Crockett Community Services District. In accordance with California Government Code Section 1780, this correspondence is sent on behalf of the District's Board of Directors to notify you that on October 23, 2023, at a regular meeting of the Board, Diana Martinez was appointed to the Board. As a result of Ms. Martinez's appointment, she is now a Director on the Crockett Community Services District. If you require the Board approved minutes of the regular meeting to evidence Ms. Martinez's appointment, please let me know and I will coordinate the delivery of same to your office.

Very truly yours,

Richard D. Pio Roda
General Counsel, Crockett Community Services District

c: Honorable Members of the Board of Directors, Crockett Community Services District
5511746.1

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

ANNUAL REPORT OF COMPLIANCE WITH FACTA REGULATIONS DECEMBER 2023

The Crockett Community Services District adopted an Identity Theft Prevention Program on October 22, 2008, as required by the Fair and Accurate Credit Transactions Act (FACTA) of the Federal Trade Commission. The program was revised on December 22, 2010. Its purpose is to detect, prevent, and mitigate identity theft.

The District's Program is broken up into four parts and provides reasonable policies and procedures to do the following:

1. Identify "red flags" applicable to financial or service accounts maintained by the District and incorporate those "red flags" into the Program;
2. Detect those "red flags" that have been incorporated into the Program as they occur;
3. Ensure that District staff respond appropriately to detected "red flags" so as to prevent and mitigate identity theft;
4. Ensure that the Program itself is updated periodically, to reflect changes in identity theft risk to District customers or the District.

The District places the highest priority on protecting any confidential, financial and personal information submitted to it in the course of providing District services. All such information is kept in locked file drawers or is locked in the archives. Additionally, the District destroys obsolete personnel records no later than seven years after employee termination.

The District has not contacted any consumer credit reporting agencies during 2023, from which a red flag might be raised.

The District has not been presented with any suspicious documents during 2023. Nor has the District been presented with any suspicious personal identifying information.

The District does not maintain any credit accounts or utility accounts for its customers. The District accepts payment by credit cards for services at the Aquatics and Community Center.

The District has engaged with one service provider to perform activities in connection with covered accounts. David Farnsworth, CPA, provides professional auditing services and performed an independent audit of the District's finances for fiscal year 2022/2023 requiring access to documents and electronic files containing identifying information.

The District has not been notified by any party that it has opened a fraudulent account for a person engaged in identity theft.

6.g

Members of the Board: Luigi Barassi, John Mackenzie, Diana Martinez, Kent Peterson, Nick Spinner

The District has not detected any red flags during 2023. The adopted program provides guidance on steps to be considered whenever red flags are detected.

At the Crockett Community Services District, the Administrative Services Manager is the Finance Director and has specific responsibility for the implementation of the identity theft prevention program.

By December 31 of every year, District Staff must prepare a report on the District's compliance with FACTA regulations. It is the opinion of the General Manager that the District has been in full compliance with FACTA regulations throughout 2023. Specifically:

- The District's policies and procedures have been fully effective in addressing the risk of identity theft in connection with the opening of covered accounts and for existing covered accounts.
- The security of service provider arrangements was not applicable during 2023.
- The District had no incidents of identity theft during 2023.
- The General Manager has no recommendations for material changes to the Program at this time.

A copy of the Identify Theft Prevention Program is included with this annual report for the convenience of the Board.

CROCKETT COMMUNITY SERVICES DISTRICT

IDENTITY THEFT PREVENTION PROGRAM

**In Accordance with the
Fair and Accurate Credit Transactions Act of 2003**

Adopted October 22, 2008

Revised December 22, 2010

INTRODUCTION

Regulations adopted by the Federal Trade Commission (“FTC”) pursuant to the Fair and Accurate Credit Transaction Act (“FACTA”) require public agencies such as the Crockett Community Services District (“District”) that act as creditors for purposes of such legislation to evaluate and formally adopt programs to detect, prevent, and mitigate identity theft before November 1, 2008. The District has a long history of protecting the personal financial and private information of its residents, businesses, and ratepayers. The following Identity Theft Prevention Program (“Program”) is intended to memorialize and outline the identity protections and procedures of the District and to formalize their continued use and update, as required by law.

To summarize, FACTA regulations require creditors like the District to adopt programs that can spot identity theft “red flags” (patterns, practices, or specific activities that indicate possible misuse or theft of personal financial information) and then act appropriately. In accordance with Federal Trade Commission guidelines and regulations, the District’s Program is broken up into four parts¹ and provides “reasonable policies and procedures” to do the following:

- 1) Identify “red flags” applicable to the types of financial or service accounts maintained by the District and incorporate those “red flags” into the Program;
- 2) Detect those “red flags” that have been incorporated into the Program as they occur;
- 3) Ensure that District staff respond appropriately to detected “red flags” so as to prevent and mitigate identity theft;
- 4) Ensure that the Program itself is updated periodically, to reflect changes in identity theft risk to District customers or the District;

The District places the highest priority on protecting any confidential financial and personal information submitted to it in the course of providing District services. The Program listed herein satisfies all FACTA requirements.

Section 1. Program “Red Flags”

FACTA covers certain District transactions in which the District defers payment for goods or services. Most, if not all, such District transactions are those connected with the District collection of payments for the provision of wastewater and recreation services. These are typically collected by Contra Costa County on the property tax roll and are not under the District’s control. Additionally, the District does not manage any credit accounts and only accepts payment by credit card only for services at the Aquatics and

¹ Identity Theft Red Flags and Address Discrepancies Under the Fair and Accurate Credit Transactions Act of 2003. 72 Fed. Reg. 63717, 63773 (Nov. 9, 2007) (codified at 16 CFR Part 681).

Community Center. Nevertheless, the District takes all steps necessary for the protection of personal information in its hands.

Under the FTC regulations, the District must identify those red flags that are relevant and applicable to its FACTA-covered activities. The following are those red flags that the District's Program is designed to spot:

- A. A consumer credit reporting agency reports the following in response to a credit check request:
 - 1) Fraud or active duty
 - 2) Credit freeze
 - 3) The Social Security Number (SSN) is invalid or belongs to a deceased person.
 - 4) The age or gender on the credit report is clearly inconsistent with information provided by the customers.

- B. Suspicious Documents
 - 1) Documents provided for identification appear to have been altered or forged.
 - 2) The photograph or physical description on the identification is not consistent with the appearance of the applicant or customer presenting the identification.
 - 3) Other information on the identification is not consistent with information provided by customer.

- C. Suspicious Personal Identifying Information
 - 1) The SSN provided by the customer belongs to another customer in the Utility Billing system.
 - 2) The person opening the covered account fails to provide all required personal identifying information on an application or in response to notification that the application is incomplete.

- D. Unusual Use of, or Suspicious Activity Related to, the Covered Account
 - 1) A customer other than the account holder or co-applicant requests information or asks to make changes to an established utility account.
 - 2) A customer notifies the District of the following activities:
 - a) Utility statements are not being received
 - b) Unauthorized changes to a utility account
 - c) Fraudulent activity on the customer's bank account or credit card that is used to pay utility charges

- E. Notice from Customers, Victims of Identity Theft, Law Enforcement Authorities, or Other Persons Regarding Possible Identity Theft in Connection With Covered Accounts Held by the Financial Institution or Creditor
 - 1) The District is notified by a customer, a victim of identity theft, a law enforcement authority, or any other person that it has opened a fraudulent account for a person engaged in identity theft.

Section 2. Red Flag Detection

In connection with the opening and servicing of utility accounts, District Staff will take the following steps to detect the red flags identified in Section 1.

A. New Accounts:

- 1) Require certain identifying information such as name, date of birth, SSN, residential or business address, telephone number, email address, driver's license or other identification; and
- 2) Verify the customer's identify (for instance, review a driver's license or other identification card); or
- 3) Review the Business License system to determine the existence of the business entity before establishing the utility account; or
- 4) Request a consumer credit report check

B. Existing Accounts:

- 1) Verify the identification of customers using date of birth, SSN, telephone number, or email address if they request account information other than the outstanding balance owed; and
- 2) Verify the validity of requests to change billing addresses; and
- 3) Verify changes in banking information given for billing and payment purposes

Section 3. District Response to Detected Red Flags

Each situation shall be evaluated on a case by case basis. Responses may include, but are not limited to, the following:

- 1) Marking an account in the Utility Billing system and monitoring it for evidence of identity theft;
- 2) Contacting the customer;
- 3) Not opening the new account;
- 4) Closing an existing account
- 5) Reopening an utility account with a new account number;
- 6) Notifying the appropriate law enforcement and/or prosecutorial agencies; and
- 7) Taking no action at all, if no identity theft or other malfeasance is found to have taken place

Section 4. Oversight of Program Administration

Under FACTA regulations, an identity theft prevention program must be overseen by a District Board, an appropriate committee of the District Board, or a designated employee at the level of senior management. In the District's Program, the Finance Director shall have the specific responsibility for the Program's implementation and to approve reports prepared by District Staff regarding compliance of the Program with FACTA regulations. Material changes to the Program as necessary to address changing identity theft risks shall be reviewed by the Finance Director and approved by the District Manager.

By December 31 of every year, District Staff shall prepare a report on the District's compliance with FACTA regulations to the General Manager. The report shall address materials related to the Program and evaluate such issues as:

1. The effectiveness of the District's policies and procedures in addressing the risk of identity theft in connection with the opening of covered accounts and with respect to existing covered accounts;
2. Security of service provider arrangements, if applicable;
3. Significant incidents involving identity theft and District management's response; and
4. Recommendations for material changes to the Program, if necessary.

Finally, whenever the District engages a service provider to perform an activity in connection with one or more covered accounts, the District shall take steps to ensure that the activity of the service provider is conducted in accordance with reasonable policies and procedures designed to detect, prevent, and mitigate the risk of identity theft. In this regard, the District may, if it deems appropriate, require the service provider to have policies and procedures to detect relevant red flags, as set forth in this Program.

c:\mydocs\admin\legal\identitytheftprogram.doc

MEETING SCHEDULES/HOLIDAYS FOR 2024

<i>Commission</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>June</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
Recreation (6 pm) 1st Mon	8	5	4	1	6	3	1	No Mtg	9	7	4	2
Personnel (4 PM) 2nd Tue	9	13	12	9	14	11	9	13	10	8	12	10
Police Liaison (7 PM) 2nd Tue	9	13	12	9	14	11	9	No Mtg	10	8	12	10
Port Costa Sanitation (7 PM) 2nd Wed	10	14	13	10	8	12	10	14	11	9	6**	4**
Memorial Hall (4:30 PM)	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Lighting & Landscaping (7 PM) 3rd Tue	16	20	19	16	21	18	16	20	17	15	19	17
Crockett Sanitary (4 PM) 3rd Wed	17	21	20	17	15	19	17	21	18	16	13**	11**
District Board (7 PM) 4th Wed	24	28	27	24	22	26	24	28	25	23	20**	18**
Holidays - Offices are closed.												
New Year's (Mon)	1											
Martin Luther King (Mon)	15											
Presidents' Day (Mon)		19										
Cesar Chavez Day (Mon)				1								
Memorial Day (Mon)					27							
Independence Day (Thu)							4					
Labor Day (Mon)									2			
Veterans Day (Mon)											11	
Thanksgiving Day (Thu & Fri)											28, 29	
Christmas Day (Wed)												25

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: DistrictSecretary@town.crockett.ca.us
website: www.town.crockett.ca.us

TO: Board of Directors
FROM: District Secretary
SUBJECT: Appointment for Recreation Commission Vacancy
DATE: December 20, 2023

The Recreation Commission is a five-member commission that oversees recreation services. Members are appointed by the District Board to serve two-year terms. Commissioners must reside within Crockett or Port Costa and receive no compensation. In the performance of its duties, the Recreation Commission has the authority to set policy, make and enforce regulations, regulate facility use fees, charge for services, incur expenses, and enter into contracts that pertain recreational facilities and programs.

A seat became available when Commissioner Diana Martinez was appointed to the District Board on October 23rd. A notice of the vacancy was posted on October 24, 2023.

Ms. Valerie Quade submitted her application and was interviewed at the regularly scheduled Recreation Commission meeting on December 4, 2023.

The Commissioners recommended the appointment of Ms. Valerie Quade to the Recreation Commission.

CROCKETT COMMUNITY SERVICES DISTRICT

STATEMENT OF INTEREST / APPLICANT QUESTIONNAIRE FOR COMMISSIONS, COMMITTEES AND BOARD

"Please note that this form is a public record that may be subject to disclosure upon request."

NOTE: PLEASE FILL OUT SEPARATE APPLICATION FOR EACH BOARD/COMMISSION YOU WISH TO SERVE ON (TYPE or PRINT ONLY)

When Completed Return To: CCSD District Secretary, 850 Pomona Street, Crockett, CA 94525 or via email: DistrictSecretary@town.Crockett.CA.us

Telephone 510.787.2992. **Bolded items are required for a complete application.**

We encourage applicants to submit a separate statement letter to elaborate on your responses. We look forward to receiving your application.

INDICATE YOUR INTEREST

NAME Valerie Quade

ADDRESS _____ CITY/ZIP Crockett

BOARD

() CCSD BOARD OF DIRECTORS

PRIMARY PHONE _____ ALTERNATIVE PHONE _____

COMMISSIONS

- () Budget & Finance (B&F)
- () Crockett Sanitary (CVSAN)
- () Port Costa Sanitary (PCSAN)
- (x) Recreation (REC)
- () Lighting & Landscape (L&L)

EMAIL ADDRESS _____

LENGTH OF RESIDENCE IN CROCKETT/PORT COSTA 10 Years IN CONTRA COSTA COUNTY 15 Years

ARE YOU CURRENTLY EMPLOYED OR RETIRED? Self Employed

RELEVANT EXPERIENCE RELATING TO THIS POSITION I have participated in many forms of recreation

throughout the years including swimming, hiking, biking, and more. I am also a great event and party planner.

COMMITTEES

- () Memorial Hall Advisory
- () Personnel
- () Police Liaison

SOME THOUGHTS YOU BELIEVE MAY CONTRIBUTE TO IMPROVE BOARD/COMMISSION/COMMITTEE:

I think I have great ideas for town recreational activities. I am a person who executes a plan.

IF APPOINTED, WHAT/HOW WOULD YOU CONTRIBUTE TO OUR COMMUNITIES?

I will contribute by sharing my thoughts and taking action and implementing plans that have been decided on.

REFERENCES (TWO) (OTHER THAN FAMILY MEMBERS):

NAME _____ ADDRESS _____ PHONE [Redacted]

NAME [Redacted] ADDRESS _____ PHONE [Redacted]

DATE 10/29/2023 APPLICANT'S SIGNATURE

Valerie Quade
CFEAF313056F40E

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: DistrictSecretary@town.crockett.ca.us
website: www.town.crockett.ca.us

TO: Board of Directors
FROM: District Secretary
SUBJECT: Appointments for Crockett Valora Sanitation (CVSAN) Vacancies
DATE: December 20, 2023

The Crockett Sanitary Department (CVSAN) is a five-member Sanitary Commission that oversees sewer service in Crockett, appointed by the District Board to serve two-year terms. Commissioners must reside within Crockett and receive no compensation. In the performance of its duties, CVSAN has the authority to set policy, make and enforce regulations, regulate sewer use and construction, charge for services, incur expenses, and enter into contracts.

One seat remained vacant for several months after Commissioner Howard Adams resigned in August 2023.

CVSAN received two applications to fill one vacancy: Valerie Quade and Dale McDonald. Both applicants were interviewed at the regularly scheduled CVSAN meeting on December 13, 2023. The commissioners expressed appreciation for their interest in serving and agreed to accept both applicants.

The Commissioners recommend Dale McDonald as a commissioner and Valerie Quade as an alternate commissioner.

CROCKETT COMMUNITY SERVICES DISTRICT

STATEMENT OF INTEREST / APPLICANT QUESTIONNAIRE FOR COMMISSIONS, COMMITTEES AND BOARD Self Employer Real Estate Broker

"Please note that this form is a public record that may be subject to disclosure upon request."

NOTE: PLEASE FILL OUT SEPARATE APPLICATION FOR EACH BOARD/COMMISSION YOU WISH TO SERVE ON (TYPE or PRINT ONLY)

When Completed Return To: CCSD District Secretary, 850 Pomona Street, Crockett, CA 94525 or via email: DistrictSecretary@town.Crockett.CA.us

Telephone 510.787.2992. **Bolded items are required for a complete application.**

We encourage applicants to submit a separate statement letter to elaborate on your responses. We look forward to receiving your application.

INDICATE YOUR INTEREST

BOARD

CCSD BOARD OF DIRECTORS

COMMISSIONS

- Budget & Finance (B&F)
- Crockett Sanitary (CVSAN)
- Port Costa Sanitary (PCSAN)
- Recreation (REC)
- Lighting & Landscape (L&L)

COMMITTEES

- Memorial Hall Advisory
- Personnel
- Police Liaison

NAME valerie quade

ADDRESS [REDACTED] CITY/ZIP Crockett

PRIMARY PHONE [REDACTED] ALTERNATIVE PHONE _____

EMAIL ADDRESS [REDACTED]

LENGTH OF RESIDENCE IN CROCKETT/PORT COSTA 10 Years IN CONTRA COSTA COUNTY 15 Years

ARE YOU CURRENTLY EMPLOYED OR RETIRED? _____

RELEVANT EXPERIENCE RELATING TO THIS POSITION I have 20 years of real esatet experience and dealing with sewer lateral issues.

SOME THOUGHTS YOU BELIEVE MAY CONTRIBUTE TO IMPROVE BOARD/COMMISSION/COMMITTEE:

I have a level head and am a critical thinker. I am also a greaft influencer.

IF APPOINTED, WHAT/HOW WOULD YOU CONTRIBUTE TO OUR COMMUNITIES?

I woudl do what I can to contribute to the well being and health of the Crockett and Port Costa Communities.

REFERENCES (TWO) (OTHER THAN FAMILY MEMBERS):

NAME [REDACTED] ADDRESS _____ PHONE [REDACTED]

NAME [REDACTED] ADDRESS _____ PHONE [REDACTED]

DATE 10/29/2023 APPLICANT'S SIGNATURE Valerie Quade

DocuSigned by:
Valerie Quade
CFEAF313056F48E...

CROCKETT COMMUNITY SERVICES DISTRICT

STATEMENT OF INTEREST / APPLICANT QUESTIONNAIRE FOR COMMISSIONS, COMMITTEES AND BOARD

"Please note that this form is a public record that may be subject to disclosure upon request."

NOTE: PLEASE FILL OUT SEPARATE APPLICATION FOR EACH BOARD/COMMISSION YOU WISH TO SERVE ON (TYPE or PRINT ONLY)

When Completed Return To: CCSD District Secretary, 850 Pomona Street, Crockett, CA 94525 or via email: DistrictSecretary@town.Crockett.CA.us

Telephone 510.787.2992. **Bolded items are required for a complete application.**

We encourage applicants to submit a separate statement letter to elaborate on your responses. We look forward to receiving your application.

INDICATE YOUR INTEREST

BOARD

CCSD BOARD OF DIRECTORS

COMMISSIONS

- Budget & Finance (B&F)
- Crockett Sanitary (CVSAN)
- Port Costa Sanitary (PCSAN)
- Recreation (REC)
- Lighting & Landscape (L&L)

COMMITTEES

- Memorial Hall Advisory
- Personnel
- Police Liaison

NAME Dale McDonald

ADDRESS [REDACTED] CITY/ZIP Crockett, CA 94525

PRIMARY PHONE [REDACTED] ALTERNATIVE PHONE n/a

EMAIL ADDRESS [REDACTED]

LENGTH OF RESIDENCE IN CROCKETT/PORT COSTA 28 years IN CONTRA COSTA COUNTY 50+

ARE YOU CURRENTLY EMPLOYED OR RETIRED? Employed - Las Gallinas Valley Sanitary District (LGVSD)

RELEVANT EXPERIENCE RELATING TO THIS POSITION Admin Manager at LGVSD and prior GM at Crockett CSD

equips me with practical understanding of governance, leadership experience, and ongoing regulatory challenges.

SOME THOUGHTS YOU BELIEVE MAY CONTRIBUTE TO IMPROVE BOARD/COMMISSION/COMMITTEE:

Historical knowlege of Crockett Sanitary and CSD operations coupled with current membership in sanitary, finance, and legal associations; CSDA, CASA, GFOA, and LCW Consortium. (See attached Letter of Interest)

IF APPOINTED, WHAT/HOW WOULD YOU CONTRIBUTE TO OUR COMMUNITIES?

Share my experience and knowlege of local government regulary, legal, and finacial requirements as they relate to the adminstration of wastewater collection and treatment. Listen and be

REFERENCES (TWO) (OTHER THAN FAMILY MEMBERS):

NAME [REDACTED] ADDRESS [REDACTED] PHONE [REDACTED]

NAME [REDACTED] ADDRESS [REDACTED] PHONE [REDACTED]

DATE 12/9/2023 APPLICANT'S SIGNATURE

December 8, 2023

Crockett Community Services District
PO Box 578
Crockett, CA 94525

Via Email: DistrictSecretary@town.crockett.ca.us

Re: Letter of Interest - Crockett Sanitary Commission Vacancy

Dear Crockett Community Services District Board,

I am writing to express my interest in serving on the Crockett Sanitary Commission. With over decade of experience in local government and leadership roles, including my current position as the Administrative Services Manager of the Las Gallinas Valley Sanitary District and past General Manager of the Crockett Community Services District, I believe I am a strong candidate to serve on the Commission.

I understand the roles of management and elected officials, as well as the role the Crockett Sanitary Commission plays in governance of our town. I have been responsible for preparing and overseeing annual budgets, audits, managing Human Resources, insurance, contract management, and collaborating with consultants and partners to ensure compliance with environmental regulations. My firsthand experience and current day-to-day involvement in the administration of wastewater collection, treatment and recycling of wastewater equips me with a practical understanding of the challenges facing the District's responsibility for protecting the public health and the environment.

I am a member of the California Special Districts Association, Government Finance Officers Association, and serve as the Human Resource and Training contact for Las Gallinas' membership in the Liebert Cassidy Whitmore Sonoma/Marin Consortium. These associations along with continued educational opportunities through California Association of Sanitation Agencies workshops provide me a unique opportunity to stay abreast on ever changing regulatory, legal, financial, and industry trends that could benefit the Commission and the Crockett Community Services District.

I am particularly excited about the opportunity to give back to the community that has been my home for 28 years. Serving on the Crockett Sanitary Commission would allow me to share my knowledge and experience to support the continued success of the District's goals.

I look forward to the chance to discuss how my skills, dedication, and passion for the community can contribute to the continued success of the Crockett Sanitary Commission. Thank you for considering my application.

Sincerely,



Dale McDonald

[Redacted contact information]

**CROCKETT COMMUNITY SERVICES DISTRICT
PAYROLL SCHEDULE 2024**

<i>Month</i>	<i>Timesheets Due</i>	<i>Paychecks Mailed By</i>
January	Tuesday 2 Tuesday 16	Monday 8 Monday 22
February	Thursday 1 Friday 16	Wednesday 7 Friday 23
March	Monday 1 Monday 18	Friday 7 Friday 22
April	Monday 1 Tuesday 16	Friday 5 Monday 22
May	Wednesday 3 Thursday 16	Tuesday 7 Wednesday 22
June	Monday 3 Monday 17	Friday 7 Friday 21
July	Monday 1 Tuesday 16	Friday 5 Monday 22
August	Friday 2 Friday 16	Thursday 8 Thursday 22
September	Tuesday 3 Monday 16	Monday 9 Friday 20
October	Tuesday 1 Wednesday 16	Monday 7 Monday 21
November	Friday 1 Monday 18	Thursday 7 Friday 22
December	Monday 2 Monday 16	Friday 6 Friday 20

RESOLUTION

NO. 23/24-13

A RESOLUTION ORDERING COLLECTION OF SPECIFIC CHARGES ON THE TAX ROLL APN 354-043-013 - 200 CLARK, CROCKETT CA

WHEREAS, the Crockett Community Services District has entered into an Access and Repair Agreement on October 12, 2023, with the property owner of 200 Clark, Crockett CA, APN 354-043-013 to correct the defective lateral on the property; and

WHEREAS, a contractor replaced the entire sewer lateral correcting the deficiencies of the building sewer on November 14, 2023; and

WHEREAS, the owner agreed to be responsible for all costs incurred by the District to repair or replace the property lateral; and

WHEREAS, the District was invoiced a total of \$8275.00 on November 13, 2023; and

WHEREAS, the Local Agency Investment Fund (LAIF) interest rate on June 30, 2023 was 2.74%; and

WHEREAS, the District is allowed to place an installment amount on the tax roll representing one-third of the full amount due, plus an interest amount equivalent to 1.5% more than the interest the District receives on its LAIF accounts for the quarter ending June 30, on each of the next three annual property tax rolls beginning with the fiscal year 2024-2025; and

NOW, THEREFORE, BE IT RESOLVED that the General Manager is hereby instructed that the first installment amount of \$3901.19 associated with this Access and Repair Agreement be assessed against this property (APN 354-043-013) as a surcharge on sewer service charges and collected on the 2024/2025 tax roll.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on December 20, 2023, by the following vote:

AYES:

NOES:

ABSENT:

Luigi Barassi, Board President

Sonia Rivas, General Manager

ACCESS AND REPAIR AGREEMENT

200 Clark Crockett CA 94525
354-043-013

This Agreement ("**Agreement**") is entered into effective as of 10-12-2023 ("**Effective Date**") by and between Crockett Community Services District, a public corporation, ("**the District**") and the undersigned owner ("**the Owner**"). The District and the Owner are collectively referred to herein as the "**Parties**."

WHEREAS, many laterals within the District's jurisdiction have reached an age such that they are beginning to fail, or have already failed; and

WHEREAS, faulty laterals are believed to be responsible for significant inflow and infiltration into the District's sewers, which in turn can cause sanitary sewer overflows (SSOs); and,

WHEREAS, in addition, faulty laterals can permit raw sewage to seep into the ground; and

WHEREAS, the State Water Resources Control Board requires laterals to be addressed as part of an overall sewer system management plan to reduce SSOs; and

WHEREAS, the Owner owns real property ("**the property**") served by the wastewater collection system of the District; and

WHEREAS, the Owner wishes to have his or her lateral sewer which is located on the property repaired and properly connected to the District's trunk main sewer at the Owner's expense; and

WHEREAS, the Owner would like to take advantage of the District's ability to immediately pay for the cost of the Owner's lateral repair or replacement and collect the amount due from the Owner over time; and

WHEREAS, the District will allow the Owner to have the cost of the repair or replacement of its lateral collected on the tax roll over some reasonable time period, with interest.

NOW THEREFORE, THE PARTIES AGREE AS FOLLOWS:

1. The Owner and District agree that the lateral sewer serving the lower living quarters needs to be replaced or repaired. The Owner will hire a contractor to replace or repair the lateral sewer.
2. The Owner agrees to be responsible for all costs incurred by the District for its involvement in the repair or replacement of the lateral.
3. If the Owner has not paid its contractor the total amount due within 30 days of the date of the contractor's invoice, the District agrees to pay the invoiced amount in full, and to collect the invoiced amount from the Owner as described below.

4. The District will place an installment amount on the tax roll representing one-third of the full amount due, plus an interest amount equivalent to 1.5% more than the interest the District receives on its LAIF accounts for the quarter ending June 30, on each of the next three annual property tax rolls beginning with fiscal year 2023-2024.

5. In exchange for benefiting from this program, the Owner agrees to pay the full amount due to the District, and waives any right to protest the amounts placed on the tax roll by the District.

6. After installation and completion of testing under permit, the District will require the contractor to restore the property to a condition at least as good as the condition that existed before contractor entered the property.

7. At all times the Owner will have ownership of the lateral sewer and will maintain it at the Owner's expense and without expense or liability to the District.

Dated: Oct 12, 2023

CROCKETT COMMUNITY SERVICES DISTRICT

By: 
Gaunt Murdock, General Manager


Owner

 kmcgovern0410@gmail.com

200 Clark, Crockett CA 94525
Property Address

BILL'S UNDERGROUND

Lic . No. 533042

5489 Sobrante Ave.

EL SOBRANTE, CALIFORNIA 94803-1435

(510) 223-8205

STATEMENT

DATE 11/13/2023

NUMBER 14159

Kristina Martin
200 Clark
Crockett, CA

TERMS: Immediately upon completion
If not paid within 30 days statement will
be subject to a 19% service charge

\$ 8,675.00

PLEASE DETACH AND RETURN WITH YOUR REMITTANCE

DATE	CHARGES AND CREDITS	BALANCE
11/13/23	200 Clark Crockett replace sewer lateral Paid down Ck # 164	8,675.00 - 400.00
	Balance Due-----	\$8,275.00
<p>Person Ordering service is responsible for Payment, Cash or Check ONLY</p> <p><u>PLEASE SEND COPY OF STATEMENT</u> <u>OR STATEMENT NUMBER WITH PAYMENT</u></p>		

RESOLUTION

NO. 23/24-14

A RESOLUTION ORDERING COLLECTION OF SPECIFIC CHARGES ON THE TAX ROLL

WHEREAS, the Crockett Community Services District has entered into an Access and Repair Agreement on December 20, 2023 with the property owner of 47 Canyon Lake Drive, Port Costa, APN 368-146-007 to correct the defective lateral on the property; and

WHEREAS, a contractor replaced the entire sewer lateral correcting the deficiencies of the building sewer on September 20, 2023; and

WHEREAS, the owner agreed to be responsible for all costs incurred by the District to repair or replace the property lateral; and

WHEREAS, the District paid the contractor \$3200 on September 21, 2023; and

WHEREAS, the Local Agency Investment Fund (LAIF) interest rate on June 30, 2023 was 2.74%; and

WHEREAS, the District is allowed to place an installment amount on the tax roll representing one-third of the full amount due, plus an interest amount equivalent to 1.5% more than the interest the District receives on its LAIF accounts for the quarter ending June 30, on each of the next three annual property tax rolls beginning with the fiscal year 2024-2025; and

NOW, THEREFORE, BE IT RESOLVED that the General Manager is hereby instructed that the first installment amount of \$775.68 associated with this Access and Repair Agreement be assessed against this property (APN 368-146-007) as a surcharge on sewer service charges and collected on the 2024/2025 tax roll.

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on December 20, 2023 by the following vote:

AYES:

NOES:

ABSENT:

Luigi Barassi, Board President

Sonia Rivas, General Manager

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

December 20, 2023

Thomas Cusack,
47 Canyon Lake Drive,
Port Costa CA

INSTALLMENT NOTICE

47 Canyon Lake Drive, Port Costa
368-146-007

As agreed to by the Access and Repair Agreement between you and the Crockett Community Services District on December 20, 2023, the District will place the first installment amount of **\$775.68** on the upcoming 2024/2025 tax roll.

The amount represents one-fifth part of the full amount due from the recent sewer lateral replacement, plus an interest amount equivalent to 1.5% more than the District received on its LAIF accounts for the quarter ending June 30.

\$3,200.00	Drainline Plumbing
\$ 640.00	First installment
<u>\$ 135.68</u>	Interest rate 4.25% on balance
\$ 775.68	Amount for FY 24/25 tax year

As a formality, the Crockett Community Services District Board will consider this matter at a public hearing on December 20, 2023. You are not required to attend. If you have any questions, please do not hesitate to call.

Sincerely,



Sonia Rivas, MBA
General Manager

ACCESS AND REPAIR AGREEMENT

47 Canyon Lake Drive, Port Costa
368-146-007

This Agreement ("**Agreement**") is entered into effective as of 12/20/23 ("**Effective Date**") by and between Crockett Community Services District, a public corporation, ("**the District**"), and the undersigned owner ("**the Owner**"). The District and the Owner are collectively referred to herein as the "**Parties**."

WHEREAS, many laterals within the District's jurisdiction have reached an age such that they are beginning to fail, or have already failed; and

WHEREAS, faulty laterals are believed to be responsible for significant inflow and infiltration into the District's sewers, which in turn can cause sanitary sewer overflows (SSOs); and,

WHEREAS, in addition, faulty laterals can permit raw sewage to seep into the ground; and

WHEREAS, the State Water Resources Control Board requires laterals to be addressed as part of an overall sewer system management plan to reduce SSOs; and

WHEREAS, the Owner owns real property ("the property") served by the wastewater collection system of the District; and

WHEREAS, the Owner wishes to have his or her lateral sewer which is located on the property repaired and properly connected to the District's trunk main sewer at the Owner's expense; and

WHEREAS, the Owner would like to take advantage of the District's ability to immediately pay for the cost of the Owner's lateral repair or replacement and collect the amount due from the Owner over time; and

WHEREAS, the District will allow the Owner to have the cost of the repair or replacement of its lateral collected on the tax roll over some reasonable period, with interest.

NOW, THEREFORE, THE PARTIES AGREE AS FOLLOWS:


1. The Owner and District agree that the lateral sewer serving the property needs to be replaced or repaired.
2. The Owner agrees to be responsible for all costs incurred by the District for its involvement in the repair or replacement of the lateral.

3. If the Owner has not paid its contractor the total amount due within 30 days of the date of the contractor's invoice, the District agrees to pay the invoiced amount in full (\$3200) and to collect the invoiced amount from the Owner as described below.
4. The District will place an installment amount on the tax roll representing one-fifth part of the full amount due, plus an interest amount equivalent to 1.5% more than the interest the District receives on its LAIF accounts for the quarter ending June 30, on each of the next five annual property tax rolls beginning with fiscal year 2024-2025.
5. In exchange for benefiting from this program, the Owner agrees to pay the full amount due to the District and waives any right to protest the amounts placed on the tax roll by the District.
6. After installation and completion of testing under permit, the District will require the contractor to restore the property to a condition at least as good as the condition that existed before the contractor entered the property.
7. At all times the Owner will have ownership of the lateral sewer and will maintain it at the Owner's expense and without expense or liability to the District.

Dated: 12-20-2023, 2023

CROCKETT COMMUNITY SERVICES DISTRICT

By: 
Sonia Rivas, General Manager


Thomas Cusack, Owner

47 Canyon Lake Drive, Port Costa CA 94569
Property Address

City of Crocket



Drainline plumbing

(510)566-6008

Sales Invoice

Invoice Number INV00139
Invoice Date Sep 20, 2023

Description	Amount
Sewer main repair and replacement of connection for 47 Canyon Lake Dr. Port costa,Ca.94569	3,200.00

Total Invoice (USD) \$3,200.00

Late payment will be subject to a compensation payment, plus interest charged at 8% above the Bank Of America

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

December 01, 2023

[LAIF Home](#)
[PMIA Average Monthly](#)
[Yields](#)

CROCKETT COMMUNITY SERVICES DISTRICT

TREASURER-TAX COLLECTOR
625 COURT STREET, ROOM 102
MARTINEZ, CA 94553

[Tran Type Definitions](#)

Account Number: 16-07-004

November 2023 Statement

Account Summary

Total Deposit:	0.00	Beginning Balance:	4,684,182.78
Total Withdrawal:	0.00	Ending Balance:	4,684,182.78