

# CROCKETT COMMUNITY SERVICES DISTRICT (CCSD)

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## MINUTES OF THE REGULAR BOARD MEETING ON NOVEMBER 19, 2025.

1. CALL TO ORDER - ROLL CALL: President McDonald called the meeting to order at 6:36. Directors Barassi, Mackenzie, McDonald, Murdock, and Crockett Sanitary Commissioner (CVSAN) Manzione were present. Director Spinner was absent (excused). General Manager (GM) Goodman, Sanitary Department Manager (SDM) Barnhill, and District Secretary (DS) Rivas were present.
2. CLOSED SESSION: District Secretary left the room. Closed session began at 6:37 PM.
  - a. CONFERENCE WITH LEGAL COUNSEL - ANTICIPATED LITIGATION PURSUANT TO PARAGRAPH (4) OF SUBDIVISION (D) OF CALIFORNIA GOVERNMENT CODE SECTION 54956.9
3. OPEN SESSION: Open session resumed at 7:13 PM. All persons in the Closed Session continued to the Open Session. District Secretary (DS) Rivas, Crockett Sanitary (CVSAN) Commissioners Manzione and Wais, and Personnel Committee Chair Cusack were present.
  - a. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION: No reportable actions were taken.
4. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
5. PUBLIC COMMENTS ON NON-AGENDA ITEMS: A member of the public praised the Board for their efforts and encouraged self-care.
6. PUBLIC HEARING: None.
7. CONSENT CALENDAR: Item c was pulled for discussion. Motion to approve a, b, and d passed. (Barassi 1<sup>st</sup>, Mackenzie 2<sup>nd</sup>, 4/0, 1 absent)
  - a. APPROVE THE MINUTES OF THE CCSD BOARD MEETING ON OCTOBER 22.
  - b. RECEIVE MINUTES OF COMMISSIONS AND COMMITTEES.
  - c. APPROVE PAYMENT OF DISTRICT BILLS.
  - d. RECEIVE JOINT USE AGREEMENT (JUA) EXTENSION THROUGH JANUARY 31, 2026.
8. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: Motion to approve 7b and 7c as amended. (Spinner 1<sup>st</sup>, Barassi 2<sup>nd</sup>, 4/0, 1 absent)

7c. APPROVE PAYMENT OF DISTRICT BILLS: Director Barassi reported Port Costa's concern on the cost of weed abatement and inquired if volunteers could perform the service instead of a contractor. The GM is working with legal counsel to prepare a liability waiver specific to this type of volunteer work. A conversation ensued on the need to control costs for Port Costa and the General Manager's role to control risk. The Department of Industrial Relations will require prevailing wages for maintenance costing over \$1,000. A solid volunteer waiver form may help to mitigate costs and provide liability protection to the District.

Director Murdock noted that detailed credit card statements were not included in the packet. Motion to receive District Bills passed. (Murdock 1<sup>st</sup>, Mackenzie 2<sup>nd</sup>, 4/0)
9. ADMINISTRATIVE:
  - a. DISCUSS AND APPROVE THE QUOTE FOR CAPITAL IMPROVEMENT AIR COMPRESSORS FOR THE CROCKETT MAIN PUMP STATION: Based on the recommendations from Frisch on

urgent repairs for the Crockett Pump Station, the Board had approved a Capital Improvement Project (CIP) budget of \$50,000 for the 25/26 budget. that includes \$30,000 for unexpected change orders. GM presented a quote for the purchase and installation of air compressors for \$5,716, which leaves approximately \$12,800 left in the CIP budget. The original cost for the air compressor and installation was expected to run as high as \$5,000. A discussion ensued on the multiple functions of the air compressor (including pressurizing the water that lubricates the pumps) and the urgent need to fix it. There was a consensus for the Board to move forward.

- b. DISCUSS AND APPROVE THE QUOTE FOR CAPITAL IMPROVEMENT GARAGE DOORS FOR 1 ROLPH PARK DRIVE, SANITARY DEPARTMENT OFFICES: Item was carried to a future date.
- c. DISCUSS POTENTIAL CONSOLIDATION OF, AND ORGANIZATIONAL CHANGES AT THE DISTRICT TO STREAMLINE THE GOVERNANCE OF THE DISTRICT: President McDonald noted that almost 20 years since its formation, the District remains top-heavy with multiple commissions and the Board and noted that larger neighboring communities have fewer commissions. He proposed consolidating commissions and committees to streamline governance, suggesting a single general governance non-enterprise Recreation and Maintenance Commission and a single enterprise-focused sanitary commission that encompasses Port Costa and Crockett. Director Mackenzie supported the idea and emphasized the need to review LAFCO (Local Area Formation Commission) language for guidance and emphasized the need for increased Board involvement if commissions are abolished. Directors Barassi and Murdock expressed concerns about the impact on community involvement and the need for separate representation for Port Costa. The board discusses the potential benefits and challenges of consolidating commissions, with a focus on maintaining community engagement and efficiency. CVSAN's level of expertise was recognized as a benefit to Port Costa. Director Murdock suggested a joint meeting with the two sanitary commissions to share ideas and learn from each. Staff were asked to share the discussion with the Commissions to gather initial feedback and bring the topic back in the first quarter of 2026.
- d. CONSIDER DISSOLVING THE STANDING PERSONNEL COMMITTEE AND BUDGET & FINANCE COMMITTEE: A discussion was held on whether to dissolve the Personnel Committee and the Budget and Finance Committees as an extension of the discussion of streamlining government, costs, and overall efficiency of the staff. The difference between an Ad Hoc committee and a standing committee was clarified. Ad Hocs are short-term groups with specific purposes and do require agendas and minutes. The purpose of the Personnel Committee has been memorialized in the Personnel Manual, thus outgrowing its purpose, and members are not equipped to handle new legislative labor changes. The Personnel Committee's purview is to recommend personnel policy changes or to assist the Board with matters involving the positions of General Manager and District Secretary. Staff commented on the historic involvement of the Personnel Committee with regards to income, personnel evaluations, and topics that are not suitable for public review. It was clarified that all employees report to the GM, and the GM is responsible for all matters of HR and Personnel. The discussion about dissolving the budget and finance standing committees met with some opposition. Director Barassi expressed concern for public distrust, noting the importance of public participation and transparency in budget discussions. A motion to dissolve the Personnel Committee passed. (Murdock 1<sup>st</sup>, Barassi 2<sup>nd</sup>, 4/0, 1 absent)
- e. CREATE AN AD HOC GENERAL MANAGER EVALUATION COMMITTEE TO COORDINATE THE ANNUAL PERFORMANCE EVALUATION OF THE GENERAL MANAGER: President McDonald appointed himself and Vice President Spinner to sit on an Ad Hoc committee to perform the employment review for the General Manager (GM). Director Barassi supported President McDonald being on the Ad Hoc since he had previously served as GM of the District. A motion to create an Ad Hoc to evaluate the GM passed. (Mackenzie 1<sup>st</sup>, Murdock 2<sup>nd</sup>, 4/0, 1 absent)

- f. DISCUSS A PRELIMINARY MEETING AND HOLIDAY SCHEDULE FOR 2026 AND DIRECT STAFF: DS Rivas presented a proposed meeting schedule for 2026, noting the importance of regular meetings for critical activities like rate setting and budget adoption. The schedule noted months to skip based on each department's meeting history of canceled meetings. There was concern that certain actions could only occur at regularly scheduled meetings. After a short discussion, the Board opted not to pre-cancel any meetings but keep the option to cancel a meeting if no pressing issues are expected with as much advanced notice as possible. Staff were directed to create a policy to cancel public meetings when there were no pressing matters to discuss.

10. BUDGET AND FINANCE:

- a. Consider District-wide quarterly budget report for Q1 (July – September) for Fiscal Year 2025/26: The GM presented the first quarterly report, highlighting expenses and budget performance, and compared them to the approved budget. The report includes detailed expense breakdowns by account and compares actual spending to budget allocations. Income was not included, but it was noted that the majority of income is received in the second and third quarters. The last column was corrected from the percentage spent to the percentage remaining. A few notations were recommended to denote specific charges or the frequency of charges for clarity and transparency in the report.
- b. DISCUSS FINANCIAL MATTERS RELATED TO THE DISTRICT: The Local Agency Investment Fund (LAIF) interest rate is 4.34%. The interest rate has been performing between 4% and 5% for a while. There is \$4.8 million split between reserves and fees due to C&H in the account, but the breakdown by department is unknown.

11. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:

- a. GENERAL MANAGER / MAINTENANCE DEPARTMENT / LIGHTING & LANDSCAPE COMMISSION: Report prepared by GM Goodman presented. In addition, a lease contract is being reviewed for the potential tenant at the EQ site. The pending tenant has removed a significant amount of vegetation at the site at no charge to the District. A recent earthquake caused two sub-panels and the main panel to fail, causing the loss of power to the entire building. A local electrician made repairs and donated his time. The electrician discovered that the inactive sub-panels are subpar. Claims caused by the panels would not be covered by the District's insurance. The GM approved the cost to repair them at approximately \$5,000.

The need to reconcile credit card statements for the fiscal year audit and the challenges faced in obtaining documentation are delaying the 2023 audit. The Board suggested asking about the impacts of not producing physical copies since the District is not planning on seeking bonds any time soon. Director Murdock suggested Staff look at specific files to find some of the missing documents.

The Recreation Ad Hoc needs to consider between a community-based or a District-led effort, to raise the Rec tax. Each has its own voting percentage requirements; 51% versus 2/3 vote, respectively.

The company that took over Cogen met with Recreation, the Crockett Community Foundation president, and the GM to tour the Recreation facilities and learn about how their Return-To-Source funds are being spent. Sanitary staff will be meeting with the PCSAN chair, Assemblymember Avila Farias's Chief of Staff, and the director of the Water Board in early December. The meeting was initiated by PCSAN Chair Surges.

- b. DISTRICT SECRETARY: Report by DS Rivas presented focusing on training resources available in the California Special Districts Association (CSDA) website and recommended registering for three courses that may be of interest to the Directors. She is working with Commissioners to get their AB1234 (Ethics) training completed. Sexual Harassment may need to be taken as well. Attending the December 10<sup>th</sup> Brown Act revamp webinar was encouraged.

- c. RECREATION MANAGER: Report by RDM Maria presented. The pumpkin patch was very successful again. A license has been obtained to show movies to the community. The holiday tree lighting event is on December 7<sup>th</sup> from 5 to 7:30. Another grant was submitted to fund tree abatement along Pomona Avenue, beginning on Rolf Avenue to the tennis courts. She has received great feedback from Pickleball and tennis players on resurfacing the tennis courts to seamlessly integrate Pickleball. Temporary Pickleball nets will be purchased. She will be out for surgery beginning the next day and will be out for two weeks.
  - d. CROCKETT AND PORT COSTA SANITARY DEPARTMENT MANAGER: Report by SD Barnhill presented. Sanitary Department updates included the fencing project and ongoing maintenance activities at the EQ site. There was a recent break-in at the EQ site, and there is a need to remove debris from the tank. The fence is erected except for the gate. There is a need for a connection point for a mobile emergency generator with an automatic transfer switch in Port Costa in the event that the permanent generator fails. There was a power fluctuation in Port Costa that affected the community, but luckily, the power outage did not impact the plant. He highlighted the need to be able to connect an emergency rental generator on a trailer, which would likely be equipped with an automatic transfer switch on the panel. A request for a quote has been initiated. A Contra Costa County Risk Materials inspection went well; diesel fuel quantities will be added to the **CUPA**. Additional spill kits and materials have been ordered.
  - e. GOVERNMENTAL MATTERS: Supervisor Scales Preston is scheduled to host office hours on Monday (11/24). Assemblymember Avila Faris recently held a Cafecito event at the Calaveras coffee shop.
  - f. ANNOUNCEMENTS AND DISCUSSION: Let's Dig has volunteered to paint the main building and garage. The District will pay for materials estimated at \$2,000. The volunteer holiday dinner is scheduled for December 12<sup>th</sup>. The RDM will be out for two weeks beginning November 20.
12. REPORTS FROM BOARD MEMBERS AND COMMITTEES:
- a. PERSONNEL COMMITTEE: None.
  - b. BUDGET & FINANCE COMMITTEE: The Committee met in October to review the quarterly reports.
  - c. LEGAL NEGOTIATIONS AD HOC: The Committee met with the attorney and the wastewater committee at the closed session. The Wastewater Committee prepared its assessment of the cost allocations.
  - d. RECREATION AD HOC: Did not meet.
  - e. POLICE LIAISON COMMITTEE: The GM met with county officials to address side shows. CPLC has received license plate reader (LPR) cameras. There is a need for collaboration with public agencies for the flock LPR camera system and public safety issues. Caltrans reported they do not work with Flock cameras. She reiterated that the District should not be the contract holder for the flock system but should be one of the participating public agencies. Sheriff representation was not in attendance.
  - f. INTER-AGENCY MEETINGS: None.
13. FUTURE AGENDA ITEMS / BOARD COMMENTS: President McDonald reported that a CIA volunteer is working on a survey to gather support of speed bumps on Pomona Avenue beginning at the church towards Baldwin Avenue.
- a. Ordinance to update District Code and add Lighting & Landscape Commission.
  - b. Revisit commission roles & authorities.
  - c. Organizational Chart
  - d. Records Retention
  - e. Dog Park

14. ADJOURNMENT: The meeting was adjourned at 10:01 PM until December 17, 2025, one week earlier than normally scheduled due to the Christmas holiday.

Respectfully submitted,  
Sonai Rivas, MBA  
District Secretary