

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR BOARD MEETING: MARCH 27, 2024

1. CALL TO ORDER - ROLL CALL: The meeting was called to order at 7:15 pm by Vice President Martinez. Present were Board Members, Barassi, Mackenzie, and Peterson; Martinez was absent (excused). Staff present included: District Engineer (DE) Murdock, Administrative Services Manager (ASM) Goodman, Sanitary Department Manager (SDM) James Barnhill, and Recreation Department Manager (RDM) Wilson. CVSAN Commissioners Manzione and Wais were also present.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Items 6c and 6d were pulled for discussion before the Consent Calendar.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. PUBLIC HEARING: None.

ITEMS PULLED OUT OF ORDER:

- 6c APPROVE AND SIGN A CONTRACT WITH RICHARD PIO RODA OF REDWOOD PUBLIC LAW: Attorney Richard Pio Roda introduced himself and the newly formed Redwood Public Law. They focus on California, special districts, counties, and cities. The firm's rates will remain as they have been under Meyers Nave. Vivian Hausen will remain with Meyers Nave and will continue to be a resource to the District. Mr. Pio Roda assured the Board that all files would be transferred to the new firm. Motion to approve and sign a contract with Redwood Public Law. (Barassi 1st, Mackenzie 2nd, 4/0, 1 absent)
- 6d RECEIVE 2022 AUDIT AND FINDINGS, PRESENTATION BY DAVID FARNSWORTH: Mr. David Farnsworth presented his findings for the 2022 Financial Audit beginning with the process of the audit. The role of the audit is to assess the risk of what could go wrong either by error or fraud and then formulate an audit plan. There is no indication of fraud but there is a material weakness, which is a large auditing finding. Two significant deficiencies were discovered which is an audit finding that is not as severe as a material weakness. Documents for presentation included the Statement of Net Position (equivalent to a business balance sheet that includes a statement of activities/revenue expenses), financial metrics, and recommendations based on the audit findings.

Due to the lack of reconciliation since 2022, the following recommendations were made. 1. Implement policies and procedures over balance sheet and income statement accounts and request consultation services from an experienced government accountant to aid the district and fix the accounting records of the district. 2. Implement POS procedures to allow successor

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

management to close credit card accounts. 3. Implement policies and procedures to ascertain multiple vendors to assess risk regarding vendors and their abilities to supply the needs of the district; vendors should be scored by how well they performed as a service; have some sort of backups in case the vendor can't be found; and find vendor backups before an issue presents itself.

5. CONSENT CALENDAR: All Consent Items were approved. (Barassi 1st, Peterson 2nd, 4/0, 1 absent)

5a Approve minutes of CCSD board meeting on February 28, 2024.

5b Approve minutes of the joint special meeting of CCSD board and CVSAN on March 15, 2024.

5c Receive minutes of commissions and committees.

5d Approve the removal of Miriam Silva Castro from the Lighting and Landscape Commission.

6a. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None.

6b. APPROVE RESOLUTION 23/24-25 TO RE-APPOINTMENT OF COMMISSIONERS TO RECREATION COMMISSION AND CROCKETT SANITARY COMMISSION: Commissioner Valentine was reappointed to the Recreation Commission. Commissioner Wais was reappointed to the CVSAN Commission. Approved. (Peterson 1st, Barassi 2nd, 4/0, 1 absent)

6c. APPROVE AND SIGN A CONTRACT WITH RICHARD PIO RODA OF REDWOOD LEGAL:
Discussed earlier.

6d. RECEIVE 2022 AUDIT AND FINDINGS, PRESENTATION BY DAVID FARNSWORTH: Discussed earlier.

6e. APPROVE ASM TO INITIATE A CONTRACT WITH THE GOVERNMENTAL ACCOUNTING FIRM: CPA David Farnsworth has recommended contracting with a governmental accounting firm to bring the District's accounting up to date. ASM Goodman has solicited both Maze & Associates and RGS, local firms that were highly recommended but has not heard back from either agency. She recommended that the District contract with a firm to perform quarterly or bi-annual audits moving forward. A short discussion was had on how to split the costs across the different departments. Director Barassi suggested that departments whose accounting is in order should not have to bear this audit. The Board approved that the ASM move forward with identifying a public accountant.

6f. CONSIDER 1 ROLPH PARK DRIVE AD HOC COMMITTEE: The Board recognizes the importance of making the building viable and its duty to respond to the community at large. Funding sources need to be identified to make improvements and the highest and best use of the property still needs to be considered. The ad hoc committee was tabled.

6g. APPROVE JOINING CSDA'S COALITION EFFORT TO SUPPORT LEGISLATION BILL H.R. 7525 – SPECIAL DISTRICT GRANT ACCESSIBILITY ACT: Special districts do not currently have a legal definition under the federal government and therefore are unable to apply for federal funding. H.R. 7525 is a proposed bill that will provide an official definition for special districts, that would allow them to apply for federal funding. Motion to approve the letter of support. (Peterson 1st, Barassi 2nd, 4/0, 1 absent)

6h. DISCUSS CALTRANS MAINTENANCE AGREEMENT: At the February Board meeting, the Board declined the proposed Caltrans Maintenance Agreement due to the onerous and extensive maintenance requirements for a small district. DE Murdock spoke with Caltrans and reported that they suggested that the Board prepare what the District can manage, and they will review. Director Barassi questioned why we wish to pursue a revised agreement if we have been working under an expired agreement that continues to work in the District's favor. Director Peterson reminded the Board that the District requested an Adopt-a-Parcel concept agreement to maintain the landscaping of the parcel but never received it. The current draft agreement is likely boilerplate and beyond the financial capacity of the District. Director Barassi suggested that any transportation infrastructure facilities assets such as the bike trail should continue to be the responsibility of Caltrans and the District will maintain the landscaping. Should the District ignore the agreement, business may continue as is and hope that Caltrans does not prohibit the District from removing weeds or other such improvements. The maintenance of the Bridgehead is important because it is the main entrance to Crockett. The community has a vested interest in keeping the area clean and presentable. Director Peterson volunteered to prepare a response to Caltrans and will present at the following meeting.

7a. RECEIVE WARRANT TRANSMITTALS FOR DISTRICT BILLS: Received. This item was previously listed under the Consent Calendar and was moved erroneously.

7b. DISCUSS FINANCIAL MATTERS RELATED TO THE DISTRICT: ASM Goodman reported that a significant amount of data entry is missing which has caused the accounting to be incomplete as presented in the audit presentation. Previously Ms. Witschi of the Recreation Department actively participated in the data entry but was removed from the service for approximately two years. Other significant events such as the County changing its accounting interface and the ASM's inability to access QuickBooks have contributed to the delay in accounting data sharing. With a good paper trail, resuming QuickBooks access to Ms. Witschi, guidance from the former general manager, and possibly contracting with a government agency will allow the District to get back on track relatively quickly.

President Spinner reported that the County is willing to assist in recreating the previous reports but the District needs to make a formal request, otherwise trying to create the forms on one's own can be futile. Director Peterson stated that he has offered to help with the data entry. Ms. Goodman will be seeking policy and procedural manuals for other special districts revolving around finance to create out own process to guide other staff should the ASM be unavailable to perform the duties.

7c. CONSIDER REPORT ON BUDGET FOR FY 2023/24: ASM Goodman is working on a roll-up style budget which is big picture reporting; operations and maintenance, capital improvements, salaries and a few other items will be highlighted. Ms. Goodman has been working with the Sanitary staff on the sewer use charge in preparation for the upcoming mailing deadline. She expects to have a budget to present in June. She has not met with the commissions but has had regular meetings with the Board Budget and Finance Committee. Director Peterson reminded staff that a budget is needed by May to meet the Proposition 218 mailing deadline of May 1st. Ms. Goodman assured the Board that the budget and the sewer use charge are priorities in the office.

8a. MANAGERS' REPORTS RECREATION: RDM Wilson reported that upon painting the fisher boards at the pool, they discovered that they would need to be addressed soon. The annual Walk of Honor is on May 18th. Mr. Wilson will be submitting a fundraiser application which requires \$5,000 matching funds. Recreation has been fortunate to have received generous grant funds for several years. Board President Spinner has signed the contract to move forward with an ADA compliant restroom at the pool at a cost of \$350,000. These are funds that must be spent before we can

request a reimbursement. The project will begin the following Monday and is expected to be completed by the Memorial Day weekend.

The scope of work for the first phase includes an addition on the building and expanding the last shower and the women's bathroom so that the space is adequate to meet ADA standards. Also to be added will be a sink, toilet, shower, hand dryer, and finishing touches including painting. Mr. Wilson reported that access to the building is still needed but the cost to install a pathway was estimated to be \$250,000 with the handrail alone at \$27,000. The office required remodeling and new furniture to meet ADA accessibility standards. The Board previously approved \$80,000 from the Park Dedication Fund but accessing the funds from the County has proven to be very challenging. The request for funds will be on the next County's Board of Supervisors' agenda.

Ms. Wais inquired about any upcoming meetings for Memorial Hall. Mr. Wilson reported that meetings are called on an as-needed basis. Director Peterson has requested updates on the engineering plans, but a response is still pending.

8b. MANAGERS' REPORTS DISTRICT SECRETARY: ASM Goodman reported on behalf of the DS Rivas. The Contra Costa County Chapter of CSDA is held every two months. The latest was held on Monday, two days before and the next one is in May. Director Peterson encourages staff to attend meetings for knowledge and networking. A copy of the last two meeting agendas was provided.

8c. MANAGERS' REPORTS MAINTENANCE DEPARTMENT: The doors are ready but hardware to install still needs to be purchased. ADA-compliant hardware is expensive.

8d. MANAGERS' REPORTS PORT COSTA SANITARY DEPARTMENT: The peristaltic chemical pumps are old and at least one needs to be replaced. Mr. Barnhill received a quote for \$10,000 for a unit and still needs to hire a contractor to install the part. He is currently waiting on quotes from various providers. He reported that PCSAN has had four in the past for backups and recommends that the District purchase two pumps. The pumps do have a long shelf life. Should a pump fail, we will lose chemical dosing treatment capabilities at the treatment plant. Port Costa commissioners have been updated.

A notable concern is that Valley Operators will be closing their business sooner than expected and plan to work through October 1st of this year. There are several operator companies to choose from. Sanitary staff is less concerned with finding a replacement but is concerned about increased costs. The District is currently paying a below-market rate of \$4,700 and a significant increase will affect sewer use charges.

The National Pollutant Discharge Elimination System (NPDES) permit has been delayed. Once approved, the next permit will be in four years. With this permit behind us, the permit will not require a five-day toxicity test. Testing for grease will be eliminated. Pesticides were found and Staff will need to begin testing regularly. Ms. Wais brought up the issue of the possibility of an increase in wastewater discharge. The recent NPDES permits are every five years so increases would be reflected in the next permit.

8e. MANAGERS' REPORTS CROCKETT SANITARY DEPARTMENT: Mr. Murdock reported that he is moving forward with the Alexander Park sewer project. The project was approved pending certain documentation which is expected to be received this Friday. Mr. Murdock has requested two bids for the repair of a sewer line on Second Avenue (C-00-35) that connects two homes. The line has experienced two SSO (Sanitary Sewer Overflow) occurrences. The line has a sag, is blocked due to broken tile in the line, and has a strong potential for collapsing. It is a relatively simple repair and is the bids very reasonable.

8f. MANAGERS' REPORTS LIGHTING & LANDSCAPE (L&L) COMMISSION: Mr. Murdock and L&L Chair Pannell met with a local contractor Ken Shaw to perform certain maintenance work at the Bridgehead at a very reasonable price. CVSAN Commissioner Trask also offered to perform work voluntarily. Both parties will be working together and coordinating the effort of removing dead brush

and undesired plants, and grass mowing. Recreation staff Ms. Morales has been doing maintenance work at the Downtown Plaza with very favorable results.

8g. MANAGERS' REPORTS GOVERNMENTAL MATTERS: No report.

8h. ANNOUNCEMENTS AND DISCUSSION: No report.

9a. REPORT FROM PERSONNEL COMMITTEE REPORT: No report.

9b. REPORT FROM BUDGET & FINANCE COMMITTEE: Director Barassi was selected as Chair for the committee. As a staff-driven process, the ASM will be performing the brunt of the work as reported in the Budget Process update section.

9c. REPORT FROM POLICE LIAISON COMMITTEE: No Report.

9d. REPORT FROM CVSAN WASTEWATER COMMITTEE: CVSAN Chair Manzione, Mr. Bartlebaugh, Ms. Goodman, and Mr. Murdock have met to review a draft amended agreement recently submitted by C&H. A key element in the draft is peak wet weather flow. The draft puts the District at 1.2 million gallons of flow over 24 hours. Former general manager and CVSAN Commissioner McDonald has agreed to serve as an alternate on the committee. Mr. Manzione informed the Board that they may suggest an ordinance in the future prohibiting flushing certain items in the sewer including biodegradable wipes. Mr. Murdock repeated that in his discussions with the lead plant operator, the wipes are a nuisance, but a buildup of grit is a bigger issue. He suspects that we may have a damaged or incomplete system affecting the grit removal system. Director Barassi expressed his concern about possible capital expenditure. Mr. Manzione advised that the item will be revisited in the future with a more robust discussion.

9e. REPORT FROM MEMORIAL HALL ADVISORY COMMITTEE: No report.

9f. REPORT FROM AD HOC COMMITTEES: Mr. Cusack reported that the updates to the Personnel section of the District Code have been quite a project. The combined experience of Directors Peterson and Martinez has been fruitful. The committee meets twice a month and expects to submit edits for approval very soon.

9g. REPORT FROM INTER-AGENCY MEETINGS: No report.

10.a BOARD COMMENTS: Mr. Murdock To assist the dog park project, Director Barassi has worked with Glenn Hummel and Nancy Reiser to address two impediments: water and insurance. A smaller water meter is in place that is available for reactivation as confirmed with East Bay MUD. The annual cost is approximately \$600 (\$100 deposit plus \$400 a year plus one cent per gallon of water use) The dog park will need to raise money to have water. A longer dedicated pipe would be required that would not be part of the irrigation system and would not have the annual backflow inspection because it is not being used for sprinklers. A spigot can be used that would prevent the possibility of contamination-free backflow.

Mr. Barassi has requested District insurance records through a public records request to compare rates with other providers. The hope is to negotiate better terms or switch insurance providers. The current policy is only for \$10,000 of medical coverage. Ms. Reiser reported that the City of Oakland has been extremely helpful with information and access to resources relevant to the dog park.

10.b FUTURE AGENDA ITEMS:

- 1 Rolph Park Drive
- Caltrans Maintenance Agreement
- Dog Park

11. ADJOURNMENT. The meeting was adjourned at 9:18 pm until April 24, 2024.

Respectfully submitted,
Sonai Rivas, MBA
District Secretary