CROCKETT COMMUNITY SERVICES DISTRICT (CCSD)

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MINUTES OF THE BOARD MEETING ON FEBRUARY 25, 2026.

1. CALL TO ORDER - ROLL CALL: President McDonald called the meeting to order at 6:49 PM. Directors Barassi, Mackenzie, McDonald, and Spinner were present. Director Murdock arrived at 7:15 during the Closed Session. Director Murdock left at 8:59.
2. CLOSED SESSION: The Closed Session began at 6:50 PM.
   a. PUBLIC EMPLOYMENT - Public Employment: General Manager. Pursuant to Government Code Section 54957.6.
3. RECONVENE TO REGULAR SESSION: The regular session began at 7:15 PM. General Manager Goodman, Sanitary Department Manager (SDM) Barnhill, and Recreation Department Manager (RDM) Maria were present. Crockett Sanitary Commissioner (CVSAN) Wais was present.
   a. REPORT ON CLOSED SESSION: No reportable actions were taken.
4. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: The General Manager's report was moved to discuss after public comments.
5. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Ms. Faith Harrison reported that she and several Crockett volunteers are interested in creating a community garden with enclosed raised beds at the Memorial Hall site, similar to a community garden created by the RMAC (Rodeo Municipal Advisory Committee). If the project is approved, the group will apply for grant funding.

OUT OF ORDER:

12.a General Manager's Report: The GM reported that she and Recreation Manager Maria provided Ms. Harrison with a memo on District Letterhead that outlined necessary steps that need to be met before the District will consider the project. The Board expressed concern about which account the GM's time would be charged to and suggested that her advisory time be allocated from Recreation, Lighting and Landscape, or Memorial Hall, a non-enterprise fund. The GM stated minimal time was spent creating the Memo. The GM further reported that a proposal to move forward with Memorial Hall building repairs is being prepared, which would postpone a community garden project until later in the year, or more likely next year. Staff was directed to bring the item back for formal approval when appropriate.

Supervisor Preston Scale's office has taken over the management and distribution of the Phillips 66 Community Grant Award and has expedited granting $10 million in funds within the next 13 years; of which $750,000 is being allocated to be disbursed by the end of the fiscal year (June 30, 2026). The Grant is reimbursable and applicants must adhere to application guidelines. Memorial Hall has accumulated approximately $300,000 in their LAIF account. Staff hope to utilize those funds to reinitiate restoration efforts. Since the grant is reimbursable, Staff hopes to stretch the already saved amount and make significant repairs. Quotes are being obtained in preparation of a bid package. Director Murdock noted that the quality of the foundation was subpar and suggested that the site may be better off as a plinth rather than a building. Recreation Manager Maria reported that in addition to honoring the initial wishes of the community, the veterans at the last Memorial Walk meeting were very excited to learn that the District was moving forward with the project. Director Barassi noted that the building is on the National Register of Historic places which prevents the building from being torn down.

6. PUBLIC HEARING: None.
7. CONSENT CALENDAR: Items 7a, b, and h were pulled for discussion. A motion to approve Items 7c – g passed. (Spinner 1st, Barassi 2nd, 5/0)
   a. Approve the minutes of the CCSD Board meeting on February 4.
   b. Received minutes from Commissions and Committees.
   c. Approve payment of District Bills.
   d. Receive Cash Account Balance and LAIF (Local Agency Investment Fund).
   e. Receive 2025 Annual Pollution Prevention Plan Report for Crockett.
   f. Receive 2025 Annual Pollution Prevention Plan Report for Port Costa.
   g. Receive 2025 Annual Report of Sanitary Sewer Spills.
   h. Receive the resignation of Valerie Leuba from the CVSAN Commission
8. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: Motion to approve with the amended or corrected minutes from February 4 and accepting the resignation from Valerie, with the actual resignation date determined by Valerie and communication with the General Manager passed. (Barassi 1st, Spinner 2nd, 5/0)

   7a. Approve the minutes of the CCSD Board meeting on February 4: The date of the minutes was corrected from December 17 to February 4. Additional corrections noted by the Board President will be forwarded to the DS to update as noted.

   7b. Receive minutes from Commissions and Committees: Minutes were not attached to the agenda for review.

   7h. Resignation of Valerie Leuba from the CVSAN Commission: Director Barassi thanked Valerie Leuba for her contributions to the Sanitary Commission and questioned if the vacancy would cause quorum issues when dealing with supermajority voting issues. The Commission does not require a super majority, only the Board has this requirement. The Commission does have an alternate in place. The announcement for the first vacancy has been posted. There was a question of whether the second vacancy could be posted.
9. ADMINISTRATIVE:
   a. APPROVE CHANGE ORDER FOR FRISCH CONSTRUCTION MANAGEMENT FOR MMCP TO INCREASE THE TOTAL BY $11,490.00: GM Goodman prefaced the change order discussion, noting that a previous request not to exceed $15,000 had been presented but was not implemented after all (work on the PLC at the EQ facility). The change order presented is for the contractor to perform final walkthroughs to close out the project. Director Mackenzie questioned why the contractor had not taken into consideration the final reviews to close out a project in the original contract. GM Goodman noted that the former District Engineer had intended to perform the project management but was not able to fulfill that role. Frisch undertook additional tasks that the former District Engineer could not complete and noted that the project was extended by roughly six months due to additional work needed. After a lengthy, detailed discussion, the Frisch portion of the contract came under their proposed contract, and the overall project costs were 4.09% over the budgeted contract amount.
   b. DISCUSS CHANGING THE REPORTING STRUCTURE OF THE SECRETARY OF THE DISTRICT POSITION AND CONSIDER HAVING THE SECRETARY OF THE DISTRICT REPORT TO THE GENERAL MANAGER: The District Code dictates that the Secretary reports to the Board; when the position is not filled, the General Manager will serve as Secretary to the Board. The initial position of District Secretary was not reviewed by the Board; it created the Secretary role as a sort of legal overseer. Inevitably, the DS reports mostly to the current President, which is not always timely and efficient. A discussion ensued on the initial intent of the role and the current needs. The

Board discussed eliminating some of the Secretary's duties that were better suited for the Administrative Services Manager – a role that did not exist when the Secretary to the Board position was created in the District Code. A consensus was reached that the duties of the secretary, such as records management, compliance, preparation of ordinances and resolutions, are best supported under the supervision and reporting structure of the General Manager, which would improve management, administrative efficiency, accountability, and coordination. The Secretary of the Board would report directly to the General Manager and still serve as staff to the Board. The position of Secretary of the District would still be appointed by Board resolution. A motion for the Board to delegate its authority over supervising the Secretary of the District to the General Manager, and that a draft ordinance be presented at the April 22 Board meeting reflecting this change in organizational structure, passed. (Barassi 1st, Spinner 2nd, 5/0)

10. BUDGET AND FINANCE:
    a. DISCUSS THE DISTRICT (ALL DEPARTMENTS) QUARTERLY BUDGET REPORT FOR Q2 (OCTOBER – DECEMBER 2025): The GM noted modifications on the Q2 report designed to improve transparency, accountability and visibility into District finances. The CVSAN budget line 5910 (Maintenance and Repairs) is high due to the GM's emphasis on addressing corrective emergency and health and safety repairs. While that line item is over budget by 44%, the Capital Improvement Marina Line replacement project was approved at $400,000; only a fraction of the approved amount is being spent on an assessment of the repair by the Engineer of Record. Membership costs were higher than expected, mostly from State agencies. Utilities have increased. Recreation has $9890 remaining for capital improvements, but no additional improvements are expected to incur anytime soon. Professional Services for PCSAN were increased in anticipation of possible litigation, but legal services have not been needed as of Q2. The President noted that CVSAN has the largest burden of payroll costs, noting that it is likely because the department allocations have not been updated. A recommendation was made to add department names after the department number for better communication with the public.
    b. DISCUSS FINANCIAL MATTERS RELATED TO THE DISTRICT. No discussion.
11. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:
    a. GENERAL MANAGER / MAINTENANCE DEPARTMENT / LIGHTING & LANDSCAPE COMMISSION: Reported earlier.
    b. DISTRICT SECRETARY: The GM highlighted that a joint meeting is being scheduled with Recreation and Lighting & Landscape commissions to get a sense of what a merger would work. A Recreation poll was created and is available on the District website. A few responses have been received, mostly through the website portal. The DS is working on a summary of results.
    c. RECREATION MANAGER: Reported by RDM Maria. Bookings at the Community Center have increased recently, with bookings for Fridays and Sundays also increasing. Crochet classes are increasing in popularity. The overhead projector in the Main Hall failed and needs to be replaced. The High School Swim Team will begin practice on March 23. The pool will be open at 6 AM for lap swim on Mondays, Wednesdays, and Fridays. The RDM will serve as a lifeguard during those times. She will utilize the pool office more frequently for efficiency. Planning for the Easter Egg hunt has started in conjunction with the Carquinez Women's Club. The grant application for tennis court patching will be resubmitted to the CCF but is also considering a larger request through the County's Community Benefit Agreement opportunity. The cracks are continually in need of repair and are beginning to creep into the pool stair area. The Bocce Court repair has been postponed until the end of the season. This will allow for the complete repair of the courts, the rain to settle the ground, and releveling after the rains. Staff will notify the CCF of this delay. The RDM will be attending the Bidder's Conference in March.

d. CROCKETT AND PORT COSTA SANITARY DEPARTMENT MANAGER: SDM Barnhill expanded on the monthly manager reports for Crockett and Port Costa. Mr. Barnhill added that the Pollution Prevention Plan (PPP) under the Consent Calendar was submitted to the Water Board for Port Costa and to C&H for Crockett. The LRO (legally responsible official) for the Crockett JTP then submits the full report to the State. He elaborated on the desire to replace major sewer lines in Port Costa that services multiple properties on Canyon Lake Drive. The Joint Use Agreement for the Crockett Joint Treatment Plant was extended through April 30.

e. GOVERNMENTAL MATTERS: Staff will be submitting a grant application for the Canyon Lake Drive replacement line through the County's CBA grant. The California Special District's Association announced an upcoming vacancy for Seat C (the seat is currently held by the Director of Contra Costa Water District).

f. ANNOUNCEMENTS AND DISCUSSION: None.

12. REPORTS FROM BOARD MEMBERS AND COMMITTEES:
    a. BUDGET & FINANCE COMMITTEE: Did not meet. The Committee was corrected to reflect Directors Mackenzie and Spinner.
    b. LEGAL NEGOTIATIONS AD HOC: This ad hoc will meet as needed.
    c. RECREATION AD HOC: The Committee has not met.
    d. POLICE LIAISON COMMITTEE: Committee member Wais reported that the meeting date was changed and the officers were not notified. Alan B. reported that speed calming through speed bumps cannot happen because the property owner of where the bumps would be located did not approve their location. A solar-powered speed sign was considered. The GM reported that a County Public Works representative will be at the next Supervisor's office hours.
    e. INTER-AGENCY MEETINGS: None.
13. FUTURE AGENDA ITEMS / BOARD COMMENTS:
    a. Consider merging the Recreation Commission and Lighting & Landscaping Commission based on recommendations from existing commissions.
    b. Organizational Chart
    c. Records Retention
    d. Dog Park
14. ADJOURNMENT: The meeting was adjourned at 9:24 PM until March 25, 2026.

Respectfully submitted,
Sonai Rivas, MBA
District Secretary