

# Crockett Community Services District

## AGENDA FOR WEDNESDAY, AUGUST 27, 2025

TIME: 6:00 PM – CLOSED SESSION

TIME: 7:00 PM - REGULAR MEETING

LOCATION: Crockett Community Center, 850 Pomona St., Crockett

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P.O. Box 578, Crockett, CA 94525 | [www.town.crockett.ca.us](http://www.town.crockett.ca.us) | (510) 787-2992

[districtsecretary@town.crockett.ca.us](mailto:districtsecretary@town.crockett.ca.us) | **Meetings are recorded for accuracy of minutes.**

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*CCSD services include Sanitary Services for Crockett & Post Costa, Recreation, and Maintenance.*

1. CALL TO ORDER - ROLL CALL
2. CLOSED SESSION:
  - a. Public Employee Performance Evaluation: District Secretary, Pursuant to Government Code Section 54957
3. OPEN SESSION:
  - a. Announcement of actions taken during closed session.
4. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
5. PUBLIC COMMENTS ON NON-AGENDA ITEMS

*(The Board is prohibited from discussing items not on this agenda. Matters not on the agenda may be referred to staff for action or calendared on a future agenda.)*
6. PUBLIC HEARING: None.

*(Public comments are limited to two minutes for each person, with full discussion limited to twenty minutes unless extended by the Board President.)*
7. 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 or by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)*

  - a. Approve the minutes of the joint Special Meeting with CCSD Board and Crockett Sanitary Commission (CVSAN) meeting on August 20, 2025.
  - b. Approve the minutes of the CCSD Board meeting on June 25, 2025.
  - c. Approve the minutes of the CCSD Board meeting on April 23, 2025.
  - d. Approve payment of District Bills.
  - e. Receive CSRMA Property Insurance Premium Renewal Notice.
  - f. Approve Resolution 25/26-04 Reappoint Lighting and Landscape Commissioners: Garbis, Mitzel, and Pannel.
8. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR.
9. ADMINISTRATIVE:
  - a. Create an Ad Hoc committee of the Board to lead Joint Use Agreement Negotiations
  - b. Accept resignation of Port Costa Sanitary Commission Chair Surges and authorize staff to announce vacancy or fill vacancy by appointment of Alternate Vance to commissioner, or direct Port Costa Sanitary Commission to form recommendations.

- c. Discuss Commissioner Roles and Authorities and recommend modifications.
  - d. Discuss the Ethics Policy and recommend mandating periodic training in alignment with AB 1234.
10. BUDGET AND FINANCE:
11. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS: *(These items are typically for the exchange of information only. No action will be taken at this time.)*
- a. General Manager / Maintenance Department / Lighting & Landscape Commission
  - b. District Secretary
  - c. Recreation Manager / Recreation Commission
  - d. Crockett and Port Costa Sanitary Department Manager / Crockett Sanitary Commission / Port Costa Sanitary Commission / CVSAN Wastewater Committee
  - e. Governmental matters
  - f. Announcements and discussion
12. 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: Cusack (chair), Martinez, Spinner, Wais, Wesselmann
  - b. Budget & Finance Committee: Mackenzie and Barassi
  - c. Police Liaison Committee: Wais (vice-chair), Ritchey, Pennisi (chair), and Cantú Reyes
  - d. Inter-agency meetings.
13. FUTURE AGENDA ITEMS / BOARD COMMENTS
- a. Organizational Chart
  - b. Budget Appropriations for FY 2025/26
  - c. Records Retention
  - d. Dog Park
14. ADJOURNMENT: until September 24, 2025.

You will find the Minutes of this meeting posted on our website at [www.town.crockett.ca.us/meetings](http://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 District Secretary at (510) 787-2992. Notification at least 48 hours before 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.

Per 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 before a regular meeting will be made available for public inspection. The Board has designated the District's website, located at [www.town.crockett.ca.us/meetings](http://www.town.crockett.ca.us/meetings), as the place for making those public records available for inspection. The documents may also be obtained by calling the District Secretary at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the meeting location, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

# CROCKETT COMMUNITY SERVICES DISTRICT (CCSD) & CROCKETT SANITARY COMMISSION (CVSAN)

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## For Review

### MINUTES OF SPECIAL JOINT MEETING FOR WEDNESDAY, AUGUST 20, 2025.

1. CALL TO ORDER – ROLL CALL: President McDonald called the Board meeting to order at 4:43 pm. Present were directors Barrassi, McDonald, and Spinner. Directors MacKenzie and Murdock were absent (excused).  
  
CVSAN Vice Chair Weis called the CVSAN meeting to order at 4:43 pm. CVSAN Commissioners Hummel, Leuba, Manzione, Trask, and Weis were present. Commissioner Bartlebaugh was absent (excused).  
  
Staff present included General Manager (GM) Jena Goodman and Sanitary District Manager (SDM) James Barnhill. Also present was District Council Richard Pio Roda.
2. PUBLIC COMMENTS: None
3. ADJOURN TO CLOSED SESSION: President McDonald called the closed session to begin at 4:44 pm, as did VC Wais of CVSAN also at 4:44 pm. Commissioner Leuba left the closed session at 6:18 pm, while the meeting continued. CVSAN VC Wais closed the closed session portion for CVSAN at 6:50. The Board continued in closed session for the second matter.
4. CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
  - a. Initiation of litigation pursuant to paragraph (4) of subdivision (d) of California Government Code Section 54956.9: 2 cases.
5. RECONVENE TO OPEN SESSION: President McDonald reconvened to open session at 7:21 pm.
6. REPORT ON CLOSED SESSION: No actions taken.
7. ADJOURNMENT: President McDonald adjourned the meeting at 7:22 pm.

Respectfully submitted,  
Jena Goodman  
General Manager

#### Crockett Community Services District

Board Members: Luigi Barassi, John Mackenzie,  
Dale McDonald (President), Gaunt Murdock, Nick  
Spinner (Vice President)

#### Crockett Sanitary Commission

CVSAN Commissioners: Scott Bartlebaugh  
(Chair), Valerie Leuba, Mark Manzione, Glen  
Millward (alt.), D'Arcy Trask, Mary Wais

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## For Review

### MINUTES OF THE REGULAR BOARD MEETING ON JUNE 25, 2025.

1. CALL TO ORDER - ROLL CALL: President McDonald called the meeting to order at 7:04. Directors Barassi, Mackenzie, McDonald, Murdock, and Spinner were present.  
  
Staff General Manager (GM) Goodman, Recreation Manager (RM) Maria, Sanitary Department Manager (SDM) Barnhill, and District Secretary (DS) Rivas were present. Crockett Sanitary (CVSAN) Commissioners Manzione and Wais, and Personnel Committee member Cusack, were present.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Ms. Wais announced a workshop on fire protection at the Community Center on June 30 at 6:30 pm and hosted by the Carquinez Fire Department. Mr. Manzione commented that the Joint Use Agreement (JUA) expired a year ago; the District will owe C&H a net total of \$2 million; and requested that the Board consult with legal counsel regarding the JUA renewal process. Ms. Reiser announced that a meeting with Assemblymember Farias is being coordinated for later in July.
4. PUBLIC HEARING: None.
5. CONSENT CALENDAR: Items 5b, f, and g were approved. (Spinner 1<sup>st</sup>, Mackenzie 2<sup>nd</sup>, 5/0). Items 5a and 5e were pulled for discussion. Item c was carried to the following month.
  - a. APPROVE THE MINUTES OF THE CCSD BOARD MEETING ON MAY 28, 2025:
  - b. APPROVE THE MINUTES OF CCSD SPECIAL MEETING OF MAY 6, 2025.
  - c. APPROVE THE MINUTES OF THE CCSD BOARD MEETING ON APRIL 23, 2025.
  - d. APPROVE PAYMENT OF DISTRICT BILLS.
  - e. APPROVE RESOLUTION 24/25-17; ANNUAL LIGHTING & LANDSCAPING SPECIAL TAX FOR FISCAL YEAR 25/26.
  - f. CONSIDER RESOLUTION 24/25-18; COLA (COST-OF-LIVING-ADJUSTMENT) FOR FY 25/26 NOT TO EXCEED 1.3%.
  - g. RECEIVE CHP POLICE REPORT FOR STOLEN RAMPS AT THE CROCKETT DOG PARK.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR:
  - 5a. APPROVE THE MINUTES OF THE CCSD BOARD MEETING ON MAY 28, 2025. A minor edit to Item 9a: paragraph four: "Community interest in expanding" was corrected to "lessee interest in expanding". Minutes approved. I(Murdock 1<sup>st</sup>, Barassi 2<sup>nd</sup>, 5/0)
  - 5d. APPROVE PAYMENT OF DISTRICT BILLS: A pro-rated charge for a waiver of subrogation for the dog park project was charged to each department in error. Director Barassi noted that the District should not incur costs for unfunded projects is not to incur any costs for the dog park. The GM recommended a CSD bucket to capture such charges that do not fall under existing District departments. The accounts will be corrected to remove the waiver of subrogation payments. Warrants approved. (Barassi 1<sup>st</sup>, Murdock 2<sup>nd</sup>, 5/0)
  - 5e. APPROVE RESOLUTION 24/25-17; ANNUAL LIGHTING & LANDSCAPING SPECIAL TAX FOR FISCAL YEAR 25/26: Minor corrections were confirmed: fiscal year and resolution number were corrected. The resolution continues to charge \$50 per parcel for maintenance services. The L&L

Commission considered increasing the rate. After an in-depth analysis, Staff determined that any gains would be absorbed by administrative costs due to the current CPI value of 1.3% Resolution 24/25-17 was approved. (Spinner 1<sup>st</sup>, Barassi 2<sup>nd</sup>, 5/0)

7. ADMINISTRATIVE:

- a. REVIEW AND APPROVE PROPOSAL FOR TENANCY AT THE EQ TANK SITE: The GM presented a Letter of Intent to lease the three-bay garage and outdoor area to Let's Dig of Crockett. The proposed lease is for five years with a five-year renewal option at \$1,100 per month, with shared maintenance. Director Mackenzie supported having a tenant to help deter vandalism, while Director Barassi opposed shared maintenance and recommended that the tenant handle all repairs. Mr. Easterday offered to cover the cost of a new roof to show commitment to a long-term lease and noted that the vehicles stored would not damage the property. After discussion, the Board recommended considering a triple net lease. The Budget & Finance Committee will review the revised lease, followed by legal counsel. A motion authorizing the GM to begin negotiations with Let's Dig was approved. (Mackenzie 1<sup>st</sup>, Barassi 2<sup>nd</sup>, 5/0)
- b. REVIEW AND AUTHORIZE THE GENERAL MANAGER TO CONTRACT WITH ALTA FENCE CO., INC., AND APPROVE COST FOR SITE SECURITY UPGRADES AT THE EQ SITE: The GM presented an updated plan for EQ site security. Fence repairs are estimated at \$87,000, with donated labor to clear vegetation. The GM emphasized that the EQ property needs to be maintained.

CVSAN approved the EQ project but requested a more comprehensive security plan. President Macdonald asked for quotes on brush removal and graffiti abatement to prepare the EQ tank for a mural. Let's Dig can handle brush removal. Graffiti removal is estimated at \$26,000 for the garage and \$88,000 for the EQ tank, which requires multiple coats of paint. CVSAN Chair Manzione, though dissenting earlier, acknowledged this update met his request for a full plan. He suggested pricing no-climb fencing and advised against painting the tank a solid color. The GM noted this plan is similar to the original and included no-climb fencing, aside from a new letter of intent, and has been presented multiple times.

President Macdonald supported the improvements, stressing the importance of staff safety due to repeated vandalism and late-night site visits with police. Staff will bring back graffiti removal quotes for approval at a future meeting. Motion approved. (Mackenzie 1<sup>st</sup>, McDonald 2<sup>nd</sup>, 4/1)

- c. DISCUSS AND RECOMMEND A PLAN FOR DOCACCESS SERVICES FOR WEBSITE ACCESSIBILITY COMPLIANCE: Presented by DS Rivas. All government websites must be ADA accessible. Streamline, the District's website provider, helps maintain compliance and alerts users to issues. New legislation now requires all PDFs to be ADA accessible by April 2027. Staff tested DocAccess, Streamline's partner, which identified 1,500 non-compliant documents with over 15,500 pages. Archiving older documents can reduce the number needing immediate updates, though any requested archived files must still be made accessible—only the requested pages if part of a larger document. DocAccess offers instant accessibility services at \$800 per month (\$9,600 annually).

Vice President Spinner noted that the County faces stricter deadlines, but for now, a statement of progress is sufficient. Directors agreed that the 2027 deadline provides time to develop a strategy, and the FY 2025/26 budget cannot cover these services. Staff will create a plan, including deciding how far back documents should remain online, to reduce the workload.

- d. REVIEW AND APPROVE PERFORMANCE REVIEW POLICY FOR GENERAL MANAGER AND DISTRICT SECRETARY; APPROVE UNIVERSAL PERFORMANCE REVIEW FORM; AND RECOMMEND WHO SHOULD PARTICIPATE IN REVIEWING THE DISTRICT SECRETARY: The Personnel Chair recommended edits to the General Manager review policy to add the District Secretary (DS), since both the GM and DS report to the Board, and presented a revised review form for approval. The new form, adapted from a prior exempt manager form, is intended for exempt staff reviews except the GM. Director Murdock and the GM suggested the DS be reviewed by the GM, but the District Code assigns this duty to the Board, so the Personnel Committee's recommendation was upheld.

It was agreed that the form will be used only for the DS this year, and the process will be reassessed afterward. To maintain consistency, the form should remain unchanged unless the Board approves revisions later. The GM accepted the form but noted it will not be used for current reviews for staff

as the staff have already had reviews this year on the old form and would not change this year. The form must include the date in the footer for recordkeeping. Starting next year, the GM should consider applying it to all contracted and exempt employees.

Given the DS's role with commissions and committees, review forms will be mailed to Board members, commissioners, committees, and the GM. Completed forms will be sent to Mr. Cusack's PO Box, then delivered sealed to the Board President, who will decide who consolidates the results to maintain confidentiality. A motion was passed to adopt the revised policy, with a minor correction; approved the review form; and clarified who conducts the reviews. (Spinner 1<sup>st</sup>, Murdock 2<sup>nd</sup>, 5/0)

- e. DISCUSS AND RECOMMEND ETHICS TRAINING REQUIREMENTS FOR BOARD, COMMISSIONERS, AND STAFF: The District Code requires all legislative bodies, including commissions, to complete AB 1234 ethics training, whether or not they are compensated. Currently, the District only requires training upon entering office but has not enforced periodic training. Since ethics and Brown Act rules change regularly, President McDonald stressed the need for updated training to protect commissioners from violations since the District does not protect them, especially as more meetings could be managed without staff.

Legal counsel confirmed that all Board members and commissioners must comply with AB 1234 because the District reimburses expenses, while committees are excluded (pending confirmation).

All Directors and Commissioners have been submitted to CSDA for membership, though CSDA has been slow to add newer member additions. CSDA provides free online ethics training, and other courses—such as sexual harassment, workplace violence, and Brown Act training—are also available. The District Secretary notifies commissioners when new courses are offered. Staff were directed to recommend updates to the District Code.

- f. DISCUSS AND RECOMMEND CSDA ANNUAL LEADERSHIP CONFERENCE FOR SELECT BOARD AND STAFF: The item was updated to include multiple trainings beyond the Annual Leadership Conference. GM Goodman presented a FY 2025/26 training budget of \$11,235 for CSDA-sponsored events. Due to workload, the GM missed the General Manager Conference, but along with all managers, will attend the CSDA Annual Conference in August. During this time, both the Sanitary and Recreation offices will be closed, but emergency processes are in place, contractors are available, and the pool will remain open with five assistant managers. The DS will provide Sanitary office coverage and will instead attend the Board Secretary/Clerk Conference in October.

The GM highlighted training benefits such as morale, networking, and growth. President McDonald strongly supported staff training, emphasizing the importance of DS training and recommending that trusted staff help with recreation calls so staff can fully engage at conferences. Directors were encouraged to attend the Leadership Academy. Training remains at the GM's discretion. Board authorization is not required, but the presentation was appreciated.

## 8. BUDGET AND FINANCE:

- a. RECEIVE CASH ACCOUNT BALANCES FOR ALL DEPARTMENTS AS OF JUNE 2, 2025: A chart of balances was included in the packet. No discussion.
- b. UPDATE ON BUDGET FOR FY 2025/26: Refer to the GM Manager's Report.
- c. DISCUSS FINANCIAL MATTERS RELATED TO THE DISTRICT: Staff missed the February filing of the Financial Transaction Report to the State Controller, not realizing it was still required before the 2023/24 audit is completed. David Farnsworth helped with the report and it was filed...

## 9. MANAGERS' REPORTS / REPORTS FROM COMMISSIONERS:

- a. GENERAL MANAGER / MAINTENANCE DEPARTMENT / LIGHTING & LANDSCAPE COMMISSION: Report prepared by GM Goodman presented. The Lavender Hill project is a non-sanctioned project led by CREEC, located north of Wanda, outside the District's leased boundaries, though the District maintains the area. Discussions with former Director Peterson confirmed the District owns the EQ Tank site, though Director Barassi raised questions due to past waterfront deed disputes after California Article X in the 1970s. Financial reconciliation is ongoing, and it is unclear if funds were set aside for C&H

invoices, though money is available in the LAIF account. The job posting for Administrative Services Manager has received five applications

- b. DISTRICT SECRETARY: The Sewer Use Studies and Prop 218 notices for Crockett and Port Costa have been posted on the website. Historically, posting of the SUC reports has not been done. The District is enrolled in a 30-day trial with DocAcesss (document ADA accessibility program). Directors were encouraged to visit the website to see the software in action.
- c. RECREATION MANAGER: Report prepared by RM Maria presented. In addition, Staff is doing a great job of promoting swimming passes, generating good income. Swimming lessons are also generating good income, especially private lessons. The Swim Team is currently running this program. As interest has increased, the Swim Team is becoming overwhelmed. There is a discussion to relieve the Swim Team and have Recreation take over the lessons. Pickleball is becoming more popular and there have been zero noise complaints, which was the primary concern from the Recreation Commissioners.
- d. CROCKETT AND PORT COSTA SANITARY DEPARTMENT MANAGER: Crockett Sanitary and Port Costa reports prepared by DSM Barnhill presented. PCSAN Commissioner List inquired if the proposed \$275 sewer use charge was final. A public hearing is set for July 23<sup>rd</sup> to discuss the increase. The maximum increase amount is \$275. The public has the option to protest in writing up to the date of the hearing. PCSAN had approved an increase in April but reserved the option to identify an alternate rate later. As of this date, PCSAN has not had a chance to discuss it. The item was pulled to a future meeting at the May meeting, and the June meeting was cancelled. The item will be presented at the July meeting. Mr. List noted that the administration costs more than doubled. The GM explained that PC is billed by the hour and noted that staffing has increased from two to four people.
- e. GOVERNMENTAL MATTERS: The next CASA meeting is June 26 (next day). The State Lands Commission is on August 21<sup>st</sup>. and the C&H lease may be on the agenda. The ballot for the LAFCO board vacancy was signed, voting Director Mackenzie as the preferred ballot candidate. The County is expecting to announce the Community Benefit Panel for the Phillips 66 Rodeo Renewed Project soon. The Supervisor's office will be hosting an additional grant writing class at an undetermined date.
- f. ANNOUNCEMENTS AND DISCUSSION: Revival Coffee has been sold. The lease will continue on a month-to-month basis.

10. REPORTS FROM BOARD MEMBERS AND COMMITTEES:

- a. PERSONNEL COMMITTEE: Presented before Administrative items.
- b. BUDGET & FINANCE COMMITTEE: Will be meeting soon
- c. POLICE LIAISON COMMITTEE: None.
- d. CVSAN WASTEWATER COMMITTEE: None.
- e. INTER-AGENCY MEETINGS: None.

11. FUTURE AGENDA ITEMS / BOARD COMMENTS: Ms. Nancy Reiser due to a story by a San Francisco Examiner regarding the Caltrans overreaction to the LA fire that initiated the extra \$15 million waiver of subrogation insurance requirement, she now has access to resources and has connected with the State Senator leading the effort to overturn the insurance requirement.

- a. Dog Park update
- b. Closed Session for possible litigation.
- c. Delegated authorities to the Commissions.
- d. EQ tank fence and Crockett Sanitary Commission input.
- e. Records and Retention Policy.
- f. Organization Chart: Staff and commissions.

12. ADJOURNMENT: The meeting was adjourned at 10:06 PM until July 23, 2025.

Respectfully submitted,  
Sonai Rivas, MBA  
District Secretary

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## For Review

### MINUTES OF THE REGULAR BOARD MEETING ON APRIL 23, 2025.

1. CALL TO ORDER - ROLL CALL: President McDonald called the meeting to order at 7:06. Directors Barassi, McDonald, Mackenzie, Murdock, and Spinner were in attendance.  
  
General Manager (GM) Goodman, Recreation Manager (RM) Maria, Sanitary Department Manager (SDM) Barnhill, and District Secretary (DS) Rivas were present. Crockett Sanitary (CVSAN) Commissioner Wais and Personnel Committee Chair Cusack were present.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Personnel Committee Chair Cusack asked to report earlier on the agenda.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Director Barassi reported that David Black had submitted public comments regarding the auditor engagement letter. The comments will be addressed and summarized during the discussion for 8a. Receive and approve audit engagement letter from David Farnsworth, CPA, for FY 2022/2023.
4. PUBLIC HEARING: None.
5. CONSENT CALENDAR: Item 5d was pulled for discussion. A motion to approve items 5a, 5b, and 5c was approved. (Spinner 1<sup>st</sup>, Murdock 2<sup>nd</sup>, 5/0).
  - a. Approve the minutes of the CCSD Board meeting on March 26, 2025.
  - b. Receive minutes of commissions and committees.
  - c. Approve payment of District Bills.
  - d. Receive JUA negotiation extension to May 31, 2025.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR:
  - 5d. RECEIVE JUA NEGOTIATION EXTENSION TO MAY 31, 2025: The GM presented a third Joint Use Agreement extension requested by C&H. They have not provided the CCSD with a response to the red-lined copy of the Joint Use Agreement. The GM has requested a final owned amount to C&H but has not received a response. The Board has requested that any extension be brought to the Board for review and comments before agreeing to any further extensions. Motion to receive the JUA extension letter was approved. (Spinner 1<sup>st</sup>, Murdock 2<sup>nd</sup>, 5/0)

### OUT OF ORDER

11a. PERSONNEL COMMITTEE: Committee Chair Cusack reported that the Committee has modified the Self-Evaluation for Managers form to serve as a universal review form for all positions except the General Manager. President McDonald clarified that the role of the Personnel Committee is to advise on policy and personnel procedures for positions that report directly to the Board: General Manager, District Secretary, and Treasurer (this position is currently vacant).

7. ADMINISTRATIVE:
  - a. RECEIVE AND APPROVE AUDIT ENGAGEMENT LETTER FROM DAVID FARNSWORTH, CPA, FOR FY 2022/2023: The GM presented the engagement letter requesting approval to move forward with the 2022/23 audit. The District is behind on its audits by three years. Mr. Farnsworth is a small

business that has conducted the District's audits since 2019. He is aware of the District's financial situation and has agreed to perform the 2022/23 audit at a very reasonable rate. The District's accountants reviewed the contract language with no recommended changes. David Black, a member of the public, submitted comments via email. President McDonald summarized the comments with responses. Mr. Black's comments are welcome, but his comments were mostly general statements regarding general audit and review, and do not consider the unique situation of the District. The GM will request a rate sheet with deliverables, and that a mutual dispute resolution clause and a reciprocal right to terminate clause be added to the engagement letter. The audit is expected to be completed by the end of October. Director Barassi expressed his appreciation for Mr. Black's analysis and encouraged residents to engage on a substantive level. A motion to authorize the General Manager to execute the audit agreement not to exceed \$18,600 after addressing the above-listed items with the auditor. Approved (Murdock 1<sup>st</sup>, Barassi 2<sup>nd</sup>, 5/0)

- b. UPDATE ON RECOMMENDED SEWER USE CHARGE FOR CROCKETT: Reported by the GM. A snapshot of the loan from Port Costa Sanitary (PCSAN) was added to page seven of the Sewer Use Study report. Port Costa is current on their loan payments but was previously reported as having missed a payment in error. Page one under District Organization was corrected to reflect only one Recreation department. The expenditures percentage was corrected to 20.25% on page eight. Single-family units will increase by 5.25% and apartments by 18.49%. The rates for non-residential and commercial remain as shown in the initial report. CVSAN approved the rate increase with three conditions: commission a sewer use rate study; identify milestones for a sewer rate study; and request a legal review of how much C&H could be charged.
- c. UPDATE ON RECOMMENDED SEWER USE CHARGE FOR PORT COSTA: The SDM highlighted changes to the sewer use charge report. The Port Costa Commission approved its SUC report. The Prop 218 notice has been updated to reflect the revised numbers. Port Costa had approved the recommended sewer rate increase with the caveat that a final decision on the specific increase amount would be made at their next meeting.

The special meeting was scheduled for Monday, May 28<sup>th</sup>, to approve the SUC charge and meet the Prop 218 mailing deadline of May 1, and set June 25 for two public hearings for the SUC for Crockett and Port Costa.

## 8. BUDGET AND FINANCE:

- a. DISCUSS FINANCIAL MATTERS RELATED TO THE DISTRICT: Cash account balances: Account 3240 is \$720,555; Recreation (REC) is \$205,068; Lighting and Landscaping (L&L) is at \$40,034; Port Costa Sanitary (PCSan) is at \$304,792; and Crockett Sanitary (CVSan) is at \$1,422,820.

LAIF balances: Recreation (REC) is \$20,749; Maintenance (L&L) is at \$260,003; Port Costa Sanitary (PCSan) is at \$205,799; and Crockett Sanitary (CVSAN) is \$4,742,877. The Crockett Sanitary (CVSan) account is broken down into three sub-accounts: General (3426) is at \$3,058,443; Construction (3427) is \$119,247; and Capital Reserves (3429) is \$78,284. The Board requested that the Cash Account Balance and LAIF balances be added as a written report to future agendas.

Maze & Associates has been asked to prepare a profit and loss statement and a 10-month budget report. Preliminary budgets were prepared for CVSAN and PCSAN so that the sewer use charges could be calculated. Preliminary budgets are expected to be ready for each department to review. A preliminary District budget is expected to be available for review at the May meeting.

## 9. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:

- a. GENERAL MANAGER: Report prepared by GM Goodman presented. The District has been asked to install an outlet, HDMI port, and an AV setup on the unobstructed all in the multi-use room in anticipation of the Audio/Video enhancements by the Crockett Community Foundation. Efforts are being made to bill and collect outstanding charges for direct bill customers. Cogen has not submitted flow data for years. Prop 218 schedules were used to calculate outstanding amounts and were billed accordingly.. Efforts are being made to catch up on those outstanding bills.

- b. DISTRICT SECRETARY: Report prepared by DS Rivas presented. The Brown Act compliance for the website was updated. The latest CSDA magazine had an article on AI-recorded meetings that stressed that notice should be given that the meeting is being recorded. An AI (artificial intelligence) policy was also recommended. President McDonald requested further details of visitors to the website and would like to encourage further engagement from the public. The email distribution list includes a category for community news that can be used to distribute information other than agendas, such as events and issues of importance to the community.
- c. RECREATION MANAGER: Report prepared by RM Maria presented. She added that there will be tight screening for the swim safety family passes to ensure residents of Crockett, Port Costa, and Rodeo get priority. There was a high number of non-residents the previous year.

Staff were encouraged to consider how to engage more people to sign up for community news on the website. President McDonald suggested that Staff revisit the posting policy and consider expanding the type of organization, and even to share on the website.

- d. CROCKETT AND PORT COSTA SANITARY DEPARTMENT MANAGER: Crockett Sanitary and Port Costa Reports prepared by DSM Barnhill presented. No additional information was reported for Crockett Sanitary. Port Costa experienced a minor spill today (April 23) at a manhole on Canyon Lake. Five gallons of liquid and five buckets of wet dirt were removed, and the area was sanitized. The spill will likely be categorized as a four. The total cleanup cost was \$2,060.

President McDonald reported that CIA (Crockett Improvement Association) currently has a Conex storage box at the pump station that likely contains lighting inventory. Since there is no way to move it, the CIA would like to donate it to the District to use as needed. The GM will be presenting a quote for fencing at the EQ tank site. CVSAN has reviewed and approved a quote for approximately \$90,000.

- e. MAINTENANCE DEPARTMENT / LIGHTING & LANDSCAPE COMMISSION: The GM will be attending the next CIA meeting to discuss the maintenance needs of the Downtown Plaza.
- f. GOVERNMENTAL MATTERS: The GM is coordinating a one-on-one meeting with Supervisor Scales-Preston's office to offer space in Crockett for regular office hours and to learn more about resources the Supervisor has announced at several community meetings. Thirty-nine special districts under LAFCO have been invited to submit nominations via a resolution to fill an upcoming Board vacancy beginning May 2026. Director Mackenzie offered to submit his name for consideration. A resolution will be prepared for the next Board meeting in May. The deadline to submit the resolution is June 16.

Director Spinner announced that the County will be forming an Ad Hoc to help direct P66 community benefit funds. Three CCSD expressed interest in applying.

- g. ANNOUNCEMENTS AND DISCUSSION: None.

10. REPORTS FROM BOARD MEMBERS AND COMMITTEES:

- a. PERSONNEL COMMITTEE: Presented before Administrative items.
- b. BUDGET & FINANCE COMMITTEE: Has not met.
- c. POLICE LIAISON COMMITTEE: Ms. Wais reported that an application for the License Plate readers has been submitted to the Crockett Community Foundation. The Crockett Police Liaison Committee Chair Pennisi will be attending the meeting to present the application.
- d. CVSAN WASTEWATER COMMITTEE: None.
- e. INTER-AGENCY MEETINGS: None.

11. FUTURE AGENDA ITEMS / BOARD COMMENTS: The GM described the proposed EQ tank fencing will be a no-cut, no-climb, razor wire will be considered for the EQ tank site, similar to the fence type used by Caltrans.

- JUA extension
- Fencing Quote for EQ Site

- Resolution to nominate Director Mackenzie as an alternate to LAFCO
- Records and Retention Policy.
- Organization Chart: Staff and commissions.
- Strategy to encourage people to sign up for community interest notifications on the website.
- Consider expanding the posting policy to include more community interest events.

12. ADJOURNMENT: The meeting was adjourned at 8:50 until May 28, 2025.

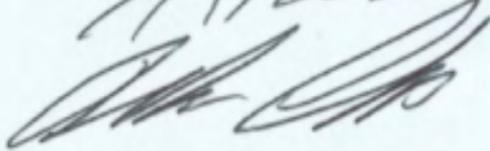
Respectfully submitted,  
Sonai Rivas, MBA  
District Secretary

**CROCKETT COMMUNITY SERVICES DISTRICT**

**Crockett Community Services District**

Auditor's Date: \_\_\_\_\_ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
<b>1000 - County Operating Funds</b>				
<b>1010 - Fund 3241 - Recreation</b>				
07/01/2025	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #53	23,105.90	10365
07/02/2025	AT&T	Denalect Alarm - A/N 510-787-6881 367	231.20	10366
07/02/2025	Campbell Business Solutions	Pool Cameras - Invoice 9372	500.00	10367
07/02/2025	Let's Dig, Inc.	Monthly Landscape Maintenance - May 2025	2,961.00	10368
07/02/2025	PG&E	Gas & Electric (A/N 6757445609-0); Electric (A/N 8212111930-7)	3,649.55	10369
07/02/2025	Sierra Chemical Company	Multichlor, Sodium Hypochlorite & Sodium Metabisulfite - Invoice 155701	2,189.72	10370
07/02/2025	Lincoln National Life Insurance Company	LTD & STD Insurance - A/N CCSVCD-BL-1564438	69.19	10371
07/02/2025	Susan Witschi	Mileage Reimbursement - June 2025	54.60	10372
07/02/2025	Redwood Public Law	Legal Services - Invoices 15585 & 15587	12,276.00	10373
07/02/2025	David Farnsworth, CPA	Special District FTR	75.00	10374
07/02/2025	SDRMA	Health Benefits (5505) - June 2025	2,459.64	10375
Total 1010 - Fund 3241 - Recreation			<u>47,571.80</u>	
Total 1000 - County Operating Funds			<u>47,571.80</u>	
<b>TOTAL</b>			<b><u>47,571.80</u></b>	

7/1/2025  


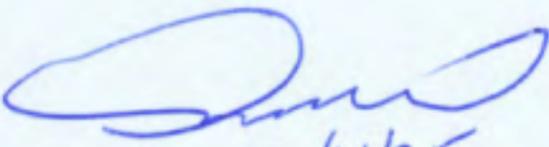
7.d

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: \_\_\_\_\_ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
<b>1000 - County Operating Funds</b>				
<b>1010 - Fund 3241 - Recreation</b>				
07/17/2025	CONTRA COSTA COUNTY TREASURER	Calpers ID 1977684412 - June 2025	3,194.40	10376
07/17/2025	DENALECT ALARM CO.	Annual Alarm Charge - Invoice R19012	504.00	10377
07/17/2025	LESLIE'S POOL SUPPLIES	Service Labor Repair - Invoices 00137-02-003324 & 00137-01-110132	515.32	10378
07/17/2025	Let's Dig, Inc.	June Monthly Landscape	2,961.00	10379
07/17/2025	PG&E	Gas & Electric - A/N 2501517473-0	3,035.74	10380
07/17/2025	PRECISION SECURITY SOLUTIONS	June Security Services - Invoice 25-SE06-632	1,916.25	10381
07/17/2025	TERMINIX	Pest Control - Invoice #460969617	198.53	10382
07/17/2025	UNIVERSAL BUILDING SERVICES	Janitorial Service - Invoices 537516 & 537528	288.00	10383
07/17/2025	ALLIANT INSURANCE SERVICES	Crime Renewal Policy 7/1/25 - 7/1/26 - Invoice 3139880	49.50	10384
07/17/2025	CONTRA COSTA CO AUDITOR-CONTROLLER	LAFCO Net Cost Appnt. for FY 2025/26 - Invoice 2526-0030	140.25	10385
07/17/2025	Maze & Associates	June Monthly Accounting Services - Invoice 54175	289.27	10386
07/17/2025	Redwood Public Law	General Legal Services - Invoices 15988 & 15989	11,292.40	10387
07/17/2025	EBMUD	Water - A/N 30385100001 & 30385200001	2,955.24	10388
07/17/2025	Richard Luchini	Diving Board Repairs	42.74	10389
07/17/2025	Sierra Chemical Company	Multichor, Sodium Hypochlorite 330 gl. - Invoice 157081	1,154.93	10390
07/17/2025	Alisa Maria	Mileage Reimbursement - July 2025	119.00	10391
07/17/2025	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #54	15,744.17	10392
Total 1010 - Fund 3241 - Recreation			44,400.74	
Total 1000 - County Operating Funds			44,400.74	
<b>TOTAL</b>			<b>44,400.74</b>	

VOID

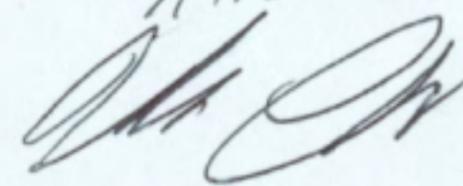
REMOVED TOTAL #23,108.34  
  
 7/16/25

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>
<b>1000 - County Operating Funds</b>				
<b>1015 - Fund 3242 - Maintenance</b>				
07/02/2025	Redwood Public Law	Legal Services - Invoice 15585	187.00	686
07/01/2025	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 53	358.06	687
Total 1015 - Fund 3242 - Maintenance			<u>545.06</u>	
Total 1000 - County Operating Funds			<u>545.06</u>	
<b>TOTAL</b>			<u><u>545.06</u></u>	

7/1/2025  


**CROCKETT COMMUNITY SERVICES DISTRICT**

**Crockett Community Services District**

Auditor's Date: \_\_\_\_\_ Fund: 324200 Account : 0830

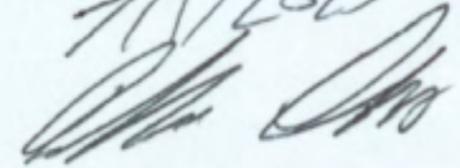
Date	Name	Memo	Credit	Num
<b>1000 - County Operating Funds</b>				
<b>1015 - Fund 3242 - Maintenance</b>				
07/17/2025	ALLIANT INSURANCE SERVICES	Crime Renewal Policy 7/1/25 - 7/1/26 - Invoice 3139880	24.75	688
07/17/2025	CONTRA COSTA CO AUDITOR-CONTROLLER	LAFCO Net Cost Appnt. for FY 2025/26 - Invoice 2526-0030	70.12	689
07/17/2025	Maze & Associates	June Monthly Accounting Services - Invoice 54175	144.64	690
07/17/2025	Redwood Public Law	General Legal Services - Invoice 15988	18.70	691
07/17/2025	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #54	402.84	692
Total 1015 - Fund 3242 - Maintenance			<u>661.05</u>	
Total 1000 - County Operating Funds			<u>661.05</u>	
<b>TOTAL</b>			<u><u>661.05</u></u>	

*[Handwritten Signature]*  
7/16/25

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: \_\_\_\_\_ Fund: 342500 Account : 0830

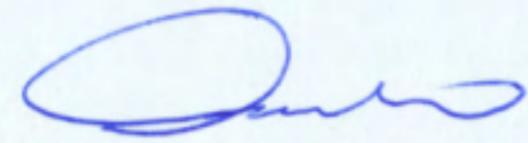
<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>1000 - County Operating Funds</b>				
<b>1020 - Fund 3425 - PCSan - O&amp;M</b>				
07/02/2025	PG&E	Electric - A/N 2704121327-6	638.16	2010
07/02/2025	L.R. PAULSELL CONSULTING	Sewer Cleaning on June 13 - Invoice PCSD 25-9	1,240.00	2011
07/02/2025	David Farnsworth, CPA	Special District FTR	75.00	2012
07/01/2025	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #53	1,697.47	2013
07/02/2025	Natural System Utilities - CA Inc.	July 2025 WW Plant Operations - Invoice 0001121977	6,495.00	2014
Total 1020 - Fund 3425 - PCSan - O&M			<u>10,145.63</u>	
Total 1000 - County Operating Funds			<u>10,145.63</u>	
<b>TOTAL</b>			<u><b>10,145.63</b></u>	

7/11/2025  


**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: \_\_\_\_\_ Fund: 342500 Account : 0830

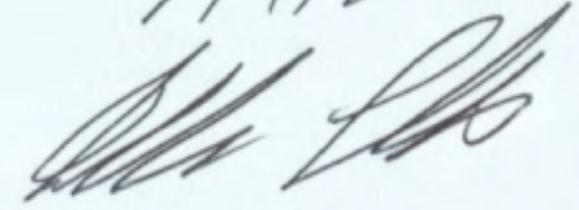
<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>1000 - County Operating Funds</b>				
<b>1020 - Fund 3425 - PCSan - O&amp;M</b>				
07/17/2025	CONTRA COSTA COUNTY TREASURER	Calpers ID 1977684412 - June 2025	723.16	2015
07/17/2025	BAY AREA AIR QUALITY MGMT. DISTRICT	Annual Permit 9/1/25 - 9/1/26 - Invoice T190854	3,088.00	2016
07/17/2025	Natural System Utilities - CA Inc.	June 2025 WWPO - Invoice 0001114163	6,495.00	2017
07/17/2025	Paredes Construction	PC Stair Project - Invoice 138	10,425.00	2018
07/17/2025	Sierra Chemical Company	Multichlor, Sodium Hypochlorite, Sodium Metabisulfite - Invoice 155701	2,189.72	2019
07/17/2025	ALLIANT INSURANCE SERVICES	Crime Renewal Policy 7/1/25 - 7/1/26 - Invoice 3139880	49.50	2020
07/17/2025	CONTRA COSTA CO AUDITOR-CONTROLLER	LAFCO Net Cost Appnt. for FY 2025/26 - Invoice 2526-0030	140.25	2021
07/17/2025	Maze & Associates	June Monthly Accounting Services - Invoice 54175	289.27	2022
07/17/2025	Redwood Public Law	General Legal Services - Invoice 15988	37.40	2023
07/17/2025	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #54	436.29	2024
Total 1020 - Fund 3425 - PCSan - O&M			<u>23,873.59</u>	
Total 1000 - County Operating Funds			<u>23,873.59</u>	
<b>TOTAL</b>			<u><u>23,873.59</u></u>	

  
7/16/25

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: \_\_\_\_\_ Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>1000 - County Operating Funds</b>				
<b>1025 - Fund 3426 - CVSan - O&amp;M</b>				
07/01/2025	KEL-AIRE HEATING & AIR CONDITIONING	Inv#4604, repair of A/C unit at 1RPD	9,440.00	7455
07/01/2025	James Barnhill	Mileage Reimbursement 6/4 and 7/1	190.40	7456
07/01/2025	Let's Dig, Inc.	Aerator Motor Main Panel Repair at EQ Site, 6.27.25	13,923.00	7457
07/02/2025	PG&E	Gas & Electric - A/N 6193854060-8	5,332.10	7458
07/02/2025	Lincoln National Life Insurance Company	LTD & STD Insurance - A/N CCSVCD-BL-1564438	48.15	7459
07/02/2025	Let's Dig, Inc.	Monthly Landscape Maintenance - June 2025	344.00	7460
07/02/2025	L.R. PAULSELL CONSULTING	Sewer Maintenance from June 9 thru 16 - Invoice CVSD 25-13	13,407.50	7461
07/02/2025	David Farnsworth, CPA	Special District FTR	600.00	7462
07/02/2025	Redwood Public Law	Legal Services - Invoices 15585 & 15586	629.00	7463
07/02/2025	SDRMA	Health Benefits (5505) - June 2025	2,459.64	7464
07/01/2025	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #52	19,043.47	7465
07/02/2025	Natural System Utilities - CA Inc.	July 2025 WW Plant Operations - Invoice 0001121978	2,570.00	7466
07/02/2025	TELSTAR INSTRUMENTS, INC.	Field Report Dated 6/20/25 - Invoice 127456	2,384.00	7467
Total 1025 - Fund 3426 - CVSan - O&M			<u>70,371.26</u>	
Total 1000 - County Operating Funds			<u>70,371.26</u>	
<b>TOTAL</b>			<u><u>70,371.26</u></u>	

7/11/2025  


**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: \_\_\_\_\_ Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>1000 - County Operating Funds</b>				
<b>1025 - Fund 3426 - CVSan - O&amp;M</b>				
07/17/2025	CONTRA COSTA COUNTY TREASURER	Calpers ID 1977684412 - June 2025	6,508.42	7468
07/17/2025	ALLIANT INSURANCE SERVICES	Crime Renewal Policy 7/1/25 - 7/1/26 - Invoice 3139880	371.25	7469
07/17/2025	CONTRA COSTA CO AUDITOR-CONTROLLER	LAFCO Net Cost Appnt. for FY 2025/26 - Invoice 25260030	1,051.88	7470
07/17/2025	EBMUD	Water for 1 Rolph Park Drive - A/N 86466230369	229.12	7471
07/17/2025	Maze & Associates	June Monthly Accounting Services - Invoice 54175	2,169.57	7472
07/17/2025	Natural System Utilities - CA Inc.	June Services WWPO - Invoice 0001114164	2,570.00	7473
07/17/2025	Creekside Pro Construction	Refund Bond on File	1,000.00	7474
07/17/2025	Redwood Public Law	General Legal Services - Invoices 15988 & 15989	1,097.50	7475
07/17/2025	TERMINIX	Pes1 Control at 1 Rolph Park - Invoice 460970194	134.00	7476
07/17/2025	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #54	1,666.65	7477
07/17/2025	Frisch Engineering, Inc.	MCCP INV#12908-2402c. June 2025 Billing	30,631.20	7478
07/17/2025	MDR Electric	Electrician Svcs Pump Station Exterior Security/Safety Lighting	11,550.00	7479
<b>Total 1025 - Fund 3426 - CVSan - O&amp;M</b>			<b>58,979.59</b>	
<b>Total 1000 - County Operating Funds</b>			<b>58,979.59</b>	
<b>TOTAL</b>			<b>58,979.59</b>	

  
7/16/25

## California Sanitation Risk Management Authority

c/o ALLIANT INSURANCE SERVICES, INC.  
560 Mission Street, 6th Floor, San Francisco, CA 94105

Insurance License No.: 0C36861  
Tel: 415.403.1400

### OFFICERS:

Sandeep Karkal, President  
415.892.1694  
Vince De Lange, Vice President  
925.756.1920

### PAST PRESIDENTS:

Craig Murray  
2020-2024  
Greg Baatrup  
2018-2020

July 1, 2025

Mr. Gaunt Murdock  
Crockett Community Services District  
850 Pomona Street  
Crockett, CA 94525

### CSRMA PROPERTY PROGRAM RENEWAL JULY 1, 2025 – JULY 1, 2026

Dear Gaunt:

The CSRMA Property Program has been renewed for the period of July 1, 2025 to July 1, 2026. Enclosed please find invoice number 7454 in the amount of \$23,176.21, representing the annual cost for Crockett Community Services District's Property, Boiler & Machinery, Terrorism, Cyber and Pollution coverage, including Excess Cyber limits. Details are included with the Evidence of Coverage. Please remit payment as indicated on the invoice. We have also enclosed an Evidence of Coverage and any issued certificates of insurance for your records.

The Pooled Layer will remain at \$100,000 and continue to cover all member losses that fall within this amount, subject to individual member deductibles. CSRMA purchases excess insurance above this Pooled Layer through the Alliant Property Insurance Program (APIP), with "All-Risk" limits up to \$1B.

The Executive Board approved the renewal of the Program with an overall decrease in total costs of approximately 2.5%, compared to the expiring year. This is largely based on an 3.8% increase in TIV and 6.9% reduction in the rate charged by underwriters on the Insurance Costs. Costs for individual members varied, as a result of changes in the Total Insured Values. Over the past year the commercial property market has seen rates stabilize as capacity in the market has increased. The competition from this increased capacity has driven competition among carriers, generally resulting in improved pricing for insureds who have not been negatively impacted by losses.

An Alliant Property Insurance Program (APIP) Evidence of Property Insurance packet is included for your use. We will forward the Property Memorandum of Coverage, member declarations page and Master Policy Wording to you shortly. Once we have received and reviewed the renewal insurance policies, we will forward them to you.

(CONTINUED ON NEXT PAGE)

7.e

July 1, 2025

Page Two

It is imperative, especially in the case of the pollution and cyber liability coverage, that claim incidents be reported promptly, or coverage can be denied for late reporting. Claim reporting guidelines are outlined in the included **CSRMA APIP Claims Reporting Instructions** packet and are contained in the Evidence of Property Insurance packet as well.

**PLEASE COMPLETE, SIGN AND RETURN THE ATTACHED CLAIMS REPORTING ACKNOWLEDGEMENT FORM FOR YOUR AGENCY CONFIRMING THAT YOU HAVE RECEIVED THE CLAIMS REPORTING INSTRUCTIONS.**

Please don't hesitate to contact us if you should have any questions or concerns.

Sincerely,



Myron Leavell  
Alliant Insurance Services  
Program Administrators  
(415) 403-1404 – Direct  
[mleavell@alliant.com](mailto:mleavell@alliant.com)

cc: Seth Cole  
Dennis Mulqueaney  
P.J. Skarlanic  
Steve Davidson

Enclosures

**RESOLUTION NO. 25/26-04**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CROCKETT  
COMMUNITY SERVICES DISTRICT TO REAPPOINT LIGHTING AND LANDSCAPE  
COMMISSIONERS.**

**WHEREAS**, Measure L, a citizens' initiative, was passed by the vote of the majority of the voters in the general election in the Crockett Community Services District, did agree to levy a tax on property within the District for the purposes as described in the measure; and

**WHEREAS**, the District Board has, by Resolution 22/23-21, recognized the will of the voters by adopting the Measure L Initiative Ordinance,

**WHEREAS**, the District Board has, by Resolution No. 22/23-22, created the Landscape and Lighting Commission to oversee the work described in Measure Land,

**WHEREAS**, the District Board has determined by Resolution No. 06/07-10 that the term of office of a commissioner shall be 24 months.

**WHEREAS**, the District Board recognizes that Commissioners receive no compensation for their service to the community; and

**NOW, THEREFORE, BE IT RESOLVED** that Carla Garbis, Kara Mitzel, and Lindsey Pannel are reappointed as Commissioners on the Landscape and Lighting Commission for a term of 24 months.

**THE FOREGOING RESOLUTION** was passed and adopted by the District Board of the Crockett Community Services District at a Regular Meeting held on August 27, 2025, by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAINED:**

---

Dale McDonald, President  
Crockett Community Services District

**ATTEST:**

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Sonia Rivas, MBA  
District Secretary

# CROCKETT COMMUNITY SERVICES DISTRICT

---

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

TO: Board of Directors  
FROM: District Secretary  
SUBJECT: Commissioner Roles and Authorities  
DATE: August 27, 2025

The District Code allows the Board to create commissions to assist in guiding the business of the District.

**Section 2.04.015 Appointment of Commissions.** (See Exhibit A)

When the Board considers it necessary for the efficient transaction of business, it may approve the creation of a commission for the purpose of overseeing a department of the District. The Board shall appoint members of the commission by resolution, following policy adopted by Resolution No. 06/07-10 or as may change from time-to-time. (Government Code Section 61048).

There were currently four commissions. The Crockett Sanitary (CVSAN) and Recreation (REC) Commissions were created on July 7, 2006 (Resolution 06/07-2); the Port Costa Sanitary Commission PCSAN) was created on October 24, 2007 (Resolution 07/08-05); and the Lighting and Landscape Commission (L&L) was created on March 22, 2022 (Resolution 22/23-22). Each Commission consists of five members appointed by the Board; CVSAN and PCSAN also have an alternate who fills in when a Commissioner cannot attend a meeting.

To clearly define the responsibilities and expectations of the commissions, Resolution 06/07-10 (Exhibit B) outlines eligibility rules and procedures, differentiating between the roles and authorities of the Board and the Commissions.

The District Code was last updated in 2019. PCSAN was not added, and L&L was nonexistent at the time of the Code's revision. The Code does not recognize alternate seats and does not consider appointments of alternates when a commission seat becomes available.

A discussion of Commissions should consider the following items:

- A. Update the District Code to add PCSAN and L&L.
- B. Consider updating the Code to add alternate seats and their responsibilities.
- C. Consider a process to fill a Commission vacancy when an alternate is in place.

Exhibits:

- A. District Code - Chapter 2.06 COMMISSIONS
- B. Resolution 06/07-10 – Commission Eligibility Rules & Procedures
- C. Policy for Delegating Authority to Commissions – Adopted 8/27/2008

9.c

**EXHIBIT A:**  
**District Code**

**Chapter 2.06 COMMISSIONS**

Section 2.06.010 Commissions Created.

Section 2.06.020 Appointment, Vacancy, Removal.

Section 2.06.030 Eligibility Rules and Procedures.

Section 2.06.040 Term of Office.

Section 2.06.050 Compensation, Expenses.

Section 2.06.060 Designated Authority

**Section 2.06.010 Commissions Created.**

The following Commissions are hereby created as advisory bodies of the District:

- a. *Crockett Sanitary Commission* – consisting of five seats, and a quorum shall be defined as three.
- b. *Port Costa Sanitary Commission* - consisting of five seats, and a quorum shall be defined as three.
- c. *Recreation Commission* – consisting of seven seats, and a quorum shall be a majority of the occupied seats.

**Section 2.06.020 Appointment, Vacancy, Removal.**

Commission members shall be appointed by Resolution of the Board of Directors to serve collectively as advisors to the Board.

The Board may accept the resignation of a Commissioner at any time and declare that seat vacant. Alternately, the Board may declare that a Commission seat is vacant for any of the following reasons:

- a. A Commissioner has failed to attend three out of any six Commission meetings in sequence, except for reason of temporary illness or injury, or work-related if the District office is notified in advance.
- b. A Commissioner has failed to be present during substantial portions of six Commission meetings in a row, except for reason of temporary illness or injury.
- c. A Commissioner has acted in a manner not in compliance with the District Code, or not in compliance with State Government Code, or for cause.

The District Board generally prefers to make such determinations after receiving the recommendations of its Commissioners. If a Commission is unable to make such a recommendation (*e.g., a tie vote or lack of a quorum*), the District Board may at any time act on its own to declare a vacancy on a Commission.

When a commission vacancy exists, that commission shall advertise for applicants for no less than 30 days, shall interview all applicants in open session, shall conduct its selection process in open session, and shall make its recommendation to the District Board for appointment.

Commissioners may be removed by the Board without cause, notice or hearing. The District Board shall have sole authority and responsibility for removal of commissioners from appointed office (Government Code Section 61048).

**Section 2.06.030 Eligibility Rules and Procedures.**

Commissioners must be residents of the zone over which their commission has jurisdiction. Each commission shall elect a chairperson and vice-chairperson from their commission each

January, to serve through the calendar year. An officer may be reelected by the commission. A paid employee of Crockett CSD may serve concurrently as commissioner. A department manager may serve concurrently as commissioner. No member of the District Board may serve concurrently as commissioner.

The Ralph M. Brown Act applies to all commissions as subsidiary bodies. Commissions shall hold regularly scheduled public meetings each month, which meetings shall encourage public participation. Commission meeting agendas shall be prepared and posted in the same manner as required for the District Board. Commission meeting minutes shall be prepared and approved in the same manner as used by the District Board. Commissions can meet in closed session only in accordance with the Ralph M. Brown Act. Commissions may appoint standing committees and ad-hoc committees as needed, which must also act in accordance with the Brown Act. Such committees may include public members.

Conflict of interest regulations of the Fair Political Practices Commission that apply to the District Board also apply to commissions of the District.

**Section 2.06.040 Term of Office.**

The term of office of a commissioner shall be 24 months. A commissioner may be reappointed by the District Board for an unlimited number of terms, sequential or otherwise. Terms shall be staggered.

**Section 2.06.050 Compensation, Expenses.**

Members of Commissions shall receive no compensation for their services, but may be reimbursed for actual and necessary expenses incurred in performance of official duties as approved by the General Manager.

**Section 2.06.060 Designated Authority.**

The District Board has delegated some of its authority to the existing Sanitary and Recreation Commissions of the District. A Statement of Policy, originally adopted on August 27, 2008, is describes the operational parameters of the delegation of authority from the District Board to the Commissions. Commissions shall have the authority required to accomplish delegated actions, but shall not act on issues outside their individual areas of concern. The Commissions may not re-delegate any authority delegated to them by the District Board. The policy may be added to or rescinded in part or in whole from time to time by the District Board. The policy is to be kept in the District office and be made available upon request.

# EXHIBIT B

## RESOLUTION

NO. 06/07-10

### A RESOLUTION ADOPTING COMMISSION ELIGIBILITY RULES AND PROCEDURES

WHEREAS, the District Board has appointed Commissions and requested their recommendations on draft eligibility rules and procedures; and

WHEREAS, recommendations have been received from the Recreation Commission and the Sanitary Commission; and

WHEREAS, the District Board of the Crockett Community Services District has reviewed the revised draft eligibility rules and procedures and made changes thereto.

NOW, THEREFORE, BE IT RESOLVED that the attached "Commission Eligibility Rules and Procedures" is hereby adopted.

\* \* \* \* \*

THE FOREGOING RESOLUTION was adopted at the District's Regular Meeting held on August 9, 2006 by the following vote:

AYES: Burlison, Loveseth, MacKenzie, Petty

NOES: None

ABSENT: Rock



Duane Burlison, President

ATTEST:



Kent G. Peterson  
General Manager

## COMMISSION ELIGIBILITY RULES AND PROCEDURES

1. Commissioners shall be appointed by the District Board of the Crockett Community Services District to serve collectively as advisors to the District Board.
2. The term of office of a commissioner shall be 24 months. A commissioner may be reappointed by the District Board for an unlimited number of terms, sequential or otherwise. Terms shall be staggered.
3. Commissioners must be residents of the zone over which their commission has jurisdiction.
4. The Crockett Sanitary Commission shall have five seats, and a quorum shall be defined as three.
5. The Crockett Recreation Commission shall have a minimum of seven seats, and a quorum shall be a majority of the occupied seats.
6. Each commission shall elect a chairperson and vice-chairperson from their number each January, to serve through the calendar year. An officer may be reelected by the commission.
7. A paid employee of Crockett CSD may serve concurrently as commissioner.
8. A department manager may serve concurrently as commissioner
9. No member of the District Board may serve concurrently as commissioner.
10. When a commission vacancy exists, that commission shall advertise for applicants for no less than 30 days, shall interview all applicants in open session, shall conduct its selection process in open session, and shall make its recommendation to the District Board for appointment.
11. ~~When a vacancy exists on the Recreation Commission, applicants from Port Costa shall be given preference until one resident of Port Costa has been seated on that commission.~~
12. The District Board shall have sole authority and responsibility for removal of commissioners from appointed office.
13. Commissioners shall not be compensated for serving on commissions.
14. The Ralph M. Brown Act applies to all commissions as subsidiary bodies.
15. Commissions shall hold regularly scheduled public meetings each month, which meetings shall encourage public participation.

16. Commission meeting agendas shall be prepared and posted in the same manner as required for the District Board.
17. Commission meeting minutes shall be prepared and approved in the same manner as used by the District Board. Recording devices shall not be utilized by commissions.
18. Commissions can meet in closed session only in accordance with the Ralph M. Brown Act.
19. Commissions may discuss and recommend job classifications, job class specifications, salary schedules and other general personnel matters that are not specific to individuals. Commissions may also participate in the recruiting and interviewing for open positions, in accordance with Title 4 of the District Code, and make hiring recommendations for department managers and other employees.
20. The District Board shall have sole authority for appointing or hiring personnel, disciplinary actions, layoffs and demotions, and terminating personnel. The District Board has delegated this authority to the General Manager pursuant to District Code Section 4.16.110.
21. Commissions may appoint standing committees and ad-hoc committees as needed, which must also act in accordance with the Brown Act. Such committees may include public members.
22. Conflict of interest regulations of the Fair Political Practices Commission that apply to the District Board shall not apply to commissions of the District.

EXHIBIT C:

POLICY FOR DELEGATING AUTHORITY TO COMMISSIONS

Adopted 8-27-08

I. GENERAL STATEMENT

The District Board wishes to delegate some of its authority to the already existing Sanitary and Recreation Commission of the District ("Commissions"). This Statement of Policy is intended to describe the operational parameters of the delegation of authority from the District Board to the Commissions. Commissions shall have the authority required to accomplish delegated actions, but shall not act on issues outside their individual areas of concern. The Commissions may not re-delegate any authority delegated to them by the District Board.

II. GENERAL ADMINISTRATIVE POWERS

By law, the District Board is responsible for establishing policies for the operation of the District, and shall provide for the implementation of those policies, which is the responsibility of the District's general manager (Gov't Code Section 61040).

By law, the general manager is responsible for the supervision of the District's facilities and services, and the implementation of the policies established for the operation of the District (Gov't Code Section 61051).

As authorized by the District Board, Commissions of Crockett CSD shall have the following general powers of governance at their disposal:

- Elect officers
- Convene meetings
- Determine meeting schedule
- Hold public hearings
- Call special meetings
- Request attendance of District Counsel at meetings
- Hold closed sessions
- Appoint standing committees, ad-hoc committees and advisory committees
- Write minutes of ad-hoc committee meetings
- Approve meeting minutes
- Adopt policies necessary to protect property, meet legal requirements, control use of facilities, regulate employee conduct, and similar types of policy.

Adopt resolutions  
Adopt and revise action plans  
Approve sponsorships  
Establish programs (e.g. bocce program, thermometer exchange, household hazardous waste collection)  
Solicit and interview candidates for appointment or election, or potential employees  
Receive reports and presentations  
Issue commendations  
Approve protocols  
Set requirements for facility renters  
Adopt rental regulations and facility use regulations  
Enforce rules and regulations relevant to jurisdiction, subject to final enforcement actions by the District Board in all matters of fines, penalties, delinquent charges, cost recovery and other such monetary matters, as well as in termination, restriction or denial of services.  
File Notice of Violation  
Hear appeals of staff decisions and grant relief to appellant, with right of further appeal to the District Board  
Approve abatement actions  
Revise construction specifications  
Authorize emergency powers for management staff to respond immediately to sewage spills, fires, earthquakes, and other emergencies  
Adopt logos  
Provide training that will assist in governance of the District  
Make recommendations on issues relevant to jurisdiction

The following general powers of governance are reserved to the District Board:

Adopt rules for meeting procedures  
Adopt ordinances  
Adopt and revise codes (e.g. conflict of interest code, district code, etc)  
Adopt construction specifications  
Adopt legally mandated plans (e.g. ADA compliance, sewer system mgmt, injury prevention)

Execute legal documents (e.g. contracts, agreements, easements, MOU's, JPA's)  
except as may be specifically delegated to Commissions  
Determine requirements for election candidacy  
Determine election dates  
Call for elections  
Apply to LAFCO for extension of powers or boundaries  
Adopt official seal of the District  
Obtain inspection and abatement warrants  
Issue citations  
Sue or be sued in the name of the District  
Receive Government code claims against the District or its components  
Form, alter or dissolve zones for service within District boundaries  
Approve out-of-agency service agreements

### III. INTERNAL STRUCTURE & ORGANIZATION

Commissions of Crockett CSD shall have the following powers at their disposal:

Give directions to Department Managers  
Make recommendations on issues relevant to jurisdiction

The following powers are reserved to the District Board:

Give directions to General Manager, District Secretary, Commissions  
Determine length of term of officers and commissioners  
Establish requirements for commissioners and commissions  
Set scope and limits of commission authority  
Approve and revise organization chart

### IV. EXTERNAL INTERACTION

Commissions of Crockett CSD shall have the following powers at their disposal:

Conduct public outreach  
Publicize programs, events, and services  
Send members to outside meetings  
Approve newsletters  
Send letters on subjects within jurisdiction  
Make recommendations on issues relevant to jurisdiction

The following powers are reserved to the District Board:

- Speak for the District Board and the District, as a whole
- Appoint delegates to represent the District

V. PERSONNEL MATTERS

By law, the general manager is responsible for the appointment, supervision, discipline, and dismissal of the District's employees (Gov't Code Section 61051).

As authorized by the District Board, Commissions of Crockett CSD shall have the following powers at their disposal:

- Make recommendations on personnel matters relevant to jurisdiction

The following powers are reserved to the District Board:

- Appoint, remove or discipline general manager, district secretary, district treasurer, and their staff, along with department managers
- Engage legal counsel
- Appoint, remove or discipline commissioners
- Accept commissioner resignations and declare vacancies
- Determine exempt employee positions
- Approve employment contracts
- Approve contracts with attorneys, auditors, accountants
- Conduct employee evaluations
- Adopt job class schedules, job descriptions, minimum qualifications
- Establish employee relations system

VI. BUDGET AND FINANCE

By law, the general manager is responsible for the supervision of the District's finances (Gov't Code Section 61051).

As authorized by the District Board, Commissions of Crockett CSD shall have the following powers at their disposal:

- Adopt fee schedules (e.g. facility rental fees, class fees, public swim fees) for fees that need not be established by ordinance. This power shall not include any fees that will appear on the tax roll (e.g. sewer service charge).

Approve fee waivers  
Approve payment of bills  
Adopt and revise department budgets, subject to final approval by District Board  
Approve facility rental agreements  
Adopt revenue plans  
Approve grant applications  
Accept monetary donations and grants  
Approve expenditures, within limits of budget appropriations  
Approve refunds  
Transfer department funds as needed to implement District policies relevant to jurisdiction  
Approve contracts with engineers and other consultants, within limits of budget appropriations  
Solicit bids and proposals  
Approve project documents for advertising  
Advertise projects for bids  
Accept bids and award contracts to contractors, within limits of budget appropriations.  
Approve budgeted project payments  
Approve return of contractors' bonds  
Recommend acceptance of projects as complete, approval of change orders, and filing of notice of completion  
Develop capital improvements plans  
Authorize expenditures for budgeted capital projects  
Make recommendations on issues relevant to jurisdiction

The following powers are reserved to the District Board:

Establish finance procedures  
Adopt and revise salary schedules  
Approve compensation for officers, directors, commissioners  
Approve employee benefits  
Approve monetary awards, wage increases  
Impose a special tax  
Set tax rates, sewer service charges, capacity charges, annexation charges  
Approve collection of taxes, service charges, and assessments on the tax roll

Levy abatement costs, fines and other charges on the tax roll  
Borrow money or otherwise incur debt  
Issue revenue bonds or general obligation bonds  
Issue securitized limited obligation notes  
Issue promissory notes  
Invest money  
Adopt and revise investment policy  
Approve insurance coverages  
Decide apportionment of costs  
Establish new operating fund accounts and designated reserve accounts  
Establish an alternate depository to the County Treasurer  
Require an officer or employee to be bonded  
Receive annual audit report  
Establish annual appropriations limits

#### VII. PROPERTY OWNERSHIP

Commissions of Crockett CSD shall have the following general powers at their disposal:

Make recommendations on issues relevant to jurisdiction

The following powers are reserved to the District Board:

Purchase and dispose of real property

Accept real property

The power of eminent domain

#### VIII. APPEALS

Any party aggrieved with an action of a Commission may submit a written request for a hearing on reconsideration of the action to the District Board within 10 (ten) days of the Commission's action. Unless a right of appeal has been specifically provided, the District Board may exercise its discretion in granting a hearing. If it so grants, the hearing shall take place within a reasonable amount of time.

Adopted and Passed at the Board meeting of  
August 27, 2008

*Kent Peterson*

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District Secretary

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# CROCKETT COMMUNITY SERVICES DISTRICT

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

TO: Board of Directors  
FROM: District Secretary  
SUBJECT: Ethics Training for Board and Commissioners  
DATE: August 27, 2025

California law, Assembly Bill 1234 (AB 1234), codified in Government Code Section 53235, mandates that certain local government officials and designated employees receive ethics training.

AB 1234 requires that all local agencies that provide compensation, salary, or stipend to, or reimburse the expenses of, members of a legislative body must provide ethics training to local agency officials by January 1, 2007, and every two years thereafter. "Ethics laws" include but are not limited to: (1) laws relating to personal financial gain by public servants, (2) laws relating to claiming office perks, such as gift and travel restrictions, etc., (3) government transparency laws, and (4) laws relating to fair process.

AB 1234 does not mandate non-paid elected officials to undergo Ethics training if the legislative body is non-paid. None of the legislative bodies of the District, including the Board and four Commissions, receive any compensation for their service to the community.

The District Code requires that the Board Directors undergo ethics training.

## **Chapter 2.04 BOARD OF DIRECTORS**

Section 2.04.005 Ethical behavior. District Directors shall exercise their independent judgment on behalf of the interests of District residents, property owners, and the public as a whole in furthering the purposes and intent of the Community Services District Law and the State Health and Safety Code. Directors shall strive with every action taken to demonstrate responsibility and trustworthiness as public officials. Directors shall be subject to the ethics training requirements contained in AB 1234 regardless of whether they receive compensation for their service.

The District Code does not require periodic ethics training for the District Directors once the initial training has taken place upon taking office. Resolution 08/09-05 (Exhibit D) determined that it was in the best interests of the District and its individual officers that the ethics of AB 1234 should apply to Commissioners to the same extent that they apply to District Directors, whether or not any type of compensation or reimbursement for expenses in performance of official duties is received. Later, Resolution 09/10-29 (Exhibit E) relaxed the adopted requirement for repeated ethics training by Commissioners of the District that the ethics training requirements of AB 1234 shall apply to Commissioners only to the extent that ethics training shall be required once upon taking office and shall not be required periodically, thereafter.

All legislative bodies of the District have been enrolled as members of the California Special Districts Association (CSDA) and have access to free training. The District Secretary notifies all commissioners when live training opportunities occur.

Because ethics training continues to evolve, all legislative bodies could benefit from periodic AB 1234 ethics training. Consideration should be given to the source of the training, and accept proof of training from other agencies.

Under advisement from legal counsel, Staff recommends requiring periodic ethics training by all legislative bodies and recommends revising the District's Ethics Policy. Staff request direction from the Board on whether the Ethics Policy should be modified to require periodic training as required by AB 1234.

\*\*\*\*\*

9.d

# EXHIBIT D:

## RESOLUTION

**NO. 08/09-05**

### **A RESOLUTION DETERMINING ETHICS REQUIREMENTS FOR COMMISSIONERS**

**WHEREAS**, the Crockett Community Services District was formed in 2006 as an elected body pursuant to Government Code Section 61000 et seq.; and

**WHEREAS**, the District Board has created several Commissions and appointed Commissioners thereto; and

**WHEREAS**, the District Board has in August, 2008, delegated well-defined decision-making authority to its Commissions; and

**WHEREAS**, the Brown Act requires that "all meetings of the legislative body at the local agency shall be open and public, and all persons shall be permitted to attend any meeting of the legislative body of a local agency, except as otherwise provided."

**WHEREAS**, the California Political Reform Act contains conflict of interest provisions that seek to ensure that public officials will "perform their duties in an impartial manner, free from bias caused by their own financial interest or the financial interests of persons who have supported them."

**WHEREAS**, Government Code Section 1090 codifies the common law prohibition against self-dealing, specifically as it pertains to contracts.

**WHEREAS**, the Political Reform Act requires public officials to complete statements of economic interest which disclose personal financial interests and forbids all employees from making or influencing decisions which have a reasonably foreseeable material financial effect on their personal financial interests.

**WHEREAS**, Assembly Bill No. 1234 requires that all local agencies that provide compensation, salary, or stipend to, or reimburses the expenses of, members of a legislative body must provide ethics training to local agency officials by January 1, 2007, and every two years thereafter. "Ethics laws" include, but are not limited: (1) laws relating to personal financial gain by public servants, (2) laws relating to claiming perks of office, such as gift and travel restrictions, etc., (3) government transparency laws, and (4) laws relating to fair process.

**NOW, THEREFORE, BE IT RESOLVED** that the District Board finds and declares as follows:

1. That Commissions of the District are "legislative bodies" for purposes of the Brown Act and must comply with the requirements of that Act.
2. That Commissioners of the District are "public officials" for purposes of the California Political Reform Act and must comply with the requirements of that Act.
3. That Commissioners of the District are "public officials" for purposes of Government Code Section 1090 and must comply with the requirements of Section 1090.
4. That Commissioners of the District are "designated officials" pursuant to the District Conflict of Interest Code and must file statements of economic interest.
5. That it is in the best interests of the District and its individual officers to avoid any potentially inappropriate action, as well as any appearance of impropriety.
6. That it is in the best interests of the District and its individual officers that the ethics training requirements of AB 1234 should apply to Commissioners to the same extent that they apply to District Directors, whether or not any type of compensation or reimbursement for expenses in performance of official duties is received.

**THE FOREGOING RESOLUTION** was adopted at the District's Regular Meeting held on September 24, 2008 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

  
Heidi Petty, President

**ATTEST:**

  
Kent G. Peterson  
District Secretary

# EXHIBIT E:

## RESOLUTION

NO. 09/10-29

### RESOLUTION REVISING ETHICS REQUIREMENTS FOR COMMISSIONERS

**WHEREAS**, the District Board has previously adopted Resolution No. 08/09-05 determining ethics requirements for Commissioners of the District; and

**WHEREAS**, the District Board recognizes that Commissioners receive no compensation for their service to the community; and

**WHEREAS**, the District Board finds it advisable to relax the adopted requirement for repeated ethics training by Commissioners of the District.

**NOW, THEREFORE, BE IT RESOLVED** that the ethics training requirements of AB 1234 shall apply to Commissioners only to the extent that ethics training shall be required once upon taking office and shall not be required periodically, thereafter.

**THE FOREGOING RESOLUTION** was adopted at the District's Regular Meeting held on June 23, 2010 by the following vote:

**AYES:** Glover, MacKenzie, Petty

**NOES:** None

**ABSENT:** Burlison, Loveseth

  
\_\_\_\_\_  
Pat Glover, President

**ATTEST:**

  
\_\_\_\_\_  
Dale McDonald  
District Secretary

# CROCKETT COMMUNITY SERVICES DISTRICT

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P.O. Box 578 - Crockett, CA 94525  
♦ 850 Pomona Street  
Telephone (510) 787-2992  
e-mail: [Manager@town.crockett.ca.us](mailto:Manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

TO: Board of Directors  
FROM: General Manager  
SUBJECT: General Managers' Report  
Date: 8/22/2025

The General Manager's Report highlights items of interest that occurred between July 23<sup>rd</sup> and August 22<sup>nd</sup>.

## **OPERATION AND MAINTENANCE:**

- Multiple high-traveled sidewalks in town along Bridgehead, down Pomona, and up Rolph Park Drive have been cleared.
- Broken main water pipe was repaired at Alexander Park.
- Final 2 exhaust fans at the pump station repaired and replaced.
- Continuous fence repair at EQ site.
- Stephens Court emergency repairs scheduled for the week of 8/25/25.
- Pump station repairs and maintenance have been successful overall, with some items left to finish. General operational health of pump station is greatly improved, with many components now in good working order.

## **CAPITAL IMPROVEMENTS / PROJECTS**

- MCCP is in the final stages of installation.
- MPR room AV upgrade is nearing completion. Hardware and software have been installed, and backend programming and field testing are still IP. GM is working with Brian and Jeanne of the Crockett Community Foundation to finalize details of project
- EQ project to begin next month into October.

## **ADMINISTRATIVE/FINANCIAL:**

- Grant cycle for Crockett Community Foundation is in September, and the District is planning on applying for multiple grants for the Recreation Department.
- Ice Cream Social with Supervisor Scales-Preston at Community Center 8/20/25 was very successful. The Recreation Department provided Ice Cream for the event while the Supervisor held office hours.
- Work continuing with Maze and Associates, currently working on credit card allocations for FY 23 audit, uploading budget to QuickBooks for easier reporting, and ongoing records audits.

**11.a**

# CROCKETT COMMUNITY SERVICES DISTRICT

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P.O. Box 578 - Crockett, CA 94525

◆ 850 Pomona Street

Telephone (510) 787-2992

e-mail: DistrictSecretary@town.crockett.ca.us

website: www.town.crockett.ca.us

TO: Board of Directors  
FROM: District Secretary  
SUBJECT: District Secretary Monthly Report  
DATE: 8/22/2025

The District Secretary Monthly Report highlights items of interest that occurred between the July 23<sup>rd</sup> Board meeting and August 22, 2025.

## ADMINISTRATION:

- There were no commission meetings in August.
- Continued to assist Personnel Committee with the District Secretary Review process.
  - Created an Excel-based tally sheet that automatically calculates total scores and averages per reviewer and question.
  - Provided support to the Personnel Chair to properly enter information into the tally sheet and taking measures to maintain confidentiality.

## COMMUNICATIONS:

- Published and distributed the Supervisor's Ice Cream Social via the Community Events distribution list.
- Published and distributed the Transportation Future Plan Survey via the Community Events distribution list.

## COMPLIANCE:

- Creating forms/templates for Agendas, Minutes, and Manager Reports for consistency and ADA compliance.

## OTHER:

- **Contra Costa Special Districts Association:** The next Chapter meeting is on September 15, 10am – 12pm. Meetings are held virtually and in person. To attend or learn more, please go to their chapter website: <https://contracostasda.specialdistrict.org/>
- Took Notary Public training and exam on August 20.

11.b