

# CROCKETT SANITARY COMMISSION (CVSAN)

An agent of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING OF FEBRUARY 18, 2026.

1. CALL TO ORDER - ROLL CALL: Chair Wais opened the meeting at 4:01 PM. Commissioners Bartlebaugh, Manzione, Wais, and Alternate Milward were present. Commissioner Leuba was absent (unexcused). Staff present included General Manager (GM) Goodman, Sanitary Department Manager (SDM) Barnhill and District Secretary Rivas.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. PUBLIC HEARINGS: None.
5. CONSENT CALENDAR: Items 5b, d and f were pulled for discussion. Motion to approve items 5a, c, e, and g passed. (Manzione 1<sup>st</sup>, Bartlebaugh 2<sup>nd</sup>, 4/0).
  - a. Approve Minutes for January 21.
  - b. Approve Minutes for December 10.
  - c. Receive Actions Taken by the Board for January 28.
  - d. Receive warrant transmittals (January).
  - e. Receive Cash Account and LAIF balance reports
  - f. Receive JUA Extension through April 30, 2026
  - g. Receive Form 700. To be completed and returned before April 1
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: Motion to approve items pulled for discussion passed (Bartlebaugh 1<sup>st</sup>, Manzione 2<sup>nd</sup>, 4/0).
  - 5b. APPROVE MINUTES FOR DECEMBER 10: DS Rivas noted edits and corrections requested by the Commissioners at the January meeting.
  - 5d. RECEIVE WARRANT TRANSMITTALS (JANUARY): Commissioner Bartlebaugh questioned the MDR Electric payment of \$6,082.28 paid on January 6. The bill encompasses three different services. Two invoices were for electrical repairs resulting from a recent PG&E outage affecting the 1 Rolph Park Drive (1RPD) building: 1) \$4,600 to replace two sub-panels, and 2) \$785.28 for the repair of the main breaker. Upon inspection of the main panel, the electrician noted that the sub-panels are obsolete and uninsurable because they are prone to starting fires. New panels were purchased and installed, as referenced in invoice 1. The last invoice for \$697 was to wire the grit comps at the pump station.

The Woodcraft Installation LLC charge of \$480 was for a consultation to identify the proper hardware needed to install the pre-purchased entry doors at 1RPD. The hardware was quoted

at \$1,900, and the installation cost of the existing doors was very high. A second quote was requested that includes a new door, resulting in a similar cost. A third quote is being considered. The GM will consult with Director Mackenzie on how to proceed. Commissioner Manzione requested that the PG&E bills note their individual location on the transmittal memo section.

5f. RECEIVE JUA EXTENSION THROUGH APRIL 30, 2026: C&H had requested an extension to April 30. The signed copy has not been received by the GM.

## 7. ADMINISTRATIVE:

a. APPROVE CHANGE ORDER FOR FRISCH CONSTRUCTION MANAGEMENT FOR MCCP TO INCREASE THE TOTAL BY \$11,490: Staff requested additional funds to complete the final steps of the MCC Project. To date, the project costs have gone over the contracted amount by 0.9%. The requested amount represents 4.4% over budget. The GM noted that the contract had set aside funds of \$30,000 for unforeseen change orders. A sum of \$17,197 was previously pulled, leaving \$12,803 in the account. Pulling the \$11,490 would leave a small balance. A discussion ensued. A motion was made to authorize the GM to take the matter to the Board for final approval.

b. DISCUSS THE PROCESS FOR DISSOLVING THE BUDGET & FINANCE AND WASTEWATER COMMITTEE AND CREATE SHORT-TERM AD HOC COMMITTEES WHEN NEEDED: The Commission continued its January discussion regarding whether to change the CVSAN Budget & Finance (B&F) Standing Committee to an Ad Hoc Committee. The District Code allows commissions to establish both standing and ad hoc committees as needed and requires the District to establish a B&F committee. The Board's B&F Committee will remain a standing committee, with agenda meetings open to the public in compliance with Brown Act requirements. Under the proposed structure, commission B&F ad hoc committee members would attend and participate in the Board's B&F public meetings as part of the budget development process.

During the discussion, Commissioner Manzione expressed support for retaining a standing B&F committee due to anticipated community interest in the District's budget and the value of having a public forum to address concerns. GM Goodman questioned the source of perceived increased spending scrutiny and emphasized that everyone should maintain transparency and clear communication to prevent misinformation. The GM suggested these concerns may stem from a misunderstanding and encouraged all Commissioners to direct residents to attend meetings or contact the District directly for accurate information. DS Rivas suggested that the Wastewater Standing Committee remain in place because the Joint Use Agreement process has yet to be completed.

A consensus was obtained, and Chair Wais dissolved the B&F Standing Committee and appointed Commissioners Bartlebaugh and Manzione to serve on the B&F Ad Hoc Committee. The Wastewater Standing Committee will remain in place. There was a short discussion on Wastewater's role in previous years, including reviewing the Capital Improvement Plan and possibly budgets.

The discussion highlighted the importance of collaboration and suggested implementing

time limits for agenda items in future meetings.

- c. DISCUSS UPDATE ON CVSAN VACANCY: The DS will post the vacancy. The current Alternate will be required to apply for the vacancy.
- d. DISCUSS MEETING WITH PCSAN IN A SPECIAL MEETING AND RECOMMEND POSSIBLE DATES: The item was pulled with no future discussion needed.

8. BUDGET AND FINANCE:

- a. DISCUSS CVSAN QUARTERLY BUDGET REPORT FOR Q2 (OCTOBER – DECEMBER 2025): The GM provided an overview of income and expenses for the second quarter, noting that a portion of spending has focused on unexpected but significant health and safety emergencies and other repairs that were not accounted for when producing the budget for FY 2025-26. The repair expenses of \$15,000 are 44% above the budgeted amount.

There are two additional LAIF accounts under CVSAN; both funds are identified in the District Code and have restrictions on their use. Account 3427 is solely for capacity-increasing projects such as adding a pump. Account 3429 is limited to State Revolving Fund loans. The next round of tax (revenue) disbursement will be mid-to late April and will be reflected in the Q3 report. The GM explained that the two income disbursements of the Sewer Use Charge tax (SUC) are not always equal. The first tax payment covers only payments made to the County. The second payment rolls any unpaid taxes from the first half into the final second payment. Continued discussion focused on clarifying accounts and ways to improve the quarterly report.

The 6000 line item contains most operating costs, including the collection system, treatment plant, and administration. The financial report only reports expenses against current fiscal year budget and does not forecast expenses or future debt service. Commissioners Bartlebaugh and Manzione noted that the pending payment to C&H was not noted in the report. The GM noted that the report is a snapshot of paid expenses and the percentage of the amount spent in the approved budget adopted in August of 2025. There was concern that monthly billing from C&H had not been received consistently. The GM was asked to communicate monthly with C&H to remind them to send their billings.

- b. OTHER FINANCIAL MATTERS OF THE DISTRICT: The Phillips 66 (P66) Community Benefit Fund has been expedited to accept applications. Roughly \$750,000 will be granted to Rodeo and Crockett this fiscal year and is a reimbursable grant. A bidder's conference will be scheduled within 30 days, with a tentative date of March 19. Attendance is required to participate. Due to budget season, Staff will have limited time to apply for funds but can support the Commissions with their applications. The GM recommended that Commissioners attend the conference if they are interested in applying for grant funds. Port Costa has created a grant ad hoc committee that successfully received a grant from the Crockett Community Foundation (CCCF). Port Costa will likely apply for funds to realign the Prospect line to the center of the road. The proposed minimum grant amount is \$50,000, and the applicant must show proof of available funds in their account. Specific details have not been disclosed yet, but multi-phased projects will be considered.

9. REPORT OF DEPARTMENT MANAGER:

- a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: Report by the SDM was presented. He added that the two smaller pumps (one and two) have held up well under decently heavy rains, largely because each pump has its own VFD for variable speed control. Therefore, pumps three and four have not been activated. The backup battery for the Loring Station was approved by CVSAN and the Board. The battery is expected to arrive within a maximum of 30 – 45 days. The Annual PPP report was distributed, which reports on various things, including the amount of pipeline replaced; 13,150 feet in 2025. The SDM has been focusing on spot repairs as needed. Spot repairs are often emergency repairs due to pipe blockages. While spot repairs are common and often require additional testing of the rest of a line, it is not necessarily indicative of a failure of an entire line. As the legally responsible official, C&H submits the Annual PPP report to the State. The report also includes data from the C&H treatment plant and its refinery site. The annual report is due on the 28<sup>th</sup> of February. The report has been submitted and cannot be modified.
- b. GOVERNMENTAL MATTERS: None.
- c. ANNOUNCEMENTS AND DISCUSSION: None.

10. REPORTS / COMMENTS FROM COMMISSIONERS: No discussion.

- a. WASTEWATER COMMITTEE:
- b. BUDGET & FINANCE COMMITTEE:
- c. COMMISSIONERS:
- d. INTER-AGENCY AND TRADE MEETINGS:

11. FUTURE AGENDA ITEMS:

- a. Review monthly C&H billing.
- b. Review commissioner roles and authorities.
- c. Capacity/impact fees
- d. District's role and authority regarding the county's processes for new development.

12. ADJOURNMENT: The meeting was adjourned at 7:16 PM until March 18, 2026.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary