

# CROCKETT COMMUNITY SERVICES DISTRICT (CCSD)

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## MINUTES OF THE REGULAR BOARD MEETING ON DECEMBER 17, 2025.

1. CALL TO ORDER - ROLL CALL: President McDonald called the meeting to order at 7:00. Directors Mackenzie, McDonald, Murdock, and Spinner were present. Director Barassi arrived at 7:02. Staff present included General Manager (GM) Goodman, Sanitary Department Manager (SDM) Barnhill, Recreation Department Manager (RDM) Maria, and District Secretary (DS) Rivas. Crockett Sanitary Commissioners (CVSAN) Wais and Manzione, Port Costa (PCSAN) Commissioners Cusack and List were present.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Item 5h was pulled.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: President McDonald read a letter submitted by Lighting and Landscaping Commissioner Gomez expressing her opposition to the recent volunteer holiday party and why her sister had been let go. Director Mackenzie reported that he opposed the event as well and wanted to know what Port Costa's share of the event costs. Staff were asked to submit a breakdown of the event costs.
4. PUBLIC HEARING: None.
5. CONSENT CALENDAR: Items b, l, and j were pulled for discussion. Motion to approve a, c-g passed. (Barassi 1<sup>st</sup>, Mackenzie 2<sup>nd</sup>, 5/0)
  - a. Approve the minutes of the CCSD Board meeting on November 19.
  - b. Receive minutes of commissions and committees.
  - c. Approve payment of District Bills.
  - d. Approve Meeting and Holiday Schedule for 2026.
  - e. Receive annual report on compliance with identity theft regulations (FACTA).
  - f. Receive Annual Report on the use of recreation taxes (Gov't Code Sec. 50075.3)
  - g. Receive Annual Report on the use of Measure L taxes (Gov't Code Sec. 50075.3)
  - h. Approve Resolution 25/26-08 Reappoint Darcy Trask to CVSAN Commission. Item pulled.
  - i. Approve Payroll Schedule for calendar year 2026.
  - j. Approve Salary Schedule to meet January 2026 requirements.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: Motion to approve 5b and 5i passed. (Spinner 1<sup>st</sup>, Barassi 2<sup>nd</sup>, 5/0)
  - 5b. MINUTES OF COMMISSIONS AND COMMITTEES: Referencing Recreation minutes for November 3, Item 9: "Community pools tend to be unprofitable, hence why creating other programs and increasing community center rentals is important to offset pool costs"; Recreation funds are a mix of taxes and enterprise funds. Funds generated by event sales (enterprise) helped to offset unanticipated pool repairs.
  - 5i. APPROVE PAYROLL SCHEDULE FOR CALENDAR YEAR 2026: The pay schedule is an administrative tool and does not require Board review moving forward.

5j. APPROVE SALARY SCHEDULE TO MEET JANUARY 2026 REQUIREMENTS: The number of hours for select roles was confirmed as reported. California's minimum wage for 2026 is \$16.90. The correct report year will be presented at the January meeting.

7. ADMINISTRATIVE:

a. ELECTION OF OFFICERS: Dale McDonald was nominated and approved to serve as President for a second term. (Barassi 1<sup>st</sup>, Mackenzie 2<sup>nd</sup>, 4/0, McDonald abstained) Nick Spinner was nominated and approved to serve as Vice-President for a second term. (Barassi 1<sup>st</sup>, Mackenzie 2<sup>nd</sup>, 4/0, Spinner abstained)

8. BUDGET AND FINANCE: The second financial quarter (Q2: October - December) ends December 31. The Q2 report is expected to be finalized within 30 days and will likely be presented to all departments in February. The Board and all commissions have reviewed the Q1 financial reports.

9. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:

- a. GENERAL MANAGER / MAINTENANCE DEPARTMENT / LIGHTING & LANDSCAPE COMMISSION: Reported by GM Goodman. Maintenance has been minimal. A resident reported overgrown brush that hides a speed warning sign. The County has been notified, but L&L can manage the brush clearing. Director Mackenzie recommended that the public be provided with the County information so that Staff can focus on organizational matters. The resident was provided with County information. L&L Chair Pannell has also educated the public on how to report public works issues to the County.
- b. DISTRICT SECRETARY: Report by DS Rivas presented. An emphasis was made on SB 827, a new, additional State-mandated fiscal and financial training for legislative bodies, which includes all Directors and Commissioners as they are Designated Persons who make financial decisions for the District. Designated Persons are also required to submit the annual Form 700. To date, 50% of Designated Persons have taken the Ethics/Brown Act (AB1234) training. The Board selected March 1<sup>st</sup> as a hard date to complete the training.

SB707 has made significant changes to public agencies regarding transparency, video recording, monitoring, and public access, mostly affecting larger agencies identified as Eligible Legislative Bodies. Crockett CSD does not meet the Eligible Legislative Body requirements.

- c. RECREATION MANAGER: RDM Maria reported that all the grant requests to the Crockett Community Foundation were approved. The tree lighting event was well attended but not as busy as the previous year. 250 hot dogs were handed out at the event. The tree lot event did not do as well this year because the weather was very cold. The pool is shut down for ongoing maintenance. The department is working on programs using the recent \$10,000 grant from P66 for recreational activities.
- d. CROCKETT AND PORT COSTA SANITARY DEPARTMENT MANAGER: Report by SDM Barnhill presented. He provided an update on the Crockett pump station, including issues with alarms, level discrepancies, and the installation of a new control valve. The new PLC collects more data and sends more detailed alarms. Eighty-one (81) alarms for wet well, high-level issues were received for the period between Sunday, November 30, just past midnight, through Monday morning. Considerable staff and operator time was spent responding to alarms, causing a shift in focus for a few days. An update was presented on the installation of a hydro gritter system. A detailed explanation was provided regarding the generator repair for Crockett. Port Costa has a generator, but its location creates significant challenges in moving the unit into place. Staff have requested a quote for an Automatic Transfer Switch (ATS) and a direct plug into shore power for a mobile generator.

A grant application for PLC upgrade through the CCF for Port Costa was approved. The GM, SDM, and PCSAN representatives met with the Water Board to discuss the potential for financial assistance for sanitary repairs in Port Costa. The GM elaborated on the challenges of qualifying for grants for operational maintenance. Grant assistance from the Water Board is typically granted for low-income or disadvantaged communities, and she noted the potential for a low-interest loan from

the Water Board. The Water Board recommended an income assessment to determine if the community could be classified as low-income or disadvantaged.

PCSAN Commissioner List asked for clarity on the process to obtain estimates for repairing a damaged sewer line on Prospect Avenue in Port Costa and the need for authorization from the district to pursue grant funding by the PCSAN grant ad hoc committee. The end of the year encompasses multiple regulatory and administrative deadlines that engulf significant Staff time. With limited funds and the Commission's conservative spending, Staff are cognizant of administrative costs. Staff submitted and were awarded a \$30,000 CCF grant to replace the treatment plant's PLC. It is not within the purview of PCSAN commissioners to obtain or solicit quotes or act as agents of the District. The District's engineer of record was asked to prepare a feasibility study to determine if two lines on Canyon Lake Drive can be realigned. President McDonald concurred that the feasibility study could be more helpful in identifying potential grant funding rather than focusing on one line. The SDM noted that the feasibility study fulfills the State's requirement for forward planning. The Prospect line experienced a spill requiring priority emergency repair, and since a repair has been made, there is some time for staff to consider replacement options.

Director Mackenzie reported that the Field Semester project manager requested to meet with the GM regarding their project. The GM has met multiple times with the project manager to discuss the impact to the sewer line. She will meet with the County to clarify the District's role regarding the permit review process beyond what has already been discussed. An email was sent to the Field Semester project manager detailing the District's position and reiterated that no further action will be taken by Staff until the project is approved by the County.

The Board reminded CVSAN Commissioner Manzione that CVSAN can have its own closed session. President McDonald commended Staff, CVSAN, and the Board for the implementation of the MCC project, recognizing the project as a significant accomplishment for the District.

- e. GOVERNMENTAL MATTERS: The Directors were encouraged to read about the various upcoming legislation changes in the CSDA magazine or website.
- f. ANNOUNCEMENTS AND DISCUSSION: None.

10. REPORTS FROM BOARD MEMBERS AND COMMITTEES:

- a. BUDGET & FINANCE COMMITTEE: None.
- b. LEGAL NEGOTIATIONS AD HOC: No meetings. The District has been in communication with C&H regarding the Joint Use Agreement (JUA) contract negotiation.
- c. RECREATION AD HOC: None. Staff will focus on meeting in the second week of January. Director Spinner has been researching how to prepare for a ballot measure.
- d. POLICE LIAISON COMMITTEE: Coordinating the automated license plate reader (ALPR) cameras has been challenging. An update was provided regarding a roundtable with government agencies regarding sidoshows. The FLOCK ALPR cameras have not been purchased yet, as the GM recommends that a responsible agency should sign and manage the contract for the camera surveillance. It is not within the District's purview to enforce or maintain Public Safety. She clarified the difference in FLOCK cameras versus traffic cameras, the overriding jurisdictions, and their respective areas of enforcement. The Board offered to prepare a statement of support to have the Contra Costa County Sheriff's Office manage the cameras.
- e. INTER-AGENCY MEETINGS: None.

11. FUTURE AGENDA ITEMS / BOARD COMMENTS: President McDonald requested that at least two Directors share an interest in items to consider for future agendas. Staff will meet with West County Wastewater after the MCC project is completed.

- a. Ordinance to update District Code and add Lighting & Landscape Commission.
- b. Revisit commission roles & authorities.
- c. Organizational Chart

d. Records Retention

e. Dog Park

12. ADJOURNMENT: The meeting was adjourned at 8:20 PM until January 28, 2026.

Respectfully submitted,  
Sonai Rivas, MBA  
District Secretary