

# CROCKETT SANITARY COMMISSION

## AGENDA FOR WEDNESDAY, OCTOBER 15, 2025

TIME: 4:00 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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*The Crockett Sanitary Commission is an agent of the Crockett Community Services District.*

1. CALL TO ORDER - ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS  
*(The Committee is prohibited from discussing items not on this agenda. Matters that are not on the agenda may be referred to staff for action or calendared on a future agenda.)*
4. PUBLIC HEARINGS: None  
*(The Commission will hear the violation(s) and make a recommendation to the CCSD Board for a final determination. CCSD Board meetings are held on the following Wednesday at 7 PM.)*
5. CONSENT CALENDAR: Consideration of a motion to approve the following items:
  - a. Approve Minutes of September 17, 2025.
  - b. Receive Actions Taken by the Board for September 24, 2025.
  - c. Receive warrant transmittals (July and September)
  - d. Receive Cash Account Balance report.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR:
7. ADMINISTRATIVE:
  - a. Consider and recommend the distribution of Ad Valorem taxes.
8. BUDGET AND FINANCE:
  - a. Update on District financial matters.
9. REPORT OF DEPARTMENT MANAGER:  
*(These items are typically for the exchange of information only. No action will be taken at this time.)*
  - a. Operations, maintenance, and capital improvements.
  - b. Governmental matters.
  - c. Announcements and discussion.
    - Grant Class offered by Supervisor Scales-Preston on October 28.
10. REPORTS / COMMENTS FROM COMMISSIONERS:  
*(These items are typically for the exchange of information only. No action will be taken at this time.)*
  - a. Wastewater Committee – Members Bartlebaugh and Manzione
  - b. Budget & Finance Committee – Members Bartlebaugh and Trask
  - c. Commissioners
  - d. Inter-agency and Trade meetings.

11. FUTURE AGENDA ITEMS

- a. Review Commissioner Roles and Authorities.
- b. ADU policy for CVSAN.
- c. Capacity/Impact Fees.
- d. JTP Monthly Operations Report ( MOR)

12. ADJOURNMENT: until November 12, 2025. Due to the Thanksgiving holiday, this meeting is scheduled one week earlier than normal.

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, don't hesitate to get in touch with the District Secretary at (510) 787-2992 or by email at [districtsecretary@town.crockett.ca.us](mailto:districtsecretary@town.crockett.ca.us). Notification at least 48 hours before the meeting or 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 location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

# 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](mailto:DistrictSecretary@town.crockett.ca.us)

website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

TO: Board, Commissioners, Committees, Staff, and Members of the Public

FROM: District Secretary

SUBJECT: Actions Taken by the Board on September 24, 2025

The following items are abbreviated summaries of administrative actions taken by the Board at the meeting of September 24. The detailed meeting minutes will be presented to the Board for approval on October 22.

Visit the September 24 agenda page online for a copy of the agenda and supporting documents. <https://www.town.crockett.ca.us/2025-09-24-board-meeting>

## CONSENT CALENDAR:

- 7d: Approve payment of District Bills. **Approved. Staff were directed to begin including credit card statements for better oversight and transparency.**
- 7e: Resolution 25/26-05 – Reappoint Tom Cusack to the Recreation Commission. **Approved**
- 7f: Resolution 25/26-06 – Require mandatory bi-annual ethics training for designated positions. **Approved**

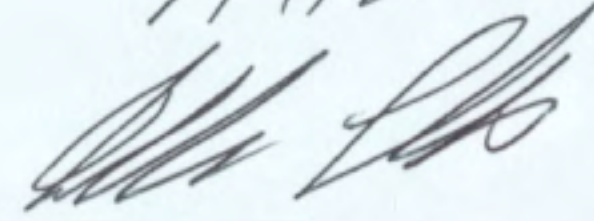
## ADMINISTRATION:

- 9.a: Approve Appropriations Resolution 25/26-07 Authorizing Spending for the Fiscal Year 2025/26. **Approved. The Board removed the allocation for compressors and kept with the allocation for all remaining requested items on condition that large items, like capital improvement items, are brought back for specific review. The revised general fund appropriation total was reduced from \$4,817,934 to \$4,551,667, and appropriation for CIP was reduced from \$1,492,811 to \$1,133,733.**
- 9.b: Consider approval of allocation from Ad Valorem property taxes to the Recreation Budget for FY 2025/26. **Approved allocating the majority of Ad Valorem property taxes to Recreation contingent on approval by the Recreation and Crockett Sanitary Commissions.**

**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><b>70,371.26</b></u>	


7/11/2025  


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**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 20250	6,508.42	7468
07/17/2025	ALLIANT INSURANCE SERVICES	Crime Renewal Policy 7/1/25 - 7/1/26 - Invoice 31398800	371.25	7469
07/17/2025	CONTRA COSTA CO AUDITOR-CONTROLLER	LAFCO Net Cost Appnt. for FY 2025/26 - Invoice 252600300	1,051.88	7470
07/17/2025	EBMUD	Water for 1 Rolph Park Drive - A/N 864662303690	229.12	7471
07/17/2025	Maze & Associates0	June Monthly Accounting Services - Invoice 541750	2,169.57	7472
07/17/2025	Natural System Utilities - CA Inc.0	June Services WWPO - Invoice 00011141640	2,570.00	7473
07/17/2025	Creekside Pro Construction0	Refund Bond on File0	1,000.00	7474
07/17/2025	Redwood Public Law	General Legal Services - Invoices 15988 & 159890	1,097.50	7475
07/17/2025	TERMINIX	Pes1 Control at 1 Rolph Park - Invoice 4609701940	134.00	7476
07/17/2025	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #54	1,666.65	7477
07/17/2025	Frisch Engineering, Inc.0	MCCP INV#12908-2402c. June 2025 Billing	30,631.20	7478
07/17/2025	MDR Electric0	Electrician Svcs Pump Station Exterior Security/Safety Lighting0	11,550.00	7479
Total 1025 - Fund 3426 - CVSan - O&M			<u>58,979.59</u>	
Total 1000 - County Operating Funds0			<u>58,979.59</u>	
<b>TOTAL</b>			<u><u>58,979.59</u></u>	

  
7/16/25

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

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

Date	Name	Memo	Credit	Num
<b>1000 - County Operating Funds</b>				
<b>1025 - Fund 3426 - CVSan - O&amp;M</b>				
09/03/2025	PG&E	Gas & Electric - #6193854060-8	3,178.63	7506
09/03/2025	Lincoln National Life Insurance Company	LTD & STD Insurance - #CCSVCD-BL-1564438	48.15	7507
09/03/2025	Frisch Engineering, Inc.	August 2025 Engineering Services - Invoice 13032-2402C	13,262.30	7508
09/03/2025	Let's Dig, Inc.	Monthly Landscape Maintenance - August 2025	344.00	7509
09/03/2025	L.R. PAULSELL CONSULTING	Sewer Maintenance August 11-21, 2025 - Invoice CVSD 25-20	17,825.00	7510
09/03/2025	Applied Water Management dba	September Services - Invoice 0001129554; Professional Services - Invoice 0001128569	3,044.00	7511
09/03/2025	TELSTAR INSTRUMENTS, INC.	Lift Station Motor Control Center Upgrade - Invoice 127213	178,006.25	7512
09/03/2025	EBMUD	Water - A/N 86466230369	249.42	7513
09/03/2025	CONTRA COSTA COUNTY TREASURER	Payroll nbr 57, departmental split	18,881.03	7514
Total 1025 - Fund 3426 - CVSan - O&M			<u>234,838.78</u>	
Total 1000 - County Operating Funds			<u>234,838.78</u>	
<b>TOTAL</b>			<u><b>234,838.78</b></u>	

*[Handwritten Signature]* 9/2/25

**CROCKETT COMMUNITY SERVICES DISTRICT**

**Crockett Community Services District**

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

Date	Name	Memo	Credit	Num
<b>1000 - County Operating Funds</b>				
<b>1025 - Fund 3426 - CVSan - O&amp;M</b>				
09/17/2025	AT&T	Phone - A/N 828250175	85.65	7515
09/17/2025	Bay Law Group LLP	JTP Enforcement Matters - Invoices #823 & #857	2,100.00	7516
09/17/2025	Let's Dig, Inc.	Cleaned Gutters; Pump Station Exhaust Fans Replaced; Secured EQ Tank Facility	12,820.00	7517
09/17/2025	L.R. PAULSELL CONSULTING	Lateral Inspection (CVSD 25-21); Sewer Repair on Stephens Court (CVSD 25-22)	24,670.00	7518
09/17/2025	Maze & Associates	August 2025 Monthly Accounting Services - Invoice 54302	1,185.88	7519
09/17/2025	MDR Electric	EQ Tank Wiring for Cameras - Invoice 1318	5,900.00	7520
09/17/2025	OLIVERO PLUMBING CO.	Backflow Prevention Test @ 1 Rolph Park - Invoice 53157	225.00	7521
09/17/2025	TERMINIX	Pest Control @ 1 Rolph Park - Invoice 462842275	134.00	7522
09/17/2025	CONTRA COSTA COUNTY TREASURER	Calpers - August 2025	6,552.85	7523
09/17/2025	SDRMA	Health Benefits July-September 2025 - Invoices #H47910, H48067, #H48225	7,378.92	7524
09/17/2025	Tom Cusack	Supplies for District Secretary Review	51.53	7525
09/17/2025	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 58, split	2,829.77	7526
Total 1025 - Fund 3426 - CVSan - O&M			63,933.60	
Total 1000 - County Operating Funds			63,933.60	
<b>TOTAL</b>			<b>63,933.60</b>	

*[Handwritten Signature]* 9/16/25

Organization Contra Costa County  
Periods FY 2025-26 : 01 Jul - 12 Jun  
Ledger Actuals  
Ledger Account/Summary 0010:CASH  
0530:WARRANTS PAYABLE  
Accounting Worktag **342600 CROCKETT SANITARY DEPT**  
Book Operating Book  
Company Currency USD  
Translation Currency USD  
Run 9/15/2025 10:34

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	1,959,056.06	1,188,194.70	770,861.36
0530:WARRANTS PAYABLE	0.00	596,433.90	610,066.85	(13,632.95)
Total	0.00	2,555,489.96	1,798,261.55	757,228.41

# 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:** Crockett Community Services District, Board of Directors  
**From:** General Manager  
**Subject:** FY24/25 Property Tax Allocations

## Memorandum

**Date:** Sept. 16, 2025

CSD Board Directors,

Per Resolution NO. 18/19-25, I as the General Manager of the CCSD, have already requested the interfund transfers of minimum amounts of the FY24/25 Property Tax Revenue per the included interfund transfer request. The break down is as follows:

Starting Balance:	\$584,467.27
Minimum to CVSAN:	\$239,918.00
Minimum to REC:	\$42,293.00
Remaining Balance:	\$302,256.27

I am recommending to the Board to make a decision to allocate the remaining balance based on budgetary and operational needs, in majority, to the Recreation Department. I would like to start the conversation and present this packet to both commissions and the Board Budget and Finance Committee and ask for their input and bring the recommendations back for final approval at the next Board meeting on October 22, 2025.

Please see the attached packet with relevant materials

Thank you,



Jena Goodman  
General Manager

Crockett Community Services District

7.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: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

Ms. Analiza Pinlac  
County Auditor's Office  
625 Court St, Room 203  
Martinez, CA 94553

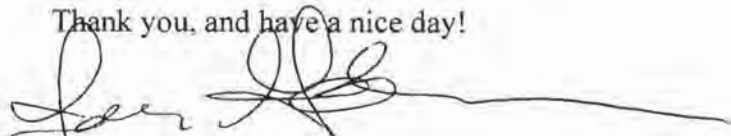
Email: [acrwteam@ac.cccounty.us](mailto:acrwteam@ac.cccounty.us)

September 19, 2025

Dear Ms. Pinlac:

I am requesting two interfund transfers on behalf of the Crockett Community Services District. Please transfer the sum of **\$239,918.00** from Fund **3240** to Fund **3426**, immediately. Also please transfer the sum of **\$42,293.00** from Fund **3240** to Fund **3421**, immediately.

Thank you, and have a nice day!



Jena Goodman  
General Manager

# Exhibit

## RESOLUTION

**NO. 18/19-25**

### **ALLOCATION OF AD VALOREM PROPERTY TAXES**

**WHEREAS**, after the Crockett and Port Costa voters passed Measure D in 2006 and the Crockett Community Services District ("District") was formed by LAFCO Resolution No. 04-22, ad valorem property taxes that were currently allocated to the agencies being dissolved (Crockett Valona Sanitary District and County Service Area P-1) were reapportioned to the District; and

**WHEREAS**, the District Board adopted Resolution No. 07/08-09, an allocation policy, to fairly distribute the taxes between the Crockett Sanitary Dept. and the Crockett Recreation Dept. based on the same formulas historically used by the State; and

**WHEREAS**, property values have grown substantially since the allocation formulas were put in place, providing a secure source of funding for recreation and sanitary services in the town of Crockett; and

**WHEREAS**, the District wishes to keep our commitment to the voters to protect property taxes that were in place prior to the formation of our District for the benefit of Crockett while at the same time giving the Board some flexibility to adjust to changes it may face in the future; and

**WHEREAS**, the Tax Rate Area (TRA) property tax allocation formulas have remained fairly consistent over the years between 85.32% and 85.45% for the Crockett Sanitary Dept. and 14.68% to 14.55% for the Crockett Recreation Dept.; and

**WHEREAS**, District Code Section 2.28.020 says money deposited in Fund #3240 consists of property taxes deposited by the State and County and that this fund may be used only to receive property tax revenues collected for benefit of the Recreation Dept. and the Crockett Sanitary Dept. but it does not set the allocation; and

**WHEREAS**, except as established by District Code and the District's allocation policy, there are no restrictions by law on how the ad valorem property tax can be used as long as it is authorized for District purpose.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the Crockett Community Services District that Resolution No. 07/08-09 is hereby superseded.

**BE IT FURTHER RESOLVED** that the following constitutes the allocation policy as it relates to ad valorem taxes:

1. The Crockett Sanitary Department shall receive a base minimum of \$239,918 annually, derived from the allocation rate of 85.315% as was set in FY 07/08.

2. The Crockett Recreation Department shall receive a base minimum of \$42,293 annually, derived from the allocation rate of 14.684% as was set in FY 07/08.
3. The base minimum amounts are guaranteed unless the property taxes received drop below \$281,211 at which point the historical Tax Rate Area (TRA) allocation formulas will be used to determine the taxes due each department.
4. Property taxes received above \$281,211 shall be allocated to departments that serve the town of Crockett based on budgetary needs identified during the annual budget process, taking into consideration the historical (TRA) property tax allocation rates but not requiring them to be followed.
5. The General Manager is instructed to update the TRA allocation formulas annually and alert the Board if there is a significant change year-over-year.
6. The County assessed Property Tax Administrative Charges for the 1% ad valorem property tax and unitary tax shall be prorated by the same TRA formula used to prorate the taxes received.

**BE IT FURTHER RESOLVED** that this allocation policy shall remain in effect until such time as this Resolution may be amended, superseded or repealed.

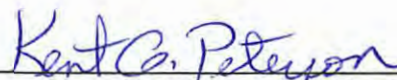
**BE IT FURTHER RESOLVED** that the General Manager is instructed to draft an ordinance to amend District Code Section 2.28.020 adding the Maintenance Dept. to the list of departments that can receive property tax revenues and amend District Code Section 2.28.038 which defines use of the funds deposited into the Maintenance Dept. operating fund, so that other beneficial services can be provided to the town of Crockett, funded from the ad valorem property taxes, as approved by the District Board.

**THE FOREGOING RESOLUTION** was adopted by the Board of Directors of the Crockett Community Services District at the Regular Meeting held on June 26, 2019 by the following vote:

**AYES:** Kirker, Mackenzie, Peterson, Sutton

**NOES:** None

**ABSENT:** Barassi



Kent Peterson, President

**ATTEST:**



Dale McDonald  
District Secretary

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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

TO: Commissioners / Board of Directors  
FROM: Department Manager/General Manager  
SUBJECT: Crockett Sanitary Department Managers Report  
DATE: October 10, 2025

The Crockett Sanitary Department Managers Report highlights items of interest that occurred since the prior CVSAN meeting.

## **Operation and Maintenance**

- There were no Sanitary Sewer Spills in September.
- The Crockett Main Pump Station repairs are as follows: pump station yard and control room has been cleaned, next up for pump station yard is the clean out of the Connex box, waiting evaluation for reconditioning of old pump 5, anticipated ship date for grit trough and auger 10/28/25 with installation to be scheduled after receipt, and NSU has sourced like for like replacement of air compressors and staff has tasked Frisch to evaluate and recommend replacement air compressors to fit our current needs, air compressors are a top priority and staff is awaiting more information and pricing to complete replacement.
- Loring Pump Station: Generator was deployed for power outage. Upgrade of power system at Loring pump station is highly recommended by General Manager and Staff. GM has begun sourcing recommendations and potential solutions. This is also a high priority for CVSAN Dept.
- There was a loss of power from 10pm to 9:30am Sept 24<sup>th</sup>-25<sup>th</sup>.

## **Capital Improvements / Projects**

- MMCP is mostly completed, with three major components still awaiting receipt and install: Grit system, replacement switch panel box, and air compressors. These last 3 items will be completed as time and weather allows.
- Security installation and Fence repair are scheduled to start by mid-October at the EQ site. GM will be looking to execute tenancy agreement for EQ site after fence and security are in place.
- Staff would like to order a backup channel grinder to be stored on site and utilized as needed, however CIP budget has been.
- Air compressors are needed and integral to the operation of the Crockett pump station. Board removed air compressor budget from Appropriations and CIP budget. The Board has requested the GM submit all CIP and anything over GM approval limit of \$50k to commission or Board for approval. GM will work with President on purchase and installation of Air Compressors.

## **Administrative/Financial:**

- The GM and ASM will be scheduling a meeting for CVSAN B&F committee for review and input of Q1 spending vs budget report. It will go before the B&F committee of the Board for their input and will be circulated to the Commissions and Board in November.
- ASM officially moving to 1 Rolph Park Drive in month of October. Staff and accountants are working diligently towards
- Staff continue to utilize contractors and vendors to offset the workload of sanitary staff.
- Proposed JUA, outstanding billing with C&H, and Tolling agreement all in process. Next Ad hoc Legal Negotiations meeting 10/17 at 3pm. Closed session with board set for before next Board meeting time TBD.

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9.a

Commissioners: Scott Bartlebaugh (C), Mark Manzione, Mary Wais (VC), D'Arcy Trask, Valerie Leuba, Glen Milward (ALT)

# BEING COOL ON CAMERA: NAVIGATING A FIRST AMENDMENT AUDIT



## What is a First Amendment audit?

First Amendment audits are a newer social movement where “auditors” test government agencies’ public spaces and facilities by filming these areas and engaging with public employees. Many auditors post these interactions on their social media channels, determining whether that government agency “passed” or “failed” the audit. As one might imagine, the “failures” draw the most views, and with monetization of social media channels, the more views – the better for auditors. This has set the stage for some unfortunate events—namely, auditors have become more and more assertive and aggressive in attempting to provoke negative and emotional responses from public employees and government agencies. This has led to some auditors even suing those agencies, using the video footage as evidence.

## Is this legal?

The First Amendment of the United States Constitution says: “Congress shall make no law respecting an establishment of religion or prohibiting the free exercise thereof; or abridging the freedom of speech, or of the press; or the right of the people peaceably to assemble, and to petition the Government for a redress of grievances.” The Courts have upheld that filming in public spaces is allowable under the First Amendment.

## Why should I care?

Auditors have tested federal, state, county, and city facilities around the country. Recently, there has been an increase in auditors performing audits on special districts. It is important to prepare special district staff on how best to handle a First Amendment audit, decrease the chances of future audits, and “pass” auditors’ tests.

## How to handle an audit

### PREPARATION IS KEY

- Show a First Amendment audit video during a staff meeting and provide best practices to handle.
- Send a staff-wide email about First Amendment audits (see sample email below).
- Provide clear signage to non-public “authorized personnel only” areas including doors, gates, and offices.
- Designate an employee to be on point should you need to respond to a First Amendment auditor.
- Follow the steps in the email below if you are visited.

### ✉ STAFF-WIDE SAMPLE EMAIL

*Please be advised of local citizens visiting government buildings and parking lots to perform a “First Amendment audit” of facilities and employees. There are many examples on social media of citizen reporters testing government agencies to ensure they are open to the public and allow filming in public spaces. While such filming may make some people uneasy, it is an important aspect of government transparency and is allowable in all <insert agency> public spaces and other public spaces.*

**Whether at our facilities or in the field, please be mindful that videoing in public spaces is permissible.**

**Below are some quick tips to help with future encounters:**

1. *Remain professional, empathetic, and unfazed by the encounter.*
2. *You do not have to respond to ridiculous or insulting questions or comments meant to provoke you into a negative response.*
3. *Do not let members of the public into secure locations without an appointment.*
4. *Call a member of the communications team or safety team to respond to any further questions from the citizen.*
5. *If comfortable, offer additional opportunities to learn more about the work we do through a public tour of our <insert tour opportunity> and other facilities.*

*Thank you for continuing to be an example for how good government should respond to members of the public.*

OUR SPONSOR



Shanelle Scales-Preston  
District 5 Supervisor

OUR SPEAKER



David E. Fraser, Ed.D.  
District 5 Chief of Staff

# How to Write

## A Winning Grant Proposal



# October 28, 2025

## Grant Writing Seminar



# TURN IDEAS INTO FUNDED PROJECTS

**Supervisor Shanelle Scales-Preston, Contra Costa County District 5**, invites you to a full-day, in-person training on Essential Grant Writing.

Led by Dr. David E. Fraser—District 5 Chief of Staff, Public Administration faculty at Cal State East Bay, and author of *Grantcraft*—This seminar offers practical guidance on the full grant cycle, from feasibility scans and proposal design to budgeting and evaluation.



SCAN HERE



### Complimentary Refreshments

Free coffee, pastries, and lunch provided by **Phillips 66**



District 5  
Contra Costa County Supervisor  
**Shanelle Scales-Preston**

**9.c**

FREE

Register: [bit.ly/3VUfAQ8](https://bit.ly/3VUfAQ8)



**TUESDAY**  
Oct 28, 2025



**8:00AM**  
to 4:30 PM



**CROCKETT COMMUNITY CENTER**  
850 POMONA ST, CROCKETT, CA 94525