

# CROCKETT SANITARY COMMISSION

## **AGENDA FOR WEDNESDAY, DECEMBER 10, 2025** **The meeting is one week earlier due to the Christmas holiday.**

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 Commission 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 for October 15 and November 12.
  - b. Receive Actions Taken by the Board for November 19.
  - c. Receive warrant transmittals (November).
  - d. Receive Cash Account Balance report.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR:
7. ADMINISTRATIVE:
  - a. Update on amended Meeting and Holiday Schedule for 2026.
  - b. Election of Officers.
8. BUDGET AND FINANCE:
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.
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.

12. ADJOURNMENT: until January 21, 2026.

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 SANITARY COMMISSION (CVSAN)

An agent of the Crockett Community Services District

P. O. Box 578 - Crockett, CA 94525

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

## For Review

### MINUTES OF REGULAR MEETING OF OCTOBER 15, 2025.

1. CALL TO ORDER - ROLL CALL: Chair Bartlebaugh opened the meeting at 4:01 PM. Commissioners Bartlebaugh, Wais, and Alternate Milward were present. Commissioners Manzione and Leuba arrived at 4:06 and 4:07 PM, respectively. Commissioner Trask was absent (excused). Staff: General Manager (GM) Goodman, Sanitary Department Manager (SDM) Barnhill, and District Secretary (DS) Rivas were present.
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: Item a and c were pulled for discussion. Motion to approve items b and e passed. (Wais 1<sup>st</sup>, Milward 2<sup>nd</sup>, 3/0, 2 absent)
  - 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: Motion to approve 5a and 5c passed. (Wais 1<sup>st</sup>, Manzione 2<sup>nd</sup>, 5/0)
  - 5a. APPROVE MINUTES OF SEPTEMBER 17, 2025: DS Rivas confirmed with Commissioner Trask that the \$350,000 towards the Nantucket site was from the fines imposed on C&H for the 2020 odor event.
  - 5c. RECEIVE WARRANT TRANSMITTALS (JULY AND SEPTEMBER): The GM explained the \$9,440 Kel-Air charge was for one of three HVAC systems that failed at the Sanitary Office at 1 Rolph Park Drive (1RPD). Staff is working on updating the cost allocation breakdown for all departments, so each department pays its fair share of the building use.
7. ADMINISTRATIVE:
  - a. CONSIDER AND RECOMMEND THE DISTRIBUTION OF AD VALOREM TAXES: The GM presented an excess Ad Valorem tax for 2025 and requested that CVSAN recommend how the excess funds should be split. An argument was made that 100% of the funds should be allocated to CVSAN; CVSAN has a large pending C&H payment; Recreation had received more than its 15% the previous year, and CVSAN's budget is unbalanced. However, the GM clarified that the budget is not unbalanced and asked that the paper deficit be categorized accordingly. Another member suggested a split between CVSAN, Recreation, and Maintenance departments. There was a

consensus that 85% should be allocated to CVSAN and the remaining to go to Recreation and Lighting and Landscaping (L&L). Another suggestion was to allocate 5% to L&L, 15% to Recreation, and 80% of the remaining RTS money to CVSAN. The GM stated that she would not provide her recommendation until all groups had a chance to submit their recommendations, and that she would present each group's recommendation to the board along with her own

## 8. BUDGET AND FINANCE:

- a. UPDATE ON DISTRICT FINANCIAL MATTERS: The GM reported that the Board removed the purchase and installation of the air compressors from the Capital Improvement project budget. The CCTV project was debated. A discussion ensued with the air compressors. The Board directed Staff to move forward with the contracted engineer to assess and prioritize CCTV line issues. Wet weather is likely to impact line repairs and replacements.

The GM reported the challenges of having to transfer the generator to the Loring Station on her own, potential injury, and the inefficiency of a manual process during power outages. Contacting PG&E was suggested to provide an uninterruptible power supply to the site. Conversations around 2018/19 identified a battery system as preferred over a noisy gas generator due to its quietness and compactness. Quotes at that time were in the range of \$10 - \$12K. A proposal to install a battery system is expected to be presented in the near future.

The Master Control Center (MCC) project is almost complete, with an expected date of Spring 2026 to avoid shutting the system down during potential high flows during wet weather periods. The CIP spreadsheet had a detailed list of payments, including a \$35K contingency.

The GM and ASM are preparing a Quarter 1 (Q1: July – September) budget report for each department.

## 9. REPORT OF DEPARTMENT MANAGER:

- a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: Report by the SDM was presented. See October 10 Manager's Report. In addition, approximately 60 tires were dumped at the EQ site. Although the tires can be a fire hazard, the removal is not urgent. The Resident Deputy Sheriff created a case number. The hydro cleaning schedule is higher than normal. Rodding can damage the pipes; therefore, the contractor is working on expediting the assessment of the pipes to avoid damage.

The Legal Negotiations Ad Hoc Committee will be meeting on Friday. A closed session will be scheduled for the October Board meeting; CVSAN Commissioners may participate.

- b. GOVERNMENTAL MATTERS. The State Lands Commission canceled the October meeting. Each County District has \$1M of grant funds available to public agencies and non-profits. Each District is encouraged to apply for funds by October 31. Minimum grants are \$10K with no maximums. Staff will attempt to duplicate completed grant applications to this grant fund in hopes of receiving additional funds. Supervisor Scales-Preston is hosting a free one-day grant writing class on October 28. Staff will host the AB1234 Ethics training in the multi-purpose room on October 21 as required by the State and the Board. Commissioners are invited to participate. The DS reported that Commissioners may also be required to take Sexual Harassment training. The Brown Act is undergoing significant changes. All legislative bodies are encouraged to view the webinar on December 10, hosted by the California Special District Association (CSDA).

c. ANNOUNCEMENTS AND DISCUSSION: None.

10. REPORTS / COMMENTS FROM COMMISSIONERS:

- a. WASTEWATER COMMITTEE: None.
- b. BUDGET & FINANCE COMMITTEE: None.
- c. COMMISSIONERS: None.
- d. INTER-AGENCY AND TRADE MEETINGS: None.

11. FUTURE AGENDA ITEMS:

- a. Examine repayable finances.
- b. Review Commissioner Roles and Authorities.
- c. ADU policy for CVSAN.
- d. Capacity/Impact Fees.

12. ADJOURNMENT: The meeting was adjourned at 5:54 until November 12, 2025.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary

# CROCKETT COMMUNITY SERVICES DISTRICT

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P.O. Box 578 - Crockett, CA 94525 ♦ 850 Pomona Street

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

FROM: District Secretary

SUBJECT: **Actions Taken by the Board on NOVEMBER 19, 2025**

The following items are abbreviated summaries of administrative actions taken by the Board at the meeting of November 19. The detailed meeting minutes will be presented to the Board for approval on December 17.

Visit the November 19 agenda page online for a copy of the agenda and supporting documents.

<https://www.town.crockett.ca.us/2025-11-19-board-meeting>

## **CLOSED SESSION: NO REPORTABLE ACTIONS WERE MADE.**

- 3.a Conference with Legal Counsel - anticipated litigation pursuant to paragraph (4) of subdivision (d) of California Government Code Section 54956.9.

## **ADMINISTRATION:**

- a. Discuss and approve the quote for capital improvement air compressors for the Crockett Main Pump Station. **There was a consensus to approve the General Manager to move forward with the contract for urgent repairs.**
- b. Discuss and approve the quote for capital improvement garage doors for 1 Rolph Park Drive Sanitary Department offices. **The item was carried to a future meeting.**
- c. Discuss potential consolidation of and organizational changes at the District to streamline the governance of the District. **The Board discussed the possibility of merging select commissions to improve the efficiency of meetings and Staff time. The item was carried to a future meeting.**
- d. Consider dissolving the standing Personnel Committee and Budget & Finance Committee. **The Board dissolved the Personnel Committee because it had outgrown its purpose.**
- e. Create Ad Hoc General Manager Evaluation Committee to coordinate the annual performance evaluation of the General Manager. **Board President McDonald and Vice President Spinner were appointed to a new Ad Hoc Committee to evaluate the General Manager in 2026.**
- f. Discuss a preliminary Meeting and Holiday schedule for 2026 and direct Staff. **The Board recommended that monthly meetings be scheduled. Staff will work with the Commission Chairs to determine if the following meeting should be canceled as soon as possible.**

**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>				
11/04/2025	Lincoln National Life Insurance Company	LTD & STD Insurance - #CCSVCD-BL-1564438	48.15	7549
11/04/2025	James Barnhill	Mileage Reimbursement & Parking	100.10	7550
11/04/2025	Maze & Associates	July (Invoice 54254) & September (Invoice 54374) Accounting Services	1,656.50	7551
11/04/2025	PG&E	Gas & Electric - #6193854060-8	3,006.49	7552
11/04/2025	Tom Cusack	Ink to Print District Secretary Review	38.58	7553
11/04/2025	L.R. PAULSELL CONSULTING	Sewer Maintenance October 13-21, 2025 - CVSD 25-28	16,585.00	7554
11/04/2025	Frisch Engineering, Inc.	Engineering Services - August 23 - September 30 - Invoice 13122-2402c	14,346.90	7555
11/04/2025	Redwood Public Law	Legal Services (Invoice 17139); Joint Use Agreement (Invoice 17140)	1,400.00	7556
11/04/2025	TERMINIX	Pest Control at 1 Rolph Park - Invoice 464523728	134.00	7557
11/04/2025	Natural System Utilities - CA Inc.	Professional Services - Invoice 0001147103	3,597.00	7558
11/04/2025	EBMUD	Water - #86466230369	1,453.60	7559
11/04/2025	Let's Dig, Inc.	Monthly Landscape Maintenance at 1 Rolph Park - October 2025	344.00	7560
11/04/2025	Peterson	Perform 1-Year Maintenance - Invoice SW240209233	3,319.71	7561
11/04/2025	U.S. BANK	Various - #4866914555538450 (August - October 2025)	20,949.21	7562
11/04/2025	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #59 - Split	23,700.62	7563
11/04/2025	Sonia Rivas	50/50 split CVSAN and Rec (approved under 24/25 budget)	544.56	7564
Total 1025 · Fund 3426 - CVSan - O&M			91,224.42	
Total 1000 · County Operating Funds			91,224.42	
<b>TOTAL</b>			<b>91,224.42</b>	

  
11/3/25

**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>				
11/17/2025	CALIFORNIA SPECIAL DISTRICTS ASSOCIATION	Jan-Dec 2026 Annual Membership dues	6,517.78	7565
11/17/2025	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 62, split	3,338.92	7566
11/19/2025	DENALECT ALARM CO.	Alarm at 1 Rolph Park - invoice R23548	528.00	7567
11/19/2025	CONTRA COSTA COUNTY TREASURER	Calpers - October 2025	6,696.13	7568
11/19/2025	Bay Law Group LLP	JTP Enforcement Matters - Invoice 896	367.50	7569
11/19/2025	Frisch Engineering, Inc.	October 2025 Engineering Services - Invoice 13200-2402c	5,742.50	7570
11/19/2025	L.R. PAULSELL CONSULTING	Emergency Maint on 11/7/25 (Invoice 25-29); Sewer Repair on Kendall (Invoice 25-30)	8,385.88	7571
11/19/2025	MuniQuip, LLC	Hydrogritter Replacement - Invoice 108059	90,662.33	7572
11/19/2025	Natural System Utilities - CA Inc.	WPO - Invoice 0001149428	2,659.95	7573
11/19/2025	Peterson	Troubleshoot Generator - Invoice SW240209468	2,189.09	7574
11/19/2025	Redwood Public Law	JUA - Invoice 17562	1,155.00	7575
Total 1025 - Fund 3426 - CVSan - O&M			<u>128,243.08</u>	
Total 1000 - County Operating Funds			<u>128,243.08</u>	
<b>TOTAL</b>			<u><b>128,243.08</b></u>	

*[Handwritten Signature]*  
11/17/25

Trial Balance

**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** 11/25/2025 12:53 PM

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	2,613,287.30	2,006,526.46	606,760.84
0530:WARRANTS PAYABLE	0.00	1,001,217.99	1,022,258.57	(21,040.58)
<b>Total</b>	<b>0.00</b>	<b>3,614,505.29</b>	<b>3,028,785.03</b>	<b>585,720.26</b>

**MEETING SCHEDULES/HOLIDAYS FOR 2026**

<i>Commission</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>June</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
Recreation (6 pm) 1st Mon REC	5	2	2	6	4	1	6		14***	5	2	7
Port Costa Sanitary (6 PM) 1st Tue	6	3	3	7	5	2	7	4	1	6	3	1
Police Liaison (7 PM) 2nd Tue (Committee)	13	10	10	14	12	9	14		8	13	10	8
Lighting & Landscaping (7 PM) 3rd Tue	20	17	17	21	19	16	21	18	15	20	17	15
Crockett Sanitary (4 PM) 3rd Wed	21	18	18	15	20	17	15	19	16	21	18***	9**
District Board (7 PM) 4th Wed	28	25	25	22	27	24	22	26	23	28	18**	16**

**Holidays - Offices are closed.**

New Year's (Thu)	1											
Martin Luther King (Mon)	19											
Presidents' Day (Mon)		16										
Cesar Chavez Day (Tue)			31									
Memorial Day (Mon)					25							
Juneteenth (Fri)						19						
Independence Day (Sat) Observed (Fri)							3*					
Labor Day (Mon)									7			
Veterans Day (Wed)											11	
Thanksgiving Day (Thu & Fri)											26/27	
Christmas Day (Fri)												25

\* Observed  
 \*\* One Week Early  
 \*\*\* One Week Later

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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TO: Commissioners / Board of Directors  
FROM: Department Manager/General Manager  
SUBJECT: Crockett Sanitary Department Managers Report  
DATE: December 5, 2025

The Crockett Sanitary Department Managers Report highlights items of interest that occurred since the prior CVSAN meeting on November 12, 2025.

## **Operation and Maintenance**

- There were no reported Sanitary Sewer Spills between November 5 and December 5 at 1430hr.
- Crockett Main Pump Station:
  - Staff responded to 81 Wet Well level alarms starting on Sunday November 30 at 0036hr and continuing until Monday December 1. Pump 5 was automatically brought online multiple times and diverted ~140,000 gallons into the EQ tank. CSD, NSU operations, and Frisch Engineering interrogated all components and programs related to the level system to troubleshoot. A minor air leak was observed and corrected. On Monday December 1, CSD staff called the JTP to return the EQ volume, the JTP staff denied the request to return EQ volume until "later this week". JTP called staff on Wednesday December 3 to notify staff that JTP could accept the EQ volume. The EQ volume was returned on Wednesday December 3. On December 4, Frisch Engineering was onsite to commission the hydrogritter and physically inspect components of the level system. The level system has been operating normally since then.
  - On November 25 the emergency generator engine repairs were completed and the generator is back online. Head gasket, block heater, and coolant hoses were replaced, the coolant system was flushed multiple times and the engine was load bank tested. The rental generator was removed, allowing room to install the hydrogritter.
  - Debris in the EQ tank was removed and disposed of by LRP. 10.5 yd<sup>3</sup> of sludge was removed by November 26, along with foreign debris that had been thrown in by vandals.
- Continued plans to reduce non-sanitary equipment and items at Main Pump Station.
- There were no reported issues at Loring Pump Station.

## **Capital Improvements / Projects**

- MMCP is ongoing, and a project calendar has been received and updated weekly. Replacement of damaged panel will be a minimum 3-day project. Currently holding back on final installation of MCC switch panel due to wet weather season.
- Grit auger (hydrogritter) was installed and put in service on December 4. Grit Pumps 1 & 2 are set automatically alternate. The detritor sweep is jammed due to heavy buildup of grit in the basin, due to prolonged shutdown of the grit system. A vacuum truck is scheduled Monday December 8 to remove the captured grit to prevent overstressing and damaging the detritor sweep system and grit pumps. The channel grinders continually operate.
- EQ site fencing is fully installed. There have been no known intrusions following the installation.
- CCTV project continues, emergency repairs will be made as needed.
- Staff plan to order a backup channel grinder to be stored on site and utilized as needed.

**9.a**

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