

CROCKETT COMMUNITY SERVICES DISTRICT

For Review

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MINUTES OF REGULAR BOARD MEETING: JUNE 26, 2024.

1. CALL TO ORDER - ROLL CALL: The meeting was called to order at 7:00 pm by President Spinner. Present were Board Members, Mackenzie, Martinez, Peterson, and Spinner. Director Barassi was absent (excused). Present staff included Administrative Services Manager Goodman, District Engineer Murdock, Sanitary Department Manager Barnhill, and District Secretary Rivas.

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: The Personnel Ad Hoc Committee requested to speak first.

11.f Two Ad Hoc committee members presented arguments in favor of eliminating individual contracts in favor of standard employee agreements referencing various special districts where only the General Manager is a contracted employee. The District has a history of highly Individualized contracts for all employees. The Ad Hoc is asking the Board to clarify its position on individualized contracts versus standard employee contracts so that the committee can move forward to allow appropriate changes to the code.

Roadblocks to making progress in updating the Personnel Manual include a lack of clarity on who qualifies for individualized negotiated contracts, differentiating between exempt and non-exempt, and whether a “contracted” employee is salary or hourly. These questions impact the language moving forward such as language related to bargaining units that are not currently relevant or applicable for District staffing needs. Director Peterson announced that he resigned from the Ad Hoc Committee and does not agree with the Ad Hoc’s recommendations. The Board requested a formal recommendation.

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: A member of the public James Easterday introduced himself. He owns Let’s Dig Landscaping. He has been providing landscaping services around the park, for John Swett Unified and a few other locations. He shared a nice memory of his childhood that mentions how well Ron Wilson treated him and his friends from Martinez. Another member of the public, Indie, introduced himself. He recently moved into the community and is excited to get involved.

4. PUBLIC HEARING: None. The District Secretary reminded the Board that the Sewer Use Charge (SUC) public hearing is scheduled for July 24, 2024.

5. RECOGNITION OF RECREATION DEPARTMENT MANAGER: The Recreation Department Manager was not in attendance. A cake and a framed acknowledgment were presented. The Board President praised Mr. Wilson for his dedication and contributions to the Crockett community. A few

5.a

Members: Luigi Barassi, John Mackenzie, Diana Martinez (VP), Kent Peterson, Nick Spinner (President)

members of the public shared stories about him. An announcement was made that Mr Wilson will be recognized at the Bass Club the following Sunday, and all were welcome to participate.

6. CONSENT CALENDAR: Item 6.c was pulled. The remaining items were approved/received. Peterson, 1st, Mackenzie 2nd, Martinez, 4/0, 1 absent)

- a. Approve Minutes of the CCSD Board meeting on April 24, 2024.
- b. Approve Minutes of the CCSD Board meeting on May 22, 2024.
- c. Receive minutes of commissions and committees.
- d. Approve payment of District Bills.
- e. Receive Community Newsletter – June 2024.
- f. Receive CSDA Magazine.

7 ITEMS REMOVED FROM THE CONSENT CALENDAR:

- c. Receive minutes of commissions and committees: Director Peterson requested the validity of the percentage of unaccounted properties in the EBMUD database. See CVSAN Minutes for May 22, 2024, Item 7b, the top of page 2. The CVSAN Chair concurred and reported that the CVSAN Commission has discussed ordering a data study. Director Peterson announced that he will further review the SUC report. (Peterson 1st, Martinez 2nd, 4/0, 1 absent)

8a. MANAGERS' REPORTS RECREATION: Director Peterson inquired about the management of recreation operations. The ASM has been working alongside with Mr. Wilson and the Facilities Supervisor and have developed a temporary succession plan. She has volunteered to replace Mr. Wilson's seat on the CIP and the Veteran's Walk of Honor committees. The Interim General Manager reported that a job description is being prepared for a recreation manager that will be based on the needs to the District such as revenue-generating activities, but there is not an immediate plan to hire the vacancy. The Ad Hoc chair announced that the Committee has been pulling job descriptions from other special districts that have recreation with pools. The budget also needs to be considered to help determine a salary. The Board wants input from the Recreation Commission.

8b. MANAGERS' REPORTS DISTRICT SECRETARY: The DS reported that Prop. 218 mailing was completed with a day to spare through a collaboration effort that included the Crockett Community Foundation and staff. The public hearing announcement was submitted to the newspaper. A sewer-focused insert was included with the Prop. 218 notices and a full newsletter was uploaded to the District's website.

8c. MANAGERS' REPORTS ADMINISTRATIVE SERVICES MANAGER: ASM Goodman has prepared a scope of work for new operators. Staff has met with one contractor with great credentials but are waiting for additional quotes. Valley Operators' last day is October 1st, 2024

8d. MANAGERS' REPORTS MAINTENANCE DEPARTMENT: No report.

8e. MANAGERS' REPORTS PORT COSTA SANITARY DEPARTMENT: SDM Barnhill reported that there have been no spills and no exceedances. Two new chemical pumps have been installed and have been working well. He will be seeking quotes to replace the primary effluent pump with modern pumps; older parts are no longer produced which creates challenges with maintenance and repairs. A recent backup has warranted Staff to begin CCTVing lines when issues arrive. In anticipation of Valley Operators leaving, he has been in communications with an operator who is willing to step in as needed, when needed, and can work in both Port Costa and Crockett. Staff has received and

reviewed the engineering report for the Field Semester project and has forwarded the report to the District's contracted engineer to review the flow study portion of the report. Staff has not received any updates yet.

8f. MANAGERS' REPORTS CROCKETT SANITARY DEPARTMENT: The district engineer reported several repairs at the pump station; including a significant leak in the new grip pump. Mr. Murdock recommended a complete rebuild of the older grip pump including the seal and a new shaft. There was damage caused due to debris from the Alexander Park sewer repair. Plastic got swept into the general grinders and damaged channelers were forced to alter the channel parameters. It did not power the circuit breakers the thermal overload in small motors. There was damage to the programmable unit for the other channel. There are no proper backup features and there may be a defect in the programmable logic DLC. West County Wastewater responded and repaired the channel grinder. A manhole is still yet to be completed from the Alexander Park job. The fence repair was removed from the scope of work of sewer contractor. A separate contractor removed and replaced the pavers at the park. There was damage to the sprinkler system.

A customer called regarding the SUC increase and inquired why the increase became effective before the hearing date. Mr. Murdock explained that the rate is a flat rate and will be billed in the November tax bill. He welcomed her to attend the public hearing.

8g. MANAGERS' REPORTS LIGHTING & LANDSCAPE COMMISSION: Mr. Murdock prepared and presented a list of recommended priorities to the L&L Commissioners. Several cleanups have occurred including the wall across from Bridgehead; the sidewalk between Rolph Park Drive and Crockett Boulevard; and the south sidewalk on Pomona Avenue in conjunction with the HOA next to the District office. Director Peterson inquired about L&L's long-term maintenance and staffing plans. The IGM expects that the new general manager will make hiring decisions. In the meantime, staff can work with contractors to perform maintenance and repair tasks. Mr. Peterson is the first point of contact for fire department calls and suggested that an alternative be selected.

8h. MANAGERS' REPORTS GOVERNMENTAL MATTERS: DS Rivas reported that on June 20th, the Supreme Court stopped Initiative 1935 from going on the November ballot. November 5th is election day. There are three seats on the Board. Declaration of Candidacy applications are due between July 15 and August 9th. The information was provided in the newsletter. An additional notification will be placed on the District's website. The DS has made the same announcement at all the commissioner and committee meetings. Director Peterson would like an update on the ADU legislation (SB 9) that allows the addition/conversion of additional dwelling units to properties and also allows ADUs to be sold as separate properties. There was a short discussion on restrictions such as minimum lot sizes and unit size requirements. The discussion is important because it impacts sewer use charges. Sanitary Commission Chair Manzione reminded the Board that an ADU policy does not currently exist

8i. ANNOUNCEMENTS AND DISCUSSION: DS Rivas provided an update on the stair project in Port Costa. The District is serving as the fiscal sponsor for the Port Costa Community Alliance to repair older brick stairs. The project manager is working on an encroachment permit and is working with an architect. It appears that the repair will result in a slope instead of stairs and is expected to cost approximately \$13,000.

- 9a. CONSIDER RESOLUTION 23/24-29 COLA (COST-OF-LIVING-ADJUSTMENT) FOR FY 24/25: A COLA adjustment not to exceed 3.8% for all non-seasonal employees effective July 1, was approved. (Martinez 1st, Spinner 2nd, 3 ayes, 1 abstention, 1 absent)
- 9b. APPROVE RESOLUTION 23/24-30 – ANNUAL LIGHTING AND LANDSCAPE SPECIAL TAX FOR FY 23/24. The L&L Commission agreed not to increase the \$50 tax for FY 24/25. The resolution acknowledges that the tax will continue to be collected in the amount of \$50 per parcel. (Person 1st, Martinez 2nd, 4/0)
- 9c. APPROVE RESOLUTION 23/24-31 UPDATE DISTRICT SECRETARY FROM PART-TIME TO FULL-TIME STATUS. The original job description for the district secretary role was written to require only 16 – 20 hours per week. The job has continually required a minimum of 30 hours plus per week which is described as a full-time status in the District Code. The resolution was approved with minor edits. (Peterson 1st, Martinez 2nd, 3 ayes, 1 abstention, 1 absent)
- 9d. CONSIDER RESOLUTION NO. 23/24-32 ORDERING EVEN-YEAR BOARD OF DIRECTORS ELECTION; CONSOLIDATION OF ELECTIONS; AND SPECIFICATIONS OF THE ELECTION ORDER. Three seats on the Board are up for election. The District is required to reimburse the County for election-related expenses. (Peterson 1st, Mackenzie 2nd, 4/0)
- 9e. REVIEW 2012 C&H SETTLEMENT AGREEMENT. The District entered into a 10-year settlement agreement with C&H in 2012 that expired in 2021. The settlement agreement limits increases for their sewer use charges by a maximum of 3% annually. The District's legal counsel recommends continuing C&H's SUC increases at 3%. The last rate study was done approximately 15 – 20 years ago. Crockett Sanitary Commission Chair Manzione asked if the District wants to enter into a contract with its largest rate payer considering the complexities of the relationship between the two entities. Mr. Manzione announced that CVSAN intends to hire an engineering firm to perform a rate study. After a lengthy discussion, Board President Spinner directed the CVSAN to discuss and determine if an ad hoc to discuss an updated settlement agreement with C&H is warranted and make appropriate recommendations but he suggested that the Joint Use Agreement negotiations should take the highest priority and focus.
- 9f. CONSIDER DOG PARK INSURANCE: DS Rivas reported that both P66 and C&H have committed equal funding to cover the cost for the first year's Waiver of Subrogation insurance required by Caltrans. P66 advised that the funds can be applied for on an annual basis. C&H's contribution is a one-time thing. It was advised that the Dog Park group consider applying for funds through the Rodeo Renewal Fund which is managed by the Rodeo MAC (municipal advisory committee). Ms. Rivas will be meeting with a representative from Supervisor Glover's office to discuss the Community Benefit Fund where additional funds may be available for future years. President Spinner reiterated that Caltrans requires a Waiver of Subrogation for the Dog Park that will cost \$5,000. District Staff successfully identified funds for the first year's insurance needs. The Dog Park group will be responsible for identifying funds in the future. To date, the Dog Park has received over \$45,000 for the installation of the park. The Dog Park representative expressed confidence in fundraising for future years and expressed her gratitude for the funding. The lease between the Dog Park and Caltrans was signed in March. The item will be brought back at the next meeting.

9g. CONSIDER REDUCING THE NUMBER OF SEATS ON THE CROCKETT POLICE LIAISON COMMITTEE FROM SEVEN TO FIVE: The Board president approved the reduction of seats from seven to five.

10a. DISCUSS FINANCIAL MATTERS RELATED TO THE DISTRICT: ASM Goodman provided an update on the progress with Maze & Associates including the reconciliation process, the need for accounting reports from the County that she has been unable to locate, and forms to better track internal finances. They will be simplifying the accounting codes. A new form was attached with the warrant transmittals that reports the cash in each account. The cash amount is listed under the total ending balance. The Recreation account requested a transfer of \$100,000 from the Ad Valorem account to pay for the ADA project. Recreation received a \$125,000 check that is not accounted for in the report. She has identified funds for Port Costa that were previously miscoded. The County has a report that tracks LAIF funds by account number which will help tighten actual balances. The Memorial Hall account balance is approximately \$250,000. These funds were being held in the LAIF account accruing interest. The overall LAIF account balance is approximately \$4.58 million.

10b. CONSIDER REPORT ON BUDGET FOR FY 2023/24: The ASM anticipates presenting a summary roll-up budget for the next meeting but is working on getting better numbers. She has met or has pending meetings with the budget and finance committees. She will then circle back with the Board budget and finance committee to finalize the budget for the July meeting. Working with Maze & Associates, she expects to have all the accounts reconciled and will present an updated budget.

10a. REPORT FROM PERSONNEL COMMITTEE REPORT: The committee did not meet in June.

10b. REPORT FROM BUDGET & FINANCE COMMITTEE: No report.

10c. REPORT FROM POLICE LIAISON COMMITTEE: Ms. Wais reported that a new resident deputy attended the June meeting.

10d. REPORT FROM CVSAN WASTEWATER COMMITTEE: Mr. Manzione asked if Staff should collect comments regarding the SUC in anticipation of the public hearing in July. Mr. Peterson explained that the standard procedure is that a memo is presented to the Board with the number of objections to the SUC and reports on what was done regarding mandatory mailings. The Board will acknowledge that there is not a majority opposition. Objections are to be submitted in writing but since so few people object, any comments can be reported on.

The Joint Use Agreement (JUA) negotiation team has not made much progress recently. The team has commented on the revised draft received by C&H and has forwarded it for legal review. The draft does not contain District inputs. The lease with the State Lands Commission expires June 30th but there are no plans to review the lease until the JUA is renewed. It was clarified that the expiration of either the JUA or the State Lands Commission lease will have any operational impacts. It was noted that many exhibits have not been included in the JUA draft that are necessary to move forward with the JUA renewal. These exhibits will help direct pricing. A short discussion was had on the co-ownership of the machinery and equipment. The District purchased a share of the facilities. The ownership is split into seven different categories with ownership percentages varying depending on the category.

10e. REPORT FROM MEMORIAL HALL ADVISORY COMMITTEE: Mr. Wilson is no longer on the committee. At a previous meeting, Ms. Goodman volunteered to step in. The Board President appointed Ms. Goodman as chair of the committee.

10f. REPORT FROM AD HOC COMMITTEES: Reported earlier.

10g. REPORT FROM INTER-AGENCY MEETINGS: The DS announced upcoming meetings for LAFCO and Contra Costa County Supervisors. LAFCO will meet on July 10 and August 14. The Supervisor's meeting is July 9. Both meetings are held at the Board of Supervisors' chambers in Martinez.

11. FUTURE AGENDA ITEMS/BOARD COMMENTS:

- Caltrans Maintenance Agreement
- 1 Rolph Park Drive Ad Hoc Committee
- Dog Park MOU
- Contract vs Employee Agreements
- ADU Policy

12. ADJOURNMENT. The meeting was adjourned at 9:31 pm until July 24, 2024.

Respectfully submitted,
Sonai Rivas, MBA
District Secretary