

# CROCKETT COMMUNITY SERVICES DISTRICT (CCSD)

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## For Review

### MINUTES OF THE REGULAR BOARD MEETING ON OCTOBER 22, 2025.

1. CALL TO ORDER - ROLL CALL: President McDonald called the meeting to order at 6:03. Directors Barassi, McDonald, Murdock, Spinner, and Crockett Sanitary Commissioners (CVSAN) Wais and Manzione were present. Director Mackenzie was absent (excused). General Manager (GM) Goodman, and Sanitary Department Manager (SDM) Barnhill, and District Secretary (DS) Rivas were present.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: A request to move Closed Session items b and c to the end of the meeting was declined on the basis that sufficient time was allocated to address all Closed Session items.
3. CLOSED SESSION: Closed session began at 6:05. DS Rivas left the meeting.
  - a. Conference with Legal Counsel - anticipated litigation pursuant to paragraph (4) of subdivision (d) of California Government Code Section 54956.9. 2 cases.
  - b. Public Employee Performance Evaluation: District Secretary, Pursuant to Government Code Section 54957
  - c. Public Employee Performance Evaluation: General Manager, Pursuant to Government Code Section 54957
4. OPEN SESSION: Open session resumed at 7:03. Staff General Manager (GM) Goodman, Recreation Department Manager (RDM) Maria, Sanitary Department Manager (SDM) Barnhill, and District Secretary (DS) Rivas were present. CVSAN Commissioners Wais and Manzione were present.
  - a. Announcement of actions taken during closed session. No reportable actions taken. The conference with Legal Counsel went beyond the time allocated; the Closed Session items b and c were moved to the end of the meeting.
5. PUBLIC COMMENTS ON NON-AGENDA ITEMS: A motion to add a CCTV contract for approval to the administrative agenda was approved on the basis that the contract was received after the agenda was published, and there is an urgent need to implement the contract as soon as possible. (Spinner 1<sup>st</sup>, Murdock 2<sup>nd</sup>, 4/0, 1 absent) Ms. Kayla Turnage, field representative for Assemblymember Ana Maria Farias, reported on recent accomplishments and upcoming events.
6. PUBLIC HEARING: None
7. CONSENT CALENDAR: Item c was pulled for discussion. Motion to approve a, b and d passed. (Barassi 1<sup>st</sup>, Spinner 2<sup>nd</sup>, 4/0, 1 absent)
  - a. Approve the minutes of the CCSD Board meeting on September 24, 2025.
  - b. Receive minutes of commissions and committees.
  - c. Approve payment of District Bills.

d. Accept Resignation for Recreation Commissioner Valentini, effective October 31, 2025.

8. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR:

7.c Approve payment of District Bills: The Board questioned the frequency and fees for Let's Dig, who is utilized for multiple projects and multiple departments; they have the knowledge, equipment, and ability to handle urgent projects; their billing is comparable to other vendors. Their services are regularly used by the Recreation Department and are working on three sites related to Crockett Sanitary.

9. ADMINISTRATIVE:

a. CONSIDER STAFF'S INITIAL RECOMMENDATIONS TO REDUCE DUPLICATION OF PDF DOCUMENTS ON THE WEBSITE TO HELP MITIGATE ADA ACCESSIBILITY COSTS: DS Rivas presented recommendations to reduce the number of PDF pages on the website in anticipation of a State mandate to make all published PDFs are ADA accessible. She reported there are several redundancies of posted PDFs due to the multiple postings of the same documents, such as minutes (department review, Board received, and final minutes) and budget reporting. After a discussion, the Board opted not to remove any documents once they are posted to maintain transparency. Also noted was the amount of time Staff would need to remove documents could be used more efficiently elsewhere.

b. DISCUSS AND RECOMMEND WHETHER TO BROADCAST LIVE MEETINGS: The Crockett Community Foundation (CCF) donated audio and visual equipment to the District to use as needed such as public meetings, training and presentation in the multi-purpose room of the community center. The equipment has been installed, and training is scheduled for the following day (October 23). The CCF will be the holder of the Master Zoom account. The system has several benefits including viewing presentations, Zoom meetings with closed captioning, recording and transcription of conversations. While the Board acknowledged the benefits of the system, the Board expressed concerns with the logistics of monitoring streaming meetings with limited staff, addressing the public during meetings, the storage of video content and the very specific requirement of remote meetings under the Brown Act. Staff were directed to request the CCF's policy on the use and archiving of footage. Staff was also directed to consider other agency policies and drafting a policy for the Board's consideration.

c. CONSIDER AND APPROVE A CCTV CONTRACT WITH L.R PAULSELL FOR THE ANNUAL SEWER LINE CLEANING: The CCTV inspection is an annual project that will service over 16,000 linear feet of sewer pipe in Crockett with a total price just under \$40,000. Annual CCTV inspection is an ongoing requirement. The contract stipulates that the service must be completed by December 31<sup>st</sup> but weather conditions allow flexibility to extend if needed. It was suggested that bids be considered for the following year. Although CVSAN has not had an opportunity to consider the contract, Staff does not anticipate any objection to approving the project. A motion to approve the contract with the requirement to seek additional bidders for the following year passed. (Murdock 1<sup>st</sup>, Barassi 2<sup>nd</sup>, 4/0, 1 absent). CVSAN Commissioner Wais recognized Staff for their efforts on the annual CCTV projects, noting SDM Barnhill's ability to catch up CCTV to current as it has been historically one or more years behind.

10. BUDGET AND FINANCE:

a. CONSIDER AND RECOMMEND APPROVAL OF ALLOCATION FROM AD VALORUM PROPERTY TAXES TO THE RECREATION BUDGET FOR FY 2025/26: GM Goodman provided an overview of excess Ad Valorem property tax revenues for fiscal year 2024/25. The base amounts were

distributed and need board authorization to allocate. Input from the Lighting and Landscape and Crockett Sanitary Commissioners was sought before making a final recommendation to the Board. The Recreation Commission did not meet in October to give a recommendation. The GM presented a memo with the recommendations from the Commissions, and the GM recommended that a majority of funds be allocated to Recreation largely due to the increase in repairs encumbered through the current fiscal year, loss in event rentals, and the Department's desire to increase programming.

Resolution 18/19-25 specifies how the Ad Valorem taxes are to be distributed, with item four addressing how excess funds can be divided based on Budget and District priorities. Recreation received more than the base amount of funds in 2024. CVSAN typically advocates for 100% of funds to go towards Crockett Sanitary since they can only generate revenue through the Sewer Use Charges and permits, whereas Recreation can apply for grants and rely on their ability to capitalize on their enterprise of rentals and other charges. Directors Barassi and Murdock support that excess funds should benefit the general population, not necessarily property owners. Enhanced recreational programs and lighting and landscaping improvement are visible and help drive up value for the community and housing values. Lighting and Landscape has limited funds, no reserves, but is managing its funds well.

After an in-depth discussion, a motion was made to allocate 100% of excess Ad Valorem taxes to the Recreation Department. (Barassi 1<sup>st</sup>, Spinner 2<sup>nd</sup>, 4/0). Additional discussion addressed the increase in costs that affects both the Recreation and Sanitary Departments. While CVSAN can increase rates, Recreation's revenue is based on its last increase in 2012 and has not kept up with inflation.

- b. DISCUSS FINANCIAL MATTERS RELATED TO THE DISTRICT: The Budget and Finance Committee has reviewed the quarterly report for Q1 (July – September) for fiscal year 2025/26 and is expected to be presented to the Board at the November meeting. A discussion ensued on the efficiency of the Uniform Public Construction Cost Accounting Act policy. A policy was previously adopted, but warrants revisiting the bidding thresholds and adjusting the General Manager's signing authority to align with the policy.

#### 11. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS:

- a. GENERAL MANAGER / MAINTENANCE DEPARTMENT / LIGHTING & LANDSCAPE COMMISSION: GM Goodman highlighted key actions from the Manager's Report focusing on the sanitary office garage cleanup, the continued vandalism and dumping at the EQ site, and an expected fiscal year 2023 audit start date by the end of the year.
- b. DISTRICT SECRETARY: DS Rivas highlighted key items from the DS Monthly Report.
- c. RECREATION MANAGER: Report prepared by RM Maria was presented. An end-of-season financial report of the pool usage was requested.
- d. CROCKETT AND PORT COSTA SANITARY DEPARTMENT MANAGER: Report prepared by SDM Barnhill was presented for Crockett and Port Costa. The Master Control Center (MCC) Project replacement part arrived early. A generator issue surfaced and is undergoing troubleshooting. The auger has not been received. Port Costa experienced a spill from a private lateral. The spill cleanup cost was approximately \$24K. The cost to replace the public line component is estimated to cost approximately \$70K (\$350 per foot).

A backup battery-operated generator is being considered for the Loring pump station that will be brought to CVSAN and the board as a Capital Improvement Project for approval.

- e. GOVERNMENTAL MATTERS: The DS presented a summary on upcoming changes to the Brown Act. The District does not meet the definition of an Eligible Legislative Body and therefore is excluded from specific requirements. There are three changes that the Brown Act will impose that the District is already making: providing all legislative bodies with a copy of the Brown Act, making available up to two locations where meetings can be held, and oral presentations of salaries and salary schedules before a final action is taken. All members of the District's legislative bodies are encouraged to register for a Brown Act presentation on December 10<sup>th</sup>, hosted by CSDA.
- f. ANNOUNCEMENTS AND DISCUSSION: There are a few open seats for the free all-day grant writing class scheduled for the following week on Tuesday at the Community Center.

12. REPORTS FROM BOARD MEMBERS, COMMITTEES, AND AD HOC'S:

- a. PERSONNEL COMMITTEE: None.
- b. BUDGET & FINANCE COMMITTEE: The Committee discussed the capital improvement amendments and the first quarter budget report of which the GM reported on under Budget and Finance.
- c. LEGAL NEGOTIATIONS AD HOC: The Committee met to discuss the Joint Use Agreement. Key members of CVSAN provided valuable insights.
- d. RECREATION AD HOC: The Committee discussed a timeline and initial strategies to place a ballot measure on the 2026 election to increase the Recreation tax. RM Maria was appointed as chair.
- e. POLICE LIAISON COMMITTEE: There were no public safety personnel present. Attendees were frustrated with the sideshow situation. They were encouraged to reach out to the District Supervisor's office. The Supervisor's office is holding a roundtable with multiple affected agencies in an effort to identify possible solutions.
- f. CVSAN WASTEWATER COMMITTEE: None.
- g. INTER-AGENCY MEETINGS: None.

13. FUTURE AGENDA ITEMS / BOARD COMMENTS: The President wants to review the roles and authorities of commissions and committees to ensure efficient use of limited staff resources, proposing that a structured discussion—ideally in January during appointment season—be held to evaluate potential improvements.

- a. Ordinance to update District Code and add Lighting & Landscape Commission.
- b. Revisit commission roles & authorities.
- c. Organizational Chart
- d. Update Records Retention Policy
- e. Dog Park Insurance
- f. Update Resolution 18/19-25 to distribute Ad Valorem taxes annually in April, include Lighting and Landscape, and adjust allocation splits.
- g. Policy on how to utilize the audio and visual equipment in the multi-purpose room.

ITEMS PULLED OUT OF ORDER:

- 3. CLOSED SESSION: Began at 9:22 p.m.

b. Public Employee Performance Evaluation: District Secretary, Pursuant to Government Code Section 54957

c. Public Employee Performance Evaluation: General Manager, Pursuant to Government Code Section 54957

4. OPEN SESSION: Resumed at 9:28 with no actionable items to report.

14. ADJOURNMENT: On behalf of the Board, Mr. John Valentini was acknowledged for his many years of volunteer service. His commitment and the time given to support this organization and the community are very appreciated. The meeting was adjourned at 9:49 until November 19, 2025.

Respectfully submitted,  
Sonai Rivas, MBA  
District Secretary