CROCKETT SANITARY COMMISSION

AGENDA FOR WEDNESDAY, AUGUST 19, 2026

TIME: 4:00 PM - REGULAR MEETING
LOCATION: Crockett Community Center, 850 Pomona St., Crockett

P.O. Box 578, Crockett, CA 94525 | www.town.crockett.ca.us | (510) 787-2992
districtsecretary@town.crockett.ca.us | Meetings are recorded for accuracy of minutes.

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
   (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. ADMINISTRATIVE:
   a. Monthly C&H billing.

6. BUDGET AND FINANCE:

7. 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.

8. CONSENT CALENDAR: Consideration of a motion to approve the following items:
   a. Approve Minutes for July 15.
   b. Receive Actions Taken by the Board (July 22).
   c. Receive warrant transmittals (July).
   d. Receive Cash and LAIF Account Balances.
   e. Receive updated capital improvements appropriations of $538,500.

9. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR:

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 Ad Hoc – Members Bartlebaugh and Manzione.
    c. Commissioners
    d. Inter-agency and Trade meetings.

11. FUTURE AGENDA ITEMS
    a. CCTV repair study prepared by the Engineer of Record when available.
    b. Capacity/impact fees
    c. District's role and authority regarding the county's processes for new development.
    d. Cost-cutting measures.

12. ADJOURNMENT: until September 16, 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. 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.ea.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
Telephone (510) 787-2992
E-mail: districtsecretary@town.crockett.ca.us
Website: www.town.crockett.ca.us

FOR REVIEW

MINUTES OF REGULAR MEETING OF JULY 15, 2026.

1. CALL TO ORDER - ROLL CALL: Chair Wais called the meeting at 4:00 PM. Present were Commissioners Bartlebaugh, Wais, and Alternate Millward. Absent: Commissioner Manzione arrived at 4:17 PM. Staff present included General Manager (GM) Goodman, Sanitary Department Manager (SDM) Barnhill, and District Secretary (DS) Rivas. Director Barassi was present.

2. SEATING OF COMMISSIONER MILLWARD: Chair Wais welcomed Commissioner Millward to CVSAN. Chair Wais clarified that comments on agenda items should be made during the appropriate item.

3. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.

4. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

5. PUBLIC HEARINGS: None.

6. ADMINISTRATIVE:

   a. UPDATE ON PROP 218 proceedings: The discussion focused on the proposed sewer use charge increase and the District's financial condition. Staff explained that a financial consultant was hired to evaluate the District's financial needs for the current fiscal year, with the analysis identifying a need for a rate increase. Staff indicated that, based on the financial information reviewed, a minimum increase of 15% is necessary, while the noticed maximum is 30%. The District's financial challenges include depletion of reserves, outstanding obligations involving C&H, and significant costs associated with the wastewater treatment plant and the 2022 odor event. C&H is currently involved in negotiations and legal disputes with the District regarding operating costs, billing, penalties, and other expenses. Staff also clarified that the consultant's assignment was narrowly focused on determining the rate increase needed and did not include a comprehensive analysis of cost-cutting alternatives or operational efficiencies. A broader comprehensive rate study is anticipated in 2027.

      Residents and commissioners raised significant concerns about the impact of a 30% increase on ratepayers, particularly seniors, families, and property owners facing increases in other household expenses. Questions were also raised about past spending, salary increases, oversight, the District's management of its finances, and whether additional cost-saving measures should be considered before imposing such a substantial increase. Staff acknowledged that past financial management contributed to the current situation but explained that the proposed budget is lean, includes no capital projects, and that some expenditures were necessary to address deferred maintenance, safety, staffing, and regulatory requirements. The discussion also clarified that under Proposition 218, a valid written protest from 50% plus one of qualified ratepayers would prevent the increase from taking effect; otherwise, the Board retains discretion to establish a rate from zero up to the noticed maximum. The concerns raised should be addressed by the CCSD Board of Directors, which has authority to make the final decision on the sewer use charge.

8.a

Commissioner Manzione made a comment about the CCSD Board having "secret meetings". The GM clarified that Closed Sessions are not secret meetings, but rather confidential legal matters discussed with legal counsel and sanctioned under the Brown Act. Members of the public expressed their lack of involvement in District business. They were informed of the District's website for minutes, the current vacancy on CVSAN and the Board (last day to submit one's candidacy is August 7 as options to be more involved and informed.

b. DISCUSS THE BOARD-APPROVED SEWER USE CHARGE (SUC) INCREASE AND MAKE A FINAL RECOMMENDED PERCENTAGE INCREASE: The discussion centered primarily on the proposed Sewer Use Charge (SUC) increase, the financial condition of the District, rebuilding reserves, and what recommendation CVSAN should provide to the District Board before the July 22 Proposition 218 public hearing.

The discussion was based on the financial study prepared by consultant Mark Hildebrand, which identified two significant financial pressures: outstanding debt owed to C&H and depletion of the District's investment/reserve account. Staff explained that the consultant's analysis considered all financial data available, including a spending forecast, and that the District needed to address its debt obligations while also beginning to rebuild its financial reserves. Staff ultimately supported a minimum 15% increase, while recognizing that a higher increase—up to the Board-approved Proposition 218 maximum of 30%—would provide greater financial stability but would have a greater impact on ratepayers.

Four motions were made:

1. Motion to the extent the District Board justified the rate increase based on rebuilding reserves, the amount attributable to reserve restoration be identified and sequestered through a clear accounting mechanism so the funds could be specifically tracked as reserve funds. Passed. (Manzione 1st, Millward 2nd, 4/0)
2. Motion by Commissioner Millward to recommend a 30% increase for the sewer use charge failed for lack of a second.
3. Motion by Commissioner Manzione to recommend that the District Board consider a sewer use charge increase within the full Proposition 218 range of 0% to 30% failed for lack of a second.
4. Motion to recommend that the District Board consider a 15% to 30% sewer use charge increase, with the Board considering public comments received at the July 22 hearing, particularly those concerning affordability, when selecting the final percentage. Passed. (Bartlebaugh 1st, Millward 2nd, 3/0, Manzione abstained)

7. BUDGET AND FINANCE:

a. DISCUSS AND APPROVE THE PROPOSED CAPITAL IMPROVEMENTS APPROPRIATIONS OF $773,500: The amount was corrected to $538,500. The discussion became contentious as Staff expressed frustration over perceived criticism, workload pressures, and the manner in which questions were being directed toward Staff, especially when members of the public were present. Staff emphasized their commitment to the District and the significant workload involved, while commissioners acknowledged the concerns and discussed the need for respectful communication and oversight. Following the exchange, the Commission discussed completing the remaining agenda items and documenting staff's departure from the meeting. GM Goodman left the meeting at 6: 21, and SDM left the meeting at 6:28. The item was tabled to the next meeting.

b. OTHER FINANCIAL MATTERS OF THE DISTRICT: The public hearing for the budget adoption is scheduled for the Board's July 22 meeting.

8. REPORT OF DEPARTMENT MANAGER: This section was skipped

   a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS:

   b. GOVERNMENTAL MATTERS:

   c. ANNOUNCEMENTS AND DISCUSSION:

9. CONSENT CALENDAR: Motion to approve the Consent Calendar with minor edits to the June 17b minutes and two warrant questions to be answered via email, passed. (Bartlebaugh 1st, Millward 2nd, 4/0).

   a. Approve Minutes for June 17.

   b. Receive Actions Taken by the Board (June 24).

   c. Receive warrant transmittals (June): Check 7706 to ICOM is a one-time charge for a systems conversion from ICOM to Integrity.

   d. Receive Cash and LAIF Account Balances.

10. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR:

11. REPORTS / COMMENTS FROM COMMISSIONERS: No reports.

   a. WASTEWATER COMMITTEE: None.

   b. BUDGET & FINANCE AD HOC: There was confusion on whether the standing budget & finance committee has been dissolved and turned into an ad hoc. It was decided to continue the ad hoc through the adoption of the budget.

   c. COMMISSIONERS: None.

   d. INTER-AGENCY AND TRADE MEETINGS: Commissioner Bartlebaugh attended a joint Contra Costa / Alameda Special District Association meeting and toured the Iron Horse sewage treatment plant. He suggested that the treatment plan should be looked at if the District even considered upgrading the District's treatment plant.

GM Goodman returned at 6:40 pm.

Out-of-order discussion of Item 7a: The amount for the PROPOSED CAPITAL IMPROVEMENTS APPROPRIATIONS was corrected to $538,500. This report will be presented to the Board and provided to CVSAN for input. The Commission reviewed the proposed Capital Improvement Plan (CIP) and discussed the need to prioritize projects based on urgency, particularly for the collection system and pump station. Staff identified several high-priority needs, including pump repairs, a backup channel grinder, air compressors, and collection system work, while noting that the CIP was intentionally lean. All items present are a priority for Fiscal Year 2026-27. Staff also clarified that the CIP had been reduced by approximately $250,000 because certain costs had been counted twice, rather than because planned projects were eliminated.

Commissioners recommended treating the CIP as an ongoing planning and budget-review document, with project priorities identified and updated as conditions change. The discussion also addressed improving documentation for sole-source purchases, clarifying capital versus maintenance/O&M projects, and improving the timing and presentation of CIP information during future budget cycles. Staff reported that the current budget assumes a 30% sewer use charge increase, compared with 15% in the earlier budget, adding approximately $300,000 in projected revenue, while the corrected capital carryover reduced expenditures by approximately $300,000; the budget can be adjusted once the Board determines the final sewer use charge.

DS Rivas left the meeting at 7:07 PM

12. FUTURE AGENDA ITEMS:

a. CCTV repair study prepared by the Engineer of Record when available.
b. Monthly C&H billing.
c. Capacity/impact fees
d. District's role and authority regarding the county's processes for new development.
e. Cost-cutting measures.

13. ADJOURNMENT: The meeting was adjourned at 6:00 PM until August 19, 2026.

Respectfully submitted,
Sonia Rivas, MBA,
District Secretary

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525 ♦ 850 Pomona Street
Telephone (510) 787-2992
e-mail: DistrictSecretary@town.crockett.ca.us
website: 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 July 22, 2026**

The following items are abbreviated summaries of administrative actions taken by the Board at the meeting of July 22. The detailed meeting minutes will be presented to the Board for approval on August 18, 2026.

Visit the July 22 agenda page online for a complete copy of the agenda and supporting documents. **https://www.town.crockett.ca.us/2026-07-22-board-meeting**

4. PUBLIC HEARINGS:

- a. Hearing on a proposed increase of annual sewer use charges, within the area served by the Crockett Sanitary Department, to be collected on the tax roll; Receive confirmation of Prop. 218 mailing to property owners and report on how many properties would constitute majority protest in Crockett; Waive reading of ordinance; Tabulate written responses from property owners; determine whether a majority protest exists; Consider adoption of Ordinance No. 26-01 determining charges; Consider adoption of Resolution No. 26/27-01 overruling objections to the method of collection, confirm acceptance of the Financial Study Report prepared by Hildebrand Consulting originally presented May 27, 2026 and levying charges on the tax roll.
    - **Staff confirmed the mailing of Prop 218 notices** and noted that 586 properties constitute a majority protest.
    - **117 written objections were received**; a majority protest was not met.
    - Adoption of Ordinance No. 26-1 **Passed**– Determining a 30% charge increase.
    - Adoption of Resolution No. 26/27-01 overruling objections to the method of collection – **Passed.**
    - Acceptance of the Financial Study Report prepared by Hildebrand Consulting originally presented May 27, 2026 – **Passed.**
    - Levying charges on the tax roll – **Passed.**
- b. Hearing on a proposed operating and capital improvements budget for FY 2026/27; Consider Resolution No. 26/27-02 adopting an operating and capital improvements budget for FY 2026-27. – **Passed.**

CLOSED SESSION (Out of Order)

- a. Conference with Legal Counsel - significant exposure to litigation pursuant to paragraph (4) of subdivision (d) of California Government Code Section 54956.9.6. **No actionable items to report.**

8.b

CONSENT CALENDAR: Approved.

- a. Approve the minutes of the CCSD Board meeting on June 24.
- b. Receive minutes of commissions and committees.
- c. Approve payment of District Bills.
- d. Receive Cash Account and LAIF Balances.
- e. Receive Evidence of Coverage AICP Crime.
- f. Receive Letter to County Elections Office informing officeholders are not required to file Form 460 or Form 470.
- g. Approve Resolution 26/27-03 – Re-Appoint CVSAN Commissioner Wais.
- h. Approve Resolution 26/27-04 – Re-Appoint PCSAN Commissioners Cusack, Klaiber, List, Scheer, and Surges.
- i. Approve Resolution 26/27-05 Re-Appoint Recreation Commissioners Airoldi, Choquette, and Leuba and Lighting and Landscaping Commissioner Fisk.

Due to the extended time allocated to the public hearings, the remaining topics on the agenda were considered non-urgent and were carried to the August Agenda.

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: _______ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1025 · Fund 3426 - CVSan - O&M				
07/02/2026	KEL-AIRE HEATING & AIR CONDITIONING	Replace Filter & Cleared Condensate Line - Invoice 086270	491.70	7718
07/02/2026	L.R. PAULSELL CONSULTING	Sewer Maintenance June 11-17, 2026 - Invoice 26-15	12,918.75	7719
07/02/2026	PG&E	Gas & Electric - #6193854060-8	4,298.50	7720
07/02/2026	Pan-Pacific Supply Company	Pump 4 Rebuild - Invoice 29620583	30,275.28	7721
07/02/2026	V.W. Housen & Associates	Engineering Support (9/2025 - 5/2026) - Invoice 1694	26,473.00	7722
07/02/2026	TERMINIX	Pest Control @ 1 Rolph Park - Invoice 473031941	144.00	7723
07/02/2026	Lincoln National Life Insurance Company	LTD & STD Insurance - A/N CCSVCD-BL-1564438	84.21	7724
07/02/2026	U.S. BANK	Various - #4866914555538450	13,932.59	7725
07/02/2026	David Farnsworth, CPA	Special District Financial Transaction Report - Invoice 0495	626.50	7726
07/02/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #77 - Split	24,768.19	7727
Total 1025 · Fund 3426 - CVSan - O&M			114,012.72	
Total 1000 · County Operating Funds			114,012.72	
TOTAL			**114,012.72**	

7/1/2026

8.c

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: _______ Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1025 · Fund 3426 - CVSan - O&M				
07/17/2026	AT&T	Cell Phone - A/N 287365623551	78.13	7728
07/17/2026	CivicPlus	Streamline Renewal (7/1/26 - 6/30/27) - Invoice #377954	2,356.20	7729
07/17/2026	EBMUD	Water @ 1 Rolph Park - #86466230369	46.36	7730
07/17/2026	Independent Power	Disconnect Pump - Invoice 26-022	860.00	7731
07/17/2026	Let's Dig, Inc.	June 2026 Monthly Landscape Maintenance - Invoice #17	344.00	7732
07/17/2026	L.R. PAULSELL CONSULTING	Crockett Sewer USA - Invoice #26-16	570.00	7733
07/17/2026	Natural System Utilities - CA Inc.	WWPO - Invoice 1195563	2,686.55	7734
07/17/2026	Redwood Public Law	Legal Services - Invoices 21507 & 21508	1,233.00	7735
07/17/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #78 - Split	3,522.03	7736
07/17/2026	CONTRA COSTA COUNTY TREASURER	Calpers - June 2026	5,553.56	7737
07/17/2026	Maze & Associates	Accounting Services (March & April 2026) - Invoices 54841 & 54875	833.75	7738
Total 1025 · Fund 3426 - CVSan - O&M			18,083.58	
Total 1000 · County Operating Funds			18,083.58	
TOTAL			**18,083.58**	

7/17/26

Trial Balance

Organization	Contra Costa County
Periods	FY 2026-27 : 01 Jul - 12 Jun
Ledger	Actuals
Ledger Account/Summary	0010:CASH
Accounting Worktag	342600 CROCKETT SANITARY DEPT
Book	Operating Book
Company Currency	USD
Translation Currency	USD
Run	08/13/2026 04:27 PM

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	2,836,902.47	350,989.95	2,485,912.52
Total	0.00	2,836,902.47	350,989.95	2,485,912.52

8.d

Trial Balance

Organization Contra Costa County
Periods FY 2026-27 : 01 Jul - 12 Jun
Ledger Actuals
Ledger Account/Summary 0210:INVESTMENTS
Accounting Worktag 342600 CROCKETT SANITARY DEPT
Book Operating Book
Company Currency USD
Translation Currency USD
Run 08/13/2026 04:28 PM

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0210:INVESTMENTS	0.00	487,899.28	0.00	487,899.28
Total	0.00	487,899.28	0.00	487,899.28

Updated 7/13/2026

CIP	Project	Contractor	Cost	Description	Work Started	Work Completed	Paid, Outstanding or Not Started?	Total	Budgeted
CVSAN Capital Improvement EQ Tank									
				NO PROJECTS, NO BUDGET					
							Total CVSAN Capital EQ Tank:	$ -	**$0.00**
CVSAN Pump Station									
	Channel Grinder Backup	JWCE	$ 35,000.00	Channel Grinder is approximately $28,411.04. Cost includes estimated installation.	To Be Ordered and Stored	TBD	NS	$ 35,000.00	
	Air Compressors	TBD	$15,000.00	Replace existing Air Compressors. One of two units is completely offline. Need to repair or replace both aircompressors. Integral component to pump station operation.	To Be Ordered and Installed	NS	NS	$ 30,000.00	
	EQ Return Valve	TBD (NSU)	$ 10,000.00	Pending estimate. Vital to address confined space, H&S, and additional costs for operators to operate EQ return valve	no	NS	NS	$ 10,000.00	
	Pump 3	TBD (PanPacific)	$ 25,500.00	Estimate, pump is leaking. Critical repair.	no	NS	NS	$ 25,500.00	
	Generator - Pump Station	Peterson Cat	$ 10,000.00	Unplanned Maintenance or Repair	No	NS	NS	$ 10,000.00	
			$ 10,000.00	Rental Generator	No	NS	NS	$ 10,000.00	
	Aeration System Rebuild - Pump Station	TBD (NSU)	$ 50,000.00	Emergency replacement of piping and nozzels. Engineering, Materials, and Installation - ESTIMATE	No	NS	NS	$ 50,000.00	
							Total Capital Replacement Pump Station:	$ 170,500.00	**$170,500.00**

CIP	Project	Contractor	Cost	Description	Work Started	Work Completed	Paid, Outstanding or Not Started?	Total	Budgeted
CVSAN Collection System									
	Collection System Immediate Repairs as identified on Engineering Assessment	TBD (Engineering Consultant V.W. Housen)	$ 150,000.00	Multiple projects for line segments around Crockett needing repair/replacement. Working with Engineer of Record to Identify and Prioritize replacements or spot repairs. Consult engineer on C&H inflow analysis.	Not Started, discussed at CVSAN and CCSD Board meetings as a priority repair	Ongoing	Outstanding	$ 150,000.00	
	Maintenance, Emergency Repair, CCTV	LRP	$ 150,000.00	Multiple projects for line segments around Crockett needing repair/replacement. Identified Marina Line as high priority. Sent report to V.W. Housen to work up a plan to address CCTV24 concerns and Marina Line.	Not Started, discussed at CVSAN and CCSD Board meetings as a priority repair	Ongoing	Outstanding	$ 150,000.00	
							Total CVSAN Collection System:	$ 300,000.00	**$300,000.00**

8.e

Updated 7/13/2026

CIP	Project	Contractor	Cost	Description	Work Started	Work Completed	Paid, Outstanding or Not Started?	Total	Budgeted
Capital Replacement (O&M) JTP									
	C&H		$0.00	Figure from C&H "None Planned"	Ongoing	Ongoing	Outstanding		
						Total Capital Replacement (O&M) JTP:		$0.00	**$0.00**
Flow Monitoring, Manhole Inspection, CCTV									
	Flow Monitoring	TBD	$ 5,500.00	Funds are allocated under CVSAN Collection System to address C&H influent (consider cost allocation under JUA).	No	NS	NS	$ 5,500.00	
	Manhole Inspection	TBD (LRP)	$500	These funds are additional to CCTV allocations (which also provides information about manholes), and are used for unplanned inspections.	No	NS	NS	$ 500.00	
	CCTV-26	TBD (LRP)	$52,000	Cost is Estimated based on prior contract amounts. This number may change, considering if additional quotes are received. CCTV is an annual mandatory inspection of our collection system.	No	NS	NS	$ 52,000.00	
						Total Flow Monitoring, Manhole Inspection, CCTV:		$ 58,000.00	**$ 58,000.00**
District Office									
				NO PROJECTS, Funds are for emergency repairs to building					
						Total Capital Replacement (Admin Bldg):		0	**$ 10,000.00**
							Total for CIP for CVSAN:		**$538,500.00**