

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 MAY 20, 2026.

1. CALL TO ORDER - ROLL CALL: Chair Wais called the meeting at 4:02 PM. Present: Commissioners Wais, Manzione, and Alternate Milward. Absent: Commissioner Scott Bartlebaugh (excused). Staff present: General Manager (GM) Goodman, Sanitary Department Manager (SDM) Barnhill, and District Secretary (DS) Rivas.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Chair Wais stated that budget questions submitted in advance by Commissioner Bartlebaugh would be addressed during the budget section of the agenda.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: DS Rivas clarified that the District Code allows the Sanitary Commissions to hold Public Hearings with appeals heard by the Board.
4. PUBLIC HEARINGS: Three violations were pulled. Staff is currently working with the property owners to address the violations. No public comments were received.
5. CONSENT CALENDAR: Item 5c was pulled for discussion. Motion to approve 5a, b, d, and e passed. (Manzione 1st, Milward 2nd 3/1, 1 absent)
 - a. Approve Minutes for March 18.
 - b. Approve Minutes for Special Meeting on April 22.
 - c. Receive Actions Taken by the Board (March 25, April 22).
 - d. Receive warrant transmittals.
 - e. Receive Cash Account and LAIF Balances.
6. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: Motion to approve 5c. (Manzione 1st, Milward 2nd; 3/0, 1 absent).

5c. Receive Actions Taken by the Board (March 25, April 22): Discussion included the Board's consideration of commission restructuring and clarification that the Board's April action authorized a sewer use charge increase of up to \$365.10. Motion to receive passed. (Manzione 1st, Milward 2nd; 3/0, 1 absent).
7. ADMINISTRATIVE:
 - a. UPDATE ON SEWER USE CHARGE FOR FISCAL YEAR 2026-27: GM Goodman reviewed actions taken following the April special CVSAN meeting and Board discussion regarding recovery of reserve funds used for a large C&H payment. Staff reported that consultant Mark Hildebrand is preparing a financial study to support any proposed Proposition 218 sewer use charge increase. Preliminary discussion indicates a potential increase lower than the previously discussed amount, with a formal presentation to the Board scheduled for the following week. Staff explained the Proposition 218 process, required notice periods, and anticipated July public hearing timeline. Commissioners discussed methodology for allocating any increase among residential, apartment, and commercial accounts, legal requirements for supporting studies, reserve restoration, and the need for clear financial information for ratepayers. No action was taken.

8. BUDGET AND FINANCE:

- a. REVIEW THE CVSAN QUARTERLY BUDGET REPORT FOR Q3 (JANUARY – APRIL): GM Goodman explained that Q3 reports expenditures for the year and the last quarter totals are projections. The Prop 218 amount represents a maximum increase. Commissioner Manzione questioned if the Board fully understood the increase and suggested that the Board should consider policies such as cost-cutting that could reduce the proposed rate increase amount. Commissioners requested a summary comparison to budgeted amounts and year-to-date totals. The topic was carried to the June meeting. No action was taken.
- b. REVIEW AND DISCUSS CVSAN BUDGET FOR FISCAL YEAR 2026/27: GM Goodman reviewed revisions to the proposed budget, including corrections to treatment plant costs and CIP descriptions. Discussion included anticipated liabilities associated with C&H claims, reserve levels, projected revenues and expenditures, and assumptions used in the proposed budget. Commissioner Bartlebaugh's submitted questions were reviewed and discussed. Staff were asked to document requests for C&H billing. No action was taken.
- c. OTHER FINANCIAL MATTERS OF THE DISTRICT: GM Goodman provided updates regarding audit work, financial reporting, and ongoing budget development.

9. REPORT OF DEPARTMENT MANAGER:

- a. OPERATIONS, MAINTENANCE, AND CAPITAL IMPROVEMENTS: SDM Barnhill presented the department report and provided updates on operations, maintenance activities, and capital improvement projects. The department responded to a private lateral spill on May 8. A rodding truck was dispatched to clear the public main and verified that the spill was isolated to the private lateral. The property owner contracted with a plumber to clear the blockage. LR Paulsell sanitized the affected area. A CBA grant application was submitted for a feasibility study to relocate the Marina Line. A request for grant funds to repair 1 Rolph Park Drive was considered too extensive; this will be considered at a future round. Staff submitted a grant application from Valero (BAAD) for 2 new fleet vehicles and for a replacement generator at the pump station.
- b. GOVERNMENTAL MATTERS: None.
- c. ANNOUNCEMENTS AND DISCUSSION: None.

10. REPORTS / COMMENTS FROM COMMISSIONERS: No discussion.

- a. WASTEWATER COMMITTEE: No plans to meet soon.
- b. BUDGET & FINANCE AD HOC: No report.
- c. COMMISSIONERS: None.
- d. INTER-AGENCY AND TRADE MEETINGS: None.

11. 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.

12. ADJOURNMENT: The meeting was adjourned at 6:07 PM until June 17, 2026.

Respectfully submitted,
Sonia Rivas, MBA,
District Secretary