

# CROCKETT RECREATION COMMISSION

## MINUTES OF REGULAR MEETING, JUNE 4, 2018

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Vice-Chairperson Gomez. Present were Commissioners Airoldi, Botta, Choquette, and Valentini, along with General Manager McDonald and Department Manager Wilson. Commissioner Cusack and Facilities Manager/Asst. Secretary Witschi were absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None.
4. CONSENT CALENDAR: The following consent items were approved unanimously (ja/db):
  - a. Approve Minutes of April 2, 2018.
  - b. Receive Report from Facilities Manager.
5. RECREATION SPECIAL TAX: Mr. Wilson said that the Recreation Special Tax must be considered annually before it is placed on the tax roll. An annual report was given in December explaining the use and benefits the tax provided to the towns of Crockett and Port Costa. A motion to recommend continuation of the Recreation Special Tax at \$110 per residential parcel carried unanimously (lc/db). The recommendation will be presented to the District Board.
- 6.a. FINANCIAL REPORT: The monthly statement of department finances and report on investments were examined by the Commission. Mr. McDonald reported \$50,000 has recently been moved to the Recreation Departments investment account. No questions were asked on the worksheet details or the supporting reconciliation page.
- 6.b. PROPOSED FY 2018/19 BUDGET: Mr. McDonald presented the proposed Fiscal Year (FY) 2018/19 budget along with a memo on the changes from the previous draft budget presented on April 2. The cost centers for the Community Center, the Aquatic Center, Park, Administrative cost center, and the Police Liaison cost center were examined. He said overall the Recreation Department is in a sound financial position. Ms. Gomez asked why the department is now paying for lifeguard training and certification. Mr. Wilson explained that we were short staffed and risked not having enough lifeguards to be able to operate the pool with a full schedule. There was a strong possibility that the pool may have had to shorten its season and cancel the evening family swim program. The Personnel Committee met and discussed options and decided that as an incentive the Recreation Department would pay for lifeguard certification, estimated at \$200 per employee, as many young people expressed interest in becoming lifeguards but could not afford the class. Prior to offering to pay for lifeguard certification we only had six returning employees. Since the offer to pay for training was made we have 10 additional people that have signed up for a class on June 9 and, if they pass, will work for the Recreation Department. Ms. Choquette said it was a good idea for us to offer the class as it gives the kids skills so that they can move up. Ms. Gomez asked if discounted training is available to other staff such as staff at the community center. Mr. Wilson said the paid training is just for lifeguards. We do not cover the CPR/First Aid class as there were enough people interested in the instructor position and the cost is much more affordable.

Having CPR training is a requirement for job positions both at the pool and for recreation staff at the Community Center. Mr. Botta said it was a good decision that Mr. Wilson made as it got the people to apply for the needed lifeguard positions. A motion to recommend acceptance of the proposed FY 2018/19 budget for the Recreation Department as presented carried unanimously (ja/jv).

6.c. C.E.R.T. PROGRAM FISCAL SPONSOR REQUEST: Mr. McDonald said a request has been made by Jim Gardner asking that the Recreation Department act as a fiscal sponsor for the Crockett CERT (Community Emergency Response Team) program so that donated funds can be received and passed-through to the CERT program coordinator. There is widespread agreement by various individuals and groups in town that the program is beneficial to Crockett. Mr. McDonald said the Crockett Community Foundation (CCF) approved a grant of \$1,000 to Crockett CERT on the condition that the Crockett Recreation Department would act as its fiscal sponsor. In addition to the CCF grant, Crockett CERT received a \$1,000 grant from Contra Costa County CAER Group, Inc. and the grant check was made out to the Crockett Recreation Department. Jim Gardner, the lead coordinator on the Crockett CERT program, didn't want to use his personal bank account and co-mingle the Crockett CERT funds. Mr. Wilson said that Mr. Gardner can establish an account with a Federal Employee Identification Number (FEIN) called Crockett CERT then we can easily pass the money through to them. He suggested that if the Commission wants to approve acting as a fiscal sponsor Crockett CERT should file the paperwork to open a bank account with FEIN so that everyone's finances and tracking of funds can be clear. Ms. Gomez asked if we would be responsible for the financial reporting. Mr. McDonald said no, that responsibility would fall upon Crockett CERT. Ms. Wais believes what Crockett CERT is doing is a good service for the community however she said it is important to note that if they failed to properly report or complete the report to the CCF the Recreation Department, as a sponsor, would be responsible for to completing the report. A motion to act as fiscal sponsor for Crockett CERT, with the requirement that they establish an FEIN account to facilitate fund transfers, carried unanimously (jv/db).

7.a. DISTRICT BOARD ACTIONS: Mr. McDonald had nothing specific to report on actions taken by the District Board. He said the District Board minutes from the May meeting will be available on the District website towards the end of the month and will contain details on a variety of actions the board has taken.

7.b. VACANT SEAT ON COMMISSION: Mr. McDonald said that an announcement a vacancy was posted to fill the vacant seat on the Crockett Recreation Commission and one applicant, Vanessa Eskildsen, applied. She is here tonight to answer any questions from the Commission. Ms. Choquette asked Ms. Eskildsen if she can give us a synopsis of who she is. Ms. Eskildsen said she recently moved to Crockett, loves the character of the town, and has an interest in serving the community. She graduated San Francisco State with a degree in Recreation, Parks, and Tourism Administration and has experience with recreation programs along with working as a camp director. A letter of interest as well as employment history outlining various recreation activities she was involved with was shared with the Commission. She said she moved to Crockett in January 2018 and enjoys working with children. She has a three-year-old and a 12 year old stepson who will grow up in Crockett and wants to make sure recreation opportunities exist for them and others in town. Ms. Gomez said she is impressed with the resume provided. Ms. Wais asked if there are any residency requirements for how long one must live within the community before being appointed to a commission. Mr. McDonald said there is no residency requirement for commissioners as the position is Board appointed and not elected. A motion to recommend Vanessa Eskildsen to fill the vacancy on the Crockett Recreation Commission carried unanimously (db/jv).

7.c. STRATEGIC PLANNING AD-HOC COMMITTEE: Mr. McDonald asked if any commissioners are interested in serving on the District's Ad-Hoc Committee for Strategic Planning. He said the committee was created to focus on long-term issues the District may face including risks to our facilities, issues that may impact our services, long-term finances, and risk to our administration. Mr. McDonald will email information on the Ad-Hoc Strategic Planning Committee to the Commissioners so those who are interested in serving on the committee could let him know before June 20 if they are interested. Mr. McDonald will share the list of names to the Board at their next regular meeting on June 27.

8. REPORT OF DEPT. MANAGER: Mr. Wilson said a park safety inspection was completed in April. Overall the condition of the facilities in the park is not bad but a few things need to be addressed. He said the most critical item is to replace the cables that make up the large ball climbing structure. He said three Boy Scout Eagle projects have been completed including installing a block retaining wall against the hillside mid-block of Rolph Avenue, a new concrete pad was installed in Alexander Park for one of the benches, and improvements to the storm drain bunker were completed to help try and keep people out of the area. The Boy Scouts will be completing two more projects; the first will be to continue the block wall up to the entrance at Alexander Park and the second will be to continue the wall down Rolph Avenue to a point that is approximately across from the old post office location. Mr. Wilson said the linoleum replacement project is well underway. The floors in the restrooms are done and the majority of the Multi-Purpose Room (MPR) floor is complete. The contractors are waiting for additional linoleum product to arrive to complete the hallway between the auditorium and MPR, the MPR bathroom, and MPR storage closet. On Wednesday USA Swimming Foundation will bring their Make a Splash Tour, presented by Phillips 66, to the Crockett pool. The foundation initiative is working to help children across the nation get into swim lessons, regardless of their ability to pay. Three Olympic gold-medalists will be visiting to promote the program with the Rodeo YMCA. The Crockett Recreation Department will be providing lessons to the youth Tuesday and Thursday from 10:30am to 11:30am through August, paid for by USA Swimming Foundation. In addition to being the major sponsor of the program, Phillips 66 is paying for the transportation to and from the pool for the youth from Rodeo. Mr. Wilson reported a very successful opening week at the pool. In five days \$15,000 in income has been generated with many swim passes and swim lessons being sold. He said the fourth grade class from Rodeo Hills Elementary is having their pool party today and the fifth grade class party will be tomorrow. Another run to restock the concessions stand is being made as gummy worms, among other items, have been flying off the shelf. Mr. Wilson said Ms. Witschi helped at the pool opening weekend and has been helping with pool items the last week as the pool gets up and running.

9. COMMISSIONERS: Ms. Choquette thanked Ron and the rest of the recreation staff for the wonderful job and hard work that they do, not only for the pool but for everything else as well. She said the park is beautiful. Mr. Wilson said there were multiple parties in the park over these warm weekends. There was some discussion on all the people accessing the pool, coming from Pomona, coming from Rolph, and wondered how nice it would've been to have the stairs at the corner of Rolph and Pomona back. Mr. Wilson said it has always been his vision to restore these stairs along with landscaping improvement project along Pomona. He said the project is on the department's five-year plan but maybe it's time to consider separating the stair replacement project from the landscaping improvement aspect of the dirt walkway to the Community Center.

10. FUTURE AGENDA ITEMS: None.

11. COMMISSIONER COMMENTS: Ms. Gomez said she will not be at the July 2 meeting. The August Recreation meeting may be cancelled and this will be considered at the July meeting.

12. ADJOURNMENT: The meeting was adjourned at 6:51 PM until July 2, 2018.

Respectfully submitted,

Dale McDonald  
June 11, 2018