

CROCKETT COMMUNITY SERVICES DISTRICT

Special Joint Business Meeting of the District Board with
Recreation Commission, Port Costa Sanitary Commission, and Crockett Sanitary Commission
AGENDA FOR WEDNESDAY, MARCH 25, 2020

TIME: 7:00 PM

PLACE: **** Meeting to be held by teleconference ****

To meet State and Contra Costa County Health Services Orders, the regularly scheduled District Board meeting is being held as a joint meeting with the Commissions of the District via teleconference. Agenda packets are available on our website at <https://www.town.crockett.ca.us/2020-03-25-board-meeting>. Printed copies can be requested in advance by calling 1 (510) 787-2992.

To join meeting, go to <https://zoom.us/j/819219046> or by phone call in to 1 (669) 900-9128. Public comments and chat (online only) will be available during the teleconference.

WELCOME, INTRODUCTIONS, AND TELECONFERENCE HOUSEKEEPING RULES

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. REPORTS FROM COMMISSIONERS:
(This item is typically for exchange of information only. No action will be taken at this time.)
5. EMERGENCY PUBLIC HEARING:

Responding to the 2019 Novel Coronavirus (COVID-19); District's role and responsibilities, closure of District offices to the public, furlough of non-essential Recreation staff, and consider implementing changes including but not limited to suspending the delegated authority given to the District's Commissions, the cancellation of ad-hoc and committee meetings, and the waiving of restrictions on recording District meetings to facilitate streamlined governance during the virus outbreak.
6. REPORT OF DISTRICT COUNSEL:
7. RECREATION DEPARTMENT / COMMISSION AND MAINTENANCE DEPARTMENT:
 - a. Recreation Department Managers Report. *(Exchange of information only)*
 - b. Maintenance Department Report. *(Exchange of information only)*
 - c. Approve Recreation Commission minutes from March 2, 2020.
 - d. Discuss impact prolonged COVID-19 stay-at-home Order would have on recreation facilities.

8. PORT COSTA SANITARY DEPARTMENT / COMMISSION:
- a. Port Costa Sanitary Department Managers Report. *(Exchange of information only)*
 - b. Approve Port Costa Sanitary Commission minutes of January 13 and February 24, 2020.
 - c. Receive Port Costa Self-Monitoring Report cover letter for January 2020 period, no action required.
 - d. Appoint Port Costa Chair and Vice-Chair, continued from meeting of January 13 to allow all commissioners to be in attendance.
9. CROCKETT SANITARY DEPARTMENT / COMMISSION:
- a. Crockett Sanitary Department Managers Report. *(Exchange of information only)*
 - b. Approve Crockett Sanitary Commission Minutes of February 19, 2020.
 - c. Receive annual Lateral Inspection Program Update for 2019, no action required.
 - d. Consider report on enforcement actions in Crockett.
10. DISTRICT CONSENT CALENDAR: Consideration of a motion to approve the following items:
(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
- a. Approve District Minutes of February 26, 2020.
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.
11. ADMINISTRATIVE:
- a. Consider consent Items removed from Consent Calendar.
 - b. Receive report on management structure and existing employment agreements and consider recommendations from Personnel Committee, direct staff on action to take.
 - c. Receive Status Report on previously ordered actions; discuss options to address backlog, items on hold, suspended work, and availability of existing staff resources; consider forming new ad-hoc committee or assigning action item(s) to existing Personnel and/or Strategic Planning Committees.
12. BUDGET AND FINANCE:
- a. Consider monthly Summary Worksheets, Investment Report, and staff report on financial matters for all departments.
 - b. Discuss imminent Port Costa Sanitary Department negative cash balance position; form opinions on various solutions including but not limited to inter-department loan, developing threshold for large-sum payments, and prioritization of resources towards operations.
 - c. Receive draft budget for FY 2020/21, review and provide feedback to management.
13. REPORTS FROM BOARD MEMBERS, COMMISSIONERS, AND GENERAL MANAGER:
(These items are typically for exchange of information only. No action will be taken at this time.)
- a. District Personnel Committee – Members Barassi, Bartlebaugh, Cusack, Sutton, and Wilson
 - b. District Budget & Finance Committee – Members Mackenzie and Peterson
 - c. Board Ad Hoc Committees: Strategic Planning, Property Acquisition
 - d. Commission Committee Reports: Budget & Finance, Wastewater.

- e. Inter-agency meetings:
- f. Governmental matters.
- g. Announcements and discussion.

14. FUTURE AGENDA ITEMS:

- Adopt updated SSMP (April)
- Performance Evaluations; Recreation Manager and Port Costa Sanitary Manager (April)
- Public hearing on Hosselkus Chapel acquisition (May)
- Discuss role of Police Liaison Committee and how it should best serve the public (May).
- Review and adopt ADA compliance plan.
- Adopt purchasing procedures and spending limits.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

15. BOARD COMMENTS:

16. ADJOURNMENT to April 22, 2020 for next regular Board meeting, Commission meetings TBD.

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us
Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa on the picturesque Carquinez Strait of the San Francisco Bay.

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, please contact the General Manager at (510) 787-2992. Notification of at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection 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.