

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR MEETING, JULY 22, 2020

1. CALL TO ORDER: The meeting was called to order at 7:02 PM by President Kirker. Present were Board Members Barassi, Mackenzie, Peterson and Sutton, along with General Manager McDonald, Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present were Sanitary Commissioners Bartlebaugh and Wais.

2. AGENDA ORDER: There were no requests to hear agenda items out of order.

3. PUBLIC COMMENTS: None

4. REPORTS FROM COMMISSIONERS: None

5.a.-5.c. PUBLIC HEARINGS: Mr. McDonald presented three resolutions to collect the annual installments for sewer lateral repair work, as agreed to by the Access and Repair Agreements with property owners, on their next property tax roll. There was no one present from the public for comments. A motion to approve Resolutions 20/21-01 through 20/21-03 ordering collection of specific charges on the tax roll carried unanimously (es/jm).

- Resolution No. 20/21-01 for 1334 Wanda Street (APN 354-124-006) for \$2,709.96.
- Resolution No. 20/21-02 for 1225 Starr Street (APN 354-125-002) for \$2,220.06.
- Resolution No. 20/21-03 for 42 Canyon Lake Drive (APN 368-145-008) for \$2,255.36.

6. PRESENTATION BY THE CROCKETT IMPROVEMENT ASSOCIATION: Scott Bartlebaugh, from the Crockett Improvement Association (CIA), was present to discuss the proposed ballot initiative for maintenance parcel tax. He said it is now time for the Crockett Community Services District (CCSD) to support the residents of Crockett. He is looking to put this ballot initiative on the 2021 election. He is seeking Board and General Manager support and then grant support from the Crockett Community Foundation (CCF). The CIA is planning to submit before the September 30 application deadline. He said the volunteer base in Crockett has dropped significantly and memberships are dropping. In the future the CCSD revenue for maintenance may be reduced when COGEN support ends in 2025. Alternative funding is likely needed. The CCSD insurance is to be reapportioned by risk. Lighting and landscaping is currently unfunded. Maintenance done by volunteers is still needed. The parcel tax will provide outside contractors, insurance, etc. The maintenance scope would include downtown street lights, litter removal and the plaza. Cover funding for repairs of sprinklers, insurance. In the current proposal fencing along Pomona Street. Pruning and replacement of Crockett street trees. periodic pruning of trees. Cost basis is based on 1,126 parcels in Crockett. This would be a five year proposal and could be renewed in five years. The projected cost could be \$31 per parcel but that could change in the final proposal. Litter pickup by volunteers is being done outside of boundaries.

7.a. RECREATION DEPT. REPORT: The Board had received the Minutes of June 1. Mr. Wilson reported the pool has been opened for a month now. The Multi-Purpose Room has been painted. The

Senior Nutrition program at the Community Center has been cancelled and consolidated with Rodeo Senior Nutrition program.

7.b. MAINTENANCE DEPARTMENT: None

7.c. PORT COSTA SANITARY DEPT.: Mr. Barnhill reported no Sewer Sanitary Overflow's (SSO's) in June. He said he checked out the sludge in Chamber 1 and it is slowly building up with rags and wipes and is around a foot thick. Pump No. 3 has been replaced recently. Installed a lighter weight manhole cover hinge.

7.d. CROCKETT SANITARY DEPT.: Mr. McDonald reported there was no meeting this month due to no pressing issues. He said the groundwater from PG&E construction site on Port Street is high in cyanide, seeking guidance from Tanya Akkerman. C&H Environmental Compliance Manager, before authorization is given for discharge holding tank(s) into sewer. V.W. Housen, Engineering Consultant, received flow data and has begun simple hydraulic model of collection systems. Invoice for work through June 30, 2020 was \$13,148.00, was budgeted, and will be applied to FY 19/20 as accrual audit adjustment.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported a ruling on special taxes. He said there are two District Board seats are up for re-election in November. The official filing period begins July 13 and ends on August 7 and issuing and filing of documents will be at the County Administrator Building at 651 Pine Street, Martinez. Mr. McDonald reported he is taking a risk assessment disaster class tomorrow online.

7.f. STAFF ANNOUNCEMENTS: Mr. McDonald reported he attended the BACWA Manager's Roundtable teleconference on June 25.

8. CONSENT CALENDAR: Mr. McDonald asked that Item 8.b. be removed and Director Peterson asked that Item 8.f. be removed from the consent calendar for further discussion. The following items were approved unanimously (lb/es):

- a. Approve Minutes of June 24, 2020.
- c. Receive Minutes of Commissions and Committees.
- d. Receive Recreation Pool Park Personnel 2020 appointment list, District Code 4.04.020.
- e. Receive Status Reports on outstanding items.

9.a. ITEMS REMOVED FROM CONSENT CALENDAR: Mr. McDonald asked that Item 8.b. be removed and Director Peterson asked that Item 8.f. be removed from the consent calendar.

Item 8.b. Approve payment of District bills – Mr. McDonald said one new warrant for Crockett Sanitary was added to list.

Item 8.f. Follow up report on calculation of non-residential sewer use charges for FY 19/20 – Director Peterson thanked Mr. McDonald for the memo and said the formula has a problem with it and he will speak with Mr. McDonald later to further explain.

9.b. EXECUTIVE ORDER CLOSING ALEXANDER PARK: Mr. McDonald reported on June 5 Contra Costa County Health Services relaxed restrictions on use of picnic areas and public parks, allowing limited use of picnic areas for members of the same household, which allowed Alexander Park picnic tables to be opened to the public. He said abuse of the order prohibiting large public gatherings,

picnics other than with members of the same household and disregard to the use of face coverings and unsafe social distancing practices have regularly occurred in Alexander Park. He said on July 16 he signed an Executive Order #20-0716 closing the picnic tables and barbeques to the public. The Board discussed the benefits of keeping the picnic tables open to family units that meet county guidelines for gatherings. The Board did not ratify under #20-0716, instead directed that a new order prohibiting gatherings other than household living units be declared. .

9.c. BIENNIAL CONFLICT OF INTEREST CODE REVIEW: A motion to approve Biennial Conflict of Interest Code review carried unanimously (lb/es).

10.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board.

10.b. PURCHASE OF HOSSELKUS CHAPEL: Mr. McDonald presented the Purchase and Sale Agreement between Wilson & Kratzer Mortuaries and Crockett Community Services District (CCSD). He said the purchase price is \$615,000.00. A motion to approve Resolution No. 20/21-04 accepting Grant Deed from Wilson & Kratzer Mortuaries and authorizing executing Purchase & Sales Agreement to acquire real property known as the Hosselkus Chapel for \$615,000 carried with 4 Ayes, Director Mackenzie had left the meeting (kp/es).

10.c. INSTALLMENT SALES AGREEMENT: Mr. McDonald presented the Installment Sale Agreement with Municipal Finance Corporation and Crockett Community Services District. He said it is estimated at \$647,500, comprised of \$620,000 in property acquisition proceeds and \$27,500 for costs of insurance. Twenty years with equal semi-annual payments and 3.25%, locked through an expected closing date of August 20, 2020. A motion to approve Resolution No. 20/21-5 authorizing execution of Installment Sale Agreement with Municipal Finance Corporation for real property acquisition of Hosselkus Chapel, 1 Rolph Park Drive, Crockett, for an approximate amount of \$647,500, and authorizing and directing certain actions in connection with the financing and refinancing of sewer system improvements from Crockett Sanitary Department 2006 Installment Sales Agreement, estimated at \$290,843.52 carried unanimously (es/lb).

11.a. PERSONNEL COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEE REPORTS: Director Sutton said the Staffing Ad Hoc Committee has met several times but does not have recommendation for Board yet. They do see need for clerical support and support social media presence.

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

Discuss role of Police Liaison Committee and how it should best serve the public (August).

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.

13. BOARD COMMENTS: None

CLOSED SESSION: Entered closed session at 9:00 PM.

14. PERSONNEL PUBLIC EMPLOYEE PERFORMANCE EVALUATION: General Manager evaluation pursuant to Government Code Section 54957.

OPEN SESSION: Resumed in open session at 9:49 PM.

14.a. ANNOUNCEMENT OF ACTIONS: President Kirker said there was nothing to report.

15. ADJOURNMENT: The meeting was adjourned at 9:50 PM, until next regularly scheduled meeting of August 26, 2020, unless there is a need for a special meeting to be called for August 5 or 6.

Respectfully submitted,

Susan Witschi

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August 26, 2020