

# CROCKETT RECREATION COMMISSION

Regular Business Meeting  
AGENDA FOR MONDAY, JULY 1, 2019

TIME: 6:00 PM  
PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

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*The Crockett Recreation 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 brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. CONSENT CALENDAR: Consideration of a motion to approve the following items:
  - a. Approve Minutes of June 3, 2019
  - b. Receive Report from Facilities Manager.
5. RECREATION:
6. BUDGET AND FINANCE:  
  
Consider monthly Summary Worksheet and staff report on financial matters.
7. ADMINISTRATIVE:
  - a. Receive report on actions taken by the District Board.
  - b. Receive Vacancy Policy , form recommendations to District Board.
8. REPORT OF DEPARTMENT MANAGER: (This item is typically for exchange of information only. No action will be taken at this time.)
9. REPORTS FROM COMMISSIONERS: (This item is typically for exchange of information only. No action will be taken at this time.)
10. FUTURE AGENDA ITEM:  
Consider termination of waterfront lease and impact on waterfront access and recreation, form recommendations.
11. COMMENTS FROM COMMISSIONERS:
12. ADJOURNMENT to September 9, 2019

# CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

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## MINUTES OF REGULAR MEETING, JUNE 3, 2019

1. CALL TO ORDER: The meeting was called to order at 6:07 PM by Chairperson Vice-Chair Airoldi. Present were Commissioners Choquette, Scheer and Valentini, along with General Manager McDonald and Department Manager Wilson. Commissioners Botta, Cusack, Eskildsen, 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:
4. CONSENT CALENDAR: The following consent items were approved unanimously (jv/lc):
  - a. Approve Minutes of May 6, 2019.
  - b. Receive Report from Facilities Manager.
5. RECREATION: None
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald presented the monthly summary worksheet and drew attention to the interest earned in the investment account for the Recreation Department. The investment balance is \$466,000 after \$70,000 was transferred to the cash operating account. The second cash conversion of the Recreation Tax held in the Advance on Taxes account has occurred. The reconciliation detail report was reviewed. No questions were raised.
- 6.b. PROPOSED FY 2019/20 BUDGET: Mr. McDonald reported on the proposed fiscal year (FY) 19/20 budget for the Recreation Department. He said the majority of the budget increase this year is allocated for the capital projects identified on the last page of the budget. In summary there will be sufficient funds in the Operations & Maintenance (O&M) General Fund to help guarantee that unforeseen scene capital replacements or a decrease in revenue will not affect the quality of services provided to the public. The department is managing its expenses well and he is comfortable with the budget presented. Ms. Scheer asked why there was a big drop for the resurfacing of the tennis court project and was curious on the slip sheet method. Mr. Wilson said he originally received bids between \$81,000 and \$65,000 for a slip sheet method and after submitting the grant to the Crockett Community Foundation (CCF) he received an estimate for \$18,000 on another method to repair the courts. As the slip sheet method was only guaranteed for five years he felt the lower bid of \$18,000 that would fill the cracks, install fiber mesh over the top, and feathering out the court would be a better use of funds. Mr. Wilson had concern of submitting another grant later this year, for which he feels the improvements are of a higher priority, to install a retaining wall along Pomona and straighten out the fence that is failing. Mr. Airoldi asked if it was a new technology being used on the courts. Mr. Wilson described it is similar to patching drywall with the fiberglass sheeting. There is no pursing. Mr. Wilson gave a brief history of the tennis courts. He said the courts, originally installed in 1921, were upgraded and resurfaced in 1987 or 1988. Mr. Valentini asked if there is money included in the budget to deal with the pine tree near the

boce courts as, in his observation, he wondered if the tree is safe and questioned if it should be removed. Mr. McDonald said there is funding built into the maintenance budget in the Parks cost center to handle the occasional tree removal throughout the year. Mr. Wilson will contact A1-Tree to take a look and get their opinion on whether or not it should be removed. Ms. Scheer asked about the increase of professional services and expenses under the administrative details page. Mr. McDonald explained that the District will need to hire a new auditor for the upcoming review of this fiscal year and, along with our new attorney, expenses for this cost center are expected to rise substantially compared to prior years. A motion to accept the proposed budget as presented carried unanimously (lc/as).

**7.a. DISTRICT BOARD ACTIONS:** Mr. McDonald reported on the actions taken by the District Board in May. Mr. McDonald said the Board adopted a resolution accepting the recommendation to continue the Recreation Special Tax of \$110 per residential parcel, approved sending out a Request-For-Proposal for financial audit services for the District, and adopted an ordinance accepting the informal bidding procedures of the California Uniform Public Construction Cost Accounting Act.

**7.b. AUGUST MEETING:** A motion to cancel the August Recreation Commission meeting carried unanimously (lc/jv).

**8. REPORT OF DEPT. MANAGER:** Mr. Wilson gave the department managers report. He said the Walk of Honor event had a good turnout. A mailing was sent to all residents in Crockett and Port Costa and he did notice more local people were in attendance this year. About \$40,000 was raised with half of the funds, \$20,000, to be returned to the District for the Memorial Hall project. The Crockett Community Foundation (CCF) will match \$5,000 bringing the total this year raised to \$25,000. Mr. Wilson reported that all lifeguards have been hired and the pool is fully staffed. All but one person who took the lifeguard class passed. He was able to promote three returning employees to aquatics management positions. He is happy with the choices and with the work that they are doing. He said the pool will open daily for the summer starting next week. Part of the gazebo has some extensive dry rot and the Recreation Department has contracted with Chuck Dell to repair that area. You will see the work has already begun. In addition boards on the front porch of the Crockett Community Center auditorium need to be replaced. They are tongue and groove style and Chuck Dell has been hired to replace these boards as well. The composite wood steps heading down from the entrance are in bad shape and will be replaced with redwood treads as well. Today the pool hosted over 100 kids for their fourth grade party. The fifth grade class will have their party tomorrow and the six grade class party will be held Thursday keeping staff quite busy this week. Mr. Wilson reported that there was support from a few CCF board members who are willing to award a grant for the higher bid proposal of \$81,000 for the slip sheet method project for tennis court resurfacing. He will know more Thursday at the CCF meeting whether they will approve the grant requested at the lower or higher amount. Regarding the architectural project at the Crockett Community Center auditorium you may remember that the bids received came in way too high to begin construction of the covered deck. The county required ADA improvements to the entranceway into the community center, which kept the project from moving forward at the time due to increased costs. A while ago, \$8,000 of the architectural grant that was unspent was returned to the CCF along with a letter stating we may ask if we could have the \$8,000 back to pay for architectural services to lessen the scope of work and separate the community center deck project into two projects. The architect is willing to review and make the deck project more affordable by changing the design of the deck and splitting out the ADA entrance improvements for a second phase. The CCF will be discussing returning the \$8,000 at its next meeting. Mr. McDonald said that, unless there is an objection, if the CCF awards the grant of \$81,000 versus \$18,000 that he would adjust the Recreation Department Capital Project budget accordingly before the District Board considered it on June 26. The commission would support the adjustment if needed.

**9. COMMISSIONER REPORTS:** Ms. Choquette wanted to know if there was a policy in place for commissioners missing too many meetings. She is concerned with David Botta being absent and the upcoming summer vacations that there would not be enough people to obtain a quorum. Mr. McDonald will contact Ms. Eskildsen and see if she is still interested in serving on the Recreation Commission and will report back to the commission on the policy currently in place regarding missed meetings. A comment was made that the District website still shows an announcement a vacancy on the Recreation Commission page. Mr. McDonald will check into it and have it removed if it is there.

**10. FUTURE AGENDA ITEM:** Mr. McDonald said the future agenda item "Consider termination of waterfront lease and impact on waterfront access and recreation" is still pending. He said once he hears more from the State Lands Commission he may then bring the question back to the commission.

**11. COMMISSIONER COMMENTS:** No reports.

**12. ADJOURNMENT:** The meeting was adjourned at 6:43 PM until July 1, 2019.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Dale McDonald', with a large, sweeping flourish extending to the right.

Dale McDonald  
June 24, 2019

# Facilities Report

July 1, 2019

1. **Recover the Waterfront:** A public meeting will be held on Tuesday, July 9 from 7:00 pm – 8:30 pm at the Community Center in the multi-purpose room.

Respectfully submitted,

*Susan Witschi*

**4.b.**

# CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

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## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD. MTC 6-26-19

LATEST FUND REPORT: 6-12-19

### OPERATING FUND 3241

CASH CARRIED FORWARD: \$46,058.35

INVESTED BALANCE: \$466,095.77

Trns to cash (\$35,000.00)

#### ACTIVITY:

NET INVESTED: \$431,095.77

#### CHECKS AND PAYMENTS

Warrants (8006-8074) (\$48,541.92)

Wells Fargo CC Fees (\$126.79)

Payroll recovery (\$1,553.16)

\$48,787.82 c/d deposits

\$382,307.95 avail. funds

FUND BALANCE: \$499,060.24

#### DEPOSITS AND CREDITS

Comm Center Rentals \$8,822.00

Senior nutrition \$400.00

Cleaning/Damage Depos \$1,000.00

Security Services \$616.00

Aquatics rents \$435.00

Concessions \$1,633.25

Swim admission fees \$4,468.21

Aquatic season passes \$4,867.20

Swim lessons \$2,520.00

Tennis Restroom Keys \$70.00

Other sales \$20.00

Cash over \$25.30

United Way Donation \$251.18

Recovery A+ Irrigator \$880.00

Mileage recovery \$45.82

Trns from investment \$35,000.00

Trns from CSD 3240 \$5,000.00

Payroll recovery \$354.03

\*\*\* Below held in cash account \*\*\*

C/D BEGINNING BALANCE: \$52,687.82

c/d deposit receipts \$1,000.00

c/d deposit refunds (\$4,545.00)

Trnsfr recovery (\$355.00)

NET C/D ENDING BALANCE: \$48,787.82

CAP / RESTRICTED BAL: \$3,168.91

Revenue (Donations) \$ 251.18

Cap Expenses \$ (2,555.70)

NET CAPITAL REPL. BAL: \$864.39

POLICE LIAISON BALANCE: \$7,996.98

Fines & Fees \$0.00

Payroll and other (\$38.82)

NET PLC ENDING BALANCE: \$7,958.16

XMAS LIGHT BALANCE: \$1,043.11

#### CROCKETT CERT ACTIVITY:

CERT Beginning Bal: \$0.00

No activity \$0.00

CERT Ending Balance: \$0.00

PETTY CASH BALANCE: \$60.00

TAXES held in 3240: \$ 8,786.21

CO.charges in 3240: \$ -

ACCRUED CREDIT: \$ 8,000.00

PY due from MAINT Dept.

\\rec\bud&fin\wrksht.xls

Commissioners: Jeff Airoldi, David Botta, Louise Choquette, Tom Cusack, Vanessa Eskildsen, Anne Scheer, John Valentini

9:20 AM

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3241 - RECREATION, Period Ending 06/12/2019**

06/17/19

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>							517,874.12
<b>Cleared Transactions</b>							
<b>Checks and Payments - 71 Items</b>							
Check	05/14/2019		Wells Fargo Mercha...	Credit Card Fees	X	-126.79	-126.79
Check	05/17/2019	8029	U.S. BANK	Merchant fridge & various	X	-5,655.67	-5,782.46
Check	05/17/2019	8021	NorCal Lifeguard Tr...	Lifeguard classes - Invoice 14	X	-2,875.00	-8,657.46
Check	05/17/2019	8012	TERRACARE ASS...	Landscaping services	X	-2,171.00	-10,828.46
Paycheck	05/17/2019	8028	SUSAN G. WITSCHI	Paycheck May 1-15	X	-1,741.47	-12,569.93
Check	05/17/2019	8013	PG&E	Gas & Electricity	X	-1,517.74	-14,087.67
Check	05/17/2019	8014	UNIVERSAL BUILDI...	Janitorial service April 2019	X	-1,271.00	-15,358.67
Liability ...	05/17/2019	8006	STATE COMPENS...	Workers Comp	X	-783.71	-16,142.38
Check	05/17/2019	8019	Jaime Reyes	Cleaning and damage deposit re...	X	-700.00	-16,842.38
Check	05/17/2019	8017	Christian Mercado	Cleaning and damage deposit re...	X	-700.00	-17,542.38
Check	05/17/2019	8016	Yessenia Escamilla	Cleaning and damage deposit re...	X	-655.00	-18,197.38
Paycheck	05/17/2019	8026	DOLORES M. MOR...	Paycheck May 1-15	X	-626.66	-18,824.04
Check	05/17/2019	8018	Resource Conservat...	Cleaning and damage deposit re...	X	-550.00	-19,374.04
Paycheck	05/17/2019	8027	KATELYNN M. CLE...	Paycheck May 1-15	X	-542.93	-19,916.97
Check	05/17/2019	8020	Sierra Chemical Co...	Pool chemicals - Invoice 122026...	X	-491.67	-20,408.64
Check	05/17/2019	8008	MEYERS NAVE	General attorney advice April 20...	X	-389.64	-20,798.28
Paycheck	05/17/2019	8023	HARLEY W. MANDI...	Paycheck May 1-15	X	-315.47	-21,113.75
Check	05/17/2019	8015	HARIKESH SHRI-S...	Reimburse LG cert & non-cashe...	X	-306.75	-21,420.50
Check	05/17/2019	8010	G & C Refrigeration ...	Turbo-air glass door repair - Inv...	X	-290.73	-21,711.23
Check	05/17/2019	8009	ASCAP	Music program permit annual 1/...	X	-230.00	-21,941.23
Check	05/17/2019	8011	Delta One Security, ...	Security - invoice 3780	X	-213.84	-22,155.07
Paycheck	05/17/2019	8024	TREVOR B. DEES	Paycheck May 1-15	X	-199.92	-22,354.99
Check	05/17/2019	8007	BAY AREA NEWS ...	Publish Ord 19-1 hearing notice ...	X	-137.30	-22,492.29
Check	05/17/2019	8022	Don Barton	Replace toilet girls bathroom - in...	X	-125.00	-22,617.29
Paycheck	05/17/2019	8025	KARA D. BROWN	Paycheck May 1-15	X	-94.19	-22,711.48
Check	06/07/2019	8066	TERRACARE ASS...	Landscaping services	X	-3,971.00	-26,682.48
Check	06/07/2019	8064	PG&E	Gas & Electricity	X	-2,496.15	-29,178.63
Paycheck	06/07/2019	8030	RONALD D. WILSON	Payroll May 2019	X	-2,402.93	-31,581.56
Transfer	06/07/2019			Payroll & other recovery May 20...	X	-2,052.72	-33,634.28
Paycheck	06/07/2019	8050	SUSAN G. WITSCHI	Payroll May 16-31, 2019	X	-1,959.44	-35,593.72
Liability ...	06/07/2019	8053	CalPERS Public Em...	CalPERS Liability	X	-1,584.88	-37,178.60
Check	06/07/2019	8061	EBMUD	Water service	X	-1,484.73	-38,663.33
Check	06/07/2019	8072	UNIVERSAL BUILDI...	Monthly janitorial services May 2...	X	-1,271.00	-39,934.33
Liability ...	06/07/2019	8051	UNITED STATES T...	Fed Tax Payroll Liability	X	-1,166.88	-41,101.21
Check	06/07/2019	8059	CONTRA COSTA H...	CUPA haz permit 7000773925, I...	X	-1,040.00	-42,141.21
Check	06/07/2019	8060	Delta One Security, ...	Security guards for events	X	-906.30	-43,047.51
Check	06/07/2019	8069	Wendi Walker	Cleaning and damage deposit re...	X	-700.00	-43,747.51
Check	06/07/2019	8074	Teresa Ochoa	Cleaning and damage deposit re...	X	-700.00	-44,447.51
Check	06/07/2019	8062	LESLIE'S POOL SU...	Pool chemicals	X	-596.89	-45,044.40
Check	06/07/2019	8070	Kim Gonzalez	Cleaning and damage deposit re...	X	-550.00	-45,594.40
Paycheck	06/07/2019	8048	DOLORES M. MOR...	Payroll May 16-31, 2019	X	-506.08	-46,100.48
Check	06/07/2019	8065	Sierra Chemical Co...	Sodium hypochlorite Invoice 123...	X	-393.16	-46,493.64
Check	06/07/2019	8063	LINCOLN AQUATICS	Whistles and caps for Lifeguard ...	X	-391.50	-46,885.14
Check	06/07/2019	8058	AT&T (Phone)	Telephone service center and pool	X	-324.53	-47,209.67
Paycheck	06/07/2019	8037	KARA D. BROWN	Payroll May 16-31, 2019	X	-319.88	-47,529.55
Paycheck	06/07/2019	8039	MADISON A. KOZIER	Payroll May 16-31, 2019	X	-314.68	-47,844.23
Check	06/07/2019	8071	ROSE C. SCOTT	Reimbursement for LG class	X	-282.00	-48,126.23
Paycheck	06/07/2019	8046	HARLEY W. MANDI...	Payroll May 16-31, 2019	X	-254.97	-48,381.20
Paycheck	06/07/2019	8047	TREVOR B. DEES	Payroll May 16-31, 2019	X	-226.01	-48,607.21
Check	06/07/2019	8056	ALLIANT INSURAN...	Crime Ins renewal - Invoice ACI...	X	-225.40	-48,832.61
Paycheck	06/07/2019	8042	NAYA K. MURDOCK	Payroll May 16-31, 2019	X	-223.32	-49,055.93
Paycheck	06/07/2019	8031	ARIANA M. BUGGS	Payroll May 16-31, 2019	X	-183.39	-49,239.32
Check	06/07/2019	8068	RONALD D. WILSON	Mileage reimbursement May	X	-172.84	-49,412.16
Check	06/07/2019	8057	Alhambra & Sierra S...	Concessions water	X	-164.77	-49,576.93
Check	06/07/2019	8055	MacDonald Accounti...	Consulting April-May Invoice 1407	X	-139.59	-49,716.52
Paycheck	06/07/2019	8035	HARIKESH SHRI-S...	Payroll May 16-31, 2019	X	-129.29	-49,845.81
Liability ...	06/07/2019	8052	EMPLOYMENT DE...	State Tax Payroll Liability	X	-102.57	-49,948.38
Paycheck	06/07/2019	8045	ZOE H. LABINSKI	Payroll May 16-31, 2019	X	-72.44	-50,020.82
Paycheck	06/07/2019	8040	MADISON N. UDY	Payroll May 16-31, 2019	X	-69.54	-50,090.36
Check	06/07/2019	8054	LINCOLN FINANCI...	LTD & STD Insurance June CC...	X	-69.09	-50,159.45
Check	06/07/2019	8073	SUSAN G. WITSCHI	Mileage reimburse April & May	X	-64.96	-50,224.41
Paycheck	06/07/2019	8034	GABRIEL J. OSTI	Payroll May 16-31, 2019	X	-62.22	-50,286.63
Paycheck	06/07/2019	8033	ELEXIA B. PONTI...	Payroll May 16-31, 2019	X	-57.26	-50,343.89
Paycheck	06/07/2019	8036	JOCELYN M. OSTI	Payroll May 16-31, 2019	X	-56.56	-50,400.45
Paycheck	06/07/2019	8032	DENISSE V. CORR...	Payroll May 16-31, 2019	X	-50.91	-50,451.36

9:20 AM

06/17/19

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3241 - RECREATION, Period Ending 06/12/2019**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Paycheck	06/07/2019	8044	STELLA T.E. MANN...	Payroll May 16-31, 2019	X	-49.26	-50,500.62
Paycheck	06/07/2019	8041	MONICA A. MUNOZ	Payroll May 16-31, 2019	X	-48.08	-50,548.70
Paycheck	06/07/2019	8049	KATELYNN M. CLE...	Payroll May 16-31, 2019	X	-47.47	-50,596.17
Paycheck	06/07/2019	8043	SOPHIA R. AYALA	Payroll May 16-31, 2019	X	-45.25	-50,641.42
Paycheck	06/07/2019	8038	MADELINE H. LEV...	Payroll May 16-31, 2019	X	-40.57	-50,681.99
Check	06/07/2019	8067	DOLORES M. MOR...	Mileage reimbursement May	X	-39.44	-50,721.43
<b>Total Checks and Payments</b>						<b>-50,721.43</b>	<b>-50,721.43</b>
<b>Deposits and Credits - 30 items</b>							
Deposit	05/20/2019			Crockett Comm Deposit	X	3,936.00	3,936.00
Deposit	05/23/2019			Rent - cc	X	1,080.00	5,016.00
Transfer	05/28/2019			Payroll recovery May 16-20 PCS...	X	26.31	5,042.31
Deposit	05/28/2019			Pool Deposit #2	X	112.25	5,154.56
Transfer	05/28/2019			Payroll recovery May 16-20 CVS...	X	341.88	5,496.44
Deposit	05/28/2019			Pool Deposit #1	X	634.50	6,130.94
Deposit	05/28/2019			Pool Deposit #3	X	1,002.00	7,132.94
Deposit	05/28/2019			Comm Ctr Deposit	X	3,231.18	10,364.12
Deposit	05/29/2019			Pool Deposits #1 and #2 - cc	X	1,093.00	11,457.12
Transfer	05/29/2019			Prop Tax Transfer 3240 to REC ...	X	5,000.00	16,457.12
Deposit	05/30/2019			Pool Deposit #3 - cc	X	1,392.00	17,849.12
Deposit	06/05/2019			Park Restroom Key - cc	X	15.00	17,864.12
Deposit	06/05/2019			Pool Deposit #5 - cc	X	1,288.00	19,152.12
Deposit	06/05/2019			Pool Deposit #4 / Rent - cc	X	1,619.50	20,771.62
Deposit	06/07/2019			Pool Deposit #6 - cc	X	21.75	20,793.37
Transfer	06/07/2019			Payroll & other recovery May 16...	X	31.66	20,825.03
Deposit	06/07/2019			Pool Deposit #7 - cc	X	76.00	20,901.03
Deposit	06/07/2019			Pool Deposit 8	X	260.00	21,161.03
Deposit	06/07/2019			Pool Deposit #5	X	401.25	21,562.28
Deposit	06/07/2019			Pool Deposit #6	X	486.75	22,049.03
Transfer	06/07/2019			Payroll & other recovery May 16...	X	499.56	22,548.59
Deposit	06/07/2019			Pool Deposit #7	X	571.75	23,120.34
Deposit	06/07/2019			Pool Deposit #4	X	832.75	23,953.09
Deposit	06/10/2019			Park Bathroom Key - cc	X	20.00	23,973.09
Deposit	06/10/2019			Pool Deposit #8.2	X	408.00	24,381.09
Deposit	06/10/2019			Pool Deposit #9	X	1,110.21	25,491.30
Deposit	06/10/2019			Pool Deposit #10	X	1,601.00	27,092.30
Deposit	06/10/2019			Comm Ctr Deposit	X	2,907.00	29,999.30
Deposit	06/11/2019			Pool Deposit #9 - cc	X	1,024.50	31,023.80
Deposit	06/12/2019			Pool Deposit #10 - cc	X	883.75	31,907.55
<b>Total Deposits and Credits</b>						<b>31,907.55</b>	<b>31,907.55</b>
<b>Total Cleared Transactions</b>						<b>-18,813.88</b>	<b>-18,813.88</b>
<b>Cleared Balance</b>						<b>-18,813.88</b>	<b>499,060.24</b>
<b>Register Balance as of 06/12/2019</b>						<b>-18,813.88</b>	<b>499,060.24</b>
<b>Ending Balance</b>						<b>-18,813.88</b>	<b>499,060.24</b>



# CROCKETT COMMUNITY SERVICES DISTRICT

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website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

TO: Board of Directors  
FROM: General Manager *PM*  
SUBJECT: Vacancy Policy  
DATE: November 29, 2011

The Recreation Commission recommends one change in the policy regarding vacancies on a District Commission as follows:

Commission vacancies: The District Board has appointed Commissioners pursuant to Resolution No. 06/07-02. The Board may accept the resignation of a Commissioner at any time and declare that seat vacant. Alternately, the Board may declare that a Commission seat is vacant for any of the following reasons:

- (a) A Commissioner has failed to attend three out of any six Commission meetings in sequence, except for reason of temporary illness or injury, or work-related if the District office is notified in advance.
- (b) A Commissioner has failed to be present during substantial portions of six Commission meetings in a row, except for reason of temporary illness or injury.
- (c) A Commissioner has acted in a manner not in compliance with the District Code, or not in compliance with State Government Code, or for cause.

The District Board generally prefers to make such determinations after receiving the recommendations of its Commissioners. If a Commission is unable to make such a recommendation (e.g. a tie vote or lack of a quorum), the District Board may at any time act on its own to declare a vacancy on a Commission.

Recommendations: The Board should consider adoption of this policy, to take effect on January 1, 2012 without retroactivity, as recommended by the Crockett Recreation Commission.