

CROCKETT RECREATION COMMISSION

Regular Business Meeting
AGENDA FOR MONDAY, APRIL 5, 2021

TIME: 6:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in *Executive Order 33-20* and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time.
- The meeting will be conducted via tele conference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

Agenda packet can be accessed at <https://www.town.crockett.ca.us/2021-4-5-recreation-commission-meeting>. Public comments by phone and chat (online only) will be available during the teleconference.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at (669) 900-9128. Enter the Meeting ID# 813 6127 0108 followed by the pound (#) key. More phone numbers can be found on Zoom's website by visiting Zoom Support and searching for local dial in numbers if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/81361270108> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>).

Mobile: Login through the Zoom mobile app on a smartphone and enter Meeting ID# 813 6127 0108.

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 item:
 - a. Approve Minutes of March 1, 2021.
5. RECREATION:

6. BUDGET AND FINANCE:

Consider monthly Summary Worksheet and staff report on financial matters.

7. ADMINISTRATIVE:

Receive report on actions taken by the 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 ITEMS:

11. COMMENTS FROM COMMISSIONERS:

12. ADJOURNMENT to May 3, 2021.

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.

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525
Telephone (510) 787-2414
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website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, MARCH 1, 2021

1. CALL TO ORDER: The meeting was called to order at 6:05 PM by Chairperson Cusack. Present were Commissioners Scheer and Valentini, along with Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioners Airoidi and Choquette were absent. Mr. Gunkelman arrived later.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. CONSENT CALENDAR: The following consent item was approved unanimously (jv/as):
 - a. Approve Minutes of February 1, 2021.
5. RECREATION: None
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Wilson reported an invested balance of \$257K and a fund balance of \$403K. Mr. Gunkelman arrived at 6:13 pm.
- 6.b. MID-YEAR BUDGET: The mid-year budget report was reviewed by the Commission.
7. DISTRICT BOARD ACTIONS: Mr. Wilson reported on the actions taken by the District Board in February. He said Commissioner Scheer has been re-appointed to the Recreation Commission for two years.
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported he received two \$1K micro grants from the Crockett Community Foundation for tree removal and tree trimming in Alexander Park. He said Brightview Tree removed three trees in the park today. A Plus Tree will be out on March 4 to trim the trees in the park. The John Swett High School Swim Team will begin using the pool on April 12. The arborist report for the Retaining Wall and Stair Project has been forwarded to the County.
9. COMMISSIONERS: None
10. FUTURE AGENDA ITEMS:
11. COMMISSIONER COMMENTS: None
12. ADJOURNMENT: The meeting was adjourned at 6:28 PM until April 5, 2021.

Respectfully submitted,

Susan Witschi
March 10, 2021

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 MTG 3-24-21

LATEST FUND REPORT: 3-11-21

OPERATING FUND 3241			
CASH CARRIED FORWARD:	\$83,075.27	INVESTED BALANCE:	\$257,865.86
ACTIVITY:		Invest Interest	\$0.00
<u>CHECKS AND PAYMENTS</u>		NET INVESTED:	\$257,865.86
Warrants (9053-9079)	(\$26,755.27)	\$50,222.82	c/d deposits
Wells Fargo CC Fees	\$0.00	\$207,643.04	avail. funds
Payroll recovery	\$0.00		
Invest Fees	\$0.00	FUND BALANCE:	\$419,902.86
<u>DEPOSITS AND CREDITS</u>		*** Below held in cash account ***	
Comm Center Booking	-	C/D BEGINNING BALANCE:	\$50,222.82
Fed Tax Refund	-	c/d deposit receipts	\$0.00
Cost Recovery Bocce	-	c/d deposit refunds	\$0.00
Donations	\$1,125.00	Trnsfr recovery	\$0.00
Tennis keys	-	NET C/D ENDING BALANCE	\$50,222.82
Transfer from Invest	-	CAP / RESTRICTED BAL:	\$4,639.60
Cash Conversion	-	Donations	\$0.00
United Way Pass-thru	-		\$0.00
Returned Check Fee	(\$15.00)	NET CAPITAL REPL. BAL:	\$4,639.60
Return-to-source	\$42,182.00	POLICE LIAISON BALANCE	\$8,253.92
Parking fines	-	Parking revenue	\$0.00
Payroll recov CV&PC	-	Payroll/Expenses	\$0.00
		NET PLC ENDING BALANCE	\$8,253.92
CASH BALANCE:	\$99,612.00	XMAS LIGHT BEG BALANCE	\$496.57
		No activity	\$0.00
ADV ON TAXES :	\$62,425.00	XMAS LIGHT END BALANCE	\$496.57
Cash Conversion	\$0.00	CERT ACTIVITY: None	\$0.00
NET ADV ON TAXES:	\$62,425.00	CERT Ending Balance:	\$0.00
		PETTY CASH BALANCE:	\$60.00
		TAXES held in 3240:	\$ 45,279.65
		CO.charges in 3240:	\$ -
		ACCRUED CREDIT:	
		PY due from MAINT Dep	\$ -
		Debt Retired	\$ -
		NET DUE to REC:	\$ -

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