

CROCKETT RECREATION COMMISSION

Regular Business Meeting AGENDA FOR MONDAY, NOVEMBER 6, 2023

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

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 for October 2, 2023.
5. RECREATION:
6. BUDGET AND FINANCE:
 - a. Receive Recreation transmittals and credit card statements.
7. ADMINISTRATIVE:
 - a. Update on Proposition 68 project.
 - b. Consider application for Recreation Commission vacancy: Valerie Quade.
8. REPORT OF DEPARTMENT MANAGER:
(This item is typically for the exchange of information only. No action will be taken at this time.)
9. REPORTS FROM COMMISSIONERS:
(This item is typically for the exchange of information only. No action will be taken at this time.)
10. FUTURE AGENDA ITEMS:
11. COMMENTS FROM COMMISSIONERS:
12. ADJOURNMENT to December 4, 2023.

CROCKETT RECREATION COMMISSION

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

P.O. Box 578 – Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: districtsecretary@town.crockett.ca.us

website: www.town.crockett.ca.us

For Review

MINUTES OF REGULAR MEETING, OCTOBER 02, 2023

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Chair Cusack. Present were Commissioners Airolti, Choquette, Martinez and Valentini. Staff present included General Manager Murdock, Recreation Manager Wilson, Administrative Services Manager Goodman, District Secretary Rivas, and Event Supervisor Morales.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Commissioner Martinez requested a closed session to discuss credit card charges. Staff reported that the subject does not qualify for a closed session and can be discussed during Item 6a.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: Ms. Wais stated that she had a comment but forgot what her comment was.
4. CONSENT CALENDAR: Minutes for September 11, 2023, were approved. Chair requested that the updated recreation fee schedule be attached to the minutes and forwarded to the Board. (LC 1st, DM 2nd, 5 Ayes – unanimous)
5. RECREATION: None.
6. BUDGET AND FINANCE: Administrative Services Manager Goodman presented transmittals and a credit card statement specific to Recreation expenses and the approved Recreation budget. She noted that the transmittals now provide further details on the charges.

Commissioner Martinez reported that during the last Board meeting, several constituents expressed concern regarding multiple charges including Lucia's, Benihanas, J&L Market: one AT&T business bill plus four additional bills, Verizon Wireless, Instacart, and Sam's Club.

General Manager Murdock expressed that the Verizon charge was likely a miscode because Verizon covers the District's remote pump station sites and alarm systems. Utilities such as EBMUD and PG&E are often paid for with a credit card because the bills have not been received on time and require immediate payment. Credit card charges are paid monthly and do not incur interest. The District is working on automated payments to prevent unexpected shutoffs.

Recreation Manager Wilson reported that the Best Buy charge was for an unnecessary repair that was later returned. Lucia's purchase was made on a credit card because staff did not have enough cash on hand and was on cost recovery. The previous general manager implemented a quarterly staff lunch. This was created for morale building and an opportunity for staff to meet with the General Manager. The Benihana's charge was for an appreciation meal for recreation staff. Mr. Wilson would like to resume the quarterly lunches. Both Commissioners Choquette and Martinez support the staff lunches. Martinez requested a line item to be added to the budget for transparency.

4.a

Ms. Goodman reminded commissioners that each credit card holder has a credit card use agreement and is required to submit a form with their purchases. She has not seen any violation of the policy. She is working on presenting an updated detailed budget statement. The Recreation balance is currently at \$1,497,673.65. (General Fund #3241)

7a UPDATE ON PROPOSITION 68: Recreation Manager Wilson presented an update on the Proposition 68 project. A mandatory walkthrough was scheduled for September 22. Bids are scheduled to be opened on Friday at 2 pm. Mr. Wilson expressed concern that Crockett has not been reimbursed for the State and County grants totaling \$256,000. Both grants require spending the funds first and then submitting a request for reimbursement. This delay in reimbursement will likely impact the District's ability to hire locally.

The project cost is \$469,000 and is comprised of the following:

- \$179,000 State Grant (Submitted for reimbursement)
- \$ 80,000 County Park Mitigation Grant (Submitted for reimbursement)
- \$160,000 Crockett Community Foundation
- \$ 19,000 Crockett Recreation Department

The project needs to be completed six months from the time the contract is awarded. The project will not interfere with pool usage. A possible interruption may affect the completion of the restrooms, but staff will adjust as needed.

8. REPORT OF DEPARTMENT MANAGER: Mr. Wilson reported that a dead crow was found, sent to the County, and found to have West Nile Virus. Vector Control was to set up traps to determine the spread of West Nile Virus but Mr. Wilson has not observed any traps. Ms. Wais reported that the school found a sick crow and forwarded it to Lindsey Wildlife. The crow died and was found to be positive for West Nile Virus.

9. REPORTS FROM COMMISSIONERS: None.

10. FUTURE AGENDA ITEMS: The District Secretary requested clarification on whether Item 5 Recreation should be removed. Mr. Wilson asked to keep it as a placeholder.

11. COMMISSIONER COMMENTS: Commissioner Choquette was informed that Cal-Trans had cleared the area by the Bridgehead. Mr. Murdock reported that the L&L (lighting and landscape) will be weeding the area once they receive funds to move forward. Cal-Trans responds to community complaints that can be submitted via their website. Mr. Murdock will request maintenance through a formal inquiry that will cover the area by the offramp and a little further down. They will not go as far as the proposed dog park. Other volunteers have cleared some of the dog park area. Ms. Rivas suggested a mural at the freeway exit, caddy corner from the Dead Fish. Ms. Wais shared that several years back, a project scoping committee that suggested a mural of the sugar caves was discussed. Ms. Goodman reminded everyone that the CIA-sponsored community cleanup is on Saturday, October 28.

12. ADJOURNMENT: The meeting was adjourned at 6:45 PM until November 6, 2023.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION 10/10/2023	Internal Revenue Service	68-0114159, March 31, 2023, form 941	469.42	14721
Total FUND 3241 - RECREATION			469.42	
TOTAL			469.42	



6.a

**CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District**

Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
10/05/2023	Campbell Business Solutions	IT Support INV#5803	44.00	14697
10/05/2023	DOLORES M. MORALES	Milage Expense September 2023	22.27	14698
10/05/2023	G&J Seiberlich & Co LLP	Accountant Fees September 2023 INV#8504	289.80	14699
10/05/2023	VAUGHN P. GUNKELMAN	Intuit/Cloud Hosting Reimbursement INV#8921	1,184.40	14700
10/05/2023	Department of the Treasury	68-0114159, Dec 31, 2020 (CVL PEN)	630.00	14701
10/05/2023	Javier Solis	Pool Chairs and Tables INV#0481	350.00	14702
10/05/2023	KEL-AIRE HEATING & AIR CONDITIONING	HVAC Servicing INV#1899	320.00	14703
10/05/2023	Laura Marmolejo	Rental Deposit Refund Sept 9, 2023	700.00	14704
10/05/2023	LESLIE'S POOL SUPPLIES	Pool Chemicals INV#3059	492.56	14705
10/05/2023	Lincoln National Life Insurance Company	Life Ins INV#8134	69.19	14706
10/05/2023	RONALD D. WILSON	Milage Expense Reimbursement Sept 2023	89.74	14707
10/05/2023	Morgan's Outdoor Living, Inc.	Repair Latch for Pool Gate INV#9728	95.00	14708
10/05/2023	TERRACARE ASSOCIATES	Repaired broken mainline between valves 1 & 2	150.00	14709
10/05/2023	UNIVERSAL BUILDING SERVICES	Janitorial Service June 2023 INV#5743	846.00	14710
10/05/2023	UNIVERSAL BUILDING SERVICES	CORRECTED BILLING APRIL 2023 INV#3920	30.00	14711
10/05/2023	UNIVERSAL BUILDING SERVICES	EVENT CLEANING 7/9/2023 INV#6106	144.00	14712
10/05/2023	UNIVERSAL BUILDING SERVICES	TAKE DOWN 7/10/23 INV#6107	144.00	14713
10/05/2023	UNIVERSAL BUILDING SERVICES	JANITORIAL SVC AND TAKE DOWN/SET UP 7/2/23 INV#6108	432.00	14714
10/05/2023	UNIVERSAL BUILDING SERVICES	WINDOW WASHING 7/14/23 INV#6109	222.00	14715
10/05/2023	UNIVERSAL BUILDING SERVICES	JANITORIAL SVC JUNE 2023 INV#6510	1,128.00	14716
10/05/2023	UNIVERSAL BUILDING SERVICES	TAKE DOWN 9/11/23 INV#7985	144.00	14717
10/05/2023	UNIVERSAL BUILDING SERVICES	EVENT CLEANUP 9/3/2023 INV#7986	144.00	14718
10/05/2023	UNIVERSAL BUILDING SERVICES	JANITORIAL SVC TAKE DOWN/SET UP 9/10/23 INV#7987	432.00	14719
10/05/2023	UNIVERSAL BUILDING SERVICES	SEPTEMBER MONTHLY JANITORIAL SVC INV#8328	1,222.00	14720
Total FUND 3241 - RECREATION			9,324.96	
TOTAL			9,324.96	

Jan Rod 10/6/23

**CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District**

Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
10/17/2023	EBMUD	Acct# 30385600001 850 Pomona	7,432.37	14722
10/17/2023	CINTAS FIRE 636525	Spinkler Inspection INV#4887	535.00	14723
10/17/2023	CINTAS FIRE 636525	Kitchen Inspection and Parts INV#4610	504.24	14724
10/17/2023	LESLIE'S POOL SUPPLIES	Chemicals and Strainer Basket, INV# 5377	207.85	14725
10/17/2023	OLIVERO PLUMBING CO.	Valve Repair Proposal, INV#6780	375.00	14726
10/17/2023	PG&E	Gas and Electricity for Pool, Acct #2501517473-0	335.92	14727
10/17/2023	TERRACARE ASSOCIATES	Irrigation repairs INV#5585	460.00	14728
10/17/2023	County Treasurer	Netchex Payroll Wire SPLIT (total \$6,637.38)	5,617.68	14729
Total FUND 3241 - RECREATION			15,468.06	
TOTAL			15,468.06	



**CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District**

Auditor's Date: _____ Fund: 324100 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION 10/04/2023	CONTRA COSTA COUNTY TREASURER	Payroll for Second Pay Period September 2023	14,407.51	3241147696
Total FUND 3241 - RECREATION			14,407.51	
TOTAL			14,407.51	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
10/24/2023	USBank	Acct # 4866 9145 5553 8450 (Reissue) SPLIT	22,983.47	14730
10/24/2023	USBank	Acct # 4866 9145 5553 8450 (Sept and Oct Payment) SPLIT	9,660.04	14731
Total FUND 3241 - RECREATION			32,643.51	
TOTAL			32,643.51	



CROCKETT COMMUNITY SERVICES DISTRICT

STATEMENT OF INTEREST / APPLICANT QUESTIONNAIRE FOR COMMISSIONS, COMMITTEES AND BOARD

"Please note that this form is a public record that may be subject to disclosure upon request."

NOTE: PLEASE FILL OUT SEPARATE APPLICATION FOR EACH BOARD/COMMISSION YOU WISH TO SERVE ON (TYPE or PRINT ONLY)

*When Completed Return To: CCSD District Secretary, 850 Pomona Street, Crockett, CA 94525 or via email: DistrictSecretary@town.Crockett.CA.us Telephone 510.787.2992. **Bolded items are required for a complete application.***


We encourage applicants to submit a separate statement letter to elaborate on your responses. We look forward to receiving your application.


valerie quade


INDICATE YOUR INTEREST

- BOARD
- () CCSD BOARD OF DIRECTORS
- COMMISSIONS
- () Budget & Finance (B&F)
- () Crockett Sanitary (CVSAN)
- () Port Costa Sanitary (PCSAN)
- (x) Recreation (REC)
- () Lighting & Landscape (L&L)
- COMMITTEES
- () Memorial Hall Advisory
- () Personnel
- () Police Liaison

NAME _____ valerie quade

ADDRESS _____  _____ CITY/ZIP _____ Crockett

PRIMARY PHONE _____  _____ ALTERNATIVE PHONE _____

EMAIL ADDRESS _____  _____

LENGTH OF RESIDENCE IN CROCKETT/PORT COSTA _____ 10 Years _____ IN CONTRA COSTA COUNTY _____ 15 Years

ARE YOU CURRENTLY EMPLOYED OR RETIRED? _____ Self Employed

RELEVANT EXPERIENCE RELATING TO THIS POSITION _____ recreation




_____ throughout the years including swimming, hiking, biking, and more. I am also a great event and party planner.


SOME THOUGHTS YOU BELIEVE MAY CONTRIBUTE TO IMPROVE BOARD/COMMISSION/COMMITTEE

_____ I think I have great ideas for town recreational activities. I am a person who executes a plan.

IF APPOINTED, WHAT/HOW WOULD YOU CONTRIBUTE TO OUR COMMUNITIES?
 I will contribute by sharing my thoughts and taking action and implementing plans that have been decided on.

REFERENCES (TWO) (OTHER THAN FAMILY MEMBERS)

NAME _____  _____ ADDRESS _____  _____ PHONE _____ 

NAME _____  _____ ADDRESS _____  _____ PHONE _____ 

DATE _____ 10/29/2023 _____ APPLICANT'S SIGNATURE _____ Valerie Quade _____
CFEP313096F40E