

# CROCKETT COMMUNITY SERVICES DISTRICT

## Personnel Committee Meeting

AGENDA FOR TUESDAY, APRIL 9, 2024

TIME: 4:00 PM

PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

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*The Personnel Committee 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 for a future date.)*

4. CONSENT CALENDAR: Consideration of a motion to approve the following item:

- a. Approve Minutes of February 13, 2024.

5. ADMINISTRATION:

- a. Receive report on actions taken by the District Board.
- b. Discuss SB 553 Workplace Violence Prevention Plan.

6. REPORTS/COMMENTS FROM COMMITTEE MEMBERS: *(These items are typically for the exchange of information only. No action will be taken at this time.)*

7. FUTURE AGENDA ITEMS:

8. ADJOURNMENT: to May 14, 2024.

You will find the Minutes of this meeting posted on our website at <http://www.town.crockett.ca.us/meetings>  
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.

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# Board Personnel Committee

of the Crockett Community Services District

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## For Review

### MINUTES OF REGULAR MEETING, FEBRUARY 13, 2024

1. CALL TO ORDER: The meeting was called to order by Chair Cusack at 4:05 pm. Present were Commissioners Cusack, Martinez, Spinner, Wais, and Wilson; Staff: Interim General Manager (IGM)/District Secretary (DS) Rivas, Administrative Services Manager Goodman.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Minutes for January 9, 2024, were approved with corrections (1<sup>st</sup>, Wilson 2<sup>nd</sup>, 5/0).

There was a discussion on whether the minutes should reflect the recommendation that any changes to governing documents such as the District Code or Personnel Manual should be reviewed by the attorney. The Committee agreed that the minutes remain as reported.

5. ADMINISTRATION:
  - a. REPORT ON ACTIONS BY THE BOARD: Nick Spinner ran his first meeting as President in January. LAFCO has a seat up for election and Director John Mackenzie was nominated by the Board. Staff is preparing an official resolution for his nomination. Michael McGill of Central Sanitary District is the incumbent and will be running for re-election. Director Peterson expressed his desire for former general manager Dale McDonald to apply for a seat on the Board when Mr. Peterson resigns.

Revival Coffee had its ribbon cutting over the weekend. The event was very well attended. Ms. Rivas expressed her disappointment with the actual ribbon-cutting process. She would have enjoyed hearing from the business owner and the District regarding the positive impact of the coffee shop on the community. President Spinner hosted a successful Candidate's Forum.
  - b. CONSIDER SALARY INCREASE FOR RECREATION DEPARTMENT MANAGER: ASM Goodman distributed a salary schedule and reported that RDM Wilson's contract expired in December 2023. He is a salaried employee and works 19 hours per week. Mr. Wilson has not received a review or an increase in salary since 2013.

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Committee Members: Tom Cusack (C), Diana Martinez, Nick Spinner, Mary Wais, Ron Wilson

The standard procedure for an annual reviews is done by the general manager who then recommends an increase to the Board. IGM Rivas and ASM Goodman had previously agreed that neither had worked long enough with Mr. Wilson to be able to prepare an employment review. Since the District Code allows merit increases, both agreed that based on Mr. Wilson's well-documented past performance, he warrants an increase. Short of a review, Staff presented the increase to the Personnel Committee. If approved, the Committee will forward it to the Board for approval via resolution. IGM Rivas recommended a five-step increase to Level 4, Step A, based on merit. Director Spinner motioned that the step increase to Level 4, Step A, be approved and that Mr. Wilson prepare a self-review in the near future. Approved. (Spinner 1<sup>st</sup>, Wais 2<sup>nd</sup>, 5/0)

There was a brief discussion regarding the Annual COLA increases. It was noted that not all employees received a COLA for the 2023/24 fiscal year. These are typically added in May and are based on CPI.

This led to a conversation about process and lack of information for Staff to complete tasks effectively. IGM Rivas reminded the committee that there is training through the CSDA website. ASM Goodman and Diana discussed the importance of employee training but also emphasized the need to prioritize day-to-day operations and manage workloads effectively. The group discussed the challenges of balancing training with operational tasks.

6. REPORTS/COMMENTS FROM COMMITTEE MEMBERS: None.
7. FUTURE AGENDA ITEMS: IGM Rivas shared personnel forms from a previous employee to use as a guide for the Personnel Committee. Included is a review form and an onboarding form that includes a list of benefits. This led to a discussion on when benefits become effective. ASM Goodman shared that she has not been trained on benefits but according to the contract negotiator, benefits do not go into effect until a contract is approved by the employee and the Board. ASM Goodman expressed her frustration with the lack of process or training for her to perform her ASM duties.
  - a. List of mandatory training for non-employees.
  - b. Key policy
  - c. Personnel record policy.
  - d. Update list of agencies/vendors/etc. to reflect access of current staff.
8. ADJOURNMENT: The meeting was adjourned at 5:37 PM until March 12, 2024.