

CROCKETT COMMUNITY SERVICES DISTRICT

Special Business Meeting AGENDA FOR TUESDAY SEPTEMBER 1, 2020

TIME: 5:00 PM

PLACE: **** Meeting to be held by teleconference ****

IMPORANT 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. (See Resolution No. 19/20-18)
- 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.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at +1 669 900 9128. Enter the Meeting ID# 834 9283 8931 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/j/aeONOA5qL> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/83492838931> 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# 834 9283 8931.

1. CALL TO ORDER – ROLL CALL

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

(The Board 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.)

3. ADMINISTRATIVE:

- a. Accept resignation letter from General Manager McDonald.
- b. Discuss transition plans, formulate opinions and give direction to staff.
- c. Consider setting up Ad Hoc Committee(s) to deal with transition and beyond.
- d. Discuss the use of consultants, such as RGS or others, to assist the District in recruitment and/or to support the District during the interim.

- e. Receive the Monthly Calendar List for 2020 identifying annual tasks required of the District, discuss and formulate action plan.
- f. Discuss roles of existing staff, develop goal of where the District wants to be in one year.

4. ADJOURNMENT

HOW TO SUBMIT PUBLIC COMMENTS:

Written/ Read Aloud: Please email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (*not to exceed three minutes at staff's cadence*), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 3:00 PM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be treated as telephonic/electronic comments.

Telephonic / Electronic Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. The public can speak up at that time or use the Zoom chat feature to indicate they want to make a public comment. If needed, a short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Use Zoom chat or email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all submitted comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

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.

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. The Board has designated the District's website located at <https://www.town.crockett.ca.us/meetings> as the place for making those public records available for inspection. The documents may also be obtained by calling the District Manager. 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.

August 28, 2020

Board of Directors
Crockett Community Services District
P.O. Box 578
Crockett, CA 94525

Dear Directors (one and all),

I am writing to inform you of my decision to resign as General Manager of the Crockett Community Services District effective September 27, 2020. I have greatly enjoyed working for the District over these 11+ years and I am proud of what we have accomplished together. The work over the years was both challenging and rewarding, beginning early on with the settlement of the C&H lawsuit to the District's recent acquisition of the Hosselkus Chapel for its future growth. I have enjoyed giving back to my community as I grew professionally during my time with the District. I've said this before; life is like a book, full of chapters and turning of pages, and I have been given an opportunity to turn the page, excited to see where it may lead. I will miss working with my fellow employees, Commissioners, and Directors but it is now time for me to prepare for my future chapters in life.

I am wholly committed to the District for the next month thru September 27 and will be working diligently to make the transition as smooth as possible. For those that have reached out to me after I announced last month that my leaving was a possibility, I understand and share your concern on what this might mean for the District in the short term. I am open to assisting the District after September 27, in a limited role, if the Board desires and if acceptable terms can be agreed upon while you go through the replacement process for the General Manager position.

Thank you for your understanding of my decision to leave the District, and all your support over the years. I have faith that with your leadership the District will continue to serve Crockett and Port Costa well for years to come. I wish everyone the best and will watch for you around town.

Respectfully,



Dale McDonald
675 Edwards Street
Crockett, CA 94525

TRANSITION

Transition plan to be implemented by September 22

Duties and Responsibilities – District Code

- Section 2.04 Board
- Section 2.08 General Manager
- Section 2.12 Secretary of the District

Availability of current General Manager

Employer Checklist for Hiring CalPERS Retirees

Discuss transition plans, formulate opinions and give direction to staff.

Section 2.04.002 Composition and duties.

A legislative body of five members known as the **Board of Directors** shall govern the District. The board of Directors shall establish policies for the operation of the District. The Board of Directors shall provide for the implementation of those policies, which is the responsibility of the District's General Manager. (Government Code Section 61040(a))

No person shall be a candidate for the Board of Directors unless he/she is a voter of the District. A member of the Board of Directors shall not be the General Manager, the District Treasurer, or any other compensated employee of the District. (Government Code Section 61040(e))

Section 2.04.003 Term of office.

The term of office of each member of the Board of Directors is four years or until his/her successor qualifies and takes office. Directors shall take office at noon on the first Friday in December following their election. (Government Code Section 61042)

Section 2.04.005 Ethical behavior.

District Directors shall exercise their independent judgment on behalf of the interests of District residents, property owners, and the public as a whole in furthering the purposes and intent of the Community Services District Law and the State Health and Safety Code. Directors shall strive with every action taken to demonstrate responsibility and trustworthiness as public officials. Directors shall be subject to the ethics training requirements contained in AB 1234 regardless of whether they receive compensation for their service.

Section 2.04.010 Selection and term of President and Vice President.

The Board shall elect from its Members a President and a Vice-President at the first meeting of December, to be installed at the first regular meeting in January and to serve for a one-year period. (Government Code Section 61043(b))

The Board follows an annual rotation policy in electing officers.

Section 2.04.015 Appointment of Commissions.

When the Board considers it necessary for the efficient transaction of business, it may approve the creation of a commission for the purpose of overseeing a department of the District. The Board shall appoint members of the commission by resolution, following policy adopted by Resolution No. 06/07-10 or as may change from time-to-time. (Government Code Section 61048)

Section 2.04.020 Appointment of committees.

When the Board considers it necessary for the efficient transaction of business, it may approve

the creation of a committee for the purpose of reviewing, investigating and recommending with reference to a particular matter. The President shall appoint the members of the committee. (Government Code Section 61048)

Section 2.04.030 Compensation of Board Members.

It is the policy of the District that Board Members and Commissioners shall receive no compensation. The amount of compensation for Directors of the Crockett Community Services District, shall in no event exceed ~~be~~ one hundred dollars per meeting. Compensation shall not be for more than a total of one meeting per calendar month. Only publicly noticed meetings shall count towards compensation. (Government Code Section 61047)

Section 2.04.035 Benefits for Board Members.

It is the policy of the District that Board Members shall not be eligible for any personal related benefits program, to include health and welfare benefits, insurance of any kind, pension plans and annuities. District Public Officials and Management Liability Insurance shall be provided by the District.

Section 2.04.040 Time and place of regular meetings.

The regular meetings of the Board of Directors are normally on the fourth Wednesday of each calendar month at the Crockett Community Center, 850 Pomona Avenue, Crockett, California. Meetings shall be held in the evening to accommodate public attendance, the exact time to be 7:00 PM or as from time to time fixed by the Board. (Res. No. 06/07-03)

Section 2.04.050 Holidays.

If the day fixed for a regular meeting of the Board falls on or near a holiday, the meeting shall be held on such alternate Wednesday as may be fixed by the Board of Directors at the same hour specified for the regular meeting.

Section 2.04.060 Adjournment of meetings.

Adjournment by Board of Directors. The Board of Directors may adjourn a regular, adjourned regular, special or adjourned special meeting to a time and place specified in the order of adjournment. Less than a quorum may so adjourn from time to time.

Adjournment by Secretary. If all Members are absent from a regular or adjourned regular meeting, the Secretary may declare the meeting adjourned to a stated time and place and shall cause a written notice of the adjournment to be given in the same manner as provided in Section

54956 of the Government Code (Brown Act) for special meetings unless this notice is waived as

Section 2.08.010 Chief executive officer.

There is created the office of **General Manager** (also known as District Manager). The General Manager is the chief executive officer of the District and the Chief Engineer.

Section 2.08.020 Appointment and qualifications of General Manager.

The Board shall appoint the General Manager by resolution. The General Manager shall be highly qualified, which can be met by having graduated from an accredited college or university with a bachelor's degree with major work in business or public administration, engineering, construction or a field related to any of the above or possessing relevant administrative experience sufficient to perform the duties required of the position. (Government Code Section 61050)

Section 2.08.030 Authority and responsibility.

The General Manager of the District has the administrative authority and responsibility for the operation of the District and the enforcement of all District rules and regulations, including authority to execute all contracts, warrants, releases, receipts, and similar documents for and on behalf of the District in accordance with California Health and Safety Code Section 6487. The General Manager shall have spending authority up to \$5,000 but may be given provisional approval by the Board President for urgent expenses above that limit. Under emergency conditions as defined by Resolution No. 97-98-04, the General Manager shall have spending authority up to \$50,000 subject only to notification of the Board President as soon as possible.

Section 2.08.040 Duties.

The General Manager shall:

Establish departments and organize the functions of the District;

Recommend rules and regulations for adoption, including specifications and requirements controlling the construction, repair, maintenance and operation of sewage systems.

Collect fees and charges, issue permits and maintain records of all transactions.

Implement policies of the Board of Directors for the operations of the District. (Government Code Section 61051)

Appoint, supervise, discipline, and dismiss District employees, except those employees who are appointed by resolution of the Board.

Supervise the District's facilities and services.

Supervise the District's finances.

Section 2.08.050 General Manager may employ assistants.

Upon approval of the Board of Directors, the General Manager may appoint assistants. Each appointment shall be made in accordance with the employment procedures specified in Title 4 of this Code. The General Manager may delegate authority to said assistants.

Section 2.08.060 Employee bond.

The Board of Directors may require the General Manager to be bonded. The District shall pay for such bond. (Government Code Section 61050(f))

Section 2.12.010 Secretary of the District.

There is created the office of the Secretary of the District. The Secretary of the District acts as staff to the Board of Directors.

Section 2.12.020 Appointment and qualifications of the Secretary of the District.

The Board of Directors shall appoint the Secretary of the District. The Board shall establish the qualifications of the Secretary of the District and the method of selection.

Section 2.12.030 Authority and responsibility.

The Secretary of the District reports to the Board of Directors and shall serve as Secretary of the District within the meaning of the California Health and Safety Code.

Section 2.12.040 Duties.

The Secretary of the District shall:

- Make independent decisions as necessary to implement Board requests, decisions, and official actions;

- Serve as custodian of the official records of the District;

- Implement a comprehensive records retention policy;

- Attend and record the minutes of meetings of the District Board and such additional committee meetings, conferences and hearings as may from time to time be required;

- Participate and coordinate with management group in meetings and projects.

- Comply with the many requirements of the Brown Act.

- Comply with the Public Records Act while protecting the confidentiality of documents as provided by law.

- Ensure that all legal requirements are being met by the District.

- Prepare ordinances, resolutions, and revisions to the District Code needed to maintain currency.

- Implement the public relations and customer service policies of the District.

Section 2.12.050 Record of meetings.

Meeting minutes approved by the Board shall be the sole official record of meetings held by the District. No transcriptions, voice recordings, video recordings or televised proceedings shall be made, or provided by the District.

Section 2.12.060 Records retention.

The Secretary shall develop and implement a records retention policy that follows all legal requirements and industry standards while protecting the District's interests.

Section 2.12.070 Employee bond.

The Board of Directors may require any employee or officer to be bonded. The District shall pay for such bond. (Government Code Section 61050(f))

EMPLOYER CHECKLIST FOR HIRING CalPERS RETIREES

Effective January 1, 2013

POST-RETIREMENT EMPLOYMENT BASICS:

Generally, if the position in which a retiree will work is one that is subject to CalPERS membership where an active employee would earn CalPERS service credit, i.e. there is an employer-employee relationship, then a retiree hired to work in that position is subject to the retirement law requirements.

The common law employment test is used by the courts and CalPERS Board of Administration to determine "employee" or "independent contractor" status under the PERL. Under this test, a position title or characterization of the services performed is not the only determining factor of employee / independent contractor status. Just because a retiree is retained for a position that is called an independent contractor, consultant or third-party employer position, does not necessarily mean employment in that position is exempt from the retired annuitant requirements. Therefore, a retiree retained to work as an "independent contractor", "consultant", or through a "third party employer" in any position that would meet the common law employment test may be subject to mandatory reinstatement from retirement if the employment does not otherwise meet the retirement law requirements.

A retiree hired as an independent contractor, consultant, or contract employee through a third party employer to work in any position that would meet the common law employment control test would be inappropriately appointed under the retirement law and could be subject to mandatory reinstatement from retirement if the employment does not otherwise meet the retirement law requirements.

- **RETIRED ANNUITANT APPOINTMENTS:** CalPERS retirees cannot be hired into permanent or regular staff positions without reinstatement from retirement. Retirees should be hired into retired annuitant-designated positions only. These appointments are authorized during an emergency to prevent stoppage of public business or because the retiree has skills needed to perform work of limited duration. Since emergencies that would cause stoppage of public business are rare, e.g., disasters such as floods, earthquakes, etc., these appointments are generally those requiring skills needed to perform work of limited duration.
- **INDEPENDENT CONTRACTORS, CONSULTANTS AND CONTRACT EMPLOYEES THROUGH THIRD PARTY EMPLOYERS:** If you, the employer, hire a CalPERS retiree as an independent contractor, consultant or through a third party employer and the employment constitutes a common law employment (employer-employee) relationship, the employment is subject to the retirement law requirements and he or she must be enrolled as a retired annuitant in the myCalPERS system. If the employment is truly an independent contractor or consultant or is truly as an employee of a third party employer, i.e., a common law employer-employee relationship does not exist with the CalPERS employer, then the employment is exempt from the post-retirement employment requirements.

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- **POST-RETIREMENT EMPLOYMENT AUDIT REVIEW:** The CalPERS Office of Audit Services (OAS) Public Agency Audit Program reviews the hiring and employment of CalPERS retirees at all employers to ensure compliance with the requirements prescribed by the applicable sections of the California Government Code.
- **ENROLLMENT AS A RETIRED ANNUITANT:** The retiree must be enrolled as a retired annuitant in the my|CalPERS system, either directly in my|CalPERS or, for state agencies, through the Personnel Information Management System (PIMS).

ELIGIBILITY REQUIREMENTS BEFORE HIRING A RETIREE:

1. BONA FIDE SEPARATION IN SERVICE REQUIREMENT:

All Retirees: If a retiree is under normal retirement age at retirement, he or she cannot be hired for post-retirement employment without a bona fide separation from employment. The normal retirement age is the highest benefit formula age, e.g., age 55 for the 2% @ 55 formula. If there is more than one formula applicable to the retirement, e.g., the allowance has service based on both the 2% @ 55 and the 2% at 60 formula, the normal retirement age is the highest benefit formula age, or age 60, in this example. Members and retirees can look up their benefit formulas through their my|CalPERS online account or on their most recent CalPERS Annual Member Statement.

A bona fide separation must meet both of the following conditions:

- **There is no pre-determined agreement:** Prior to retirement, there was no agreement, written or verbal, between the employer and the member to work after retirement.
- **There is a 60 day separation from employment:** There is a period of 60 calendar days between the retirement date and the post-retirement employment date.

This requirement is a federal tax law and we, CalPERS, must comply with it to maintain our tax-deferred status.

2. UNEMPLOYMENT INSURANCE PAYMENT QUALIFICATION:

Upon accepting an offer of employment, every retiree must certify in writing to the employer that he or she did not receive any unemployment insurance payments within the 12 months prior to this appointment for previous retired annuitant work with any CalPERS employer.

If after hiring a retiree, you, the employer, discover the retiree did receive unemployment insurance payments, as above, within the 12 months prior to the current appointment date, you must terminate the employment on the last day of the current

EMPLOYER CHECKLIST FOR HIRING CalPERS RETIREES

Effective January 1, 2013

pay period and that retiree is not eligible for reappointment by any CalPERS employer for 12 months following the last day of employment.

3. 180 DAY WAIT PERIOD BETWEEN RETIREMENT DATE & HIRE DATE:

All retirees must wait 180 days after their retirement date before he or she is eligible to begin post-retirement employment. This means a retiree cannot begin employment until the 181st day after his or her retirement date. There are four exceptions to the 180 day wait period requirement:

180 Day Wait Period Exceptions:

- **Firefighter or public safety officer:** The retiree is a firefighter or public safety officer, as determined in accordance with the definition set forth in California Code of Regulations 579.25, hired to perform a function or functions regularly performed by a public safety officer or firefighter.
- **Public agency or school employer certification and resolution:** The public agency or school employer must certify the nature of the employment and that the appointment is necessary to fill a critically needed position before 180 days has passed and, the appointment must be approved by the governing body of the employer in a public meeting. The appointment may not be placed on a consent calendar.

For school employers, the school district's county office of education is the governing body that must pass this resolution.

The certification and resolution should be received by CalPERS prior to the retiree's hire date. Email the certification and resolution to the mailbox BNSD_Post_Retirement_Administration@calpers.ca.gov or mail it to Post Retirement Administration, Benefit Services Division, PO Box 942711, Sacramento, CA 94229-2711.

- Sample resolutions with instructions are available online at www.calpers.ca.gov.
- **State agency certification and resolution:** State agencies must obtain approval from CalHR via the Personnel Management Liaisons (PML) Memorandum titled Retired Annuitants Hiring Exception Procedure, Reference No. 2013-001. CalHR submits the approval to CalPERS prior to the retiree's hire date.
- **California State Universities (CSU) FERP exception:** The retiree may participate, if eligible, in the Faculty Early Retirement Program (FERP) pursuant to a collective bargaining agreement that existed prior to January 1, 2013, or has been included in subsequent agreements.

EMPLOYER CHECKLIST FOR HIRING CalPERS RETIREES

Effective January 1, 2013

Disqualification for an Exception to the 180-day wait period:

- If a retiree accepts a Golden Handshake or any other employer incentive related to retirement, he or she must serve the 180-day wait period regardless of whether he or she would qualify for any of the exceptions above.

POST-RETIREMENT EMPLOYMENT RETIRED ANNUITANT REQUIREMENTS:

GC SECTION 7522.56:

- **Limited Duration Work & Retiree Skills:**

A CalPERS retiree can be appointed by the appointing power of the employer without reinstatement or loss of retirement benefits either during an emergency to prevent stoppage of public business or because the retiree has skills needed to perform work of limited duration. Since emergencies, e.g., disasters such as floods or earthquakes, etc., that would cause actual stoppage of public business are rare, these appointments are generally those requiring skills needed to perform work of limited duration. There should be some showing in the retiree's work history that he or she has previous experience and the skill set needed to perform the desired work.

- Is this a limited duration position, e.g., extra help work such as elimination of a backlog, work on a special project, or work in excess of what your permanent or regular staff employees can do and, it is not a permanent or regular staff position?
 - Retiree Skills: Is there some showing in the retiree's work history that he or she has previous experience and the skill set needed to perform the required work?
- **960 Hour Limit per Fiscal Year:**
 - A retiree is limited to working a maximum of 960 hours per fiscal year for all CalPERS employers. There is no exception to this limit. Retirees can be employed for more than one fiscal year as long as the employment continues to meet all of the requirements otherwise.
 - CSU academic retirees are limited to 960 hours per fiscal year or 50% of the hours employed during the last fiscal year of service prior to retirement, whichever is less. There is no exception to this limit.

EMPLOYER CHECKLIST FOR HIRING CaIPERS RETIREES

Effective January 1, 2013

- **Rate of Pay Requirement:**
 - The compensation paid to any retiree must be within the monthly rate of pay range, i.e., cannot be less than the minimum nor exceed the maximum monthly base salary, paid to other employees performing comparable duties, divided by 173.333 hours to equal an hourly rate.
 - No other benefit, incentive, compensation in lieu of benefits, or other form of compensation can be paid in addition to this hourly pay rate.

- **Enrollment in the my|CaIPERS system:**
 - For public agency and school employers, the retiree must be enrolled as a retired annuitant and payrate with hours worked reported in the my|CaIPERS system. No retirement contributions are reported by the employer or member for retired annuitants. For state agencies and CSU employers, the retiree must be enrolled as a retired annuitant in PIMS.

GC SECTION 21221(h) POSITIONS – SPECIFIC REQUIREMENTS:

This section applies to public agency and school employers. The governing body for a school district is its county office of education.

Limited Duration Work & Retiree Skills:

- **Single interim appointment to a vacant position:** The governing body of a public agency or the county office of education of a school employer can appoint a retiree to work in a vacant position during the recruitment to permanently fill the vacancy or during an emergency to prevent stoppage of public business. This section is used to hire retirees on an interim basis to vacant managerial, executive or other unique positions, such as city manager, CIO, CFO, police chief, director, department heads, etc. Since emergencies that would cause the actual stoppage of public business, e.g., disasters such as floods or earthquakes, etc., are rare, these appointments are generally to provide a retiree with the needed skill set to work in the unique position during the recruitment to permanently fill the vacancy. The governing body's appointment should explain the need for the particular retiree's hire and there must be documentation that the governing body made the appointment in the form of a resolution, board minutes, etc.

There must be an open recruitment to permanently fill the position in place to hire a retiree. The retiree can be appointed only once to this position, thus, the employment agreement, contract, or appointment document must specify the end date of the appointment. There should be a showing in the retiree's work history that he or she has the previous experience and the skill set to perform the work of the position.

EMPLOYER CHECKLIST FOR HIRING CalPERS RETIREES

Effective January 1, 2013

- Is this an interim appointment, i.e., the retiree is not being hired as the permanent employee?
 - There must be an open recruitment to permanently fill the vacant position before the retiree is appointed. Is there an open recruitment to permanently fill the vacant position?
 - The retiree can be appointed only once to this position. Does the employment agreement, contract, or appointment document, etc., specify the end date for the appointment?
 - Is there some showing in the retiree's work history that he or she has previous experience and the skill set needed to perform the work required?
 - Was this appointment made and duly documented by this employer's governing body?
- **960 Hour Limit per Fiscal Year:**
 - The retiree is limited to working a maximum of 960 hours per fiscal year for all CalPERS employers. There is no exception to this limit.
- **Rate of Pay Requirement:**
 - The rate of pay range for GC section 21221(h) appointments is the monthly rate of pay range for the vacant position. The compensation paid to the retiree must be within the monthly rate of pay range, i.e., cannot be less than the minimum nor exceed the maximum monthly base salary, divided by 173.333 hours to equal an hourly rate.
 - No other benefit, incentive, compensation in lieu of benefits, or other form of compensation can be paid in addition to this hourly pay rate.
- **Enrollment in the my|CalPERS system:**
 - The retiree must be enrolled as a retired annuitant and payrate with hours worked reported in the my|CalPERS system. No retirement contributions are reported by the employer or member for retired annuitants.

EMPLOYER CHECKLIST FOR HIRING CalPERS RETIREES

Effective January 1, 2013

SERVICE AFTER RETIREMENT ON STATE BOARDS AND COMMISSIONS:

GC section 7522.57 provides the following conditions and limitations for service on any salaried state board or state commission by a retiree receiving a pension from a public retirement system who is first appointed on or after January 1, 2013:

Part-time state board or commission appointment: A retiree may serve without reinstatement or loss of retirement benefits upon appointment to a part-time state board or commission provided the salary received does not exceed \$60,000 annually. This salary shall be increased in any fiscal year in which a general salary increase is provided for state employees and such increase shall not exceed the general salary increases provided for state employees. The retiree shall acquire no benefits, service credit, or retirement rights with respect to this employment.

Full-time state board or commission appointment:

- A CalPERS retiree may serve on a full-time basis without reinstatement from retirement if he or she serves as a nonsalaried member and shall receive only the per diem authorized to all members of that board or commission. The retiree shall not earn any CalPERS service credit or benefits or make contributions with respect to the service performed. If a CalPERS retiree elects to receive the salary applicable to the board or commission, they must reinstate from retirement.
- A retiree from a public pension system other than CalPERS may serve on a full-time basis by choosing one of the following options:
 - The retiree may serve as a nonsalaried member and continue to receive his or her retirement allowance in addition to any per diem authorized to all members of that board or commission. The retiree shall not earn any CalPERS service credit or benefits or make contributions with respect to the service performed.
 - The retiree may suspend his or her retirement allowance or allowances, if receiving more than one, and enroll as a new member of CalPERS for the service performed on the board or commission. The pensionable compensation earned from this position shall not be eligible for reciprocity with any other retirement system or plan.

EMPLOYER CHECKLIST FOR HIRING CalPERS RETIREES

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POST-RETIREMENT EMPLOYMENT RESOURCES:

Public Agency & Schools Reference Guide

<http://www.calpers.ca.gov/index.jsp?bc=/about/forms-pubs/er-pubs/manuals/pas-ref-guide.xml>

State Reference Guide

<http://www.calpers.ca.gov/index.jsp?bc=/about/forms-pubs/er-pubs/manuals/state-ref-guide.xml>

Employment after Retirement (Member publication 33)

<http://www.calpers.ca.gov/eip-docs/about/pubs/member/employment-after-retire.pdf>

Reinstatement from Retirement (Member publication 37)

<http://www.calpers.ca.gov/eip-docs/about/pubs/member/reinstatement-retirement.pdf>

CalPERS Benefit Services Division for post-retirement employment questions only:

Email: BNSD_Post_Retirement_Administration@calpers.ca.gov

Fax: (916) 795-0701

**AD-HOC COMMITTEES
and
COMMISSION ROLES**

Does the District Board want to utilize existing committees and Commissions to handle the transition or create new Ad-Hoc Committees specifically to deal with transition period.

COMMISSIONS AND COMMITTEES - 2020

AD HOC

DISTRICT BOARD

- Luigi Barassi
- Mike Kirker (P)
- John Mackenzie
- Kent Peterson
- Emma Sutton (VP)

BUDGET & FINANCE

- Kent Peterson (C)
- John Mackenzie

PERSONNEL

- Luigi Barassi
- Scott Bartlebaugh
- Tom Cusack (C)
- Emma Sutton
- Ron Wilson

STRATEGIC

- John Mackenzie
- Kent Peterson

COMMUNICATIONS

- John Mackenzie
- Kent Peterson
- Mary Wais

PROPERTY ACQUISITION

- Luigi Barassi
- Jeff Frankle
- Gaunt Murdock
- John Mackenzie
- Ron Wilson

CROCKETT SANITARY

- Howard Adams
- Mark Manzione (VC)
- Mary Wais
- Jon Wolthuis
- Scott Bartlebaugh (C)

BUDGET & FINANCE

- Howard Adams
- Jon Wolthuis (C)

WASTEWATER

- Mark Manzione (C)
- Scott Bartlebaugh

COVID-19

- Mike Kirker
- Luigi Barasi

STAFFING MANGEMENT

- Mike Kirker
- Emma Sutton

PORT COSTA

- Tom Cusack (VC)
- Tom List
- Anne Scheer
- Joe Surges (C)
- Karen Klaiber (alt.)

BUDGET & FINANCE

- Joe Surges (C)

WASTEWATER

RECREATION

- Jeff Airoldi (VC)
- Louise Choquette
- Tom Cusack (C)
- Anne Scheer
- John Valentini

BUDGET & FINANCE

- John Valentini
- Tom Cusack (C)

POLICE LIAISON COMMITTEE

- John Angell (C)
- Barbara Cardwell
- Raina Currington
- Sylvia Melero
- John Valentini
- Mary Wais (VC)

MEMORIAL HALL ADVISORY COMMITTEE

- Bud Burlison
- Chuck Dell
- Scott Lawton
- Kent Peterson
- Ron Wilson (C)

USE OF CONSULTANTS

Regional Government Services

MacDonald Accounting Services

V.W. Housen & Associates

Others



**REGIONAL
GOVERNMENT
SERVICES**

SERVING PUBLIC AGENCIES SINCE 2002

Preamble: The agreement for services described below is also an agreement to engage in a relationship between organizations – Agency partners. In order to establish a mutually respectful relationship as well as a productive one, RGS has adopted the following values and business methods.

Our Values

- **Expert Services:** RGS serves exclusively public sector agencies with its team of public-sector experts.
- **Innovation:** RGS encourages and develops innovative and sustainable services to help each Agency meet its challenges through new modes of service provision.
- **Customer Driven:** RGS customizes solutions to achieve the right level and right kind of service at the right time for each Agency's unique organizational needs.
- **Perseverance:** Sometimes the best solutions are not immediately apparent. RGS listens, works with you, and sticks with it until a good fit with your needs is found.
- **Open Source Sharing:** RGS tracks emerging best practices and shares them, learning openly from each other's hard won experience.
- **Commitment:** Government agencies are the public's only choice for many services. Public trust is earned and must be used wisely. And RGS will do its part. Each Agency should and will know how RGS sets its rates. RGS' pledge to you is that we will act with honesty, openness, and full transparency.

How RGS Does Business

When you work with RGS you can expect:

- RGS will strive to be explicit up front and put our understandings in writing. Before making assumptions, we hope to talk directly to prevent any misunderstandings.
- Ongoing interaction throughout our relationship to ensure that your needs are being met, and that projects progress appropriately and agreed-upon timelines are met.
- RGS is committed to honest interaction.
- When RGS employees are on your site, we expect them to treat people respectfully and be treated respectfully. If problems arise, we want to communicate early, accurately, and thoroughly to ensure that we find mutually acceptable solutions.
- As a public Agency, partnering is valued. We look out for each Agency's interests consistent with maintaining the public trust.
- To keep expectations realistic, it is important to understand that RGS is a governmental, joint powers authority evolving to meet changing local government needs. RGS has carefully constructed policies and procedures to allow maximum flexibility to meet your needs.

Exhibit B

Scope of Services.

Subject to the terms and conditions of this Agreement, RGS shall assign RGS employee(s) to serve as the Human Resources Advisor(s) to the Crockett Community Services District (Agency), which may require performing any or all of the functions described below:

1. Provide immediate ongoing Human Resources support services. This work may be done onsite or remotely. Human Resources support services include initiation of work on identified priority projects outlined below:
 - 1.1 Provide mandatory sexual harassment prevention training to permanent and part-time staff in May 2019, or as mutually agreed.
 - 1.2 Review and update Agency administrative policy and procedures to ensure effective and compliant system of human resources practices and personnel transactions.
 - 1.3 Provide back-up to management staff on inputting and running Agency payroll, and leave administration.
 - 1.4 Review and update the Agency Strategic Plan in the areas impacting administrative functions.
 - 1.5 Meet as often as necessary for the purpose of consulting about the Agency's human resources needs and issues, and the scope of work performed.
 - 1.6 Be reasonably available to perform services during the normal work week.
2. Human Resources support can also include additional activities as needed such as:
 - 2.1 Draft required management communications to employees and facilitate effective job performance, interpersonal skills and relationship building.
 - 2.2 Coach staff as needed in team building, conflict resolution, and other communication and collaborative workplace skills.
 - 2.3 Draft or update individual job classification description and make preliminary compensation recommendations for new job classes; conduct research and prepare individual essential functions information as needed.
 - 2.4 Monitor and manage medical leaves of absence, modified returns-to-work, and other illness/injury/disability issues as needed from initial injury through return to work or separation from employment; ensuring correct communications to all parties, and creating appropriate documentation.
 - 2.5 Develop and conduct training courses.
 - 2.6 Conduct recruitments as requested, and design selection processes and instruments to be used.
 - 2.7 Assist supervisors with employee issues such as potential discipline,
 - 2.8 grievances, or investigations.
3. Projects and activities may be modified on request of the Agency. Agency will only be invoiced for the actual hours worked.
4. The RGS team assigned will be led by a Lead Advisor, who will both perform work and direct projects to other RGS staff as needed. RGS staff, with equal or lower bill rates, will be assigned to projects or tasks at Lead Advisor's discretion.

AGENCY CONTACTS

Agency Billing Contact. Invoices are sent electronically only. Please provide the contact person to whom invoices should be sent:

| NAME | EMAIL |
|--------------------------------|-----------------------------|
| Dale McDonald, General Manager | manager@town.crockett.ca.us |

Agency Insurance Contact. Please provide the contact person to whom the certificate of coverage should be sent:

| NAME | EMAIL |
|--------------------------------|-----------------------------|
| Dale McDonald, General Manager | manager@town.crockett.ca.us |

RGS STAFF

| CLASSIFICATION | HOURLY RATE* |
|--------------------------------|----------------|
| Chief Operating Officer | \$125 to \$215 |
| Deputy Chief Operating Officer | \$120 to \$195 |
| Senior/Lead Advisor | \$115 to \$190 |
| Advisor | \$105 to \$160 |
| Project Advisor | \$95 to \$125 |
| Project Coordinator | \$75 to \$120 |
| Technical Specialist | \$65 to \$115 |

*The Hourly Rate does not include direct external costs which will be invoiced to Agency with no markup **and will fall outside of the not-to-exceed (if established) for services provided.

April 23, 2019

Mr. Dale McDonald
General Manager
Crockett Community Services District
850 Pomona St.
Crockett, CA 94525

Via email to: manager@town.crockett.ca.us

Dear Dale:

On behalf of MacDonald Accounting Services, I am pleased to provide Crockett Community Services District (hereinafter, "you" or "your") with the professional services described below. This letter confirms our understanding of the terms and objectives of our engagement and the nature and limitations of the services we will provide. The engagement between you and our firm will be governed by the terms of this letter.

Engagement Objective and Scope

1. Assistance in cleaning up QuickBooks liability balances.
2. QuickBooks consulting on best practices as part of a review of your accounts.
3. Other responsibilities as may be identified and agreed.

Client Responsibilities

To perform our services, we will need to obtain information on a timely and periodic basis from your company. These items may include deposit copies, vendor payment copies, prior reports and records, access to your QuickBooks database, payroll information, and any other information that is required to complete the work of the engagement. At no time will we handle incoming cash or checks or accept check signing responsibility.

All work will be provided on a remote basis using your preferred method of connection, or we will provide connection via ShareConnect (our preferred method) at no cost to you. We will need access to a computer running QuickBooks during standard weekday working hours.

Timing of Engagement

This engagement will begin on April 24, 2019 and is in effect until cancelled by either party. 30-days cancellation notice is requested if work is in progress during the month.

Fees and Billings

Our fee for the services outlined above will be **\$125.00 per hour**. Invoices will be issued on the last day of each month. Any out-of-pocket expenses (none expected) incurred by us and approved by you will be added to the next invoice. Invoices are due upon receipt.

**AGREEMENT FOR PROFESSIONAL SERVICES
BETWEEN CROCKETT COMMUNITY SERVICES DISTRICT AND
V. W. HOUSEN & ASSOCIATES, INC.**

THIS AGREEMENT, hereinafter referred to as "Agreement," is formally entered into on this 27th day of March, 2013, by and between Crockett Community Services District, hereinafter referred to as "Client", and V.W. Housen & Associates, Inc., hereinafter referred to as "Consultant."

WITNESSETH:

WHEREAS, Client requires on-call District Engineering services, including but not limited to assistance with the planning and implementation of activities related to the Client's wastewater collection systems (Crockett and Port Costa), and as related to the Client's Port Costa wastewater treatment plant and shared portion of the Philip F. Meads water treatment plant; and

WHEREAS, Consultant has available and offers to provide personnel and facilities necessary to accomplish such work as may be requested by Client; and

WHEREAS, Client will designate Consultant as its registered engineer in charge of professional engineering work for the District; and

WHEREAS, Consultant may recommend the services of additional Consultants or resources as needs arise, and as needed to complete the work.

NOW, THEREFORE, Client and Consultant agree as follows:

I. DESCRIPTION OF PROJECT AND SCOPE OF SERVICES

Consultant shall provide professional engineering services on an as-needed basis for master planning and budgeting, operations and maintenance planning, project coordination and administration, regulatory compliance, design review, general engineering, and other services as requested by Client. In cases where Consultant is doing design work or where a registered engineer's certification is required, Consultant shall act as the District's registered engineer and shall provide such certification.

II. TIME FOR COMPLETION

The time for completion of work shall be open, and until such time as Client notifies Consultant that it no longer requires the proposed services for the matters described.

III. COMPENSATION

For services to be performed by Consultant, with the exception of special projects that shall be authorized by amendment, Client agrees to pay, and Consultant agrees to accept, payment in accordance with the Consultant's Billing Rate Schedule that is the most current as of the date that services are provided. Consultant shall invoice Client on the time and materials cost basis for

PRINCIPAL #258 PROJECT ENGINEER #152 PROJECT PLANNER #142

MONTHLY CALENDAR LISTS

Monthly Calendar 2020

September 2020 Weekly Calendar

Important tasks and deadlines that need to be managed. Staff utilizes lists and shares in the responsibility to coordinate or complete tasks.

MONTHLY CALENDAR – 2020

JANUARY

Adjust UI rate and check SSI wage base in QuickBooks before Paychecks
Employee vacation schedules, adjust QB after payroll
Deadline 1/10 to pay special events premium
Employee earnings summary for prior calendar year
Quarterly payroll tax forms: 941, DE9, and DE9C
Deadline 1/31 for Annual Report of Financial Transactions to State plus tax roll– auditor to complete electronic
Request water data from EBMUD (Sue Jenne)
Order envelopes for rate increase mailing
Get LAIF interest rate on 1/15
Deadline 1/31 to prepare W2/W3 and 1099/1096
Deadline 1/31 to review PC O&M manual (p. E-5 of NPDES permit as part of Annual SMR)
Deadline 1/31 to file PC Annual SMR (NPDES) Report (p. 6) E.5-E.8, and G – contractor responsible
Deadline 1/30 to send Annual Report to DTSC eWaste recycling numbers
Adopt Action Plans (3)
Annual report on repair/replacement program
Installation of officers
Committee appointments
Statement of Facts (Gov Code 53051) to State of CA
Notify County & local agencies of new officers & new signers
Reprint "Budget Process"
Prepare budget schedule
Mail renewal invoices for meeting agendas (if needed)
Refund any sewer use charges (if needed)
Pickup revised parcel maps
Inventory pipe supplies & prepare purchase orders
Incident log – final for calendar year
Annual report on construction permits
Annual report on lateral inspection program
Annual SSO report to Commissions and Board
CSRMA report – crime (bi-annual renewal 2019)
Request CSRMA report property insurance SOV (2/11)
Deadline 2/1 OSHA Form 300A
Print and eFile GASB Valuation Report and cost sharing
Personnel Evaluation – RW
Strategic and Long-Term Planning quarterly update
Adjust payroll for minimum wage

FEBRUARY

Personnel evaluation - JB
Run preliminary water use figures
C&H sewage fee invoice (by 2/12)
Calculate commercial rates
Determine capital improvements needed – C&H, WCWD
Request interim Cogen data
Deadline 2/28 annual (PPP/PMP) report [CV p. 14; PC p. 17], copper pg. 19] drought. waterboards.ca.gov
Deadline 2/28 to give County list for F.700's
Deadline 3/1 to file CCHSMMP/CUPA/CERS online business plans (Pool & PCSan)
Review Local Hazard Mitigation Plan
Prepare 7-month budget reports
Post BAAQMD permits by 3/1 (CVSan)
SSMP to Wastewater Committee for review, if needed,
HHW to WCCHHW facility

MARCH

Run preliminary budget figures for next year
Preliminary budget proposal to committees (4)
Draft newsletter
Deadline 4/1 to file F.700 conflict statements
Check for revised parcel maps online
Pool and Spa Operators Permit – Rec Staff (2018)
Begin aquatics hiring, WSI, lifeguard class notifications
Negotiate Valley Operator Contract term (2022)
CSRMA Property Program Renewal – review prop schedule
Deadline 4/10 to pay special events premium

APRIL

Read C&H flow 4/1 at 4 am
Deadline May 31 to complete SSMP updates, if needed
Deadline 4/30 for LGCR/GCC Compensation Report
Quarterly payroll tax forms: 941 (DE9 and DE9C online)
Deadline 5/1/20 for complete SSMP audit (bi-annual)
Deadline 5/1 for 5-year report on WCRF activities & Fund 3429 status (2022). See SFR loan requirements.
Get LAIF interest rate on 4/15
Prepare flow adjustment data for C&H
Prepare 2 SUC justification reports and support docs
Preliminary budget proposal to Board (due in April)
Prop. 218 requirements for increase in SUC
Invest funds after 4/15 tax conversion
Confirm Mercury and PCB annual testing done (PCSan)
Strategic and Long-Term Planning Session – quarterly
NPDES Permit Renewal (PCSan) (May 1, 2023)
Property tax and Rec tax transfers and class adjustments
SSMP Resolution to adopt updated plan (2024)
eReport volumetric wastewater and recycled water – annual

MAY

Adjust QB payroll for Rec – staff after May paychecks
Run 2 printouts on sewer use charges before June 1
(Dist. Code Sec. 6.24.160.B)
Personnel evaluation - SW and DM
C&H sewage fee invoice (by 5/10)
Deadline 6/18 BAAQMD permit report - PCSan (odd years)
Apply for Assessor's roll (letter from County mid May)
Arrange audit (direct or RFP)
Transfer capital funds to fund 3427 and prep tax transfer
DE34 New Employees
District vehicle maintenance
Internal control checklists - CASH
Review and update Contingency Plan and Spill
Prevention Plan, deadline 5/30
Update website with Newsletter and other info
Transfer JTP Cap Costs from 3427 to 3426
Mercury review (meet with C&H)
Hand out GM evaluation forms to District Board
HHW to WCC HHW Facility

JUNE

Adjust QB accrual for GM/DM for vacation after paycheck
Publish & mail 2 public hearing notices
for sewer use charges
Publish public hearing notice on budget
at least 2 weeks before hearing
Public hearings on sewer use charges (2)
Adopt 2 ordinances setting sewer use charges
Adopt resolution setting recreation tax
Public hearings on method of collection of SUC (2)
Adopt resolutions overruling objections &
accepting sewer use charge report (2)
(Gov't Code Sec 5473)
Deadline 6/26 hold public hearing on budget
(CSD Sec. 61110)
Possible CY budget revisions
Adopt budget resolutions
Deadline 6/30 to adopt annual appropriations limit
(Gov't Code Section 61113)
Receive & complete BAAQMD permit renewal form (PCSan)
Publish sewer use charge ordinances (2)
Begin wet weather preparedness
Rec. Dept. close out receipts book 6/30
Revise cost allocation rates for departments
Weed abatement on park hillside
DE34 New Employees
CIWQS Collection Survey deadline June 29
Update catalog of enterprise systems by July 1
Out of Class appointments reporting (CalPERS)

JULY

Adjust retirement contribution rate in QuickBooks
(after June wages)
CalPERS unfunded full annual
Adjust Workers Comp rates
Deadline 7/10 to pay special events premium
Quarterly payroll tax forms: 941, DE9, and DE9C
Recalibrate flow meters to get correct dry
weather flow data July-Sept (every 3 yrs 2021)
Request final Cogen data and calculate
Request water data from CCWD for Port Costa
(Ralph Peterson to e-mail)
Check on new construction/empty lots/
questionable conversions, etc.
Reconciliation of C&H payments
Final update of customer database
Get LAIF interest rate on 7/15
Declaration of candidacy (7/15 - 8/10) –
(even years for Board elections)
(2020) Biennial conflict code review to CSD Board
Check for revised parcel maps online
Collect documents for audit and arrange audit
Receive Assessor's roll, email from Dept. of IT
Final run printout sewer use charges
Copy invoices as needed before audit begins
Clean DELL & SCADA computers
Place abatement & capacity charges on tax roll
Annual manhole maintenance review
Correct errors in Q.B. line item coding, esp. payroll
Evaluation of expenditures for cost savings
Complete cost reapportionment in QuickBooks
Prepare annual TV inspection program
Seek bids for TV inspection
Authorize capital projects (CVSan / PCSan)
Print adopted budgets after final closed County G/L
DE34 New Employees
Pay BAAQMD Permit (PC)
Annual smoke testing - next annual smoke testing (2025)
Notification of C&H sewage fees (8/1)
Calculate Port Costa loan payment to CVSan
QB G/L to adjust for 3240 HDPTR as of 6/30/19
Strategic and Long-Term Planning Session - quarterly
Form 460/470 letter no comp to CC Elections
Compile Personnel evaluation: GM (by Pers Committee)
Personnel evaluation: GM (by Board in closed session)

AUGUST

Deadline 8/10 to submit sewer use charges & Rec tax
Personnel evaluation (JB)
Backup SCADA computer
Annual report to CCF on RTS funds
Receive Cty printout & verify sewer use charges & Rec tax
Update Service Area binder online (USAN)
Make sure valve for EQ return is closed @ pump station
C&H Quarterly sewer fee invoice (by 8/10)
Staff review of Action Plan
Annual Capacity Charge Accounting and Reporting
(Gov Code 66013/AB 1600)
Republic Services – verify waste grit agreement (2021)
Deadline 8/31 register sam.gov annually
HHW to WCC HHW facility

SEPTEMBER

SSA – Annual Information Request (CalPERS)
Call for RTS amount
Annual long-term strategy workshop CSD Board - evening
Annual review of investment policy of CSD
(Gov't Code Sec. 53646)
Mercury – review locations in Crockett for potential sources
Pollution Prevention Plan – review with C&H
Deadline 10/1 for Biennial COI Notice to CC Clerk ('18)
BACWA Nutrient Report for PCSan (Valley/BACWA)

OCTOBER

Deadline 10/10 to pay special events premium
Quarterly payroll tax forms: 941, DE9, and DE9C
Get LAIF interest rate on 10/15
Exercise valve on force main outside EQ gate
Hand out Audit Report to CSD Board prior to acceptance
Replace batteries (flashlights, etc.) / truck prep
Review Injury & Illness Prevention Program
Port Costa loan payment #2 (ends 2025)
AB 1234 training (bi-annual) James, Dale, Ron (optional)
Strategic and Long-Term Planning Committee – quarterly
Generator service (CVSan/PCSan)

NOVEMBER

Seasonal report on aquatics center
Bill John Swett for sewer service
Bill PG&E for sewer service
Bill AT&T for sewer service
Bill Crockett Cogen for sewer service
Bill Post Office for sewer service
Bill Melton for sewer service
Approve 4 meeting and holiday schedules
Annual report on CCTV sewer inspection program
Reserve meeting room for next year
Order employment notices

DECEMBER

Deadline annual report on use of recreation taxes (Gov't Code Sec. 50075.3) to Rec. Comm. & CSD Board

Deadline annual report on compliance with identity theft regulations (FACTA program) to CSD Board

C&H Quarterly sewage fee invoice (by 12/10)

Deadline 12/16 Annual Air Pollution BAAQMD submittal (Crockett)

Orientation for new Directors (oath/conflict)

Board receives audit report

Send printed audit report to State and County Auditor

Check for revised parcel maps online

Election of officers for 2020 (CSD Board)

After 12/10 ask Joanne Bohren for I.A.F./TRA pages for fund 3240

Personnel evaluation (RW)

Invest funds after 12/15 tax conversion

File Statement of Facts and agency roster forms w/ Sec'y of State & County Clerk

Order IRS 1099 & 1096 forms, W-2 blank forms and Envelopes (3 pre-page format)

Update record of sewer repairs for year

Update record of TV inspection for year

Update record of SSO incidents for year

Update record of sewer permits for year

Revise Sewer Inventory

Buy gavels for outgoing president

Prepare revised Monthly Calendar

Update contractor's certificates, as needed

Weed out the paper files

JTP insurance certificate due from C&H 12/31

Correct errors in QuickBooks line item coding, esp. payroll

Prepare mid-year budget reports (4) for January comm.

Notify DOJ of all fingerprinted individuals who are no longer of interest to CCSD [Penal Code Sec 11105.2]

Schedule ethics training deadlines

Schedule commission reappointments

Prepare Action Plans (3)

Prepare payroll schedule

Audit annual Preventative Maintenance program

Send meeting schedules to Meyers Nave

1099 Audit (business non-employee compensation)

Transfer funds to 3427 - clarifier and capacity charges

Print CalPERS Annual Valuation report from my/CalPERS

eFile CalPERS Section 2 "Risk Fact Report" after Dec 30

SEPTEMBER 2020

WEEKLY CALENDAR

Week 1

- * CalPERS calculation worksheet
Complete timesheets
Transmit payroll to CalPERS by 10th day
Pay SDRMA Health Benefit premium
- * *Prepare warrants*
- * Deliver warrants & deposits to County
Mail out warrants
Make payroll by the 10th day

- Capital project payroll allocations in QuickBooks for CVSan
Payroll pro-rations for Rec and CVSan

- Record totalizer at 4AM on first day of the month*
- * *Download flow meters bi-monthly, pump station visits*
Mail PM sheets to West County & others
- * *Monthly "no SSOs" reports: CVSan & PCSan*
Grundfos pump censor data review

- * RECREATION COMMISSION meeting
Prepare and send minutes
Prepare Status Report for PCSan
Prepare Monthly Maintenance Summary for PCSan
- * *Prepare PCSan Comm agenda & agenda packets*
- * *Send agenda to website, RHundley*
- * *Distribute agenda packets*
- * *Print & post PCSan Comm agenda by Sunday*
Print Wells Fargo Credit Card Report
Update Facebook and website calendar

- ** PCSANITARY COMMISSION meeting
Prepare and send minutes
Identify properties in violation of lateral ordinance

Week 2

- * Reconcile County Ledger for Rec, PCSan, CVSan, and CSD
Prepare Investment Report
Prepare Status Report and Incident Log for CVSan
Prepare Monthly Maintenance Summary for CVSan
Prepare CVSan Comm agenda
- * *Send agenda to, website, RHundley*
- * *Distribute agenda packets*
- * *Print & post CVSan Comm agenda by Sunday*
Prepare & post Personnel Cmte agenda; send agenda packets
Print Wells Fargo Credit Card Report
Update Facebook and website calendar

- * PERSONNEL COMMITTEE meeting
Prepare and send minutes

- Fund transfer to 3427
Process flow data
Enter flow data in FLOWratio.xls

- Check DOJ mailbox

Week 3

- * Complete timesheets
- Calculate Workers Comp.
- * *Prepare warrants*
 - Prepare Correspondence List
- * **CVSANITARY COMMISSION meeting**
 - Prepare and send minutes
- Prepare deposit permit
- * *Deliver warrants & deposits to County*
- Mail out warrants
- Make payroll by the 25th day
- Payroll pro-rations for Rec and CVSan
- PC flow data**
- PC plant and interceptor observation**
- Send NOV and Public Hearing letters as needed

- Prepare Status Report for CCSD
- Prepare Monthly Maintenance Summary for CCSD
- * *Prepare CCSD agenda & agenda packets*
- * *Send agenda to, website, RHundley, Ron, commiss.*
- * *Distribute agenda packets*
- * *Print & post CCSD agenda by Sunday*
- Print Wells Fargo Credit Card Report
- Update Facebook and website calendar

- Grease measurements on 24th

Week 4

- * **CCSD BOARD meeting**
- Prepare and send Police Liaison Financial Report
- Calculate Federal and State payroll taxes
- US Labor Report (cesdata.bls.gov)
 - Prepare Status Report for Rec
 - Prepare and send minutes to everyone
- * *Prepare Rec Comm agenda and agenda packets*
- * *Send agenda to, website, RHundley, Ron*
- * *Distribute agenda packets*
- * *Print & post Rec Comm agenda by Friday*
- Print Wells Fargo Credit Card Report
- Update Facebook and website calendar

- Database input and file
- Close work orders in iCOMMM
- Identify properties in violation of lateral ordinance
- Send NOV and Public Hearing letters as needed

- Update calendar schedule
- Check DOJ mailbox
- Check liability balances

- Receive PC eSMR**
 - Exercise force main valves: Jan & July
 - Test for creek pollution
- Backup network

**ROLES OF STAFF
and
DEVELOP GOAL FOR WHERE DISTRICT
WANTS TO BE IN ONE YEAR**

General Manager Duties

Secretary of the District Duties

Crockett Sanitary Department Manager Duties

Discuss roles of existing staff and capabilities for interim coverage during recruitment period for replacement of the General Manager, Secretary of the District, and Crockett Sanitary Department Manager.

GENERAL MANAGER

The General Manager (GM) is the chief executive officer of the Crockett Community Service District (District) and the Chief Engineer. Under the direction of the Board of Directors (Board), the GM has the administrative authority and responsibility for the operation of the District and the enforcement of all District rules and regulations, including authority to execute all contracts, warrants, releases, receipts, and similar documents for and on behalf of the District in accordance with California Health and Safety Code Section 6487.

Duties and Responsibilities

Included, but not limited to:

1. Manage the day-to-day business matters of the District.
2. Establish departments and organize the functions of the District.
3. Supervise the District's facilities and services. Obtain professional services and contractors as needed.
4. Direct and delegate work to all department managers and administrative staff, including the District Secretary.
5. Plan and implement the policies established by the Board for the operations of the District. Review and evaluate programs, policies, and procedures with Board guidance.
6. Attend day and night meetings of the Board, its Commissions and Committees.
7. Recommend rules and regulations for adoption, including specifications and requirements controlling the construction, repair, maintenance and operation of sewage systems.
8. Establish and maintain cooperative relationships with vendors, service providers, and other agencies.
9. Collect fees and charges, issue permits and maintain records of all transactions.
10. Supervise the district's finances. Acting as the "chief financial officer," the GM is responsible for managing the finances of the District and all departments, including:
 - a. Accounting
 - b. Payroll preparation
 - c. Invoice validation, disbursement of warrants, deposit revenues
 - d. Fund transfers and investment management
 - e. Setting and collection sewer service charges
 - f. Special tax preparation
 - g. Cost recovery efforts
 - h. Grants & loan application and management
 - i. Arranging the annual financial audit and State Controller's Report
 - j. Cost/revenue reconciliation
 - k. Annual budget preparation for District and its departments

- l. Monitor all expenditures
 - m. Provide the Board with timely financial reports
 - n. Obtain insurance as needed
11. Acting as the “personnel officer,” the GM is responsible for personnel administration and compliance with personnel laws, including:
 - a. Recruiting and hiring employees
 - b. Disciplining up to and including termination of employment
 - c. Employee training
 - d. Resolving personnel problems
 - e. Maintaining secure personnel files
 - f. Conducting performance evaluations
 - g. Wage schedules & benefit programs
 - h. Act as Custodian of Records (CORI), as defined by the State Department of Justice
 - i. Act as Health Benefits Officer, as defined by CalPERS
 - j. Act as myCalPERS Account Administrator, as defined by CalPERS
 - k. Act as Procedures Manual Coordinator, as defined by CalPERS
 - l. Act as Employer Representative, as defined by State Compensation Insurance Fund
 12. Acting as the “legally responsible official,” the GM is responsible for District compliance with all regulatory requirements. Prepare, or delegate preparation of, all legally required reports to regulatory agencies, permitting agencies, and other government agencies. Ensure that all necessary actions are taken on time, in full compliance with legal requirements.
 13. Acting as the “risk management coordinator,” the GM will focus on insurance loss prevention and the early identification of risks confronting the District in all areas of operation. The GM is responsible for minimizing and controlling risks of all kinds.
 14. Perform the duties of Port Costa Sanitary Dept. Manager, Crockett Sanitary Dept. Manager, Recreation Manager, and District Secretary whenever any of these positions is not held by another employee.
 15. Provides back-up for department managers and District Secretary, when needed.
 16. Act as Chief Engineer or District Engineer when required on construction contracts.
 17. Act as Owner’s Representative when required on construction contracts.
 18. Perform the duties of Legally Responsible Official (LRO), as required by the State Water Resources Control Board and State Law.
 19. Act as primary emergency responder, or delegate that position to another employee, and oversee response to urgent requests for service or emergency repairs on collection systems or equipment.
 20. Provide orientation to new Directors and Commissioners.
 21. Explain and promote programs and policies with the public in a positive manner.
 22. Present ideas effectively, both orally and in writing.

SECRETARY OF THE DISTRICT

The Secretary of the District acts as staff to the Board of Directors. The General Manager currently serves as the Secretary of the District.

Duties and Responsibilities

The Secretary of the District shall:

1. Make independent decisions as necessary to implement Board requests, decisions, and official actions.
2. Serve as custodian of the official records of the District; solely responsible for criminal background checks on prospective employees and the safety of such controlled information.
3. Implement a comprehensive records retention policy.
4. Attend and record the minutes of meetings of the District Board and such additional committee meetings, conferences and hearings as may from time to time be required.
5. Participate and coordinate with management group in meetings and projects.
6. Comply with the many requirements of the Brown Act.
7. Comply with the Public Records Act while protecting the confidentiality of documents as provided by law.
8. Ensure that all legal requirements are being met by the District.
9. Prepare ordinances, resolutions, and revisions to the District Code needed to maintain currency.
10. Implement the public relations and customer service policies of the District.

SANITARY DEPARTMENT MANAGER

The Crockett Community Services District has two Sanitary Department Managers. The Port Costa Sanitary Department Manager and Crockett Sanitary Department Manager is responsible for the efficient and effective management, administration, and operation of their respective Department as set forth in the District Code, Title 4. The Sanitary Department Managers report to the General Manager. The General Manager currently serves as the Crockett Sanitary Dept. Manager.

Duties and Responsibilities

Include, but are not limited to:

1. Manage the day-to-day business matters of the respective Port Costa or Crockett Sanitary Departments. Be familiar with District property, sewer system, treatment plant, processes, disposal, equipment, maintenance procedures & responsibilities, Board policy, ordinances & resolutions, contracts & agreements, leases, and District history.
2. Exercise discretion and independent judgment with respect to matters of significance.
3. With the General Manager's guidance, plan and implement the Sanitary Department's objectives, programs, policies, and procedures. When appropriate, review and evaluation of these programs may be required.
4. Make verbal & written reports at meetings of the Sanitary Commissions; provide Commissioners with copies of all documents of interest; transmit recommendations from maintenance contractors and others; seek guidance from the Commission in all matters.
5. Obtain professional services and contractors as needed. Execute, file and preserve contracts and agreements. Be familiar with all contracts and agreements, especially with C&H Sugar, West County Wastewater District (WCWD), and Valley Operators.
6. Provide assistance and backup the other Sanitary Department Manager when requested.
7. Act as *Owner's Representative* when required on construction contracts. Prioritize projects, determine project scope of work; have project engineered if needed; prepare bid documents, mark location for excavation; seek bids informally (under \$25k) or subject to advertising public bidding requirements (over \$25k). Refer bids to Board for award; prepare contract; receive required documentation from contractor and execute contract. Notify property owners. Oversee project construction. Inspect all contracted work. Negotiate change orders. Prepare warrants for Board approval and advise Board upon completion of contract. File Notice of Completion on public bid jobs.
8. Perform the duties of *Legally Responsible Official* (LRO), as required by the State Water Resources Control Board and State Law. Fill out a Spill Incident Report for all incidents reported as sewage spills even if lateral spills or false alarms. See SSO binder, Section 8.
9. Act as primary emergency responder, and oversee response by WCWD, contractors, and other agencies to urgent requests for service or emergency repairs on collection systems or equipment. Be on 24-hour standby by cell phone for all emergencies. The Dept. Manager does not operate the collection system but will participate in emergency situations and whenever necessary to expedite essential actions. Receive, log, and investigate all reports of sewage spills, sewage odors and incidents of fire, vandalism, accidents and equipment failure. Make immediate notification to OES, SWRCB, RWQCB, BAAQMD or Health Dept. when required by law. As the first responder to alarms, be prepared to act as emergency operator of

the pump station in event of emergencies.

10. Prepare, or delegate preparation of, all legally required reports to regulatory agencies, permitting agencies, and other government agencies including:
 - a. Contingency Plan: Keep a binder for emergency preparedness, including the Contingency Plan approved by RWQCB. Maintain certification of SEMS training. Maintain sand bags and sand on-site at all times, along with other equipment and supplies for emergency use. Update Emergency binder as needed.
 - b. System Management Plan: Implement and update the SSMP plan as required by the State to demonstrate that the collection system is properly managed for continuing reliability.
 - c. System Rehabilitation Plan: Implement the SSMP and System Rehabilitation Plan for comprehensive inspection, repair and maintenance of the sewer system.
 - d. Sewer Inspection Program: Annually contract for inspection of around 10% of sewer system as part of the SSMP.
 - e. Pollution Prevention Program: Implement the Program as required by our discharge permit from the RWQCB, with annual reports on actions taken to protect our wastewater from pollutants.
11. Ensure that all necessary actions are taken on time, in full compliance with legal requirements. Maintain monthly and annual calendars of actions to be taken.
12. Present ideas effectively, both orally and in writing.
13. Establish and maintain cooperative relationships with vendors, service providers, and other agencies, especially C&H Sugar, WCWD, and Valley Operators.
14. Perform the duties related to risk management and contract administration in the roll as Business Manager reporting directly to the General Manager. Remain vigilant for inadequacies in District operations or insurance coverage, inconsistency with legal requirements, potential liabilities, budgetary problems, inadequate fees, lost revenues, unauthorized construction, and property conversion. Seek ways to reduce expenditures, increase revenues, improve safety and security.
15. Spending Authority: Stay within the \$1,000 spending limit established by the Board Dec. 1995. Get provisional approval from the General Manager for urgent expenses above that limit. Under emergency conditions as defined by Resolution No. 97-98-04 the General Manager has spending authority up to \$50,000 subject only to notification of the President as soon as possible.
16. Expenses/Warrants: Verify accuracy of all bills received. Transmit invoices to the Finance Officer quickly. Recommend and pursue ways to economize.
17. Timesheets: Keep a detailed log of time worked each day, identifying time spent on each type of capital project, on recoverable-cost items of work, and on other tasks as needed.
18. Vehicle: Provide and maintain private vehicle for use on District business, keeping record of miles driven and operating costs.
19. Incident Report: Keep a log book of all incidents reported. Provide the Commission with an updated "Incident Log" each month.
20. Enforcement: Respond immediately to all reports of sewage spills. Enforce District Code & Specs as needed to abate spills from private laterals and to address code violations when

- discovered. Notify violators of permit requirements and pursue enforcement actions.
21. Abatements: Implement Board policy on abatement of nuisance when property owners will not cooperate. Record all staff time and abatement costs. Recover abatement costs on the tax roll.
 22. Capital Projects: Recommend capital projects to the Board for funding each year. Arrange grant or loan financing.
 23. Construction Permits: Implement and enforce the Standard Specifications. Issue construction permits, inspect construction, and maintain records of permits. Stamp construction drawings for County permits.
 24. Contractor Bonds: Cash bonds are required by District Standard Specifications, Section 10. Receive, record, issue receipts for, and safeguard cash bonds following written procedures. Return cash bonds upon written request & approval of the Board only.
 25. Lateral Inspection: Implement and enforce the lateral inspection program of Ordinance #07-1. Follow administrative procedure for issuing Deficiency Reports and Compliance Certificates.
 26. Leases & Easements: Maintain files of leases and easements.
 27. Encroachment Permits: Implement and enforce the easement protection program of Ordinance #01-2. Follow administrative procedure for issuing Encroachment Permits and recording agreements. Maintain records of encroachments requested and actions taken.
 28. Wet Weather Preparedness: Arrange for actions on the "Wet Weather Preparedness Checklist" to be taken during each summer.
 29. Employee Supervision and Evaluation: Assign tasks and supervise Assistant Department Manager activities. Monitor productivity. Review & approve timesheets. Conduct employee evaluations annually, at minimum. Recommend compensation adjustments.
 30. Personal Injuries: Document all known accidents and injuries, whether to employees, tenants or the public. Follow State Fund's required procedures regarding injury claims and medical attention for employees. Obtain appropriate medical care for non-employees. Notify the Personnel Officer and the Finance Officer of all potential injury claims immediately.
 31. Employee Protection: Follow the requirements found in employment notices that are required to be posted. Be responsive to all reports of discrimination, harassment or other grievances. Follow guidelines of legal counsel and insurance company.
 32. Treatment Capacity: Monitor flows to the treatment plant. Calculate average dry weather flow and remaining contractual capacity.
 33. Water Consumption Data: Request water records from EBMUD each winter (Crockett) and CCWD in July (Port Costa), and analyze data for sewer use charge study report.
 34. Standard Specifications: Recommend updates as needed. Publish revisions following Board approval.
 35. Other Duties: Confine activities and public statements to serving the District Board and Board policy. Complete other duties as assigned.