

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF SPECIAL JOINT BUSINESS MEETING, MARCH 25, 2020

### WELCOME, INTRODUCTIONS, AND TELECONFERENCE HOUSEKEEPING RULES

1. CALL TO ORDER: The meeting was called to order at 7:07 PM by President Kirker. Present were Board Members Barassi, Mackenzie, Peterson and Sutton, Commissioners List, Scheer, Surges, Adams, Bartlebaugh, Manzione and Wais, along with General Manager McDonald, Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present was District Counsel Hundley. The Recreation Commission did not have a quorum while the District Board, Crockett Sanitary Commission, and Port Costa Sanitary Commission did for this Joint Special Business Meeting.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. REPORTS FROM COMMISSIONERS: None
5. EMERGENCY PUBLIC HEARING: Mr. McDonald reported on the 2019 Novel Coronavirus (COVID-19), District's role and responsibilities, closure of District offices to the public, and furlough of non-essential staff. He said Contra Costa County was placed under a Shelter-in-Place order effective March 17, 2020. He said staff took actions immediately to protect the public health and to comply with the order. Events at the Community Center were cancelled through April 7. The cancellation policy was suspended for events scheduled through April 30 and refunds issued. Offices were closed to the public. District website updated with information on services available during Shelter-in-Place. Event Supervisor positions were furloughed being deemed non-essential staff. Mr. McDonald reported the Sanitary Department operations and its first responders are exempt from the order. District staff that perform Minimum Basic Operations to support the Essential Governmental operations are also exempt from the County order. Mr. McDonald reported Resolution No. 14/15-10 designated the Community Center to serve as the District's Emergency Operations Center (EOC) and allows the Crockett Community Center auditorium to be used as a resource for public benefit during the declared emergencies, upon approval by the General Manager. Due to the type of emergency, a virus, and the need to limit exposure of essential employees using the shared adjacent office space, the use of the auditorium for shelter or emergency care is not feasible. Director Barassi said he disagrees with the opinion of the General Manager and believes the recreation building can be used, that he feels strongly that if needed it be made available to be an emergency center. He said we need to do what we can as a District to get through this. Mr. McDonald said the center does not have a generator available and has never pursued funding to convert the Multi-Purpose Room into an Emergency Operations Center (OES). The question on use will be brought back before the Board. Director Barassi asked if Port Costa has had any trouble testing its treated wastewater during this crisis. Mr. McDonald reported Valley Operators continue to sample as required under NPDES permit and that the lab that originally was going to suspend operations decided to remain open and are providing testing as an essential business. Director Kirker said some testing facilities have been shut down. The Federal

Government National Emergency Declaration authorized Public Assistance Category B reimbursement for emergency protective measures. There are some legal and operational questions raised on whether special districts can or should declare their own emergency. If the District chooses to pursue a FEMA grant to cover damages having a local declaration may be required. District Counsel Hundley said it is unclear what funding is available. Mr. McDonald reported the Recreation and Sanitary Commissions have suspended all meetings through the self-quarantine order. Director Sutton does not think we should suspend the Commissions. Mr. McDonald reported the teleconference offers a recording feature which will help Assistant District Secretary Witschi write the minutes. Director Mackenzie said he just found out that the Commissions have authority to spend money, he believes all the authority should rest with the District Board. Director Peterson said all these actions are premature and we do not need to act on them right now. He said is in favor of temporarily waiving the prohibition on recording minutes due to the nature of this emergency. Director Kirker asked Mr. McDonald to draft a resolution authorizing the Community Center as a possible "Alternate Care Site." Director Kirker would like to hold a meeting next week to address these issues. Mr. McDonald will email staff the date and time of the next meeting. A motion in favor of recording the meeting and to create a draft resolution for use of the Community Center as an "Alternate Care Site" carried unanimously (kp/lb)

6. REPORT OF DISTRICT COUNSEL: District Counsel Hundley was present and had nothing specific to report.

7.a. RECREATION DEPARTMENT MANAGERS REPORT: Mr. Wilson reported he received the engineering design for the Pomona Street Retaining Wall and Steps Project. He said he will not make the Crockett Community Foundation March 31 deadline for grant submittal and will submit a grant for the construction in September. He said that the Lifeguard class scheduled for May 3 and 4 may be cancelled or postponed if Shelter-in-Place order remains in effect. Mr. Barassi asked about the retaining wall project and whether we can proceed with design. Mr. Wilson said a big part of that is whether the Contra Costa County Planning Department is open and would consider this work essential permit review during this time.

7.b. MAINTENANCE DEPARTMENT REPORT: Director Peterson reported the architect has not been in contact with him, that there is no progress on the Memorial Hall seismic retrofit.

7.c. APPROVE RECREATION COMMISSION MINUTES FROM MARCH 2, 2020: This item was continued to the next Recreation Commission meeting on April 6 as there was no quorum of Recreation Commissioners at tonight's Joint Meeting.

7.d. IMPACT PROLONGED COVID-19 ON RECREATION FACILITIES: Mr. Wilson reported staff has cancelled all rentals through April and temporarily laid off both Event Supervisors. He said we expect to be self-quarantined through April and possibly into May. The Community Center is closed to the public. The Senior Nutrition program drops off food once a week and the seniors can pick up their food on Tuesday for the whole week. The Community Center financial impact of rentals lost for March-May is \$31,229. We will owe pool rental refunds to John Swett High School of \$3,600 for loss of use in March and April and \$2,460 to the Crockett Swim Team for their loss of pool use in March and April. The Walk of Honor will probably be cancelled. This will be a loss of \$25K that otherwise would go toward restoration of Memorial Hall. He will speak to Aimee at Phillips 66 about rescheduling. Mr. Wilson reported he has been sanitizing the park restrooms and he cannot sanitize the whole park. Director Mackenzie asked if the park restrooms can be closed. Director Sutton said she doesn't see a problem leaving them open. Mr. Wilson said if a resident purchased a restroom key and their child(ren) must use the restroom he doesn't see a problem with this. Director Barassi said it is good to try and

keep it open, but that if it becomes a problem spot, he supports giving power to the Recreation Manager or General Manager to decide on closure. Mr. Wilson said the pool remains closed with only limited maintenance inspections occurring daily. Bocce has been cancelled until self-quarantine is lifted. Scottish Dancers cancelled. Director Kirker believes it is important to keep people employed and said the stimulus package created by the Federal Government will help small businesses. He asked if the District qualifies for the Small Business Loan (SBL) program. Mr. McDonald does not believe we qualify for SBL program as we are a local government and not a business, he will confirm.

8.a. PORT COSTA SANITARY MANAGERS REPORT: Mr. Barnhill reported the Port Costa Treatment Plant is operating normally. He said he received a report of high enterococcus in March but upon retest it came back non-detect. Bioassay tests passed further indicating non-problem with enterococcus. He said staff is still awaiting final invoice from Clean Harbors for septic tank cleaning work and is scheduled to meet with our contact next Thursday. Mr. Wilson left the meeting at 8:30 pm. Mr. Barnhill reported the obstruction found in the sewer collection system on the north side of Canyon Lake Drive during cleaning by L.R. Paulsell, and later traced out, had moved downstream by the time Bill's Underground went to locate for spot removal of blockage. They were unable to find obstruction. He said the tree limbs are still making contact with power lines heading over to the treatment plant. Director Barassi said he is willing to meet up tomorrow to help address.

8.b. PORT COSTA SANITARY COMMISSION MINUTES: The Board and Commission had received the minutes of January 13 and February 24, 2020. This item was continued to the Port Costa Sanitary Commission meeting on April 8 for approval.

8.c. RECEIVE PORT COSTA SELF-MONITORING REPORT: The January 2020 report cover letter was received by the Commission which included notification to the Regional Water Quality Control Board that the rehabilitation to the septic tank is complete.

8.d. APPOINT PORT COSTA CHAIR AND VICE-CHAIR.: This item was continued to the Port Costa Sanitary Commission meeting on April 8.

9.a. CROCKETT SANITARY MANAGER'S REPORT: Mr. McDonald presented the written manager's report highlighting items that occurred between February 12 and March 3. He reported he has communicated with the engineers working on the Carquinez Middle School project that the existing public sewer must be upsized. Commission Bartlebaugh asked staff for a status of sewer repairs in town. Mr. McDonald reported the spot repair near 535 Pomona has been completed and the manhole installation job off Dowrelia has been postponed otherwise we are proceeding with essential sewer replacement work only.

9.b. APPROVE CROCKETT SANITARY COMMISSION MINUTES: The Board and Commission had received the minutes of February 19, 2020. A motion to approve the minutes carried unanimously (mw/sb).

9.c. ANNUAL LATERAL INSPECTION PROGRAM: Mr. McDonald reported 23 properties were sold in 2019 (a decrease from 32 in 2018). Director Peterson asked staff what percentage of Crockett properties have a Certificate of Completion. Mr. McDonald said he will get the actual number and bring back at the next meeting. Director Kirker asked staff if smoke testing is done every year. Mr. McDonald said smoke testing was last done in 2017, completing a 5-year smoke testing program. The next 5-year smoke testing program will not be scheduled for another 20 years. Mr. McDonald said between the lateral inspection program and smoke testing program quite a bit of work has been

identified which, when completed, should help reduce our Inflow and Infiltration from both private lateral sewers and District owned public sewers.

9.d. ENFORCEMENT ACTIONS: Status report on recent enforcement actions was shared with the Commission and Board. Mr. McDonald reported he has postponed all enforcement actions until at least June, unless it's a private lateral sewer spill, while the coronavirus pandemic is ongoing.

10. DISTRICT CONSENT CALENDAR: The following items were approved unanimously (es/kp):

- a. Approve District Minutes of February 26, 2020.
- b. Approve payment of District bills.
- c. Receive Minutes of Commissions and Committees.

11.a. CONSENT ITEMS REMOVED: None

11.b. MANAGEMENT STRUCTURE AND EXISTING EMPLOYMENT AGREEMENTS: Mr. McDonald reported on February 18, 2020 the Personnel Committee met and discussed the authority, dual-reporting, and employee agreements and contracted fringe benefits for our executive management team. The District's Management Employment Agreements for the Recreation Department Manager and Port Costa Sanitary Department Manager were developed based on the General Manager's contract and contain some of the same language and protections given to executive managers including termination and severance pay, vacation leave, and sick leave. It was the consensus of the Personnel Committee to revisit management contracts as each term ends and consider caps on both vacation and sick leave accrual going forward. Director Kirker said he would like to setup an Ad Hoc Committee to discuss the General Manager's workload and understand why staff is so backlogged.

11.c. STATUS REPORTS: This item was continued to the next meeting with the intent to have new Ad Hoc Committee review backlog.

12.a. MONTHLY SUMMARY WORKSHEETS: The Board reviewed the Monthly Summary Worksheets. Mr. McDonald reported he still needs to move \$30K from Maintenance Department cash to Walk of Honor investments. He said he transferred all of Port Costa Sanitary investments to cash in anticipation of needing the funds to pay upcoming invoices.

12.b. PORT COSTA CASH BALANCE POSITION: Mr. McDonald reported the Port Costa Sanitary Department needs to identify funding to carry its operations through December 2020. In order to avoid a substantial increase in Port Costa sewer use fees being imposed upon the community. Staff is proposing a third inter-department loan be considered between the Crockett Sanitary Department and Port Costa Sanitary Department. Commissioner Wais said the Crockett Sanitary Department makes more money in interest on the inter-department loans, but Port Costa has missed payments in the past. Commissioner Adams, Bartlebaugh, Manzione and Wais support an inter-department loan and a motion was made to invite the Port Costa Sanitary Commission to submit a loan request (mm/mw). The Crockett Sanitary Commission would like a formal loan agreement with requested and terms brought to their next meeting on April 15 for discussion before moving forward.

12.c. DRAFT BUDGET FOR FY 2020/21: Mr. McDonald reported he updated the budget numbers to include 9-months of financial information. He said the budget numbers will change, especially considering the outstanding questions with Port Costa and its anticipated invoices from Clean Harbors and the impact the shutdown of the Community Center and pool are having on the Recreation Department. At least one Board members reported not receiving the printed materials in time for

adequate review of the budget. The Board received the Preliminary Budget for FY 2020/21 memo dated March 23, 2020 along with updated financials. The Board will look forward to a revised preliminary budget once it is completed.

13.a. PERSONNEL COMMITTEE: The Board received the Minutes of March 12. No further report.

13.b. DISTRICT BUDGET & FINANCE: No report.

13.c. BOARD AD HOC COMMITTEES: Did not meet.

13.d. COMMISSION / COMMITTEE REPORTS: No report.

13.e. INTER-AGENCY MEETINGS: No report.

13.f. GOVERNMENTAL MATTERS: No report.

13.g. ANNOUNCEMENTS AND DISCUSSION: No report.

14. FUTURE AGENDA ITEMS:

- Adopt updated SSMP (April)
- Performance Evaluations; Recreation Manager and Port Costa Sanitary Manager (April)
- Public hearing on Hosselkus Chapel acquisition (May)
- Discuss role of Police Liaison Committee and how it should best serve the public (May).
- Review and adopt ADA compliance plan.
- Adopt purchasing procedures and spending limits.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

15. BOARD COMMENTS: Director Barassi said he thought the meeting went well. Director Peterson said Mr. McDonald has done a great job during this emergency.

16. ADJOURNMENT: The meeting was adjourned at 9:33 PM until April 22, 2020.

Respectfully submitted,

*Susan Witschi*

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March 26, 2020