CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

AGENDA FOR MONDAY, NOVEMBER 2, 2026

TIME: 6:00 PM – Regular Business Meeting
LOCATION: Crockett Community Center, 850 Pomona Avenue, Crockett

850 Pomona Street | (510) 787-2414 | www.town.crockett.ca.us
districtsecretary@town.crockett.ca.us | Meetings are recorded for accuracy of minutes.

The Crockett Recreation Commission is an agent of the Crockett Community Services District.

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS
   (The Commission is prohibited from discussing items not on this agenda. Matters presented that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. CONSENT CALENDAR: *(Consideration of a motion to approve the following items.)*
   a. Approve minutes for October 5.
   b. Approve minutes for Special Joint Meeting with Lighting & Landscaping September 14.
   c. Receive Actions Taken by the Board (October 28)
   d. Receive report on Warrant Transmittals (October)
   e. Receive Recreation Cash Account and LAIF Balance.
5. ITEMS PULLED FROM CONSENT CALENDAR
6. ADMINISTRATIVE:
   a. Review and approve the meeting and holiday schedule for 2027.
7. BUDGET AND FINANCE:
   a. Review the Recreation quarterly budget report for Q1 (July – September).
8. DEPARTMENT MANAGER REPORT:
   (This item is typically for the exchange of information only. No action will be taken at this time.)
9. REPORTS/COMMENTS FROM COMMISSIONERS:
   (This item is typically for the exchange of information only. No action will be taken at this time.)
10. FUTURE AGENDA ITEMS:
    (A minimum of two Commissioners is required and approved by the Chair)
11. ADJOURNMENT: to December 7.

Minutes of this meeting are posted on our website at https://www.town.crockett.ca.us/meetings
Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa on the picturesque Carquinez Strait of the San Francisco Bay.

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Per 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 before a regular meeting will be made available for public inspection at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District
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For Review

MINUTES OF REGULAR RECREATION MEETING ON OCTOBER 5, 2026.

1. CALL TO ORDER: Chair Cusack called the meeting to order at 6:05 pm. Commissioners Choquette, Cusack, and Leuba were present. Commissioner Airoldi was absent (unexcused). General Manager Goodman, Recreation Department Manager (RDM) Maria, and District Secretary (DS) Rivas were present. Board Director Barassi and CVSAN Chair Wais were present.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Item 8 was removed.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: Director Barassi addressed the Commissioners on the topic of 1 Rolph Park Drive (1RPD) related to recent discussions on the Revival Coffee lease and encouraged the Recreation Commission to consider opportunities for community events and revenue-generating activities in light of the District's financial constraints and the potential reduction in funding available to Recreation; the last tax increase was in 2012. Discussion included possible uses of One Rolph Park Drive, the building's current condition, and opportunities to support community activities. Ms. Goodman clarified that responsibility for the 1RPD property has been delegated to the GM, and a plan is in development for its future use, which will be presented before the end of the fiscal year. Commissioners also discussed Revival Coffee events, parking impacts, vendor fees, and the importance of coordinating event requests in advance. Since discussion is not allowed during public comments, the DS suggested bringing the broader discussion of 1RPD, community events, Recreation's potential role, and developing policies back as a future agenda item for focused discussion.
4. CONSENT CALENDAR: Item 4a was pulled and carried to the following month. Motion to approve 4b-d, passed. (Choquette 1st, Leuba 2nd, 3/0, 1 absent).
   a. APPROVE MINUTES FOR SPECIAL JOINT MEETING WITH LIGHTING & LANDSCAPING SEPTEMBER 14.
   b. RECEIVE ACTIONS TAKEN BY THE BOARD (September 23)
   c. RECEIVE REPORT ON WARRANT TRANSMITTALS (September 23)
   d. RECEIVE RECREATION CASH ACCOUNT AND LAIF BALANCE.
5. ITEM PULLED FROM CONSENT CALENDAR: None.
6. ADMINISTRATIVE: None.
7. BUDGET AND FINANCE:
   a. UPDATE ON COMMUNITY BENEFIT AGREEMENT (CBA) GRANT APPLICATION(S): The General Manager provided an update on the District's CBA grant applications, which included requests for funding for updated water fountains, electrical improvements in the meeting room and bar, pool doors, a park seesaw, an ADA pool hover lift, and resurfacing of the hardwood floor in the main hall. The County's review process has taken longer than anticipated, with the final application ratings awaiting review by the County Supervisor. An award determination is expected at the end of October, with the District hopeful of receiving at least partial funding. It was noted that the hardwood floor resurfacing, if funded, would be performed by a local contractor. The CBA is funded through Phillips 66's Rodeo Renewal's

commitment to contribute $10 million over 11 years following its conversion to biodiesel, with grants supporting projects primarily benefiting Rodeo, Crockett, and Port Costa.

b. UPDATE ON FINANCIAL MATTERS: The first quarter of the fiscal year ended September 30. Staff are preparing the Q1 quarterly financial report, which is expected to be included in the next meeting agenda packet and will summarize first-quarter expenditures and budget allocations.

8. MAINTENANCE PLAN AD HOC: Removed.

9. DEPARTMENT MANAGER REPORT: A report was distributed. RDM Maria reported that Community Center rentals continue to book approximately one year in advance, with most Fridays and Saturdays reserved. The March water leak, which resulted in nearly one million gallons of water usage and an approximately $11,000 bill due to a pressure regulator failure following an East Bay MUD pressure increase, appears to be resolved. Staff is negotiating with East Bay MUD for a substantial bill adjustment. The summer concert series and pumpkin patch were completed, with attendance and revenue summaries to be provided at the next meeting. A grant was approved for community center kitchen classes, with sourdough, fresh pasta, and kombucha identified as potential offerings. The pool will close to the public on October 12, with lap swim continuing Monday, Wednesday, and Friday from 6:00 to 10:00 a.m. through November 19. At Alexander Park, staff is pursuing removal of the damaged teeter-totter due to safety concerns, obtaining bids for hillside clearing and fire-safety maintenance, and coordinating renovation of all four bocce courts. Tennis and pickleball activities continue to operate successfully. Staff also welcomed new Event Supervisor Gloria Perez. Additional grant applications are being pursued for facility improvements, equipment, water fountains, and park amenities, and the General Manager recognized staff's efforts to secure outside funding and expand recreation programming.

10. REPORTS / COMMENTS FROM COMMISSIONERS: Commissioner Choquette expressed appreciation for staff’s efforts in maintaining District facilities and providing recreation programs. Discussion included opportunities to develop additional fundraising and community events, including a proposed community cake event and potential annual community activities. Commissioners noted the loss of recurring donors and the need to cultivate new community support. Staff discussed ongoing financial constraints, rising operating costs, the importance of securing grants and donations, and the possibility of a future recreation tax increase, noting that rates have not increased since 2012. RDM Maria raised concern regarding low attendance at recent events and challenges with public outreach and participation despite continued advertising efforts.

11. FUTURE AGENDA ITEMS:

- Events and event policy for 1 Rolph Park Drive.

12. ADJOURNMENT: The meeting was adjourned at 6:51 PM until November 2, 2026.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

SPECIAL JOINT MEETING OF THE CROCKETT RECREATION COMMISSION AND LIGHTING & LANDSCAPING COMMISSION

of the Crockett Community Services District
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FOR REVIEW

MINUTES OF THE SPECIAL JOINT MEETING OF THE CROCKETT RECREATION COMMISSION AND LIGHTING & LANDSCAPING COMMISSION ON SEPTEMBER 14, 2026.

1. CALL TO ORDER – ROLL CALL (L&L): Chair Pannell called the meeting to order at 6:07. Commissioners Fisk, Garbis, Gomez, Mitzel, and Pannell were present. General Manager (GM) Goodman, District Secretary (DS) Rivas, Recreation Department Manager (RDM) Maria, and CVSAN Commissioner Wais were present.
2. CALL TO ORDER – ROLL CALL (REC): (OUT OF ORDER) Commissioner Airoldi called the Recreation meeting into order at 6:17. Commissioners Airoldi, Choquette, and Leuba were present. Chair Cusack was absent (unexcused)
3. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
4. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
5. CONSENT CALENDAR **L&L**): Approved. (Pannell 1st, Garbis 2nd, 5/0).
   a. Approve Minutes of July 21.
   b. Receive Warrant Transmittals (July and August)
   c. Receive Cash Balance and LAIF account balances.
   d. Receive Letter to County regarding median maintenance.
   e. Receive County Resolution 72/163 Policy Relative to Care of Median Strips in County Roads.
6. CONSENT CALENDAR (**REC**): Item was initially skipped and resumed at 6:15. Approved. (Leuba 1st, Choquette 2nd, 3/0, 1 absent)
   a. Approve minutes for March 2 and May 4)
   b. Receive minutes for Special Joint Meeting with Lighting & Landscaping (June 1).
   c. Receive Actions Taken by the Board (June 24, July 22, August 26)
   d. Receive report on Warrant Transmittals (June, July, August)
   e. Receive Recreation Cash Account and LAIF Balance.
   f. Receive Recreation Budget
7. ITEMS PULLED FROM CONSENT CALENDAR: None.
8. ADMINISTRATIVE:
   a. DISCUSS BOARD VACANCIES AND MAKE RECOMMENDATIONS: DS Rivas announced there are three Board seats that terminate at the end of 2026. Only Director Spinner submitted his candidacy; his term will be renewed by default. Director

4.b

Murdock did not file and Director Mackenzie will consider a reappointment should the Board consider him for another term. Those who wish to be considered for a seat should contact Staff.

b. DISCUSS CHANGING THE L&L MONTHLY MEETING DAY TO THE THIRD MONDAY: DS Rivas polled the L&L Commissioners on changing their meeting date to Mondays. A unanimous vote approved Mondays, and a suggestion was made to consider the first Monday following the Recreation meetings rather than the third Monday. Staff will assess the feasibility of back-to-back meetings and make a final recommendation.

c. UPDATE ON ADOPT A HIGHWAY AGREEMENT: The application was submitted to Caltrans and is being reviewed. The agreement focuses on litter removal, graffiti removal, and vegetation control. Staff will report on next steps as soon as possible. Chair Pannell reported that Molly Batchelder is scheduled to bring her students for their annual oak tree pruning during the first two Fridays of October. This takes place at the Bridgehead property.

OUT OF ORDER: Commissioner Choquette arrived at 6:12, resulting in a quorum. She reported that she may need to resign for personal reasons. The meeting reverted to Item 6 – Consent Calendar for Recreation; the regular meeting resumed at 6:20, starting at Item 8d.

d. CONSIDER AND DISCUSS SPLITTING COSTS BETWEEN RECREATION AND L&L TO CLEAR GROWTH ON THE HILLSIDE PUBLIC SPACE AREA BEHIND ALEXANDER PARK AND THE COMMUNITY CENTER FOR FIRE PREVENTION: Staff presented the issue of removing overgrown vegetation from the hillside behind Alexander Park and the Community Center for fire prevention. Staff noted that the hillside poses a fire-safety concern and that Measure X funding may not be available for the work. Discussion focused on whether L&L funds could be used to share the cost with Recreation.

Commissioners discussed the Measure L ordinance and whether the hillside qualifies as a public space eligible for L&L funding. One interpretation was that the ordinance excludes work directly related to CCSD buildings, sewer facilities, or facilities managed by the Recreation Department, but does not specifically exclude land or public open space. Others expressed concern that the hillside has historically been considered a Recreation asset and that using L&L funds would be inconsistent with the intent of Measure L and could establish a precedent for diverting L&L funds from other public spaces.

Commissioners discussed the Measure L ordinance, the historical designation of the hillside as a Recreation asset, potential cost estimates, grant funding, and the precedent that cost sharing could establish.

The GM conducted an informal straw poll to gauge interest in continuing to consider cost sharing. The Commissioners indicated they did not wish to continue the discussion. A no-cost-sharing proposal or funding allocation was approved, and the matter was dropped. A potential Crockett Community Foundation grant was noted as an alternative funding source.

9. BUDGET AND FINANCE:

a. UPDATE ON COMMUNITY BENEFIT AGREEMENT (CBA) GRANT APPLICATION(S): The County failed to receive sufficient scoring for the grant applications from the panelists that were previously selected. The County Supervisor is meeting with the Department of Conservation team administering the process to discuss the results. Staff understands that some funding will be awarded during this

grant cycle and that the awards are expected to be presented to the Board of Supervisors for approval at its October meeting.

b. REVIEW THE L&L QUARTERLY BUDGET REPORT FOR Q4 (APRIL – JUNE): The Q4 for L&L report was presented. Staff explained that payroll costs include employee payroll (salaries) and payroll services costs. An outside agency prepares payroll checks.

c. Review the Recreation quarterly budget report for Q4 (April – June): The Q4 for Recreation was presented. Commissioner Gomez asked about the approximately $53,000 shown as an "Unallocated Credit Card" expense. Staff explained that the amount represented credit card charges that had been paid but were not assigned to a specific budget line because no separate credit card budget category existed. The underlying expenses were included within the applicable departmental budgets, such as supplies. Staff explained that credit card charges are reviewed by the department manager, administrative staff, and the Board President as part of the check-signing process. Beginning with the current fiscal year, credit card expenses are being allocated to the appropriate account when incurred.

   Commissioner Gomez asked about Recreation's share of the mortgage expense for the One Rolph Park Building. Staff explained that the departments have established cost-sharing percentages for the building and that Recreation's portion is reflected through warrant payments. Staff offered to provide the specific amount allocated to Recreation. Staff also indicated that L&L's participation in the building costs would need to be confirmed.

d. UPDATE ON OTHER FINANCIAL MATTERS: Staff successfully submitted the tax roll to the County without any errors. The first round of tax revenue is expected mid-December. Both Recreation and L&L will receive their allocations.

10. MAINTENANCE PLAN AD HOC: Staff will reconfigure the most current maintenance plan. The Ad Hoc committee plans to complete the plan around January.

11. DEPARTMENT MANAGER REPORT:

a. MAINTENANCE MONTHLY REPORT: The GM reported that maintenance and landscaping activity is currently limited due to the seasonal slowdown. A streetlight near the gas station was damaged by a box truck; a police report was filed, and staff is pursuing an insurance claim for repair costs. Volunteers Peterson and Trask assisted with the pole, and volunteer Shaw subsequently reinstalled it. Several additional streetlights require replacement, but the District is currently short of replacement lamps. Mr. Peterson offered assistance with temporarily disabling flashing lights and use of a lift for future repairs. He also reported that he retains historical streetlight and insurance-recovery records. Staff will coordinate transferring and scanning the records to ensure they are preserved.

b. RECREATION MANAGER'S REPORT: The Recreation Manager reported that the Community Center experienced a significant water leak resulting in an approximately $11,000 water bill and nearly one million gallons of usage. Multiple irrigation leaks were repaired, and a failed pressure-control valve was replaced. Water usage has since returned to below the prior year's level. Staff is working with East Bay MUD and has escalated the matter in an effort to obtain a substantial billing adjustment.

   Recreation activities remain active, including Community Center rentals, pool programs, swim team activities, and private floating sound-bath events. The tennis courts have been resurfaced and are being successfully used for tennis and pickleball. Staff will pursue Foundation funding to replace the broken teeter-totter at Alexander

Park, while a pending CBA grant includes several facility and accessibility improvements.

12. REPORTS/COMMENTS FROM COMMISSIONERS: Commissioners discussed East Bay MUD's residential water-leak adjustment process and potential high-usage notifications. They also discussed the revised Republic Services cleanup program, including the community-wide 15-bag cleanup and additional residential pickup service, and noted the need to communicate the program changes to residents.
13. FUTURE AGENDA ITEMS: REC Commissioner Choquette requested a future agenda item regarding insurance coverage for the Community Center. Staff reported that the insurance company is the entity that appraises the properties and is expected to conduct a new appraisal this year.
14. ADJOURNMENT: The meeting was adjourned at 7:26 pm by L&L Chair Pannell. to October 5 for REC and October 20 for L&L

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TO: Board, Commissioners, Committees, Staff, and Members of the Public

FROM: District Secretary

SUBJECT: **Actions Taken by the Board on October 28, 2026**

The following are summaries of administrative actions taken by the Board at the October 28 meeting. The complete meeting minutes will be presented to the Board for approval on November 18, 2026.

Visit the October 28 agenda page online for a complete copy of the agenda and supporting documents. **https://www.town.crockett.ca.us/2026-11-28-board-meeting**

5. CEREMONIAL:

- Ms. Soxna Dice was presented with a certificate of acknowledgment for her voluntary contributions to the visual enhancement through landscaping of the grounds at 1 Rolph Park Drive.

6. CLOSED SESSION:

- a. Conference with legal counsel – anticipated litigation: Significant exposure to litigation pursuant to Government Code Section 54956.9(d)(2): (1 potential case) Factual circumstance: Receipt of written demand from C&H/ASR regarding outstanding balance: **Not reportable actions.**

10. ADMINISTRATIVE:

- a. Consider candidates to be recommended to the Contra Costa Board of Supervisors for appointments to the CCSD Board of Directors and approve Resolution 26/27-10 Recommendation to the Board of Supervisors for appointments to the District Board. **Incumbent John Mackenzie and applicant Corey Savinski were recommended for appointment by the County's Board of Supervisors' agenda of November 17.**
- b. Approve contract for Cost of Service for a sewer use charge study for Crockett and Port Costa. **Agreement with Hildebrand Consulting was approved, with direction to the GM for minor adjustments to the agreement.**
- c. Consider and approve Resolution 26/27-11 Appropriations Limit. **Approved. Limit was set at 4,670,238.**

12. MANAGER REPORTS

- g. Announcements and discussion: **The next Town Hall is scheduled for October 31, 11 a.m.–1 p.m. in the community center.**

4.c

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

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

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1010 · Fund 3241 - Recreation				
10/01/2026	AT&T	Alarm System - (510) 787-6881	325.79	10678
10/01/2026	EBMUD	Water - #30385600001	6,520.25	10679
10/01/2026	Fast Times	Summer Concert - October 4, 2026	3,750.00	10680
10/01/2026	PG&E	Gas & Electric - #8212111930-7 & #6757445609-0	4,012.02	10681
10/01/2026	Sierra Chemical Company	Multichlor, Sodiu Hypochlorite - Invoices 162906 & 162149	2,737.89	10682
10/01/2026	TERRACARE ASSOCIATES	Landscaping Services - Invoices CS50744545, CD50744547, CD50744549	2,280.00	10683
10/01/2026	TERMINIX	Pest Control - Invoice 476195816	213.00	10684
10/01/2026	Special District Risk Management	Health Benefits - Invoices i00714, H50142, H49662, i00701, H49821, H49980	4,639.82	10685
10/01/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #83 - Split	11,929.07	10686
Total 1010 · Fund 3241 - Recreation			36,407.84	
Total 1000 · County Operating Funds			36,407.84	
TOTAL			**36,407.84**	

9/30/26

4.d

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

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

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1010 · Fund 3241 - Recreation				
10/19/2026	Campbell Business Solutions	IT Support - Invoice 11834	1,330.00	10687
10/19/2026	Contra Costa Special Districts Asso	Annual Dues for FY 2026/27 - Split	60.00	10688
10/19/2026	EBMUD	Water - #30385200001	2,000.00	10689
10/19/2026	LINCOLN AQUATICS	Pool Supplies - A/N 946571	105.86	10690
10/19/2026	Alisa Maria	Reimbursement for Pumpkins & Pool Supplies	647.50	10691
10/19/2026	PG&E	Gas & Electric - #2501517473-0	1,486.64	10692
10/19/2026	Sierra Chemical Company	Hydrochloric Acid - Invoice 163027	1,152.14	10693
10/19/2026	TERRACARE ASSOCIATES	October Landscaping Services - Invoices CD50744550, CD50744548, CD50744546	2,280.00	10694
10/19/2026	U.S. BANK	Various #4866914555538450	5,639.25	10695
10/19/2026	CONTRA COSTA COUNTY TREASURER	Calpers - September 2026 - Split	2,714.68	10696
10/19/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #84 - Split	12,929.03	10697
10/19/2026	CSRMA	Annual PIP, JPA, Director Fee - Invoice 7714	10,318.63	10698
Total 1010 · Fund 3241 - Recreation			40,663.73	
Total 1000 · County Operating Funds			40,663.73	
TOTAL			**40,663.73**	

10/16/2026

FY 2026-27 : 01 Jul - 12 Jun

Organization	Contra Costa County
Ledger	Actuals
Ledger Account/Summary	**0010:CASH**
	0530:WARRANTS PAYABLE
Run	**10/16/2026 01:46 PM**

Accounting Worktag **3241 CROCKETT RECREATION DEPT**

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	861,648.34	559,244.73	302,403.61
Total	0.00	861,648.34	559,244.73	302,403.61

Organization	Contra Costa County
Periods	FY 2026-27 : 01 Jul - 12 Jun
Ledger	Actuals
Ledger Acct/Summary	**0210:INVESTMENTS**
Accounting Worktag	SEE BELOW
Book	Operating Book
Company Currency	USD
Translation Currency	USD
Run	**10/16/2026 01:46 PM**

Accounting Worktag **3241 CROCKETT RECREATION DEPT**

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0210:INVESTMENTS	0.00	22,312.87	0.00	22,312.87
Total	0.00	22,312.87	0.00	22,312.87

CROCKETT RECREATION COMMISSION

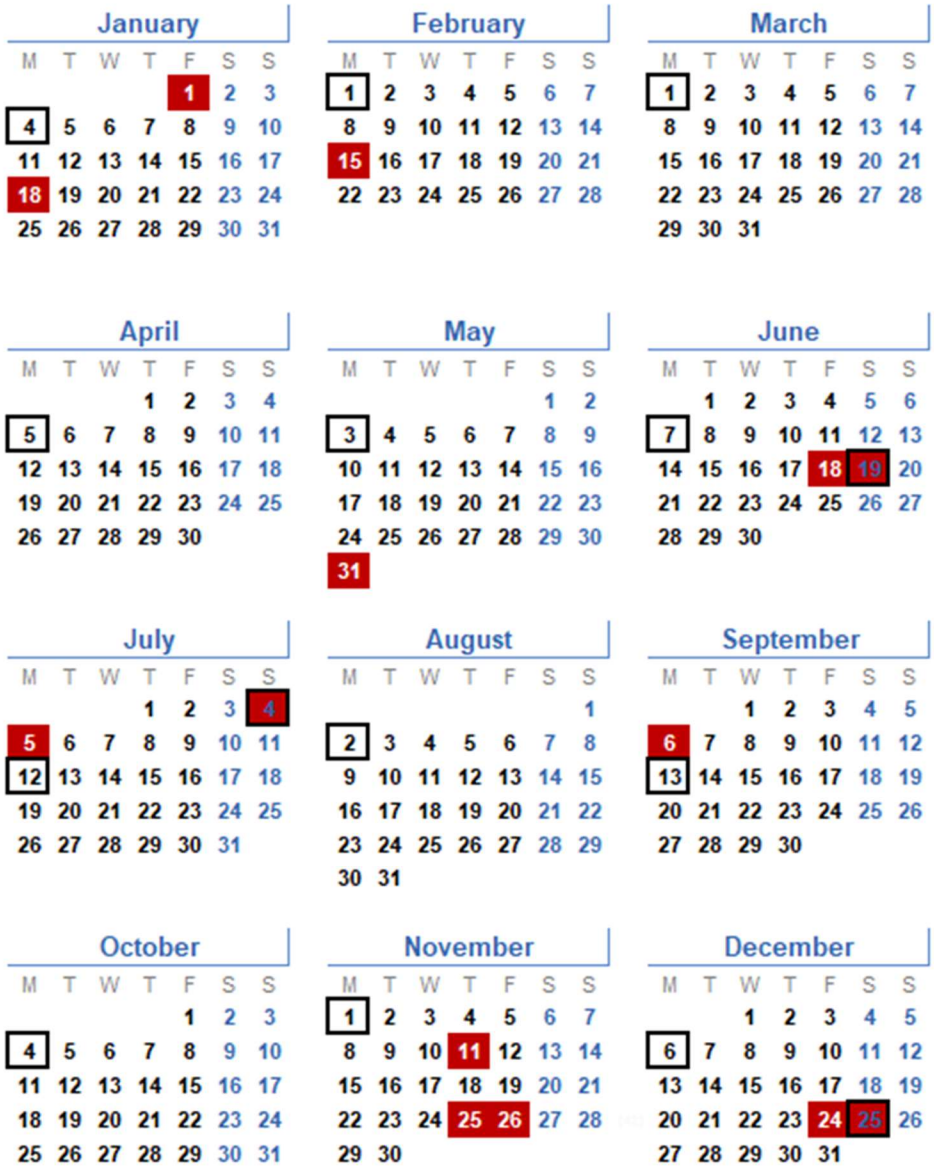
PROPOSED

SCHEDULE OF REGULAR MEETINGS FOR 2027

850 Pomona Street
Crockett

2027

Yearly Calendar



1st Monday

Jan	4
Feb	1
Mar	1
Apr	5
May	3
Jun	7
Jul	12**
Aug	2
Sep	13**
Oct	4
Nov	1
Dec	6

** 1 week later

5-Jul - 4th of July observed
6-Sep - Labor Day

FIRST QUARTER FINANCIAL REPORT (FY 2026/27)

1. DISTRICT-WIDE CONSOLIDATED SUMMARY

Department / Fund	Beginning Assets (Q1 Start)	Closing Assets (Q1 End)	Q1 Net Asset Change	Q1 Actual Expenditures	Annual Expenditure Budget	Budget Executed (%)	Remaining Budget Balance
Crockett Recreation (3241)	$476,058.75	$261,512.50	($214,546.25)	$214,759.83	$783,743.00	27.40%	$568,983.17
Maintenance Dept (3242)	$335,127.99	$330,783.49	($4,344.50)	$7,277.53	$74,530.00	9.76%	$67,252.47
Port Costa Sanitary (3425)	$500,063.60	$456,893.49	($43,170.11)	$45,288.20	$353,394.00	12.81%	$308,105.80
Crockett Sanitary / CVSAN (3426)	$4,440,416.15	$2,822,983.07	($1,617,433.08)	$1,634,444.77	$5,672,269.00	28.81%	$4,037,824.23
DISTRICT TOTALS	**$5,751,666.49**	**$3,872,172.55**	**($1,879,493.94)**	**$1,901,770.33**	**$6,883,936.00**	**27.63%**	**$4,982,165.67**

2. DEPARTMENT-BY-DEPARTMENT FINANCIAL ANALYSIS

2.1 Crockett Recreation Department (Fund 3241): The Recreation Department encompasses the Crockett Community Center, swimming pool, parks, and seasonal recreational programming.

- **Asset & Cash Balances:**
  - **Beginning Cash:** $454,180.01 | **Closing Cash:** $239,420.18
  - **Beginning LAIF:** $21,878.74 | **Closing LAIF:** $22,092.32
  - **Total Department Assets:** Decreased from **$476,058.75** to **$261,512.50** (-$214,546.25).
- **Expenditure Breakdown & Budget Performance:**
  - Total Q1 Spending: **$214,759.83** out of **$783,743.00** annual budget (**27.40%** spent).
  - **Payroll & Employee Expenses (5600):** $110,437.68 (30.96% of annual budget spent), reflecting heavy peak summer staffing for pool operations, recreation programs, and facility management.
  - **Cost of Goods Sold (5000):** $34,450.00 against a $25,054.00 budget. This seasonal overrun is tied to front-loaded summer pool/event concession supplies and is partially offset by incoming grant funding.
  - **Repairs & Maintenance (5910):** $24,884.51 (19.44% of budget spent).
  - **Utilities (5980):** $20,060.61 (23.06% of budget spent).
  - **Unallocated Credit Card Charges (8450 - USBank):** $15,726.86 (31.45% of budget). Staff is currently performing line-item coding reconciliations to transfer these credit card items into appropriate department sub-accounts before Q2 reporting.
  - **Bank & Finance Charges (5150):** $2,197.01 (24.56% of budget).
  - **Uniforms (5970):** $1,601.27 (64.05% of budget spent on summer pool staff uniforms).

- **Expenditure Breakdown & Budget Performance:**
    - Total Q1 Spending: **$1,634,444.77** out of **$5,672,269.00** annual budget (**28.81%** spent).
    - **Due to C&H (Prior O&M JTP) (2120): $1,000,000.00** transferred in Q1 toward the $2,868,089.00 annual budgeted obligation. This planned payment accounts for **61.18%** of total CVSAN Q1 expenditures.
    - **CVSan Direct Operating Expenses (6000):** $294,331.74 spent (24.08% of $1,222,383.00 budget).
    - **Payroll & Employee Expenses (5600):** $109,281.33 (22.66% of $482,274.00 budget).
    - **Professional Services (5850):** $80,582.15 (53.37% of $151,000.00 budget spent), driven by specialized legal and engineering work associated with regulatory compliance and plant joint-use agreements.
    - **Capital Projects & Fixed Assets (1400):** $62,856.31 (11.67% of $538,500.00 budget spent).
    - **Bank & Finance Charges (5150):** $45,871.57 (52.88% of $86,749.00 budget).
    - **Utilities (5980):** $15,094.50 (18.87% of $80,000.00 budget).
    - **Credit Card Charges (8450 - USBank):** $16,880.97 (48.23% of $35,000.00 budget spent). Non-standard charges from Q1 on the credit card include: 1 RPD building lateral plumbing and associated arbitrator costs.

3. KEY FINANCIAL METRICS & RISK ANALYSIS

Liquidity & Cash Reserve Structure

- Capital reserves are concentrated in the Local Agency Investment Fund (LAIF) accounts across funds, yielding stable interest income and preserving principal. LAIF balances increased by **$20,131.73** across all district accounts in Q1 due to interest accumulation.
- **LAIF Holdings Summary:**
    - General Operating:
        - Recreation (3241): $22,092.32
        - Memorial Hall (3242): $303,394.36
        - Port Costa Sanitary (3425): $219,096.24
        - Crockett Sanitary General (3426): $487,899.28
    - Restricted:
        - Crockett Sanitary Construction (3427): $1,191,676.85
        - Crockett Sanitary Capital Reserve (3429): $83,350.50
    - **Total LAIF Portfolio of Operation and Restricted Funds: $2,004,115.19**

Budget Variance Benchmarks

- Standard target spending for Q1 (25% of fiscal year) was maintained across operational lines.
- **Over-Benchmark Line Items:**

- *Recreation COGS (5000):* Spent 137.5% of budget ($34.45k vs $25.05k budget) due to summer event timing; offset by upcoming donation/grant revenues.
- *CVSAN Professional Services (5850):* Spent 53.4% of budget ($80.58k vs $151.0k budget) due to ongoing legal and environmental engineering reviews.
- *CVSAN Finance Charges (5150):* Spent 52.9% of budget ($45.87k vs $86.75k budget) However this aligns with a bi-annual payment of the mortgage for 1 RPD.

Capital & Settlement Liabilities

- The District successfully transferred the first **$1,000,000.00** toward the C&H Sugar Joint Treatment Plant O&M settlement without disrupting ongoing cash liquidity, leaving **$1,868,089.00** remaining in the FY 2026/27 authorization. The District has agreed to settle the outstanding O&M costs from C&H JTP (excluding debate of interest and environmental fines) in the amount **$348,000.00** by December 31, 2026, leaving **$1,520,089.00** authorized funds remaining.

4. GM & ASM STRATEGIC RECOMMENDATIONS

1. **Reconciliation of Unallocated Credit Card Expenses:** Administrative staff will clear and reallocate all charges in account 8450 (USBank) to their respective line-item accounts.
2. **Monitoring December Tax Apportionment:** Staff will monitor Contra Costa County's December property tax and parcel tax disbursements to ensure timely replenishment of Fund 3241 and Fund 3242 cash balances.
3. **Capital Improvement Program (CIP) Execution:** Capital spending in Crockett Sanitary ($62.8k spent of $538.5k budget) and Port Costa Sanitary will accelerate in Q2 and Q3 as we transition into wet weather and heavy El Nino storm season.
4. **Conclusion:** All four funds remain fiscally sound, operating within overall budgetary limits.

Report respectfully submitted by General Management and Administrative Services Management.

Crockett Community Services District
Crockett Recreation Department
FY 2026/27 - Q1

	A/N	Beginning Balance:	Interfund Transfers	Closing Balance
Cash Account Balance	3241	$454,180.01	None	$239,420.18
LAIF Account Balance	3241	$21,878.74	None	$ 22,092.32
Grants & Donations	4520/4510	$ -	N/A	$ -
	Total Assets:	$476,058.75		$261,512.50

Department 3241	A/N	Actual Spent - Q1	Actual Spent - Q2	Actual Spent - Q3	Actual Spent - Q4	Budget for Year	Remaining Balance	Percent Remaining
Cost of Goods Sold	5000*	$ 34,450.00				$ 25,054.00	$ (9,396.00)	**-38%**
Bank & Finance Charges	5150	$ 2,197.01				$ 8,945.00	$ 6,747.99	**75%**
County & State Charges	5200	$ 677.15				$ 5,607.00	$ 4,929.85	**88%**
Dues & Subscriptions	5300	$ 1,649.34				$ 1,316.00	$ (333.34)	**-25%**
Elections	5350	$ -				$ 2,000.00	$ 2,000.00	**100%**
General & Admin	5400	$ -				$ 2,100.00	$ 2,100.00	**100%**
Insurance	5500	$ 234.00				$ 53,864.00	$ 53,630.00	**100%**
Payroll & Employee	5600	$ 110,437.68				$ 356,750.00	$ 246,312.32	**69%**
Printing/Publishing/Advertising	5800	$ 80.84				$ 2,500.00	$ 2,419.16	**97%**
Professional Services	5850	$ 1,143.50				$ 52,988.00	$ 51,844.50	**98%**
Repairs & Maintenance	5910	$ 24,884.51				$ 128,000.00	$ 103,115.49	**81%**
Security Alarm/CCTV	5950	$ 504.00				$ 504.00	$ -	**0%**
Telephone & Internet	5960	$ 985.76				$ 2,500.00	$ 1,514.24	**61%**
Uncategorized Expenses	5965					$ -	$ -	
Uniforms	5970	$ 1,601.27				$ 2,500.00	$ 898.73	**36%**
Utilities	5980	$ 20,060.61				$ 87,000.00	$ 66,939.39	**77%**
Vehicle & Travel Reimbursement	5990	$ 127.30				$ 1,500.00	$ 1,372.70	**92%**
Capital Improvements	1745 (CAP)*	$ -				$ -	$ -	
Unallocated Credit Card	8450 (USBank)	$ 15,726.86				$ 50,000.00	$ 34,273.14	**69%**
Payroll Liabilities	2136	$ -				$ 615.00	$ 615.00	**100%**
	Quarterly Totals	**$ 214,759.83**				**$ 783,743.00**	**$ 568,983.17**	**73%**

*Capital Improvements and Cost of Goods Sold partially offset by Grants Received

CROCKETT RECREATION DEPARTMENT

An agent of the Crockett Community Services District
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e-mail: RecManager@town.crockett.ca.us
website: www.town.crockett.ca.us/Recreation

TO: Recreation Commissioners
FROM: Recreation Department Manager
SUBJECT: Monthly Manager Report
Date: October 28, 2026

The Recreation Department Manager's Report highlights items of interest that occurred during the month of October 2026.

COMMUNITY CENTER

- Ongoing rentals
- **CBA Grant** request in progress for Comm Center floor resurfacing/ice machine replacement/commercial dishwasher replacement/light replacement and rewiring in MPR and Bar area/hydration stations x2 **DELAYED**
- Water leak update:
  - Leak detected March 27, 2026 (American Leak Detection)
  - April 8 broken pipe repaired/irrigation valves repaired
  - May 1 additional leaks detected which lead to additional irrigation valve repair
  - May 15 additional leaks detected
  - June 2 Matrix HG reports backflow valve pressure at 110 PSI/faulty PRV, valve repaired June 25
  - Broken pipe connecting to main drainage repaired June 28/29
  - ALD returned 7/24 for ongoing (slow) movement on meter, no leaks were detected
  - 10/21 L J Kruse Co detected possible leak behind CC, near Gazebo
- ***Upcoming classes: Sourdough/Kombucha/Pasta*** – Grant awarded, date TBD
- Crochet ongoing Sundays 2:00-4:00 pm

AQUATICS CENTER

- Crockett Swim Team fall clinic starts Aug 31, M/Tu/Th 4:30-6:30 pm, through November 19
- Pool Hours:
  - Lap swim M/W/F 6:00 – 10:00 am
  - Floating Sound Bath – 10/28
- Pool covers ordered to be replaced with grant from County FIMA program
- November 7 upcoming Crockett Mile fundraiser
- **CBA Grant** request in progress for cement stairs/hydration stations x2/metal doors x5 **DELAYED**

ALEXANDER PARK

- Broken teeter-totter - Proposal $2741.00, awaiting CCF decision
- **CBA Grant** request in progress for T.T. removal and replacement/hydration stations x2 **DELAYED**

TENNIS COURTS

- **CBA Grant** request in progress for hydration station **DELAYED**

GENERAL/ADMIN/FINANCIAL

- No update.