

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF REGULAR MEETING, FEBRUARY 23, 2022

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Barassi. Present were Board Members Bartlebaugh, Kirker, Mackenzie and Peterson, along with General Manager Murdock, Recreation Department Manager Wilson, Administrative Services Manager Gunkelman, Sanitary Dept. Manager Barnhill and Assistant Secretary Witschi. Also present was Sanitary Commissioner Wais.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING ON ORDINANCE INTRODUCTION: Mr. Murdock introduced Ordinance No 22-1 and asked that the reading of the ordinance be waived. Director Barassi opened the public hearing and called for public comment. There were no comments from the public. Mr. Murdock said the increased costs of day-to-day District business has increased and he currently has spending authority of \$5K and would like to increase it to \$50K for emergency circumstances. He said the average repair last year was \$31K and the highest was \$175K. Director Peterson said prices have gone up and he has no problem increasing Mr. Murdock's spending authority to \$50K. Director Peterson said the ordinance does not say whether the \$50K is per expense or the total for the year. Director Barassi said it would be per contract for sewer repair or emergency. Director Peterson asked if this has the recommendation of the commissioners. Mr. Murdock said the commissioners have not seen this. Director Barassi said this would also extend to the Recreation Department for recommendations on whether they see it as advisable or not. Director Barassi closed the hearing. It was the consensus of the Board to have Mr. Murdock take this to the commissioners for recommendation and bring it back next month.
- 5.a. RECREATION DEPT. REPORT: The Board received the Minutes of December 6, 2021. Mr. Wilson reported there have been some changes with the COVID-19 mask mandates. He said masks are no longer required indoors, unless you are not vaccinated, and staff no longer has to check for proof of vaccination or a negative test at events at the Community Center where food and drinks are served. He said the John Swett High School Swim Team began using the pool earlier this month. He is sending out Request for Proposal's to pool surfacing contractors so he can prepare for a grant request next month to get the pool resurfaced. He said the first Walk of Honor meeting was earlier this month and The Walk of Honor will be held on Saturday, May 21, 2022 at the Community Center.
- 5.b. MAINTENANCE DEPARTMENT: Mr. Murdock reported he hired Joel Cadena to do repairs in the new office building. He said Mr. Cadena is currently making the downstairs ADA accessible and rehabilitating the bathrooms to be unisex and doing general grounds clean up outside. Director Peterson said that the Dog Park application has been sent to Caltrans and is under review.
- 5.c. PORT COSTA SANITARY DEPT.: Mr. Barnhill reported there were no Sanitary Sewer Overflows (SSO's) last month and there were no exceedances. He said the Pollution Prevention Plans (PPP) have been submitted for both departments. He is working on hard mounting the sump pump and then followed by wiring work.

5.d. CROCKETT SANITARY DEPT.: The Board received the Minutes of January 19. Mr. Murdock reported there was one Sanitary Sewer Overflow (SSO) at 1963 Carquinez. He said the line has been cleared temporarily and is now looking at repairs. He said there were a couple of lateral overflows. The first one was at 309 West and Roto Rooter came out to do an emergency repair and they were unable to clear the line. He said it appeared to be collapsed. Staff hired a rehabilitation specialist to come out and clean and sanitize the area. The second overflow was inside the building at 803 Loring. The owner is in contract with a sewer repair company to provide a new lateral for the building. He said the capital improvement on Emerson has been completed. Mr. Murdock said as far as capital replacements at the Pump Station, he is still waiting on the grit pump and there will be some additional replacements within the pump station of pumps and motors. There is a leak at the 400 Port Street facility underneath the C&H yard. Staff is currently taking bids for a few sewer line repairs. He said one is downstream on the Pomona easement, the second one is on Bishop near Alexander Street and the third is at 4 Crolona Heights.

5.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman reported he spoke with State Lands last week and they said there should be no problem combining the two leases and he should have an answer by April. Mr. Murdock said State Lands in conjunction with the Bass Club are planning on moving the gate from its current point at the end of the joint treatment plant to further towards Crockett.

5.f. STAFF ANNOUNCEMENTS: Director Barassi said he has one item that is relevant to the maintenance parcel tax. He said there are some maintenance projects in Port Costa that he would like to see funded by that parcel tax, if it is passed. Director Peterson said that the Crockett Improvement Association (CIA) is the sponsor and does not serve or represent Port Costa, so Port Costa has been exempted from paying that tax in the ordinance. Director Barassi asked if the ordinance is for Crockett only and not the entire services district. Director Peterson said that is correct and he spoke with District Counsel Hundley today and she is trying to understand whether the voters of Port Costa must be allowed to vote on this because this is a community services district. Director Barassi said if the assessment is for the entire community services district then all of the residents of the service district would vote on it. He said the project he has in mind is the public shore, which was a required improvement that was done when the secondary treatment plant was built and it has no funding source, so it is a sanctioned and required public shore with improvements that were put in 1980 that have only been maintained on a volunteer basis. Director Barassi would like to see this parcel tax approved and Port Costa is participating in paying. Director Peterson said he is waiting to hear from Ms. Hundley and then he will update the Board.

6. CONSENT CALENDAR: The consent item was approved unanimously (kp/mk):

- b. Approve payment of District bills (warrants Rec. 9596-9624; PCSan, 1393-1398; CVSan 6636-6651; Maintenance 471-476).

7.a. CONSENT ITEMS REMOVED: Director Peterson asked that Items 6.a. and 6.c. be removed from the consent calendar for further discussion.

Approve Minutes of January 26, 2022 –

- 6.d. Crockett Sanitary Dept. – Director Peterson said the sixth sentence should be removed
- 8.e. Waiver of Conflict of Interest - Director Peterson would like to have the fifth sentence removed which begins “If the petition drive....”
- 9.b. Tax Rate Area – Director Peterson said the six sentence says “a portion” and it should say “apportioned.”
- 9.c. Allocations Memo – Director Peterson said the eighth sentence should read “Director Peterson said that he sees it differently that staff time spent on CSD issues such as the financial audit. Those costs have to be allocated across all departments.

A motion to approve the Minutes of January 26, 2022 were approved, as amended, with 3 Ayes and 1 Abstention (kp/sb).

Receive Minutes of Commissions and Committees, Crockett Sanitary Commission –

- 9.b. Governmental Matters – Director Peterson said Dominic Galiano is spelled incorrectly and it should be spelled “Aliano.”

A motion to approve Minutes of Commissions and Committees, as amended, carried unanimously (kp/sb).

7.b. RE-APPOINTING COMMISSIONERS: A motion to approve Resolution No. 21/22-16 re-appointing Tom List and Karen Klaiber to the Port Costa Sanitary Commission for two years carried unanimously (mk/sb).

7.c. REMOTE TELECONFERENCING: A motion to approve Resolution No. 21/22-17 authorizing remote teleconferencing meetings for the period of March 1, 2022 through March 31, 2022 pursuant to Brown Act provisions carried unanimously (sb/mk).

7.d. REVIEW ACTION PLAN: This item has been moved to next month.

8.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman said on the Maintenance worksheet contributions from each department have been transferred to cover the mortgage on the new office building. Director Peterson said money being invested is Memorial Hall money and the interest should be shifted over to the Memorial Hall balance. Mr. Wilson said he agrees with Director Peterson and most of the money in Maintenance is coming from the Walk of Honor and has been sitting there for four years and all that interest on the investments should go back into that fund. Mr. Gunkelman said that the Recreation Department is out of checks and all other departments are running low. He ordered checks but they did not pass the rigorous testing with Wells Fargo and he is trying to resolve that now.

8.b. BUDGET REPORT: This item has been moved to next month.

8.c. PRESENTATION ON CALPERS PLAN: Mr. Gunkelman reported that two representatives from CalPERS talked with the Budget & Finance committee yesterday. He said this is about pre-funding and moving some local investments to CalPERS, which has multiple benefits. He said the potential interest gain versus the interest gain would be a considerable savings. He will present this to the Budget & Finance Committee and bring it back to the Board with their recommendation.

9.a. PERSONNEL COMMITTEE REPORT: None

9.b. BUDGET & FINANCE COMMITTEE REPORT: The Budget & Finance met on February 22. No further discussion

9.c. INTER-AGENCY MEETINGS: None

10. FUTURE AGENDA ITEMS:

- Status Reports on outstanding items.
- Discuss Accessory Dwelling Units.
- Discuss policy on delegation of authority to Commissions.
- Adopt capital asset depreciation schedule.
- Adopt capacity charge ordinance on Accessory Dwelling Units.
- Review and adopt ADA compliance plan.
- Adopt policy for use of private devices and e-accounts.

Develop policy on proposals for new programs without established funding.

11. BOARD COMMENTS: None

12. ADJOURNMENT: The meeting was adjourned at 8:46 PM until March 23, 2022.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
March 3, 2022