

CROCKETT RECREATION COMMISSION

Regular Business Meeting
AGENDA FOR MONDAY, NOVEMBER 2, 2020

TIME: 6:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

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.
- 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.

Agenda packet can be accessed at <https://www.town.crockett.ca.us/2020-11-2-recreation-commission-meeting>. Public comments by phone and chat (online only) will be available during the teleconference.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at (669) 900-9128. Enter the Meeting ID# 871 7882 6206 followed by the pound (#) key. More phone numbers can be found on Zoom's website by visiting Zoom Support and searching for local dial in numbers if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/87178826206> 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# 871 7882 6206.

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 brought up 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 item:
 - a. Approve Minutes of September 14, 2020.
5. RECREATION:

6. BUDGET AND FINANCE:

- a. Consider monthly Summary Worksheet and staff report on financial matters.
- b. Approve plaque for David Botta's bench.

7. ADMINISTRATIVE:

Receive report on actions taken by the District Board.

8. REPORT OF DEPARTMENT MANAGER: (This item is typically for exchange of information only. No action will be taken at this time.)

9. REPORTS FROM COMMISSIONERS: (This item is typically for exchange of information only. No action will be taken at this time.)

10. FUTURE AGENDA ITEMS:

- Annual report on use of Recreation Taxes (Dec.).
- Election of Officers for 2021 (Dec.).
- Approve meeting schedule for 2021 (Dec.).

11. COMMENTS FROM COMMISSIONERS:

12. ADJOURNMENT to December 7, 2020.

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 on the picturesque Carquinez Strait of the San Francisco Bay.

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 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

850 Pomona Avenue - Crockett, CA 94525
Telephone (510) 787-2414
Fax (510) 787-3049
e-mail: recreation@town.crockett.ca.us
website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, SEPTEMBER 14, 2020

1. CALL TO ORDER: The meeting was called to order at 6:07 PM by Vice Chairperson Airoidi. Present were Commissioners Scheer and Valentini, along with General Manager McDonald, Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioners Choquette and Cusack were absent.

2. AGENDA ORDER: There were no requests to hear agenda items out of order.

3. PUBLIC COMMENTS: None

4. CONSENT CALENDAR: The following consent item was approved unanimously (jv/as):

a. Approve Minutes of July 6, 2020.

5. COVID-19 IMPACT: Mr. McDonald reported since March, the COVID-19 pandemic has impacted both the revenue and expenses incurred at the Community Center and the Pool. The following is a profit and loss summary from April 1 to September 8:

Operating Revenue is Down	74.82%	-\$132,560
Operating Expense is Lower	15.52%	\$22,138
<u>Payroll Expense is Lower</u>	<u>37.92%</u>	<u>\$57,645</u>
Total Net (excluding non-op and capital grants)		-\$52,777

He said recovering rental refunds is very slim because loss of revenue is not a recoverable expense.

6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported the advance on property tax is \$61,702.22. Mr. Wilson said in 2008 staff used \$8,000 to purchase Memorial Hall and the Board approved to transfer the money from the Maintenance Department to the Recreation Department and it still has not happened.

6.b. DAVID BOTTA'S PAD FOR BENCH: Mr. Wilson said he will get together with Commissioner Valentini and discuss the wording on the plaque for David Botta's bench and bring it back to the Commission next month for approval.

7. DISTRICT BOARD ACTIONS: Mr. McDonald reported the purchase of the Hosselkus Chapel has been completed.

8. REPORT OF DEPT. MANAGER: Mr. Wilson reported the pool stayed open an extra week due to the heat wave. He said staff did a great job disinfecting, doing temperature checks and lightning strikes. Commissioner Airoidi thanked Mr. Wilson for doing this. Commissioner

Scheer asked Mr. Wilson if there were any problems at the park on Labor Day. Mr. Wilson said even though the Recreation Commission recommended closing the picnic tables in Alexander Park the District Board decided to keep it open.

9. COMMISSIONERS: No reports.

10. FUTURE AGENDA ITEMS:

11. COMMISSIONER COMMENTS: Dale McDonald let the Commission know he is leaving the District and has a new job in San Rafael. He said his last day is September 27. Anne Scheer thanked Dale for all his hard work. Anne also thanked Ron Wilson and Susan Witschi for doing a great job during the pool season and the pandemic.

12. ADJOURNMENT: The meeting was adjourned at 6:49 PM until October 5, 2020.

Respectfully submitted,



Susan Witschi
September 16, 2020

CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

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e-mail: recreation@town.crockett.ca.us

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD. M 10-28-20 LATEST FUND REPORT: 10-12-20

OPERATING FUND 3241		:	

CASH CARRIED FORWARD:	\$19,980.42	:	INVESTED BALANCE: \$356,666.43
ACTIVITY:		:	Activity (\$100,000.00)
		:	NET INVESTED: \$256,666.43
<u>CHECKS AND PAYMENTS</u>			
Warrants 8901-8939	(\$35,914.61)	:	\$50,222.82 c/d deposits
Wells Fargo CC Fees	(\$73.27)	:	\$206,443.61 avail. funds
Payroll recovery	\$0.00	:	-----
		:	FUND BALANCE: \$348,439.58

		:	*** Below held in cash account **
<u>DEPOSITS AND CREDITS</u>			
Comm Center Booking	\$0.00	:	C/D BEGINNING BALANCE \$49,522.82
Property Insurance	\$0.00	:	c/d deposit receipt \$0.00
Rent From CVSsan	\$7,200.00	:	c/d deposit refunds \$700.00
Donation	\$580.61	:	Trnsfr recovery \$0.00
Tennis keys	\$0.00	:	NET C/D ENDING BALANC \$50,222.82
Transfer from Inves	\$100,000.00	:	-----
		:	CAP / RESTRICTED BAL: \$4,439.60
		:	Donations \$ -
		:	No activity \$ -
		:	NET CAPITAL REPL. BAL \$4,439.60

		:	POLICE LIAISON BALANC \$8,220.79
Parking fines	\$0.00	:	Parking revenue \$0.00
Payroll recov CV-PC	\$0.00	:	Payroll/Expenses \$0.00
		:	NET PLC ENDING BALANC \$8,220.79

		:	XMAS LIGHT BEG BALANC \$496.57
		:	No activity \$0.00
		:	XMAS LIGHT END BALANC \$496.57

CASH BALANCE:	\$91,773.15	:	CERT ACTIVITY: None \$0.00
		:	CERT Ending Balance \$0.00

ADV ON TAXES :	\$0.00	:	PETTY CASH BALANCE: \$60.00
No activity	\$0.00	:	TAXES held in 3240: \$ 61,702.22
		:	CO.charges in 3240: \$ -
NET ADV ON TAXES:	\$0.00	:	-----
		:	ACCRUED CREDIT: \$ 8,000.00
		:	PY due from MAINT Dept.

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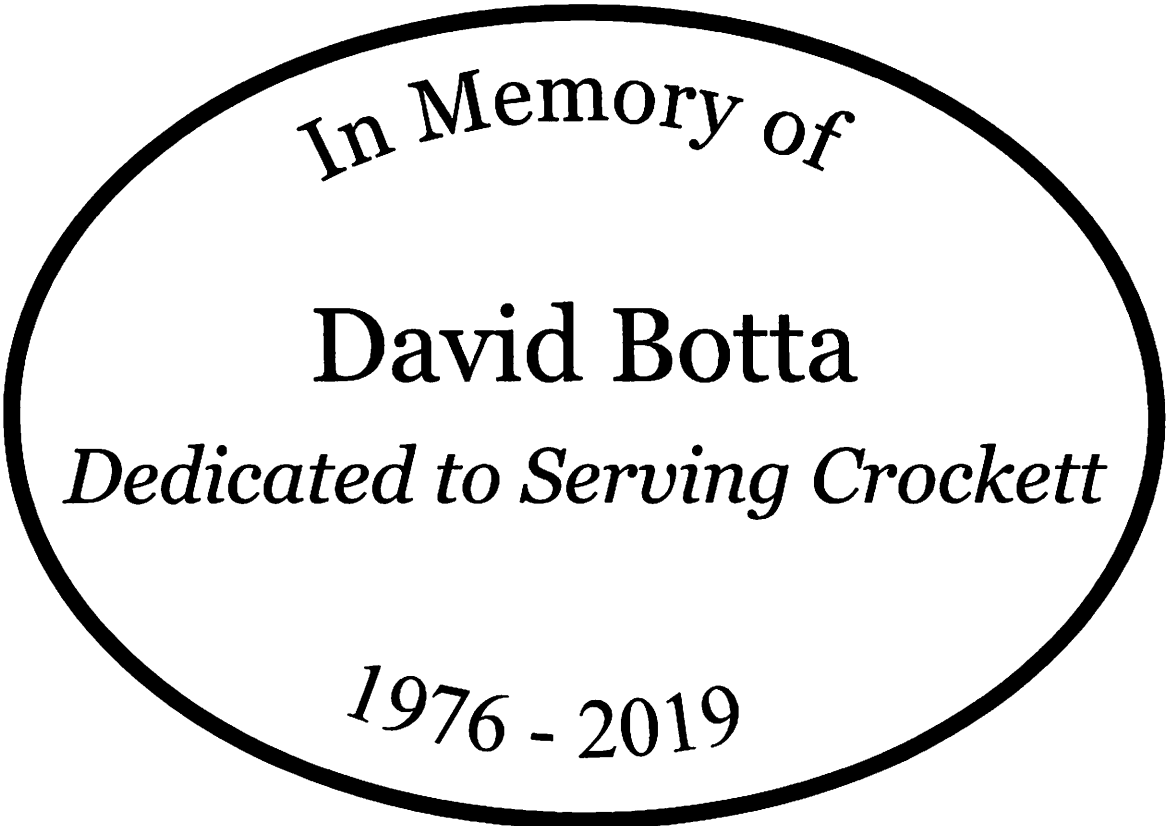
Commissioners: Jeff Airoldi, Louise Choquette, Tom Cusack, Anne Scheer, John Valentini

5 1/2" DIA. X 7 3/4" PLAQUE

- APPROVED
- APPROVED AS NOTED
- REJECTED

BY _____ DATE _____

INTERNAL USE ONLY
PLQ ORDERED:
SO/REP:
ITEM:
QTY:
EST:



PLAQUE-030424-06
10/12/2020

G.B.