

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR MEETING, OCTOBER 28, 2020

- 1. CALL TO ORDER:** The meeting was called to order at 7:00 PM by President Kirker. Present were Board Members Barassi, Mackenzie, Peterson and Sutton, along with Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present were Sanitary Commissioners Bartlebaugh and Wais.
- 2. AGENDA ORDER:** There were no requests to hear agenda items out of order.
- 3. PUBLIC COMMENTS:** Mr. Barnhill said he made a door hanger to deal with Notice of Violation's (NOV's). He said a lot of the property owners have said they never received a NOV in the mail. The notice can be posted on their door with a business card attached. He will bring this to the Port Costa and Crockett Sanitary Commissions next month and try to resolve the outstanding violations. Director Barassi said he thinks it is a good idea. Mr. Barnhill said it should reduce the number of public hearings.
- 4. REPORTS FROM COMMISSIONERS:** None
- 5. PUBLIC HEARING:** None
- 6.a. RECREATION DEPT. REPORT:** Mr. Wilson reported he completed the Local Agency Formation Commission Municipal Service Review and Sphere of Influence for the District's Recreation facility. He submitted an application to the County for a Variance Review for the Pomona Street Stair Project. He spoke with Federal Emergency Management Agency's (FEMA's) consultant for the California Office of Emergency Services concerning our claim for reimbursement for COVID expenses. They informed him that they will not pay for loss of income and the minimum amount of expenses covered is \$3K. Mr. Wilson said we have to start recycling our food waste at the Community Center so when we have events the renters will have to separate food waste from other garbage. Contra Costa County moved into the orange tier which is a relaxation on some of the restrictions and for us it means we can have 50% capacity or 200 people, however no receptions are allowed. Ceremonies can take place, but food is not allowed because they do not want that many people in an enclosed area not wearing masks. The Community Center was opened up for the November 3, 2020 General Election.
- 6.b. MAINTENANCE DEPARTMENT:** No report.
- 6.c. PORT COSTA SANITARY DEPT.:** The Board had received the Minutes of September 9. Mr. Barnhill reported there were no Sanitary Sewer Overflows (SSO's) or exceedances in September. He brought a smoke testing proposal to the Commission on October 14. Director Mackenzie asked Mr. Barnhill if he knew what Contra Costa Water was doing in Port Costa recently. Mr. Barnhill said there was a broken main at the railroad access road.

6.d. CROCKETT SANITARY DEPT.: Mr. Barnhill reported no Sewer Sanitary Overflows (SSO's) in September. He responded to two incidents, one at the Crockett Pump Station, engine running, low water pressure, and air pressure tank alarm. He said a portion of the main line on Vista Del Rio and Kendall was broken by EBMUD. Mr. Barnhill reported the maintenance management contact at West County Wastewater District (WCWD) is out for an undetermined amount of time. Staff has a new contact at WCWD but expect there will be some delays in information relay.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None

6.f. STAFF ANNOUNCEMENTS: None

7. CONSENT CALENDAR: The consent items were approved unanimously (es/lb):

- a. Approve Minutes of September 23, 2020.
- b. Approve payment of District bills (warrants Rec. 8922-8950; PCSan, 1266-1269; CVSan 6248-6265).
- c. Receive Minutes of Commissions and Committees.

8.a. CONSENT ITEMS REMOVED: None

8.b. STATE FUND ADJUSTED PREMIUM: Director Kirker reported he worked with State Fund and made adjustments to the bill due to Mr. McDonald leaving. He said it is based on what we are going to pay our employees this year and this will save us money. Director Kirker asked that item 8.d. be moved after 8.b.

8.d. AD HOC RENOVATION COMMITTEE: Director Peterson reported he sent out a timeline to all Directors today for the needs at the new office. He said very little needs to be done before it can be occupied in December and he doesn't see the need for an Ad Hoc Committee. Director Mackenzie said he thinks there is quite a lot of work to be done with the abatement and we cannot have employees move in until the abatement is done. Director Peterson said he has a call into Synergy to see if they are available to do the abatement right away. Directors Peterson and Kirker have inspected the new office building and found very little that needs to be done pursuant to the chemical composition reported and the different materials. Director Sutton said the renovation of the new offices is going to be an ongoing process, so it seems like we would need an Ad Hoc Committee for more than the months of November and December. She said it seems like there is plenty going on down the line that would require a committee. Director Peterson said he doesn't see anything that has to be done to postpone occupancy. He said the various rooms are in excellent condition except the carpet and we don't even need to paint the walls. It is just all optional what we might do down the line and we don't need any walls, partitions or cubicles. Director Mackenzie said he thinks that should be left up to the Ad Hoc Committee for them to decide and there is definitely a need for a committee. Director Peterson said he disagrees with that. Director Barassi said he agrees with Director Peterson. He said it's the building that has been in continuous occupancy and its way bigger than we need and he doesn't see a reason to spend a lot of money when we can occupy a good part of it now and then address the parts that are going to require capital improvements and raising of funds for the other parts that aren't so good and segment it off. Director Kirker said another issue is the timeline. We are going to run into an issue not having office space for the new employees. Director Mackenzie said there are also long-term issues that should be planned. Director Sutton said she agrees with Director Mackenzie and there is a need for a long-term committee, but looking at Director Peterson's timeline there are a couple of things that need to be done first and work on the rest later. Director Kirker said there is plenty of room to use the good part

of the building. Mary Wais asked by the time the renovation is complete will the Sanitary Department be able to use the garage. Director Kirker said yes. A motion to create an Ad Hoc Committee to lead renovation of new District offices carried with 4 Ayes and 1 Nay (Barassi) (es/jm). A motion to nominate Directors Mackenzie and Peterson to the Renovation Ad Hoc Committee carried unanimously (lb/es).

8.c. MIGHTYMITE TERMITE SERVICES: Director Peterson reported he is getting a second bid from Terminix Pest Control since they already service the Community Center and move forward with the lowest bidder. Director Mackenzie suggested we wait until the Ad Hoc Committee is formed for the new offices. Director Kirker said he is still in favor of getting a second estimate. He said walking around the building it's mostly cinder block and there is a 10 inch foundation around it. Director Mackenzie said he agrees we should get two or three estimates. He said he is in favor to have a meeting with Director Peterson to discuss. Director Kirker said he would like to move forward with this so the offices are ready to move into in December.

8.e. ORGANIZATION CHART: Director Peterson said he added four new senior management positions to the organization chart: Acting General Manager with hours as low as eight hours a week, District Secretary two days a week, Administrative Services Manager three days a week and the Waste Water Operations Manager at four days a week. This was all done with the adoptive budget and it is not clear that this number of hours is sufficient. Director Peterson said he chose the mid-range hourly wage for each position. He said we could make do with the existing budget. The job announcements have been posted on the District's website and bulletin boards at the Community Center and he will post them in Port Costa tomorrow. We are getting applicants already and some look good. Director Kirker said he is hoping to reduce the oversight and redundancy of the District. Director Mackenzie said he would like input from the current employees. Director Peterson said it's not intended to affect them and no one is intended to lose hours. He said Ms. Witschi would continue as Facilities Manager and we need full-time staff for the Sanitary Departments which Mr. Barnhill has been performing. Mary Wais asked how realistic do you think your work hour estimates are. Director Peterson said he thinks it is a squeeze but it's all about living within the current budget and if it doesn't work out then in the next fiscal year we would have to have a larger budget, if necessary. Director Mackenzie said he would like to know how it will interact with the current employees and their job functions. He asked will their job functions change and they have less job responsibility and how will it affect their status now. Director Peterson said this is something we will work through and he doesn't see it will affect Mr. Barnhill or Ms. Witschi because he is just proposing this now. Director Mackenzie said he wonders if they are willing to take on more of Mr. McDonald's responsibilities and that way we wouldn't have to hire someone for a few hours a week. Mr. Wilson said he hasn't seen the job descriptions just the summary on the job announcements. He said as you know Ms. Witschi has been working for the District for 12 years and when she came to work for the Recreation Department she continued to work for the Sanitary Departments. She has offered to take on payroll since Mr. McDonald has left and from what he can see you are taking jobs away from Ms. Witschi. Director Peterson said that is not intended. He said the District Secretary position is Senior Management which is required by law and it's not the duties that Ms. Witschi has been doing. Director Barassi said as he understands these are functions of each position and that multiple people can do different functions. Mr. Wilson said that some of those tasks in the job announcements are functions Ms. Witschi has been doing for 12 years. Director Peterson said he will have the job duties out for each position. He said Ms. Witschi will continue to help do these job duties. Director Mackenzie said then we wouldn't need to have a job posting for the position. Mr. Wilson said why would you take work away from her and spread them out amongst these other positions. Director Kirker said we will look at how many hours Ms. Witschi was working for each department pre-COVID

and then we would know how many hours we are dealing with. He doesn't want to burden the Recreation Department with extra work for Ms. Witschi. The idea is that Ms. Witschi will be putting in the same hours and charging her hours accordingly. When the Recreation Department re-opens we can figure out what needs to be taken away from her work schedule as it gets busy. Director Kirker said Ms. Witschi is putting in a lot of hours now. Mr. Wilson said Ms. Witschi was hired initially for 20 hours a week and when she moved to the Recreation Department for started to work 40 hours a week and that has been going on since 2014. Director Barassi said he doesn't see why not the current employee(s) couldn't just step up to one of these positions. He said the experience from working at the District outweighs someone who's coming from outside. Director Peterson said the boxes on the organization chart do not represent people, these are job duties. Director Mackenzie said you are advertising for these positions though. Director Peterson said he sees Susan being full-time, 40 hours a week.

8.f. SALARY RANGE FOR NEW POSITIONS: Director Sutton left the meeting until after the closed session. Director Barassi said when he was reading the retirement, health and other fringe benefits the vacation and sick leave accrual was listed for a full-time employee not a part-time employee. He said he doesn't see a reason to list benefits we do not provide. Director Peterson said he will revise the job announcements. He said the salary range is a different document. He said when a candidate applies for a position we can decide what pay scale we can offer in negotiations. The pay scale has to go to the Personnel Committee for adoption. Director Barassi said under the qualifications page do we need to say a US college degree and/or commensurate experience.

9.a. CLOSED SESSION: Conference with Labor Negotiator(s): Agency Designated Representative(s) to confer with Crockett Community Services District Board regarding Acting General Manager, Administrative Operations Manager, Wastewater Operations Manager and District Secretary positions. Pursuant to Government Code Section 54957.6.

10. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION: Director Kirker said there were no reportable actions.

11. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Director Peterson said he worked with Ms. Witschi on the financial worksheets. No further report.

12.a. PERSONNEL COMMITTEE REPORT: None

12.b. BUDGET & FINANCE COMMITTEE REPORT: None

12.c. AD HOC COMMITTEE REPORTS: Director Kirker reported the Staff Management committee met with Mr. McDonald in September.

12.d. INTER-AGENCY MEETINGS: None

13. FUTURE AGENDA ITEMS:

Award contract(s) for hazardous mitigation and roofing project the new District office (Nov).

Discuss policy on delegation of authority to Commissions (Nov).

Approve meeting and holiday schedule for 2021 (Nov.).

Election of officers (Dec.).

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.

12. BOARD COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 9:19 PM until November 3, 2020.

Respectfully submitted,

Susan Witschi

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November 12, 2020