

# CROCKETT COMMUNITY SERVICES DISTRICT

## Special Business Meeting AGENDA FOR WEDNESDAY, APRIL 1, 2020

TIME: 7:00 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/2020-04-01-board-ccsd-special-board-meeting-7-00-pm>. 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# 950 230 736 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/950230736> 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# 950 230 736.

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1. CALL TO ORDER – ROLL CALL
  2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
  3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:  
(*The Board 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. ADMINISTRATIVE:
    - a. Adopt Urgency Ordinance No. 20-1 authorizing increased authority of the General Manager during the local emergency caused by the COVID-19 pandemic and waiving prohibition of recording of meetings.
    - b. Adopt Resolution No. 19/20-18 designating an alternate regular meeting location and authorizing the Crockett Community Center for possible use as an “alternate care site”.

- c. Adopt policy to provide District employees with paid sick leave and expanded family and medical leave for specified reasons related to COVID-19 as required by The Families First Coronavirus Response Act (FFCRA or Act) through December 31, 2020.
- d. Authorize staff execute contract amendment with Regional Governmental Services (RGS) to assist with FEMA COVID-19 Disaster Recovery, including documenting losses incurred to manage District's COVID-19 incident, and coordinate with Contra Costa County Office of Emergency Services as required to seek reimbursement via FEMA grants.
- e. Receive report from Strategic Planning Ad Hoc Committee on issues facing the District.
- f. Receive report on management structure, status reports of previously ordered actions, and consider forming ad hoc committee to discuss workload and distribution of the General Manager/staff and the District as a whole.

5. REPORTS FROM BOARD MEMBERS:

*(These items are typically for exchange of information only. No action will be taken at this time.)*

- a. Inter-agency meetings.
- b. Board comments.

6. FUTURE AGENDA ITEMS:

7. ADJOURNMENT to April 22, 2020

You will find the Minutes of this meeting posted on our website at [www.town.crockett.ca.us](http://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.

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*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.*

**ORDINANCE NO. 20-1**

**AN URGENCY ORDINANCE OF THE CROCKETT COMMUNITY SERVICES  
DISTRICT AUTHORIZING ADDITIONAL AUTHORITY OF THE  
GENERAL MANAGER DURING THE LOCAL EMERGENCY CAUSED BY THE  
COVID-19 PANDEMIC AND  
WAIVING PROHIBITION OF RECORDING OF MEETINGS**

WHEREAS, on March 4, 2020, the Governor of the State of California declared a State of Emergency to exist in California as a result of the threat of Novel Coronavirus 2019 (“COVID-19”); and

WHEREAS, on March 10, 2020, the Contra Costa County Board of Supervisors adopted a proclamation of a State of Emergency in the County of Contra Costa to deal with the potential spread of COVID-19 for which the towns of Crockett and Port Costa, being unincorporated communities, fall under; and

WHEREAS, on March 12, 2020, the Governor issued Executive Order N-25-20 in further response to the spread of COVID-19, mandating compliance with state and local public health officials as pertains to measures to control the spread of COVID-19; and

WHEREAS, on March 16, 2020, the Health Officer of the Contra Costa County issued a “shelter-in-place” Public Health Order which included direction to governmental agencies to cease non-essential operations to slow the spread of COVID-19 to the maximum extent possible; and

WHEREAS, the health, safety and welfare of Crockett Community Services District (“District”) residents, businesses, visitors and staff are of utmost importance to the Board of Directors (“Board”), immediate actions were taken to establish staffing safe levels, implement operational changes to comply with social distancing requirements in the Public Health Order, and temporarily close the District facilities to the public; and

WHEREAS, on March 30, 2020 the District developed ad CCSD COVID-19 Plan (“Plan”), attached hereto and incorporated herein, based on previously taken actions; and

WHEREAS, additional future measures may be needed to protect the community which may require updates to the Plan; and

WHEREAS, the District provides Essential Governmental Functions because the sanitary department services provided are necessary to maintaining the health and safety of the public, and essential operation of residences, Essential Activities and Essential Business, as those terms are defined in the Public Health Order; and

WHEREAS, preparing for, responding to, mitigating, and recovering from the spread of COVID-19 may require the District to divert resources from normal day-to-day operations and it may impose extraordinary requirements on and expenses to the District; and

WHEREAS, under the Emergency Services Act, Government Code Section 8634, during a local emergency, a political subdivision may promulgate orders and regulations that are necessary to provide for the protection of life and property; and

WHEREAS, the District General Manager (“General Manager”) currently has spending authority up to \$5,000, without prior Board approval in addition to limited authority related to personnel matters; and

WHEREAS, in the absence of Board action, strict compliance with certain District rules and ordinances could prevent, hinder, or delay appropriate actions to prevent and mitigate the effects of COVID-19; and

WHEREAS, after consideration of all the facts reasonably available for review at the present time, the Board of Directors finds it in the best interest of the District to authorize the increase in General Manager spending authority to \$15,000, and up to \$25,000 upon authorization from the President of the Board, and approves all acts necessary and appropriate to ensure the operation of the District; and

WHEREAS, because of actions by the County and State affecting the location and format of Board meetings, the Board further desires to waive the prohibition of recording meetings in District Code Section 2.12.050.

**NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE CROCKETT COMMUNITY SERVICES DISTRICT DOES HEREBY ORDAIN AS FOLLOWS:**

**SECTION 1. Findings**

The Board of Directors of the Crockett Community Services District finds that all of the above Recitals are true and correct and incorporated herein by reference. The provisions of the Proclamation of a State of Emergency issued by the Governor of California on March 4, 2020, including the recitals therein, and the provisions of Executive Order N-25-20, including the recitals therein, are incorporated herein as if fully set forth.

**SECTION 2. Urgency Findings**

The Board of Directors of the Crockett Community Services District hereby finds that there is a current and immediate threat to the public health, safety and/or welfare and a need for immediate preservation of the public peace, health, or safety that warrants this urgency ordinance, which finding is based upon the facts stated in the recitals above, and in the staff report dated April 1, 2020, as well as any oral and written testimony at the April 1, 2020 meeting of the Board of Directors. This Ordinance is declared by the Board of Directors to be an urgency measure necessary for the immediate preservation of the public peace, health or safety. The facts constituting such urgency are all of those certain facts set forth and referenced in this Ordinance and the entirety of the record before the Board of Directors.

### **SECTION 3. Ordinance.**

1. The Board of Directors hereby promulgates the attached CCSD COVID-19 Plan which may be updated from time to time as may be necessary to respond to changing federal, state and local orders and to implement best practices designed to ensure public health.
2. Notwithstanding Section 2.08.030 of the District Code, the General Manager's independent spending authority is hereby increased to \$15,000. Where authorized in writing by the President of the Board of Directors, the General Manager's independent spending is hereby increased to \$25,000.
3. The Board of Directors hereby allocates \$40,000 of the Ad Valorem Property Tax held in Fund 3240 for the District's response to the COVID-19 crisis.
4. The General Manager is authorized to take all actions necessary, proper, and appropriate in his/her reasonable discretion to ensure the continued operation of the District, the safety of employees, and the safety of the public, including, but not limited to reasonable deviations from Board adopted Ordinances, Resolutions, Policies, and Procedures. Any exercise of the General Manager's authority pursuant to this Resolution shall be reported to the Board within a reasonably prudent timeframe.
5. The authority vested in the General Manager by this Urgency Ordinance will terminate by action of the Board and/or the Governor, Contra Costa County Health Officer, and Contra Costa County Emergency Services Director have each declared the state of emergency issued by his or her respective agency has ended.
6. The prohibition on recording meetings, as defined in District Code Section 2.12.050, to facilitate to transcription of the official minutes during this emergency, is hereby waived until one of the termination events described in Section 6, above, occurs.

### **SECTION 4. Severability**

If any provision of this Ordinance or the application thereof to any person or circumstance is held invalid, the remainder of the ordinance, including the application of such part or provision to other persons or circumstances shall not be affected thereby and shall continue in full force and effect. To this end, provisions of this Ordinance are severable. The Board of Directors of the Crockett Community Services District hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause, or phrase hereof irrespective of the fact that any one or more sections, subsections, subdivisions, paragraphs, sentences, clauses, or phrases be held unconstitutional, invalid, or unenforceable.

**SECTION 5. Effective Date**

Following adoption by at least a four-fifths vote of the Board of Directors, this Ordinance shall be effective immediately upon adoption pursuant to California Government Code Sections 25123 and 25131. The Board Secretary shall certify as to the adoption of this Urgency Ordinance and shall cause it to be published within fifteen (15) days of the adoption and shall post a certified copy of this Urgency Ordinance, including the vote for and against the same, at the District Office, in accordance with California Government Code Section 25124.

**PASSED AND ADOPTED** by the Board of Directors of the Crockett Community Services District on \_\_\_\_\_, by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAINED:

\_\_\_\_\_

President, Board of Directors  
of the Crockett Community Services District

**ATTEST:**

\_\_\_\_\_

Board Secretary of the  
Crockett Community Services

3503839.1

## **CROCKETT COMMUNITY SERVICES DISTRICT (CCSD) COVID-19 Plan as of March 30, 2020**

1. Administration / Sanitary department staff will continue to work in the office and in the field based on their position, but with the following measures to allow social distancing:
  - a. Staffing has the Port Costa Sanitary Department Manager/Assistant Crockett Sanitary Department Manager primarily working out of the District office Monday through Thursday, the General Manager/Crockett Sanitary Department Manager is setup for telework and comes into the office on Friday, both respond to field calls as needed
  - b. Assistant District Secretary / Facilities Manager continues to work out of the Recreation office to answer incoming calls, provide electronic documents from secure network to remote employees as requested, assist with payroll processing, and oversee security of the facilities
  - c. No sharing of workstations or other individual equipment
  - d. Wiping down of shared equipment, such as the District vehicle and manhole hooks, and door handles before and after use
  - e. For rooms that are too small to allow appropriate social distancing (District office, storage room, etc.), only one staff member will work in the room at a time
  - f. Staff meetings held outdoors, or via Zoom teleconference
  - g. The District has discontinued inspections except for emergency sewer permits inspections or public works sewer projects, but will continue to accept lateral sewer inspections (DVDs or USBs dropped off in mail slot) or via email
  - h. In the event of face-to-face contact with a resident, staff will maintain a distance of at least 6'; non-essential interaction with residents will be avoided
2. Recreation staff has reduced its workload to only perform Essential Governmental functions while following measures to allow social distancing including maintain a distance of at least 6' when interacting with staff or the public:
  - a. Recreation Department Manager will work from home, visit the recreation office for short durations if needed, and perform maintenance at the recreation facilities, such as the pool, as well as emptying trash from Alexander Park
  - b. Event Supervisor positions have been furloughed
  - c. Maintenance Attendant will empty trash
3. Public access to the Crockett Community Center, the Recreation office, and the District office has been discontinued; packages will be dropped off at the main entrance to the building to allow appropriate distancing, the Assistant District Secretary can view main entrance and will bring packages into the building
4. Hand sanitizer, gloves, and disinfectant wipes are available for staff to use on their workstations, work vehicles, incoming packages, and other items
5. Staff are reminded to abide by other recommendations from the CDC and SMC Health, including washing hands frequently, not touching your face and staying home when sick
6. This plan will remain in effect until further notice or changes in orders from the County Public Health Officer or the Governor's office

**RESOLUTION NO. 19/20-18**

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
DESIGNATING AN ALTERNATE REGULAR MEETING LOCATION AND  
AUTHORIZING THE CROCKETT COMMUNITY CENTER  
FOR POSSIBLE USE AS AN “ALTERNATE CARE SITE”**

WHEREAS, the Crockett Community Services District ("District") is an independent special district and the meetings of its legislative body are open and public in compliance with the legal requirements of the Ralph M. Brown Act (Government Code § 54950 et seq.); and

WHEREAS, due to the coronavirus pandemic, we are in a state of emergency, as established by the Governor on March 4, 2020 via Proclamation, and by the Contra Costa County Board of Supervisors on March 10, 2020, via Resolution; and

WHEREAS, on March 16, 2020, the Contra Costa County Public Health Officer issued a shelter in place order which affects the District's entire service area and requires alterations to the District's normal business practices; and

WHEREAS, on March 19, 2020, the Governor issued Executive Order N-33-20 directing all individuals living in the State of California to stay home or at their place of residence, except as to maintain continuity of operations of specified critical infrastructure; and

WHEREAS, the Governor identified a list of Essential Critical Infrastructure Workers to help state, local, tribal and industry partners as they work to protect communities. This list includes critical government workers and identifies sanitary operations workers management, and other service providers as necessary to maintain wastewater health and safety; and

WHEREAS, on March 17, 2020, the General Manager implemented certain rules and orders establishing alternative staffing levels, temporarily closing District facilities to the public, and altering the public services provided in order to ensure social distancing and protect the life and property of the District, its employees, and the residents of Crockett and Port Costa; and

WHEREAS, on April 1, 2020, the Board promulgated the rules and orders implemented by the General Manger, adopting by Urgent Ordinance the District's CCSD COVID-19 Plan; and

WHEREAS, it is necessary to continue to have meetings of the various legislative bodies of the District in order to maintain the critical public health and safety services and operations provided; and

WHEREAS, Section 54954(a) of the Brown Act requires that the District specify its regular meeting time and place by ordinance, resolution or bylaws; and

WHEREAS, the District's regular meeting place has been established as the Crockett Community Center in Crockett by District Code Section 2.04.040, and

**4.b.**



WHEREAS, Government Code section 54954(e) allows the Board President to designate an alternate location for the meetings to take place if, due to an emergency, it is unsafe to meet in the designated location; and

WHEREAS, on March 17, 2020, the Governor issued Executive Order N-29-20 which authorized meetings of local legislative bodies to be held by teleconference or other electronic means as long as notice is provided to the public and the meeting is made accessible in specified ways to allow the public to observe and participate; and

WHEREAS, it is the intent of the Board for it and its other legislative bodies to continue to hold meetings in order to receive information, provide direction, and make decisions on behalf of the District while still complying with social distancing requirements during the pendency of this pandemic; and

WHEREAS, the Board has shown interest in and Contra Costa County has been exploring and preparing “alternate care sites,” facilities to care for people with less complicated medical needs, which could provide community members a safe place to receive care if a surge of people with COVID-19 overwhelm traditional health care facilities.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Crockett Community Services District, that:

1. The above referenced recitals are true and correct and material to the adoption of this Declaration.
2. The District offices and Crockett Community Center at 850 Pomona Avenue, Crockett shall be temporarily closed to the public.
3. The Crockett Community Center is authorized for possible use as an “alternate care site”, if approved by the General Manager, and deemed necessary by Contra Costa Health Services who will also be responsible for identifying staff and bringing in necessary equipment and supplies.
4. The regular meetings of the Board, and any and all other meetings of the District's legislative bodies that are subject to the Brown Act, may be held via teleconference or other electronic means, in the manner set forth in the sample agenda notice attached to this Resolution, which may be updated, from time to time, in the actual agenda notice for the meeting of the legislative body.
5. 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 set forth in the sample agenda notice attached to this Declaration, which may be updated, from time to time, in the actual agenda notice for the meeting of the legislative body.
6. This Declaration shall take effect immediately and shall remain in effect only during the period in which state or local public health officials have imposed or recommended social distancing measures.

This Declaration is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the Crockett Community Services District, its departments, officers, employees, contractors, or any other person.

**PASSED AND ADOPTED** by the Board of Directors of the Crockett Community Services District on \_\_\_\_\_, by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAINED:

\_\_\_\_\_

President, Board of Directors  
of the Crockett Community Services District

**ATTEST:**

\_\_\_\_\_

Board Secretary of the  
Crockett Community Services District

3503895.1

# CROCKETT COMMUNITY SERVICES DISTRICT

Regular/Special Business Meeting  
AGENDA FOR [DAY], [MONTH DATE], 2020

TIME: 7:00 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. (See Resolution No. 19/20-xx)
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**Mobile:** Login through the Zoom mobile app on a smartphone and enter Meeting ID# 650-xxx-xxx.

## HOW TO SUBMIT PUBLIC COMMENTS:

**Written/ Read Aloud:** Please email your comments to [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us), write "*Public Comment*" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (*not to exceed three minutes at staff's cadence*), prominently write "*Read Aloud at Meeting*" at the top of the email. All comments received before 3:00 PM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be treated as telephonic/electronic comments.

**Telephonic / Electronic Comments:** During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. The public can speak up at that time or use the Zoom chat feature to indicate they want to make a public comment. If needed, a short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Use Zoom chat or email your comments to [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all submitted comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:  
*(The Board 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. ADMINISTRATIVE:
5. REPORTS FROM BOARD MEMBERS:
6. FUTURE AGENDA ITEMS:
7. ADJOURNMENT to [DATE], 2020

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# CROCKETT COMMUNITY SERVICES DISTRICT

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P.O. Box 578 - Crockett, CA 94525  
850 Pomona Street  
Telephone (510) 787-2992  
Fax (510) 787-2459  
e-mail: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

TO: Board of Directors  
FROM: General Manager   
SUBJECT: Management structure and existing employment agreements  
DATE: March 5, 2020

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 information was deemed to be useful and is being shared to help with the understanding of the roles and responsibilities of the General Manager and the Board.

The General Manager (GM) is the executive manager of the District and is responsible for the efficient and effective management, administration, and operation of the District as set forth in the District Code, Section 2.08.

## Authority

District Code *Section 2.08.040* gives the GM the authority and duty to appoint, supervise, discipline, and dismiss District employees, *except those employees who are appointed by resolution of the Board*. District Code *Section 4.16.070* states that appointments for management level positions, including but not limited to general manager, district secretary and department managers, are Board-appointed positions, and such appointments shall be so adopted by resolution. Both the Recreation Department Manager and Port Costa Sanitary Department Manager positions are appointed by the Board and therefore the Board has authority over these positions unless, at the discretion of the Board, they choose to delegate certain aspects of their responsibility.

The creation and adoption of the policy Delegating Authority to Commissions, adopted by the Board on August 27, 2008, gives commissions the power to give directions to Department Managers. The same policy confirms the Board as the body to give direction to the General Manager, District Secretary, and Commissions. It reserves power to the Board to appoint, remove or discipline the general manager, district secretary, district treasurer, and their (*board*) staff, along with department managers.

California Government Code 61051 (b) makes the general manager responsible for "the appointment, supervision, discipline, and dismissal of the district's employees, *consistent with the employee relations system established by the board of directors*." The District's Personnel Policy & Procedures Manual generally describes the employment relationship between the District and its employees. Restrictions imposed by the District Code and contract law give the Board final authority over personnel matters for department managers.

## Dual-Reporting

The District Hierarchy establishes dual-reporting responsibilities for its managers. Management must report to both their Commission and to the General Manager which sometimes have competing objectives. Management must weigh these conflicts and bring issues of dispute to the Board more regularly than that with agencies with a less complex reporting structure, adding an administrative burden to the District.

## Employee Agreements and Contracted Fringe Benefits

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 the same language and protections given to executive managers including termination and severance pay, vacation leave, and sick leave. Any changes to the contract terms and fringe benefits provided would require negotiation of a new contract. Vacation leave for management employees under contract accrue monthly and accumulate from year-to-year without limit. Sick leave accumulates from-year-to-year and is capped under contract for two of the three management employees.

	Vacation Accrued	Sick Accrued	Sick Cap
Dale McDonald	49 days	240 hours	240
James Barnhill	10 days	37 hours	160
Ron Wilson	48 days *	192 hours	n/a

\* Based on 4-hour days

Use of vacation leave is restricted based on contract language, requiring employees to not voluntarily take more than either two weeks or three weeks of vacation in any calendar year without prior approval of the General Manager or Board. Both the General Manager and Recreation Manager accrue 4 weeks of vacation annually due to longevity of service. Vacation leave remains on the books as an uncompensated payroll liability and must be paid out upon leaving employment. The continuing accrual and responsibilities of managing the District has made it difficult for management to draw down their accrued vacation 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.

## ACTION

Receive the report and consider recommendation of the Personnel Committee, form other recommendations, and/or direct staff on action.

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# CROCKETT COMMUNITY SERVICES DISTRICT

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P.O. Box 578 - Crockett, CA 94525  
850 Pomona Street  
Telephone (510) 787-2992  
Fax (510) 787-2459  
e-mail: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

TO: Board of Directors  
FROM: General Manager *M*  
SUBJECT: Status Reports on previously ordered actions  
DATE: March 9, 2020

District staff has strived to address the backlogged items on the various Status Reports presented, balancing risk and costs in prioritizing action. It has become increasingly difficult to keep up with the ever-growing list with existing staff.

I have reprioritized tasks and directed staff to focus on State mandated items as their priority along with focusing on their day-to-day operations. Backlogged work will remain on the Status Report lists as pending until such time staff can free up time, additional staff is brought on board, consultants leveraged, and/or volunteers are identified to assist.

I have also implemented an administrative order limiting multiple large-scale projects from occurring simultaneously across various departments absent funding to address the administrative burden these large projects have on our limited staff.

## ACTION

Discuss and formulate opinions, direct staff accordingly.

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# CSD STATUS REPORT

## MARCH

DATE	REF.	TASK	STATUS	NEXT STEP
Ongoing		<b>Financial Accounting &amp; Budget</b>	Draft FY 20/21 report	Prelim FY 20/21 budget
Ongoing		ADA Compliance Plan Review	ON HOLD	Contract inspection
Ongoing		Inventory of capital assets	BACKLOGGED	Update list annually
Ongoing		Local Hazard Mitigation Plan (LHMP)	BACKLOGGED	Develop current
1/17	C-31	Waiver of Subrogation	District does not have	Alliant to quote
1/17	C-30	Establishment of By-Laws	BACKLOGGED	Staff to Draft
10/17	C-29	Meeting Cancellation Policy	BACKLOGGED	Staff to Draft
1/18	C-28	Second Signer Policy	BACKLOGGED	Staff to Draft
5/18	C-27	Lateral Issues Report	BACKLOGGED	Staff to Draft
9/18	C-26	Workshop for Directors on Public Contacting	Identify	Schedule Workshop
7/17	C-25	<b>Dog Park at Bridgehead - Resolution No. 17/18-09 supporting development and to determine feasibility.</b>	Suspended Work	Awaiting Caltrans final lease
5/17	C-24	<b>Personal Accounts and Devices - complying with recent public records act decision regarding emails and text messages.</b>	BACKLOGGED	All Directors, Commissioners, and staff following law by saving District records.
1/16	C-23	<b>Social Media - Facebook, Twitter, and web page. Used only to post information about District events, no debate online. Direction by Board to consolidate to one Facebook page.</b>	ON HOLD	Board directed to limit to District posts.
12/14	C-21	<b>Emergency Operations Center (EOC) - Crockett Community Center to serve as EOC for the District per Resolution No. 14/15-10. Staff directed to attend SEMS training.</b>	SUSPENDED WORK	Support EOC at Loring Fire Station, center to serve as public meeting place, draft resolution.
3/14	C-20	<b>Safety &amp; Wellness Program - program for employees adopted by Resolution No. 13/14-17 but implementation postponed until funding can be identified.</b>	ABANDONED PROGRAM	

\*Items marked COMPLETED will be removed from the Status Report the following month.



10/12	C-12	<b>Revise internal chart of accounts</b> - recommended by auditor. Move to class based accounting and simplification of chart of accounts recommended.	Planned for FY 20/21	Consult CPA to assist
1/11	C-17	<b>Sewer map</b> - update printed map of sewers and adopt resolution to define our responsibility.	iCOMM to draft.	Create new PDF map.
8/06	C-1.5	<b>WCWD Service Agreement</b> - current agreement is from 1990, new agreement would better define the scope of services and needs of our District.	ON HOLD	Develop needs - CVSan Wastewater Comm.
9/18	C-26	Workshop for Directors on Public Contracting	Identify	Schedule workshop
5/18	C-27	Lateral issues report	BACKLOGGED	Staff to draft
1/18	C-28	Second Signer Policy	BACKLOGGED	Staff to draft
10/17	C-29	Meeting Cancellation Policy	BACKLOGGED	Staff to draft
1/17	C-30	Establishment of By-Laws	BACKLOGGED	Staff to draft for all Commissions
1/17	C-31	Waiver of Subrogation	District does not have	Alliant to quote

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# PERSONNEL STATUS REPORT

DATE	REF.	TASK	STATUS	NEXT STEP
4/14	P-1	<b>Review Job Descriptions</b> - update as needed, compare to WC Comp Codes.	BACKLOGGED	To Personnel Committee
11/16	P-2	<b>Injury &amp; Illness Prevention Plan</b> - review, update, and develop additional training material as needed.	BACKLOGGED	Draft revisions then to Personnel then Board for approval by Resolution
11/16	P-3	<b>Floater Holidays</b> - written definition and guideline on use of floating holidays.	BACKLOGGED	Provide to Personnel Committee
06/17	P-5	<b>Harassment Training</b> - class for all employees, directors, and commissioners. AB 1661 / SB 1343	RGS trained	Finish training by May 2020
06/17	P-6	<b>Non-Employee Conduct</b> - develop simple policy that staff can follow on how to escalate complaints against Commissioners and/or volunteers.	BACKLOGGED	Policy to include interview with at least two people
08/17	P-7	<b>Outsource Administrative Tasks</b> - gather costs of outsourcing certain tasks.	ONGOING	D. Morales assisting CVSan
11/17	P-8	<b>Merit Policy</b> - revisit and consider removal of "pay raises" and "wage increase" from existing policy.	Not pursuing	Drop from list
11/17	P-9	<b>No Tip Policy</b> - research and develop.	Not pursuing	Drop from list
12/17	P-10	<b>Hiring Procedures</b> - consolidate and train staff	BACKLOGGED	Summarize written procedures - Personnel Committee

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# MAINT. DEPT. STATUS REPORT

# MARCH

<u>DATE</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing	Plaza maint. thru CIA	on schedule	continue per MOU
Ongoing	Veterans Memorial Hall Seismic Retrofit	Engineer review of concrete pier	Memorial hall to meet
Ongoing	Veterans Memorial Fundraising		
Ongoing	Hillside Maintenance	Fire on hillside	Call CALFIRE for removal
Ongoing	Bridgehead maintenance	Limited maintenance	Identify resources, plan of action
1/19	M-13 Parcel tax for maintenance	CIA researching	Board to consider
9/18	M-11 GeoTechnical Engineering Alternative Push Pier Design for Memorial Hall	Received drawings and calculations	Committee to determine if alternate seismic work is feasible
8/17	M-12 Investigate acquisition of corner bridgeview lot	No movement	KP investigating
7/17	M-9 Dog park at Bridgehead - lease or MOU	SUSPEND WORK	Waiting for Caltrans final lease
8/07	M-3 Caltrans property - Bridgehead	permit rec'd 3/12	Waiting on Caltrans for new encroachment permit or abandon

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# REC. DEPT. STATUS REPORT

# MARCH

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		<b>Facility maintenance</b> - Community Center, pool, and park.	All safety issued corrected	
Ongoing		<b>Financial accounting &amp; budget</b>	Draft 20/21	Prelim FY 20/21 Budget
Ongoing		<b>Prop 68 Park &amp; Water Bond</b>	Filed notice of interest	Get update from State
Ongoing		Hazardous Material Training	Update I&I	Train seasonal staff

## FINANCIAL MATTERS

2/09	F-9	<b>Fence damage recovery (#2)</b> - Harris	\$1300.26 judgment	Ron to collect or sell debt
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## MAINTENANCE ISSUES

4/13	M-8	<b>Hillside Maintenance</b> - long-term hillside cleaning plan needs to be developed.	grass cut	Move to Maint Dept. identify funding
2/19	M-9	<b>Signage for the Park</b> - post rules	Pending	Get new signs - summer trash

## CAPITAL IMPROVEMENTS

3/14	C-1	West side covered deck Project	pending	Identify funding. Do project in phases
12/18	C-2	Fire suppression system for Center	pending	Waiting on additional quotes
2/20	C-3	Memorial bench for David Botta	pending	Funding and concrete pad

## ADMINISTRATIVE MATTERS

10/17	A-30	<b>Add More Classes and Activities</b> - at the Community Center	future item to Commission	Ad Hoc to identify costs and resources to implement.
4/12	A-31	Alcohol rules for youth groups	Incorporated in contracts	Update Code by Ordinance
9/10	A-21	<b>Signs - no skateboards or bikes</b>	Sec. 7.12.090 prohibits	add to signage for park rules
11/08	A-20	<b>Rec Policies &amp; Procedures Manual</b> - both the community center and aquatics center.	BACKLOGGED	
2/20	A-35	Policy on memorial donations	BACKLOGGED	Staff to develop
2/20	A-36	100-year plaque at Community Center	Pending	Order plaque

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# PC SAN. DEPT. STATUS REPORT

# MARCH

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
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## **ADMINISTRATIVE MATTERS**

Ongoing		Review/revise O&M manual	Reviewed	Annual review
Ongoing		Revise sewer system management plan	Audit complete	Audit Feb 2022
Ongoing		System rehabilitation program	BACKLOGGED	Continue video inspection. Update 5-year plan.
Ongoing		Property database	Current thru 12/2020	
Ongoing		Financial accounting & budget	Identify funding	
4/15	A-4	Sludge disposal procedure document	review with operators	
2/19	A-5	Delayed payment of loan	TABLED	Revisit in May
8/15	A-6	Encroachment 70 CLD	BACKLOGGED	Force owner to comply
8/15	A-7	Small Community Grant	POSTPONED	Revisit State grant options

## **ENGINEERING MATTERS**

1/13	E-3	Install high water alarm in sump	Valley to aquire/install float switch	Telstar to tie into PLC
6/08	E-7	#4 filter condition	ON HOLD	Excavate content of filler bed #4
3/16		Railroad crossing	ON HOLD	will approach this if equipment access to WWTP is needed for emergency or maintenance
1/17		Install backup Watson Marlo chem pump	Pending aprvl to send to manufacturer	Valley send to diagnose/repair
6/17		Constant Level Gate	Pending assessment	
5/18		Upgrade PLC	contact vendor for estimate	
6/18		P-03-09 + P-03-05 easement	sent letters to properties	
6/18	E-10	Pipe condition assessment WWTP	Build plumbing pipe reserve	
12/19	E-8	CCTV Inspection Project	ON HOLD	Reduce scope of work
1/20	E-9	Remove sewer blockage on P-03-12 to P-03-09 new 92 CLD	Identify contractor	Spot repair
1/20	E-11	Polycoat top of septic tank wall	Consider in 2025	

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<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
<b><u>MAINTENANCE MATTERS</u></b>				
		Monitor sludge level - WWTP walls	Valley - ongoing	
8/17		Repair/replace #3 dosing siphon in dosing structure	Pending	
8/18	M-7	Install signage at WWTP	Commission volunteered	Pending/field trip
2/17		Replace P-00-01 MH cover	Pending purchase/install - LRP	Pending
2/17	M-6	Remove shrubbery	Commission volunteered	Pending/field trip
		Transplant sand into filter bed #3	suspended	
10/16		Annual load bank/fluid svc on genset	completed Oct 2019	Next due- Oct 2020
1/13	M-1	Raise manhole elevations	Received quotes (on hold)	Raise manholes (on hold)
7/12	M-3	Clean/paint plumbing	Mitigate rust, assess condition / paint	Budget work
7/12	M-4	Repair eroded wet well stopper valve	Define scope of work	Receive add'l quotes for work
7/12	M-5	Reset siphon valve #3	Drain north side/buy parts/ gate valve open	Drain/close valve/ reset valve height
10/19		Remove tree branches power line		

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# CV SAN. DEPT. STATUS REPORT

## MARCH

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Flow data analysis	Gather data	Hydraulic study
Ongoing		Sewer database & repair records	current thru 6/13	Add to ICOM3, report map
Ongoing		Financial accounting & budget	Draft FY 20/21	Prelim FY 20/21 budget
Ongoing		JTP cost allocation adjustment	allocation complete	
Ongoing		C&H diversion analysis	current thru 5/19	
Ongoing		Creek pollution monitoring	BACKLOGGED	
Ongoing		Manhole maintenance	brush & debris cleared	Review Summer 2020

### FINANCIAL MATTERS

4/18	F-23	10-year revenue program	updated in 2018	BACKLOGGED
3/18	F-22	Climate change impacts	POSTPONED	Strategic planning in fall
3/18	F-21	Advance planning renegotiate JUA	POSTPONED	Review JUA in winter
3/18	F-20	Advance planning for flow reduction C&H	POSTPONED	To Wastewater Committee

### ENGINEERING MATTERS

5/18	E-27	Flyght SCADA with MCC	engineer investigating	To bid April 2020
12/12	E-26	Protect pump station from floods	POSTPONED	remove bricks by March 2020
5/12	E-25	6" sewer behind Third/Wanda	BACKLOGGED	install access point
10/10	E-24	Loring pump station alt. power backup	WCWD Power	install generator
7/07	E-21	Mercury TMDL	BACKLOGGED	review / research
4/07	E-20	Pool discharge permitting	BACKLOGGED	create permit
3/05	E-10	EQ tank rehabilitation	cleaned 9/14	engineers study required
6/04	E-9.5	Sewer replacement schedule	2% per year	Wastewater to review 2021
10/01	E-4	Easement agreement (405 Alhambra)	BACKLOGGED	hire surveyor
8/01	E-3	Edwards Creek tunnel project	COMPLETED	record grant of easement
7/17	E-28	Update contacts with DIR	BACKLOGGED	Contractors must be registered

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
<b><u>ADMINISTRATIVE MATTERS</u></b>				
1/18	A-32	Easement Protection Program	BACKLOGGED	revisit enforcement priority
6/17	A-31	Access & Repair Agreement Program	BACKLOGGED	develop formal program
4/17	A-30	Abandon sewer easement 550 Alhambra	Attorney for language	record abandonment
9/12	A-28	Capacity charge payment plan	POSTPONED	revise fee ordinance
3/12	A-27	Common lateral ordinance	DELAYED	review ordinance
2/10	A-26	Capacity charge ordinance	POSTPONED	revise by ordinance
11/09	A-25	Double permit fees for no permit	drafted	adopt ordinance
3/08	N-11	Penalties for lateral SSO negligence	BACKLOGGED	develop fines
4/07	A-20.5	Lateral replacement	ON HOLD	
11/06	A-19	Safety training requirements	Identify	annual training
3/04	A-16	C&H access requirements	BACKLOGGED	abandon sewers
8/03	A-15.9	Grease trap inspection control program	BACKLOGGED	develop procedures
8/03	A-15.8	Grease trap maintenance	BACKLOGGED	require specified maint.
8/03	A-15.7	Grease traps/FOG	BACKLOGGED	notify commercial kitchens
3/03	A-15	N-00-29 sewer easement	Docs updated	parties to sign
3/02	A-14	Encroachment permit (9 Crolona Hgts)	BACKLOGGED	send agreement
2/01	A-11	Sewer main acceptance records	BACKLOGGED	disavow by resolution
2/99	A-8	West County contract review	ON HOLD	continue with existing
5/98	A-4	Emergency binder	BACKLOGGED	Update and revise
6/20	A-33	Letter to railroad re crossing	BACKLOGGED	Protect access to outfall
1/20	A-34	Outfall lease SLC #25959	Incomplete	Address outstanding items
1/20	A-35	Voumetric reporting	Register on web	Complete reporting April 30