

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting
AGENDA FOR WEDNESDAY, MAY 22, 2019

TIME: 7:00 PM
PLACE: 850 Pomona Avenue, Crockett

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. REPORTS FROM COMMISSIONERS:
(This item is typically for exchange of information only. No action will be taken at this time.)
5. PUBLIC HEARING:
6. REPORT OF DISTRICT COUNSEL:
7. MANAGERS' REPORTS: *(These items are typically for exchange of information only. No action will be taken at this time.)*
 - a. Recreation Department.
 - b. Maintenance Department.
 - c. Port Costa Sanitary Department.
 - d. Crockett Sanitary Department.
 - e. Governmental matters.
 - f. Announcements and discussion.
8. CONSENT CALENDAR: Consideration of a motion to approve the following items:
(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
 - a. Approve Minutes of April 24, 2019.
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.
 - d. Receive Status Reports on outstanding District and department items.
 - e. Receive letter sent to Contra Costa County LAFCO, comments on Chapter 21 – Crockett CSD MSR.
 - f. Receive letter sent to State Lands Commission in support of the CCRCD and Carquinez Recover the Waterfront.
 - g. Receive Agency Comment letter sent to Department of Conservation Department; County File #LP19-2017 land use application for public park along waterfront.
 - h. Receive draft letter from the Board of Supervisors to State Lands Commission, request to proceed to seek a new commercial tenant for 501 Port Street, Crockett.

9. ADMINISTRATIVE:
 - a. Consider consent Items removed from Consent Calendar.
 - b. Review and authorize the release of a Request for Proposal (RFP) seeking contractual services for financial audit for fiscal year 2018-19 with option to renew for two additional fiscal years periods, 2019-20 and 2020-21, to be circulated for competitive bidding.
 - c. Consider Resolution No. 18/19-18 authorizing the General Manager to renew group short and long-term disability insurance with the Lincoln National Life Insurance Company.
 - d. Consider Resolution No. 18/19-19 levying an annual Recreation Special Tax for FY 2019/20 in the amount of \$110.00 on all residential parcels.
 - e. Consider Resolution No. 18/19-20 confirming publication of Ordinance No. 19-1 establishing informal bidding procedures under the Uniform Public Construction Cost Accounting Act.
 - f. Approve Additional Services Request (ASR) #2 with Holmes Structures in the amount of \$4,000 for Memorial Hall structural engineering design services to provide deep foundation system utilizing drilled, cast-in-place concrete piers with structural drawings, calculations, and specifications sufficient for bidding. Include in approval motion directing staff to develop bid documents for project identified as Seismic Phase 1 MH-1901.

10. BUDGET AND FINANCE:

Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.

11. REPORTS FROM BOARD MEMBERS:

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

- a. Personnel Committee – Members Barassi, Bartlebaugh, Burnett, Cusack, Sutton and Wilson
- b. Budget & Finance Committee – Members Mackenzie and Peterson
- c. Ad Hoc Committees:
- d. Inter-agency meetings:

12. FUTURE AGENDA ITEMS:

Public hearing to approve the rate charges and method of collection (June).
 Adopt budget for FY 2019/20 (June).
 Adopt annual appropriations limit (June)
 Adopt purchasing procedures and spending limits.
 Adopt policy for use of private devices and e-accounts.
 Develop policy on proposals for new programs without established funding.
 Consider Ad Hoc Committee on long range planning.

13. BOARD COMMENTS:

14. ADJOURNMENT to June 26, 2019

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.