

# 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)

## MINUTES OF REGULAR MEETING, JULY 24, 2019

1. CALL TO ORDER: The meeting was called to order at 7:04 PM by President Peterson. Present were Board Members Kirker, Mackenzie and Sutton, along with General Manager McDonald, Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present was Sanitary Commissioner Wais. Director Barassi arrived later.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. REPORTS FROM COMMISSIONERS: None
- 5.a.-5.e. PUBLIC HEARINGS: Mr. McDonald presented five resolutions to collect the annual installments for sewer lateral repair work, as agreed to by the Access and Repair Agreements with property owners, on their next property tax roll. Director Peterson opened the hearing for comments from the public at this time. Having heard all who wished to speak on this subject, and hearing none, Director Peterson closed the public hearing. A motion to approve Resolutions 19/20-01 through 19/20-05 ordering collection of specific charges on the tax roll carried unanimously (mk/es). Director Barassi arrived at 7:05 pm.
  - Resolution No. 19/20-01 for 1235 Lillian Street (APN 354-173-001) for \$1,094.08.
  - Resolution No. 19/20-02 for 701 Edwards Street (APN 354-103-033) for \$1,538.54.
  - Resolution No. 19/20-03 for 1225 Starr Avenue (APN 354-125-002) for \$2,269.26.
  - Resolution No. 19/20-04 for 1334 Wanda Street (APN 354-124-006) for \$2,760.96.
  - Resolution No. 19/20-05 for 42 Canyon Lake Drive (APN 368-145-008) for \$2,297.80.
6. REPORT OF DISTRICT COUNSEL: None
- 7.a. RECREATION DEPT. REPORT: The Board had received the Minutes of June 3. Mr. Wilson reported the tennis courts will be repaired tomorrow, filling in the cracks and repainting. He said we are hosting Shakespeare in the Park on Saturday, August 3 at Rithet Park at 3:00 pm. Prop. 68 from the State interested in submitting project, per capita based on population. Minimum any district can receive is \$200K.
- 7.b. MAINTENANCE DEPARTMENT: Director Peterson reported he spoke to Caltrans today and nothing has been done on the Dog Park Project. He said on Friday the project documents will be circulated within Caltrans, which will take approximately one month. The standard document will be sent to me on July 25 or 26. He said he will pass on to Mr. McDonald and the Dog Park Committee. He said the CIA maintained triangular corner at 6<sup>th</sup> and Pomona will most likely not be part of any lease agreement for the Dog Park. Director Peterson reported he has four street light poles on order and will receive in September. He said there are no spare light poles for the one out on Pomona Street. He has not

heard from the engineer regarding Memorial Hall. He will contact engineer for update. Mr. McDonald reported Glenn Hummel of the Crockett Dog Park Committee donated \$1K to pay for staff time working on Dog Park issues to date. Nancy Rieser called staff and said a tree was leaning over at the Bridgehead but that volunteers will straighten it out.

7.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of June 12. Mr. Barnhill reported no Sanitary Sewer Overflows (SSO's) occurred in June. He said Commissioner Mann installed the pump room door louver. Contra Costa Health Services completed the Hazardous Materials inspection of the chemical storage at the septic tank, no issues were identified and Permit was issued. He talked about the algae buildup in the contact basin and said he installed solar shade fabric over it to block the sun which is causing the algae buildup.

7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of June 19. Mr. McDonald reported there were two emergency spot repairs at Port and Wanda. He said on June 28, a previously unknown 6" clay sewer pipe was exposed during PG&E trenching. The sewer pipe was damaged and was leaking raw sewage into the construction pit. On July 19, the 8" main clay sewer running down Wanda was exposed, was cracked in multiple locations, and was leaking wastewater into the trench. Director Peterson asked what is going on with the Atherton Project. Mr. McDonald said it is moving forward, the drawings have been marked up and front end specifications needs to be updated to reference PVC SDR 26 and Horizontal Directional Drilling that will be used for part of the project.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported on Senate Bill 83 – paid family leave (PFL). He said the duration of benefits for PFL will go from six to eight weeks effective July 2, 2020. He has asked District counsel to interpret the definition of eligible employee as it relates to this law as well as checking to see if the law changes the definition of eligible employee for other State Labor codes such as California's State Disability Insurance (SDI) or California Unemployment Insurance Code (CUIC) which has exempted governmental employees in the past. Ms. Wais mentioned if the District was aware of Berkeley recent legislation on gender neutrality in their District Code. Mr. McDonald said he is aware of the protections given and other recent actions by the State, such as gender neutral bathrooms, which the District will also have to address.

7.f. STAFF ANNOUNCEMENTS: Mr. McDonald reported he attended the Manager's Roundtable meeting in Oakland on July 8. He said that the California Special Districts Association (CSDA) will consider giving a credit to the District for the missed CSDA 2019 Leadership Academy conference in Napa Director Sutton was unable to attend. Ms. Wais said she finds at times government interference troubling. Directors Kirker and Barassi said staff should look into sewer repairs made at PG&E site and push back on getting PG&E to pay for these repairs. Mr. McDonald said he has looked at conditions in determining cause and will revisit to see if there is an opportunity to seek reimbursement. Mr. McDonald handed out the General Manager Personnel Evaluation Forms to the Board and said; unless there was an objection, he would be sending performance evaluation forms to Commissioners asking for their feedback to assist the Personnel Committee and Board perform the General Manager evaluation next month.

8. CONSENT CALENDAR: The consent items were approved with 4 Ayes and 1 Abstain (Barassi) (es/kp):

- a. Approve Minutes of June 26, 2019.
- b. Approve payment of District bills (warrants Rec. 8120-8221; PCSan, 1117-1129; CVSan 5898-5920; Maintenance 419).
- c. Receive Minutes of Commissions and Committees.

9.a. CONSENT CALENDAR: None

9.b. RESIGNATION OF COMMISSIONER: A motion to approve resignation of Vanessa Eskildsen from the Recreation Commission carried unanimously (lb/es).

9.c. RE-APPOINTING COMMISSIONER: A motion to approve Resolution No. 19/20-08 re-appointing Tom Cusack to the Recreation Commission carried unanimously (lb/jm).

9.d. AMEND DISTRICT CODE: Mr. McDonald reported the District has added, amended and corrected the District Code by ordinance since originally adopted in January 2005. He said staff proposes to introduce and adopt an ordinance repealing and replacing the District Code with portions to be maintained in original form along with changed provisions to facilitate codification of the District Code. Director Barassi asked what is the cost to draft. Mr. McDonald said around \$2K for publication costs. Director Sutton asked if the legal department believes that doing this will make everything legal. Mr. McDonald said transparency is important and updating the code to reflect powers given to community services districts helps maintain that transparency. He said re-confirming prior adopted ordinances through the repeal and replace process is the cleanest way to make sure all codes are clear and apply to Crockett and Port Costa equally. Director Barassi said he believes Port Costa should have Standard Specifications more specific to them. Mr. McDonald said the Standard Specs, which are not a part of the District Code Ordinance proposed, were based on Central Contra Costa Sanitary District specifications and are primarily used for new projects. A motion to authorize the drafting of an ordinance to add to, amend, and correct the District Code of the Crockett Community Services District, as amended, carried unanimously (jm/es).

9.e. PROPERTY ACQUISITION: Mr. McDonald reported Wilson & Kratzer is selling the Hosselkus Chapel across the street. He would like to create an Ad Hoc Committee to investigate whether the District would like to make an offer to buy the property and put it back to community use, both to serve as a larger District office and chapel that could be marketed as an add on with Community Center rentals for receptions. Director Sutton said she is definitely interested. Director Peterson said he would like to know more. A motion to form an Ad Hoc Committee to investigate feasibility of property acquisition for relocation of District and sanitary department offices and additional facility use by the Recreation Department, with Directors Barassi and Mackenzie as Ad-hoc members, carried unanimously (jm/lb).

9.f. ANNUAL NEWSLETTER: Mr. McDonald reported since there was no sewer use charge increase the annual newsletter was not required to be sent out in May. He would like to do a bulk mailing to Crockett and Port Costa residents and focus on pollution prevention. Ms. Wais asked if you can list the vacant seat on the Recreation Commission in the newsletter. A motion to authorize release of District's annual newsletter to be drafted by the General Manager with President's letter carried by consensus.

10.a. FINANCIAL REPORT: The end-of-year statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported the Local Agency Investment Fund interest rate has increased from 2.55% to 2.57% on June 30.

10.b. AUDIT SERVICES: Mr. McDonald reported he sent out Request for Proposals (RFP) for audit services. He said he received two proposals and both met requirements of the District. The Budget & Finance Committee met and they recommended David Farnsworth, CPA to perform the District's audit. The cost is \$10,124 with the work expected to take 56 hours and will be done over 4-6 weeks. A motion to approve David Farnsworth to perform audit services for fiscal year ending June 30, 2019 and

authorize the General Manager to execute contract with auditor as recommended by the Budget & Finance Committee carried unanimously (lb/es).

11.a. PERSONNEL COMMITTEE REPORT: None.

11.b. BUDGET & FINANCE COMMITTEE REPORT: The Board had received the Minutes of July 16. Director Mackenzie said the Committee discussed property tax revenue for the Maintenance Department. He said they also discussed financing for anticipated major projects at Port Costa treatment plant.

11.c. AD HOC COMMITTEE REPORTS: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

Public hearing on Ordinance No. 19-2, repealing and adopting District Code (Aug).  
Resolution demanding preservation of historic building and access to waterfront (Aug).  
Personnel Evaluation of General Manager (Aug).  
Policy on supporting non-District projects (Sept).  
Review and adopt ADA compliance plan.  
Adopt purchasing procedures and spending limits.

13. BOARD COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 9:00 PM until August 28, 2019.

Respectfully submitted,

Susan Witschi  
August 1, 2019