

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF REGULAR MEETING, FEBRUARY 27, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Peterson. Present were Board Members Barassi, 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 Bartlebaugh.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. REPORTS FROM COMMISSIONERS: None
5. PUBLIC HEARING: None
6. REPORT OF DISTRICT COUNSEL: None
- 7.a. RECREATION DEPT. REPORT: The Board had received the Minutes of January 7. Mr. Wilson reported the pool was broken into a couple weeks ago. He said they took the credit card machine in the office, power tools out of the pump room, and broke the lock on the shed and took the starting system. We have him on video camera and we have turned it over to the Sheriff's Department. Director Kirker asked since they broke the lock on the door would you be able to replace the door on an insurance claim. Mr. Wilson said he doesn't think we meet the insurance deductible. Planchon Roofing was out to repair a leak in the kitchen. The Crockett Swim Team will begin using the pool on March 3. John Swett High School is having a job fair on March 19 and he will try and recruit swim instructors and lifeguards. Mr. Wilson reported he is continuing to work on the fire inspection deficiencies. He said Susan has contacted Public Works to have the curb painted red in front of the building. The Walk of Honor is on May 18. We are working on another flyer for the Walk of Honor to send out to every resident in Crockett.
- 7.b. MAINTENANCE DEPARTMENT: Director Peterson reported the street light has been replaced at Port Street and Pomona. The new one is so similar to the old you cannot tell the difference. Mowing at the bridgehead has begun and volunteers continue to pick up trash. He said Chris Goehe is one of the volunteers helping pick up garbage at the bridgehead. Director Peterson reported he received a written response from the geotechnical engineer on pressure grouting of soil for Memorial Hall. Mr. McDonald reached out to Caltrans to check on the status of the new lease and existing encroachment permit to confirm the dog park can move forward. He has not received reimbursement from the Dog Park Committee on staff time already spent working on dog park issues. Director Peterson asked if he has any news about the acquisition of the Bridgehead. Mr. McDonald said there has been no movement.
- 7.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of January 9. Mr. Barnhill reported no Sanitary Sewer Overflows (SSO's) in January. He said the secondary containment pallet was delivered for the sodium hypochlorite tote in the septic tank yard. Grundfos inspected and adjusted the PACO influent pumps at the Waste Water Treatment Plant (WWTP). Engineers toured the septic tank and the WWTP. Awaiting engineers estimate for structural inspection. L.R. Paulsell

cleaned and CCTV inspected the interceptor sewer main between the septic tank and the manhole located across the railroad tracks from the WWTP. Manhole near WWTP is degrading and needs refurbishment or replacement. The final invoice from Larry Walker Associates for NPDES Discharge Permit renewal work was received.

7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of January 16. Mr. McDonald reported C&H agreed to pay \$12,000 for emergency sewer spot repair damaged by C&H contractor. The annual Pollution Prevention Plan (PPP) has been completed. The Atherton/Cooke project has been completed. Director Kirker asked what is going on with Nantucket. Mr. McDonald said a quit claim was filed and they will be out of the building on February 28. Jackie Carver will need to clean out the grease trap, otherwise the responsibility falls to State Lands Commission (SLC). Mr. McDonald reported he spoke to Nick Lavoie from SLC and they will block off the whole lot on March 1, boarding up Nantucket and will secure the facility.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported the legislature introduced cleanup Bill SB 778 to fix SB 1343 Harassment Training Requirements that all supervisory and nonsupervisory employees need to be trained or retrained again in 2019. He said staff will draft an ordinance establishing informal bidding procedures under the Uniform Public Construction Cost Accounting Act.

7.f. STAFF ANNOUNCEMENTS: Mr. McDonald reported researching using Regional Government Services (RGS) to provide benefits such as HR and administrative assistance for the District.

8. CONSENT CALENDAR: Director Peterson asked that item 8.c. be moved for further discussion. The consent items were approved unanimously (jm/mk):

- a. District Board Minutes of January 23, 2019:
- b. Approve payment of District bills (warrants Rec.7856-7906; PCSan, 1074-1084; CVSan 5793-5820; Maintenance 414-415).

9.a. CONSENT CALENDAR:

Item 8.c. Receive Minutes of Commissions and Committees. Director Peterson asked that the minutes be put in date order. He also asked if it is true minutes are approved before they come to the Board. Mr. McDonald said Commission and Police Liaison Committee minutes are approved by their respective commission or committee before being given to the Board. Board committee minutes are presented to the Board after drafting. A motion to approve Minutes of Commissions and Committees, as amended, carried unanimously (es/lb).

9.b. APPOINT COMMITTEE MEMBERS: Mr. McDonald presented a resolution to appoint two members to the Police Liaison Committee. Director Barassi asked for a brief background on these individuals. Mr. McDonald said Raina Currington is a small business owner in town and Greg Mauler has lived in Crockett for 35 years. A motion to approve Resolution No. 18/19-07 appointing Raina Currington to the Police Liaison Committee and Greg Mauler as an alternate carried unanimously (es/jm).

9.c. CREATING MEMORIAL HALL PARK: Mr. McDonald reported the grounds around the Veterans Memorial Hall are being used by the community as a neighborhood park. He said it is prudent to separate the costs of landscape maintenance from that of the Veterans Memorial Hall renovation project. The Recreation Commission supports moving the management and control of the grounds, including landscaping responsibilities, from under the Maintenance Department to the Recreation Department. Director Peterson said there are a couple of problems with the text that need to be corrected. A motion to approve Resolution No. 18/19-08 creating Memorial Hall Park, as amended, carried unanimously (mk/lb).

9.d. ACTION PLANS FOR 2019: Mr. McDonald reported each commission has reviewed their respective plans. Director Barassi said he is opposed to ordinance on capacity charges and Accessory Dwelling Units. He wondered if increasing capacity fees would be a barrier for development. He also said planning for climate change impact with public engagement is a waste of time and staff shouldn't spend time on it when there are more important items to address. A motion to adopt Action Plans for 2019 carried unanimously (mk/es).

9.e. EMPLOYMENT AGREEMENT: A motion to approve Employment Agreement Modification for Recreation Department Manager Wilson, increasing salary from \$2,701 to \$2,788 per month carried unanimously (mk/lb). Director Mackenzie thanked Ron for all the work he does for the Recreation Department.

9.f. APPOINTMENT TO PERSONNEL COMMITTEE: Mr. McDonald reported the Commissioners from each Commission were asked if anyone was interested in serving on the Personnel Committee. Director Peterson appointed Tom Cusack to serve on the Personnel Committee.

9.g. CROCKETT ENGAGED NEWSLETTER: Director Peterson said unfortunately the newsletter is not ready. It was the consensus of the Board to distribute the newsletter, subject to General Manager's approval, when it is ready.

10.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported reconciliations are attached. He said the Police Liaison summary worksheet has been revised and a new one was handed out. Director Mackenzie asked what the repairs were for at the park for \$5,700 paid to Community Playgrounds. Mr. Wilson said we had a safety inspection of all the play equipment in the park and it was for required repairs. He said there will be additional repairs next year as well.

10.b. 7-MONTH ACTUAL EXPENSE REPORT: Mr. McDonald presented the 7-month budget report for FY 18/19 and draft FY 19/20 budget. He said reports for each of the respective departments have been presented to the Commissions with the exception of the Maintenance Department which is to be reviewed by the Board. He said payroll cost recovery between the Crockett Sanitary Department and Recreation Department is now allocated when payroll checks are issued. Director Peterson asked if there are any park bonds that would be available for the recreation or maintenance departments. Mr. Wilson said not that he has found. Director Peterson asked for a breakdown of deficits for the Maintenance Department.

11.a. PERSONNEL COMMITTEE REPORT: The Board had received the Minutes of February 6 and February 19. Director Barassi said on February 19 the committee met and they discussed performance evaluations in closed session. The next meeting is scheduled for March 12.

11.b. BUDGET & FINANCE COMMITTEE REPORT: Mr. McDonald said the committee did not meet.

11.c. AD HOC COMMITTEE REPORTS: The Strategic Planning Committee did not meet. Mr. McDonald will make sure an email on Port Costa major items of risk are sent to Director Peterson on Thursday.

11.d. INTER-AGENCY MEETINGS: Mr. Barnhill said he toured Central Contra Costa County Collection Facility in Walnut Creek after attending the Contra Costa County Special District Association meeting on January 28. Director Kirker asked if there is still time to register for the Special District Leadership Academy in Napa. Mr. McDonald said yes and will forward the information via email.

12. FUTURE AGENDA ITEMS:

Memorial Hall Committee recommendation on soil stabilization (March).  
Review and adopt ADA compliance plan.  
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: Director Barassi is very concerned about the situation at the old Nantucket site.

He said he considers the area a Recreation facility and worries we will lose access to the waterfront. He said we should take a position that the railroad crossing is a public crossing and not private. Mr. Wilson said the State has grants available for marinas. Director Kirker said the District has an easement to the other side of the tracks farther to the west and the crossing near the Nantucket is needed to access our outfall and sewers north of the tracks. Director Peterson said that San Francisco Bay Conservation and Development Commission (BCDC) should be involved. The BCDC was involved in the Eckley Pier and will determine what's going to happen at the Crockett Marine location as well. He said Supervisor Federal Glover is a commissioner on BCDC.

14. ADJOURNMENT: The meeting was adjourned at 8:45 PM until March 27, 2019.

Respectfully submitted,

Susan Witschi  
March 18, 2019