

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF REGULAR MEETING, JUNE 24, 2020

1. CALL TO ORDER: The meeting was called to order at 7:02 PM by President Kirker. Present were Board Members Barassi, Mackenzie, Peterson and Sutton, along with General Manager McDonald, Recreation Department Manager Wilson and Assistant Secretary Witschi. Also present were Sanitary Commissioners Scheer and Wais. Port Costa Sanitary Manager Barnhill was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order. Mr. McDonald reported there are no members of the public present.
3. PUBLIC COMMENTS: None
4. REPORTS FROM COMMISSIONERS: None
- 5.a. PUBLIC HEARING: A new rate schedule contained in Ordinance No. 20-2 is being considered for adoption. Resolution No. 19/20-28 providing for collection of service charges on the tax roll is also being considered. The hearing had been properly noticed by mail to property owners served and by publication in the West County Times.

Mr. McDonald presented the General Manager's report justifying the proposed user charges. He reported that no written or verbal protests to the rate increase had been received. A motion to waive reading of the Ordinance carried unanimously (jm/es).

Director Kirker opened the hearing for comments from the public at this time on the rate increase or method of collection. Having heard all who wished to speak on this subject, Director Kirker closed the hearing. Mr. McDonald announced that a majority protest did not exist. Director Peterson said he has a couple of issues with the ordinance. He said there is at the top of page 4 a Junior Accessory Dwelling unit (JADU). He has no idea what this is. Mr. McDonald said the definition of the ADU and JADU was put into the ordinance because there are so many properties beginning to convert their basements or garages that there was a concern on leaving this out. Capacity charges for ADUs and JADUs are not considered nor imposed due to state law. A JADU is 500 square feet or smaller and must be within the existing footprint of an SFR. Director Peterson said we still need a definition of a JADU. Director Kirker said he would recommend that we standardize that term at our District, so it is on file. Director Mackenzie said are we going to start make special exceptions and define things like a fire department, etc. in our ordinances as well. Director Barassi said state legislature has defined JADU and the County has jurisdiction over permitting and construction, we can just reference their definition. Mr. Peterson asked for more details on the calculation methodology used when setting the non-residential sewer use charges, he noticed the rate for each 100 cubic feet of water consumption in excess of the 5433 cubic feet did not match what he was expecting when using the Use Factor mentioned in the sewer use charge study report.

A motion to adopt Ordinance 20-2 determining charges and Resolution No. 19/20-28 overruling objections to the method of collection of sewer service charges for Crockett, accepting the General

Manager's Report and levying charges on the tax roll, carried unanimously (kp/es). Staff to report on non-residential and mixed-use account calculations at next month's meeting.

5.b. PUBLIC HEARING: A new rate schedule contained in Ordinance No. 20-3 is being considered for adoption. Resolution No. 19/20-29 providing for collection of service charges on the tax roll was also being considered. The hearing had been properly noticed by mail to property owners served and by publication in the West County Times.

Mr. McDonald presented the Dept. Manager's report justifying the proposed user charges for Port Costa. He said there have been a few questions by Port Costa resident but no follow-up written protests to the rate increase had been received. A motion to waive reading of the Ordinance carried unanimously (lb/es).

Director Kirker opened the hearing for comments from the public at this time on the rate increase or method of collection. Having heard all who wished to speak on this subject, Director Kirker closed the hearing. Mr. McDonald announced that a majority protest did not exist. A motion to adopt Ordinance 20-3 determining charges and Resolution No. 19/20-29 overruling objections to the method of collection of sewer service charges for Port Costa, accepting the Dept. Manager's Report and levying charges on the tax roll, carried unanimously (es/jm).

5.c. PUBLIC HEARING: Director Kirker opened the public hearing for the purpose of taking public comments on the proposed budget for FY 2020/21. Mr. McDonald reported that all Commissions have approved their budgets. Having heard all who wished to speak on this subject, Director Kirker closed the hearing. A motion to approve Resolution No. 19/20-29 adopting budget for FY 2020/21 carried unanimously (es/lb).

6. REPORT OF DISTRICT COUNSEL: None

7.a. RECREATION DEPT. REPORT: The Board had received the Minutes of May 4. Mr. Wilson reported the pool opened on June 22. The county has allowed 46 people to use the pool at any one time. He is following the CDC guidelines on social distancing, use of protective equipment, and disinfecting. The landscapers drove their lawnmower in the Gazebo and damaged one of the posts.

7.b. MAINTENANCE DEPARTMENT: No report.

7.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of May 13. Mr. McDonald reported Karen Klaiber will be appointed to fill the vacancy on the Port Costa Commission. He said the Port Costa Commission has asked for a long-term planning session to address the operational concerns raised in Mr. Barnhill's letter. Commissioner List said when John Mann was on the Port Costa Sanitary Commission, he asked me a question about the generator and asked for my opinion on the other engineer's assessment that it was wet stacking. Commissioner List said he has dealt with diesel equipment his entire career and he took an oil sample and it showed normal wear for a machine that was not broken in. What he saw was a brand-new piece of equipment and any abnormalities showing was there was because it wasn't being used. Director Kirker said he needs to assess the equipment and due diligence. Director Barassi said he thinks Port Costa Sanitary Commission should meet and discuss Mr. Barnhill's letter. Director Sutton said she believes the Port Costa Sanitary Commission should handle all the issues in the letter, if it is done in a timely manner. Director Kirker would like to get updates after the meeting happens. McDonald reported Water Circulation Pump #3 needs to be replaced.

7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of May 20. Mr. McDonald presented the written manager's report. In the report he highlighted that PG&E requested a discharge permit for discharging groundwater from a dig site for a job on Port Street has been received. He is still waiting on the fourth installment payment from C&H Sugar for FY 2019/20 sewer use charge fees, which were due by June 15.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported a notice from Cal/OSHA guidelines for COVID-19 and the mandatory requirement to update the District's Illness and Prevention Plan. Director Barassi said the costs are increasing for legal fees. He said we should adopt by reference and revise every two years. Also, there are two seats up for election on the Crockett Community Services District Board, the filing period is from July 13 to August 7, 2020 through the County Elections Department.

7.f. STAFF ANNOUNCEMENTS: Mr. McDonald reported State Compensation Fund will reimburse up to \$10K for COVID-19 related expenses such as masks, disinfectants, etc. Recoverable labor costs and loss of revenue may be possible through FEMA's Public Assistance (PA) CAT B – Emergency Protective Measures but right now special district's do not qualify as a direct recipient.

8. CONSENT CALENDAR: Director Peterson asked that Items 8.a. and 8.d. be removed from the consent calendar for further discussion. The following items were approved unanimously (kp/lb):

- b. Approve payment of District bills (warrants Rec.8693-8734; PCSan, 1226-1232; CVSan 6148-6171; Maintenance 427).
- c. Receive Minutes of Commissions and Committees.
- e. Approve cost allocation rates for FY 2020/21.
- f. Approve cost of services – billable rates effective July 1, 2020.

9.a. ITEMS REMOVED FROM CONSENT CALENDAR: Director Peterson asked that Items 8.a. and 8.d. be removed from the consent calendar.

Item 8.a. Approve Minutes of May 27, 2020 – Director Peterson said on page 4, Item 11.c.the Ad Hoc committee needs to be identified as the Strategic Planning Committee

Item 8.d. Receive Catalog of Information Systems used by the District (Gov. Code Sec. 6270.5) – Director Peterson said the title of the document is different than what the agenda has. Staff will change the title of the document to read Crockett Community Services District -Catalog of Information Systems District Data and Public Accountability.

A motion to approve Items 8.a. and 8.d. as amended carried unanimously (kp/lb).

9.b. DEBT MANAGEMENT POLICY: Mr. McDonald said this policy was initiated in part by looking into the Municipal Finance Corp loan requirements as well as any other public debt that would be incurred in the future. The District is required to have a debt management policy and the district does not have one. Municipal Finance Corp provided this template to staff. Director Peterson said the resolution looks good except for the title. He asked that the words "establishing a" be added after District in the title. A motion to approve Resolution No. 19/20-31, as amended, adopting Debt Management Policy carried unanimously (lb/jm).

9.c. APPOINT PORT COSTA COMMISSIONER: A motion to approve Resolution No. 19/20-33 appointing Karen Klaiber to the Port Costa Commission as Commissioner carried unanimously (lb/jm).

9.d. NEEDS ASSESSMENT FOR HOSSELKUS CHAPEL: Mr. McDonald reported staff is waiting for the loan information sheet from Municipal Finance Corporation, which will be provided to Carriage Services along with offer price adjusted for asbestos and termite mitigation. Cost of drywall is about \$25K which needs to be replaced. CEQA Notice of Exemption Form B and Preliminary Exemption Assessment Form A filing was delayed due to the closure of the Clerk-Recorder's office. The forms along with payment were mailed for recording but returned as the clerk required two separate checks for payment. The issue on authorizing execution of the Purchase & Sales Agreement will be considered at the next July 22 Board meeting. A Needs Assessment has been completed for the Crockett Sanitary Commission and was shared with the Board.

10.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported parking tickets are not being written in Crockett and therefore no income is being generated for the Police Liaison Committee (PLC) under the Recreation Department. There is a \$25.00 service charge each month for Clancy Services to run the PLC report. Director Peterson asked if Port Costa Sanitary Department will get through to December with a fund balance of \$102K. Mr. McDonald said they will get by, on average expenses are about \$10K a month.

10.b. REALLOCATING CAPITAL FUNDS: Mr. McDonald said the Crockett Recreation Department's unrestricted operations and maintenance fund will be depleted by the end of 2020 due in part to the impact COVID-19. A motion to approve Resolution No. 19/20-27 reallocating \$80,000 from the Crockett Recreation Department's restricted capital fund to its unrestricted operations and maintenance fund for the FY 2019/20 carried unanimously (es/lb).

10.c. APPROPRIATIONS LIMIT: A motion to approve Resolution No. 19/20-32 adopting revised Appropriations Limit for FY 2020/21, and certifying that FY 2020/21 appropriations subject to limitation do not exceed the appropriations limit carried unanimously (kp/es).

11.a. PERSONNEL COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: The Board had received the Minutes of June 15.

11.c. AD HOC COMMITTEE REPORTS: None.

11.d. INTER-AGENCY MEETINGS: Mr. McDonald reported he met with the Bay Area Clean Water Agency. He has another meeting tomorrow regarding employment conditions in the industry as well as COVID-19 issues.

12. FUTURE AGENDA ITEMS:

General Manager Performance Evaluation (July).

Consider proposed maintenance parcel tax including plaza insurance from the Crockett Improvement Association (July).

Consider report on Long-Term Planning session for Port Costa (July/Aug).

Consider policy on delegating authority to commissions (August).

Discuss role of Police Liaison Committee and how it should best serve the public (August).

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.

13. BOARD COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 8:57 PM until July 22, 2020.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
July 10, 2020