

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR MEETING, DECEMBER 15, 2021

1. CALL TO ORDER: The meeting was called to order at 7:06 PM by President Barassi. Present were Board Members Bartlebaugh, Kirker, Mackenzie and Peterson, along with General Manager Murdock, District Counsel Hundley, Sanitary Dept. Manager Barnhill, Administrative Services Manager Gunkelman and Assistant Secretary Witschi. Recreation Dept. Manager Wilson was absent.

2. AGENDA ORDER: Mr. Murdock asked that Items 11.a. and 11.b. be moved up after Item 2.

11. CLOSED SESSION: The Board went into closed session at 7:10 pm.

- a. Consider claim for Sanitary Sewer Overflow damage at 17 Baldwin, Pursuant to Government Code Section §54957.1.

OPEN SESSION: The Board resumed in open session at 7:43 pm.

ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION: Director Barassi said the Board voted to deny the claim for sewer overflow damage at 17 Baldwin with instructions to staff to notify the claimant.

11.b. CLAIMS AGAINST THE DISTRICT: Mr. Murdock said District Counsel suggested a solution when claims are filed against the District. Director Barassi asked if this resolution is authorizing the General Manager to settle claims, instead of the Board. District Counsel Hundley said the resolution is written up to \$5,000. She said the Board would have discretion to decide what that threshold is. The idea is when small claims come in the cost of a full legal review rivals what the claim is, and it is just a way to efficiently settle or deny smaller claims. A motion to approve Resolution No. 21/22-12 authorizing the General Manager to perform certain functions pertaining to claims against the District, with additional wording by District Counsel, in addition to being added to paragraph one carried unanimously (kp/jm).

3. PUBLIC COMMENTS: None

4. PUBLIC HEARING: None

5. UPDATE BY DIRECTOR: Director Barassi said he continues to have weekly staff meetings and continues to sign checks twice a month.

6.a. RECREATION DEPT. REPORT: The Board received the Minutes of October 4. No further report.

6.b. MAINTENANCE DEPARTMENT: No report.

6.c. PORT COSTA SANITARY DEPT.: Mr. Barnhill reported there were no sewer overflows and no exceedances last month.

6.d. CROCKETT SANITARY DEPT.: The Board received the Minutes of October 20. Mr. Murdock said last month he talked about the change order for the repair on Baldwin. He included the itemization about the change order, but did not provide the certified payroll. He will email the Board the certified payroll tomorrow. He said staff received a check for \$21K from the Crockett Community Foundation for the hillside cleanup. Mr. Murdock reported that West County Wastewater District does not want to be called for small things anymore and does not want to cover the Loring Pump Station. He has donated a generator until one is ordered.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman reported he met with with the State Lands Commission on November 19. He said they met him down at the waterfront and walked down to the outfall. He said the application for the outfall is on their desk and final approval will take about two months. He said there is more federal and state grant money coming to Contra Costa County for COVID related losses and expenses. He said he spoke with Mr. Wilson about recovering loss revenue due to the Center being closed.

6.f. STAFF ANNOUNCEMENTS: Mr. Murdock said he attended a Zoom meeting with State Lands a couple days ago with Heidi Petty group and Vicki Caldwell from State Lands said what they are looking for is a vendor for use of the parking lot at the old Nantucket parking lot area. He said they seem to be fairly intent on removing the pilings. Director Barassi said he sat in on that meeting and came away with the conclusion that probably no one is going to succeed in getting anything going there, except possibly a waterfront park with a bathroom and a parking area.

7. CONSENT CALENDAR: The consent items were approved unanimously (sb/jm):

- a. Approve Minutes of November 17, 2021.
- b. Approve payment of District bills (warrants Rec. 9508-9552; PCSan, 1375-1379; CVSan 6579-6607; Maintenance 461-465).
- c. Receive Minutes of Commissions and Committees.
- d. Receive annual report on use of Recreation Taxes (Gov. Code Sec. 50075.3).
- e. Receive annual report on compliance with identity theft regulations (FACTA program).
- f. Approve Payroll Schedule for 2022.

8.a. CONSENT ITEMS REMOVED: None

8.b. ELECTION OF OFFICERS: Director Peterson nominated Director Kirker for President and Director Kirker nominated Director Bartlebaugh for President. Directors Kirker and Bartlebaugh respectfully declined the nomination for President. Director Mackenzie nominated Director Barassi for President and Director Barassi nominated Director Bartlebaugh for Vice-President. A motion to re-appoint Director Barassi for President and Director Bartlebaugh for Vice-President carried with 3 Ayes, 1 Nay and 1 Abstention.

8.c. RE-APPOINTING COMMISSIONERS: A motion to approve Resolution No. 21/22-10 re-appointing Tom Cusack, Anne Scheer and Joe Surges to the Port Costa Sanitary Commission for two years carried unanimously (sb/jm).

8.d. REMOTE TELECONFERENCING: A motion to approve Resolution No. 21/22-11 authorizing remote teleconferencing meetings for the period of December 30, 2021 through January 29, 2022 pursuant to Brown Act provisions carried unanimously (mk/sb).

8.e. PAY SCHEDULE OF WAGES: Mr. Gunkelman reported California's minimum wage is increasing to \$15.00 an hour on January 1, 2022. He said he basically stripped it down to the only people that it was pertinent to immediately. He said the District is not required to raise minimum wage until either 2023 or until we have more than 26 employees. Mr. Wilson still would like to give the \$1.00 an hour raise to Damon and Dolores.

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board.

9.b. TRA'S AND ALLOCATIONS: This item has been moved to next month.

10.a. PERSONNEL COMMITTEE REPORT: Director Barassi said the committee met yesterday and discussed creating updated job descriptions and adjusting pay scales with inflation.

10.b. BUDGET & FINANCE COMMITTEE REPORT: Director Peterson said the committee will be meeting next week. Mr. Gunkelman reported the District has recently purchased a subscription to a cloud-based portal through Right Networks, which accompanies an upgrade to QuickBooks service. This allows use of the QuickBooks application from any internet connected device, and includes an assisted payroll service. This payroll service offers direct deposit paychecks and calculates and would pay all taxes and liabilities for the District. He said in order to make the payments, an ACH debit account is required by QuickBooks and the District currently does not have the ability to fund this service due to the account limitations with Contra Costa County. If approved, staff would open a new business account at a local bank or credit union for the purpose of funding payroll and liabilities on a monthly basis. ACH credit transfers can be made from the Contra Costa County Treasurer's office monthly or bi-monthly as needed to maintain a rolling balance at or above \$50K. Director Barassi said using the County is a financial sort of check and balance. Director Peterson said this has been discussed many times over the years, but this is a new option he has not seen before. This item will be discussed at next month's meeting on January 26.

10.c. INTER-AGENCY MEETINGS: None

12. BOARD COMMENTS: Director Bartlebaugh thanked Director Barassi for his service as President.

13. FUTURE AGENDA ITEMS:

- Discuss Accessory Dwelling Units.
- Discuss policy on delegation of authority to Commissions.
- Adopt capital asset depreciation schedule.
- Adopt capacity charge ordinance on Accessory Dwelling Units.
- Review and adopt ADA compliance plan.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.\

11. CLOSED SESSION:

- c. CONFERENCE WITH LABOR NEGOTIATOR(S): Agency Designated Representative(s) to confer with Crockett Community Services District Board regarding Administrative Services Manager and District Secretary positions, Pursuant to Government Code Section §54957.6.

OPEN SESSION: The Board resumed in open session at 9:22 pm.

12. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION: Director Barassi said there was no reportable action taken while in closed session.

15. ADJOURNMENT: The meeting was adjourned at 9:23 pm until January 26, 2022.

Respectfully submitted,

Susan Witschi

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January 17, 2022