

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR MEETING, MARCH 22, 2023

1. CALL TO ORDER: The meeting was called to order at 7:33 PM by President Barassi. Present were Board Members Goodman, Mackenzie, Peterson and Spinner, along with General Manager Murdock, Recreation Department Manager Wilson, Administrative Services Manager Gunkelman, Sanitary Dept. Manager Barnhill and Assistant Secretary Witschi. Also present was Recreation Commissioners Airoidi, Cusack, Choquette and Valentini.
2. CLOSED SESSION: None
3. OPEN SESSION: None
4. AGENDA ORDER: There were no requests to hear agenda items out of order.
5. PUBLIC COMMENTS: A Crockett resident asked if he was in the right place to discuss the Automated License Plate Reader (ALPR) cameras. Director Goodman said that the Police Liaison Committee made a recommendation to endorse working on the logistics and details. The resident said a clear recommendation from the residents is still needed before they move forward.
6. PUBLIC HEARING: None
- 7.a. RECREATION DEPT. REPORT: Mr. Wilson reported the stone wall at the Community Center collapsed from the recent storm. He said the Special Olympics started using the pool on Sundays through May. He passed the Pool & Spa test today. The Recreation Commissioners presented a letter addressing some concerns they were having with regards to the budget, financial worksheets, and bills not being paid in a timely manner. Mr. Gunkelman responded to each question. The District Board said they do not oversee the day-to-day operations. The District office needs to communicate with the Recreation Department so everything runs more efficiently.
- 7.b. MAINTENANCE DEPARTMENT: Director Peterson said he replaced a street light pole today and 10 other ones with new lamps.
- 7.c. PORT COSTA SANITARY DEPT.: Mr. Barnhill reported an exceedance of enterococcus occurred in February. He said Port Costa has had a three year run without any exceedances. He is working with Larry Walker Associates on the National Pollutant Discharge Elimination System (NPDES) reissuance. The NPDES reissuance application is due May 1, 2023.
- 7.d. CROCKETT SANITARY DEPT.: Mr. Murdock reported a cost of \$4,950 for point repairs on Kendall Street. He said there is a proposed sewer line replacement behind J&L Market at a cost of \$64K, including two manhole replacements.
- 7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None
- 7.f. STAFF ANNOUNCEMENTS: None

- 8. CONSENT CALENDAR:** The following consent item was approved unanimously (kp/jg):
- b. Approve payment of District bills (warrants Rec. 9964-9987; PCSan, 1671-1674; Maintenance 556-557; CVSan 6891-6899).
- 9.a. CONSENT ITEMS REMOVED:** Director Peterson asked that the following items be removed from the consent calendar for further discussion:
- a. Approve Minutes of February 22, 2023 – Director Peterson said under 9.d., the last word says architect and it should be “engineer.” A motion to approve the minutes of February 22, as amended, carried unanimously (kp/ns).
 - c. Receive Minutes of Commissions and Committees – Port Costa Sanitary Commission minutes of January 11, Item 3 – The last sentence should read “Note: Board President Barassi declares that no such agreement exists.” A motion to approve the minutes of January 11, as amended, carried unanimously (ns/jg). A motion to approve the Minutes of February 8 carried unanimously (ns/jg).
- 9.b. ESTABLISH MAINTENANCE COMMISSION:** A motion to approve Resolution 22/23-22 establishing a Crockett Maintenance Commission carried unanimously (kp/jm).
- 9.c. APPOINT MEMBERS TO MAINTENANCE COMMISSION:** A Crockett resident said she thinks it is too soon to appoint members to the Maintenance Commission and it needs to be posted on the website and the bulletin boards for two months to give residents a fair chance to apply for the position. Director Goodman also suggested a 60-day postponement. This item will be brought back to the Board on May 24. The new commission will be called the Lighting & Landscaping Commission. Director Mackenzie left the meeting at 9:35 pm.
- 9.d. APPROVE REPAIR EXPENSES:** Mr. Murdock asked the Board approval on the following repairs: \$65K on Atherton and Cooke, including two manholes and \$72,300 on 461 Clark, including a manhole. A motion to proceed with two sewer projects at the noted bid prices carried unanimously (kp/jg).
- 9.e. ALEXANDER PARK PROJECT:** Mr. Wilson said he would like to get approval to withdraw \$80K from the Department of Conservation and Development Park Dedication fees and apply it towards the Prop. 68 project at the pool and park. He said \$179K is from the State and he would like to apply for a grant from the Crockett Community Foundation (CCF) for a total of \$431K. A motion to approve County funding for the Alexander Park project and the CCF grant carried unanimously (kp/jg).
- 10.a. FINANCIAL REPORT:** The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman said the date on the Investment Report is incorrect and it should be March 3, 2023. The current Local Agency Investment Fund (LAIF) interest rate is 2.23%.
- 10.b. BUDGET REPORT FOR FY 2022/23:** The Board reviewed the budget report for FY 2022/23.
- 11.a. PERSONNEL COMMITTEE REPORT:** Director Goodman reported the Personnel Committee has been meeting once a month. They are working on the recruitment of a District Secretary.
- 11.b. BUDGET & FINANCE COMMITTEE REPORT:** Director Spinner said there was a joint Budget & Finance Committee meeting with Crockett Sanitary on Tuesday, March 21. He said they discussed the 8-month budget report and cost sharing related to the Phillip F. Meads Water Treatment Plant.
- 11.c. AD HOC COMMITTEE REPORTS:** None
- 11.d. INTER-AGENCY MEETINGS:** None

12. FUTURE AGENDA ITEMS:

13. ADJOURNMENT: The meeting was adjourned at 11:30 PM until April 26, 2023.

Respectfully submitted,

Susan Witschi

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April 14, 2023