

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting
AGENDA FOR WEDNESDAY, APRIL 22, 2020

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORANT NOTICE REGARDING COVID -19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in *Executive Order 33-20* and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time. (See *Resolution No. 19/20-18*)
- The meeting will be conducted via tele conference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below. See end of agenda for information on How to Submit Public Comments.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at +1 669 900 9128.

Enter the Meeting ID# 197 850 938 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/u/aeON0A5qL>.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/197850938> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone and enter Meeting ID# 197 850 938.

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1. CALL TO ORDER – ROLL CALL
 2. CLOSED SESSION: CONFERENCE WITH LEGAL COUNSEL—ANTICIPATED LITIGATION
Significant exposure to litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: One case.
 3. OPEN SESSION: Announcement of Actions taken during closed session.
 4. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
 5. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Board is prohibited from discussing items not on this agenda. Matters brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.)
 6. REPORTS FROM COMMISSIONERS:
(This item is typically for exchange of information only. No action will be taken at this time.)

7. PUBLIC HEARING: *(Public comments limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)*

Adoption of an updated Sewer System Management Plan (SSMP) by Resolution No. 19/20-19, as recommended by the Crockett and Port Costa Sanitary Commissions.
8. REPORT OF DISTRICT COUNSEL:
9. MANAGERS' REPORTS: *(These items are typically for exchange of information only. No action will be taken at this time.)*
 - a. Recreation Department.
 - b. Maintenance Department.
 - c. Port Costa Sanitary Department.
 - d. Crockett Sanitary Department.
 - e. Governmental matters.
 - f. Announcements and discussion.
10. CONSENT CALENDAR: Consideration of a motion to approve the following items:
(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
 - a. Approve Minutes; Regular meeting of March 25, 2020, Special meeting of April 1, 2020 Closed Session Special Meeting of April 1, 2020, and Special meeting of April 10, 2020.
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.
 - d. Adopt Resolution No. 19/20-20 Re-appointing Commissioners.
 - e. Adopt Resolution No. 19/21-21 Confirming Publication of District Urgent Ordinance No. 20-1 Authorizing Additional Authority of the General Manager during Local Emergency Caused by the COVID-19 Pandemic and Waiving the Recording of Meetings.
11. ADMINISTRATIVE:
 - a. Consider consent Items removed from Consent Calendar.
 - b. Approve annual District newsletter for planned mailing with Proposition 218 Notices.
 - c. Consider pay increase for Recreation Department Manager Wilson, a single pay level step increase as published on the District's Pay Scale of Wages, as recommended by the Personnel Committee.
 - d. Consider creation of Coronavirus response Ad Hoc Committee.
12. BUDGET AND FINANCE:
 - a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters including recent drop in LAIF interest rate from 2.29% to 2.03%.
 - b. Approve inter-department loan agreement between Crockett Sanitary Department and Port Costa Sanitary Department as approved by both respective Commissions.
 - c. Authorize payment of Clean Harbor invoices related to Port Costa septic tank cleaning project, as considered by Port Costa Sanitary Commission, and/or direct staff accordingly.

- d. Consider setting date for public hearing to adopt proposed FY 2020/21 Budget and, if needed, to adopt revised FY 2019/20 Budget.
- e. Receive Crockett Sanitary Sewer Use Charge (SUC) Study Report for FY 2020/21, consider recommendation of Crockett Sanitary Commission on increasing SUCs for the town of Crockett, consider approval of Prop. 218 notice for Crockett on proposed rate increase for sewer service, set date for public hearing, and on method of collection.
- f. Receive Port Costa Sanitary Sewer Use Charge (SUC) Study Report for FY 2020/21, consider recommendation of Port Costa Sanitary Commission on increasing SUCs for the town of Port Costa, consider approval of Prop. 218 notice for Port Costa on proposed rate increase for sewer service, set date for public hearing, and on method of collection.

13. **REPORTS FROM BOARD MEMBERS:**

(These items are typically for exchange of information only. No action will be taken at this time.)

- a. Personnel Committee – Members Barassi, Bartlebaugh, Cusack, Sutton, and Wilson
- b. Budget & Finance Committee – Members Mackenzie and Peterson
- c. Ad Hoc Committees: Strategic Planning, Property Acquisition, Staff Management
- d. Inter-agency meetings:

14. **FUTURE AGENDA ITEMS:**

- Consider annual Recreation Special Tax for FY 2020/21 (May).
- Public hearing on Hosselkus Chapel acquisition (June)
- Public hearing on rates and method of collection (June).
- Adopt budget for FY 2020/21 (June).
- Discuss role of Police Liaison Committee and how it should best serve the public (July).
- 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.

15. **BOARD COMMENTS:**

16. **ADJOURNMENT** to May 27, 2020

HOW TO SUBMIT PUBLIC COMMENTS:

Written/ Read Aloud: Please email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (*not to exceed three minutes at staff's cadence*), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 3:00 PM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be treated as telephonic/electronic comments.

Telephonic / Electronic Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. The public can speak up at that time or use the Zoom chat feature to indicate they want to make a public comment. If needed, a short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Use Zoom chat or email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all submitted comments timely received will be read aloud.

Comments received after the close of the public comment period will be added to the record after the meeting.

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification of at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection. The Board has designated the District's website located at <https://www.town.crockett.ca.us/meetings> as the place for making those public records available for inspection. The documents may also be obtained by calling the District Manager. at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.