

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF REGULAR MEETING, JUNE 26, 2019

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by President Peterson. Present were Board Members Kirker and Sutton, along with General Manager McDonald, Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Director Mackenzie arrived later and Director Barassi was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. REPORTS FROM COMMISSIONERS: None
- 5.a. PUBLIC HEARING METHOD OF SEWER USE CHARGE COLLECTION : A hearing on report of annual sewer use charges within the area served by the Crockett Sanitary Department to be collected on the tax roll. Resolution No. 18/19-21 providing for collection of service charges on the tax roll is also being considered. A legal notice has been properly published in the West County Times. Mr. McDonald presented the General Manager's Sewer Use Charge Report justifying no increase in sewer use charges. He reported that no written or verbal protests had been received.  
  
Director Peterson opened the hearing for comments from the public at this time on the method of collection. Having heard all who wished to speak on this subject, and hearing none, Director Peterson closed the hearing and announced that the protest response was tabulated at zero. A motion to adopt Resolution No. 18/19-21 overruling objections to the method of collection of sewer service charges for Crockett, approving the General Manager's Report and levying charges on the tax roll, carried unanimously with 3 Ayes (mk/es).
- 5.b. PUBLIC HEARING METHOD OF SEWER CHARGE COLLECTION PORT COSTA: A hearing on report of annual sewer use charges within the area served by the Port Costa Sanitary Department to be collected on the tax roll. Resolution No. 18/19-22 providing for collection of service charges on the tax roll is also being considered. A legal notice has been properly published in the West County Times. Mr. McDonald presented the General Manager's Sewer Use Charge Report justifying the sewer use charges for Port Costa.  
  
Director Peterson opened the hearing for comments from the public at this time on the method of collection. Having heard all who wished to speak on this subject, and hearing none, Director Peterson closed the hearing and announced that the protest response was tabulated at zero. A motion to adopt Resolution No. 18/19-22 overruling objections to the method of collection of sewer service charges for Port Costa, accepting the General Manager's Report and levying charges on the tax roll, carried unanimously with 3 Ayes (es/mk).
- 5.c. PUBLIC HEARING FY 2019/20 BUDGET: Director Peterson opened the public hearing for the purpose of taking public comments on the proposed budget for fiscal year (FY) 2019/20. Mr. McDonald

reported that all Commissions have reviewed and approved their budgets. Director Kirker said going forward directors should be given more time to look at the budget and its details. Director Sutton asked about the jump in revenue expected by the Recreation Department. Mr. McDonald said that there are a few large capital projects that are planned and anticipated grant funding represents the increase in revenue over last year. Director Peterson requested that the Recreation Department be reimbursed \$8K for the costs to purchase Memorial Hall. Mr. McDonald will bring the question on the \$8K to the Budget & Finance Committee to discuss. Having heard all who wished to speak on this subject, Director Peterson closed the hearing. A motion to approve Resolution No. 18/19-23 adopting a budget of \$3,532,335 for FY 2019/20 carried unanimously (kp/es).

6. REPORT OF DISTRICT COUNSEL: No report.

7.a. RECREATION DEPT. REPORT: The Board had received the Minutes of May 6. Mr. Wilson reported the auto flow control valve at the pool broke last week. This part is no longer manufactured and has to be fabricated. The front porch boards at the Community Center will be replaced by Chuck Dell. The Gazebo had dry rot and has been replaced with redwood. The Recreation Department received a grant from the Crockett Community Foundation in the amount of \$18K, the full amount requested, to repair and resurface the tennis courts. The project will be undertaken later this summer. Bocce league is doing well.

7.b. MAINTENANCE DEPARTMENT: Director Peterson reported another street light on Pomona, near Judy's Place, is gone and this is the ninth one lost to damage by vehicles. He said someone has a video or picture of a truck that may have been involved. Mr. McDonald said CHP was contacted and there is no written accident report on the incident. Contra Costa County Public Works hauled debris away, the luminare and arm were recovered. Mr. McDonald said the Carquinez Recover the Watershed (CReW) Committee and Contra Costa Resource Conservation District (CCRCD) is still planning to plant trees on the bridgehead property north of the freeway ramps and is moving through the grant funding process. The hillside above the Community Center had weeds cut for fire control. There are many dead trees on the hillside that need to be addressed.

7.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of May 8. Mr. Barnhill reported no Sanitary Sewer Overflow's occurred in May. He said the plant operators, Valley Operators, has brought in help to remove weeds in the sand bed filters at the treatment plant. He said that Commissioner Mann volunteered and completed the installation of louvers on the pump room door which completes the repair to damages done last year by vandals. The fan in the pump room will be rewired so that it runs continuously. Currently it turns off when the light switch is turned off which allows the humidity to build up in the pump room along with concentrations of vapor. Mr. McDonald said he was asked for a declaration statement on a Prospect Avenue property dispute and provided it to the property owner Victoria Ryan.

7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of May 15 and written managers report. Mr. McDonald reported he met with John Swett Unified School District to coordinate repair to public collection system sewer between the bleachers and football field which was damaged during the previous high school field project. He said he met with our District engineer addressed the pump station MCC Panel replacement project, updates to our Sewer System Management Plan (SSMP) required by the State, and necessary hydraulic study required at an estimated cost of around \$40K. He said the Atherton Cooke project is planned to go out to bid in July. Director Mackenzie arrived at 7:33 pm.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported the State Water Resources Control Board (SWRCB) is in the process of developing an order to update its recycling water permit monitoring and reporting requirements for recycle water users as well as for wastewater permittees that do not currently produce, distribute, or use recycled water. He said volumetric reporting of wastewater and recycled water will apply to all permittees covered by NPDES permits. Director Peterson asked that the Board be emailed the letter received from the SWRCB. Mr. McDonald said LAFCO held its final public hearing on its Municipal Service Review (MSR) and accepted the MSR with our recommended clarifications on Port Costa reserves and removal of solid waste reference from the chapter on our District.

7.f. STAFF ANNOUNCEMENTS: Mr. McDonald reported that a number of agencies have recently experienced audits and adverse findings from CalPERS regarding their use of independent contractor services, resulting in enrollment of independent contractors in PERS plans. He said Regional Government Services Authority (RGS) has provided a memo outlining risk management and best practices when using independent contractors. Mr. McDonald said a formal policy will be developed to document key factors and precautions to keep contractors from being treated as common law employees by our retirement provider CalPERS. Mr. McDonald said Directors may receive an email from the Contra Costa County Elections Department regarding Forms 460/470 and that they can ignore it. The form is only required if the District were to compensate directors over \$200 per month and right now our District has chosen to waive stipends by policy.

8. CONSENT CALENDAR: Mr. McDonald asked that item 8.e. be removed from the consent calendar for further discussion. The following items were approved unanimously (es/jm):

- a. Approve Minutes of April 24 and May 22, 2019.
- b. Approve payment of District bills (warrants Rec. 8030-8119; PCSan, 1105-1116; CVSan 5873-5897).
- c. Receive Minutes of Commissions and Committees.
- d. Receive Catalog of Information Systems used by the District (*Gov. Code Sec. 6270.5*).
- f. Approve Cost of Services – billable rates effective July 1, 2019.
- g. Approve appointment list for Recreation Pool / Park Personnel (*Dist. Code 4.04.020*).

9.a. ITEMS REMOVED FROM CONSENT CALENDAR: Item 8.e. - Approve cost allocation rates for FY 2019/20. Mr. McDonald reported that after the proposed Cost Allocation Rates were presented to the Budget & Finance Committee new information was provided by Alliant Insurance on estimated exposure that can be used as a factor in determining a more accurate liability insurance cost allocation between the departments. Director Sutton asked about the background of the downtown plaza and who maintains it, and questioned whether that group should contribute towards the liability cost. Director Kirker asked if it was a different underwriter than previously used and said we, the Board, can see risk differently and use that judgment to determine the allocation splits. Director Peterson asked to sit down with the General Manager and discuss further the scope of the complexities surrounding the maintenance department and come back to the Board with ideas. Director Kirker and Director Sutton supported the question going to a committee first, such as the Budget & Finance Committee, rather than one-on-one planning. A motion to accept the Cost Allocation Rates for FY 19/20 as presented carried unanimously (es/jm). Mr. McDonald will bring the questions raised on the Maintenance Department and consideration of liability allocation by exposure to the Budget & Finance Committee.

9.b. REVISING STANDARD SPECIFICATIONS FOR SEWER USE: Mr. McDonald presented the proposed changes to the Standard Specifications include allowing non-conforming laterals to remain if on the same parcel, adding a new section on horizontal directional drilling, allowing PVC SDR 26 pipe

to be used, and adding an approved materials page to Section 28. All changes have been approved by the Crockett Sanitary Commission and signed off by the District's consulting engineer. Director Kirker asked for confirmation that bedding material for the PVC pipe is included in the specifications. Mr. McDonald said that PVC pipe is considered plastic pipe and existing bedding requirements in the specifications already cover PVC pipe. Director Peterson asked if the PVC pipe is gasketed. Mr. McDonald said yes, the primary driver for the updates were to provide PVC and horizontal drilling alternatives to lower the cost of the upcoming Atherton/Cooke Sewer Replacement Project, and gasketed pipes will allow phased construction along Atherton. A motion to approve Resolution No. 18/19-24 revising the Standard Specifications for design, construction, and use of sanitary sewers in the towns of Crockett and Port Costa carried unanimously (jm/es).

9.c. PROPERTY TAX REAPPORTIONMENT: Mr. McDonald presented a memo and draft resolution proposing changes to the ad valorem property tax allocation policy between the Crockett Sanitary Department and the Recreation Department. In addition the resolution would instruct the General Manager to draft an ordinance to amend the District Code to add the Maintenance Department to the list of departments that can receive property tax revenues. The Board considered the memo and had a lengthy discussion on the draft policy and its effect on the various departments. A motion to approve Resolution No. 18/19-25 adopting the policy as presented on property tax reapportionment carried unanimously (es/jm).

9.d. PAY SCHEDULE OF WAGES: Mr. McDonald presented the salary study and proposed adjustment to salary schedule of wages. He said this has been reviewed by the Personnel Committee who support the adjustments to the District pay schedules including CPI-U increase based on 12-month period ending December 2018. He said funding is included in the FY19/20 budget for the increases and the Budget & Finance Committee received the information on the proposed increases but were split on support. Director Peterson said he was concerned that Director Barassi was not in attendance for this very important item and he would have liked his feedback. He said that committee meetings should be scheduled so that both Board members that sit on the Personnel Committee can be in attendance. He mentioned that recommendations by the previous Personnel Committee were different than what is being proposed now. Director Sutton said that Director Barassi has been involved in these discussions prior to the last meeting. Mr. McDonald said Director Barassi has previously recognized that our District wage scale is well below other Districts. Roles and responsibilities were briefly discussed. Director Peterson said he cannot vote, in good conscience, on any items proposed. Director Kirker said he believes we need to catch up with wages. A motion to approve Resolution No. 18/19-26 increasing salaries and updating the Pay Schedule of Wages for District Employees, as recommended by the Personnel Committee and received by the Budget & Finance Committee, carried with 3 Ayes and 1 abstention, Director Peterson, (es/jm).

10.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported the County recently transferred cash from the Advance-on-Taxes account to our respective operating departments. These transfers will be reflected on next month's summary worksheets.

10.b. APPROPRIATIONS LIMIT: Mr. McDonald presented the appropriations limit report as required by Article XIII B of the California State Constitution. The District's Appropriations Submit to Limitations for fiscal year 2019-2020 does not exceed the fiscal year 2019-2020 Appropriations Limit as calculated in Attachments A and B. Director Sutton asked what the original number is based on. Mr. McDonald said the original appropriations limit was calculated by a financial consultant soon after the District was formed. Director Peterson said the calculations are updated using a required formula. A motion to

approve Resolution No. 18/19-27 adopting the District's Appropriations Limit of \$4,441,839 for the 2019-2020 fiscal year, and certifying that the Appropriations Subject to Limitation does not exceed the fiscal year Appropriations Limit carried unanimously (jm/es).

10.a. PERSONNEL COMMITTEE REPORT: The Board had received the Minutes of June 17. Some out of items discussed by the committee were considered earlier in the agenda. There was no further discussion. It was suggested the Personnel Committee meet to develop organizational rules.

10.b. BUDGET & FINANCE COMMITTEE REPORT: The Board had received the Minutes of June 18. The majority of the items discussed by the committee were considered earlier in the agenda. There was no further discussion. It was suggested the Budget & Finance Committee meet to continue discussion on the allocation of commercial general liability costs and on Maintenance Department funding.

10.c. AD HOC COMMITTEE REPORTS: None

10.d. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

Resolution demanding preservation of historic building and access to waterfront (Aug).  
Policy on supporting non-District projects (Sept).  
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.

12. BOARD COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 9:25 PM until July 24, 2019.

Respectfully submitted,

Susan Witschi  
July 11, 2019