

# CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

## **AGENDA FOR MONDAY, MAY 4, 2026**

TIME: 6:00 PM – Regular Business Meeting

LOCATION: Crockett Community Center, 850 Pomona Avenue, Crockett

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850 Pomona Street | (510) 787-2414 | [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

[districtsecretary@town.crockett.ca.us](mailto:districtsecretary@town.crockett.ca.us) | Meetings are recorded for accuracy of minutes.

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*The Crockett Recreation Commission is an agent of the Crockett Community Services District.*

1. CALL TO ORDER – ROLL CALL
2. SEATING OF OFFICERS
3. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
4. PUBLIC COMMENTS ON NON-AGENDA ITEMS  
*(The Commission is prohibited from discussing items not on this agenda. Matters presented that are not on the agenda may be referred to staff for action or calendared on a future agenda.)*
5. CONSENT CALENDAR: (Consideration of a motion to approve the following items.)
  - a. Approve minutes for Special Joint Meeting with Lighting & Landscaping (March 30).
  - b. Receive Actions Taken by the Board (April 22)
  - c. Receive report on Warrant Transmittals (March and April)
  - d. Receive Recreation Cash Account Balance.
  - e. Receive Recreation LAIF balance report.
6. ITEMS PULLED FROM CONSENT CALENDAR.
7. ADMINISTRATIVE:
  - a. Discuss and dissolve the Recreation Ballot Measure Ad Hoc Committee.
  - b. Discuss joint meeting with Lighting & Landscaping Commission on March 30 and suggest a future joint meeting date.
8. BUDGET AND FINANCE:
  - a. Review the Recreation quarterly budget report for Q3 (January – April).
  - b. Review and discuss Recreation Budget for fiscal year 2026/27.
  - c. Update on other Financial matters.
9. DEPARTMENT MANAGER REPORT:  
*(This item is typically for the exchange of information only. No action will be taken at this time.)*
  - a. Manager's Report
10. REPORTS/COMMENTS FROM COMMISSIONERS:  
*(This item is typically for the exchange of information only. No action will be taken at this time.)*
11. FUTURE AGENDA ITEMS:
12. ADJOURNMENT: to June 1, 2026.

Minutes of this meeting are posted on our website at <https://www.town.crockett.ca.us/meetings>  
Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa on the picturesque Carquinez Strait of the San Francisco Bay.

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 before 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.

Per 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 before a regular meeting will be made available for public inspection 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.

# SPECIAL JOINT MEETING OF THE CROCKETT RECREATION COMMISSION AND LIGHTING & LANDSCAPING COMMISSION

of the Crockett Community Services District

P.O. Box 578, Crockett, CA 94525

Telephone (510) 787-2992

E-mail: [districtsecretary@town.crockett.ca.us](mailto:districtsecretary@town.crockett.ca.us)

website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## FOR REVIEW

### MINUTES OF THE SPECIAL JOINT MEETING OF THE CROCKETT RECREATION COMMISSION AND LIGHTING & LANDSCAPING COMMISSION MEETING ON MARCH 2, 2026.

1. CALL TO ORDER – ROLL CALL (REC): Meeting was called to order at 6:05 PM. Commissioners Airoldi, Choquette, and Cusack were present. Commissioner Leuba was absent (excused).
2. CALL TO ORDER – ROLL CALL (L&L): Commissioners Fisk, Garbis, Gomez, Mitzel, and Pennell were present. General Manager Goodman and CVSAN Commissioner Wais were present.
3. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
4. PUBLIC COMMENTS ON NON-AGENDA ITEMS
5. CONSENT CALENDAR: Warrant date range was corrected to reflect February dates. A motion to approve Board Actions and Recreation-related items passed. (Choquette 1<sup>st</sup>, Airoldi 2<sup>nd</sup>, 3/0, 1 absent). A motion to approve Board Actions and Maintenance-related items passed. (Pannell 1<sup>st</sup>, Mitzel 2<sup>nd</sup>, 5/0).
  - a. Receive report on Actions Taken by the Board (February 25 and March 25).
  - b. Receive REC Warrant Transmittals (February).
  - c. Receive L&L Warrant Transmittals (February).
  - d. Receive Cash Account Balances (March).
  - e. Receive LAIF balances report.
6. ITEMS PULLED FROM CONSENT CALENDAR: None.
7. ADMINISTRATIVE:
  - a. UPDATE ON RECREATION BALLOT MEASURE EFFORTS: GM Goodman reported that the Recreation Ad Hoc committee opted to defer a ballot measure raising Recreation taxes until the next regular election cycle in two years. A combination of a low number of poll responses, limited manpower to run a campaign, and the estimated campaign costs (about \$15,000) was overwhelming. A government-led initiative requires a 2/3 vote, whereas a community-led effort requires a simple majority (50% plus one)  
  
RDM Maria explained the recreation department's financial challenges and the need for increased funding. Recreation has been operating under a 2012 tax measure that only generates \$136,800 annually. Operations rely heavily on the enterprise function of the department, such as community center rentals, pool passes, and grants. Discussion on the potential impact of not passing the tax increase and the need for better community outreach

- b. UPDATE ON COUNTY'S COMMUNITY BENEFIT AGREEMENT AND STAFF'S EFFORTS TO REQUEST GRANTS: GM Goodman explained the Community Benefits Agreement (CBA) between Phillips 66 and the local community, which provides funds for offsetting negative impacts from the Rodeo Renewal project. The minimum grant ask is \$50,000, and interested applicants must attend an upcoming bidders conference in person or virtually to apply for CBA funds. The GM is working with the two sanitary departments to apply for grants. Recreation is considering the potential use of CBA funds for Memorial Hall and recreation projects, including replacing tennis courts and new play structures

The Let's Dig payment dated February 9 for \$36,508 included multiple projects with a significant portion of grant funds from the Crockett Community Foundation (CCF). The work included the removal of trees, pathway repair (corrected from parkway), and sprinkler repair.

A short discussion ensued on the need for structural repairs at Memorial Hall and the potential for community events. There is significant interest from the public in restoring the structure due to the importance of Memorial Hall and its historical significance. Commissioner Gomez expressed interest in applying for grant funds to trim public trees. There was concern that the project may not meet the minimum threshold of \$50,000. The tree trimming concept did not receive formal support from the Commissioners.

- c. RECEIVE AND DISCUSS ORDINANCE FOR MEASURE L: SCOPE OF WORK: Attention was brought to section three in the ordinance, which explains the use of L and L funds for maintenance and landscaping, including the need for reimbursement from property owners for certain projects. Recently, a tree that belonged to an HOA fell and blocked a highly used sidewalk. The ordinance allows the District to remove obstructions from the public right of way. In this example, the District will request reimbursement from the HOA. The Maintenance line item in accounting was created before L&L was created and holds funds for multiple sub-accounts. These subaccounts are coded and tracked accordingly internally through QuickBooks. Memorial Hall lawn mower service is being paid for by Recreation.
- d. DISCUSS A MERGER OF RECREATION AND LIGHTING & LANDSCAPE, ORGANIZATION OF THE COMMISSION, AND AGENDA STRUCTURE: The Board President has proposed the idea of merging the Recreation and Lighting and Landscaping commissions to streamline operations and improve efficiency. The agenda was prepared so that Commissioners would get a full sense of a merged commission. A discussion ensued on the potential benefits and challenges of a joint meeting. A consensus was reached that merged meetings could be valuable with structure. A final suggestion was to have quarterly joint meetings and maintain individual meetings.

8. BUDGET AND FINANCE:

- a. UPDATE ON FINANCIAL MATTERS: The second installment of use charges and tax from the county is expected to hit the accounts mid-April. A letter of engagement has been signed with David Farnsworth, CPA, to move forward with the fiscal year 23 audit. The District has experienced challenges over the last few years and efforts, and there is a need for better documentation and administrative work. Findings from the last audit included issues with credit card management and missing billings. Steps have been taken to address these issues and improve financial management.

9. DEPARTMENT MANAGER REPORT:
  - a. RECREATION MANAGER'S REPORT: Report by RDM Maia presented. An Easter Egg hunt was held the previous Sunday. The event was successful and filled with kids and families. Staff will be applying for a micro-grant to offer an introductory American Mahjong class to Crockett. This was generated from the community's interest in programming for older populations. Recreational programs have diminished significantly since COVID. Recreation has not generated enough traction to generate income for programs and has been relying on grants.
  - b. MAINTENANCE MONTHLY REPORT: None.
10. REPORTS/COMMENTS FROM COMMISSIONERS:
  - a. REC: BALLOT MEASURE AD HOC: CHOQUETTE, LEUBA (CHAIR), SPINNER: None.
  - b. COMMISSION'S THOUGHTS ON THE JOINT AGENDA MEETING. Commissioners expressed concern about the length of joint meetings and their impact on volunteer commissioners. Limiting speaking turns was suggested to help manage time. Recreation Chair Cusack suggested that each commission attend the other's meeting to learn more about their areas of oversight
11. FUTURE AGENDA ITEMS: None.
  - a. L&L: Discuss the distribution of responsibilities between L&L and the Crockett Public Services as they pertain to maintenance needs.
  - b. L&L: Update on CIA's modified maintenance plan for the Plaza.
  - c. L&L: Weed abatement/maintenance plan.
12. ADJOURNMENT: The meeting was adjourned at 7:45 pm by Recreation Chair Cusack and L&L Chair Pannell.

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# CROCKETT COMMUNITY SERVICES DISTRICT

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TO: Board, Commissioners, Committees, Staff, and Members of the Public

FROM: District Secretary

SUBJECT: **Actions Taken by the Board on April 22, 2026**

The following items are abbreviated summaries of administrative actions taken by the Board at the meeting of April 22. The detailed meeting minutes will be presented to the Board for approval on May 27, 2026.

Visit the April 22 agenda page online for a copy of the agenda and supporting documents.

<https://www.town.crockett.ca.us/2026-04-22-board-meeting>

## CONSENT CALENDAR:

- 5e. Accept Audit Engagement Letter from David Farnsworth, CPA. – **Accepted.**

## ADMINISTRATION:

- 7a. Update on Joint meeting with Recreation and Lighting & Landscaping Commissions. – **An initial meeting provided an opportunity to see how a joint meeting would work. An additional joint meeting will be scheduled in the near future.**
- 7b. Receive Sewer Use Charge Memo, discuss, and declare Sewer Use Charge for FY 2026/27 for Crockett Sanitary. – **The Board disagreed with Staff's recommendation not to increase the sewer use charge (SUC) in Crockett for the fiscal year 2026/27 and voted to increase the SUC by \$365.10 to help recoup recently depleted reserves.**
- 7c. Receive Sewer Use Charge Memo, discuss, and declare Sewer Use Charge for FY 2026/27 for Port Costa. – **The Board approved Staff's recommendation not to increase the sewer use charge (SUC) in Port Costa for the fiscal year 2026/27.**


## BUDGET AND FINANCE:

- 8b. Discuss and approve the proposed budget for FY 2026/27. – **The Board asked the GM to reconsider some projections in the budget for the fiscal year 2026/27 and present the revised budget at the May 27<sup>th</sup> meeting.**

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: Fund: 324100 Account : 0830


Date	Name	Memo	Credit	Num
<b>1000 - County Operating Funds</b>				
<b>1010 - Fund 3241 - Recreation</b>				
03/03/2026	UNIVERSAL BUILDING ...	January 2026 Janitorial Services - Invoice 543393	1,096.14	10544
03/03/2026	PG&E	Gas & Electric - #6757445609-0 & #8212111930-7	4,874.47	10545
03/03/2026	AT&T	Alarm - #510-787-6881	222.83	10546
03/03/2026	CONTRA COSTA COUN...	Netchex Payroll #69 - Split	8,265.24	10547
Total 1010 - Fund 3241 - Recreation			<u>14,458.68</u>	
Total 1000 - County Operating Funds			<u>14,458.68</u>	
<b>TOTAL</b>			<u><b>14,458.68</b></u>	

3/2/2026  


**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
<b>1000 · County Operating Funds</b>				
<b>1010 · Fund 3241 - Recreation</b>				
03/17/2026	Edwin Guerra	Service Ice Machine - Invoice 08283	380.00	10548
03/17/2026	PG&E	Gas & Electric - #2501517473-0	4,096.97	10549
03/17/2026	UNIVERSAL BUILDING SERVICES	Janitorial Service - Invoice 544512	144.00	10550
03/17/2026	Susan Witschi	Mileage Reimbursement - February 2026	55.10	10551
03/17/2026	CONTRA COSTA COUNTY TREASURER	Calpers - February 2026	1,253.07	10552
03/17/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #60 - Split	7,994.74	10553
03/17/2026	Redwood Public Law	Legal Services - Invoice 18975	392.00	10554
03/17/2026	Special District Risk Management	Jan-March 2026 Medical Benefits	1,399.77	10555
03/17/2026	Campbell Business Solutions	Down Payment for Projector Screen	<u>5,779.00</u>	10556
Total 1010 · Fund 3241 - Recreation			<u>21,494.65</u>	
Total 1000 · County Operating Funds			<u>21,494.65</u>	
<b>TOTAL</b>			<b><u>21,494.65</u></b>	

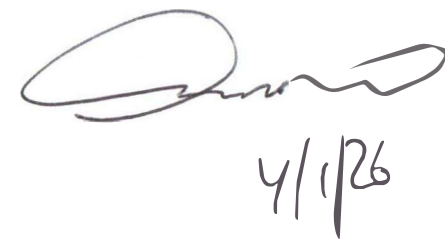
*03/16/2026*  


**CROCKETT COMMUNITY SERVICES DISTRICT**

**Crockett Community Services District**

Auditor's Date: Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
<b>1000 - County Operating Funds</b>				
<b>1010 - Fund 3241 - Recreation</b>				
04/02/2026	AT&T	Alarm - #510-787-6881	232.92	10557
04/02/2026	EBMUD	Water - #14347900582, #30385100001, #30385600001	1,688.50	10558
04/02/2026	OLIVERO PLUMBING CO.	Water Heater - Invoice 54912	6,805.00	10559
04/02/2026	PG&E	Gas & Electric - #6757445609-0 & #8212111930-7	4,400.42	10560
04/02/2026	PRECISION SECURITY SOLUTIONS	Security Guards - Invoices #25-SE11-1239 & 25-SE12-1364	2,123.10	10561
04/02/2026	The Real Yellow Pages	Advertising - Bill #610065163152	26.35	10562
04/02/2026	UNIVERSAL BUILDING SERVICES	Janitorial Service on 3/12/26 - Invoice 544631	144.00	10563
04/02/2026	American Leak Detection	Commercial Consultation - Invoice 00569107	350.00	10564
04/02/2026	Tom Cusack	Custom Framing for John Valentini	188.81	10565
04/02/2026	Sierra Chemical Company	Multichlor, Sodium Hypochlorite - Invoice 160459	956.57	10566
04/02/2026	U.S. BANK	Various - #4866-9145-5553-8450	8,107.10	10567
04/02/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #71 - Split	10,628.77	10568
04/02/2026	Sonia Rivas	Reimbursement for Desk, GM Mailing, Surge Protector - Split	122.22	10569
04/02/2026	CALIFORNIA SPECIAL DISTRICTS ASSOCIATION	Medical - Invoices H9025 & i00684	734.88	10570
Total 1010 - Fund 3241 - Recreation			<u>36,508.64</u>	
Total 1000 - County Operating Funds			<u>36,508.64</u>	
<b>TOTAL</b>			<b><u>36,508.64</u></b>	



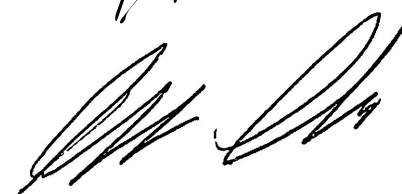
4/1/26

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
<b>1000 - County Operating Funds</b>				
<b>1010 - Fund 3241 - Recreation</b>				
04/17/2026	American Leak Detection	Irrigation Leak Detection - Invoice 00572341	1,995.00	10571
04/17/2026	Let's Dig, Inc.	Monthly Landscape Maintenance - March 2026	2,961.00	10572
04/17/2026	PG&E	Gas & Electric - A/N 2501517473-0	2,297.65	10573
04/17/2026	PRECISION SECURITY SOLUTIONS	Security Guards - Invoice 26-3SE-249	656.25	10574
04/17/2026	Sparkle Pool & Spa Service Inc.	Service Call	150.00	10575
04/17/2026	TERMINIX	Pest Control - Invoice 469682314	198.53	10576
04/17/2026	The Real Yellow Pages	Advertising - Bill #610065357585	20.37	10577
04/17/2026	UNIVERSAL BUILDING SERVICES	Janitorial Services	3,106.35	10578
04/17/2026	Special District Risk Management	Health Benefits - Member #5505	3,695.39	10579
04/17/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #72 - Split	7,849.26	10580
04/17/2026	CONTRA COSTA COUNTY TREASURER	Calpers - March 2026	2,780.83	10581
Total 1010 - Fund 3241 - Recreation			<u>25,710.63</u>	
Total 1000 - County Operating Funds			<u>25,710.63</u>	

**TOTAL**

4/16/2026  


Trial Balance

**Organization** Contra Costa County  
**Periods** FY 2025-26 : 01 Jul - 12 Jun  
**Ledger** Actuals  
**Ledger Account/Summary** 0010:CASH  
 0530:WARRANTS PAYABLE  
**Accounting Worktag** 324100 CROCKETT RECREATION DEPT  
**Book** Operating Book  
**Company Currency** USD  
**Translation Currency** USD  
**Run** 04/10/2026 06:13 PM

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	221,560.78	1,689,088.74	1,599,548.33	311,101.19
0530:WARRANTS PAYABLE	(9,884.41)	694,673.22	687,646.79	(2,857.98)
<b>Total</b>	<b>211,676.37</b>	<b>2,383,761.96</b>	<b>2,287,195.12</b>	<b>308,243.21</b>

Trial Balance

**Organization** Contra Costa County  
**Periods** FY 2025-26 : 01 Jul - 12 Jun  
**Ledger** Actuals  
**Ledger Account/Summary** 0210:INVESTMENTS  
**Accounting Worktag** 324100 CROCKETT RECREATION DEPT  
**Book** Operating Book  
**Company Currency** USD  
**Translation Currency** USD  
**Run** 04/10/2026 06:19 PM

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0210:INVESTMENTS	20,978.20	21,666.41	20,978.20	21,666.41
Total	20,978.20	21,666.41	20,978.20	21,666.41