

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF REGULAR MEETING, JANUARY 27, 2021

1. CALL TO ORDER AND INSTALLATION OF OFFICERS: The meeting was called to order at 7:00 PM by President Kirker. Present were Board Members Barassi, Bartlebaugh, Mackenzie and Peterson, along with Recreation Department Manager Wilson, Department Sanitary Manager Barnhill, Assistant Secretary Witschi, District Engineer Murdock and Administrative Services Manager Gunkelman. Outgoing President Kirker thanked everyone for a wonderful year. Incoming President Barassi thanked Directors Kirker and Peterson for all their hard work.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. UPDATE BY DIRECTORS: Director Barassi said he contacted Regional Government Services (RGS) and they have completed their work for us. He met with staff members individually. He said Ms. Witschi will post meetings and will be responsible to host the Zoom meetings. Director Barassi said he setup a desk in the multipurpose room. He dealt with a public records request and spoke with John Angell for more information on how we operate. He said he helped clear out new office building before Synergy stated abatement at the new office building. He said Director Mackenzie is the head contact for the abatement project.
- 6.a. RECREATION DEPT. REPORT: The Board had received the Minutes of December 7. Mr. Wilson reported he purchased new pool covers. Staff submitted the Per Capita Grant application and it does not require matching funds. He received two estimates to remove a cedar tree on the hillside to prevent from falling and estimates for trimming trees in the park. He is going to submit a micro-grant for the tree jobs. Staff received an arborist report for the Pomona Street Stair Project and forwarded it to the County. High School sports can resume due to the new County guidelines.
- 6.b. MAINTENANCE DEPARTMENT: None
- 6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of November 4. Mr. Barnhill reported no Sanitary Sewer Overflows (SSO's) or exceedances for December.
- 6.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of December 9. Mr. Murdock reported no Sanitary Sewer Overflows (SSO's) in January. He said there was a flowing water incident today north of the tracks. He said at midnight there was an alarm power outage west of I-80. A 10" water pipe broke on Pomona.
- 6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None

6.f. STAFF ANNOUNCEMENTS: None

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

- b. Approve payment of District bills (warrants Rec. 8994-9034; PCSan, 1286-1300 CVSan. 6305-6340; Maintenance 430).
- c. Receive Minutes of Commissions and Committees.

8.a. CONSENT ITEMS REMOVED: Director Peterson asked that 7.a. and 7.d. be removed from the consent calendar for further discussion.

7.a. Approve Minutes of December 16, 2020 – Director Peterson asked Director Kirker if he followed up on the interim General Manager. Director Kirker said he sent an e-mail but has not received a reply yet.

7.d.. Receive Status Reports on outstanding items – Director Peterson said on the Crockett Sanitary Status Report, Item A-34, Outfall Lease. the responsible person should be changed to KP. He said he has had no response from C&H for months. He said a letter was sent back to State Lands. He will not give up on a response until he hears from Tanya Akkerman at C&H.

Consent Items 7.a. and 7.d. were approved unanimously (kp/sb).

8.b. CEQA FINDINGS: Mr. Wilson said the requirements for the Per Capita Grant Program in the boundaries of the park include an ADA bathroom at the pool and no new footprints. A motion to approve Resolution No. 20/21-12 adopting CEQA findings carried unanimously (mk/jm).

8.c. COMMITTEE APPOINTMENTS: Director Barassi said committee appointments will stand as-is.

8.d. REAUTHORIZATION OF AD HOC COMMITTEES: Director Barassi said it was brought to his attention that ad hoc committees are of the board and cannot have a quorum. He said the idea of appointing Jon Wolthuis could complicate that as an ad hoc committee. He said his thought was to dissolve it as an ad hoc committee and make it an advisory committee so it could have three members and could be considered. He said since we don't have a general manager right now he is very concerned that we keep a committee structure that allows decisions to be made quickly and efficiently and then we could consider a standing committee that is more in to planning and long range. He said Directors Mackenzie and Peterson both want to stay involved and he thinks they both bring something very valuable to the table. He said the reason he would like to have Jon Wolthuis join the committee is he thinks that will be very effective tying in Crockett Sanitary and keep them informed. He said do we want to consider making a standing committee that's really addressing more of the Long Range Planning and the types of uses once the district offices are in the design issues. Director Peterson asked what the committee name is going to be. Director Barassi said he would like to call it the President's Advisory Committee of the Hosselkus Chapel. He said later we would need a resolution making it a permanent standing committee addressing the painting and the water drainage and all of the issues that would be considered getting a building open and occupied. Director Barassi said he would consider having a different form for the committee that would address the longer range planning when we rent the apartment and addressing the bigger issues. He said we can address that at the next meeting. Director Barassi re-opened this item because he realized we did not discuss the Strategic Planning Ad Hoc Committee and the Staff Management Ad Hoc Committee. He said he is going to dissolve both committees and when issues arise he will reinstate them.

8.e. ACTION PLANS FOR 2021: Director Peterson asked what is meant by Item 5, Sewer Use Charge Rate Study for Crockett Sanitary. Mr. Murdock said Mr. Barnhill and he were talking about how to rethink how we raise rates. He said we should probably go to a schedule of raises. Director Peterson said the sewer use charges are set by the two Sanitary Commissions. They are set in the

spring as part of the budget process, so that's something we can strike from the action plan. He said it is done every year as required by law. Director Barassi said he thinks Mr. Murdock is talking about changing our formula to have bigger reserves. Director Bartlebaugh said there was a study done in the past to identify what is the appropriate amount of reserves. Director Barassi said he did note on the Port Costa Sanitary Department Action Plan that he did remove branches from the power lines serving the wastewater treatment plant and there's also been an effort to clean up all of the branches and accumulation around the meter and power lines. The planning for the joint use agreement renegotiation can be put down as winter. A motion to approve the Action Plans for 2021, as amended, carried unanimously (kp/mk).

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman asked if anyone had any questions. He said this is the first investment report update you have had in a while. The first quarter interest was \$8,919.92.

10.a. PERSONNEL COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. AD HOC COMMITTEE REPORTS: Director Peterson said we have the Management Transition Ad Hoc Committee handling risk assessments and the committee has not met in over a year it might be advisable to have another General Manager oversee the progress. Director Barassi said we can dissolve the committee and when there is a new General Manager, and we're ready to move forward looking, we can reestablish in the fall. Director Mackenzie gave an update on the New Office Renovation Ad Hoc Committee. He said he has some photos of the progress being made at the new office building. He said Synergy started abatement on Monday and it's a lot of setup of plastic. He said Synergy got the rooms in the back all ready and they don't know what that other room is at the top of the ramp, but we call it the viewing room or something. He said they should be done by Saturday. Director Barassi asked if we would be moving on to painting ceilings. Director Mackenzie said that would be something for the committee to discuss. He said there is nothing included for that right now and there are no roof repairs. Director Barassi asked with the abatement done, can we start with the drywall repair, dry rot repair, roof repair and then ultimately retaining. Director Mackenzie said yes.

10.d. INTER-AGENCY MEETINGS: None. Director Barassi went back to Item 8.d.

11. CLOSED SESSION: The Board went into closed session at 8:09 pm.

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

OPEN SESSION: The Board resumed at 8:17 pm.

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

13. FUTURE AGENDA ITEMS:

- Receive audit of District FY 19/20 performed by David Farnsworth, CPA (Feb.).
- 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.

14. BOARD COMMENTS: Director Barassi said he is going to make an effort to get our outside consulting to a minimum. He said we have the experience and ability to manage our affairs without having to resort to legal costs, so let's try to keep that to a minimum. He said the next six months is really going to be not taking on new initiatives, but just sticking to what we already know. He said he will consider the next few months successful if we can reduce our reliance on our attorney and on Regional Government Services.

15. ADJOURNMENT: The meeting was adjourned at 8:24 PM until February 24, 2021.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
January 29, 2021