

# CROCKETT RECREATION COMMISSION

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of the Crockett Community Services District

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## MINUTES OF REGULAR MEETING, JANUARY 8, 2024

1. CALL TO ORDER: The meeting was called to order at 6:04 pm by Chair Cusack. Present: Commissioners Cusack, Valentini, and Choquette; Staff Interim General Manager (IGM)/District Secretary (DS) Rivas, Administrative Services Manager (ASM) Goodman, and Recreation Department Manager (RM) Wilson and Events Supervisor (ES) Morales; Public Valerie Quade and Tom List (Commissioner Port Costa Sanitary); CCSD Directors Barassi and Martinez. Absent: Commissioner Airoidi (excused)
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: CCSD Director Barassi announced that he is no longer President and asked the commissioners to think about possible recreational uses of 1 Rolph Park Drive. A new budget cycle is approaching and would like commissioners and recreation staff to consider the extent of their use of the building. Asks should be for practical applications. Commissioner Choquette asked about renovations to the building and the presence of mold. Remediations of the building have been completed and some work has been done by staff and volunteers to help move the project along. It was noted that the purchase of the building happened during covid and while public use of the building was initially intended, the process of renovation for public access was stalled. Some improvements include ADA-accessible restrooms downstairs and some paint. IGM Rivas and Barassi spoke on the need to generate income to fund building projects and offered creative means to achieve goals. RDM Wilson asked if Recreation was paying for a portion of the mortgage and if so how much? ASM Goodman stated she would report those numbers at the next meeting. Chair Cusack asked this be added as a future agenda item.
4. SEATING OF NEW MEMBER – VALERIE QUADE: SEATED
5. CONSENT CALENDAR: Minutes for December 4, 2023, were approved with no corrections (Choquette 1st, Valentini 2<sup>nd</sup>. Unanimous: 4/5, 1 absent)
6. RECREATION: None.
  - 7a BUDGET AND FINANCE: ASM Goodman presented Recreation transmittals. Chair Cusack asked about the payment for The Real Yellow Pages. Recreation is paying to advertise the community center as a rental venue. Commissioner Quade asked for more descriptions of line items in the warrant transmittal. Ms. Goodman explained the billing/check-writing process.
  - 7b BUDGET PROCESS FOR 2024: Ms. Goodman presented a tentative budget calendar for the fiscal year 24/25; the schedule is pending board approval. Tom Cusack, John Valentini, and Ron Wilson were identified as representatives for the budget process. A breakout meeting will be scheduled.

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Members: Jeff Airoidi (VC), Louise Choquette, Tom Cusack (C), Valerie Quade, John Valentini

- 8a. RECEIVE REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: IGM Rivas reported that Nick Spinner and Diana Martinez were voted in as President and Vice President, respectively. They will be sworn in at the next board meeting on January 24, 2024. Change in leadership for CVSan with Mark Manzione as chair and Scott Bartlebaugh as Vice-Chair. Director Kent Peterson announced an impending resignation and that he will not be finishing out his term with the CCSD Board, but no resignation date was given. Chair Cusack asked if Director Peterson would continue with his role on the Personnel Ad Hoc Committee, and Director Barassi informed the group that the new President of the Board may appoint members of the public to ad hoc committees.
- 8b. CONSIDER RAISING THE POOL BASE RENTAL RATES: IGM Rivas recommended increasing the marketing and visibility of the rentals offered through the Recreation Department. Revamping the current website can help generate more revenue for recreation by advertising our space for meetings and including more pictures and lists of amenities available. She googled the Crockett Community Center and noticed that the results were not unique to Recreation but instead tied to CCSD. One example was our Yelp account, which is listed as CCSD, not the Community Center. She would like to work with the Recreation staff to update keywords to increase venue usage. Commissioner Quade noted we do not have enough photos on the website and suggested a new website be built. Commissioner Choquette agreed we should include photos of the Community Center kitchen because it is beautiful. IGM Rivas said we should not create a new website but continue using the current website as it is hosted by a company that specializes in special districts. Approved (Quade 1<sup>st</sup>, Valentini 2<sup>nd</sup>, 4/0, 1 absent)
- 8c. WEBSITE UPDATES: DS Rivas presented the list of meetings and holidays. Two holidays are still questionable but suggested that the commissioners use the spreadsheet to update their calendars.
- 8d. VISIBILITY AND ADVERTISING: IGM Rivas suggested discontinuing the Real Yellow Pages and instead focusing on Yelp. She will be working with staff on this project.
9. REPORT OF DEPARTMENT MANAGER: RDM Wilson reported JSHS will begin using the pool on February 5th, and CST will start in April. Mr. Wilson was asked by IGM Rivas to provide more information on Community Center Rentals – all but 5 Saturdays are rented from now until this time next year (2025), and many Sundays have been booked out in advance. The Prop 68 bidding continues with bid opening on January 19th and bid announcements and selection on February 2nd. RDM Wilson also painted the park restrooms.
10. REPORTS FROM COMMISSIONERS: Commissioner Choquette wanted to thank everyone again for their hard work, and especially thank Ron for his continued service and our holiday dinner. She is very impressed with how lovely the grounds look.
11. FUTURE AGENDA ITEMS:
- Recreation Department asks for 1 Rolph Park Drive
12. COMMISSIONER COMMENTS: Commissioner Choquette asked if we were on time for all of our reporting. ASM Goodman answered that staff illness for most of December impeded workflow but it is a high priority and is slowly being worked on.
13. ADJOURNMENT: The meeting was adjourned at 6:44 PM until February 5, 2024.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary