

# CROCKETT RECREATION COMMISSION

Regular Business Meeting  
AGENDA FOR MONDAY, FEBRUARY 3, 2020

TIME: 6:00 PM  
PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

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

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:  
(The Commission 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.)
4. CONSENT CALENDAR: Consideration of a motion to approve the following items:
  - a. Approve Minutes of January 6, 2020
  - b. Receive Report from Facilities Manager.
5. RECREATION:
  - a. Discuss Centennial Celebration of the Community Center on February 15.
  - b. Consider commemoration gift to David Botta's family for his years of service on the Recreation Commission.
6. BUDGET AND FINANCE:  
Consider monthly Summary Worksheet and staff report on financial matters.
7. ADMINISTRATIVE:
  - a. Receive report on actions taken by the District Board.
  - b. Discuss Hosselkus Chapel acquisition and impact on department, form opinions.
8. REPORT OF DEPARTMENT MANAGER: (This item is typically for exchange of information only. No action will be taken at this time.)
9. REPORTS FROM COMMISSIONERS: (This item is typically for exchange of information only. No action will be taken at this time.)
10. FUTURE AGENDA ITEM:  
Consider Community Center as a Cooling Center.
11. COMMENTS FROM COMMISSIONERS:

12. ADJOURNMENT to March 2, 2020.

You will find the Minutes of this meeting posted on our website at [www.town.crockett.ca.us](http://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 on the picturesque Carquinez Strait of the San Francisco Bay.

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*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 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.*

# CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

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## MINUTES OF REGULAR MEETING, JANUARY 6, 2020

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Chairperson Cusack. Present were Commissioners Airoldi, Choquette, Scheer and Valentini, along with General Manager McDonald, Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. CONSENT CALENDAR: The following consent items were approved unanimously (jv/lc):
  - a. Approve Minutes of December 2, 2019.
  - b. Receive Report from Facilities Manager.
- 5.a. STATUS REPORT AND ACTION PLAN: The Commission reviewed the outstanding items on the Status Report and the Action Plan for 2020. Commissioner Airoldi asked about the hillside maintenance. Mr. McDonald reported there are a lot of dead trees that still need to be removed. He left a message with CAL FIRE but he has not received a call back from them. Commissioner Airoldi said EBMUD has a crew of inmates doing cleanup for them.
- 5.b. COMMUNITY CENTER 100 YEAR CELEBRATION: Mr. Wilson said the Community Center will be 100 years old on February 15 and he would like to have a Centennial Celebration and invite the public to come by. The Commission discussed the event and agreed upon serving hotdogs, chips, popcorn, punch and a cake. The event will be from 12:00-3:00 pm. Staff will have a banner made.
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported that the Recreation tax has been received and converted to cash and to investments.
- 6.b. MID-YEAR BUDGET REPORT: Mr. McDonald presented the FY 19/20 mid-year budget report, which includes a 6-month summary of profit and loss statements for each of the Recreation Department's cost centers. He said the budget included revenue of \$733K and expenses of \$825K, which includes a Capital Project Allocation of \$200K. A budget deficit for the District is not forecast and there is no need to adopt a revised District budget.
- 7.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in December. He said the Board reduced the Recreation Commission to five. The Board has approved sending a letter of intent to purchase Hosselkus Chapel for \$725K. The Board approved acquiring the Baptist Church for the minimum bid price of \$15K owed in back taxes. The FY 2018/19 audit was received by the Board.
- 7.b. COMMITTEE APPOINTMENTS: The Commission confirmed the Budget & Finance committee members are Commissioners Cusack and Valentini.

8. REPORT OF DEPT. MANAGER: Mr. Wilson reported he installed a new motor starter at the pool. He said there have been citings of coyotes in the bocce area and he put up signs in the park. He said we had an ice machine that was donated to the Recreation Department and we donated our old one to the Italian Catholic Federation. The pine tree in the back of the Community Center was removed in December.

9. COMMISSIONERS: Commissioner Choquette said the Holiday dinner was awesome and that Jim really enjoyed it.

10. FUTURE AGENDA ITEM:  
Consider Community Center as a Cooling Center.

11. COMMISSIONER COMMENTS: Commissioner Cusack said he would like to honor David Botta with a commemoration gift to his family. This was continued to next month's meeting.

12. ADJOURNMENT: The meeting was adjourned at 6:50 pm until February 3, 2020.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
January 7, 2020

# Facilities Report

February 3, 2020

1. **Centennial Celebration**: Crockett Community Center on Saturday, February 15 from 12:00 – 3:00 pm.
2. **Public Meeting**: John Swett Unified School District will discuss Carquinez Middle School construction on Tuesday, February 25 from 6:30 – 9:30 pm at the Community Center.

Respectfully submitted,

*Susan Witschi*

# CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

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e-mail: recreation@town.crockett.ca.us

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## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD. MTK 1-22-20

LATEST FUND REPORT: 1-13-20

### OPERATING FUND 3241

CASH CARRIED FORWARD: \$35,072.36

#### ACTIVITY:

#### CHECKS AND PAYMENTS

Warrants (8493-8542) (\$57,935.68)  
 Wells Fargo CC Fees (\$110.87)  
 Payroll recovery (\$1,310.03)  
 Deposit slips (\$60.28)  
 Trns to investments (\$75,000.00)

#### DEPOSITS AND CREDITS

Comm Center Rentals \$8,293.00  
 Nutrition / Classes \$400.00  
 Cleaning/Damage Depo: \$700.00  
 Security Services \$808.00  
 Cleaning Services \$240.00  
 Other recovery \$344.42  
 Trns frm Adv on Taxes \$77,110.00  
 Trns frm CSD 3240 \$32,000.00  
 Payroll recovery \$728.22  
 Trns frm investments \$40,000.00

CASH BALANCE: \$61,279.14

ADV ON TAXES : \$136,180.00  
 Cash conversion (\$77,110.00)

NET ADV ON TAXES: \$59,070.00

INVESTED BALANCE: \$326,433.77  
 Trns from cash \$75,000.00  
 Trns to cash (\$40,000.00)  
 NET INVESTED: \$361,433.77

\$39,762.82 c/d deposits  
 \$321,670.95 avail. funds

FUND BALANCE: \$481,782.91

\*\*\* Below held in cash account \*\*\*

C/D BEGINNING BALANCE: \$42,562.82  
 c/d deposit receipts \$700.00  
 c/d deposit refunds (\$3,500.00)  
 Trnsfr recovery \$0.00  
 NET C/D ENDING BALANCE: \$39,762.82

CAP / RESTRICTED BAL: \$392.59  
 Donations (none) \$ -  
 Corrections/Adjstms. \$ 4,064.26  
 NET CAPITAL REPL. BAL: \$4,456.85

POLICE LIAISON BALANCE: \$8,237.49  
 Parking revenue \$0.00  
 Payroll/Expenses (\$92.25)  
 NET PLC ENDING BALANCE: \$8,145.24

XMAS LIGHT BEG BALANCE: \$496.57  
 Light Bulbs \$0.00  
 XMAS LIGHT END BALANCE: \$496.57  
 CERT ACTIVITY: None \$0.00  
 CERT Ending Balance: \$0.00

PETTY CASH BALANCE: \$60.00  
 TAXES held in 3240: \$ 32,598.65  
 CO.charges in 3240: \$ -

ACCRUED CREDIT: \$ 8,000.00  
 PY due from MAINT Dept.

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Commissioners: Jeff Airoidi, Louise Choquette, Tom Cusack, Anne Scheer, John Valentini

## CROCKETT COMMUNITY SERVICES DISTRICT

### Reconciliation Detail

FUND 3241 - RECREATION, Period Ending 01/13/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
<b>Beginning Balance</b>							497,886.13
<b>Cleared Transactions</b>							
<b>Checks and Payments - 45 items</b>							
Check	12/20/2019	8507	USBank	Various office and maintenance	X	-2,373.54	-2,373.54
Paycheck	12/20/2019	8495	SUSAN G. WITSCHI	Paycheck December 1-15	X	-1,848.15	-4,221.69
Check	12/20/2019	8503	UNIVERSAL BUILDI...	Janitorial services	X	-1,644.40	-5,866.09
Check	12/20/2019	8502	TERRACARE ASSO...	Landscaping services	X	-1,212.00	-7,078.09
Liability ...	12/20/2019	8497	STATE COMPENSA...	Workers Comp	X	-953.90	-8,031.99
Paycheck	12/20/2019	8493	DOLORES M. MORA...	Paycheck December 1-15	X	-784.97	-8,816.96
Check	12/20/2019	8504	Octavia Miller	Cleaning and damage deposit refu...	X	-700.00	-9,516.96
Check	12/20/2019	8505	Cristina Gonzalez	Cleaning and damage deposit refu...	X	-700.00	-10,216.96
Check	12/20/2019	8508	Darlene Scott	Cleaning and damage deposit refu...	X	-700.00	-10,916.96
Paycheck	12/20/2019	8494	KATELYNN M. CLEM...	Paycheck December 1-15	X	-599.32	-11,516.28
Check	12/20/2019	8500	PG&E	Gas & Electricity	X	-251.38	-11,767.66
Check	12/20/2019	8501	Planchon Roofing, Inc.	Roof repairs at Comm Center - Inv...	X	-250.00	-12,017.66
Check	12/20/2019	8498	BAY AREA NEWS G...	Legal notices Ord 19-8 - AC 2005...	X	-135.13	-12,152.79
Paycheck	12/20/2019	8496	TREVOR B. DEES	Paycheck December 1-15	X	-63.75	-12,216.54
Check	12/20/2019	8499	Alhambra & Sierra Sp...	Water for staff	X	-28.42	-12,244.96
Check	12/30/2019		CONTRA COSTA CO...	Bank of the West Deposit Slips	X	-60.28	-12,305.24
Check	01/07/2020	8524	CSRMA	Liability Insurance Term 1/1/20-12...	X	-16,433.53	-28,738.77
Check	01/07/2020	8533	Edgeworth Integration...	Security Video Monitoring and mal...	X	-4,980.00	-33,718.77
Check	01/07/2020	8542	SDRMA	Health Benefits Jan-Feb 2020 Inv...	X	-3,272.16	-36,990.93
Check	01/07/2020	8528	A Plus Tree Service	Removal of tree on hillside - Invoic...	X	-2,750.00	-39,740.93
Paycheck	01/07/2020	8513	RONALD D. WILSON	Payroll Dec 2019	X	-2,494.09	-42,235.02
Check	01/07/2020	8536	TERRACARE ASSO...	Landscaping services	X	-2,171.00	-44,406.02
Paycheck	01/07/2020	8519	SUSAN G. WITSCHI	Payroll Dec 16-31, 2019	X	-2,060.99	-46,467.01
Check	01/07/2020	8534	PG&E	Gas & Electricity	X	-1,710.21	-48,177.22
Liability ...	01/07/2020	8522	CalPERS Public Emp...	CalPERS Retirement and 457 Lia...	X	-1,854.64	-49,831.86
Check	01/07/2020	8537	UNIVERSAL BUILDI...	Janitorial services	X	-1,558.80	-51,390.66
Check	01/07/2020	8525	David Farnsworth, CPA	Financial Audit FY 2019 Final Invo...	X	-1,348.98	-52,739.64
Liability ...	01/07/2020	8520	UNITED STATES TR...	Fed Tax Payroll Liability	X	-1,303.26	-54,040.90
Check	01/07/2020	8541	Allyson Davis	Cleaning and damage deposit refu...	X	-700.00	-54,740.90
Check	01/07/2020	8540	Javier Rivas	Cleaning and damage deposit refu...	X	-700.00	-55,440.90
Paycheck	01/07/2020	8518	DOLORES M. MORA...	Payroll Dec 16-31, 2019	X	-632.92	-56,073.82
Check	01/07/2020	8530	AT&T	Telephone services center and pool	X	-368.87	-56,442.69
Check	01/07/2020	8527	Streamline	Web hosting 6 months	X	-341.76	-56,784.45
Check	01/07/2020	8531	Delta One Security, Inc.	Security guards invoice 4184	X	-324.00	-57,108.45
Paycheck	01/07/2020	8515	KATELYNN M. CLEM...	Payroll Dec 16-31, 2019	X	-140.48	-57,248.91
Paycheck	01/07/2020	8517	TREVOR B. DEES	Payroll Dec 16-31, 2019	X	-133.29	-57,382.20
Check	01/07/2020	8535	TERMINIX	Pest control invoice 529892	X	-131.00	-57,513.20
Check	01/07/2020	8538	RONALD D. WILSON	Mileage reimbursement Dec 2019	X	-109.04	-57,622.24
Liability ...	01/07/2020	8521	EMPLOYMENT DEV...	State Tax Payroll Liability	X	-104.29	-57,726.53
Check	01/07/2020	8532	Don Barton	Hook up new icemaker - invoice 1...	X	-70.00	-57,796.53
Check	01/07/2020	8523	LINCOLN FINANCI...	LTD Insurance	X	-69.19	-57,865.72
Check	01/07/2020	8539	SUSAN G. WITSCHI	Mileage reimbursement Oct-Dec 20...	X	-60.90	-57,926.62
Check	01/07/2020	8529	Alhambra & Sierra Sp...	Water for offices	X	-37.61	-57,964.23
Check	01/07/2020	8526	MEYERS NAVE	Attorney general legal advice	X	-31.73	-57,995.96
Transfer	01/10/2020			Payroll and misc recovery Dec 2019	X	-1,310.03	-59,305.99
<b>Total Checks and Payments</b>						<b>-59,305.99</b>	<b>-59,305.99</b>
<b>Deposits and Credits - 21 items</b>							
Deposit	12/12/2019			Rent / CD / Security - cc	X	2,578.00	2,578.00
Deposit	12/13/2019			Booking & Wells Fargo Fees - cc	X	89.13	2,667.13
Deposit	12/13/2019			Comm Ctr Deposit #1010	X	3,063.00	5,730.13
Transfer	12/20/2019			Payroll recovery Dec 1-15 PCSan ...	X	25.60	5,755.73
Deposit	12/20/2019			Comm Ctr Deposit #1011	X	640.00	6,395.73
Transfer	12/20/2019			Payroll recovery Dec 1-15 CVSan ...	X	655.05	7,050.78
Transfer	12/20/2019			Prop tax transfer to REC	X	32,000.00	39,050.78
Deposit	12/23/2019			Cost Recovery - cc	X	193.05	39,243.83
Deposit	01/03/2020			Rent & Bundle - cc	X	680.00	39,923.83
Deposit	01/03/2020			Rent - cc	X	720.00	40,643.83
Deposit	01/03/2020			Comm Ctr Deposit #1012	X	1,111.37	41,755.20
Check	01/07/2020	8512	VOID	***** VOID *****	X	0.00	41,755.20
Paycheck	01/07/2020	8514	DOLORES M. MORA...	***** VOID *****	X	0.00	41,755.20
Check	01/07/2020	8511	VOID	***** VOID *****	X	0.00	41,755.20
Check	01/07/2020	8508	VOID	***** VOID *****	X	0.00	41,755.20
Check	01/07/2020	8509	VOID	***** VOID *****	X	0.00	41,755.20

7:41 AM

01/16/20

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3241 - RECREATION, Period Ending 01/13/2020**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Paycheck	01/07/2020	8516	SUSAN G. WITSCHI	***** VOID *****	X	0.00	41,755.20
Check	01/07/2020	8510	VOID	***** VOID *****	X	0.00	41,755.20
Deposit	01/07/2020			Rentals DP801011	X	350.00	42,105.20
Transfer	01/10/2020			Payroll recovery Dec 16-31 2019	X	47.57	42,152.77
Deposit	01/10/2020			Rentals DP801269	X	1,250.00	43,402.77
<b>Total Deposits and Credits</b>						<b>43,402.77</b>	<b>43,402.77</b>
<b>Total Cleared Transactions</b>						<b>-15,903.22</b>	<b>-15,903.22</b>
<b>Cleared Balance</b>						<b>-15,903.22</b>	<b>481,782.91</b>
<b>Register Balance as of 01/13/2020</b>						<b>-15,903.22</b>	<b>481,782.91</b>
<b>Ending Balance</b>						<b>-15,903.22</b>	<b>481,782.91</b>