

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF REGULAR MEETING, MAY 27, 2020

1. CALL TO ORDER: The meeting was called to order at 7:03 PM by President Kirker. Present were Board Members Barassi, Mackenzie, Peterson and Sutton, along with General Manager McDonald, Recreation Department Manager Wilson, Port Costa Sanitary Department Manager Barnhill, and Assistant Secretary Witschi. Also present were Sanitary Commissioners Bartlebaugh and Wais.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. REPORTS FROM COMMISSIONERS: None
5. PUBLIC HEARING: None
6. REPORT OF DISTRICT COUNSEL: No report.
- 7.a. RECREATION DEPT. REPORT: The Board had received the Minutes of March 2. Mr. Wilson reported since the shutdown of the Community Center and Park area we have had very few problems. He said he plans to open the pool when he gets notice from the County. He had a staff meeting today with the pool managers to discuss the pool opening and the extra measures to take during COVID-19. The pool will follow the Center for Disease Control (CDC) guidelines for pools and parks. The CDC recommends designating a Point of Contact staff member to be responsible for responding to COVID-19 concerns and the Office Manager, Madison Kozier, will be the contact person. She will also produce a video on promoting behaviors that prevent the spread of COVID-19 and how we plan to implement changes so everyone is in a safe environment.
- 7.b. MAINTENANCE DEPARTMENT: Director Peterson reported he has been working at the Bridgehead to clear the weeds and remove dead wood. He said the Dog Park Committee is working on a submittal for Caltrans. Mr. McDonald reported Ms. Witschi has been in contact with Cal Fire to clean up the dead trees on the hillside behind the Community Center. She has also been in contact with Tom Polcari to weed the hillside behind the Community Center.
- 7.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of April 8 and April 20. Mr. Barnhill reported no Sanitary Sewer Overflows (SSO's) in April. He said he has been in communication with the owner at 70 Canyon Lake Drive with an encroachment issue.
- 7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of April 15 and written manager's report. Mr. McDonald reported one Sanitary Sewer Overflow (SSO) at Carquinez Middle School. He said West County Wastewater District repaired the flow meter at the Crockett Pump Station and replaced a circuit board.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported he received paperwork from the Contra Costa County Elections Department. He said there are two seats up to re-election. The filing period is from July 13 – August 7. The current shelter in place ends on May 31 and he is just waiting to hear more information on whether it will be extended.

7.f. STAFF ANNOUNCEMENTS: None

8. CONSENT CALENDAR: The consent items were approved unanimously (kp/es):

- a. Approve Minutes of April 22, 2020.
- b. Approve payment of District bills (warrants Rec. 8663-8692; PCSan, 1216-1225; CVSan 6127-6147).
- c. Receive Minutes of Commissions and Committees, includes Personnel Committee Minutes of May 26 and Budget & Finance Minutes of May 26.
- d. Receive notices of Prop. 218 Mailings for proposed Sewer Use Charge increases.

9.a. CONSENT ITEMS REMOVED: None

9.b. ATHERTON COOKE SEWER PROJECT: Mr. McDonald reported the Crockett Sanitary Commission recommends accepting the work as complete. A motion to approve Resolution No. 19/20-22 accepting the Atherton-Cooke Sewer Project No. C-1002 as complete carried unanimously (lb/es). Staff will file with the Contra Costa County Recorder's Office a Notice of Completion.

9.c. CARQUINEZ MIDDLE SCHOOL SEWER PROJECT: Mr. McDonald reported the Crockett Sanitary Commission recommends accepting the work as complete. Director Peterson asked if this is our project or that of the school districts. Mr. McDonald said it is our project and our slip line sewer has two defects and is unable to handle the flow of the new school from its new location. Director Peterson asked was the line extended. Mr. McDonald said it was not extended but a new manhole was installed where the shallow sewer box structure was previously located. The school district and the Crockett Sanitary Department shared in the replacement costs. A motion to approve Resolution No. 19/20-23 accepting the Carquinez Middle School Sewer Replacement Project No. C-1015 as complete carried unanimously (kp/lb).

9.d. HOSSELKUS CHAPEL: Mr. McDonald reported the Ad Hoc Property Acquisition Committee met today at 3:00 pm. He said the cost to fully remove the asbestos is \$78,550, termite removal is \$3,950 and additional roof repair is \$48,361. We have not had a chance to hold a public hearing due to the Coronavirus. The original offer to Carriage Services was \$725K and staff is proposing an offer of \$642,500 (which includes removal of asbestos and termite work). Mr. McDonald said he has been approached by the Crockett Chamber for possible rental space. He spoke with Chief Dean Colombo from the Crockett-Carquinez Fire Department for possible apartment rental space for First Responders. Director Peterson would like to have Mr. McDonald negotiate the purchase price. Director Barassi said he thinks the purchase price should be lower; cost estimates might get to high. Director Mackenzie doesn't think we will find a cheaper place and would like to go forward with the purchase. Director Sutton said she remains in favor. Commissioner Bartlebaugh said the Crockett Sanitary Commission is still waiting for staff to get more information on what the liabilities costs are and for a monthly cash flow report related to expenses the sanitary department would incur. A motion to adopt Resolution No. 19/20-24 as presented and directing staff to reduce offer to Carriage Services by amount to include costs to replace dry-wall removed as part of the asbestos abatement carried unanimously (es/kp).

9.e. PAY SCHEDULE OF WAGES FOR GENERAL MANAGER: Mr. McDonald reported the most recent General Manager Employment Agreement Extension and Modification adopted March 7, 2018 requires a salary increase on June 1, 2020. On June 1, 2020 the monthly salary will increase to Level III, Step A which is \$8,089 per month. No action is required.

9.f. DISTRICT ELECTIONS: Mr. McDonald reported California Elections Code requires a general district election to be held in each district to choose a successor for each elective office whose term will expire. He said there are two seats up for re-election, Directors Barassi and Peterson, to be held on November 3. The official filing period begins on July 13 and ends on August 7. A motion to approve Resolution No. 19/20-25 Ordering Even-Year Board of Directors Election; Consolidation of Elections; and Specifications of the Election Order, as amended, carried unanimously (kp/es).

10.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald informed the Board that the cost for General Liability insurance based on exposure is now known and that the issue was discussed at the recent Budget & Finance meeting. Director Peterson believes the current O&M basis for calculation of premiums to be billed each department should be followed as least for this upcoming fiscal year. Director Mackenzie believes each department should pay its fair share using the risk exposure formula even if that means an increase for the Maintenance and Recreation Departments. Director Kirker believes the problem with the insurance costs for the Plaza and Bridgehead need to be addressed. It was the consensus of the Board to keep the formula for calculation of liability insurance premiums the same for FY 20/21. Staff was directed to look for solutions, such as a stepped transition over five years to lessen impact to the Recreation and Maintenance Departments, and bring back proposal to the Budget & Finance Committee in December for consideration for the budget for FY 21/22.

10.b. PRELIMINARY BUDGET: Mr. McDonald presented the preliminary budget proposed for FY 20/21. He said the respective commissions have reviewed this budget or the similar draft budget. The board received the budget and look forward to final budget for consideration on June 24, 2020.

10.c. RECREATION SPECIAL TAX: A motion to approve Resolution No. 19/20-26 to levy \$110 annual Recreation Special Tax on residential parcels for FY 2020/21 carried unanimously (kp/lb).

10.d. DISTRICT ANNUAL AUDIT: Mr. McDonald reported the district needs to select a qualified certified public accounting firm to perform an annual audit and issue opinions on the financial statements for a one-year period ending June 30, 2020. Last year David Farnsworth, CPA performed the audit for the District completing it on time and on budget. In prior years Dennis L. Lorette has performed the audit. Mr. McDonald reported he has reached out to Mr. Lorette to see if he would be interested in submitting a proposal but he has not responded. A motion to select David Farnsworth, CPA to perform District's FY 19/20 audit at a cost not to exceed \$10,428 carried unanimously (kp/es).

11.a. PERSONNEL COMMITTEE REPORT: The Board had received the Minutes of May 26. No further report.

11.b. BUDGET & FINANCE COMMITTEE REPORT: The Board had received the Minutes of May 26. Director Mackenzie would like the committee to discuss the financial authority delegated to the commissions as outlined in the Delegating Authority to Commissions policy of August 2008; he believes it may have served a purpose in 2008 but should be reviewed based on current District needs. Mr. McDonald will bring it to the Budget & Finance Committee for discussion.

11.c. AD HOC COMMITTEE REPORTS: Director Peterson said the Strategic Planning Committee is looking for feedback on the list provided. He said he is not sure how the committee should go forward. There has not been a lot of response from committee members. Director Kirker suggested the process restart in July with feedback on the documents, hopefully people will be more available, and that the committee can come up with recommendations on how to move forward.

11.d. INTER-AGENCY MEETINGS: None

11. FUTURE AGENDA ITEMS:

- Public hearing on rates and method of collection (June).
- Adopt budget for FY 2020/21 (June).
- General Manager Performance Evaluation (June).
- Discuss role of Police Liaison Committee and how it should best serve the public (Aug).
- 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: Director Sutton asked if there will be a meeting to discuss the letter Mr. Barnhill sent to all the directors. Mr. McDonald said he will reach out to everyone next week and schedule a meeting.

13. ADJOURNMENT: The meeting was adjourned at 8:46 PM until June 24, 2020.

Respectfully submitted,

Susan Witschi  
May 29, 2020