

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, JUNE 3, 2019

1. CALL TO ORDER: The meeting was called to order at 6:07 PM by Chairperson Vice-Chair Airoldi. Present were Commissioners Choquette, Scheer and Valentini, along with General Manager McDonald and Department Manager Wilson. Commissioners Botta, Cusack, Eskildsen, and Facilities Manager/Asst. Secretary Witschi were absent.

2. AGENDA ORDER: There were no requests to hear agenda items out of order.

3. PUBLIC COMMENTS:

4. CONSENT CALENDAR: The following consent items were approved unanimously (jv/lc):
a. Approve Minutes of May 6, 2019.
b. Receive Report from Facilities Manager.

5. RECREATION: None

6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald presented the monthly summary worksheet and drew attention to the interest earned in the investment account for the Recreation Department. The investment balance is \$466,000 after \$70,000 was transferred to the cash operating account. The second cash conversion of the Recreation Tax held in the Advance on Taxes account has occurred. The reconciliation detail report was reviewed. No questions were raised.

6.b. PROPOSED FY 2019/20 BUDGET: Mr. McDonald reported on the proposed fiscal year (FY) 19/20 budget for the Recreation Department. He said the majority of the budget increase this year is allocated for the capital projects identified on the last page of the budget. In summary there will be sufficient funds in the Operations & Maintenance (O&M) General Fund to help guarantee that unforeseen scene capital replacements or a decrease in revenue will not affect the quality of services provided to the public. The department is managing its expenses well and he is comfortable with the budget presented. Ms. Scheer asked why there was a big drop for the resurfacing of the tennis court project and was curious on the slip sheet method. Mr. Wilson said he originally received bids between \$81,000 and \$65,000 for a slip sheet method and after submitting the grant to the Crockett Community Foundation (CCF) he received an estimate for \$18,000 on another method to repair the courts. As the slip sheet method was only guaranteed for five years he felt the lower bid of \$18,000 that would fill the cracks, install fiber mesh over the top, and feathering out the court would be a better use of funds. Mr. Wilson had concern of submitting another grant later this year, for which he feels the improvements are of a higher priority, to install a retaining wall along Pomona and straighten out the fence that is failing. Mr. Airoldi asked if it was a new technology being used on the courts. Mr. Wilson described it is similar to patching drywall with the fiberglass sheeting. There is no pursing. Mr. Wilson gave a brief history of the tennis courts. He said the courts, originally installed in 1921, were upgraded and resurfaced in 1987 or 1988. Mr. Valentini asked if there is money included in the budget to deal with the pine tree near the

bocce courts as, in his observation, he wondered if the tree is safe and questioned if it should be removed. Mr. McDonald said there is funding built into the maintenance budget in the Parks cost center to handle the occasional tree removal throughout the year. Mr. Wilson will contact A1-Tree to take a look and get their opinion on whether or not it should be removed. Ms. Scheer asked about the increase of professional services and expenses under the administrative details page. Mr. McDonald explained that the District will need to hire a new auditor for the upcoming review of this fiscal year and, along with our new attorney, expenses for this cost center are expected to rise substantially compared to prior years. A motion to accept the proposed budget as presented carried unanimously (lc/as).

7.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in May. Mr. McDonald said the Board adopted a resolution accepting the recommendation to continue the Recreation Special Tax of \$110 per residential parcel, approved sending out a Request-For-Proposal for financial audit services for the District, and adopted an ordinance accepting the informal bidding procedures of the California Uniform Public Construction Cost Accounting Act.

7.b. AUGUST MEETING: A motion to cancel the August Recreation Commission meeting carried unanimously (lc/jv).

8. REPORT OF DEPT. MANAGER: Mr. Wilson gave the department managers report. He said the Walk of Honor event had a good turnout. A mailing was sent to all residents in Crockett and Port Costa and he did notice more local people were in attendance this year. About \$40,000 was raised with half of the funds, \$20,000, to be returned to the District for the Memorial Hall project. The Crockett Community Foundation (CCF) will match \$5,000 bringing the total this year raised to \$25,000. Mr. Wilson reported that all lifeguards have been hired and the pool is fully staffed. All but one person who took the lifeguard class passed. He was able to promote three returning employees to aquatics management positions. He is happy with the choices and with the work that they are doing. He said the pool will open daily for the summer starting next week. Part of the gazebo has some extensive dry rot and the Recreation Department has contracted with Chuck Dell to repair that area. You will see the work has already begun. In addition boards on the front porch of the Crockett Community Center auditorium need to be replaced. They are tongue and groove style and Chuck Dell has been hired to replace these boards as well. The composite wood steps heading down from the entrance are in bad shape and will be replaced with redwood treads as well. Today the pool hosted over 100 kids for their fourth grade party. The fifth grade class will have their party tomorrow and the six grade class party will be held Thursday keeping staff quite busy this week. Mr. Wilson reported that there was support from a few CCF board members who are willing to award a grant for the higher bid proposal of \$81,000 for the slip sheet method project for tennis court resurfacing. He will know more Thursday at the CCF meeting whether they will approve the grant requested at the lower or higher amount. Regarding the architectural project at the Crockett Community Center auditorium you may remember that the bids received came in way too high to begin construction of the covered deck. The county required ADA improvements to the entranceway into the community center, which kept the project from moving forward at the time due to increased costs. A while ago, \$8,000 of the architectural grant that was unspent was returned to the CCF along with a letter stating we may ask if we could have the \$8,000 back to pay for architectural services to lessen the scope of work and separate the community center deck project into two projects. The architect is willing to review and make the deck project more affordable by changing the design of the deck and splitting out the ADA entrance improvements for a second phase. The CCF will be discussing returning the \$8,000 at its next meeting. Mr. McDonald said that, unless there is an objection, if the CCF awards the grant of \$81,000 versus \$18,000 that he would adjust the Recreation Department Capital Project budget accordingly before the District Board considered it on June 26. The commission would support the adjustment if needed.

9. COMMISSIONER REPORTS: Ms. Choquette wanted to know if there was a policy in place for commissioners missing too many meetings. She is concerned with David Botta being absent and the upcoming summer vacations that there would not be enough people to obtain a quorum. Mr. McDonald will contact Ms. Eskildsen and see if she is still interested in serving on the Recreation Commission and will report back to the commission on the policy currently in place regarding missed meetings. A comment was made that the District website still shows an announcement a vacancy on the Recreation Commission page. Mr. McDonald will check into it and have it removed if it is there.

10. FUTURE AGENDA ITEM: Mr. McDonald said the future agenda item "Consider termination of waterfront lease and impact on waterfront access and recreation" is still pending. He said once he hears more from the State Lands Commission he may then bring the question back to the commission.

11. COMMISSIONER COMMENTS: No reports.

12. ADJOURNMENT: The meeting was adjourned at 6:43 PM until July 1, 2019.

Respectfully submitted,

Dale McDonald
June 24, 2019