

# CROCKETT RECREATION COMMISSION

Regular Business Meeting  
AGENDA FOR MONDAY, JANUARY 3, 2022

TIME: 6:00 PM

PLACE: **\*\* TELECONFERENCE - SEE BELOW \*\***

## IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in *Executive Order 33-20* and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time.
- The meeting will be conducted via tele conference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

## HOW TO OBSERVE THE MEETING:

**Telephone:** Listen to the meeting live by calling Zoom at (669) 900-9128.

Enter the Meeting ID# 829 1597 6158 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at: <https://us02web.zoom.us/j/82915976158>

**Computer:** Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/82915976158> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

**Mobile:** Login through the Zoom mobile app on a smartphone and enter Meeting ID# 829 1597 6158.

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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 item:
  - a. Approve Minutes of December 6, 2021.
5. RECREATION:
  - a. Receive Aquatics report for 2021.
  - b. Review Status Report and approve Action Plan for 2022.

6. **BUDGET AND FINANCE:**

Consider monthly Summary Worksheets and staff report on financial matters.

7. **ADMINISTRATIVE:**

- a. Receive report on actions taken by the District Board.
- b. Consider Announcement of Vacancy on the Recreation Commission.
- c. Confirm Budget & Finance Committee appointments.

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 ITEMS:**

11. **COMMENTS FROM COMMISSIONERS:**

12. **ADJOURNMENT** to February 7, 2022.

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.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification of at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

*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

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of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

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

website: www.town.crockett.ca.us

## MINUTES OF REGULAR MEETING, DECEMBER 6, 2021

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Chairperson Cusack. Present were Commissioners Airoldi and Valentini, along with Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioner Choquette was absent.

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

3. PUBLIC COMMENTS: None

4. CONSENT CALENDAR: The following consent item was approved unanimously (jv/ja):  
a. Approve Minutes of October 4, 2021.

5. ANNUAL REPORT ON RECREATION TAXES: Mr. Wilson presented the Annual Report on the Use of Recreation Taxes. He said this is the \$110 a year recreation tax assessment. The amount of special taxes for recreation that was placed on the tax roll to be collected by the Crockett Community Services District during FY 2020-21 was \$136,290. The entire amount was deposited into the general recreation Fund 3241 and was spent during 2021. The funds are authorized for improvement, maintenance and operation of park and recreation facilities and services within the area served by the District.

6. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Wilson reported a fund balance of \$428K and a cash balance of \$113K.

7.a. DISTRICT BOARD ACTIONS: None

7.b. MEETING SCHEDULE FOR 2022: The Commission agreed to remove the August 1, 2022 meeting. The meeting schedule for 2022 was approved, as amended, by consensus.

7.c. ELECTION OF OFFICERS: Commissioner Cusack will continue to be Chair and Commissioner Airoldi will continue as Vice-Chair.

7.d. ANNOUNCEMENT OF VACANCY: Mr. Wilson reported there is a vacancy on the Commission since Anne Scheer left. Ms. Witschi will post the Announcement of Vacancy on the website and the bulletin boards at the Community Center.

8. REPORT OF DEPT. MANAGER: Mr. Wilson reported the tree company came out on Friday and put the Christmas lights on the tree in Alexander Park. He said there is about 2,000 feet of lights on that tree. He said the cement work on the deck at the pool has been completed. He said on November 17, there was a problem at the Community Center early in the morning with some kids playing loud music in the back of the Community Center. He said a neighbor came down from Duperu and there was an altercation between the neighbor and two of the school boys. He said this was brought up at the District Board meeting and whenever there is a problem a letter will be sent to the school district board.

9. COMMISSIONERS: None

10. FUTURE AGENDA ITEMS:

11. COMMISSIONER COMMENTS: None

12. ADJOURNMENT: The meeting was adjourned at 6:32 PM until January 3, 2022.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
December 7, 2021

# REC. DEPT. STATUS REPORT

## JANUARY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		<b>Facility maintenance</b> - Community Center, pool, and park.	All safety issues corrected	
Ongoing		<b>Financial accounting &amp; budget</b>	FY 21/22 Budget Adopted	
Ongoing		<b>Prop 68 Park &amp; Water Bond</b>	Application Packet Submitted	Submit project to OGALS
Ongoing		Hazardous Material Training	Trained seasonal staff	Update Injury & Illness Prevention Plan

### MAINTENANCE ISSUES

4/13	M-8	<b>Hillside Maintenance</b> - long-term hillside cleaning plan needs to be developed.	Grass Cut	
2/19	M-9	<b>Signage for the Park</b> - post rules	Pending	Get new signs - trash

### CAPITAL IMPROVEMENTS

3/14	C-1	West side covered deck Project	postponed until 2021	Identify funding. Do project in phases
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### ADMINISTRATIVE MATTERS

9/10	A-21	<b>Signs - no skateboards or bikes</b>	Sec. 7.12.090 prohibits	add to signage for park rules
11/08	A-20	<b>Rec Policies &amp; Procedures Manual</b> - both the community center and aquatics center.	BACKLOGGED	
2/20	A-36	100-year plaque at Community Center	Pending	Order plaque

\*\* Larger project tasks are included on the Status Report. Smaller incidental and regular ongoing tasks are excluded from this report.

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# Crockett Recreation Department ACTION PLAN 2022

## 2022 TOP PRIORITY ACTIONS

- |    |   |        |
|----|---|--------|
| 1. | Pomona Steps / Retaining Wall Along Pomona          | SPRING |
| 2. | Replace Pool Building Doors                         | SPRING |
| 3. | Venue Management Software Program                   | SUMMER |
| 4. | Update Rules Signage in Alexander Park              | SUMMER |
| 5. | Pool Resurface                                      | FALL   |
| 6. | Update ADA Compliance Plan                          | FALL   |
| 7. | Obtain Funding for Deck Project at Community Center | WINTER |

# CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525  
 Telephone (510) 787-2414  
 Fax (510) 787-3049

MONTHLY SUMMARY WORKSHEET

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

PREPARED FOR BOARD MTG: 12-15-21

LATEST FUND REPORT: 12-15-21

OPERATING FUND 3241		
CASH CARRIED FORWARD:	\$ 113,540.87	INVESTED BALANCE: \$178,598.10
ACTIVITY:		Invest Interest
		Transfer to Cash
		NET INVESTED: \$178,598.10
<u>CHECKS AND PAYMENTS</u>		\$50,222.82 c/d deposits
Warrants (9508-9552)	(\$40,153.43)	\$128,375.28 avail. funds
Wells Fargo Fees	(\$89.47)	
Levy&Assr code fees		
Invest Fees		
Rental Refund	(\$343.00)	
		FUND BALANCE: \$424,891.07
		*** Below held in cash account ***
<u>DEPOSITS AND CREDITS</u>		C/D BEGINNING BALANCE: \$50,222.82
Comm Center Booking	\$36,898.00	c/d deposit receipts \$0.00
Pool Deposit		c/d deposit refunds \$0.00
Cost Recovery Bocce		Trnsfr recovery \$0.00
Donations&Pool Rental		NET C/D ENDING BALANCE \$50,222.82
Tennis keys		
Transfer from Invest		CAP / RESTRICTED BAL: \$4,639.60
CXL Outdated Checks	\$40.00	Donations \$0.00
		\$0.00
		NET CAPITAL REPL. BAL: \$4,639.60
		POLICE LIAISON BALANCE \$8,171.84
		Parking revenue \$0.00
		Payroll/Expenses \$0.00
		NET PLC ENDING BALANCE \$8,171.84
		XMAS LIGHT BEG BALANCE \$496.57
		No activity \$0.00
		XMAS LIGHT END BALANCE \$496.57
		CERT ACTIVITY: None \$0.00
		CERT Ending Balance: \$0.00
CASH BALANCE:	\$ 109,892.97	
		PETTY CASH BALANCE: \$60.00
ADV ON TAXES :	\$136,400.00	TAXES held in 3240: \$ 84,265.35
No Activity		CO.charges in 3240: \$ -
NET ADV ON TAXES:	\$136,400.00	

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

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of the Crockett Community Services District

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website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## ANNOUNCEMENT OF VACANCY

### AND INVITATION TO APPLY FOR A SEAT ON THE CROCKETT RECREATION COMMISSION

The District is now taking applications for a vacancy on the Recreation Commission. Applicants must be residents of Crockett or Port Costa. Anyone interested should apply by written letter, clearly identifying the applicant by name, street address and phone number. Applications must contain a statement of interest and qualifications. The deadline to submit applications to the Crockett Community Services District, PO Box 578, Crockett, CA 94525 is February 2, 2022.

The Recreation Commission will interview applicants on February 7, 2022. An appointment to the Commission will be made later by the District Board of Directors. The term of office is 24 months. Please call Crockett Community Services District at 787-2992 for more information.

January 4, 2022

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