

CROCKETT RECREATION COMMISSION

Regular Business Meeting
AGENDA FOR MONDAY, JULY 6, 2020

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.

Agenda packet can be accessed at <https://www.town.crockett.ca.us/2020-07-06-recreation-commission-meeting>. *Public comments by phone and chat (online only) will be available during the teleconference.*

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at (669) 900-9128. Enter the Meeting ID# 842 738 244 followed by the pound (#) key. More phone numbers can be found on Zoom's website by visiting Zoom Support and searching for local dial in numbers if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/842738244> 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# 842 738 244.

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 June 1, 2020.
 - b. Receive Status Report on outstanding items.
 - c. Receive Recreation Pool/Park Appointment list for 2020.

5. RECREATION:

Continuing impact COVID-19 is having on recreation department, dismiss and form recommendations.

6. BUDGET AND FINANCE:

Consider monthly Summary Worksheet and staff report on financial matters.

7. ADMINISTRATIVE:

Receive report on actions taken by the District Board.

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 August 3, 2020.

You will find the Minutes of this meeting posted on our website at 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

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, JUNE 1, 2020

1. CALL TO ORDER: The meeting was called to order at 6:11 PM by Chairperson Cusack. Present were Commissioners Airoidi and Valentini, along with General Manager McDonald, Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioners Choquette and Scheer were absent. Also present was Sanitary Commissioner Wais.
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 May 4, 2020.
5. IMPACT OF COVID-19: Mr. Wilson reported the Recreation Department lost \$40K in revenue in May. He said June booking events have been rescheduled to next year. Commissioner Cusack asked staff if they are experiencing any problems at the park. Mr. Wilson said everyone has been very good and staying out of the park.
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported a fund balance of \$512K and a cash balance of \$81K.
- 6.b. 10-MONTH BUDGET REPORT AND PRELIMINARY FY 2020/21: Mr. McDonald reported Event Supervisor Morales has been furloughed at least until September. He said medical benefits are still being paid. Historically, the pool is subsidized and receives the largest share of the Recreation Special Parcel Tax. The preliminary budget assumes the pool opening early to mid-July. The retaining wall along Pomona and replacement stairs at the corner of Rolph and Pomona will be treated as capital improvement under the parks cost center. Mr. McDonald reported he is transferring \$100K from capital projects to the O&M General Fund.
7. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in May. He said the Board approved the Recreation Special Tax. The Board selected David Farnsworth, CPA to do the annual audit for FY 2019/20. Authorized staff to purchase the Hosselkus Chapel. Mr. Wilson said in 2008 staff used \$8,000 to purchase Memorial Hall and the Board approved to transfer the money from the Maintenance Department to the Recreation Department.
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported the he is trying to get the pool ready to open when the County releases a notice. He met with the assistant pool manager last Wednesday and went over requirements and duties. Has a written plan for re-opening the pool and keeping patrons and staff safe, along with requirements for face coverings and gloves.
9. COMMISSIONERS: No reports.

10. FUTURE AGENDA ITEMS:

11. COMMISSIONER COMMENTS: No reports.

12. ADJOURNMENT: The meeting was adjourned at 6:41 PM until July 6, 2020.

Respectfully submitted,



Susan Witschi
June 2, 2020

REC. DEPT. STATUS REPORT

JULY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Facility maintenance - Community Center, pool, and park.	All safety issued corrected	
Ongoing		Financial accounting & budget	FY 20/21 Budget Adopted	Ongoing COVID-19 impact, review Sept 2020
Ongoing		Prop 68 Park & Water Bond	Per Capita Allocations announced	Grantee submits to OGALS no later than Dec 31, 2020
Ongoing		Hazardous Material Training	Trained seasonal staff	Update Injury & Illness Prevention Plan

FINANCIAL MATTERS

2/09	F-9	Fence damage recovery (#2) - Harris	\$1300.26 judgment	Ron to collect or sell debt
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MAINTENANCE ISSUES

4/13	M-8	Hillside Maintenance - long-term hillside cleaning plan needs to be developed.	grass cut	CalFire or other to clear hillside of dead trees
2/19	M-9	Signage for the Park - 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
12/18	C-2	Fire suppression system for Center	pending	Waiting on addtl.quotes
2/20	C-3	Memorial bench for David Botta	Funding aquired	Concrete pad and plaque

ADMINISTRATIVE MATTERS

10/17	A-30	Add More Classes and Activities - at the Community Center	future item to Commission	Identify costs and resources to implement.
4/12	A-31	Alcohol rules for youth groups	Incorporated in contracts	Update Code by Ordinance
9/10	A-21	Signs - no skateboards or bikes	Sec. 7.12.090 prohibits	add to signage for park rules
11/08	A-20	Rec Policies & Procedures Manual - both the community center and aquatics center.	BACKLOGGED	
2/20	A-35	Policy on memorial donations	BACKLOGGED	Staff to develop
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.

CROCKETT COMMUNITY SERVICES DISTRICT
RECREATION POOL / PARK PERSONNEL - 2020

First Name	Last Name	Date of Employment	Pay Schedule of Wages Job Classification / Position	Pay Rate 2019
H. "Harry"	Shri-Shashitharan	5/27/20	Assistant Mgr 1b	\$17.50
Justin	Crow	5/27/20	HLG 1c / AsMgr in-training	\$14.25
Monica	Munoz	5/27/20	HLG 1b / AsMgr in-training	\$14.00
Stella	Mannell	5/27/20	HLG 1d / AsMgr in-training	\$14.50
Madison	Kozier	4/15/20	Office Manager 2c	\$16.00
Naya	Murdock	6/10/20	Head LG 1d backup	\$14.50
Andrew	Taw	6/22/20	Lifeguard 1a	\$13.25
Ariel	Fischer	6/22/20	Lifeguard 1a	\$13.25
Asher	Labinski	6/10/20	Lifeguard 1b	\$13.40
Cassandra	Contreras	6/10/20	Lifeguard 1b	\$13.40
Damian	Fischer	6/22/20	Lifeguard 1a	\$13.25
Gabe	Osti	6/10/20	Lifeguard 1b	\$13.40
Jocelyn	Osti	6/10/20	Lifeguard 1b	\$13.40
Lindsay	Barella	6/22/20	Lifeguard 1a	\$13.25
Madeline	LeVeque	6/10/20	Office 1d	\$13.45
Paige	Paulsell	6/17/20	Office 1c	\$13.30
Skyler	Xavier	6/22/20	Lifeguard 1a	\$13.25
Zoe	Labinski	6/22/20	Lifeguard 1d	\$13.70
Trevor	Dees	Year Round	Maint 1d / LG 1d bkup	\$13.70

* Appointment list to be advised on and recognized by District Board per District Code Section 4.04.020.

Received by REC Comm: _____

Approved by CSD Board: _____

CROCKETT RECREATION DEPARTMENT

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD. MTC 6-24-20

LATEST FUND REPORT: 6-11-20

OPERATING FUND 3241

CASH CARRIED FORWARD: \$81,801.84

INVESTED BALANCE: \$425,179.03

No activity \$0.00

ACTIVITY:

NET INVESTED: \$425,179.03

CHECKS AND PAYMENTS

Warrants 8681-8714 * (\$29,242.06)

\$47,122.82 c/d deposits

Wells Fargo CC Fees (\$22.61)

\$378,056.21 avail. funds

Payroll recovery (\$915.23)

FUND BALANCE: \$487,042.76

* Includes \$400 in COVID19 refunds

*** Below held in cash account ***

DEPOSITS AND CREDITS

Comm Center Rentals \$2,030.00

C/D BEGINNING BALANCE: \$47,122.82

CCF passthru Botta \$600.00

c/d deposit receipts \$0.00

Payroll recovery CVP \$1,967.84

c/d deposit refunds \$0.00

Parking fines \$33.95

Trnsfr recovery \$0.00

NET C/D ENDING BALANCE: \$47,122.82

CAP / RESTRICTED BAL: \$4,773.43

Donations \$ -

Swing seats \$ (333.83)

NET CAPITAL REPL. BAL: \$4,439.60

POLICE LIAISON BALANCE: \$7,860.75

Parking revenue Mar \$33.95

Payroll/Expenses (\$20.06)

NET PLC ENDING BALANCE: \$7,874.64

CASH BALANCE: \$56,253.73

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

ADV ON TAXES : \$5,610.00

PETTY CASH BALANCE: \$60.00

No activity \$0.00

TAXES held in 3240: \$ 17,836.06

NET ADV ON TAXES: \$5,610.00

CO.charges in 3240: \$ -

\\rec\bud&fin\wrksht.xls

ACCRUED CREDIT: \$ 8,000.00

PY due from MAINT Dept.

4:06 PM

CROCKETT COMMUNITY SERVICES DISTRICT

06/12/20

Reconciliation Detail

FUND 3241 - RECREATION, Period Ending 06/11/2020

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							512,590.87
Cleared Transactions							
Checks and Payments - 37 items							
Transfer	05/15/2020			Corrected transfer of MAINT payro...	X	-11.84	-11.84
Check	05/21/2020	8691	TERRACARE ASS...	Landscaping services	X	-2,171.00	-2,182.84
Paycheck	05/21/2020	8681	SUSAN G. WITSCHI	Payroll May 1-15	X	-1,903.99	-4,086.83
Check	05/21/2020	8683	U.S. BANK	Various Maint, Soft subscript, cap ...	X	-1,798.59	-5,885.42
Check	05/21/2020	8687	EBMUD	Water	X	-1,501.87	-7,387.29
Check	05/21/2020	8689	PG&E	Gas & Electricity at pool AC 2501...	X	-1,278.39	-8,665.68
Check	05/21/2020	8685	MEYERS NAVE	General advice April 2020 - share ...	X	-1,036.04	-9,701.72
Liability C...	05/21/2020	8684	STATE COMPENS...	Workers Comp	X	-946.08	-10,647.80
Check	05/21/2020	8688	KEL-AIRE HEATIN...	Filter grill replacement - recoverabl...	X	-484.07	-11,131.87
Check	05/21/2020	8690	Regional Governm...	FEMA COVID review April Invoice ...	X	-225.00	-11,356.87
Check	05/21/2020	8692	Cecelia Hill	Cancellation of event 9/6/20 COVI...	X	-200.00	-11,556.87
Check	05/21/2020	8686	BAY AREA NEWS...	Publishing Ord 20-1 Summary Stat...	X	-154.52	-11,711.39
Paycheck	05/21/2020	8682	TREVOR B. DEES	Payroll May 1-15	X	-37.96	-11,749.35
Check	05/21/2020		Wells Fargo Merch...	Wells Fargo Fees	X	-22.61	-11,771.96
Paycheck	06/05/2020	8693	RONALD D. WILS...	Payroll May 2020	X	-2,569.84	-14,341.80
Check	06/05/2020	8712	Anthony Polcari	Weed abatement on hillside above...	X	-2,300.00	-16,641.80
Transfer	06/05/2020			Payroll recovery REC to CVSAN M...	X	-2,285.75	-18,927.55
Check	06/05/2020	8710	TERRACARE ASS...	Landscaping services	X	-2,171.00	-21,098.55
Paycheck	06/05/2020	8699	SUSAN G. WITSCHI	Payroll May 16-31	X	-1,793.61	-22,892.16
Check	06/05/2020	8711	PG&E	Gas & Electricity	X	-1,743.51	-24,635.67
Liability C...	06/05/2020	8704	SDRMA	Health Benefits Liability	X	-1,636.08	-26,271.75
Check	06/05/2020	8708	EBMUD	Water	X	-1,249.70	-27,521.45
Liability C...	06/05/2020	8702	UNITED STATES ...	Fed Tax Payroll Liability	X	-888.62	-28,410.07
Liability C...	06/05/2020	8701	CalPERS Public E...	CalPERS Retirement and 457	X	-873.81	-29,283.88
Check	06/05/2020	8707	CUNHA ENGINEE...	Pomona Steps - survey and engin...	X	-750.00	-30,033.88
Check	06/05/2020	8709	LESLIE'S POOL S...	Pool chemicals	X	-417.01	-30,450.89
Check	06/05/2020	8706	AT&T	Telephone	X	-364.76	-30,815.65
Paycheck	06/05/2020	8700	TREVOR B. DEES	Payroll May 16-31	X	-243.55	-31,059.20
Check	06/05/2020	8713	Emily Draper	Refund on booking for May 31 eve...	X	-200.00	-31,259.20
Liability C...	06/05/2020	8703	EMPLOYMENT D...	EDD State Payroll Tax Liability	X	-83.95	-31,343.15
Liability C...	06/05/2020	8705	LINCOLN FINANCI...	LTD Premium Liability	X	-69.19	-31,412.34
Check	06/05/2020	8714	Kelsey O'Shea	Repayment for uncashed paychec...	X	-44.28	-31,456.62
Paycheck	06/05/2020	8694	HARIKESH SHRI...	Payroll May 16-31	X	-24.24	-31,480.86
Paycheck	06/05/2020	8696	MADISON A. KOZI...	Payroll May 16-31	X	-22.18	-31,503.04
Paycheck	06/05/2020	8698	STELLA T.E. MAN...	Payroll May 16-31	X	-20.08	-31,523.12
Paycheck	06/05/2020	8695	JUSTIN T. CROW	Payroll May 16-31	X	-19.74	-31,542.86
Paycheck	06/05/2020	8697	MONICA A. MUNOZ	Payroll May 16-31	X	-19.40	-31,562.26
Total Checks and Payments						-31,562.26	-31,562.26
Deposits and Credits - 5 items							
Deposit	05/15/2020			Rent, donation, parking Comm Ctr ...	X	2,663.95	2,663.95
Transfer	05/22/2020			Payroll recovery May 1-15 PCSAN...	X	271.48	2,935.43
Transfer	05/22/2020			Payroll recovery May 1-15 CVSAN...	X	1,588.11	4,523.54
Transfer	06/05/2020			Payroll recovery PCSAN to REC M...	X	108.25	4,631.79
Transfer	06/05/2020			Payroll recovery CVSAN to REC M...	X	1,382.36	6,014.15
Total Deposits and Credits						6,014.15	6,014.15
Total Cleared Transactions						-25,548.11	-25,548.11
Cleared Balance						-25,548.11	487,042.76
Register Balance as of 06/11/2020						-25,548.11	487,042.76
Ending Balance						-25,548.11	487,042.76