

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting
AGENDA FOR WEDNESDAY, DECEMBER 18, 2019

TIME: 6:30 PM *** Note: Earlier than normal meeting start time ***
PLACE: 850 Pomona Avenue, Crockett

1. CALL TO ORDER – ROLL CALL
2. FRAUD PREVENTION PRESENTATION by David Farnsworth, CPA
3. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
4. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Board 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.)
5. REPORTS FROM COMMISSIONERS:
(This item is typically for exchange of information only. No action will be taken at this time.)
6. PUBLIC HEARING:
7. MANAGERS' REPORTS: (These items are typically for exchange of information only.
No action will be taken at this time.)
 - a. Recreation Department.
 - b. Maintenance Department.
 - c. Port Costa Sanitary Department.
 - d. Crockett Sanitary Department.
 - e. Governmental matters.
 - f. Announcements and discussion.
8. CONSENT CALENDAR: Consideration of a motion to approve the following items:
(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
 - a. Approve Minutes of November 20, 2019.
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.
 - d. Receive annual report on use of Recreation Taxes (Gov. Code Sec. 50075.3)
 - e. Receive annual report on compliance with identity theft regulations (FACTA program)
 - f. Resolution No. 19/20-11 confirming publication of Ord. No. 19-8.
 - g. Approve Payroll Schedule for 2020.
9. ADMINISTRATIVE:
 - a. Consider consent Items removed from Consent Calendar.
 - b. Resolution No. 19/20-12 reducing the Recreation Commission to five seats.

- c. Accept conditional offer to settle violations through a payment of \$12,000, the mandatory minimum penalty pursuant to Water Code section 13385, NPDES Permit CA 0005240 C&H Sugar Company Refinery, Joint Use C&H Sugar Company-Crockett Community Services District Philip F. Meads Water Treatment Plant, Crockett, CA.
 - d. Accept conditional offer to settle violations through a payment of \$15,000, the mandatory minimum penalty pursuant to Water Code section 13385, NPDES Permit CA 0037885 Port Costa Wastewater Treatment Plant, Port Costa, CA.
 - e. Election of Officers for 2020.
 - f. Consider Resolution No. 19-/20-13 re-appointing Joe Surges to the Port Costa Sanitary Commission for two years.
 - g. Consider Resolution No. 19/20-14 finding that sewer emergency exists at a public sewer, identified as Pomona V-00-20 to V-00-19, and to delegate to the General Manager authority to order any action to repair or replace public sewer without giving formal notice for bids to let contracts, per Public Contract Code Section 22050.
10. BUDGET AND FINANCE:
- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
 - b. Revise Pay Schedule of Wages required by minimum wage increase January 1, 2020.
 - c. Discussion on evaluation and potential benefit of acquiring Hosselkus Chapel property.
 - d. Receive audit of District FY 18/19 performed by David Farnsworth, CPA.
11. CLOSED SESSION – REAL ESTATE NEGOTIATIONS: Pursuant to Government Code Section 54956.8 – meet with negotiator concerning the purchase of Hosselkus Chapel property.
12. OPEN SESSION: Announcement of actions, if any, taken in closed session.
13. REPORTS FROM BOARD MEMBERS:
(These items are typically for exchange of information only. No action will be taken at this time.)
- a. Personnel Committee – Members Barassi, Bartlebaugh, Cusack, Sutton and Wilson
 - b. Budget & Finance Committee – Members Mackenzie and Peterson
 - c. Ad Hoc Committees:
 - d. Inter-agency meetings:
14. FUTURE AGENDA ITEMS:
- Introduce Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (Jan.)
 - 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.
15. BOARD COMMENTS:
16. ADJOURNMENT to January 22, 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.