

# CROCKETT RECREATION COMMISSION

## **Regular Business Meeting** AGENDA FOR MONDAY, MARCH 4, 2024

TIME: 6:00 PM  
PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

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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 for February 5, 2024.
6. RECREATION:
7. BUDGET AND FINANCE:
  - a. Receive Recreation transmittals.
  - b. Budget process update for 23/24.
8. ADMINISTRATIVE:
  - a. Receive report on actions taken by the District Board.
  - b. Update on Prop 68 bid (Alexander Park).
9. REPORT OF DEPARTMENT MANAGER:  
*(This item is typically for the exchange of information only. No action will be taken at this time.)*
10. REPORTS FROM COMMISSIONERS:  
*(This item is typically for the exchange of information only. No action will be taken at this time.)*
11. FUTURE AGENDA ITEMS:
  - Website Updates
  - Report on Recreation's portion of the 1RPD building mortgage.
12. COMMENTS FROM COMMISSIONERS:
13. ADJOURNMENT to April 8, 2024. (One week later due to the Cesar Chavez Day holiday)

# CROCKETT RECREATION COMMISSION

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

<https://www.town.crockett.ca.us/meetings>

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

For Review

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## MINUTES OF REGULAR MEETING, FEBRUARY 5, 2024

1. CALL TO ORDER: The meeting was called to order at 6:05 pm by Chair Cusack. Present: Commissioners Airolti, Cusack, Choquette and Valentini; Staff: Interim General Manager (IGM)/District Secretary (DS) Rivas, Recreation Department Manager (RDM) Wilson and Events Supervisor (ES) Morales; Public: Commissioner Mary Wais (Crockett Sanitary - CVSAN); Absent: Commissioner Quade (excused)
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: Commissioner Wais announced that a candidate's forum is scheduled for Thursday, February 8 in the community center and begins at 5:30.
4. CONSENT CALENDAR: Minutes for January 8, 2024, were approved with no corrections (Valentini 1<sup>st</sup>, Choquette 2<sup>nd</sup>, Unanimous: 4/0, 1 absent)
5. Number 5 was inadvertently skipped.
6. RECREATION: RDM Wilson reported that there was no damage from the storm over the weekend but due to very high winds, there was a significant amount of debris to clear. He was concerned about the tie-downs for the pool and relieved that they held up well. The high school has started using the pool. The heater was turned on last week, the heat increases gradually and takes a few days to reach the desired temperature. Due to the heavy storm, the temperature never got higher than 79 degrees. The cooler water did not seem to bother the students very much.  
  
Fourteen contractors attended the mandatory pre-bid meeting for the pool building renovations. The bids are scheduled to be opened on Friday (2/9) at 2 pm. The pool building is being renovated for ADA compliance and requires a reconfigured entrance.
7. BUDGET AND FINANCE:
  - a. RECREATION TRANSMITTALS: Chair Cusack inquired if the \$4,610 charge for landscaping services was correct. Mr. Wilson explained that the charges are for various locations: Memorial Hall, Community Center, Alexander Park, and the pool.
  - b. BUDGET PROCESS FOR 2024: IGM Rivas reported that a preliminary meeting is scheduled for Wednesday (February 7) with the Board Budget & Finance Committee to discuss the budget. ASM Goodman will then follow up with the other department budget and finance committees.

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Members: Jeff Airolti (VC), Louise Choquette, Tom Cusack (C), Valerie Quade, John Valentini

8. ADMINISTRATIVE:
  - a. ACTIONS TAKEN BY THE DISTRICT BOARD: IGM Rivas reported that the Board is now under the leadership of Nick Spinner (President) and Diana Martinez (Vice President). Directors Barassi and Mackenzie are on the budget & finance committee and will be meeting on Wednesday to discuss the 2024/2025 budget.
  - b. SALARY UPDATES FOR NON-EXEMPT RECREATIONAL STAFF: Received.
9. REPORT OF DEPARTMENT MANAGER: Reported under Item 6.
10. REPORTS FROM COMMISSIONERS: None.
11. FUTURE AGENDA ITEMS: None.
12. COMMISSIONER COMMENTS: At the previous meeting, Director Barassi asked the recreation commissioners to consider recreational uses at the district office building (1RPD). A lengthy discussion was had regarding the history of the acquisition and the lack of progress in renovations that will allow the public to use the building. One of several proposed uses was a wedding chapel but there is concern that people will not want to have weddings in a former mortuary. Commissioner Choquette expressed that recreation does not have the staff or budget to run any programs at the building. She suggested that a budget be created for the repairs. IGM Rivas responded that staff is holding weekly meetings and that the renovations are a current topic of discussion. Several improvements have already been made but still require more ADA modifications.  
  
A request was made to staff to explain why Recreation has made two \$2,000+ payments towards the mortgage. Ms. Wais shared comments from the original acquisition planning discussions including there were a variety of ideas about the purpose of the building; the building needed ADA compliance upgrades; the intention was to generate income; the upstairs unit could be a rented as a private residence.
13. ADJOURNMENT: The meeting was adjourned at 6:48 PM until March 4, 2024.

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: \_\_\_\_\_ Func: 324100 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
02/01/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 18	13,881.87	14819
02/01/2024	CONTRA COSTA COUNTY TREASURER	CalPERS split	5,960.05	14820
02/01/2024	USBank	Credit Card Payment Nov 23, Dec23, Jan24	11,670.76	14821
02/01/2024	CINTAS FIRE 636525	Qrtly Fire Inspection and Svc Fee	554.00	14822
02/01/2024	CONTRA COSTA HEALTH SERVICES DEPT	24/25 Health Permit - Kitchen & Commissary	1,052.00	14823
02/01/2024	David Farnsworth, CPA	District FTR Audit 2022	142.54	14824
02/01/2024	DOLORES M. MORALES	Mileage Expense Jan 24	22.78	14825
02/01/2024	EBMUD	Water for Pool and Park	1,375.72	14826
02/01/2024	EBMUD	Water for Comm Ctr Nov-Jan	849.94	14827
02/01/2024	EBMUD	Water for Comm Ctr Nov-Jan	346.58	14828
02/01/2024	First Foundation Bank	Acct # 60162400 Installment Payment #7/40	2,197.01	14829
02/01/2024	Let's Dig, Inc.	1st Instalment for Erosion Control Project along Pomona	18,600.00	14830
02/01/2024	Lincoln National Life Insurance Company	Feb Payment acct# CCSVCD	69.19	14831
02/01/2024	PG&E	12/11/23-1/9/24 acct# 8212111930-7	1,113.43	14832
02/01/2024	PG&E	gas and electric 12/11/23-1/9/24 acct#6757445609-0	1,495.58	14833
02/01/2024	Shakela Dominick	rental deposit refund - 1/16/24	700.00	14834
02/01/2024	TERRACARE ASSOCIATES	Landscaping services Feb 24	2,305.00	14835
02/01/2024	Ron Wilson	mileage reimb. Jan24	91.12	14836
Total FUND 3241 - RECREATION			<u>62,427.57</u>	
<b>TOTAL</b>			<u><u>62,427.57</u></u>	

*Jan Herd*  
2/1/24

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: \_\_\_\_\_ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
02/03/2024	CONTRA COSTA HEALTH SERVICES DEPT	Pool event center permit INV288854 24/25	1,052.00	14837
02/03/2024	CONTRA COSTA HEALTH SERVICES DEPT	Pool Permit 24/25 INV0289792	991.00	14838
02/03/2024	CONTRA COSTA COUNTY TREASURER	correction to CalPers Payment for EFT	0.01	14839
Total FUND 3241 - RECREATION			<u>2,043.01</u>	
<b>TOTAL</b>			<u><u>2,043.01</u></u>	

*Jan Rod*  
2/3/24

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**

Auditor's Date: \_\_\_\_\_ Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>FUND 3241 - RECREATION</b>				
02/15/2024	Campbell Business Solutions	Inv# 5927 and 6234, Split	67.89	14840
02/15/2024	LESLIE'S POOL SUPPLIES	Inv# 00137-01-097639	262.56	14841
02/15/2024	PG&E	acct# 2501517473-0, gas and electricity for Pool	353.66	14842
02/15/2024	PRECISION SECURITY SOLUTIONS	January 2024 Security Charges, Inv# 2023-SE-5865	2,485.00	14843
02/15/2024	Rocio Reyes	Event Deposit refund Feb 3 2024	700.00	14844
02/15/2024	Solis Gardening	2/2/24 Inv# 1000487	300.00	14845
02/15/2024	STATE COMPENSATION INSURANCE FUND	Inv# 1001642804	542.94	14846
02/15/2024	Studio 144 Architects	Inv# 12	4,364.25	14847
02/15/2024	TERRACARE ASSOCIATES	Landscaping services Jan 2024	2,305.00	14848
02/15/2024	UNIVERSAL BUILDING SERVICES	inv# 522363 Janitorial svcs	144.00	14849
02/16/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll Nbr 19	6,302.37	14850
Total FUND 3241 - RECREATION			<u>17,827.67</u>	
<b>TOTAL</b>			<u><u>17,827.67</u></u>	

*[Handwritten Signature]*  
2/16/2024