

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR MEETING, JANUARY 26, 2022

1. CALL TO ORDER: The meeting was called to order at 7:12 PM by President Barassi. Present were Board Members Bartlebaugh, Mackenzie and Peterson, along with General Manager Murdock, Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, Administrative Services Manager Gunkelman and Assistant Secretary Witschi. Also present was Sanitary Commissioner Wais. Director Kirker was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. UPDATE BY DIRECTOR: Director Barassi said he continues to attend the weekly staff meetings that were instituted last year and it seems to be a fairly productive way to communicate and of brainstorm.
- 6.a. RECREATION DEPT. REPORT: Mr. Wilson reported the John Swett High School Swim Team will begin using the pool on February 7. He said one of heaters at the pool needs to be replaced. The first Walk of Honor planning meeting is on February 1.
- 6.b. MAINTENANCE DEPARTMENT: None
- 6.c. PORT COSTA SANITARY DEPT.: The Board received the Minutes of October 13. Mr. Barnhill reported the Annual Self-Monitoring report for 2021 is about ready to go out. He said over the course of 2021 there were no permit violations. The operators are still actively paying close attention to the septic tank and watching the scum layers. He said last year it was pumped out twice and the next time it is scheduled to be pumped out is February 2.
- 6.d. CROCKETT SANITARY DEPT.: The Board received the Minutes of December 8. Mr. Murdock gave a recap of the sewer repairs in 2021. He said there were 16 repairs for a total of 1300 feet and a cost of \$477K. He said there was a failure of the grit pump at the treatment plant and West County Wastewater District (WCWD) believes they can repair it. Mr. Barnhill said he received a call from Bills Underground today and they were helping a homeowner at 4 Crolona Heights and they found a backup in the main that extends from the easement down to Winslow Street. He said WCWD responded and they pulled a root ball out of that line.
- 6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman reported most of the government agencies that normally meet in December have cancelled their meetings due to a lack of attendance, so most of those meetings have been postponed until February or March. He has been in contact with the State Lands Commission and they don't know exactly when the permanent lease application will be processed or approved.
- 6.f. STAFF ANNOUNCEMENTS: None

7. CONSENT CALENDAR: Mr. Gunkelman asked that item 7.d. be removed for further discussion. The following consent items were approved unanimously (sb/jm):

- a. Approve Minutes of December 15, 2021.
- b. Approve payment of District bills (warrants Rec. 9567-9595; PCSan, 1380-1392; CVSan 6608-6635; Maintenance 466).
- c. Receive Minutes of Commissions and Committees.

8.a. CONSENT ITEM REMOVED:

- d. Receive Proposed Budget Schedule for 2022 – Mr. Gunkelman said he would be out of town on June 22 and wanted to push the meeting back a week to June 29. He said if it is a Zoom meeting he would be able to attend. Director Barassi said he would be out of town on June 29. A motion to approve receiving the budget schedule carried unanimously (kp/sb).

8.b. COMMITTEE APPOINTMENTS: Director Barassi said he is happy with the current committee appointments and made no changes.

8.c. STATUS REPORTS AND ACTION PLANS: This item has been moved to a future date.

8.d. REMOTE TELECONFERENCING: Mr. Gunkelman said the dates are incorrect on the resolution. The dates should be January 31 through March 1. A motion to approve Resolution No. 21/22-13 authorizing remote teleconferencing meetings for the period of January 31, 2022 through March 1, 2022 pursuant to Brown Act provisions, as amended, carried unanimously (kp/sb).

8.e. WAIVER OF CONFLICT OF INTEREST: Director Peterson said on behalf of the Crockett Improvement Association (CIA) he contacted District Counsel Hundley and asked if she would prepare a property tax measure petition from which the District would be the recipient of the funds for the purpose of public maintenance, maintenance of public assets and public areas. He said Ms. Hundley wanted to be sure that the District Board saw no conflict of interest in her office serving the two separate clients. District Counsel drafted a letter with their office wanting this agreement in the file, just as a standard practice. He said the District benefits by having the same office serving both the District and the CIA, only on this petition matter because it will help avoid any miscommunication or misstatements or any other unfortunate consequences that might arise from two separate legal offices involved in one matter. If the petition drive is successful before it can go to election, the District will have to pass a resolution written by District Counsel Hundley's firm that basically says, the Board is happy to receive tax revenue and to manage it appropriately according to the terms of the election. Director Barassi said he would like the District to be conscious of the financial requirements of the district, so the District does not promise more than the funds raised are able to deliver. Director Peterson said the proposal is \$35 per parcel. He said on Saturday, January 29 at 10:00 a presentation will be given to the CIA Board behind the Community Center. He said the first deadline is going to be early March for the petition to be submitted for approval. A motion to authorize the General Manager to execute a waiver of conflict of interest letter permitting Meyers Nave to represent the Crockett Improvement Association with respect to the tax measure carried with 3 Ayes.

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board.

9.b. TAX RATE AREA: Mr. Gunkelman reported in 2019 the Board passed a resolution reallocating a portion of property taxes to any department in need of funding for the improvement of the town, as the board deems necessary. The stipulation being that a base minimum amount remain for the Recreation and Crockett Sanitary Departments. He said there is \$27,754 which can be used to address budgetary needs of departments for the benefit of the town. He said the Maintenance Department lacks a source of income and lack of volunteer help. Staff recommends transferring the \$27,754 to the Maintenance Department to help fund various projects, such as the Bridgehead, the Plaza, the new office building and Memorial Hall. Director Barassi asked why these allocations are the way they are because it

seems that ad valorem tax is something that would go to parks and street maintenance. Director Peterson said property taxes were decided by the County a long time ago and how much would be apportioned to the profit Valona Sanitary District and how much would be a portion to recreation. Director Peterson said it would be helpful if the resolution was attached to the memo for reference. Mr. Gunkelman said he would email the resolution to the Board members after the meeting.

9.c. ALLOCATIONS MEMO: Mr. Gunkelman reported staff is attempting to break down the allocations for the new office building located at 1 Rolph Park Drive based on square footage. He said due to many factors, the building is not yet ready to be used at full capacity. Much of the downstairs is a construction zone. Considering most of the square footage of the building is uninhabitable or under construction using square footage as a factor in calculating cost splits between the departments does not make sense at this time. He is proposing that we would have allocations from departments for district related work based on time rather than space right now. Director Barassi said his opinion on this is that the Recreation Department has no use or benefit from this building and it is the most public serving and should not be burdened with any costs. He said they have been burdened with impacts of COVID and lost a lot of revenue. Director Peterson said he sees it differently that staff time spent on CSD issues such as the financial audit. The recommendation by Mr. Gunkelman is to allocate by time as opposed to square footage and he thinks that is a good recommendation. Director Mackenzie said he agrees with Director Peterson. Director Barassi said the time split makes sense to him but not to burden the Recreation Department and to start to get some income from the building.

10.a. PERSONNEL COMMITTEE REPORT: Director Barassi said the Personnel Committee has met twice and considered the items relative to the raises by the job description for the administrative services, and the contract for the Administrative Services Manager, and are duly considered discussed and came to votes and have a formal recommendation in favor of those matters as they will be presented by our general manager, or Labor Party, who's also our labor negotiator.

10.b. BUDGET & FINANCE COMMITTEE REPORT: Mr. Gunkelman said the committee did not meet. He said the committee met at the end of December.

10.c. INTER-AGENCY MEETINGS: None

11. CLOSED SESSION: The Board went into closed session at 8:54 pm.

- a. CONFERENCE WITH LABOR NEGOTIATOR(S): Agency Designated Representative(s) to confer with Crockett Community Services District Board regarding Sanitary Dept. Manager, Administrative Services Manager and District Secretary positions, Pursuant to Government Code Section §54957.6.

OPEN SESSION: The Board resumed in open session at 9:39 pm.

ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION: Director Barassi reported while in closed session they discussed amendments to Resolution 21/22-14 and Resolution 21/22-15 and will propose set amendments as those resolutions come before the Board.

- a. Consider Resolution 21/22-14 Increase Salary Schedule - Director Barassi proposes amending that the second to last paragraph of page one to read "Sanitary Department Manager Barnhill's salary shall be set at Level IV, Step c equal to \$7,895 per month, or a 34% increase, retroactive as of September 1, 2021." He said he proposes amending the first paragraph of page two to read "Assistant District Secretary Witschi's salary shall be set at Level IV, Step d equal to \$36.49 per hour or a 15% increase, retroactive as of July 1 2021." A motion to approve Resolution 21/22-14 increase salary schedule, as amended, carried unanimously (sb/kp).

- b. Consider Resolution 21/22-15 Appointing Administrative Services Manager – Director Barassi proposes amending the fourth paragraph to read after BE IT RESOLVED that the “Board President is authorized to enter into the negotiated contract included with this negotiated employment contract for the Administrative Services Manager included with this January 26, 2022 agenda packet are attached to. The President is authorized and directed to sign the contract with the Administrative Services Manager placed before the Board. A motion to approve Resolution 21/22-15 appointing Administrative Services Manager, as amended, carried unanimously (kp/jm).

12. FUTURE AGENDA ITEMS:

- Status Reports on outstanding items.
- Discuss Accessory Dwelling Units.
- Discuss policy on delegation of authority to Commissions.
- Adopt capital asset depreciation schedule.
- Adopt capacity charge ordinance on Accessory Dwelling Units.
- Review and adopt ADA compliance plan.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

13. BOARD COMMENTS: None

14. ADJOURNMENT to February 23, 2022

Respectfully submitted,

Susan Witschi

Susan Witschi
February 2, 2022