

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR MEETING, APRIL 22, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Kirker. Present were Board Members Barassi, Mackenzie, Peterson and Sutton, along with General Manager McDonald, District Counsel Rachel Hundley, Recreation Department Manager Wilson, Port Costa Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi.
2. CLOSED SESSION – CONFERENCE WITH LEGAL COUNSEL: Anticipated litigation pursuant to paragraph (2) or (3) of subdivision (d) of Section 54956.9: one case. The Board went into closed session at 7:02 pm.
3. OPEN SESSION: Mr. McDonald reported no reportable actions in closed session. The open session resumed at 7:33 pm.
4. AGENDA ORDER: There were no requests to hear agenda items out of order.
5. PUBLIC COMMENTS: None
6. REPORTS FROM COMMISSIONERS: None
7. PUBLIC HEARING ON SSMP – RESOLUTION NO. 19/20-19: Mr. McDonald reported District Consultant Vivian Housen has reviewed the District's Sewer System Management Plan (SSMP) and determined that objectives and elements of the SSMP remain generally unchanged. The District's updates to the SSMP were completed in February 2020. A motion to adopt the updated Sewer System Management Plan by Resolution No. 19/20-19, as recommended by the Crockett and Port Costa Sanitary Commissions, carried unanimously (kp/es).
8. REPORT OF DISTRICT COUNSEL: None
- 9.a. RECREATION DEPT. REPORT: Mr. Wilson reported the Walk of Honor has been cancelled for this year with a loss of \$25K. He said projects at the Community Center are on hold until the self-quarantine order has been lifted. There is a lifeguard class on June 20 and 21 at the Crockett pool. Mr. Wilson said it is difficult to recruit pool staff, so he is using social media. Concerts are scheduled in the summer and Shakespeare in the Park on August 3 at Rithet Park, but not sure if they will happen. Director Peterson asked if Philips 66 would like to reschedule the Walk of Honor in the fall. Mr. Wilson said the Community Center is already booked up for the entire year.
- 9.b. MAINTENANCE DEPARTMENT: Mr. Wilson reported Linda Bell, who lives next to Memorial Hall, said mud has rolled into her shed and would like us to clean it up.
- 9.c. PORT COSTA SANITARY DEPT.: Mr. Barnhill reported no Sewer Sanitary Overflows (SSO's) in March. He received an odor complaint at the treatment plant. He met with an operator onsite and

spoke with the Chief Plant Operator from Valley Operators. Nick said he will instruct Rudy to increase the frequency of recirculation through the filter beds.

9.d. CROCKETT SANITARY DEPT.: Mr. McDonald presented the manager's report. He reported no Sewer Sanitary Overflows (SSO's) in March. He said the Atherton Cooke Project has been completed. Spot repair of 10 feet on Pomona sewer E-00-03 to E-00-02 has been completed. Replaced 192 feet of defective 6-inch public sewer behind 30 Emerson. Postponed manhole installation project on Marina line below Dowrello. Spot repair behind the retaining wall on Pomona at 1st Avenue, below wooden steps, postponed as being non-essential.

9.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported office staff is following guidelines on protection of employees during the coronavirus pandemic, employees are required to wear face masks in common areas of the community center. He said the 9/80 schedule has resumed and both he and James have separate office space. FEMA postponed and extended without end date the grant eligibility for coronavirus pandemic and staff is working to complete application for potential reimbursement of Emergency Protective Measures (Cat B).

9.f. STAFF ANNOUNCEMENTS: Mr. McDonald reported that there has been inquires made on the Hosselkus Chapel. He reported the old Nantucket building has been acquired and a group has lease with State Lands Commission to build restaurant on waterfront.

10. CONSENT CALENDAR: The consent items were approved unanimously (es/jm):

- a. Approve Minutes; Regular meeting of March 25, 2020, Special meeting of April 1, 2020, Closed Session Special Meeting of April 1, 2020 and Special meeting of April 10, 2020.
- b. Approve payment of District bills.
- c. Receive Minutes of Commissions and Committees.
- d. Adopt Resolution No. 19/20-20 Re-appointing Commissioners,
- e. Adopt Resolution No. 19/21-21 Confirming Publication of District Urgent Ordinance No. 20-1 Authorizing Additional Authority of the General Manager during Local Emergency Caused by the COVID-19 Pandemic and Waiving the Recording of Meetings.

11.a. CONSENT CALENDAR: None

11.b. DISTRICT NEWSLETTER: Mr. McDonald reported the President's message and article on aging sewers just finished and are not included in the agenda packet. Director Peterson would like to show some respect to David Botta for his extraordinary service to the Recreation Commission and Police Liaison Committee, staff will work with Ron Wilson and Director Kirker with specific wording. A motion to approve annual District newsletter for planned mailing with Prop. 218 Notices carried unanimously (kp/es).

11.c. PAY INCREASE FOR RECREATION DEPARTMENT MANAGER: A motion to approve pay increase for Recreation Department Manager Wilson, a single pay level step increase as published on the District's Pay Scale of Wages effective April 1, as recommended by the Personnel Committee, carried unanimously (kp/es).

11.d. CORONAVIRUS AD HOC COMMITTEE: A motion to create a Coronavirus response Ad Hoc Committee carried unanimously (lb/es). President Kirker appointed Director Barassi and himself to the committee.

12.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported the negative amounts on the CSD worksheet are Advance-on-Tax corrections. The Local Agency Investment Fund (LAIF) interest rate is down to 2.03%, next month will show interest earned. He said for the Maintenance Department he moved \$30K from cash to investments for Walk of Honor funds raised the last few years. Fund transfers for capital project work completed at the Crockett Joint Treatment plant has been made.

12.b. INTER-DEPARTMENT LOAN AGREEMENT: Mr. McDonald reported Port Costa Commission met on Monday and has decided to borrow \$150K from Crockett Sanitary Department's rate stabilization fund. The loan will be for 10 years, plus an interest amount equivalent to 1.5% more than the interests the District receives on its LAIF accounts for the first three years. Director Sutton asked what the rationale was to only have interest accrued the first three years. Mr. McDonald said Port Costa currently has a second loan with Crockett Sanitary which they are planning to pay off by 2022; they will have more cash available after this loan is paid off to begin paying on this new loan. A motion to approve inter-department loan agreement between Crockett Sanitary Department and Port Costa Sanitary Department as approved by both respective Commissions carried unanimously (es/jm).

12.c. CLEAN HARBOR INVOICES: Two invoices representing the total cost for Clean Harbors septic tank cleanup work were presented to the commission. A motion to approve full payment of Clean Harbor invoices in the amount of \$209,323.12 related to Port Costa septic tank cleaning project, as considered by Port Costa Sanitary Commission, carried unanimously (kp/es).

12.d. SET DATE TO ADOPT BUDGET: A motion to set June 24 for public hearing to adopt proposed FY 2020/21 Budget and, if needed, to adopt revised FY 2019/20 Budget carried by consensus.

12.e. CROCKETT SEWER USE CHARGE: Mr. McDonald presented the Crockett Sanitary Sewer Use Charge (SUC) Study Report for FY 2020/21. He reported the Crockett Sanitary Commission has proposed an increase of \$30 for a Single-Family Residence (SFR) and an increase of \$35 for an apartment and mixed-use accounts. A motion to approve Sewer Use Charge increase Notice, as required by Prop. 218, and set date of June 24 for public hearing and method of collection carried with 4 Ayes and 1 Abstention (Peterson) (es/lb).

12.f. PORT COSTA SEWER USE CHARGE: Mr. McDonald presented the Port Costa Sanitary Sewer Use Charge (SUC) Study Report for FY 2020/21. Mr. McDonald reported \$272 annual increase has been proposed. He noted there was no SUC increase last year and prior years were small incremental increases. The commercial water use is way down and Single-Family Residence (SFR) water use is up. A motion to approve Sewer Use Charge increase Notice, as required by Prop. 218., and set date of June 24 for public hearing and method of collection carried unanimously (lb/jm).

13.a. PERSONNEL COMMITTEE REPORT: None

13.b. BUDGET & FINANCE COMMITTEE REPORT: None

13.c. AD HOC COMMITTEE REPORTS: Director Peterson said a memo from the Strategic Planning Committee on the greatest risks the District face was sent out today. He said he has listed seven items on the memo. He said this is just for the Board to review and can be discussed later.

13.d. INTER-AGENCY MEETINGS: None

14. FUTURE AGENDA ITEMS:

- Consider annual Recreation Special Tax for FY 2020/21 (May).
- Report on status of 2018 Parks & Water Bond Act (Prop. 68) (May).
- Public hearing on Hosselkus Chapel acquisition (June).
- Public hearing on rates and method of collection (June).
- Adopt budget for FY 2020/21 (June).
- Discuss role of Police Liaison Committee and how it should best serve the public (July).
- 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: None

16. ADJOURNMENT: The meeting was adjourned at 9:03 PM until May 27, 2020.

Respectfully submitted,

Susan Witschi

Susan Witschi
May 18, 2020