

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, DECEMBER 4, 2023

1. CALL TO ORDER: The meeting was called to order at 6:06 PM by Vice-Chair (VC) Airoidi. Present were Commissioners Choquette and Valentini. Commissioner Cusack was absent. Staff present included Interim General Manager/District Secretary (DS) Rivas, Administrative Services Manager (ASM) Goodman, Recreation Manager Wilson, and Event Supervisor Morales. Crockett Sanitary (CVSAN) Commissioner Wais was in attendance.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: ASM Goodman struck credit card statements from Item 6a.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: ASM Goodman commended Recreation Manager Wilson for doing a great job at the Holiday community event on Sunday. Mr. Wilson expressed his gratitude and stated that the event was a collaborative event. VC Airoidi shared that it was nice to have the event again after several years.
4. CONSENT CALENDAR: Minutes for November 6, 2023, were approved, with corrections. (LC 1st, JV 2nd, 3/0-unanimous, 1 absent)
5. RECREATION: None.
- 6a BUDGET AND FINANCE: ASM Goodman reported 2 payrolls and a standard list of bill checks. The bill list is longer than usual because a security service vendor submitted all their 2023 invoices at the end of the year. The security vendor participates in several events throughout the year. Staff verified that the invoices had not previously been paid.
- 6b BUDGET PROCESS FOR 2024: Ms. Goodman has been working with Mr. Peterson on the budget process. She expects to have more information to present at the January meeting.

Commissioner Choquette asked if agenda meetings and minutes are being posted for the public to access. Ms. Goodman shared that all agendas and minutes are posted online and that several people in the community are sharing the agendas and meetings through social media channels.

A request was made to income to the monthly budget reports; this was previously reported in the monthly worksheets. Income has not been reported for some time. Ms. Goodman shared that she would do her best to begin reporting income but is not confident that it will be available for January. QuickBooks has not been reconciled in some time. Also, the workbooks that were previously used are no longer usable since the accounting system with the County has changed. Recreation Manager Wilson stated that he produces end-of-year reports that show income, but it is not sorted by income source.

IGM Rivas shared that due to the backlog of work, any new tasks will be reverted to the commissioners to prioritize and what project should be pushed back to complete the new task. Ms. Goodman is unaware of the actual financial status because QuickBooks has not been reconciled in some time. VC Airoidi feels that the current reporting is satisfactory and recognizes that staff are working on getting things back on track. Commissioner Choquette shared that the public does not comprehend the amount of work that goes into running a community center and the amount of work performed by both staff and volunteers.

7a ELECTION OF OFFICERS: Vice-Chair Airoidi nominated Tom Cusack because Mr. Cusack was not in attendance. VC Airoidi agreed to remain as vice-chair. JA 1st, LC 2nd, 4/0, 1 absent.

7b CONSIDER APPLICATION FOR RECREATION COMMISSION VACANCY VALERIE QUADE: DS Rivas reminded the commissioners that a vacancy was created when former commissioner Martinez was appointed to the Board. The required 30-day posting has expired. Ms. Quade shared that she would like to be more involved in the community. She is a real estate broker and does a little bit of acting on the side. She currently rents a commercial space and has offered yoga to the community. She is open to other community uses.

VC Airoidi recommended Valerie Quade to fill the vacancy on the Recreation Commission. (JA 1st, JV 2nd, 4/0, 1 absent.). The item will be forwarded to the District Board for a formal appointment.

7c CONSIDER MEETING AND HOLIDAY SCHEDULE FOR 2024: DS Rivas presented the list of meetings and holidays. Two holidays are still questionable but suggested that the commissioners use the spreadsheet to update their calendars.

8. REPORT OF DEPARTMENT MANAGER: Mr. Wilson reiterated how successful the holiday event was, he was impressed with the turnout and looks forward to hosting it again next year. He is meeting with the district engineer and landscape architect to figure out how to integrate the project with Crockett Sanitation's sewer project. A manhole is located by the stairs; it is higher in elevation and prevents ADA accessibility. The first bids were previously rejected. Mr. Wilson is preparing for another round of bids. The first round of advertising is scheduled for December 11. The bid opening is scheduled for January 24.

Proposition 68 is a \$467,000 project to improve ADA accessibility in the park and an ADA-accessible unisex bathroom.

9. REPORTS FROM COMMISSIONERS: None.

10. FUTURE AGENDA ITEMS: DS Rivas recommended that the commissioners start thinking about the needs of Recreation for consideration of the upcoming budget process.

11. COMMISSIONER COMMENTS: Commissioner Choquette applauded Mr. Wilson for the upkeep and management of the community center. She wished everyone a happy holiday.

12. ADJOURNMENT: The meeting was adjourned at 6:46 PM until January 8, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary