

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR MEETING, JUNE 23, 2021

1. CALL TO ORDER: The meeting was called to order at 7:04 PM by President Barassi. Present were Board Members Bartlebaugh, Kirker, Mackenzie and Peterson, along with Recreation Department Manager Wilson, District Engineer Murdock, Administrative Services Manager Gunkelman, and Assistant Secretary Witschi. Also present was Sanitary Commissioner Wais. Department Manager Barnhill 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 DIRECTORS: Director Peterson said he objects to holding District Board meetings via zoom and believes the District has a responsibility to hold meetings in person with the public. He would like to discontinue meetings by Zoom. Director Barassi reported he continues to have weekly staff meetings. He said the second floor at the new office building is being painted and getting ready for the Sanitary Department to move in. He said a verbal commitment has been made to the Recreation Department that the Sanitary Department will be out of the multipurpose room by August 1. Director Peterson reported on the matter of the Outfall Lease with State Lands Commission. He sent in the final deliverable that was requested and the only remaining deliverable is one that would come from C&H Sugar. He has not heard from State Lands Commission since he sent in the divers report on the condition of the outfall. He said the report on the condition of the outfall raises questions that State Lands Commission will come back on us. The file has been turned over to Mr. Murdock. Mr. Murdock said he spoke with Tanya Akkerman from C&H today. She said if we want an engineer's stamp she needs to have it, preferably in an email from the State so she can take it to her Board.
- 6.a. RECREATION DEPT. REPORT: The Board had received the Minutes of May 3. Mr. Wilson reported the pool opened Memorial Day weekend under the restrictions that were required at the time, and on June 15 all restrictions were lifted. He said attendance has been pretty high. The Community Center opened on June 14, and one of the two furloughed employees returned to work. The first event at the Community Center will be on June 26. The permit for the Retaining Wall and Stairs project has been received from the County.
- 6.b. MAINTENANCE DEPARTMENT: Director Barassi said there is a lot of confusion concerning the new office building and who is paying for what. Director Peterson said one of the ways he came up with is to restructure the chart of accounts and the budget is to focus clearly on that project with clear answers as to who is paying what. If each department is investing in the new office they need to have an understanding of how much that is as it accrues and should the property sell any proceeds can be

properly apportioned back to the departments. Director Barassi said he invited Mark Manzione from the Sanitary Commission to attend the weekly staff meetings.

6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of May 12. Mr. Murdock reported no Sanitary Sewer Overflow's (SSO's) last month. He said at the end of May a transfer switch went out.

6.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of May 19. Mr. Murdock reported no Sanitary Sewer Overflows (SSO's) last month. He said staff is waiting to hear from PG&E to change the pole out at Third and Ceres. He is going to arrange a meeting with PG&E and the contractor to meet on site. He said PG&E is going to replace the pole and move the anchor.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Director Barassi said he would like to address the lifting of the COVID restrictions, as it relates to District meetings. He would like to have some ability to call in on a Zoom meeting on extenuating circumstances. He said mostly for a board member if there is an extenuating circumstance. He is in favor of reopening and having in person meetings again, but staff might want to develop a policy that gives the Board access via Zoom.

6.f. STAFF ANNOUNCEMENTS: None

7. CONSENT CALENDAR: The consent items were approved unanimously (sb/kp):

- a. Approve Minutes of May 26, 2021.
- b. Approve payment of District bills (warrants Rec. 9163-9227; PCSan, 1328--1334; CVSan 6436-6451).
- c. Receive Minutes of Commissions and Committees.

8.a. CONSENT ITEMS REMOVED: None

8.b. REAPPOINT COMMISSIONER: A motion to approve Resolution No. 20/21-17 reappointing Tom Cusack to the Crockett Recreation Commission for two years carried unanimously (mk/sb).

8.c. ACCEPT RESIGNATION: A motion to accept resignation of Jon Wolthuis from the Crockett Sanitary Commission, with regret, carried unanimously (jm/mk).

8.d. APPOINT COMMISSIONER: A motion to approve Resolution No. 20/21-18 appointing Greg Mauler to the Crockett Sanitary Commission carried unanimously (kp/sb).

8.e. ANNUAL AUDIT FY 2020/21: Mr. Gunkelman said the fees have increased from his previous quotes because there is a new regulation called Yellow Book where any audit needs to be passed on to a second auditor to check his work and that is the regulation across the board for any government agency. A motion to contract with David Farnsworth, CPA to perform the annual FY 2020/21 audit and tax services in the amount of \$13,631 carried unanimously (kp/jm).

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. No further report.

9.b. APPROPRIATIONS LIMIT: Director Peterson wanted to point out an error in paragraph four, line three. The year is 2021 not 2022. A motion to approve Resolution No. 20/21-19 adopting revised Appropriations Limit for FY 2021/22 and certifying that FY 2021/22 appropriations subject to limitation do not exceed the appropriations limit, as corrected, carried unanimously (sb/kp).

9.c. PROPOSED BUDGET: Mr. Gunkelman said he is in the process of moving all the new office charges over to the Maintenance Department in QuickBooks. Director Bartlebaugh said for Crockett Sanitary he sees total appropriations at \$1,915,000 and total revenues at \$2,715. He thought he would see

those differences would match up with the change in the opening cash balance and closing cash balances. Mr. Gunkelman said expenses should be at \$1,100,528. He said the reason for the differences are mainly from a transfer. The construction fund will be used for the MCC Project among other projects.

10.a. PERSONNEL COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT:

10.c. INTER-AGENCY MEETINGS: None

11. CLOSED SESSION: The Board went into closed session at 9:20 pm.

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

OPEN SESSION: The Board resumed in open session at 9:30 pm.

12. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION: Director Barrassi said there was no reportable actions taken while in closed session.

13. FUTURE AGENDA ITEMS:

- Hearing on proposed budget for FY 2021/22.
- Adopt revised Appropriations Limit for FY 2021/22.
- 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.

14. BOARD COMMENTS: None

15. ADJOURNMENT: The meeting was adjourned at 9:31 PM until July 28, 2021.

Respectfully submitted,

Susan Witschi

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June 10, 2021