

# CROCKETT COMMUNITY SERVICES DISTRICT

## Regular Business Meeting AGENDA FOR WEDNESDAY, FEBRUARY 23, 2022

TIME: 7:00 PM

PLACE: \*\* TELECONFERENCE - SEE BELOW \*\*

### IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in *Executive Order 33-20* and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time. (See *Resolution No. 19/20-18*)
- The meeting will be conducted via teleconference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below. See end of agenda for information on How to Submit Public Comments.

### HOW TO OBSERVE THE MEETING:

**Telephone:** Listen to the meeting live by calling Zoom at +1 669 900 9128.

Enter the Meeting ID# 822 0990 4217 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/u/aeON0A5qL>.

**Computer:** Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/82209904217> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

**Mobile:** Login through the Zoom mobile app on a smartphone and enter Meeting ID# 822 0990 4217.

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1. CALL TO ORDER – ROLL CALL
  2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
  3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:  
(The Board 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. PUBLIC HEARING: (Public comments limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)  
  
Consider introducing Ordinance No. 22-1, amending Section 2.08.030 of the District Code related to the spending authority of the General Manager.
  5. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS: (These items are typically for exchange of information only. No action will be taken at this time.)
    - a. Recreation Department.
    - b. Maintenance Department.

- c. Port Costa Sanitary Department.
  - d. Crockett Sanitary Department.
  - e. Governmental matters.
  - f. Announcements and discussion.
6. **CONSENT CALENDAR:** Consideration of a motion to approve the following items:  
*(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)*
- a. Approve Minutes of January 26, 2022.
  - b. Approve payment of District bills.
  - c. Receive Minutes of Commissions and Committees.
7. **ADMINISTRATIVE:**
- a. Consider consent Items removed from Consent Calendar.
  - b. Consider Resolution No. 21/22-16 reappointing Tom List and Karen Klaiber to the Port Costa Sanitary Commission for two years.
  - c. Consider Resolution No. 21/22-17 authorizing remote teleconferencing meetings for the period of March 1, 2022 through March 31, 2022 pursuant to Brown Act provisions.
  - d. Review Action Plan 2022.
8. **BUDGET AND FINANCE:**
- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
  - b. Presentation on mid-year budget reports for FY 21/22.
  - c. Presentation on CalPERS plan and funding options.
9. **REPORTS FROM BOARD MEMBERS:**  
*(These items are typically for exchange of information only. No action will be taken at this time.)*
- a. Personnel Committee – Members Barassi, Bartlebaugh, Cusack and Wilson
  - b. Budget & Finance Committee – Members Mackenzie and Peterson
  - c. Inter-agency meetings:
10. **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.
11. **BOARD COMMENTS:**
12. **ADJOURNMENT** to March 23, 2022

**CROCKETT COMMUNITY SERVICES DISTRICT**

**ORDINANCE NO. 22-1**

**AN ORDINANCE AMENDING SECTION 2.08.030 OF THE  
CROCKETT COMMUNITY SERVICES DISTRICT CODE RELATED TO  
SPENDING AUTHORITY OF THE GENERAL MANAGER**

**WHEREAS**, the Crockett Community Services District (“District”) is a community services district with the authority to adopt, modify, and repeal ordinances pursuant to Government Code Section 61060, subdivision (a) and the procedures of Article 7 (commencing with Section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code; and

**WHEREAS**, the District Code authorizes the General Manager to make expenditures of up to \$5,000 and up to \$50,000 in emergency circumstances; and

**WHEREAS**, the District Board of Directors has determined that the increased costs of day-to-day District business since the establishment of the spending authority of the General Manager is no longer sufficient to facilitate routine operations of the District and desires to increase the spending authority of the General Manager to \$50,000.

**THEREFORE, BE IT ORDAINED** by Board of Directors of the Crockett Community Services District as follows:

Section 2.08.030 of the Crockett Community Services District Code, entitled, “Authority and Responsibility,” is amended as follows (additions in *-underlined italics*, deletions in ~~double strikethrough~~): The General Manager of the District has the administrative authority and responsibility for the operation of the District and the enforcement of all District rules and regulations, including authority to execute all contracts, warrants, releases, receipts, and similar documents for and on behalf of the District in accordance with California Health and Safety Code Section 6487. The General Manager shall have spending authority up to *\$50,000* ~~\$5,000~~ but may be given provisional approval by the Board President for urgent expenses above that limit. Under emergency conditions as defined by Resolution No. 97-98-04, the General Manager shall have spending authority up to *\$50,000* ~~\$50,000~~ subject only to notification of the Board President as soon as possible.

**Section 1. CEQA.** This project is exempt from California Environmental Quality Act (CEQA) requirements in that it can be seen with certainty that there is no possibility that the activity in question may have a significant effect on the environment per CEQA Guidelines Section 15061(b)(3).

**Section 2. Effective Date.** This Ordinance shall take effect thirty days after adoption.

**Section 3. Publication.** Within 15 days of adoption, this Ordinance shall be published in the West County Times, pursuant to and Government Code Section 25124.

**Section 4. Severability.** If any provision of this ordinance or the application thereof to any

person or circumstance is held invalid, the remainder of the ordinance and the application of such provision to other persons or circumstances shall not be affected thereby.

**PASSED AND ADOPTED** this 23rd day of February 2022, by the following vote of the Board of Directors of the Crockett Community Services District, to wit:

**AYES:**

**NOES:**

**ABSENT:**

**ABSTAIN:**

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Luigi Barassi  
President of the Board of Directors,  
Crockett Community Services District,

**ATTEST:**

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Kent Peterson, Board Secretary  
Crockett Community Services District



Lou Ann Teixeira  
Executive Officer

February 4, 2022

**TO:** Presiding Officer and District Clerk, Each Independent Special District in Contra Costa County

**FROM:** Lou Ann Teixeira, LAFCO Executive Officer

**SUBJECT: REMINDER: Announcement of Upcoming Special District Seats on LAFCO, Call for Nominations and Names of District Voting Delegates**

This is to advise all independent special districts that the terms of two special district members on the Contra Costa Local Agency Formation Commission (LAFCO) will expire on May 2, 2022. Contra Costa LAFCO is currently accepting nominations for one regular special district member seat currently held by Igor Skaredoff (Contra Costa Resource Conservation District) and the alternate special district seat currently held by Stan Caldwell (Mt. View Sanitary District). Both Commissioners will seek re-appointment.

Pursuant to Government Code Section 56332 (Attachment 1) and the *Procedures for the Special District Selection Committee* (Attachment 2) both of which are attached, I am announcing the election and calling for nominations for these seats to be submitted to the LAFCO office by **March 4, 2022** - please see attached 2022 Election Schedule (Attachment 3).

The following summarizes the process:

Selection Committee: The Independent Special District Selection Committee (ISDSC) consists of the presiding officer (or their designee) of the legislative body of each independent special district. This group appoints the special district members of LAFCO.

Attached please find a list of the independent special districts eligible to vote in this election (Attachment 4). Please review and update the attached list of district presiding officers/voting delegates (must be a board member/trustee). Board action is not necessary to name your voting representative. Please provide/update this information by **March 4, 2022**.

Nominations: Each candidate must be nominated by a Special District Board resolution and must be a board member/trustee of an independent special district. The nomination should include the name of the nominee and the district they serve. The nominating resolution must be submitted to LAFCO by **March 4, 2022**. Each independent special district is entitled to nominate a maximum of one board member, either from its own district or from another district, if so desired.

*Note: At the end of the nomination period, if only one candidate is nominated for the seat(s), that candidate will be deemed appointed and the election will be cancelled. If two or more candidates are nominated, the election process described below will ensue.*

## Attachment 1

**Gov. Code 56332.** (a) The independent special district selection committee shall consist of the presiding officer of the legislative body of each independent special district. However, if the presiding officer of an independent special district is unable to participate in a meeting or election of the independent special district selection committee, the legislative body of the district may appoint one of its members as an alternate to participate in the selection committee in the presiding officer's place. Those districts shall include districts located wholly within the county and those containing territory within the county representing 50 percent or more of the assessed value of taxable property of the district, as shown on the last equalized county assessment roll. Each member of the committee shall be entitled to one vote for each independent special district of

which he or she is the presiding officer or his or her alternate as designated by the governing body. Members representing a majority of the eligible districts shall constitute a quorum.

(b) The executive officer shall call and give written notice of all meetings of the members of the selection committee. A meeting shall be called and held under one of the following circumstances:

(1) Whenever the executive officer anticipates that a vacancy will occur within the next 90 days among the members or alternate member representing independent special districts on the commission.

(2) Whenever a vacancy exists among the members or alternate member representing independent special districts upon the commission.

(3) Upon receipt of a written request by one or more members of the selection committee representing districts having 10 percent or more of the assessed value of taxable property within the county, as shown on the last equalized county assessment roll.

(4) Upon the adoption of a resolution of intention pursuant to Section 56332.5.

(5) Upon receipt of a written request by one or more members of the selection committee notifying the executive officer of the need to appoint a member representing independent special districts on an oversight board pursuant to paragraph (3) of subdivision (j) of Section 34179 of the Health and Safety Code.

(c) The selection committee shall appoint two regular members and one alternate member to the commission. The members so appointed shall be elected or appointed members of the legislative body of an independent special district residing within the county but shall not be members of the legislative body of a city or county. If one of the regular district members is absent from a commission meeting or disqualifies himself or herself from participating in a meeting, the alternate district member may serve and vote in place of the regular district member for that meeting. Service on the commission by a regular district member shall not disqualify, or be cause for disqualification of, the member from acting on proposals affecting the special district on whose legislative body the member serves. The special district selection committee may, at the time it appoints a member or alternate, provide that the member or alternate is disqualified from voting on proposals affecting the district on whose legislative body the member serves.

(1) The executive officer may prepare and deliver a call for nominations to each eligible district. The presiding officer, or his or her alternate as designated by the governing body, may respond in writing by the date specified in the call for nominations, which date shall be at least 30 days from the date on which the executive officer mailed the call for nominations to the eligible district.

(2) At the end of the nominating period, if only one candidate is nominated for a vacant seat, that candidate shall be deemed appointed. This paragraph shall be operative only if the written notice of the meeting provided pursuant to subdivision (b) discloses that, if nominations are received for only one candidate by the end of the nominating period, the candidate shall be deemed appointed and the meeting may be cancelled.

**CONTRA COSTA COUNTY SPECIAL DISTRICTS**  
**Procedures for the Special District Selection Committee**  
(Revised January 2010)

The California Government Code, specifically Section 56332, sets forth requirements for the Independent Special Districts Selection Committee ("Selection Committee"). The procedures contained herein are intended to supplement the code and provide local rules relating to the selection of special district members to the Contra Costa Local Agency Formation Commission (LAFCO).

Selection Committee Purpose

The purpose of the Selection Committee shall be to appoint the regular and/or alternate special district members to the Contra Costa LAFCO whenever a term expires or a vacancy exists for the regular or alternate special district member seats. The term of office of each LAFCO member shall be four years and until the appointment and qualification of his or her successor (Gov. Code §56334).

Selection Committee Membership

The Selection Committee shall be comprised of the presiding officer of the legislative body of each independent special district. If the presiding officer is unable to attend a Committee meeting, the district may appoint one of its other members to attend the meeting (Gov. Code §56332).

Selection Committee Meetings

The LAFCO Executive Officer shall notify all independent special districts of a vacancy or impending vacancy in the position of regular or alternate special district member and shall schedule a meeting of the Selection Committee.

To the extent possible, Selection Committee meetings shall be scheduled in conjunction with meetings of the Contra Costa Special Districts Association as a convenience to members and for efficiency.

The Executive Officer shall provide a schedule to submit nominations to all independent special districts prior to the Selection Committee meeting.

All meetings of the Selection Committee shall be open meetings and comply with all applicable provisions of the Ralph M. Brown Act.

Quorum

Each presiding officer (or appointed alternate board member) attending the Selection Committee meeting shall be required to register their attendance. Members representing a majority of the eligible districts shall constitute a quorum for the conduct of the Selection Committee business. No meeting shall be convened prior to establishing a quorum. The Committee shall act by majority vote of the quorum, or if more than a quorum is present at the meeting, by majority vote of those members present.

Nomination Procedures

Members of governing boards of independent special districts may be nominated to serve as a regular or alternate special district member of the Contra Costa LAFCO (Gov. Code §56332).

Each independent special district shall be entitled to nominate a maximum of one board member per vacancy (i.e., for each regular and each alternate seat) from any district. Districts are required to make nominations by adoption of a Board resolution.

**SPECIAL DISTRICT SELECTION COMMITTEE 2022 ELECTION SCHEDULE**

<b><u>Date/Deadline</u></b>	<b><u>Task</u></b>
1/07/22	LAFCO sends letter announcing vacancy, election schedule, and call for nominations and names of voting delegates
2/4/22	LAFCO sends reminder
3/4/22	Districts' deadline for submitting names of voting delegates and nominating resolutions

**IF AN ELECTION IS NEEDED, THE FOLLOWING SCHEDULE WILL APPLY:**

3/11/22	LAFCO transmits list of candidates and ballots to voting delegates (email and US mail)
3/18/22	LAFCO sends reminder to return completed ballots to the LAFCO office by <b><u>April 15, 2022</u></b> .
4/15/22	Election date
4/22/22	LAFCO must make election results available within 7 days of election [Gov. Code §56332(f)(6)]



**ATTACHMENT 4**

<b>INDEPENDENT SPECIAL DISTRICT SELECTION COMMITTEE</b>			
<b>DISTRICT</b>	<b>NAME</b>	<b>TITLE</b>	<b>ALTERNATE</b>
ALAMO-LAFAYETTE CEMETERY DIST	Nancy J. Flood	Chair	Carolyn Thiessen, Trustee
AMBROSE REC & PARK DIST	Trina Hudson	Chair	Mae Torlakson, Vice Chair
B-B-K-U CEMETERY DIST	Patricia Bristow	Chair	Barbara Guise
BETHEL ISLAND MID	Bruce Smith	Board President	Anthony Berzinas, VP
BYRON SANITARY DISTRICT	Danny Hamby	Chair	Mike Nisen, Vice Chair
CASTLE ROCK COUNTY WATER DISTRICT	Dan Moylan		Joe Atturio
CENTRAL CONTRA COSTA SANITARY DIST	Tad Pilecki		Barbara Hockett
CONTRA COSTA MOSQUITO & VECTOR CONTROL	Michael Krieg	President	Perry Carlston, Vice Pres
CONTRA COSTA RESOURCE CON DIST	Igor Skaredoff	President	
CONTRA COSTA WATER DISTRICT	Lisa Borba	President	Ernesto Avilla, Vice Pres
CROCKETT COMMUNITY SERVICES DISTRICT	Luigi Barassa	President	Scott Bartlebaugh, VP
DIABLO CSD	Kathy Urbelis	President	Leonard Becker, Vice Pres
DIABLO WATER DISTRICT	Paul Seger	President	Scott R. Pastor, Vice Pres
TOWN OF DISCOVERY BAY CSD	Bryon Gutow	President	Kevin Graves, VP
EAST CONTRA COSTA FIRE PROTECTION DISTRICT	Brian Oftedal	President	Carrie Nash, VP
EAST CONTRA COSTA IRRIGATION DISTRICT	Glenn Stonebarger	President	Mark Dwelley, Vice Pres
GREEN VALLEY REC & PARK DIST	Adam Glimme	Board Member	
IRONHOUSE SANITARY DIST	Chris Lauritzen	President	Susan Morgan, Vice Pres
KENSINGTON FIRE PROTECTION DISTRICT	Laurence Nagel	President	Kevin Padian, Vice Pres
KENSINGTON POLICE PROT & CSD	Sylvia HacaJ	President	Eileen Nottoli, Vice Pres
TOWN OF KNIGHTSEN CSD	Trish Bello-Kunkel	Chair	Gilbert Somerhalder, Vice Chair
LOS MEDANOS COMMUNITY HEALTHCARE DIST	Patty Young	President	Lee Mason, Vice Pres
MORAGA-ORINDA FIRE DIST	Michael Donner	President	Steven Danziger, Vice Pres
MT. VIEW SANITARY DIST	Dave Maggi	President	Brian Danley, Vice Pres
PLEASANT HILL REC & PARK DISTRICT	Bobby Glover	Chair	Sandra Bonato, Vice Chair
RECLAMATION DIST (RD) 799	Jim Price	President	Richard Kent, Vice Pres
RD 800	Robert Lyman	President	David Harris, Secretary
RD 830	Chad Davisson	Chair	David Dal Porto, Secretary
RD 2024 *	Dante J. Nomellini, Jr.	Attorney	
RD 2025	David Forkel	Chair	
RD 2026*	Al Warren Hoslett	Attorney	
RD 2059	Rob Davies	President	
RD 2065*	Coleman Foley		Thomas Baldocchi, Sr. Thomas Baldocchi, Jr.
RD 2090*	Al Warren Hoslett	Attorney	
RD 2117*	Dante J. Nomellini, Jr.	Attorney	
RD 2122	Douglas Rischbieter	President	
RD 2137*	Al Warren Hoslett	Attorney	
RODEO-HERCULES FIRE PROTECTION DIST	Steve Hill	Chair	Damon Covington, Vice Chair
RODEO SANITARY DISTRICT	Connie Batchelder	President	Janet Callaghan, Vice Pres
SAN RAMON VALLEY FIRE PROTECTION DIST	Matthew Stamey	President	Ryan Crean
STEGE SANITARY DISTRICT	Dwight Merrill	President	Juliet Christian-Smith, VP
WEST COUNTY WASTEWATER DIST	Cesar Zepeda,	President	Cheryl Sudduth, Vice Pres

**PLEASE REVIEW AND UPDATE AS NEEDED**

# 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. Murdock said this issue has been brought to your attention before regarding the incident at the Community Center. He said Mr. Wilson was concerned he might be involved in a lawsuit, so he contacted Alliant Insurance and filed a report. 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 a portion 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. 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

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

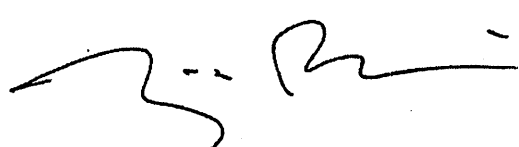
Auditor's Date: 4/5/22 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
02/04/2022	AT&T	Phone & Internet - 510-787-2414	386.75	9596
02/04/2022	CONTRA COSTA HEALTH S...	Health Permits for 2022/2023	3,095.00	9597
02/04/2022	Don Barton	Replace Wax Ring & Flushometer	160.00	9598
02/04/2022	EBMUD	Water - #303856000001	516.12	9599
02/04/2022	LESLIE'S POOL SUPPLIES	Fresh N Clear	185.44	9600
02/04/2022	PG&E	Gas & Electric	2,127.54	9601
02/04/2022	UNIVERSAL BUILDING SER...	Take Down & Extra Cleaning on...	288.00	9602
02/04/2022	Melodie Dee	Cleaning & Damage Deposit Re...	538.00	9603
02/04/2022	Ron Wilson	Mileage Reimbursement for Jan...	111.74	9604
02/04/2022	Delta One Security, Inc.	Security for January 2022	702.00	9605
02/07/2022	RR Donnelley	3000 QB blue Rec Checks	425.00	9606
02/07/2022	RONALD D. WILSON	Payroll 1/1/2022 - 1/31/2022	2,580.92	9607
02/07/2022	DAMOND L. BAL	Payroll 1/16/2022 - 1/31/2022	152.38	9608
02/07/2022	DOLORES M. MORALES	Payroll 1/16/2022 - 1/31/2022	592.75	9609
02/07/2022	SUSAN G. WITSCHI	Payroll 1/16/2022 - 1/31/2022	2,655.71	9610
Total FUND 3241 - RECREATION			<u>14,517.35</u>	
<b>TOTAL</b>			<u><u>14,517.35</u></u>	

AUDITOR-CONTROLLER  
 2022 FEB - 7 A 10:51

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
 Auditor's Date: 1/5/22 Fund: 324200 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>FUND 3242 - MAINTENANCE</b>				
02/07/2022	RR Donnelley	2000 QB purple Maint. Checks	302.99	471
02/07/2022	First Foundation Bank	Acct# 60162400 installment pay...	21,970.11	472
02/07/2022	PG&E	Acct. 6193854060-8. Electricity...	526.32	473
Total FUND 3242 - MAINTENANCE			<u>22,799.42</u>	
<b>TOTAL</b>			<u><u>22,799.42</u></u>	



AUDITOR - CONTROLLER  
 2022 FEB - 7 A 10:51



**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
 Auditor's Date: 2/5/22 Fund: 342500 Account : 0830

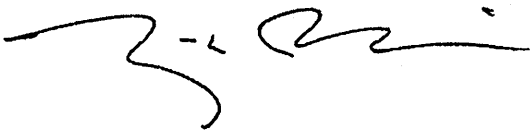
<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
02/07/2022	Eurofins Calscience LLC	Lab Testing	760.00	1393
02/07/2022	L.R. PAULSELL CONSULTING	Sewer Cleaning 1/21/22	910.00	1394
02/07/2022	PG&E	Electric charges for 12/10/21 to 1/9/22....	444.02	1395
02/07/2022	Sierra Chemical Company	Sodium Hypochlorite 1/19/22, Invoice ...	508.88	1396
Total FUND 3425 - PC SANITARY - O&M			<u>2,622.90</u>	
<b>TOTAL</b>			<u><u>2,622.90</u></u>	



AUDITOR-CONTROLLER  
 2022 FEB -7 A 10:51

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
 Auditor's Date: ~~1/22~~ **2/5/22** Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
02/04/2022	RR Donnelley	3000 QB green sanitary checks. Inv# 965172210	425.00	6636
02/07/2022	All Bay Sewer	120LF of 6" main sewer line Lillian st, Invoice: 217	37,000.00	6637
02/07/2022	AT&T (Phone)	Fax line at CC and Autodialer Accts: 51078724...	458.77	6638
02/07/2022	First Foundation Bank	Loan Payment Acct: 60243700	26,457.35	6639
02/07/2022	L.R. PAULSELL CON...	Payment #3 (final) for project #21-TV & High pre...	22,576.20	6640
02/07/2022	PG&E	Electrical Charges for Pump Stations and EQ ta...	4,819.30	6641
02/07/2022	WEST COUNTY WA...	Nov. and Dec. billing for pump station. Inv# 040...	10,176.18	6642
02/07/2022	UNITED STATES TR...	68-0114159	5,449.38	6643
02/07/2022	GAUNT A. MURDOCK		6,584.38	6644
02/07/2022	JAMES G. BARNHILL		5,616.89	6645
02/07/2022	VAUGHN P. GUNKEL...		4,142.79	6646
Total FUND 3426 - CV SANITARY - O&M			<u>123,706.24</u>	
<b>TOTAL</b>			<u><u>123,706.24</u></u>	

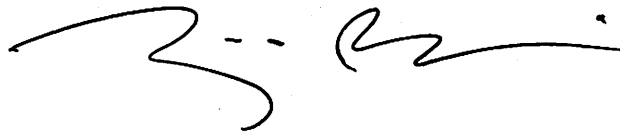


AUDITOR-CONTROLLER  
 2022 FEB - 7 A 10:51

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

Auditor's Date: 2/18/22 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3241 - RECREATION</b>				
02/18/2022	DAMOND L. BAL	Payroll 2/1/2022 - 2/15/2022	41.56	9612
02/18/2022	DOLORES M. MORALES	Payroll 2/1/2022 - 2/15/2022	760.32	9613
02/18/2022	SUSAN G. WITSCHI	Payroll 2/1/2022 - 2/15/2022	2,618.20	9614
02/18/2022	L & M DISTRIBUTION, INC.	Roller Replacements for Tennis Courts	180.06	9615
02/18/2022	LESLIE'S POOL SUPPLIES	Chemicals	277.57	9616
02/18/2022	TERRACARE ASSOCIATES	Landscaping services	2,280.00	9617
02/18/2022	UNIVERSAL BUILDING SERVI...	Monthly Janitorial Services - January 2022	1,319.00	9618
02/18/2022	DexYP	Advertising	61.35	9619
02/18/2022	Joscelyn Hernandez	Cleaning & Damage Refund	700.00	9620
02/18/2022	Yazmine Rico	Cleaning & Damage Refund	603.75	9621
02/18/2022	Jamila Brown	Cleaning & Damage Refund	400.00	9622
02/18/2022	USBank	Various #412713455573937	4,526.77	9623
02/18/2022	PG&E	Gas & Electric - #2501517473-0	303.04	9624
Total FUND 3241 - RECREATION			14,071.62	
<b>TOTAL</b>			<b>14,071.62</b>	



**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 2/18/22 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3425 - PC SANITARY - O&amp;M</b>				
02/18/2022	USBank	Various #412713455573937	38.64	1397
02/18/2022	Valley Operators, LLC	Monthly Service Fee - January 2022	4,400.00	1398
Total FUND 3425 - PC SANITARY - O&M			<u>4,438.64</u>	
<b>TOTAL</b>			<u><u>4,438.64</u></u>	

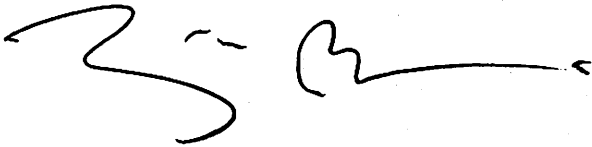


CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 2/18/22 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
<b>FUND 3426 - CV SANITARY - O&amp;M</b>				
02/18/2022	USBank	Various #412713455573937	1,992.02	6648
02/18/2022	Roto-Rooter Services Company	Emergency Call Out - SSO @ 757 Winslow	750.00	6649
02/18/2022	TELSTAR INSTRUMENTS, INC.	Troubleshoot TS Honeywell Recorder, Telstar Job ...	1,556.00	6650
02/18/2022	STATE COMPENSATION INSURAN...	Workers Comp 219383 - January & February Pre...	9,019.76	6651
Total FUND 3426 - CV SANITARY - O&M			13,317.78	
<b>TOTAL</b>			<b>13,317.78</b>	



**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Crockett Community Services District**  
Auditor's Date: 2/18/22 Fund: 324200 Account : 0830

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Date	Name	Memo	Credit	Num
<b>FUND 3242 - MAINTENANCE</b>				
02/18/2022	A Plus Tree Service	Prune Trees at Memorial Hall	1,500.00	474
02/18/2022	USBank	Various #4127134555573937	115.43	475
02/18/2022	Joel Cadena	Construction and Maintenance at 1 R...	887.50	476
Total FUND 3242 - MAINTENANCE			2,502.93	
<b>TOTAL</b>			<b>2,502.93</b>	



# CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

e-mail: recreation@town.crockett.ca.us

website: www.town.crockett.ca.us

## MINUTES OF REGULAR MEETING, DECEMBER 6, 2021

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Chairperson Cusack. Present were Commissioners Airoidi and Valentini, along with Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioner Choquette was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. CONSENT CALENDAR: The following consent item was approved unanimously (jv/ja):
  - a. Approve Minutes of October 4, 2021.
5. ANNUAL REPORT ON RECREATION TAXES: Mr. Wilson presented the Annual Report on the Use of Recreation Taxes. He said this is the \$110 a year recreation tax assessment. The amount of special taxes for recreation that was placed on the tax roll to be collected by the Crockett Community Services District during FY 2020-21 was \$136,290. The entire amount was deposited into the general recreation Fund 3241 and was spent during 2021. The funds are authorized for improvement, maintenance and operation of park and recreation facilities and services within the area served by the District.
6. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Wilson reported a fund balance of \$428K and a cash balance of \$113K.
- 7.a. DISTRICT BOARD ACTIONS: None
- 7.b. MEETING SCHEDULE FOR 2022: The Commission agreed to remove the August 1, 2022 meeting. The meeting schedule for 2022 was approved, as amended, by consensus.
- 7.c. ELECTION OF OFFICERS: Commissioner Cusack will continue to be Chair and Commissioner Airoidi will continue as Vice-Chair.
- 7.d. ANNOUNCEMENT OF VACANCY: Mr. Wilson reported there is a vacancy on the Commission since Anne Scheer left. Ms. Witschi will post the Announcement of Vacancy on the website and the bulletin boards at the Community Center.
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported the tree company came out on Friday and put the Christmas lights on the tree in Alexander Park. He said there is about 2,000 feet of lights on that tree. He said the cement work on the deck at the pool has been completed. He said on November 17, there was a problem at the Community Center early in the morning with some kids playing loud music in the back of the Community Center. He said a neighbor came down from Duperu and there was an altercation between the neighbor and two of the school boys. He said this was brought up at the District Board meeting and whenever there is a problem a letter will be sent to the school district board.

9. COMMISSIONERS: None

10. FUTURE AGENDA ITEMS:

11. COMMISSIONER COMMENTS: None

12. ADJOURNMENT: The meeting was adjourned at 6:32 PM until January 3, 2022.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
December 7, 2021



# CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525  
Telephone (510) 787-2992  
Fax (510) 787-2459  
e-mail: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)  
website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MINUTES OF REGULAR MEETING, JANUARY 19, 2022

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Wais. Present were Commissioners Adams and Trask, along with General Manager Murdock, Administrative Services Manager Gunkelman, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Commissioner Manzione was absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent items were approved unanimously (ha/dt):
  - a. Approve Minutes of December 8, 2021.
  - b. Receive annual report on construction permitting for FY 2021.
  - c. Receive proposed budget schedule.
- 6.. DISTRICT BOARD ACTIONS: Mr. Gunkelman reported on the actions taken by the District Board in December. He said the Board approved extending teleconferencing meetings. Mr. Murdock reported on a claim for damage to some luggage by a resident on Baldwin was rejected, as a result of a sewer spill that occurred and resulted in sewage entering their house. He said the claim was rejected due to the fact their lateral was not properly equipped and did not have a backflow prevention device or check valve in place. After speaking with District Counsel the claim was rejected.
- 7.a. ENFORCEMENT ACTIONS: None
- 7.b. STATUS REPORT AND ACTION PLAN: Mr. Murdock said he reviewed the Status Report and said some of the items have been on the list for over 25 years. He said there are a lot of easement issues, which should all go into one category and should be looked at one at a time. He said this should be addressed at the next District Board meeting. He said he added a couple of items to the Action Plan for 2022. The first one is Item 3 - Identify and Replace Aging/Worn Components at the Pump Station. He said the pump station is nearly 50 years old and it is well designed and well sized, except it has aging components. He said there are worn turbines in the pump and the pump should be replaced. The second is Item 6 – Negotiate and Re-establish Agreement with West County Wastewater District (WCWD). He said they need to move forward to firm up a new agreement with WCWD. Mr. Gunkelman said Item 7 should say there were no rate changes made in FY 19/20 not FY 20/21.
- 8.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Gunkelman reported the interest from the 2019 Port Costa Sanitary loan is \$2,745. Mr. Gunkelman reported he and Mr. Murdock met with some representatives from CalPERS a few weeks ago and he is looking into an

investment with them by pre-funding the liability. He said it is money that is owed to them for retirement, both active, non-active and retired employees. He said interest payments can be avoided and it could be a different place to put savings other than the County.

**8.b. TAX RATE AREA:** Mr. Gunkelman reported the Budget & Finance Committee met last week and reviewed the Property Tax Allocations (TRA). He said this is a percentage of the tax money that comes from the area that the District oversees. He said two or three years ago it was decided that some of the money would be portioned off for the Maintenance Department. Commissioner Wais asked what kind of funding does the Dog Park need. Mr. Gunkelman said it is taking up some of his time and it would be a way to provide some financial assistance. He said Mr. Wilson has offered his Maintenance staff to empty the trash at the Dog Park. Commissioner Wais said when the Dog Park was first brought up to the Board it was not suppose to be a cost to the town and objection all along has been that eventually it is going to be a cost to the town. Mr. Gunkelman said the Recreation Department will receive \$64,170, Crockett Sanitary \$310,260 and the Maintenance Department \$15,105. This will go to the Board on January 26.

**8.c. ALLOCATIONS MEMO:** Mr. Gunkelman reported in 2020 the Crockett Community Services District purchased the property located at 1 Rolph Park Drive with the intent of having a new District office, as well as certain areas of the building and parking lot to be reserved for rental, public use, gatherings, meeting space, etc. The building is not yet ready to be used at full capacity and much of the downstairs is currently a construction zone. The proposed allocation split for each department is: Recreation 10%, Maintenance 6%, Port Costa 10% and Crockett Sanitary 74%. This will go to the Board on January 26.

**9.a. STAFF REPORT ON OPERATIONS:** Mr. Murdock recapped the sewer repair projects for 2021. He said there are still a few outstanding jobs and there is one that will be completed on Friday. He said 1300 feet of sewer replacement has been completed at a cost of \$477,000. He said that is \$368.00 a foot and that was for 16 projects. Five of those projects were conventional single point replacements, ten of them were pipeburst replacements and one was an unconventional slipline.

**9.b. STAFF REPORT ON GOVERNMENTAL MATTERS:** Mr. Murdock reported Dominic Galliano stopped by the beginning of January from Federal Glover's office and gave staff a handful of swab tests for COVID testing. We've got some here and some cross street and pretty much every other meeting has been canceled over the last month due to vacation COVID or lack of attendance. Mr. Gunkelman reported he reached out to State Lands last week to get an update on the application process, but has not heard back from them yet.

**9.c. STAFF ANNOUNCEMENTS:** None

**10.a. WASTEWATER COMMITTEE REPORT:** None

**10.b. BUDGET & FINANCE COMMITTEE REPORT:** None

**10.c. INTER-AGENCY MEETINGS:** None

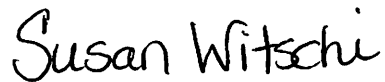
11. FUTURE AGENDA ITEMS:

- Mid-year budget report for FY 2021/22 (Feb.).
- Consider lateral inspection increase.
- Consider procedures for ADU applicants.
- Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
- Recommend payment for sewer project(s).
- Smoke testing review.

13. COMMISSIONER COMMENTS: Commissioner Adams said there was a Crockett Improvement Association (CIA) work party last weekend and eight people showed up to help remove the more of the bricks from the Pump Station.

14. ADJOURNMENT: The meeting was adjourned at 8:00 PM until February 16, 2022.

Respectfully submitted,



Susan Witschi  
January 26, 2022

**RESOLUTION**

**NO. 21/22-16**

**A RESOLUTION RE-APPOINTING COMMISSIONERS**

**WHEREAS**, the District Board has by Resolution No. 07/08-05 created the Port Costa Sanitary Commission and made appointments thereto; and

**WHEREAS**, the District Board has by Resolution No. 06/07-10 determined that the term of office of a commissioner shall be 24 months.

**NOW, THEREFORE, BE IT RESOLVED** that Tom List and Karen Klaiber are re-appointed to the Port Costa Sanitary Commission as Commissioners for two years.

**THE FOREGOING RESOLUTION** was adopted at the District's Regular Meeting held on February 23, 2022 by the following vote:

**AYES:**

**NOES:**

**ABSENT:**

---

Luigi Barassi, President

**ATTEST:**

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Kent Peterson  
Board Secretary

**RESOLUTION NO. 21/22-17**

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT  
PROCLAIMING A LOCAL EMERGENCY, RE-RATIFYING THE PROCLAMATION  
OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-15-21,  
SEPTEMBER 20, 2021, AND AUTHORIZING REMOTE TELECONFERENCING  
MEETINGS OF THE LEGISLATIVE BODIES OF THE CROCKETT COMMUNITY  
SERVICES DISTRICT FOR THE PERIOD OF MARCH 1, 2022 THROUGH  
MARCH 31, 2022, PURSUANT TO BROWN ACT PROVISIONS**

WHEREAS, the Crockett Community Services District ("District") is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, the District is an independent special district and the meetings of its legislative bodies are open and public in compliance with the legal requirements of the Ralph M. Brown Act (Government Code § 54950 - 54963); and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District's boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted Resolution Number 21/22-6 on October 27<sup>th</sup>, finding that the requisite conditions exist for the legislative bodies of the District to conduct remote teleconference meetings without compliance with section 54953(b)(3); and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e) the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, such conditions persist in the District, specifically, under the Proclamation of a State of Emergency by Governor Newsom on March 4, 2020, and Executive Order N-12-21 extending the effective date through December 31, 2021; and

WHEREAS, Contra Costa County has issued health orders and guidelines for public safety, requiring masks indoors and proof of vaccinations at all government facilities; and

WHEREAS, the Board of Directors does hereby find that a potential threat to public health and safety continues to exist, and is likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to re-ratify the proclamation of the state of emergency by the Governor of the State of California, and the guidelines set forth by Contra Costa County; and

WHEREAS, as a consequence of the emergency circumstances, the Board of Directors does hereby find that the legislative bodies of the Crockett Community Services District shall continue to conduct their meetings without compliance with section 54953(b)(3), as authorized by section 54953(e), and such legislative bodies shall comply with the requirements for the public to access the meetings as described in 54953(e)(2); and

WHEREAS, the District's regular meeting place has been established as the Crockett Community Center in Crockett by District Code Section 2.04.040, except as otherwise designated pursuant to District Resolution 1920-18; and

WHEREAS, it is the intent of the Board for it and its other legislative bodies to continue to hold meetings in order to receive information, provide direction, and make decisions on behalf of the District while still complying with social distancing requirements during the pandemic; and

WHEREAS, the District shall continue to hold all meetings subject to the Brown Act via teleconference or other electronic means, as posted on the District webpage, and as noticed on the bulletin boards located at the Crockett Community Center.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Crockett Community Services District, that:

1. The above referenced recitals are true and correct and material to the adoption of this Declaration.
2. The Board hereby proclaims that the safety of life and property cannot be assured in the District at this time.
3. The Board hereby re-ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of December 30, 2021.
4. The Staff and legislative bodies of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting regular meetings of the Board, and any and all other meetings of

the Crockett Community Services District's legislative bodies that are subject to the Brown Act.

5. This Resolution shall take effect immediately and shall remain in effect until March 31, 2022, or such time that the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Crockett Community Services District may continue to teleconference without compliance with section 54953(e)(3).

This Declaration is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the Crockett Community Services District, its departments, officers, employees, contractors, or any other person.

**PASSED AND ADOPTED** by the Board of Directors of the Crockett Community Services District on this 23rd day of February 2022, by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAINED:

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Luigi Barassi, Board President

**ATTEST:**

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Kent Peterson, Board Secretary

# General Managers

## ACTION PLAN 2022

### 2022 TOP PRIORITY ACTIONS

#### Physical Property & Structures

1. Rehabilitation of 1 Rolph Park Drive, develop utilization of property
2. Ongoing repair/replacement of collection system
3. Upgrades/rehabilitation of Crockett Pump Station (Components & Controls)
4. Evaluation of EQ tank condition

#### Policy, Records, and Personnel

1. Finalize contracts and wage negotiations for staff
2. Sewer Use Charge, financial planning and response to inflationary economy
3. Policy for ADU and Capacity Charge, Lateral Permit fees
4. Joint use Agreement negotiation (current agreement expires 7/31/24)
5. Develop and document safety training



# CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525  
 850 Pomona Street  
 Telephone (510) 787-2992  
 Fax (510) 787-2459  
 e-mail: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)  
 website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG:            2-23-22            LATEST FUND REPORT:            2-12-22

CCSD FUND 3240	CCSD FUND 3240
<hr/>	
CASH CARRIED FORWARD:	CASH CARRIED FORWARD:
<u>REC DEPT:</u> \$53,096.48	<u>CVSAN DEPT:</u> \$256,251.24
ACTIVITY:	ACTIVITY:
Prior Uns. Prop Tax        \$     (1.49)	Prior Uns. Prop Tax        \$     (7.61)
Prior Supplmntl Prop T:    \$    (72.17)	Prior Supplmntl Prop T:    \$    (368.38)
HO Prop tax Relief	HO Prop tax Relief
Cash Conv. From 060	Cash Conv. From 060
<hr/>	
CASH BALANCE (Rec):        \$53,022.82	CASH BALANCE (CVSan):     \$255,875.25
<hr/>	
ADV ON TAXES (Rec):        \$31,326.63	ADV ON TAXES (CVSan):     \$159,854.33
060 Adv beginning bal     \$30,969.25	060 Adv beginning bal     \$158,030.05
Secured Collections	Secured Collections
Unitary 1% Cash Conv	Unitary 1% Cash Conv
ROW 1% Dec Cash Conv	ROW 1% Dec Cash Conv
RR 1% Dec Cash Conv.	RR 1% Dec Cash Conv.
Ending Balance              \$30,969.25	Ending Balance              \$158,030.05
160 Supplmt begin bal     \$357.38	160 Supplmt begin bal     \$ 1,824.28
No Activity	No Activity
Ending Balance              \$357.38	Ending Balance              \$ 1,824.28
<hr/>	
FUND BALANCE (Rec):        \$84,349.45	FUND BALANCE (CVSan):     \$415,729.58
<hr/>	
	MAINT DEPT PROPERTY TAXES ALLOC:
	<u>Cash Carried Forward:</u> -\$12,808.85
	Prior Uns. Prop Tax        \$     (0.18)
	Prior Supplmntl Prop T:    \$     (8.53)
	HO Prop tax Relief
	Cash Conv. From 060
	<u>Cash Balance (Maint):</u> -\$12,817.56
	060 Adv Beginning Bal     \$ 3,670.40
	Secured Collections
	Unitary 1% Cash Conv
	ROW 1% Dec Cash Conv
	RR 1% Dec Cash Conv.
	<u>Ending Balance</u> \$3,670.40
	160 Supplmt begin bal     \$     42.25
	Ending Balance              \$     42.25
	<hr/>
	FUND BALANCE (Maint):        -\$9,104.91
	<hr/>
	TOTAL CSD 3240 BALANCE:     \$490,974.12

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# CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)

website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG:	2-23-22	LATEST FUND REPORT	2-12-22
OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$71,275.44	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$240,500.00
CHECKS and PAYMENTS		Arch. Phase1	(\$15,427.99)
Warrant (468-473)	(\$24,992.91)	Engnr. Phase1	(\$33,934.00)
2nd Qtr Invest Svcs	(\$21.00)	Other CapX	(\$4,605.65)
DEPOSITS		WofH P66 Balance	\$186,532.36
X-fers for 1 Rolph Par		Other MH O&M Bal	\$8,609.44
3241 Contribution	\$2,197.01	BRIDGEHEAD	\$1,174.34
3425 Contribution	\$2,197.01	PLAZA/FENCES/LIGHT:	(\$876.68)
3426 contribution	\$16,257.88	DOGPAK COST CENTE1	\$2,351.14
CASH BALANCE:	\$66,913.43	ACCRUED DEBT:	
INVESTED BEG. BAL:	\$166,224.08	PCADVISORY due MH	\$1,170.20
2nd Quarter Interest	\$96.44		
INVESTED END. BAL:	\$166,320.52		
FUND BALANCE:	\$233,233.95	TAXES held in 3240	(\$9,114.85)

# PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us)

website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.: 2/23/22 LATEST FUND REPORT 2/12/22

### OPERATING FUND 3425

CASH CARRIED FORWARD:	\$154,630.60	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1389-1396)	(\$12,444.89)	PYs due CVSan Dep	\$24,233.49
SUC Cash Conversion		Loan#2 due CVSan	\$165,426.19
Investment Services	(\$41.00)	Loan#3 due CVSan	\$150,000.00
X-fer to 3242 for rent	(2,197.01)		
Loan Interest to CVSAN	(2,745.00)		

CASH BALANCE: \$137,202.70 | ACCRUED DEBT: \$339,659.68

ADV ON SUC BEG. BALANCE \$144,410.19  
Sec Coll. Cash Trnsfr  
Ending Balance \$144,410.19

INVESTED BEGIN. BALANCE \$40,349.00  
LAIF Interest 2nd qt \$32.05  
Transfer to Cash  
Ending Balance \$40,381.05

FUND BALANCE: \$321,993.94 | \\san\pc\bud&fin\wrksht

# CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

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## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG:	2-23-22	LATEST FUND REPORT:	2-12-22
OPERATING FUND 3426		CONSTRUCTION FUND 3427	
CASH CARRIED FORWARD:	\$874,438.07	CASH CARRIED FORWARD:	\$60,015.28
ACTIVITY:		ACTIVITY:	
Warrants (6627-6647)	\$ (148,707.90)	Invstmnt Srvcs 2nd qtr	(\$2.00)
Invst Srvcs 2nd qtr	(\$46.00)	Capacity X-fer from 342	\$2,425.00
X-fer to 3242 for rent	\$ (16,257.88)		
X-fer to 3247	(\$2,425.00)	CASH BALANCE:	\$62,438.28
		INVESTED BEGIN BAL.:	\$903,156.37
CXL checks (6580&6599)		2nd Qtr Interest	\$519.94
Prmts 22-01	\$60.00		
Capacity Charge		INVESTED BALANCE:	\$903,676.31
Loan Interest pymt PCS!	\$2,745.00	FUND 3427 BALANCE:	\$966,114.59
CASH BALANCE:	\$709,806.29		
ADV ON TAXES:	\$ 562,328.62	CAPITAL RESERVE FUND 3429	
060 Prop tax Beginning	\$ 562,328.62	CASH CARRIED FORWARD:	\$258.00
No activity		ACTIVITY:	
Ending Balance	\$ 562,328.62	Invstmnt Srvcs 2nd qtr	(\$1.00)
160 Adv Supp Prop tax	\$0.00	CASH BALANCE:	\$257.00
Zero out until Dec		INVESTED BEGIN BAL.:	\$71,507.13
Ending Balance	\$0.00	2nd Qtr Interest	\$41.17
INVESTED BEG. BALANCE:	\$2,782,392.60	INVESTED BALANCE:	\$71,548.30
LAIF interest 2nd Qtr	\$1,762.61	FUND 3429 BALANCE:	\$71,805.30
Ending Balance:	\$2,784,155.21		
FUND 3426 BALANCE:	\$4,056,290.12	CONTRACTOR BONDS ON FILE:	
TAXES held in 3240:	\$415,729.58	37 contractors	\$37,500.00
CO.charges in 3240:	\$0.00		
ACCRUED DEBT OWED TO CVSAN:			
PCSAN DEPT..	\$339,659.68		

Commissioners: Howard Adams, Mark Manzione, D'Arcy Trask, Mary Wais