

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

P.O. Box 578, Crockett, CA 94525

Telephone (510) 787-2992

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

website: www.town.crockett.ca.us

MINUTES OF REGULAR RECREATION MEETING ON SEPTEMBER 8, 2025.

1. CALL TO ORDER: Commissioner Airoidi called the meeting to order at 6:05 pm. Commissioners Airoidi, Vice-Chair Choquette, Leuba, and Valentini were present. Chair Cusack was absent (excused).
Staff present included General Manager (GM) Goodman, Recreation Manager (RM) Maria, and District Secretary (DS) Rivas
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Item 4b was pulled for discussion. A motion to approve Items 4a and c as presented passed. (Valentini 1st, Leuba 2nd, 4/0, 1 absent).
 - a. APPROVE MINUTES FOR JULY 7, 2025.
 - b. RECEIVE RECREATION TRANSMITTALS (MAY, JUNE, JULY, AND AUGUST 2025).
 - c. RECEIVE REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD FOR JULY 23 AND AUGUST 27, 2025.

ITEM PULLED FROM CONSENT CALENDAR

- 4b. RECEIVE RECREATION TRANSMITTALS (MAY, JUNE, JULY, AND AUGUST 2025): The Department has incurred legal fees. Details cannot be disclosed regarding pending matters. An air conditioning unit failed and required an emergency replacement (\$15,000). The community center cannot generate revenue if the AC unit is not functioning.
5. BUDGET AND FINANCE: Reported by the GM.
 - a. RECEIVE ADOPTED BUDGET FOR FY 2025/26: The final Recreation and District-wide budgets adopted at the August meeting were presented and discussed. An appropriations budget and a revised budget are expected to be adopted by the end of the year. Recreation will incur some capital improvement expenses (\$25,000). Multiple other projects are expected to be funded by CCF grants, but the grant application requires 10% of the total being requested.
 - b. REVIEW CASH ACCOUNT BALANCE FOR RECREATION: The Cash Account balance as of August 22 is \$83,910 after the check run. No discussion
 - c. UPDATE ON DISTRICT FINANCIAL MATTERS: Recreation is experiencing an uptick in unexpected repairs. The pool has been experiencing several issues since the last fiscal year, primarily due to deferred maintenance, resulting in pool closures and significant revenue losses. An air conditioning unit in the community center broke and had to be replaced to continue revenue-generating rentals. Extending the pool hours has increased overall operational costs.

Access to the Community Center has been limited to the public due to staffing shortages. The Facilities Manager, Susan Wichti, has been promoted to the Administrative Services Manager (ASM) position and has been in transition for a few months. The Recreation Manager has been spending the majority of her time at the pool. Once the pool season is over, the community center will be more accessible. Visibility of the Community Center is being worked on via the District website, appointment options, and signage.

The GM expressed concern over the department's cash flow and is revisiting the Property Tax account to assess whether a transfer of funds is feasible after a deeper assessment of department expenditures is completed. The Ad Valorem taxes currently reflect approximately \$100,000 available for Recreation. The Facilities Manager role is not expected to be filled soon, resulting in labor cost savings, but Recreation will share a portion of the ASM labor.

Staff is submitting three Crockett Community Foundation grant applications: A: Park Project: 1) tree removal at the park, 2) repair and replace the walkway from Rolph into the park, and 3) Additional landscaping; B: Court repairs: Bocce Ball court, and tennis court resurfacing and striping with Pickleball; and C: audio video equipment for the Community Center main event room. The grant application is due September 30, and funds are released mid-December. Grants will not cover work that has already been completed.

The LAIF (Local Area Investment Fund) account balance is \$21,208.

6. ADMINISTRATIVE:

- a. DISCUSS REQUIRED ETHICS TRAINING FOR ALL COMMISSIONERS: DS Rivas announced that the Board has overridden an older resolution, which had relaxed periodic ethics training for commissioners due to the numerous changes since COVID. Resolution 25/26-06 now requires periodic ethics and Brown Act training for designated positions that include commissioners. Failure to undergo the training is a violation by the individual, not the District. The CSDA (California Special District Association) has a webinar on October 21. Staff will host a group viewing at the community center. Certificates of Completion should be submitted to the DS for record-keeping. Certificates issued by other State-authorized agencies will be accepted.
- b. DISCUSS THREE CROCKETT COMMUNITY FOUNDATION (CCF) GRANT APPLICATIONS FOR THE COMMUNITY CENTER, ALEXANDER PARK OUTDOOR PROJECT, AND TENNIS COURT: The discussion was integrated with item 5c – District Financial Matters.
- c. DISCUSS MEETINGS FOR THE REMAINDER OF THE YEAR: OCT 6, NOV 3, DEC 1: The meeting trend for the 2025 Recreation year has been meeting every two months. The DS provided a history of the meeting content for the last three years, noting that October and November tend to be light months, and recommended skipping either October or November. All agreed to meet in October and skip the November 3 meeting. Maze & Associates will present an update on the financial reconciliation at the October 22 Board meeting.

7. REPORT OF DEPARTMENT MANAGER:

- a. MANAGER'S REPORT JULY AND AUGUST 2025: Manager's report by RM Maria presented. Added to the report, the audiovisual equipment is fully installed, but the Board will determine if the meetings will be broadcast. The last pool day is Monday, Columbus Day.

8. REPORTS / COMMENTS FROM COMMISSIONERS: Commissioner Leuba would like to hold a fundraiser in early 2026 to raise \$2,000 and requested suggestions on how to use the funds. She will be asking C&H to help support the effort.

9. FUTURE AGENDA ITEMS:

- a. TENNIS COURT USE POLICY.

10. ADJOURNMENT: The meeting was adjourned at 7:00 PM until October 6, 2025.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary