

CROCKETT COMMUNITY SERVICES DISTRICT

Special Business Meeting AGENDA FOR TUESDAY SEPTEMBER 8, 2020

TIME: 3:00 PM

PLACE: **** Meeting to be held by teleconference ****

IMPORANT 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 tele conference 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 as described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at +1 669 900 9128. Enter the Meeting ID# 834 9283 8931 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/u/aeONOA5qL> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/83492838931> 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 Zoom mobile app on a smartphone and enter Meeting ID# 834 9283 8931.

-
1. CALL TO ORDER – ROLL CALL
 2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
 3. ADMINISTRATIVE – TRANSITION OF GENERAL MANANGER
 - a. Consider approval of the Minutes of September 3, 2020.
 - b. Consider Resolution No. 20/21-06 granting additional authorities to the President of the Board of Directors during transition of General Manager position.
 - c. Receive report from Ad-Hoc Transition Committee, give direction and form recommendations.
 - d. Discuss and take action on other issues related to transition including but not limited to delegating certain authorities to Transition Committee, accepting interim General Manger job description and authorize publication, use of consultants to assist during transition, and/or giving direction to department managers.
 4. ADJOURNMENT

HOW TO SUBMIT PUBLIC COMMENTS:

Written/ Read Aloud: Please email your comments to manager@town.crockett.ca.us, write "*Public Comment*" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (*not to exceed three minutes at staff's cadence*), prominently write "*Read Aloud at Meeting*" at the top of the email. All comments received before 3:00 PM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be treated as telephonic/electronic comments.

Telephonic / Electronic Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. The public can speak up at that time or use the Zoom chat feature to indicate they want to make a public comment. If needed, a short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Use Zoom chat or email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all submitted comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification of at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

In accordance with California Government Code Section 54957.5, any writing or document that is a public record, relates to an open session agenda item, and is distributed less than 72 hours prior to a regular meeting will be made available for public inspection. The Board has designated the District's website located at <https://www.town.crockett.ca.us/meetings> as the place for making those public records available for inspection. The documents may also be obtained by calling the District Manager. at the Crockett Community Services District Office in Crockett. If, however, the document or writing is not distributed until the regular meeting to which it relates, then the document or writing will be made available to the public at the location of the meeting, as listed on this agenda. The office address is 850 Pomona Street, Crockett, California 94525.

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
website: www.town.crockett.ca.us

MINUTES OF SPECIAL MEETING, SEPTEMBER 3, 2020

1. CALL TO ORDER: The meeting was called to order at 3:03 PM by President Kirker. Present were Board Members Barassi, Mackenzie, Peterson and Sutton, along with General Manager McDonald and District Counsel Hundley. Also present as members of the public were Crockett Sanitary Commissioners Bartlebaugh and Wais.
2. CALL FOR REQUESTS OUT OF ORDER: None
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None
- 4.a. MINUTES OF SEPTEMBER 1, 2020: A motion to accept the Minutes of September 1, 2020 carried unanimously (es/jm).
- 4.b. WEEKLEY AND MONTHLY CALENDAR TASK LISTS: Mr. McDonald presented marked up lists, items in yellow are the tasks only the General Manager (GM) performs. Most of these tasks are primarily dealing with QuickBooks (QB) and other financial reporting. The remaining GM tasks are Human Resource and Federal/State reporting related. He said the workload through December is relatively light and staff has the knowledge to handle the items as shown by their initials next to the items. There are some items on the list that do not have deadlines and can be delayed until an interim or permanent GM is hired.
- 4.c. ADDITIONAL POWERS FOR BOARD PRESIDENT: District Counsel Hundley presented a draft resolution listing out the various authorities that can be granted to the Board President to exercise various administrative and legal authority on behalf of the District while the General Manager position is vacant. Along with it were some alternatives if the board wishes to lessen the authority granted to the Board President. A discussion ensued. District Counsel Hundley provided a sample description of a Board Secretary Office position which, if formally adopted, would allow a Board member to serve in an official capacity which can help fill the gap of the vacant District Secretary position during this transition. This will take some pressure off the Assistant District Secretary. It was the consensus of the Board to support the development of this Board officer position and it will be brought back to the Board as a resolution at a future meeting. A question was asked if the Board President should continue to have additional authority once an interim GM was in place. Director Sutton said she will have to recuse herself at this time as the discussion was leading down a road where potential conflict of interest may arise. She informed the Board that her husband mentioned he may be interested in applying for one of the positions the District may announce and as such, and out of an abundance of caution, left the meeting at 4:16 PM. Discussion continued. Director Peterson said having a transition committee to handle the details of drafting job descriptions, publishing notices, etc. will lessen the load on staff and he believes it is critical to establish in order to move forward in a timely fashion. It was the consensus of the Board to support giving additional powers to the President of the Board through the transition period and to quickly hire an interim GM, from the community if possible, who can run the District until a permanent GM is hired. A resolution will be presented for Board consideration at the next Board Meeting for delegating additional authorities to the Board President.

4.d. RECREATION MANAGER AS ACTING GM: Director Peterson said Mr. Wilson performs a very useful role for the District as Recreation Manager and thanked him for offering to volunteer as acting General Manager, however he believes with the additional powers granted the Board President and with the interim GM position filled, the department managers can focus on their own departments during the transition. The Board agreed and the item was tabled with no action.

4.e. SANTIARY DEPARTMENT MANAGER POSITIONS: Mr. McDonald said that Mr. Barnhill already has the authority to act as the Crockett Sanitary Department Manager when the GM/Crockett Sanitary Department manager position is vacant. He has covered for lengthy vacations in the past and can manage both the Port Costa and the Crockett Sanitary departments while the Board looks for a replacement to fill the vacant position. Mr. Barnhill is registered as a Legally Responsible Official (LRO), as required by State Water Resources Control Board and State law, for both departments. Mr. McDonald said it is not the tasks themselves but the volume of work that will quickly become overwhelming, requiring regular reassessment of priorities and backlogging of tasks that are not critical. No action was required or taken.

4.f. AD-HOC COMMITTEES: President Kirker said is in favor of creating a Transition Committee that would oversee the interim and permanent GM hiring and beyond, for at least a little while. President Kirker also said that the current Staffing Management Ad Hoc Committee has identified some important issues that should be considered by the Board when developing the permanent General Manager position. He said Mr. Sutton serves on the committee with him and must, most likely, step down from this committee. President Kirker reminded the Board that Director Sutton also sits on the Personnel Committee and that it may be best to reorganize the members on this standing committee as well. District Counsel Hundley said a new Transition Committee can be created and be delegated authority for a specific timeframe. She said the current Staffing Management Committee can be shelved and restarted once the Transition Committee completes its work. A motion to create an Ad Hoc Transition Committee with authority to draft job announcements, publish announcements upon Board approval, conduct research on positions that need filled, and consult with attorney on issues related to the hiring of interim and permanent GM position carried unanimously (lb/jm). President Kirker appointed himself and Director Peterson to the Transition Committee.

4.g. USE OF CONSULTANTS DURING TRANSITION PERIOD: Mr. McDonald said that he supports the use of consultants to assist during the transition period. He believes Regional Government Services (RGS) can provide insight into the best way to move forward and fill the interim and permanent positions required. He believes MacDonald Accountancy can assist with QuickBooks and address other financial issues, such as County General Ledger reconciliation, during the transition period. The General Manager was directed to focus his attention on the critical transfer of knowledge for items such as the Hosselkus Chapel project and backing up the network. Contact information for RGS is to be given to Director Peterson so that the Transition Committee can contact RGS directly. Director Peterson said we should have special meetings every Tuesday and Thursday as time is of the essence. Mr. McDonald said Ms. Witschi will take the lead on setting up future meetings.

5. ADJOURNMENT: The meeting was adjourned at 5:24 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Dale McDonald', with a large, sweeping flourish at the end.

Dale McDonald
September 8, 2020

RESOLUTION NO. 20/21-06

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT
GRANTING ADDITIONAL AUTHORITIES TO THE PRESIDENT OF THE BOARD
OF DIRECTORS DURING TRANSITION OF GENERAL MANAGER POSITION**

WHEREAS, the Crockett Community Services District (“District”) is an independent special district formed under the Community Services District Law, Government Code Sections 61000 *et seq.*); and

WHEREAS, on August 28, 2020, the District’s General Manager submitted a letter of resignation to the Board of Directors to be effective September 27, 2020, which was accepted by the Board of Directors on September 1, 2020; and

WHEREAS, the Board of Directors desires to implement certain interim policies to aid the District in its transition in hiring another General Manager, including delegating additional administrative and legal authority to the President of the Board of Directors; and

WHEREAS, the Board of Directors now desires to grant such additional administrative and legal authority to the President of the Board of Directors commencing September 22, 2020 and continuing until the General Manager position is permanently filled or as otherwise established by resolution of the Board of Directors.

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

1. The above referenced recitals are true and correct and incorporated herein.
2. Commencing September 22, 2020, the President of the Crockett Community Services District Board of Director is authorized to exercise the following administrative and legal authority on behalf of the District:
 - a. Act as chief administrative officer and legal head of the organization.
 - b. Exercise supervision over the organization and all its activities and employees.
 - c. Sign letters or documents necessary to carry out the will of the organization.
 - d. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law.
 - e. Coordinate the Agenda with the Secretary and Assistant Secretary of the District.
 - f. Confer with employees on crucial matters which may occur between Board meetings.
3. The authorities granted by Section 2, herein, shall be in addition those currently in effect by ordinance, resolution, or other action of the Board of Directors.

4. The authorities granted by Section 2, herein, shall continue until the Board of Directors ratifies an employment agreement for a permanent General Manager or as otherwise established by resolution of the Board of Directors.

PASSED AND ADOPTED by the Board of Directors of the Crockett Community Services District on September 8, 2020, by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAINED:

President, Board of Directors
Crockett Community Services District

ATTEST:

Secretary of the District
Crockett Community Services District

JOB ANNOUNCEMENT
(9-8-2020)

JOB ANNOUNCEMENT
(9-8-2020)

Crockett Community Services District

GENERAL MANAGER
\$7,337 - \$9,216 monthly

The Crockett Community Services District is accepting applications for the position of General Manager. This is an 'exempt' position having a fixed monthly salary.

Crockett CSD provides recreation facilities and sewer services for the towns of Crockett and Port Costa. Being a small district, the General Manager is not only a supervisor of employees but the primary 'hands-on' worker, accountable for a wide scope of responsibilities, often juggled simultaneously. The General Manager is the chief executive officer of the District and doubles as the Chief Financial Officer.

The General Manager reports directly to the District Board at monthly meetings and bears responsibility for the effective operation and quality performance of all departments of the District. Typical duties include accounting, budgeting, personnel administration, construction management, risk management, emergency response, regulatory compliance, code enforcement, public speaking, preparing reports, and attending weekly meetings of the District Board, its Commissions or Committees.

SELECTION PROCESS

1. **Application Filing:** A completed job application form must accompany the applicant's resume. This position will remain open until filled.
2. **Resumes:** Resumes must be submitted with the completed official application form. Resumes should address the desired qualifications stated for this position, including training and experience, knowledge and ability. Applications received without resumes will be disqualified.
3. **Interviews:** The examination may consist of written exam, computer test and oral interviews.

INFORMATION AND APPLICATION FORMS
are available on the district website: www.town.crockett.ca.us

Or at the district office:

Crockett Community Services District
P.O. Box 578
850 Pomona Street
Crockett, CA 94525

Tel: (510) 787-2992

Fax: (510) 787-2459

Email: manager@town.crockett.ca.us

QUALIFICATIONS

The ideal candidate for General Manager of Crockett CSD will be a highly organized person with residence in Crockett or within 15 minutes driving time.

He or she will:

- Have a US college degree and be proficient in written and spoken English.
- Have managerial work experience and a background in construction, wastewater, accounting and/or contract negotiations.
- Demonstrate computer proficiency in QuickBooks, Word, Excel and Access, and will be a quick-learner with ICOMM sewer system management software.
- Meet a high standard in being completely truthful, trustworthy, and fair to all.
- Be good at public speaking and in public interactions.
- Be very good at time management.
- Be self-motivated and have the ability to motivate employees and volunteers.

AN EQUAL OPPORTUNITY EMPLOYER

NO FILING DEADLINE: POSITION OPEN UNTIL FILLED

RETIREMENT, HEALTH, AND OTHER FRINGE BENEFITS

The District shall provide Employee with vacation leave, sick leave, and other benefits as stated herein.

Vacation Leave: Accrued at 6-2/3 hours per month and accumulating from year-to-year up to cap, including all vacation leave previously accumulated.

Sick Leave: Accrued at 3-1/3 hours per month and accumulating from year-to-year up to cap, including all sick leave previously accumulated.

Paid Holidays: 9 fixed holidays plus 5 floating holidays.

State Disability Insurance: None provided.

Vehicle Allowance: None. District vehicle available.

Retirement Program: CalPERS 2% @ 60 formula.

Health Plan: Up to 100% of PERS Kaiser Medical Plan.

Vision and Dental Plans: None provided.

Long-Term Disability Insurance: None provided.

Life Insurance: None provided.

Federal Unemployment (FUTA): None provided.