

# CROCKETT RECREATION COMMISSION

Regular Business Meeting  
AGENDA FOR MONDAY, MARCH 7, 2022

TIME: 6:00 PM

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

## IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCE 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.
- 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 in the manner described below.

## HOW TO OBSERVE THE MEETING:

**Telephone:** Listen to the meeting live by calling Zoom at (669) 900-9128.

Enter the Meeting ID# 883 9964 8247 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at: <https://us02web.zoom.us/j/88399648247>

**Computer:** Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/88399648247> 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# 883 9964 8247.

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*The Crockett Recreation Commission is an agent of the Crockett Community Services District.*

1. CALL TO ORDER – ROLL CALL

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:

*(The Commission 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. CONSENT CALENDAR: Consideration of a motion to approve the following item:

a. Approve Minutes of February 7, 2022.

5. RECREATION:

6. BUDGET AND FINANCE:

a. Consider monthly Summary Worksheets and staff report on financial matters.

- b. Consider mid-year budget FY 2021/2022.
- 7. ADMINISTRATIVE:
  - a. Receive report on actions taken by the District Board.
  - b. Consider Announcement of Vacancy on the Recreation Commission.
- 8. REPORT OF DEPARTMENT MANAGER: (This item is typically for exchange of information only. No action will be taken at this time.)
- 9. REPORTS FROM COMMISSIONERS: (This item is typically for exchange of information only. No action will be taken at this time.)
- 10. FUTURE AGENDA ITEMS:
- 11. COMMENTS FROM COMMISSIONERS:
- 12. ADJOURNMENT to April 4, 2022.

You will find the Minutes of this meeting posted on our website at [www.town.crockett.ca.us](http://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 on the picturesque Carquinez Strait of the San Francisco Bay.

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 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 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, FEBRUARY 7, 2022

1. CALL TO ORDER: The meeting was called to order at 6:04 PM by Chairperson Cusack. Present were Commissioners Choquette and Valentini, along with Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioner Airoidi 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/lc):
  - a. Approve Minutes of December 6, 2021.
5. AQUATICS REPORT: Mr. Wilson reported on the pool revenue for 2021. Below is the breakdown of revenue that was brought in.

Rent	\$12,660
Admission	\$32,607
Passes	\$12,993
Snack Bar	\$12,523

He said the largest expense was payroll at \$46K and maintenance supplies were up substantially. Mr. Wilson reported there is a \$40,033 subsidy from the recreation assessment to cover that cost. He said there were 7,025 people in attendance.

6. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Wilson reported a cash balance of \$179K and a fund balance of \$416K.
- 7.a. DISTRICT BOARD ACTIONS: None
- 7.b. ANNOUNCEMENT OF VACANCY: The Announcement of Vacancy will be reposted for 30 days.
- 7.c. BUDGET & FINANCE COMMITTEE APPOINTMENTS: Commissioners Cusack and Valentini will continue to serve on the Budget & Finance Committee.
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported he received a \$100K grant from the Crockett Community Foundation for the Wall and Stairs Project. He received one estimate for \$304K for the Wall and Stairs Project. He is going to talk to the contractor and see if he can get the estimate reduced. Contra Costa County lifted the requirement for restaurants and gyms to check vaccination cards for a negative test result. The John Swett High School Swim Team began using the pool today through the end of April. The pool needs to be resurfaced and he researched different options and materials. He said the plaster has

lasted 11 years and normally it has a seven year life expectancy. He will try to get a grant so when the pool closes in September it can be drained and resurfaced.

9. COMMISSIONERS: None

10. FUTURE AGENDA ITEMS:

11. COMMISSIONER COMMENTS: None

12. ADJOURNMENT: The meeting was adjourned at 6:26 PM until March 7, 2022.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
February 10, 2022

# CROCKETT RECREATION DEPARTMENT

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

## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG:	1-26-22	LATEST FUND REPORT:	1-12-22
<b>OPERATING FUND 3241</b>			
CASH CARRIED FORWARD:	\$ 109,892.97	INVESTED BALANCE:	\$178,598.10
ACTIVITY:		Invest Interest	
		Transfer to Cash	
		NET INVESTED:	\$178,598.10
<u>CHECKS AND PAYMENTS</u>		\$50,222.82 c/d deposits	
Warrants (9553-9583)	(\$28,125.65)	\$128,375.28 avail. funds	
Wells Fargo Fees	(\$140.51)		
Levy&Assr code fees			
Invest Fees			
Rental Refund			
		<b>FUND BALANCE:</b>	<b>\$ 416,323.54</b>
		*** Below held in cash account ***	
<u>DEPOSITS AND CREDITS</u>		C/D BEGINNING BALANCE:	\$50,222.82
Comm Center Booking	\$19,698.63	c/d deposit receipts	\$0.00
Pool Deposit		c/d deposit refunds	\$0.00
Cost Recovery Bocce		Trnsfr recovery	\$0.00
Secured Coll. Cash Con	\$77,825.00	NET C/D ENDING BALANCE	\$50,222.82
Tennis keys			
Transfer from Invest		CAP / RESTRICTED BAL:	\$4,639.60
CXL Outdated Checks		Donations	\$0.00
			\$0.00
		NET CAPITAL REPL. BAL:	\$4,639.60
		POLICE LIAISON BALANCE	\$8,171.84
		Parking revenue	\$0.00
		Payroll/Expenses	\$0.00
		NET PLC ENDING BALANCE	\$8,171.84
		XMAS LIGHT BEG BALANCE	\$496.57
		No activity	\$0.00
		XMAS LIGHT END BALANCE	\$496.57
		CERT ACTIVITY: None	\$0.00
		CERT Ending Balance:	\$0.00
CASH BALANCE:	\$ 179,150.44		
ADV ON TAXES :	\$136,400.00	PETTY CASH BALANCE:	\$60.00
Secured Coll. Cash Con	(\$77,825.00)	TAXES held in 3240:	\$ 84,423.11
NET ADV ON TAXES:	\$58,575.00	CO.charges in 3240:	\$ -

M:\L Drive Backup 3 24 2021\Recreation\_Dept\Budget & Finance\Wrkshet\_REC\_.xlsx

Commissioners: Jeff Airoidi, Louise Choquette, Tom Cusack, John Valentini

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## ANNOUNCEMENT OF VACANCY

### AND INVITATION TO APPLY FOR A SEAT ON THE CROCKETT RECREATION COMMISSION

The District is now taking applications for a vacancy on the Recreation Commission. Applicants must be residents of Crockett or Port Costa. Anyone interested should apply by written letter, clearly identifying the applicant by name, street address and phone number. Applications must contain a statement of interest and qualifications. The deadline to submit applications to the Crockett Community Services District, PO Box 578, Crockett, CA 94525 is March 31, 2022.

The Recreation Commission will interview applicants on April 4, 2022. An appointment to the Commission will be made later by the District Board of Directors. The term of office is 24 months. Please call Crockett Community Services District at 787-2992 for more information.

March 8, 2022

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