

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR MEETING, JANUARY 22, 2020

1. INSTALLATION OF OFFICERS - CALL TO ORDER: President Peterson passed the gavel to the newly elected President Kirker. The meeting was called to order at 7:01 PM by President Kirker. Present were Board Members Barassi, Mackenzie, Peterson and Sutton, along with General Manager McDonald, Recreation Department Manager Wilson and Assistant Secretary Witschi. Also present were Sanitary Commissioners Bartlebaugh and Wais. Asst. Sanitary Dept. Manager Barnhill was absent. Mr. McDonald presented Director Peterson an engraved gavel for his service as President in 2019.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Scott Bartlebaugh, member of the Crockett Improvement Association (CIA) Parcel Tax Feasibility Committee, has developed a spreadsheet that includes material cost, man hours and parcel cost. He said the next step would be to talk to groups in town. Director Kirker asked for a draft copy of the spreadsheet.
4. REPORTS FROM COMMISSIONERS: Commission Bartlebaugh said he represents the Crockett Sanitary Commission. He said at the last Crockett Sanitary Commission meeting there were concerns raised about the financial implications to the Crockett Sanitary Department if the Hosselkus Chapel were to be purchased. He said the Commission would like to know the percentage of the building that would be used for Sanitary Department activities and asked for more feedback from staff.
5. PUBLIC HEARING – 2 CROLONA HEIGHTS: Mr. McDonald reported the owner is no longer in violation of District Ordinance No. 18-1 and the defect has been corrected. A motion to approve rescinding penalties of \$200 and collecting abatement costs of \$205.30, as recommended by the Crockett Sanitary Commission, carried unanimously (es/lb).
6. REPORT OF DISTRICT COUNSEL: No report.
- 7.a. RECREATION DEPT. REPORT: The Board had received the Minutes of December 2, 2019. Mr. Wilson reported a new motor starter has been installed at the pool. He said on February 11 the John Swett High School Swim Team will begin using the pool. The Crockett Swim Team purchased a new storage shed and it will be delivered and installed on January 28. The Crockett Community Center is having a Centennial celebration on Saturday, February 15 from 12:00-3:00 pm.
- 7.b. MAINTENANCE DEPARTMENT: Director Peterson reported the engineer has completed the revisions of the drawing and he passed them on to the architect, along with the corrections. He said the architect would like to visit the Memorial Hall this Saturday to take measurements. He said there were no street lights down in December. Mr. McDonald reported he received the parcel tax proposal spreadsheet. He said the County is planning to remove and replace a section of curb and gutter on Alexander Avenue in front of Memorial Hall. The extent of work is along the east side of the street only, from the corner up to the first driveway on that side of the street. He received an email from Caltrans

on requirements for the progression of the Dog Park. It includes site and drainage plans, water line hook up and a long list of other requirements.

7.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of December 3, 2019. Mr. McDonald reported the Port Costa Sanitary Commission has approved an encroachment permit for 58 Canyon Lake Drive to allow a new HDPE sewer main to be installed under their home in the same alignment as current VCP sewer. Director Kirker suggested considering licensing vs. grandfather clause. Mr. McDonald said that would be up to the Port Costa Sanitary Commission. Director Barassi said he would be opposed to imposing the restrictions a license would cause and believes rights of the property owner are vested. Mr. McDonald gave an update on the septic tank cleaning and refurbishment project. Director Barassi said he hopes staff considers the costs due to the discharge that closed the treatment plant and that the District does not pay for these mitigated damages.

7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of November 13. Mr. McDonald presented the Manager's Report. He said there was one Category 3 Sanitary Sewer Overflow (SSO) on January 4. Director Kirker asked what was going on at 58 Pomona. Mr. McDonald said there are three repairs required on that line and the line will be replaced to the bottom of Winslow.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported there is one open seat on the Contra Costa Local Agency Formation Commission (LAFCO). He said the deadline to submit is March 6, 2020. This information has been emailed to all Directors.

7.f. STAFF ANNOUNCEMENTS: Mr. McDonald reminded the Board that Ethics Training (AB1234) is required to be taken at least once but it is recommended to be taken every two years.

8. CONSENT CALENDAR: The consent items were approved unanimously (kp/lb):

- a. Approve Minutes of December 18, 2019.
- b. Approve payment of District bills (warrants Rec. 8508-8557; PCSan, 1176-1183; CVSan 6032-6055; Maintenance 426).
- c. Receive Minutes of Commissions and Committees.
- d. Annual report of Sanitary Sewer Overflows that occurred in 2019.
- e. Receive Status Reports of outstanding items.

9.a. CONSENT CALENDAR: None

9.b. OBJECTION TO PUBLIC SALE OF TAX DEFAULTED PROPERTY: Mr. McDonald reported the Baptist Church located at 701 Pomona Street is a tax-defaulted parcel and is up for public auction. He has spoken with Tina from Regional Government Services and she said this would be a great property to purchase. He would like to execute a Chapter 8 purchase agreement with Contra Costa County in an amount not to exceed \$15,100 plus a 10% administration fee. Director Peterson said this does not prevent the General Manager from using additional authority to spend more money up to a certain level. A motion to approve Resolution No. 19/20-15 authorizing objection to public sale of a tax defaulted property, APN 354-203-003, real property located at 701 Pomona Street, Crockett, CA carried unanimously (es/lb). Director Kirker directed staff to discuss at the next Budget & Finance Committee meeting.

9.c. COMMITTEE APPOINTMENTS: The Budget & Finance Committee will remain the same with Directors Mackenzie and Peterson. The Personnel Committee will remain the same with Directors

Barassi and Sutton, Commissioners Bartlebaugh and Cusack and Recreation Department Manager Wilson.

9.d. REAUTHORIZATION OF COMMITTEES AND APPOINTMENTS: A motion to reauthorize the Strategic Ad Hoc Committee, Communications Ad Hoc Committee and Property Acquisition Ad Hoc Committee carried by consensus.

9.e. ACTION PLANS: The Board reviewed the actions plans for 2020. Director Kirker said it would be nice to see when staff has finished an item. Director Peterson said these plans were developed by a previous board to help focus on critical items. A motion to approve Action Plans for 2020 carried unanimously (es/jm)

9.f. HOSSELKUS CHAPEL PROPERTY ACQUISITION: Mr. McDonald reported the Budget & Finance Committee met on January 21 and discussed. He said the Committee asked staff to create a timeline of events and also we need to get the public engaged. He has spent 13 hours of administrative time so far on this project. Mr. McDonald presented a Letter of Interest to Purchase the Hosselkus Chapel for \$725K from Carriage Services. He said he still needs to file California Environmental Quality Act (CEQA) form with the County, a statute that requires state and local agencies to identify the significant environmental impacts of their actions and to avoid or mitigate those impacts, will requires 30 days for public comment before purchase can be completed. The Property Acquisition Ad Hoc Committee will be meeting on Monday, February 10.

10.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported the Local Agency Investment Fund interest rate is down from 2.46% to 2.29%. He said the District Audit is complete and the auditor has sent copies to the County and State.

10.b. MID-YEAR BUDGET REPORT: Mr. McDonald reported each Commission has reviewed their 6-month budget reports. He said Port Costa Sanitary Department's budget will need to be revised due to increased costs. He said capital sewer collection system replacements are ongoing for the Crockett Sanitary Department. Director Peterson asked if anything is happening with the railroad crossing at the waterfront. Mr. McDonald said there should be no impact to the sanitary department budget but he will follow up with State Lands Commission and Union Pacific Railroad to make sure access to our outfall on the north side of the tracks is not restricted.

10.c. AUTHORIZE PAYMENT TO CLEAN HARBORS ENVIRONMENTAL: This item was continued to next month.

11.a. PERSONNEL COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: Director Peterson reported the Committee met on January 21. No further report.

11.c. AD HOC COMMITTEE REPORTS: None

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

- Discuss public sale of tax defaulted property located at 701 Pomona (Baptist Church).
- Authorize payment to Clean Harbors Environmental (Feb.).
- Draft Budget FY 20/21 (Feb).
- Consider filling vacancy on Port Costa Sanitary Commission (Feb).
- Introduce Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (April).
- Review and adopt ADA compliance plan.
- Adopt purchasing procedures and spending limits.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

13. BOARD COMMENTS: Mr. Kirker asked that backfill be filled around the Memorial Hall so that the area, especially by the steps, looks more presentable. Maybe if there is clean soil or dirt from a project it can be used.

14. ADJOURNMENT: The meeting was adjourned at 9:05 PM until February 26, 2020.

Respectfully submitted,

Susan Witschi
January 31, 2020