

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF SPECIAL MEETING, APRIL 1, 2020

1. CALL TO ORDER: The meeting was called to order at 7:04 PM by President Kirker. Present were Board Members Barassi, Mackenzie, Peterson and Sutton, along with General Manager McDonald, District Counsel Hundley, and Assistant Secretary Witschi.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None
- 4.a. ADOPT ORDINANCE NO. 20-1 COVID-19: Mr. McDonald reported on March 4, 2020 the Governor of the State of California declared a State of Emergency to exist in California as a result of the threat of COVID-19. On March 16, 2020, the Contra Costa County issued a “shelter-in-place” Public Health Order which included direction to governmental agencies to cease non-essential operations to slow the spread of COVID-19. Mr. McDonald said he has received comments from Director Peterson on grammatical errors in the presented Ordinance and has corrected them. Director Barassi asked if it is an emergency that warrants giving up financial controls of the Board. Mr. McDonald said if the emergency was to continue to into 3 or 4 months then he may have to contract out services or make other decisions that would exceed his current \$5,000 spending authority. It was the consensus of the Board that they can meet to decide financial issues as they come up. The Board was in favor to eliminate Item 2 under Section 3, increased spending authority. Item 4 – The last sentence instead of “reported” was changed to “submitted.” Director Kirker said we are spending too much money on attorney costs for such a small district and questioned the additional workload towards issues that have not yet come up. A motion to adopt Urgency Ordinance No. 20-1 authorizing increased authority of the General Manager during the local emergency caused by the COVID-19 pandemic and waiving prohibition of recording of meetings, with corrections and modifications proposed, carried unanimously (lb/es).
- 4.b. ADOPT RESOLUTION NO. 19/20-18: A motion to adopt Resolution No. 19/20-18 designating an alternate regular meeting location, via teleconference, and authorizing the Crockett Community Center for possible use as an “alternate care site” carried unanimously (kp/es). Staff will notify County OES on center availability.
- 4.c. PAID SICK LEAVE: A motion to adopt policy to provide District employees with paid sick leave for specified reasons related to COVID-19 as required by the Families First Coronavirus Response Act (FFCRA) through December 31, 2020 carried with 4 Ayes and 1 Abstention by Director Peterson (es/lb). As the FFCRA provision on Emergency Family and Medical Leave Expansion Act does not appear to apply to the District, as the District does not have a family and medical leave policy and we have less than 50 employees, no action was taken on implementing an emergency policy on family and medical leave.
- 4.d. REGIONAL GOVERNMENTAL SERVICES: Mr. McDonald presented information on FEMA COVID-19 Disaster Recovery to the Board as it related to the Public Assistance (PA) Damages, loss of revenue. He said it would be taxing to staff to perform the necessary administrative work to meet

FEMA grant guidelines. A motion to authorize staff to execute contract amendment with Regional Governmental Services (RGS) to assist with FEMA COVID-19 Disaster Recovery, including documenting losses incurred to manage District's COVID-19 incident, and coordinate with Contra Costa County Office of Emergency Services as required to seek reimbursement via FEMA grants carried with 4 Ayes and 1 Abstention by Director Peterson (es/jm).

4.e. STRATEGIC PLANNING AD HOC COMMITTEE: Director Peterson presented the Crockett Community Services District (CCSD Risk Assessments created by the Strategic Planning Committee. He said he listed all the possible disasters and risks the District might face in the future. He said the hazards highlighted in yellow, i.e. power outage, earthquake, heavy rain, etc., have already hit the District in the past. Director Sutton asked does this refer to current strategic plans. Director Peterson said the risk assessment was those risks that would impact our District's ability to provide services, next step is to focus on High Risk/ High Severity. Mr. McDonald said Contra Costa County has done a lot of work developing their Local Hazard Mitigation Plan, for which Crockett CSD participated in, spending countless hours over many months. He said we should align the risks and rating scales to match the risk factors in the County plan as it is these documents which have been accepted by FEMA. Director Sutton asked what the committees purpose is and asked do we already have plans in place, i.e. earthquake. Mr. McDonald said the District does have a variety of plans in place; Contingency Plans for sanitary sewers required by NPDES permit covers earthquakes, emergency response plans for our pump stations in Crockett as well. Director Kirker said this committee needs to be ready for any emergency and should focus on the pandemic crisis in hand. He asked staff to add an agenda item to the next regular meeting to create a Coronavirus Response Ad Hoc Committee so that they can outline the dangers we are facing now. District Counsel Hundley reminded the Board that ad hoc committees can only have two members from the Board per the Brown Act.

4.f. MANAGEMENT STRUCTURE AND BACKLOGGED WORKLOAD: Mr. McDonald reported this item was carried forward from the March 25 meeting. Director Peterson said Mr. McDonald is overwhelmed with work and he firmly believes the District needs more staff, what needs to be decided is what type of employee we need. Mr. McDonald said the Personnel Committee can discuss, or an ad hoc committee can be created which will allow greater flexibility on meeting. Director Barassi said perhaps you could hire a part-time engineer or operations assistant. Director Sutton said she is opposed to making endless committees. A motion to approve forming the Staffing Requirements Ad Hoc Committee to discuss the distribution of workload of the General Manager, staff, and the District as a whole carried unanimously (kp/lb). President Kirker and Director Sutton appointed.

5.a. INTER-AGENCY MEETINGS: None

5.b. BOARD COMMENTS: Director Sutton mentioned grumblings on social media about the park being closed already.

6. FUTURE AGENDA ITEMS: Consider creating Coronavirus Response Ad Hoc Committee.

7. ADJOURNMENT: The meeting was adjourned at 9:02 PM.

Respectfully submitted,
Susan Witschi
April 15, 2020