

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF REGULAR MEETING, SEPTEMBER 23, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Kirker. Present were Board Members Barassi, Mackenzie, Peterson and Sutton, along with Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill and Assistant Secretary Witschi. Also present were Sanitary Commissioners Bartlebaugh and Wais.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. REPORTS FROM COMMISSIONERS: None
5. PUBLIC HEARING: None
- 6.a. RECREATION DEPT. REPORT: The Board had received the Minutes of July 6. Mr. Wilson reported the Recreation Department was down \$132K in revenue from April 1 – September 8. He said it was offset by \$22K in maintenance costs and \$57K in payroll costs. Mr. Wilson reported he submitted a variance application for the retaining wall and stairs project on Pomona and Rolph. The variance application fee was paid for from donations.
- 6.b. MAINTENANCE DEPARTMENT: No report.
- 6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of August 12. Mr. Barnhill reported no Sanitary Sewer Overflows (SSO's) in August. He said the operators at the treatment plant are concerned with the operating condition of the Programmable Logic Controller (PLC). The PLC is about 10 years old and it is not enclosed in a controlled environment. The operators are concerned that the system may begin to fail and repairing it as failures occur will likely become cost ineffective. Mr. Barnhill reported he asked the operators to get quotes on an improved PLC and he will discuss with the Port Costa Sanitary Commission.
- 6.d. CROCKETT SANITARY DEPT.: Mr. Barnhill reported no Sanitary Sewer Overflows (SSO's) in August. Staff responded to five incidents since last month's report, three at the Crockett Pump Station, engine running, low water pressure, and air pressure tank alarm. Private lateral sewer discharge at 29 Baldwin. West County Wastewater District (WCWD) noticed that the grit system pump isolation valves were unable to close completely. Gaskets expanded which prevents valves from closing. C&H has been notified, and staff has asked for temperature readings of the process wastewater. WCWD will test isolation valves one week after C&H by-pass is over. Transfer Pump #5 impeller and ball bearings failed. WCWD authorized to repair at an estimated cost of \$2,500. Director Peterson asked if there is any accounting for the C&H diversion. Mr. Barnhill will look into this and get back to him.
- 6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None

6.f. STAFF ANNOUNCEMENTS: None

7. CONSENT CALENDAR: The consent items were approved unanimously (kp/jm):

- a. Approve payment of District bills (warrants Rec. 8871-8921; PCSan,1256-1265; CVSan 6240-6247; Maintenance 429).
- b. Receive Minutes of Commissions and Committees.
- c. Receive SDRMA Medical Benefits 2021 Open Enrollment letter.

8.a. CONSENT ITEMS REMOVED: None

8.b. SEPARATION AGREEMENT FOR GENERAL MANAGER: The Board had general discussion on the agreement. A motion to approve execution of Separation Agreement and General Release of General Manager McDonald carried with 3 Ayes, 1 Ney (Barassi) and 1 Abstention (Kirker) (jm/es).

8.c. CHAPEL RENOVATION AD HOC COMMITTEE: Director Kirker reported now that the District has purchased the Hosselkus Chapel we can dissolve the Ad Hoc Property Acquisition Committee. He said that he and Director Peterson will discuss if we need to appoint a Renovation Ad Hoc Committee and get back to the Board with their decision.

8.d. DISCUSS CHANGES TO THE PERSONNEL COMMITTEE: Director Kirker asked Director Sutton if she was looking to get off the Personnel Committee. She said it is a remote possibility that her husband will be applying for the Interim General Manager position at the District but not sure at this time. She is willing to step down. Director Kirker said he believes you are a big asset to the Personnel Committee. Director Kirker said he will leave this on as an agenda item until she knows more.

8.e. EMPLOYMENT AGREEMENT MODIFICATION: A motion to approve Employment Agreement Modification for Sanitary Department Manager Barnhill, increasing pay scale by one step to Level II, Step E equal to \$5,888 salary per month carried unanimously (lb/kp).

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board.

9.b. ANNUAL REVIEW OF INVESTMENT POLICY: A motion to approve annual review of investment policy of the District, Gov't Code Dec. 53646 carried unanimously (es/lb).

9.c. DENALECT ALARM FOR HOSSELKUS CHAPEL: Mr. Kirker presented a quote for an alarm system at the Chapel for \$3,065. Director Barassi asked if the alarm will get destroyed during the construction phase. Director Kirker will look into this before the alarm is installed. A motion to approve agreement with Denalect Alarm to install intrusion detection system at Hosselkus Chapel for \$3,065 and monitoring at \$39 per month carried by consensus.

10.a. PERSONNEL COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. AD HOC COMMITTEE REPORTS: None

10.d. INTER-AGENCY MEETINGS: None. Director Mackenzie left the meeting at 7:50 pm.

11. FUTURE AGENDA ITEMS:

- Discuss and consider changes to Personnel Committee (Oct.).
- Award contract(s) for hazardous mitigation of 1 Rolph Park Drive (Oct).
- Discuss policy on delegation of authority to Commissions (Oct/Nov).
- Election of officers.
- Approve Meeting Schedule/Holidays for 2021.
- Adopt capital asset depreciation schedule.
- Adopt capacity charge ordinance on Accessory Dwelling Units.
- Review and adopt ADA compliance plan.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

12. BOARD COMMENTS: None

13. CLOSED SESSION

- a. CONFERENCE WITH LABOR NEGOTIATOR(S): Agency Designated Representative(s) to confer with Crockett Community Services District Board regarding General Manager position. Pursuant to Government Code Section 54957.6.

RECONVENE IN OPEN SESSION: The Board resumed at 8:27 PM.

- b. Report on any action(s) taken: Director Kirker said there were no reportable actions taken in closed session.

14. ADJOURNMENT: The meeting was adjourned at 8:28 PM until October 28, 2020.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
October 20, 2020