

# CROCKETT RECREATION COMMISSION

Regular Business Meeting  
AGENDA FOR MONDAY, MAY 6, 2019

TIME: 6:00 PM  
PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

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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 items:
  - a. Approve Minutes of April 1, 2019
  - b. Receive Report from Facilities Manager.
  - c. Receive Status Report on outstanding issues.
5. RECREATION:  
  
Recommend continuation of recreation special tax in the amount of \$110 per residential parcel.
6. BUDGET AND FINANCE:  
  
Consider monthly Summary Worksheet and staff report on financial matters.
7. ADMINISTRATIVE:
  - a. Receive report on actions taken by the District Board.
  - b. Invite representative from the Recreation Commission to participate in the development of the Cost Allocation Rates for FY 2019/20.
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 ITEM:  
Consider termination of waterfront lease and impact on waterfront access and recreation, form recommendations.
11. COMMENTS FROM COMMISSIONERS:

12. ADJOURNMENT to June 3, 2019

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.

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*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, APRIL 1, 2019

**1. CALL TO ORDER:** The meeting was called to order at 6:04 PM by Vice-Chair Airoidi. Present were Commissioners Botta, Choquette, Scheer and Valentini, along with General Manager McDonald, Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioners Cusack and Eskildsen were 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 items were approved unanimously (jv/db):

- Approve Minutes of March 4, 2019.
- Receive Report from Facilities Manager.
- Receive Budget & Finance Committee Minutes FY 19/20.

**5. RECREATION:** None

**6.a. FINANCIAL REPORT:** The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported a cash balance of \$58K and a fund balance of \$509K.

**6.b. 9-MONTH BUDGET REPORT:** Mr. McDonald reported the budget has been reviewed by the Budget & Finance Committee. He said there are only minor changes from the prior draft budget; adding of the web climbing net in the park as a capital project, correcting the formula in the park detail in one cell, and adjustments based on the latest expenditures. The budget proposes drawing down existing funds for capital projects.

**6.c. AUTHORIZE TRANSFER FOR FUTURE CAPITAL PROJECTS:** Mr. McDonald reported the need to reallocate funds to pay for multiple capital projects identified over the next five years. A motion to recommend transfer of \$250K from Recreation General O&M Fund to Recreation Capital Fund for current and future capital projects carried unanimously (lc/jv).

**7.a. DISTRICT BOARD ACTIONS:** Mr. McDonald reported on the actions taken by the District Board in March. He said the Board elected to participate in the California Uniform Public Construction Cost Accounting Act. The Board confirmed support for a Dog Park. Mary Wais said the District will act as the fiscal sponsor for the Crockett Community Foundation grant offered to the Dog Park Committee.

**7.b. ASSETS PROPERTY AND INSURANCE REPORT:** Mr. McDonald provided the property and general liability insurance reports requested by the Recreation Budget & Finance Committee. A question was raised on whether liability insurance could be broken down by cost centers; such as the pool, park and community center. Mr. McDonald said billing is not broken out at that level and that it is up to the District's Budget & Finance Committee to recommend rate allocation splits as part of the annual budget process. Mr. Valentini supports

increasing the excess liability to \$9M. A motion to recommend increasing the excess liability to \$9M giving the District a total of \$10M in liability coverage carried unanimously (jv/lc). Mr. McDonald will share recommendations with other commissions and submit combined report to the District Board.

8. REPORT OF DEPT. MANAGER: Mr. Wilson updated the Commission on the pool break-in. He said the Crockett Swim Team (CST) got involved and was able to identify the person who broke into the pool grounds and the swim team shed. That person dropped the majority of the items off near the wading pool area by placing them over the fence. Mr. Wilson said that the CST had no authority to decide not to press charges and the District is still moving forward with the Sheriff's Department to press charges. Mr. Wilson said the circulation pump went out at the pool causing the pool to be closed down for two weeks. The John Swett High School (JSHS) Swim Team will get a portion of their pool rental refunded. Mr. Wilson said he replaced the LED bulbs and dimmer switches in the auditorium. The Crockett Swim Team started using the pool today. A grant was turned in to resurface the tennis courts. He attended the John Swett High School job fair on March 19 and received four applications. The diving board is eight years old and needs to be replaced.

9. COMMISSIONERS: None

10. FUTURE AGENDA ITEM:

Consider termination of waterfront lease and impact  
on waterfront access and recreation, form recommendations.

11. COMMISSIONER COMMENTS: None

12. ADJOURNMENT: The meeting was adjourned at 6:40 PM until May 6, 2019.

Respectfully submitted,



Susan Witschi  
April 16, 2019

# Facilities Report

May 6, 2019

1. **Recover the Waterfront:** A public meeting will be held on Tuesday, May 14 from 7:00 pm – 8:30 pm at the Community Center in the multi-purpose room.
2. **Walk of Honor:** The Walk of Honor will be held on Saturday, May 18. Check in time is 8:30 am to 9:30 am. Walk begins at 10:00 am.

Respectfully submitted,

*Susan Witschi*

# REC. DEPT. STATUS REPORT

## MAY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		<b>Facility marketing</b> - print, web, and social media.	Ongoing	Increase social media engagement
Ongoing		<b>Facility maintenance</b> - Community Center, pool, and park.	on schedule	Finished replacing pathway lights with LED
Ongoing		<b>Financial accounting &amp; budget</b>		Adopt FY 19/20 Budget

### FINANCIAL MATTERS

2/09	F-9	<b>Fence damage recovery (#2)</b> - Harris	\$1300.26 judgment	Ron to collect or sell debt
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### MAINTENANCE ISSUES

4/13	M-8	<b>Hillside Maintenance</b> - long-term hillside cleaning plan needs to be developed.	Research	Identify funding.
2/19	M-9	<b>Signage for the Park</b> - post rules	Pending	Get new signs

### CAPITAL IMPROVEMENTS

3/14	C-1	<b>West side covered deck Project</b>	ON HOLD	Identify funding. Downsize project or do in phases.
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### ADMINISTRATIVE MATTERS

10/17	A-30	<b>Add More Classes and Activities</b> - at the Community Center	future item to Commission	Ad Hoc to identify costs and resources to implement.
6/16	A-29	<b>Review Policy and Rules on Banners</b> - for banners on fence at Rolph and Pomona.	BACKLOGGED	
5/12	A-24	<b>Revise rules on Loitering Policy</b>	BACKLOGGED	
3/12	A-23	<b>Sign - no students during school hours</b>	draft policy	Submit to Commission
9/10	A-21	<b>Signs - no skateboards or bikes</b>	draft policy	Staff to develop policy
11/08	A-20	<b>Rec Policies &amp; Procedures Manual</b> - both the community center and aquatics center.	BACKLOGGED	

\*\* Larger project tasks are included on the Status Report. Smaller incidental and regular ongoing tasks are excluded from this report.

c:\mydocs\recdept\StatusReport.xls

**4.c.**

# CROCKETT RECREATION DEPARTMENT

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of the Crockett Community Services District


850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

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e-mail: [recreation@town.crockett.ca.us](mailto:recreation@town.crockett.ca.us)

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

TO: Recreation Commission  
FROM: General Manager   
SUBJECT: Special Recreation Tax Assessment  
DATE: April 30, 2019

The Recreation Department (REC) has tentatively identified \$857,407 in expenditures for the upcoming FY 19/20 that begins July 1, 2019. Revenue from rentals, swim fees, ad-valorem property tax, along with incidental donations and other revenue is estimated to provide \$392,993. Grants of \$243,352 are anticipated in FY 19/20 which will primarily be used for capital improvement and capital replacement projects. This leaves a budgeted shortfall of \$221,062 unless the Special Recreation Tax Assessment is continued.

The majority of REC expenses are for the ongoing operation and maintenance of the facilities. The Annual Report of the Use of Recreation Taxes presented in December 2018 showed that the entire amount of special taxes for recreation that was placed on the tax roll for calendar year 2018 was spent during 2018.

In 2012, the voters of the District approved Measure R increasing the Special Recreation Tax Assessment from \$50 to \$110 on each residential parcel. Costs for outside service providers, contractors, and utilities continue to rise. In order to adequately fund programs at the Community Center, Aquatics Center, and for maintenance of Alexander Park the special assessment needs to be continued.

## STAFF RECOMMENDATION:

Staff recommends that the Recreation Commission finds that the special recreation tax assessment is still needed to improve, maintain, and operate the park and recreation facilities within the area served by the District and recommend that it be continued in the amount of \$110 per residential parcel. The recommendation will be presented to the District Board for considered adoption by Resolution.

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of the Crockett Community Services District

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## MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD. MTC 4-24-19

LATEST FUND REPORT: 4-11-19

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 OPERATING FUND 3241  
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CASH CARRIED FORWARD: \$58,336.42

INVESTED BALANCE: \$393,622.13

No activity \$0.00

ACTIVITY:

NET INVESTED: \$393,622.13

CHECKS AND PAYMENTS

Warrants (7923-7967) (\$42,381.00)  
 Wells Fargo CC Fees (\$83.14)  
 Payroll recovery (\$1,441.39)  
 RTS share to MAINT (\$2,700.00)  
 Wells cc Machine (\$431.93)

\$43,297.82 c/d deposits

\$350,324.31 avail. funds

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 FUND BALANCE: \$490,133.27  
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DEPOSITS AND CREDITS

Comm Center Rentals \$12,410.00  
 Senior nutrition \$800.00  
 Cleaning/Damage Depos \$3,300.00  
 Security Services \$882.00  
 Cleaning Services \$480.00  
 Tennis Restroom Keys \$55.00  
 Aquatics rents \$3,930.00  
 Parking fines \$169.97  
 Donations United Way \$104.15  
 Payroll recovery \$388.49  
 Quilters CCF passthru \$2,886.71  
 Bocce mailer recovery \$32.75  
 State of Cal Recovery \$19.00  
 Cxl Check 7952 \$1,644.36  
 Cxl Check 7921 \$700.00  
 Cxl outdtd ck 7627 \$44.75

\*\*\* Below held in cash account \*\*\*

C/D BEGINNING BALANCE: \$38,462.82

c/d deposit receipts \$3,300.00

c/d deposit refunds \$1,817.50

Trnsfr recovery (\$282.50)

NET C/D ENDING BALANCE: \$43,297.82

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 CAP / RESTRICTED BAL: \$3,064.87

Revenue (Donations) \$ -

Cap Expenses \$ -

NET CAPITAL REPL. BAL: \$3,064.87

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 POLICE LIAISON BALANCE: \$7,836.36

Fines & Fees \$169.97

Payroll and other (\$104.79)

NET PLC ENDING BALANCE: \$7,901.54

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 XMAS LIGHT BALANCE: \$1,043.11

CROCKETT CERT ACTIVITY:

CERT Beginning Bal: \$0.00

No activity \$0.00

CERT Ending Balance: \$0.00

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 CASH BALANCE: \$39,146.14  
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ADV ON TAXES : \$57,365.00

No activity \$0.00

NET ADV ON TAXES: \$57,365.00  
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PETTY CASH BALANCE: \$60.00

TAXES held in 3240: \$ 35,696.24

CO.charges in 3240: \$ -

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 ACCRUED CREDIT: \$ 8,000.00

PY due from MAINT Dept.



8:20 AM

## CROCKETT COMMUNITY SERVICES DISTRICT

04/15/19

## Reconciliation Detail

FUND 3241 - RECREATION, Period Ending 04/11/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							509,323.55
Cleared Transactions							
Checks and Payments - 46 items							
Transfer	03/18/2019			RTS REC to MAINT funding transfer	X	-2,700.00	-2,700.00
Check	03/21/2019	7943	LESLIE'S POOL SU...	Motor repair. chemicals	X	-4,183.17	-6,883.17
Check	03/21/2019	7934	PG&E	Gas & Electricity at the pool	X	-3,154.74	-10,037.91
Check	03/21/2019	7935	TERRACARE ASS...	Landscaping services	X	-3,051.00	-13,088.91
Check	03/21/2019	7932	Quilters of Crockett	CCF passthu to Quilters	X	-2,886.71	-15,975.62
Check	03/21/2019	7939	U.S. BANK	Various	X	-1,992.74	-17,968.36
Paycheck	03/21/2019	7925	SUSAN G. WITSCHI	Payroll March 1-15	X	-1,692.39	-19,660.75
Check	03/21/2019	7936	UNIVERSAL BUILD...	Janitorial services	X	-1,271.00	-20,931.75
Check	03/21/2019	7931	CP UNLIMITED	Fire suppression electrical work - s...	X	-900.00	-21,831.75
Check	03/21/2019	7933	PACIFIC STONE	Repair broken stone at bar - recov...	X	-820.00	-22,651.75
Liability Ch...	03/21/2019	7928	STATE COMPENS...	Workers Comp	X	-783.71	-23,435.46
Check	03/21/2019	7942	Valerie Paschall	Cleaning and damage deposit refund	X	-700.00	-24,135.46
Check	03/21/2019	7941	Newin Orante	Cleaning and damage deposit refund	X	-700.00	-24,835.46
Paycheck	03/21/2019	7923	DOLORES M. MOR...	Payroll March 1-15	X	-628.29	-25,463.75
Check	03/21/2019	7937	EBMUD	Water	X	-553.93	-26,017.68
Check	03/21/2019	7940	Miguel Barajas	Cleaning and damage deposit refund	X	-485.00	-26,502.68
Paycheck	03/21/2019	7924	KATELYNN M. CLE...	Payroll March 1-15	X	-483.40	-26,986.08
Check	03/21/2019	7929	LINCOLN FINANCI...	LTD premium April 2019	X	-69.19	-27,055.27
Paycheck	03/21/2019	7926	HARLEY W. MAND...	Payroll March 1-15	X	-68.71	-27,123.98
Paycheck	03/21/2019	7927	TREVOR B. DEES	Payroll March 1-15	X	-48.67	-27,172.65
Check	03/21/2019	7938	KATELYNN M. CLE...	Mileage reimbursement March 2019	X	-17.40	-27,190.05
Check	03/21/2019	7930	Alhambra & Sierra ...	Water	X	-17.16	-27,207.21
Paycheck	04/05/2019	7944	RONALD D. WILSON	Payroll March 2019	X	-2,402.92	-29,610.13
Check	04/05/2019	7957	TERRACARE ASS...	Landscaping services	X	-2,171.00	-31,781.13
Check	04/05/2019	7956	PG&E	Gas & Electricity	X	-1,905.68	-33,686.81
Transfer	04/05/2019			Payroll recovery REC to CVSAN	X	-1,866.90	-35,553.71
Paycheck	04/05/2019	7946	SUSAN G. WITSCHI	Payroll March 16-31, 2019	X	-1,528.91	-37,082.62
Check	04/05/2019	7959	John Swett Unified ...	Refund of JSHS swim team rent fo...	X	-1,280.00	-38,362.62
Liability Ch...	04/05/2019	7950	UNITED STATES T...	FedTax Liability	X	-942.32	-39,304.94
Paycheck	04/05/2019	7945	DOLORES M. MOR...	Payroll March 16-31, 2019	X	-769.39	-40,074.33
Check	04/05/2019	7955	EBMUD	Water	X	-634.56	-40,708.89
Check	04/05/2019	7965	Diego Martinez	Cleaning and damage deposit refund	X	-632.50	-41,341.39
Check	04/05/2019	7954	AT&T (Phone)	Telephone Center and Pool	X	-325.28	-41,666.67
Check	04/05/2019	7958	UNIVERSAL BUILD...	Janitorial services	X	-186.80	-41,853.47
Paycheck	04/05/2019	7947	KATELYNN M. CLE...	Payroll March 16-31, 2019	X	-176.05	-42,029.52
Check	04/05/2019	7963	Crockett Rodeo Gla...	Replace 10'x11" broken glass fren...	X	-140.00	-42,169.52
Check	04/05/2019	7960	LESLIE'S POOL SU...	Alka up chemicals for pool	X	-131.84	-42,301.36
Paycheck	04/05/2019	7949	TREVOR B. DEES	Payroll March 16-31, 2019	X	-128.83	-42,430.19
Check	04/05/2019	7961	TERMINIX	Pest control	X	-126.00	-42,556.19
Liability Ch...	04/05/2019	7951	EMPLOYMENT DE...	EDD State Tax Liability	X	-115.18	-42,671.37
Check	04/05/2019	7962	RONALD D. WILSON	Mileage reimbursement March	X	-112.52	-42,783.89
Paycheck	04/05/2019	7948	HARLEY W. MAND...	Payroll March 16-31, 2019	X	-85.88	-42,869.77
Check	04/05/2019	7964	SUSAN G. WITSCHI	Mileage reimbursement Feb-March	X	-46.40	-42,916.17
Check	04/05/2019	7953	Alhambra & Sierra ...	Water for office	X	-43.51	-42,959.68
Liability Ch...	04/08/2019	7966	CalPERS Public E...	CalPERS liability	X	-1,643.86	-44,603.54
Check	04/08/2019	7967	Leonel Marquez	Cleaning and damage deposit reis...	X	-700.00	-45,303.54
Total Checks and Payments						-45,303.54	-45,303.54
Deposits and Credits - 20 items							
Deposit	03/14/2019			Rent, Wells Fargo Fees, Credit Ca...	X	24.93	24.93
Deposit	03/15/2019			Rent - cc	X	200.00	224.93
Deposit	03/15/2019			Comm Ctr Deposit	X	2,699.00	2,923.93
Deposit	03/19/2019			Rent/Sec/CD - cc	X	2,200.00	5,123.93
Transfer	03/21/2019			Payroll recovery MAINT to REC M...	X	12.30	5,136.23
Transfer	03/21/2019			Payroll recovery PCSAN to REC M...	X	38.34	5,174.57
Transfer	03/21/2019			Payroll recovery CVSAN to REC	X	326.00	5,500.57
Deposit	03/22/2019			Comm Ctr Deposit	X	3,898.71	9,399.28
Deposit	03/25/2019			Booking	X	200.00	9,599.28
Deposit	03/26/2019			Security - cc	X	224.00	9,823.28
Deposit	03/28/2019			Rent/Cleaning/Booking	X	1,658.00	11,481.28
Deposit	03/29/2019			Comm Center Deposit	X	8,466.87	19,948.15
Deposit	04/04/2019			Rent - cc	X	100.00	20,048.15
Liability Ch...	04/05/2019	7952	CalPERS Public E...	VOID	X	0.00	20,048.15
Transfer	04/05/2019			Payroll recovery PCSAN to REC	X	11.85	20,060.00
Transfer	04/05/2019			Payroll recovery CVSan to REC	X	425.51	20,485.51

8:20 AM  
04/15/19

**CROCKETT COMMUNITY SERVICES DISTRICT**  
**Reconciliation Detail**  
**FUND 3241 - RECREATION, Period Ending 04/11/2019**

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Deposit	04/05/2019			Comm Ctr Deposit	X	1,585.00	22,070.51
Deposit	04/08/2019		CONTRA COSTA C...	Cxl outdated check	X	44.75	22,115.26
Deposit	04/08/2019		Leonel Marquez	Cxl ck 7921 - reissued	X	700.00	22,815.26
Deposit	04/09/2019			Comm Ctr Deposit - cc	X	3,298.00	26,113.26
Total Deposits and Credits						26,113.26	26,113.26
Total Cleared Transactions						-19,190.28	-19,190.28
Cleared Balance						-19,190.28	490,133.27
Register Balance as of 04/11/2019						-19,190.28	490,133.27
Ending Balance						-19,190.28	490,133.27