

# CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

P.O. Box 578, Crockett, CA 94525

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## FOR REVIEW

### MINUTES OF REGULAR RECREATION MEETING ON MARCH 2, 2026.

1. CALL TO ORDER: Chair Cusack called the meeting to order at 6:11 pm. Commissioners Airoidi, Choquette, Cusack, and Leuba were present. General Manager Goodman and District Secretary (DS) Rivas were present.
2. SEATING OF OFFICERS: Tom Cusack remains as Chair. Jeff Airoidi is the Vice-Chair.
3. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Commissioner Choquette asked about the status of the financial audit and insurance validation for the community center. The item will be covered under the Manager's report.
4. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.
5. CONSENT CALENDAR: A motion to approve the Consent Calendar minus the Actions Taken by the Board for February 25 passed. (Choquette 1<sup>st</sup>, Leuba 2<sup>nd</sup>, 4/0).
  - a. APPROVE MINUTES FOR DECEMBER 1.
  - b. RECEIVE REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD (DECEMBER 17, FEBRUARY 4, and 25)
  - c. RECEIVE RECREATION TRANSMITTALS (DECEMBER, JANUARY, FEBRUARY)
  - d. RECEIVE CASH ACCOUNT BALANCE FOR RECREATION.
  - e. RECEIVE LAIF BALANCE REPORT
6. ITEM PULLED FROM CONSENT CALENDAR: None.
7. ADMINISTRATIVE:
  - a. UPDATE ON AQUATIC PROGRAM REPORT: The Recreation Department reviewed its 2025 pool and recreation funding and expenses. Total expenses were approximately \$162,000, an increase of about \$52,000 from 2021, while the operating deficit increased from approximately \$39,000 in 2021 to \$82,965 in 2025. Staff noted that higher labor, utilities, supplies, and maintenance costs, particularly chlorine, payroll, and other operating expenses, have significantly increased despite efforts to control spending. Pool and recreation revenues have increased, but not enough to offset rising expenses.

The Recreation Department receives approximately \$136,000 annually in recreation tax revenue and relies heavily on community center rentals, grants, and other enterprise revenues to fund operations. A one-time property-tax allocation of approximately \$300,000 in 2025 helped offset costs, and the department has secured approximately \$100,000 in grants, including \$53,172 for the pool. Although community center rentals declined in 2024–25, bookings are now improving, including more full-weekend rentals. Staff indicated that the department appears financially stable for the current and upcoming year but emphasized the importance of considering an increase in the recreation tax to reduce reliance on enterprise revenues.
  - b. DISCUSS RECREATION TAX USE REPORT: The Recreation Commission reviewed the annual Recreation Tax Use Report, noting that the approximately \$136,510 in tax revenue received had been fully expended during the year and that the report fulfills the annual reporting requirement established by the voter-approved recreation tax. Staff noted that

**6.a**

documenting the full use of the funds will be important when communicating the need for a potential future tax increase.

- c. UPDATE ON RECREATION COMMISSION VACANCY: The Commission discussed the vacancy created by former Commissioner Valentini's departure and agreed to defer filling the position while the District considers merging the Recreation and Lighting & Landscape (L&L) Commissions. A joint meeting is anticipated to discuss how a combined commission might be structured, with the Board expected to consider the matter further in April. If approved, the merger would primarily consolidate meetings and agendas; accounting, checks, and most operational functions would remain separate, with membership potentially decreasing through attrition.
- d. CONSIDER MEETING WITH LIGHTING AND LANDSCAPE ON MARCH 16 AT 6 PM: March 9<sup>th</sup> was identified as a potential date for a joint meeting with L&L. March 30<sup>th</sup> was identified as a backup date.
- e. DISCUSS INITIAL RESULTS OF RECREATION FUNDING POLL: The Recreation Tax Ad Hoc Committee is evaluating whether to pursue a ballot measure to increase the recreation tax, which is currently insufficient to keep pace with rising program and maintenance costs. An initial anonymous community poll was distributed through flyers, QR codes, the District website, and email, but response has been limited to eight responses so far; all respondents indicated that recreation is at least somewhat important. The committee will meet to review the preliminary results, determine whether to pursue a measure, and develop additional information, with the expectation that a more comprehensive presentation will be brought back to the Recreation Commission at a future meeting.

#### 8. BUDGET AND FINANCE:

- a. REVIEW THE RECREATION QUARTERLY BUDGET REPORT FOR Q2 (OCTOBER – DECEMBER 2025): The Commission received a departmental accounting report showing revenues, expenditures, and the percentage of budget remaining for the first and second quarters of the fiscal year. Staff explained that the report is intended to supplement, rather than replace, the adopted budget and encouraged Commissioners to review both documents together to better understand the financial position of each department. A third-quarter report will be prepared after the quarter closes and is expected to be presented at a subsequent meeting. The Commission also reviewed the adopted budget schedule, which was approved by the Board in February.
- b. REVIEW BUDGET SCHEDULE FOR 2026: Staff proposed streamlining the annual budget process by having representatives from each department attend a consolidated meeting with the Board's Budget and Finance Committee to review proposed departmental budgets, significantly reducing the number of individual meetings previously required. The draft budgets are currently being prepared, with the first consolidated budget review tentatively scheduled for April 3. The Recreation Commission agreed that Chair Cusack will serve as its budget representative for the upcoming process, with staff to provide additional meeting details.
- c. UPDATE ON FINANCIAL MATTERS: Staff reported that the District remains behind on its required financial audits, with the Fiscal Year 2022–23 audit still being prepared and an estimated completion timeframe of two to six months; FY 2023–24 and FY 2024–25 audits will follow, with the goal of becoming fully current within the next year and a half. County and State Controller requirements are being monitored, and while the District is delinquent, no fines have been imposed or threatened, with staff hoping to avoid penalties by completing the FY 2022–23 audit this year. Staff also confirmed that all required county permits and certifications are current. The Commission discussed audit costs and the potential need to change auditors after five years, as well as concerns regarding adequate insurance coverage for District assets; staff confirmed that current insurance includes replacement coverage provisions and agreed to provide additional insurance information at a

future meeting. The District's audit is estimated to cost approximately \$18,600, subject to confirmation of the current quote.

9. REPORT OF DEPARTMENT MANAGER:

- a. MANAGER'S REPORT NOVEMBER: Community Center bookings are increasing, including more Friday–Sunday rentals, meetings, and community activities such as Scottish dancing, exercise classes, and crochet, along with growing interest in programs for seniors and families. The pool has resumed early-morning lap swim and swim-team practices, with encouraging participation, while plans are underway for an Easter egg hunt at Alexander Park and grant applications for tennis court resurfacing and bocce court improvements. The Department also received a grant to upgrade the Community Center's main hall audiovisual system and plans to attend a Phillips 66 community benefits bidders conference to pursue larger grants of at least \$50,000 for additional improvements.

10. REPORTS / COMMENTS FROM COMMISSIONERS: None.

- a. BALLOT MEASURE AD HOC: CHOQUETTE, LEUBA (CHAIR), SPINNER: None.

11. FUTURE AGENDA ITEMS:

12. ADJOURNMENT: The meeting was adjourned at 7:18 PM until April 6, 2026.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary

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## For Review

### MINUTES OF REGULAR RECREATION MEETING ON MAY 4, 2026.

1. CALL TO ORDER: Chair Cusack called the meeting to order at 6:05 pm. Commissioners Cusack and Leuba were present. Quorum was met when Commissioner Choquette arrived at 6:14. Commissioner Airolti was absent (unexcused). General Manager Goodman and District Secretary (DS) Rivas were present. CVSAN Chair Wais was present.
2. SEATING OF OFFICERS: Carryover item disregarded.
3. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: No request was made. Since a quorum was not met initially, the Consent Calendar and item 7a were skipped and discussed after the Manager's Report.
4. PUBLIC COMMENT ON NON-AGENDA ITEMS: A group of Pickleball players inquired about the status of the Pickleball court striping. The grant request through the Crockett Community Foundation (CCF) was requested to be resubmitted at the following grant cycle. The RDM will be attending the CCF meeting the next day to present the project and welcomed the public to attend and support the request. The resurfacing of the tennis and Pickleball courts would occur during dry weather. The group was asked to provide a flyer so others can know when Pickleball nets will be set up.
5. CONSENT CALENDAR: Motion to approve as presented passed. (Leuba 1<sup>st</sup>, Choquette 2<sup>nd</sup>, 3/0, 1 absent). This item was skipped and approved after the Manager's Report.
  - a. APPROVE MINUTES FOR SPECIAL JOINT MEETING WITH LIGHTING & LANDSCAPING (MARCH 30).
  - b. RECEIVE ACTIONS TAKEN BY THE BOARD (APRIL 22)
  - c. RECEIVE REPORT ON WARRANT TRANSMITTALS (MARCH AND APRIL)
  - d. RECEIVE RECREATION CASH ACCOUNT BALANCE:
  - e. RECEIVE RECREATION LAIF BALANCE REPORT.
6. ITEM PULLED FROM CONSENT CALENDAR: None.
7. ADMINISTRATIVE:
  - a. DISCUSS AND DISSOLVE THE RECREATION BALLOT MEASURE AD HOC COMMITTEE: A decision was made not to pursue a ballot measure until the next election year. Since there is no need for ad hoc meetings, Chair Cusack dissolved the committee.
  - b. DISCUSS JOINT MEETING WITH LIGHTING & LANDSCAPING COMMISSION ON MARCH 30 AND SUGGEST A FUTURE JOINT MEETING DATE: A discussion focused on the structure of the agenda of the March 30 joint meeting with Lighting & Landscaping (L&L), concerns about the length of future merged meetings, and how accounts would be handled. The DS will restructure the next agenda as part of the process of identifying a smoother format for discussion. A request was made to possibly move meetings to 7 pm to allow the working public to attend. Both Recreation and L&L commission meetings are open to the public and minutes are posted and available on the website. There was a consensus for June 1<sup>st</sup> for the next joint meeting with L&L to continue assessing the possibility of merging Recreation with L&L. Staff will coordinate the meeting.

8. BUDGET AND FINANCE:

- a. REVIEW THE RECREATION QUARTERLY BUDGET REPORT FOR Q3 (JANUARY – APRIL): The report was not available and carried to the June meeting.
- b. REVIEW AND DISCUSS RECREATION BUDGET FOR FISCAL YEAR 2026/27: The GM presented the proposed Recreation budget. Recreation's portion of the 2022/23 audit was added. The department's income is obtained through multiple sources, including the Rec tax, property taxes, pool fees, community center rentals, and grants. The year 2025/26 was hit with multiple unexpected repairs. The Board voted to approve that \$302,000 of surplus property taxes be allocated to the Recreation. After expenditure, the department is expected to have \$25,000 in surplus funds for FY 2026/27. Unfortunately, COVID caused a negative economic ripple effect on Recreation's revenue because all public services were closed, that continue to impact recreational services.
- c. UPDATE ON FINANCIAL MATTERS: Discussed in the Manager's Report.

9. REPORT OF DEPARTMENT MANAGER:

- a. MANAGER'S REPORT NOVEMBER: The RDM reported on the operations of the department, including continued rentals for the community center, and an overview of the projects included in the CBA (Community Benefits Agreement) grant application. The pool will officially open on Memorial Day for weekends. The pool is currently open Monday, Wednesday, and Friday from 10 am – 6 pm for the Swim Team and 6 – 10 am for lap swimmers. Private pool party rentals are also increasing. The RDM and the head lifeguard have been certified to train others on CPR and lifeguarding. All the bronze plaques were stolen. Luckily, the culprits were caught and arrested. The Recreation security cameras were instrumental in catching thieves who were part of a larger ring who were stolen plaques from other communities as well. Recreation worked closely with the resident Sheriff deputy. Two interviews are scheduled for a second event supervisor.

10. REPORTS / COMMENTS FROM COMMISSIONERS: None.

11. FUTURE AGENDA ITEMS:

12. ADJOURNMENT: The meeting was adjourned at 6:55 PM until June 1, 2026.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary

# SPECIAL JOINT MEETING OF THE CROCKETT RECREATION COMMISSION AND LIGHTING & LANDSCAPING COMMISSION

of the Crockett Community Services District

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## FOR REVIEW

### MINUTES OF THE SPECIAL JOINT MEETING OF THE CROCKETT RECREATION COMMISSION AND LIGHTING & LANDSCAPING COMMISSION MEETING ON JUNE 1, 2026.

1. CALL TO ORDER – ROLL CALL (L&L): Meeting was called to order at 6:05 PM by L&L Chair Pannell. Commissioners Garbis, Gomez, and Pannell were present. Commissioners Fisk and Mitzel were absent (unexcused). General Manager Goodman, District Secretary Rivas, and CVSAN Commissioner Wais were present.
2. CALL TO ORDER – ROLL CALL (REC): Commissioners Airolidi, Choquette, Cusack, and Leuba were present.
3. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
4. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Commissioner Gomez reported that the local church may be closing and handed out a petition requesting that it remain open.
5. CONSENT CALENDAR L&L: Item 5a was carried to the next meeting. Motion to approve 5b-e passed. (Pannell 1<sup>st</sup>, Gomez 2<sup>nd</sup>, 3/0, 2 absent).
  - a. Approve minutes from the L&L meeting of May 19. Carried to next meeting.
  - b. Receive report on Actions Taken by the Board (May 27).
  - c. Receive L&L Warrant Transmittals (May).
  - d. Receive L&L Cash Account Balances (May).
  - e. Receive L&L (Memorial Hall) LAIF savings account balance report.
6. CONSENT CALENDAR (REC): Item 6a carried to the next meeting. Motion to approve 5b-d passed. (Airolidi 1<sup>st</sup>, Leuba 2<sup>nd</sup>, 4/0)
  - a. Approve minutes from the REC meeting of March 2 and May 1. Carried to next meeting.
  - b. Receive REC Warrant Transmittals (May).
  - c. Receive Cash Account Balances (May).
  - d. Receive LAIF balance report.
7. ITEMS PULLED FROM CONSENT CALENDAR: None.
8. ADMINISTRATIVE (L&L):
  - a. RECOMMEND CONTINUATION OF THE L&L TAX RATE OF \$50 PER HOUSEHOLD IN CROCKETT FOR FY2026-27: Staff provided an overview of the tax, noting that Measure L allows for increases based on COLA, currently at 3.8% (estimated to be approximately \$1,500 in additional funds). Based on the current year's expenditures and proposed budget, a rate increase is not recommended for FY 2026/27. Motion to

**6.b**

continue the \$50 per parcel tax for FY 2026/27 passed. (Pannell 1<sup>st</sup>, Garbis 2<sup>nd</sup>, 3/0, 2 absent)

- b. CONSIDER AND DISCUSS THE USE OF PARCEL TAX FUNDS TO CLEAR GROWTH ON THE HILLSIDE OF PUBLIC SPACE BEHIND ALEXANDER PARK AND THE COMMUNITY CENTER: The Board asked if Measure L funds could be used to clear the hillside area behind the recreation area. The Ordinance refers to District-owned public property. While the hillside is publicly owned and open to the public, it is a gray area, and it is unclear if L&L funds could be used for this area. The Carquinez Fire Department had cleared the area using Measure X funds approximately two years ago. The goal is to clear the hillside before the next fire season. A request was made to invite a representative from the Carquinez Fire Department to discuss past efforts and discuss next steps.

9. ADMINISTRATIVE (REC):

- a. UPDATE ON RECREATION GRANTS SUBMITTED TO THE COUNTY'S COMMUNITY BENEFIT AGREEMENT(CBA) PROGRAM: A list of projects submitted for the CBA grant was presented; \$113,359 for Recreation projects and \$119,213 for Memorial Hall (foundation stabilization). The grant is reimbursable. Funds must first be spent, then submitted for reimbursement. The panelists are reviewing the grant applications. The primary contact of each application will be invited to present their projects and answer questions; the RDM will serve as the Recreation contact. Funds will be available around August/September for approved projects.
- b. RECOMMEND CONTINUATION OF THE REC TAX RATE OF \$110 PER HOUSEHOLD FOR CROCKETT AND PORT COSTA FOR FY 2026-27: The REC tax was increased from \$50 to \$110 in 2012. Inflation, deferred maintenance, and unexpected repairs have outpaced the \$110 parcel tax. An ad hoc committee opted to wait until the general election to consider a ballot measure to increase the tax amount. In the meantime, the current rate is supplemented by other grants and is needed to continue providing recreational services. A consensus was reached to continue the Rec tax.

10. BUDGET AND FINANCE:

- a. UPDATE ON DISTRICT BUDGET – UPDATED PROPOSED BUDGET FOR FY26/27 AND PUBLIC HEARING ON JULY 22 AT 7 PM: The entire proposed District budget was presented. Recreation reflects a deficit but does not account for the \$320,000 in excess property taxes allocated by the Board. FY 2025/26 encompassed numerous unexpected repairs due to deferred maintenance. Insurance rates increased approximately 30% across the board. The Alexander Park ADA project was officially completed this fiscal year.

L&L contains a Maintenance Account (3242) which holds two separate types of funds that are managed separately: Cash Account and LAIF (Local Agency Investment Fund). A Cash Account serves as a checking account; LAIF is a savings account and holds grant funds, donations, and Memorial Hall funds; this account grows interest. Property tax payments are distributed mid-December and Mid-April. L&L enters into FY2026/27 with a surplus that will get the department through the end of the year.

- b. CONSIDER Q3 FINANCIAL REPORT FOR L&L: The L&L Q3 report was presented. Spending for maintenance tends to decrease during wet weather (Q3) and increases during non-wet weather (Q1 and Q4).
- c. CONSIDER Q3 FINANCIAL REPORT FOR RECREATION: The REC Q3 report was presented. Chair Cusack noted that charges for security were significantly higher and

appeared to correlate to event rentals. Security is required when alcohol is sold, and the amount of security is dependent on the number of anticipated attendees. Security costs are recouped as these charges are passed on to the event holder.

The Crockett Community Foundation only funds future projects. Once a grant amount is received, there is a Grant Transfer that is transferred to the 4520 Grants Restricted line item found under Revenue/Income, Account 4200 Non-Operating Revenue.

- d. UPDATE ON DISTRICT FINANCIAL MATTERS: None.
11. MAINTENANCE PLAN AD HOC: Former Director Peterson had recommended the creation of a maintenance schedule for L&L. The Maintenance Ad Hoc Committee was created to lead the effort. The Committee has met and expects to meet once more before the regular June meeting.
12. DEPARTMENT MANAGER REPORT:
  - a. MAINTENANCE MONTHLY REPORT: None.
  - b. RECREATION MANAGER'S REPORT: Report by GM Goodman. Recreation activities continue as previously reported. The Swim Safety program sponsored by Phillips 66 is expected to be on Sunday, June 7<sup>th</sup>. The program includes free pool passes, which increase labor costs for additional lifeguard hours. A change in the program includes swimming classes. Recreation was asked to resubmit their grant proposal to the Crockett Community Foundation for reconsideration. The CCF expects to decide at their next meeting on June 4. The pool officially opened on Memorial Day weekend. A Board director had asked if Recreation could expand into 1 Rolph Park Drive (1RPD) for recreation activities. The GM noted that the facility is not ready for public use and suggested that financial matters District-wide need to be addressed before focusing on renovating the building. The County Supervisor held office hours the previous week at the Community Center.
13. REPORTS/COMMENTS FROM COMMISSIONERS:
14. FUTURE AGENDA ITEMS: None.
  - a. Measure X funding
  - b. L&L: Discuss the distribution of responsibilities between L&L and the Crockett Public Services as they pertain to maintenance needs.
  - c. L&L: Update on CIA's modified maintenance plan for the Plaza.
  - d. L&L: Weed abatement/maintenance plan.
15. ADJOURNMENT: The meeting was adjourned at 7:10 pm by L&L Chair Pannell.

Minutes of this meeting are posted on our website at <https://www.town.crockett.ca.us/meetings>  
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