

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF SPECIAL MEETING, APRIL 10, 2020

1. CALL TO ORDER: The meeting was called to order at 1:07 PM by Vice-President Sutton. Present were Board Members Barassi, Mackenzie and Peterson, along with General Manager McDonald and Assistant Secretary Witschi. Also present was Sanitary Commissioner Bartlebaugh. Director Kirker was absent.

2. AGENDA ORDER: There were no requests to hear agenda items out of order.

3. PUBLIC COMMENTS: None

4.a. REPORT ON COVID-19: Mr. McDonald updated the Board on the COVID-19 impacts to the District. He said on March 31, 2020 there was a new County order which required staff to update its COVID-19 Plan. He said there is no need to update the prior resolution that was adopted. He said staff is sanitizing the building multiple times a day and posted a letter on the bulletin boards noting system checks by employees. A letter was issued for essential workers to keep in their car in case they might be pulled over. He said staff is planning for Coronavirus impact to continue through May. Mr. McDonald said he was working from home but will begin working in the office on Monday. Mr. Barnhill is now working in the multi-purpose room so that we all keep our distance from each other. He said Mr. Wilson is still planning for a June opening at the pool. Director Barassi said he thinks it's a good idea to get pool staff lined up.

4.b. EMERGENCY TELECOMMUTING POLICY: Mr. McDonald reported the purpose of the Policy is to ensure that essential District functions continue to be performed as an alternative location during the disruption of normal operations. The District will implement this Policy in keeping with the mission of the District and the respective Department. This Policy is an emergency policy and the General Manager has discretion to withdraw the Policy if deemed necessary. He said the attorney said it looks good. This is more for hourly employees but is beneficial for all to use. A motion to adopt Emergency Telecommuting Policy carried unanimously (lb/jm).

4.c. DESIGNATION OF APPLICANT'S AGENT: Mr. McDonald said in order to receive funding from FEMA we have to be on record at Cal Office of Emergency Services (OES). We may not be qualified for recovery of Public Assistance (PA) Grants now but there may be some reimbursable funds available down the road. A motion to approve Designation of Applicant's Agent Resolution for Non-State Agencies (Cal OES 130) carried unanimously (lb/jm). Staff will file with the State.

5. ADJOURNMENT: The meeting was adjourned at 1:21 PM.

Respectfully submitted,

Susan Witschi  
April 13, 2020