

# CROCKETT RECREATION COMMISSION

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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](mailto:recreation@town.crockett.ca.us)

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

## MINUTES OF REGULAR MEETING, MAY 4, 2020

1. CALL TO ORDER: The meeting was called to order at 6:01 PM by Chairperson Cusack. Present were Commissioners Airoldi, Scheer and Valentini, along with General Manager McDonald, Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioner Choquette was 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 (as/ja):
  - a. Approve Minutes of March 2, 2020.
  - b. Receive Status Report on outstanding issues.
- 5.a. COVID-19 STAY AT HOME ORDER: Mr. Wilson reported the Recreation Department has \$40,439 in loss of revenue at the Community Center and pool due to date. He said this is likely to go on for a few more months and doesn't know if the pool will open. Two employees have been furloughed and they have applied for unemployment. Tennis courts will be allowed to open based on revised health order but bocce courts will remain closed.
- 5.b. RECREATION SPECIAL TAX: A motion to recommend continuation of recreation special tax in the amount of \$110 per residential parcel carried unanimously (as/jv).
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported a transfer of \$53,400 from the Property Tax Advance-on-Taxes allocation to cash account has been completed. Commissioner Scheer asked if the Community Center is taking reservations for the fall. Mr. McDonald said the Center has already booked out for the remainder of the year so no new revenue is being collected for the upcoming months.
- 6.b. 9-MONTH BUDGET REPORT: Mr. McDonald reported a budget deficit for the recreation department is not forecast as some large capital improvements approved in the budget were not completed. The projected year end fund balance as of June 30, 2020 is anticipated to be \$492,748. He said \$14,710 from the contingency fund will be used to cover a portion of the shortfall in revenue in FY 19/20. Unused contingency, if any, and any excess capital reserve funding will roll over to the following year to the respective Capital Fund and O&M General Fund.
7. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in March. He said the Board re-appointed Commissioners Airoldi and Valentini for two more years on the Recreation Commission. The Board approved a one-step salary increase for Recreation Department Manager Wilson. The Board has scheduled a hearing to consider adoption of the budget for FY 20/21 on June 24.

8. REPORT OF DEPT. MANAGER: Mr. Wilson reported we can now resume capital replacement and capital improvement work at the Community Center and the pool. He said the roof at the pool needs to be repaired and the pool doors need to be replaced. The retaining wall and stairs project on Pomona Street still needs a permit from Public Works and funding, anticipated work to be done next spring or early summer of 2021.

9. COMMISSIONERS: Commissioner Valentini asked how much we received in donations for David Botta's bench. Mr. Wilson said we received \$600 from the Crockett Community Foundation. He said the Recreation Department will make up the difference in the cost of the bench from the Recreation Department's donation account. The concrete pad will be paid for from park improvement funding. Mr. Wilson will draft language for plaque and give to Commissioner Valentini for approval. Commissioner Cusack asked once we receive the bench will there be a ceremony. Mr. Wilson said you can invite the family and have a small ceremony.

10. FUTURE AGENDA ITEMS:

11. COMMISSIONER COMMENTS: No reports.

12. ADJOURNMENT: The meeting was adjourned at 6:54 PM until June 1, 2020.

Respectfully submitted,

*Susan Witschi*

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April 6, 2020