

CROCKETT RECREATION COMMISSION

Regular Business Meeting AGENDA FOR MONDAY, FEBRUARY 1, 2021

TIME: 6:00 PM

PLACE:

**** TELECONFERENCE - SEE BELOW ****

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in *Executive Order 33-20* and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time.
- The meeting will be conducted via tele conference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

Agenda packet can be accessed at <https://www.town.crockett.ca.us/2021-2-1-recreation-commission-meeting>. *Public comments by phone and chat (online only) will be available during the teleconference.*

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at (669) 900-9128. Enter the Meeting ID# 813 6127 0108 followed by the pound (#) key. More phone numbers can be found on Zoom's website by visiting Zoom Support and searching for local dial in numbers if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/81361270108> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone and enter Meeting ID# 813 6127 0108.

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 item:
 - a. Approve Minutes of January 4, 2021.
5. RECREATION:
 - a. Receive Aquatics report for 2020.

b. Consider quotes from A Plus and Brightview for tree removal and trimming.

6. **BUDGET AND FINANCE:**

Consider monthly Summary Worksheet and staff report on financial matters.

7. **ADMINISTRATIVE:**

Receive report on actions taken by the District Board.

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 ITEMS:**

11. **COMMENTS FROM COMMISSIONERS:**

12. **ADJOURNMENT** to March 1, 2021.

You will find the Minutes of this meeting posted on our website at 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.

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the General Manager at (510) 787-2992. Notification of at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

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, JANUARY 4, 2021

1. CALL TO ORDER: The meeting was called to order at 6:05 PM by Chairperson Cusack. Present were Commissioners Scheer and Valentini, along with Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioners Airoidi and Choquette 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 item was approved unanimously (as/jv):
 - a. Approve Minutes of December 7, 2020.
5. STATUS REPORT AND ACTION PLAN: The Commission reviewed the outstanding items on the Status Report and the Action Plan for 2021. The Action Plan for 2021 was approved by consensus.
6. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Wilson reported a cash balance of \$42K and \$257K in investments.
- 7.a. DISTRICT BOARD ACTIONS: Mr. Wilson reported on the actions taken by the District Board in December. He said Commissioner Choquette was reappointed to the Recreation Commission for two years.
- 7.b. COMMITTEE APPOINTMENTS: Commissioners Cusack and Valentini will continue to serve on the Budget & Finance Committee.
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported he met with Commissioners Scheer and Valentini on December 14 to come up with a project for the Prop 68 Per Capita Program. He said the project will replace and rearrange the picnic areas in Alexander Park and will have a unisex restroom to meet the ADA requirements. He said the Recreation Department received \$2,500 in donations in December. The new pool covers have arrived. The pool heaters were serviced today. Commissioner Scheer thanked Mr. Wilson for the tour of the pool and park area.
9. COMMISSIONERS: None
10. FUTURE AGENDA ITEMS:
Aquatics report for 2020 (February).
11. COMMISSIONER COMMENTS:

12. ADJOURNMENT: The meeting was adjourned at 6:27 PM until February 1, 2021.

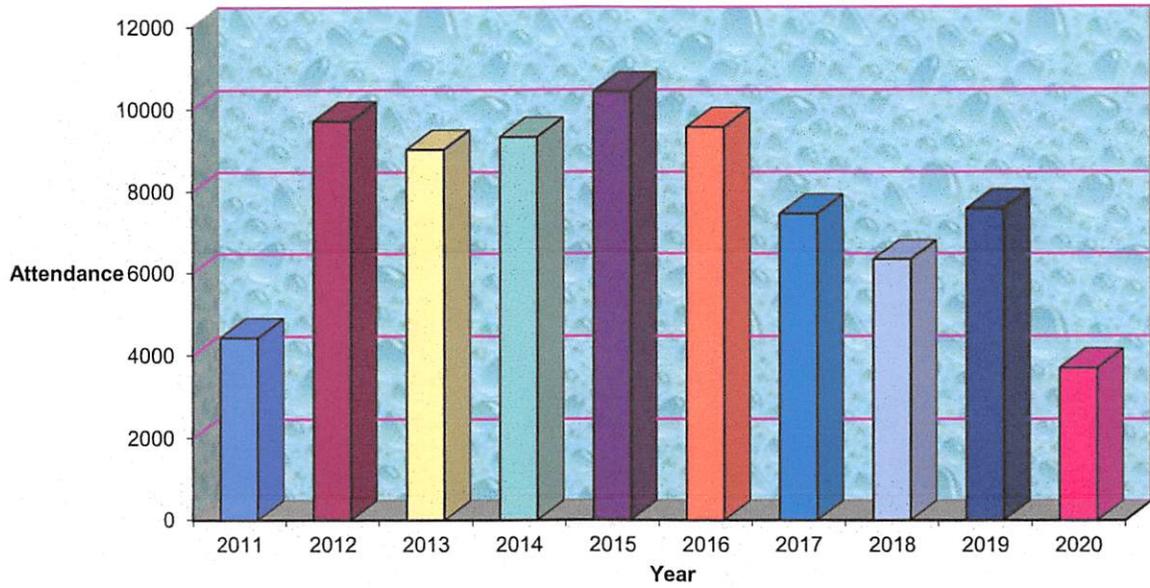
Respectfully submitted,

Susan Witschi

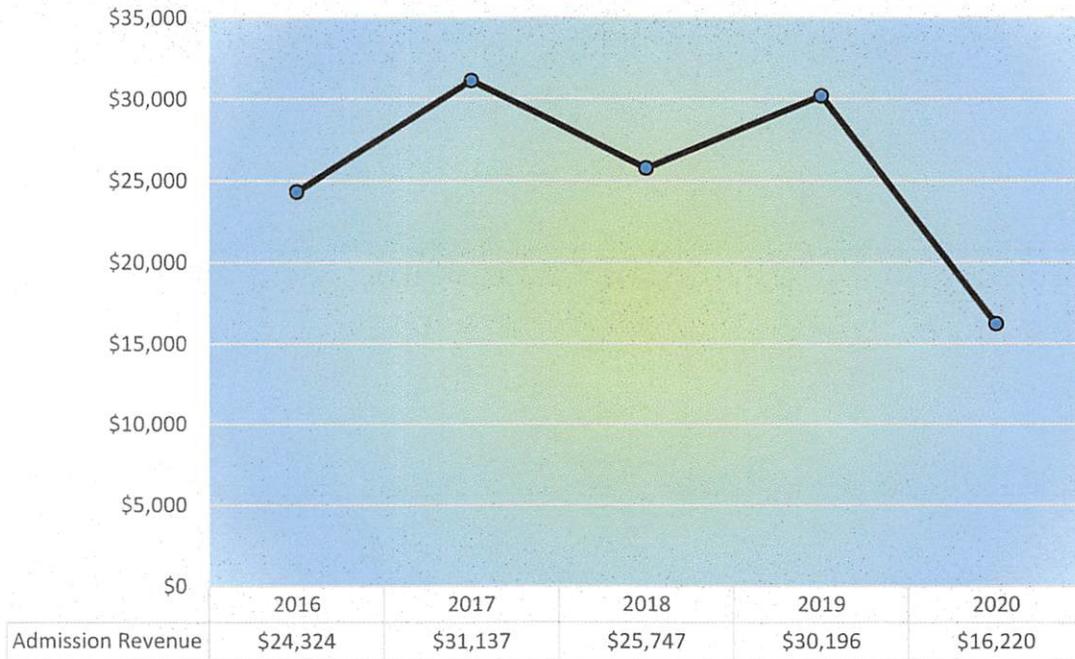
Susan Witschi
January 5, 2021

2020 Aquatics Performance Report

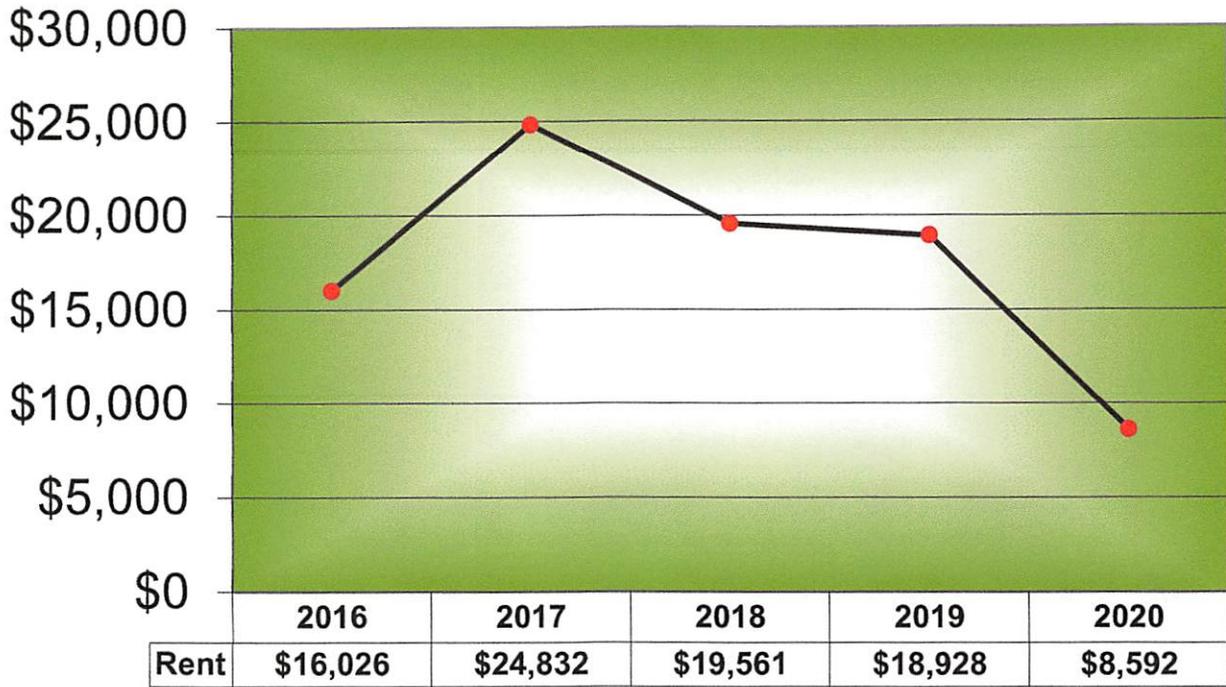
Attendance



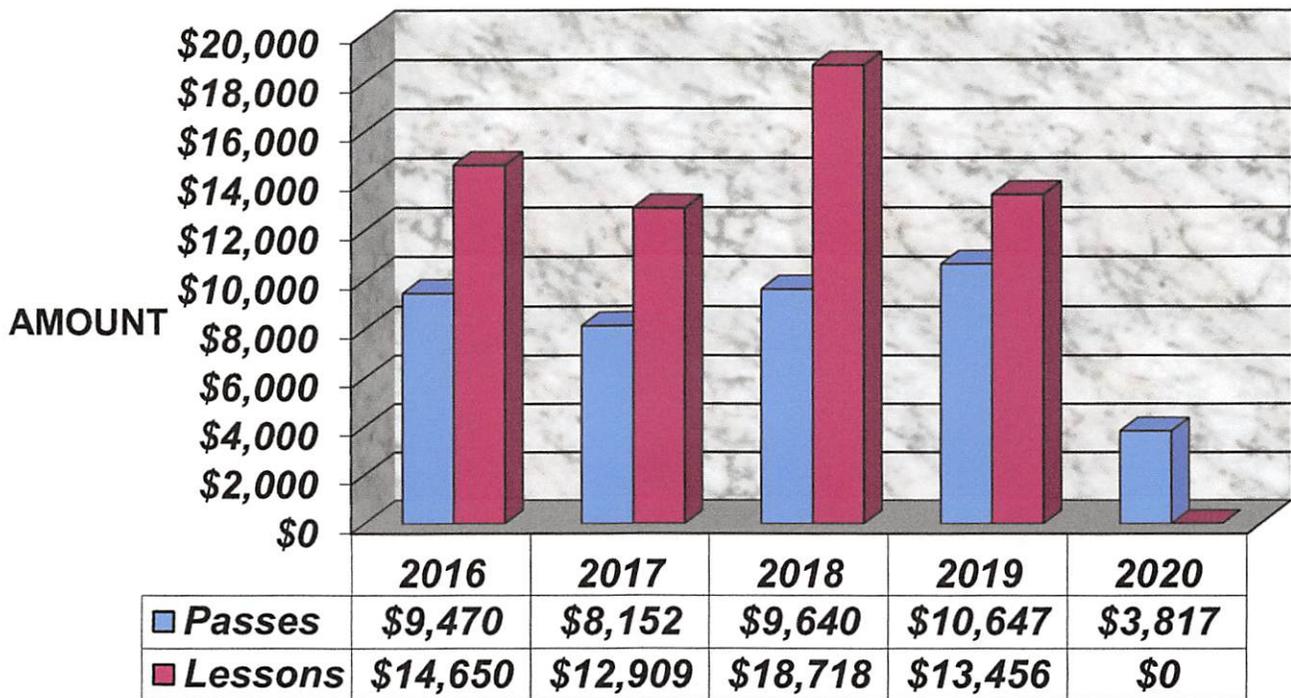
Admission Revenue



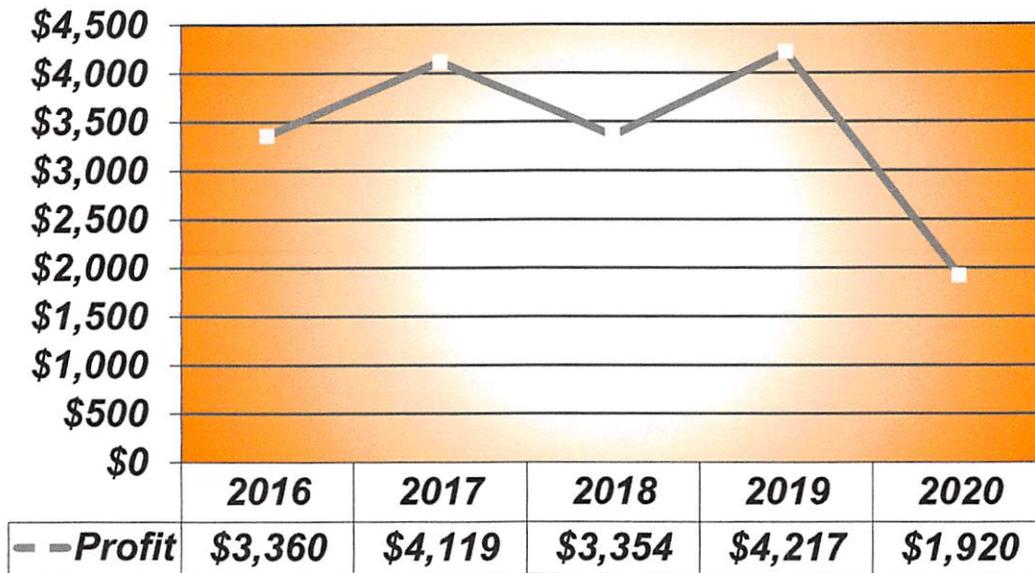
Pool Rental Revenue



Passes and Lessons



Snack Bar Profit



Pool Utilities



2020 Pool Revenue - Expense Report

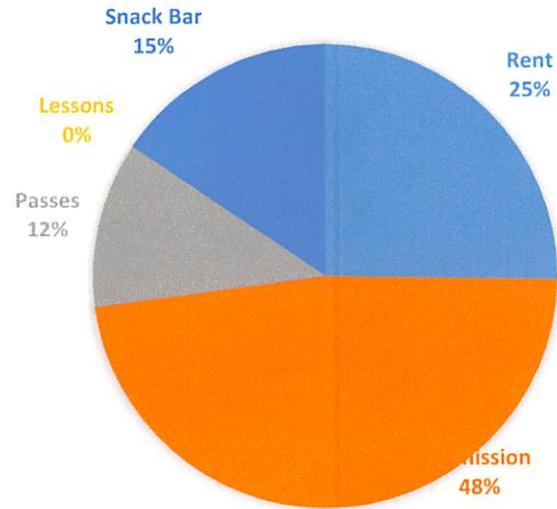
Rent	\$8,592.00	25.24%
Admission	\$16,220.00	47.64%
Passes	\$3,943.00	11.58%
Lessons	\$0.00	0.00%
Snack Bar	\$5,292.00	15.54%
	<u>\$34,047.00</u>	100.00%

Payroll	\$31,048.00	37.47%
Uniforms	\$57.00	0.07%
Maint. Services	\$749.00	0.90%
Maint. Supplies	\$10,785.00	13.02%
Repair Services	\$788.00	0.95%
COVID-19*	\$5,833.00	\$0.07
Cost of Goods Sold	\$3,370.00	4.07%
Electricity	\$12,650.00	15.27%
Gas	\$5,535.00	6.68%
Water	\$12,040.00	14.53%
	<u>\$82,855.00</u>	100.00%

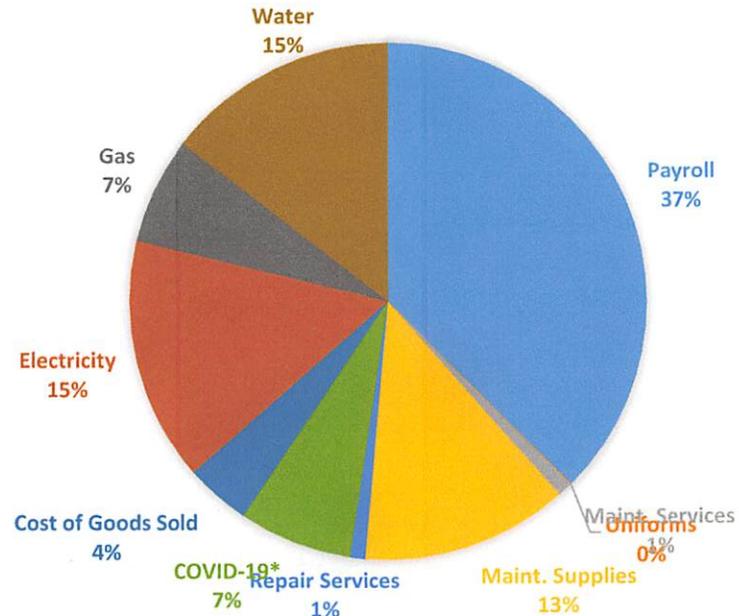
Operation Deficit	-\$48,808.00
Cash Over	
Rec Subsidy	\$48,808.00

*Includes	
Rental refunds	\$3,600.00
Disinfectants	\$1,908.00
Counter Shields	\$325.00

2020 POOL REVENUE



2020 POOL EXPENSES



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PROPOSAL FOR CROCKETT RECREATION DEPARTMENT

2021 Cedar Removal for Crockett Recreation Department

Estimate 159258

ID:

Contact: Susan Witschi
(recreation@town.crockett.ca.us)

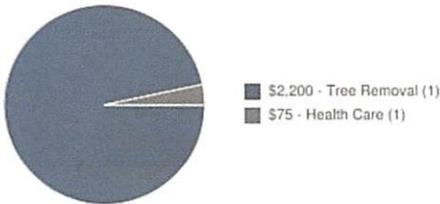
Address: 850 Pamona St, Crockett, CA
94525

SALES REP

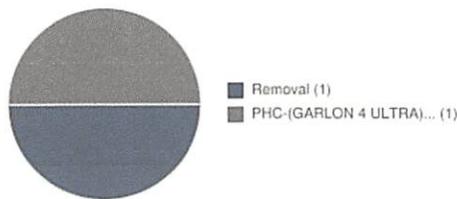
Sherri
Weber
sherri@aplustree.com
510-593-5969

Total:
\$2,705.00

Treatment Categories



Treatment Summary



General Tree Care & Plant Health Care Services

Tree	ID	Name	Treatment	Bid (\$)
	1	18-24" Blue Atlas Cedar (Cedrus atlantica 'Glauca') [1001254138] 19.4" DBH; leaning. Most of tree will have to be rigged down to avoid damaging neighboring trees. Waste material will either be rigged down to the road or will have to be carried. Separate proposal.	Removal	\$2,200.00
			PHC-(GARLON 4 ULTRA) Herbicide Stump Treatment, Triclopyr	\$75.00
Subtotal:				\$2,275.00

Project Management Services

Description	Quantity	Amount	Subtotal
Environmental Waste Fees	1.00	180.00	\$180.00
Log Haul Fee	1.00	250.00	\$250.00
Subtotal:			\$430.00

Total: **\$2,705.00**

Definition of Treatments:

● PHC-(GARLON 4 ULTRA) Herbicide Stump Treatment, Triclopyr - Cut stump treatment to control re-sprouting. Apply with a backpack or knapsack sprayer using low pressures and a solid cone or flat fan nozzle. Spray the root collar area, sides of the stump, and the outer portion of the

5.b.

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PROPOSAL FOR CROCKETT RECREATION DEPARTMENT

2021 Pruning For Crockett Recreation Department

Estimate 159162

ID:

Contact: Susan Witschi
(recreation@town.crockett.ca.us)

Address: 850 Pamona St, Crockett, CA
94525

SALES REP

Sherri

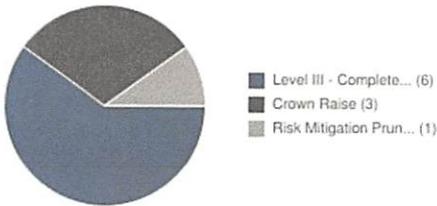
Weber

sherri@aplustree.com

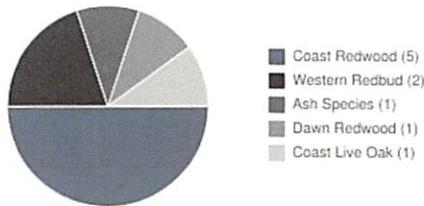
510-593-5969

Total:
\$2,775.00

Treatment Summary



Species Summary



General Tree Care & Plant Health Care Services

Tree	ID	Name	Treatment	Bid (\$)
	1	6-12" Western Redbud (<i>Cercis occidentalis</i>) [1001254134] Prune to direct growth away from light	Level III - Complete Pruning	\$95.00
	2	12-18" Coast Redwood (<i>Sequoia sempervirens</i>) [1001254135]	Crown Raise	\$125.00
	3	12-18" Dawn Redwood (<i>Metasequoia glyptostroboides</i>) [1001254139]	Level III - Complete Pruning	\$165.00

General Tree Care & Plant Health Care Services

Tree	ID	Name	Treatment	Bid (\$)
	4	24-30" Coast Redwood (Sequoia sempervirens) [1001254142]	Crown Raise	\$185.00
	5	18-24" Coast Redwood (Sequoia sempervirens) [1001254141]	Crown Raise	\$145.00
	6	24-30" Coast Redwood (Sequoia sempervirens) [1001254160]	Level III - Complete Pruning	\$425.00
	7	6-12" Coast Live Oak (Quercus agrifolia) [1001254162]	Level III - Complete Pruning	\$95.00
	8	6-12" Western Redbud (Cercis occidentalis) [1001254163]	Level III - Complete Pruning	\$95.00
	9	42+ " Coast Redwood (Sequoia sempervirens) [1001254137] 50" DBH	Level III - Complete Pruning	\$750.00
	10	30-36" Ash Species (Fraxinus species) [1001254790] Remove hangers, and remove the branch with the ripped wound that's over the playground area. This branch has been weakened from the branch failure and has exposed wood that is open to decay.	Risk Mitigation Pruning	\$450.00
Subtotal:				\$2,530.00

Project Management Services

Description	Quantity	Amount	Subtotal
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Project Management Services			
Description	Quantity	Amount	Subtotal
		Subtotal:	\$245.00

Total: \$2,775.00

Definition of Treatments:

- **Crown Raise** - Elevation of lowest limbs to increase overhead clearance. Live ratio should be at least 60%, leave small diameter branches on the lower trunk to help protect the tree. Includes any necessary clearance away from buildings and/or structures.
- **Risk Mitigation Pruning** - Risk Mitigation Pruning shall consist of the removal of dead, diseased, decayed, and obviously weak branches, with the primary objective to reduce the danger to a specific target caused by visibly defined hazards in a tree. This can also include reducing end weight and/or correcting for structural issues. Also includes any necessary clearance away from buildings and/or structures.
- **Level III - Complete Pruning** - A complete pruning of a tree to improve health, aesthetics and structure. This includes - hazard reduction pruning, removing deadwood, clearance pruning, remove lowest sucker growth, end weight reduction where necessary, and pruning to address structural defects where possible. All pruning to conform to ANSI-A300 industry pruning standards. Will not prune within 10 ft of overhead power lines.



All pruning and tree care performed is according to the American National Standards Institute (ANSI) A-300 standards and conducted in accordance with the ANSI Z133 Safety Standards.

[Download to print "No Parking Sign"](#)

[Download "Notice to Tenants" Fillable Form](#)

Notes



January 27, 2021

Proposal #: 208492

BrightView Tree Care Services

Branch Office #49280
4677 Pacheco Blvd.
Martinez, California 94553
Matthew Berry
WE 3530A
matthew.berry@brightview.com
tel:925-250-0760

Tree Care Service Address/Location

City of Crockett - 2021 Tree Care
ID#: TREE REMOVALS
850 Pomona Street
Crockett, California
Susan Witschi
recreation@town.crockett.ca.us

Proposed Tree Care Services

	Species	Qty	Objective
#1	Eastern Redbud <i>Cercis canadensis</i>	1	Crown thin 20% / reduce back from olive
#2	Eastern Redbud <i>Cercis canadensis</i>	1	crown thin 15% / reduce back from light post
#3	Coast Live Oak <i>Quercus agrifolia</i>	1	Crown thin 20% / Reduce back from the walkway
#4	Coast Live Oak <i>Quercus agrifolia</i>	1	Crown thin 20% / Reduce back from the walkway
#5	Shamel Ash <i>Fraxinus uhdei</i>	1	Crown Thin 25% / Reduce heavy branch end weight
#6	Redwood	1	Crown raise to 15 feet

	Species	Qty	Objective
#7	Redwood	1	Crown raise to 15 feet
#8	Redwood	1	Crown raise to 15 feet
#9	Redwood	1	Crown raise to 15 feet
#10	Redwood	1	Crown raise to 15 feet / Reduce elongated limb away from adjacent redwood / remove dead limbs 2 inches in diameter and larger
#11	Redwood	1	Crown raise to 15 feet
#12	Dawn Redwood <i>Metasequoia glyptostroboides</i>	1	Reduce limbs back to the fence line
#13	Shamel Ash <i>Fraxinus uhdei</i>	1	Reduce heavy branch and wait in lower Crowne / remove dead limbs 2 inches in diameter and larger
	Total		\$4,650.00



January 27, 2021

Proposal #: 208498

BrightView Tree Care Services

Branch Office #49280
4677 Pacheco Blvd.
Martinez, California 94553
Matthew Berry
WE 3530A
matthew.berry@brightview.com
tel:925-250-0760

Tree Care Service Address/Location

City of Crockett - 2021 Tree Care
ID#: TREE REMOVALS
850 Pomona Street
Crockett, California
Susan Witschi
recreation@town.crockett.ca.us

Proposed Tree Care Services

	Species	Qty	Objective
#14	Black Acacia <i>Acacia melanoxylon</i>	1	Remove dead tree, flush cut the stump
#15	Deodar Cedar <i>Cedrus deodara</i>	1	Remove leaning tree
#16	Eucalyptus Species <i>Eucalyptus spp.</i>	1	Remove leaning tree
	Total		\$4,875.00



City of Crockett - 2021 Tree Care
tree removals Jan 22, 2021



January 22, 2021

Acacia melanoxylon ID# 14
Black Acacia



January 22, 2021

Cedrus deodara ID# 15
Deodar Cedar



January 22, 2021

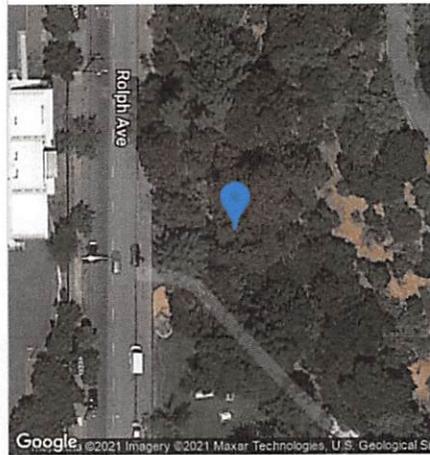
Eucalyptus spp. ID# 16
Eucalyptus Species



Remove dead tree, flush cut the stump



Remove leaning tree



Remove leaning tree

CROCKETT RECREATION DEPARTMENT

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTC 1-27-21

LATEST FUND REPORT: 1-13-21

OPERATING FUND 3241			
CASH CARRIED FORWARD:	\$42,705.23	INVESTED BALANCE:	\$257,458.84
ACTIVITY:		Invest Interest	\$0.00
<u>CHECKS AND PAYMENTS</u>		NET INVESTED:	\$257,458.84
Warrants (8994-9019)	(\$18,255.69)	\$50,222.82	c/d deposits
Wells Fargo CC Fees	\$0.00	\$207,236.02	avail. funds
Payroll recovery	(\$2,513.60)		
Invest Fees	\$0.00	FUND BALANCE:	\$426,566.53
<u>DEPOSITS AND CREDITS</u>		*** Below held in cash account ***	
Comm Center Booking	\$0.00	C/D BEGINNING BALANCE:	\$50,222.82
Fed Tax Refund	\$0.00	c/d deposit receipts	\$0.00
Cost Recovery Bocce	\$0.00	c/d deposit refunds	\$0.00
Donation	\$2,000.00	Trnsfr recovery	\$0.00
Tennis keys	\$0.00	NET C/D ENDING BALANCE	\$50,222.82
Transfer from Invest	\$0.00	CAP / RESTRICTED BAL:	\$4,639.60
Cash Conversion	\$73,865.00	Donations	\$0.00
United Way Pass-thru	\$332.82		\$0.00
		NET CAPITAL REPL. BAL:	\$4,639.60
Parking fines	\$0.00	POLICE LIAISON BALANCE	\$8,253.92
Payroll recov CV-PC	\$548.93	Parking revenue	\$0.00
Mem. Hall Loan	\$8,000.00	Payroll/Expenses	\$0.00
		NET PLC ENDING BALANCE	\$8,253.92
CASH BALANCE:	\$106,682.69	XMAS LIGHT BEG BALANCE	\$496.57
		No activity	\$0.00
ADV ON TAXES :	\$136,290.00	XMAS LIGHT END BALANCE	\$496.57
Cash Conversion	(\$73,865.00)	CERT ACTIVITY: None	\$0.00
NET ADV ON TAXES:	\$62,425.00	CERT Ending Balance:	\$0.00
		PETTY CASH BALANCE:	\$60.00
		TAXES held in 3240:	\$ 75,290.35
		CO.charges in 3240:	\$ -
		ACCRUED CREDIT:	
		PY due from MAINT Def	\$ 8,000.00
		Debt Retired	\$ (8,000.00)
		NET DUE to REC:	\$ -

c:\mydocs\rec\bud&fin\wrksht.xls

Commissioners: Jeff Aioldi, Louise Choquette, Tom Cusack, Anne Scheer, John Valentini