

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, APRIL 28, 2021

1. CALL TO ORDER: The meeting was called to order at 7:04 PM by President Barassi. Present were Board Members Bartlebaugh, Kirker, Mackenzie and Peterson, along with Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, District Engineer Murdock, Administrative Services Manager Gunkelman and Assistant Secretary Witschi. Also present was Sanitary Commissioner Wais.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Kent Peterson said the first annual residential cleanup will be on Saturday, May 15.
4. PUBLIC HEARING: None
5. UPDATE BY DIRECTORS: Director Barassi reported he continues to have weekly staff meetings on Tuesdays at 10:00 am at the Community Center. Director Peterson reported someone tried to break into the new offices. Dan Robertson from the Crockett Signal has requested that an article be written on the new office building on behalf of the Crockett Community Services District. He said C&H has volunteered a forklift to get the bricks out of the Pump Station.
- 6.a. RECREATION DEPT. REPORT: Mr. Wilson reported John Swett High School and the Crockett Swim Team began using the pool on April 6. He said six lifeguards have been recertified and five new lifeguard hires. C&H made a donation to the Recreation Department to purchase new lounge chairs at the pool. A Walk of Honor flyer has been mailed out to all Crockett and Port Costa residents for a virtual walk. He said the Deed Restriction for the Per Capita Project in Alexander Park and the Pool needs to be approved before it is notarized. A motion to approve the Deed Restriction for the Per Capita Project carried unanimously (kp/sb).
- 6.b. MAINTENANCE DEPARTMENT: Director Peterson said the Parcel Tax proposal for the Crockett Improvement Association will be delayed since the grant from the Crockett Community Foundation has been denied. He said the Dog Park Committee was pleased with his proposal.
- 6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of March 10. Mr. Barnhill reported no spills in March. He said the sewer line to the septic tank had a blockage. Valley Operators reported seeing a backup in the manhole and West County Wastewater District responded and cleared the blockage. There was a permit violation, the quarterly copper sample was misplaced or not taken.
- 6.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of March 17. Mr. Murdock reported one Sanitary Sewer Overflow (SSO) occurred on Sunday, March 13. He said there was an estimated total release of 10 gallons which absorbed into the dirt roadway. The Variable Frequency

Drive (VFD) that controls the speed at the pump station has failed. An exact replacement was purchased on April 15 for \$7,200. He said additional pump issues have developed and one pump is making an unusual sound, leaving the pump station with diminished pumping capacity. West County Wastewater is working on the issue. Mr. Murdock said two Certificates of Compliance have been issued. He said staff is continuing to work to get PG&E to accept responsibility for the damaged sewer at 3rd and Pomona. Staff has four capital repair agreements to begin work.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None

6.f. STAFF ANNOUNCEMENTS: None

7. CONSENT CALENDAR: The following consent items were approved unanimously (kp/mk):

- a. Approve Minutes of March 24, 2021.
- b. Approve payment of District bills (warrants Rec. 9097-9125; PCSan, 1315-1320; CVSan 6388-6412; Maintenance 431).
- c. Receive Minutes of Commissions and Committees.
- d. Receive Status Reports on outstanding issues.

8. CONSENT ITEMS REMOVED: None

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman reported David Farnsworth omitted a loan repayment report to the State Controller's office. Mr. Farnsworth will amend it.

9.b. SUSPENSION OF SEWER USE CHARGE STUDY REPORTS: Mr. Gunkelman reported after working on the water data he is recommending no Sewer Use Charge (SUC) increase for either Port Costa or Crockett. He said the Budget & Finance Committee will challenge the budget assumptions and will decide if it will pass or not.

9.c. 9-MONTH BUDGET REPORTS: The Board reviewed the budget reports. No further comments.

9.d. SET DATE FOR PUBLIC HEARING FOR PROPOSED BUDGET: A motion to set June 23 for public hearing to adopt proposed FY 2021/22 Budget carried by consensus.

10.a. PERSONNEL COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: Mr. Gunkelman reported the Committee has been meeting every other Friday.

10.c. PRESIDENT'S ADVISORY COMMITTEE: Director Peterson reported the committee is discussing an exterior stairwell to the apartment and to remodel and paint the apartment. Mr. Murdock reported a stolen car showed up in the new office parking lot in the back of the building recently. He believes something should be done to raise the profile there so it doesn't look like an abandoned building.

10.d. INTER-AGENCY MEETINGS: None

11. CLOSED SESSION: The Board went into closed session at 9:23 pm.

- a. CONFERENCE WITH LABOR NEGOTIATOR(S): Agency Designated Representative(s) to confer with Crockett Community Services District Board regarding Acting General Manager, Administrative Services Manager, District Engineer and District Secretary positions, Pursuant to Government Code Section 54957.6.

OPEN SESSION: The Board resumed in open session at 10:05 pm.

12. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION: Director Barassi reported no actions were taken while in closed session.

13. FUTURE AGENDA ITEMS:

- Discuss policy on delegation of authority to Commissions.
- Adopt capital asset depreciation schedule.
- Adopt capacity charge ordinance on Accessory Dwelling Units.
- Review and adopt ADA compliance plan.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

14. BOARD COMMENTS: None

15. ADJOURNMENT: The meeting was adjourned at 10:06 pm until May 26, 2021.

Respectfully submitted,

Susan Witschi

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April 29, 2021