

PERSONNEL COMMITTEE MEETING

AGENDA FOR TUESDAY, FEBRUARY 11, 2025.

TIME: 4:00 PM – Regular Meeting

LOCATION: Crockett Community Center, 850 Pomona Street, Crockett, CA

The Personnel Committee 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 Committee 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 items:
 - a. Approve Minutes of January 14, 2025.
 - b. Approve Minutes of November 12, 2024.
 - c. Receive report on actions taken by the District Board.
5. ADMINISTRATIVE:
 - a. Review the current review policy and recommend updates.
 - b. Review the job description for the District Secretary.
 - c. Discuss the review process for the District Secretary.
 - d. Discuss whether the general manager should have interval assessments/reviews and recommend a policy.
6. REPORTS/COMMENTS FROM COMMITTEE MEMBERS AND STAFF:
(These items are typically for the exchange of information only. No action will be taken at this time.)
7. FUTURE AGENDA ITEMS
 - a. Discuss salary schedule policy.
 - b. Review job descriptions.
8. ADJOURNMENT: until March 11, 2025.

Visit our [website](#) for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa.

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, don't hesitate to get in touch with the District Secretary at (510) 787-2992 or by email at districtsecretary@town.crockett.ca.us. Notification at least 48 hours before the meeting or when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

Per California Government Code Section 54957.5, any writing or document that is a public record related 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. The Board has designated the District's website located at www.town.crockett.ca.us/meetings as the place for making those public records available for inspection. The documents may also be obtained by calling the District Secretary 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.

BOARD PERSONNEL COMMITTEE

of the Crockett Community Services District

P.O. Box 578 – Crockett, CA 94525

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For Review

MINUTES OF REGULAR MEETING, NOVEMBER 12, 2024.

1. CALL TO ORDER: Chair Cusack called the meeting to order at 4:00. Present were Commissioners Cusack, Board President Spinner, Wais, and Wesselmann. Director Martinez was absent (excused). Staff present included District Secretary (DS) Rivas, Administrative Services Manager (ASM) Goodman, and Event Supervisor (ES) Morales.
2. SEATING OF NEW MEMBER: IRIS WESSELMANN: This item was a carryover from the previous meeting and not relevant to this discussion.
3. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: A request was made to discuss 6c before 6b.
4. PUBLIC COMMENT ON NON-AGENDA ITEMS: IGM Goodman reported that the Board has approved a Town Hall meeting to update and answer questions from the community. There were some suggestions on how to structure the meeting to keep it from getting out of control. The resident Deputy Sheriff was discussed to serve as Sergeant at Arms to help maintain order if needed. The Recreation Manager job announcement has been posted on the District website, the community board in Port Costa, and various locations in Crockett
5. CONSENT CALENDAR: Minutes for October 8, 2024, were approved as drafted. Wesselmann 1st, Wais 2nd, 4/0
6. ADMINISTRATION:
 - a. REPORT ON ACTIONS BY THE BOARD: Reported by DS Rivas. Elena Gomez was appointed to the Lighting and Landscape Commission. The Join Use Agreement was extended to the end of January. An attorney will be hired to represent the District regarding the 2022 odor incident. The District has abandoned an MOU with Caltrans in exchange for an Adopt-A-Highway to continue maintaining the Bridgeway area. ASM Goodman reported that various factors led to the decision not to hold a volunteer holiday event including that the community center was fully booked and the District is not in the best financial place. A potluck in January may be a suitable alternative.
 - b. CONSIDER REVISED ONBOARDING CHECKLIST: It was agreed that onboarding is a function of the general manager, not the Personnel Committee, and therefore removed from the discussion.
 - c. UPDATES TO RED BOOK: The Red Book was created by the Personnel Committee to manage the review process for the general manager. At an earlier meeting, the ASM had asked for help in creating a human resources handbook and the Red Book could serve as the foundation. Staff presented that after careful consideration, it is better to keep the Red Book solely to review the general manager and district secretary roles and include salary schedules. The remaining job descriptions could be included for reference, but staff reviews are solely done by the general manager with no input from the Committee. There was a long discussion on the continuation of the Personnel Committee. There was some confusion created with the overlap of the Personnel Ad Hoc committee. Ms. Wais suggested that the District Code still needs to be

4.b

updated. Kudos was given to the format and value of the Red Book historically and for its future value. Ms. Wesselmann was provided with a copy of the Red Book.

7. REPORTS/COMMENTS FROM COMMITTEE MEMBERS AND STAFF: .
8. FUTURE AGENDA ITEMS:
 - a. Review the onboarding and offboarding documents. It was agreed that this topic is outside of the purview of the Personnel Committee.
 - b. Discuss salary schedule policy. This will be considered at the Board level and removed from the Personnel Committee.
 - c. Air Quality and the economic impacts on the pool and recreational uses. This item will be moved to the Recreation Commission.
 - d. Role of Personnel Committee moving forward.
 - e. Assess the review form for the general manager.
 - f. Review process for the district secretary.
9. ADJOURNMENT: The meeting was adjourned at 5:07 PM until December 10, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525 ♦ 850 Pomona Street
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TO: Board, Commissioners, Committees, Staff, and Members of the Public
FROM: Sonia Rivas, District Secretary
SUBJECT: Actions Taken by the Board on January 22, 2025

The following items are abbreviated summaries of administrative actions taken by the Board at the January 23, 2025, meeting. The detailed meeting minutes will be presented to the Board for approval on February 26, 2025.

Please visit the January 22 agenda page online for a copy of the agenda and supporting documents.

www.town.crockett.ca.us/2025-01-22-board-meeting

CONSENT CALENDAR:

- Valerie Leube was appointed to the Crockett Sanitary Commission. Glen Millward was appointed as an Alternate on the Crockett Sanitary Commission.

ADMINISTRATIVE:

- 11 a, b, c. Ratification for employment contracts for the General Manager, Recreation Manager, and Sanitary Department manager were carried to the February 26, 2025 Board meeting.
- 11 d. The 2025 Action Plans (District Priorities) were approved.

BUDGET

- 12 a. A proposed budget schedule was approved.
- 12 b. The general manager was approved to pay for a change order for the Master Control Center Project in an amount not to exceed \$55,000.

Performance Evaluations

District Code:

Section 4.04.010 Declaration of policies.

It is the policy of the District to evaluate and select employees on the basis of merit and to determine individual merit through performance and competitive evaluations.

GM Contract Language:

4.5 Annual Performance Review: On or before [Hire Date, MM/DD/YY], and every [Hire Date, MM/DD], September 1 thereafter, or more frequently if requested by either party, the Board of Directors, shall review the performance evaluation of Employee. Board and Employee shall agree to a work plan for Employee for the following year and shall reevaluate the requirements and limitations set forth in Section 4.3, herein, to determine whether such requirements and limitations should be adjusted. At the time of the annual review, if the Board, in its sole discretion, concludes that Employee has performed exemplary service as **General Manager**, the Board may award a merit bonus or increase to Employee's hourly rate forth in Section 4.1, as may be increased from time to time.

Chapter 2.12 SECRETARY OF THE DISTRICT

2.12.010 Secretary of the District.

2.12.020 Appointment and qualifications of the Secretary of the District.

2.12.030 Authority and responsibility.

2.12.040 Duties.

2.12.050 Record of meetings.

2.12.060 Records retention.

2.12.070 Employee bond.

Section 2.12.010 Secretary of the District.

There is created the office of the Secretary of the District. The Secretary of the District acts as staff to the Board of Directors.

Section 2.12.020 Appointment and qualifications of the Secretary of the District.

The Board of Directors shall appoint the Secretary of the District. The Board shall establish the qualifications of the Secretary of the District and the method of selection.

Section 2.12.030 Authority and responsibility.

The Secretary of the District reports to the Board of Directors and shall serve as Secretary of the District within the meaning of the California Health and Safety Code.

Section 2.12.040 Duties.

The Secretary of the District shall:

Make independent decisions as necessary to implement Board requests, decisions, and official actions;

Serve as custodian of the official records of the District;

Implement a comprehensive records retention policy;

Attend and record the minutes of meetings of the District Board and such additional committee meetings, conferences and hearings as may from time to time be required;

Participate and coordinate with management group in meetings and projects.

Comply with the many requirements of the Brown Act.

Comply with the Public Records Act while protecting the confidentiality of documents as provided by law.

Ensure that all legal requirements are being met by the District.

Prepare ordinances, resolutions, and revisions to the District Code needed to maintain currency.

Implement the public relations and customer service policies of the District.

Section 2.12.050 Record of meetings.

Meeting minutes approved by the Board shall be the sole official record of meetings held by the District. No transcriptions, voice recordings, video recordings or televised proceedings shall be made, or provided by the District.

Section 2.12.060 Records retention.

The Secretary shall develop and implement a records retention policy that follows all legal requirements and industry standards while protecting the District's interests.

SECRETARY OF THE DISTRICT

The Secretary of the District acts as staff to the Board of Directors. The General Manager currently serves as the Secretary of the District.

Duties and Responsibilities

The Secretary of the District shall:

1. Make independent decisions as necessary to implement Board requests, decisions, and official actions.
2. Serve as custodian of the official records of the District; solely responsible for criminal background checks on prospective employees and the safety of such controlled information.
3. Implement a comprehensive records retention policy.
4. Attend and record the minutes of meetings of the District Board and such additional committee meetings, conferences and hearings as may from time to time be required.
5. Participate and coordinate with management group in meetings and projects.
6. Comply with the many requirements of the Brown Act.
7. Comply with the Public Records Act while protecting the confidentiality of documents as provided by law.
8. Ensure that all legal requirements are being met by the District.
9. Prepare ordinances, resolutions, and revisions to the District Code needed to maintain currency.
10. Implement the public relations and customer service policies of the District.

ASSISTANT DISTRICT SECRETARY

Under the direction of the District Secretary of the Crockett Community Service District, the Assistant District Secretary is responsible for general office work in support of, and as delegated by, the District Secretary for the efficient and effective management, administration, and operation of the District as set forth in the District Code, Section 2.08.

Duties and Responsibilities

Include, but are not limited to:

1. Assist with the day-to-day business matters of the District, including such tasks as receptionist, office secretary, mail clerk and file clerk. Maintain the district office in condition suitable for serving the public. Act as receptionist during office hours.
2. Minutes: Record proceedings of Board meetings, publish for Board approval, distribute, agendaize for approval and file. Assist in recording proceedings of all standing committee meetings, as required by the Brown Act. Maintain, keep current and make available to the public, upon request, the archive file of all minutes of the District's meetings.
3. Maintain an Operations binder describing the full scope of staff duties and responsibilities, along with instructions for carrying them out. The binder should contain all information vital to the smooth functioning of CCSD so as to enable someone to fill in for or replace staff with less risk of harm to the District.
4. Timesheets: Keep a detailed log of time worked each day, identifying time spent on each type of capital project, on recoverable-cost items of work, and on other tasks as needed.
5. Calendar: Maintain monthly and annual calendars of actions to be taken periodically. Ensure that all necessary actions are taken on time, in full compliance with legal requirements.
6. Correspondence: Retrieve daily mail from the post office (after 10AM); respond to correspondence; maintain an address file; prepare "Incoming Correspondence" list for Board meetings and advise the Board of staff responses.
7. Records: Organize, file, retrieve and safeguard District records, contracts, agreements, etc. Maintain archival files at the old plant for retrieval of information as needed.
8. Records Retention: Implement the records retention policy of the District. Archival records are irreplaceable and have often proven invaluable. In some cases there are legal requirements for retaining documents. To protect the District, save everything but the trash.
9. Database Inventory of Service Area: Maintain and update database of service area properties, using County Assessor's list, water data, voter registration, real estate listings, obituaries, mail carriers, etc. as described in the SERVICE AREA binder.
10. Telephone/Fax/Internet: Receive phone calls and respond as needed. Ensure that an answering machine provides directions to callers in the event of a sewer overflow. Ensure that the fax is always turned on and maintained. Respond to internet messages as received.
11. Meetings: Prepare the meeting schedules each year; reserve meeting rooms in advance for use by the Board and Commissions, arrange furniture for meetings, assist the Board President, rearrange furniture, and close the building securely.

12. Agenda: Draft, print, distribute, post and file an agenda for each regular and special meeting of the Board and each meeting of standing committees, as required by the Brown Act. Maintain a distribution list, including those who have submitted written requests and payment.
13. Agenda Packet: Prepare and distribute packet of documents with agenda to Board Members, Commissioners, Legal Counsel, & others approximately 1 week before each meeting. Prepare last minute documents for meetings. Prepare full agenda packets for public use for meetings.
14. Notices: Prepare and publish legal notices when required. Post agendas and notices as required, including meetings of all standing committees.
15. Resolutions & Ordinances: Draft, print, agendize, publish when necessary, sign, and certify when necessary. Maintain a complete binder of all resolutions and ordinances.
16. Proposition 218 Notices: Undertake all noticing requirements of Proposition 218 prior to holding the public hearing on sewer use charge increases. Notice must be mailed to each property owner at least 45 days before the hearing.
17. Employment Notices: Purchase and post all employee notices required by law, including Workers' Comp, OSHA, EDD, etc.
18. Oath of Office: Ensure that copies of the oaths required by state law for directors and public employees are on file [Gov't Code Title 1, Div 4, Chpt 8; State Const., Article XX, Section 3].
19. Campaign Disclosure: Prepare, distribute and submit annual Form 470 "Campaign Statements" for all Board members.
20. Conflict of Interest: Prepare, distribute and submit Form 700 "Statement of Economic Interests" for all individuals required by ordinance, upon assuming office, continuing in office or leaving office. Forms must be retained on file at least 7 years [Gov't Code Sec. 81009(e)].
21. Roster of Public Agency: Prepare and submit this "Statement of Facts" to the Secretary of State each year within 10 days of a change in Board, officers, District Secretary or address.
22. Elections: Advise County by letter of District election matters; formally request consolidation of elections; receive election certificates.
23. Bidders List: Keep a listing of contractors for informal and public bidding.
24. Commendations: Prepare resolutions of commendation, agendize and frame for presentation. Request commendation from other agencies when directed.
25. Office Supplies & Stationary: Purchase supplies and postage. Have supplies printed in a timely manner, including checks, letterhead, envelopes, forms etc.
26. Office Equipment: Maintain and service as needed. Clean dust from inside all computer equipment annually, at minimum. Keep virus protection updated at all times.
27. Garbage and recycling matters: Refer enquiries and complaints to Crockett Garbage Service and County staff.
28. Other Duties: Confine activities and public statements to serving the Board and Board policy. Present ideas effectively, both orally and in writing. Complete other duties as assigned.
29. Adhere to rules of the Personnel Policy & Procedures Manual of the District.

Knowledge, Skills, and Abilities

Knowledge of:

Proficient knowledge of Microsoft Word, Excel, and Access. Basic understanding of accounting best practices. Use office equipment such as a printer, copy machine, fax machine, and credit card machine.

Familiar with the Brown Act requirements for public agencies.

Government regulations.

Ability to:

Sit at table/desk for long periods of time, twist to reach equipment in storage or surrounding desk, and perform simple and power grasping, pushing, pulling, and fine manipulation; write or use keyboard to communicate through written means.

Communicate clearly and concisely, both orally and in writing.

Build and maintain positive working relationships with employees and the public by providing high levels of customer service.

Learn and observe all appropriate safety precautions as required by the District including, but not limited to, Cal/OSHA General Industry Safety Orders, and the Districts Injury and Illness Prevention Program.

Lift or carry weight of 40 pounds or less.

Minimum Qualifications

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying.

Education: Equivalent to high-school diploma, would prefer a minimum 2-year post-high school degree.

Licenses and Certificates: Possession of a valid California Driver's License, CPR and First Aid.

Proposed Updates. prepared by Personnel Ad Hoc

Section 2.12.010 Secretary of the District.

There is created the office of the Secretary of the District, also known as District Secretary. The Secretary of the District acts as staff to the Board of Directors.

Section 2.12.020 Appointment and qualifications of the Secretary of the District.

The Board of Directors shall appoint the Secretary of the District by resolution. The Board shall establish the qualifications of the Secretary of the District and the method of selection.

Section 2.12.030 Authority and responsibility.

The Secretary of the District reports directly to the Board of Directors and shall serve as Secretary of the District within the meaning of the California Health and Safety Code, Government Code Title 6, Division 3.

Section 2.12.040 Duties.

The Secretary of the District shall:

- Make independent decisions as necessary to implement Board requests, decisions, and official actions;
- Attend and record the minutes of meetings of the District Board, Commissions and such additional committee meetings, conferences and hearings as may from time to time be required;
- Oversee and ensure District compliance with the many requirements of the Brown Act;
- Participate and coordinate with management group in meetings and projects;
- Serve as custodian of the official records of the District (CORI) as defined by the CA Department of Justice, and assume sole responsibility for criminal background checks on prospective employees and the safety of such controlled information;
- Implement a comprehensive records retention policy;
- Comply with the Public Records Act while protecting the confidentiality of documents as provided by law;
- Act as principal liaison with Counsel for the District on administrative matters to ensure that all legal requirements are being met by the District;
- Prepare ordinances, resolutions, contracts and revisions to the District Code and Personnel Policy and Procedures Manual needed to maintain currency;
- Implement the public relations and customer service policies of the District.

Section 2.12.050 Record of meetings.

Meeting minutes approved by the Board, Commissions or committees shall be the sole official record of meetings held by the District. ~~No transcriptions, voice recordings, video recordings or televised proceedings shall be made, or provided by the District.~~ Other recordings of District meetings may be made only pursuant to Resolution No. 22/23-9.

Section 2.12.060 Records retention and destruction.

The Secretary shall develop and implement a records retention policy schedule that follows all legal requirements and industry standards while protecting the District's interests. (Government Code Section 12946)

The list of what constitutes a "personnel record" is quite extensive. Pursuant to _____, the personnel file of each employee of the District shall be retained for seven years. Literally every type or record pertaining to each employee is a personnel record and must be retained for a minimum of four years following the end of employment.

Records cannot be retained indefinitely in all cases, either. For privacy protection, employers will often use a 7-year rule for purging terminated employee files as this typically covers state and federal statutes of limitations. In particular, all paper personnel records and confidential employee data maintained by the District shall be destroyed by shredding after retention dates have passed and before seven years have passed. ~~must be destroyed upon the end of seven years retention.~~

Section 2.12.070 Employee bond.

The Board of Directors may require any employee or officer to be bonded. The District shall pay for such bond. (Government Code Section 61050(f))

POLICY FOR EVALUATION OF GENERAL MANAGER

(Adopted 2-26-2020)

Under the direction of the Crockett Community Services District Board of Directors (Board), the General Manager (GM) is responsible for the efficient and effective management, administration, and operation of the District as set forth in the District Code, Section 2.08.

It is the policy of the Board to provide regular performance feedback to the GM and provide a formal performance evaluation annually.

ANNUAL REVIEW

The Board will conduct an annual formal performance evaluation of the GM. This will include a discussion between the GM and the Board and may include a written evaluation. The annual review is to be done by the full Board in closed session.

PROCEDURE

One month before the annual review is due, the Board will be informed of the upcoming evaluation and receive a blank evaluation questionnaire. All Board members may complete the evaluation questionnaire or prepare written comments to be presented to the full Board during the closed session personnel evaluation. The Board can solicit information from Commissioners, Committees, and direct report staff to complete the evaluation questionnaire if desired.

The General Manager will perform a confidential self-assessment and present it to the Board for their review prior to the closed session.

The Board will meet to consolidate the scores and comments in closed session. The Board should make every effort to protect the confidentiality of comments as well as to present a clear and unambiguous evaluation to the GM. The Board President will obtain consensus of the full Board on the evaluation before presenting it to the GM and present the consolidated summary to the GM.

During the meeting, the Board and GM will also discuss measurable goals for the upcoming year. The annual goals and objectives can be derived from the long-term strategic plan or actionable items approved at Board meetings along with the appraisal and performance evaluation.

After the discussion, the Board President will prepare a formal write-up of the discussion. This report may include a summary of the discussion, input from the GM, and suggestions for improving the evaluation process or tool. The Board President and the GM should sign the evaluation and it should be placed in the GM's personnel file.

After announcements of any action in closed session, one or more Board members can propose adjustments to compensation for the General Manager position. The item must be then placed on a future agenda of a regularly scheduled Board meeting so that the public has an opportunity to comment. An oral report by the Board must be given before any compensation adjustments are awarded.
