

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting AGENDA FOR WEDNESDAY, NOVEMBER 18, 2020

TIME: 7:00 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. (See *Resolution No. 19/20-18*)
- 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. See end of agenda for information on How to Submit Public Comments.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at +1 669 900 9128.

Enter the Meeting ID# 853 7589 1271 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/u/aeON0A5qL>.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/85375891271> 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# 853 7589 1271.

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1. CALL TO ORDER – ROLL CALL
 2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
 3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Board 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. REPORTS FROM DEPT. MANAGERS WITH COMMENTS FROM COMMISSIONERS:
(This item is typically for exchange of information only. No action will be taken at this time.)
 5. PUBLIC HEARING: (Public comments limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)
 6. REPORTS FROM MANAGERS AND COMMISSIONER'S COMMENTS: (These items are typically for exchange of information only. No action will be taken at this time.)
 - a. Recreation Department.

- b. Maintenance Department.
- c. Port Costa Sanitary Department.
- d. Crockett Sanitary Department.
- e. Governmental matters.
- f. Announcements and discussion.

7. **CONSENT CALENDAR:** Consideration of a motion to approve the following items:
(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)
- a. Approve Minutes of October 28, 2020.
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.

8. **ADMINISTRATIVE:**
- a. Consider consent Items removed from Consent Calendar.
 - b. Approve meeting and holiday schedule for 2021.
 - c. Maintenance Tax update.
 - d. Approve rate schedule for new hires.
 - e. Consider Resolution No. 20/21-08 approving application for Per Capita Grant Funds.

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

OPEN SESSION:

10. **ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION:**

11. **BUDGET AND FINANCE:**

- a. Consider monthly Summary Worksheets, Investment Reports and staff report on financial matters.
- b. Award contract(s) for hazardous mitigation at the new District Office.

12. **REPORTS FROM BOARD MEMBERS:**

(These items are typically for exchange of information only. No action will be taken at this time.)

- a. Personnel Committee – Members Barassi, Bartlebaugh, Cusack and Wilson
- b. Budget & Finance Committee – Members Mackenzie and Peterson
- c. Ad Hoc Committees: Strategic Planning, New Offices, Staff Management
- d. Inter-agency meetings:

13. **FUTURE AGENDA ITEMS:**
 - Election of officers (Dec.).
 - Receive annual report on use of Recreation Taxes (Gov. Code Sec. 50075.3) (Dec.).
 - Receive annual report on compliance with identity theft regulations (FACTA program) (Dec.).
 - Approve Payroll Schedule for 2021 (Dec.).
 - 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:**
15. **ADJOURNMENT** to December 16, 2020

HOW TO SUBMIT PUBLIC COMMENTS:

Written/ Read Aloud: Please email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (*not to exceed three minutes at staff's cadence*), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 3:00 PM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be treated as telephonic/electronic comments.

Telephonic / Electronic Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. The public can speak up at that time or use the Zoom chat feature to indicate they want to make a public comment. If needed, a short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Use Zoom chat or email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all submitted comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

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.

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. The Board has designated the District's website located at <https://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 Manager. 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 COMMUNITY SERVICES DISTRICT

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

MINUTES OF REGULAR MEETING, OCTOBER 28, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Kirker. Present were Board Members Barassi, Mackenzie, Peterson and Sutton, along with Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present were Sanitary Commissioners Bartlebaugh and Wais.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Mr. Barnhill said he made a door hanger to deal with Notice of Violation's (NOV's). He said a lot of the property owners have said they never received a NOV in the mail. The notice can be posted on their door with a business card attached. He will bring this to the Port Costa and Crockett Sanitary Commissions next month and try to resolve the outstanding violations. Director Barassi said he thinks it is a good idea. Mr. Barnhill said it should reduce the number of public hearings.
4. REPORTS FROM COMMISSIONERS: None
5. PUBLIC HEARING: None
- 6.a. RECREATION DEPT. REPORT: Mr. Wilson reported he completed the Local Agency Formation Commission Municipal Service Review and Sphere of Influence for the District's Recreation facility. He submitted an application to the County for a Variance Review for the Pomona Street Stair Project. He spoke with Federal Emergency Management Agency's (FEMA's) consultant for the California Office of Emergency Services concerning our claim for reimbursement for COVID expenses. They informed him that they will not pay for loss of income and the minimum amount of expenses covered is \$3K. Mr. Wilson said we have to start recycling our food waste at the Community Center so when we have events the renters will have to separate food waste from other garbage. Contra Costa County moved into the orange tier which is a relaxation on some of the restrictions and for us it means we can have 50% capacity or 200 people, however no receptions are allowed. Ceremonies can take place, but food is not allowed because they do not want that many people in an enclosed area not wearing masks. The Community Center was opened up for the November 3, 2020 General Election.
- 6.b. MAINTENANCE DEPARTMENT: No report.
- 6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of September 9. Mr. Barnhill reported there were no Sanitary Sewer Overflows (SSO's) or exceedances in September. He brought a smoke testing proposal to the Commission on October 14. Director Mackenzie asked Mr. Barnhill if he knew what Contra Costa Water was doing in Port Costa recently. Mr. Barnhill said there was a broken main at the railroad access road.

6.d. CROCKETT SANITARY DEPT.: Mr. Barnhill reported no Sewer Sanitary Overflows (SSO's) in September. He responded to two incidents, one at the Crockett Pump Station, engine running, low water pressure, and air pressure tank alarm. He said a portion of the main line on Vista Del Rio and Kendall was broken by EBMUD. Mr. Barnhill reported the maintenance management contact at West County Wastewater District (WCWD) is out for an undetermined amount of time. Staff has a new contact at WCWD but expect there will be some delays in information relay.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None

6.f. STAFF ANNOUNCEMENTS: None

7. CONSENT CALENDAR: The consent items were approved unanimously (es/lb):

- a. Approve Minutes of September 23, 2020.
- b. Approve payment of District bills (warrants Rec. 8922-8950; PCSan, 1266-1269; CVSan 6248-6265).
- c. Receive Minutes of Commissions and Committees.

8.a. CONSENT ITEMS REMOVED: None

8.b. STATE FUND ADJUSTED PREMIUM: Director Kirker reported he worked with State Fund and made adjustments to the bill due to Mr. McDonald leaving. He said it is based on what we are going to pay our employees this year and this will save us money. Director Kirker asked that item 8.d. be moved after 8.b.

8.d. AD HOC RENOVATION COMMITTEE: Director Peterson reported he sent out a timeline to all Directors today for the needs at the new office. He said very little needs to be done before it can be occupied in December and he doesn't see the need for an Ad Hoc Committee. Director Mackenzie said he thinks there is quite a lot of work to be done with the abatement and we cannot have employees move in until the abatement is done. Director Peterson said he has a call into Synergy to see if they are available to do the abatement right away. Directors Peterson and Kirker have inspected the new office building and found very little that needs to be done pursuant to the chemical composition reported and the different materials. Director Sutton said the renovation of the new offices is going to be an ongoing process, so it seems like we would need an Ad Hoc Committee for more than the months of November and December. She said it seems like there is plenty going on down the line that would require a committee. Director Peterson said he doesn't see anything that has to be done to postpone occupancy. He said the various rooms are in excellent condition except the carpet and we don't even need to paint the walls. It is just all optional what we might do down the line and we don't need any walls, partitions or cubicles. Director Mackenzie said he thinks that should be left up to the Ad Hoc Committee for them to decide and there is definitely a need for a committee. Director Peterson said he disagrees with that. Director Barassi said he agrees with Director Peterson. He said it's the building that has been in continuous occupancy and its way bigger than we need and he doesn't see a reason to spend a lot of money when we can occupy a good part of it now and then address the parts that are going to require capital improvements and raising of funds for the other parts that aren't so good and segment it off. Director Kirker said another issue is the timeline. We are going to run into an issue not having office space for the new employees. Director Mackenzie said there are also long-term issues that should be planned. Director Sutton said she agrees with Director Mackenzie and there is a need for a

long-term committee, but looking at Director Peterson's timeline there are a couple of things that need to be done first and work on the rest later. Director Kirker said there is plenty of room to use the good part of the building. Mary Wais asked by the time the renovation is complete will the Sanitary Department be able to use the garage. Director Kirker said yes. A motion to create an Ad Hoc Committee to lead renovation of new District offices carried with 4 Ayes and 1 Ney (Barassi) (es/jm). A motion to nominate Directors Mackenzie and Peterson to the Renovation Ad Hoc Committee carried unanimously (lb/es).

8.c. MIGHTYMITE TERMITE SERVICES: Director Peterson reported he is getting a second bid from Terminix Pest Control since they already service the Community Center and move forward with the lowest bidder. Director Mackenzie suggested we wait until the Ad Hoc Committee is formed for the new offices. Director Kirker said he is still in favor of getting a second estimate. He said walking around the building it's mostly cinder block and there is a 10 inch foundation around it. Director Mackenzie said he agrees we should get two or three estimates. He said he is in favor to have a meeting with Director Peterson to discuss. Director Kirker said he would like to move forward with this so the offices are ready to move into in December.

8.e. ORGANIZATION CHART: Director Peterson said he added four new senior management positions to the organization chart: Acting General Manager with hours as low as eight hours a week, District Secretary two days a week, Administrative Services Manager three days a week and the Waste Water Operations Manager at four days a week. This was all done with the adoptive budget and it is not clear that this number of hours is sufficient. Director Peterson said he chose the mid-range hourly wage for each position. He said we could make do with the existing budget. The job announcements have been posted on the District's website and bulletin boards at the Community Center and he will post them in Port Costa tomorrow. We are getting applicants already and some look good. Director Kirker said he is hoping to reduce the oversight and redundancy of the District. Director Mackenzie said he would like input from the current employees. Director Peterson said it's not intended to affect them and no one is intended to lose hours. He said Ms. Witschi would continue as Facilities Manager and we need full-time staff for the Sanitary Departments which Mr. Barnhill has been performing. Mary Wais asked how realistic do you think your work hour estimates are. Director Peterson said he thinks it is a squeeze but it's all about living within the current budget and if it doesn't work out then in the next fiscal year we would have to have a larger budget, if necessary. Director Mackenzie said he would like to know how it will interact with the current employees and their job functions. He asked will their job functions change and they have less job responsibility and how will it affect their status now. Director Peterson said this is something we will work through and he doesn't see it will affect Mr. Barnhill or Ms. Witschi because he is just proposing this now. Director Mackenzie said he wonders if they are willing to take on more of Mr. McDonald's responsibilities and that way we wouldn't have to hire someone for a few hours a week. Mr. Wilson said he hasn't seen the job descriptions just the summary on the job announcements. He said as you know Ms. Witschi has been working for the District for 12 years and when she came to work for the Recreation Department she continued to work for the Sanitary Departments. She has offered to take on payroll since Mr. McDonald has left and from what he can see you are taking jobs away from Ms. Witschi. Director Peterson said that is not intended. He said the District Secretary position is Senior Management which is required by law and it's not the duties that Ms. Witschi has been doing. Director Barassi said as he understands these are functions of each position and that multiple people can do different functions. Mr. Wilson said that some of those tasks in the job

announcements are functions Ms. Witschi has been doing for 12 years. Director Peterson said he will have the job duties out for each position. He said Ms. Witschi will continue to help do these job duties. Director Mackenzie said then we wouldn't need to have a job posting for the position. Mr. Wilson said why would you take work away from her and spread them out amongst these other positions. Director Kirker said we will look at how many hours Ms. Witschi was working for each department pre-COVID and then we would know how many hours we are dealing with. He doesn't want to burden the Recreation Department with extra work for Ms. Witschi. The idea is that Ms. Witschi will be putting in the same hours and charging her hours accordingly. When the Recreation Department re-opens we can figure out what needs to be taken away from her work schedule as it gets busy. Director Kirker said Ms. Witschi is putting in a lot of hours now. Mr. Wilson said Ms. Witschi was hired initially for 20 hours a week and when she moved to the Recreation Department for started to work 40 hours a week and that has been going on since 2014. Director Barassi said he doesn't see why not the current employee(s) couldn't just step up to one of these positions. He said the experience from working at the District outweighs someone who's coming from outside. Director Peterson said the boxes on the organization chart do not represent people, these are job duties. Director Mackenzie said you are advertising for these positions though. Director Peterson said he sees Susan being full-time, 40 hours a week.

8.f. SALARY RANGE FOR NEW POSITIONS: Director Sutton left the meeting until after the closed session. Director Barassi said when he was reading the retirement, health and other fringe benefits the vacation and sick leave accrual was listed for a full-time employee not a part-time employee. He said he doesn't see a reason to list benefits we do not provide. Director Peterson said he will revise the job announcements. He said the salary range is a different document. He said when a candidate applies for a position we can decide what pay scale we can offer in negotiations. The pay scale has to go to the Personnel Committee for adoption. Director Barassi said under the qualifications page do we need to say a US college degree and/or commensurate experience.

9.a. CLOSED SESSION: Conference with Labor Negotiator(s): Agency Designated Representative(s) to confer with Crockett Community Services District Board regarding Acting General Manager, Administrative Operations Manager, Wastewater Operations Manager and District Secretary positions. Pursuant to Government Code Section 54957.6.

10. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION: Director Kirker said there were no reportable actions.

11. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Director Peterson said he worked with Ms. Witschi on the financial worksheets. No further report.

12.a. PERSONNEL COMMITTEE REPORT: None

12.b. BUDGET & FINANCE COMMITTEE REPORT: None

12.c. AD HOC COMMITTEE REPORTS: Director Kirker reported the Staff Management committee met with Mr. McDonald in September.

12.d. INTER-AGENCY MEETINGS: None

13. FUTURE AGENDA ITEMS:

- Award contract(s) for hazardous mitigation and roofing project the new District office (Nov).
- Discuss policy on delegation of authority to Commissions (Nov).
- Approve meeting and holiday schedule for 2021 (Nov.).
- Election of officers (Dec.).
- 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.

12. BOARD COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 9:19 PM until November 3, 2020.

Respectfully submitted,



Susan Witschi
November 12, 2020

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 11/10/20 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
11/10/2020	CalPERS Public Employees ...	Retir. 1946207465	1,036.47	8967
Total FUND 3241 - RECREATION			1,036.47	
TOTAL			<u>1,036.47</u>	

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 11/10/20 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
11/10/2020	CalPERS Public Employees Re...	Retire. 1946207465	854.70	6281
Total FUND 3426 - CV SANITARY - O&M			854.70	
TOTAL			<u>854.70</u>	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 11/6/20 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
11/06/2020	L.R. PAULSELL CONSULTING	Sewer Cleaning on 10/15/20	470.00	1270
11/06/2020	BACWA	BACWA FY21 Membership #CRC03000	2,508.50	1271
11/06/2020	PG&E	Electric - #2704121327-6	331.76	1272
11/06/2020	MEYERS NAVE	General Advice	369.39	1273
11/06/2020	Regional Government Services	Contract Services for September	9.15	1274
Total FUND 3425 - PC SANITARY - O&M			<u>3,688.80</u>	
TOTAL			<u><u>3,688.80</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 11/6/20 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
11/06/2020	AT&T	Phone - 510- 787-2414	167.48	8951
11/06/2020	PG&E	Gas & Electric - #6757445809-0, #821211930-...	2,746.31	8952
11/06/2020	Paula Velarde	Cancelled Event Due to COVID-19	200.00	8953
11/06/2020	Regional Government Services	Contract Services for September	43.74	8954
11/06/2020	MEYERS NAVE	General Advice	1,763.87	8955
11/06/2020	Edgeworth Integration LLC	System Programmed for Remote Access	350.00	8956
11/06/2020	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	69.19	8957
11/06/2020	SDRMA	Mem. #5505, Member #5505	1,636.08	8958
11/06/2020	RONALD D. WILSON	Mileage Reimbursement	87.40	8959
11/06/2020	Code Three Fire and Safety	Service Fire Extinguishers	123.00	8960
11/06/2020	UNITED STATES TREASURY...	68-0114159	1,054.68	8961
11/06/2020	EMPLOYMENT DEVELOPME...	698-1442-4	165.18	8962
11/06/2020	ASHER H. LABINSKI	Payroll 10/16/20 - 10/31/20	136.13	8963
11/06/2020	SUSAN G. WITSCHI	Payroll 10/16/20 - 10/31/20	2,264.71	8964
11/06/2020	TREVOR B. DEES	Payroll 10/16/20 - 10/31/20	205.59	8965
11/06/2020	RONALD D. WILSON	Payroll 10/1/20 - 10/31/20	2,569.84	8966
Total FUND 3241 - RECREATION			13,583.20	
TOTAL			13,583.20	



CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 11/6/20 Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
11/06/2020	AT&T	Phone & Internet - 510-787-1221 & 510-787-2992	197.18	6266
11/06/2020	C&H SUGAR CO.	WWTP Shared Operating Costs for September 2020...	67,194.65	6267
11/06/2020	EBMUD	Water for New Offices - #86466230369	84.00	6268
11/06/2020	L.R. PAULSELL CONSULTING	Sewer Maintenance from October 16-21, 2020	6,815.00	6269
11/06/2020	MEYERS NAVE	General Advice	3,371.94	6270
11/06/2020	Regional Government Services	Contract Services for September	83.61	6271
11/06/2020	PG&E	Gas & Electric - #6193854060-8	3,122.00	6272
11/06/2020	USA North	State Fees for USA tickets - Invoice 138910DIG20	164.16	6273
11/06/2020	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	48.15	6274
11/06/2020	SDRMA	Mem. #5505	892.50	6275
11/06/2020	STATE WATER RESOURCE...	SRF Loan Cont#01805-550-0 AR#01805-19-17	36,120.81	6276
11/06/2020	OLIVERO PLUMBING CO.	Repair, Re-test and Certify Backflow Device	450.00	6277
11/06/2020	UNITED STATES TREASUR...	68-0114159	761.98	6278
11/06/2020	EMPLOYMENT DEVELOPM...	698-1442-4	225.33	6279
11/06/2020	JAMES G. BARNHILL	Payroll 10/1/20 - 10/31/20	4,375.86	6280
Total FUND 3426 - CV SANITARY - O&M			<u>123,907.17</u>	
TOTAL			<u><u>123,907.17</u></u>	

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, SEPTEMBER 14, 2020

1. CALL TO ORDER: The meeting was called to order at 6:07 PM by Vice Chairperson Airoldi. Present were Commissioners Scheer and Valentini, along with General Manager McDonald, Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioners Choquette and Cusack 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 (jv/as):

a. Approve Minutes of July 6, 2020.

5. COVID-19 IMPACT: Mr. McDonald reported since March, the COVID-19 pandemic has impacted both the revenue and expenses incurred at the Community Center and the Pool. The following is a profit and loss summary from April 1 to September 8:

Operating Revenue is Down	74.82%	-\$132,560
Operating Expense is Lower	15.52%	\$22,138
<u>Payroll Expense is Lower</u>	<u>37.92%</u>	<u>\$57,645</u>
Total Net (excluding non-op and capital grants)		-\$52,777

He said recovering rental refunds is very slim because loss of revenue is not a recoverable expense.

6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported the advance on property tax is \$61,702.22. Mr. Wilson said in 2008 staff used \$8,000 to purchase Memorial Hall and the Board approved to transfer the money from the Maintenance Department to the Recreation Department and it still has not happened.

6.b. DAVID BOTTA'S PAD FOR BENCH: Mr. Wilson said he will get together with Commissioner Valentini and discuss the wording on the plaque for David Botta's bench and bring it back to the Commission next month for approval.

7. DISTRICT BOARD ACTIONS: Mr. McDonald reported the purchase of the Hosselkus Chapel has been completed.

8. REPORT OF DEPT. MANAGER: Mr. Wilson reported the pool stayed open an extra week due to the heat wave. He said staff did a great job disinfecting, doing temperature checks and lightning strikes. Commissioner Airoldi thanked Mr. Wilson for doing this. Commissioner

Scheer asked Mr. Wilson if there were any problems at the park on Labor Day. Mr. Wilson said even though the Recreation Commission recommended closing the picnic tables in Alexander Park the District Board decided to keep it open.

9. COMMISSIONERS: No reports.

10. FUTURE AGENDA ITEMS:

11. COMMISSIONER COMMENTS: Dale McDonald let the Commission know he is leaving the District and has a new job in San Rafael. He said his last day is September 27. Anne Scheer thanked Dale for all his hard work. Anne also thanked Ron Wilson and Susan Witschi for doing a great job during the pool season and the pandemic.

12. ADJOURNMENT: The meeting was adjourned at 6:49 PM until October 5, 2020.

Respectfully submitted,



Susan Witschi
September 16, 2020

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
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, OCTOBER 14, 2020

1. CALL TO ORDER: The meeting was called to order at 7:02 PM by Chairperson Surges. Present were Commissioners Cusack and List, along with Dept. Manager Barnhill and Asst. Secretary Witschi. Also present was Director Kirker. Commissioners Klaiber and Scheer arrived later.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
- 5.a. DISTRICT BOARD ACTIONS: No report.
- 5.b. SELF-MONITORING REPORT FOR AUGUST: Mr. Barnhill reported no exceedences in August.
- 5.c. STATUS REPORT ON OUTSTANDING ITEMS: No report. Commissioner Scheer arrived at 7:04 pm.
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. Mr. Barnhill reported the Advance-on-Taxes should be in next month.
- 6.b. INTER-DEPARTMENT LOAN PAYMENT: Mr. Barnhill reported he is looking for authorization to pay the loan due Crockett Sanitary Department in the amount of \$93,563.29. Commissioner Klaiber arrived at 7:08 pm. A motion to approve annual inter-department loan payment to Crockett Sanitary Department in the amount of \$93,563.29 after the Advance-on-Taxes have been received carried unanimously (as/tc).
- 7.a. SMOKE TESTING: Mr. Barnhill reported the day rate cost to smoke test a requested 851 linear feet of sewer main is \$3,960. He said the smoke testing will help to identify faults in the sewer main and laterals which can be a source of I&I. He said the affected properties will be on Erskine Street, South Street, and Canyon Lake Drive.
- 7.b. MAINTENANCE OF DEGRADED PLUMBING: Mr. Barnhill reported that Valley Operators received a proposal to replace the degraded water pipe plumbing in the pump room of the Wastewater Treatment Plant (WWTP). Mr. Barnhill said the quote was extremely high and asked Valley Operators to give the contractor a chance to amend their proposal. Mr. Barnhill said he will present proposals once reasonable quotes are received
- 8.a. STAFF REPORT ON OPERATIONS: Mr. Barnhill reported no Sewer Sanitary Overflows. Commissioner Surges asked if there is any progress hiring a new General Manager. Director Kirker said he has interviewed six candidates. The District Board is restructuring for future

management. A Special District Board meeting will be held on Tuesday, October 20 to discuss further.

9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None

9.c. STAFF ANNOUNCEMENTS: None

10. CONSENT CALENDAR: The consent item was approved unanimously (as/tc):

a. Approve Minutes of September 9, 2020.

11. FUTURE AGENDA ITEMS:

Approve meeting calendar for 2021 (Nov.).

Appoint officers for 2021 (Nov.).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:24 PM until November 4, 2020.

Respectfully submitted,



Susan Witschi
October 26, 2020

MEETING SCHEDULES/HOLIDAYS FOR 2021

<i>Commission</i>	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
PLC/Recreation	4	1	1	5	3	7	5	2	13	4	1	6
Port Costa	13	10	10	14	12	9	14	11	8	13	3**	1**
Crockett Sanitary	20	17	17	14	19	16	21	18	15	20	10***	8**
District Board	27	24	24	28	26	23	28	25	22	27	17**	15**
Memorial Hall												
<i>Holidays</i>												
New Year's	1											
Presidents' Day		15										
Memorial Day					31							
Independence Day							5*					
Labor Day									6			
Veterans Day											11	
Thanksgiving Day											25, 26	
Christmas Day												24*

* Observed
 ** One Week Early
 *** Tuesday

SALARY SCHEDULE OF WAGES BY JOB CLASSIFICATION
CROCKETT COMMUNITY SERVICES DISTRICT
 (Proposal 10-22-2020 - ADOPTED _____ - EFFECTIVE DATE _____)

S.d.

CCSD Administration

Acting General Manager ⁽¹⁾ - Exempt Position - Average work load 8 hours per week

Probation	Level I			Level II			Level III			Level IV			Level V		
Per Hour	Step a	Step b	Step c	Step a	Step b	Step c	Step a	Step b	Step c	Step a	Step b	Step c	Step a	Step b	Step c
n/a	\$1,000	\$1,048	\$1,095	\$1,143	\$1,191	\$1,238	\$1,286	\$1,334	\$1,381	\$1,429	\$1,476	\$1,524	\$1,572	\$1,619	\$1,667
* Monthly salary Monthly Income= \$1,000 min. \$1,667 max. Annual Base Full Time Equivalent= \$12,000 minimum \$20,000 maximum															

\$20,000

District Secretary - Exempt Position - Average work load 16 hours per week

Probation	Level I					Level II					Level III					Level IV	
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b
	\$3,754	\$3,910	\$4,066	\$4,222	\$4,378	\$4,534	\$4,690	\$4,846	\$5,002	\$5,158	\$5,314	\$5,470	\$5,626	\$5,782	\$5,938	\$6,094	\$6,250
* Hourly salary, paid bi-weekly Monthly Income= \$3,754 min. \$6,250 max. Annual Base Full Time Equivalent= \$45,048 minimum \$75,000 maximum																	

\$2,600 max. benefits
 \$22,600 net
 eff. rate \$48.08 per hr

\$2,600

Administrative Services Manager ⁽¹⁾ - Exempt Position - Average work load 24 hours per week

Probation	Level I					Level II					Level III					Level IV	
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b
	\$5,581	\$5,753	\$5,925	\$6,097	\$6,269	\$6,441	\$6,613	\$6,785	\$6,957	\$7,129	\$7,301	\$7,473	\$7,645	\$7,817	\$7,989	\$8,161	\$8,333
* Monthly salary Monthly Income= \$5,581 min. \$8,333 max. Annual Base Full Time Equivalent= \$66,976 minimum \$100,000 maximum																	

\$15,375 max. benefits
 \$28,932 net
 eff. rate \$28.86 per hr

\$24,010 salary
 \$4,922 benefits

Wastewater Operations Manager - Exempt Position - Average work load 32 hours per week

Probation	Level I					Level II					Level III					Level IV	
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b
	\$6,545	\$6,712	\$6,879	\$7,046	\$7,213	\$7,380	\$7,547	\$7,714	\$7,881	\$8,048	\$8,215	\$8,382	\$8,549	\$8,716	\$8,883	\$9,050	\$9,217
* Monthly salary Monthly Income= \$6,545 min. \$9,217 max. Annual Base Full Time Equivalent= \$78,536 minimum \$110,600 maximum																	

\$17,300 max. benefits
 \$58,759 net
 eff. rate \$40.14 per hr

\$75,654
 \$13,088

Sanitary Departments

CVSAN Dept. staff ⁽¹⁾ - Non-exempt Position - Average work load 30 hours per week.

Probation	Level I					Level II					Level III					Level IV					Level V
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a
	\$4,510	\$4,654	\$4,798	\$4,932	\$5,087	\$5,243	\$5,401	\$5,561	\$5,723	\$5,888	\$6,054	\$6,223	\$6,393	\$6,566	\$6,740	\$6,917	\$7,096	\$7,277	\$7,460	\$7,645	\$7,832
* Monthly salary Monthly Income= \$4,510 min. \$7,832 max. Annual Base Full Time Equivalent= \$54,120 minimum \$93,984 maximum																					

eff. rate \$45.47 per hr

\$72,648
 \$12,568

PCSAN Dept. staff ⁽²⁾ - Non-exempt Position - Average work load 10 hours per week

Probation	Level I					Level II					Level III					Level IV					Level V
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a
	\$4,510	\$4,654	\$4,798	\$4,932	\$5,087	\$5,243	\$5,401	\$5,561	\$5,723	\$5,888	\$6,054	\$6,223	\$6,393	\$6,566	\$6,740	\$6,917	\$7,096	\$7,277	\$7,460	\$7,645	\$7,832
* Monthly salary Monthly Income= \$4,510 min. \$7,832 max. Annual Base Full Time Equivalent= \$54,120 minimum \$93,984 maximum																					

eff. rate \$34.98 per hr \$85,216 net

\$85,216

2337
 \$508,980

\$39,861 net

Recreation Department

511317

Recreation Dept. Manager ⁽³⁾ - Exempt Position - Average work load 19 hours per week, no more than 1000 hours per year

Probation	Level I					Level II					Level III					Level IV					Level V	
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	
n/a	\$2,250	\$2,322	\$2,397	\$2,474	\$2,553	\$2,636	\$2,720	\$2,808	\$2,899	\$2,993	\$3,089	\$3,189	\$3,293	\$3,399	\$3,509	\$3,624	\$3,741	\$3,862	\$3,987	\$4,114	\$4,246	
* Monthly salary					Monthly Income= \$2,250 min. \$4,246 max.					Annual Base at 19 hours per week = \$27,002 minimum					\$50,946 maximum							
										Annual Base Full Time Equivalent = \$56,845 minimum										\$107,255 maximum		

\$35,911

(3) Recreation Department Manager serves as the Maintenance Department Manager and Aquatics Manager and performs the duties when positions are vacant.

\$11,798 max. benefits

\$3,950

\$39,861 net

eff. rate \$36.35 per hr

Recreation Facilities Manager ⁽⁴⁾ - Hourly Position, Non-Exempt - Average work load 32 hours per week

Probation	Level I					Level II					Level III					Level IV	
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b
\$20.76	\$22.00	\$22.61	\$23.23	\$23.85	\$24.47	\$25.08	\$25.70	\$26.32	\$26.94	\$27.55	\$28.17	\$28.79	\$29.41	\$30.02	\$30.64	\$31.26	\$31.88
* Hourly salary, paid bi-weekly					Monthly Income= \$3,050 min. \$4,420 max.					Annual Base Full Time Equivalent= \$45,750 minimum					\$66,300 maximum		

\$49,957

(4) Recreation Facilities Manager performs the duties of the Assitant District Secretary when position is vacant.

\$13,592 max. benefits

\$10,241

\$60,199 net

eff. rate \$30.02 per hr

Event Supervisor - Hourly Position, Non-Exempt - Average work load 16 to 30 hours per week.

Probation	Level I					Level II					Level III					Level IV	
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b
\$14.52	\$15.30	\$16.08	\$16.86	\$17.64	\$18.42	\$19.20	\$19.98	\$20.76	\$21.28	\$21.80	\$22.32	\$22.84	\$24.40	\$23.88	\$24.40	\$24.92	\$25.44
* Hourly salary, paid bi-weekly					Monthly Income= \$1,989 min. \$3,307 max.					Annual Base Full Time Equivalent= \$31,819 minimum					\$52,905 maximum		

\$27,968

** Pay rate for table/chair setup/takedown at Community Center is flat \$25.50 per hour regardless of pay schedule level/step.

\$14,126 max. benefits

\$35,436

\$63,404 net

eff. rate \$20.11 per hr

Assistant Event Supervisor - Hourly Position, Non-Exempt - 0 to 16 hours per week

Probation	Level I																
Per Hour	Step a	Step b	Step c	Step d	Step e												
\$13.48	\$14.00	\$14.52	\$15.04	\$15.56	\$16.08												
* Hourly salary, paid bi-weekly					Monthly Income= \$0 min. \$0 max.					Annual Base Full Time Equivalent= \$29,115 minimum					\$33,440 maximum		

\$ 10,782

\$6,421 max. benefits

\$ 2,070

\$12,852 net

eff. rate \$13.48 per hr

Aquatics Manager / Aquatics Administrative Assistant - Seasonal - 0 to 34 hours per week

Probation	Level I					Level II					Level III						
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a						
\$18.50	\$18.75	\$19.25	\$19.75	\$20.25	\$20.75	\$21.00	\$21.50	\$22.00	\$22.50	\$23.00	\$23.50						
* Hourly salary, paid bi-weekly					Monthly Income= \$0 min. \$3,462 max.					Annual Base Full Time Equivalent= \$39,000 minimum					\$48,880 maximum		

\$ 7,181

\$6,648 max. benefits

\$ 977

\$8,158 net

eff. rate \$18.75 per hr

Aquatics Asst. Manager - Seasonal - 0 to 34 hours per week

Probation	Level I					Level II											
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b										
\$16.50	\$17.00	\$17.50	\$18.00	\$18.50	\$19.00	\$19.50	\$20.00										
* Hourly salary, paid bi-weekly					Monthly Income= \$0 min. \$2,947 max.					Annual Base Full Time Equivalent= \$35,360 minimum					\$41,600 maximum		

\$ 5,100

\$5,658 max. benefits

\$ 694

\$39,861 net

eff. rate \$17.00 per hr \$5,794 net

Head Lifeguard / Pool Office Manager - Seasonal - 0 to 34 hours per week

Probation	Level I					Level II				
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e
\$13.75	\$13.75	\$14.00	\$14.25	\$14.50	\$14.75	\$15.00	\$15.50	\$16.00	\$16.50	\$17.00

* Hourly salary, paid bi-weekly Monthly Income= \$0 min. \$2,505 max. Annual Base Full Time Equivalent= \$28,600 minimum \$35,360 maximum \$ 2,296
\$4,809 max. benefits \$ 312

Lifeguard ⁽⁵⁾ ⁽⁶⁾ - Seasonal - 0 to 34 hours per week

Probation	Level I					Level II				
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e
\$13.25	\$13.25	\$13.40	\$13.55	\$13.70	\$13.85	\$14.00	\$14.15	\$14.30	\$14.45	\$14.60

* Hourly salary, paid bi-weekly Monthly Income= \$0 min. \$2,151 max. Annual Base Full Time Equivalent= \$27,560 minimum \$30,368 maximum \$ 37,357
\$4,130 max. benefits \$ 5,081

Aquatics Instructor - Seasonal - 0 to 20 hours per week

Probation	Level I				
Per Hour	Step a	Step b	Step c	Step d	Step e
\$13.00	\$13.00	\$13.15	\$13.30	\$13.45	\$13.60

* Hourly salary, paid bi-weekly Monthly Income= \$0 min. \$1,179 max. Annual Base Full Time Equivalent= \$27,040 minimum \$28,288 maximum \$ 2,145
\$3,847 max. benefits \$ 292

Aquatics Office Assistant - Seasonal - 0 to 34 hours per week

Probation	Level I				
Per Hour	Step a	Step b	Step c	Step d	Step e
\$13.00	\$13.00	\$13.15	\$13.30	\$13.45	\$13.60

* Hourly salary, paid bi-weekly Monthly Income= \$0 min. \$2,004 max. Annual Base Full Time Equivalent= \$27,040 minimum \$28,288 maximum \$ 1,092
\$3,847 max. benefits \$ 149

Maintenance Attendant ⁽⁷⁾ - Hourly - 0 to 20 hours per week

Probation	Level I				
Per Hour	Step a	Step b	Step c	Step d	Step e
\$13.00	\$13.00	\$13.15	\$13.30	\$13.45	\$13.60

* Hourly salary, paid bi-weekly Monthly Income= \$0 min. \$1,179 max. Annual Base Full Time Equivalent= \$27,040 minimum \$28,288 maximum \$ 4,355
\$3,847 max. benefits \$ 989

(5) Additional .25 on top of Level/Step for each approved advanced certification (ie. WSI etc.) for Lifeguards.

(6) Instructors moving to Lifeguard maintain their same Level/Step resulting in .25 increase for lateral move.

(7) Maintenance Attendant position can be filled by seasonal aquatics employee. Employee will retain the higher of the two rate schedules.

\$199,033 Net

Personnel Budget: \$511 K vs \$528,584 Total

\$110,290 Mgmt

\$173,959 San

\$244,335 Rec

\$528,584 Total

\$39,861 net

RESOLUTION NO. 20/21-08

**RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT
OF CROCKETT, CALIFORNIA
APPROVING APPLICATION FOR PER CAPITA GRANT FUNDS**

WHEREAS, the State Department of Parks and Recreation has been delegated the responsibility by the Legislature of the State of California for the administration of the Per Capita Grant Program, setting up necessary procedures governing application; and

WHEREAS, said procedures established by the State Department of Parks and Recreation require the grantee's Governing Body to certify by resolution the approval of project application before submission of said application to the State; and

WHEREAS, the grantee will enter into a contract with the State of California to complete project;

NOW, THEREFORE, BE IT RESOLVED that the Crockett Community Services District (District) Board hereby:

1. Approves the filing of project application for Per Capita program grant project; and
2. Certifies that said grantee has or will have available, prior to commencement of project work utilizing Per Capita funding, sufficient funds to complete the project; and
3. Certifies that the grantee has or will have sufficient funds to operate and maintain the project; and
4. Certifies that all projects proposed will be consistent with the park and recreation element of the District's general or recreation plan (PRC §80063(a)); and
5. Certifies that these funds will be used to supplement, not supplant, local revenues in existence as of June 5, 2018 (PRC §80062(d)); and
6. Certifies that it will comply with the provisions of §1771.5 of the State Labor Code, and

7. (PRC §80001(b)(8)(A-G)) To the extent practicable, as identified in the “Presidential Memorandum-Promoting Diversity and Inclusion in Our National Parks, National Forests, and Other Public Lands and Waters,” dated January 12, 2017, the District will consider a range of actions that include, but are not limited to, the following:
 - (A) Conducting active outreach to diverse populations, particularly minority, low-income, and disabled populations and tribal communities, to increase awareness within those communities and the public generally about specific programs and opportunities.
 - (B) Mentoring new environmental, outdoor recreation, and conservation leaders to increase diverse representation across these areas.
 - (C) Creating new partnerships with state, local, tribal, private, and non-profit organizations to expand access for diverse populations.
 - (D) Identifying and implementing improvements to existing programs to increase visitation and access by diverse populations, particularly minority, low-income, and disabled populations and tribal communities.
 - (E) Expanding the use of multilingual and culturally appropriate materials in public communications and educational strategies, including through social media strategies, as appropriate, that target diverse populations.
 - (F) Developing or expanding coordinated efforts to promote youth engagement and empowerment, including fostering new partnerships with diversity-serving and youth-serving organizations, urban areas, and programs.
 - (G) Identifying possible staff liaisons to diverse populations.
8. Agrees that to the extent practicable, the project will provide workforce education and training, contractor and job opportunities for disadvantaged communities (PRC §80001(b)(5)).
9. Certifies that the grantee shall not reduce the amount of funding otherwise available to be spent on parks or other projects eligible for funds under the division in its jurisdiction. A one-time allocation of other funding that has been expended for parks or other projects, but which is not available on an ongoing basis, shall not be considered when calculating a recipient’s annual expenditures. (PRC §80062(d)).
10. Certifies that the grantee has reviewed, understands, and agrees to the General Provisions contained in the contract shown in the Procedural Guide; and

11. Delegates the authority to the Recreation Department Manager, or designee to conduct all negotiations, sign and submit all documents, including, but not limited to applications, agreements, amendments, and payment requests, which may be necessary for the completion of the grant scope; and
12. Agrees to comply with all applicable federal, state and local laws, ordinances, rules, regulations and guidelines.

THE FOREGOING RESOLUTION was approved and adopted at the District's Regular Meeting held on November 18, 2020 by the following vote:

AYES:

NOES:

ABSENT:

Michael Kirker, President

ATTEST

Kent Peterson
District Secretary