

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF REGULAR MEETING, FEBRUARY 24, 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, Sanitary Dept. Manager Barnhill, Assistant Secretary Witschi, District Engineer Murdock and Administrative Services Manager Gunkelman. Also present was Sanitary Commissioner Wais.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. UPDATE BY DIRECTORS: Director Barassi said there was a staff meeting on Tuesday, February 24, however there was a sewer emergency so it was not well attended. He visited the pump station to get oriented to that facility which he had never visited before. He met with Mr. Gunkelman so he could access the general manager account for email and then decided that Director Kirker would continue to monitor the email and dispatch emails to the appropriate person. Director Peterson said he met with Mr. Gunkelman and went over the various budget reports.
- 6.a. RECREATION DEPT. REPORT: The Board had received the Minutes of January 4. Mr. Wilson reported he received the Return-to-Source checks for both the Recreation Department and Crockett Sanitary Department from the Crockett Community Foundation (CCF). He also received a \$20,000 check for Memorial Hall which represents the \$15,000 donation from Phillips 66 along with the \$5,000 match from the CCF. He said we have two projects in the park; one to remove three trees and the other project is to trim the trees in the park and surrounding areas to thin some of the branches. He received a \$1,000 micro grant for each project from the CCF. Mr. Wilson reported on the 2020 Aquatics Performance Report. He said the pool was open for 63 days, about 30 days less than we normally are, and still brought in \$34,047 in revenue. The pool made \$8,590 in rent, but we had to refund \$3,600. He said there is a new item for COVID expenses which includes rental refunds, disinfectant and counter shields. We had total expenses of \$82,855 with an operating deficit of \$48,808. Mr. Wilson reported a loss of nearly \$50,000. In 2019, we had 7,574 people use the pool and this year we were restricted to 46 at a time and we still had 3,697 people attend. Pool rental revenue was \$10,000 less than the year before. This year we did not have any lessons, but we sold \$3,817 at the snack bar. Utilities were a little more than the year before. Mr. Wilson said the Community Center has no revenue whatsoever coming in, except for the small amount that the Crockett Sanitary Department is paying for rental of office space, but our utility bills are quite high. He would like the Crockett Sanitary Department to consider helping a little bit more on the payment of the utility bills. He said 60% of the bill belongs to the Recreation Department because of all the security lighting that we have. Director Kirker said he attended the Phillips 66 125th year anniversary their new renewable energy plant today. He said it was brought to his attention that multiple

agencies in the area are giving them an accolade for their support in the past and knowing that they have donated a lot of money towards the Memorial Hall we wanted to acknowledge them in some way and thank them for what they have done for the District. Mr. Wilson said he would just mention that since 2017 we have received over \$85,000 from Phillips 66 for the Memorial Hall. Director Barassi said should we write a resolution. Mr. Wilson said in Rodeo on the renew website there are groups that are supporting that project, which is they are going to be eliminating processing of crude oil. It is a huge undertaking and rebuilding of the plant and only processing renewable energy sources. They will be closing the Santa Maria refinery and the coke plant. Director Kirker said Phillips 66 has supported the District and we should support them. Director Barassi asked Director Peterson if he would be willing to write a resolution from the Board supporting Phillips 66 and to extend our appreciation. Director Peterson said he can write a resolution. The resolution will be placed on the agenda next month for approval.

6.b. MAINTENANCE DEPARTMENT: Director Peterson reported he is going to begin mowing the weeds at the Bridgehead on Friday. Director Kirker said he and Director Peterson received an email about the Dog Park maintenance. Mr. Wilson said the Recreation Maintenance Department will pick up the trash weekly and check to see if there is any minor maintenance that needs to be done. Director Peterson said the Dog Park Committee is finalizing a revised application. He said there is something about our commitments, but we don't seem to have approved anything in writing, but we have made some verbal commitments or assurances that we would provide some minimal maintenance. At some point we may have to commit to something in writing officially from the Board before Caltrans will approve the Dog Park. Director Barassi said this was something that was discussed briefly in the weekly staff meeting and the feeling was it was a minor obligation that would be readily handled by volunteers.

6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of January 6. Mr. Barnhill reported we did not have any spills or exceedances last month. He said there was a flood in the pump room of the treatment plant. It was the number three water system and it flooded out that room, submerged the pumps, and that sump pump could not keep up with the inflow. The number three system shut down and the sump pump drained the water back out. Telstar was called out to go over the system and got everything back up and running. Valley Operators suspended the pump and pumped water out to the box and continued standard treatment to the plant.

6.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of January 13. Mr. Murdock reported there was one spot repair at Third and Rose and that area had a previous Sanitary Sewer Overflow (SSO). He said there is an ongoing issue at Pomona and Third, where our sewer has been skewered by someone else's conduit. He said we have a date now for March 2 for Bills Underground to dig that up and we will have Contra Costa Public Works there as well as PG&E and AT&T. He said we had a problem with electronics at the Pump Station where the machine was sending error messages and we ended up running blind for several days. He said it was never clear what the issue was, but it is up and running now. Director Peterson said he thought West County was not involved in that. Mr. Murdock said yes that is correct West County was not involved in any repairs on that. Mr. Barnhill said Jeff Winters is a long standing operator at West County Wastewater District and he is retiring next month and beyond that the next person has been there for six years, so they have lost all their experienced operators at this point. Director Kirker said in the past when there was a problem with an outside agency, we usually tracked our time if they busted our line or something, we would track our time and also bill them for the repair, staff time and expenses we had on the project to correct their problem. Director Peterson said he has no response from C&H regarding our outfall lease. He said that Tanya is too busy. He said it has been a year since he talked to the State Lands Commission since they requested a lot of information that he is responding to. He will have to notify State Lands that C&H is unresponsive, and therefore we cannot answer the various questions. Director Peterson said he will work on this for another month.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None.

6.f. STAFF ANNOUNCEMENTS: None

7. CONSENT CALENDAR: The consent items were approved unanimously (kp/sb): Director Bartlebaugh said he had one comment on the Port Costa Sanitary Commission minutes. He said there was discussion about whether to send out notices of issues that were found with the smoke testing. He was wondering if there is a way to put a longer timeline to address the issues. Mr. Barnhill said that would make a lot of sense to extend the date. Mr. Barnhill said generally we are in communication with an owner on any issue as long as they keep us updated, keep in contact and then we work with them. He said there are not many property owners that are going to be affected by this.

- a. Approve Minutes of January 27, 2021.
- b. Approve payment of District bills (warrants Rec. 9035-9062; PCSan, 1301-1307; CVSan 6341-6366).
- c. Receive Minutes of Commissions and Committees.

8.a. CONSENT ITEMS REMOVED: None

8.b. HOSSELKUS BENCH: Director Peterson said there is a state requirement that an agency declaring surplus property must offer it to other government agencies. But we can assume there are two granite benches and they may not have any value to other agencies since they have a Hosselkus business name on them. He said we are required to get reasonable compensation for anything that is surplus property so I he would oppose giving something away of this nature for free. He suggested that some negotiation occur and they may want to offer some compensation for one or two benches. Director Mackenzie said his view is the benches are basically trash; they have no value to the district. He said just like the sign that was taken down off the wall at Hosselkus Chapel or the sheetrock that was also demolished inside has no value that we would probably have to pay somebody to haul it away. Director Peterson said it is an amenity that we paid for and we have some responsibility to our community and ratepayers to get any revenue that we can. Director Mackenzie said the benches are advertisement for the chapel and they have no value. Director Bartlebaugh said he thinks the benches have some value and would not be opposed to some nominal amount from the grandson. Director Kirker said he agrees with Director Bartlebaugh. He said the benches could be included with all the rest of the belongings that were left behind. Director Barassi said he could see having the benches plus all the belongings that were left behind in the chapel part of a yard sale. A motion to approve Hosselkus granite bench(s) as surplus property and give to Jared Kenny, grandson of Delbert Hosselkus, in remembrance of his grandfather did not pass with 2 Ayes and 3 Nays.

8.c. RE-APPOINT COMMISSIONER: A motion to re-appoint Anne Scheer to the Crockett Recreation Commission carried unanimously (mk/sb).

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman reported an invested amount of \$3,000,579.

9.b. 7-MONTH BUDGET REPORTS: Director Bartlebaugh asked what is the shortfall for the Recreation Department and recommendation of reallocation of funds. Mr. Gunkelman said he probably put that down a little too hastily. If there's reallocation that I need to do, that doesn't involve Board approval just in the funds as our accounting system works. He said it is looking like a deficit is a possibility before the end of the year, but he has not put together a revised budget yet. Director Peterson said all the Budget & Finance committees for each commission should meet to go over their individual reports and some insight may come out of those meetings and show up in the next round of budget reports.

10.a. PERSONNEL COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. PRESIDENT'S ADVISORY COMMITTEE REPORT: Director Mackenzie said the committee has Friday weekly meetings to discuss what needs to be done at the new office building. He said all the abatement that was contracted out has been completed. He said we are taking bids for the repair work to the dry rot, insulation and wainscoting the walls four feet up to protect the walls from being damaged. He met with a company called PSR out of Lafayette and they are going to be updating their bid they had previously given us.

10.d. INTER-AGENCY MEETINGS: None

11. CLOSED SESSION: The Board went into closed session at 8:24 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 at 8:40 pm.

12. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION: Director Barassi said there were no reportable actions taken in closed session.

13. FUTURE AGENDA ITEMS:

Receive audit of District FY 19/20 performed by David Farnsworth, CPA (March).

Consider district sponsorship for a CIA town cleanup (March).

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: Director Peterson asked to have an agenda item next month to consider district sponsorship for a Crockett Improvement Association (CIA) town cleanup using the parking lot at the old mortuary at no cost to the District.

15. ADJOURNMENT: The meeting was adjourned at 8:56 PM until March 24, 2021.

Respectfully submitted,

*Susan Witschi*

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March 12, 2021