

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF REGULAR MEETING, AUGUST 25, 2021

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Barassi. Present were Board Members Kirker, Mackenzie and Peterson, along with Recreation Department Manager Wilson, Administrative Services Manager Gunkelman, District Engineer Murdock, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present was Sanitary Commissioner Wais. Director Bartlebaugh was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Mary Wais said that on September 11 at 4:00 pm the Crockett Museum will celebrate their 40<sup>th</sup> birthday. Kent Peterson said the Crockett Improvement Association is having a town cleanup on October 16. He would like permission to have a debris box at the new office building in November for a residential cleanup.
4. PUBLIC HEARING: None
5. UPDATE BY DIRECTOR: Director Barassi said he continues to have weekly staff meetings with the Crockett Sanitary Department. He said he has finished the contracts for the new employees and will pass them on to the attorney to look over.
- 6.a. RECREATION DEPT. REPORT: Mr. Wilson reported the pool will only be open for two more weekends. He said the Crockett Swim Team is renting the pool on September 11 for their end of the year pool party. Mr. Wilson said Mr. Gunkelman is working on the bid package for the Retaining Wall and Stairs Project. He said there is graffiti in the stairwell at Memorial Hall. Director Barassi had a request from some people in Port Costa who are avid roller skaters to their level of sort of touring the country and asked about whether or not the facilities at Alexander park would be available for that or renting the tennis courts for an outdoor roller skating event. Mr. Wilson said no.
- 6.b. MAINTENANCE DEPARTMENT: Director Peterson said a few months ago the Board asked people to put their heads together and propose an overview to how the new office building property is to be used. He said next month he will have something.
- 6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of July 14. Mr. Barnhill reported No Sanitary Sewer Overflows (SSO's) last month and no exceedances. He said a bypass has been installed from the last manhole on the collection system into the top of the septic tank. He said that bypass was an eight inch line that was chopped into the exposed above ground cone or the manhole and runs along the surface and dumps into the hatch. Mr. Barnhill presented a document titled 10 Year Exceedances and Flow Information. He said it is pretty self-explanatory. Director Peterson asked why are there so many exceedances. Mr. Barnhill said if you look at the last two years, there have been no laboratory exceedances. He said between 2019 and 2020 is when the septic tank

was full and the baffles were reinstated. Director Kirker said he noticed that the flow more than doubled from 2016 to 2017. Mr. Barnhill said that was a pretty wet year. Director Kirker said he is talking about the average flow from January through June gallons per day. Mr. Barnhill said that was a flood year.

6.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of July 21. Mr. Murdock reported No Sanitary Sewer Overflows (SSO's) last month. He received a call from Merv Silverman who lives above the park and he is concerned about fire danger. Mr. Murdock went and looked and there are a number of dead trees, probably 20 or 30. He spoke with Crockett Fire Chief Dean Columbo who is trying to contact Cal Fire. Apparently, Cal Fire has funds set aside for mitigating fire danger on public lands. He said back in March he asked the Sanitary Commission for approval on \$365K worth of repairs and he has done a number of those repairs but one is still pending and a couple were never started. He said he is having a hard time getting contractors to bid on some of these jobs. Director Peterson said it is okay to have just one bid come in, but as long as you are reaching out to several potential bidders.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman reported this afternoon there was a State Lands Commission (SLC) meeting. He said among many things, the SLC addressed the Nantucket area, and despite a lot of city involvement they decided to authorize staff to obtain bidding on demolition. Mary Wais asked if it was the restaurant. Mr. Gunkelman said it is the restaurant, Marina and all the pilings. He said everything basically from the Scout Hall to the Bass Clubs property. Director Kirker said he attended that meeting also and Mark Manzione from the Sanitary Commission made a statement as a citizen not from the Sanitary Commission. He said only the President can speak publicly for the District. He said some time in the near future there should be a discussion on where responsibility lies. Director Kirker said another item to follow up on is to make sure they are going to demo the building. He said we need to make sure that lateral is kept correctly to our specifications. Staff will need to take that to the SLC.

6.f. STAFF ANNOUNCEMENTS: None

7. CONSENT CALENDAR: Director Peterson asked that Items 7.a. and 7.d. be removed for further discussion. The following consent items were approved unanimously (mk/jm):

- b. Approve payment of District bills (warrants Rec. 9303-9382; PCSan, 1343-1349; CVSan 6493-6519; Maintenance 433-438).
- c. Receive Minutes of Commissions and Committees.

8.a. CONSENT ITEMS REMOVED:

Item 7.a. Minutes of July 28, 2021

- Director Peterson said under Item 3. public comments – The last sentence should read “He said that former board member of the District, Steve Perkins, is in hospice care.
- Director Peterson said under Item 9.a. Minutes of June 23, 2021 – He doesn't understand what is meant by how to decide on a second auditor. He said we are not allowed to pick the second auditor. The auditor does and they don't get to pick what aspect of the audit gets audited.

Item 7.d. Status Reports on Outstanding Items

- Director Peterson said there are a number of errors on the status reports. He said it is unclear as to the next step and even the current status.

A motion to approve Items 7.a. and 7.d. carried unanimously (kp/jm).

8.b. SURPLUS PROPERTY: Mr. Gunkelman reported most of the surplus items were in the new office building when it was purchased. Director Peterson said his plan is to all the surplus items outside for the town yard sale on October 2 and then trash the rest of the items in the residential cleanup. A motion to approve Resolution No. 21/22-04 declaring certain items as surplus property and authorizing the disposition thereof carried unanimously (kp/mk).

8.c. DISCUSS THE BROWN ACT: Mr. Gunkelman said this item was a request of the board at the last meeting. He presented (1) What to include in the Minutes and (2) Safe Harbor Listings for Closed Sessions. Director Peterson said this is very valuable information for staff to follow and for board members and commissioners to be aware of. Mary Wais said her understanding is the executive order suspending the Brown Act ends on September 30 and that public meetings have to start again on October 1 unless the executive order is extended.

9. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman reported David Farnsworth is going through our audit right now and there is a second auditor conducting an audit of his audit.

10.a. PERSONNEL COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

13. FUTURE AGENDA ITEMS:

Discuss Accessory Dwelling Units (Sept.)

Consider how to address State Lands Commission's need for wastewater outfall condition assessment (Sept.).

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 said he will be resigning from the District Board by the end of the year.

11. CLOSED SESSION: The Board went into closed session at 8:51 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 continued in open session at 9:40 pm.

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

15. ADJOURNMENT: The meeting was adjourned at 9:41 PM until September 22, 2021.

Respectfully submitted,

*Susan Witschi*

Susan Witschi  
September 21, 2021