

CROCKETT RECREATION COMMISSION

Regular Business Meeting
AGENDA FOR MONDAY, JANUARY 4, 2021

TIME: 6:00 PM

PLACE: **** TELECONFERENCE - SEE BELOW ****

IMPORANT 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.
- 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.

Agenda packet can be accessed at <https://www.town.crockett.ca.us/2021-1-4-recreation-commission-meeting>. *Public comments by phone and chat (online only) will be available during the teleconference.*

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at (669) 900-9128. Enter the Meeting ID# 813 6127 0108 followed by the pound (#) key. More phone numbers can be found on Zoom's website by visiting Zoom Support and searching for local dial in numbers if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/81361270108> 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# 813 6127 0108.

The Crockett Recreation Commission 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 Commission 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 item:
 - a. Approve Minutes of December 7, 2020.
5. RECREATION:

Review Status Report and approve Action Plan for 2021.

6. **BUDGET AND FINANCE:**

Consider monthly Summary Worksheet and staff report on financial matters.

7. **ADMINISTRATIVE:**

- a. Receive report on actions taken by the District Board.
- b. Confirm Budget & Finance Committee appointments.

8. **REPORT OF DEPARTMENT MANAGER:** (This item is typically for exchange of information only. No action will be taken at this time.)

9. **REPORTS FROM COMMISSIONERS:** (This item is typically for exchange of information only. No action will be taken at this time.)

10. **FUTURE AGENDA ITEMS:**

11. **COMMENTS FROM COMMISSIONERS:**

12. **ADJOURNMENT** to February 1, 2021.

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 on the picturesque Carquinez Strait of the San Francisco Bay.

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 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 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, DECEMBER 7, 2020

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Chairperson Cusack. Present were Commissioners Scheer and Valentini, along with Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Also present was Director Kirker. Commissioners Airoldi and Choquette 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 November 2, 2020.
5. RECREATION: No Report.
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. Wilson reported a fund balance of \$467,183 and a cash balance of \$73,535.
- 6.b. ANNUAL REPORT ON RECREATION TAXES: Mr. Wilson reported an annual report on the use of special taxes is required how the Recreation Assessment was spent. He said the total direct cost of operating and maintaining the Crockett Community Center between January 1 and December 1 was \$184,761 which is over the \$136,140 collected in special taxes.
- 7.a. DISTRICT BOARD ACTIONS: Mr. Wilson reported on the actions taken by the District Board in November. He said the Board hired a District Engineer and an Administrative Services Manager and still working on hiring a part-time General Manager. Director Kirker said the Board would like to have a representative from each Commission attend the Board meeting each month to address any concerns and voice their opinions.
- 7.b. APPROVE MEETING SCHEDULE FOR 2021: A motion to approve the meeting schedule for 2021 carried by consensus.
- 7.c. ELECTION OF OFFICERS: A motion to appoint Tom Cusack as Chairperson and Jeff Airoldi as Vice-Chair carried unanimously (jv/as).
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported there are new restrictions in effect by the County due to COVID-19. He said the playground in Alexander Park is closed until January 2, 2021. Mr. Wilson reported David Botta's bench is going to be delivered on Wednesday, December 9. He said the Christmas lights were put on the tree at Alexander Park on November 21. Mr. Wilson reported Ms. Witschi prepared a resolution for the Per Capita Grant program and it has been reviewed and signed by the District Board. He said we

still need to come up with a project. It was agreed to meet at Alexander Park on December 14 at 1:00 pm to decide on a project.

9. COMMISSIONERS: No report.

10. FUTURE AGENDA ITEMS:

11. COMMISSIONER COMMENTS: No reports.

12. ADJOURNMENT: The meeting was adjourned at 6:34 PM until January 4, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
December 8, 2020

REC. DEPT. STATUS REPORT

JANUARY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Facility maintenance - Community Center, pool, and park.	All safety issues corrected	
Ongoing		Financial accounting & budget	FY 20/21 Budget Adopted	Ongoing COVID-19 impact
Ongoing		Prop 68 Park & Water Bond	Resolution submitted	Submit project to OGALS
Ongoing		Hazardous Material Training	Trained seasonal staff	Update Injury & Illness Prevention Plan

MAINTENANCE ISSUES

4/13	M-8	Hillside Maintenance - long-term hillside cleaning plan needs to be developed.	Grass Cut	CalFire or other to clear hillside of dead trees
2/19	M-9	Signage for the Park - post rules	Pending	Get new signs - trash

CAPITAL IMPROVEMENTS

3/14	C-1	West side covered deck Project	postponed until 2021	Identify funding. Do project in phases
12/18	C-2	Fire suppression alarm system for Center	pending	Waiting on addtl. quotes
2/20	C-3	Memorial bench for David Botta	Bench/Plaque Received	Concrete Pad to be Installed

ADMINISTRATIVE MATTERS

9/10	A-21	Signs - no skateboards or bikes	Sec. 7.12.090 prohibits	add to signage for park rules
11/08	A-20	Rec Policies & Procedures Manual - both the community center and aquatics center.	BACKLOGGED	
2/20	A-36	100-year plaque at Community Center	Pending	Order plaque

** Larger project tasks are included on the Status Report. Smaller incidental and regular ongoing tasks are excluded from this report.

c:\mydocs\recdept\StatusReport.xls

Crockett Recreation Department ACTION PLAN 2021

2021 TOP PRIORITY ACTIONS

- | | | |
|----|---|-------------|
| 1. | Update Rules Signage in Alexander Park | SPRING |
| 2. | Replace Pool Building Doors | SPRING |
| 3. | Venue Management Software Program | SUMMER |
| 4. | Pomona Steps / Retaining Wall Along Pomona | SUMMER/FALL |
| 5. | Update ADA Compliance Plan | FALL |
| 6. | Obtain Funding for Deck Project at Community Center | WINTER |

CROCKETT RECREATION DEPARTMENT

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD. M 12-16-20

LATEST FUND REPORT: 12-11-20

OPERATING FUND 3241	
CASH CARRIED FORWARD:	\$73,434.23
ACTIVITY:	
<u>CHECKS AND PAYMENTS</u>	
Warrants 8968-8993	(\$31,591.56)
Wells Fargo CC Fees	\$0.00
Payroll recovery	\$0.00
Invest Fees	\$0.00
Levy Code Fee	\$0.00
Levy Coll Fee	\$0.00
Assr Use Code Fee	\$0.00
<u>DEPOSITS AND CREDITS</u>	
Comm Center Booking	\$320.00
Fed Tax Refund	\$255.65
Cost Recovery Bocce	\$53.78
Donation	\$200.00
Tennis keys	
Transfer from Invest	
Parking fines	\$33.13
Payroll recov CV-PC	\$0.00
CASH BALANCE:	\$42,705.23
ADV ON TAXES :	\$136,290.00
Rec Tax	
NET ADV ON TAXES:	\$136,290.00
INVESTED BALANCE:	\$257,458.84
Invest Interest	\$0.00
NET INVESTED:	\$257,458.84
\$50,222.82	c/d deposits
\$207,236.02	avail. funds
FUND BALANCE:	\$436,454.07
*** Below held in cash account **	
C/D BEGINNING BALANCE	\$49,522.82
c/d deposit receipt	\$0.00
c/d deposit refunds	\$700.00
Trnsfr recovery	\$0.00
NET C/D ENDING BALANC	\$50,222.82
CAP / RESTRICTED BAL:	\$4,439.60
Donations	\$ 200.00
No activity	\$ -
NET CAPITAL REPL. BAL	\$4,639.60
POLICE LIAISON BALANC	\$8,220.79
Parking revenue	\$33.13
Payroll/Expenses	\$0.00
NET PLC ENDING BALANC	\$8,253.92
XMAS LIGHT BEG BALANC	\$496.57
No activity	\$0.00
XMAS LIGHT END BALANC	\$496.57
CERT ACTIVITY: None	\$0.00
CERT Ending Balance	\$0.00
PETTY CASH BALANCE:	\$60.00
TAXES held in 3240:	\$ 67,012.37
CO.charges in 3240:	\$ -
ACCRUED CREDIT:	\$ 8,000.00
PY due from MAINT Dept.	

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Commissioners: Jeff Airoidi, Louise Choquette, Tom Cusack, Anne Scheer, John Valentini