

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting
AGENDA FOR WEDNESDAY, NOVEMBER 20, 2019

TIME: 7:00 PM
PLACE: 850 Pomona Avenue, Crockett

1. CALL TO ORDER – ROLL CALL – 7:00 PM
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 COMMISSIONERS:
(This item is typically for exchange of information only. No action will be taken at this time.)
5. PUBLIC HEARING:

Consider adoption of Ordinance No. 19-8 adding, amending, and correcting the General Provisions, Administration, Personnel, Permits and Fees Titles of the District Code by repealing and replacing the District Code in entirety.
6. REPORT OF DISTRICT COUNSEL:
7. MANAGERS' REPORTS: (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.
8. 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 23, 2019.
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.
9. ADMINISTRATIVE:
 - a. Consider consent Items removed from Consent Calendar.
 - b. Approve District meeting and holiday calendar for 2020.

- c. Consider Employment Agreement Modification for General Manager McDonald increasing monthly salary from \$7,704 to \$7,961 effective December 1, 2019.
- d. Update Pay Scale of Wages for Sanitary Administrative Assistant / Field Assistant.
- e. Update the definition of Regular Full-Time Employees to meet the definition required for health benefits and authorize General Manager to update the Personnel Policy & Procedures Manual accordingly.

10. BUDGET AND FINANCE:

- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
- b. Discussion on evaluation and potential benefit of acquiring Hosselkus Chapel property.

12. CLOSED SESSION – REAL ESTATE NEGOTIATIONS: Pursuant to Government Code Section 54956.8 – meet with negotiator concerning the purchase of Hosselkus Chapel property.

13. OPEN SESSION: Announcement of actions, if any, taken in closed session.

11. 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, Burnett, Cusack, Sutton and Wilson
- b. Budget & Finance Committee – Members Mackenzie and Peterson
- c. Ad Hoc Committees:
- d. Inter-agency meetings:

14. FUTURE AGENDA ITEMS:

- Introduce Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (Jan).
- Review and adopt ADA compliance plan.
- Adopt purchasing procedures and spending limits.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

15. BOARD COMMENTS:

16. ADJOURNMENT to December 18, 2019

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.