

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
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, FEBRUARY 26, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Kirker. Present were Board Members Barassi, Peterson and Sutton, along with General Manager McDonald, Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present were Sanitary Commissioners Bartlebaugh, Cusack, Manzione and Wais. Director Mackenzie was absent.
2. AGENDA ORDER: The Board moved Item 7.b. after Item 3 so that Dean Kelch can speak to the Board on an item under the Maintenance report without having to wait through other agenda items.
3. PUBLIC COMMENTS: Scott Bartlebaugh said he is on the Crockett Improvement Association Committee researching the feasibility parcel tax for the town. He said the committee is refining their chart and pulled the scope out that was not within the District boundaries. He has spoken with Mr. McDonald and received landscaping costs. The parcel tax would be around \$20 a parcel annually to provide services identified. He will refine and present to the Board in April. The committee is going to speak with other groups in the community to get their views. The deadline to put a parcel tax on the ballot is August 7. Director Peterson said it would be best to call for a town meeting before deciding to place the issue on the ballot to gauge support. Director Kirker said it would be nice to have a preliminary breakdown even before the April meeting. Director Barassi said he would like to have staff's opinion on the request, is it too little or too much.
- 7.b. MAINTENANCE DEPARTMENT: Mr. McDonald said Dean Kelch from Carquinez Regional Environmental Education Center (CREEC) approached staff to seek support for a grant to obtain funding for a monarch butterfly planting project. Mr. Kelch said he is requesting a letter of support to improve the area above CREEC by planting 100-150 herbivore resistant pollinating plants. Director Kirker said we don't own the land and asked Mr. McDonald how our insurance would cover this. Mr. McDonald said the General Liability Policy of the District would not materially change. Director Kirker said he would like to get a map with our boundaries of our Caltrans permit so we can visualize this. Mr. McDonald will email this to the Directors. Director Peterson said the area is roughly seven acres and the planting area is just outside our permit area. He said we have a wide range of what we can do. Mr. McDonald said absent an objection by the Board, he will draft a letter of support for the CREEC project. Regarding the Memorial Hall, Director Peterson said he is still waiting for the architect to finish the drawings to be consistent with the engineer's drawings for the Memorial Hall. He said the project is not moving and will see what he can do to get it moving.
4. REPORTS FROM COMMISSIONERS: None
5. PUBLIC HEARING: Mr. McDonald presented a report on the planned Hosselkus Chapel property acquisition. Director Kirker opened the hearing for comments from the public at this time on the purchase of the Hosselkus Chapel. Mary Wais said the Chapel has potential for a benefit to the community but has to balance it with how can the Sanitary Department justify these costs. Mr. Wilson said he believes a town meeting should happen before the purchase of the building. Having heard all

who wished to speak on this subject, Director Kirker closed the hearing. Director Barassi said he agrees with Ms. Wais's comments and believes the strategy should be to rent out as much as possible of the building. He believes someone would rent for storage or office space. Commissioner Manzione said surplus space can be leased out in a public building. He is concerned about the costs being a member of the Crockett Sanitary Commission. Director Kirker said it is irresponsible to move forward without knowing the full costs, and without solid numbers he cannot make a decision. Mr. McDonald will seek a General Contractor to confirm the repair and improvement cost projections completed by staff earlier in the year. Director Peterson said the departments that use the building should share in its costs; he sees great value in the building now and into the future. He said we need to have a town meeting before we vote on the purchase. Director Kirker asked Mr. McDonald to provide him with a Preliminary Title. No action was taken by the Board. Staff to gather information requested and resubmit items for consideration after a public hearing.

6. REPORT OF DISTRICT COUNSEL: No report.

7.a. RECREATION DEPT. REPORT: The Board had received the Minutes of January 6. Mr. Wilson reported the John Swett High School started using the pool two weeks ago. The Crockett Swim Team (CST) will begin using the pool next month. A new shed for the Crockett Swim Team, purchased and installed by them, replaces their old shed so that they have more room for storage of swim team equipment. Mr. Wilson reported he met Cunha Engineering to go over the site of the retaining wall on Pomona Street. He is going to apply for a grant for this project. He said the February 15 Centennial Celebration at the Community Center was a nice event.

7.c. PORT COSTA SANITARY DEPT.: Mr. Barnhill reported there were no Sanitary Sewer Overflow's (SSO's) last month. He said the septic tank, which is the primary treatment unit for the wastewater treatment plant (WWTP), is in full operation following thorough cleaning, engineering inspection, and baffle wall construction. Clean Harbors is still moving containers out of Port Costa. The department received a report that the chain link fence in the parking lot area near the Warehouse was unrolled and crossbars disassembled. It was not taken down by Clean Harbors but happened towards the end of the cleaning project. Director Barassi said he can make sure the fence gets put back up so that the department does not have to hire Morgan Fence to repair.

7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of January 15 along with the written Department Manager's report. Mr. McDonald said that staff has been relying on Regional Government Services (RGS) and MacDonald Accounting Consulting to assist with the backlog in the office. In addition, Dolores Morales is working for the Sanitary Department assisting with data entry and filing. Mr. Barnhill said that she is setup in the back recreation maintenance closet and it includes the storage of paints. Director Kirker said paints are supposed to be stored outside and we need to deal with that situation.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald presented information from California Special District Association's (CSDA's) take Action Brief including Brown Act Update for Social Media (AB 992 – Mullin), CSDA Legislative Days May 19-20 in Sacramento, and the SDLA / CSDA's 2020 Special District Leadership Academy Conference in September in South Lake Tahoe. Director Kirker asked if the law allows directors to comment in a closed group, such as the closed Crockett Facebook group.

7.f. STAFF ANNOUNCEMENTS: Mr. McDonald discussed his most recent Bay Area Clean Water Agency (BACWA) meeting with General Managers from Bay Area Wastewater agencies including ongoing

exfiltration Notice of Intent to sue letters being served to Sunnyvale and Mountain View, how climate change action is not just the handling of rising tides and the threat to facilities but on action agencies take to lower their carbon footprint, and how science needs to be driving force on climate change action. He reported the California Sanitation Risk Management Authority 2019 Annual Report & Comprehensive Annual Financial Report is available in the District office.

8. CONSENT CALENDAR: Director Barassi asked that Item 8.a. be removed from the consent calendar.

Director Peterson asked that item 8.e. be removed from the consent calendar for discussion. The following items were approved unanimously (kp/es):

- b. Approve payment of District bills (warrants Rec. 8558-8595; PCSan, 1189-1198; CVSan 6056-6087).
- c. Receive Minutes of Commissions and Committees.
- d. Approve Aquatics Office Manager job description, as recommended by Personnel Committee.

9.a. CONSENT ITEMS REMOVED:

Item 8.a. "Minutes of January 22, 2020" – Director Barassi asked for a correction be made to minutes item 7.c. and a motion to adopt corrected minutes of January 22, 2020 carried unanimously (lb/kp).

Item 8.e. "Receive letter sent to JSUSD on protection of sanitary sewers at Carquinez Middle School" – Director Peterson said the Board should be made aware that as this is a State project our District is not subject to the permitting process and that we do not have authority over State agencies. A motion to receive the letter was approved unanimously (kp/es).

9.b. REVISED POLICY FOR EVALUATION OF GENERAL MANAGER: Mr. McDonald presented the revised policy as approved by the Personnel Committee. A motion to approve the revised policy carried unanimously (kp/es).

9.c. REDUCING COMMITTEE BY ATTRITION: Mr. McDonald reported the Personnel Committee chose not to announce vacancy on their committee and instead support reducing the committee by attrition. Director Peterson said the District is better served by having more volunteers and doesn't believe it serves the community by having less. There was general consensus that having a forum for the public is beneficial. Director Barassi said he attends the meetings and believes the rules should be changed so that the committee can talk more. A motion was made by Director Sutton to adopt Resolution No. 19/20-16 reducing the Police Liaison Committee by attrition but there was no second, the motion did not pass. Director Kirker proposed adding a future agenda item to discuss the role of the Police Liaison Committee and how it can best serve the public.

9.d. VACANCY ON PORT COSTA SANITARY COMMISSION: Director Peterson asked if there is a restriction on how alternates are to be seated when a seat is vacant, for voting etc. Mr. McDonald said the Commission Chair will switch between the two alternates equally if a regular commissioner is absent for a monthly meeting. A motion to approve Resolution No. 19/20-17 appointing Tom List to the Port Costa Sanitary Commission for two years and appointing Sarah Louise Humann and Karen Klaiber as alternates to serve when an appointed Commissioner(s) are absent carried unanimously (lb/kp).

10.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald said the balance of Port Costa's investments have been liquidated in anticipation of cash needed to pay Clean Harbors invoice related to the Port Costa Septic Tank Cleaning Project.

10.b. INTER-DEPARTMENT LOAN TO PORT COSTA SANITARY DEPARTMENT: Mr. McDonald reported the Port Costa Sanitary Department will need additional cash to be able to pay off its upcoming debts. He suggested that an inter-department loan, similar to terms of the current loan, be considered. It was the consensus of the Board to follow precedent to have the Port Costa and Crockett Sanitary Commissions decide if an inter-department loan to address anticipated cash shortfall is in their respective best interests.

11.a. PERSONNEL COMMITTEE REPORT: The Board had received the Minutes of February 18, 2020 and December 17, 2019. No further report.

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEE REPORTS: Director Peterson said the Ad-hoc Strategic Planning Committee met, that they are back on track to get something that is useful. Director Kirker asked if there is extra dirt that can be placed around Memorial Hall foundation steps.

11.d. INTER-AGENCY MEETINGS: None

12. FUTURE AGENDA ITEMS:

- Draft budget FY 20/21 (March)
- Consider reexamining role and rules of Police Liaison Committee (April)
- Public hearing on Hosselkus Chapel (April).
- Receive Preliminary FY 20/21 Budget (April).
- Set date for public hearing (April).
- Approve newsletter (April).
- Prop. 218 requirements (April).
- 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.

13. BOARD COMMENTS: Director Peterson said he will miss the May 20 meeting and Director Sutton said she will miss the March 25 meeting. It was suggested the Budget & Finance Committee meet before May 19 and after June 14.

14. ADJOURNMENT: The meeting was adjourned at 9:50 PM until March 25, 2020.

Respectfully submitted,

Susan Witschi

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March 12, 2020