

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.

ORDINANCE NO. 19-8

**AN ORDINANCE ADDING, AMENDING, AND CORRECTING THE
GENERAL PROVISIONS, ADMINISTRATION, PERSONNEL, PERMITS AND FEES
TITLES OF THE CROCKETT COMMUNITY SERVICES DISTRICT CODE BY
REPEALING AND REPLACING THE DISTRICT CODE IN ENTIRETY**

WHEREAS, the Crockett-Valona Sanitary District adopted its District Code by Ordinance No. 05-1 on January 19, 2005 pursuant to the provisions of Government Code Section 50022.1-50022.8, 50022.10 and Health and Safety Code Section 6491.2; and

WHEREAS, the Crockett Community Services District (“District”), officially formed on July 13, 2006, as successor to the concurrently dissolved Crockett-Valona Sanitary District; and

WHEREAS, pursuant to Local Agency Formation Commission (“LAFCO”) of Contra Costa County Resolution No. 04-22, all existing codes, ordinances, rules, regulations, specifications, resolution, fee schedules and policies of the dissolved agencies remained in effect in the District until modified by the District Board of Directors; and

WHEREAS, the District is a community services district with authority to adopt, modify, and repeal ordinances pursuant Government Code Section 61060, subdivision (a) and the procedures of Article 7 (commencing with Section 25120) of Chapter 1 of Part 2 of Division 2 of Title 3 of the Government Code; and

WHEREAS, the District has the authority to designate any ordinance adding to, amending, correcting or repealing all or any part or portion thereof as an addition to, amendment to, correction or repeal of the Code; and.

WHEREAS, Government Code Section 25126 allows any or all ordinances of which have been enacted and published in accordance with the provisions of its charter or this article, and which have not been repealed, may be compiled, consolidated, revised, indexed, including such restatement and substantive change as is necessary in the interest of clarity, and arranged as a comprehensive ordinance code; and

WHEREAS, the District has identified the need make various minor additions, amendments, clarifications, and corrections throughout the District Code Title 1: General Provisions, Tile 2: Administration, Title 4: Personnel, Title 5: Permits & Licensing, Title 6: Fees and Charges; and

WHEREAS, Resolution No. 19/20-07 authorized the drafting of an ordinance to add to, amend, and correct the District Code was adopted on July 24, 2019; and

WHEREAS, not less than three copies of this Ordinance and a document entitled "Crockett Community Services District Code – Serving the Communities of Crockett and Port Costa, California" ("Exhibit A") is on file in the Office of the Secretary of the District and has been available for review for a period of more than 5 days.

IT IS ORDAINED by the Board of Directors of Crockett Community Services District as follows:

1. **Repeal of District Code.** Pursuant to the provisions of Government Code Section 25129 the comprehensive codified Crockett Community Services District Code, originally adopted by Ordinance No. 05-1 on January 9, 2005 and pertaining to the General Provisions, Administration, Personnel, Permits and Licenses, Fees and Charges, Parks and Recreation Facilities, Sewers, and Source Control (Pretreatment) in and of the District, is hereby repealed in its entirety.

2. **Adoption of District Code.** Pursuant to the provisions of Government Code sections 25126 through 25128 and 25131, there is hereby adopted by reference hereto the Crockett Community Services District Code ("Code"), as on file with the Office of the Secretary of the District ("Exhibit A"), and which pertains to the General Provisions, Administration, Personnel, Permits and Licenses, Fees and Charges, Parks and Recreation Facilities, Sewers, and Source Control (Pretreatment) in and of the District.

3. **District Boundary – Crockett and Port Costa.** Pursuant to the provisions of Government Code 61060 and authorized by LAFCO Resolution No. 04-22, the adoption of the District Code replaces existing codes, ordinances, rules, regulations, specifications, fee schedules that were in place prior to the formation of the District, and is applicable in its entirety to the communities of Crockett and Port Costa, California within the District Boundary, as authorized by LAFCO.

4. **Title-Citation-Reference.** The Code shall be known as the "Crockett Community Services District Code" or the "Code," and it shall be sufficient to refer to said Code as the "Crockett Community Services District Code" in any proceeding at law or equity. It shall be sufficient to designate any ordinance adding to, amending, correcting or repealing all or any part or portion thereof as an addition to, amendment to, correction or repeal of the Code. Further reference may be made to the titles, chapters, sections and subsections of the Code, and such references shall apply to that numbered title, chapter, section or subsection as it appears in the Code.

5. **Codification Authority.** The Code consists of existing ordinances of the District and other language, and is codified pursuant to the provisions of Government Code Section 61060 and Section 25120, *et seq.*

6. **Reference Applies to All Amendments.** Whenever a reference is made to the Code, or to any portion thereof, or to any ordinance of the District, the reference shall apply to all amendments, corrections and additions heretofore, now or hereafter made.

7. **Title, Chapter and Section Headings.** Title, chapter and section headings contained herein shall not be deemed to govern, limit, modify or in any manner affect the scope, meaning or intent of the provisions of any title, chapter or section of the Code.

8. **Reference to Specific Ordinances.** The provisions of the Code shall not in any manner affect matters of record which refer to, or are otherwise connected with ordinances which are therein specifically designated by number or otherwise and which are included within said Code, but such reference shall be construed to apply to the corresponding provisions contained within said Code.

9. **Effect of Code on Past Actions and Obligations.** The adoption of the Code shall not in any manner affect the prosecution for violations of ordinances, which violations were committed prior to the effective date hereof, nor be construed as a waiver of any license, fee, or penalty at said effective date due and unpaid under such ordinances relating to the collection of any such license, fee, or penalty, or the penal validity of any bond or cash deposit in lieu thereof required to be posted, filed or deposited pursuant to any ordinances and all rights and obligations thereunder appertaining shall continue in full force and effect.

10. **Severability.** The provisions of this Ordinance are severable and if any provision, clause, sentence, word or part thereof is held illegal, invalid, unconstitutional, or inapplicable to any person or circumstances, such illegality, invalidity, unconstitutionality, or inapplicability shall not affect or impair any of the remaining provisions, clauses, sentences, sections, words or parts thereof of the Ordinance or their applicatory to other persons or circumstances.

11. **Superseding Effect.** This Ordinance supersedes all previous and currently existing regulations that are in conflict with its provisions, and all such regulations are rescinded and repealed as of the date of this Ordinance becomes effective.

12. **CEQA.** In accordance with the California Environmental Quality Act Public Resources Code Sec. 21000 et seq. ("CEQA") and the regulations promulgated pursuant to CEQA ("CEQA Guidelines"), the District's Board of Directors finds and determines that with respect to the Board's approval and adoption of the Code finds that this Ordinance is not a "project" within the meaning of CEQA or the CEQA Guidelines:

- a) In some parts, the Code merely represents a unification, restatement and clarification of existing policies and procedures of the District with regard to the matters addressed in the Code and, therefore to that extent, neither the Code itself nor its adoption constitutes a "project" as that term is defined under CEQA; and

- b) To the extent that any portion of the Code may be a “project” for purposes of CEQA, it is found and determined that:
- i) Those portions of the Code that establish policies and procedures which are ministerial in nature are statutorily exempt from the requirements of CEQA. (CEQA Guidelines, §15268);
 - ii) Those portions of the Code that establish or reestablish fees, rates and/or charges are statutorily exempt from the requirements of CEQA in that in each instance the fee, rate and/or charge is necessary for purposes of meeting operating expenses of the District, meeting financial reserve needs and requirements of the District and/or obtaining funds for capital projects which are necessary to maintain services within existing service areas in the District. (CEQA Guidelines, §15273);
 - iii) Those portions of the Code that establish regulatory processes and procedures with regard to the disposal of wastewaters and solid waste and the use of the District's wastewater facilities constitute procedures for the protection of the environment and, therefore, they are categorically exempt from the requirements of CEQA. (CEQA Guidelines, Categorical Exemption Class 8, §15308.); and
 - iv) Neither the Code, nor any part of it, nor its adoption by the District's Board of Directors, nor its operation and enforcement by the District is likely to have a significant effect on the environment.

13. Constitutionality. If any section, subsection, sentence, clause or phrase of the Code is for any reason held to be invalid or unconstitutional, such decision shall not affect the validity of the remaining portions of that Code. The Board of Directors hereby declares that it would have passed this Code, and each section, subsection, sentence, clause and phrase thereof, irrespective of the fact that any one or more sections, subsections, sentences, clauses or phrases had been declared invalid or unconstitutional, and if for any reason this Code or this ordinance should be declared invalid or unconstitutional, then the original ordinance or ordinances codified as the Code shall be in full force and effect.

14. Effective Date. Upon adoption, this Ordinance shall be entered in the minutes of the Board and shall be published in the West County Times promptly following its passage and adoption, and this Ordinance shall take effect and be in force and effect immediately after the 30th day following adoption, as prescribed by Government Code § 25123.

I HEREBY CERTIFY that the foregoing Ordinance was duly and regularly adopted by the Board of Directors of the Crockett Community Services District, at a regular meeting thereof, held on the ____ day of _____, 2019, by the following vote:

AYES:

NOES:

ABSTAIN:

ABSENT:

Kent Peterson
President of the Board of Directors,
Crockett Community Services District,
County of Contra Costa,
State of California

COUNTERSIGNED:

Dale McDonald, Secretary
Crockett Community Services District

Approved as to Form: _____
Rachel Hundley
District Counsel

3392308.1

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: manager@town.crockett.ca.us

website: www.town.crockett.ca.us

TO: Crockett Sanitary Commissioners / Board of Directors

FROM: General Manager 

SUBJECT: Crockett Sanitary Department Managers Report

DATE: November 4, 2019

The Crockett Sanitary Department Managers Report highlights items of interest that occurred between October 15, 2019 and November 4, 2019.

Operation and Maintenance

- There was one Category 1 Sanitary Sewer Overflows (SSO) reported in October, manhole E-08-02 overflowed onto Bishop and into adjacent storm drain on October 27.
- PG&E Public Safety Power Shutdown (PSPS) from October 26 to October 28. Pump stations performed without issue on backup generator power. Refinery, Co-gen, and Joint-Treatment-Plant disconnected from PG&E, powered from steam generation during PG&E outage. Staff monitored diesel levels and Loring Pump station, manually pumped down Loring wet-well every 3-4 hours during power outage.
- CD & Power completed annual generator service and load bank testing at pump station.
- Grinder motor replaced by West County Wastewater District.
- New bleed line installed from water pump motor by WCWD to prevent air-gap from occurring, should lessen water/air pressure alarms at pump station.

Capital Improvements / Projects

- Emergency repair on sewer W-12-04 to W-12-01 near 1963 Carquinez completed. Repair expanded to approx. 10' of 4" HDPE from manhole to spot past retaining wall.
- Atherton/Cooke Project C-1002 contract awarded and submittals received.

Administrative/Financial:

- Direct billed properties that receive sewer service but were not billed on tax roll.
- 2019 Sewer and Stormwater Summit; McDonald completed Compliance, Engineering, and Management track and Barnhill completed Operations and Maintenance track.
- General Manager McDonald spent approximately 41% of his time towards Crockett Sanitary Department operations and 7% on Capital Projects in October. The rest of his time was spent on District business 41%, Recreation and PLC 4%, Maintenance 2%, and Port Costa 5%. He worked a total of 213 hours in October.

7.d.

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR MEETING, OCTOBER 23, 2019

- 1. CALL TO ORDER:** The meeting was called to order at 7:02 PM by President Peterson. Present were Board Members Barassi, Kirker and Sutton, along with District Counsel Hundley, General Manager McDonald, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present was Sanitary Commissioner Wais. Director Mackenzie and Recreation Department Manager Wilson were absent.
- 2. AGENDA ORDER:** There were no requests to hear agenda items out of order.
- 3. PUBLIC COMMENTS:** Carla Garbis and Lindsey Pannell, members of the Crockett Improvement Association (CIA), formed a committee to research the feasibility of a parcel tax to benefit the town. Ms. Pannell asked if the District can help determine what maintenance services are currently being provided and by whom. Director Peterson asked if the CIA committee is looking for support from the CSD. Mr. McDonald informed the Board that the CIA Committee had approached him earlier and he plans to discuss this in more detail under the Maintenance Department report. He said the Board can direct staff to place this item on a future agenda for discussion at that time.
- 4. REPORTS FROM COMMISSIONERS:** None
- 5. PUBLIC HEARING:** Mr. McDonald introduced Ordinance No. 19-8 and gave a brief summary on the need to repeal and replace the District Code. He asked that a motion to waive the reading of the ordinance be considered. A motion to waive the reading of Ordinance No. 19-8 carried unanimously (es/mk). Director Peterson opened the public hearing and after hearing no comments closed the public hearing. The Board was invited to speak on the issue. No suggested changes were made to the ordinance. A motion to introduce 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 as presented carried unanimously (lb/es). Staff was directed to publish the summary of Ordinance No. 19-8 and schedule a second public hearing in November to consider its adoption.
- 6. REPORT OF DISTRICT COUNSEL:** District Counsel Hundley greeted the District Board. She said if members of the Board ever have any questions she is available by e-mail or phone.
- 7.a. RECREATION DEPT. REPORT:** Ms. Witschi reported the Berliner UFO net in the park has been replaced and that was the last item on the park safety inspection to address.
- 7.b. MAINTENANCE DEPARTMENT:** Director Peterson reported the engineer's drawing for use of cast in place piers for the seismic retrofit of Memorial Hall has been received from Holmes Structures. He would like to hold a meeting as soon as possible to discuss putting the project out to bid again, reminding the Board that all bids were rejected when it was last sent out to public bid. Director Peterson wondered, since it has previously gone to public bid, if the

District is required to go through the public bid process again if the modifications of the drawings are only slightly revised. Mr. McDonald said he believes that because the method and type of pier installation has changed, that because the original rejected bid occurred over 1 year ago, and that the District now follows the Uniform Public Construction Cost Accounting Act (CUPCCAA) policies and procedures for construction projects, it is doubtful that the District can skip the bid process and go directly to a contractor. He said he will investigate CUPCCAA policies and advise the Memorial Hall Committee on findings. Director Barassi asked if a member of the District Board can submit a bid on the project if they are qualified general contractor. Counsel Hundley said Conflict of Interest laws prohibit Board members to bid on any District projects. She added that any violation of Conflict of Interest law Section 1090 would void the contract. Director Peterson said the streetlight in front of the gas station will be replaced tomorrow. Larry Hayden, with the Crockett Chamber, has contacted an electrician to revisit three streetlights to get them all working for the upcoming Christmas light decorations to be installed downtown. Director Kirker said neighbors are complaining to him about the barricades left up at Memorial Hall and asked when the railing on the stairs will be put up. Director Peterson said he has no recollection of any volunteers offering to put railing up; the question can be revisited at the next Memorial Hall meeting. Mr. McDonald asked the Board is there any objection if he meets with the CIA committee to inform them of the maintenance items around town that could benefit from their involvement. Director Peterson said he would like to help do this since he has been through the process of putting a parcel tax on the ballot before. Director Sutton said the District has a duty to provide information as long as it does not create a burden and at this point she feels that we should provide assistance within reason. Director Barassi generally supports having maintenance issues funded, even though he is generally against taxes, and maybe it is time to have the discussion on starting to institutionalize what is now currently volunteer based. Mr. McDonald will meet with the CIA committee. Mr. McDonald said a fire was started on the hillside above Alexander Park on Friday October 18 which burned along the path of the old stairwell to the top of Crotona Heights Drive. He said the District is the owner of the hillside. Director Barassi asked if we are aware of the person(s) who started the fire and is concerned about the District's liability for future fires started on our property. Mr. McDonald said it appears to have started under shrubs mid-way up the hillside and is not aware if anyone was identified as being responsible for the fire. The area has been used in the past as a place to hide on the hillside to smoke. He said the hillside still has a lot of dead trees that need to be removed, funding needs to be identified.

7.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of September 11. Director Barnhill reported no Sanitary Sewer Overflows (SSOs) occurred in September. He said operators are still looking into why the plant recorded a low pH level in effluent. CD & Power serviced the backup diesel generator today. He attended the Bay Area Water Quality Control Board meeting in Olema on October 9 followed by a tour of the Marshall Community Wastewater Treatment System and learned about the types of management practices used at the site to protect water quality. He said Marshall has about 60 homes with similar challenges faced by Port Costa and has chosen land discharge as the most beneficial for their community. He said Port Costa continues to look into options for how they handle their wastewater treatment and discharge but that an engineer would have to develop any formal proposals. There was discussion on pumping to Crockett but Director Peterson said that the current C&H agreement may prohibit it. Mr. McDonald said that the operators at the Joint-Treatment-Plant indicate that there is more than enough capacity. He said he will look into the C&H agreement to see if it looks possible for Port Costa to pump to Crockett. Director Barassi asked about alternate septic tank cleaning proposals. Director

Barnhill said the department is waiting on a proposal from Clean Harbors to clean the septic tank. He said there were questions on where to haul decanted solids and container placement. Once the proposal is received it will be compared to the Ponder quote of \$186K, plus Time & Material (T&M) for baffle repair. Director Barnhill said the baffle replacement must be engineered. Director Kirker said we have design drawings of the septic tank. Director Barnhill said that is true but that after sludge is pumped out the actual site condition must be investigated by an engineer, any operational change to the replacement baffles must be engineered. Director Kirker asked about the covered contact basin and how that is working. Director Barnhill said it has reduced sun exposure to help with algae buildup but he plans to move it lower so that it captures leaves from entering the contact basin as well.

7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of June 19. Mr. McDonald said the Commission has not met the last few months and that is why there are no newer minutes. The written department manager report was received. Staff attended the Sewer and Stormwater Summit 2019 on October 17 where sessions on operation & maintenance, compliance, engineering, and management were taken. No questions were raised.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported Senate Bill No. 13, Accessory Dwelling Units, was approved by the Governor on October 9, 2019. Assembly Bill No. 849, City and County Redistricting, does not apply to special districts like ours but does continue the public discussion on boundaries for the purpose of electing members of governing bodies based on changing demographics.

7.f. STAFF ANNOUNCEMENTS: Mr. McDonald reported Ken Dennison has left his position as the Crockett Joint Treatment Plant Manager with Inframark on October 15. He has taken a new position with the Mt. View Sanitary District in Martinez. CalPERS is offering a Roth 457 provision which is just an amendment to the original agreement in place with the District, costs the District nothing, and therefore does not require Board approval or a resolution to offer it to its employees. Unless there is an objection Mr. McDonald said he will complete the adoption form with CalPERS and will offer it to eligible employees. No objections were raised. Director Peterson said he would like to attend the Special District Climate Adaptation Roundtable event to be held in Berkeley on November 6. Director Kirker asked if there was any news on the Hosselkus Chapel. Mr. McDonald said he is awaiting the appraisal before calling the Ad Hoc Committee to review. He expects the question on making an offer will be considered at a Board meeting in November.

8. CONSENT CALENDAR: Director Peterson asked that item 8.c. be removed from the consent calendar for further discussion. The following consent items were approved unanimously (lb/es):

- a. Approve Minutes of September 25, 2019.
- b. Approve payment of District bills (warrants Rec. 8382-8427; PCSan, 1144-1152; CVSan 5961-5981; Maintenance 422-423).

9.a. CONSENT CALENDAR: Item 8.c. Minutes of Commissions and Committees. Director Peterson asked about Item 4.a. on the Police Liaison Committee minutes. He said he didn't know of any flood gate on San Pablo Avenue. Mr. McDonald said it should just say gate. A motion to approve Minutes of Commissions and Committees, as amended, carried unanimously (mk/lb).

9.b. HEALTH BENEFITS PROGRAM: Mr. McDonald presented information on the proposed health care program supported by the Personnel Committee. Director Peterson asked for clarification on the meaning of “full-time benefit eligible employees who work at least 30 hours a week”. He was concerned that the resolution does not define a time period for counting the 30 hours, such as measured over a month, and asked if time includes vacation and sick leave as work. Mr. McDonald said the resolution template, memorandum of understanding, and underwriting eligibility agreement were all developed by Special District Risk Management Authority (SDRMA). He said all conversations with SDRMA regarding the one employee with flexible hours, Dolores Morales, indicated that this will not be a problem. He expressed the importance of moving forward as to allow employees to make decisions on their health coverage during the upcoming open enrollment period. A motion to approve Resolution No. 19/20-08 authorizing participation in Special District Risk Management Authority’s (SDRMA) Health Benefits Program, execution of Memorandum of Understanding between the District and SDRMA, and execution of Program Participation Agreement, with clarification that the measured work week, vacation, and sick leave would allow all District identified eligible employees to take part in the health benefit program, carried unanimously (es/mk).

9.c. CONFIRMING PUBLICATION OF DISTRICT ORDINANCES: A motion to approve Resolution No. 19/20-08 confirming publication of District Ordinances No. 19-2 through 19-7 carried unanimously (lb/es).

9.d. STATUS REPORTS: Mr. McDonald asked for feedback from the Board on prioritizing items on the status reports presented as current staff resources is not sufficient to address the backlog. He suggested that since it was getting late the item can be moved to the Long Range Planning Meeting schedules for next month. Director Peterson directed staff to bring this item to the Board at their Long Term Planning Session and he will speak with the General Manager directly to help develop agenda items for the meeting as well.

9.e. SERIAL MEETING PROHIBITION: Mr. McDonald presented a memo on serial meetings as defined by the Brown Act from a publication by the California Attorney General’s Office titled “The Brown Act – Open Meeting for Local Legislative Bodies (2003)”. He reminded the Board of the requirement to abstain from serial meetings that would be used to develop a concurrence of action. Not included in the memo was information from Senate Bill 1732 from 2009 which updated the Brown Act allowing Executive Directors (in our case the General Manager) to discuss substantive matters with individual elected officials as long as the ED/GM does not tell any other elected official. Mr. McDonald said due to the way the District has granted authority to Commissioners he would extend the serial meeting prohibition requirements to their respective bodies as well. He mentioned that Brown Act training, while not required, would be beneficial. Ms. Wais mentioned that she recently saw Brown Act Training on Contra Costa Television (CCTV). Mr. McDonald will send an email to Directors and others with the link on training.

10.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported the Local Agency Investment Fund interest rate has gone from 2.57% to 2.45%. No additional comments were made or received.

10.b. BOARD SECRETARY/CLERK CONFERENCE: Mr. McDonald presented a memo on an upcoming Board Secretary Clerk Conference he believes would be beneficial for Assistant

Secretary Witschi to attend. He said there is money in the training budget for the conference but that it has been the District's practice to encourage training nearby and not to pay for hotel lodging or travel. He asked the Board to consider pre-approving the added cost for travel and hotel for this event. Directors discussed the merits and questioned the benefit vs. cost. Mr. McDonald said it is important to invest in our employees and feels that outside training and interacting with one's peers has value. Director Barassi said he supports electronic transcription with verbatim minutes. Director Kirker said he'd have higher expectations regarding the quality of the minutes if training is improved. A motion to approve Ms. Witschi's registration for the Board Secretary/Clerk Conference at Seaside along with approval of hotel and travel costs, as deemed necessary by the General Manager, carried with 2 ayes (es/mk), one nay (kp), and one abstention (lb).

11. CLOSED SESSION – PERSONNEL: The Board went into closed session at 9:28 PM to perform the General Manager's annual performance evaluation. Mr. McDonald left the meeting and was called back in later.

12. OPEN SESSION: The meeting resumed in open session at 10:45 PM. The Board completed the performance evaluation and report they are satisfied with the General Manager's performance. The Board directed staff to place an item on next month's agenda to consider a two-step merit increase for the General Manager.

13.a. PERSONNEL COMMITTEE REPORT: None

13.b. BUDGET & FINANCE COMMITTEE REPORT: None

13.c. AD HOC COMMITTEE REPORTS: None

13.d. INTER-AGENCY MEETINGS: None

14. FUTURE AGENDA ITEMS:

- Authorization of offer for acquisition of Hosselkus Chapel (Nov).
- Annual long-term strategy workshop (Nov).
- Consider adoption of District Code Ordinance (Nov).
- Employment Agreement Modification for General Manager (Nov).
- 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: None

16. ADJOURNMENT: The meeting was adjourned at 10:46 PM until November 20, 2019.

Respectfully submitted,

Susan Witschi
November 7, 2019

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 11/7/19 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
11/08/2019	RONALD D. WILSON	Payroll October 2019	2,491.00	8428
11/08/2019	DOLORES M. MORALES	Payroll October 15-31	722.24	8429
11/08/2019	KATELYNN M. CLEMONS	Payroll October 15-31	493.19	8430
11/08/2019	SUSAN G. WITSCHI	Payroll October 15-31	2,143.90	8431
11/08/2019	TREVOR B. DEES	Payroll October 15-31	57.95	8432
11/08/2019	UNITED STATES TREASURY...	Fed Payroll Tax Liability	1,286.10	8433
11/08/2019	EMPLOYMENT DEVELOPME...	State Payroll Tax Liability	113.53	8434
11/08/2019	CalPERS Public Employees R...	CalPERS Retirement and 457 Lia...	1,685.92	8435
11/08/2019	English Sweep	Chimney Sweep	350.00	8436
11/08/2019	LINCOLN FINANCIAL GROUP	LTD Insurance	69.19	8437
11/08/2019	MEYERS NAVE	General Legal Advice	487.64	8438
11/08/2019	Regional Government Services	Consultant Contract Services	87.48	8439
11/08/2019	DOLORES M. MORALES	Paint Supplies	240.78	8440
11/08/2019	AT&T	Phone	361.47	8441
11/08/2019	Delta One Security, Inc.	Security Guards	1,097.28	8442
11/08/2019	PG&E	Gas & Electric	3,061.36	8443
11/08/2019	UNIVERSAL BUILDING SERV...	Janitorial Services	136.30	8444
11/08/2019	Ron Wilson.	Mileage	106.72	8445
11/08/2019	Catherine Arambula	Cleaning & Damage Deposit	700.00	8446
11/08/2019	Gabriela Duran	Cleaning & Damage Deposit	700.00	8447
11/08/2019	Ana Chaparro	Cleaning & Damage Deposit	700.00	8448
11/08/2019	Diane Parks	Cleaning & Damage Deposit	550.00	8449
11/08/2019	PG&E	Gas & Electric	357.00	8450
11/08/2019	Edelia Sanchez	Cleaning & Damage Refund	805.00	8451
11/08/2019	Charles Dell	Gazebo, Porch and Stairs repair	2,441.16	8452
11/08/2019	TERRACARE ASSOCIATES	Landscaping services	2,171.00	8453
Total FUND 3241 - RECREATION			23,416.21	
TOTAL			23,416.21	

Kent Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 11/7/19 Fund: 342600 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3426 - CV SANITARY - O&M				
11/08/2019	DALE A. McDONALD	Payroll October 2019	4,245.08	5982
11/08/2019	JAMES G. BARNHILL	Payroll October 2019	4,411.70	5983
11/08/2019	UNITED STATES TREASUR...	Fed Tax Payroll Liability	1,508.40	5984
11/08/2019	EMPLOYMENT DEVELOPME...	StateTax Payroll Liability	443.96	5985
11/08/2019	CalPERS Public Employees R...	CalPERS Retirement and 457 Li...	4,034.89	5986
11/08/2019	LINCOLN FINANCIAL GROUP	***** VOID *****		5987
11/08/2019	MEYERS NAVE	General Legal Advice	749.16	5988
11/08/2019	Regional Government Services	Contract Services for October	154.98	5989
11/08/2019	DOLORES M. MORALES	Desk and Paint Supplies	377.27	5990
11/08/2019	CD & Power	Annual Generator Service	1,650.00	5991
11/08/2019	C&H SUGAR CO.	WWTP Operating Costs Septem...	61,512.08	5992
11/08/2019	County of Contra Costa	Assessor List	13.85	5993
11/08/2019	L.R. PAULSELL CONSULTING	Atherton-Cooke Sewer Project - ...	1,560.00	5994
11/08/2019	PG&E	Electric	2,554.73	5995
11/08/2019	Roche Home Inspection Servi...	Commercial Property Inspection	1,125.00	5996
11/08/2019	Sewer Works	Access & Repair 154 Duperu	4,500.00	5997
11/08/2019	Smith & Associates, Inc.	Appraisal - 1 Rolph Park Drive	1,600.00	5998
11/08/2019	DOLORES M. MORALES	Mileage Reimbursement	56.84	5999
11/08/2019	AT&T	Pump Station and Office Phone	192.69	6000
11/08/2019	Dale McDonald	Office & Mileage Reimbursement	236.16	6001
11/08/2019	UNION PACIFIC RAILROAD ...	Rent Easement	2,484.70	6002
11/08/2019	LINCOLN FINANCIAL GROUP	LTD Insurance Premium	120.12	6003
Total FUND 3426 - CV SANITARY - O&M			93,531.61	
TOTAL			93,531.61	

Kent G. Peterson

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 11/7/19 Fund: 342500 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3425 - PC SANITARY - O&M				
11/08/2019	East Bay Muni Utility Division	FY 20 BACWA Membership	2,478.00	1153
11/08/2019	Eurofins Calscience LLC	Lab Testing	1,680.00	1154
11/08/2019	James Barnhill	Mileage Reimbursement	86.04	1155
11/08/2019	Valley Operators, LLC	Monthly Service Fee & Gas for Generators	4,548.00	1156
11/08/2019	MEYERS NAVE	General Legal Advice	123.46	1157
11/08/2019	Regional Government Services	Contract Services for October	25.54	1158
11/08/2019	CD & Power	Generator service annual invoice 01-24678	1,275.00	1159
Total FUND 3425 - PC SANITARY - O&M			10,216.04	
TOTAL			10,216.04	

Kent Peterson

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

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website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, SEPTEMBER 9, 2019

1. CALL TO ORDER: The meeting was called to order at 6:01 PM by Chairperson Cusack. Present were Commissioners Botta, Choquette, Scheer and Valentini, along with General Manager McDonald, Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Commissioner Choquette arrived later and Commissioner Airoidi was absent
2. AGENDA ORDER: Commissioner Cusack asked to move Item 7.b. after Item 2.
- 7.b. PERFORMANCE SURVEY FORMS: Commissioner Cusack said he is the Chair of the Personnel Committee and he has only received 2 performance reviews back from Commissioners. Commissioner Valentini said he doesn't deal with Dale. He said he only deals with Mr. Wilson. Commissioner Cusack would like the Commissioners to fill out the attached survey for the General Manager. Commissioner Choquette arrived at 6:08 pm.
3. PUBLIC COMMENTS: Commissioner Choquette said she would like to put on a future agenda item making our facility a cooling center for the general public.
4. CONSENT CALENDAR: The following consent item was approved unanimously (jv/lc):
 - a. Receive Report from Facilities Manager.
5. ANNOUNCEMENT OF VACANCY: Mr. McDonald reported there is an open seat on the commission. He said you can either announce a vacancy or keep the commission at six. Commissioner Scheer asked how long has it been at seven. Mr. McDonald said since 2006. It was the consensus of the commission to remain at six.
6. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald said we earned \$2,080 in interest this quarter.
- 7.a. DISTRICT BOARD ACTIONS: Mr. McDonald said the Board authorized investigating the purchase of the Hosselkus Chapel for public use.
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported the tennis courts were completed on August 1 for \$19K. The motor starter at the pool went out and was replaced. Mr. Wilson reported he met with the Crockett Community Foundation last week and wrote the final report on the deck project. Funds for architect to make changes to plans using the returned \$18K to Crockett Community Foundation were requested. Commissioner Cusack said the tennis courts look gorgeous.
9. COMMISSIONERS: No reports.
10. FUTURE AGENDA ITEM:
Consider Community Center as a Cooling Center.

11. COMMISSIONER COMMENTS: Commissioner Choquette said the tennis courts look beautiful and the pool looks great. Commissioner Scheer asked if we lost lifeguards over the summer. Mr. Wilson said we had enough for the season and only towards the end when school was getting close did we have to shuffle the work schedule.

12. ADJOURNMENT: The meeting was adjourned at 6:35 PM until October 7, 2019.

Respectfully submitted,



Susan Witschi
September 10, 2019

CROCKETT POLICE LIAISON COMMITTEE

of the Crockett Community Services District

P.O. Box 578 – Crockett, CA 94525

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Fax (510) 787-2459

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MINUTES OF REGULAR MEETING, OCTOBER 7, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Angell. Present were Committee members Cardwell, Currington, Melero, and Wais. Committee members Botta and Valentini were absent.

2. AGENDA ORDER: No requests for items out of order.

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: It was reported that the stop signal at San Pablo and Merchant is not working correctly. Mr. Angell will contact Public Works.

5.a. REPORT FROM DEPUTY: Deputy Spangler reported that she is still working on removing vehicles by the gate on San Pablo Avenue. She reminded us that this is a slow process. She is working on RV's parked on public streets and driveways. She also reported that the Nantucket was broken into again. Vandals got in underneath the structure. They broke out the front windows and damaged the back of the building. Plywood was used to board up the building again. They might have found a company to remove the sunken boats next to Nantucket but the deal is not confirmed. The Bass Club has been working to remove junk around their building and it is looking good.

It was reported that there will be a meeting with State Lands on October 24 in Martinez at 651 Pine Street in the Supervisors Chambers to discuss the Nantucket property. The public was urged to attend as the rumor is the State is leaning towards tearing everything down.

5.b. REPORT FROM CHP ON TRAFFIC ISSUES: Mr. Angell reported for the CHP. Citizens can park for 72 hours on public streets/neighborhoods, after that they are subject to tickets unless they move their vehicles. There were three crashes on Crockett Roads and two DUI arrests.

5.c. NEIGHBORHOOD WATCH: Some residents want to meet but as to date there have been no meetings.

5.d. AD HOC COMMITTEE REPORT: None

6. REPORTS FROM COMMITTEE MEMBERS: It was reported that there have been some recent sidershows on Hercules Avenue in Hercules. The fire in Crolona Heights was a vegetation fire. Our Firefighters did a great job controlling the fire. There will be upcoming power outages for fire protection, Crockett should not be affected.

7. CONSENT CALENDAR: The consent items were approved unanimously (mw/sm):

- a. Approve Minutes of September 9, 2019.
- b. Approve Financial Report.

8. FUTURE AGENDA ITEM:

Safe refuge bulb outs at Merchant and Pomona.

9. ADJOURNMENT: The meeting was adjourned at 7:14 PM until November 4, 2019.

Respectfully submitted,
Barbara Cardwell

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

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Telephone (510) 787-2992
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e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, OCTOBER 16, 2019

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by Chairperson Wais. Present were Commissioners Bartlebaugh, Manzione and Wolthuis, along with General Manager McDonald, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi. Also present was Director Barassi. Commissioner Adams was absent.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
- 4.a. PUBLIC HEARING – 601 WINSLOW: Mr. McDonald reported the owners requested an extension due to financial hardship, to allow more time to address the broken clay sewer under the sidewalk and in the street. A motion to approve a six-month extension on enforcement and allow staff to offer an Access & Repair Agreement if needed for the owner to complete sewer repair carried unanimously (jw/mm).
- 4.b. PUBLIC HEARING – 1890 VISTA DEL RIO: Mr. McDonald reported the owners have been in contact with staff. The owner is having trouble with video inspection contractors showing up. A motion to record the Notice of Violation with the County Recorder's Office, if staff has not received video inspection by October 31, and schedule a second hearing carried unanimously (mm/sb).
5. REPORT OF DISTRICT COUNSEL: No report.
6. CONSENT CALENDAR: Item 6.d was removed from the consent calendar. The consent items 6.a to 6.c. were approved unanimously (jw/mm):
 - a. Approve Minutes of June 19, 2019.
 - b. Receive Status Report on outstanding issues.
 - c. ASR Group NPDES Permit 5-day Notification – Copper Exceedance July 2019.
- 6.d. STATE LANDS COMMISSION LETTER: Mr. McDonald informed the Commission that State Lands Commission (SLC) will be holding their next meeting in Martinez and the issue of the Crockett waterfront is on the agenda. The Commission received the letter from Supervisor Glover to State Lands Commission re: 501 Port Street.
7. REPORT OF CONSULTING ENGINEER: No report.
- 8.a. ENFORCEMENT ACTIONS: The Commission received the report on recent enforcement actions. Mr. McDonald reported the Dead Fish restaurant was contacted regarding grease trap and Fats/Oil/Grease (FOG) buildup in downstream public sewer. West County Wastewater District hydro-jetted the line and staff will now be able to monitor for FOG buildup before pursuing enforcement.

8.b. CELLULAR ALARM NOTIFICATION PROPOSAL: Mr. McDonald reported this item proposed for the Loring Pump Station is not in the budget. He said when power is lost there is no way for the alarm to be transmitted. This is a five-year data plan for \$6,570 which would provide protection from unknown overflows at the Loring Pump Station. He said Port Costa is currently using cellular alarms and is working well for them. A motion to approve Grundfos Loring Pump Station cellular alarm notification proposal for \$6,570.86, which includes 5-year cellular data plan carried unanimously (jw/mm).

8.c. GRUNDFOS PUMP MONITORING : Mr. McDonald presented a proposal from Grundfos to provide a condition monitoring solution to predict potential failures to the pumps at the main Crockett Pump Station before they happen. Commissioner Bartlebaugh asked a few questions. Mr. McDonald said the current monitoring method is by visual inspection once a week by West County Wastewater District (WCWD), usually on Mondays. He said that there have been times that the pumps have failed without warning, most recently the Pump 1 coupler between the motor and pump failed and was not identified as a problem till WCWD visited. The failure rate of influent pumps requiring repair or rebuild is about every 4-5 years at a cost of approximately \$8K for rebuild and \$13k for replacement. He said the value of the monitoring solution would lower the risk of failure during wet-weather events and electrical costs should be lower as problems can be identified early before they begin straining the pumps. With recent staff turnover at WCWD tools and software that will help identify problems before they become a bigger problem will help department staff manage risk at the pump station. Mr. McDonald said that the Motor Control Center (MCC) upgrade with integrated Flygt monitoring is being proposed for installation in the summer of 2020 does not include pump monitoring. Mr. McDonald said the cost of the monitoring program was not budgeted and would fall under Operations & Maintenance as a subscription service. A motion to approve Grundfos continuous pump monitoring solution for primary Crockett Pump Station and enter into subscription service agreement for \$750 per month, \$9,000 annual carried unanimously (sb/mm).

9.a. FINANCIAL REPORT: The monthly statements of Department finances and reports through September 12 were examined by the Commission. He said he met with the auditor and has spent four days providing material for the FY 18/19 audit. The Monthly Summary Worksheet for report date ending October 12 will be presented next month along with the report on sewer use charge revenue that has been placed in the Advance of Taxes account.

9.b. CAPITAL SEWER PROJECTS: Mr. McDonald presented a list of budgeted sewer defects for repair scheduled for FY 2019/20. He said this is an annual requirement and is requesting authorization so he can begin planning capital projects. Commissioner Manzione asked if the replacement sewer rate meets the target of 2% set by the Wastewater Committee. Mr. McDonald said the proposed projects exceed the 2% target. He said that he may have to reallocate funds to as yet unidentified projects but he is very comfortable that the total costs for FY 2019/20 will be below the budgeted allocation. A motion to approve authorization of capital sewer collection system projects for FY 2019/20, total of \$807,030, as previously budgeted carried unanimously (mw/mm).

10.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in September. He said the Board adopted Ordinances 19-2 thru 19-7 superseding and amending prior ordinances. He said the Board directed staff to move forward in possible Hosselkus Chapel acquisition, the building will be appraised tomorrow and staff should have the appraisal in two to three weeks.

10.b. STATUS REPORT ON SEWER PROJECTS: Mr. McDonald presented a status report on the Atherton-Cooke Sewer Project C-1002 and the Pomona Street Sewer Replacement Project C-1004. He said that the District is fortunate that the bids received for C-1002 were lower than the engineers estimate. The Pomona Project C-1004 has been postponed but there is the possibility that the replacement of the sewer, by open-trench method in the sidewalk of Pomona, can be contracted with the winning bidder of the Atherton-Cooke Project C-1002 through negotiation if he is willing to honor the bid prices per liner foot etc. Funding still needs to be identified or reallocated from other projects to complete the Pomona Project C-1004.

10.c. AWARD OF CONTRACT FOR PROJECT C-1002: Mr. McDonald reported Ecast Engineering was the apparent lowest bidder for the Atherton-Cooke Sewer Replacement project that went to formal bid on September 10, 2019. A motion to recommend award of contract for Atherton-Cooke Sewer Project to Ecast Engineering, Inc. for both the principal contract amount of \$134,727 for work on Atherton Avenue and \$139,361 for work on Cooke Avenue using horizontal direction boring carried unanimously (jw/sb).

11.a. STAFF REPORT ON OPERATIONS: Mr. McDonald presented the Manager's Report for items of significance that occurred between June 11 and September 11. Commissioner Wais asked if the CCTV project is for 2019 or 2020. Mr. McDonald said it is for FY 19/20 and it is expected to occur by the end of December. Mr. McDonald reported Port Costa is still struggling with their septic tank and may need to delay their loan installment payment of \$36K as they face a funding shortage. The Crockett Sanitary Department Monthly Maintenance Summary for August, ASR-C&H Operations & Maintenance Reports, and West County Wastewater District Monthly Reports were provided.

11.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported California Senate Bill, SB-13, on Accessory Dwelling Units (ADU) passed and was signed by the Governor. Staff is planning to develop an Ordinance to update its capacity charge program in January based on the requirements of the new ADU law.

11.c. STAFF ANNOUNCEMENTS: Mr. McDonald said that both he and Mr. Barnhill will be attending the 2019 Sewer and Stormwater Summit on October 17.

12.a. WASTEWATER COMMITTEE REPORT: None

12.b. BUDGET & FINANCE COMMITTEE REPORT: None

12.c. AD HOC COMMITTEES REPORT: None

12.d. INTER-AGENCY MEETINGS: None

13. FUTURE AGENDA ITEMS:

- Appoint new Crockett Sanitary Department officers (Dec)
- Comment on draft of Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
- Consider recommended enforcement actions.
- Recommend award of additional construction contract(s).
- Recommend payment for sewer project(s).

14. COMMISSIONER COMMENTS: None

15. ADJOURNMENT: The meeting was adjourned at 7:58 PM until November 13, 2019.

Respectfully submitted,

Susan Witschi

Susan Witschi
October 23, 2019

MEETING SCHEDULES/HOLIDAYS FOR 2020

<i>Commission</i>	<i>Jan</i>	<i>Feb</i>	<i>March</i>	<i>April</i>	<i>May</i>	<i>June</i>	<i>July</i>	<i>Aug</i>	<i>Sept</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
PLC/Recreation	6	3	2	6	4	1	6	3	14	5	2	7
Port Costa	8	12	11	8	13	10	8	12	9	14	4**	2**
Crockett Sanitary	15	19	18	15	20	17	15	19	16	21	10***	9**
District Board	22	26	25	22	27	24	22	26	23	28	18**	16**
Memorial Hall												
<i>Holidays</i>												
New Year's	1											
Presidents' Day		17										
Memorial Day					25							
Independence Day							3*					
Labor Day									7			
Veterans Day											11	
Thanksgiving Day											26, 27	
Christmas Day												25

* Observed
 ** One Week Early
 *** Tuesday

9.6.

EMPLOYMENT AGREEMENT MODIFICATION

The Management Employment Agreement (the "Agreement") entered into by and between Crockett Community Services District ("District") and Dale McDonald ("Employee") on May 26, 2010, and extended on March 7, 2018, is hereby modified as follows. The Agreement modification is contingent upon approval by the District's Board of Directors.

SECTION IV (a) and (b) are replaced in entirety with the following:

SECTION IV - SALARY

- (a) As compensation for the services to be performed hereunder, Employee shall receive monthly salary of \$7,961, salary Level II Step C, beginning on December 1, 2019 through the pay period ending May 31, 2020, as listed on the Pay Scale of Wages for the General Manager.
- (b) Salary shall increase to \$8,089 a month, Level III Step A, beginning with the pay period starting June 1, 2020. Salary shall increase to \$8,493, Level IV Step A, beginning with the pay period starting June 1, 2021. Salary shall increase to \$8,917 a month, Level V Step A, beginning with the pay period starting June 1, 2022.

All terms of the employment agreement remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have hereunto affixed their signatures as of the date and year first above written.

Employee
Dated: _____

District
Dated: _____

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

TO: Board of Directors
FROM: General Manager *M*
SUBJECT: Adjustment of Sanitary Administrative Assistant / Field Assistant Salary Schedule
DATE: November 5, 2019

Employee Dolores Morales has begun to assist the Crockett Sanitary Department by performing duties of the Sanitary Administrative Assistant and Field Assistant, a temporary part time position, in addition to her primary responsibility as Event Supervisor for the Recreation Department. The General Manager has the authority to appoint employees to open positions per District Code Section 2.08.040 and is advising the Board on this recent appointment.

The Sanitary Administrative Assistant / Field Assistant position has remained vacant with little need to adjust the Salary Scale of Wages by Job Classification until now. Staff is recommending changing the position from *temporary* to *hourly part-time* and adjusting the salary scale to better match the workload required of the position and to facilitate simpler accounting. Changes to the Salary Schedule of Wages by Job Classification must be adopted by the Board per District Code Section 4.12.010.

PROPOSED CHANGE

Sanitary Administrative Assistant / Field Assistant – Hourly Position - 0 to 12 hours per week


Probation	Level I				
Per Hour	Step a	Step b	Step c	Step d	Step e
\$16.12	\$18.72	\$19.76	\$20.28	\$20.80	\$21.32

Staff recommends the Board approve the proposed salary schedule change, effective December 1, 2019, and to direct the General Manager to update the Salary Schedule of Wages by Job Classification accordingly.

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
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website: www.town.crockett.ca.us

TO: Board of Directors

FROM: General Manager 

SUBJECT: Update Regular Full-Time and Part-Time Employee definitions and add Health Benefits policy to the District's Personnel Policy & Procedures Manual

DATE: November 5, 2019

On October 23, the Board authorized entering into agreement with Special District Risk Management Authority (SDRMA) to provide health benefits to our full time employees. The District, as a participating agency, is responsible for verifying all enrollees are qualified to enroll in the group program.

SDRMA defines qualified subscribes as: Full-time salaried or hourly employees who are actively at work at least 30 hours per week. Employee of the agency must meet the eligibility requirements within the agency's guidelines set for employees.

The District's *Personnel Policy & Procedures Manual* serves as our agency's guidelines related to personnel matters and it defines *Regular Full-Time Employees* as an employee who regularly works a minimum of 34 hours a week on a continuing basis. Staff proposes to update the following definitions:

Regular Full-Time Employee

An employee who regularly works a minimum of 30 hours a week on a continuing basis is considered a regular full-time employee.

For employees with variable work schedules (i.e. working less hours one week and more hours another) they would meet full-time hourly eligibility requirements if over the course of the calendar year they average 30 hours a week; including vacation, holiday, and sick leave taken.

The District's definition of regular full-time employee does not factor into calculation of CalPERS service credit which, according to Public Employees' Retirement Law Article 3 Section 20962, is explicitly defined as 34 hours of service a week or higher in order to receive one full year of service credit for employee retirement.

Regular Part-Time Employees

An employee who regularly works less than 30 but more than 16 hours a week is considered a regular part-time employee. The Board may create new part-time positions or designate current full-time positions as part time positions depending on the needs of the District.

In addition, staff proposes adding a section, *Health Benefits*, to the *Personnel Policy & Procedures Manual, Section V. Personnel Policies* as follows:

Health Benefits

The District provides health benefits to active regular full-time benefit eligible employees. For employees that enroll in the Health Benefits Program the District pays the majority of the premium and the balance of the premium is deducted from the employee's paycheck.

The District Board sets the employer and employee share of the premium annually. A rate schedule listing the offered health providers and their respective monthly premiums is published annually prior to the Health Benefits Program open enrollment period. The District does not provide cash-in-lieu of medical benefits to eligible employees if they choose not to enroll in the Health Benefits Program.

Eligible employees are required to complete *Participant Enrollment Change Form* as required from time to time by the District's benefits provider. Eligible employees who wish to decline medical coverage must complete a *Declination of Coverage* statement.

Staff recommends adopting the proposed changes to the *Personnel Policy & Procedures Manual* updating the definition of full-time and part-time employment and adding Health Benefits to Section V of the manual.

ACTION:

The Board should discuss and formulate opinions, provide direction to staff, and/or make a motion on staff's recommendation.