

# CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting  
AGENDA FOR WEDNESDAY, DECEMBER 16, 2020

TIME: 7:00 PM

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

## IMPORTANT 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. (See *Resolution No. 19/20-18*)
- 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. See end of agenda for information on How to Submit Public Comments.

## HOW TO OBSERVE THE MEETING:

**Telephone:** Listen to the meeting live by calling Zoom at +1 669 900 9128.

Enter the Meeting ID# 824 8065 0112 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/u/aeON0A5qL>.

**Computer:** Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/82480650112> 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# 824 8065 0112.

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1. CALL TO ORDER – ROLL CALL
  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: (Public comments limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)
  6. UPDATE BY DIRECTORS:  
Update District Board on actions taken by Director Kirker and Director Peterson.

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 November 18, 2020.
  - b. Approve payment of District bills.
  - c. Receive Minutes of Commissions and Committees.
  - d. Receive annual report on use of Recreation Taxes (Gov. Code Sec. 50075.3).
  - e. Receive annual report on compliance with identity theft regulations (FACTA program).
  - f. Approve Payroll Schedule for 2021.
9. ADMINISTRATIVE:
- a. Consider consent Items removed from Consent Calendar.
  - b. Election of Officers.
  - c. Consider Resolution 20/21-11 re-appointing Louise Choquette to the Crockett Recreation Commission and Howard Adams and Mark Manzione to the Crockett Sanitary Commission for two years.
  - d. Accept resignation from Scott Bartlebaugh from the Crockett Sanitary Commission.
10. BUDGET AND FINANCE:
- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
  - b. Revise Pay Schedule of Wages required by minimum wage increase January 1, 2021.
  - c. Receive audit of District FY 19/20 performed by David Farnsworth, CPA.
11. CLOSED SESSION:
- a. CONFERENCE WITH LABOR NEGOTIATOR(S): Agency Designated Representative(s) to confer with Crockett Community Services District Board regarding Acting General Manager, Administrative Operations Manager, Wastewater Managing Engineer and District Secretary positions, Pursuant to Government Code Section 54957.6.
- OPEN SESSION:
12. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION:

13. 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, Cusack and Wilson
- b. Budget & Finance Committee – Members Mackenzie and Peterson
- c. Ad Hoc Committees: Strategic Planning, New Offices, Staff Management
- d. Inter-agency meetings:

14. FUTURE AGENDA ITEMS:

Standing Committee appointments; Budget & Finance, Personnel (Jan.).

Discuss and approve Action Plans for 2021 (Jan.).

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.

15. BOARD COMMENTS:

16. ADJOURNMENT to January 20, 2021

**HOW TO SUBMIT PUBLIC COMMENTS:**

**Written/ Read Aloud:** Please email your comments to [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (*not to exceed three minutes at staff's cadence*), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 3:00 PM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be treated as telephonic/electronic comments.

**Telephonic / Electronic Comments:** During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. The public can speak up at that time or use the Zoom chat feature to indicate they want to make a public comment. If needed, a short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Use Zoom chat or email your comments to [manager@town.crockett.ca.us](mailto:manager@town.crockett.ca.us), write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all submitted comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

You will find the Minutes of this meeting posted on our website at [www.town.crockett.ca.us](http://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.

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. The Board has designated the District's website located at <https://www.town.crockett.ca.us/meetings> as the place for making those public records available for inspection. The documents may also be obtained by calling the District Manager. 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.*