

CROCKETT RECREATION COMMISSION

Regular Business Meeting AGENDA FOR MONDAY, FEBRUARY 5, 2024

TIME: 6:00 PM
PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

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 for January 8, 2024.
6. RECREATION:
7. BUDGET AND FINANCE:
 - a. Receive Recreation transmittals.
 - b. Budget process update for 23/24.
8. ADMINISTRATIVE:
 - a. Receive report on actions taken by the District Board.
 - b. Receive salary updates for non-exempt recreational staff.
9. REPORT OF DEPARTMENT MANAGER:
(This item is typically for the exchange of information only. No action will be taken at this time.)
10. REPORTS FROM COMMISSIONERS:
(This item is typically for the exchange of information only. No action will be taken at this time.)
11. FUTURE AGENDA ITEMS:
 - Website Updates
 - Mortgage payment for 1 RPD building
 - Recreational uses for 1 RPD building
12. COMMENTS FROM COMMISSIONERS:
13. ADJOURNMENT to March 5, 2024.

CROCKETT RECREATION COMMISSION

You will find the Minutes of this meeting posted on our website at

<https://www.town.crockett.ca.us/meetings>

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

For Review

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MINUTES OF REGULAR MEETING, JANUARY 8, 2024

1. CALL TO ORDER: The meeting was called to order at 6:04 pm by Chair Cusack. Present: Commissioners Cusack, Valentini, and Choquette; Staff Interim General Manager (IGM)/District Secretary (DS) Rivas, Administrative Services Manager (ASM) Goodman, and Recreation Department Manager (RM) Wilson and Events Supervisor (ES) Morales; Public Valerie Quade and Tom List (Commissioner Port Costa Sanitary); CCSD Directors Barassi and Martinez. Absent: Commissioner Airoidi (excused)
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: CCSD Director Barassi announced that he is no longer President and asked the commissioners to think about possible recreational uses of 1 Rolph Park Drive. A new budget cycle is approaching and would like commissioners and recreation staff to consider the extent of their use of the building. Asks should be for practical applications. Commissioner Choquette asked about renovations to the building and the presence of mold. Remediations of the building have been completed and some work has been done by staff and volunteers to help move the project along. It was noted that the purchase of the building happened during covid and while public use of the building was initially intended, the process of renovation for public access was stalled. Some improvements include ADA-accessible restrooms downstairs and some paint. IGM Rivas and Barassi spoke on the need to generate income to fund building projects and offered creative means to achieve goals. RDM Wilson asked if Recreation was paying for a portion of the mortgage and if so how much? ASM Goodman stated she would report those numbers at the next meeting. Chair Cusack asked this be added as a future agenda item.
4. SEATING OF NEW MEMBER – VALERIE QUADE: SEATED
5. CONSENT CALENDAR: Minutes for December 4, 2023, were approved with no corrections (Choquette 1st, Valentini 2nd. Unanimous: 4/5, 1 absent)
6. RECREATION: None.
 - 7a BUDGET AND FINANCE: ASM Goodman presented Recreation transmittals. Chair Cusack asked about the payment for The Real Yellow Pages. Recreation is paying to advertise the community center as a rental venue. Commissioner Quade asked for more descriptions of line items in the warrant transmittal. Ms. Goodman explained the billing/check-writing process.
 - 7b BUDGET PROCESS FOR 2024: Ms. Goodman presented a tentative budget calendar for the fiscal year 24/25; the schedule is pending board approval. Tom Cusack, John Valentini, and Ron Wilson were identified as representatives for the budget process. A breakout meeting will be scheduled.

4.a

8a. RECEIVE REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: IGM Rivas reported that Nick Spinner and Diana Martinez were voted in as President and Vice President, respectively. They will be sworn in at the next board meeting on January 24, 2024. Change in leadership for CVSan with Mark Manzione as chair and Scott Bartlebaugh as Vice-Chair. Director Kent Peterson announced an impending resignation and that he will not be finishing out his term with the CCSD Board, but no resignation date was given. Chair Cusack asked if Director Peterson would continue with his role on the Personnel Ad Hoc Committee, and Director Barassi informed the group that the new President of the Board may appoint members of the public to ad hoc committees.

8b. CONSIDER RAISING THE POOL BASE RENTAL RATES: IGM Rivas recommended increasing the marketing and visibility of the rentals offered through the Recreation Department. Revamping the current website can help generate more revenue for recreation by advertising our space for meetings and including more pictures and lists of amenities available. She googled the Crockett Community Center and noticed that the results were not unique to Recreation but instead tied to CCSD. One example was our Yelp account, which is listed as CCSD, not the Community Center. She would like to work with the Recreation staff to update keywords to increase venue usage. Commissioner Quade noted we do not have enough photos on the website and suggested a new website be built. Commissioner Choquette agreed we should include photos of the Community Center kitchen because it is beautiful. IGM Rivas said we should not create a new website but continue using the current website as it is hosted by a company that specializes in special districts. Approved (Quade 1st, Valentini 2nd, 4/0, 1 absent)

8c. WEBSITE UPDATES: DS Rivas presented the list of meetings and holidays. Two holidays are still questionable but suggested that the commissioners use the spreadsheet to update their calendars.

8d. VISIBILITY AND ADVERTISING: IGM Rivas suggested discontinuing the Real Yellow Pages and instead focusing on Yelp. She will be working with staff on this project.

9. REPORT OF DEPARTMENT MANAGER: RDM Wilson reported JSHS will begin using the pool on February 5th, and CST will start in April. Mr. Wilson was asked by IGM Rivas to provide more information on Community Center Rentals – all but 5 Saturdays are rented from now until this time next year (2025), and many Sundays have been booked out in advance. The Prop 68 bidding continues with bid opening on January 19th and bid announcements and selection on February 2nd. RDM Wilson also painted the park restrooms.

10. REPORTS FROM COMMISSIONERS: Commissioner Choquette wanted to thank everyone again for their hard work, and especially thank Ron for his continued service and our holiday dinner. She is very impressed with how lovely the grounds look.

11. FUTURE AGENDA ITEMS:

- Recreation Department asks for 1 Rolph Park Drive

12. COMMISSIONER COMMENTS: Commissioner Choquette asked if we were on time for all of our reporting. ASM Goodman answered that staff illness for most of December impeded workflow but it is a high priority and is slowly being worked on.

13. ADJOURNMENT: The meeting was adjourned at 6:44 PM until February 5, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

**CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District**

Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
01/02/2024	LESLIE'S POOL SUPPLIES	chemical supplies Inv#s 094688, 97268, 097546	437.54	14794
01/02/2024	Lincoln National Life Insurance Company	Insurance Acct# CCSCVD-BL-1564438	143.86	14795
01/02/2024	Mariano Alvarez	Event Deposit Refund 11/25/23	700.00	14796
01/02/2024	PG&E	Acct#8212111930-7	1,119.15	14797
01/02/2024	PG&E	Acct# 6757445609-0	1,264.88	14798
01/02/2024	RONALD D. WILSON	mileage reimbursement x-mas	78.27	14799
01/02/2024	TERMINIX	Inv#441120278	174.00	14800
01/02/2024	Third Real Yellow Pages	acct# 800431701	129.38	14801
01/02/2024	UNIVERSAL BUILDING SERVICES	Inv#s 521169, 520633, 520634	1,654.00	14802
01/02/2024	CENTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 16	11,467.02	14803
Total FUND 3241 - RECREATION			17,168.10	
TOTAL			17,168.10	

7.a

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
01/03/2024	CONTRA COSTA COUNTY TREASURER	CalPERS payment	5,754.82	14804
Total FUND 3241 - RECREATION			5,754.82	
TOTAL			<u>5,754.82</u>	

Jan Hoch
1/3/24

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
01/10/2024	SamClar	50% Deposit order# 4811, Office Furniture for Pool Project	15,732.94	14805
01/10/2024	UNIVERSAL BUILDING SERVICES	Inv#s: 519287, 518918, 519653, 519654, 520267	3,020.00	14806
01/10/2024	RONALD D. WILSON	Milage Reimbursement Nov 1-30	121.18	14807
01/10/2024	TERRACARE ASSOCIATES	Landscaping services	4,610.00	14808
Total FUND 3241 - RECREATION			23,484.12	
TOTAL			23,484.12	

Jana Good
1/10/24

**CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District**

Auditor's Date: _____ Fund: 324100 Account : 0830


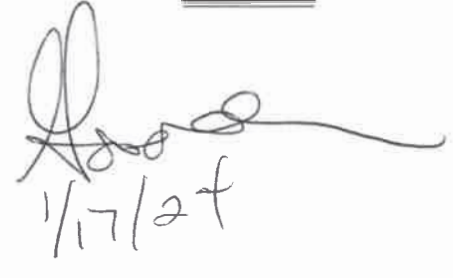
<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
01/16/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll Nbr 17, split	6,795.50	14809
01/16/2024	Ron Wilson	Mileage Reimbursement Nov 1-30 Reissue	41.92	14810
01/16/2024	DOLORES M. MORALES	Mileage Reimbursement Nov 1-30 Reissue	22.27	14811
01/16/2024	Susan Witschi	Mileage Reimbursement Nov 1-30 Reissue	56.99	14812
01/16/2024	EBMUD	102 Alexander 11/2/23-1/8/24	65.40	14813
01/16/2024	PG&E	Pool - Rolph & Pomona Acct# 2501517473-0	830.10	14814
01/16/2024	STATE COMPENSATION INSURANCE FUND	His Payment SPLIT Inv#1001642603	723.49	14815
01/16/2024	Studio 144 Architects	Inv#10 & 11	3,390.75	14816
01/16/2024	Crockett Community Foundation	Funds for 2023	16,000.00	14817
Total FUND 3241 - RECREATION			<u>27,926.42</u>	
TOTAL			<u><u>27,926.42</u></u>	



**CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District**

Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
01/16/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll Nbr 17, split	6,795.50	14810
01/16/2024	Ron Wilson	Mileage Reimbursement Nov 1-30 Reissue	41.92	14811
01/16/2024	DOLORES M. MORALES	Mileage Reimbursement Nov 1-30 Reissue	22.27	14812
01/16/2024	Susan Witschi	Mileage Reimbursement Nov 1-30 Reissue	56.99	14813
01/16/2024	EBMJD	102 Alexander 11/2/23-1/8/24	65.40	14814
01/16/2024	PG&E	Pool - Rolph & Pomona Acct# 2501517473-0	830.10	14815
01/16/2024	STATE COMPENSATION INSURANCE FUND	Ins Payment SPLIT Inv#1001642803	723.49	14816
01/16/2024	Studio 144 Architects	Inv#10 & 11	3,390.75	14817
01/16/2024	Crockett Community Foundation	Funds for 2023	16,000.00	14818
Total FUND 3241 - RECREATION			<u>27,926.42</u>	
TOTAL			<u>27,926.42</u>	



 1/17/24