

CROCKETT RECREATION COMMISSION

Regular Business Meeting AGENDA FOR MONDAY, JANUARY 8, 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. SEATING OF NEW MEMBER – VALERIE QUADE
5. CONSENT CALENDAR: Consideration of a motion to approve the following item:
 - a. Approve Minutes for December 4, 2023.
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. Consider raising the pool base rental rates.
 - c. Website updates.
 - d. Visibility and advertising. Yelp, Google Business, Yellow Pages, etc.
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:
12. COMMENTS FROM COMMISSIONERS:
13. ADJOURNMENT to February 5, 2023.

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

P.O. Box 578 – Crockett, CA 94525

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MINUTES OF REGULAR MEETING, DECEMBER 4, 2023

1. CALL TO ORDER: The meeting was called to order at 6:06 PM by Vice-Chair (VC) Airoidi. Present were Commissioners Choquette and Valentini. Commissioner Cusack was absent. Staff present included Interim General Manager/District Secretary (DS) Rivas, Administrative Services Manager (ASM) Goodman, Recreation Manager Wilson, and Event Supervisor Morales. Crockett Sanitary (CVSAN) Commissioner Wais was in attendance.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: ASM Goodman struck credit card statements from Item 6a.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: ASM Goodman commended Recreation Manager Wilson for doing a great job at the Holiday community event on Sunday. Mr. Wilson expressed his gratitude and stated that the event was a collaborative event. VC Airoidi shared that it was nice to have the event again after several years.
4. CONSENT CALENDAR: Minutes for November 6, 2023, were approved, with corrections. (LC 1st, JV 2nd, 3/0-unanimous, 1 absent)
5. RECREATION: None.
- 6a BUDGET AND FINANCE: ASM Goodman reported 2 payrolls and a standard list of bill checks. The bill list is longer than usual because a security service vendor submitted all their 2023 invoices at the end of the year. The security vendor participates in several events throughout the year. Staff verified that the invoices had not previously been paid.
- 6b BUDGET PROCESS FOR 2024: Ms. Goodman has been working with Mr. Peterson on the budget process. She expects to have more information to present at the January meeting.

Commissioner Choquette asked if agenda meetings and minutes are being posted for the public to access. Ms. Goodman shared that all agendas and minutes are posted online and that several people in the community are sharing the agendas and meetings through social media channels.

A request was made to income to the monthly budget reports; this was previously reported in the monthly worksheets. Income has not been reported for some time. Ms. Goodman shared that she would do her best to begin reporting income but is not confident that it will be available for January. QuickBooks has not been reconciled in some time. Also, the workbooks that were previously used are no longer usable since the accounting system with the County has changed. Recreation Manager Wilson stated that he produces end-of-year reports that show income, but it is not sorted by income source.

5.a

IGM Rivas shared that due to the backlog of work, any new tasks will be reverted to the commissioners to prioritize and what project should be pushed back to complete the new task. Ms. Goodman is unaware of the actual financial status because QuickBooks has not been reconciled in some time. VC Airoidi feels that the current reporting is satisfactory and recognizes that staff are working on getting things back on track. Commissioner Choquette shared that the public does not comprehend the amount of work that goes into running a community center and the amount of work performed by both staff and volunteers.

7a ELECTION OF OFFICERS: Vice-Chair Airoidi nominated Tom Cusack because Mr. Cusack was not in attendance. VC Airoidi agreed to remain as vice-chair. JA 1st, LC 2nd, 4/0, 1 absent.

7b CONSIDER APPLICATION FOR RECREATION COMMISSION VACANCY VALERIE QUADE: DS Rivas reminded the commissioners that a vacancy was created when former commissioner Martinez was appointed to the Board. The required 30-day posting has expired. Ms. Quade shared that she would like to be more involved in the community. She is a real estate broker and does a little bit of acting on the side. She currently rents a commercial space and has offered yoga to the community. She is open to other community uses.

VC Airoidi recommended Valerie Quade to fill the vacancy on the Recreation Commission. (JA 1st, JV 2nd, 4/0, 1 absent.). The item will be forwarded to the District Board for a formal appointment.

7c CONSIDER MEETING AND HOLIDAY SCHEDULE FOR 2024: 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.

8. REPORT OF DEPARTMENT MANAGER: Mr. Wilson reiterated how successful the holiday event was, he was impressed with the turnout and looks forward to hosting it again next year. He is meeting with the district engineer and landscape architect to figure out how to integrate the project with Crockett Sanitation's sewer project. A manhole is located by the stairs; it is higher in elevation and prevents ADA accessibility. The first bids were previously rejected. Mr. Wilson is preparing for another round of bids. The first round of advertising is scheduled for December 11. The bid opening is scheduled for January 24.

Proposition 68 is a \$467,000 project to improve ADA accessibility in the park and an ADA-accessible unisex bathroom.

9. REPORTS FROM COMMISSIONERS: None.

10. FUTURE AGENDA ITEMS: DS Rivas recommended that the commissioners start thinking about the needs of Recreation for consideration of the upcoming budget process.

11. COMMISSIONER COMMENTS: Commissioner Choquette applauded Mr. Wilson for the upkeep and management of the community center. She wished everyone a happy holiday.

12. ADJOURNMENT: The meeting was adjourned at 6:46 PM until January 8, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

**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				
12/01/2023	USBank	credit card payment Nov 23, Acct# 4866914555538450	2,757.35	14779
12/01/2023	Lincoln National Life Insurance Company	Life Insurance, CCSVCD-BL-1564438	164.27	14780
12/01/2023	MEYERS NAVE	New Balance, INV# 211223	411.04	14781
12/01/2023	PG&E	electricity & gas 850 Pomona, Acct # 6757445609-0	1,243.24	14782
12/01/2023	PG&E	Pool electricity, acct# 8212111	1,064.36	14783
12/01/2023	LESLIE'S POOL SUPPLIES	pool supplies, INV# 096411	56.26	14784
12/01/2023	The Real Yellow Pages	advertising, INV# 800431701	193.60	14785
12/01/2023	Tom Cusack	Personnel Stationary Supplies, SPLIT	10.81	14786
12/01/2023	CONTRA COSTA COUNTY TREASURER	Netchex Payroll number 14 SPLIT	13,920.59	14787
Total FUND 3241 - RECREATION			<u>19,821.52</u>	
TOTAL			<u>19,821.52</u>	



7.a

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				
12/18/2023	Code Three Fire and Safety	Fire Extinguisher Inspection INV#D231537	141.00	14788
12/18/2023	Crockett Christian Fellowship	Rental Refund 12/10/23	700.00	14789
12/18/2023	LESLIE'S POOL SUPPLIES	Pool Chemicals INV#034680	262.17	14790
12/18/2023	STATE COMPENSATION INSURANCE FUND	Workers Comp Ins INV#1001642802	705.26	14791
12/18/2023	CONTRA COSTA COUNTY TREASURER	payroll nbr 15	6,165.38	14792
12/18/2023	VAUGHN P. GUNKELMAN	Final Paycheck including Vacation payout	2,226.43	14793
Total FUND 3241 - RECREATION			<u>10,200.24</u>	
TOTAL			<u>10,200.24</u>	





Crockett Recreation Department

850 Pomona Street
Crockett, CA 94525

Phone: (510) 787-2414

Memo

To: Sonia Rivas, Interim General Manager / District Secretary
From: Ron Wilson
Date: January 5, 2024
Re: Proposed Pool Rental Rate Increase

The cost to operate the pool has increased substantially in the last four years due to the cost of chemicals and utilities. The base rental rate for John Swett High School (JSHS) and the Crockett Swim Team (CST) has not changed in 10 years. I am proposing a 20% increase in the base rental rate to \$72 per hour.

Based on last year's use, JSHS's use of the pool will increase from \$6,480.00 to \$7,776.00. The CST's rate will increase from \$7,236.00 to \$8,683.20. There is no change in the current percentage discounts.

8.b