

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

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MINUTES OF REGULAR MEETING, OCTOBER 02, 2023

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Chair Cusack. Present were Commissioners Airoidi, Choquette, Martinez and Valentini. Staff present included General Manager Murdock, Recreation Manager Wilson, Administrative Services Manager Goodman, District Secretary Rivas, and Event Supervisor Morales.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Commissioner Martinez requested a closed session to discuss credit card charges. Staff reported that the subject does not qualify for a closed session and can be discussed during Item 6a.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: Ms. Wais stated that she had a comment but forgot what her comment was.
4. CONSENT CALENDAR: Minutes for September 11, 2023, were approved. Chair requested that the updated recreation fee schedule be attached to the minutes and forwarded to the Board. (LC 1st, DM 2nd, 5 Ayes – unanimous)
5. RECREATION: None.
6. BUDGET AND FINANCE: Administrative Services Manager Goodman presented transmittals and a credit card statement specific to Recreation expenses and the approved Recreation budget. She noted that the transmittals now provide further details on the charges.

Commissioner Martinez reported that during the last Board meeting, several constituents expressed concern regarding multiple charges including Lucia's, Benihanas, J&L Market: one AT&T business bill plus four additional bills, Verizon Wireless, Instacart, and Sam's Club.

General Manager Murdock expressed that the Verizon charge was likely a miscode because Verizon covers the District's remote pump station sites and alarm systems. Utilities such as EBMUD and PG&E are often paid for with a credit card because the bills have not been received on time and require immediate payment. Credit card charges are paid monthly and do not incur interest. The District is working on automated payments to prevent unexpected shutoffs.

Recreation Manager Wilson reported that the Best Buy charge was for an unnecessary repair that was later returned. Lucia's purchase was made on a credit card because staff did not have enough cash on hand and was on cost recovery. The previous general manager implemented a quarterly staff lunch. This was created for morale building and an opportunity for staff to meet with the General Manager. The Benihana's charge was for an appreciation meal for recreation staff. Mr. Wilson would like to resume the quarterly lunches. Both Commissioners Choquette and Martinez support the staff lunches. Martinez requested a line item to be added to the budget for transparency.

Ms. Goodman reminded commissioners that each credit card holder has a credit card use agreement and is required to submit a form with their purchases. She has not seen any violation of the policy. She is working on presenting an updated detailed budget statement. The Recreation balance is currently at \$1,497,673.65. (General Fund #3241)

7a UPDATE ON PROPOSITION 68: Recreation Manager Wilson presented an update on the Proposition 68 project. A mandatory walkthrough was scheduled for September 22. Bids are scheduled to be opened on Friday at 2 pm. Mr. Wilson expressed concern that Crockett has not been reimbursed for the State and County grants totaling \$256,000. Both grants require spending the funds first and then submitting a request for reimbursement. This delay in reimbursement will likely impact the District's ability to hire locally.

The project cost is \$469,000 and is comprised of the following:

- \$179,000 State Grant (Submitted for reimbursement)
- \$ 80,000 County Park Mitigation Grant (Submitted for reimbursement)
- \$160,000 Crockett Community Foundation
- \$ 19,000 Crockett Recreation Department

The project needs to be completed six months from the time the contract is awarded. The project will not interfere with pool usage. A possible interruption may affect the completion of the restrooms, but staff will adjust as needed.

8. REPORT OF DEPARTMENT MANAGER: Mr. Wilson reported that a dead crow was found, sent to the County, and found to have West Nile Virus. Vector Control was to set up traps to determine the spread of West Nile Virus but Mr. Wilson has not observed any traps. Ms. Wais reported that the school found a sick crow and forwarded it to Lindsey Wildlife. The crow died and was found to be positive for West Nile Virus.

9. REPORTS FROM COMMISSIONERS: None.

10. FUTURE AGENDA ITEMS: The District Secretary requested clarification on whether Item 5 Recreation should be removed. Mr. Wilson asked to keep it as a placeholder.

11. COMMISSIONER COMMENTS: Commissioner Choquette was informed that Cal-Trans had cleared the area by the Bridgehead. Mr. Murdock reported that the L&L (lighting and landscape) will be weeding the area once they receive funds to move forward. Cal-Trans responds to community complaints that can be submitted via their website. Mr. Murdock will request maintenance through a formal inquiry that will cover the area by the offramp and a little further down. They will not go as far as the proposed dog park. Other volunteers have cleared some of the dog park area. Ms. Rivas suggested a mural at the freeway exit, caddy corner from the Dead Fish. Ms. Wais shared that several years back, a project scoping committee that suggested a mural of the sugar caves was discussed. Ms. Goodman reminded everyone that the CIA-sponsored community cleanup is on Saturday, October 28.

12. ADJOURNMENT: The meeting was adjourned at 6:45 PM until November 6, 2023.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary