

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting
AGENDA FOR WEDNESDAY, SEPTEMBER 25, 2019

TIME: 7:00 PM
PLACE: 850 Pomona Avenue, Crockett

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 HEARINGS:
 - a. Consider adoption of Ordinance No. 19-2 superseding Ordinance No. 09-1, amending Chapter 9 of the District Code in order to clarify the rights and responsibilities of condominium property owners and homeowners associations with respect to the inspection and timely replacement of existing private building sewers.
 - b. Consider adoption of Ordinance No. 19-3 superseding Ordinance No. 09-4, adding Title 7 to the District Code regulating the use of parks and recreation facilities.
 - c. Consider adoption of Ordinance No. 19-4 superseding Ordinance No. 09-5, revising private and building sewer fees.
 - d. Consider adoption of Ordinance No. 19-5 superseding Ordinance No. 10-1, adding Chapter 1.14 to the District Code related to administrative enforcement.
 - e. Consider adoption of Ordinance No. 19-6 superseding Ordinance No. 18-1, amending Chapter 9 of the District Code and adopting the revised Standard Specifications for the design, construction, and use of sanitary sewers in Crockett and Port Costa.
 - f. Consider adoption of Ordinance No. 19-7 superseding Ordinance No. 19-1, establishing informal bidding procedures under the Uniform Public Construction Cost Accounting Act.
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 August 28, 2019.
 - b. Approve payment of District bills.
 - c. Receive Minutes of Commissions and Committees.
 - d. Receive cc letter from Supervisor Glover to State Lands Commission re: 501 Port St.
 - e. Receive cc response letter from State Lands Commission re: 501 Port St and its future.
9. **ADMINISTRATIVE:**
- a. Consider consent Items removed from Consent Calendar.
 - b. Consider establishing a Health Benefits Program, as recommended by the Personnel Committee, authorizing the General Manager to draft appropriate resolution(s) and enter into agreement with selected provider.
 - c. Consider adopting No Tip Policy for District employees and directing General Manger to incorporate into Personnel Policy & Procedures Manual.
 - d. Identify real property, APN 354-203-002 located at 1 Rolph Park Drive and known locally as Hosselkus Chapel, which the District is interested in purchasing and identify negotiator to be granted authority to conduct real property negotiations which includes the power to finalize any agreement so negotiated with Paul Elliott of Carriage Services, Inc., owner of the property.
 - e. Consider Resolution No. 19/20-10 re-appointing Tom Cusack, John Mann and Anne Scheer to the Port Costa Sanitary Commission for two years.
10. **BUDGET AND FINANCE:**
- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
 - b. Annual Capacity Charge Accounting and Reporting (Gov't Code Sec. 66013/AB 1600).
 - c. Annual review of investment policy of the District (Gov't Code Sec. 53646).
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, Cusack, Sutton and Wilson
 - b. Budget & Finance Committee – Members Mackenzie and Peterson
 - c. Ad Hoc Committees:
 - d. Inter-agency meetings:
12. **CLOSED SESSION – REAL ESTATE NEGOTIATIONS:** Pursuant to Government Code Section 54956.8 – meet with negotiator concerning the purchase of Hosselkus Chapel property.

13. CLOSED SESSION - PERSONNEL: Pursuant to Government Code Section 54957 – Public Employee Performance Evaluation of General Manager McDonald.
14. OPENS SESSION: Announcement of actions, if any, taken in closed session.
15. FUTURE AGENDA ITEMS:
 - Introduce District Code codification Ordinance (Oct).
 - Annual long-term strategy workshop (Oct/Nov).
 - Consider adoption of Adopt District Code Codification Ordinance (Nov).
 - Introduce Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (Dec).
 - 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.
16. BOARD COMMENTS:
17. ADJOURNMENT to October 23, 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.

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.