

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF REGULAR MEETING, NOVEMBER 20, 2019

1. CALL TO ORDER: The meeting was called to order at 7:03 PM by Vice-President Kirker. Present were Board Members Barassi, Mackenzie and Sutton, along with General Manager McDonald, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present was Sanitary Commissioner Bartlebaugh. Director Peterson was absent.
2. AGENDA ORDER: Mr. McDonald said the number sequence is off and that Item 11 can be heard before the Board goes into closed session. Also, under Item No. 11.a. Burnett should be removed from the Personnel Committee.
3. PUBLIC COMMENTS: None
4. REPORTS FROM COMMISSIONERS: None
5. PUBLIC HEARING: Mr. McDonald reported this is the second reading of Ordinance No. 19-8 to repeal and replace the District Code. He asked that a motion to waive the reading of the ordinance be considered. A motion to waive the reading of Ordinance No. 19-8 carried unanimously (jm/es). Director Kirker opened the public hearing and after hearing no comments closed the public hearing. A motion to adopt Ordinance No. 19-8 adding, amending, and correcting the General Provisions, Administration, Personnel, Permits and Fees Titles of the District Code by repealing and replacing the District Code in entirety as presented carried unanimously (jm/es). Staff will publish the ordinance in the West County Times.
6. REPORT OF DISTRICT COUNSEL: None
- 7.a. RECREATION DEPT. REPORT: The Board had received the Minutes of September 8. No further report.
- 7.b. MAINTENANCE DEPARTMENT: Carla Garbis and Lindsey Pannell, members of the Crockett Improvement Association (CIA), formed a committee to research the feasibility of a parcel tax to benefit the town were in attendance. Ms. Pannell asked the Board if they had suggestions who they could reach out to for support. Director Kirker suggested writing an article in the Signal. Director Sutton said they could attend the Crockett Community Foundation meeting and the Lions Club meeting. Mr. McDonald said he should review any information before going forward. Ms. Pannell asked if there are any competing measures. Director Mackenzie said Port Costa is tired of paying taxes. Mr. McDonald said you can narrow the scope of items down.
- 7.c. PORT COSTA SANITARY DEPT.: Mr. Barnhill reported the Port Costa Sanitary Commission did not have a meeting this month. He met with Clean Harbor today and is waiting to hear back from them on their proposal for the septic tank cleaning. He said someone graffitied at the Treatment Plant and did not find the person(s) responsible for it.

7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of October 16. Mr. McDonald presented the written department manager's report. He said the Atherton/Cooke Project should begin within a week and be completed on or around January 17, 2020. Underground cable boxes down Pomona may require some changes to manhole location. He said there was one Category 1 Sanitary Sewer Overflow reported in October, manhole E-08-02 overflowed onto Bishop and into adjacent storm drain.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald reported the San Francisco Bay Conservation and Development Commission (BCDC) has issued a permit to Lind Marine, Inc. for recovery and removal of marine debris at the former Crockett Marina.

7.f. STAFF ANNOUNCEMENTS: Mr. McDonald reported he attended the Manager's Roundtable meeting at EBMUD in Oakland on October 25. He attended the Special District Climate Adaptation Roundtable at Tilden Park on November 6.

8. CONSENT CALENDAR: Director Barassi asked that Item a. be removed from the consent calendar for discussion. The following items were approved unanimously (lb/jm):

- b. Approve payment of District bills (warrants Rec. 8428-8468; PCSan, 1153-1165; CVSan 5982-6012; Maintenance 424).
- c. Receive Minutes of Commissions and Committees.

9.a. CONSENT CALENDAR: Director Barassi suggested minor corrections to the minutes. The minutes of October 23, 2019 were approved, as amended, unanimously (es/lb).

9.b. DISTRICT MEETINGS AND HOLIDAY CALENDAR: A motion to approve District meeting and holiday calendar for 2020 carried unanimously (es/lb).

9.c. EMPLOYMENT AGREEMENT MODIFICATION: Mr. McDonald reported the Personnel Committee met and recommended a two-step increase. Director Kirker said it would be a good idea to see the process of the pay scale and said it would be nice to have a memo along with it. Director Sutton said it would be good to have a handbook for Directors of key information, having all information in one spot would help. A motion to approve Employment Agreement Modification for General Manager McDonald increasing monthly salary from \$7,704 to \$7,961 effective December 1, 2019 carried unanimously (jm/es).

9.d. PAY SCALE OF WAGES: Mr. McDonald reported Dolores Morales has begun to assist the Crockett Sanitary Department by performing duties of the Sanitary Administrative Assistant and Field Assistant, a temporary part-time position, in addition to her primary responsibility as Event Supervisor for the Recreation Department. Staff is recommending changing the position from temporary to hourly part-time and adjusting the salary scale to better match the workload required of the position and to facilitate simpler accounting. Director Sutton asked if this will cost more money. Mr. McDonald said the scale of wages is in line with what she is currently making. A motion to approve updating Pay Scale of Wages for Sanitary Administrative Assistant/Field Assistant carried unanimously (jm/es).

9.e. DEFINITION OF FULL-TIME EMPLOYEES: Mr. McDonald reported the Board authorized entering into an agreement with Special District Risk Management Authority (SDRMA) to provide health benefits to our full-time employees. SDRMA defines qualified subscribers as full-time salaried or hourly employees who are actively at work at least 30 hours per week. Staff proposes to update the definition of a regular full-time employee who regularly works a minimum of 30 hours a week. Also, update

regular part-time employees who regularly work less than 30 but more than 16 hours a week. A motion to approve updating the definition of Regular Full-Time Employees and Regular Part-Time Employees to meet the definition required for health benefits and authorize General Manager to update the Personnel Policy & Procedures Manual accordingly carried unanimously (jm/lb).

10.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported the Local Agency Investment Fund interest rate has gone from 2.57% to 2.45%.

10.b. HOSELKUS CHAPEL PROPERTY: Mr. McDonald reported he is still waiting for information from the building inspector on the Hosselkus Chapel property.

11.a. PERSONNEL COMMITTEE REPORT: None

11.b. BUDGET & FINANCE COMMITTEE REPORT: None

11.c. AD HOC COMMITTEE REPORTS: None

11.d. INTER-AGENCY MEETINGS: None

12. CLOSED SESSION – REAL ESTATE NEGOTIATIONS: The Board, along with General Manager McDonald, went into closed session at 8:14 PM.

13. OPEN SESSION: Resumed open session at 8:47 PM. There was no action to report to the public.

14. FUTURE AGENDA ITEMS:

- Introduce Capacity Charge Accessory Dwelling Unit (ADU) Ordinance (Jan).
- 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.

15. BOARD COMMENTS: None.

16. ADJOURNMENT: Director Barassi said if we have to meet to take action on the Port Costa septic tank cleaning project before the next meeting a special joint Port Costa Sanitary Commission / District Board meeting can be held in Crockett. The meeting was adjourned at 8:57 PM until December 18, 2019.

Respectfully submitted,

Susan Witschi  
December 6, 2019