

CROCKETT RECREATION COMMISSION

Regular Business Meeting
AGENDA FOR MONDAY, MAY 2, 2022

TIME: 6:00 PM

PLACE: **** TELECONFERENCE - SEE BELOW ****

IMPORTANT NOTICE REGARDING COVID-19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in *Executive Order 33-20* and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time.
- The meeting will be conducted via tele conference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at (669) 900-9128.

Enter the Meeting ID# 884 9188 4032 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at: <https://us02web.zoom.us/j/88491884032>

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/88491884032> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone and enter Meeting ID# 884 9188 4032.

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 of April 4, 2022.

5. RECREATION:

Recommend continuation of recreation special tax in the amount of \$110 per residential parcel.

6. **BUDGET AND FINANCE:**

- a. Consider monthly Summary Worksheet and staff report on financial matters.
- b. Discuss check writing arrangement with Port Costa.

7. **ADMINISTRATIVE:**

Receive report on actions taken by the District Board.

8. **REPORT OF DEPARTMENT MANAGER:** (This item is typically for exchange of information only. No action will be taken at this time.)

9. **REPORTS FROM COMMISSIONERS:** (This item is typically for exchange of information only. No action will be taken at this time.)

10. **FUTURE AGENDA ITEMS:**

11. **COMMENTS FROM COMMISSIONERS:**

12. **ADJOURNMENT** to June 6, 2022.

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.

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

Telephone (510) 787-2414

Fax (510) 787-3049

e-mail: recreation@town.crockett.ca.us

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, APRIL 4, 2022

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Chairperson Cusack. Present were Commissioners Airoldi, Choquette and Valentini, along with Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. CONSENT CALENDAR: The following consent item was approved unanimously (jv/ja):
 - a. Approve Minutes of March 7, 2022.
5. RECREATION: None
6. FINANCIAL REPORT: None
- 7.a. DISTRICT BOARD ACTIONS: No report.
- 7.b. ANNOUNCEMENT OF VACANCY: The Announcement of Vacancy will be posted for 30 days.
8. REPORT OF DEPT. MANAGER: Mr. Wilson reported he invited five pool companies to give proposal for plastering the pool and he had appointments with three of them today. He said only one of the five submitted a proposal for \$416,000. The Crockett Swim Team began using the pool today. He purchased new water saving showers for the outside of the pool building and Don Barton installed them. He never received a revised estimate from the contractor on the Wall & Stairs project. He said the Bass Club said they were very interested to do the Wall & Stairs project on a volunteer basis. The Walk of Honor is on May 21. Mr. Wilson said he has done a rate comparison with four other community centers: Pleasant Hill, Walnut Creek, Concord, Albany and Hercules. He is looking at proposing at least a 15% increase.
9. COMMISSIONERS: None
10. FUTURE AGENDA ITEMS:
11. COMMISSIONER COMMENTS: None

12. ADJOURNMENT: The meeting was adjourned at 6:25 PM until May 2, 2022.

Respectfully submitted,

Susan Witschi

Susan Witschi
April 6, 2022

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of the Crockett Community Services District

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Fax (510) 787-3049

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 4-27-22

LATEST FUND REPORT: 3-11-22

OPERATING FUND 3241

CASH CARRIED FORWARD: \$ 171,392.09

ACTIVITY:

CHECKS AND PAYMENTS

Warrants (9612-9624) (\$14,071.62)

(9661-9673) (\$12,000.44)

CXL checks 9664, 9667
9669 & 9673** \$3,732.13

Wells Fargo Fees (\$108.79)

DEPOSITS AND CREDITS

Comm Center Bookings
& Pool Deposits \$34,325.00

Donation \$125.00

'2/11/22 \$1,600.00

** CXL checks written from
PCSAN 3425 - see PCSAN for
balance owed

INVESTED BALANCE: \$178,724.82

LAIF interest 2nd qtr

Transfer to Cash

NET INVESTED: \$178,724.82

\$50,222.82 c/d deposits

\$128,502.00 avail. funds

FUND BALANCE: \$422,293.19

*** Below held in cash account ***

C/D BEGINNING BALANCE: \$50,222.82

c/d deposit receipts \$0.00

c/d deposit refunds \$0.00

Trnsfr recovery \$0.00

NET C/D ENDING BALANCE \$50,222.82

CAP / RESTRICTED BAL: \$4,639.60

Donations \$0.00

\$0.00

NET CAPITAL REPL. BAL: \$4,639.60

POLICE LIAISON BALANCE \$8,171.84

Parking revenue \$0.00

Payroll/Expenses \$0.00

NET PLC ENDING BALANCE \$8,171.84

XMAS LIGHT BEG BALANCE \$496.57

No activity \$0.00

XMAS LIGHT END BALANCE \$496.57

CERT ACTIVITY: None \$0.00

CERT Ending Balance: \$0.00

CASH BALANCE: \$ 184,993.37

ADV ON TAXES : \$58,575.00

Secured Coll. Cash Conv.

NET ADV ON TAXES: \$58,575.00

PETTY CASH BALANCE: \$60.00

TAXES held in 3240: \$ 83,860.35

CO.charges in 3240: \$ -

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 4-27-22 LATEST FUND REPORT: 4-12-22

OPERATING FUND 3241			
CASH CARRIED FORWARD:	\$ 184,993.37	INVESTED BALANCE:	\$178,724.82
ACTIVITY:		LAIF interest 2nd qtr	
		Transfer to Cash	
		NET INVESTED:	\$178,724.82
<u>CHECKS AND PAYMENTS</u>			
		\$50,222.82	c/d deposits
Xfer to 3425 for check (\$41,248.85)		\$128,502.00	avail. funds
Xfer to 3242 for legal (\$4,723.94)			
Wells Fargo Fees (\$251.45)		FUND BALANCE:	\$514,888.95
		*** Below held in cash account ***	
		C/D BEGINNING BALANCE:	\$50,222.82
		c/d deposit receipts	\$0.00
		c/d deposit refunds	\$0.00
		Trnsfr recovery	\$0.00
<u>DEPOSITS AND CREDITS</u>		NET C/D ENDING BALANCE	\$50,222.82
Comm Center Bookings, C/D & Pool Deposits	\$22,501.00		
Bathroom keys	\$40.00	CAP / RESTRICTED BAL:	\$4,639.60
Tennis Court keys	\$35.00	Donations	\$0.00
RTS & Rent DP846954	\$48,125.00		\$0.00
Prop Tax Xfer fr 3240	\$68,119.00	NET CAPITAL REPL. BAL:	\$4,639.60
		POLICE LIAISON BALANCE	\$8,171.84
		Parking revenue	\$0.00
		Payroll/Expenses	\$0.00
		NET PLC ENDING BALANCE	\$8,171.84
		XMAS LIGHT BEG BALANCE	\$496.57
		No activity	\$0.00
		XMAS LIGHT END BALANCE	\$496.57
		CERT ACTIVITY: None	\$0.00
CASH BALANCE:	\$ 277,589.13	CERT Ending Balance:	\$0.00
ADV ON TAXES :	\$58,575.00	PETTY CASH BALANCE:	\$60.00
Secured Coll. Cash Conv.		TAXES held in 3240:	\$15,733.63
		CO.charges in 3240:	\$ -
NET ADV ON TAXES:	\$58,575.00		