

# CROCKETT COMMUNITY SERVICES DISTRICT

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## MINUTES OF REGULAR MEETING, MAY 22, 2019

1. CALL TO ORDER: The meeting was called to order at 7:01 PM by President Peterson. Present were Board Members Barassi and Sutton, along with Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, and Assistant Secretary Witschi. Also present were Sanitary Commissioners Bartlebaugh and Wais. Director Mackenzie arrived later. Director Kirker and General Manager McDonald were absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Mary Wais said on Memorial Day (May 27) at Rithet Park there will be a concert from 1-3 pm.
4. REPORTS FROM COMMISSIONERS: None
5. PUBLIC HEARING: None
6. REPORT OF DISTRICT COUNSEL: No report.
- 7.a. RECREATION DEPT. REPORT: The Board had received the Minutes of April 1. Mr. Wilson reported the Walk of Honor was held on May 18. He said mailing out the Walk of Honor flyers early helped attendance. Mr. Wilson reported 10 lifeguards have passed the lifeguarding class, there were 6 recertifications and three were promoted to management positions. The pool opens on May 25. Director Sutton asked Mr. Wilson how much a family pass is for Crockett residents. Mr. Wilson said the cost is \$210.
- 7.b. MAINTENANCE DEPARTMENT: Director Peterson reported the street light in front of the gas station has been knocked down and he is hopeful for insurance recovery. He said the architect worked on the Phase 1 revision for Memorial Hall at no cost. Director Mackenzie arrived at 7:06 pm.
- 7.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of April 10. Mr. Barnhill reported no Sanitary Sewer Overflows (SSO's) occurred in April. He said the plant operators will be removing the weeds over the next two weeks. Identified location of storm system in relation to sewer main behind 92 Canyon Lake Drive. The District entered into an Access & Repair agreement with the owner at 42 Canyon Lake Drive for lateral replacement. The District paid the invoice in the amount of \$6,400 to Sewer Works, Inc., to be recovered over the next three years on the tax roll. Mr. Barnhill received a request from Emma Sutton to tour the Port Costa treatment facilities. He is meeting with the property owner on Prospect Avenue regarding an easement dispute.
- 7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of April 24. Mr. Barnhill presented the Manager's Report. Director Peterson asked Mr. Barnhill about PVC pipe mentioned in the minutes that is prohibited by District Code. Mr. Barnhill said staff took the proposed updates to the District engineer and was told it is used quite commonly for wastewater collection systems. Director Peterson said he will pursue with Mr. McDonald when he returns from vacation.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None

7.f. STAFF ANNOUNCEMENTS: None

8. CONSENT CALENDAR: Director Peterson asked that item 8.a. be removed from the consent calendar and Director Barassi asked that items 8.f., 8.g. and 8.h. be removed for further discussion. The following consent items were approved unanimously (es/lb):

- b. Approve payment of District bills (warrants Rec 7983-8029; PCSan, 1099-1104; CVSan 5856-5872; Maintenance 417-418).
- c. Receive Minutes of Commissions and Committees.
- d. Receive Status Reports on outstanding District and department items.
- e. Receive letter sent to Contra Costa County LAFCO, comments on Chapter 21 – Crockett CSD MSR.

9.a. CONSENT CALENDAR: Item 8.a. Minutes of April 24, 2019 - Director Peterson asked for *Item 9.b. Insurance Report* to be rewritten and brought back next month for considered approval. *Items 8.f. and 8.h. Letter sent to State Lands Commission and draft letter from Board of Supervisors to State Lands Commission* – Director Barassi said that he is concerned that we would be perceived as the lead agency backing this. Director Sutton said she thinks it's jumping the gun to think this and that this is a long ways off. Director Mackenzie said this letter clearly states we are supporting two other agencies. Mr. Wilson said this group is applying for a grant for the work. Director Peterson said it matters depending where Mr. McDonald bills his time to. Mary Wais does not think this is the time to discuss it. Director Sutton said this should be added to the agenda next month for further discussion, she said we are getting ahead of ourselves, and that policies should be discussed as an agenda item. *Item 8.g.* Director Barassi said he did not understand this letter. A motion to approve Items 8.f, 8.g. and 8.h. were approved unanimously (lb/es).

9.b. REQUEST FOR PROPOSAL: Mr. Barnhill presented the Request for Proposal (RFP) for financial audit services for FY 2018/19. Director Peterson asked that a short sentence be added to the first paragraph under "Description of the District" stating that we are a small agency. A motion to authorize the release of a Request for Proposal (RFP) seeking contractual services for financial audit for fiscal year 2018-19 with option to renew for two additional fiscal years periods, 2019-20 and 2020-21, to be circulated for competitive bidding, as amended, carried unanimously (lb/es).

9.c. DISABILITY INSURANCE: Mr. Barnhill presented a resolution to renew the District's short and long-term disability insurance offered to its full-time employees. Director Peterson said he found two mistakes on the fifth paragraph. The word "to" should be added after "authorized" and the word "not" should be added after the word "does." A motion to approve Resolution No. 18/19-18 authorizing the General Manager to renew group short and long-term disability insurance with the Lincoln National Life Insurance Company, as amended, carried unanimously (jm/es).

9.d. ANNUAL RECREATION TAX: Mr. Wilson reported the Recreation Commission received the report and recommended continuing annual Recreation Special Tax. A motion to approve Resolution No. 18/19-19 levying an annual Recreation Special Tax for FY 2019/20 in the amount of \$110.00 on all residential parcels carried unanimously (es/lb).

9.e. INFORMAL BIDDING PROCEDURES: A motion to approve Resolution No. 18/19-20 confirming publication of Ordinance No. 19-1 establishing informal bidding procedures under the Uniform Public Construction Cost Accounting Act carried unanimously (lb/es).

9.f. ADDITIONAL SERVICES REQUEST: Director Peterson reported revisions to the Memorial Hall seismic project cannot go out to bid until this is revised. A motion to approve Additional Services Request (ASR) #2 with Holmes Structures in the amount of \$4,000 for Memorial Hall structural engineering design services to provide deep foundation system utilizing drilled, cast-in-place concrete piers with structural drawings, calculations, and specifications sufficient for bidding, to include approval directing staff to develop bid documents for project identified as Seismic Phase 1 MH-1901 carried unanimously (jm/lb).

10. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board.

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. FUTURE AGENDA ITEMS:

Public hearing to approve the rate charges and method of collection (June).

Adopt budget for FY 2019/20 (June).

Adopt annual appropriations limit (June)

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.

Consider Ad Hoc Committee on long range planning.

13. BOARD COMMENTS: None

14. ADJOURNMENT: The meeting was adjourned at 8:03 PM until June 26, 2019.

Respectfully submitted,

Susan Witschi  
June 25, 2019