

CROCKETT RECREATION COMMISSION

Regular Business Meeting AGENDA FOR MONDAY, DECEMBER 4, 2023

TIME: 6:00 PM
PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

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 for November 6, 2023.
5. RECREATION:
6. BUDGET AND FINANCE:
 - a. Receive Recreation transmittals and credit card statements.
 - b. Budget process update for 23/24.
7. ADMINISTRATIVE:
 - a. Election of Officers.
 - b. Consider application for Recreation Commission vacancy: Valerie Quade.
 - c. Consider Meeting and Holiday Schedule for 2024.
8. REPORT OF DEPARTMENT MANAGER:
(This item is typically for the exchange of information only. No action will be taken at this time.)
9. REPORTS FROM COMMISSIONERS:
(This item is typically for the exchange of information only. No action will be taken at this time.)
10. FUTURE AGENDA ITEMS:
11. COMMENTS FROM COMMISSIONERS:
12. ADJOURNMENT to January 4, 2023.

CROCKETT RECREATION COMMISSION

You will find the Minutes of this meeting posted on our website at

<https://www.town.crockett.ca.us/meetings>

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

P.O. Box 578 – Crockett, CA 94525

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

website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, NOVEMBER 6, 2023

1. CALL TO ORDER: The meeting was called to order at 6:04 PM by Chair Cusack. Present were Commissioners Airoidi, Choquette and Valentini.
Staff present included Administrative Services Manager (ASM) Goodman, and District Secretary (DS) Rivas.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Minutes for October 2, 2023, were approved. (LC 1st, JV 2nd, 4/0-unanimous)
5. RECREATION: None.
- 6a BUDGET AND FINANCE: ASM Goodman presented transmittals. A credit card statement was not provided because the payment had not cleared in time for the meeting. Ms. Goodman announced that she is working on a budget schedule for the next fiscal year. The Board must approve the schedule and expects to meet with Recreation in January and suggested that the commissioners begin thinking about their budgetary needs. Chair Cusack pointed out the \$7400 EDMUD payment seemed very high. Ms. Goodman explained that the bill was high because the payment was for several bills. EDMUD changed their payment location to Los Angeles and payments were being sent to the wrong place. A new check was issued and mailed to the correct address and the previous checks were voided.

Commissioner Wilson asked why former employee Vaughn Gunkleman was being reimbursed. Ms. Goodman explained that our Quickbooks subscription was being charged to his credit card. The card has been deleted from the account. She also explained that we have multiple PG&E bills and each is noted with the associated location; i.e. pool, community center, etc.

The check-writing process: checks are presented to the Board President for review. Mr. Barassi compares each payment with the invoice before signing the check.
- 7a UPDATE ON PROPOSITION 68: Updated in the Department Manager section.
- 7b CONSIDER APPLICATION FOR RECREATION COMMISSION VACANCY: DS Rivas explained that a vacancy was created when Ms. Diana Martinez was appointed to the District Board. Ms. Valerie Quade was not present. The vacancy posting period is less than 30 days. Therefore, the item was carried to the next meeting. Chair Cusack and Mr. Airoidi expressed that they felt she was well qualified to serve.

6.a

Members: Jeff Airoidi (VC), Louise Choquette, Tom Cusack (C), John Valentini

8. REPORT OF DEPARTMENT MANAGER: Recreation Manager Wilson reported that the bids for the Proposition 68 project were over by approximately three times higher than the architect's estimate of \$436,000. Bids were \$1.33 million, \$1.13 million, and \$570,000 – the last bid added \$200,000. The first two rescinded their bids. The Board approved a resolution to reject all of the bids. The project is expected to go out for bid again in January.

Mr. Wilson announced that the Board appointed the District Secretary as the Interim General Manager and Guant Murdock as the District Engineer.

Chair Cusack as Ms. Rivas if she got any sleep. DS Rivas shared that a glass of wine is sometimes necessary. She then shared a recent dream. Ms. Rivas was waiting at an elevator at work. She realized she had forgotten something and pondered on whether the item was important and relevant to her day. She had some flexibility with her time, so she opted to return home for the item. When she arrived home, she realized she had left much more than she thought. She expressed that the dream was likely how she was processing the new responsibilities.

9. REPORTS FROM COMMISSIONERS: None.

10. FUTURE AGENDA ITEMS: Add Valerie Quade for consideration for the Recreation Commission vacancy.

11. COMMISSIONER COMMENTS: Commissioner Choquette expressed her deep appreciation for the tremendous amount of work performed by staff, specifically Recreation Director Ron Wilson.

12. ADJOURNMENT: The meeting was adjourned at 6:24 PM until December 4, 2023.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

**CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District**

Auditor's Date: _____ Fund: 324100 Account: 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
11/02/2023	Alhambra & Sierra Springs	Concessions water - INV#2823	208.63	14732
11/02/2023	DAKAY ARROYO	10/8/23 RENTAL REFUND	700.00	14733
11/02/2023	DALIA SANCHEZ	10/21/23 RENTAL DEPOSIT REFUND	700.00	14734
11/02/2023	JOCELYNE SANTILLAN	10/15/23 RENTAL DEPOSIT REFUND	700.00	14735
11/02/2023	LESLIE'S POOL SUPPLIES	POOL SUPPLIES, INV#5688	80.40	14736
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY OCTOBER 2022, INV#5671	2,004.00	14737
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY NOV 2022, INV#5672	2,345.50	14738
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY DEC 2022, INV#5673	806.00	14739
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY JAN 2023, INV#5674	1,908.00	14740
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY FEB 2023, INV#5675	263.00	14741
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY MARCH 2023, INV#5676	560.00	14742
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY APRIL 2023, INV#5677	1,627.50	14743
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY MAY 2023, INV#5678	1,768.00	14744
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY JUNE 2023, INV#5679	2,328.00	14745
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY JULY 2023, INV#5680	2,905.50	14746
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY AUGUST 2023, INV#5681	2,897.00	14747
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY SEPTEMBER 2023, INV#5682	1,487.50	14748
11/02/2023	TERMINIX	PEST CONTROL, INV#0715	174.00	14749
11/02/2023	TERRACARE ASSOCIATES	Landscaping services OCT 23, INV#1406	1,032.00	14750
11/02/2023	TERRACARE ASSOCIATES	Landscaping services OCT 23, INV#1408	315.00	14751
11/02/2023	TERRACARE ASSOCIATES	Landscaping services OCT 23, INV#1407	958.00	14752
11/02/2023	The Real Yellow Pages	ADVERTISING INV#2522	128.47	14753
11/02/2023	UNIVERSAL BUILDING SERVICES	10/7 EVENT SVC, INV#8917	144.00	14754
11/02/2023	ASCAP	MERCY & THE HEARTBEATS, PREVIOUS BALANCE 9/29/23, INV#3836	12.00	14755
11/02/2023	Studio 144 Architects	POOL & PARK RENO INV#2333	3,359.25	14756
11/02/2023	PRECISION SECURITY SOLUTIONS	SECURITY OCT 23, INV#7047	1,295.00	14757
11/02/2023	RONALD D. WILSON	MILAGE EXPENSE, OCT 2023	98.25	14758
11/02/2023	RONALD D. WILSON	EXPENSE, CABLE	32.91	14759
11/02/2023	SDRWA	Health Benefits Sep(INV# H43219) Oct (INV# H43587)	6,124.69	14760
11/02/2023	G&J Seiberlich & Co LLP	Accounting Svcs Oct INV#8882	112.50	14761
11/02/2023	Lincoln National Life Insurance Company	Nov Lin Ins Premium	69.19	14762
11/02/2023	PG&E	Utilities for Community Center, Acct# 6757445609-0	8,659.30	14763
11/02/2023	PG&E	Utilities for Pool, Acct# 8212111930-7	8,753.79	14764
11/02/2023	CONTRA COSTA COUNTY TREASURER	Monthly Payroll October 2023	18,565.41	14765
Total FUND 3241 - RECREATION			73,122.79	
TOTAL			73,122.79	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
11/08/2023	CONTRA COSTA COUNTY TREASURER	CalPERS CCSD ID# 1977684412	3,853.48	14766
Total FUND 3241 - RECREATION			3,853.48	
TOTAL			<u>3,853.48</u>	

for [signature]
11/8/23

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
11/09/2023	CONTRA COSTA COUNTY TREASURER	CalPERS 457 Aug, Sep, Oct 2023	2,414.34	14767
Total FUND 3241 - RECREATION			2,414.34	
TOTAL			2,414.34	



CROCKETT COMMUNITY SERVICES DISTRICT

STATEMENT OF INTEREST / APPLICANT QUESTIONNAIRE FOR COMMISSIONS, COMMITTEES AND BOARD

"Please note that this form is a public record that may be subject to disclosure upon request."

NOTE: PLEASE FILL OUT SEPARATE APPLICATION FOR EACH BOARD/COMMISSION YOU WISH TO SERVE ON (TYPE or PRINT ONLY)

When Completed Return To: CCSD District Secretary, 850 Pomona Street, Crockett, CA 94525 or via email: DistrictSecretary@town.Crockett.CA.us
Telephone 510.787.2992. **Bolded items are required for a complete application.**

We encourage applicants to submit a separate statement letter to elaborate on your responses. We look forward to receiving your application.

INDICATE YOUR INTEREST

BOARD

() CCSD BOARD OF DIRECTORS

COMMISSIONS

- () Budget & Finance (B&F)
- () Crockett Sanitary (CVSAN)
- () Port Costa Sanitary (PCSAN)
- (x) Recreation (REC)
- () Lighting & Landscape (L&L)

COMMITTEES

- () Memorial Hall Advisory
- () Personnel
- () Police Liaison

NAME Valerie Quade

ADDRESS [REDACTED] CITY/ZIP Crockett

PRIMARY PHONE [REDACTED] ALTERNATIVE PHONE

EMAIL ADDRESS [REDACTED]

LENGTH OF RESIDENCE IN CROCKETT/PORT COSTA 10 Years IN CONTRA COSTA COUNTY 15 Years

ARE YOU CURRENTLY EMPLOYED OR RETIRED? Self Employed

RELEVANT EXPERIENCE RELATING TO THIS POSITION I have participated in many forms of recreation

throughout the years including swimming, hiking, biking, and more. I am also a great event and party planner.

SOME THOUGHTS YOU BELIEVE MAY CONTRIBUTE TO IMPROVE BOARD/COMMISSION/COMMITTEE

I think I have great ideas for town recreational activities. I am a person who executes a plan.

IF APPOINTED, WHAT/HOW WOULD YOU CONTRIBUTE TO OUR COMMUNITIES?

I will contribute by sharing my thoughts and taking action and implementing plans that have been decided on.

REFERENCES (TWO) (OTHER THAN FAMILY MEMBERS):

NAME [REDACTED] ADDRESS [REDACTED] PHONE [REDACTED]

NAME [REDACTED] ADDRESS [REDACTED] PHONE [REDACTED]

DATE 10/29/2023 APPLICANT'S SIGNATURE

Valerie Quade
CFEAF313056F46E

For Consideration

* Observed
 ** One Week Early

MEETING SCHEDULES/HOLIDAYS FOR 2024

<i>Commission</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>June</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
PLC/Recreation (7 pm / 6 pm)	8	5	4	1	6	3	1	No Mtg	9	7	4	2
Personnel (4 PM)	9	13	12	9	14	11	9	13	10	8	12	10
Port Costa Sanitation (7 PM)	10	14	13	10	8	12	10	14	11	9	6**	4**
Memorial Hall (4:30 PM)	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed	As needed
Lighting & Landscaping (7 PM)	16	20	19	16	21	18	16	20	17	15	19	17
Crockett Sanitary (4 PM)	17	21	20	17	15	19	17	21	18	16	13**	11**
District Board (7 PM)	24	28	27	24	22	26	24	28	25	23	20**	18**
Holidays - Offices are closed.												
New Year's (Mon)	1											
Martin Luther King (Mon) TBD	15											
Presidents' Day (Mon)		19										
Memorial Day (Mon)					27							
Juneteenth (Wed) TBD						19						
Independence Day (Thu)							4					
Labor Day (Mon)									2			
Veterans Day (Mon)											11	
Thanksgiving Day (Thu & Fri)											28, 29	
Christmas Day (Mon)												25