

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

MINUTES OF SPECIAL MEETING, SEPTEMBER 1, 2020

1. CALL TO ORDER: The meeting was called to order at 5:02 PM by President Kirker. Present were Board Members Barassi, Mackenzie, Peterson and Sutton, along with General Manager McDonald and District Counsel Hundley. Also present were Crockett Sanitary Commissioners Adams, Bartlebaugh, Manzione, and Wais listed in as members of the public.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None

3.a. RESIGNATION OF GENERAL MANAGER MCDONALD: Mr. McDonald presented his resignation letter and said that he is committed to work with the Board through September 27 and will work diligently to make the transition as smooth as possible. He said that he will physically be in the office through September 22. A motion to accept the resignation letter of General Manager McDonald carried unanimously (kp/lb).

Board President Kirker asked to move items 3.e. and 3.f. up before 3.b. as he believes it best to describe the scope of work before developing a plan.

3.e. MONTHLY AND WEEKLY CALENDAR TASK LISTS: Mr. McDonald said that staff utilizes both the Weekly and Monthly Calendar Lists to guide them on important tasks throughout the year. Meetings are held regularly to go over responsibilities. He felt it was important to share with the Board that he has faith in staff, who have a good handle on what is needed to be done, to cover many of the items listed. Some of the Board members asked for more time to review the list as it was just received two hours prior to the meeting. Mr. McDonald suggested that he could narrow the list down to tasks that only he handles, tasks for which existing staff is not familiar or may lack experience in dealing with, so that the Board can better define the scope of needed work over the next 3-6 months.

3.f. ROLES OF STAFF AND GOAL FOR NEXT YEAR: President Kirker said now is the time to figure out what the District needs from its management before rushing into a band-aid temporary hire that may change in a year. He said the structure of what we want should be considered when planning the transition and before advertising position for hire. Mr. McDonald said similarly to the task lists, he will review the duties and responsibilities for the General Manager, Secretary of the District, and Crockett Sanitary Department Manager and identify those duties that would be difficult to cover by existing staff during the interim or which may best be served by a consultant.

3.b. DISCUSSION ON TRANSITION PLAN: President Kirker said more than a plan is needed, it is time to move quickly to make sure things get done now. A discussion ensued on whether Board members can fill in the gaps. District Counsel Hundley said that there are multiple reasons why Board members cannot serve as the interim General Manager. They would be unable to receive compensation as an employee of the District, even if they resigned from the Board. She did say they can volunteer to perform individual tasks on subject matters they are familiar with to assist in addressing the workload while the General Manager position is vacant. Director Peterson said he is more than willing to volunteer. Mr. McDonald said he believes that the function of the Secretary of the District could be performed by a Board member if there is no remuneration given. District

Counsel Hundley will review and confirm if this is possible. She believes a recruiter or consultant could help with the process of developing a transition plan.

President Kirker said hiring a consultant to help would provide fresh eyes on the District, which could help in the development of what is needed for the District going forward. Director Barassi said he believes it is time to shift to a strong President model, one where the President is given more authority to oversee the interim General Manager. Director Peterson agreed with Director Barassi and said the Board should authorize the President with additional powers. District Counsel Hundley said either an Emergency Ordinance or Board Resolution, depending on what our District Code and the law allows, can be drafted and she will communicate with President Kirker to develop. President Kirker said it is important to have someone active in charge who can provide direct oversight of staff, make sure items identified on lists are executed in a timely fashion, and that follow through is being performed. Oversight of any consultant hired is also important. He said the interim General Manager must be able to identify exposures of threat to the District and have skills to address them as they come up.

Director Peterson said he has written his thoughts on the impact of the upcoming vacancy and has shared them with the General Manager. Mr. McDonald urged other members of the Board to submit any written thoughts or concerns to his attention as soon as possible and he will have Ms. Witschi compile them, anonymously, into one document for future Board review.

3.c. AD HOC COMMITTEE: Director Sutton said it was premature to setup Ad-Hoc Committees, she would like to have a list of responsibilities on what can and cannot be covered by existing staff. Agenda item to be considered at the next special board meeting.

3.d. USE OF CONSULTANTS: Mr. McDonald presented information on three consultants that the District currently has agreements with. Regional Government Services (RGS) has the expertise to provide recruitment services and can provide administrative support, an Exhibit would need to be added to the existing contract for any additional services. MacDonald Accounting services has provided limited accounting assistant to our District but is familiar with QuickBooks (QB) and can be a resource for QB questions. V.W. Housen & Associates has been our Engineer Consultant serving our sanitary departments since 2013 and can consult or perform tasks for the sanitary departments if desired. Brent Ives at BHI Management Consulting has assisted other small agencies when key management positions became vacant, we currently do not have agreement with his agency, but it can be investigated to see if he'd be available to serve as interim GM. A question was raised if Commissioners can help manage their respective department. Mr. McDonald believes District Code allows commissioners to be paid employees so having a commissioner serve as a paid interim manager is a possibility, he will confirm and report findings to the Board. President Kirker believes it would be a conflict of interest to have the department manager sitting on a commission for whom he/she reports to and who oversees the manager.

4. ADJOURNMENT: Director Peterson said he objects to Zoom meetings, believes them to be totally inadequate, and would prefer to hold in-person meetings outdoors if needed. Director Barassi said he'd support meeting in person. He added that he doesn't support having an interim manager who can only work remote using virtually technology. Mr. McDonald said technical challenges has hindered holding combination in-person/Zoom meetings at the community center. He believes something can be setup in the auditorium if safe social distance safeguards can be followed. As time is of the essence, the next special board meeting will either be Thursday September 3 or Friday

September 4, date and time dependent on completion of agenda packet documents and individuals' schedules.

The meeting was adjourned at 6:30 PM.

Respectfully submitted,

Dale McDonald
September 2, 2020