

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR MEETING, DECEMBER 16, 2020

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Kirker. Present were Board Members Barassi, Bartlebaugh, Mackenzie and Peterson, along with Recreation Department Manager Wilson, Department Manager Barnhill, District Engineer Murdock and Administrative Services Manager Gunkelman. Also present were Sanitary Commissioners Cusack and Wais.
2. AGENDA ORDER: Tom Cusack asked that item 13.a. be moved after item 6. Director Kirker asked that item 9.b. be moved after item 12.
3. PUBLIC COMMENTS: None
4. REPORTS FROM COMMISSIONERS: None
5. PUBLIC HEARING: None
6. UPDATE BY DIRECTORS: Director Kirker reported he received an application today for the Acting General Manager position. He had a conversation with our attorney and she informed him that the Kensington Fire District General Manager position has been filled and she suggested talking with the interim general manager to fill the position with the Crockett Community Services District. Director Kirker said he has not had time to reach out to her yet.
- 13.a. PERSONNEL COMMITTEE REPORT: Commissioner Cusack reported the Personnel Committee met on December 15. He said the committee discussed the Responsibility Reorganization Chart and the committee thought it would be very beneficial if we could have a joint meeting with the District Board to discuss this document. He said it is obvious there has been a tremendous amount of work that went into creating this document. Director Barassi said it would be useful to get it synched up to the actual salary scales and job positions, because it is still a work in progress. He said it's a very good conceptual document and transferring it over to an organizational chart would be the next step in terms of who's been hired and who is going to be accomplishing those functions. Director Bartlebaugh said one other item would be the translation from the names and the responsibility chart over to the wage schedule making that connection clear because the Personnel Committee was not able to figure out exactly who was who or what roles fell under the job classifications. Director Barassi said the chart is to be used as a guiding document for what the different job duties and needs of the district are, but also assign the job functions to the actual positions that are being filled. Director Kirker said he emailed an updated version of the chart and the job salary structures with some changes to you today. He said they are working documents and he will try to get that more solidified. He asked that changes or comments be emailed to him directly. Director Peterson said he created the first iteration of the chart simply to assist Director Kirker and himself in communicating. He said it has helped our communication to describe the job duties and to have new positions created. He said the only version that would be of benefit to all of you would be the one that you're discussing, which is the actual employees by name and title, and how they fit together. Commissioner Cusack said he would personally like to thank everyone for their work trying to get these items taken care of and he really

appreciates it. Director Kirker said it is everyone, i.e., Ron Wilson, James Barnhill, Gaunt Murdock, Vaughn Gunkelman and Susan Witschi has been taking on more responsibilities during COVID with the district. Director Barassi said the Personnel Committee also received the review and recommended an Employment Agreement Extension for Recreation Dept. Manager Wilson for three years.

13.b. BUDGET & FINANCE COMMITTEE REPORT: None

13.c. AD HOC COMMITTEE REPORTS: Director Mackenzie reported that P.W. Stephens Environmental and another company called Coastwide came out to the new office building to give us a quote on abatement. He said P.W. Stephens Environmental was really close to Synergy's number just a little bit more within \$200. He has not heard back from Coastwide yet. He said that P.W. Stephens Environmental is scheduling about a month out and Synergy is about a week out. Director Mackenzie said he was supposed to meet with Kel-aire about the HVAC system but they never called him so they met with Director Kirker. He has another company that is coming on Thursday to give us a quote on the HVAC system. Director Barassi asked if Synergy or P.W. Stephens Environmental has done any work for the district before and had any experience with change orders. Director Mackenzie said Synergy did the abatement at Memorial Hall and he believes there were no change orders. Director Kirker gave the Board an update on the walk-through with Kel-aire. He said the units in the apartment and chapel are in pretty good shape but the unit in the office space probably needs a pretty heavy rebuild with a cost of \$5K. He said there are four units on the roof and the unit in the embalming room can be removed.

13.d. INTER-AGENCY MEETINGS: None

7.a. RECREATION DEPT. REPORT: The Board had received the Minutes of November 2. Mr. Wilson reported he met with Recreation Commissioners Scheer and Valentini to develop a project for the Per Capita Grant Program. He said we are going to put that project together and submit the project. Once we reconfigure the park it will allow us to accommodate the volume of picnics that we have every year. Right now it just doesn't meet those needs and we need to make some ADA accessible improvements in the park and in the pool area. Mr. Wilson reported he ordered the new pool covers and hopefully we get them next month. He said he heard on the news yesterday that on or about January 20 they are going to allow low contact sports to resume. Swimming would be allowed and schools would be allowed to have swim teams. After this last round of restrictions, the county allowed the playgrounds to reopen with a 30-minute time limit.

7.b. MAINTENANCE DEPARTMENT: No report.

7.c. PORT COSTA SANITARY DEPT.: Mr. Barnhill reported there were no spills or exceedances in November. He said smoke testing at Port Costa has been completed, the entire town was tested. Staff is going through the report and will notify the homeowners. It looks like there were multiple points of smoke appearing in the main line in Port Costa and it was along the creek side where we were seeing smoke. Director Barassi asked when you say seeing smoke, do you mean migrating out of the ground or out of that storm culvert. Mr. Barnhill said what we were seeing was along the intersection where Prospect turns off of Canyon Lake Drive. He said smoke appeared at a storm drain grate near 70 Canyon Lake. Mr. Barnhill said there was another property at 78 Canyon Lake Drive where smoke was coming out of the main line. Director Mackenzie asked what is the next step after you determine the homes with lateral issues. Mr. Barnhill said staff will notify the property owners by letter. The owner would need to hire a contractor to see what is going on with their lateral. Staff will review the video and

write up a deficiency report and notify the property owner. Mr. Barnhill said another step in that process would be dye testing down the lateral cleanout or through their toilet and visually see what is going on. He said there is only one tied-in gutter roof drain that showed smoke. Director Mackenzie asked if a homeowner receives a letter from the District is this a mandatory requirement or a courtesy notice. Mr. Barnhill said it wouldn't be a courtesy notice. He said if they have an issue it needs to be addressed because at this point, if smoke is coming out water is going in, and that's contributing to our inflow and infiltration. Director Mackenzie asked if this is considered a violation. Mr. Barnhill said yes. He said especially a roof drain which means everything from the roof and through the gutters is going into the sewer. Director Barassi said he noticed at least two buildings with roof drains and the owner went in and cut and capped them. Would that be sufficient or would you require a plumber to come out and certify the work. Mr. Barnhill said we do not have jurisdiction over building roof drains but we do over the lateral itself. Staff would want to see where it ties in. He said in these circumstances, we would communicate with the owner and maybe a site visit. Staff would simply send out a letter to the homeowner to get the process moving. Director Peterson said we want a correction that is permanent.

7.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of October 21 and November 10. Mr. Barnhill reported there were two Category 3 sewer overflows in November and they did not touch drainage to the waters. They were approximately 5-gallon and 25- gallon volume and both were cleared by hydrojetting. One of the lines we found was on Second Street and it was added to the CCTV project for 2020. We found that a section in the middle of that segment of pipe reduces from six inches on either side to a four inch chunk of pipe, so that's an obvious repair that is going to have to be approached. He said there are only a couple connections upstream. Director Peterson said that has been in the inventory for a long time and it's not a critical repair. Director Kirker said it is causing overflows now. Mr. Barnhill said in November we had an overflow and I believe another one in September at the same point, so it is a problem that needs to be looked into. There was no obvious reason for the second spill that happened.

7.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None

7.f. STAFF ANNOUNCEMENTS: None

8. CONSENT CALENDAR: The consent items were approved unanimously (lb/jm):

- a. Approve Minutes of November 18, 2020.
- b. Approve payment of District bills (warrants Rec. 8978-8993; PCSan, 1281-12852; CVSan 6290-6304).
- c. Receive Minutes of Commissions and Committees.
- d. Receive annual report on use of Recreation Taxes (Gov. Code Sec. 50075.3).
- e. Receive annual report on compliance with identity theft regulations (FACTA program).
- f. Approve Payroll Schedule for 2021.

9.a. CONSENT ITEMS REMOVED: None

9.c. REAPPOINT COMMISSIONERS: A motion to approve Resolution 20/21-11 reappointing Louise Choquette to the Crockett Recreation Commission and Howard Adams and Mark Manzione to the Crockett Sanitary Commission for two years carried unanimously (kp/sb).

9.d. RESIGNATION FROM CROCKETT SANITARY: A motion to approve resignation from Scott Bartlebaugh from the Crockett Sanitary Commission carried with 4 Ayes and 1 Abstention (lb/jm).

10.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Director Peterson reported he worked with Susan on the monthly worksheets. He said Port Costa Sanitary Department has made a payment of \$93,563.29 on loan number two to the Crockett Sanitary Department. Director Kirker said invoices for sewer service off the tax rolls for Crockett and Port Costa were mailed out earlier this month.

10.b. MINIMUM WAGE INCREASE: Director Kirker reported he emailed to you today the updated Pay Schedule of Wages. Director Peterson asked what the minimum wage will be on January 1, 2021. Director Kirker said \$14.00 an hour. Mr. Wilson said please do not approve this yet because all of the Recreation hourly rates are incorrect. He said the increase was carried all the way through the various levels. This item was continued to the December 22 meeting.

10.c. DISTRICT AUDIT: Director Kirker reported he spoke with the auditor David Farnsworth and the audit is not complete. He said the auditor has had major concerns about the District's oversight. This item will be put back on the agenda once the audit has been completed.

11. CLOSED SESSION: The Board went into closed session at 8:05 pm.

- a. CONFERENCE WITH LABOR NEGOTIATOR(S): Agency Designated Representative(s) to confer with Crockett Community Services District Board regarding Acting General Manager, Administrative Operations Manager, District Engineer and District Secretary positions, Pursuant to Government Code Section 54957.6.

OPEN SESSION: The Board resumed in open session at 9:11 pm.

12. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION: Director Kirker said there were no reportable items to report while in closed session.

9.b. ELECTION OF OFFICERS: A motion to nominate Director Barassi as President and Director Bartlebaugh as Vice-President carried unanimously (mk/jm).

14. FUTURE AGENDA ITEMS:

- Standing Committee appointments; Budget & Finance, Personnel (Jan.).
- Discuss and approve Action Plans for 2021 (Jan.).
- Discuss policy on delegation of authority to Commissions.
- Adopt capital asset depreciation schedule.
- Adopt capacity charge ordinance on Accessory Dwelling Units.
- Review and adopt ADA compliance plan.
- 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: The meeting was adjourned at 9:17 PM until January 27, 2021.

Respectfully submitted,

Susan Witschi
January 6, 2021