

CROCKETT RECREATION COMMISSION

Regular Business Meeting
AGENDA FOR MONDAY, MARCH 4, 2019

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 items:
 - a. Approve Minutes of February 4, 2019
 - b. Receive Report from Facilities Manager.
 - c. Receive Status Report on outstanding items.
5. RECREATION:
Receive CREPP Property Schedule and report on insurance appraisal of Community Center.
6. BUDGET AND FINANCE:
Consider monthly Summary Worksheet and staff report on financial matters.
7. ADMINISTRATIVE:
 - a. Receive report on actions taken by the District Board.
 - b. Consider recommending appointment of Anne Scheer to the Crockett Recreation Commission, recommendation to be forwarded to 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 ITEM:
Consider termination of waterfront lease and impact on waterfront access and recreation, form recommendations.
11. COMMENTS FROM COMMISSIONERS:

12. ADJOURNMENT to April 1, 2019

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, FEBRUARY 4, 2019

1. CALL TO ORDER: The meeting was called to order at 6:00 PM by Chairperson Cusack. Present were Commissioners Airoidi, Botta, Choquette and Valentini, along with General Manager McDonald, Department Manager Wilson and Facilities Manager/Asst. Secretary Witschi. Also present was Sanitary Commissioner Bartlebaugh. Commissioner Eskildsen arrived later.
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/db):
 - a. Approve Minutes of January 7, 2019.
- 5.a. ALEXANDER PARK SUMMER USE TRASH: Commissioner Eskildsen arrived at 6:05 pm. Commissioner Airoidi reported Commissioners Cusack, Valentini and himself, along with Mr. Wilson met to discuss summer use trash at Alexander Park. He said we are limited by space in garbage bins. Mr. Wilson may have a dedicated person to help him on Sunday's. It is out of control for the amount of people in the park. Mr. Wilson said he and Susan are working to get signage for the park to post rules.
- 5.b. LANDSCAPING RESPONSIBILITIES: Mr. Wilson said the Memorial Hall is currently under the Maintenance Department and, absent of any plans for restoration right now, only the grounds are available for public use. He said the District should let the neighborhood use it as a park formally. Mr. McDonald said the main focus of the Maintenance Department should be the restoration of the hall. Mr. Wilson said the Recreation Department is currently paying for landscaping with pass-through Return-to-Source money from the Cogeneration plant. Commissioner Airoidi asked is the basement leaking at Memorial Hall. Mr. Wilson said no. Commissioner Choquette asked if some agapanthus can be planted around the perimeter of the building. Mr. Wilson said staff is trying to keep costs to a minimum and work may be planned close to the building irrigation. A motion to support Memorial Hall grounds moving landscaping responsibilities at the Recreation Department carried unanimously (db/jv).
- 6.a. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. Mr. McDonald reported a fund balance of \$507K. He said the Local Agency Investment Fund interest rate has gone up from 2.1% to 2.4%. He said the largest expense on the reconciliation detail list is liability insurance for \$13K, up 6% since last year.
- 6.b. DRAFT BUDGET: Mr. McDonald presented the 7-month draft budget. He said next year staff plans to perform more capital projects. The LED lighting project in the auditorium is anticipated to be funded through a capital improvement grant of \$52K. The retaining wall along Pomona and replacement stairs at the corner of Rolph and Pomona will be treated as a capital improvement under the Parks cost center. A grant would be required to complete this

project. Mr. Wilson said he will also apply for a grant for resurfacing the tennis courts. A motion to recommend approval of 7-month draft budget carried by consensus.

7.a. DISTRICT BOARD ACTIONS: Mr. McDonald reported on the actions taken by the District Board in January. He said the Board set up committees, re-appointed Commissioner Choquette for two years to the Recreation Commission, engaged new legal counsel Thomas Smith, and accepted the completed auditor's report.

7.b. PERSONNEL COMMITTEE: Mr. McDonald reported the Board asked staff to reach out to each commission and ask if someone would be interested serving on the Personnel Committee. The committee usually meets the second Tuesday at 4:00 pm. Mr. McDonald reported that Mr. Wilson sits on the committee representing the Recreation Department. He asked the commissioners to contact him if interested.

8. REPORT OF DEPT. MANAGER: Mr. Wilson reported A-One Tree Service came out and trimmed branches on some of the trees in the park and an elm and plum tree was removed. He had a meeting with the Fire Department regarding the inspection report we received. Some smaller issues have been taken care of but the fire suppression system alarm project is still required. He said the initial estimate was for \$6K and other vendors are being looked into. Mr. Wilson said someone broke into the pool area, broke multiple locks, stole items from the swim team shed and stole some personal tools from the pump room, and ransacked the pool office, but only stole the credit card machine. Ms. Choquette asked if insurance will cover the loss. Mr. Wilson said the deductible was not met.

9. COMMISSIONERS: None

10. FUTURE AGENDA ITEMS:

- Receive report on insurance appraisal (March).
- Consider Recreation Commission candidates (March).
- Consider termination of waterfront lease and impact on waterfront access and recreation, form recommendations.
- Consider Grant approval for tennis court.

11. COMMISSIONER COMMENTS: None

12. ADJOURNMENT: The meeting was adjourned at 6:41 PM until March 4, 2019.

Respectfully submitted,



Susan Witschi
February 5, 2019

Facilities Report

March 4, 2019

1. **Recover the Waterfront:** A public meeting will be held on Tuesday, March 12 from 7:00 pm – 8:30 pm at the Community Center in the multi-purpose room.
2. **CHP Presents “Age Well/Drive Smart”:** Meals on Wheels is sponsoring on Wednesday, March 20 from 9:30 am – 11:30 am at the Community Center. Free, interactive, entertaining program discussing tips to help drivers better understand driving safety, new traffic laws, bicycle safety, road rage and much more.

Respectfully submitted,

Susan Witschi

REC. DEPT. STATUS REPORT

MARCH

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Facility marketing - print, web, and social media.	Ongoing	Increase social media engagement
Ongoing		Facility maintenance - Community Center, pool, and park.	on schedule	Finished replacing pathway lights with LED
Ongoing		Financial accounting & budget	FY19/20 reviewed	19/20 Prelim Budget (April)

FINANCIAL MATTERS

2/09	F-9	Fence damage recovery (#2) - Harris	\$1300.26 judgment	Ron to collect or sell debt
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MAINTENANCE ISSUES

4/13	M-8	Hillside Maintenance - long-term hillside cleaning plan needs to be developed.	Research underway	Identify funding. Cal FIRE did not return calls
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CAPITAL IMPROVEMENTS

3/14	C-1	West side covered deck Project	ON HOLD	Identify funding. Downsize project or do in phases.
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ADMINISTRATIVE MATTERS

10/17	A-30	Add More Classes and Activities - at the Community Center	future item to Commission	Ad Hoc to identify costs and resources to implement.
6/16	A-29	Review Policy and Rules on Banners - for banners on fence at Rolph and Pomona.	BACKLOGGED	
5/12	A-24	Revise rules on Loitering Policy	BACKLOGGED	
3/12	A-23	Sign - no students during school hours	draft policy	Submit to Commission
9/10	A-21	Signs - no skateboards or bikes	draft policy	Staff to develop policy
11/08	A-20	Rec Policies & Procedures Manual - both the community center and aquatics center.	BACKLOGGED	

** Larger project tasks are included on the Status Report. Smaller incidental and regular ongoing tasks are excluded from this report.

c:\mydocs\recdept\StatusReport.xls

**CPEPP PROPERTY SCHEDULE
 CROCKETT COMMUNITY SERVICES DISTRICT (CSRMA)**

Includes B & M

Filter: Selected records

Real Property Trend Factor: 4.62%

Personal Property Trend Factor: 3.82%

February 25, 2019

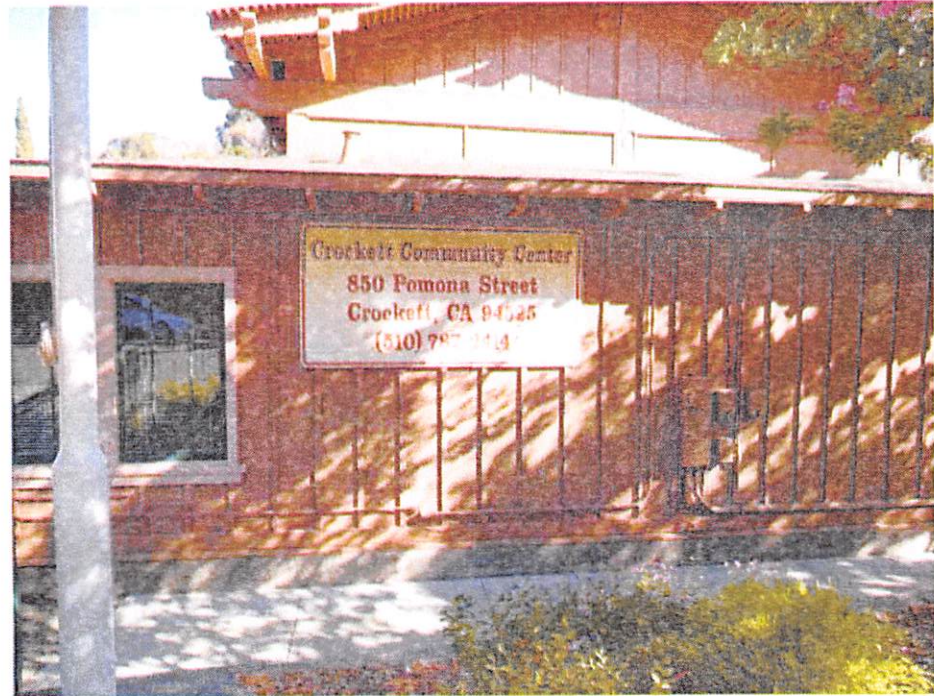
Loc #	2nd Id	Address, City, Zip	Occupancy	Construction	Auto Spklr	Year Built	Year Apprs	EQ:	Real Prop	Pers Prop	BI / Rents	Year	Real Property	Personal Property	BI / Rents	Totals
				PIPING & VALVES. THERE IS A 15' X 26' BELOW GRD. WET W Alarms: YES												
3	A	LORING AVENUE PUMP STATION FOOT OF LORING AVE. CROCKETT CA 94525	9 SQ. FT. WASTE - LIFT STATION - PACKAGE LORING AVENUE PUMP STATION	Class: S ALL STEEL	No	1983	2005	EQ: A2 Flood: C	No	No	No	2018	\$33,532	\$23,576	\$0	\$57,108
				Notes: THIS IS A FIBERGLASS PACKAGE UNIT. EQUIP. INCLUDES 10 HP SUB. PUMP, 1HP PUMP & MISC. PIPING & VALVES. Alarms: YES												
ISO Code: 3		Stories: 1	Geocode Notes: Could not map this address. Found: ZIP													
Lat:	Lng.															
6		COMMUNITY CENTER 850 POMONA STREET CROCKETT CA 94525	8,593 SQ. FT.	Class: D ALL COMB (WOOD FRAME)	No	1920	2007	EQ: A2 Flood: No	No	No	No	2018	\$2,544,373	\$113,275	\$0	\$2,657,648
				Notes: WOOD FRAME Alarms: YES												
Lat: 38.052452	Lng. -122.218554															
													* will increase to \$ 3,081,621 once appraisal applied.			
6	A	POOL & PARK 850 POMONA STREET CROCKETT CA 94525	0 SQ. FT.	Class: CB CONCRETE BLOCK	No			EQ: A2 Flood: C	No	No	No	2018	\$599,396	\$296,300	\$0	\$895,696
				Notes: Significant plumbing and pump equipment upgrades were performed in 2011 along with a new concrete deck and re-plastering of the pool. (See notes on-file) Alarms:												
Lat: 38.052452	Lng. -122.218554															
7		PUBLIC PLAZA SECOND & POMONA ST. CROCKETT CA 94525	0 SQ. FT.	Class: UNKNOWN	No			EQ: A2 Flood: No	No	No	No	2018	\$419,761	\$456,304	\$0	\$876,065
				Notes: Alarms:												
Lat:	Lng.	Geocode Notes: Could not map this address. Found: ZIP														



DM

Entity: 109 CROCKETT COMMUNITY SERVICES DISTRICT
Site: 6 COMMUNITY CENTER
Building: CROCKETT COMMUNITY CENTER
 850 POMONA STREET
 CROCKETT, CA 94525

Year Built: 1920
Nbr. of Stories: 1
Square Footage: 8,100
Occupancy: COMMUNITY, SENIOR NUTRITION
Frame Type: D - ALL COMB (WOOD FRAME)
ISO Class:
Fire Protection: Security: Burglar Alarm, Video Monitor; Fire: Manual Pull Station, Smoke Alarm, Heat Alarm
Percent Sprinklered: 100, ,
Distance to Hydrant: Attached to bldg.



GENERAL BUILDING CHARACTERISTICS

Exterior Walls: Stucco, Wood

Roofing: Flat, Med, Built Up, Tar Gravel, Composite

Foundation: Concrete Slab, Crawlspace, Unfinished Basement

Floor Finish: Hardwood, Tile, Vinyl composite tile

Ceiling Finish: Plaster Smooth, Exposed Beam

Partitions: Drywall, Wood

EQ Retrofit:

Services: Electricity, Gas, Water, Sewer

Features:

Notes: The subject is a community center improved with an auditorium with stage and stone fireplace, a full commercial kitchen remodeled in 2012, offices, restrooms, an enclosed porch with wet bar and refrigeration units, and a multipurpose room. The multipurpose room is used for a senior nutrition program and is improved with its own kitchen. The kitchen in the multipurpose room is similar in build-out to a residential kitchen. There is a basement area under a portion of the auditorium used for storage and to house mechanical equipment.

Based on the appraiser's measurements, the square footage on record has been updated.

VALUATION CONCLUSIONS

Replacement Cost New:	3,081,621
Exclusion Amount:	0
Replacement Cost Less Exclusions:	<u>3,081,621</u>

Value Comparison Report

Appraisal Inspection Date 9/24/2018

Member Name CROCKETT COMMUNITY SERVICES DISTRICT

Appraiser Name: Sally Fraser

Description	Location Member's Location	Existing Real Property (Insured Value)	Updated Real Property (Insured Value)	Change in Real Property (\$/%) (Insured Value)	Existing Real Property per SF (Insured Value)	Updated Real Property per SF (Insured Value)	Existing Size (SF)	Updated Size (SF)	Notes
850 POMONA STREET CROCKETT CA 94525 COMMUNITY CENTER CROCKETT COMMUNITY CENTER COMMUNITY, SENIOR NUTRITION	6	\$ 2,661,923	\$ 3,081,621	\$ 419,698 15.77%	\$ 309.78	\$ 380.45	8,593	8,100	<p>The subject is a community center improved with an auditorium with stage and stone fireplace, a full commercial kitchen remodeled in 2012, offices, restrooms, an enclosed porch with wet bar and refrigeration units, and a multipurpose room. The multipurpose room is used for a senior nutrition program and is improved with its own kitchen. The kitchen in the multipurpose room is similar in build-out to a residential kitchen. There is a basement area under a portion of the auditorium used for storage and to house mechanical equipment.</p> <p>Based on the appraiser's measurements, the square footage on record has been updated.</p> <p>Client Escort: Ron Wilson and Dale McDonald</p> <p>The source of the prior real property valuation is not known to the appraiser.</p>
Member Total:		\$ 5,880,133	\$ 8,126,180	\$ 2,246,047 38.19%					
Total:		\$ 5,880,133	\$ 8,126,180	\$ 2,246,047 38.19%					

CROCKETT RECREATION DEPARTMENT

of the Crockett Community Services District

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD. MTC 2-27-19

LATEST FUND REPORT: 2-12-19

OPERATING FUND 3241

CASH CARRIED FORWARD: \$58,751.72

INVESTED BALANCE: \$391,596.38

Interest LAIF \$2,025.75

ACTIVITY:

NET INVESTED: \$393,622.13

CHECKS AND PAYMENTS

Warrants (7834-7882) (\$41,178.51)

\$36,052.82 c/d deposits

Wells Fargo CC Fees (\$48.65)

\$357,569.31 avail. funds

Payroll recovery (\$2,306.11)

Investment fee (\$7.00)

FUND BALANCE: \$533,048.67

DEPOSITS AND CREDITS

Comm Center Rentals \$7,729.00

*** Below held in cash account ***

Senior Nutrition \$400.00

C/D BEGINNING BALANCE: \$34,352.82

Outside classes \$90.00

c/d deposit receipts \$3,650.00

Cleaning/Damage Depos \$3,650.00

c/d deposit refunds (\$1,825.00)

Security Services \$420.00

Trnsfr recovery (\$125.00)

Cleaning Services \$480.00

NET C/D ENDING BALANCE: \$36,052.82

Tennis Restroom Keys \$45.00

CAP / RESTRICTED BAL: \$3,240.78

Aquatics Rent JSMS \$6,120.00

Revenue (Donations) \$ 212.63

Parking fines \$64.41

Cap Expenses \$ -

Donations United Way \$212.63

NET CAPITAL REPL. BAL: \$3,453.41

Payroll recovery \$322.91

POLICE LIAISON BALANCE: \$8,437.90

Cxl ck#7458 CERT \$1,000.00

Fines & Fees \$64.41

N.Decastro recovery \$27.14

Payroll and other (\$686.08)

RTS Co-gen \$41,889.00

NET PLC ENDING BALANCE: \$7,816.23

RTS for passthu MH \$3,600.00

Other non-op \$800.00

XMAS LIGHT BALANCE: \$1,043.11

CROCKETT CERT ACTIVITY:

CERT Beginning Bal: \$0.00

No activity \$0.00

CERT Ending Balance: \$0.00

CASH BALANCE: \$82,061.54

ADV ON TAXES : \$57,365.00

No activity \$0.00

PETTY CASH BALANCE: \$60.00

TAXES held in 3240: \$ 36,190.91

CO.charges in 3240: \$ -

NET ADV ON TAXES: \$57,365.00

ACCRUED CREDIT: \$ 8,000.00

Commissioners: Jeff Airoldi, David Botta, Louise Choquette, Tom Cusack, Vanessa Eskildsen, John Valentini

PV due from MAINT Dept

10:37 AM

02/19/19

CROCKETT COMMUNITY SERVICES DISTRICT
Reconciliation Detail
FUND 3241 - RECREATION, Period Ending 02/12/2019

Type	Date	Num	Name	Memo	Clr	Amount	Balance
Beginning Balance							507,713.10
Cleared Transactions							
Checks and Payments - 52 Items							
Check	01/17/2019			Service Charge	X	-7.00	-7.00
Check	01/18/2019	7842	CONTRA COSTA ...	Health permits FY 19/20	X	-2,551.00	-2,558.00
Check	01/18/2019	7853	U.S. BANK	Various	X	-2,164.86	-4,722.86
Check	01/18/2019	7847	TERRACARE ASS...	Landscaping services Account CR...	X	-1,871.00	-6,593.86
Paycheck	01/18/2019	7836	SUSAN G. WITSCHI	Payroll Jan 1-15	X	-1,585.76	-8,179.62
Check	01/18/2019	7848	UNIVERSAL BUIL...	Janitorial Services	X	-1,353.80	-9,533.42
Check	01/18/2019	7843	Delta One Security...	Security guards	X	-807.30	-10,340.72
Liability Ch...	01/18/2019	7839	STATE COMPENS...	Workers Comp	21... X	-789.75	-11,130.47
Paycheck	01/18/2019	7834	DOLORES M. MO...	Payroll Jan 1-15	X	-710.09	-11,840.56
Check	01/18/2019	7849	YP	Central CC Advertising annual AC ...	X	-617.40	-12,457.96
Check	01/18/2019	7850	EBMUD	Water	X	-546.99	-13,004.95
Check	01/18/2019	7845	Sierra Chemical C...	Hydrochloric acid Inv...	X	-476.21	-13,481.16
Check	01/18/2019	7854	Ruth Maricich	Cleaning and damage deposit refund	X	-425.00	-13,906.16
Check	01/18/2019	7846	Smart Care - EEC ...	Ice Machine service Cust 104903 In...	X	-367.71	-14,273.87
Check	01/18/2019	7852	LESLIE'S POOL S...	Pool chemicals - l...	X	-360.69	-14,634.56
Check	01/18/2019	7844	PG&E	Electricity and gas at pool	X	-262.23	-14,896.79
Paycheck	01/18/2019	7835	KATELYNN M. CL...	Payroll Jan 1-15	X	-236.66	-15,133.45
Check	01/18/2019	7841	ARMOR LOCKSMI...	Fix lock on womans park bathroom ...	X	-230.00	-15,363.45
Paycheck	01/18/2019	7838	TREVOR B. DEES	Payroll Jan 1-15	X	-146.00	-15,509.45
Check	01/18/2019	7855	Solis Gardening	Removal of broken tables and cabl...	X	-110.00	-15,619.45
Paycheck	01/18/2019	7837	HARLEY W. MAN...	Payroll Jan 1-15	X	-91.61	-15,711.06
Check	01/18/2019	7840	Alhambra & Sierra ...	Water for offices and staff	X	-44.97	-15,756.03
Check	01/18/2019	7851	DOLORES M. MO...	Mileage reimbursement Dec 2018	X	-18.53	-15,774.56
Transfer	02/06/2019			Donation passthru for MH celebration	X	-217.00	-15,991.56
Check	02/07/2019	7871	Community Playgr...	Play structure repair and replaceme...	X	-5,779.00	-21,770.56
Check	02/07/2019	7874	Guzman Landscapi...	Paver repair and shrub removal	X	-2,600.00	-24,370.56
Transfer	02/07/2019			Payroll and cost recovery Jan 2019 ...	X	-2,573.73	-26,944.29
Paycheck	02/07/2019	7856	RONALD D. WILS...	Payroll January 2019	X	-2,332.51	-29,276.80
Check	02/07/2019	7878	PG&E	Gas & Electricity	X	-2,294.25	-31,571.05
Paycheck	02/07/2019	7859	SUSAN G. WITSCHI	Payroll Jan 16-31	X	-1,775.26	-33,346.31
Liability Ch...	02/07/2019	7864	CalPERS Public E...	CalPERS Liability	... X	-1,516.48	-34,862.79
Check	02/07/2019	7867	COUNTY CLERK	Election cost	... X	-1,128.42	-35,991.21
Check	02/07/2019	7868	DENNIS L. LORET...	Audit fees for FY 17/18	X	-1,096.91	-37,088.12
Liability Ch...	02/07/2019	7862	UNITED STATES ...	Fed Payroll Tax Liability	68... X	-940.48	-38,028.60
Check	02/07/2019	7881	Christina Spagnola	Cleaning damage deposit refund an...	X	-902.50	-38,931.10
Check	02/07/2019	7872	Delta One Security...	Security services for events - invou...	X	-873.00	-39,804.10
Check	02/07/2019	7882	Elizabeth Nunez	Cleaning damage deposit refund	X	-700.00	-40,504.10
Check	02/07/2019	7873	EBMUD	Water	X	-602.82	-41,106.92
Paycheck	02/07/2019	7857	DOLORES M. MO...	Payroll Jan 16-31	X	-403.21	-41,510.13
Check	02/07/2019	7866	G & C Refrigeratio...	Appliance annual maintenance	X	-381.90	-41,892.03
Check	02/07/2019	7869	AT&T (Phone)	Telephone center and pool	X	-325.28	-42,217.31
Check	02/07/2019	7875	KEL-AIRE HEATIN...	Thermostat replacement	X	-283.88	-42,501.19
Check	02/07/2019	7876	LESLIE'S POOL S...	Chemicals - Perfect weekly 3L	X	-253.13	-42,754.32
Check	02/07/2019	7870	ARMOR LOCKSMI...	Repair locks on park bathrooms - In...	X	-230.00	-42,984.32
Liability Ch...	02/07/2019	7863	EMPLOYMENT DE...	State Payroll Tax Liability	6... X	-193.86	-43,178.18
Paycheck	02/07/2019	7858	KATELYNN M. CL...	Payroll Jan 16-31	X	-173.15	-43,351.33
Paycheck	02/07/2019	7861	TREVOR B. DEES	Payroll Jan 16-31	X	-154.59	-43,505.92
Check	02/07/2019	7879	RONALD D. WILS...	Mileage reimbursement Jan 2019	X	-127.02	-43,632.94
Check	02/07/2019	7877	LINCOLN AQUATI...	Pool Pull-It-Pro, cover strap, rescue...	X	-120.66	-43,753.60
Paycheck	02/07/2019	7860	HARLEY W. MAN...	Payroll Jan 16-31	X	-108.79	-43,862.39
Check	02/07/2019	7865	LINCOLN FINANCI...	LTD insurance Feb 2018	X	-69.19	-43,931.58
Check	02/07/2019	7880	SUSAN G. WITSCHI	Mileage reimbursement Jan 2019	X	-44.66	-43,976.24
Total Checks and Payments						-43,976.24	-43,976.24
Deposits and Credits - 16 Items							
Deposit	01/12/2019			Comm Ctr Deposit #972	X	4,067.63	4,067.63
Deposit	01/16/2019			Security & Wells Fargo Fees - cc	X	147.35	4,214.98
Transfer	01/17/2019			Payroll recovery Jan 1-15 MAINT to...	X	6.15	4,221.13
Transfer	01/17/2019			Payroll recovery Jan 1-15 PCSan to...	X	42.87	4,264.00
Transfer	01/17/2019			Payroll recovery Jan1-15 CVSAN to...	X	245.05	4,509.05
Deposit	01/17/2019			Interest	X	2,025.75	6,534.80
Deposit	01/18/2019			Comm Ctr Deposit #973	X	2,777.00	9,311.80
Deposit	01/23/2019			Rent - cc	X	770.00	10,081.80
Deposit	01/29/2019			Security - cc	X	224.00	10,305.80
Deposit	01/31/2019			Rent/CD/Clean - cc	X	2,610.00	12,915.80

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

850 Pomona Avenue - Crockett, CA 94525

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website: www.town.crockett.ca.us

MINUTES OF BUDGET & FINANCE COMMITTEE MEETING JANUARY 30, 2019

The meeting was called to order at 3:02 PM by Commissioner Cusack. Present was Commissioners Botta and Valentini. Also present were General Manager McDonald and Department Manager Wilson.

PUBLIC COMMENTS: None

1. CAPITAL PROJECT PLAN: Mr. Wilson gave an overview of the remaining projects to complete this fiscal year. The department will bring in an LED engineer, estimated at \$4,000, and work with the design team to decide on what type of fixtures should be used in the LED replacement project for the Community Center auditorium that would occur next fiscal year. He mentioned the auditorium, which opened in March 1920, has antique light fixtures and it is important that during the design of the LED lighting improvements the character of the hall is maintained. The multipurpose room is planned to be painted this year estimated to cost \$1,700. The pool refrigerator needs to be replaced before the pool opens this summer at a cost of \$1,700. Capital projects identified for next fiscal year include adding a retaining wall along Pomona and restoring the steps down to the pool from Pomona and Rolph Avenue. Mr. Wilson asked if we should bundle the resurfacing of the tennis courts together with the retaining wall/steps project. The large projects will only be possible if grants are available, which usually fund 90% of the project. Mr. Wilson said he is looking into a drop-in unisex ADA restroom to be installed at the pool. He said he is looking into this as an option because there is concern that if ADA upgrades were done to both the men and women's pool restrooms we may not have enough toilet stalls to maintain our existing pool capacity. He has installed a new ADA toilet in the men's restroom to see how it works this summer. Mr. Wilson said some of the park improvement projects have been completed. Safety improvements were just completed to the children play structures in the park. Trees on or adjacent to District property were inspected, dangerous branches were trimmed, dead trees removed, and pruning of other trees has just been completed for a cost of about \$6,000. Mr. McDonald said that the list of capital projects projected for FY 19/20 identifies where the proposed funding should come from; such as grants, Return-To-Source funding, or drawing down from our capital reserve. He expects that an updated five-year capital project plan will be available before the preliminary budget is presented in late March or early April.

2. 7-MONTH BUDGET REPORT AND DRAFT BUDGET FY 19/20: Mr. McDonald presented the draft recreation budget for FY 19/20. He went over the bullet points outlined in the memo and described the major areas of focus for the Community Center, Aquatic center, and parks cost centers. As there are quite a few large capital improvement projects planned for 2019 and 2020 both the capital reserve fund and the general fund balances will be drawn down. The total recreation fund balance ending June 30, 2020 is anticipated to be \$431,406. This amount of course will fluctuate as we further refine the budget in the coming months. Mr. McDonald pointed out the roll up summary page and balance summary worksheet to the committee. Mr. McDonald said payroll is the largest expense required to operate the pool and it will continue to rise annually as the minimum wage in California rises. Mr. Valentini asked about the landscaping for Crockett's Memorial Hall and why that is included in the recreation budget. Mr.

McDonald explained that a proposal will be submitted to the Recreation Commission on February 4 to consider accepting the grounds around Crockett Memorial Hall as a park and allow expenses to be grouped together under the Parks cost center. Right now, funding for landscaping at Memorial Hall is being paid for from pass-thru Return-to-Source funding from the Recreation to the Maintenance department. It would be easier to track expenses related to the landscaping as a recreation service and leave the Maintenance department responsible for funding and coordinating the restoration of the building. At some point, after the building is restored, the building will be turned over to the Recreation department to manage. Mr. McDonald will submit the 7-month budget report and draft FY 19/20 budget to the Recreation Commission at its next meeting on February 4.

3. OTHER FINANCIAL CONCERNS: Mr. Wilson said there may be another source of funding available for the community of Crockett. During a proposed P66 expansion project a few years back \$750K was contractually set aside to offset the impacts the proposed refinery expansion would have on nearby communities. A lawsuit regarding the project looks to have come to an end and, even though the project may not move forward the mitigation funds are still expected to be made available through the County Conservation and Development Department. Mr. Wilson will watch for any activity and advocate these funds be returned to the communities they were intended to benefit.

ADJOURNMENT: The meeting was adjourned at 4:05 PM.

Respectfully submitted,



Dale McDonald
February 1, 2019