

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR MEETING, MAY 26, 2021

1. CALL TO ORDER: The meeting was called to order at 7:00 PM by President Barassi. Present were Board Members Bartlebaugh, Kirker, Mackenzie and Peterson, along with Recreation Department Manager Wilson, Assistant Sanitary Dept. Manager Barnhill, District Engineer Murdock and Administrative Services Manager Gunkelman. Also present were Sanitary Commissioners Manzione and Wais. Assistant District Secretary was absent but excused.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. UPDATE BY DIRECTORS: Director Barassi said he continues to have weekly staff meetings that have become quite productive. Director Peterson said he has done a number of things at the new office building, aside from responding to the burglary. He is still waiting for prices on the garage door.
- 6.a. RECREATION DEPT. REPORT: The Board had received the Minutes of March 1. Mr. Wilson reported there were a couple of lifeguard training classes in May. He said all the summer staff for the pool has been hired. The pool will open on May 29 and will be open starting daily on June 12. Director Mackenzie said there have been some questions about whether the park, tennis courts and the park bathrooms are open or not. Mr. Wilson said the park bathrooms will be open starting this weekend.
- 6.b. MAINTENANCE DEPARTMENT: No report.
- 6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of April 20. Mr. Barnhill reported no exceedances or sewer spills in Port Costa. He said there was a request from the Water Board enforcement to apply Discharge Monitoring Report (DMR) reports to a February electronic submittal, and that was taken care of.
- 6.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of April 21. Mr. Murdock reported no Sanitary Sewer Overflows (SSO's). He said the status at the main pump station has not changed in the last week on the pump. The number four pump does operate and it could operate in an emergency but it is vibrating too much. He is going to start looking into the cost of replacing the pump. The Variable Frequency Drive (VFD) has been replaced and installed. The project at Third and Pomona has been completed and PG&E accepted the claim and staff received a check for \$30,890. He said 84 feet of sewer was replaced with HDPE by pipe burst at 94 Bishop and 69 feet was replaced with HDPE at 167 Bishop.

Commissioner Wais said she would like to express concern of what the District's threat of exposure to ransom ware is and what is being done to protect us. She also asked when a General Manager is going to be hired. Director Barassi said there is a rebuilding period that has to happen and repairs are under way. He said his objective is to get the staff working as a team and focusing on the core needs, which are the sanitary infrastructure and the budget. New staff has been there for six months and at the point of being offered permanent employment and to expand on some of the job duties. He said the Board is working on hiring a General Manager and perhaps promote within. Commissioner Manzione said the Commission received a detailed draft budget from Mr. Gunkelman and there are several items that need to be addressed. He asked who is justifying participation for the new office building by providing office and maintenance and storage space for operation. He said he has a strong obligation take some responsibility and clarify what the role is of the Sanitary Commission. The District is spending more on staff salaries and he recognizes there are some uncertainties there due to changes to job duties. He would like to know how it fits in the Crockett Sanitary budget. He said the highest priority is keep the sewers in functioning condition and the Sanitary Commission would like to get a refreshed response from the District Board about their role. He said the Crockett Sanitary Commission will soon be down to three commissioners and we have been seeking to recruit but failing to find anybody. He said if anyone has any neighbors or friends interested in joining the Sanitary Commission, please let him know. Director Peterson said he would like to propose a joint meeting with the District Board and the Sanitary Commission and accomplish better communication with respect to the new office building.

6.e. GOVERNMENTAL MATTERS: Mr. Gunkelman said at last month's meeting, the allotment for recording to the cloud on Zoom was used up, so most of the meeting did not get recorded. Since then, staff has increased memory storage to prevent that from happening again.

6.f. STAFF ANNOUNCEMENTS: None

7. CONSENT CALENDAR: Director Peterson asked that Item 7.c. be removed for further discussion. The following consent items were approved unanimously (kp/sb):

- a. Approve Minutes of April 28, 2021.
- b. Approve payment of District bills (warrants Rec. 9126-9162; PCSan, 1321-1327; CVSan 6412-6435).
- d. Receive Status Reports on outstanding issues.

8.a. CONSENT ITEMS REMOVED:

7.c. Minutes of Commissions and Committees - Director Peterson asked about the Recreation Commission Minutes of March 1 and the nature of the arborist report for the Retaining Wall and Stairs Project. Mr. Wilson said the County required an arborist report for the protection of the trees and that will be incorporated into the requirements for the permit. He said there has to be an arborist onsite during the entire project or at least the construction phase and the trees will have to be fenced off. A motion to approve Item 7.c. was approved unanimously (kp/sb).

8.b. LETTER OF RESIGNATION: Director Barassi said he would like to thank Jon Wolthuis for his service on the Crockett Sanitary Commission and perhaps he will rejoin at a future date. Director Kirker said we should not accept his resignation until next month when we have more clarity. A motion to accept the letter of resignation of Jon Wolthuis from the Crockett Sanitary Commission, with regrets, effective June 30 carried unanimously (kp/mk). The Board was concerned if they approved Jon Wolthuis' resignation then Commissioners Manzione and Wais at the meeting tonight would constitute a quorum. Director Peterson said the Board could decide to take no action on the letter of resignation at this time, but to establish that a quorum for any District Commission shall not be less than three people. Director Bartlebaugh offered to resign from the Board and rejoin the Sanitary Commission. Director Barassi said this matter should be addressed in a special meeting or the next District Board meeting in June. Director Kirker withdrew the second motion on the letter of resignation, motion failed. Staff will send out a special meeting agenda to discuss this issue. Mr.

Wilson said it is customary that the District acknowledges a long standing Commissioner of 45 years. He would like to get Mr. Wolthuis a clock acknowledging 45 years of service from the Crockett Community Services District.

8.c. UPGRADE SECURITY: Director Peterson reported a third break in at the new office building on May 19. He said this was the third alarm in five weeks and the second time that Sheriff's deputies responded. One garage door was destroyed, the apartment door was kicked in, and a weed-eater was stolen. Director Barassi said at this point we are going to put it in the hands of staff to do the basic needs to secure the building and to make it occupiable. To move forward on getting the doors replaced, get the place painted, and get moved into a part of the building that is not going to be where our main ongoing construction is. Director Kirker said there needs to be a conversation on this to move forward. Director Barassi said we have an asset that we are paying for but not using. He said there are two issues here, does the District sell the building or repair it and move in. He said at a future meeting he will establish a standing committee that can address planning issues. He would like the Board members to do a proposal resolution to establish a committee or a working group to address the bigger issues. He said each Director can put their individual visions down on paper in the form of a resolution.

8.d. WASTEWATER OUTFALL CONDITION: Director Peterson reported he receives calls every few weeks by the State Lands Commission (SLC) because we have not given them the information they have requested by letter in January of last year. He said Mr. McDonald did not address the letter and the letter concerns the fact that we applied for a renewal of our lease. Before the outfall Director Peterson wrote the application around 10 years ago and then he retired and nothing happened. He said there has been a turnover of personnel at the SLC and a turnover at this District. When Mr. McDonald resigned, Director Peterson took that assignment on, went through all the documents in the file and contacted SLC. He spoke to Tanya Akkerman at C&H and she hired a dive company to do the inspection of the outfall, and it was finally done at the end of February. Director Peterson said SLC continues to call him and no progress has been made and no response from C&H. Director Peterson said he will sit down with Mr. Murdock and explain the documents in hand.

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman reported property tax transfers made from Fund 3240 into Recreation and Maintenance.

9.b. PRELIMINARY BUDGET: Director Kirker asked about the maintenance line item for collection system with Paulsell and West County. He said in 2020 the budget was \$85K and now it has doubled. He asked have their rates increased or are we maintaining twice as many sewers. Mr. Gunkelman said prices have increased, as well as labor, parts and gas.

9.c. ANNUAL RECREATION SPECIAL TAX: A motion to approve Resolution No. 20/21-16 to levy \$110 annual Recreation Special Tax on residential parcels for FY 2021/22 carried unanimously (kp/sb).

10.a. PERSONNEL COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. PRESIDENT'S ADVISORY COMMITTEE: Director Barassi reported he is dissolving the President's Advisory Committee.

10.d. INTER-AGENCY MEETINGS: None

11. CLOSED SESSION: The Board went into closed session at 9:48 pm.

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

OPEN SESSION: The Board resumed in open session at 10:47 pm.

12. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION: Director Barrassi said there was no reportable actions taken while in closed session.

13. FUTURE AGENDA ITEMS:

- Hearing on proposed budget for FY 2021/22.
- Adopt revised Appropriations Limit for FY 2021/22.
- 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.

14. BOARD COMMENTS: None

15. ADJOURNMENT: The meeting was adjourned at 10:50 PM until June 23, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
June 21, 2021