

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR MEETING, SEPTEMBER 22, 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, Sanitary Dept. Manager Barnhill, District Engineer Murdock and Administrative Services Manager Gunkelman. Also present was Sanitary Commissioner Wais. Asst. District Secretary Witschi was absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Director Peterson said he doesn't understand why we are not meeting in person and so he said he is objecting. Vaughn Gunkelman said he will answer that question under Item 6.e. Governmental Matters.
4. PUBLIC HEARING: None
5. UPDATE BY DIRECTOR: Director Barassi reported he continues to have weekly meetings with staff and signing checks twice a month.
- 6.a. RECREATION DEPT. REPORT: Mr. Wilson reported he contacted three construction companies for estimates for the Pomona Street Wall and Stairs Project. He said two are preparing an estimate and one is not able to submit an estimate. He also contacted a landscape architect to see if they were interested in the project for the \$179,000 grant under Prop 68, but he has not heard back from them yet. He said the County has new COVID requirements for indoor events who serve food. Staff has to check everyone ages 12 and up to make sure they have been vaccinated or have a negative test result within the last three days.
- 6.b. MAINTENANCE DEPARTMENT: None
- 6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of August 11, 2021. Mr. Barnhill reported there were no exceedances last month and no sanitary sewer overflows in Port Costa. He said Port Costa has had some power transfer issues. Telstar is going to have to come out and do some work on the Programmable Logic Controller (PLC). He said for some reason it is zeroing out when power is cycled. The automatic transfer switch motor is likely going to have to be changed out. Director Barassi said he just wanted to point out that at the last meeting there was a presentation by the Bull Valley Agricultural Center so there may be some issues coming along with expanding the district boundaries or providing service to the adjacent property that's outside the district.
- 6.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of August 19, 2021. Mr. Murdock reported completion of a repair on Alexander. He said he has contractors doing a repair on Grandview and Rio Vista. There is a long standing problem behind the high school at Third and

Ceres on the easement. Mr. Murdock reported he received a \$20K grant from the Crockett Community Foundation to do some fire mitigation on the hillside behind the Community Center.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman said that in order to teleconference the monthly meetings a resolution must be approved every 30 days per the Brown Act. He said there are some issues that need to be addressed so a special meeting will need to be scheduled. Director Barassi said he is calling for a special meeting on Wednesday, September 29 to deal with any additional issues. Mr. Gunkelman reported FEMA has quite a few grants that are due by January that ties in with several of the other discussions about sea level and possible flooding. He said those grants are between \$1-\$25 million. He said the State Water Board had two meetings and they addressed cybersecurity. They said there is a lot of malware and ransomware being sent and they suggested that everybody gets a threat analysis.

6.f. STAFF ANNOUNCEMENTS: None

7. CONSENT CALENDAR: Items a and b have been removed for further discussion. The following consent item was approved unanimously (mk/lb):

- c. Receive Minutes of Commissions and Committees.

8.a. CONSENT ITEMS REMOVED:

- a. Approve Minutes of August 25, 2021 – Item 6.a. – Recreation Dept. Report: Mr. Gunkelman said he was not working on the bid package for the Retaining Wall and Stairs Project. He would like to review the tape and bring the Minutes back next month for approval.
- b. Approve payment of District bills (warrants Rec. 9383-9449; Maintenance 439-444, PCSan, 1350-1359; CVSan 6521-6542) – Director Bartlebaugh said Warrant No. 6526, El Sobrante Sewer should read “Sewer Main Replacement Kendall Avenue,” not lateral.

A motion to approve Item b, as amended, carried unanimously (sb/mk).

8.b. WASTEWATER OUTFALL CONDITION ASSESSMENT: No report.

8.c. MONTHLY CALENDAR ITEMS COMPLETED: Mr. Gunkelman reported there are some important deadlines coming up soon. Director Barassi said for August 2021 it has a deadline August 1 to submit sewer use charges and Recreation tax. He asked has that been completed. Mr. Gunkelman said the items with the “x” have been completed. He said the item with a “\” Mr. Barnhill is working on. Mr. Gunkelman said it was requested at the last meeting to keep you up to date on items that may or may not be slipping through the cracks, and there are several. He is late on getting C&H their quarterly service fee invoice. He is not sure what the Republic Services waste grit agreement entails. The Household Hazardous Waste was something that was terminated due to COVID. Mr. Gunkelman said he is on track to have all October items completed.

8.d. MONTHLY CALENDAR DEADLINES: None

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman reported the financial sheets are the same sheets you saw last month. He said he hasn’t had a chance to do the new ones.

9.b. ANNUAL REVIEW OF INVESTMENT POLICY: It was the consensus of the Board that no changes to the Investment Policy are needed at this time.

9.c. RETURN-TO-SOURCE: Director Peterson said he will need to come in the office and let you know how to calculate the Return-to-Source splits. This item will be continued to next month.

9.d. DISTRICT OFFICE FUNDING ALLOCATIONS: Mr. Gunkelman reported this has been up for discussion for quite some time now, but it was recommended by the auditor. He has reached out to the attorney to get some clarity on this but has not heard back from her yet. This item will be continued to next month.

10.a. PERSONNEL COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. INTER-AGENCY MEETINGS: None

13. FUTURE AGENDA ITEMS:

Discuss District Office funding allocations (Oct.).

Discuss Accessory Dwelling Units (Nov.).

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

11. CLOSED SESSION: The Board went into closed session at 8:42 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 continued in open session at 9:27 pm.

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

15. ADJOURNMENT: The meeting was adjourned at 9:28 PM until October 27, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
September 21, 2021