

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR MEETING, MARCH 24, 2021

1. CALL TO ORDER: The meeting was called to order at 7:04 PM by President Barassi. Present were Board Members Bartlebaugh, Kirker and Peterson, along with Recreation Department Manager Wilson, District Engineer Murdock, Dept. Manager Barnhill, Administrative Services Manager Gunkelman and Assistant Secretary Witschi. Also present were David Farnsworth, CPA and Sanitary Commissioner Wais. Director Mackenzie was absent.
2. AGENDA ORDER: Director Barassi asked to move Item 9.b. after Item 5.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. UPDATE BY DIRECTORS: Director Barassi said there are weekly staff meetings on Tuesdays at 10:00 am, and they are getting more productive. Director Peterson said he remains available to Mr. Gunkelman when he needs him.
- 9.b. DISTRICT AUDIT: David Farnsworth, CPA presented the Financial Audit for the Crockett Community Services District for the year ending June 30, 2020. He said the actual audit opinion was very similar to the previous periods, there was an unmodified opinion, meaning there was a clean opinion. He did not find any allegations of fraud. Various slides of the financial statements were shared with the Board. Director Peterson asked Mr. Farnsworth if he was aware of the recent debt that was incurred for the new office building. Mr. Farnsworth said he was unaware of it and said the new office building debt will be included in the audit for FY ending June 30, 2021. Director Peterson asked if the Financial Transaction Report (FTR) has been submitted. Mr. Farnsworth said the FTR was submitted to the State before January 31, 2021, and the Compensation Report is not due until April 30, 2021. A motion to receive the audit report and financial statement as presented carried by consensus.
- 6.a. RECREATION DEPT. REPORT: The Board had received the Minutes of February 1. Mr. Wilson reported he finished refurbishing the showers in the women's bathroom at the pool. The Recreation Department has received over \$6,000 in donations in the last month. The John Swett High School Swim Team will begin using the pool April 12 through June 4 and the Crockett Swim Team will begin using the pool April 12 through July 30. The pool will be open this summer with more people allowed but will still have some restrictions.
- 6.b. MAINTENANCE DEPARTMENT: No report.
- 6.c. PORT COSTA SANITARY DEPT.: The Board had received the Minutes of February 10. Mr. Barnhill reported no incidents or overflows or laboratory issues in Port Costa last month. He said West

County Wastewater District pumped out the scum layer in the septic tank and that is something that will probably happen possibly three times a year.

6.d. CROCKETT SANITARY DEPT.: The Board had received the Minutes of February 17. Mr. Murdock reported a minor Sanitary Sewer Overflow (SSO) at 167 Bishop on April 13 that was taken care of by rodding out the second segment of the line and done by West County Wastewater District. He said last month he presented to the Crockett Sanitary Commission proposed capital repairs and they agreed to 776 feet of repairs at an estimated cost of \$365K. Director Peterson said there is an error that needs to be corrected on the Operation report. He said our partner is the West County Wastewater District, not Public Works. They have served the District for a very long time and he would like to have that corrected in future minutes. He said that he receives a lot of emails about training programs, including confined space entry training and wanted to make sure staff is receiving these emails as well. Director Peterson said he was the one who allowed the bricks to be stored at the Pump Station and he is in charge of getting them moved out. He received an email from Tanya Akkerman at C&H and they hired a dive company to do an inspection of the outfall in February and they are awaiting the written report. He said State Lands Commission called him to see why it is taking so long and he told him that the inspection has taken place and they will get the report as soon as he receives it. He asked about the situation with the cut chains and inability to lock the gate down at the Marina because the District is liable to the railroad for something that might happen. Director Barassi said staff put a harder type of metal on the chain. He said the issue is shared access because Kinder Morgan and Southern Pacific also daisy chain in so staff is taking reasonable efforts to keep the gate locked.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: None

6.f. STAFF ANNOUNCEMENTS: Mr. Gunkelman said when he came in the office today the shared "L" drive was missing. He said staff keeps all their files on the shared drive. He reached out to a company that does emergency retrieval. The drive is backed up through December 2020, but certainly lost some data and not sure if it can be retrieved. The timeline he was given would be a minimum of a week, and the cost is about \$500.

7. CONSENT CALENDAR: Director Peterson asked that Item 7.a. be removed from the consent calendar. The following items were approved unanimously (mk/sb):

- b. Approve payment of District bills (warrants Rec. 9063-9096; PCSan, 1308-1314; CVSan 6367-6387).
- c. Receive Minutes of Commissions and Committees.

8.a. CONSENT ITEMS REMOVED:

Item 7.a. - "Minutes of February 24, 2021"

- Director Peterson asked about the statement that Crockett Sanitary should help with the utility bills for the rental space at the Community Center. Mr. Wilson said because of all the security lights and some of the appliances that are left on he thought that 60% of the electric bill would belong to Recreation and 40% to Crockett Sanitary. He said the air conditioning and heaters are being left on over the weekend. Director Barassi asked Mr. Murdock to present to the Sanitary Commission a proposal to split utility costs with the Recreation Department.
- Director Peterson said he has been working as liaison between Caltrans and the Dog Park Committee. He has tried to help them improve their application which is going to be submitted to Caltrans soon. He said there is some very strong language in the draft lease from Caltrans that the Board might find objectionable. It is only a draft lease right now but he thinks legal advice is needed. Director Peterson asked staff to have an agenda item at the next meeting and some legal review of the draft prior to that.

- Director Peterson asked about problems with electronics at the Pump Station where the machine was sending error messages. What is meant by that *machine*. Mr. Murdock said it was sending dialed error messages.

A motion to approve the minutes of February 24, 2021 carried unanimously (kp/sb).

8.b. PERFORMANCE AWARD BONUS: Director Barassi said this item is to consider a performance award bonus to Susan Witschi for \$1,000. He said the Recreation Department Manager recommended a bonus due to the added workload on Susan during the period when Mr. McDonald left the District and when the new employees were hired. The Personnel Committee felt that was well-earned. A motion to approve a Performance Award Bonus to Susan Witschi for \$1,000, as recommended by the Personnel Committee carried unanimously (mk/kp).

8.c. RODEO RENEWED PROJECT: Director Peterson said he would like to add some language to Resolution No. 20/21-14. He left out something that had been talked about for inclusion. He would like to add after the first whereas, *the Phillips 66 refinery, annual Walk of Honor event has raised significant amounts of money to support restoration of Crockett's Memorial Hall*, semi colon and then near the bottom, at the end of be it further resolved, would like to add *along with appreciation for their financial support of our Memorial Hall restoration projects*. A motion to approve Resolution No. 20/21-14 supporting Phillips 66 Rodeo Renewed Project, as amended, carried unanimously (mk/sb).

8.d. TOWN CLEANUP: Director Peterson said he has organized two events. The usual town cleanup is scheduled for April 24 and he has been using the old mortuary parking lot for these events in recent years and then he has organized a new event for May 15, which is a free residential cleanup meaning that residents can bring various kinds of household trash to the dumpsters. It is a free event that the County has encouraged the Crockett Improvement Association (CIA) to do with the debris boxes that were allocated each year. He said the District's sponsorship would be to get credit for hosting in the parking lot. The CIA would give the District that credit. Director Kirker thanked Director Peterson for coordinating the cleanup. Director Kirker asked is there a way to associate hazardous waste pickups and get credit for reporting. Director Peterson said he reached out to County staff to see if they can help facilitate and is waiting for staff to get back to him and make it happen. Director Barassi asked if there is someone who monitors the debris box. Director Peterson said the CIA will provide volunteers to restrict what goes into the box. A motion to approve district sponsorship for the Crockett Improvement Association's town cleanup using the old mortuary parking lot carried unanimously (mk/sb).

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. Gunkelman reported there was not much activity in the Crockett Community Services District general funds. He deposited \$500K from Crockett Sanitary into the LAIF funds, bringing the total up to just over \$4M. Director Peterson said there is still too much in the way of cash balances in these different funds. He would encourage Mr. Gunkelman to continue to put cash into investment funds when it is more than we need for the next month or two.

10.a. PERSONNEL COMMITTEE REPORT: The Board had received the Minutes of March 3. Director Barassi reported the Personnel Committee met for the purposes of discussing and recommending the bonus for Ms. Witschi. He said there is a fair amount of work ahead as the new hires come out of probation. In terms of the employment contract nothing has moved forward on that but that certainly is the main task for the next month and a half. Director Kirker said before Mr. McDonald left he talked to the District's attorney about starting that process of a new contract and redoing it. He said staff can request the last draft and work on it ourselves.

10.b. BUDGET & FINANCE COMMITTEE REPORT: Director Peterson reported the committee met and reviewed all of the budget reports.

10.c. ADVISORY COMMITTEE REPORT: Director Peterson reported the Committee has a Zoom meeting every Friday and is making progress. The Committee is receiving bids on work to be done, especially the roofing project, to keep the rainwater out. He has done a memo looking at the cost allocations for this project he has presented that to the committee members that will help in setting up the next budget. He put together an initial draft and it seemed to put John Wolthuis more at ease in being able to see that some other departments would be contributing to the occupancy cost. Director Peterson will offer to the Board a sketch of the proposed layout in the building of where different workstations might be and all the files. Director Barassi said John Wolthuis gave a report at the Crockett Sanitary Commission meeting and it sounds like some bids came in on the high end. He said during the weekly staff meeting there had been inquiries of people who were interested in doing work on the new office building but they are unsure of what is available to bid on. Director Peterson said people can contact either John Mackenzie or he for a walk through of the building and discussion on what work is contemplated. He said they are in need of a painter so that we can finally move our offices in. He said they are not planning to deal with anything in the walls and cutting the scope of work in half and trying to get an affordable contractor to do what needs to be done now. Director Barassi said it would be useful to put invitation for bids on the District's website or even on the bulletin boards.

10.d. INTER-AGENCY MEETINGS: None

11. CLOSED SESSION: The Board did not go into closed session.

- 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:

12. ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION:

13. FUTURE AGENDA ITEMS:

- 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 9:10 PM until April 28, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
April 8, 2021