

CROCKETT COMMUNITY SERVICES DISTRICT

Special Business Meeting AGENDA FOR THURSDAY SEPTEMBER 3, 2020

TIME: 3:00 PM

PLACE: **** Meeting to be held by teleconference ****

IMPORANT NOTICE REGARDING COVID -19 AND TELECONFERENCED MEETINGS:

Based on the mandates by the Governor in *Executive Order 33-20* and the County Public Health Officer to shelter in place and the guidance from the CDC, to minimize the spread of the coronavirus, please note the following changes to the District's ordinary meeting procedures:

- The District offices are not open to the public at this time. (See Resolution No. 19/20-18)
- The meeting will be conducted via tele conference using Zoom.
- All members of the public seeking to observe and/or to address the local legislative body may participate in the meeting telephonically or otherwise electronically in the manner described below.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at +1 669 900 9128. Enter the Meeting ID# 834 9283 8931 followed by the pound (#) key. More phone numbers can be found on Zoom's website at <https://zoom.us/j/aeONOA5qL> if the line is busy.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://us02web.zoom.us/j/83492838931> using a computer with internet access that meets Zoom's system requirements (see <https://support.zoom.us/hc/en-us/articles/201362023-System-Requirements-for-PC-Mac-and-Linux>)

Mobile: Login through the Zoom mobile app on a smartphone and enter Meeting ID# 834 9283 8931.

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1. CALL TO ORDER – ROLL CALL
 2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
 3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Board 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. ADMINSTRATIVE
 - a. Consider approval of the Minutes of September 1, 2020.
 - b. Receive report on weekly and monthly tasks that need to be handled once General Manager McDonald leaves employment; identify tasks and/or develop Scope of Work that can be assigned to Directors, Commissioners, volunteers, and consultants.
 - c. Legal update on drafting of Emergency Urgency Ordinance or Resolution authorizing additional powers for the Board President during vacancy of General Manager position.

- d. Consider having Recreation Manager Wilson act as the General Manager until interim or permanent General Manager position is appointed, give direction to staff.
- e. Consider having Port Costa Sanitary Department Manager Barnhill act as the Crockett Sanitary Department Manager until vacant position is filled, give direction to staff.
- f. Consider setting up Ad Hoc Committee(s) to deal with transition and beyond.
- g. Consider authorizing the General Manager to reach out to consultants, such as RGS or others, to assist the District in recruitment and/or to support the District during the interim.

5. ADJOURNMENT

HOW TO SUBMIT PUBLIC COMMENTS:

Written/ Read Aloud: Please email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. If you would like your comment to be read aloud at the meeting (*not to exceed three minutes at staff's cadence*), prominently write "Read Aloud at Meeting" at the top of the email. All comments received before 3:00 PM the day of the meeting will be included as an agenda supplement on the District's website under the relevant meeting date and provided to the Directors at the meeting. Comments received after this time will be treated as telephonic/electronic comments.

Telephonic / Electronic Comments: During the meeting, the Board President or designee will announce the opportunity to make public comments and identify the cut off time for submission. The public can speak up at that time or use the Zoom chat feature to indicate they want to make a public comment. If needed, a short recess (generally less than 10 minutes) will take place during the time public comment is open to allow the comments to be collected. Use Zoom chat or email your comments to manager@town.crockett.ca.us, write "Public Comment" in the subject line. In the body of the email, include the agenda item number and title, as well as your comments. Once the public comment period is closed, all submitted comments timely received will be read aloud. Comments received after the close of the public comment period will be added to the record after the meeting.

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.

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. The Board has designated the District's website located at <https://www.town.crockett.ca.us/meetings> as the place for making those public records available for inspection. The documents may also be obtained by calling the District Manager. 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 COMMUNITY SERVICES DISTRICT

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MINUTES OF SPECIAL MEETING, SEPTEMBER 1, 2020

1. CALL TO ORDER: The meeting was called to order at 5:02 PM by President Kirker. Present were Board Members Barassi, Mackenzie, Peterson and Sutton, along with General Manager McDonald and District Counsel Hundley. Also present were Crockett Sanitary Commissioners Adams, Bartlebaugh, Manzione, and Wais listed in as members of the public.

2. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None

3.a. RESIGNATION OF GENERAL MANAGER MCDONALD: Mr. McDonald presented his resignation letter and said that he is committed to work with the Board through September 27 and will work diligently to make the transition as smooth as possible. He said that he will physically be in the office through September 22. A motion to accept the resignation letter of General Manager McDonald carried unanimously (kp/lb).

Board President Kirker asked to move items 3.e. and 3.f. up before 3.b. as he believes it best to describe the scope of work before developing a plan.

3.e. MONTHLY AND WEEKLY CALENDAR TASK LISTS: Mr. McDonald said that staff utilizes both the Weekly and Monthly Calendar Lists to guide them on important tasks throughout the year. Meeting are held regularly to go over responsibilities. He felt it was important to share with the Board that he has faith in staff, who have a good handle on what is needed to be done, to cover many of the items listed. Some of the Board members asked for more time to review the list as it was just received two hours prior to the meeting. Mr. McDonald suggested that he could narrow the list down to tasks that only he handles, tasks for which existing staff is not familiar or may lack experience in dealing with, so that the Board can better define the scope of needed work over the next 3-6 months.

3.f. ROLES OF STAFF AND GOAL FOR NEXT YEAR: President Kirker said now is the time to figure out what the District needs from its management before rushing into a band-aid temporary hire that may change in a year. He said the structure of what we want should be considered when planning the transition and before advertising position for hire. Mr. McDonald said similarly to the task lists, he will review the duties and responsibilities for the General Manager, Secretary of the District, and Crockett Sanitary Department Manager and identify those duties that would be difficult to cover by existing staff during the interim or which may best be served by a consultant.

3.b. DISCUSSION ON TRANSITION PLAN: President Kirker said more than a plan is needed, it is time to move quickly to make sure things get done now. A discussion ensued on whether Board members can fill in the gaps. District Counsel Hundley said that there are multiple reasons why Board members cannot serve as the interim General Manager. They would be unable to receive compensation as an employee of the District, even if they resigned from the Board. She did say they can volunteer to perform individual tasks on subject matters they are familiar with to assist in addressing the workload while the General Manager position is vacant. Director Peterson said he is more than willing to volunteer. Mr. McDonald said he believes that the function of the Secretary of the District could be

performed by a Board member if there is no remuneration given. District Counsel Hundley will review and confirm if this is possible. She believes a recruiter or consultant could help with the process of developing a transition plan.

President Kirker said hiring a consultant to help would provide fresh eyes on the District, which could help in the development of what is needed for the District going forward. Director Barassi said he believes it is time to shift to a strong President model, one where the President is given more authority to oversee the interim General Manager. Director Peterson agreed with Director Barassi and said the Board should authorize the President with additional powers. District Counsel Hundley said either an Emergency Ordinance or Board Resolution, depending on what our District Code and the law allows, can be drafted and she will communicate with President Kirker to develop. President Kirker said it is important to have someone active in charge who can provide direct oversight of staff, make sure items identified on lists are executed in a timely fashion, and that follow through is being performed. Oversight of any consultant hired is also important. He said the interim General Manager must be able to identify exposures of threat to the District and have skills to address them as they come up.

Director Peterson said he has written his thoughts on the impact of the upcoming vacancy and has shared them with the General Manager. Mr. McDonald urged other members of the Board to submit any written thoughts or concerns to his attention as soon as possible and he will have Ms. Witschi compile them, anonymously, into one document for future Board review.

3.c. AD HOC COMMITTEE: Director Sutton said it was premature to setup Ad-Hoc Committees, she would like to have a list of responsibilities on what can and cannot be covered by existing staff. Agenda item to be considered at the next special board meeting.

3.d. USE OF CONSULTANTS: Mr. McDonald presented information on three consultants that the District currently has agreements with. Regional Government Services (RGS) has the expertise to provide recruitment services and can provide administrative support, an Exhibit would need to be added to the existing contract for any additional services. MacDonald Accounting services has provided limited accounting assistant to our District but is familiar with QuickBooks (QB) and can be a resource for QB questions. V.W. Housen & Associates has been our Engineer Consultant serving our sanitary departments since 2013 and can consult or perform tasks for the sanitary departments if desired. Brent Ives at BHI Management Consulting has assisted other small agencies when key management positions became vacant, we currently do not have agreement with his agency, but it can be investigated to see if he'd be available to serve as interim GM. A question was raised if Commissioners can help manage their respective department. Mr. McDonald believes District Code allows commissioners to be paid employees so having a commissioner serve as a paid interim manger is a possibility, he will confirm and report findings to the Board. President Kirker believes it would be a conflict of interest to have the department manager sitting on a commission for whom he/she reports to and who oversees the manager.

4. ADJOURNMENT: Director Peterson said he objects to Zoom meetings, believes them to be totally inadequate, and would prefer to hold in-person meetings outdoors if needed. Director Barassi said he'd support meeting in person. He added that he doesn't support having an interim manager who can only work remote using virtually technology. Mr. McDonald said technical challenges has hindered holding combination in-person/Zoom meetings at the community center. He believes something can be setup in the auditorium if safe social

distance safeguards can be followed. As time is of the essence, the next special board meeting will either be Thursday September 3 or Friday September 4, date and time dependent on completion of agenda packet documents and individuals' schedules.

The meeting was adjourned at 6:30 PM.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Dale McDonald', written in a cursive style.

Dale McDonald
September 2, 2020

TASKS TO BE ASSIGNED

Items in “yellow” are tasks that only the General Manager currently perform. It is these tasks that need to be assigned. They are primarily financial and deal with QuickBooks, Human Resource issues, and State and Federal reporting.

Most tasks can be completed by existing staff, as penciled in on attached Weekly and Monthly Calendars. The issue with existing staff performing most of the work is that the amount of workload will remain the same. Staff will be quickly overburdened and/or non-critical items will be delayed until additional resources are brought on board.

Staff is working on creating an on-line accessible living document which can be updated as tasks are completed so that the entire team (and any volunteers or consultants) can access and initial when complete.

You will notice the unallocated monthly tasks for October and November are few. Tax filings in QB can be done by our accounting consultant and Injury & Illness Prevention Program review can be postponed or RGS can perform.

WEEKLY CALENDAR

Week 1

- * CalPERS calculation worksheet
- Complete timesheets
- Transmit payroll to CalPERS by 10th day
- Pay SDRMA Health Benefit premium
- * Prepare warrants
- * Deliver warrants & deposits to County
- Mail out warrants
- Make payroll by the 10th day

Capital project payroll allocations in QuickBooks for CVSan
Payroll pro-rations for Rec and CVSan

- * Record totalizer at 4AM on first day of the month
- Download flow meters bi-monthly, pump station visits
- Mail PM sheets to West County & others
- * Monthly "no SSOs" reports: CVSan & PCSan
- Grundfos pump censor data review

- * RECREATION COMMISSION meeting RW/SW
 - Prepare and send minutes JB/SW
 - Prepare Status Report for PCSan
 - Prepare Monthly Maintenance Summary for PCSan
 - Prepare PCSan Comm agenda & agenda packets
 - Send agenda to website, RHundley
 - Distribute agenda packets
 - Print & post PCSan Comm agenda by Sunday
- Print Wells Fargo Credit Card Report
- Update Facebook and website calendar

- ** PCSANITARY COMMISSION meeting
 - Prepare and send minutes
 - Identify properties in violation of lateral ordinance

Week 2

- * Reconcile County Ledger for Rec, PCSan, CVSan, and CSD
- Prepare Investment Report
 - Prepare Status Report and Incident Log for CVSan
 - Prepare Monthly Maintenance Summary for CVSan
 - Prepare CVSan Comm agenda
 - Send agenda to website, RHundley
 - Distribute agenda packets
 - Print & post CVSan Comm agenda by Sunday
 - Prepare & post Personnel Cmte agenda; send agenda packets
- Print Wells Fargo Credit Card Report
- Update Facebook and website calendar

- * PERSONNEL COMMITTEE meeting
 - Prepare and send minutes

Fund transfer to 3427
Process flow data
Enter flow data in FLOWratio.xls

Check DOJ mailbox

Week 3

*

Complete timesheets
Calculate Workers Comp. } SW
* Prepare warrants }
 X Prepare Correspondence List }

* CVSANITARY COMMISSION meeting JB
 Prepare and send minutes SW

* Prepare deposit permit
 Deliver warrants & deposits to County } SW
 Mail out warrants }
 Make payroll by the 25th day }

Payroll pro-rations for Rec and CVSan
PC flow data
PC plant and interceptor observation } JB
Send NOV and Public Hearing letters as needed }

Prepare Status Report for CCSD ALL
Prepare Monthly Maintenance Summary for CCSD ?
* Prepare CCSD agenda & agenda packets } SW
* Send agenda to, website, RHundley, Ron, commiss. }
* Distribute agenda packets }
* Print & post CCSD agenda by Sunday ? }
Print Wells Fargo Credit Card Report } SW
Update Facebook and website calendar }

~~Grease measurements on 24th ? not being done~~

Week 4

*

CCSD BOARD meeting ALL
Prepare and send Police Liaison Financial Report
Calculate Federal and State payroll taxes SW
US Labor Report (cesdata.bls.gov)
Prepare Status Report for Rec
Prepare and send minutes to everyone } SW
* Prepare Rec Comm agenda and agenda packets }
* Send agenda to, website, RHundley, Ron }
* Distribute agenda packets }
* Print & post Rec Comm agenda by Friday }
Print Wells Fargo Credit Card Report
Update Facebook and website calendar

Database input and file SW/JB
Close work orders in iCOMMM JB
Identify properties in violation of lateral ordinance SW
Send NOV and Public Hearing letters as needed SW

Update calendar schedule SW
Check DOJ mailbox
Check liability balances

Receive PC eSMR JB
Exercise force main valves: Jan & July JB
~~Test for creek pollution - not being done~~
Backup network

MONTHLY CALENDAR – 2020

JANUARY

Adjust UI rate and check SSI wage base in QuickBooks before Paychecks

Employee vacation schedules, adjust QB after payroll

Deadline 1/10 to pay special events premium SW

Employee earnings summary for prior calendar year

Quarterly payroll tax forms: 941, DE9, and DE9C

Deadline 1/31 for Annual Report of Financial Transactions to State plus tax roll– auditor to complete electronic

Request water data from EBMUD (Sue Jenne) JB

Order envelopes for rate increase mailing SW

Get LAIF interest rate on 1/15

Deadline 1/31 to prepare W2/W3 and 1099/1096

Deadline 1/31 to review PC O&M manual (p. E-5 of NPDES) permit as part of Annual SMR JB

Deadline 1/31 to file PC Annual SMR (NPDES) Report (p. 6) E.5-E.8, and G – contractor responsible JB

Deadline 1/30 to send Annual Report to DTSC eWaste recycling numbers JB

Adopt Action Plans (3) ALL

Annual report on repair/replacement program JB

Installation of officers SW

Committee appointments SW

Statement of Facts (Gov Code 53051) to State of CA SW

Notify County & local agencies of new officers & new signers SW

Reprint "Budget Process" SW

Prepare budget schedule SW

Mail renewal invoices for meeting agendas (if needed) SW

Refund any sewer use charges (if needed) JB/SW

Pickup revised parcel maps JB

Inventory pipe supplies & prepare purchase orders JB

Incident log – final for calendar year JB

Annual report on construction permits JB

Annual report on lateral inspection program JB

Annual SSO report to Commissions and Board JB

CSRMA report – crime (bi-annual renewal 2019)

Request CSRMA report property insurance SOV (2/11)

Deadline 2/1 OSHA Form 300A

Print and eFile GASB Valuation Report and cost sharing

Personnel Evaluation – RW

Strategic and Long-Term Planning quarterly update ALL

Adjust payroll for minimum wage

FEBRUARY

Personnel evaluation - JB

Run preliminary water use figures JB PCSAW CUSAW

C&H sewage fee invoice (by 2/12)

Calculate commercial rates

Determine capital improvements needed – C&H, WCWD

Request interim Cogen data

Deadline 2/28 annual (PPP/PMP) report [CV p. 14; PC p. 17], copper pg. 19] drought. waterboards.ca.gov JB

Deadline 2/28 to give County list for F.700's SW

Deadline 3/1 to file CCHSMMP/CUPA/CERS online JB
business plans (Pool & PCSan)

Review Local Hazard Mitigation Plan

Prepare 7-month budget reports

Post BAAQMD permits by 3/1 (CVSan) JB

SSMP to Wastewater Committee for review, if needed, JB/UW Hooper

HHW to WCCHHW facility JB

MARCH

Run preliminary budget figures for next year

Preliminary budget proposal to committees (4) SW

Draft newsletter ALL

Deadline 4/1 to file F.700 conflict statements SW

Check for revised parcel maps online JB

Pool and Spa Operators Permit – Rec Staff (2018) RW/SW

Begin aquatics hiring, WSI, lifeguard class notifications RW

Negotiate Valley Operator Contract term (2022) JB

CSRMA Property Program Renewal – review prop schedule

Deadline 4/10 to pay special events premium SW

APRIL

Read C&H flow 4/1 at 4 am JB

Deadline May 31 to complete SSMP updates, if needed JB/UW Hooper

Deadline 4/30 for LGCR/GCC Compensation Report

Quarterly payroll tax forms: 941 (DE9 and DE9C online)

Deadline 5/1/20 for complete SSMP audit (bi-annual) JB/NewHaven

Deadline 5/1 for 5-year report on WCRF activities & Fund 3429 status (2022). See SFR loan requirements.

Get LAIF interest rate on 4/15

Prepare flow adjustment data for C&H JB

Prepare 2 SUC justification reports and support docs JB/Consultant

Preliminary budget proposal to Board (due in April)

Prop. 218 requirements for increase in SUC SW JB/Consultant

Invest funds after 4/15 tax conversion

Confirm Mercury and PCB annual testing done (PCSan) JB

Strategic and Long-Term Planning Session – quarterly ALL

NPDES Permit Renewal (PCSan) (May 1, 2023) JB

Property tax and Rec tax transfers and class adjustments

SSMP Resolution to adopt updated plan (2024) JB/Consultant

eReport volumetric wastewater and recycled water – annual JB

MAY

Adjust QB payroll for Rec – staff after May paychecks
Run 2 printouts on sewer use charges before June 1 JB/Consultants
(Dist. Code Sec. 6.24.160.B)

Personnel evaluation - SW and DM
C&H sewage fee invoice (by 5/10)
Deadline 6/18 BAAQMD permit report - PCSan (odd years) JB
Apply for Assessor's roll (letter from County mid May) SW
Arrange audit (direct or RFP) BOARD (SW)

Transfer capital funds to fund 3427 and prep tax transfer
DE34 New Employees
District vehicle maintenance JB
Internal control checklists - CASH RW
Review and update Contingency Plan and Spill JB
Prevention Plan, deadline 5/30
Update website with Newsletter and other info SW

Transfer JTP Cap Costs from 3427 to 3426
Mercury review (meet with C&H) JB
Hand out GM evaluation forms to District Board SW
HHW to WCC HHW Facility JB

JUNE

Adjust QB accrual for GM/DM for vacation after paycheck
Publish & mail 2 public hearing notices
for sewer use charges SW

Publish public hearing notice on budget SW
at least 2 weeks before hearing

Public hearings on sewer use charges (2) SW

Adopt 2 ordinances setting sewer use charges BOARD

Adopt resolution setting recreation tax BOARD

Public hearings on method of collection of SUC (2) BOARD

Adopt resolutions overruling objections & BOARD
accepting sewer use charge report (2)
(Gov't Code Sec 5473)

Deadline 6/26 hold public hearing on budget BOARD
(CSD Sec. 61110)

Possible CY budget revisions Management all

Adopt budget resolutions Board

Deadline 6/30 to adopt annual appropriations limit
(Gov't Code Section 61113)

Receive & complete BAAQMD permit renewal form (PCSan) JB
Publish sewer use charge ordinances (2) SW
Begin wet weather preparedness JB
Rec. Dept. close out receipts book 6/30 SW

Revise cost allocation rates for departments
Weed abatement on park hillside RW/SW

DE34 New Employees
CIWQS Collection Survey deadline June 29 JB
Update catalog of enterprise systems by July 1 SW
Out of Class appointments reporting (CalPERS)

JULY

- Adjust retirement contribution rate in QuickBooks
(after June wages)
- CalPERS unfunded full annual
- Adjust Workers Comp rates
- Deadline 7/10 to pay special events premium SW
- Quarterly payroll tax forms: 941, DE9, and DE9C
- Recalibrate flow meters to get correct dry weather flow data July-Sept (every 3 yrs 2021) JB
- Request final Cogen data and calculate
- Request water data from CCWD for Port Costa (Ralph Peterson to e-mail) JB
- Check on new construction/empty lots/questionable conversions, etc. JB
- Reconciliation of C&H payments
- Final update of customer database SW
- Get LAIF interest rate on 7/15
- Declaration of candidacy (7/15 - 8/10) – (even years for Board elections) SW
- (2020) Biennial conflict code review to CSD Board SW
- Check for revised parcel maps online JB
- Collect documents for audit and arrange audit
- Receive Assessor's roll, email from Dept. of IT SW
- Final run printout sewer use charges JB
- Copy invoices as needed before audit begins ALL
- Clean DELL & SCADA computers JB
- Place abatement & capacity charges on tax roll
- Annual manhole maintenance review JB
- Correct errors in Q.B. line item coding, esp. payroll
- Evaluation of expenditures for cost savings ALL
- Complete cost reapportionment in QuickBooks
- Prepare annual TV inspection program JB
- Seek bids for TV inspection JB
- Authorize capital projects (CVSan / PCSan) JB
- Print adopted budgets after final closed County G/L
- DE34 New Employees
- Pay BAAQMD Permit (PC) JB
- Annual smoke testing - next annual smoke testing (2025) JB
- Notification of C&H sewage fees (8/1)
- Calculate Port Costa loan payment to CVSan
- QB G/L to adjust for 3240 HDPTR as of 6/30/19
- Strategic and Long-Term Planning Session - quarterly
- Form 460/470 letter no comp to CC Elections SW
- Compile Personnel evaluation: GM (by Pers Committee) SW
- Personnel evaluation: GM (by Board in closed session) SW

AUGUST

Deadline 8/10 to submit sewer use charges & Rec tax
Personnel evaluation (JB)
Backup SCADA computer JB
Annual report to CCF on RTS funds
Receive Cty printout & verify sewer use charges & Rec tax SW
Update Service Area binder online (USAN) JB
Make sure valve for EQ return is closed @ pump station JB
C&H Quarterly sewer fee invoice (by 8/10)
Staff review of Action Plan AL
Annual Capacity Charge Accounting and Reporting
(Gov Code 66013/AB 1600)
Republic Services – verify waste grit agreement (2021) JB
Deadline 8/31 register sam.gov annually
HHW to WCC HHW facility JB

SEPTEMBER

SSA – Annual Information Request (CalPERS)
Call for RTS amount
Annual long-term strategy workshop CSD Board - evening AL
Annual review of investment policy of CSD
(Gov't Code Sec. 53646)
Mercury – review locations in Crockett for potential sources JB
Pollution Prevention Plan – review with C&H JB
Deadline 10/1 for Biennial COI Notice to CC Clerk ('18) SW
BACWA Nutrient Report for PCSan (Valley/BACWA) JB

OCTOBER

Deadline 10/10 to pay special events premium SW
Quarterly payroll tax forms: 941, DE9, and DE9C
Get LAIF interest rate on 10/15
Exercise valve on force main outside EQ gate JB
Hand out Audit Report to CSD Board prior to acceptance SW
Replace batteries (flashlights, etc.) / truck prep JB
Review Injury & Illness Prevention Program RW/Consultant?
Port Costa loan payment #2 (ends 2025) JB
AB 1234 training (bi-annual) James, Dale, Ron (optional) SW
Strategic and Long-Term Planning Committee – quarterly Board
Generator service (CVSan/PCSan) JB

NOVEMBER

Seasonal report on aquatics center RW
Bill John Swett for sewer service
Bill PG&E for sewer service
Bill AT&T for sewer service
Bill Crockett Cogen for sewer service SW
Bill Post Office for sewer service
Bill Melton for sewer service
Approve 4 meeting and holiday schedules SW
Annual report on CCTV sewer inspection program JB
Reserve meeting room for next year SW
Order employment notices SW

DECEMBER

- Deadline annual report on use of recreation taxes (Gov't Code Sec. 50075.3) to Rec. Comm. & CSD Board *RW/sw?*
- Deadline annual report on compliance with identity theft regulations (FACTA program) to CSD Board *sw?*
- C&H Quarterly sewage fee invoice (by 12/10)
- Deadline 12/16 Annual Air Pollution BAAQMD submittal (Crockett) *JB*
- Orientation for new Directors (oath/conflict) *sw*
- Board receives audit report *sw*
- Send printed audit report to State and County Auditor *sw*
- Check for revised parcel maps online *JB*
- Election of officers for 2020 (CSD Board) *sw*
- After 12/10 ask Joanne Bohren for I.A.F./TRA pages for fund 3240
- Personnel evaluation (RW)
- Invest funds after 12/15 tax conversion
- File Statement of Facts and agency roster forms w/ Sec'y of State & County Clerk *sw*
- Order IRS 1099 & 1096 forms, W-2 blank forms and Envelopes (3 pre-page format) *sw*
- Update record of sewer repairs for year *JB*
- Update record of TV inspection for year *JB*
- Update record of SSO incidents for year *JB*
- Update record of sewer permits for year *JB*
- Revise Sewer Inventory *JB*
- Buy gavels for outgoing president *sw*
- Prepare revised Monthly Calendar *sw*
- Update contractor's certificates, as needed
- Weed out the paper files *All*
- JTP insurance certificate due from C&H 12/31 *rw*
- Correct errors in QuickBooks line item coding, esp. payroll
- Prepare mid-year budget reports (4) for January comm.
- Notify DOJ of all fingerprinted individuals who are no longer of interest to CCSD [Penal Code Sec 11105.2]
- Schedule ethics training deadlines *sw*
- Schedule commission reappointments *sw*
- Prepare Action Plans (3) *All*
- Prepare payroll schedule *sw*
- Audit annual Preventative Maintenance program *JB*
- Send meeting schedules to Meyers Nave *sw*
- 1099 Audit (business non-employee compensation)
- Transfer funds to 3427 - clarifier and capacity charges
- Print CalPERS Annual Valuation report from my/CalPERS
- eFile CalPERS Section 2 "Risk Fact Report" after Dec 30

ADDITIONAL AUTHORITIES

For

BOARD PRESIDENT

Draft resolution to aid in the discussion of authorizing additional powers for the Board President during vacancy of General Manager Position.

Discuss which authorities should remain on the list.

RESOLUTION NO. XX-XX

A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT GRANTING ADDITIONAL AUTHORITIES TO THE PRESIDENT OF THE BOARD OF DIRECTORS DURING TRANSITION OF GENERAL MANAGER POSITION

WHEREAS, the Crockett Community Services District (“District”) is an independent special district formed under the Community Services District Law, Government Code Sections 61000 *et seq.*); and

WHEREAS, on August 28, 2020, the District’s General Manager submitted a letter of resignation to the Board of Directors to be effective September 27, 2020, which was accepted by the Board of Directors on September 1, 2020; and

WHEREAS, the Board of Directors desires to implement certain interim policies to aid the District in its transition in hiring another General Manager, including delegating additional administrative and legal authority to the President of the Board of Directors; and

WHEREAS, the Board of Directors now desires to grant such additional administrative and legal authority to the President of the Board of Directors commencing September 22, 2020 and continuing until the General Manager position is permanently filled or as otherwise established by resolution of the Board of Directors.

NOW, THEREFORE, IT IS HEREBY RESOLVED by the Board of Directors of the Crockett Community Services District, as follows:

1. The above referenced recitals are true and correct and incorporated herein.
2. Commencing September 22, 2020, the President of the Crockett Community Services District Board of Director is authorized to exercise the following administrative and legal authority on behalf of the District:
 - a. Act as chief administrative officer and legal head of the organization.
 - b. Exercise supervision over the organization and all its activities and employees.
 - c. Sign letters or documents necessary to carry out the will of the organization.
Alternative to (a), (b), and (c): Sign all instruments and act as needed to carry out stated requirements of the District and the will of the Board.
 - d. Call such meetings of the Board as he/she may deem necessary, giving notice as prescribed by law.
 - e. Coordinate the Agenda with the Secretary of the District.
 - f. Confer with employees on crucial matters which may occur between Board meetings.

3. The authorities granted by Section 2, herein, shall be in addition those currently in effect by ordinance, resolution, or other action of the Board of Directors.
4. The authorities granted by Section 2, herein, shall continue until the Board of Directors ratifies an employment agreement for a permanent General Manager or as otherwise established by resolution of the Board of Directors.

PASSED AND ADOPTED by the Board of Directors of the Crockett Community Services District on _____, by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAINED:

President, Board of Directors
Crockett Community Services District

ATTEST:

Secretary of the District
Crockett Community Services District