

CROCKETT COMMUNITY SERVICES DISTRICT

Regular Business Meeting AGENDA FOR WEDNESDAY, JANUARY 26, 2022

TIME: 7:00 PM

PLACE: ** TELECONFERENCE - SEE BELOW **

IMPORTANT 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 teleconference 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. See end of agenda for information on How to Submit Public Comments.

HOW TO OBSERVE THE MEETING:

Telephone: Listen to the meeting live by calling Zoom at +1 669 900 9128.

Enter the Meeting ID# 833 5626 5403 followed by the pound (#) key.

More phone numbers can be found on Zoom's website at <https://zoom.us/u/aeON0A5qL>.

Computer: Watch the live streaming of the meeting from a computer by navigating to <https://zoom.us/j/83356265403> 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# 833 5626 5403.

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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. PUBLIC HEARING: (Public comments limited to two minutes for each person with full discussion limited to twenty minutes unless extended by Board President.)
 5. UPDATE BY DIRECTOR:

Update District Board on actions taken by Director Barassi.
 6. MANAGERS' REPORTS/REPORTS FROM COMMISSIONERS: (These items are typically for exchange of information only. No action will be taken at this time.)
 - a. Recreation Department.

- b. Maintenance Department.
- c. Port Costa Sanitary Department.
- d. Crockett Sanitary Department.
- e. Governmental matters.
- f. Announcements and discussion.

7. CONSENT CALENDAR: Consideration of a motion to approve the following items:
(Items are subject to removal from Consent Calendar by request of any Board Member on request for discussion by a member of the public. Items removed from the Consent Calendar will be considered with the Administrative Items.)

- a. Approve Minutes of December 15, 2021.
- b. Approve payment of District bills.
- c. Receive Minutes of Commissions and Committees.
- d. Receive Proposed Budget Schedule for 2022.

8. ADMINISTRATIVE:

- a. Consider consent Items removed from Consent Calendar.
- b. Standing Committee appointments; Budget & Finance, Personnel.
- c. Discuss Status Reports on outstanding items and approve Action Plans for 2022
- d. Consider Resolution No. 21/22-13 authorizing remote teleconferencing meetings for the period of January 30, 2022 through February 28, 2022 pursuant to Brown Act provisions.
- e. Consider authorization of General Manager executing waiver of conflict of interest letter permitting Meyers Nave to represent the Crockett Improvement Association with respect to tax measure.

9. BUDGET AND FINANCE:

- a. Consider monthly Summary Worksheets and Investment Reports and staff report on financial matters.
- b. Consider Tax Rate Area memo for FY 2021/22, form recommendations and give direction to staff.
- c. Consider the 1 Rolph Park Drive Allocations Memo, form recommendations and give direction to staff.

10. REPORTS FROM BOARD MEMBERS:

(These items are typically for exchange of information only. No action will be taken at this time.)

- a. Personnel Committee – Members Barassi, Bartlebaugh, Cusack and Wilson
- b. Budget & Finance Committee – Members Mackenzie and Peterson
- c. Inter-agency meetings:

11. CLOSED SESSION:

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

OPEN SESSION:

ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION:

- a. Consider Resolution 21/22-14 Increase Salary Schedule
- b. Consider Resolution 21/22-15 Appoint Administrative Services Manager

12. FUTURE AGENDA ITEMS:

- Discuss Accessory Dwelling Units.
- 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.

13. BOARD COMMENTS:

14. ADJOURNMENT to February 23, 2022

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

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, DECEMBER 15, 2021

1. CALL TO ORDER: The meeting was called to order at 7:06 PM by President Barassi. Present were Board Members Bartlebaugh, Kirker, Mackenzie and Peterson, along with General Manager Murdock, District Counsel Hundley, Sanitary Dept. Manager Barnhill, Administrative Services Manager Gunkelman and Assistant Secretary Witschi. Recreation Dept. Manager Wilson was absent.

2. AGENDA ORDER: Mr. Murdock asked that Items 11.a. and 11.b. be moved up after Item 2.

11. CLOSED SESSION: The Board went into closed session at 7:10 pm.

- a. Consider claim for Sanitary Sewer Overflow damage at 17 Baldwin, Pursuant to Government Code Section §54957.1.

OPEN SESSION: The Board resumed in open session at 7:43 pm.

ANNOUNCEMENT OF ACTIONS TAKEN DURING CLOSED SESSION: Director Barassi said the Board voted to deny the claim for sewer overflow damage at 17 Baldwin with instructions to staff to notify the claimant.

11.b. CLAIMS AGAINST THE DISTRICT: Mr. Murdock said District Counsel suggested a solution when claims are filed against the District. Director Barassi asked if this resolution is authorizing the General Manager to settle claims, instead of the Board. District Counsel Hundley said the resolution is written up to \$5,000. She said the Board would have discretion to decide what that threshold is. The idea is when small claims come in the cost of a full legal review rivals what the claim is, and it is just a way to efficiently settle or deny smaller claims. A motion to approve Resolution No. 21/22-12 authorizing the General Manager to perform certain functions pertaining to claims against the District, with additional wording by District Counsel, in addition to being added to paragraph one carried unanimously (kp/jm).

3. PUBLIC COMMENTS: None

4. PUBLIC HEARING: None

5. UPDATE BY DIRECTOR: Director Barassi said he continues to have weekly staff meetings and continues to sign checks twice a month.

6.a. RECREATION DEPT. REPORT: The Board received the Minutes of October 4. No further report.

6.b. MAINTENANCE DEPARTMENT: No report.

6.c. PORT COSTA SANITARY DEPT.: Mr. Barnhill reported there were no sewer overflows and no exceedances last month.

6.d. CROCKETT SANITARY DEPT.: The Board received the Minutes of October 20. Mr. Murdock said last month he talked about the change order for the repair on Baldwin. He included the itemization about the change order, but did not provide the certified payroll. He will email the Board the certified payroll tomorrow. He said staff received a check for \$21K from the Crockett Community Foundation for the hillside cleanup. Mr. Murdock reported that West County Wastewater District does not want to be called for small things anymore and does not want to cover the Loring Pump Station. He has donated a generator until one is ordered.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman reported he met with the State Lands Commission on November 19. He said they met him down at the waterfront and walked down to the outfall. He said the application for the outfall is on their desk and final approval will take about two months. He said there is more federal and state grant money coming to Contra Costa County for COVID related losses and expenses. He said he spoke with Mr. Wilson about recovering loss revenue due to the Center being closed.

6.f. STAFF ANNOUNCEMENTS: Mr. Murdock said he attended a Zoom meeting with State Lands a couple days ago with Heidi Petty group and Vicki Caldwell from State Lands said what they are looking for is a vendor for use of the parking lot at the old Nantucket parking lot area. He said they seem to be fairly intent on removing the pilings. Director Barassi said he sat in on that meeting and came away with the conclusion that probably no one is going to succeed in getting anything going there, except possibly a waterfront park with a bathroom and a parking area.

7. CONSENT CALENDAR: The consent items were approved unanimously (sb/jm):

- a. Approve Minutes of November 17, 2021.
- b. Approve payment of District bills (warrants Rec. 9508-9552; PCSan, 1375-1379; CVSan 6579-6607; Maintenance 461-465).
- c. Receive Minutes of Commissions and Committees.
- d. Receive annual report on use of Recreation Taxes (Gov. Code Sec. 50075.3).
- e. Receive annual report on compliance with identity theft regulations (FACTA program).
- f. Approve Payroll Schedule for 2022.

8.a. CONSENT ITEMS REMOVED: None

8.b. ELECTION OF OFFICERS: Director Peterson nominated Director Kirker for President and Director Kirker nominated Director Bartlebaugh for President. Directors Kirker and Bartlebaugh respectfully turned down the nomination for President. Director Mackenzie nominated Director Barassi for President and Director Barassi nominated Director Bartlebaugh for Vice-President. A motion to re-appoint Director Barassi for President and Director Bartlebaugh for Vice-President carried with 3 Ayes, 1 Nay and 1 Abstention.

8.c. RE-APPOINTING COMMISSIONERS: A motion to approve Resolution No. 21/22-10 re-appointing Tom Cusack, Anne Scheer and Joe Surges to the Port Costa Sanitary Commission for two years carried unanimously (sb/jm).

8.d. REMOTE TELECONFERENCING: A motion to approve Resolution No. 21/22-11 authorizing remote teleconferencing meetings for the period of December 30, 2021 through January 29, 2022 pursuant to Brown Act provisions carried unanimously (mk/sb).

8.e. PAY SCHEDULE OF WAGES: Mr. Gunkelman reported California's minimum wage is increasing to \$15.00 an hour on January 1, 2022. He said he basically stripped it down to the only people that it was pertinent to immediately. He said the District is not required to raise minimum wage until either 2023 or until we have more than 26 employees. Mr. Wilson still would like to give the \$1.00 an hour raise to Damon and Dolores.

9.a. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board.

9.b. TRA'S AND ALLOCATIONS: This item has been moved to next month.

10.a. PERSONNEL COMMITTEE REPORT: Director Barassi said the committee met yesterday and discussed creating updated job descriptions and adjusting pay scales with inflation.

10.b. BUDGET & FINANCE COMMITTEE REPORT: Director Peterson said the committee will be meeting next week. Mr. Gunkelman reported the District has recently purchased a subscription to a cloud-based portal through Right Networks, which accompanies an upgrade to QuickBooks service. This allows use of the QuickBooks application from any internet connected device, and includes an assisted payroll service. This payroll service offers direct deposit paychecks and calculates and would pay all taxes and liabilities for the District. He said in order to make the payments, an ACH debit account is required by QuickBooks and the District currently does not have the ability to fund this service due to the account limitations with Contra Costa County. If approved, staff would open a new business account at a local bank or credit union for the purpose of funding payroll and liabilities on a monthly basis. ACH credit transfers can be made from the Contra Costa County Treasurer's office monthly or bi-monthly as needed to maintain a rolling balance at or above \$50K. Director Barassi said using the County is a financial sort of check and balance. Director Peterson said this has been discussed many times over the years, but this is a new option he has not seen before. This item will be discussed at next month's meeting on January 26.

10.c. INTER-AGENCY MEETINGS: None

12. BOARD COMMENTS: Director Bartlebaugh thanked Director Barassi for his service as President.

13. FUTURE AGENDA ITEMS:

- Discuss Accessory Dwelling Units.
- 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.\

11. CLOSED SESSION:

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

OPEN SESSION: The Board resumed in open session at 9:22 pm.

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

15. ADJOURNMENT: The meeting was adjourned at 9:23 pm until January 26, 2022.

Respectfully submitted,

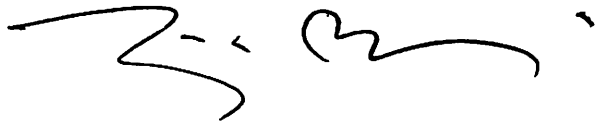
Susan Witschi

Susan Witschi
January 17, 2022

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 1/20/22 Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
01/20/2022	LESLIE'S POOL SUPPLIES	Chemicals & Tube Assy	1,441.18	9584
01/20/2022	TERRACARE ASSOCIATES	Landscaping services	2,171.00	9585
01/20/2022	UNIVERSAL BUILDING SER...	December Monthly Janitorial Se...	1,469.00	9586
01/20/2022	DexYP	Advertising	61.35	9587
01/20/2022	Desere Heminger	Cleaning & Damage Deposit Re...	700.00	9588
01/20/2022	Tashi Dhundup	Cleaning & Damage Refund	335.00	9589
01/20/2022	EBMUD	Water	769.88	9590
01/20/2022	Rodolfo Acebevo	Cleaning & Damage Refund	332.50	9591
01/20/2022	Ma De Lourdes Subias Meza	Cleaning & Damage Refund	535.00	9592
01/20/2022	USBank	Various - #4127134555573937	2,335.36	9593
01/20/2022	DOLORES M. MORALES	Payroll 1/1/2022 - 1/15/2022	850.94	9594
01/20/2022	SUSAN G. WITSCHI	Payroll 1/1/2022 - 1/15/2022	2,120.84	9595
Total FUND 3241 - RECREATION			13,122.05	
TOTAL			13,122.05	

· AUDITOR - CONTROLLER
 2022 JAN 20 P 2: 02



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: 1/5/22 Fund: 342500 Account : 0830

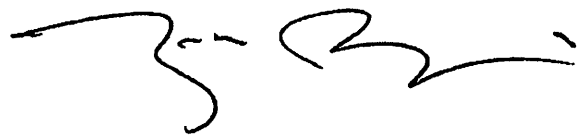
<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
01/06/2022	TELSTAR INSTRUMENTS, INC.	Invoice #110096	877.00	1386 <i>bur</i>
01/06/2022	PG&E	Acct# 2704121327-6. Electricity	367.40	1387 <i>bur</i>
01/06/2022	Euroflins Calscience LLC	Lab Testing. Nov 30 - Dec 21, 2021	550.00	1388 <i>bur</i>
Total FUND 3425 - PC SANITARY - O&M			<u>1,794.40</u>	
TOTAL			<u><u>1,794.40</u></u>	

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CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: *1/20/22* Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
01/20/2022	Valley Operators, LLC	Invoice 1856.	4,891.07	1389
01/20/2022	STATE WATER RESOURCES C...	Inv# WD-0196812, Index: 471078, Fac...	4,815.00	1390
01/20/2022	USBank	Various - #412713455573937	38.64	1391
01/20/2022	AT&T	Acct 828250175.	77.28	1392
Total FUND 3425 - PC SANITARY - O&M			<u>9,821.99</u>	
TOTAL			<u><u>9,821.99</u></u>	

AUDITOR - C. H. ROLLEF
 2022 JAN 20 P 2:02



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

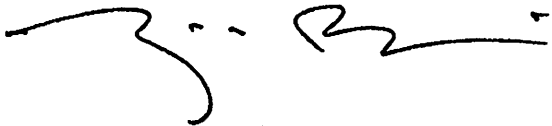
Auditor's Date: 12/29/21 Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
12/29/2021	CalPERS Public Employees Re...	CALPERS# 1977684412, Retire. ...	1,948.41	6616
12/29/2021	California Assoc. of Sanitation ...	Membership renewal 1/1/22-12/31...	2,500.00	6617
Total FUND 3426 - CV SANITARY - O&M			<u>4,448.41</u>	
TOTAL			<u><u>4,448.41</u></u>	

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 1/5/22 Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
01/05/2022	EMPLOYMENT DEVELOPMEN...	698-1442-4	2,618.14	6618
01/05/2022	UNITED STATES TREASURY ...	68-0114159	11,815.74	6619
01/06/2022	Gaunt Murdock	Employee reimbursement. Cord a...	668.96	6620
01/06/2022	AT&T (Phone)	Accounts 51078724595107 & 510...	258.80	6621
01/06/2022	L.R. PAULSELL CONSULTING	Invoice CVSD 21-16. Dec. 1 thro...	9,427.30	6622
01/06/2022	MEYERS NAVE	Invoice #186390	810.00	6623
01/06/2022	GAUNT A. MURDOCK		5,742.34	6624
01/06/2022	JAMES G. BARNHILL		4,377.76	6625
01/06/2022	VAUGHN P. GUNKELMAN		1,823.47	6626
Total FUND 3426 - CV SANITARY - O&M			<u>37,542.51</u>	
TOTAL			<u><u>37,542.51</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 1/20/22 Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
01/20/2022	PG&E	Electric & Gas - #6193854060-8	3,432.26	6627
01/20/2022	BAAQMD	Invoice 4LP32 - Permits to Operat...	1,069.00	6628
01/20/2022	East Bay Municipal Utility District	Invoice # 43100 - Water Consump...	142.80	6629
01/20/2022	EBMUD	Acct: 55397300001. Nov-Jan cha...	1,897.58	6630
01/20/2022	STATE COMPENSATION INS...	Workers Comp 219383. January ...	7,085.60	6631
01/20/2022	USBank	Various - #4127134555573937	4,496.00	6632
01/20/2022	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	117.34	6633
01/20/2022	SDRMA	Mem. #5505, Member #5505	2,802.63	6634
01/20/2022	VAUGHN P. GUNKELMAN		2,088.78	6635
Total FUND 3426 - CV SANITARY - O&M			<u>23,131.99</u>	
TOTAL			<u><u>23,131.99</u></u>	

AUDITOR - CONTROLLER
 2022 JAN 20 P 2:02



CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: 1/7/22 Fund: 324100 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
01/07/2022	AT&T	Phone - 510-787-2414	407.88	9574
01/07/2022	Delta One Security, Inc.	Security Guards	1,092.00	9575
01/07/2022	PG&E	Gas & Electric	2,133.43	9576
01/07/2022	Sierra Chemical Company	Hydrochloric Acid	756.67	9577
01/07/2022	TERRACARE ASSOCIATES	Landscaping Services	1,871.00	9578
01/07/2022	UNIVERSAL BUILDING SERVICES	Janitorial Services	288.00	9579
01/07/2022	Luz Garcia	Cleaning & Damage Deposit Refund	617.50	9580
01/07/2022	Sushan Rai	Cleaning & Damage Deposit Refund	240.00	9581
01/07/2022	Ron Wilson	Mileage Reimbursement	123.20	9582
01/07/2022	CalPERS Public Employees Retirement...	CalPERS#1977684412, Retir. 1977684412	1,700.12	9583
Total FUND 3241 - RECREATION			9,229.80	
TOTAL			9,229.80	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District


Auditor's Date: 12/21/21 Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
12/21/2021	Delta One Security, Inc.	Security Guards for November 2021	2,028.00	9553
12/21/2021	DexYP	Advertising	61.35	9554
12/21/2021	PG&E	Gas & Electric - #2501517473-0	298.00	9555
12/21/2021	UNIVERSAL BUILDING SERVIC...	Janitorial Service	1,757.00	9556
12/21/2021	TERRACARE ASSOCIATES	Landscaping services	600.00	9557
12/21/2021	Rosa Malan	Cleaning & Damage Deposit Refund	452.50	9558
12/21/2021	Martha Flores	Cleaning & Damage Deposit Refund	617.50	9559
12/21/2021	Jose Ochoa	Cleaning & Damage Deposit Refund	484.00	9560
12/21/2021	Claudia Calderon	Cleaning & Damage Deposit Refund	299.00	9561
12/21/2021	USBank	Various - #4127134555573937	1,490.56	9562
12/21/2021	Jyniaya Rainbolt	Cleaning & Damage Deposit Refund	400.00	9563
12/21/2021	William Damato	Cleaning & Damage Deposit Refund	376.00	9564
12/21/2021	DAMOND L. BAL	Payroll 12/1/2021 - 12/15/2021	77.57	9565
12/21/2021	DOLORES M. MORALES	Payroll 12/1/2021 - 12/15/2021	721.36	9566
12/21/2021	SUSAN G. WITSCHI	Payroll 12/1/2021 - 12/15/2021	2,582.82	9567
Total FUND 3241 - RECREATION			<u>12,245.66</u>	
TOTAL			<u><u>12,245.66</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 12-21-21 Fund: 324200 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3242 - MAINTENANCE				
12/21/2021	U.S. BANK	Various 4127134555573937	1,611.57	466
Total FUND 3242 - MAINTENANCE			1,611.57	
TOTAL			<u>1,611.57</u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 12-21-21 Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M 12/21/2021	USBank	Various - #412713455573937	618.28	1380
Total FUND 3425 - PC SANITARY - O&M			618.28	
TOTAL			<u>618.28</u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date 12-21-21 Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
12/21/2021	USBank	Various - #4127134555573937	2,004.74	6608
12/21/2021	VAUGHN P. GUNKELMAN		2,190.84	6609
Total FUND 3426 - CV SANITARY - O&M			<u>4,195.58</u>	
TOTAL			<u><u>4,195.58</u></u>	



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: *12/21/21* Fund: 342500 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3425 - PC SANITARY - O&M				
12/21/2021	CONTRA COSTA WATER DIST...	Invoice# AR4385	108.00	1381
12/21/2021	L.R. PAULSELL CONSULTING	Invoice PCSD 21-12	1,440.00	1382
12/21/2021	Sierra Chemical Company	Invoice #138857	1,432.47	1383
12/21/2021	SWRCB FEES	Invoice No: WD-0193244, Facility ID: 2...	3,326.00	1384
12/21/2021	Valley Operators, LLC	Invoice # 1819	4,526.28	1385
Total FUND 3425 - PC SANITARY - O&M			<u>10,832.75</u>	
TOTAL			<u><u>10,832.75</u></u>	

Ronald Miller

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
Auditor's Date: 12/21/21 Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
12/21/2021	STATE COMPENSATION IN...	Workers Comp 219383	505.78	9568
12/21/2021	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	69.19	9569
Total FUND 3241 - RECREATION			<u>574.97</u>	
TOTAL			<u><u>574.97</u></u>	

Ronald DeLeon

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: 12/21/21 Fund: 342600 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3426 - CV SANITARY - O&M				
12/21/2021	CALIFORNIA STATE LANDS COMMISS...	RA# 2021146, Application# A_3396, PRC/W# ...	3,025.00	6610
12/21/2021	Eurofins Calscience LLC	Invoice No. 5700077692	847.00	6611
12/21/2021	L.R. PAUSELL CONSULTING	Invoices CVSD 21-14 & 21-15	19,365.50	6612
12/21/2021	STATE WATER RESOURCES CONTR...	Invoice No. WD-0189485, Facility ID: 2SSO10...	3,326.00	6613
12/21/2021	STATE COMPENSATION INSURANCE ...	Workers Comp 219383	632.80	6614
12/21/2021	LINCOLN FINANCIAL GROUP	CCSVD-BL-1564438	48.15	6615
Total FUND 3426 - CV SANITARY - O&M			<u>27,244.45</u>	
TOTAL			<u><u>27,244.45</u></u>	

Ronald D. Wilson

PORT COSTA SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

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website: www.town.crockett.ca.us

MINUTES OF REGULAR MEETING, October 13, 2021

1. CALL TO ORDER: The meeting was called to order at 7:06 PM by Chairperson Surges. Present were Commissioners Cusack and Scheer, along with District Engineer Murdock, Administrative Services Manager Gunkelman and Asst. Secretary Witschi. Commissioners Klaiber and List and Dept. Manager Barnhill were absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Gaunt Murdock said he received an e-mail from Eric Olson, the engineer associated with the Bull Valley Project, and he said they have received feedback from the Contra Costa Planning Department. Mr. Olson said he will let staff know once they have submitted their report to the County and then there can be further discussion regarding the sewer connection.
4. PUBLIC HEARING: None
- 5.a. SELF-MONITORING REPORT: Mr. Murdock reported no exceedances in August and no Sanitary Sewer Overflows (SSO's).
- 5.b. DISTRICT BOARD ACTIONS: Mr. Gunkelman reported on the actions taken by the District Board in September. He said the Board passed a resolution to continue Zoom meetings for the next 30 days.
6. FINANCIAL REPORT: The monthly statement of Department finances was examined by the Commission. Mr. Gunkelman said Port Costa overpaid the Crockett Sanitary Department \$3,418 in interest for repayment of the loans.
7. GENERATOR AND ELECTRICAL AT WWTP: Mr. Murdock reported CD & Power replaced the motor on the automotive transfer switch.
- 8.a. STAFF REPORT ON OPERATIONS: No report.
- 8.b. STAFF REPORT ON GOVERNMENTAL MATTERS: None
- 8.c. STAFF ANNOUNCEMENTS: None
9. REPORTS FROM COMMISSIONERS: Commissioner Cusack asked if there was a new fire hydrant at the entrance to town. Commissioner Surges said yes. Commissioner Cusack asked who installed the fire hydrant and was a permit taken out to do it. He said every time you drive over the asphalt you drop down almost three feet and that needs to be fixed and addressed. He would like to know who would be responsible for that. Mr. Murdock said the County is responsible for inspection of the streets and the County Fire Department would be responsible for the fire hydrant. Mr. Murdock said you should start with Contra Costa County Public Works Department. Commissioner Cusack also wanted to discuss the

generator at the plant. He said Rudy Alvarado asked if he had a generator and he suggested talking to Tom List. He had no idea the generator was not functioning down at the plant. Mr. Murdock said Rudy needs to be calling Nick Gaunt, Valley Operators, because he is the person in charge of the plant ultimately. Commissioner Scheer said Spike from Port Costa passed away and many months ago there was a sewer issue between his house and the school. She said this issue should be addressed if the house goes up for sale. The issue being that the sewer ties into the school's sewer. Mr. Murdock said there are a number of shared laterals in Crockett and they are not required to separate laterals. He said maybe that is something that should change, but it will have to be discussed with the Commissions and approved at the Board level.

10. CONSENT CALENDAR: The consent items were approved unanimously (as/tc):

- a. Approve Minutes of September 8, 2021.
- b. Receive Status Report on outstanding issues.

11. FUTURE AGENDA ITEM:

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 7:40 PM until December 1, 2021.

Respectfully submitted,

Susan Witschi

Susan Witschi
October 20, 2021

CROCKETT SANITARY COMMISSION

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
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MINUTES OF REGULAR MEETING, DECEMBER 8, 2021

1. CALL TO ORDER: The meeting was called to order at 7:03 PM by Chairperson Manzione. Present were Commissioners Adams, Trask and Wais, along with General Manager Murdock, Administrative Services Manager Gunkelman, Assistant Dept. Manager Barnhill and Asst. Secretary Witschi.
2. AGENDA ORDER: There were no requests to change the agenda order.
3. PUBLIC COMMENTS: None
4. PUBLIC HEARING: None
5. CONSENT CALENDAR: The consent item was approved unanimously (mw/ha):
 - a. Approve Minutes of October 20, 2021.
- 6.a. DISTRICT BOARD ACTIONS: Mr. Gunkelman reported on the actions taken by the District Board in November. He said the Board approved to continue having remote teleconferenced meetings. He said the Board approved appeal of sewer use charges assessed at 1334 Wanda Street.
- 6.b. COMMITTEE APPOINTMENTS: Commissioners Manzione and Wais will remain on the Wastewater Committee, Commissioners Adams and Trask will be on the Budget & Finance Committee and Commissioners Manzione and Trask will be on the Wastewater Recycling Water Ad Hoc Committee.
7. ENFORCEMENT ACTIONS: None
8. FINANCIAL REPORT: The monthly statement of Department finances and report on investments were examined by the Commission. No further report.
- 9.a. STAFF REPORT ON OPERATIONS. Mr. Murdock reported there is still an ongoing project on Baldwin Street and the project was stalled by PG&E who demanded the segment is hand trenched down Baldwin Street for 150 feet while it was co trenched with a PG&E gas line, an inch and a half gas line, and a couple of other pipes that appeared to be abandoned. He said the original bid was \$105K and a change order for \$70K was submitted. He said everything at the EQ tank is normal.
- 9.b. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. Gunkelman reported that the State Lands Commission (SLC) came out the week before Thanksgiving and they toured the waterfront to the outfall and over to Nantucket. He received a lot of positive feedback from State Lands. He said as long as everything is in order they would combine all the leases into one. He expects to have an answer within two months. He said demolition of the old

Nantucket should begin in June or July and he was reassured that the lateral would get properly capped.

9.c. STAFF ANNOUNCEMENTS: None

10.a. WASTEWATER COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. AD HOC COMMITTEES REPORT: None

10.d. INTER-AGENCY MEETINGS: None

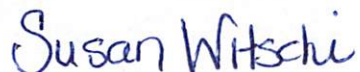
11. FUTURE AGENDA ITEMS:

- Consider smoke testing programs for Crockett.
- Consider lateral inspection increase.
- Consider procedures for ADU applicants.
- Capacity Charge Accessory Dwelling Unit (ADU) Ordinance.
- Video outreach for FOG and no wipes down drain.
- Recommend award of contract(s).
- Recommend payment for sewer project(s).

12. COMMISSIONER COMMENTS: None

13. ADJOURNMENT: The meeting was adjourned at 8:20 PM until January 19, 2022.

Respectfully submitted,



Susan Witschi
December 23, 2021

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
Telephone (510) 787-2992
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e-mail: manager@town.crockett.ca.us
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TO: Directors and Commissioners
FROM: Administrative Services Manager
SUBJECT: Proposed Budget Schedule
DATE: January 13, 2022

PROPOSED FY 2021/22 BUDGET SCHEDULE

JANUARY	Staff prepares draft budget schedule.
JANUARY	Order envelopes for mailing of hearing notice. Order water use data from EBMUD & CCWD.
FEBRUARY 7,9,16,23	Staff presents mid-year budget reports. Appoint 3 Budget & Finance Committees.
FEBRUARY-MARCH	Staff calculates water consumption and "increase" in sewer use charges, if needed.
FEBRUARY	Staff prepares 3 draft operating budgets.
FEBRUARY 1-18	Committees meet to develop preliminary budgets.
MARCH 2,9,16	Staff presents 8-month budget reports and preliminary budgets.
APRIL 1-19	Committees meet to revise preliminary budget and instruct staff on sewer service charge. Staff prepares newsletter, if needed.
APRIL 4,13,20	Committees report recommendations to Commissions and Board.
APRIL 27	Board sets June 24 date for public hearings on proposed budget, on rate increases, and on method of collection.
APRIL 27	Board instructs staff on wording notice of proposal to raise fees by specified amounts. Board approves newsletter.
APRIL 28	Staff updates database with changes in ownership and makes copies of notice & newsletters for mass mailing.

MAY 2	Recreation Commission recommends recreation tax rate.
MAY 13	DEADLINE TO NOTIFY ALL PROPERTY OWNERS BY MAIL NO LESS THAN 45 DAYS BEFORE HEARING. (Prop. 218 and District Code Sec. 6.24.035)
MAY 25	Resolution setting recreation tax.
MAY 31	Staff completes draft Sewer Use Charge Study Reports. (H&S Code Sec. 5473 and District Code Sec. 6.24.160.B)
Before JUNE 1	Staff prints out sewer use charges. (District Code Sec. 6.24.160.B)
JUNE 3	Deadline for 2 hearing notices emailed to West County Times for publication to run Wed 6/8 & Sat 6/18. (Prop. 218 and H&S Code Sec. 5473.1, Gov't Code Sec. 61110(d) of CSD law, and District Code Sec. 6.24.160.C)
JUNE 1-14	Committees may meet again to develop final budget proposal.
JUNE 8,15	Distribute final Sewer Use Charge Study Reports to San. Comm.
JUNE 6,8,15	Commissions adopt 3 budget proposals and approve SUC Study Reports and rate ordinances.
JUNE 17	Computer run of sewer service charges and Sewer Use Charge Study must be available to public at least 10 days prior to hearing. [Gov't Code Sec. 66016(a)]
JUNE 22/29	Present final budget proposal to Board.
JUNE 22/29	Public hearing on Sewer Use Charge Study Reports and committee recommendations for sewer service charges. (Prop. 218 and H&S Code Sec. 5473.1 & Dist. Code Sec. 6.24.160.F) Public hearing on method of collection. (H&S Code Sec. 5473.2) Public hearing on budget (Gov't Code Sec. 61110) Resolution overruling objections to method of collection and adopting Secretary's Report. (H&S Code Sec. 5473.3) Ordinances setting sewer service charges and setting method of collection. Resolution adopting budget. Adopt revised budget for <u>current year</u> if needed.
JUNE 23/30	Publish Ordinance in West County Times and post publicly.
JULY	Receive new tax roll. Final computer run sewer service charges.
JULY 13	Authorize PCSan capital projects.

JULY 20

Authorize CVSan capital projects.

AUGUST 9

Deadline to submit rec. tax and sewer service charges
to County. (H&S Code Sec. 5473.4)

AUGUST

Receive 3 County print outs for review and correction.

CSD STATUS REPORT

JANUARY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Financial Accounting & Budget	Adopt FY 21/22 Budget	Audit of FY 20/21 with David Farnsworth CPA
Ongoing		ADA Compliance Plan Review - District needs to update its ADA plan. Consider outsourcing study and develop budget to implement changes to meet ADA plan requirements.	ON HOLD	Contract inspection
Ongoing		Inventory of capital assets - recommended by auditor to match with QuickBooks value of assets. Begin with insurance appraisal list and expand to include assets above capital threshold. Consider increasing capital threshold policy from \$1,000.	BACKLOGGED	Create and then update list annually
Ongoing		Local Hazard Mitigation Plan (LHMP) - Strategic Planning Committee along with management staff to review and update based on currently identified and future hazards. Consider consultant to create work product.	BACKLOGGED	Develop current
1/17	C-31	Waiver of Subrogation - initial inquiry requested by Board member over concern with contract language.	District does not have	Alliant to quote additional insurance cost.
1/17	C-30	Establishment of By-Laws - Commissions and Committees currently do not have their own by-laws to provide guidance on responsibilities. Must develop with feedback from Commissions and Board.	BACKLOGGED	Staff to Draft
10/17	C-29	Meeting Cancellation Policy - currently cancellation of meetings can be requested by chairpersons and management. Request to development policy for what constitutes non-pressing matter cancellations.	BACKLOGGED	Policy needs to be written.
1/18	C-28	Second Signer Policy - develop policy on when a second signer can sign documents when the primary signer is not available.	BACKLOGGED	Staff to Draft

*Items marked COMPLETED will be removed from the Status Report the following month.

S.c.

5/18	C-27	Lateral Issues Report - report to Board on sanitary departments policies and enforcement of private lateral sewers issues. Address non-conforming laterals installed in Port Costa prior to District ownership in 2008.	BACKLOGGED	Staff to Draft
7/17	C-25	Dog Park at Bridgehead - Resolution No. 17/18-09 supporting development and to determine feasibility. Independent Dog Park Committee pursuing with Caltrans. New restrictions such as bathroom on site raised by Caltrans. Dog Park funds held under the Maintenance Department.	Suspended Work	Awaiting Caltrans final lease
5/17	C-24	Personal Accounts and Devices - complying with recent public records act decision regarding emails and text messages. Policy needs to be developed. Legal review is required.	BACKLOGGED	All Directors, Commissioners, and staff following law by saving District records.
1/16	C-23	Social Media - Facebook, Twitter, and web page. Used only to post information about District events, no debate online. Direction by Board to consolidate to one Facebook page. In changing climate Board should reconsider it use of social media for engagement with community.	ON HOLD	Board directed to limit to District posts. Funding required for additional social media engagement.
12/14	C-21	Emergency Operations Center (EOC) - Crockett Community Center to serve as EOC for the District per Resolution No. 14/15-10. Staff directed to attend SEMS training. Consider resolution rescinding EOC at Community Center.	SUSPENDED WORK	Support EOC at Loring Fire Station, center to serve as public meeting place, draft resolution.
3/14	C-20	Safety & Wellness Program - program for employees adopted by Resolution No. 13/14-17 but implementation postponed until funding can be identified.	ABANDONED PROGRAM	Program abandoned due to lack of funding.
10/12	C-12	Revise internal chart of accounts - recommended by auditor. Move to class based accounting and simplification of chart of accounts recommended.	Planned for FY 20/21	Consult CPA to assist

*Items marked COMPLETED will be removed from the Status Report the following month.

1/11	C-17	Sewer map - update printed map of sewers and adopt resolution to define our responsibility.	Capital projects to date need to be updated into ICOM system.	RedZone ICOM to create new PDF map. Once drafted staff to verify format and accuracy.
8/06	C-1.5	WCWD Service Agreement - current agreement is from 1990, new agreement would better define the scope of services and needs of our District.	ON HOLD	Develop needs - CVSan Wastewater Comm.
9/18	C-26	Workshop for Directors on Public Contracting - request to better understand Board responsibility and liability in regards to CUPPA	Identify	Schedule workshop
12/19	C-32	IT Support - contract for assistance with networking and PC troubleshooting as necessary	Find willing partner	Complete network migration to AT&T Fiber

*Items marked COMPLETED will be removed from the Status Report the following month.

PERSONNEL STATUS REPORT

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
4/14	P-1	Review Job Descriptions - update as needed, compare to WC Comp Codes.	Provided to Staffing Ad Hoc Committee	To Personnel Committee for review and comment.
11/16	P-2	Injury & Illness Prevention Plan - review, update, and develop additional training material as needed. Additional requirements in 2020 and OSHA COVID-19 directive require review and update.	BACKLOGGED	Staff or outside contractor needs to draft revisions then to Personnel then Board for approval by Resolution
11/16	P-3	Floater Holidays - written definition and guideline on use of floating holidays. Floater Holidays are extra holidays outside of District observed holidays which are included in management contracts with no restrictions on use.	BACKLOGGED	Provide to Personnel Committee
06/17	P-5	Harassment Training - class for all employees, directors, and commissioners. AB 1661 / SB 1343	RGS trained in 2019, currently providing online training for new hires.	Training required every 2 years. Next training for directors and commissioners by May 2021.
06/17	P-6	Non-Employee Conduct - develop simple policy that staff can follow on how to escalate complaints against Commissioners and/or volunteers.	BACKLOGGED	Policy to include interview with at least two people
12/17	P-10	Hiring Procedures - consolidate and train staff	BACKLOGGED	Summarize written procedures - Personnel Committee

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

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*Items marked COMPLETED will be removed from the Status Report the following month.

MAINT. DEPT. STATUS REPORT

JANUARY

<u>DATE</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing	Plaza maint. thru CIA	on schedule	continue per MOU
Ongoing	Veterans Memorial Hall Seismic Retrofit	Engineer review of concrete pier	Memorial hall to meet
Ongoing	Veterans Memorial Fundraising		
Ongoing	Hillside Maintenance	COMPLETED	
Ongoing	Bridgehead maintenance	Limited maintenance	Identify resources, plan of action
1/19	M-13 Parcel tax for maintenance	CIA researching	Report from CIA
9/18	M-11 GeoTechnical Engineering Alternative Push Pier Design for Memorial Hall	Received drawings and calculations	Committee to determine if alternate seismic work is feasible
8/17	M-12 Investigate acquisition of corner bridgeview lot	No movement	KP investigating
7/17	M-9 Dog park at Bridgehead - lease or MOU	SUSPEND WORK	Waiting for Caltrans final lease
8/07	M-3 Caltrans property - Bridgehead	permit rec'd 3/12	Waiting on Caltrans for new encroachment permit or abandon

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*Items marked COMPLETED will be removed from the Status Report the following month.

REC. DEPT. STATUS REPORT

JANUARY

<u>DATE</u>	<u>REF.</u>	<u>TASK</u>	<u>STATUS</u>	<u>NEXT STEP</u>
Ongoing		Facility maintenance - Community Center, pool, and park.	All safety issues corrected	
Ongoing		Financial accounting & budget	FY 21/22 Budget Adopted	
Ongoing		Prop 68 Park & Water Bond	Application Packet Submitted	Submit project to OGALS
Ongoing		Hazardous Material Training	Trained seasonal staff	Update Injury & Illness Prevention Plan

MAINTENANCE ISSUES

4/13	M-8	Hillside Maintenance - long-term hillside cleaning plan needs to be developed.	Grass Cut	
2/19	M-9	Signage for the Park - post rules	Pending	Get new signs - trash

CAPITAL IMPROVEMENTS

3/14	C-1	West side covered deck Project	postponed until 2021	Identify funding. Do project in phases
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ADMINISTRATIVE MATTERS

9/10	A-21	Signs - no skateboards or bikes	Sec. 7.12.090 prohibits	add to signage for park rules
11/08	A-20	Rec Policies & Procedures Manual - both the community center and aquatics center.	BACKLOGGED	
2/20	A-36	100-year plaque at Community Center	Pending	Order plaque

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

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PORT COSTA SAN. DEPT. STATUS REPORT

JANUARY

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
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ADMINISTRATIVE MATTERS

Ongoing		Review/revise O&M manual	Reviewed	Annual review	Staff
Ongoing		Revise sewer system management plan	Audit complete	Audit Feb 2022	Staff
Ongoing		System rehabilitation program	Smoke tested entire CS Nov 19,2020	Analyze smoke testing results. Send deficiency letters. (see E-8)	Staff
Ongoing		Property database	Current thru 12/2020	Received assessor report from county. Backlogged	Asst District Secretary
Ongoing		Financial accounting & budget	Identify funding		GM
4/15	A-4	Sludge disposal procedure document	Review with operators		Staff
2/19	A-5	Delayed payment of loan #2	Completed FY 20/21	none	ASM
8/15	A-6	Encroachment 70 CLD. Property is listed, replacement of sewer main, if needed, is owners responsibility	Backlogged	owner to comply	Staff
8/15	A-7	Small Community Grant	Postponed	Revisit State grant options	Commission
11/3	A-8	Delayed interest payment of loan #3 and payment of loan #2	Scheduled for Oct-Nov 2021	Receive Transfer Confirmation	ASM

ENGINEERING MATTERS

1/13	E-3	Install high water alarm in sump. This will ensure notification if sump pump fails or if flooding occurs	Operator to seek proposal/aquire/install float switch. Telstar to link to PLC	Receive/approve estimate (commission).	Staff
6/08	E-7	#4 filter condition. Investigation to identify location of leak	ON HOLD	Excavate content of filler bed 4	Operator
3/16		Railroad crossing. Needed for health & safety purposes and equipment access	ON HOLD	will approach this if equipment access to WWTP is needed for emergency or maintenance.	Commission / Board
1/17		Install backup Watson Marlo chem pump	Valley to send for diagnosis/est/repair	Authorize repair	Operator
6/17		Constant Level Gate. The constant level gate does not hold position without being held down by a pole. If not held down the gate will lift allowing mass volume to transfer from splitter box into wet well.	Pending assessment		Operator

*Items marked COMPLETED will be removed from the Status Report the following month.

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
5/18		Upgrade PLC. Valley recommends upgrading PLC due to age of system, warns that issues will begin to crop up as time passes	Contact vendor for estimate		Operator
12/19	E-8	CCTV Inspection		Targeted CCTV will be required to assess condition	Staff/Commission
1/20	E-11	Polycoat septic tank wall. Engineers found that concrete is degrading at the water air interface.	Consider in 2025	Obtain bids	Commission to direct staff to seek proposals + decide on timing and contract. Contract Operators to oversee work

MAINTENANCE MATTERS

		Monitor sludge level - WWTP Septic Tank	Valley - ongoing. Operator to advise when it is necessary to remove	Operator to seek bids. Commission to review and accept pumping proposal. Operator to schedule work, manage project	Operator
		Monitor scum level - WWTP Septic Tank	Valley - ongoing. Scum in chamber #1 removed Feb 2021. Jan 2020 full maintenance	Staff to contact WCWD to vac material. Operator to oversee and accept work	Operator/staff
8/17		Repair/replace #3 dosing siphon in dosing structure. Siphon is broken and has been removed.	Pending Valley verification of specs. Valley is verifying specs on replacement (\$535 per unit)	Seek installation proposal once part is verified. Commission to accept proposal	Operator
8/18	M-7	Install signage at WWTP. Property warning signs should be installed within the fenceline rather than on the fence to help prevent sign and property vandalism	Commission volunteered	Pending	Commission
2/17	M-6	Remove shrubbery. Plants and roots are causing major damage to wwtp	Commission volunteered	Pending	Commission
		Transplant sand into filter bed #3. Filter bed 3 is low on sand material, level needs to be brought up. Plan was to transfer sifted sand from waste pile or from abandoned bed #4.	Suspended following bio assay failures. Unverified if transferred sand was the specific cause but the failures coincided with transfer. Unverified risk of metal and other contaminants collecting in static sand due to proximity to the railroad.		Operator

*Items marked COMPLETED will be removed from the Status Report the following month.

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
10/16		Annual load bank/fluid svc on genset. Preventative maintenance	Last service Aug 2020	Next due- Aug 2021	Licensed Service - overseen by operator
1/13	M-1	Raise manhole elevations. Will address as needed if county informs us of paving & manhole elevation issues	Obtain quote as needed		Staff
7/12	M-3	Clean/paint plumbing. Pump room is a moist environment. Pipes and pumps develop rust, it must be removed and equipment must be coated.	Mitigate rust, replace as needed / paint		Operator / Commission
7/12	M-4	Repair eroded wet well stopper valve	Define scope of work	Receive add'l quotes for work	Operator
7/12	M-5	Reset siphon valve #3	Drain north side/buy parts/ gate valve open	Drain/close valve/ reset valve height	Operator. Verify that this is ongoing operation rather than project status

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

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*Items marked COMPLETED will be removed from the Status Report the following month.

CROCKETT SANITARY DEPT. STATUS REPORT

JAN.

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
Ongoing		Flow data analysis – gather meter data regularly, process flow data, print and archive, update dry weather and wet weather worksheets.	Hydraulic study underway on capacity of collection systems.	Certified meter is at treatment plant	JB
Ongoing		Sewer database & repair records - permanent paper and digital records of construction projects.	Paper files for calendar year 2021 complete	Catalog and archive paper records. Update ICOM3 data records, create new wall map based on changes.	GM
Ongoing		Financial accounting & budget	Adopted FY 20/21	Mid-Year FY 21/22 report due in January	VG
Ongoing		JTP cost allocation adjustment - annual review done in April to adjust treatment plant costs based on actual flow.	Allocation complete for April 2019-March 2020	This needs further attention	Staff
Ongoing		C&H diversion analysis - data gathered monthly and records stored with flow data.	Last process overflow occurred 7/15/21		JB
Ongoing		Manhole maintenance - annual maintenance to site visit known trouble spots to clear brush and debris.	Repair/replacement of collapsing wall on alexander easment	Review Winter 2022	GM

FINANCIAL MATTERS

4/18	F-23	10-year revenue program	updated in 2018	BACKLOGGED	GM
3/18	F-22	Climate change impacts	Information/question aire submitted to RWQCB in July 2021	Strategic planning and grantwriting	Comm/Board/ GM
3/18	F-21	Advance planning renegotiate JUA	POSTPONED	Review JUA in winter. Expires July 2024	Comm/Board
3/18	F-20	Advance planning for flow reduction C&H	POSTPONED	To Wastewater Committee	WWC

ENGINEERING MATTERS

5/18	E-27	Flyght SCADA with MCC	engineer investigating	Need to reassess scope of project	VW Housen/ staff
12/12	E-26	Protect pump station from floods	POSTPONED		
5/12	E-25	6" sewer behind Third/Wanda	BACKLOGGED	install access point	Constr. Mgr.
10/10	E-24	Loring pump station alt. power backup	install battery backup inverter purchased	Purchase remaining components& mount	engineer

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
3/05	E-10	EQ tank rehabilitation	cleaned 9/14	engineers study required	Engineer
10/01	E-4	Easement agreement (405 Alhambra)	BACKLOGGED	hire surveyor	GM
<u>ADMINISTRATIVE MATTERS</u>					
1/18	A-32	Easement Protection Program	BACKLOGGED	revisit enforcement priority	GM / Board
6/17	A-31	Access & Repair Agreement Program	BACKLOGGED	develop formal program	GM / Board
4/17	A-30	Abandon sewer easement 550 Alhambra	Attorney for language	record abandonment This property has been sold already	GM
10/15	A-29	Order protection of easement 515 Winslow	BACKLOGGED	draft letter and request payment of abatement costs	GM
8/15	A-33	Enforcement Procedures - rewrite	BACKLOGGED	Draft and legal review	GM / Legal
9/14	A-34	Grant Easement Transfer 330 Alhambra	BACKLOGGED	draft and record	GM
9/12	A-28	Capacity charge payment plan	POSTPONED	revise fee ordinance	GM / Legal
3/12	A-27	Common lateral ordinance	DELAYED	review ordinance	GM / Legal
2/10	A-26	Capacity charge ordinance	POSTPONED	revise by ordinance	GM / Legal
11/09	A-25	Double permit fees for no permit	drafted	adopt ordinance	GM / Legal
3/08	N-11	Penalties for lateral SSO negligence	BACKLOGGED	develop fines	GM / Board
11/06	A-19	Safety training requirements	Identify	annual training_ONGOING	JB
3/04	A-16	C&H access requirements	BACKLOGGED	abandon sewers	GM / Legal
8/03	A-15.9	Grease trap inspection control program	BACKLOGGED	develop procedures	JB
8/03	A-15.7	Grease traps/FOG	BACKLOGGED	notify commercial kitchens	JB
3/03	A-15	N-00-29 sewer easement	Docs updated	parties to sign	GM / Prop. Owner
2/01	A-11	Sewer main acceptance records	BACKLOGGED	disavow by resolution	GM / Legal
2/99	A-8	West County contract review	Have talked with WCWD	WCWD wants to clear up contract	GM / Comm.
5/98	A-4	Emergency binder	BACKLOGGED	Update and revise	GM

DATE	REF.	TASK	STATUS	NEXT STEP	RESPONSIBLE
6/20	A-33	Letter to railroad re crossing	BACKLOGGED	Protect access to outfall	GM / Legal
1/20	A-34	Outfall lease SLC #25959	SUBMITTED	Await word from SLC	VG

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Crockett Community Services District

ACTION PLAN 2022

GUIDING DOCUMENT FOR STAFF

*To Be Adopted at the
District Board Meeting
on
January 26, 2022*

District Office ACTION PLAN 2022

2022 TOP PRIORITY ACTIONS

- | | | |
|----|---|--------|
| 1. | Ordinance on Capacity Charge and Accessory Dwelling Units, Amends Title 5 and 6 of District Code | SPRING |
| 2. | Develop Architectural Plans for District Office | SUMMER |
| 3. | Draft and Publish Policies and Statements for Reserve Funds use for all Departments | WINTER |
| 4. | Long-Range Financial Planning | WINTER |
| 5. | Plan for Climate Change Impact w/Public Engagement
<i>(Strategic Planning - Leverage Regional and State Resources)</i> | FUTURE |

Crockett Recreation Department ACTION PLAN 2022

2022 TOP PRIORITY ACTIONS

- | | | |
|----|---|-------------|
| 1. | Update Rules Signage in Alexander Park | SPRING |
| 2. | Replace Pool Building Doors | SPRING |
| 3. | Venue Management Software Program | SUMMER |
| 4. | Pomona Steps / Retaining Wall Along Pomona | SUMMER/FALL |
| 5. | Update ADA Compliance Plan | FALL |
| 6. | Obtain Funding for Deck Project at Community Center | WINTER |

Maintenance Department ACTION PLAN 2022

2022 TOP PRIORITY ACTIONS

- | | |
|--|---------|
| 1. Veterans Memorial Rehabilitation | ONGOING |
| 2. Dog Park at Bridgehead | SPRING |
| 3. Study Property Tax Assessment | SUMMER |
| 4. Remove Diseased and Damaged Trees from Hillside | FALL |

Port Costa Sanitary Department ACTION PLAN 2022

2022 TOP PRIORITY ACTIONS

- | | | |
|----|---|--------|
| 1. | Remove Branches from Power Lines Serving the WWTP | WINTER |
| 2. | CCTV Collection System | SPRING |
| 3. | Remove Shrubs and Trees from WWTP | SUMMER |
| 4. | Emergency Generator (Annual Service/Fuel Treatment) | FALL |
| 5. | Plan Inspection of Filter Bed #1 Gunite | WINTER |

Crockett Sanitary Department

ACTION PLAN 2022

2022 TOP PRIORITY ACTIONS

- | | | |
|-----|---|---------------|
| 1. | Capital Sewer Collection System Replacements | ONGOING |
| 2. | Safety Training for Injury & Illness Prevention | SPRING |
| 3. | <i>Identify and Replace Aging/Worn Components of Pump Station</i> | <i>SPRING</i> |
| 4. | MCC Panel Upgrade at Pump Station | SUMMER |
| 5. | Update Emergency Binder and Response Plans | SUMMER |
| 6. | <i>Negotiate and Re-establish Agreement with WCWD</i> | <i>SUMMER</i> |
| 7. | Sewer Use Charge Rate Study
(No rate changes made in FY 21/22) | FALL |
| 8. | Update Operations Manual | FALL |
| 9. | Plan for New C&H Sewer Service Agreement | WINTER |
| 10. | Begin Planning for Joint Use Agreement Renegotiation
(<i>Agreement with C&H Expires July 31, 2024</i>) | WINTER |

RESOLUTION NO. 21/22-13

**A RESOLUTION OF THE CROCKETT COMMUNITY SERVICES DISTRICT
PROCLAIMING A LOCAL EMERGENCY, RE-RATIFYING THE PROCLAMATION
OF A STATE OF EMERGENCY BY EXECUTIVE ORDER N-15-21,
SEPTEMBER 20, 2021, AND AUTHORIZING REMOTE TELECONFERENCING
MEETINGS OF THE LEGISLATIVE BODIES OF THE CROCKETT COMMUNITY
SERVICES DISTRICT FOR THE PERIOD OF JANUARY 30, 2022 THROUGH
FEBRUARY 28, 2022, PURSUANT TO BROWN ACT PROVISIONS**

WHEREAS, the Crockett Community Services District (“District”) is committed to preserving and nurturing public access and participation in meetings of the Board of Directors; and

WHEREAS, the District is an independent special district and the meetings of its legislative bodies are open and public in compliance with the legal requirements of the Ralph M. Brown Act (Government Code§ 54950 - 54963); and

WHEREAS, the Brown Act, Government Code section 54953(e), makes provisions for remote teleconferencing participation in meetings by members of a legislative body, without compliance with the requirements of Government Code section 54953(b)(3), subject to the existence of certain conditions; and

WHEREAS, a required condition is that a state of emergency is declared by the Governor pursuant to Government Code section 8625, proclaiming the existence of conditions of disaster or of extreme peril to the safety of persons and property within the state caused by conditions as described in Government Code section 8558; and

WHEREAS, a proclamation is made when there is an actual incident, threat of disaster, or extreme peril to the safety of persons and property within the jurisdictions that are within the District’s boundaries, caused by natural, technological, or human-caused disasters; and

WHEREAS, it is further required that state or local officials have imposed or recommended measures to promote social distancing, or, the legislative body meeting in person would present imminent risks to the health and safety of attendees; and

WHEREAS, the Board of Directors previously adopted Resolution Number 21/22-6 on October 27th, finding that the requisite conditions exist for the legislative bodies of the District to conduct remote teleconference meetings without compliance with section 54953(b)(3); and

WHEREAS, as a condition of extending the use of the provisions found in section 54953(e) the Board of Directors must reconsider the circumstances of the state of emergency that exists in the District, and the Board of Directors has done so; and

WHEREAS, such conditions persist in the District, specifically, under the Proclamation of a State of Emergency by Governor Newsom on March 4, 2020, and Executive Order N-12-21 extending the effective date through December 31, 2021; and

WHEREAS, Contra Costa County has issued health orders and guidelines for public safety, requiring masks indoors and proof of vaccinations at all government facilities; and

WHEREAS, the Board of Directors does hereby find that a potential threat to public health and safety continues to exist, and is likely to be beyond the control of services, personnel, equipment, and facilities of the District, and desires to re-ratify the proclamation of the state of emergency by the Governor of the State of California, and the guidelines set forth by Contra Costa County; and

WHEREAS, as a consequence of the emergency circumstances, the Board of Directors does hereby find that the legislative bodies of the Crockett Community Services District shall continue to conduct their meetings without compliance with section 54953(b)(3), as authorized by section 54953(e), and such legislative bodies shall comply with the requirements for the public to access the meetings as described in 54953(e)(2); and

WHEREAS, the District's regular meeting place has been established as the Crockett Community Center in Crockett by District Code Section 2.04.040, except as otherwise designated pursuant to District Resolution 1920-18; and

WHEREAS, it is the intent of the Board for it and its other legislative bodies to continue to hold meetings in order to receive information, provide direction, and make decisions on behalf of the District while still complying with social distancing requirements during the pandemic; and

WHEREAS, the District shall continue to hold all meetings subject to the Brown Act via teleconference or other electronic means, as posted on the District webpage, and as noticed on the bulletin boards located at the Crockett Community Center.

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

1. The above referenced recitals are true and correct and material to the adoption of this Declaration.
2. The Board hereby proclaims that the safety of life and property cannot be assured in the District at this time.
3. The Board hereby re-ratifies the Governor of the State of California's Proclamation of State of Emergency, effective as of its issuance date of December 30, 2021.
4. The Staff and legislative bodies of the District are hereby authorized and directed to take all actions necessary to carry out the intent and purpose of this Resolution, including conducting regular meetings of the Board, and any and all other meetings of

the Crockett Community Services District's legislative bodies that are subject to the Brown Act.

5. This Resolution shall take effect immediately and shall remain in effect until February 28, 2022, or such time that the Board of Directors adopts a subsequent resolution in accordance with Government Code section 54953(e)(3) to extend the time during which the legislative bodies of the Crockett Community Services District may continue to teleconference without compliance with section 54953(e)(3).

This Declaration is not intended to, and does not, create any rights or benefits, substantive or procedural, enforceable at law or in equity, against the Crockett Community Services District, its departments, officers, employees, contractors, or any other person.

PASSED AND ADOPTED by the Board of Directors of the Crockett Community Services District on this 26th day of January 2022, by the following roll call votes:

AYES:

NOES:

ABSENT:

ABSTAINED:

Luigi Barassi, Board President

ATTEST:

Kent Peterson, Board Secretary



1999 Harrison Street, 9th Floor
Oakland, California 94612
tel (510) 808-2000
fax (510) 444-1108
www.meyersnave.com

Rachel E. Hundley
rhundley@meyersnave.com

January 20, 2022

Via Electronic Mail Only

Scott Bartlebaugh, President
Crockett Community Services District
P.O. Box 578
Crockett, CA 94525

Re: Conflicts Consent

Dear Mr. Bartlebaugh:

Meyers Nave is very pleased to continue to represent Crockett Community Services District (“District”) as District Counsel assisting on district counsel services. We greatly value our ongoing relationship with the District.

We were recently asked to represent and advise Crockett Improvement Association (“Association”) regarding preparation of a property tax measure petition from which the District would be the recipient of the funds.

As you are aware, Mr. Kent Peterson, who is Board Member of the District, is President of the Association. To the best of our knowledge, we are not aware of a conflict for our firm to concurrently represent the District and the Association in regard to Mr. Peterson. We believe that the potential for actual conflict is minimal as the District and the Association share the same interest in the outcome of the above matter. If facts come to light in the future that suggest an actual or foreseeable conflict or adverse effect due to Mr. Peterson’s capacity, we will advise you immediately. In any event, we will not accept representation of either client to pursue interests that are directly or potentially adverse to the District or the Association, unless each client provides advance informed written consent.

In advising the Association regarding the property tax measure petition mentioned above, actual or potential conflicts of interest may arise for our firm should the interests of the parties become inconsistent or adverse to each other. With this possibility in mind, we write to request your informed written consent to our representation of the Association regarding the above matter, as well as our continued representation of the District regarding other unrelated matters currently existing or in the future, where the District and the Association are not simultaneously involved.

As of this writing, the District has not engaged Meyers Nave to assist as to this property tax measure petition, this consent shall apply however, should the District make such a request. This consent request is made pursuant to the applicable sections of the California Rules of Professional Conduct, which we adhere to as lawyers practicing in California.

To avoid the potential for a possible conflict of interest to arise in the future as to our concurrent representation of the District and the Association, we intend to conduct ourselves on these terms:

a) To ensure client confidentiality, Meyers Nave will maintain separate attorney teams advising the District and the Association as to the property tax measure petition matter. Attorneys working on each matter will be disqualified from work for the other and will be directed to refrain from communication as to each matter.

b) Meyers Nave will not disclose to the Association any confidential information we have acquired or acquire at any time in the present or future as a result of our lawyer-client relationship with the District. Meyers Nave will likewise not disclose to the District any confidential information we acquire as a result of our lawyer-client relationship with the Association.

c) Meyers Nave recognizes that we are obligated to exercise independent professional judgment on behalf of the District in any matter in which our firm represents the District, unaffected to any extent by Meyers Nave's then current or potential future relationship with the Association. We have examined our relationship with the Association and have concluded that it will not affect our ability to fully represent the Association.

In summary and to assist you in determining whether or not to consent to the above, we do not believe, based on our thorough review of the facts as we understand them, that there will be any adverse effects upon either the District or the Association resulting from our representation as described herein.

We ask that you consider this consent request carefully. You may wish to confer with independent legal counsel regarding this consent, and should feel free to do so. If, after review and consideration of the foregoing, the District accepts the conditions of this conflict waiver, please sign the enclosed copy of this letter and return it to me as soon as possible.

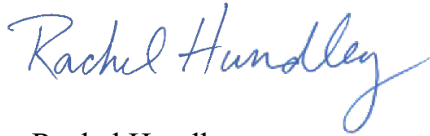
(continued on following page)

Re: Conflicts Consent
January 20, 2022
Page 3

Please do not hesitate to call me if you have any questions or concerns about the foregoing.

We have asked for a similar consent from Crockett Improvement Association.

Very truly yours,



Rachel Hundley
Attorney at Law

c: Conflicts Dept.

Crockett Community Services District consents to the representation described above.

Crockett Community Services District

Dated: _____

By: _____

5045562.1

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525

850 Pomona Street

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: manager@town.crockett.ca.us

website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG: 1-26-22 LATEST FUND REPORT: 1-12-22

CCSD FUND 3240	CCSD FUND 3240
<hr/>	
CASH CARRIED FORWARD:	CASH CARRIED FORWARD:
<u>REC DEPT:</u> \$17,305.10	<u>CVSAN DEPT:</u> \$73,552.60
ACTIVITY:	ACTIVITY:
Prior Uns. Prop Tax \$ (19.79)	Prior Uns. Prop Tax \$ (101.03)
Correction Apportionme: \$ 0.67	Correction Apportionr \$ 3.41
HO Prop tax Relief \$176.88	HO Prop tax Relief \$ 902.91
Cash Conv. From 060 \$ 35,633.62	Cash Conv. From 060 \$ 181,893.35
<hr/>	
CASH BALANCE (Rec): \$53,096.48	CASH BALANCE (CVSan): \$256,251.24
<hr/>	
ADV ON TAXES (Rec): \$31,326.63	ADV ON TAXES (CVSan): \$ 159,854.33
060 Adv beginning bal \$66,602.87	060 Adv beginning bal \$ 339,923.40
Secured Collections (\$34,849.99)	Secured Collections \$(177,893.27)
Unitary 1% Cash Conv (\$767.42)	Unitary 1% Cash Conv \$ (3,917.32)
ROW 1% Dec Cash Conv (\$2.98)	ROW 1% Dec Cash Conv \$ (15.22)
RR 1% Dec Cash Conv. (\$13.23)	RR 1% Dec Cash Conv. \$ (67.54)
Ending Balance \$30,969.25	Ending Balance \$ 158,030.05
160 Supplmt begin bal \$357.38	160 Supplmt begin bal \$ 1,824.28
No Activity	No Activity
Ending Balance \$357.38	Ending Balance \$ 1,824.28
<hr/>	
FUND BALANCE (Rec): \$84,423.11	FUND BALANCE (CVSan): \$416,105.57
<hr/>	
	MAINT DEPT PROPERTY TAXES ALLOC:
	Cash Carried Forward: -\$17,040.55
	Prior Uns. Prop Tax \$ (2.34)
	Correction Apportionr \$ 0.08
	HO Prop tax Relief \$ 20.91
	Cash Conv. From 060 \$ 4,213.05
	Cash Balance (Maint): -\$12,808.85
	060 Adv Beginning Bal \$ 7,883.45
	Secured Collections \$ (4,120.41)
	Unitary 1% Cash Conv \$ (90.73)
	ROW 1% Dec Cash Conv \$ (0.35)
	RR 1% Dec Cash Conv. \$ (1.56)
	Ending Balance \$3,670.40
	160 Supplmt begin bal \$ 42.25
	Ending Balance \$ 42.25
	<hr/>
	FUND BALANCE (Maint): -\$9,096.20
	<hr/>
	TOTAL CSD 3240 BALANCE: \$491,432.48

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Members of the Board: Luigi Barassi, Scott Bartlebaugh, Michael Kirker, John MacKenzie, Kent Peterson

9.a.

CROCKETT MAINTENANCE DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BD. MTG:	1-26-22	LATEST FUND REPORT	1-12-22
OPERATING FUND 3242		BALANCES BY CLASS	
CASH CARRIED FORWARD:	\$72,993.23	MEMORIAL HALL	
ACTIVITY:		Walk Honor & P66	\$240,500.00
CHECKS and PAYMENTS		Arch. Phasel	(\$15,427.99)
Warrant (466-467)	(\$1,717.79)	Engnr. Phasel	(\$33,934.00)
		Other CapX	<u>(\$4,605.65)</u>
DEPOSITS		WofH P66 Balance	\$186,532.36
No Activity		Other MH O&M Bal	\$8,609.44
		BRIDGEHEAD	\$1,174.34
		PLAZA/FENCES/LIGHT:	(\$876.68)
		DOGPAK COST CENTE	\$2,351.14
CASH BALANCE:	\$71,275.44	ACCRUED DEBT:	
INVESTED BEG. BAL:	\$166,224.08	PCADVISORY due MH	\$1,170.20
No Activity			
INVESTED END. BAL:	\$166,224.08		
FUND BALANCE:	\$237,499.52	TAXES held in 3240	(\$9,114.85)

CROCKETT RECREATION DEPARTMENT

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

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG: 1-26-22 LATEST FUND REPORT: 1-12-22

OPERATING FUND 3241			
CASH CARRIED FORWARD:	\$ 109,892.97	INVESTED BALANCE:	\$178,598.10
ACTIVITY:		Invest Interest	
		Transfer to Cash	
		NET INVESTED:	\$178,598.10
<u>CHECKS AND PAYMENTS</u>			
Warrants (9553-9583)	(\$28,125.65)	\$50,222.82	c/d deposits
Wells Fargo Fees	(\$140.51)	\$128,375.28	avail. funds
Levy&Assr code fees			
Invest Fees			
Rental Refund			
		FUND BALANCE:	\$ 416,323.54
		*** Below held in cash account ***	
<u>DEPOSITS AND CREDITS</u>		C/D BEGINNING BALANCE:	\$50,222.82
Comm Center Booking	\$19,698.63	c/d deposit receipts	\$0.00
Pool Deposit		c/d deposit refunds	\$0.00
Cost Recovery Bocce		Trnsfr recovery	\$0.00
Secured Coll. Cash Con	\$77,825.00	NET C/D ENDING BALANCE	\$50,222.82
Tennis keys			
Transfer from Invest		CAP / RESTRICTED BAL:	\$4,639.60
CXL Outdated Checks		Donations	\$0.00
			\$0.00
		NET CAPITAL REPL. BAL:	\$4,639.60
		POLICE LIAISON BALANCE	\$8,171.84
		Parking revenue	\$0.00
		Payroll/Expenses	\$0.00
		NET PLC ENDING BALANCE	\$8,171.84
		XMAS LIGHT BEG BALANCE	\$496.57
		No activity	\$0.00
		XMAS LIGHT END BALANCE	\$496.57
		CERT ACTIVITY: None	\$0.00
		CERT Ending Balance:	\$0.00
CASH BALANCE:	\$ 179,150.44		
ADV ON TAXES :	\$136,400.00	PETTY CASH BALANCE:	\$60.00
Secured Coll. Cash Con	(\$77,825.00)	TAXES held in 3240:	\$ 84,423.11
		CO.charges in 3240:	\$ -
NET ADV ON TAXES:	\$58,575.00		

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Commissioners: Jeff Airoidi, Louise Choquette, Tom Cusack, John Valentini

PORT COSTA SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

MONTHLY SUMMARY WORKSHEET

PREPARED FOR MTG.:	1/26/22	LATEST FUND REPORT	1/12/22

OPERATING FUND 3425			

CASH CARRIED FORWARD:	\$21,499.84	ACCRUED DEBT:	
ACTIVITY:			
Warrants (1380-1388)	(\$13,245.43)	PYs due CVSan Dep	\$24,233.49
SUC Cash Conversion	\$146,376.19	Loan#2 due CVSan	\$165,426.19
Investment Services		Loan#3 due CVSan	\$150,000.00

CASH BALANCE:	\$154,630.60	ACCRUED DEBT:	\$339,659.68

ADV ON SUC BEG. BALANCE	\$290,786.38		
Sec Coll. Cash Trns:	(\$146,376.19)		
Ending Balance	\$144,410.19		
INVESTED BEGIN. BALANCE	\$40,349.00		
LAIF Interest 1st qtr			
Transfer to Cash			
Ending Balance	\$40,349.00		

FUND BALANCE:	\$339,389.79	\\san\pc\bud&fin\wrksht	

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

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e-mail: manager@town.crockett.ca.us

website: www.town.crockett.ca.us

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MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG:	1/26/22	LATEST FUND REPORT:	1-13-22
-----		-----	
OPERATING FUND 3426		CONSTRUCTION FUND 3427	
-----		-----	
CASH CARRIED FORWARD:	\$167,491.40	CASH CARRIED FORWARD:	\$60,015.28
ACTIVITY:		ACTIVITY:	
Warrants (6608-6626)	\$ (73,430.95)	Invstmnt Srvcs 1st qtr	
Invst Srvcs 1st qtr			
Levy/Assr Code Fees			
Prmts 21-22 & 21-26	\$90.00		
Capacity Charge			
SecColl. X-fer to csh	\$780,287.62		
-----		-----	
CASH BALANCE:	\$874,438.07	CASH BALANCE:	\$60,015.28
-----		-----	
ADV ON TAXES:	\$ 1,342,616.24	INVESTED BEGIN BAL.:	\$903,156.37
060 Prop tax Beginning		1st Qtr Interest	
Transfer to Cash	(\$780,287.62)		
Ending Balance	\$ 562,328.62		
-----		-----	
160 Adv Supp Prop tax	\$0.00	INVESTED BALANCE:	\$903,156.37
No Activity			
Ending Balance	\$0.00	FUND 3427 BALANCE:	\$963,171.65
-----		-----	
INVESTED BEG. BALANCE:	\$2,782,392.60	CAPITAL RESERVE FUND 3429	
Transfer to Cash		-----	
		CASH CARRIED FORWARD:	\$258.00
Ending Balance:	\$2,782,392.60	ACTIVITY:	
-----		Invstmnt Srvcs 1st qtr	
FUND 3426 BALANCE:	\$4,219,159.29		
-----		CASH BALANCE:	\$258.00
TAXES held in 3240:	\$415,300.28	INVESTED BEGIN BAL.:	\$71,507.13
CO.charges in 3240:	\$0.00	1st Qtr Interest	
-----		INVESTED BALANCE:	\$71,507.13
ACCRUED DEBT OWED TO CVSAN:		FUND 3429 BALANCE:	\$71,765.13
PCSAN DEPT.	\$339,659.68	-----	
-----		CONTRACTOR BONDS ON FILE:	
		37 contractors	\$37,500.00

CROCKETT SANITARY DEPARTMENT

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: manager@town.crockett.ca.us

website: www.town.crockett.ca.us

VAG

MONTHLY SUMMARY WORKSHEET

PREPARED FOR BOARD MTG:	12/15/21	LATEST FUND REPORT:	12-13-21
-----		-----	
OPERATING FUND 3426		CONSTRUCTION FUND 3427	
-----		-----	
CASH CARRIED FORWARD:	\$161,982.67	CASH CARRIED FORWARD:	\$60,015.28
ACTIVITY:		ACTIVITY:	
Warrants (6579-6607)	\$ (301,930.78)	Invstmnt Srvcs 1st qtr	
Invst Srvcs 1st qtr			
Levy/Assr Code Fees			
USPS SUC	\$1,239.00	CASH BALANCE:	\$60,015.28

		INVESTED BEGIN BAL.:	\$903,156.37
CXL checks (6580&6599)	\$ (5,900.51)	1st Qtr Interest	
Prmts 21-19 - 21-25	\$300.00	:	
Capacity Charge		:	
Transfer to Cash	\$300,000.00	:	

		INVESTED BALANCE:	\$903,156.37

CASH BALANCE:	\$ 155,690.38	FUND 3427 BALANCE:	\$963,171.65
	\$ 167,491.40	:	
		:	
ADV ON TAXES:	\$ 1,342,616.24	:	
060 Prop tax Beginning		-----	
No activity		CAPITAL RESERVE FUND 3429	
Ending Balance	\$ 1,342,616.24	-----	
		CASH CARRIED FORWARD:	\$258.00
160 Adv Supp Prop tax	\$0.00	ACTIVITY:	
Zero out until Dec		Invstmnt Srvcs 1st qtr	
Ending Balance	\$0.00		
		CASH BALANCE:	\$258.00

INVESTED BEG. BALANCE:	\$3,082,392.60	INVESTED BEGIN BAL.:	\$71,507.13
Transfer to Cash	(\$300,000.00)	1st Qtr Interest	
Ending Balance:	\$2,782,392.60	-----	
		INVESTED BALANCE:	\$71,507.13

FUND 3426 BALANCE:	\$4,280,699.22	FUND 3429 BALANCE:	\$71,765.13

TAXES held in 3240:	\$415,300.28		
CO.charges in 3240:	\$0.00		

ACCRUED DEBT OWED TO CVSAN:		CONTRACTOR BONDS ON FILE:	

PCSAN DEPT.	\$339,659.68	37 contractors	\$37,500.00

CROCKETT COMMUNITY SERVICES DISTRICT

P.O. Box 578 - Crockett, CA 94525
850 Pomona Street
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

TO: Board of Directors
FROM: Administrative Services Manager
SUBJECT: Property Tax Allocation
DATE: January 13, 2022

In 2019, the board passed Resolution 18/19-25, reallocating a portion of Property taxes to any department in need of funding for the improvement of the town, as the board deems necessary. The stipulation being that a base minimum amount remain for the Recreation and Crockett Sanitary Departments. So long as the amount received for property taxes and ad valorem taxes is equal to or greater than **\$282,211**, then the Recreation department shall receive **\$42,293**, and the Crockett Sanitary Department shall receive **\$239,918**.

The adopted Budget for FY 2021/22 allocates the following amounts for transfer from property tax:

Recreation	\$64,170
Maintenance	\$15,105
CVSAN	\$310,260
TOTAL	\$390,260

The Tax increment revenue allocation to the Crockett CSD for FY 2021/22 was **\$418,014**. Leaving an amount of **\$27,754** which can be used to address budgetary needs of departments, for the benefit of the town.

Currently the Maintenance Department lacks a source of income. This, accompanied by lack of volunteer help and ongoing COVID-19 restrictions, has stopped most projects associated with this department. However, recent projects and public interest has led to considerably more time, attention, and activity being directed at various projects within the Maintenance Department.

For this reason, staff recommends the full remaining amount of **\$27,754** be transferred to the Maintenance Department to help fund various projects. Projects in need of funding include:

- Bridgehead / Dog Park area
- The Plaza
- 1 Rolph Park Dr.
- Memorial Hall

Please see the following sheet for allocation details and proposals

FY 21/22 TRA ALLOCATION OF PROPERTY TAXES				CCSD Totals
				\$ 418,014.38
		REC	CVSAN	MAINT
Amount of base minimum as stated in Resn 18/19-25	\$ 42,239.00	\$ 239,918.00	\$ -	
Amount of additional Funding in adopted budget FY2021/22	\$ 21,931.00	\$ 71,067.00	\$ 15,105.00	
Subtotal:	\$ 64,170.00	\$ 310,985.00	\$ 15,105.00	\$ (390,260.00)
			+	
Suggested allocation to fund 3242			\$ 27,754.38	\$ (27,754.38)
			=	
TOTAL:	\$ 64,170.00	\$ 310,985.00	\$ 42,859.38	\$ -

CROCKETT COMMUNITY SERVICES DISTRICT

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850 Pomona Street
Telephone (510) 787-2992
Fax (510) 787-2459
e-mail: manager@town.crockett.ca.us
website: www.town.crockett.ca.us

TO: Board of Directors
FROM: Administrative Services Manager
SUBJECT: 1 Rolph Park Dr. Allocations
DATE: January 14, 2022

In 2020 the Crockett Community Services District Purchased the property located in Crockett at 1 Rolph Park Drive with the intent of having a new District office, as well as certain areas of the building and parking lot to be reserved for rental, public use, gatherings, meeting space, and town activities such as overflow parking, event set up, and storage.

Due to many factors, the building is not yet ready to be used at its full capacity. Much of the downstairs is currently a construction zone, or will be under construction in the near future. Additionally, at this time we have a need to implement physical distancing in all communal workplace areas. Considering most of the square footage of the building is uninhabitable or under construction, coupled with the necessity for physical distancing and proper ventilation: using square footage as a factor in calculating costs splits between the departments does not make sense at this point in time. However, the space that is being occupied could easily be temporarily divided departmentally by using employee time as a factor.

The previously budgeted amount to be paid for office space rental was approximately **\$2,500/month**, which when compared to current local listing rates for business rentals of approximately **\$1.50 per square foot**, closely matches our current office footprint of **1,900 square feet**. Taking these, and other factors into consideration, a cost split that is both fair, and also temporary, can be calculated quite easily. Using the last 5-6 months as a guide, and projecting time likely to be spent on projects moving forward, a rough idea of time spent on tasks for each department comes to:

	ACTUAL TIME SPENT 2021*	ADOPTED BUDGET 2021/22**	PROPOSED NEW OFFICE 2021/22***
REC	11.77%	11.15%	10%
MAINT	5.07%	0.00%	6%
PCSAN	8.36%	14.40%	10%
CVSAN	74.80%	74.45%	74%

*Split takes into account CSD allocated time rates
REC: 32.04%, CVSAN: 61.25%, PCSAN: 6.71%
**based on square footage
***Based on time

Time is of the essence due to a current shortage of funding to continue projects and progress towards opening the building to the community.

Recommendations:

Staff recommends the Crockett Sanitary Commission review and discuss this and give directions to staff and recommendations to the Board of Directors.

**PREPOSED SALARY SCHEDULE OF WAGES BY JOB CLASSIFICATION
CROCKETT COMMUNITY SERVICES DISTRICT**

Italic row has been indexed for inflation from Dec 2019 to Dec 2021

CSD Administration

General Manager / Secretary of the District ⁽¹⁾ - Exempt Position

Probation	Level I			Level II			Level III			Level IV			Level V		
Per Hour	Step a	Step b	Step c	Step a	Step b	Step c	Step a	Step b	Step c	Step a	Step b	Step c	Step a	Step b	Step c
n/a	\$7,337	\$7,460	\$7,582	\$7,704	\$7,833	\$7,961	\$8,089	\$8,224	\$8,354	\$8,493	\$8,636	\$8,777	\$8,917	\$9,067	\$9,216
	\$7,960	\$8,093	\$8,226	\$8,358	\$8,498	\$8,637	\$8,775	\$8,922	\$9,063	\$9,214	\$9,369	\$9,522	\$9,674	\$9,837	\$9,998
<i>* Monthly salary</i> Monthly Income= \$7,337 min. \$9,216 max. Annual Base Full Time Equivalent= \$88,042 minimum															

Assistant District Secretary - Hourly Position, Non-Exempt - Average work load 15 hours per week

Probation	Level I					Level II					Level III					Level IV		
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c
\$20.31	\$21.65	\$22.31	\$22.98	\$23.64	\$24.31	\$24.98	\$25.64	\$26.32	\$26.97	\$27.64	\$28.31	\$28.97	\$29.64	\$30.30	\$30.97	\$31.64	\$32.30	32.97
\$22.04	\$23.48	\$24.21	\$24.93	\$25.65	\$26.37	\$27.10	\$27.82	\$28.55	\$29.26	\$29.99	\$30.71	\$31.43	\$32.15	\$32.88	\$33.60	\$34.32	\$35.04	\$35.77
<i>* Hourly salary, paid bi-weekly</i> Monthly Income= \$1,407 min. \$2,100 max. Annual Base Full Time Equivalent= \$45,024 minimum																		

Sanitary Departments

CVSAN Dept. Manager ⁽¹⁾ - Exempt Position - Average work load 30 hours per week.

Probation	Level I					Level II					Level III					Level IV		
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c
\$23	\$4,510	\$4,654	\$4,798	\$4,942	\$5,087	\$5,243	\$5,401	\$5,561	\$5,723	\$5,888	\$6,054	\$6,223	\$6,393	\$6,566	\$6,740	\$6,917	\$7,096	\$7,277
\$25	\$4,893	\$5,049	\$5,205	\$5,362	\$5,519	\$5,688	\$5,860	\$6,033	\$6,209	\$6,388	\$6,568	\$6,751	\$6,936	\$7,123	\$7,313	\$7,505	\$7,699	\$7,895
<i>* Monthly salary</i> Monthly Income= \$4,510 min. \$7,832 max. Annual Base Full Time Equivalent= \$54,120 minimum																		

PCSAN Dept. Manager ⁽²⁾ - Exempt Position - Average work load 12 hours per week

Probation	Level I					Level II					Level III					Level IV		
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c
\$23	\$4,510	\$4,654	\$4,798	\$4,942	\$5,087	\$5,243	\$5,401	\$5,561	\$5,723	\$5,888	\$6,054	\$6,223	\$6,393	\$6,566	\$6,740	\$6,917	\$7,096	\$7,277
\$25	\$4,893	\$5,049	\$5,205	\$5,362	\$5,519	\$5,688	\$5,860	\$6,033	\$6,209	\$6,388	\$6,568	\$6,751	\$6,936	\$7,123	\$7,313	\$7,505	\$7,699	\$7,895
<i>* Monthly salary</i> Monthly Income= \$4,510 min. \$7,832 max. Annual Base Full Time Equivalent= \$54,120 minimum																		

Asst. CVSan Dept. Manager ⁽²⁾ - Hourly Position, Non-Exempt - Average work load 30 hours per week, up to 40 hours per week.

Probation	Level I					Level II					Level III					Level IV		
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c
\$22.84	\$23.88	\$24.40	\$24.92	\$25.44	\$25.96	\$26.48	\$27.00	\$27.51	\$28.03	\$28.55	\$29.07	\$29.59	\$30.11	\$30.63	\$31.15	\$31.67	\$32.19	\$32.71
\$24.77	\$25.90	\$26.47	\$27.03	\$27.59	\$28.16	\$28.72	\$29.29	\$29.85	\$30.41	\$30.98	\$31.54	\$32.11	\$32.67	\$33.24	\$33.80	\$34.36	\$34.93	\$35.49
<i>* Hourly salary, paid bi-weekly</i> Monthly Income= \$3,104 min. \$5,580 max. Annual Base Full Time Equivalent= \$49,661 minimum																		

Sanitary Administrative Assistant / Field Assistant - Hourly Position - 0 to 12 hours per week

Probation	Level I

Per Hour	Step a	Step b	Step c	Step d	Step e
\$17.12	\$19.72	\$20.76	\$21.28	\$21.80	\$22.32
\$18.57	\$21.39	\$22.52	\$23.09	\$23.65	\$24.21

* Hourly salary, paid bi-weekly Monthly Income= \$0 min. \$967 max. Annual Base Full Time Equivalent= \$41,018 minimum

- (1) General Manager serves as Secretary of the District, as CVSan. Dept. Mgr., and performs the duties of Asst. CVSan. Dept. Mgr. when position is vacant.
 (2) PCSan Dept. Manger assists in managing the CVSAN Dept. and performs the duties of CVSan. Asst. Dept. Mgr. as required when position is vacant.

Recreation Department & Maintenance Departments

Recreation / Maintenance Dept. Manager ⁽³⁾ - Exempt Position - Average work load 19 hours per week, no more than 1000 hours per year

Probation	Level I					Level II					Level III					Level IV		
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c
n/a	\$2,250	\$2,322	\$2,397	\$2,474	\$2,553	\$2,636	\$2,720	\$2,808	\$2,899	\$2,993	\$3,089	\$3,189	\$3,293	\$3,399	\$3,509	\$3,624	\$3,741	\$3,862
#####	\$2,441	\$2,519	\$2,600	\$2,684	\$2,769	\$2,860	\$2,951	\$3,047	\$3,145	\$3,247	\$3,352	\$3,460	\$3,573	\$3,688	\$3,807	\$3,931	\$4,059	\$4,190

* Monthly salary Monthly Income= \$2,250 min. \$4,246 max. Annual Base at 19 hours per week = \$27,002 minimum
 Annual Base Full Time Equivalent = \$56,845 minimum

- (3) Recreation Department Manager serves as the Maintenance Department Manager and Aquatics Manager and performs the duties when positions are vacant.

Rec. Facilities Manager ⁽⁴⁾ - Hourly Position, Non-Exempt - Average work load 32 hours per week

Probation	Level I					Level II					Level III					Level IV	
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b
\$20.76	\$22.00	\$22.61	\$23.23	\$23.85	\$24.47	\$25.08	\$25.70	\$26.32	\$26.94	\$27.55	\$28.17	\$28.79	\$29.41	\$30.02	\$30.64	\$31.26	\$31.88
\$22.52	\$23.86	\$24.53	\$25.20	\$25.87	\$26.54	\$27.21	\$27.88	\$28.55	\$29.22	\$29.89	\$30.56	\$31.23	\$31.90	\$32.57	\$33.24	\$33.91	\$34.58

* Hourly salary, paid bi-weekly Monthly Income= \$3,050 min. \$4,420 max. Annual Base Full Time Equivalent= \$45,750 minimum

- (4) Recreation Facilities Manager performs the duties of the Assitant District Secretary when position is vacant.

Event Supervisor - Hourly Position, Non-Exempt - Average work load 16 to 30 hours per week.

Probation	Level I					Level II					Level III					Level IV	
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b
\$14.52	\$15.30	\$16.08	\$16.86	\$17.64	\$18.42	\$19.20	\$19.98	\$20.76	\$21.28	\$21.80	\$22.32	\$22.84	\$24.40	\$23.88	\$24.40	\$24.92	\$25.44
\$15.75	\$16.60	\$17.44	\$18.29	\$19.13	\$19.98	\$20.83	\$21.67	\$22.52	\$23.08	\$23.65	\$24.21	\$24.77	\$26.47	\$25.90	\$26.47	\$27.03	\$27.59

* Hourly salary, paid bi-weekly Monthly Income= \$1,989 min. \$3,307 max. Annual Base Full Time Equivalent= \$31,819 minimum

** Pay rate for table/chair setup/takedown at Community Center is flat \$25.50 per hour regardless of pay schedule level/step.

Assistant Event Supervisor - Hourly Position, Non-Exempt - 0 to 16 hours per week

Probation	Level I				
Per Hour	Step a	Step b	Step c	Step d	Step e
\$13.48	\$14.00	\$14.52	\$15.04	\$15.56	\$16.08
\$14.62	\$15.19	\$15.75	\$16.31	\$16.88	\$17.44

* Hourly salary, paid bi-weekly Monthly Income= \$0 min. \$0 max. Annual Base Full Time Equivalent= \$29,115 minimum

Administrative Services Manager

Probation	Level I					Level II					Level III					Level IV	
Per Hour	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b	Step c	Step d	Step e	Step a	Step b
	\$5,581	\$5,753	\$5,925	\$6,097	\$6,269	\$6,441	\$6,613	\$6,785	\$6,957	\$7,129	\$7,301	\$7,473	\$7,645	\$7,817	\$7,989	\$8,161	\$8,333
	5,972	6,156	6,340	6,524	6,708	6,892	7,076	7,260	7,444	7,628	7,812	7,996	8,181	8,365	8,549	8,733	8,917



\$110,589 maximum



Proposed	
Step d	Step e
33.63	34.30
\$36.49	37.21

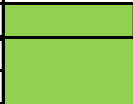


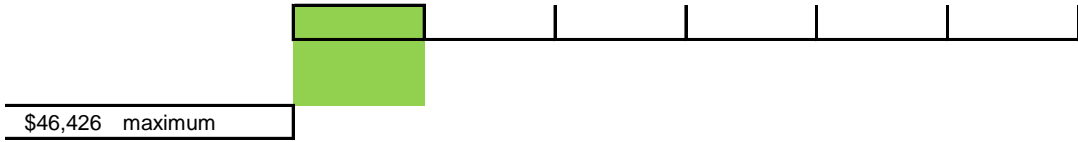
		Level V
Step d	Step e	Step a
\$7,460	\$7,645	\$7,832
\$8,093	\$8,294	
\$93,988	maximum	



		Level V
Step d	Step e	Step a
\$7,460	\$7,645	\$7,832
\$8,093	\$8,294	
\$93,988	maximum	

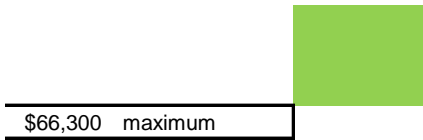
		Level V
Step d	Step e	Step a
\$33.23	\$33.75	\$34.27
\$36.06	\$36.62	
\$57,378	maximum	





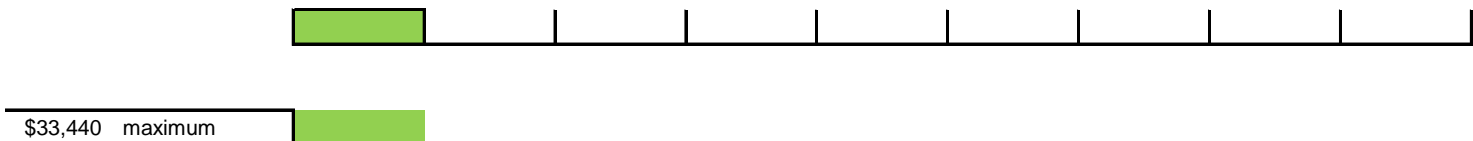
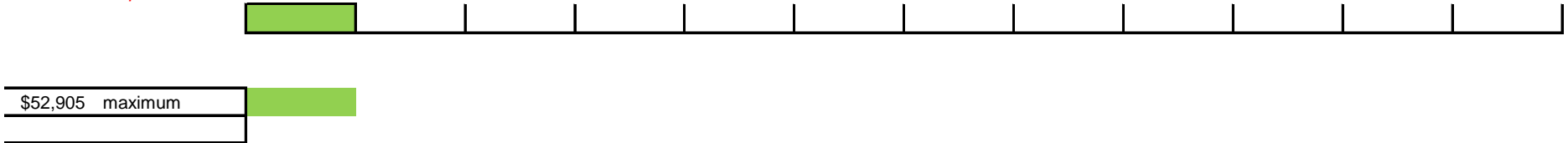
			Level V
Step d	Step e	Step a	
\$3,987	\$4,114	\$4,246	
\$4,325	\$4,464	\$4,606	
\$50,946 maximum			
\$107,255 maximum			

** Increase \$173 per month*



** Increase \$130 per mo. DM*

** Increase \$69 per mo. KC*



**DRAFT AT-WILL EMPLOYMENT AGREEMENT FOR
ADMINISTRATIVE SERVICES MANAGER**

This At-Will Employment Agreement (“Agreement”) is entered into and effective as of May 1, 2021, by and between the Crockett Community Services District (“District” or “Employer”) and Vaughn Gunkelman (“Employee”), subject to the following terms and conditions.

RECITALS

This Agreement is made and entered with respect to the following facts:

- A. Employer is a public agency and community services district organized and existing under and pursuant to the Community Services District Law (Government Code, § 61000, et seq.).
- B. Employer desires to hire Employee for the position part-time and to provide compensation on an hourly basis beginning May 1, 2021, subject to the following terms and conditions.
- C. Employee desires to accept such at-will employment subject to the following terms and conditions.

NOW, THEREFORE, in consideration of the above recitals and of the mutual promises and conditions in this Agreement, Employer and Employee agree as follows:

AGREEMENT

1. Employment of Administrative Services Manager (“ASM”). Employer hereby hires Employee as its full time ASM effective May 1, 2021. Employee hereby accepts such employment subject to the terms and conditions of this Agreement. Employee is an at-will employee and in their capacity as ASM shall serve at the pleasure of the District and the District Board of Directors.

2. Term Of Employment. The term of this Agreement shall commence May 1, 2021 and shall continue for two (2) years and three (3) months from the date of commencement unless terminated by either party in accordance with the provisions set forth in Section 6.

3. Employee's Duties/Scope

a. Employee shall serve as Employer's administrative and financial manager, and shall perform the functions and duties specified in applicable state laws and the District's *Crockett Community Services District Code* ("District Code"), *Personnel Policy & Procedures Manual*, and other District policies and/or job description, as the same may be amended from time to time.

b. Employee shall perform other legally permissible functions and duties assigned by the District Board of Directors and/or General Manager.

c. Employee shall serve as the temporary General Manager in the event of the General Manager's absence, or incapacity to fulfill the role.

d. As ASM, except when the Board of Directors has designated by formal action, Employee shall have authority to manage and conduct district business as delegated by General Manager.

e. "Formal action" for this purpose shall mean a motion, resolution, or ordinance approved or adopted by the Board of Directors in accordance with its policies.

f. Employee shall render their best professional services and skills for the benefit of the District. Employee shall be responsible for performing the work under this Agreement in a manner which is consistent with the generally accepted standards for a professional public agency administrator. Employee agrees to devote sufficient and adequate time, ability, attention, energy, knowledge, and skills to the performance of their duties under this Agreement.

3.2 **Conflicts**. Employee shall not engage in any activity that is or may become a legal conflict of interest or a legally prohibited contract, or that does or may create an incompatibility of office as defined under California law. Employee shall complete all disclosure forms required by law.

3.3 **Schedule**

a. While it is anticipated that Employee will normally work an approximately thirty-two- (32-) hour work week, it is expected, due to the nature of the job, that from time to time such hours per week will be exceeded.

b. Additional time beyond the District's normal business hours will be required, including, but not limited to, time in connection with attendance at evening meetings, outside of normal business hours.

c. Employee represents that any current additional activities will not interfere with their duties as ASM.

d. Employee shall not engage in any activity that is or may become a conflict of interest, prohibited contract, or which may create an incompatibility of office as defined under California law. Employee shall complete all disclosure forms required by law.

3.4 **Exempt Position.** The position of ASM is exempt under the Fair Labor Standards Act.

3.5 **Board Members.** No Board Member shall interfere with the execution of Employee's duties, or order, directly or indirectly, nor shall any board member require that Employee appoint or remove any person to or from any office or employment of the District, except in accordance with applicable District policies.

3.6 **Location.** Except as stated herein, it is anticipated that the majority of the services provided by Employee under this Agreement will be provided at District facilities.

a. Employee shall perform the duties described by this Agreement as specified by formal action of the General Manager.

b. When necessary or expedient (but not more than 2.5 standard workdays /month) Employee may perform work remotely, during which time Employee will be available on an on-call basis to members of the Board, the General Manager and other employees. Employee will work during scheduled hours as required by the General Manager.

c. Notwithstanding the foregoing, it is understood by the parties that, at the time of execution of this Agreement, the District conducts certain meetings virtually as a result of the coronavirus pandemic. Employee shall attend meetings of the Board of Directors or its committees, as directed by District policy or requested by the General Manager or Board of Directors, through the hosted virtual meeting platform. If or when the Board of Directors or its committees hold meetings in person, Employee shall attend and/or administer such meetings in person.

3.7 **Conduct.** Employee acknowledges that the position of ASM is a position of high visibility before the public. Employee shall conduct themselves before the public, both during and outside of regular working hours, in a manner that reflects favorably upon Employer.

3.8 **Support and Equipment.** The District shall, at District expense, supply Employee with sufficient personnel, contractors, and equipment to allow Employee to perform Employee's duties and obligations under this Agreement. All equipment supplied by District to Employee shall be returned to the District upon termination of this Agreement.

a. The District shall, at District's expense, supply Employee with a cellular phone for the purpose of conducting District business.

b. The District shall, at District's expense, supply Employee with a laptop computer for the purpose of conducting District business.

c. Employee shall use such equipment exclusively for District business once received and shall not regularly conduct District business using personal cellular phones or computers. Employee shall use such equipment for District business in conformance with District policy regarding use of computers and phones for personal use.

3.9 **Reimbursement.** Subject to Employer's policies, restrictions, and directions, including submission of receipts or other satisfactory documentation, Employer shall pay or reimburse Employee for actual and necessary expenses reasonably incurred by Employee in the performance of Employee's duties pursuant to this Agreement, including such expenses incurred when traveling on District business. Expenses incurred while commuting to District facilities to carry out employment duties shall not be reimbursed.

a. Employee shall provide his or her own automobile for use in conducting normal District business. Unless otherwise expressly agreed upon, the District's Personnel Policies, as the same may be amended from time to time, shall govern reimbursement of Employee's business mileage.

4. **Compensation.** As consideration for Employee's performance of their duties under this Agreement, Employee shall receive the following compensation unless and until this Agreement is terminated as hereinafter provided:

4.1 **Hourly Pay.** Based on a full time equivalent ("FTE") annual salary of ninety eight thousand four hundred dollars and no cents (\$98220.00) per year, Employee shall be paid at a rate of forty seven dollars and ~~twenty two cents~~-\$47.22 per hour¹ for all authorized hours worked, less all applicable Federal, State and local withholding, payable on the District-established payroll cycle. Employee shall submit timesheets in accordance

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¹ This is calculated based on 2,080 hours per year for a full-time position.

with Personnel Policies. Compensation shall be paid once per month in accordance with District policies. Wage to be backdated to May 1 2021.

4.2 **Deductions.** Taxes and other legally required deductions will be deducted from Employee's compensation under this Agreement.

4.3 **Workload.**

a. It is expected that the position of ASM will be an eighty-percent full-time equivalent (80% FTE) and that the duties and responsibilities of the ASM position will require thirty-two (32) hours per week.

b. Advance permission is hereby given to work up to forty (40) hours per week (100% FTE). Employee understands that every effort will be made to limit work to forty (40) hours per week or less, excepting emergency events. In the event of a request and authorization by the General Manager, or if necessitated by an emergency, Employee agrees to work hours exceeding 40 hours per week.

c. Any emergency declared by Employee or by General Manager shall be subject to approval by the Board of Directors.

4.4 **Annual Cost-Of-Living Increase.** On May 1, 2022, and every May 1 thereafter, the hourly rate in Section 4.1, above, shall be increased in an amount equal to the twelve-month percent change for San Francisco-Oakland-Hayward, California CPI-U for March of the current calendar year

4.5 **Annual Performance Review.** On or before May 1, 2022, and every May 1 thereafter, or more frequently if requested by either party, the General Manager OR the Board of Directors, in consultation with the General Manager, shall conduct the performance evaluation of Employee. Reviewer and Employee shall agree to a work plan for Employee for the following year and shall reevaluate the requirements and limitations set forth in Section 4.3, herein, to determine whether such requirements and limitations should be adjusted. At the time of the annual review, if the General Manager and/or Board of Directors concludes that Employee has performed exemplary service as ASM, Employee may be awarded a merit bonus or increase to Employee's hourly rate set forth in Section 4.1, as may be increased from time to time.

4.6 **Amendment.** Changes to FTE annual base salary or hourly rate, including cost-of-living adjustments and/or merit increases, shall be memorialized by an amendment to this Agreement.

4.7 **No Overtime.** In keeping with status as an exempt employee, compensation to Employee for all hours worked will occur at the same rate, without incrementation for overtime hours.

5. **Employee Benefits.** Except as otherwise stated in this section, Employee shall be entitled to benefits as provided by the Personnel Policies to the extent Employee is eligible under such policies.

5.1 **Health Benefits.** Employee shall be entitled to health benefits as provided by the Personnel Policies to the extent Employee is eligible under such policies.

5.2 **Vacation Leave.** Upon the effective date of this Agreement, Employee shall accrue paid vacation leave at the rate of zero point zero four (.04) hours per hour worked up to eighty (80) hours of vacation leave per year. Once the maximum vacation accrual is reached, further accrual shall cease. Accrued and unused vacation time shall carry over to the following year. Accrued but unused vacation leave will be paid in full upon termination of Employee at the current hourly rate. Employee may utilize vacation leave upon execution of this agreement. Employee may use up to seven (7) hours of vacation leave per day

5.3 **Sick Leave.** Upon the effective date of this Agreement, Employee shall accrue sick leave at the rate of one hour per thirty (30) hours worked. Employee may utilize sick leave upon execution of this contract. Any unused sick leave days at the time of Employee's termination shall be forfeited and shall not be paid upon termination. Accrued and unused sick leave shall carry over to the following year. Separation from employment with the District shall cause cancellation of any accrued but unused sick leave, except as provided in this section, and no payment other than that provided for in this section shall be made for such accrued but unused sick leave. Employee may use up to seven (7) hours of sick leave per day.

5.4 **Retroactive Vacation and Sick Leave.** Upon the effective date of this Agreement, Employee shall be entitled to a lump-sum accrual of vacation and sick leave hours based on hours worked, and for paid holidays, for the period beginning May 1, 2021 and ending on the last day worked before the effective date of this Agreement. Any vacation and/or sick leave hours already accrued by Employee for the period described in this section shall be credited against the lump-sum accrual.

5.5 **Holidays.** District will provide Employee with fourteen (14) paid holidays which shall be taken on all state recognized holidays, with any holidays beyond the state recognized holidays to be taken at the discretion of Employee. For the purpose

of holiday pay, one "day" shall mean (6) hours and one "half day" shall mean three (3) hours. All holidays will be taken within the calendar year.

5.6 **Jury Duty Leave.** In the event Employee is summoned to jury duty, they shall be paid Employee's regular wage for each working day of absence up to six (6) hours up to twenty-four (24) hours per calendar year providing that jury fees, less mileage, are refunded by Employee to the Board. In order to receive payment under this section, Employee must give Employer prior notice that Employee has been summoned for jury duty and must furnish satisfactory evidence that jury duty was performed on the days and hours claimed.

5.7 **CalPERS.** Employer contracts with the California Public Employees Retirement System ("CalPERS") for retirement benefits. Employee shall be eligible for participation in CalPERS effective December 1, 2020. To the extent that contributions to CalPERS for the period between December 1, 2020 and the execution date of this contract were not made as regular contributions, Employer shall make a one-time lump-sum contribution in an amount equal to the employer contribution rate that would have been payable for the hours worked by Employee between December 1, 2020 and the execution date of this contract.

5.8 **No Other Benefits.** Except as expressly provided in this Agreement, Employee shall not be entitled to enjoy or be paid for any other benefits available to other employees of District.

6. **At-Will Employment; Termination.** It is specifically understood and agreed that Employee serves at the pleasure of the District Board of Directors. This Agreement and the relationship hereby created may be terminated at any time at the will of District, in its sole discretion, with or without cause, subject to the following:

6.1 **For Cause.** If Employee is terminated for cause, Employee's employment and this Agreement will be terminated effective immediately and Employee shall receive pay and benefits only through the effective date of termination. As used in this Agreement, "cause" includes without limitation, as determined in the sole discretion of the Employer, any of the following: (1) insubordination, (2) dishonesty, (3) embezzlement, (4) violation of Federal, State or local requirements pertaining to conflict of interest, (5) conviction of a criminal act, other than minor traffic violations or similar offenses, which is likely to have a material adverse impact on the District's or Employee's reputation, (6) involvement in any act of moral turpitude that would compromise Employee's effective performance as ASM, (7) taking a public position adverse to the interests of Employer without Employer's prior written consent, (8) violation of any fiduciary duty owed to Employer, (9) unauthorized or unexcused absence from employment or unauthorized or unexcused failure to perform employment duties for more than forty-eight (48) hours, (10) violation of District policies or procedures,

(11) failure to maintain satisfactory working relationships with other employees, agents, or the public, (12) improper use of District funds, and/or (13) other failure of good behavior either during or outside of employment such that Employee's conduct causes discredit to the District. No Severance Compensation shall result from a termination for cause.

6.2 **Incapacity.** Employer shall have the option to terminate this Agreement without further payment of compensation and benefits, or Severance Compensation, if Employee becomes deceased, disabled, or incapacitated to such an extent that Employee cannot perform the ASM duties for a period of two (2) successive weeks beyond any accrued sick leave, or for twenty (20) working days over a thirty (30) working day period.

6.3 **By Employee.** Employee may terminate this Agreement and resign their employment at any time, for any reason, upon three (3) months' prior written notice to Employer. This Agreement and Employee's employment shall terminate upon the expiration of the three-month notice period. Once Employee gives Employer such written notice, Employee shall not have the right to rescind it without an affirmative vote of the majority of Employer's elected directors in office as of the date Employee requests, in writing, that said written notice be rescinded. Upon receipt of Employee's written notice of resignation and termination of this Agreement, Employer shall have the right to immediately remove Employee from their position as ASM, or to permit Employee to remain in the position of ASM for all or any part of the three-month notice period. If Employer elects to immediately remove Employee from their position as ASM, or to remove Employee from their position as ASM before the expiration of the three-month notice period, then Employer shall pay Employee an amount equal to the prorated salary and benefits that Employee would have received if Employee had remained in the position of ASM for the three-month period. If Employer requests that Employee continue to perform the duties of ASM during the three-month notice period and Employee faithfully performs the duties necessary for the ongoing functioning of the District and the orderly transition of job knowledge, duties, and training of a new ASM for sixty five (65) work days, or the Full-Time Equivalent thereof (which shall not be reduced by accrued Vacation, Sick Days, and Holidays), Employee shall be entitled to Severance Compensation as described in paragraph 6.4 below. If Employee fails or refuses to remain during the three-month notice period, then Employee shall receive no salary or benefits after the last date upon which Employee actually performs the duties required of them as ASM pursuant to this Agreement, and shall forfeit the right to any Severance Compensation as described in paragraph 6.4 below.

6.4 **Severance.** Unless Employee is terminated for cause, Employer shall pay Employee an amount equal to three (3) months of gross pay as severance ("Severance Compensation") in addition to the pay and benefits Employee earns under this Agreement through the effective date of termination. All such gross pay shall be subject to usual state and federal withholding. Said payment of Severance Compensation shall be conditioned

upon Employee executing a waiver and release agreement forever releasing and waiving any and all claims against the District in a form acceptable to the District. With the exception of the foregoing, Employer shall not pay Employee any other amounts whatsoever upon termination of Employee's employment. California Government Code Sections 53243, 53243.1, 53243.2, 53243.3 and 53243.4 are incorporated by reference as if fully set forth herein.

6.5 **Elections.** Employee shall not be terminated without cause during the 30 day period preceding or following any District election for membership on the Board of Directors, or during the 90-day period following any change in membership of the Board of Directors.

7. **Waiver and Release Concerning Additional Compensation.** The Parties understand and agree that the consideration specified in Section 4 and Section 5, above, is the sole compensation to which Employee will be entitled for work performed pursuant to this Agreement. By signing this Agreement, to the maximum extent allowed by law, Employee, on behalf of themselves and their heirs, estate, executors, managers, successors and assigns waives, releases and discharges the District and its elected officials, officers, employees, agents, volunteers, attorneys, affiliated entities, successors, assigns and insurers from any and all compensation or consideration in addition ("Additional Compensation") to that specified in Section 4 and Section 5, above, concerning Employee's performance as ASM. Except as may otherwise be required by law, the Additional Compensation waived, released and discharged pursuant to this provision includes, but is not limited to, compensation in the form of benefits pursuant to the Public Employees Retirement System ("PERS") concerning work performed for District, and any and all other compensation or benefits that may otherwise be due Employee under District policies.

8. **Waiver and Release of Rights Concerning Termination or Expiration of this Agreement.** By signing this Agreement, to the maximum extent allowed by law, Employee, on behalf of themselves and their heirs, estate, executors, successors and assigns waives, releases and discharges the District and its elected officials, officers, employees, agents, volunteers, attorneys, affiliated entities, successors, assigns and insurers from any and all rights Employee may otherwise have concerning notice, hearing or other procedural rights ("Procedural Rights") under the District's policies, or other applicable law, regulation or rule, concerning termination or expiration of this Agreement, so long as such termination or expiration is in accordance with the terms of this Agreement.

9. **Employer Property.** All correspondence, memoranda, records, files, plans, papers, notes, notebooks, reports, manuals, ideas, intellectual property, trademarks, copyrights, patents, computer software or hardware and other materials (regardless of their form) that Employee receives, creates or produces in connection with this Agreement or with

Employee's employment by Employer shall be and remain the exclusive property of Employer. Employee shall immediately deliver all originals of any such materials or matters that are either in Employee's possession or under Employee's control to Employer upon termination of this Agreement or upon request of any officer of Employer. In addition to the foregoing, immediately upon termination of Employee's employment, Employee shall cease using and shall surrender to Employer all keys issued to Employee to Employer's building, all passwords and other methods of gaining access to Employer's premises, property, email accounts, data, bank accounts, or information, all credit cards, debit cards, mobile telephones and radios, laptops, portable storage or recording devices, and all other property of Employer. The foregoing notwithstanding, Employee shall be permitted to retain copies of records prepared by Employee that would be available to any member of the public pursuant to a bona fide request under the Public Records Act, Government Code Section 6250 et seq. Employer shall be represented by the General Manager, District Counsel, or other designee of the Board to effect and complete the surrender of Employer Property from Employee. Notwithstanding the foregoing, District acknowledges that any patent rights of Employee created, formed, or owned during the duration of this Agreement are presumed to arise outside of this Agreement and are owned by Employee.

9.1 **Assignment.** This Agreement is personal in nature and the parties hereto shall not assign or transfer this Agreement or any rights or obligations hereunder without the prior written consent of the other party, which consent shall not be unreasonably withheld.

9.2 **Entire Agreement.** This Agreement supersedes any and all other agreements and amendments to agreements, either oral or in writing, between the parties hereto with respect to the relationship between District and Employee, and contains all of the covenants and agreements between them with respect to that relationship. Each party to this Agreement acknowledges that no representations, inducements, promises or agreements, oral or otherwise, have been made by any party, or anyone acting on behalf of any party, which are not embodied herein, and that no agreement, statement, or promise not contained in this Agreement shall be valid or binding on either party. The parties have participated jointly in the negotiation and drafting of this Agreement. In the event an ambiguity or question of intent or interpretation arises, this Agreement shall be construed as jointly drafted by the parties, and no presumption or burden of proof shall arise favoring or disfavoring any party by virtue of the authorship of any provision of the Agreement.

9.3 **Modification.** Any modification of this Agreement will be effective only if it is in writing and signed by the District and Employee.

9.4 **Partial Invalidity.** If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions

shall nevertheless continue in full force and effect without being impaired or invalidated in any way.

10. **Indemnification.** Pursuant to the requirement of the California Government Code, including but not limited to Sections 825, 995, 995.2, 995.8 and 996.4, as amended from time to time, District shall defend, save harmless and indemnify Employee against any tort, professional liability claim, and demand or other claim or legal action, whether groundless or otherwise, arising out of an alleged act or omission occurring in the course and scope of Employee's duties as ASM. Said defense shall be provided by the District until such time as all legal action on the matter is concluded. Any District funds provided for the legal defense of Employee shall be fully reimbursed in accordance with California Government Code Section 53243.1 if they are convicted of a crime involving an abuse of office or position as defined in California Government Code Section 53243.4.

11. **Law Governing.** This Agreement shall be governed and construed in accordance with the laws of the State of California. Jurisdiction for any dispute arising out of or relating to this Agreement shall be exclusively with the Superior Court of the State of California. Venue for any such dispute shall be exclusively within Contra Costa County, California.

12. **Headings.** The headings used throughout this Agreement are used for convenience of reference only and shall not in any way limit or be deemed to construe or interpret the provisions of this Agreement.

13. **Cooperation.** Each party hereto agrees to execute and deliver any documents and to take any other actions that may be reasonably requested by the other party to accomplish the purposes of this Agreement.

14. **Waiver Of Breach.** No waiver of any breach of this Agreement shall be effective unless in writing and no waiver shall constitute a waiver of any subsequent breach.

15. **Notices.** Notices pursuant to this Agreement shall be in writing given by deposit in the custody of the United States Postal Service, postage prepaid, addressed as follows:

(1) Crockett Community Services District
850 Pomona Street
Crockett, CA 94525
Attention: Board President

(2) Vaughn Gunkelman

1435 Pomona Street
Crockett, CA 94525

Alternatively, notices required by this Agreement may be personally served in the same manner as applicable to civil judicial process.

IN WITNESS WHEREOF, the Parties have executed this Agreement on
(Date), 2021.

EMPLOYEE

CROCKETT COMMUNITY SERVICES DISTRICT

Vaughn Gunkelman

By: Luigi Barassi, President

RESOLUTION

NO. 21/22-14

RESOLUTION OF THE CROCKET COMMUNITY SERVICES DISTRICT INCREASING SALARIES AND UPDATING THE SALARY SCHEDULE OF WAGES OF THE DISTRICT EMPLOYEES

WHEREAS, the District last adjusted its Salary Schedule of Wages by Job Classification ("Salary Schedule") effective Dec, 2019 in accordance with the Consumer Price Index – All Items for All Urban Consumers, San Francisco-Oakland-Hayward, published by the U.S. Department of Labor, Bureau of Labor Statistics ("CPI-U") for the 12-month period ending December 2020, averaged for the calendar year; and

WHEREAS, the District recognizes the need to adjust on an annual basis the Salary Schedule to reflect increases in the cost of living and to maintain fair and competitive wages in balance with the District's financial needs; and

WHEREAS, the District wishes to grant a wage increase to most District employees equal to a percentage equal to the percentage increase in the CPI-U for the period beginning December 2019 and ending December 2021, which is 8.49 %; and

WHEREAS, the District wishes to adjust certain positions to reflect the skill and expertise needed to perform such positions and to more closely reflect wages that are found in comparable positions at other districts

WHEREAS, the Personnel Committee approved the recommended salary increases and Salary Schedule adjustments on January 25, 2022; and

WHEREAS, the District desires to establish a procedure to adjust the Salary Schedule of Wages on an annual basis beginning May 1, 2023.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Crockett Community Services District that the Salary Schedule of Wages by Job Classification (Attachment 1) is hereby adopted effective as of January 1, 2022. The salary schedule reflects the Board's approval of the following adjustments:

An increase of 8.49% across wage scales for all non-seasonal positions;

Sanitary Department Manager Barnhill's salary is set at Level IV Step c, equal to \$7895.00 per month, a 34% increase;

Level IV, Steps c,d, and e are added to the salary scale of Assistant District Secretary;

Assistant District Secretary Witschi's salary be set at the proposed Level IV Step d, equal to \$36.49 per hour, a 15% increase;

A salary schedule is established for the position of Administrative Services Manager; and

Administrative Services Manager Gunkleman's salary is set at Level III Step c equal to \$ 8,180.51 per month.

BE IT FURTHER RESOLVED that the General Counsel is directed to prepare an amendment to the employment agreement of James Barnhill to reflect the increase authorized by this Resolution, and the General Manager is authorized to execute such amendment.

BE IT FURTHER RESOLVED that the General Manager is directed as follows:

1. Prepare a revised Salary Schedule of Wages by Job Classification reflecting adjustments in an amount equal to the twelve-month percent change for San Francisco-Oakland-Hayward, California CPI-U for March of the current calendar year ("Proposed Salary Schedule").

2. Present the Adjusted Salary Schedule to the Personnel Committee for review and approval ("Recommended Salary Schedule").

3. Present the Recommended Salary Schedule to the Board of Directors for approval ("Approved Salary Schedule").

4. Implement the Approved Salary Schedule effective May 1 of the current calendar year.

BE IT FURTHER RESOLVED that this Resolution shall take effect immediately upon its passage and adoption.

[Continued on following page.]

PASSED AND ADOPTED by the Board of Directors of the Crockett Community Services District at the Regular Meeting held on January 26, 2022 by the following vote:

AYES:

NOES:

ABSENT:

Scott Bartlebaugh, President

ATTEST:

Gaunt Murdock
District Secretary

RESOLUTION

NO. 21/22-15

**A RESOLUTION OF THE BOARD OF DIRECTORS OF
THE CROCKETT COMMUNITY SERVICES DISTRICT
APPOINTING ADMINISTRATIVE SERVICES MANAGER**

WHEREAS, the Crockett Community Services District is a special district in the State of California with an elected governing board; and

WHEREAS, the Personnel Committee has recommended that Vaughn Gunkleman be appointed to the position of Administrative Services Manager; and

WHEREAS, Government Code §61050 allows the District Board to fill the role by appointment with a qualified individual,

NOW, THEREFORE, BE IT RESOLVED that the Crockett Community Services District hereby appoints Vaughn Gunkelman to hold office as Administrative Services Manager, effective immediately.

THE FOREGOING RESOLUTION was adopted at the District's Special Meeting held on November 5, 2021 by the following vote:

AYES:

NOES:

ABSENT:

Luigi Barassi, President

ATTEST:

Kent Peterson, Board Secretary