

# CROCKETT COMMUNITY SERVICES DISTRICT

## MINUTES OF REGULAR MEETING, NOVEMBER 28, 2018

1. CALL TO ORDER: The meeting was called to order at 7:02 PM by President Barassi. Present were Board Members Clerici and Peterson, along with General Manager McDonald, Recreation Department Manager Wilson, and Port Costa Sanitary Department Manager Barnhill. Also present were Director-Elect Kirker, Director-Elect Sutton, and Sanitary Commissioner Wais. Director Johnson, Director MacKenzie, and Assistant Secretary Witschi were absent.
2. AGENDA ORDER: There were no requests to hear agenda items out of order.
3. PUBLIC COMMENTS: Ms. Wais announced a Tinsel Town Event being held at the old homestead on December 1, tickets available in advance. On December 8 between 1pm and 4 pm the Crockett Museum will be hosting a Holly Saturday Crafts event. Mr. McDonald welcomed guests which included incoming directors Mike Kirker and Emma Sutton, and recent Board candidate Sammy Obaid.
4. REPORTS FROM COMMISSIONERS: None.
5. PUBLIC HEARING: None.
- 6.a. RECREATION DEPT. REPORT: Mr. Ron Wilson reported that on November 11, Armistice Day, a commemoration event was held at the Crockett Memorial Hall marking the 100<sup>th</sup> year of the end of World War I. There was a great turn out. He said the gravel tar sections of the Community Center roof has been repaired just in time for the winter rains. Repairs were needed due to leaks on these sections. He said landscapers filled in a low spot in the grass area by the gazebo. On December 2 the Crockett Community Center will hold its annual town Christmas celebration with the tree lighting taking place at 7PM in Alexander Park. He reminded the Board of the upcoming District holiday dinner on December 14 and asked those that have not sent in their RSVP to do so soon. Mr. Peterson asked why the Recreation Department serviced an ejection pump at the Rithet Park bathrooms. Mr. Wilson said that a PTA bocce tournament was being held in Rithet Park in September and the bathroom pumps, which normally would pump up to Winslow, were having a problem so he got approval from C&H to have Don Barton, a plumber who was on site for the tournament, to do the work with the department coordinating and paying for the repair with reimbursement by C&H. Mr. Peterson asked about irrigation control work that occurred in the park. Mr. Wilson said that work was for irrigation work near the gazebo not at Rithet Park.
- 6.b. MAINTENANCE DEPARTMENT: Mr. Peterson said that the Maintenance Department has been idle. He did complete a huge cleanup effort inside Memorial Hall. Working alongside with other volunteers they removed all unsold yard sale items in preparation for the November 11 commemoration event. Mr. McDonald informed the board that the FEMA Pre-Disaster Mitigation grant that was being pursued for seismic work at Memorial Hall will not be available to the District because the Benefit Cost Ratio required to obtain the grant cannot be met. Mr.

McDonald said there has been no progress on the dog park lease agreement this month. We are still awaiting the final agreement from Caltrans and for comments from our attorney on the draft agreement previously submitted. He said that the dog park committee has submitted additional information to Caltrans and are working directly with Caltrans to keep staff costs down. Mr. Peterson said that a replacement street light for the corner of Pomona and Port is due to be shipped in a week or two. He also mentioned that all streetlamps have been retrofitted with LED light fixtures, five completed by Crockett Public Services and the remaining twenty-four completed by a contractor hired and coordinated through the Crockett Chamber of Commerce. Plugs were also installed on the light poles so that the Chamber's decorative Christmas lights can be plugged in. He said while the District owns the lights there's been no cost to the District to have these lighting upgraded. Mr. Peterson said there are still six or seven decorative street lamps that are not working and he will take a look at them when he has time. Mr. Barassi asked if there was an update on the ground injection soil stabilization proposal being looked at for Memorial Hall. Mr. Peterson said that our engineer has not responded to inquiries so we have no clear understanding whether we should look into this method of soil stabilization or not. He said it was an important option to look into as it may be the only viable option to stabilize the building for now.

6.c. PORT COSTA SANITARY DEPT.: Mr. Barnhill presented the Port Costa Sanitary Department managers report. No sanitary sewer overflows occurred for the month of October. A volunteer moved the K rail blocking the access road to the treatment plant so that maintenance work can be done on the interceptor line. Mr. Barnhill said shrubs need to be cut down to ground level along the same access road. A volunteer has offered to do this but work it is still pending. CD & Power completed the annual load bank testing on the backup generator at the treatment plant for a cost of \$1,275. Telstar completed the flow meter calibration and certification at the treatment plant. The NPDES permit renewal is scheduled for consideration by the San Francisco Regional Water Quality Control Board on December 12 at 9 AM. The permit is uncontested and no comments were submitted. He said he will attend the hearing along with a representative from Larry Walker Associates and expects permit approval. Mr. Peterson had a question on the September 19 minutes. Mr. Barnhill corrected the last sentence on item 8 to read "I will also research...".

6.d. CROCKETT SANITARY DEPT.: Mr. McDonald presented the Crockett Sanitary Department Managers report. He said Crockett Marine Services, Inc. dba The Nantucket remains behind in paying for their outside prior year sewer use charges. In addition, California State Lands Commission (SLC) will be holding a meeting on December 3 to consider finding that Crockett Marine Services, Inc. is in default of their general lease PRC2564.1 and to consider authorizing termination of the general lease, granting authority to SLC staff to perform all steps necessary to collect back payment of rent, force removal of the commercial marina, restaurant, boat repair facility, and restoring the land to its condition prior to the alterations made under the lease. He said the Crockett Sanitary Commission will hold a public hearing on December 12 regarding this issue for their outstanding sewer use charges the Nantucket owes. The agreement the District has with Crockett Marine Services allows for immediate termination of their sewer service for lack of payment. The Commission's recommendation is expected to come before the Board on December 19. The Crockett Sanitary Commission minutes from October 17 had a typo under public hearing; the title should read 342 Edwards not 343 and staff will make the correction. Mr. Clerici asked if the SLC is going to take over the Nantucket. Mr. McDonald said State Lands would not operate the restaurant or marina and that would be up to a new lease holder if the SLC chooses to issue a lease to a new tenant. Mr. Wilson asked when was the

last payment the Nantucket made and who would be responsible for paying the past due amounts. Mr. McDonald said it was made on June 19, 2018 said the debt is owed by the Nantucket and therefore collection would have to be against them as debt cannot be assigned to a future lessee. Mr. Peterson said it's important to note that Mr. McDonald has been following the wishes of the Crockett Sanitary Commission and that the actions taken reflect the intent of the commission. Staff will reach out to staff at the State Lands Commission to get an update and find out if any comments can be submitted as part of the hearing on December 3.

6.e. STAFF REPORT ON GOVERNMENTAL MATTERS: Mr. McDonald announced California Sanitation Risk Management Authority (CSRMA) has formed a nominating committee looking for candidates interested in serving on their 2019 executive board. If any Board member is interested in serving on CSRMA or would like more information on the nomination process please contact staff at the District office. Mr. McDonald announced Supervisor Federal Glover's 19th annual all you can eat crab feed will be held on January 12 in Pittsburg California.

6.f. STAFF ANNOUNCEMENTS: None.

7. CONSENT CALENDAR: The consent items were approved unanimously (kp/fc):

- a. Approve Minutes of October 24, 2018.
- b. Approve payment of District bills (warrants Rec.7738-7764; Maint. 397-399; PCSan, 1051-1057; CVSan 5732-5744).
- c. Receive Minutes of Commissions and Committees.
- d. Approve payroll scheduled for 2018.

8.a. ITEMS REMOVED FROM CONSENT CALENDAR: None.

8.b. PAY SCHEDULE OF WAGES: Mr. McDonald presented draft Pay Schedule of Wages taking into consideration the State minimum wage increases required by January 1. He said the Personnel Committee recommended an increase across all pay schedules with the exception of the General Manager Pay Schedule; \$1 increase to each level/step for all hourly employees and an equivalent salary increase equal to contracted hours for the Sanitary Department and Recreation Department Managers. A motion to adopt the Pay Schedule of Wages as presented to be effective January 1, 2019 carried unanimously (fc/kp).

8.c. MEETING SCHEDULES AND OBSERVED HOLIDAYS: Mr. McDonald presented the meeting schedule and observed holidays for 2019 and asked if the Board had any concerns on meeting dates proposed. He noted the November and December meeting dates have been adjusted to take into consideration the Thanksgiving and Christmas holidays. Mr. Peterson asked if there is any concern by the District about recognizing Christmas Day as an observed holiday and not observing other religious holidays. Mr. McDonald says the holidays are established by District policy and are based on State holidays observed. He said additional floater holidays are included in some management contracts and that these can be used by those employees for other religious holidays if they wish. Mr. Barassi said he is good with calling it Christmas Day as it follows Federal and State descriptions of holidays observed. A motion to adopt the meeting schedule and observed holidays as presented carried unanimously (kp/fc).

9. FINANCIAL REPORT: The monthly statements of District finances and reports on investments were examined by the Board. Mr. McDonald reported quarterly interest earned for various funds summarized on the Investment Report for October. The interest rate as of 9/30/2018 is 2.16%. No questions were raised on the reports or reconciliation details provided.

10.a. PERSONNEL COMMITTEE REPORT: None

10.b. BUDGET & FINANCE COMMITTEE REPORT: None

10.c. AD HOC COMMITTEE REPORTS: Mr. Peterson said no Ad Hoc committees met but that the November/December Port Costa and Crockett Engaged newsletter has been published.

10.d. INTER-AGENCY MEETINGS: Mr. Peterson asked if we have had any progress on attorney availability for meetings or on their handling of outstanding issues. Mr. McDonald will reach out to Kent Alm and Thomas Smith of Meyers Nave.

11. FUTURE AGENDA ITEMS:

- Swearing in new Directors and Election of Officers (Dec.).
- Annual report on use of Recreation Taxes (Dec.).
- Annual report on compliance with identity theft regulations (FACTA) (Dec.).
- Seating of officers (Jan.).
- Committee appointments (Jan.).
- Mid-year budget reports (Jan.).
- Add possible changes to voting requirements to 2019 Action Plan (Jan.)
- Review and adopt ADA compliance plan.
- Adopt purchasing procedures and spending limits.
- Adopt policy for use of private devices and e-accounts.
- Develop policy on proposals for new programs without established funding.

12. BOARD COMMENTS: Mr. Barassi thanked Fred Clerici and Alicia Johnson for their dedicated service on the Board and to the community. Mr. Clerici thanked the town for letting him serve. He said this is an important Board that serves the community and it's good to have oversight on where our taxes are spent. He wished the incoming Board members good luck.

13. ADJOURNMENT: The meeting was adjourned at 7:53 PM until December 19, 2018.

Respectfully submitted,

Dale McDonald  
November 29, 2018