

CROCKETT COMMUNITY SERVICES DISTRICT (CCSD)

P.O. Box 578 | Crockett, CA 94525
850 Pomona Street

Telephone (510) 787-2992 | Fax (510) 787-2459

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

website: www.town.crockett.ca.us

For review

MINUTES OF THE REGULAR BOARD MEETING ON DECEMBER 18, 2024.

1. CALL TO ORDER - ROLL CALL: President Spinner called the meeting to order at 6:07 pm. Only Board President Spinner was present. Staff Present included Interim General Manager (IGM) Goodman, Sanitary Department Manager (SDM) Barnhill, Acting Recreation Manager (ARM) Maria, and District Secretary (DS) Rivas.
2. SEATING OF NEWLY ELECTED DIRECTORS AND OATH OF OFFICE: DALE MCDONALD AND GAUNT MURDOCK: DS administered the Oath of Office for new Directors McDonald and Murdock.
3. CLOSED SESSION: Nick Spinner was identified as the Labor Negotiator to negotiate the General Manager employment position. Jena Goodman was identified as the Labor Negotiator for the District to negotiate the Recreation and Sanitary Department employee positions, The closed session began at 6:08. Director Mackenzie arrived at 6:15 pm. Director Barassi arrived at 6:35 pm.
 - a. Conference With Labor Negotiators regarding labor negotiations.
4. RECONVENE TO REGULAR SESSION: The open session reconvened at 7:26.

Crockett Sanitary (CVSAN) Commissioners Manzione and Wais and Recreation (REC) Commissioner Cusack were in attendance.
5. REPORT ON CLOSED SESSION: There were no reportable actions.

A video camera was setup by a member of the public, Mr. Singh, to record the meeting for use on podcast broadcast on Contra Costa Television (CCTV), a public access station. Mr. Manzione, as a member of the public, objected to the video or audio recording of meetings without prior notification to the public due to the uncertainty of the recorder's intention and its ultimate publication. Director Mackenzie cited Government Code Section 54953.5, individuals attending an open and public meeting of a local agency's legislative body have the right to record the proceedings using audio, video, or still motion picture equipment unless a reasonable legislative finding states otherwise. Therefore, anyone present at such a meeting can record it, and participants should be aware that they might be recorded. Recordings by the District can be made available to the public up to 30 days before it may be deleted.
6. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Item 14f, update on dog park and insurance, was requested to be moved up in the agenda with discussion to occur after the Consent Calendar. Item 14j, review Recreation logo, was pulled and will be carried to the January meeting.
7. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Ms. Wais congratulated the new Directors. Mr. Singh invited all meeting attendees to the Laxmi Ecofest, a community event scheduled for December 31st.
8. PUBLIC HEARING: None.
9. ELECTION OF OFFICERS: The outgoing president said a few positive words regarding his tenure as the president and looks forward to 2025. He was presented with a personalized gavel. Dale McDonald was nominated as president. (Barassi 1st, Mackenzie 2nd, 5/0). Nick Spinner was nominated as vice president.

(McDonald 1st, Barassi 2nd, 5/0). The new officers will take their seat and serve in their official capacity after the end of the December meeting.

10. CONSENT CALENDAR: Approved as presented. (Mackenzie 1st, Murdock 2nd, 5/0)
 - a. APPROVE MINUTES OF THE CCSD BOARD MEETING ON NOVEMBER 20, 2024.
 - b. RECEIVE MINUTES OF COMMISSIONS AND COMMITTEES.
 - c. APPROVE PAYMENT OF DISTRICT BILLS.
 - d. RECEIVE ANNUAL REPORT ON COMPLIANCE WITH IDENTITY THEFT REGULATIONS (FACTA).
 - e. RECEIVE ANNUAL REPORT ON THE USE OF RECREATION TAXES (GOV'T CODE SEC. 50075.3).

11. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: None.

14. UPDATE ON DOG PARK AND INSURANCE: Item 14f was moved up for early discussion. , Caltrans requires additional umbrella coverage in the amount of \$15 million to begin February 1st, 2025, for any leases located underneath Caltrans overpasses which will increase costs for renewing the District's insurance coverage. A large fire in Southern California damaged an overpass resulting in a blanket requirement for increased coverage ordered by Governor Newsom and Caltrans. The additional insurance costs could have significant impacts to the dog park. Caltrans has disposed of property that extends beyond the overpass dripline to the County. Staff and members of the public are investigating if the District can absorb the excess property as this could provide a solution to negate the need for any insurance. The relocation of the dog park would cause some losses but not significantly. Since Caltrans has changed the conditions of the Dog Park lease, Director Barassi asked that the lease be temporarily suspended. Additionally, he objects to entering into any agreements with third party committees to run any District facilities.

Ms. Nancy Reiser reported that Kristin Schober, Caltrans' representative for the dog park, confirmed that umbrella and excess liability are the same. The District already has \$9 million in excess liability and only needs an additional \$6 million in coverage. Ms. Reiser again argued that additional insurance for the park should not be charged and that the District is paying too much. Ms. Reiser was asked to report back with a quote for a lower rate for the District to consider. The District is open to a seamless transfer of the lease to another agency.

12. REPORTS FROM BOARD MEMBERS AND COMMITTEES:

- a. PERSONNEL COMMITTEE REPORT: President Spinner stated that the committee should focus on facilitating the annual reviews for the general manager, the interim general manager and the district secretary. Other things related to personnel will be brought to the standing committee as needed.
- b. BUDGET & FINANCE COMMITTEE: No report.
- c. POLICE LIAISON COMMITTEE: No report.
- d. CVSAN WASTEWATER COMMITTEE: Chair Manzione reported a meeting was held but no minutes were prepared. CVSAN extensively discussed the frequency of meetings, staff attendance, and nature of the business meetings. The commissioners agreed to skip the August meeting. Each meeting will be assessed and canceled if warranted.
- e. MEMORIAL HALL ADVISORY COMMITTEE: IGM Goodman is chair and the only current member. The committee will resume when time allows. She met with a former Memorial Hall committee member who wishes to return to the committee. She will connect with former committee members to discuss any continued interest with their involvement in the committee. Director Barassi recommended that the project be converted to a capital improvement project. The Committee can focus on fundraising efforts to pay for the improvements.

- f. INTER-AGENCY MEETINGS: DS Rivas reported that she, Ms. Goodman and Ms. Maria attended an EBRPD (East Bay Regional Park District) holiday dinner where they met several key people including the newly elected Supervisor Shanelle Scales-Preston. The event was a great networking event. The contacts will be helpful as Recreation works towards expanding programs. Ms. Goodman and Mr. Barnhill met with West County Wastewater and discussed their contract for emergency assistance in Crockett.

13. MANAGER REPORTS:

- a. RECREATION: Reported by the ARM. Maintenance for the pool includes the filter and heater. The tree lot went well but there are still a few trees left. The project broke even and hopes to make it bigger next year. The polar plunge is still in development for January 1st. The audio-visual project is moving forward. The District's IT person, Stephan Campbell, and Crockett Community Foundation Brian Montgomery are working together to get the project back on track.
- b. DISTRICT SECRETARY: DS Rivas has updated the list of all commissioners and committees and the contact sheets per commission. Billy Martini's name will be corrected to William Lee Vance.
- c. ADMINISTRATIVE SERVICES MANAGER: Reported by IGM Goodman. A quote was received and approved for the flat roof repairs. Work will begin when the weather clears. Maze & Associates continues to make progress and are working on the 2023 reconciliation, pending access to a few accounts. She donated approximately 10 hours with the tree lot activities over the weekend.
- d. PORT COSTA SANITARY DEPARTMENT: Reported by SDM Barnhill. An exceedance with a result in the 2,000 range was reported in October; the limit is 35. The issue has occurred before but identifying the cause is too difficult. He has asked the operators and lab to take extra caution with collecting and testing samples. The Programmable Logic Controller (PLC) has been in place since the major Port Costa Treatment Plant upgrade and is due for an upgrade for safety. Both Telstar and NSU have been asked for quotes for an upgrade. The upgrade will include an alarm to detect when the generator is turned off during power outages. High flow numbers are expected resulting from the recent rains.
- e. CROCKETT SANITARY DEPARTMENT: Reported by SDM Barnhill. Data for the generator and equalization tank have been submitted to the Bay Area Air Quality Management for our permit. All pumps and both compressors have been serviced and are online. The channel one grinder has been pulled offline. The shredder component needs to be replaced, pending a cost estimate. The grit cyclone unit has been partially repaired but a failure appears to be on the back end. The diesel generator is still out of service. Once repaired, tested, and works, CD & Power will be asked to remove the rental generator as quickly as possible.

Mr. Barnhill and Ms. Goodman met with Aaron Weiner of West County Wastewater. They submitted a safety audit prepared by Du-All after their walkthrough of the pump station with CVSAN Chair Manzione. West County will continue to provide emergency services for the District and suggested that all parties reconvene in six to twelve months to assess how to move forward. NSU was recently hired to diversify services.
- f. MAINTENANCE DEPARTMENT: No report.
- g. LIGHTING & LANDSCAPE COMMISSION: The commission did not meet due to lack of quorum.
- h. GOVERNMENTAL MATTERS: None.
- i. ANNOUNCEMENTS AND DISCUSSION: None.

14. ADMINISTRATION:

- a. APPROVE RESOLUTION 24/25-07; APPOINT DIANA CANTÚ-RAYNA TO THE CROCKETT POLICE LIAISON COMMITTEE (PLC): DS Rivas introduced Ms. Cantu Reyna. Her application missed the PLC meeting agenda deadline, but the Committee members asked that the application be presented to the

Board with their recommendation for appointment. Ms. Cantu-Reyna said a few words regarding her interest in the committee. A motion was made to appoint Ms. Cantu-Reyna to the Crockett Police Liaison Committee. Approved. (McDonald, Mackenzie 2nd, 5/0)

b. APPROVE RESOLUTION 24/25-08; RE-APPOINT LOUISE CHOQUETTE TO RECREATION COMMISSION: Director Barassi stated that Ms. Chouquette is a longtime member of the Recreation Commission and an asset to the commission. He motioned to approve the reappointment of Louise Choquette to the Recreation Commission. Approved. (Barassi 1st, McDonald 2nd, 5/0)

c. APPROVE RESOLUTION 24/25-09; APPOINT ALISA MARIA AS THE RECREATION MANAGER: IGM Goodman reported that several highly qualified applications were received. She assessed the applicants based on the District's needs and determined that Ms. Maria was the best applicant. Ms. Maria has been filling the role of interim recreation manager. Ms. Maria has extensive experience with the pool and youth and most recently with Staff. She has deep roots in the community and is very well in-tune with the community. There was a discussion on the hiring process, the lack of interviews and the continued concerns from the community regarding the administration of the District. IGM Goodman reported that no one has approached her directly to inquire about the concerns that were being expressed. Director McDonald reported that there are no specific hiring guidelines, but the general guidelines recommend hiring the most qualified candidate. Director Barassi reported on the value of internal promotions. President Spinner is confident of the selection process for the Recreation Manager position. Director Barassi motioned to approve Resolution 24/25-09 with the following edits:

NOW, THEREFORE, BE IT RESOLVED that the Crockett Community Services District hereby offers Alisa Maria the position of Recreation Manager subject to a successful employment contract with the Interim General Manager or General Manager. Approved. (Barassi 1st, McDonald 2nd, 5/0)

d. APPROVE RESOLUTION 24/25-10; APPOINT JENA GOODMAN AS GENERAL MANAGER: IGM Goodman has been filling the role of Administrative Services Manager and Interim General Manager concurrently; both positions carry a very heavy workload. Operationally, each role should be filled on its own for maximum output. The team has become cohesive and work well together. Staff is making progress throughout all departments. She has been in the role for six months and has moved the needle in a positive direction. DS Rivas, DSM Barnhill and some members of the public spoke in favor of hiring Ms. Goodman and provided examples of her approachability, abilities, and accomplishments. Director McDonald supports Ms. Goodman for the role and reported that he was also an internal promotion when he was promoted from Sanitary Department Manager to General Manager. He elaborated that as a small community with a small budget, hiring a seasoned general manager will be extremely challenging due to salary limitations. President Spinner and Director Murdock spoke highly of Ms. Goodman but agreed that the job should have been posted. President Spinner was identified as the negotiator. Director Barassi motioned to approve Resolution 24/25-10 with the following edits:

NOW, THEREFORE, BE IT RESOLVED that the Crockett Community Services District hereby offers Jena Goodman, the current Interim General Manager/Administrative Service Manager, the position of General Manager subject to successful employment contract negotiation with the labor negotiator and adoption by the Board at a regular meeting. Passed. (Barassi 1st, McDonald 2nd, 3/2, Nayas: Spinner, Murdock)

e. APPROVE CONTRACT FOR SANITARY DEPARTMENT MANAGER: The Sanitary Department Manager has been employed under an outdated and expired contract. Director Barassi motioned to authorize the Interim General Manager or General Manager to successfully negotiate and enter into a contract for the Sanitary Department Manager. Approved. Barassi 1st, McDonald 2nd, 5/0).

Mr. Manzione questioned how there were no actions taken from the closed session, but the last three topics pertained to the closed session topics. President Spinner explained that the closed session was an internal consultation between the negotiators (IGM Goodman and Director Spinner) and the Board.

- f. UPDATE ON DOG PARK AND INSURANCE REQUIREMENTS: Discussed earlier.
- g. CONSIDER AND APPROVE THE MEETING AND HOLIDAY SCHEDULE FOR CALENDAR YEAR 2025. DS Rivas reported that PCSAN has moved their meetings to the first Tuesday of the month. Each commission discussed reducing the number of meetings. The DS consults with each chair when an agenda is light and determines if a meeting should be canceled. Every department has opted to not meet in August except Lighting and Landscape. The Personnel Committee calendar will be regularly held but not have a published schedule. The Crockett Police Liaison Committee historically has not had staff attend meetings.

A lengthy discussion regarding the Personnel Committee resulted in reiterating the focus to be on the review of the general manager and district secretary and to present updates to the Personnel Manual to reflect labor law changes as directed by District counsel. Director McDonald suggested that the needs or potential needs of Personnel do not fit neatly into a schedule and should meet as often as necessary . A motion to approve the schedule without the Personnel dates was approved. (McDonald 1st Barassi 2nd, 5/0)

Director Spinner differentiated the separations between the duties of the Board from the general manager. The general manager determines if a role is to be filled and makes a recommendation to the Board. As the holder of the purse strings, the Board assures that new positions are needed and fit within the budget. There are several positions listed in the District Code, but not all are filled. Filling these positions is within the purview of the general manager's authority.

- h. APPROVE PAYROLL SCHEDULE FOR CALENDAR YEAR 2025: Approved. Barassi 1st, Murdock 2nd, 5/0)
- i. APPROVE SALARY SCHEDULE TO MEET JANUARY 2025 REQUIREMENTS: IGM reported that the California minimum wage will increase from \$16 to \$16.50 effective January 1, 2025 and that an update to seasonal salary scales needs to be adjusted. It has been practice to have returning seasonal employees receive a \$0.15 increase on the pay scale to keep parity. A motion was made to direct the general manager to modify the schedule to apply to state law, plus the 15 cents for the returning recreation staff salary steps. Approved (McDonald 1st, Barassi 2nd, 5/0)
- j. REVIEW AND APPROVE A RECREATION LOGO: This item was carried to January 2025.

15. BUDGET AND FINANCE

- a. DISCUSS FINANCIAL MATTERS RELATED TO THE DISTRICT: The IGM is preparing the 6-month budget reports. She expects to be calling a meeting with the Board budget and finance committee soon to discuss financial matters of the District.

16. FUTURE AGENDA ITEMS/BOARD COMMENTS: Agenda preparation is a collaborative effort. The DS reviews minutes, past agendas, District schedules, future agenda items, and solicits topics for discussion. She distributes the draft agendas to the president/chair and general manager for review. If the chair or president do not respond, the agenda will go out as prepared.

- a. 1 Rolph Park Drive ad hoc committee.
- b. Records and Retention Policy.
- c. Update on Caltrans/Adopt-A-Highway program
- d. Dog Park Memorandum of Understanding (MOU).

17. ADJOURNMENT: The meeting was adjourned at 9:53 pm until January 22, 2025.

Respectfully submitted,
 Sonai Rivas, MBA
 District Secretary