

CROCKETT RECREATION COMMISSION

Regular Business Meeting

AGENDA FOR MONDAY JULY 1, 2024

TIME: 6:00 PM

PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

The Crockett Recreation Commission is an agent of the Crockett Community Services District.

1. CALL TO ORDER – ROLL CALL
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS:
(The Commission 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. CONSENT CALENDAR: Consideration of a motion to approve the following item:
 - a. Approve Minutes for May 6, 2024.
5. RECREATION:
6. BUDGET AND FINANCE:
 - a. Receive Recreation transmittals.
 - b. Update on the budget process and District finances.
7. ADMINISTRATIVE:
 - a. Receive report on actions taken by the District Board.
 - b. Update on Prop 68 bid (Alexander Park).
 - c. Discuss Recreation Department Manager transition.
 - d. Discuss Recreation Department Manager job description.
 - e. Discuss August Meeting
8. REPORT OF DEPARTMENT MANAGER:
(This item is typically for the exchange of information only. No action will be taken at this time.)
9. REPORTS FROM COMMISSIONERS:
(This item is typically for the exchange of information only. No action will be taken at this time.)
10. FUTURE AGENDA ITEMS:
11. COMMENTS FROM COMMISSIONERS:
13. ADJOURNMENT:

CROCKETT RECREATION COMMISSION

You will find the Minutes of this meeting posted on our website at

<https://www.town.crockett.ca.us/meetings>

Visit our website for more information on meetings and activities of the Crockett Community Services District and the towns of Crockett and Port Costa on the picturesque Carquinez Strait of the San Francisco Bay.

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 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 RECREATION COMMISSION

of the Crockett Community Services District

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For Review

MINUTES OF REGULAR MEETING, MAY 6, 2024

1. CALL TO ORDER: The meeting was called to order at 6:00 pm by Chair Cusack. All commissioners were present: Airoidi, Cusack, Choquette, Quade, and Valentini.

Staff present: District Secretary (DS) Rivas, Recreation Department Manager (RDM) Wilson, and Events Supervisor (ES) Morales.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: DS Rivas shared that the restaurant she manages celebrated their fifth anniversary, Cinco de Mayo was a great success and welcomed everyone to visit.
4. CONSENT CALENDAR: Minutes for April 8, 2024. (Valentini 1st, Choquette 2nd, 5/0)
5. RECREATION: None.
6. BUDGET AND FINANCE:
 - a. RECREATION TRANSMITTALS: Ms. Wilson explained the \$12,856.93 charge for Pool ADA Remo of DC Construction Inc. is for the ADA renovations.
 - b. BUDGET PROCESS FOR 2024: DS Rivas provided an update on the budget process. The sewer use charge process has taken up the majority of the time for the ASM and has caused some delays with the budget. Ms. Goodman has met with the Board Budget & Finance Committee as of yet. She confirmed that Commissioners Valentini and Cusack are on the Recreation Budget & Finance Committee.
7. ADMINISTRATIVE:
 - a. ACTIONS TAKEN BY THE DISTRICT BOARD: Jeff Airoidi was reappointed to the Recreation Commission. The Ad Hoc for 1 Rolph Park Drive has been postponed a month. She informed Commissioner Choquette that she will coordinate the first meeting when it finally went into motion. The Board was not comfortable with the recommended Sewer Use Charge (SUC) increase and asked staff to provide an alternative and present it again at the May 22nd Board meeting. Ms. Rivas confirmed to Ms. Choquette that Valley Operators will be leaving soon and SDM Barnhill is in the process of identifying a replacement.

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Members: Jeff Airoidi (VC), Louise Choquette, Tom Cusack (C), Valerie Quade, John Valentini

- b. UPDATE ON PROP 68 BID (ALEXANDER PARK): RDM Wilson reported that the project is moving along and expects that the pool will be able to open without any problems in time for Memorial Day weekend.
- c. DISCUSS RECREATION TAX: DS Rivas presented Resolutions 11/12-11 and 22/23-23 regarding the annual recreation special tax levy and reminded the commissioners that the annual Recreation special tax levy is presented to the Board in May. She provided a brief history of the tax increase. The tax was only \$50 when the District was created in 2006. The amount was increased in 2012 through a special ballot measure and increased to no more than \$110.

RDM Wilson argued that the District's finances have not been maintained appropriately and Recreation has not had an accurate reporting of their income and expenses for over two years. Ms. Rivas reminded the Commission that Maze & Associates was hired specifically to correct and reconcile the District's accounting records but two-plus years of backlog will take some time. She reminded the commissioners that although accurate spending reports have not been made available, Mr. Wilson has repeatedly reported that costs have increased for the pool including the cost of chemicals and labor. With that, she suggested that the commissioners may want to consider raising the tax but the timeline to assess a possible increase in time to get it on the ballot the current year has passed. She will bring the item back in December or January to consider. Mr. Wilson provided an overview of the process to determine the tax rate. A report is presented to the Recreation Commission that compares income and expenses from the different revenue sources. If expenses exceed income, the Commission could argue in favor of a specified rate increase via a ballot measure passed by a 2/3rd majority. This report was not presented for 2023 due to the accounting situation. A motion to recommend the continuation of Recreation Special Tax in the amount of \$110 per residential parcel was carried unanimously. (Valentini 1st, Airoidi 2nd, 5/0)

The landscaping company was terminated due to the decline in the quality of their work. They were replaced with a Crockett-based landscaper who also performs landscaping for the John Swett Unified School District. C&H is also considering hiring him.

The diving board has been repaired and a new diving board tray has been ordered from a different company that costs \$2,000 less than the previous vendor. It is expected to arrive the following week. Phillips 66 has granted \$54,000 for water safety training for two dates. The amount covers family passes, wet bag, towels, swim caps, and swimsuits for those who attend the training. The first date (May 5th) resulted in 87 families and 17 kids. The second date (June 1st) has 83 families and 147 kids registered. This grant brings \$48,000 in cash to the department. Everyone has been grateful for the program. The pool has a maximum capacity of 200. Mr. Wilson is concerned that they may have to turn people away if all of the families attend on the same day.

The Walk of Honor is scheduled for May 18th. Crockett receives a portion of the funds raised at this event and used towards the renovation of Memorial Hall. Recreation received a significant amount of interest in lifeguard applications, 19 of which passed their exams and are now undergoing training.

Mr. Wilson announced his resignation effective June 30th. Mr. Wilson was thanked for his service. He is leaving huge shoes to fit. He was especially commended on his ability to get things done quickly and very economically. He has hired a pool manager who is currently undergoing pool-related training. He will make himself available when the District needs him to oversee some projects that are scheduled for Fall. And that his report.

The current construction work being done is the Alexander Park sewer repair. The project has been on the books for years but is just being implemented. The Prop 68 project triggered the Alexander Park project as an effort to kill two birds with one stone. The pavers were going to be replaced but would be too expensive for Recreation to do it on its own. Unfortunately, the paver project continues to be too expensive and was excluded from the scope of work.

8. REPORTS FROM COMMISSIONERS: Commissioner Valentini informed the District Secretary that an appraisal to determine replacement value is due every five years.
9. FUTURE AGENDA ITEMS:
 - Recreation Use Tax for FY 25/26
 - Website update.
 - Five-year appraisal
10. COMMISSIONER COMMENTS: None.
11. ADJOURNMENT: The meeting was adjourned at 6:50 PM until June 3, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
05/01/2024	DC Construction, Inc	Pool ADA Project, INV#2187	34,079.24	14895
05/01/2024	JaDonna McNeally	Return Deposit, Event date 4/30/24	700.00	14896
05/01/2024	Juana Perez	Return Deposit, Event date 4/20/24	700.00	14897
05/01/2024	LESLIE'S POOL SUPPLIES	Pool supplies INV# 000190 and chemicals INV#100904	641.51	14898
05/01/2024	Marta Bessi Martinez	Balance due back to customer, event 7/20/2024	204.00	14899
05/01/2024	PG&E	acct# 8212111930-7 April 2024 billing	2,057.15	14900
05/01/2024	PG&E	acct# 6757445609-0, April 2024 electricity	880.55	14901
05/01/2024	PRECISION SECURITY SOLUTIONS	58.5 hours of security for April 2024, INV# 24-SE4-41	2,047.50	14902
05/01/2024	Studio 144 Architects	Architect for Pool ADA Proj, 10.75 billable hours INV#14	1,382.75	14903
05/01/2024	Humanity.com, LLC	Humanity Annual Subscription, INV00336804	1,200.00	14904
05/01/2024	U.S. BANK	Rec Portion of Credit Card, April 2024 billing	10,876.68	14905
05/01/2024	The Real Yellow Pages	Advertising, Acct# 800431701	59.60	14906
05/01/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 24, split	11,818.61	14907
Total FUND 3241 - RECREATION			66,647.59	
TOTAL			66,647.59	



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CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830


Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
05/06/2024	CONTRA COSTA COUNTY TREASURER	Corrected wages for SW from Jan 16th to Apr 30th	308.41	14908
05/06/2024	DC Construction, Inc	Pool Reno Inv#2191 4/30/24	89,204.93	14909
Total FUND 3241 - RECREATION			89,513.34	
TOTAL			89,513.34	

  5/6/2024

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
05/15/2024	ASCAP	Reference # 122000083665	290.00	14910
05/15/2024	Applied Materials & Engineering, Inc.	Inv# 1240256-0424 Dowel Replacement Inspection	495.00	14911
05/15/2024	EBMUD	Acct# 30385100001 Billing from 3/7-5/7/24	339.56	14912
05/15/2024	EBMUD	Acct# 30385200001 Billing from 3/7-5/7/24	330.46	14913
05/15/2024	LESLIE'S POOL SUPPLIES	Chemicals and supplies 5/11 and 5/04	753.27	14914
05/15/2024	MEYERS NAVE	General Advice March 2024, Inv#216898	66.10	14915
05/15/2024	PG&E	Electricity and Gas Charges April 2024, Acct# 2501517473-0	2,113.47	14916
05/15/2024	STATE COMPENSATION INSURANCE FUND	Inv# 1001642807, charges for April and May 2024 SPLIT	1,446.98	14917
05/15/2024	The Real Yellow Pages	Acct# 800431701, advertising for Comm Cntr	127.68	14918
05/17/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 26, SPLIT	6,493.42	14919
05/17/2024	CONTRA COSTA COUNTY TREASURER		2,973.77	14920
05/17/2024	CSRMA	PIP Ins, JPA, Fee 12/31/24 INV#7249	22,811.00	14921
05/17/2024	DC Construction, Inc	Pool ADA Proj INV#2195	56,586.59	14922
05/17/2024	LINCOLN AQUATICS	CPO Cert Alisa Maria, INV#D8853446	395.00	14923
Total FUND 3241 - RECREATION			<u>95,222.30</u>	
TOTAL			<u>95,222.30</u>	

 5/17/2024

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

Date	Name	Memo	Credit	Num
FUND 3241 - RECREATION				
05/15/2024	ASCAP	Reference # 122000089665	290.00	14910
05/15/2024	Applied Materials & Engineering, Inc.	Inv# 1240256 0424 Dowel Replacement Inspection	495.00	14911
05/15/2024	EBMUD	Acct# 30385100001 Billing from 3/7-5/7/24	339.56	14912
05/15/2024	EBMUD	Acct# 30385200001 Billing from 3/7-5/7/24	330.46	14913
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05/15/2024	STATE COMPENSATION INSURANCE FUND	Inv# 1001642807, charges for April and May 2024 SPLIT	1,446.98	14917
05/15/2024	The Real Yellow Pages	Acct# 800431701, advertising for Comm Cntr	127.68	14918
05/17/2024	GONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 26, SPLIT	6,493.42	14919
05/17/2024	GONTRA COSTA COUNTY TREASURER		2,973.77	14920
05/17/2024	GSRMA	PIP Ins, JPA, Fee 12/31/24 INV#7249	22,811.00	14921
05/17/2024	DC Construction, Inc	Pool ADA Proj INV#2195	56,586.59	14922
05/17/2024	LINCOLN AQUATICS	GPO Gert Alisa Maria, INV#D8853446	395.00	14923
05/20/2024	Studio 144 Architects	Inv#15 Alexander Park Pool ADA Renovation	4,258.75	14924
05/20/2024	SDRMA	Health Benefits Rec June 2024	2,360.76	14925

Total FUND 3241 - RECREATION

~~101,841.81~~ 106,766.55

TOTAL

101,841.81 106,766.55

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 5/20/2024

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
06/04/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 27, SPLIT	14,943.90	14926
06/04/2024	Campbell Business Solutions	IT Support May 2024 INV# 7124, SPLIT	58.66	14927
06/04/2024	DOLORES M. MORALES	Milage and Expense May 2024	33.31	14928
06/04/2024	EBMUD	MH acct# 14347900582, March-May 2024	65.40	14929
06/04/2024	EBMUD	Pool \$742.21, Park \$247.41, 3/11/24-5/9/24 acct#30385600001	989.62	14930
06/04/2024	KEL-AIRE HEATING & AIR CONDITION...	Preventative Maint. and replace filters, INV#083138	400.00	14931
06/04/2024	LESLIE'S POOL SUPPLIES	Supplies, INV#s 00137-01- 102975, 103313, 102975	1,236.29	14932
06/04/2024	Let's Dig, Inc.	Sprinklers, Landscaping, Weed abatement Crotona Hillside INV#s 01, 02, ...	5,902.00	14933
06/04/2024	LINCOLN AQUATICS	Pool Uniform expenses, INV# D8853907	317.53	14934
06/04/2024	NorCal Lifeguard Training	Training May 14, 2024 INV# 000032	5,650.00	14935
06/04/2024	Raina Currington	PLC Farewell gifts	184.16	14936
06/04/2024	TERRACARE ASSOCIATES	Landscaping services for May Com Ctr, Park, MHP	2,305.00	14937
06/04/2024	UNIVERSAL BUILDING SERVICES	Janitorial, INV#s 525377, 525378, 524855	1,790.00	14938
Total FUND 3241 - RECREATION			<u>33,875.87</u>	
TOTAL			<u>33,875.87</u>	

for Header
6/4/24

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324100 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3241 - RECREATION				
06/07/2024	DC Construction, Inc	ADA Pool Construction, INV#2198	<u>49,969.69</u>	14939
Total FUND 3241 - RECREATION			<u>49,969.69</u>	
TOTAL			<u>49,969.69</u>	

Jan Hood
6/7/24