

CROCKETT RECREATION COMMISSION

of the Crockett Community Services District

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For Review

MINUTES OF SPECIAL MEETING, SEPTEMBER 9, 2024

1. CALL TO ORDER: The meeting was called to order at 6:08 pm by Chair Cusack. Commissioners Airoidi, Choquette, Cusack, and Valentini were present. Commissioner Quade was absent.

Staff present included District Secretary (DS) Rivas, Interim General Manager/Administrative Services Manager (IGM/ASM) Goodman, Acting Recreation Manager (ARM) Maria, and Events Supervisor (ES) Morales. Directors Barassi and Martinez were in attendance.

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: The consent calendar was approved as presented. (Airoidi 1st, Choquette 2nd, 4/0, 1 absent)
 - a. Approve minutes for July 1, 2024.
 - b. Approve minutes for a Special Meeting on August 16, 2024.
5. RECREATION: None.
6. BUDGET AND FINANCE:
 - a. RECREATION TRANSMITTALS: Reported by ASM Goodman. The warrant is a report submitted to the County that notes all written checks per check run. Recreation pays for upfront security services for events and is reimbursed when a renter pays their fees. There was a short discussion on staff shortages and the impact on additional reporting requests. Ms. Goodman is developing a budget sheet for future reporting.
 - b. RECEIVE ADOPTED BUDGET FOR FY 24/25: DS Rivas explained that the recreation budget was placed on the agenda because the recreation commissioners had not had the opportunity to review the final budget because they did not meet in August. The attachments included the District's summary budget and the detailed Recreation budget.
 - c. UPDATE ON DISTRICT FINANCES: ASM Goodman reported that the total cash account with the County is \$114,104. The Recreation Commission held a special meeting to discuss how to distribute ad valorem property tax (3240) funds to address Recreation's financial situation. Of the three options presented, the Board opted to move forward with option 3: distribute the minimum percentages to CVSAN and Recreation and leave an account balance in the 3240 account to be used sparingly and as needed to help pay for recreation expenses throughout the end of the year. The current distribution for ad valorem taxes is 85% to CVSAN, 14% to Recreation, and 1% for other. Ms. Goodman offered to consider reassessing the percentage distribution in the future.

Board member Barassi expressed his concern that the \$110 recreation tax is no longer sufficient due to inflation and suggested that the commission consider a campaign to increase the tax before the next election in 2026. Ad valorem taxes are designed to be used as the District sees fit. He supports reconsidering the ad valorem allocation distribution amounts.

Director Martinez suggested incorporating Rodeo into the recreation tax area since they primarily use Crockett recreation services. ASM Goodman shared that she has been in discussions with John Swett Unified School District regarding a partnership for recreational programs. This would circumvent the LAFCO (Local Area Formation Commission) process and still provide services to Rodeo youth.

7. ADMINISTRATIVE:

- a. ACTIONS TAKEN BY THE DISTRICT BOARD: Reported by DS Rivas. ASM Goodman was appointed as Interim General Manager. The district secretary has completed her one-year probationary period and is now a full-time employee. The Board president has closed the Personnel Ad Hoc Committee. A new ad hoc committee consisting of President Spinner and Vice-President Martinez was created to hire a new general manager. The Board approved the distribution of ad valorem taxes: the allocated percentages were distributed to their respective departments. The IGM has the authority to utilize additional ad valorem funds to address recreation shortfalls as needed. An extension of the Joint Use Agreement (JUA) negotiations to October was ratified. A revised salary schedule was approved; it was updated to reflect a full-time recreation manager.
- b. DISCUSS INTERIM RECREATION DEPARTMENT MANAGER ROLE: IGM Goodman appointed Pool Manager Maria as Action Recreation Manager until a permanent replacement is hired. This is largely due to the loss of key management staff and the immediate needs of the recreation department. Ms. Maria has worked alongside the former Recreation Manager for almost 30 years. The IGM will work with Ms. Maria on current policies and integrate her into the manager role. Ms. Maria shared her history and passion for Crockett and recreation. She will be focusing on revenue-generating programming beginning with the Crockett Mile – a sponsorship-based swim competition that will help pay for the cost of extending pool hours through October. The pool is widely used by the community so much so that additional punch cards were created. P66’s summer swim safety program drew in a record number of families to the pool.

ARM Maria reported additional stats: there were 150 kids on the swim team; the P66 program attracted many new users that continue to use the pool; the pool has attracted users from Rodeo, Hercules, Port Costa, and Martinez. Many lower-income families received P66 swim passes. Swimming lessons were very popular; she hopes to provide more swimming lessons moving forward. With the extra lifeguards now available, they can host pool parties. Commissioner Choquette requested that these services be posted on the website.

- c. DISCUSS RECREATION PROGRAMMING: Carried to next agenda.
- d. DISCUSS RECREATION DEPARTMENT MANAGER: Director Barassi described some of the administrative shortcomings of the District during the previous three years. He expressed the need for a strong manager role to run the District including managing personnel to run an efficient District. After the former general manager, Mr. McDonald, resigned, the Personnel Committee stepped in to assist with employee reviews. The Personnel Committee will move forward by

updating the personnel Red Book with updated job descriptions and the (interim) general manager will resume performing employee reviews.

Ms. Goodman directed the commissioners to the District Code for the general manager's qualifications and reminded them that the newly formed ad hoc committee is leading the effort to hire a new general manager. She shared the challenges of turning the District around and the efforts by all staff to make positive changes to get the District back on track. The added burden of this effort is time-consuming and asked the commissioners for their continued patience during the transition.

After a short discussion on the job description for the recreation manager position, the item was carried to the next agenda.

8. REPORT OF DEPARTMENT MANAGER: None.
9. REPORTS FROM COMMISSIONERS: None.
10. FUTURE AGENDA ITEMS:
 - Recreation Use Tax for FY 25/26.
 - Recreation programming.
 - Recreation department manager job description.
11. COMMENTS FROM COMMISSIONERS:
12. ADJOURNMENT: The meeting was adjourned at 7:20 PM until October 7, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary