

# CROCKETT RECREATION COMMISSION

*of the Crockett Community Services District*

## **Regular Business Meeting**

AGENDA FOR MONDAY, NOVEMBER 4, 2024

TIME: 6:00 PM – Regular Meeting

PLACE: Crockett Community Center, 850 Pomona Avenue, Crockett

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*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 September 9, 2024.
  - b. Approve minutes for October 7, 2024.
5. BUDGET AND FINANCE:
  - a. Receive Recreation transmittals.
  - b. Update on District finances.
7. ADMINISTRATIVE:
  - a. Receive report on actions taken by the District Board.
  - b. Discuss Pickleball as a recreation service.
  - c. Seasonal report on aquatics center.
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:
  - Recreation Use Tax for FY 25/26.
11. COMMENTS FROM COMMISSIONERS:
12. ADJOURNMENT: to December 2, 2024.

## CROCKETT RECREATION COMMISSION

*of the Crockett Community Services District*

Minutes of this meeting are 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 before 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.

*Per 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 before 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

P.O. Box 578, Crockett, CA 94525

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**For Review**

e-mail: [districtsecretary@town.crockett.ca.us](mailto:districtsecretary@town.crockett.ca.us)

website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MINUTES OF REGULAR RECREATION MEETING ON OCTOBER 7, 2024

1. CALL TO ORDER: Chair Cusack called the meeting to order at 6:10 pm. Commissioners Airoldi, Choquette, Cusack, and Valentini were present. Commissioner Quade was absent (excused).

Staff in attendance included District Secretary (DS) Rivas, Interim General Manager (IGM) Goodman, Acting Recreation Manager (ARM) Maria, and Events Supervisor (ES) Morales.

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
3. PUBLIC COMMENT ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Minutes for September 9, 2024, were carried to the next meeting.
5. RECREATION: this item will be removed from future agendas.
6. BUDGET AND FINANCE: As reported by the IGM
  - a. RECREATION TRANSMITTALS: A check dated 911 was voided and replaced by a check dated 9/12/24. This was a final payroll check for an employee. The employees' hours were entered late and the District was required to pay a fine for late compensation. Cash account balances were provided. Recreation has received its 14.87% share from the ad valorem taxes but the Board has approved withdrawing from ad valorem as needed due to the uncertainty of reimbursement checks for the ADA project. Recreation has received one reimbursement check for the ADA bathroom remodel project and one is pending a final inspection from an out-of-state official. Recreation bills are all paid and up to date. Monies from the fundraising to extend the pool hours are being reconciled.
  - b. UPDATE ON DISTRICT FINANCES: The ASM continues to work with Maze and Associates. The end of the year is still the target for the reconciliation to be completed. End-of-the-month financial reports will resume as soon as the accounting reconciliation is completed.
7. ADMINISTRATIVE:
  - a. ACTIONS TAKEN BY THE DISTRICT BOARD: DS Rivas reported that the Board requested that minutes include speaker names where appropriate. Members of the public can request not to have their names recorded.
  - b. DISCUSS COMMUNICATIONS: ARM Maia had reported at the previous meeting that the department had created a Crockett Mile challenge similar to a marathon to raise funds to extend the pool hours. She clarified that A Go Fund Me account was created by a member of the public for their personal fundraising goals, not the recreation department. This created some confusion for the recreation commissioners. The Crockett Mile program was successful and well-received

by the swimming community. DS Rivas reported that in the spirit of creating time-sensitive programs, there is not always the opportunity to report ahead of time to the Commissioners. Staff will work on better communication for unplanned events that may occur before a public meeting.

IGM Goodman discussed the need for better communications with the public and is considering holding a Town Hall forum to answer questions by the community.

8. REPORT OF DEPARTMENT MANAGER: Reported by ARM Maria. The ADA bathroom remodel is complete but pending a final inspection. Once the inspection is complete, Recreation will receive a \$36,000 reimbursement check. The Crockett Mile project raised just over \$5,000. Commissioner Quade inquired about the monthly cost to run the pool. Ms. Maria explained the various components that contribute to the costs of running and maintaining the pool. Expenses such as electricity, water, chemicals, employee overhead and even the weather can cause fluctuations in the cost. It was estimated that the cost could be as high as \$6,500 per month based on recent expenses.

Memorial Hall now has a green lawn due to the care and maintenance of a new landscaper. Recreation is gearing up to host a pumpkin patch and hayrides on the weekend of October 12 and 13. The event is largely sponsored by P66 and helped cover the cost of treats. Revival coffee provided cider.

Recreation is in planning a Christmas tree lot to be located on the deck of the pool area. Also being considered is a polar plunge day at the pool on New Year's Day since the pool filters must be on year-round. Chocolate and hot cider will be served. Crockett\_Pool is on Instagram!

9. REPORTS AND COMMENTS FROM COMMISSIONERS: Commissioner Valentini reminded Staff that a five-year appraisal for the community center is due. Ms. Goodman reported that the insurance coverage was increased the previous year for all assets.

10. FUTURE AGENDA ITEMS:


- Recreation Use Tax for FY 25/26.
- Consider Rodeo as recreation users. This item was questioned and discussed. This was an item Director Martinez wished to consider since Rodeo kids regularly use Crockett's recreation services. Commissioner Choquette reported that in the past there were several programs that brought in kids from Rodeo but there was an incident that caused their attendance to decline significantly. Expanding the District's service area would require approval and coordination from LAFCO (Local Agency Formation Commission).

11. ADJOURNMENT: The meeting was adjourned at 6:56 PM until November 4, 2024.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary

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

Date	Name	Memo	Credit	Num
<b>1000 · County Operating Funds</b>				
<b>1010 · Fund 3241 - Recreation</b>				
10/02/2024	Campbell Business Solutions	IT Svcs, SPLIT, Inv#s 7856, 7857, 7777, 7766	1,177.75	15048
10/02/2024	EBMUD	Water Svc from 7/8-9/5/24, Acct# 143479000582	70.96	15049
10/02/2024	EBMUD	Water Svc for Park and Pool 7/10-9/9/24, Acct# 30385600001	3,672.54	15050
10/02/2024	EBMUD	Pool Water Svc, 7/8-9/5/24, Acct# 30385100001	376.04	15051
10/02/2024	EBMUD	Water Svc Pool, 7/8-9/5/24, Acct# 30385200001	1,989.34	15052
10/02/2024	DOLORES M. MORALES	Faucet Aerator reimbursement	5.48	15053
10/02/2024	Gloria Mazariegos	Rental 9/14/24 deposit return less Cleaning and Fees	63.00	15054
10/02/2024	Inside Source, Inc.	Pool ADA furniture payment 2 of 2, Inv#62120	15,732.93	15055
10/02/2024	Jena Goodman	Reimbursement for Petty Cash and Fedex Final Paycheck	113.84	15056
10/02/2024	KEL-AIRE HEATING & AIR CONDITIONING	Servicing and Failed compressor, Inv#083584	4,323.96	15057
10/02/2024	LESLIE'S POOL SUPPLIES	Pool Chemicals, Inv#00137-01-108286	607.95	15058
10/02/2024	PG&E	electricity acct#8212111930-7	5,532.04	15059
10/02/2024	PG&E	electricity acct#6757445609-0	3,298.55	15060
10/02/2024	PG&E	electricity acct#2501517473-0	1,195.90	15061
10/02/2024	Sierra Chemical Company	pool chemicals, inv#s 152116, 152236, 152257, 152921	3,562.51	15062
10/02/2024	Studio 144 Architects	Pool ADA project, Inv#19	975.00	15063
10/02/2024	Susan Witschi	Milage Reimbursement, Sep 2024	79.06	15064
10/02/2024	UNIVERSAL BUILDING SERVICES	Inv# 528483, August 2024 Janitorial Svc	1,271.00	15065
10/02/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 35, Split	14,352.16	15066
Total 1010 · Fund 3241 - Recreation			<u>58,400.01</u>	
Total 1000 · County Operating Funds			<u>58,400.01</u>	
<b>TOTAL</b>			<b><u>58,400.01</u></b>	

10/2/2024  


Trial Balance

04:30 PM

10/07/2024

Page 1 of 1

**Organization** Contra Costa County  
**Periods** FY 2024-25 : 01 Jul - 12 Jun  
**Ledger** Actuals  
**Ledger Account/Summary** 0010:CASH  
0530:WARRANTS PAYABLE  
**Accounting Worktag** 324100 CROCKETT RECREATION DEPT  
**Book** Operating Book  
**Company Currency** USD  
**Translation Currency** USD  
**Run** 10/07/2024 04:30 PM

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	0.00	1,105,372.36	944,059.95	161,312.41
0530:WARRANTS PAYABLE	0.00	449,433.03	504,538.69	(55,105.66)
Total	0.00	1,554,805.39	1,448,598.64	106,206.75

5.b

# Trial Balance

04:30 PM

10/07/2024

Page 1 of 1

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<b>Total</b>	<b>0.00</b>	<b>1,554,805.39</b>	<b>1,448,598.64</b>	<b>106,206.75</b>