

CROCKETT COMMUNITY SERVICES DISTRICT

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MINUTES OF REGULAR BOARD MEETING: DECEMBER 20, 2023

1. CALL TO ORDER - ROLL CALL: The meeting was called to order at 7:00 pm by President Barassi. Present were Board Members Mackenzie, Martinez, and Peterson. Vice-President Spinner arrived at 7:21 pm.
Staff present included: Interim General Manager (IGM)/ District Secretary (DS) Rivas, District Engineer (DE) Murdock, and Event Supervisor (ES) Morales. Also present was Commissioner Wais.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: President Barassi, pulled Item 5 – Election of Officers to be discussed after Item 10.
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Director Peterson announced that he will not be able to complete his term. He asked that the Board consider finding a replacement. Mr. Peterson will present an official resignation at a future date and the District can then post the vacancy.
4. PUBLIC HEARING: None.
5. ELECTION OF OFFICERS: *Item 5 was moved by President Barassi and discussed after Item 10.*
President Barassi nominated Director Nick Spinner as Board President for 2024. Approved (Barassi 1st, Peterson 2nd, 5/0). Director McKenzie nominated Director Diana Martinez as vice-president for 2024. Approved (McKenzie 1st, Barassi 2nd, 5/0) Mr. Barassi elaborated on the role of the vice-chair. The vice chair will chair meetings, sign checks, and fill in when the president is not available. Commissioner Wais thanked President Barassi for the extended amount of time that he served. She asked if positions should have term limits. Mr. Barassi supports the rotation of leadership because it allows for new ideas, and new energy, and lessens the burden for one person to continue a role. Director McKenzie added that adding the option to renew a term can also be beneficial, especially during critical times.
6. CONSENT CALENDAR: Items 6d and 6h were pulled for discussion. Items 6a-6c, 6f & 6g were approved. (LB 1st, JM 2nd, 3/0 in favor; 1 abstain. 1 absent)
 - a. Approve Minutes of CCSD Board meeting on October 25, 2023
 - b. Approve Minutes of CCSD Special Board special meeting on October 30, 2023.
 - c. Approve Minutes of CCSD Board meeting on November 15, 2023.
 - d. Approve payment of District bills. *Pulled for discussion.*
 - e. Receive minutes of commissions and committees.
 - f. Receive Notice of Appointment to the Board for Diana Martinez.
 - g. Receive annual report on compliance with identity theft regulations (FACTA).

h. Receive Annual Report on the use of recreation taxes (Gov't Code Sec. 50075.3). *Pulled for discussion.*

7a ITEMS REMOVED FROM THE CONSENT CALENDAR: Items 6d: Director Peterson questioned why Precision Security had 12 individual checks. Administrative Services Manager (ASM) Goodman was not present to respond. President Barassi reported that the current ASM prepares individual checks per invoice for clarity and transparency. Mr. Barassi reviews every check and compares it to the respective invoice. Mr. Murdock reported that both CalPERS and Netchex (payroll via Contra Costa County's Treasurer's office) may require Electronic Fund Transmission (EFT) payments. Contra Costa County manages the EFT transactions for the District. ASM Goodman will provide an update at the next agenda.

Item 6h regarding the use of recreation taxes: DS Rivas reported that the information for the report was not available in time for the meeting. The item was carried to the next meeting.

7b APPROVE MEETING AND HOLIDAY SCHEDULE FOR CALENDAR YEAR 2024: District Secretary Rivas shared that Martin Luther King and Cesar Chavez holidays were approved on November 17, 2021. The meeting schedule was approved with the request for staff to add Juneteenth (6/19) as an official holiday at a future date. District offices are closed for approved holidays. There remains the question of who gets paid for holidays. It is unclear if or how these holidays are paid for non-exempt, part-time, and seasonal employees. The issue of holiday compensation was referred to the Personnel ad hoc committee. Director Martinez suggested that people affected by the MLK holiday can be offered a floating holiday once the Board approves a revised paid holiday policy through a resolution. The Board approved the meeting and holiday schedule for CCSD offices to be closed. The Meeting and Holiday schedule approved. (Barassi 1st, Martinez 2nd, 5/0 unanimous)

7c CONSIDER AN APPOINTMENT OF VALERIE QUADE TO THE RECREATION COMMISSION: A vacancy became available when Director Martinez was appointed to the Board. Ms. Valerie Quade submitted her application and was interviewed at the December 4th Recreation Commission meeting. Ms. Quade was recommended to be appointed to the Recreation Commission. Approved, (Peterson 1st, McKenzie 2nd, 5/0 unanimous)

7d CONSIDER AN APPOINTMENT OF DALE MCDONALD AS COMMISSIONER AND VALERIE QUADE AS ALTERNATE COMMISSIONER TO THE CVSAN COMMISSION: A vacancy was created when Commissioner Howard Adams resigned in August 2023. CVSAN received two applications to fill one vacancy: Valerie Quade and Dale McDonald. Both applicants were interviewed at the regularly scheduled CVSAN meeting on December 13, 2023. The Commissioners recommend Dale McDonald as a commissioner and Valerie Quade as an alternate commissioner. President Barassi shared that he had started as an alternative for the Port Costa Sanitation Commission. Director Peterson inquired about the 4 pm start time. DS Rivas reported that since Mr. McDonald reports to work at a very early hour, he prefers the regularly scheduled time. Approved (Martinez 1st, Spinner 2nd, 5/0, unanimous)

7e APPROVE PAYROLL SCHEDULE FOR CALENDAR YEAR 2024: Item was carried to January. Approved (Martinez 1st, Spinner 2nd, 5/0 unanimous)

7f APPROVE SALARY SCHEDULE TO MEET JANUARY 2024 REQUIREMENTS: The minimum wage will be increased to \$16 per hour effective January 1, 2024. Recreation part-time staff are the only persons affected by this increase. Director Martinez pointed out that exempt employees must be paid no less than double the minimum wage (\$32/hour). The salary schedule was unavailable and therefore the item was carried to January.

7g APPROVE RESOLUTION 23/24-13, ACCESS AND REPAIR AGREEMENT FOR 200 CLARK, CROCKETT: DE Murdock reported that this is for a sewer lateral repair caused by a contractor who hit

a gas line. All the required paperwork has been signed. Approved (McKenzie 1st, Spinner 2nd, 5/0 unanimous)

7h APPROVE RESOLUTION 23/24-14, ACCESS AND REPAIR AGREEMENT FOR 47 CANYON LAKE, PORT COSTA: The District provides the public with three years to pay for sewer lateral repairs. The funds are collected through property taxes. The applicant has expressed hardship and has requested an extension of two additional years to pay for a total of five years, and would like the option to pay sooner if they can do so. Approved. (Martinez 1st, Spinner 2nd, 5/0)

8a BUDGET AND FINANCE: No report.

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9a. MANAGERS' REPORTS RECREATION: No report.

9b. MANAGERS' REPORTS DISTRICT SECRETARY: DS Rivas reported that all of the commissions and committees held elections of officers. The only entity that made any changes is CVSAN. Mark Manzione was elected as Chair and Scott Bartlebaugh as Vice-Chair. She congratulated Recreation Manager Ron Wilson and his team for a great job in organizing a great holiday party for staff, commissioners, committee members, and members of the Board. The district secretary and administrative services manager have been meeting with Director Peterson regularly. He provides valuable teachings on policies, processes, general information, and history of the District.

The Police Liaison Committee has changed their meeting dates from the first Monday to the second Tuesday of the month, still at 7 pm. The Personnel ad hoc committee has established regular meeting dates and times: first and third Tuesday of the month.

Ms. Rivas will begin working with Recreation with visibility of the community center and commercial kitchen through Yelp, Google Business, and the current webpage. She is recommending that the monthly \$150 spent on the Yellow Pages may be better spent on Yelp.

Weekly staff meetings have continued and have been informative and productive.

9c. MANAGERS' REPORTS MAINTENANCE DEPARTMENT: Mr. Murdock reported that he has completed a second coat at the district office floor. Ms. Soxna Dice is our volunteer groundskeeper who has been doing gardening work at the district office grounds. She is expected to leave at the end of the month to be closer to her daughter.

Mr. Peterson reported that multiple leaks have been found at the Memorial Hall building. Mr. Murdock reported multiple leaks at the district office. The leaks at the district office will be addressed after the rains clear. The next project is the front door.

9d. MANAGERS' REPORTS PORT COSTA SANITARY DEPARTMENT: A fire occurred at the electrical pole in Port Costa in late November. An RV was parked next to the pole. The space heater inside the RV caused a fire which burned the RV and subsequently burned the pole. Mr. Murdock reported that the electrical pole has been installed and inspected. The last step is for PG&E to come out and connect the wires. They are aware of the urgency and expect them to make the connection the next day. The generator is working fine. Director Peterson reported that the pole had previously short-circuited and was expensive to repair. The generator runs on diesel until it is fixed. Staff reports the number of hours a generator runs annually to the California Air Resources Board. The project did not go out to bid because it was an emergency repair.

9e. MANAGERS' REPORTS CROCKETT SANITARY DEPARTMENT: Mr. Murdock reported that the contract with Tom Frisch will be on the following agenda. Frisch performs work for the Motor Control Center (MCC) project. The MCC is the electronic and electrical system that runs the pump station. Frisch is responsible for the programming and oversight of the system. He was the design engineer for the project and the best person for the job.

The State Water Board required the District to audit lines that have already been cleaned. Mr. Murdock hired a contractor with specialized cameras that can do 90-degree turns. Random lines were selected, specific lines were required, and staff identified some lines that have been very difficult to clean. There was some evidence of incomplete cleaning, possibly due to cleaning too quickly. Mr. Murdock will discuss the best method to accomplish better cleaning. West County performs routing with a rotational tool and Paulsell uses hydro jetting. Lines with heavy roots are extremely challenging. Adding CCTV to a cleaning project will increase significantly. Staff has communicated these results with the contractor. Director McKenzie shared that he requires contractors to fix substandard work at the contractor's expense regardless of how they are paid. A brief discussion was had on moving forward with assuring lines are being cleaned thoroughly. Director Peterson shared that the district owns a camera that can be used. For staff to perform this camera work, will increase workers' compensation costs.

Mr. Murdock reported that the staff continues to work on preparing for the Joint Use Agreement (JUA) with C&H. Staff is waiting on paperwork from the consulting engineer. These documents are necessary for the Alexander Park project to be posted for bidding. Vivian Housen's contract is ongoing with annual rate increases.

9f. MANAGERS' REPORTS LIGHTING & LANDSCAPE COMMISSION: Mr. Murdock reported that the Lighting and Landscape Commission (L&L) has met and has created a plan. They are focusing on cleaning along Pomona Street and around the perimeter of the bridgehead. They are considering hiring a local maintenance person, but workman's compensation may be unfeasible. They are also considering a contractor for regular maintenance.

9g. MANAGERS' REPORTS GOVERNMENTAL MATTERS: No report.

9h. ANNOUNCEMENTS AND DISCUSSION: No report.

10a. REPORT FROM PERSONNEL COMMITTEE REPORT: No report.

10b. REPORT FROM BUDGET & FINANCE COMMITTEE: No report.

10c. Report from POLICE LIAISON COMMITTEE: Commissioner Wais reported that the commission is considering changing their meeting date because the sheriff's representative has to make a special trip because he does not work on Mondays. The license plate reader (LPR) discussion is still in play with funding sources are still being sought.

10d. REPORT FROM CVSAN WASTEWATER COMMITTEE: Mr. Murdock reiterated that the committee's main focus has been on the Joint Use Agreement negotiations.

10e. REPORT FROM MEMORIAL HALL ADVISORY COMMITTEE: Director Peterson reported that the building experienced some minor vandalism; a copper downspout was severed. The committee has not met recently. The engineer who worked on the engineering drawings revisions continues to make himself available to the District. Mr. Peterson hopes to be able to take these out for bid at some time in the future.

10f. REPORT FROM AD HOC COMMITTEES: Director Martinez reported that there is much work to do. The committee is focusing on identifying exempt from non-exempt classifications; possibly eliminating employment contracts and replacing them with standard agreements; labor law statutes and definitions; updating the injury and illness prevention program, paid holidays, Title 2 and Title 4 in the District Code, information security update, implementing a supervisor manual to assist with corrective action. The meetings were expected to take half an hour but take up to an hour and a half.

10g. REPORT FROM INTER-AGENCY MEETINGS: No report.

11. FUTURE AGENDA ITEMS/BOARD COMMENTS:

- Director Nick Spinner announced that a candidates' forum is scheduled for February 8th at the community center and is asking for assistance in planning the event. The event is tentatively scheduled to begin at 5:30 pm.
- Resolution approving Martin Luther King, Cesar Chavez, and Juneteenth holidays.
- Annual Report on the use of recreation taxes (Gov't Code Sec. 50075.3)
- Salary Schedule to meet January 2024 requirements.
- Budget Schedule

12. ADJOURNMENT. The meeting was adjourned at 8:24 until January 24, 2024.

Respectfully submitted,
Sonia Rivas, MBA