

# LIGHTING & LANDSCAPE COMMISSION (L&L)

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of the Crockett Community Services District

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## MINUTES FOR LIGHTING AND LANDSCAPING COMMISSION MEETING JULY 16, 2024.

- 1 CALL TO ORDER: The meeting was called to order at 7:04 PM by Chair Pannell. Commissioners Fisk, Garbis, Mitzel, and Pannell were present. Staff present included District Secretary (DS) Rivas, District Engineer (DE) Murdock, Administrative Services Manager (ASM) Goodman, and Event Supervisor (ES) Morales. District Board Director Peterson was also present.
- 2 CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
- 3 PUBLIC COMMENTS ON NON-AGENDA ITEMS: A member of the public passed out flyers for the upcoming Relay for Life and invited the public to participate. The event will take place on August 3<sup>rd</sup> and 4<sup>th</sup>. The Chamber of Commerce announced that the Wine Stroll will take place in Crockett on August 24<sup>th</sup>.
- 4 CONSENT CALENDAR: Minutes for June 18<sup>th</sup>, 2024 were approved as presented. (Fisk 1<sup>st</sup>, Garbis 2<sup>nd</sup>, 4/0).
- 5a RECEIVE REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: The \$50 L&L tax continues. The district secretary's role was changed from a part-time to a full-time position. The District has three seats open for the next election. Declaration of Candidacy statements are being accepted between July 15 – August 9. Election day is November 5<sup>th</sup>. The Police Liaison Committee was reduced from 7 seats to 5 seats.
- 5b DISCUSS FLOWER BASKET INSTALLATION: A representative of the Crockett Chamber of Commerce presented a formal proposal to hang four 22-inch flower baskets on decorative streetlights. The planters are 40 pounds each and contain artificial flowers for easy maintenance. The baskets are two-sided for stability and will be hung 10 to 12 feet from the ground. Hercules Landscaping Company is the installer and the insurance holder. Although the District Board does not need to approve the project, it was recommended that the Board should be informed. Staff will confirm the insurance coverage and prepare an MOU. A motion was made to approve the hanging basket project pending insurance verification. (Mitzel 1<sup>st</sup>, Garbis 2<sup>nd</sup>, 4/0).
- 5c DISCUSS MAINTENANCE PLAN: The DS prepared a worksheet based on Director Peterson's presentation at the previous meeting on how to prepare a maintenance plan to help guide the maintenance plan discussion. A maintenance schedule spreadsheet that detailed the various maintenance areas, frequency, and responsible entity was presented and discussed. The County owns the parking lot informally used as a park-and-ride is irregularly maintained but mostly by volunteers. Staff suggested that the Commission prioritize the areas outlined in Measure L and expand if the budget allows. The maintenance plan worksheet provided should be used to note maintenance done. It was noted that a full plan may take up to a year after the four seasons have been experienced. The number of Crockett volunteers continues to dwindle. A member of the public suggested incentivizing volunteers by providing food. Another person suggested offering gardening/pruning tips as a way to attract volunteers. Maintaining an ongoing list of service items was suggested.
- 5d UPDATE ON PRESSURE WASHER PURCHASE: Staff purchased a Greenworks 2000 PSI pressure washer and will be tested out in the next few days.
- 5e OUTREACH AND EDUCATION: This item was parked until further notice.

5f DISCUSS MINUTE REPORTING: A discussion was had on the most efficient and effective method to prepare minutes as they can be too detailed. There is value in being able to refer to older minutes to learn about discussions, decisions, and processes. The disadvantage to condensing summaries of actions and details relevant to a decision is that valuable details are not memorialized such as the helpful tips presented by Director Peterson when he presented his guide to creating a maintenance plan.

6a FINANCIAL REPORT ON EXPENDITURE AND AVAILABLE FUNDS: The cash account has not been reconciled. The cash account balance is \$41,012.76 with a pending \$5,000 outstanding credit. The \$327.50 charge is for the California Special District Association annual membership (CSDA) which will increase the next year. The CSDA is an invaluable resource for special districts. All commissioners have access to the organization. CSDA distributes various newsletters; members can modify the information they wish to receive on their own.

6b UPDATE ON THE BUDGET PROCESS FOR FY 24/25: Staff met with the Budget & Finance representative who approved the proposed budget for FY 24/25. The fund is healthy.

6c UPDATE ON FINANCIAL MATTERS: None.

7. REPORTS FROM STAFF: Villa Construction weed whacked the perimeter of the Bridgehead. A volunteer plans to clear the interior pending weather conditions. A recent fire in Northern California was started through mowing and the mowing operators were charged with felonies for causing the fire. The entrance to the I-80 West is owned by Caltrans and appears to not have been touched. A quote was requested to clear the frontage of the Wanda bypass up to Port Street. C&H donates funds for the Wanda bypass via the Crockett Improvement Association (CIA) and was suggested that L&L should not take that project on due to potential conflict with the District. The hillside length of Rolph Avenue from Pomona to Winslow needs addressing. The hillside is steep and costs approximately \$20,000 to clear. Recreation funded the current year, and Cal Fire funded the clearing of the previous year. Adding mulching using volunteers was suggested but could still be limited due to the steepness of the hillside. A commissioner suggested that although the process will take longer than a day, the long-term benefits may be worth the effort. There was concern that a hillside mulching project is outside of the scope and available funds of the department. It was suggested that supplemental funds from the Crockett Community Foundation could be an option. Once completed, mulching maintenance would occur every year or two. A member of the public shared that community garden planting could also be considered and double as a fire field.

8 COMMENTS FROM COMMISSIONERS: The County Public Works' scheduler confirmed that the Alhambra and Winslow medians have been addressed. The Francis median is on the schedule. The maintenance schedule is slated for twice a year. L&L may need to remind the County to schedule future maintenance. It was pointed out that the trees planted on the verges along Pomona, Rolph, and Loring were planted by the CIA and therefore Caltrans nor the County is responsible for maintaining them. L&L can ask residential property owners to remove weeds from these trees planted on their verges. There is approximately \$10,000 in an escrow account with the County set aside for tree removal of these trees if needed.

9 FUTURE AGENDA ITEMS:

- Update on maintenance plan – ongoing,
- Threshold amount for contract approvals by the commissioners.
- Adopt a Median program.
- Outreach and education.

10 ADJOURNMENT: The meeting was adjourned at 8:20 PM to August 20, 2024.

Respectfully submitted,  
Sonia Rivas, MBA  
District Secretary