

LIGHTING & LANDSCAPE COMMISSION

REGULAR MEETING

AGENDA FOR TUESDAY, MAY 21, 2024

TIME: 7:00

PLACE: Crockett Community Center, 850 Pomona, Crockett

The Lighting and Landscape 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:
(Matters are not on the agenda may be referred to staff for action or calendared on a future agenda.)
4. CONSENT CALENDAR:
 - a. Approve minutes for December 19, 2024.
 - b. Approve minutes for March 19, 2024.
5. ADMINISTRATIVE:
 - a. Receive report on actions taken by the District Board.
 - b. Recommend specific maintenance special tax rate to be charged in FY 24/25.
 - c. Discuss decorative baskets on District-owned streetlights.
 - d. Discuss Bridghead Maintenance Plan
 - e. Discuss Downtown Plaza maintenance.
 - MOU
 - Maintenance
 - Trash and recycling.
 - Electricity
 - Fountain
 - f. Review Downtown Plaza Temporary Use Permit.
 - g. Consider representation on 1 Rolph Park Drive Ad Hoc Committee.
6. BUDGET AND FINANCE:
 - a. Financial report on expenditure and available funds.
 - b. Update on financial matters.
7. REPORT FROM STAFF:
8. COMMENTS FROM COMMISSIONERS:
9. FUTURE AGENDA ITEMS:
10. ADJOURNMENT: to June 18, 2024.

LIGHTING & LANDSCAPE COMMISSION

You will find the Minutes of this meeting posted on our website at www.town.crockett.ca.us/lighting-and-landscape-commission

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.

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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 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.

LIGHTING & LANDSCAPE COMMISSION (L&L)

of the Crockett Community Services District

For Review

P.O. Box 578 - Crockett, CA 94525
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MINUTES OF LIGHTING AND LANDSCAPING COMMISSION MEETING DECEMBER 19, 2023

- 1 CALL TO ORDER: The meeting was called to order at 7:04 PM by Chair Pannell. Present were commissioners Garbis, Mitzel, and Pannell; Castro-Silva was absent. Staff present included Interim General Manager (IGM)/District Secretary (DS) Sonia Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Event Supervisor (ES) Morales. District Board Director Kent Peterson was also present.
- 2 CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
- 3 PUBLIC COMMENTS ON NON-AGENDA ITEMS: Ms. Morales inquired about storm drain cleanup. DE Murdock reported that the County maintains the drains. Chair Pannell reported that East Bay MUD (Municipal Utilities District) was in her neighborhood clearing leaves from storm drains.
- 4 CONSENT CALENDAR: Minutes for October 17, 2023, were approved. (Mitzel 1st, Garbis 2nd; 3/0, 1 absent)
- 5a PUBLICITY STRATEGY FOR COMMUNITY BEAUTIFICATION ACTIVITIES: DS Rivas had previously suggested that the website become the official page for L&L as the authority of information. Chair Pannell expressed that there is nothing to report at this time. She offered to prepare an article for the Crockett Signal but recognized that other channels should be considered. Commissioner Garbis suggested a sign be posted in areas of improvement publicizing that work is being funded by Measure L and printed orange safety vests for those working in the designated areas.

Director Peterson reported that the L&L Commission is required to publish an end-of-year report to notify the community on how the commission used Measure L funds throughout the year just like the Recreation Commission does. Instead of a report for 2023, he suggested that Ms. Pannell's article report that funds have not been received and report on the plans for the year. The report can be prepared by either commissioners or staff. The article should direct readers to the website for additional information.
- 5b DISCUSS HIRING A MAINTENANCE PERSON: Chair Pannell reported that several local individuals have expressed an interest in a maintenance role. She reported that former commissioner Castro-Silva is no longer cleaning the Plaza but that it continues to look relatively clean. Mr. Peterson suggested a local hire preference and suggested that the opportunity be posted in the Signal publication.

Mr. Murdock recommended that a contractor be selected to do the initial cleanup followed up by a less expensive, hourly maintenance person who could be a student. He differentiated between tasks and cautioned that anyone using machinery should be over 18 years of age and will require workers' compensation insurance. Workers' compensation is estimated to be approximately \$27 per hour and is less expensive for contractors as they can acquire more work and spread the costs per project. Chair Pannell would like to hire a regular maintenance person for raking, pruning, and weeding. DE Murdock will research rates for non-machinery workers' compensation pricing.

4.a

A discussion was had regarding the Crockett Improvement Association's (CIA) continued volunteering efforts. Mr. Peterson responded that the CIA could continue those efforts so long as there were volunteers and work parties. He reminded the commissioners that per the Memorandum of Understanding (MOU) between the District and the CIA, the District does not need to get involved with the cleaning and maintaining of the Plaza and recommended that L&L may want to reevaluate the MOU. Chair Pannell would like the District to take over but agreed to revisit the MOU.

There was a discussion about liability when volunteers are involved. This issue needs to be further discussed depending on changes that may be made to the MOU. Another topic of discussion was the importance of looking at current District staffing utilization before considering outside hires.

Mr. Peterson led a discussion on how the Measure L tax amount of \$50 per parcel cost was created. A discussion followed on the importance of keeping costs down to maximize revenue.

Commissioner Mitzel motioned to authorize DE Murdock to hire a contractor when funds become available. As the person hiring the maintenance person, Mr. Murdock recommended beginning with cleaning Pomona Street due to its high visibility followed by the perimeter of the bridgehead. (Mitzel 1st, Garbis 2nd, 3/0)

5c CREATE FAQs: DS Rivas reported that work has not begun for the FAQs but initial questions will answer questions such as what Measure L is and its purpose, projects that are being considered, priorities, who the commissioners are, etc. Commissioner Garbis would like additional information on who to contact for general maintenance questions and a map of L&L-focused areas. Mr. Peterson added that a list of contacts should be added for issues outside of the purview of L&L such as the water department and county services such as public works and maintenance.

6 REPORTS FROM STAFF: None.

7 COMMENTS FROM COMMISSIONERS: None.

8 FUTURE AGENDA ITEMS:

- Discuss maintenance for Quarter 1 and Quarter 2.
- Budget and expenditures
- FAQs
- Website page

9 ADJOURNMENT: The meeting was adjourned at 7:57 PM to January 16, 2024.

Respectfully submitted,
Sonia Rivas, MBA

LIGHTING & LANDSCAPE COMMISSION (L&L)

of the Crockett Community Services District

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For Review

MINUTES FOR LIGHTING AND LANDSCAPING COMMISSION MEETING MARCH 19, 2024.

- 1 CALL TO ORDER: The meeting was called to order at 7:01 PM by Chair Pannell. Present were commissioners Garbis, Mitzel, and Pannell; Castro-Silva was absent. Staff present included Interim General Manager (IGM)/District Secretary (DS) Sonia Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Event Supervisor (ES) Morales. District Board Director Kent Peterson was also present.
- 2 CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: DS Rivas requested to move item 4 before Item 3.
- 3 PUBLIC COMMENTS ON NON-AGENDA ITEMS: Crockett Chamber President Norma Black reported that the Chamber had received a grant for decorative flower baskets to be hung from the streetlights on Pomona Avenue. She asked for permission to install and maintain. Several questions were unanswered regarding the size of the baskets, the weight capabilities of the light poles, and insurance requirements. The desired installation date is June. Ms. Black offered to return with more information.

DS Rivas passed out the Statement of Economic Interest Form 700 for the commissioners to sign. The Form 700 provides transparency and ensures accountability in two ways: It provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their personal finances.
- 4 SEATING OF NEW MEMBER: Julie Fisk was welcomed and seated.
- 5 CONSENT CALENDAR: Minutes for February 20, 2024, were approved. (Garbis 1st, Pennell 2nd, 3/0, 1 absent)
- 6a PLAZA MAINTENANCE: DE Murdock reported that he has received approval to have recreation employee Ms. Morales help with general maintenance of the Downtown Plaza for one hour, three times a week. She has already begun cleaning with immediate great results. Mr. Murdock has pressure washed as well. Chair Pannell recommended purchasing tools with a budget of \$200. Commissioner Garbis would like to purchase some apparel for the maintenance crew to wear while performing tasks.

ACTION: Purchase tools to perform maintenance needs. To be stored at the District offices.

ACTION: Ms. Goodman to request a quote for Hi-Viz apparel with Measure L language.
- 6b BRIDGEHEAD DISCUSSION/UPDATES: DE Murdock reported that he and Chair Pannell met with Crockett resident Ken Shaw, an independent contractor who works with CVSAN Commissioner Trask and owns large equipment to mow around the Bridgehead's uneven terrain. His fee is \$750. Mr. Murdock suggested three times a year: within a week, mid-summer, and for the September fire season. He has a business license and liability insurance. Board Director Peterson reported that Mr. Trask has acquired a new mower and was planning to mow around the Bridgehead on his own. Mr. Trask is unaware that the Board declined to sign the Caltrans agreement that allows the District to maintain the property. Mr. Peterson cautioned against losing control by having multiple people/agencies perform work without the Commission's knowledge. Commissioner Mitzel argued for

4.b

setting a precedent. While volunteers are assets to the community, Measure L provides the opportunity to professionalize the more technical problems with expert solutions. This will protect delicate flora and fauna.

Chair Pannell reminded everyone that the next Crockett Improvement Association (CIA) -sponsored town cleanup is Saturday, April 20.

ACTION: Move forward with Ken Shaw to mow when the weather allows.

6c FINANCIAL REPORT ON EXPENDITURES AND AVAILABLE FUNDS: The item was carried to the next meeting.

7 BUDGET AND FINANCE: ASM Goodman explained that Staff time has not yet been considered in the L&L budget. The District operates on a fiscal year model and the L&L funds are received in the middle of the fiscal year. The Commission is spending funds without a budget in place. She will be working with the L&L budget and finance representatives to establish goals and priorities for the 2024-25 fiscal year. Whatever is not used in the current fiscal year will roll over to the next cycle. The discussion on the mowing services helps identify actual costs that will guide the budget process. Ms. Goodman has already begun laying the groundwork for the L&L budget. Moving forward, transmittals of expenditures will be included in the agenda packet for review.

Commissioner Mitzel inquired about the quality of work recently performed by Villa Landscaping. While there were no photos, Ms. Goodman reported that Facebook posts have stopped since the work was completed, where she had previously read many complaints about that section on Pomona Street. DS Rivas reminded everyone that due to the nature of the commission, before and after photos are important. Since this is a behavior change, she recommended taking after photos now and then more photos when the time comes to clear the area(s) again as before photos.

8. REPORTS FROM STAFF: Mr. Murdock reported that he pressure-washed the Plaza with a gas-powered pressure washer. The washer performed well, but he received several complaints about the noise levels. A discussion was had about possibly purchasing an electric machine. Mr. Peterson reported that the CIS owns a very powerful gas-powered pressure washer and suggested using existing equipment before spending funds. Ms. Goodman offered to loan her electric power washer to the cause.

9 COMMENTS FROM COMMISSIONERS: Commissioner Garbis presented a list of FAQ questions that should be listed on the website. A web form should be created for the public to submit service requests and the form should limit the areas of service to those that the L&L oversees. Mr. Peterson reported that the Caltrans agreement is outside of the capacity and means of the District and the Board refused to sign it. Mr. Murdock was tasked with following up with Caltrans,

10 FUTURE AGENDA ITEMS:

- December Minutes
- Decorative baskets
- FAQs
- Maintenance plan
- Maintenance person
- Select representatives for the Budget and Finance Committee
- Review of MOU between CCSD and CIA after CIA has provided input.

11 ADJOURNMENT: The meeting was adjourned at 8:17 PM to April 16, 2024.

Respectfully submitted,
Sonia Rivas, MBA

BRIDGEHEAD MAINTENANCE

By Steve Batchelder

Regarding future maintenance at the Bridgehead: The goal of the long-term maintenance is to create an oak overstory that will eventually eliminate annual grasses and reduce the cost of yearly maintenance as well as reduce potential for fire.

Short Term

First step is to get a crew on site to pick up trash and cut and drag remaining brush to the road or path edge for chipping.

Acacia Trees – I know that not all will favor this, but the acacia trees will be a source of new seedlings that will out-perform the oaks since they are a legume and have a source of nitrogen. Best to get them out before we have an ongoing problem. (Same tree across from the J&L.)

Second step is to chip all of the brush. Ken Shaw said he can rent a chipper. We do have some experienced people that can feed the chipper and the proper protective gear.

Third step is to finish mowing the grass and final cleanup.

Long Term

Mulching – Mulching the trees will significantly improve the rate of growth and get us to the end goal much quicker. Trees that do not have to compete with weeds are known to grow twice as fast.

Future Pruning – Hope to keep the Merritt College involved to create structurally sound trees. Only thing we need to discuss is the height of the first permanent branch.

Is it practical to try to get a group of interested people involved with a walk through to discuss this? Would rather have a consensus in the beginning to be sure where we are headed both short and long term.

CROCKETT DOWNTOWN PLAZA

TEMPORARY USE PERMIT

Crockett's Downtown Plaza is owned by the Crockett Community Services District but operated and maintained by the Crockett Improvement Association for public benefit.

The Plaza is available for spontaneous use by individuals on an unsupervised basis, and group events when officially permitted, subject to the requirements and control of the C.I.A.

No individual retail vending is allowed in the Plaza.

* * * * *

This Temporary Use Permit is issued to _____

for use on _____, between 6 AM – 10 PM only

for the following event _____

by authority of _____, acting for the C.I.A. Board of Directors.

This Temporary Use Permit must be posted in the Plaza during the event or the event will be evicted from the Plaza.

All events must adhere to the following restrictions:

Noise & music must be kept very low at all times.

Lighting is not allowed in the Plaza after 10 PM.

No sale or use of alcohol.

All vehicles are prohibited from the Plaza at all times.

Skateboarding is prohibited.

Events may not exclude the public from the Plaza.

The use of barricades is prohibited.

Flea markets are prohibited.

Individual retail vending is prohibited.

Immediate cleanup and off-site disposal of litter and trash is required.

A cleaning & damage deposit of \$200 in cash is required at the time of permit issuance. This deposit is fully refundable after satisfactory cleanup and off-site disposal of all waste resulting from the event and repair of all damage to the plaza that occurred during the event.

Crockett Improvement Association: (510) 787-1850. [5/11]

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: _____ Fund: 324200 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3242 - MAINTENANCE				
03/02/2024	CONTRA COSTA COUNTY TREASURER	Staff hours for L&L, Netchex payroll nbr 20, SPLIT	362.30	590
03/02/2024	Villa's Landscape	Clean up on Pomona 3 workers + eqpt + debris disposal 1/25, 1/26, 1/30, 2/1	4,700.00	591
Total FUND 3242 - MAINTENANCE			<u>5,062.30</u>	
TOTAL			<u><u>5,062.30</u></u>	

[Handwritten Signature]
 3/3/2024

6.a

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3242 - MAINTENANCE				
03/18/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 21, DM 4.25 Hours	91.04	592
03/18/2024	Crockett Public Services	Memorial Hall Architectual Prints & Bridgehead - mower gasoline	42.47	593
03/18/2024	David Farnsworth, CPA	2022 Audit INV# INV-0345 - SPLIT	52.01	594
Total FUND 3242 - MAINTENANCE			185.52	
TOTAL			185.52	

[Handwritten Signature] 3/18/24

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District
 Auditor's Date: _____ Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3242 - MAINTENANCE				
04/02/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nmbr 22, split	329.88	595
Total FUND 3242 - MAINTENANCE			329.88	
TOTAL			<u>329.88</u>	

Janet [Signature]
4/2/24

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324200 Account : 0830

<u>Date</u>	<u>Name</u>	<u>Memo</u>	<u>Credit</u>	<u>Num</u>
FUND 3242 - MAINTENANCE				
04/16/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll no 23 - SPLIT	201.23	596
Total FUND 3242 - MAINTENANCE			201.23	
TOTAL			<u>201.23</u>	



4/16/2024