

LIGHTING & LANDSCAPE COMMISSION (L&L)

of the Crockett Community Services District

P.O. Box 578 - Crockett, CA 94525

850 Pomona Street

Telephone (510) 787-2992

E-mail: Districtsecretary@town.crockett.ca.us

Website: www.town.crockett.ca.us

MINUTES FOR LIGHTING & LANDSCAPING COMMISSION MEETING MAY 19, 2026.

1. CALL TO ORDER – ROLL CALL: Chair Pannell called the meeting to order at 7:03 p.m. Commissioners Fisk, Garbis, and Pannell were present. Commissioner Mitzel arrived at 7:05 PM. Commissioner Gomez was absent (excused). General Manager (GM) Goodman and District Secretary (DS) Rivas were present.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: Commissioner Garbis requested that the Maintenance Plan in Future Agenda Items be considered for discussion as Administration 6c. Motion to approve passed. (Garbis 1st, Pannell 2nd, 4/0, 1 absent)
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
4. CONSENT CALENDAR: Motion to approve with minor edits passed. (Pannell 1st, Fisk 2nd, 4/0, 1 absent)
 - a. APPROVE MINUTES FOR SPECIAL JOINT MEETING WITH RECREATION (MARCH 30).
 - b. APPROVE MINUTES FOR REGULAR MEETING ON FEBRUARY 17.
 - c. RECEIVE REPORT ON ACTIONS TAKEN BY THE BOARD (APRIL 22)
 - d. RECEIVE WARRANT TRANSMITTALS (MARCH AND APRIL)
 - e. RECEIVE CASH ACCOUNT.
5. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR
6. ADMINISTRATIVE
 - a. CONSIDER AND APPROVE PHASE II OF FLOWER PLANTERS TO BE HUNG ON 2ND AVENUE BY THE CROCKETT CHAMBER OF COMMERCE: The Crockett Chamber of Commerce (CCOC) is currently pursuing grant funds to extend flower baskets onto 2nd Street. CIA supports the project, but they do not have the authority to approve. Staff is waiting for updated insurance documents. It was noted that the baskets were supposed to be removed during wet weather to prevent potential damage to the light poles due to additional weight, but they are not being removed. There was a consensus TO support extending the baskets on 2nd Street. The Item will be presented to the Board.
 - b. DISCUSS THE MARCH 30 JOINT MEETING WITH RECREATION AND DISCUSS TOPICS FOR THE JUNE 1ST JOINT MEETING: The GM shared the concerns from the Recreation Commission regarding merging the Commissions: length of meetings, separation or commingling of funds, and how voting on items would work. The District Code does not require commissions in general, and each department does not require separate commissions. If the Commissions are joined, there is an option to have up to 7 commissioners plus an alternate. A significant benefit of merging the commissions is to save on Staff time. Having back-to-back meetings is still two separate meetings, regardless of whether they are on the same day. The group supported another joint meeting on June 1, during the regularly scheduled Recreation meeting. Staff were asked to allocate time restrictions per discussion to control meeting length.
 - c. DISCUSS WEED ABATEMENT / MAINTENANCE PLAN: L&L has been in place for two years, and a maintenance plan has not been created. Chair Pannell created an ad hoc committee consisting of Commissioner Garbis and Chair Pannell to prepare a draft maintenance plan. The DS will send the various documents already created to guide drafting the plan. The DS clarified that short-term ad hoc committees do not need to be public, unlike standing committees, which need publicized agendas.

7. BUDGET AND FINANCE

- a. REVIEW THE L&L QUARTERLY BUDGET REPORT FOR Q3 (JANUARY – APRIL): This discussion was rolled into 7b. Only \$3,800 was spent on landscaping services for Q3.
 - b. REVIEW AND DISCUSS L&L BUDGET FOR FISCAL YEAR 2026/27: The GM presented the proposed budget, highlighting \$57,000 for overall expenses. No work has been done on streetlights but expect a few upcoming repairs requiring a cherry picker (estimated at roughly \$2,000). The purchase of street light supplies may be considered for the next fiscal year. Missing from the spreadsheet is L&L's portion of election fees for 2026 (three directors are up for election in 2026). Commissioner Garbis noted that the financial report reflects that only half of the tax collected is being spent and expressed concern that homeowners may feel they are overpaying. This surplus is a roll-over from the previous fiscal year. The District has been conservative with spending, hence the surplus funds. There are lighting supplies to be ordered, and possibly a riding lawnmower. The department is still young, and surplus funds can be allocated towards reserves and other capital expenses. All agreed that the goal of allocating 10-15% of revenues for reserves is reasonable. Memorial funds are listed under L&L but are considered a separate fund and are forwarded to a LAIF account. A finance consultant will be presenting a financial plan to the Board, specifically addressing a sewer use charge rate increase for Crockett Sanitary.
 - c. UPDATE ON DISTRICT FINANCIAL MATTERS: Administration offices have been very busy. The 2022/23 Yellow Letter Audit is underway (yellow audits undergo a secondary review). L&L accounting will not be included in this audit since it was not created until 2023. Several findings are expected, but the GM began addressing many of the findings already. The goal is to catch up on audits and have no findings due to better administration practices. The Cash account balance is \$35,114 and should be sufficient to get the department through the next influx of funds in mid-December.
8. REPORT FROM STAFF: GM Goodman noted that Commissioner Gomez had commented on the less-than-stellar condition of some landscaping work at the Bridgehead area. The GM has communicated with the contractor(s) to finish clearing an area of debris once work is completed. Ms. Gomez (via Chair Pannell) expressed disappointment that work on the Bridgehead area using L&L funds was scheduled for one week before the community cleanup day sponsored by the CIA. Only two volunteers worked on the Bridgehead, and even with the work done beforehand, there was still a lot of work to do. The volunteers were grateful for the work done ahead of time.
9. REPORTS / COMMENTS FROM COMMISSIONERS: Through Chair Pannell, Commissioner Gomez was disappointed that her request for a tree trimming grant did not go through for the Community Benefits Agreement program. The CIA is a better conduit for the project and can be considered the following grant year. The GM did not have the bandwidth to add an additional project on top of five other grant applications, the audit, the sewer use charge study, and other operations. Ms. Pannell praised Ms. Gomez's efforts and presentation of the tree trimming proposal, noting that the referenced trees were planted over 20 years ago and have never received any maintenance. The Adopt-A-Highway application needs to be signed by the contractor.
10. FUTURE AGENDA ITEMS Ms. Morales reported that a property owner at the corner of Merchant and Pomona had left debris on Virginia Street. County and the Fire Department have issued warnings to the owner to remove the debris. L&L funds should not be used to clear the debris since it is the property owner's financial responsibility to clear it.
- Joint meeting with Recreation - Commissioners agreed on Monday, June 1, for a joint meeting.
 - Discuss the distribution of responsibilities between L&L and Crockett Public Services as they pertain to maintenance needs. – This item will be rolled into the Maintenance Plan.
 - Update on CIA's modified maintenance plan for the Plaza.
 - Resolution to update Ad Valorem tax distribution to include L&L.
 - Weed abatement/maintenance plan
11. ADJOURNMENT: The meeting was adjourned at 8:40 PM until June 16, 2026.