

# LIGHTING & LANDSCAPE COMMISSION (L&L)

## AGENDA FOR TUESDAY, JUNE 16, 2026

TIME: 7:00 PM - REGULAR MEETING

LOCATION: Crockett Community Center, 850 Pomona St., Crockett

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P.O. Box 578, Crockett, CA 94525 | [www.town.crockett.ca.us](http://www.town.crockett.ca.us) | (510) 787-2992  
[districtsecretary@town.crockett.ca.us](mailto:districtsecretary@town.crockett.ca.us) | Meetings are recorded for accuracy of minutes.

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*The Lighting and Landscape (L&L) 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 that 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 Special Joint Meeting with Recreation (June 1).
  - b. Approve minutes for regular meeting on May 19.
  - c. Receive warrant transmittals (May).
5. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR
6. ADMINISTRATIVE
  - a. Discuss Draft Maintenance Plan and next steps.
  - b. Discuss skipping July 21 meeting
7. BUDGET AND FINANCE
8. MAINTENANCE PLAN AD HOC:
9. REPORT FROM STAFF
10. REPORTS / COMMENTS FROM COMMISSIONERS
11. FUTURE AGENDA ITEMS
  - Measure X funding
  - Consider and discuss the use of Parcel Tax funds to clear growth on the hillside of public space behind Alexander Park and the Community Center.
  - Joint meeting with Recreation.
  - Update on CIA's modified maintenance plan for the Plaza.
  - Resolution to update Ad Valorem tax distribution to include L&L.
12. ADJOURNMENT: To July 21, 2026.

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

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# SPECIAL JOINT MEETING OF THE CROCKETT RECREATION COMMISSION AND LIGHTING & LANDSCAPING COMMISSION

of the Crockett Community Services District

P.O. Box 578, Crockett, CA 94525

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## FOR REVIEW

### MINUTES OF THE SPECIAL JOINT MEETING OF THE CROCKETT RECREATION COMMISSION AND LIGHTING & LANDSCAPING COMMISSION MEETING ON JUNE 1, 2026.

1. CALL TO ORDER – ROLL CALL (L&L): Meeting was called to order at 6:05 PM by L&L Chair Pannell. Commissioners Garbis, Gomez, and Pannell were present. Commissioners Fisk and Mitzel were absent (unexcused). General Manager Goodman, District Secretary Rivas, and CVSAN Commissioner Wais were present.
2. CALL TO ORDER – ROLL CALL (REC): Commissioners Airoldi, Choquette, Cusack, and Leuba were present.
3. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
4. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Commissioner Gomez reported that the local church may be closing and handed out a petition requesting that it remain open.
5. CONSENT CALENDAR L&L: Item 5a was carried to the next meeting. Motion to approve 5b-e passed. (Pannell 1<sup>st</sup>, Gomez 2<sup>nd</sup>, 3/0, 2 absent).
  - a. Approve minutes from the L&L meeting of May 19. Carried to next meeting.
  - b. Receive report on Actions Taken by the Board (May 27).
  - c. Receive L&L Warrant Transmittals (May).
  - d. Receive L&L Cash Account Balances (May).
  - e. Receive L&L (Memorial Hall) LAIF savings account balance report.
6. CONSENT CALENDAR (REC): Item 6a carried to the next meeting. Motion to approve 5b-d passed. (Airoldi 1<sup>st</sup>, Leuba 2<sup>nd</sup>, 4/0)
  - a. Approve minutes from the REC meeting of March 2 and May 1. Carried to next meeting.
  - b. Receive REC Warrant Transmittals (May).
  - c. Receive Cash Account Balances (May).
  - d. Receive LAIF balance report.
7. ITEMS PULLED FROM CONSENT CALENDAR: None.
8. ADMINISTRATIVE (L&L):
  - a. RECOMMEND CONTINUATION OF THE L&L TAX RATE OF \$50 PER HOUSEHOLD IN CROCKETT FOR FY2026-27: Staff provided an overview of the tax, noting that Measure L allows for increases based on COLA, currently at 3.8% (estimated to be approximately \$1,500 in additional funds). Based on the current year's expenditures and proposed budget, a rate increase is not recommended for FY 2026/27. Motion to

**5.a**

continue the \$50 per parcel tax for FY 2026/27 passed. (Pannell 1<sup>st</sup>, Garbis 2<sup>nd</sup>, 3/0, 2 absent)

- b. CONSIDER AND DISCUSS THE USE OF PARCEL TAX FUNDS TO CLEAR GROWTH ON THE HILLSIDE OF PUBLIC SPACE BEHIND ALEXANDER PARK AND THE COMMUNITY CENTER: The Board asked if Measure L funds could be used to clear the hillside area behind the recreation area. The Ordinance refers to District-owned public property. While the hillside is publicly owned and open to the public, it is a gray area, and it is unclear if L&L funds could be used for this area. The Carquinez Fire Department had cleared the area using Measure X funds approximately two years ago. The goal is to clear the hillside before the next fire season. A request was made to invite a representative from the Carquinez Fire Department to discuss past efforts and discuss next steps.

9. ADMINISTRATIVE (REC):

- a. UPDATE ON RECREATION GRANTS SUBMITTED TO THE COUNTY'S COMMUNITY BENEFIT AGREEMENT(CBA) PROGRAM: A list of projects submitted for the CBA grant was presented; \$113,359 for Recreation projects and \$119,213 for Memorial Hall (foundation stabilization). The grant is reimbursable. Funds must first be spent, then submitted for reimbursement. The panelists are reviewing the grant applications. The primary contact of each application will be invited to present their projects and answer questions; the RDM will serve as the Recreation contact. Funds will be available around August/September for approved projects.
- b. RECOMMEND CONTINUATION OF THE REC TAX RATE OF \$110 PER HOUSEHOLD FOR CROCKETT AND PORT COSTA FOR FY 2026-27: The REC tax was increased from \$50 to \$110 in 2012. Inflation, deferred maintenance, and unexpected repairs have outpaced the \$110 parcel tax. An ad hoc committee opted to wait until the general election to consider a ballot measure to increase the tax amount. In the meantime, the current rate is supplemented by other grants and is needed to continue providing recreational services. A consensus was reached to continue the Rec tax.

10. BUDGET AND FINANCE:

- a. UPDATE ON DISTRICT BUDGET – UPDATED PROPOSED BUDGET FOR FY26/27 AND PUBLIC HEARING ON JULY 22 AT 7 PM: The entire proposed District budget was presented. Recreation reflects a deficit but does not account for the \$320,000 in excess property taxes allocated by the Board. FY 2025/26 encompassed numerous unexpected repairs due to deferred maintenance. Insurance rates increased approximately 30% across the board. The Alexander Park ADA project was officially completed this fiscal year.

L&L contains a Maintenance Account (3242) which holds two separate types of funds that are managed separately: Cash Account and LAIF (Local Agency Investment Fund). A Cash Account serves as a checking account; LAIF is a savings account and holds grant funds, donations, and Memorial Hall funds; this account grows interest. Property tax payments are distributed mid-December and Mid-April. L&L enters into FY2026/27 with a surplus that will get the department through the end of the year.

- b. CONSIDER Q3 FINANCIAL REPORT FOR L&L: The L&L Q3 report was presented. Spending for maintenance tends to decrease during wet weather (Q3) and increases during non-wet weather (Q1 and Q4).
- c. CONSIDER Q3 FINANCIAL REPORT FOR RECREATION: The REC Q3 report was presented. Chair Cusack noted that charges for security were significantly higher and

appeared to correlate to event rentals. Security is required when alcohol is sold, and the amount of security is dependent on the number of anticipated attendees. Security costs are recouped as these charges are passed on to the event holder.

The Crockett Community Foundation only funds future projects. Once a grant amount is received, there is a Grant Transfer that is transferred to the 4520 Grants Restricted line item found under Revenue/Income, Account 4200 Non-Operating Revenue.

- d. UPDATE ON DISTRICT FINANCIAL MATTERS: None.
11. MAINTENANCE PLAN AD HOC: Former Director Peterson had recommended the creation of a maintenance schedule for L&L. The Maintenance Ad Hoc Committee was created to lead the effort. The Committee has met and expects to meet once more before the regular June meeting.
12. DEPARTMENT MANAGER REPORT:
  - a. MAINTENANCE MONTHLY REPORT: None.
  - b. RECREATION MANAGER'S REPORT: Report by GM Goodman. Recreation activities continue as previously reported. The Swim Safety program sponsored by Phillips 66 is expected to be on Sunday, June 7<sup>th</sup>. The program includes free pool passes, which increase labor costs for additional lifeguard hours. A change in the program includes swimming classes. Recreation was asked to resubmit their grant proposal to the Crockett Community Foundation for reconsideration. The CCF expects to decide at their next meeting on June 4. The pool officially opened on Memorial Day weekend. A Board director had asked if Recreation could expand into 1 Rolph Park Drive (1RPD) for recreation activities. The GM noted that the facility is not ready for public use and suggested that financial matters District-wide need to be addressed before focusing on renovating the building. The County Supervisor held office hours the previous week at the Community Center.
13. REPORTS/COMMENTS FROM COMMISSIONERS:
14. FUTURE AGENDA ITEMS: None.
  - a. Measure X funding
  - b. L&L: Discuss the distribution of responsibilities between L&L and the Crockett Public Services as they pertain to maintenance needs.
  - c. L&L: Update on CIA's modified maintenance plan for the Plaza.
  - d. L&L: Weed abatement/maintenance plan.
15. ADJOURNMENT: The meeting was adjourned at 7:10 pm by L&L Chair Pannell.

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# CROCKETT COMMUNITY SERVICES DISTRICT

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TO: Board, Commissioners, Committees, Staff, and Members of the Public

FROM: District Secretary

SUBJECT: **Actions Taken by the Board on May 27, 2026**

The following items are abbreviated summaries of administrative actions taken by the Board at the meeting of May 27. The detailed meeting minutes will be presented to the Board for approval on June 24, 2026.

Visit the May 27 agenda page online for a copy of the agenda and supporting documents.

<https://www.town.crockett.ca.us/2026-05-27-board-meeting>

## **CLOSED SESSION:**

- CONFERENCE WITH LEGAL COUNSEL – significant exposure to litigation pursuant to paragraph (4) of subdivision (d) of California Government Code Section 54956.9. **No actions taken.**

## **CONSENT CALENDAR:**

- 7.e Approve Resolution 25/26-09 Updated Sewer System Management Plan (SSMP). **Approved.**

## **ADMINISTRATION:**

- 9a. Consider a Financial Plan presented by Mark Hildabrandt on the District's financial health, discuss, and approve the proposed Sewer Use Charge (SUC) increase recommended by the Financial Plan Study Report for FY 2026-27, consider the recommendation of the Crockett Sanitary Commission on increasing SUCs for the town of Crockett, and consider approval of Prop. 218 notice for Crockett on proposed rate increase for sewer service, set date for public hearing, and on the method of collection. **Approved the proposed sewer use rate increase up to \$1,582 for a single-family house, up to \$1,266 per apartment, and up to \$1,266 plus \$16.63 per 100 cubic feet of water consumption in excess of 4,886 cubic feet per year for non-residential and mixed-use accounts. June 22 was approved for a public hearing, and the method of collection (through property tax)**
- 9b. Approve July 22, 2026, for a public hearing on the Crockett Sanitary Sewer Use Charge (SUC) Study Report for FY 2026/27. **Date approved.**
- 9d. Approve Resolution 2025/26-10 confirming overruling objections to the method of collection of sewer service charges for Port Costa. **Approved.**
- 9e. Consider the draft newsletter to be included with the Prop 218 mailing. **Adding the office hours for the Community Center: 8 am – 4 pm, was suggested**

## **BUDGET AND FINANCE:**

- 10a. Review the Financial Report for Q3 (January – March) for all departments. **Minor formatting edits were suggested.**

**5.b**

- 10b. Receive and approve the proposed budget report for FY 2026/27, approve July 22, as the date for a public hearing on the budget, and form recommendations. **Minor edits were suggested. A final budget will be presented and considered for approval at the July 22 Board meeting.**
- 10d. Receive the list of Direct Bill billing for May 2026. **All direct billing vendors have been billed accordingly.**

CROCKETT COMMUNITY SERVICES DISTRICT  
Crockett Community Services District

Auditor's Date: Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
<b>1000 · County Operating Funds</b>				
<b>1015 · Fund 3242 - Maintenance</b>				
05/04/2026	Let's Dig, Inc.	Remove Fallen Tree on Sidewalk; Trimmed Weeds 6th & Bridgehead	4,316.00	737
05/04/2026	Hamilton Tree Service, Inc.	Prune Four Trees at Memorial Hall - Invoice 55339	1,875.00	738
05/04/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll # 73 - Split	337.03	739
Total 1015 · Fund 3242 - Maintenance			6,528.03	
Total 1000 · County Operating Funds			6,528.03	
<b>TOTAL</b>			<b>6,528.03</b>	



5/1/26

**5.c**

**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>
<b>1000 · County Operating Funds</b>				
<b>1015 · Fund 3242 - Maintenance</b>				
05/19/2026	Let's Dig, Inc.	Invoices #5 and #9	1,540.00	740
05/19/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #72 - Split	<u>161.72</u>	741
Total 1015 · Fund 3242 - Maintenance			<u>1,701.72</u>	
Total 1000 · County Operating Funds			<u>1,701.72</u>	
<b>TOTAL</b>			<b><u>1,701.72</u></b>	

  
5/18/26