

# LIGHTING & LANDSCAPE COMMISSION

## REGULAR MEETING

AGENDA FOR TUESDAY, OCTOBER 17, 2023

TIME: 7:00

PLACE: Crockett Community Center, 850 Pomona, Crockett

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*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 brought up 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 September 19, 2023
5. ADMINISTRATIVE
  - a. Discuss scope of work, outside funding, and cost estimates.
  - b. Review Crockett Plaza MOU.
  - c. Review Bridgehead MOU.
  - d. Discuss how to publicize community beautification activities performed by the Commission.
  - e. Discuss November meeting date.
6. REPORT FROM STAFF
7. COMMENTS FROM COMMISSIONERS
8. FUTURE AGENDA ITEMS
9. ADJOURNMENT:

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

In compliance with the Americans with Disabilities Act of 1990, if you need special assistance to participate in a District meeting, or if you need a copy of the agenda, or the agenda packet, in an appropriate alternative format, please contact the District Secretary at (510) 787-2992. Notification of at least 48 hours prior to the meeting or time when services are needed will assist District staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting or service.

*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 prior to a regular meeting will be made available for*

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*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

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of the Crockett Community Services District

**For Review**

P.O. Box 578 - Crockett, CA 94525  
850 Pomona Street

Telephone (510) 787-2992

Fax (510) 787-2459

e-mail: [districtsecretary@town.crockett.ca.us](mailto:districtsecretary@town.crockett.ca.us)

website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## MINUTES OF LIGHTING AND LANDSCAPING COMMISSION MEETING SEPTEMBER 19, 2023

1 CALL TO ORDER: The meeting was called to order at 7:06 PM by Chair Pannell. In attendance were members Castro Silva, Garbis, and Mitzel. Also present were Board member Peterson and staff; General Manager Murdock, Administrative Services Manager Goodman, and District Secretary Rivas.

2 CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.

3 PUBLIC COMMENTS ON NON-AGENDA ITEMS: A member of the community reported that several decorative lights are out. Ms. Goodman suggested that the light issue be addressed under section 5a under maintenance priorities. Chair Pannell reported that the Commission does not have any funds, but the matter should be presented to the Crockett Improvement Association (CIA).

4a CONSENT CALENDAR: Minutes for August 15, 2023, were approved with a minor correction on availability of funds in 2024. (Mitzel 1st, Castro-Silva 2nd; Ayes: 4/0)

5a QUESTIONS OR COMMENTS REGARDING LIGHTING AND LANDSCAPING MAINTENANCE ORDINANCE: Chair Pannell referred to Section 8 of the Lighting and Landscape maintenance ordinance that addresses how funds may be used. Of the \$60,000 budget, \$5,000 is expected for expenses.

5b IDENTIFY PROJECTS FOR MAINTENANCE PROGRAM (BRAINSTORM):

A discussion was had regarding lighting maintenance. Mr. Peterson reported that the CIA assists with lighting maintenance. The average maintenance cost is approximately \$5,000. The amount increases approximately every two years. The Variables that affect this amount include existing tools, inventory, and emergency outages. The Crockett Community Foundation typically has new inventory in January. Crockett has a contractor that is doing maintenance that does bulb changes. Mr. Murdock discussed various options to maintain lighting such as the use of a cherry picker and a maintenance person.

Ms. Perez brought attention to the overgrowth of the split median on Francis. The overgrowth impairs visibility, damages vehicles, and creates parking issues.

Chair Pannell shared her observations regarding landscaping issues during a walk around the community. Upon entry into the town, the area around the freeway bridgehead is covered with overgrown brush, and maintenance in this area should be relatively simple to complete. Commissioner Garbis agreed that clearing the area would provide an immediate and visible improvement that would satisfy taxpayers. A resident pointed out that the volunteer-led CIA typically maintains the area, but nothing has been done in years. Ms. Goodman pointed out the CIA-led annual Fall Clean-up is coming soon and suggested that the commission postpone decisions until

after the clean-up is completed. She will bring this matter to the CIA. Commissioner Garbis reported that the measure was created because the volunteer community was shrinking, and maintenance could no longer be sustained by volunteers. The measure serves to fund ongoing maintenance by staff or contractor. Ms. Perez recommended that the commission publicize the landscaping improvements on all social sites so that the community sees that the measure is working.

Ms. Perez brought up the issue of large trucks breaking low-hanging branches. Suggested a field survey to identify areas that need trimming. Crockett residents have observed several power lines with intertwining branches which can cause power outages. Mr. Peterson said that the County addresses fallen trees and that PG&E maintains their power lines. Reporting power line maintenance issues to PG&E is very important. This is not the responsibility of the L&L Commission. Mr. Murdock shared that PG&E's policy is that non-high-tension lines are low priority. He also suggested that clearing these branches may be outside of the financial means of the Commission. This issue will be added to be considered.

Chair Pannell continued to report her observations of the community. The sidewalks in the downtown area are dirty and have weeds in the cracks; while outside of the L&L's authority, would like businesses to clean their sidewalk areas. The C&H area at Loring Street does not look good, it is littered, and the curbs look bad. Vista del Rio to Pomona could use curb cleanup. Mr. Peterson reported that the CIA owns a street sweeper and a large power washer. These tools can be a liability to those who are untrained. Liability is covered through training and insurance.

The medians (streets) are the responsibility of the County. The general manager serves as the liaison to the County, but he strongly recommends that the community send letters to the County's public works department as they are more effective. Ms. Perez offered to spearhead a petition for street maintenance.

Ms. Rivas recommended a welcome sign at the entrance to Crockett located at the freeway exit at Dead Fish intersection. Mr. Murdock responded that a sign is not a Measure L option, but the CIA can construct a sign or monument as a capital project.

**5c PRIORITIZE PROGRAM STEPS:** The Commissioners identified the following in order of priority:

1) Bridgehead sidewalk; 2) Street lights; 3) Bridgehead; 4) Litter in target areas; 5) Rolph public spaces; 6) Downtown curb clean-up.

Ms. Goodman reminded the Commission that the annual fall clean-up is scheduled for October 28<sup>th</sup> and suggested that the group revisit priorities after the clean-up event. Ms. Mitzel agreed to work with CIA until funding is available.

**6 REPORT OF STAFF:** GM Murdock reported that 6% of a budget is standard for administration costs; wages for a maintenance person will range between \$25-\$30 per hour; insurance and workman's comp add costs to the budget. He recommended that the meetings be focused and efficient with quick decision-making to help minimize staff costs in the budget.

**7 COMMENTS FROM COMMISSIONERS:** Chair Pannell asked how the Commission can work with other entities such as the Chamber of Commerce, business owners, Cal-Trans, County Public Works, etc.

**8 FUTURE AGENDA ITEMS:** The following items were requested to be added to the next agenda: publicity of L&L activities, Plaza MOU, and Proposed budget.

**9 ADJOURNMENT:** The meeting was adjourned to October 17, 2023 at 8:25 PM.

Respectfully submitted,  
Sonia Rivas, MBA

MEMORANDUM OF UNDERSTANDING  
BETWEEN CROCKETT COMMUNITY SERVICES DISTRICT AND THE CROCKETT  
IMPROVEMENT ASSOCIATION

WHEREAS, the Crockett Recreation Association, ("CRA"), a non-profit organization, has by way of a memorandum of understanding dated \_\_\_\_\_, agreed to transfer the following property to the Crockett Community Services District, ("Crockett CSD"), (the property transfer from CRA to Crockett CSD of the properties below will hereinafter be referred to as "Property Transfer"):

1. APN 354-103-024, a public park and recreation property, including swimming pool, tennis courts, and bocce courts, ("Alexander Park"), located at Rolph Avenue and Pomona Avenue, Crockett, California.
2. APN 354-103-031, a hillside scenic property, ("Hillside"), adjacent to Alexander Park.
3. APN 354-137-008/009, a landscaped public plaza, ("Plaza"), located at Second Avenue and Pomona Avenue, Crockett, California.
4. Twenty-eight decorative street lights, ("Street Lights"), located in the public right-of-way along Second Avenue and Pomona Avenue. Their locations are identified on the attached map by the code letters "A" through "K" and "P" through "FF." Pole numbers and addresses are given in the attached inventory. Three other lights, "L," "M," and "N" are located within the Plaza; and

WHEREAS, the Crockett Improvement Association, ("CIA"), has designed and developed, at its own cost, the Plaza (more particularly described above) into a public asset of considerable value; and

WHEREAS, the CIA desires to continue responsibility for design, construction, operations, and maintenance of the Plaza; and

WHEREAS, the CIA has encouraged the installation of twenty-eight decorative street lights that are located in the public right-of-way (including one at the cross street of Port and Pomona that is waiting to be reinstalled); and

WHEREAS, the CIA desires to continue responsibility for maintenance and repair of these 28 street lights.

NOW, THEREFORE, Crockett CSD and CIA, collectively the "Parties," hereby agree as follows:

- A. Following the Property Transfer, CIA will retain the naming rights and responsibility for design decisions, construction management, operations and maintenance, and plant and tree replacement for the Plaza.
- B. Following the Property Transfer, CIA will continue to pay the costs of water, electricity and routine maintenance for the Plaza.

- C. Following the Property Transfer, CIA will continue to assume responsibility for controlling the use of the Plaza through a permitting process for special events in the Plaza.
- D. Following the Property Transfer, CIA will continue to assume responsibility for holding a farmers' market and other such events in the Plaza that raise funds for Plaza maintenance.
- E. CIA will use any funds obtained as a result of holding events named in Paragraph D only to fund the costs of water, electricity, and routine maintenance for the Plaza, understood to include repairs, plant and tree replacement, and graffiti abatement.
- F. Following the Property Transfer, CIA will continue to assume responsibility for maintenance and repair of the Street Lights to the full extent it is capable.
- G. In the event that a charge is ever imposed for electricity for the Street Lights, CIA and Crockett CSD shall work together to obtain funding for those charges.
- H. For the long term protection of the Properties, Crockett CSD will work toward establishing a dependable revenue source for lighting and landscaping costs.
- I. CIA understands that it will perform the duties listed herein on a volunteer basis. CIA will not receive insurance coverage or indemnity from Crockett CSD.
- J. Notwithstanding CIA's willingness to perform those duties listed in this Memorandum of Understanding, to the extent CIA cannot perform the duties listed herein, to protect public health and safety, Crockett CSD can take over those duties listed herein after giving the CIA \_\_\_ days notice.
- K. The initial term of this Memorandum of Understanding is five (5) years beginning on \_\_\_\_\_, after which the Memorandum of Understanding will automatically renew for successive one (1) year terms unless either Party gives notice to the other within \_\_\_ days of the end of the initial term or any subsequent renewal period.

Crockett CSD:

CIA:

\_\_\_\_\_  
By:

\_\_\_\_\_  
By:

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

STATE OF CALIFORNIA • DEPARTMENT OF TRANSPORTATION  
**ENCROACHMENT PERMIT**  
 TR-0120

Permit No. 0412-NLF 0287	
Dist/Co/Rte/PM 04-CC-80 13.5	
Date March 6, 2012	
Fee Paid \$	Deposit \$
Performance Bond Amount (1) \$	Payment Bond Amount (2)
Bond Company	
Bond Number (1)	Bond Number (2)

In compliance with (Check one):

- Your application of February 21, 2012
- Utility Notice No. \_\_\_\_\_ of \_\_\_\_\_
- Agreement No. \_\_\_\_\_ of \_\_\_\_\_
- R/W Contract No. \_\_\_\_\_ of \_\_\_\_\_

TO:  Crockett Community Services District  
 P.O. Box 578  
 Crockett, CA 94525

Attn: Mr. Dale McDonald  
 Phone: (510) 787-2992

\_\_\_\_\_, PERMITTEE

And subject to the following, PERMISSION IS HEREBY GRANTED to:

Maintain landscape and irrigation system; perform litter and graffiti control and operate pedestrian/bicycle trail at Wanda Street Interchange, under State Highway 04-CC-80, Post Miles 13.5, in the Town of Crockett.

Seven days before work is started under this permit, notice shall be given to, and approval of construction details, operations, public safety, and traffic control shall be obtained from State Representatives Ray Fox, telephone No. 925-926-6119, weekdays, between 7:30 AM and 4:00 PM.

All permitted work requires the permittee to apply for and obtain a work authorization number prior to start of work. See the attached "Encroachment Permit Project Work Scheduling Procedures" and the attached "Permit Project Work Scheduling Request Form". Additional time beyond the minimum seven days advanced notice required in the above paragraph may be required for obtaining the traffic control approval.

The following attachments are also included as part of this permit (Check applicable):

- |   |  |   |
|---|--|---|
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | General Provisions                                  |
| <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | Utility Maintenance Provisions                      |
| <input checked="" type="checkbox"/> Yes | <input type="checkbox"/> No            | Storm Water Special Provisions                      |
| <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | A Cal-OSHA permit required prior to beginning work: |
|   |  | # _____   |

In addition to fee, the permittee will be billed actual costs for:

- |   |  |            |
|---|--|------------|
| <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | Review     |
| <input type="checkbox"/> Yes            | <input checked="" type="checkbox"/> No | Inspection |
| <input checked="" type="checkbox"/> Yes | _____                                  | Field Work |

(If any Caltrans effort expended)

Yes  No The information in the environmental documentation has been reviewed and considered prior to approval of this permit.

This permit is void unless the work is completed before December 31, 2012.

This permit is to be strictly construed and no other work other than specifically mentioned is hereby authorized.  
 No project work shall be commenced until all other necessary permits and environmental clearances have been obtained.

PD  
 CC: Ray Fox(2), Hamid Karami  
 District Traffic Manager- P. Chan  
 Traffic Management Center- J. Richardson  
 Project Management South—Ron Moriguchi  
 Maintenance Agreements -Alireza Rezaee

APPROVED:

**BIJAN SARTIPL, District Director**

BY:

*Michael D. Condie*  
**MICHAEL D. CONDIE, District Permit Engineer**

NAME: Crockett Community Services District  
PERMIT NO. 0412-NLF 0287  
DATE: March 6, 2012

All utility work shall be performed in accordance with the appropriate provisions contained in this Department of Transportation Encroachment Permit Utility, Tree trimming, and Tree Removal Provisions dated July, 2009, available at [http://www.dot.ca.gov/hq/traffops/developserv/permits/guidelines\\_and\\_booklets/index.html](http://www.dot.ca.gov/hq/traffops/developserv/permits/guidelines_and_booklets/index.html).

For any lane closure, permittee shall submit Traffic Control Plan to State representative for review and approval, lane closure hours shall be determined by State representative.

Work shall be performed between permitted hours as directed by the State representative.

Permittee shall be responsible to mark under ground utilities prior to start work.

No excavation shall be left open overnight without written permission from the Caltrans representative or unless otherwise specified herein.

Any change in the existing drainage pattern, whether occasioned by increase or diversion, and the cost of any damage, repair or restoration of the State highway right of way shall be the responsibility of the permittee.

Permittee shall be responsible for full compliance with the Caltrans Storm Water Program and the Caltrans NPDES permit requirements. For additional information, visit the Caltrans Storm water Website:  
<http://www.dot.ca.gov/hq/construc/stormwater/stormwater1.htm>.

**Changes to the Plans, Specifications, and Permit Provisions are not allowed without Prior approval from the State Representative.**

Any damage to existing State facilities shall be repaired or replaced in kind by the permittee at permittee's expense.

Irrigation schedules shall be posted inside Controller Cabinets.

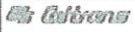
Permittee shall provide keys, access and training on controller operation for designated State personnel in Local Maintenance Station for emergency response.

Permittee shall establish vegetation management practices during plant establishment/maintenance phase for storm water pollution prevention.

**Immediately following completion of the work permitted herein, the permittee shall fill out and mail the Notice of completion attached to this permit.**

All Permittee's personnel shall wear appropriate personal protective equipment, including hard hats and bright-colored vests, shirts or jackets with retro-reflective material while on State highway right of way.

**This permit is valid until Maintenance Agreement for Landscaping and irrigation at this location is executed.**



**LEGEND**

Landscaped Area to be Maintained by Crockett

5

**Exhibit A - Landscape Maintenance Area**

DATE PLOTTED \*\*  
02-14-12 TIME PLOTTED \*\*

CU 00000

EA 000000



DATE PLOTTED **	02-14-12
TIME PLOTTED **	
DATE PLOTTED **	
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DATE PLOTTED **	
TIME PLOTTED **	