

# LIGHTING & LANDSCAPE COMMISSION

## REGULAR MEETING

AGENDA FOR TUESDAY, DECEMBER 19, 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 October 10, 2023.
5. ADMINISTRATIVE:
  - a. Discuss publicity strategy for community beautification activities performed by the Commission.
  - b. Discuss hiring a maintenance person.
  - c. Create FAQs.
6. REPORT FROM STAFF:
7. COMMENTS FROM COMMISSIONERS:
8. FUTURE AGENDA ITEMS:
9. ADJOURNMENT: to January 16, 2024.

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)

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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# LIGHTING & LANDSCAPE COMMISSION

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of the Crockett Community Services District

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**For Review**

## MINUTES OF LIGHTING AND LANDSCAPING COMMISSION MEETING October 17, 2023

- 1 CALL TO ORDER: The meeting was called to order at 7:05 PM by Chair Pannell. In attendance were members, Garbis, and Mitzel. Castro Silva was absent. Also present were General Manager (GM) Murdock, Administrative Services Manager (ASM) Goodman, District Secretary (DS) Rivas, and Event Supervisor (ES) Morales.
- 2 CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
- 3 PUBLIC COMMENTS ON NON-AGENDA ITEMS: Ms. Morales inquired about funding for Crockett lights – they are maintained by Crockett Public Services (CPS), under the direction of Kent Peterson. Both the Crockett Improvement District (CIA) and the Crockett Community Foundation (CCF) have awarded funds/grants respectively to the CPS. Chair Lindsey suggested that the matter be discussed at a CIA meeting.
- 4a CONSENT CALENDAR: Minutes for September 19, 2023, were approved. (CG 1<sup>st</sup>, KM 2<sup>nd</sup>. Ayes: 3/0, 1 absent)
- 5a SCOPE OF WORK, OUTSIDE FUNDING AND COST ESTIMATES: Chair Pannell, Ms. Mitzel, GM, and ASM met with Dean Columbo and assistant John Corvelo (Crockett Carquinez Fire Department), who are submitting for a grant through the Contra Costa County Wildfire Mitigation Program (Measure X). Their grant request covers general cleanup around the bridgehead and the hillside areas across Pomona, in line with the L&L priority areas. Interagency collaboration between the fire department, CIA, and L&L commission would strengthen the application. If awarded, the L&L committee would be able to stretch its funds significantly. The fire department has asked for L&L to partner in the application.  

The GM led the conversation on maintenance costs including whether to hire a contractor or a part-time employee. Via Landscape submitted a quote of \$1200 per day (3 employees) and estimated that the cleanup would take approximately 3 days. Vai Landscape has provided satisfactory work previously to the District. Hiring an employee is also a good option. The frequency of work depends on rainy weather, but twice a year will likely be the maximum.

Ms. Mitzel stated that focused maintenance twice a year at approximately \$10,000 plus \$5000 for lighting was a reasonable budget number. Mr. Murdock will look into alternately hiring an employee to do daily/regular maintenance after the contractor has done the preliminary and challenging cleanup work.

There was a consensus that the L&L committee could reach out to C&H about cleaning along Loring Street. C&H has donated funds for the Wanda bypass. These funds have been forwarded to Crockett Public Services. Mr. Peterson has recommended that the C&H funds be allocated to L&L and may be used for areas outside of the Wanda bypass. C&H will be sending volunteers to Cleanup Day on October 18<sup>th</sup>. The committee requested that C&H's cleanup efforts focus on Loring from Rolph Avenue to up the Foundation building.

5b CROCKETT PLAZA MOU: The memorandum of understanding (MOU) is between the CCSD and CIA that describes the transfer of property from CCSD to CIA and the rights and operational responsibilities bestowed onto the CIA. The document has a five-year term with automatic one-year renewals unless either party gives notice to terminate the agreement no sooner than 30 days.

5c BRIDGEHEAD MOU: This is an encroachment permit issued by Caltrans that explains the rights and responsibilities of the bridgehead property. This item was added to the agenda for reference.

5d PUBLICIZING COMMUNITY BEAUTIFICATION ACTIVITIES PERFORMED BY THE COMMISSION:

Chair Lindsey suggested an article for the Signal. Nextdoor and Facebook are alternatives to post as questions are already being asked about funds. The District has a website with a page dedicated to the L&L commission. All agreed that the website should be the primary source for the most accurate information and communication. The website should include the L&L MOU, priorities, timeline, and FAQs. The DS suggested that the public sign up for updates to the L&L website for automatic distribution when information is updated. Crockett has an inactive Facebook account that could be revived to begin communications and linking people to the website.

Stall has information to initiate an FAQ. The FAQ should include the L&L designated areas. An online contact form may be useful for the public to communicate and share ideas. Staff will assess emails and sort them accordingly.

The L&L MOU requires community outreach and education. This can be accomplished through the website.

5e NOVEMBER MEETING DATE: The date was moved one week earlier to allow for Thanksgiving.

6 REPORT FROM STAFF: Report was integrated within the discussion.

7 COMMENTS FROM COMMISSIONERS: None.

8 FUTURE AGENDA ITEMS: FAQs Page, Review topics discussed.

9 ADJOURNMENT: The meeting was adjourned to November 14, 2023 at 7:54 PM.

Respectfully submitted,  
Sonia Rivas, MBA