

# **LIGHTING & LANDSCAPE COMMISSION (L&L)**

## **AGENDA FOR TUESDAY, MAY 19, 2026**

TIME: 7:00 PM - REGULAR MEETING

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

---

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.

---

*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 (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 2<sup>nd</sup> Avenue by the Crockett Chamber of Commerce.
  - b. Discuss the March 30 joint meeting with Recreation and discuss topics for the June 1<sup>st</sup> joint meeting.
7. BUDGET AND FINANCE
  - a. Review the L&L quarterly budget report for Q3 (January – April)
  - b. Review and discuss L&L Budget for fiscal year 2026/27.
  - c. Update on District financial matters.
8. REPORT FROM STAFF
9. REPORTS / COMMENTS FROM COMMISSIONERS
10. FUTURE AGENDA ITEMS
  - Joint meeting with Recreation.
  - Discuss the distribution of responsibilities between L&L and the Crockett Public Services as they pertain to maintenance needs.
  - 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: To June 16, 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)

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 at least 48 hours before 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 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.*

# 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

Telephone (510) 787-2992

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)

## FOR REVIEW

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

1. CALL TO ORDER – ROLL CALL (REC): Meeting was called to order at 6:05 PM. Commissioners Airoldi, Choquette, and Cusack were present. Commissioner Leuba was absent (excused).
2. CALL TO ORDER – ROLL CALL (L&L): Commissioners Fisk, Garbis, Gomez, Mitzel, and Pennell were present. General Manager Goodman and CVSAN Commissioner Wais were present.
3. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
4. PUBLIC COMMENTS ON NON-AGENDA ITEMS
5. CONSENT CALENDAR: Warrant date range was corrected to reflect February dates. A motion to approve Board Actions and Recreation-related items passed. (Choquette 1<sup>st</sup>, Airoldi 2<sup>nd</sup>, 3/0, 1 absent). A motion to approve Board Actions and Maintenance-related items passed. (Pannell 1<sup>st</sup>, Mitzel 2<sup>nd</sup>, 5/0).
  - a. Receive report on Actions Taken by the Board (February 25 and March 25).
  - b. Receive REC Warrant Transmittals (February).
  - c. Receive L&L Warrant Transmittals (February).
  - d. Receive Cash Account Balances (March).
  - e. Receive LAIF balances report.
6. ITEMS PULLED FROM CONSENT CALENDAR: None.
7. ADMINISTRATIVE:
  - a. UPDATE ON RECREATION BALLOT MEASURE EFFORTS: GM Goodman reported that the Recreation Ad Hoc committee opted to defer a ballot measure raising Recreation taxes until the next regular election cycle in two years. A combination of a low number of poll responses, limited manpower to run a campaign, and the estimated campaign costs (about \$15,000) was overwhelming. A government-led initiative requires a 2/3 vote, whereas a community-led effort requires a simple majority (50% plus one)  
  
RDM Maria explained the recreation department's financial challenges and the need for increased funding. Recreation has been operating under a 2012 tax measure that only generates \$136,800 annually. Operations rely heavily on the enterprise function of the department, such as community center rentals, pool passes, and grants. Discussion on the potential impact of not passing the tax increase and the need for better community outreach

4.a

- b. UPDATE ON COUNTY'S COMMUNITY BENEFIT AGREEMENT AND STAFF'S EFFORTS TO REQUEST GRANTS: GM Goodman explained the Community Benefits Agreement (CBA) between Phillips 66 and the local community, which provides funds for offsetting negative impacts from the Rodeo Renewal project. The minimum grant ask is \$50,000, and interested applicants must attend an upcoming bidders conference in person or virtually to apply for CBA funds. The GM is working with the two sanitary departments to apply for grants. Recreation is considering the potential use of CBA funds for Memorial Hall and recreation projects, including replacing tennis courts and new play structures

The Let's Dig payment dated February 9 for \$36,508 included multiple projects with a significant portion of grant funds from the Crockett Community Foundation (CCF). The work included the removal of trees, pathway repair (corrected from parkway), and sprinkler repair.

A short discussion ensued on the need for structural repairs at Memorial Hall and the potential for community events. There is significant interest from the public in restoring the structure due to the importance of Memorial Hall and its historical significance. Commissioner Gomez expressed interest in applying for grant funds to trim public trees. There was concern that the project may not meet the minimum threshold of \$50,000. The tree trimming concept did not receive formal support from the Commissioners.

- c. RECEIVE AND DISCUSS ORDINANCE FOR MEASURE L: SCOPE OF WORK: Attention was brought to section three in the ordinance, which explains the use of L and L funds for maintenance and landscaping, including the need for reimbursement from property owners for certain projects. Recently, a tree that belonged to an HOA fell and blocked a highly used sidewalk. The ordinance allows the District to remove obstructions from the public right of way. In this example, the District will request reimbursement from the HOA. The Maintenance line item in accounting was created before L&L was created and holds funds for multiple sub-accounts. These subaccounts are coded and tracked accordingly internally through QuickBooks. Memorial Hall lawn mower service is being paid for by Recreation.
- d. DISCUSS A MERGER OF RECREATION AND LIGHTING & LANDSCAPE, ORGANIZATION OF THE COMMISSION, AND AGENDA STRUCTURE: The Board President has proposed the idea of merging the Recreation and Lighting and Landscaping commissions to streamline operations and improve efficiency. The agenda was prepared so that Commissioners would get a full sense of a merged commission. A discussion ensued on the potential benefits and challenges of a joint meeting. A consensus was reached that merged meetings could be valuable with structure. A final suggestion was to have quarterly joint meetings and maintain individual meetings.

8. BUDGET AND FINANCE:

- a. UPDATE ON FINANCIAL MATTERS: The second installment of use charges and tax from the county is expected to hit the accounts mid-April. A letter of engagement has been signed with David Farnsworth, CPA, to move forward with the fiscal year 23 audit. The District has experienced challenges over the last few years and efforts, and there is a need for better documentation and administrative work. Findings from the last audit included issues with credit card management and missing billings. Steps have been taken to address these issues and improve financial management.

9. DEPARTMENT MANAGER REPORT:
  - a. RECREATION MANAGER'S REPORT: Report by RDM Maia presented. An Easter Egg hunt was held the previous Sunday. The event was successful and filled with kids and families. Staff will be applying for a micro-grant to offer an introductory American Mahjong class to Crockett. This was generated from the community's interest in programming for older populations. Recreational programs have diminished significantly since COVID. Recreation has not generated enough traction to generate income for programs and has been relying on grants.
  - b. MAINTENANCE MONTHLY REPORT: None.
10. REPORTS/COMMENTS FROM COMMISSIONERS:
  - a. REC: BALLOT MEASURE AD HOC: CHOQUETTE, LEUBA (CHAIR), SPINNER: None.
  - b. COMMISSION'S THOUGHTS ON THE JOINT AGENDA MEETING. Commissioners expressed concern about the length of joint meetings and their impact on volunteer commissioners. Limiting speaking turns was suggested to help manage time. Recreation Chair Cusack suggested that each commission attend the other's meeting to learn more about their areas of oversight
11. FUTURE AGENDA ITEMS: None.
  - a. L&L: Discuss the distribution of responsibilities between L&L and the Crockett Public Services as they pertain to maintenance needs.
  - b. L&L: Update on CIA's modified maintenance plan for the Plaza.
  - c. L&L: Weed abatement/maintenance plan.
12. ADJOURNMENT: The meeting was adjourned at 7:45 pm by Recreation Chair Cusack and L&L Chair Pannell.

Minutes of this meeting are posted on our website at <https://www.town.crockett.ca.us/meetings>  
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 General Manager at (510) 787-2992. Notification of at least 48 hours before 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.

Per 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.

# 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](mailto:DistrictSecretary@town.crockett.ca.us)

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

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

FROM: District Secretary

SUBJECT: **Actions Taken by the Board on April 22, 2026**

The following items are abbreviated summaries of administrative actions taken by the Board at the meeting of April 22. The detailed meeting minutes will be presented to the Board for approval on May 27, 2026.

Visit the April 22 agenda page online for a copy of the agenda and supporting documents.

<https://www.town.crockett.ca.us/2026-04-22-board-meeting>

## CONSENT CALENDAR:

- 5e. Accept Audit Engagement Letter from David Farnsworth, CPA. – **Accepted.**

## ADMINISTRATION:

- 7a. Update on Joint meeting with Recreation and Lighting & Landscaping Commissions. – **An initial meeting provided an opportunity to see how a joint meeting would work. An additional joint meeting will be scheduled in the near future.**
- 7b. Receive Sewer Use Charge Memo, discuss, and declare Sewer Use Charge for FY 2026/27 for Crockett Sanitary. – **The Board disagreed with Staff's recommendation not to increase the sewer use charge (SUC) in Crockett for the fiscal year 2026/27 and voted to increase the SUC by \$365.10 to help recoup recently depleted reserves.**
- 7c. Receive Sewer Use Charge Memo, discuss, and declare Sewer Use Charge for FY 2026/27 for Port Costa. – **The Board approved Staff's recommendation not to increase the sewer use charge (SUC) in Port Costa for the fiscal year 2026/27.**

## BUDGET AND FINANCE:

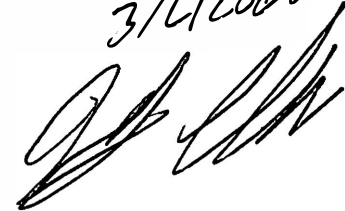
- 8b. Discuss and approve the proposed budget for FY 2026/27. – **The Board asked the GM to reconsider some projections in the budget for the fiscal year 2026/27 and present the revised budget at the May 27<sup>th</sup> meeting.**

**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>				
03/03/2026	Darcy Trask	Parts to Fix Lawnmower	127.06	730
03/03/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #69 - Split	405.99	731
Total 1015 · Fund 3242 - Maintenance			<u>533.05</u>	
Total 1000 · County Operating Funds			<u>533.05</u>	
<b>TOTAL</b>			<u><b>533.05</b></u>	

*3/12/2026*  


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>				
03/17/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #60 - Split	149.76	732
03/17/2026	Redwood Public Law	Legal Services - Invoice 18975	89.25	733
03/17/2026	Natural System Utilities - CA Inc.	Valve Stripped - Invoice 0001178616; March 2026 Services - Invoice 0001176560	8,994.33	734
Total 1015 · Fund 3242 - Maintenance			9,233.34	
Total 1000 · County Operating Funds			9,233.34	
<b>TOTAL</b>			<b>9,233.34</b>	

03/16/2026  


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>				
04/02/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #71 - Split	419.33	735
Total 1015 - Fund 3242 - Maintenance			419.33	
Total 1000 - County Operating Funds			419.33	
<b>TOTAL</b>			<b>419.33</b>	


  
4/2/26

**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>				
04/17/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #72 - Split	155.42	736
Total 1015 · Fund 3242 - Maintenance			<u>155.42</u>	
Total 1000 · County Operating Funds			<u>155.42</u>	
<b>TOTAL</b>			<u><u>155.42</u></u>	

*4/16/2026*  


Trial Balance

**Organization** Contra Costa County  
**Periods** FY 2025-26 : 01 Jul - 12 Jun  
**Ledger** Actuals  
**Ledger Account/Summary** 0010:CASH  
 0530:WARRANTS PAYABLE  
**Accounting Worktag** 324200 CROCKETT CSD-MAINT DEPT  
**Book** Operating Book  
**Company Currency** USD  
**Translation Currency** USD  
**Run** 05/01/2026 04:24 PM

Consolidation Data

Ledger Account	Beginning Balance	Debit Amount	Credit Amount	Ending Balance
0010:CASH	32,424.90	136,814.40	138,994.87	30,244.43
0530:WARRANTS PAYABLE	0.00	48,756.32	48,756.32	0.00
<b>Total</b>	<b>32,424.90</b>	<b>185,570.72</b>	<b>187,751.19</b>	<b>30,244.43</b>

# PROPOSED

## MEMORANDUM OF UNDERSTANDING BETWEEN CROCKETT COMMUNITY SERVICES DISTRICT AND THE CROCKETT CHAMBER OF COMMERCE - AMENDED

**WHEREAS**, the Crockett Community Services District (“Crockett CSD”) owns and maintains 28 decorative lights in the public right-of-way on Pomona Street and 2nd Avenue; and

**WHEREAS**, since 2024, the Crockett Chamber of Commerce (“Chamber”) purchased, installed, and maintained double-sided faux, hanging flower baskets (“the Project”) on four decorative lights on Pomona Street; and

**WHEREAS**, in 2026, the Crockett Chamber of Commerce (“Chamber”) wishes to purchase, install, and maintain an additional 12 double-sided faux, hanging flower baskets (“the Project”) on six decorative lights on 2<sup>nd</sup> Avenue; and

**WHEREAS**, the Hercules Landscaping Company will install the brackets and flower baskets; and

**WHEREAS**, the Hercules Landscaping company will be the insurance holder for the lifetime of the Project; and

**WHEREAS**, the Project will improve the aesthetics of the commercial strip on two blocks on Pomona Street and 2<sup>nd</sup> Avenue; and

**WHEREAS**, the Lighting and Landscape Commission has reviewed and approved the Project; and

**WHEREAS**, either Party can cancel the Project with a 30-day notice.

**NOW, THEREFORE**, the Crockett CSD and the Chamber (collectively “Parties”) hereby agree as follows:

- A. The Crockett Chamber of Commerce will pay to purchase, install, and maintain four double-sided faux, hanging flower baskets on Pomona Street and six double-sided faux, hanging flower baskets on 2nd Avenue.
- B. The Crockett Chamber of Commerce understands that the flower basket project will not be supervised by the CCSD.
- C. Hercules Landscaping Company will install and maintain the Project.
- D. Hercules Landscaping Company will be the holder of liability insurance and will add Crockett Community Services District as an additional insurer, and will be required to submit proof of insurance annually.
- E. Following the construction of the Project, the Chamber shall pay the costs of regular maintenance and repairs necessary for public safety along Pomona Street and 2<sup>nd</sup> Avenue and ensure that the baskets are always secure and well-kept.
- F. Notwithstanding the willingness of the Chamber to perform those duties listed in this MOU, to the extent the Chamber can no longer perform maintenance duties listed herein, for the protection of public health and safety, the Crockett CSD may assume those duties after giving the Chamber five (5) days’ notice.

- G. Should the insurance terminate for any reason, the District may require immediate removal of the Project at the Chamber's expense.
- H. In the event that the Chamber should cease to exist as a responsible entity, the CCSD shall, at its sole discretion, retain the right to take ownership of the Project or remove it.
- I. The initial term of this MOU is two (2) years, beginning on 9/5/2024, after which this MOU will automatically renew for successive one (1) year terms unless either party gives notice to the other within thirty (30) days of the end of the initial term or the end of any subsequent renewal period.

Crockett Community Service District:

Crockett Chamber of Commerce:

\_\_\_\_\_  
Dale McDonald, Board President

\_\_\_\_\_  
Norma Black, President

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

1000 · County Operating Funds  
 1015 · Fund 3242 - Maintenance - Q3

A/N	DATE	NAME	MEMO	CREDIT	NUMBER
5410	2/18/2026	Sonia Rivas	Reimbursement for Otter Subscription	<u>\$24.00</u> \$24.00	728
5510	2/3/2026	CSRMA	PIP Insurance 12/31/25 - 12/31/26 - Invoice 7581	<u>\$2,257.74</u> \$2,257.74	725
5600	1/6/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #65 - Split	\$293.02	722
	1/20/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #66 - Split	\$147.11	724
	2/3/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #67 - Split	\$203.10	726
	2/18/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #68 - Split	\$151.26	729
	3/3/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #69 - Split	\$405.99	731
	3/17/2026	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #60 - Split	<u>\$149.76</u>	732
				<b>\$1,350.24</b>	
5855	1/20/2026	Maze & Associates	December 2025 Monthly Accounting Services - Invoice 54611	<u>\$11.50</u> \$11.50	723
5870	3/17/2026	Redwood Public Law	Legal Services - Invoice 18975	<u>\$89.25</u> \$89.25	733
5930	3/3/2026	Darcy Trask	Parts to Fix Lawnmower	<u>\$127.06</u> \$127.06	730
8450	2/9/2026	U.S. BANK	US Bank Dec 2025 Charges - VARIOUS - acct#4179	<u>\$16.29</u> \$16.29	727
Total 1015 · Fund 3242 - Maintenance					
Total 1000 · County Operating Funds					
<b>TOTAL</b>				<b>\$3,876.08</b>	

4a