

LIGHTING & LANDSCAPE COMMISSION

REGULAR MEETING

AGENDA FOR TUESDAY, JULY 16, 2024

TIME: 7:00

PLACE: Crockett Community Center, 850 Pomona, Crockett

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 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 June 18, 2024.
5. ADMINISTRATIVE:
 - a. Receive report on actions taken by the District Board.
 - b. Discuss flower basket installation.
 - c. Discuss Maintenance Plan.
 - d. Update on pressure washer purchase.
 - e. Community outreach and education.
 - f. Discuss minute reporting.
6. BUDGET AND FINANCE:
 - a. Financial report on expenditure and available funds.
 - b. Update on the Budget process for FY 24/25.
 - c. Other District financial matters.
7. REPORT FROM STAFF:
8. COMMENTS FROM COMMISSIONERS:
9. FUTURE AGENDA ITEMS:
10. ADJOURNMENT: to August 20, 2024.

LIGHTING & LANDSCAPE COMMISSION

You will find the Minutes of this meeting posted on our website at 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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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.

LIGHTING & LANDSCAPE COMMISSION (L&L)

of the Crockett Community Services District

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For Review

MINUTES FOR LIGHTING AND LANDSCAPING COMMISSION MEETING JUNE 18, 2024.

- 1 CALL TO ORDER: The meeting was called to order at 7:04 PM by Chair Pannell. Present were commissioners Fisk, Garbis, and Pannell. Commissioner Mitzel was absent. Staff present included District Secretary (DS) Rivas, District Engineer (DE) Gaunt Murdock, Administrative Services Manager (ASM) Jena Goodman, and Event Supervisor (ES) Morales. District Board Director Kent Peterson was also present.
- 2 CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
- 3 PUBLIC COMMENTS ON NON-AGENDA ITEMS: DS Rivas announced that the Crockett Chamber of Commerce decided to move forward with the decorative baskets after all and requested to be added to next month's agenda. ASM Goodman reported a call that a streetlight was blinking on Second Avenue.
- 4 CONSENT CALENDAR: Item 5e in the May 21 minutes notes that Commissioner Mitzel would like to consider a subsidy for the MOU. Ms. Mitzel was absent, and the question will be presented in a future agenda. Mr. Peterson clarified that Crockett Public Services (CPS) will not be dissolved after all. Mr. Darcy Trask will be taking over the organization. The CPS Board will determine how the remaining funds will be allocated. CPS Board members include Howard Adams, Fred Clerichi, Kent Peterson, and Scott Bartlebaugh. A short discussion was had on the purpose of the minutes and how they are prepared. The item will be on next month's agenda for discussion. The minutes were approved. (Garbis 1st, Fisk 2nd, 3/0).
 - a. Minutes for May 21, 2024.
- 5a RECEIVE REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: The Board approved a resolution to oppose Initiative 1935 that would change voting requirements from a simple majority to a supermajority. The Recreation Tax of \$110 will continue. The recommended sewer use charge was approved. The L&L \$50 tax was only discussed at the Board meeting. DS reported to the Board that the L&L Commission declined any increases for the next fiscal year. The Board will formally approve the action through a resolution at its next meeting.
- 5b DISCUSS MAINTENANCE NEEDS AND PROGRESS: DE Murdock presented a calendar chart with L&L's maintenance costs past and expected. The Plaza incurs approximately \$800 per month in maintenance. These costs include both labor and overhead such as worker's compensation, supplies, and other insurance. The medians are the responsibility of the County and they are officially described as dirt medians.

Chair Pannell reported on work done at the Bridgehead; Acacia trees were removed. A local arborist provided woodchipper services and offered his services to do more. Multiple volunteers have provided various maintenance services. The sidewalks need attention. Staff will assess and report back on how to proceed.

4.a

5c CONSIDER MAINTENANCE PLAN: Mr. Peterson presented a map of the Bridgehead project area. The original agreement encompassed seven acres but has been reduced to only three but the District continues to maintain the all seven areas. The District is currently in the process of negotiating a an updated, more detailed agreement with Caltrans. Caltrans has indicated that they may sell some of the land in the future.

Mr. Peterson presented a guide on how to prepare a maintenance plan. He explained four variables: What, Who, Where, and What; what needs to be done, who will perform the work, where is the work located, and when tasks need to be done. He suggested that the activity (What) should be the driver of a maintenance plan. The maintenance plan should go hand in hand with the maintenance cost schedule presented by Mr. Murdock. The plan will be a collaborative effort between Staff and the Commissioners. It was noted that Measure X funds could be used for fire mitigation through brush removal maintenance. The Commissioners expressed an urgency to move forward on a maintenance plan and suggested a special meeting.

5d UPDATE ON BRIDGEHEAD WOOD-CHIPPING: This item was discussed earlier.

5e UPDATE ON PRESSURE WASHER PURCHASE: The best pressure washer should be electric with a minimum pressure of 1400 psi, ideally 15 horsepower, and a 15-amp plug.

5f COMMUNITY OUTREACH AND EDUCATION: Commissioner Garbis reported that the Diamond Heights neighborhood in San Francisco has an Adopt a Median program and would like to consider this as an option for Crockett. He pointed out that the medians do not have irrigation. The item may be revisited at a future meeting.

6a FINANCIAL REPORT ON EXPENDITURE AND AVAILABLE FUNDS: The maintenance fund's current balance is approximately \$48,264 pending any outstanding transactions. A warrant is a summary sheet of transactions with details on the date, the vendor, the purpose of the payment, and the amount paid. Note that warrants are always for the previous month.

6b UPDATE ON FINANCIAL MATTERS: With input from the L&L budget and finance representative, a preliminary roll-up budget was presented. L&L will have a year-end balance of approximately \$40,000 that will roll over as the account's beginning balance. The expenses for FY 2024/25 proposed budget numbers are estimates. The estimated FY 2014/25 revenue is approximately \$105,671 based on the expected income from the Measure L tax of \$50 per parcel. Maze & Associates continues to make progress on the reconciliation of the accounting. They will be working on FY 2022/23 shortly.

7. REPORTS FROM STAFF: Villa Landscapers cleared the sidewalk abutting the 1 Rolph Park Drive property in collaboration with the homeowner's association They weed whacked the area across the Bridgehead on Pomona Avenue and the area between Rolph Park and Crockett Boulevard.

8 COMMENTS FROM COMMISSIONERS: There is a considerable amount and frequency of dumping on Crockett Boulevard. There is speculation that it could be a serial dumper. Photos have been forwarded to the County's Public Works department of recent dumping that included potential contact information. The County Public Works contact has reported that a fencing plan was being finalized and two fences are expected to be erected at two turnouts on Crockett Boulevard. Mr. Peterson offered to deliver documents related to the Bridgehead once a maintenance/L&L office is established.

9 FUTURE AGENDA ITEMS:

- Special meeting to develop a maintenance plan.

- Threshold amount for contract approvals by the commissioners.
- Discuss subsidy in the MOU.
- Adopt a Median program.
- Discuss meeting minutes structure.

10 ADJOURNMENT: The meeting was adjourned at 8:45 PM to July 16, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

Guide to Prepare a Maintenance Plan

Presented by Kent Peterson

WHAT

By Activity

Graffiti Abatement/Painting	Street Light Repair & Maintenance
Weed Abatement	Litter Removal
Tree Pruning	Cleaning
Equipment Maintenance	Fence Repair

WHEN

By Season [Month]

Winter	Jan: Feb: Weed abatement - Bridgehead Mar:
Spring	
Summer	
Fall	

WHO

By Personnel

Maintenance Employee	Lighting Contractor
Landscape Architect	Fence Contractor
Local Handyman	Tree Contractor (Palm Trees - 6 yr max)
Volunteer	

WHERE

By Location

Plaza	
Bridgehead	
Valona: Pomona - Second	<ul style="list-style-type: none"> • Streetlights • Litter
Crocket: Pomona - Rolph	<ul style="list-style-type: none"> • Fencing: • Litter: • Memorial Hall: • Trees:

WHAT

By Activity

Graffiti Abatement Painting	Street Light Repair & Maintenance
Weed Abatement	Litter Removal
Tree Pruning	Cleaning
Equipment Maintenance	Fence Repair
Other	Other

WHEN

By Season [Month]

Winter	<ul style="list-style-type: none">• Jan• Feb: Weed abatement – Bridgehead - Who• March
Spring	<ul style="list-style-type: none">• Apr• May• Jun
Summer	<ul style="list-style-type: none">• Jul• Aug• Sep
Fall	<ul style="list-style-type: none">• Oct• Nov• Dec

WHO

By Personnel

Maintenance Employee	Lighting Contractor
Landscape Architect	Fence Contractor
Local Handyman	Tree Contractor (Palm Trees - 6 yr May)
Volunteer	Other

WHERE

By Location

Plaza	
Bridgehead	
Valona: - Pomona – Second	<ul style="list-style-type: none">• Streetlights• Litter
Crocket: - Pomona – Rolph	<ul style="list-style-type: none">• Fencing:• Litter:• Memorial Hall:• Trees:

Dark are required. Light-maybe.
Some tasks may not be resp of CSD

L&L Calendar (Suggested)

		Jan	Feb	March	April	May	June	July	Aug	Sept	Oct	Nov	Dec	Total	
Bridgehead															
	Mow				2,500									2,500	
	wack				1,000									1,000	
Wall facing bridgehead															
	wack				300									300	
Plaza															
	Pressure wash			150				150					150	450	
	litter	800	800	800	800	800	800	800	800	800	800	800	800	9,600	
Upper Pomona															
	wack						2,700							2,700	
Pomona E of 1 RPD split w HOA															
	wack				450									450	
Hillside above Alex Park REC															
	wack					2,500								2,500	
Median Strips 10 total															
	wack	Report to county													4,000
	wack						4,000							4,000	
Alex Circle C&H?															
	wack						50							50	
Rolph Ave sidewalk															
		If needed do after townwide cleanup													
Large Wall downtown															
	clean and prune	Report to county													
Sidewalk from Crockett bvd to Rolph															
	clean & prune														
		If needed do after townwide cleanup													
Estimated Grand Total/Monthly Total		23,550	800	800	950	5,050	3,300	7,550	950	800	800	800	950	800	23,550

Prepared for L&L June 18, 2024 Meeting

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

Auditor's Date: _____ Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3242 - MAINTENANCE				
06/04/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll mbr 27, SPLIT	315.09	601
Total FUND 3242 - MAINTENANCE			315.09	
TOTAL			315.09	

Jan Hood
6/4/24

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

Auditor's Date: _____ Fund: 324200 Account : 0830

Date	Name	Memo	Credit	Num
FUND 3242 - MAINTENANCE				
06/18/2024	CALIFORNIA SPECIAL DISTRICTS ASSOCIATION	CSDA Membership, SPLIT	327.50	602
06/18/2024	COntra Costa County Tree Stump Removal	Chipping at Bridgehead	500.00	603
06/18/2024	DOLORES M. MORALES	Leaf Blower and 3 year Protection Plan	96.98	604
06/19/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 28, SPLIT	73.84	605
Total FUND 3242 - MAINTENANCE			998.32	
TOTAL			998.32	

[Handwritten Signature]
6/19/2024