

LIGHTING & LANDSCAPE COMMISSION (L&L)

of the Crockett Community Services District

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MINUTES FOR LIGHTING & LANDSCAPING COMMISSION MEETING JANUARY 21, 2025.

1. CALL TO ORDER – ROLL CALL: Chair Lindsey Pannell called the meeting to order at 7:03 p.m. Commissioners Pannell, Garbis, Fisk, Mitzel, and Gomez were present. General Manager (GM) Goodman, District Secretary (DS) Rivas, and Event Supervisor (ES) Morales were present.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Commissioner Garbis is concerned about random debris left out in the public right of way and would like to discuss it in the future. In clarifying the distinction of the Brown Act and the responsibilities of the Commissioners. The Brown Act rules do not permit commissioners to discuss business with more than one other commissioner. The role of a commissioner is to represent, educate, and receive information from the public. The commissioner should engage with the public when the opportunity presents itself. The GM warned that the commissioners do not represent the District as a whole.
4. CONSENT CALENDAR:
 - a. APPROVE MINUTES FOR NOVEMBER 19, 2025: Approved. (Garbis 1st, Gomez 2nd, 5/0).
5. ADMINISTRATIVE:
 - a. ELECTION OF OFFICERS: Chair Pannell was reelected as Chair. (Garbis 1st, Mitzel 2nd, 5/0) Commissioner Gomez was elected as Vice Chair. (Pannell 1st, Fisk 2nd, 5/0) DS Rivas noted that in the footer of the agenda and minutes, the commissioners are listed in order of seniority of appointments.
 - b. REVIEW MEETING AND HOLIDAY SCHEDULE FOR 2025: Received.
 - c. DISCUSS PLAZA POLICIES AND PRACTICES: The GM raised concerns about issues at the Plaza, particularly involving a specific neighbor who has been confrontational. Ms. Morales discusses her experiences with the neighbor, the noise from a leaf blower, and the impact on a neighbor with noise aversion, including physical confrontations and accusations. Ms. Goodman suggests writing a letter to the renter and rental agency to address the harassment and noise issues. Mr. Peterson suggests referring to the conditions of approval for the Plaza, including noise and light control, and the importance of maintaining quiet and clean conditions. Commissioner Mitzel suggested that the letter be specific in outlining the hours of operation and maintenance tasks.

It was recommended that a sign be installed to note that all pets should be leashed. The Plaza has recently been experiencing more dog poop than usual.
 - d. DISCUSS 2025 ACTION PLAN: GM Goodman presents the 2025 action plan, highlighting priorities for lighting and landscaping, including ongoing maintenance and trash service contract renegotiation. Commissioner Garbis stated that the Trash Service and Republic Service Contract Negotiation should be removed because the Crockett Improvement District (CIA) is taking the lead on negotiations, not the District. Mr. Peterson recommended that the Action Plan use verbs that help to clarify the intent of the item listed. The GM explained the purpose of the Action Plan is to highlight priorities and where to focus efforts. The plan is not meant to be comprehensive. The GM has been tasked with creating a staff memo and timeline for the financial reconciliation process to correct the unaccounted bookkeeping that

occurred starting in August 2022. The Lighting and Landscape department funds were received later. All bookkeeping for L&L has been entered into QuickBooks.

- e. DISCUSS AND RECOMMEND THE ADOPT-A-HIGHWAY PROGRAM FOR THE BRIDGEHEAD AREA: Chair Pannell discussed the project with a contact in Public Works. The property in question has been separated and a portion has been transferred to the County. Chair Pannell and the GM discussed the Adopt a Highway program, including the need for permission from Caltrans and the county. The group considers the benefits and responsibilities of adopting the highway, including litter pickup and graffiti removal. Commissioner Mitzel inquired about graffiti removal; accessibility and who would do it. There is no deadline for the application. The Commission agrees to table the discussion on adopting the highway program until the next meeting to gather more information and consider the implications

6. BUDGET AND FINANCE:

- a. RECEIVED WARRANT TRANSMITTALS: Received.
- b. UPDATE ON FINANCIAL RECONCILIATION AND OTHER DISTRICT FINANCIAL MATTERS: The GM continues to experience challenges in collecting correct information from the County regarding cash account balances. She is considering coordinating a dual presentation by Maze & Associates and the GM on the reconciliation process and status, pending District Board Approval.

7. REPORT FROM STAFF: The DS reported the creation of a new page on the website Actions Taken by the Board. The page was created in anticipation that commissions may skip a meeting or two due to light agendas or lack of quorum. The Actions page will serve as a quick list of actions taken without all the details of minutes and not have to wait until the end of a month when the official minutes are approved. She has met with the website service provider. Soon-to-be-released improvements include adding video and overall aesthetic improvements.

8. REPORTS / COMMENTS FROM COMMISSIONERS: GM Goodman reported that CREEC along with volunteers planted lavender around the Bridgehead area. There is a need for before and after photos of maintenance work to be posted online. A recommendation was made to partner with Chris Spinner of CREEC to discuss possibly partnering with them on education and outreach. There is a concern about the power lines crossing through the trees at the Plaza. There is concern regarding the trees at the corner of Rolph and Pomona Street and it was recommended that the Recreation Department take the lead in trimming the trees.

9. FUTURE AGENDA ITEMS:

- Debris removal.
- Safety and signage materials.
- Outreach and education.
- Maintenance log & plan.
- Working on maintenance plan meeting.
- Discuss the transition of lighting inventory with Kent Peterson.
- Discuss Adopt-A-Highway to CCSD.
- Annual Report to the Public on L&L tax usage.

10. ADJOURNMENT: Adjourned at 8:47 pm until February 18, 2025.

Respectfully submitted,
Sonia Rivas and Jena Goodman
District Secretary / General Manager