LIGHTING & LANDSCAPE COMMISSION (L&L)

of the Crockett Community Services District

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MINUTES FOR LIGHTING & LANDSCAPING COMMISSION MEETING JUNE 16, 2026.

1. CALL TO ORDER – ROLL CALL: Chair Pannell called the meeting to order at 7:03 p.m. Present: Commissioners Fisk, Garbis, Gomez, and Pannell. Absent: Commissioner Mitzel (unexcused). General Manager (GM) Goodman and District Secretary (DS) Rivas were present.

2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: No requests were made at the beginning of the meeting. During discussion of the Consent Calendar, Commissioner Garbis requested that the discussion regarding the use of parcel tax funds for hillside maintenance behind Alexander Park be moved from Future Agenda Items to Administrative Item 6(c). By unanimous vote, the Commission approved amending the agenda to consider the item during the Administrative section.(Garbis 1st, Pannell 2nd, 4/0/1)

3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: Commissioner Gomez shared comments received from members of the public regarding restroom access at Alexander Park during bocce activities. Staff explained that a key is available in the bocce shed and that restroom access issues were related to timer settings, which have since been corrected. Staff also noted that increased park usage required more frequent restroom servicing and that lifeguards had been assisting with maintenance.

   Commissioners also discussed concerns regarding a homeless individual observed in the park. Staff reported that the individual had been sleeping in the park facilities and that the Contra Costa County Sheriff's Office responded after receiving multiple public complaints.

4. CONSENT CALENDAR: All items were pulled for discussion.

   a. Approve minutes for Special Joint Meeting with Recreation (June 1).

   b. Approve minutes for regular meeting on May 19.

   c. Receive warrant transmittals (May).

5. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: Motion to approve Consent Calendar with edits to both minutes passed. (Pannell 1st, Fisk 2nd, 4/0/1)

   4a. APPROVE MINUTES FOR SPECIAL JOINT MEETING WITH RECREATION (JUNE 1): Commissioners reviewed several revisions to both sets of minutes, including clarification of prior motions, corrections to budget discussion language, updates regarding the Adopt-A-Highway application, and revisions concerning the Crockett Improvement Association's plaza maintenance proposal.

   4b. Approve minutes for regular meeting on May 19: Section 6a, the total number of decorative baskets was confirmed; 6 double-sided baskets for a total of 12 individual baskets are being added to six decorative lights on 2nd Street. The Chamber has not yet received funding for the project.

   4c. RECEIVE WARRANT TRANSMITTALS (MAY): The tree removal charge expense included multiple maintenance activities. Staff is seeking reimbursement from the responsible homeowner's association for one of the tree removals.

6. ADMINISTRATIVE

   a. DISCUSS DRAFT MAINTENANCE PLAN AND NEXT STEPS: Commissioners Garbis and Pannell continued their comprehensive review of the draft L&L Maintenance Plan with assistance from former Board Member Peterson. The purpose of the document is to establish a long-term reference

identifying which maintenance responsibilities qualify for L&L funding, which agency is responsible for each maintenance activity, anticipated maintenance frequency, and opportunities for coordination with other agencies and volunteer organizations.

The Commission reviewed each maintenance category in detail, beginning with properties and facilities believed to fall within the scope of the L&L assessment district. Discussion focused on confirming ownership, maintenance responsibility, and funding eligibility for fencing at Alexander Park, Bridgehead maintenance, John Sweatt High School fencing, Plaza fencing, public right-of-way landscaping, and decorative street lighting.

Commissioners discussed the importance of distinguishing between maintenance funded through L&L assessments and work that remains the responsibility of Contra Costa County, Caltrans, Crockett Community Services District (CCSD), the Crockett Improvement Association (CIA), or volunteer organizations. Commissioners agreed the maintenance plan should become a practical management tool while also serving as a public reference explaining maintenance responsibilities throughout the community. Commissioners Garbis and Pannell will continue refining the document, verify ownership information with outside agencies before publication, and return the revised maintenance plan for further review at the July meeting.

b. DISCUSS SKIPPING JULY 21 MEETING: Commissioners agreed it would be beneficial to hold the July meeting to maintain momentum on the maintenance plan and continue discussion of hillside maintenance and parcel tax funding. No formal action was taken.

c. DISCUSSION OF PARCEL TAX FUNDS FOR HILLSIDE MAINTENANCE: The Commission resumed discussion regarding the potential use of L&L parcel tax funds for vegetation management and maintenance of the hillside area located behind Alexander Park and the Community Center.

Commissioners discussed the need to better understand: ownership of the hillside property; the extent of vegetation management needed; estimated maintenance costs; potential grant funding opportunities; the availability of L&L funds after completion of previously approved projects; and whether ongoing maintenance would be sustainable. Carquinez Fire Department Captain Columbo previously received Measure X funds to clear the hillside. Inviting Mr. Columbo to a future meeting was suggested. Staff will present an Assessor parcel map identifying boundaries and ownership of the property to assist the Commission in determining maintenance responsibilities.

The L&L Fund currently maintains a positive balance; approximately $15,000 in Walk of Honor funds must be transferred from the account, reducing the amount available for future projects. Approximately $22,000 would remain available before accounting for any additional expenditure occurring after the May financial reports.

Commissioners agreed that additional information, including cost estimates, ownership verification, and potential funding sources, should be assembled before considering any recommendation regarding the use of parcel tax funds for hillside maintenance. No action was taken.

7. BUDGET AND FINANCE: A public hearing for the District budget is July 22. No additional Budget and Finance items were considered.

8. MAINTENANCE PLAN AD HOC: Discussed under 6c.

9. REPORT FROM STAFF: GM Goodman reported on several administrative items related to Commission projects. The Adopt-a-Highway application is pending the contractor's required signature before submission to Caltrans. Ongoing efforts to verify ownership and maintenance responsibilities for public improvements throughout the L&L assessment district. Coordination with Contra Costa County staff regarding maintenance responsibilities for County-owned rights-of-way. Plans to update the draft Maintenance Plan by incorporating ordinance language defining eligible L&L maintenance activities and public rights-of-way. Staff noted that future coordination meetings with County Public Works and Supervisor Scales-Preston's office may assist in confirming ownership responsibilities and maintenance schedules for County-maintained areas. Commissioners were asked to keep an eye out for trucks with large quantities of tires as they are being dumped repeatedly on Wanda Street and Cummings Skyway.

10. REPORTS / COMMENTS FROM COMMISSIONERS: Commissioners expressed appreciation to Commissioners Garbis and Pannell for the significant time devoted to developing the draft Maintenance Plan and creating a comprehensive inventory of maintenance responsibilities throughout Crockett.

    Commissioners agreed that the maintenance plan will serve as an important management resource by identifying maintenance responsibilities; establishing expected maintenance frequencies; improving coordination among agencies and volunteer organizations; documenting historical maintenance practices; and providing greater transparency for residents regarding the appropriate use of Lighting & Landscape assessment funds.

11. FUTURE AGENDA ITEMS
    - Consider and discuss the use of Parcel Tax funds to clear growth on the hillside of public space behind Alexander Park and the Community Center.
    - Adopt-a-Highway program update.
    - Joint meeting with Recreation.
    - Resolution to update Ad Valorem tax distribution to include L&L
12. ADJOURNMENT: The meeting was adjourned at 8:30 PM until July 21, 2026.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary