

LIGHTING & LANDSCAPE COMMISSION

REGULAR MEETING

AGENDA FOR TUESDAY, AUGUST 20, 2024

TIME: 7:00 PM

PLACE: Crockett Community Center, 850 Pomona, Crockett, CA

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 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 July 16, 2024.
5. ADMINISTRATIVE:
 - a. Receive report on actions taken by the District Board.
 - b. Update on flower basket installation.
 - c. Discuss coordination with outside agencies regarding maintenance responsibilities (i.e. Caltrans and Public Works).
 - d. Discuss CREEC road access maintenance.
 - e. Discuss maintenance log.
6. BUDGET AND FINANCE:
 - a. Financial report on expenditure and available funds.
 - b. Other District financial matters.
7. REPORT FROM STAFF:
8. REPORTS/COMMENTS FROM COMMISSIONERS:
9. FUTURE AGENDA ITEMS:
 - a. Outdoor signage.
 - b. Safety and signage materials.
10. ADJOURNMENT: to September 17, 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 JULY 16, 2024.

- 1 CALL TO ORDER: The meeting was called to order at 7:04 PM by Chair Pannell. Commissioners Fisk, Garbis, Mitzel, and Pannell were present. Staff present included District Secretary (DS) Rivas, District Engineer (DE) Murdock, Administrative Services Manager (ASM) Goodman, and Event Supervisor (ES) Morales. District Board Director Peterson was also present.
- 2 CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
- 3 PUBLIC COMMENTS ON NON-AGENDA ITEMS: A member of the public passed out flyers for the upcoming Relay for Life and invited the public to participate. The event will take place on August 3rd and 4th. The Chamber of Commerce announced that the Wine Stroll will take place in Crockett on August 24th.
- 4 CONSENT CALENDAR: Minutes for June 18th, 2024 were approved as presented. (Fisk 1st, Garbis 2nd, 4/0).
- 5a RECEIVE REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: The \$50 L&L tax continues. The district secretary's role was changed from a part-time to a full-time position. The District has three seats open for the next election. Declaration of Candidacy statements are being accepted between July 15 – August 9. Election day is November 5th. The Police Liaison Committee was reduced from 7 seats to 7 seats.
- 5b DISCUSS FLOWER BASKET INSTALLATION: A representative of the Crockett Chamber of Commerce presented a formal proposal to hang four 22-inch flower baskets on decorative streetlights. The planters are 40 pounds each and contain artificial flowers for easy maintenance. The baskets are two-sided for stability and will be hung 10 to 12 feet from the ground. Hercules Landscaping Company is the installer and the insurance holder. Although the District Board does not need to approve the project, it was recommended that the Board should be informed. Staff will confirm the insurance coverage and prepare an MOU. A motion was made to approve the hanging basket project pending insurance verification. (Mitzel 1st, Garbis 2nd, 4/0).
- 5c DISCUSS MAINTENANCE PLAN: The DS prepared a worksheet based on Director Peterson's presentation at the previous meeting on how to prepare a maintenance plan to help guide the maintenance plan discussion. A maintenance schedule spreadsheet that detailed the various maintenance areas, frequency, and responsible entity was presented and discussed. The County owns the parking lot informally used as a park-and-ride is irregularly maintained but mostly by volunteers. Staff suggested that the Commission prioritize the areas outlined in Measure L and expand if the budget allows. The maintenance plan worksheet provided should be used to note maintenance done. It was noted that a full plan may take up to a year after the four seasons have been experienced. The number of Crockett volunteers continues to dwindle. A member of the public suggested incentivizing volunteers by providing food. Another person suggested offering gardening/pruning tips as a way to attract volunteers. Maintaining an ongoing list of service items was suggested.
- 5d UPDATE ON PRESSURE WASHER PURCHASE: Staff purchased a Greenworks 2000 PSI pressure washer and will be tested out in the next few days.
- 5e COMMUNITY OUTREACH AND EDUCATION: This item was parked until further notice.

4.a

5f DISCUSS MINUTE REPORTING: A discussion was had on the most efficient and effective method to prepare minutes as they can be too detailed. There is value in being able to refer to older minutes to learn about discussions, decisions, and processes. The disadvantage to condensing summaries of actions and details relevant to a decision is that valuable details are not memorialized such as the helpful tips presented by Director Peterson when he presented his guide to creating a maintenance plan.

6a FINANCIAL REPORT ON EXPENDITURE AND AVAILABLE FUNDS: The cash account has not been reconciled. The cash account balance is \$41,012.76 with a pending \$5,000 outstanding credit. The \$327.50 charge is for the California Special District Association annual membership (CSDA) which will increase the next year. The CSDA is an invaluable resource for special districts. All commissioners have access to the organization. CSDA distributes various newsletters; members can modify the information they wish to receive on their own.

6b UPDATE ON THE BUDGET PROCESS FOR FY 24/25: Staff met with the Budget & Finance representative who approved the proposed budget for FY 24/25. The fund is healthy.

6c UPDATE ON FINANCIAL MATTERS: None.

7. REPORTS FROM STAFF: Villa Construction weed whacked the perimeter of the Bridgehead. A volunteer plans to clear the interior pending weather conditions. A recent fire in Northern California was started through mowing and the mowing operators were charged with felonies for causing the fire. The entrance to the I-80 West is owned by Caltrans and appears to not have been touched. A quote was requested to clear the frontage of the Wanda bypass up to Port Street. C&H donates funds for the Wanda bypass via the Crockett Improvement Association (CIA) and was suggested that L&L should not take that project on due to potential conflict with the District. The hillside length of Rolph Avenue from Pomona to Winslow needs addressing. The hillside is steep and costs approximately \$20,000 to clear. Recreation funded the current year, and Cal Fire funded the clearing of the previous year. Adding mulching using volunteers was suggested but could still be limited due to the steepness of the hillside. A commissioner suggested that although the process will take longer than a day, the long-term benefits may be worth the effort. There was concern that a hillside mulching project is outside of the scope and available funds of the department. It was suggested that supplemental funds from the Crockett Community Foundation could be an option. Once completed, mulching maintenance would occur every year or two. A member of the public shared that community garden planting could also be considered and double as a fire field.

8 COMMENTS FROM COMMISSIONERS: The County Public Works' scheduler confirmed that the Alhambra and Winslow medians have been addressed. The Francis median is on the schedule. The maintenance schedule is slated for twice a year. L&L may need to remind the County to schedule future maintenance. It was pointed out that the trees planted on the verges along Pomona, Rolph, and Loring were planted by the CIA and therefore Caltrans nor the County is responsible for maintaining them. There is approximately \$10,000 in an escrow account with the County set aside for tree removal of these trees if needed. L&L can ask residential property owners to remove weeds from these trees planted on their verges.

9 FUTURE AGENDA ITEMS:

- Update on maintenance plan – ongoing,
- Threshold amount for contract approvals by the commissioners.
- Adopt a Median program.

10 ADJOURNMENT: The meeting was adjourned at 8:20 PM to August 20, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary

Leak at Dowrelio Drive by the Crockett Treatment Plant.



Area	Task	Assigned To	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Pomona (I-80 West entrance to Memorial Hall)														
	Weed (5 feet in)				X			X			X			X
	Clean-up litter		Every 2 weeks											
	Prune County-owned trees	County Public Works (Frequency?)												
Bridgehead														
	Mow & weed (5 feet from both sides of path)				X			X			X			X
	Prune Desert willow trees & large/tall shrubs				X (or April)									
	Make wood chips from pruned material				X (or April)									
	Maintain parking lot on south side of Pomona	CalTrans? (Frequency?)												
	Clean-up litter		Every 2 weeks											
Rolph Ave (Pomona to Loring)														
	Weed verges				X			X			X			X
	Clean-up litter		Every 2 weeks											

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>
FUND 3242 - MAINTENANCE				
07/01/2024	CONTRA COSTA COUNTY TREASUR...	Netchex payroll nbr 29, SPLIT	144.32	606
Total FUND 3242 - MAINTENANCE			144.32	
TOTAL			144.32	

[Handwritten Signature] 7/11/2024

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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>
FUND 3242 - MAINTENANCE				
07/02/2024	Villa's Landscape	Pomona sidewalk clean up, INV# ...	<u>750.00</u>	607
Total FUND 3242 - MAINTENANCE			<u>750.00</u>	
TOTAL			<u>750.00</u>	

 7/2/2024

CROCKETT COMMUNITY SERVICES DISTRICT

Crockett Community Services District

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

Date	Name	Memo	Credit	Num
FUND 3242 - MAINTENANCE				
07/16/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 30, SPLIT	443.92	608
07/16/2024	DOLORES M. MORALES	Reimbursement for supplies; Gloves and Pressure Washer	202.81	609
Total FUND 3242 - MAINTENANCE			<u>646.73</u>	
TOTAL			<u><u>646.73</u></u>	

7/16/2024
[Handwritten Signature]