

# LIGHTING & LANDSCAPE COMMISSION

## REGULAR MEETING

AGENDA FOR TUESDAY, FEBRUARY 20, 2024

TIME: 7:00

PLACE: Crockett Community Center, 850 Pomona, Crockett

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*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 brought up 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 December 19, 2023.
5. ADMINISTRATIVE:
  - a. Receive Caltrans Agreement.
  - b. Discuss a maintenance plan.
  - c. Consider the need for a maintenance person.
  - d. Discuss budget/expenditures.
  - e. Consider updates on Lighting and Landscaping website/FAQs.
  - f. Receive the draft Landscape Maintenance Agreement with the Crockett Community Services District.
  - g. Discuss vacancies.
6. BUDGET AND FINANCE:
  - a. Select two representatives for the Lighting and Landscape budget and finance committee.
7. REPORT FROM STAFF:
8. COMMENTS FROM COMMISSIONERS:
9. FUTURE AGENDA ITEMS:
10. ADJOURNMENT: to March 19, 2024.

# LIGHTING & LANDSCAPE COMMISSION

## REGULAR MEETING

AGENDA FOR TUESDAY, FEBRUARY 20, 2024

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.*

# LIGHTING & LANDSCAPE COMMISSION (L&L)

of the Crockett Community Services District

**For Review**

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## MINUTES OF LIGHTING AND LANDSCAPING COMMISSION MEETING DECEMBER 19, 2023

- 1 CALL TO ORDER: The meeting was called to order at 7:04 PM by Chair Pannell. Present were commissioners Garbis, Mitzel, and Pannell; Castro-Silva was absent. Staff present included Interim General Manager (IGM)/District Secretary (DS) Sonia 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: Ms. Morales inquired about storm drain cleanup. DE Murdock reported that the County maintains the drains. Chair Pannell reported that East Bay MUD (Municipal Utilities District) was in her neighborhood clearing leaves from storm drains.
- 4 CONSENT CALENDAR: Minutes for October 17, 2023, were approved. (Mitzel 1<sup>st</sup>, Garbis 2<sup>nd</sup>; 3/0, 1 absent)
- 5a PUBLICITY STRATEGY FOR COMMUNITY BEAUTIFICATION ACTIVITIES: DS Rivas had previously suggested that the website become the official page for L&L as the authority of information. Chair Pannell expressed that there is nothing to report at this time. She offered to prepare an article for the Crockett Signal but recognized that other channels should be considered. Commissioner Garbis suggested a sign be posted in areas of improvement publicizing that work is being funded by Measure L and printed orange safety vests for those working in the designated areas.  
  
Director Peterson reported that the L&L Commission is required to publish an end-of-year report to notify the community on how the commission used Measure L funds throughout the year just like the Recreation Commission does. Instead of a report for 2023, he suggested that Ms. Pannell's article report that funds have not been received and report on the plans for the year. The report can be prepared by either commissioners or staff. The article should direct readers to the website for additional information.
- 5b DISCUSS HIRING A MAINTENANCE PERSON: Chair Pannell reported that several individuals have expressed an interest in a maintenance role including John Sandusky and Aaron Marlo (plumbing, construction, maintenance). She reported that former commissioner Castro-Silva's family is no longer volunteering to clean the Plaza but the Plaza continues to look relatively clean. Mr. Peterson suggested a local hire preference and suggested that the opportunity be posted in the Signal publication.  
  
Mr. Murdock recommended that a contractor be selected to do the initial cleanup followed up by a less expensive, hourly maintenance person who could be a student. He differentiated between tasks and cautioned that anyone using machinery should be over 18 years of age and will require workman's compensation which is not cheap. Workman's compensation is estimated to be approximately \$27 per hour and is less expensive for contractors as they can acquire more work and spread the costs per project. Chair Pannell would like to hire a regular maintenance person for raking, pruning, and weeding. DE Murdock will research rates for non-machinery workman's compensation pricing.

**4.a**

A discussion was had regarding the Crockett Improvement Association's (CIA) continued volunteering efforts. Mr. Peterson responded that the CIA could continue those efforts so long as there were volunteers and work parties. He reminded the commissioners that per the Memorandum of Understanding (MOU) between the District and the CIA, the District does not need to get involved with the cleaning and maintaining of the Plaza and recommended that L&L may want to reevaluate the MOU. Chair Pannell would like the District to take over but would like to revisit the MOU later.

DE Murdock explained that there is risk associated with volunteers. The CIA is not required to have protection in place for their volunteers, but they are required to have workman's compensation when performing work for the District. Mr. Peterson has volunteered for the District as a non-profit, not as an individual. The former general manager was to create a liability waiver document to absolve the district of risk for volunteers, but it was not completed. Mr. Murdock reported that the District has a liability waiver.

Chair Pannell expressed her interest in considering John Sandusky; he is a licensed and insured landscape contractor but is concerned that his grand vision is likely beyond the scope and budget of the Commission. Mr. Peterson reminded the commissioners that before the adoption of Measure L, the group discussed recognizing recreation staff including part-time staff and high school students who are currently doing light maintenance work for consideration. The L&L commissioners should consider these local persons first instead of new hires. It is up to the commissioners to create a maintenance program for the year and should prioritize the feasibility of utilizing Recreation's staff for potential maintenance staff.

Mr. Peterson led a discussion on how the Measure L tax amount of \$50 per parcel cost was created on actual costs and not an arbitrary number. He presented a pie chart that displays where funds were to be allocated based on information available at the time. The parcel tax is expected to bring in \$60,000 for the fiscal year. With this estimation, overhead would be \$6,660 (11.1%); total liability insurance was estimated to be \$14,220 (23.7%). The remaining amount would be focused on four maintenance areas of interest. He elaborated that hiring an outside contractor was not discussed hence why the liability insurance is high because the focus was on hiring volunteers and/or existing recreation staff. Landscaping costs were calculated based on the costs of the landscape contractor that Recreation was using. The bridgehead was allocated \$15,000, streetlights at \$9,000, the Plaza at less than \$14,000, and finally public fencing at \$1,000. The fencing replacement costs have historically been paid by Recreation but should be paid by L&L moving forward. He cautioned the commissioners about hiring a contractor and committing to a set time frame that may or may not benefit the District. Another cost to consider is the overhead losses which are incurred by having staff attend meetings. He encouraged the commissioners to request financial reports and be mindful of the actual costs of choices that are being considered.

Commissioner Mitzel motioned to authorize DE Murdock to hire a contractor when funds become available. As the person hiring the maintenance person, Mr. Murdock recommended beginning with cleaning Pomona Street due to its high visibility followed by the perimeter of the bridgehead. (Mitzel 1<sup>st</sup>, Garbis 2<sup>nd</sup>, 3/0)

5c. CREATE FAQs: DS Rivas reported that work has not begun for the FAQs but initial questions will answer questions such as what Measure L is and its purpose, projects that are being considered, priorities, who the commissioners are, etc. Commissioner Garbis would like additional information on who to contact for general maintenance questions and a map of L&L-focused areas. Mr. Peterson added that a list of contacts should be added for issues outside of the purview of L&L such as the water department and county services such as public works and maintenance.

6 REPORTS FROM STAFF: None.

7 COMMENTS FROM COMMISSIONERS: None.

8 FUTURE AGENDA ITEMS:

- Discuss maintenance for Quarter 1 and Quarter 2.
- Budget and expenditures
- FAQs
- Website page

9 ADJOURNMENT: The meeting was adjourned at 7:57 PM to January 16, 2024.

Respectfully submitted,  
Sonia Rivas, MBA