

LIGHTING & LANDSCAPE COMMISSION

REGULAR MEETING

AGENDA FOR TUESDAY, MARCH 19, 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 brought up that are not on the agenda may be referred to staff for action or calendared on a future agenda.
4. SEATING OF NEW MEMBER: Julie Fisk
5. CONSENT CALENDAR:
 - a. Approve minutes for February 20, 2024.
6. ADMINISTRATIVE:
 - a. Plaza maintenance.
 - b. Bridgehead discussion/updates.
 - c. Financial report on expenditures and available funds.
7. BUDGET AND FINANCE:
8. REPORT FROM STAFF:
9. COMMENTS FROM COMMISSIONERS:
10. FUTURE AGENDA ITEMS:
 - a. Discuss a maintenance plan.
 - b. Consider the need for a maintenance person.
11. ADJOURNMENT: to April 16, 2024.

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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service.

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LIGHTING & LANDSCAPE COMMISSION (L&L)

of the Crockett Community Services District

For Review

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MINUTES OF LIGHTING AND LANDSCAPING COMMISSION MEETING FEBRUARY 20, 2024.

- 1 CALL TO ORDER: The meeting was called to order at 7:03 PM by Chair Pannell. Present were commissioners Garbis and Pannell; Castro-Silva and Mitzel were 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: DS Rivas requested to pull items 5a, b, d, and f. The items would benefit from a more robust conversation with Commissioner Mitzel present.
- 3 PUBLIC COMMENTS ON NON-AGENDA ITEMS: Julie Fisk's application for the Lighting and Landscape Commission has not been received. DS Rivas will follow up with her.
- 4 CONSENT CALENDAR: Minutes for December 23, 2023, were carried to the March agenda. The purpose of a consent calendar is to list routine items that may not require discussion such as minutes and bills to be paid. Any item on the consent calendar can be pulled for further discussion.
- 5a RECEIVE CALTRANS AGREEMENT: Item was removed.
- 5b DISCUSS A MAINTENANCE PLAN: The Item was moved to future agenda items.
- 5c CONSIDER THE NEED FOR A MAINTENANCE PERSON: DE Murdock recommended holding off on hiring a maintenance person. He suggested that hiring a student may end up being more expensive and would like to ask Recreation staff to help with maintenance needs on a trial basis.

Director Peterson recommended the following three items be considered for discussion. 1) Revisit the MOU between the CIA and the District and determine if it should continue as is, amend, or be abrogated. 2) Review the Caltrans agreement as it may preclude any future maintenance by a contractor at the Bridgehead site. A review of the agreement will help direct the scope of work for a maintenance person in the future. 3) A scope of work needs to be created to prevent any duplication of work or possibly undoing work that has previously been done. Mr. Murdock stated that the work at the Plaza is currently limited to trash and leaf cleanup. He reminded the commissioners that the MOU states that the CSD can take over the maintenance if the CIA is unable to.

ACTION: Mr. Murdock is to meet with Recreation to hire recreation staff for maintenance needs at the Plaza on a trial basis.

ACTION: Chair Pannell will review the MOU and present it to the CIA Board.
- 5d DISCUSS BUDGET/EXPENDITURES: None.
- 5e CONSIDER UPDATES ON LIGHTING AND LANDSCAPING WEBSITE/FAQS: DS Rivas presented a report on the new dedicated webpage for Lighting and Landscape. There are two pages: a description page with information relevant to the Lighting and Landscaping department including a

link to the Measure L document, and a separate commissioner page that includes meeting information and links to the agendas and minutes. Several modifications were suggested. ASM Goodman suggested that the areas of focus align with those listed in the measure.

ACTION: DS to update the website with the suggested edits.

5f RECEIVE THE DRAFT LANDSCAPE MAINTENANCE AGREEMENT WITH THE CROCKETT COMMUNITY SERVICES DISTRICT: This item was pulled.

5g DISCUSS VACANCIES: Commissioner Castro Silva has moved out of town and no longer qualifies to be on the commission and therefore created two vacancies. Julie Fisk is expected to submit her application for the L&L Commission.

6 BUDGET AND FINANCE: ASM Goodman requested that the commissioners select two members to serve as Budget and Finance representatives for the 2024-25 fiscal year. She will schedule a meeting to discuss available funds and spending priorities to help set and allocate funds for projects. Via email, Commission Mitzel expressed her interest in participating in the budget process depending on the time requirements. As a new department, the process should be relatively simple and should require only a few hours once a year.

ACTION: L&L to select two representatives for the Budget and Finance Committee.

7. REPORTS FROM STAFF: Mr. Murdock reported that he pressure-washed the Plaza. He hired Villa Landscape to clear vegetation on north and south Pomona Street. The time needed to complete the work took an extra day. The total cost was \$4,700. Mr. Peterson provided training for Mr. Murdock on how the street lighting maintenance works.

Mr. Murdock presented a quick update on the Dog Park. The Dog Park continues to make progress and expects to receive fencing and mulch soon. The Dog Park is not within the purview of L&L but the site is next to the maintenance area that L&L oversees. ASM Goodman informed the commissioners that CSD is not contributing any funds to the Dog Park. Caltrans requires a Waiver of Subrogation for the Dog Park which means CSD will be responsible for any claims. The cost is \$5,000.

8 COMMENTS FROM COMMISSIONERS: Chair Pannell reported that Molly Batchelder, a certified arborist, and her family are bringing some kids from Merrit College to learn about tree pruning. This is done typically twice a year.

Approximately four years ago, Caltrans declined a request from the CIA to install a monument at the base of Vista Del Rio at Pomona. The area has become an informal parking lot. The CIA has asked Caltrans to revisit the site and clean it.

Mr. Murdock met with Caltrans regarding the areas around the Bridgehead. Caltrans is responsible for maintaining the section between the onramp and 6th street. CSD should call Caltrans to add it to their maintenance schedule.

Commissioner Garbis reported that she and Scott Bartlebaugh are meeting with Chris Lau of Contra Costa County Public Works to discuss surveillance cameras and fencing along Cummings Skyway and possibly Crockett Boulevard to prevent dumping.

9 FUTURE AGENDA ITEMS:

- Maintenance plan
- Maintenance person
- Select representatives for the Budget and Finance Committee
- Review of MOU between CCSD and CIA after CIA has provided input.

10 ADJOURNMENT: The meeting was adjourned at 8:13 PM to March 19, 2024.

Respectfully submitted,
Sonia Rivas, MBA