

# LIGHTING & LANDSCAPE COMMISSION (L&L)

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of the Crockett Community Services District

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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 local individuals have expressed an interest in a maintenance role. She reported that former commissioner Castro-Silva is no longer cleaning the Plaza but that it 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 workers' compensation insurance. Workers' 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 workers' compensation pricing.

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 agreed to revisit the MOU.

There was a discussion about liability when volunteers are involved. This issue needs to be further discussed depending on changes that may be made to the MOU. Another topic of discussion was the importance of looking at current District staffing utilization before considering outside hires.

Mr. Peterson led a discussion on how the Measure L tax amount of \$50 per parcel cost was created. A discussion followed on the importance of keeping costs down to maximize revenue.

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