

LIGHTING & LANDSCAPE COMMISSION (L&L)

of the Crockett Community Services District

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For Review

MINUTES FOR LIGHTING AND LANDSCAPING COMMISSION MEETING AUGUST 20, 2024.

- 1 CALL TO ORDER: The meeting was called to order at 7:07 PM by Chair Pannell. Commissioners Garbis, Mitzel, and Pannell were present. Commissioner Fisk was absent (excused). Staff present included District Secretary (DS) Rivas, 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: ASM Goodman reported that Mr. Indie Singh, a member of the public, requested time at a future agenda to present on regenerative landscaping.
- 4 CONSENT CALENDAR: Minutes for July 16, 2024 were approved with edits. (Garbis 1st, Mitzel 2nd, 3/0).
 - There was a short discussion to clarify Item 8 under Comments From Commissioners regarding identifying the responsible party for the trees planted on the sidewalks. The minutes did not differentiate clearly between trees on the median and the trees on the public right of way. DS Rivas reported that county policy dictates that although sidewalks are county property, the abutting property owner is responsible for maintenance up to the street curb. It is expected that the same applies to trees planted in Crockett. CIA planted trees in public right-of-way areas along the Pomona, Rolph Drive, and Loring streets as required by the Crockett Community Foundation (CCF) grant. The Commissioners do not feel comfortable enforcing this policy on Crockett residents. ASM Goodman pointed out that the District Code does not contain language regarding who is responsible for CIA-planted trees and recommended that L&L consider the discussion at a future date.
- 5a RECEIVE REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: Reported by DS Rivas. The Sewer Use Charge (SUC) and Method of Collection (via property taxes) were approved. The ASM was authorized to submit all properties subject to tax levies to the County. The budget for fiscal year (FY) 24/25 was approved. Iris Wesselman was appointed to the Personnel Committee.
- 5b UPDATE ON FLOWER BASKET INSTALLATION: ASM Goodman reported that the MOU has not been approved yet. The Staff needs to confirm the insurance information.
- 5c DISCUSS COORDINATION WITH OUTSIDE AGENCIES REGARDING MAINTENANCE RESPONSIBILITIES (I.E. CALTRANS AND PUBLIC WORKS): Chair Pannell explained that the purpose of this item was to create a list of agencies and contact information for topics around maintenance not exclusively to the L&L maintenance responsibilities. This will be helpful for all to know what agency to call for a variety of maintenance issues. DS Rivas has started a contact spreadsheet and asked for assistance with completing the list of agencies. Chair Pannell reported that the County Public Works considers maintenance bi-annually. The public can request intermittent maintenance which will then be placed on a priority list.
- 5d DISCUSS CREEC ROAD ACCESS MAINTENANCE: Dowrelia Drive is located within the boundaries of the Bridgehead area and across from the treatment plant en route to the former Nantucket site. ASM Goodman reported that the Carquinez Regional Environmental Education Center (CREEC) group is located across from the

treatment plant and is currently renegotiating their lease with the State Lands Commission which is requiring them to maintain the road. The site is subject to light water flooding on an ongoing basis. The water issue is speculated to be related to EBMUD, or possibly due to heavy truck usage. Staff has responded to calls over the years and testing reports historically detect only chlorine. DS Rivas reported that Dowrelia is not within the scope of L&L but the item was presented for the Commissioners' awareness. Ms. Goodman will recommend that CREEC contact C&H for assistance. Board Director Peterson reminded the commissioners of the importance of understanding what maintenance means exactly when negotiating terms.

5e DISCUSS MAINTENANCE LOG: DS Rivas presented a spreadsheet and explained that it serves as the foundation of a maintenance log record. The intent is to merge this log with the spreadsheet that the former district engineer created earlier that includes cost estimates. Mr. Peterson explained the need to fill in the information as it is performed and use it to anticipate future needs but also pointed out that most tasks will be on an as-needed basis. With staff shortages, maintenance issues will likely be performed by contractors.

ASM Goodman should be contacted for maintenance needs and will route the requests accordingly. It is unclear whether Caltrans is responsible for clearing the sidewalk along the Pomona-facing area of their property adjacent to the Bridgehead or just the landscaping. ASM Goodman recommended that L&L clear the sidewalk area now rather than wait for Caltrans. She will schedule a cleanup of that sidewalk as well as the sidewalk along Rolph Avenue, past Alexander Park. Director Peterson reiterated that the Commission has the authority to set priorities, and frequency and recommend contractors to perform work due to staff shortages. He suggested that L&L prioritize projects, estimate the frequency, and refine as time passes. The Crockett Public Services (CPS) organization will be taken over by D'Arcy Trask. CPS has an inventory list of streetlights. Mr. Peterson made recommendations on how to manage streetlight repairs. Ms. Goodman announced that she is working on an inventory program. DS Rivas suggested a working meeting during a regularly scheduled meeting dedicated to prioritizing and updating the maintenance plan.

6a FINANCIAL REPORT ON EXPENDITURE AND AVAILABLE FUNDS: ADM Goodman reported that the Maintenance cash account balance is \$36,057.19 and includes July and August expenses. All tax levies have been submitted to the County. Five additional properties were added to the tax roll resulting in \$250 in additional funds to the L&L account. Tax funds are expected to hit the L&L account in December.

6b OTHER DISTRICT FINANCIAL MATTERS: ASM Goodman announced a financial issue for Recreation will be discussed at the next Board meeting.

7 REPORTS FROM STAFF: None.

8 REPORTS/COMMENTS FROM COMMISSIONERS: None.

9 FUTURE AGENDA ITEMS:

- Outdoor signage. This item was removed from consideration.
- Safety and signage materials.
- Working meeting.

10 ADJOURNMENT: The meeting was adjourned at 8:00 PM to September 17, 2024.

Respectfully submitted,
Sonia Rivas, MBA
District Secretary