

LIGHTING & LANDSCAPE COMMISSION

AGENDA FOR TUESDAY, JANUARY 21, 2025

TIME: 7:00 PM - REGULAR MEETING

LOCATION: 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 November 19, 2024.
5. ADMINISTRATIVE:
 - a. Election of Officers.
 - b. Review Meeting and Holiday Schedule for 2025.
 - c. Discuss plaza policies and practices.
 - d. Discuss 2025 Action Plan.
 - e. Discuss and recommend the Adopt-A-Highway program for the Bridgehead area.
6. BUDGET AND FINANCE:
 - a. Received warrant transmittals.
 - b. Update on financial reconciliation and other District financial matters.
7. REPORT FROM STAFF:
 - a. Report on actions taken by the Board.
8. REPORTS/COMMENTS FROM COMMISSIONERS:
9. FUTURE AGENDA ITEMS:
 - Election of officers
 - Safety and signage materials.
 - Outreach and education.
 - Maintenance log & plan.
 - Working maintenance plan meeting.
 - Discuss the received lighting inventory with D’Arcy Trask.
 - Recommend Adopt-A-Highway to CCSD Board.
 - Annual Report to the Public on L&L tax usage.
10. ADJOURNMENT: to February 21, 2025.

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.

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

P.O. Box 578 - Crockett, CA 94525

850 Pomona Street

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MINUTES FOR LIGHTING & LANDSCAPING COMMISSION MEETING NOVEMBER 19, 2024.

1. CALL TO ORDER – ROLL CALL: Chair Lindsey Pannell called the meeting to order at 7:00 p.m. Commissioners Pannell, Garbis, Fisk, and Mitzel were present. The District Interim General Manager Goodman and Director Peterson were present. Elena Gomez and Dolores Morales were in attendance.
2. SEATING OF NEW MEMBER – ELENA GOMEZ: Seated
3. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None
4. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None
5. CONSENT CALENDAR:
 - a. APPROVE MINUTES FOR OCTOBER 15, 2024. Motion to approve with correction to Future Agenda Items (add “Discuss received lighting inventory with D’Arcy Trask”) was passed. (Garbis 1st, Mitzel 2nd, 5/0).
6. ADMINISTRATIVE:
 - a. RECEIVE REPORT ON ACTIONS TAKEN BY THE DISTRICT BOARD: IGM Goodman reported on behalf of District Secretary Rivas: the board took the following actions - appointed Elena Gomez to Lighting and Landscaping; approved the extension of the Joint Use Agreement to the end of January 2025; hired an environmental attorney to represent the district in discussing the 2022 odor fines for the Crockett Joint Treatment Plant; received an update on the Cal-Trans MOU/Adopt-A-Highway at the Bridgehead. IGM Goodman also reported that this year’s Holiday Dinner was canceled and that it should resume next year.
 - b. UPDATE ON ADOPT-A-HIGHWAY PROGRAM: IGM Goodman reported that Director Peterson, Chairperson Pannell, and DS Rivas met with 3 Cal-Trans employees at the Bridgehead at the beginning of November. The formerly mentioned MOU has been replaced by an Adopt-A-Highway contract, which needed to be discussed by L&L commissioners for recommendation to the board. She explained the differences between the two, namely that Cal-Trans informed us that a portion of the Bridgehead now belonged to the county and only the areas directly below the overpasses qualify as land for the Adopt-A-Highway program. The program consists of 3 main categories – Weed abatement/planting/pruning, Litter abatement, and graffiti abatement. IGM Goodman suggested doing all three, and that we may be able to mitigate graffiti faster than Cal-Trans can. Commissioner Mitzel agreed. Chair Pannell mentioned she had talked to Mr. Michael Stevens at public works and they were not informed of the newly acquired land and would have to do some digging. Director Peterson recommended entering into an MOU with the County for the land annexed by Cal-Trans. IGM Goodman noted the Adopt-A-Highway subject was not on the Board’s upcoming agenda and that the item used the term “update”. It was suggested the item “Recommend Adopt-A-Highway to CCSD Board” be added to the December L&L agenda.

4.a

- c. UPDATE ON LANDSCAPING CLEANUP: IGM Goodman reported on a multi-area town clean-up effort that she approved. She worked with local company Let's Dig, and targeted many heavily traveled areas around town including Pomona St from EB-80 onramp to WB-80 on-ramp, Ceres between the Bridgehead Parking Lot and Port St, Loring between Rolph Dr, Second Ave between Lillian and Flora, and Starr St between Second and Third. Before and after photos were provided of all the areas cleaned. Chairperson Pannell and member Garbis stated they support the effort and appreciate the ongoing measures taken to put the Parcel Tax money to use. Member Gomez asked about the ownership of the areas cleaned if they belonged to the County, and if so, why did we use L&L funds to clean. IGM Goodman replied that most of those areas have not been touched in years and that it takes a significant amount of time to file tickets with the Public Works Department of the County. These areas were problematic, i.e. impeding sidewalks or streets, and needed attention sooner rather than later. Cleaning up these areas ahead of the storm season will help in the overall upkeep of public spaces around town.
7. BUDGET AND FINANCE:
 - a. FINANCIAL REPORT ON EXPENDITURE AND AVAILABLE FUNDS: Cash account balance as of 11/19/24 was \$19,180.82, with mid-month warrants still needing to be issued. After the bills are paid the account balance will be \$7,403.82. The next round of incoming funds from the county will be in the next 30-45 days.
 - b. OTHER DISTRICT FINANCIAL MATTERS: Maze & Associates are continuing to work on reconciling the accounts. IGM Goodman reported the project will take longer than anticipated because we still need to get through the FY2023 and FY 2024 audits, which will take some time to prepare and finalize.
 8. REPORT FROM STAFF: IGM Goodman asked about the meeting schedule for L&L per DS Rivas. The committee reported wanting to keep the meeting date and time and continue meeting monthly.
 9. REPORTS/COMMENTS FROM COMMISSIONERS: Commissioner Garbis asked IGM Goodman to look at 3 areas of concern around town: the South side of Pomona between both freeway onramps, the trees on the North side of Pomona from Duperu to J&L market, and the tree limbs intermingling with the power and telecommunications lines next to the pool on Pomona St. Commissioner Gomez asked for details on the Ethics Training and Sexual Harassment Training and asked to be added to the District's CSDA membership.
 10. FUTURE AGENDA ITEMS:
 - Election of officers
 - Safety and signage materials.
 - Outreach and education.
 - Maintenance log & plan.
 - Working maintenance plan meeting.
 - Discuss the received lighting inventory with D'Arcy Trask.
 - Recommend Adopt-A-Highway to CCSD Board.
 - Annual Report to the Public on L&L tax usage.
 11. ADJOURNMENT: Adjourned at 8:04 pm until December 17, 2024.

Respectfully submitted,
Jena Goodman
Interim General Manager

MEETING SCHEDULES/HOLIDAYS FOR 2025

<i>Commission</i>	<i>Jan</i>	<i>Feb</i>	<i>Mar</i>	<i>Apr</i>	<i>May</i>	<i>June</i>	<i>Jul</i>	<i>Aug</i>	<i>Sep</i>	<i>Oct</i>	<i>Nov</i>	<i>Dec</i>
Recreation (6 pm) 1st Mon	6	3	3	7	5	2	7	None	8*	6	3	1
Port Costa Sanitary (6 PM) 1st Tue	7	4	4	8	6	3	1	None	2	7	4	2
Police Liaison (7 PM) 2nd Tue (Committee)	14	11	11	8	13	10	8	None	9	14	4**	9
Lighting & Landscaping (7 PM) 3rd Tue	21	18	18	15	20	17	15	19	16	21	18	16
Crockett Sanitary (4 PM) 3rd Wed	15	19	19	16	21	18	16	None	17	15	12**	10**
District Board (7 PM) 4th Wed	22	26	26	23	28	25	23	27	24	22	19**	17**
Holidays - Offices are closed.												
New Year's (Wed)	1											
Martin Luther King (Mon)	20											
Presidents' Day (Mon)		17										
Cesar Chavez Day (Mon)			31									
Memorial Day (Mon)					26							
Juneteenth (Thu)						19						
Independence Day (Fri)							4					
Labor Day (Mon)									1			
Veterans Day (Tue)											11	
Thanksgiving Day (Thu & Fri)											27,28	
Christmas Day (Thu)												25

5.b

Lighting and Landscape Department ACTION PLAN 2025

TOP PRIORITY ACTIONS

- | | |
|--|---------|
| 1. Website/Communications | ONGOING |
| 2. Maintenance Plan | ONGOING |
| 3. Trash Service and Republic Service Contract Renegotiation | SUMMER |
| 4. Plaza Signage & Maintenance | FALL |

CCSD District Wide ACTION PLAN 2025

TOP PRIORITY ACTIONS

- | | | |
|-----|--|---------|
| 1. | Financial Reconciliation and Continuing Audits
<i>(FY 23, 24, 25)</i> | ONGOING |
| 2. | Grants | ONGOING |
| 3. | Procurement and Diversification of Contractors
<i>(Develop a process for various contractors for as needed tasks)</i> | ONGOING |
| 4. | Ordinance on Capacity Charge and Accessory Dwelling Units, Amends Title 5 and 6 of District Code
<i>(Pertaining to SUC)</i> | SPRING |
| 5. | Community Newsletter | SPRING |
| 6. | Cost Allocation FY 24/25 | SUMMER |
| 7. | Assess and Plan for Departmental Operations Manuals | WINTER |
| 8. | Tech Upgrades & Review electronic documentation system | WINTER |
| 9. | Long-Range Financial Planning | FUTURE |
| 10. | Plan for Climate Change Impact w/Public Engagement
<i>(Strategic Planning - Leverage Regional and State Resources)</i> | FUTURE |

From: Bolanos, Hassen@DOT <hassen.bolanos@dot.ca.gov>
Sent: Friday, November 1, 2024 6:55 AM
To: districtsecretary@town.crockett.ca.us
Cc: Jevicky, Michael@DOT <michael.jevicky@dot.ca.gov>; Turner, Stanley@DOT <Stanley.Turner@dot.ca.gov>; 'Jena Goodman (Crockett Admin)' <admin@town.crockett.ca.us>; districtsecretary@town.crockett.ca.us; lindseypannell@gmail.com; 'KENT PETERSON' <kent2peterson@gmail.com>; luigi@barassi.net; Al-Zireeni, Waddah@DOT <waddah.al-zireeni@dot.ca.gov>
Subject: Crockett Community Services District- Adopt a Highway program at Carquinez Bridge Pedestrian & Bicycle Access Park Meeting

Good morning, Sonia.

As discussed at the field meeting on 10/29 with CCSD, attached are the following exhibits:

1. Exhibit 1: Park areas within State right-of-way.

This exhibit shows the park areas that fall within the State's right-of-way. For areas outside the state right-of-way, Caltrans has no authority.

2. Exhibit 2: Park areas available for adoption.

This exhibit delineates hatched areas shaded in red that have steep grades and are typically not adoptable due to liability concerns. If the District is still interested in steep grade areas, it will require special permission and discussion with the Adopt-a-Highway coordinator. Hatched areas in green are adoptable.

Available adoption types are as follows:

- Litter pickup
- Vegetation control
- Graffiti removal

When the District is ready, please let us know and we can provide the application for the Caltrans Adopt-a-Highway program.



Thank you.

Bolanos, Hassen

EXHIBIT 1

PARK WITHIN STATE R/W

LEGEND

-  PARK AREA INSIDE STATE RIGHT OF WAY (R/W).
-  STATE R/W LINE.






Google Earth

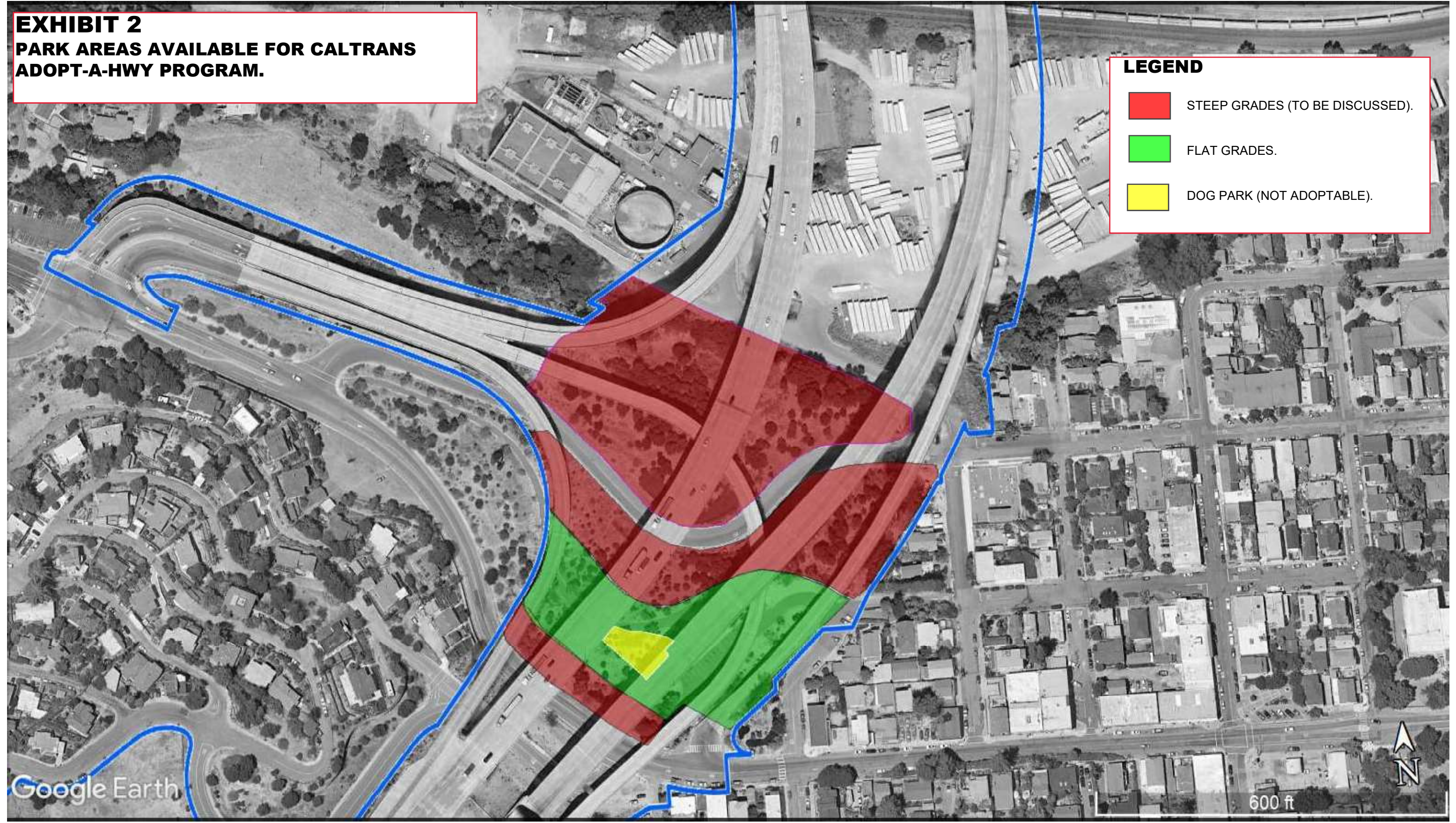
600 ft



**EXHIBIT 2
PARK AREAS AVAILABLE FOR CALTRANS
ADOPT-A-HWY PROGRAM.**

LEGEND

-  STEEP GRADES (TO BE DISCUSSED).
-  FLAT GRADES.
-  DOG PARK (NOT ADOPTABLE).



CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

Date	Name	Memo	Credit	Num
1000 · County Operating Funds				
1015 · Fund 3242 - Maintenance				
11/03/2024	CONTRA COSTA COUNTY TREASURER	Netchex payroll nbr 37, SPLIT	749.09	644
Total 1015 · Fund 3242 - Maintenance			749.09	
Total 1000 · County Operating Funds			749.09	
TOTAL			749.09	

Jan Hoar
11/3/24

CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District

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

Date	Name	Memo	Credit	Num
1000 - County Operating Funds				
1015 - Fund 3242 - Maintenance				
11/06/2024	Let's Dig, Inc.	Ceres, Pomona, and Loring cleanup	10,889.00	645
Total 1015 - Fund 3242 - Maintenance			10,889.00	
Total 1000 - County Operating Funds			10,889.00	
TOTAL			10,889.00	

Jan Hood
11/6/24

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>
1000 · County Operating Funds				
1015 · Fund 3242 - Maintenance				
11/18/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 38, SPLIT	182.51	646
Total 1015 · Fund 3242 - Maintenance			<u>182.51</u>	
Total 1000 · County Operating Funds			<u>182.51</u>	
TOTAL			<u>182.51</u>	

Jana Hood
11/18/24

**CROCKETT COMMUNITY SERVICES DISTRICT
Crockett Community Services District**

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

Date	Name	Memo	Credit	Num
1000 - County Operating Funds				
1015 - Fund 3242 - Maintenance				
12/03/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll #39, SPLIT	675.65	649
Total 1015 - Fund 3242 - Maintenance			<u>675.65</u>	
Total 1000 - County Operating Funds			<u>675.65</u>	
TOTAL			<u><u>675.65</u></u>	

Jan Hood
12/3/24

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>
1000 - County Operating Funds				
1015 - Fund 3242 - Maintenance				
12/12/2024	CALIFORNIA SPECIAL DISTRICTS ASSOCIATION	Annual Membership Dues Jan-Dec 2025	251.91	650
Total 1015 - Fund 3242 - Maintenance			251.91	
Total 1000 - County Operating Funds			251.91	
TOTAL			251.91	

Jan Hoop
12/11/24

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>
1000 - County Operating Funds				
1015 - Fund 3242 - Maintenance				
12/17/2024	CONTRA COSTA COUNTY TREASURER	Netchex Payroll nbr 40, SPLIT	609.08	651
12/20/2024	DOLORES M. MORALES	Reimbursement - Broom, Shears, Dust Pan	83.95	652
Total 1015 - Fund 3242 - Maintenance			<u>693.03</u>	
Total 1000 - County Operating Funds			<u>693.03</u>	
TOTAL			<u>693.03</u>	

[Handwritten Signature]
12/18/2024