

# LIGHTING & LANDSCAPE COMMISSION (L&L)

of the Crockett Community Services District

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## MINUTES FOR LIGHTING AND LANDSCAPING COMMISSION MEETING MARCH 19, 2024.

- 1 CALL TO ORDER: The meeting was called to order at 7:01 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: DS Rivas requested to move item 4 before Item 3.
- 3 PUBLIC COMMENTS ON NON-AGENDA ITEMS: Crockett Chamber President Norma Black reported that the Chamber had received a grant for decorative flower baskets to be hung from the streetlights on Pomona Avenue. She asked for permission to install and maintain. Several questions were unanswered regarding the size of the baskets, the weight capabilities of the light poles, and insurance requirements. The desired installation date is June. Ms. Black offered to return with more information.  
  
DS Rivas passed out the Statement of Economic Interest Form 700 for the commissioners to sign. The Form 700 provides transparency and ensures accountability in two ways: It provides necessary information to the public about an official's personal financial interests to ensure that officials are making decisions in the best interest of the public and not enhancing their personal finances.
- 4 SEATING OF NEW MEMBER: Julie Fisk was welcomed and seated.
- 5 CONSENT CALENDAR: Minutes for February 20, 2024, were approved. (Garbis 1<sup>st</sup>, Pennell 2<sup>nd</sup>, 3/0, 1 absent)
- 6a PLAZA MAINTENANCE: DE Murdock reported that he has received approval to have recreation employee Ms. Morales help with general maintenance of the Downtown Plaza for one hour, three times a week. She has already begun cleaning with immediate great results. Mr. Murdock has pressure washed as well. Chair Pannell recommended purchasing tools with a budget of \$200. Commissioner Garbis would like to purchase some apparel for the maintenance crew to wear while performing tasks.  
  
ACTION: Purchase tools to perform maintenance needs. To be stored at the District offices.  
  
ACTION: Ms. Goodman to request a quote for Hi-Viz apparel with Measure L language.
- 6b BRIDGEHEAD DISCUSSION/UPDATES: DE Murdock reported that he and Chair Pannell met with Crockett resident Ken Shaw, an independent contractor who works with CVSAN Commissioner Trask and owns large equipment to mow around the Bridgehead's uneven terrain. His rate is \$750 per 8-hour shifts. Mr. Murdock suggested three times a year: within a week, mid-summer, and for the September fire season. He has a business license and liability insurance. Board Director Peterson reported that Mr. Trask has acquired a new mower and was planning to mow around the Bridgehead on his own. Mr. Trask is unaware that the Board declined to sign the Caltrans agreement that allows the District to maintain the property. Mr. Peterson cautioned against losing control by having multiple people/agencies perform work without the Commission's knowledge. Commissioner Mitzel argued for

setting a precedent. While volunteers are assets to the community, Measure L provides the opportunity to professionalize the more technical problems with expert solutions. This will protect delicate flora and fauna.

Chair Pannell reminded everyone that the next Crockett Improvement Association (CIA) -sponsored town cleanup is Saturday, April 20.

ACTION: Move forward with Ken Shaw to mow when the weather allows.

6c FINANCIAL REPORT ON EXPENDITURES AND AVAILABLE FUNDS: The item was carried to the next meeting.

7 BUDGET AND FINANCE: ASM Goodman explained that Staff time has not yet been considered in the L&L budget. The District operates on a fiscal year model and the L&L funds are received in the middle of the fiscal year. The Commission is spending funds without a budget in place. She will be working with the L&L budget and finance representatives to establish goals and priorities for the 2024-25 fiscal year. Whatever is not used in the current fiscal year will roll over to the next cycle. The discussion on the mowing services helps identify actual costs that will guide the budget process. Ms. Goodman has already begun laying the groundwork for the L&L budget. Moving forward, transmittals of expenditures will be included in the agenda packet for review.

Commissioner Mitzel inquired about the quality of work recently performed by Villa Landscaping. While there were no photos, Ms. Goodman reported that Facebook posts have stopped since the work was completed, where she had previously read many complaints about that section on Pomona Street. DS Rivas reminded everyone that due to the nature of the commission, before and after photos are important. Since this is a behavior change, she recommended taking after photos now and then more photos when the time comes to clear the area(s) again as before photos.

8. REPORTS FROM STAFF: Mr. Murdock reported that he pressure-washed the Plaza with a gas-powered pressure washer. The washer performed well, but he received several complaints about the noise levels. A discussion was had about possibly purchasing an electric machine. Mr. Peterson reported that the CIS owns a very powerful gas-powered pressure washer and suggested using existing equipment before spending funds. Ms. Goodman offered to loan her electric power washer to the cause.

9 COMMENTS FROM COMMISSIONERS: Commissioner Garbis presented a list of FAQ questions that should be listed on the website. A web form should be created for the public to submit service requests and the form should limit the areas of service to those that the L&L oversees. Mr. Peterson reported that the Caltrans agreement is outside of the capacity and means of the District and the Board refused to sign it. Mr. Murdock was tasked with following up with Caltrans,

10 FUTURE AGENDA ITEMS:

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

11 ADJOURNMENT: The meeting was adjourned at 8:17 PM to April 16, 2024.

Respectfully submitted,  
Sonia Rivas, MBA