

LIGHTING & LANDSCAPE COMMISSION (L&L)

of the Crockett Community Services District

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MINUTES FOR LIGHTING & LANDSCAPING COMMISSION MEETING DECEMBER 16, 2025.

1. CALL TO ORDER – ROLL CALL: Chair Pannell called the meeting to order at 7:02 p.m. Commissioners Garbis, Gomez, and Pannell were present. Commissioners Fisk and Mitzel were absent (excused). General Manager (GM) Goodman and District Secretary (DS) Rivas were present.
2. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None
3. PUBLIC COMMENTS ON NON-AGENDA ITEMS: The GM reported that new higher quality flags have been ordered but is unsure of the expected delivery date. Commissioner Gomez announced that she and Commissioner Fisk did not receive an invitation to the volunteer holiday dinner. Staff will inquire regarding the invitation.
4. CONSENT CALENDAR: Items a, b, and e were pulled for discussion. Items c and d were approved as presented. (Pannell 1st, Gomez 2nd, 3/0, 2 absent).
 - a. APPROVE MINUTES FOR OCTOBER 21.
 - b. RECEIVE ACTIONS TAKEN BY THE BOARD (OCTOBER AND NOVEMBER).
 - c. RECEIVE WARRANT TRANSMITTALS (OCTOBER AND NOVEMBER).
 - d. RECEIVE CASH ACCOUNT BALANCE.
 - e. RECEIVE ANNUAL MEASURE L TAX USE REPORT:
5. CONSIDER ITEMS REMOVED FROM THE CONSENT CALENDAR: Motion to approve item pulled for discussion passed. (Pannell 1st, Garbis 2nd, 3/0, 2 absent)

4.a MINUTES FOR OCTOBER 21: Crockett Public Works was corrected to Crockett Public Services (CPS) (6.c). Commissioner Garbis noted the need to differentiate responsibilities between Adopt-A-Road, CPS, and Lighting and Landscape (L&L) after noticing two piles of trash by the side of the road on Pomona Street. After returning to address the piles, they had been cleared. GM Goodman reported that the change of CPS management is still in transition, and Mr. Trask (CPS) has not been available on meeting dates to attend to have this discussion. CPS and L&L are not ready to sign a Memorandum of Understanding (MOU) differentiating responsibilities. The GM assured the Commission that the District does not authorize any non-District maintenance work. Let's Dig currently has a landscaping contract with the District. The District uses Let's Dig and other specialty contractors for L&L maintenance work.

Memorial Hall is not a park nor is it categorized as open space, but it has been regularly maintained by Recreation. The GM expanded on the last sentence of the paragraph of item 7b regarding considering transferring the maintenance at Memorial Hall from Recreation to L&L as an additional coverage area that could have a positive bearing on the Board approving Ad Valorem funds to be allocated to L&L. Funds for Memorial Hall are received through the Recreation account but is kept separate in accounting and held in the LAIF (Local Area Investment Fund) account so that the funds will accrue interest while they are waiting to be spent on the rehabilitation of Memorial Hall.

4.b RECEIVE ACTIONS TAKEN BY THE BOARD (OCTOBER AND NOVEMBER). DS Rivas noted that the Board discussed the potential to merge the Recreation and L&L Commissioners. This is an effort to help streamline governance by improving the efficiency of meetings and staff time. The Board asked that Staff present the concept to the Commissions and report any interest. The Commissions would be merged and hold a combined meeting. The number of Commissions would likely be between five and seven. The merger would not have any bearing on budgets; each commission will continue to manage its accounts separately. Since two commissioners were absent the item will be discussed at a future date.

4.e RECEIVE ANNUAL MEASURE L TAX USE REPORT: The GM noted that the list of expenses supporting the annual expenditure report can be found in the budget either on the District's website or on the October L&L agenda packet.

6. ADMINISTRATIVE:

- a. UPDATE ON MEETING AND HOLIDAY SCHEDULE FOR 2026 AND DISCUSS: The Board overrode the previously approved modified schedule, limiting the number of meetings to six. The Board stated that monthly meetings allow more flexibility and asked staff to continue working with the Chairs as early as possible when considering cancelling a meeting.
- b. DISCUSS ADDITIONAL FLOWER BASKETS ON DECORATIVE LIGHT POSTS: Commissioner Gomez expressed concern that the Crockett Chamber of Commerce (Chamber) was requesting additional hanging flower baskets for the decorative light posts without first consulting L&L. Additionally, there was concern that there was sufficient insurance coverage and that insurance renewals should be submitted annually. The GM reported that because the Chamber had met all the stringent requirements the District asked for, including the requested insurance policy for any damage to the light poles, she would be inclined to approve additional baskets pending additional insurance be provided. The MOU and insurance coverage will need to be updated to reflect the increased number of baskets. The GM will assess the light posts with baskets to see if there is any leaning due to the weight of the baskets. There was concern that the baskets had not been removed during the rainy season. The extra weight caused by water collection could cause damage to the poles. There was a short discussion on the different treatments of the light posts and who manages each component: i.e., baskets, holiday lights, banners, etc.

The Crockett Community Foundation (CCF) requested that the Chamber present the request for additional baskets and reapply for funds.

7. BUDGET AND FINANCE:

- a. DISCUSS L&L QUARTERLY BUDGET REPORT FOR Q1 (JULY – SEPTEMBER) FOR FISCAL YEAR 2025/26: The GM presented the Q1 financial report for L&L, noting that the Chart of Accounts had not been created which created challenges in organizing L&L's expenses. A discrepancy was discovered and corrected; the total for Let's Dig was correct to \$12,697 reflecting a updated expenses paid to 30% of the budget. The \$20,000 for the Walk of Honor was a pass-through, not an actual L&L expense. Quarter two (Q2) ends in December. The Q2 report is expected to be presented during the February meetings. L&L receives two flows of tax revenue totaling \$62,900: one in Q2 and the other in Q3.
- b. UPDATE ON AD VALOREM TAXES AND DISTRIBUTION OF FUNDS: The GM repeated the history on the District's Ad Valorem taxes where a base of 85% / 15% is split between Crockett Sanitary (CVSAN) and Recreation, respectively. L&L did not exist at the time of the allocation resolution, and the allocation split has never been updated. The GM plans to present updated allocation splits to the Board for approval that will include L&L with a fair split relative to its budget.
- c. UPDATE ON DISTRICT FINANCIAL MATTERS: The new budget planning process will begin during the first quarter of 2026. Meetings with budget & finance committees are expected to occur in March to review preliminary budgets to be approved in June. Staff clarified that the Personnel Committee had been dissolved because it had outgrown its purpose; a personnel manual was created. Legal counsel will review any manual updates, and the Board will likely use ad hoc committees for one-time policy issues if and when needed. The Board had discussed dissolving the Board's Budget and Finance standing committee, but the proposal failed to pass.

8. ELECTION OF OFFICERS: Carried to the next meeting.

9. REPORT FROM STAFF: The GM reported that a member of the public reported a maintenance request through the L&L website portal to remove brush from a street sign. The GM received approval to request a quote rather than wait for the County to address the issue.

10. REPORTS / COMMENTS FROM COMMISSIONERS: Commissioner Gomez reported what looked like a new mulch walking path from the area known as Lavender Hill around the Bridgehead area and expressed liability concerns. The path is on a steep slope, and the mulch can be slippery. The GM reported that CCRDC is trying to connect a water line for potential irrigation through grant funding. A short discussion ensued on CREEC's ability to acquire grant funds for projects, its ability to attract enthusiastic volunteers to implement projects, and the lack of continued maintenance. It was suggested that the two entities could meet to discuss

working together or at least notify each other of pending projects. The focus of the two entities does not align. A CREEC Board member attended a CCSD Board meeting reporting that he had made a presentation to L&L and never received any follow-up. The GM reiterated that Caltrans specifically forbids maintaining slopes of a significant grade. A suggestion was made to invite CREEC to an L&L meeting.

Commissioner Gomez stated that she did not receive an invitation to the volunteer holiday party. She read out loud a letter she prepared regarding her objection to the holiday party due to the District's current financial situation and the termination of her sister due to business operations.

11. FUTURE AGENDA ITEMS:

- Invite CREEC to a meeting and create map of L&L's maintenance boundaries.
- Follow with on Chamber of Commerce flower basket topics.
- Update on CIA's modified maintenance plan for the Plaza.

12. ADJOURNMENT: Adjourned at 8:40 pm until February 17, 2026.

Respectfully submitted,
Sonia Rivas
District Secretary