

# SPECIAL JOINT MEETING OF THE CROCKETT RECREATION COMMISSION AND LIGHTING & LANDSCAPING COMMISSION

of the Crockett Community Services District

P.O. Box 578, Crockett, CA 94525

Telephone (510) 787-2992

E-mail: [districtsecretary@town.crockett.ca.us](mailto:districtsecretary@town.crockett.ca.us)

Website: [www.town.crockett.ca.us](http://www.town.crockett.ca.us)

## FOR REVIEW

### MINUTES OF THE SPECIAL JOINT MEETING OF THE CROCKETT RECREATION COMMISSION AND LIGHTING & LANDSCAPING COMMISSION ON SEPTEMBER 14, 2026.

1. CALL TO ORDER – ROLL CALL (L&L): Chair Pannell called the meeting to order at 6:07. Commissioners Fisk, Garbis, Gomez, Mitzel, and Pannell were present. General Manager (GM) Goodman, District Secretary (DS) Rivas, Recreation Department Manager (RDM) Maria, and CVSAN Commissioner Wais were present.
2. CALL TO ORDER – ROLL CALL (REC): (OUT OF ORDER) Commissioner Airol di called the Recreation meeting into order at 6:17. Commissioners Airol di, Choquette, and Leuba were present. Chair Cusack was absent (unexcused)
3. CALL FOR REQUESTS TO CONSIDER ITEMS OUT OF ORDER: None.
4. PUBLIC COMMENTS ON NON-AGENDA ITEMS: None.
5. CONSENT CALENDAR L&L: Approved. (Pannell 1<sup>st</sup>, Garbis 2<sup>nd</sup>, 5/0).
  - a. Approve Minutes of July 21.
  - b. Receive Warrant Transmittals (July and August)
  - c. Receive Cash Balance and LAIF account balances.
  - d. Receive Letter to County regarding median maintenance.
  - e. Receive County Resolution 72/163 Policy Relative to Care of Median Strips in County Roads.
6. CONSENT CALENDAR (REC): Item was initially skipped and resumed at 6:15. Approved. (Leuba 1<sup>st</sup>, Choquette 2<sup>nd</sup>, 3/0, 1 absent)
  - a. Approve minutes for March 2 and May 4)
  - b. Receive minutes for Special Joint Meeting with Lighting & Landscaping (June 1).
  - c. Receive Actions Taken by the Board (June 24, July 22, August 26)
  - d. Receive report on Warrant Transmittals (June, July, August)
  - e. Receive Recreation Cash Account and LAIF Balance.
  - f. Receive Recreation Budget
7. ITEMS PULLED FROM CONSENT CALENDAR: None.
8. ADMINISTRATIVE:
  - a. DISCUSS BOARD VACANCIES AND MAKE RECOMMENDATIONS: DS Rivas announced there are three Board seats that terminate at the end of 2026. Only Director Spinner submitted his candidacy; his term will be renewed by default. Director

**4.a**

Murdock did not file and Director Mackenzie will consider a reappointment should the Board consider him for another term. Those who wish to be considered for a seat should contact Staff.

- b. DISCUSS CHANGING THE L&L MONTHLY MEETING DAY TO THE THIRD MONDAY: DS Rivas polled the L&L Commissioners on changing their meeting date to Mondays. A unanimous vote approved Mondays, and a suggestion was made to consider the first Monday following the Recreation meetings rather than the third Monday. Staff will assess the feasibility of back-to-back meetings and make a final recommendation.
- c. UPDATE ON ADOPT A HIGHWAY AGREEMENT: The application was submitted to Caltrans and is being reviewed. The agreement focuses on litter removal, graffiti removal, and vegetation control. Staff will report on next steps as soon as possible. Chair Pannell reported that Molly Batsonger is scheduled to bring her students for their annual oak tree pruning during the first two Fridays of October. This takes place at the Bridgehead property.

OUT OF ORDER: Commissioner Choquette arrived at 6:12 resulting in a quorum. She reported that she may need to resign for personal reasons. The meeting reverted to Item 6 – Consent Calendar for Recreation, and the rest of the meeting resumed at 6:20, starting at Item 8d.

- d. CONSIDER AND DISCUSS SPLITTING COSTS BETWEEN RECREATION AND L&L TO CLEAR GROWTH ON THE HILLSIDE PUBLIC SPACE AREA BEHIND ALEXANDER PARK AND THE COMMUNITY CENTER FOR FIRE PREVENTION: Staff presented the issue of removing overgrown vegetation from the hillside behind Alexander Park and the Community Center for fire prevention. Staff noted that the hillside presents a fire-safety concern and that Measure X funding may not be available for the work. Discussion focused on whether L&L funds could be used to share the cost with Recreation.

Commissioners discussed the Measure L ordinance and whether the hillside qualifies as a public space eligible for L&L funding. One interpretation was that the ordinance excludes work directly related to CCSD buildings, sewer facilities, or facilities managed by the Recreation Department, but does not specifically exclude land or public open space. Others expressed concern that the hillside has historically been considered a Recreation asset and that using L&L funds would be inconsistent with the intent of Measure L and could establish a precedent for diverting L&L funds from other public spaces.

Commissioners discussed the Measure L ordinance, the historical designation of the hillside as a Recreation asset, potential cost estimates, grant funding, and the precedent that cost sharing could establish.

The GM conducted an informal straw poll to determine whether there was interest in continuing to consider cost sharing. The Commissioners indicated they did not wish to continue the discussion. A no-cost-sharing proposal or funding allocation was approved, and the matter was dropped. A potential Crockett Community Foundation grant was noted as an alternative funding source.

## 9. BUDGET AND FINANCE:

- a. UPDATE ON COMMUNITY BENEFIT AGREEMENT (CBA) GRANT APPLICATION(S): The County failed to receive sufficient scoring for the grant applications from the panelists that were previously selected. The County Supervisor is meeting with the Department of Conservation team administering the process to discuss the results. Staff understands that some funding will be awarded during this

grant cycle and that the awards are expected to be presented to the Board of Supervisors for approval at its October meeting.

- b. REVIEW THE L&L QUARTERLY BUDGET REPORT FOR Q4 (APRIL – JUNE): The Q4 for L&L report was presented. Staff explained that payroll costs include employee payroll (salaries) and payroll services costs. An outside agency prepares payroll checks.
- c. Review the Recreation quarterly budget report for Q4 (April – June): The Q4 for Recreation was presented. Commissioner Gomez asked about the approximately \$53,000 shown as an “Unallocated Credit Card” expense. Staff explained that the amount represented credit card charges that had been paid but were not assigned to a specific budget line because no separate credit card budget category existed. The underlying expenses were included within the applicable departmental budgets, such as supplies. Staff explained that credit card charges are reviewed by the department manager, administrative staff, and the Board President as part of the check-signing process. Beginning with the current fiscal year, credit card expenses are being allocated to the appropriate account when incurred.

Commissioner Gomez asked about Recreation’s share of the mortgage expense for the One Roth Park Building. Staff explained that the departments have established cost-sharing percentages for the building and that Recreation’s portion is reflected through warrant payments. Staff offered to provide the specific amount allocated to Recreation. Staff also indicated that L&L’s participation in the building costs would need to be confirmed.

- d. UPDATE ON OTHER FINANCIAL MATTERS: Staff successfully submitted the tax roll to the County without any errors. The first round of tax revenue is expected mid-December. Both Recreation and L&L will receive their allocations.
10. MAINTENANCE PLAN AD HOC: Staff will reconfigure the most current maintenance plan. The Ad Hoc committee plans to complete the plan around January.
11. DEPARTMENT MANAGER REPORT:
- a. MAINTENANCE MONTHLY REPORT: The GM reported that maintenance and landscaping activity is currently limited due to the seasonal slowdown. A streetlight near the gas station was damaged by a box truck; a police report was filed, and staff is pursuing an insurance claim for repair costs. Volunteers Peterson and Trask assisted with the pole, and volunteer Shaw subsequently reinstalled it. Several additional streetlights require replacement, but the District is currently short of replacement lamps. Mr. Peterson offered assistance with temporarily disabling flashing lights and use of a lift for future repairs. He also reported that he retains historical streetlight and insurance-recovery records. Staff will coordinate transferring and scanning the records to ensure they are preserved.
  - b. RECREATION MANAGER’S REPORT: The Recreation Manager reported that the Community Center experienced a significant water leak resulting in an approximately \$11,000 water bill and nearly one million gallons of usage. Multiple irrigation leaks were repaired, and a failed pressure-control valve was replaced. Water usage has since returned to below the prior year’s level. Staff is working with East Bay MUD and has escalated the matter in an effort to obtain a substantial billing adjustment.

Recreation activities remain active, including Community Center rentals, pool programs, swim team activities, and private floating sound-bath events. The tennis courts have been resurfaced and are being successfully used for tennis and pickleball. Staff will pursue Foundation funding to replace the broken teeter-totter at Alexander

Park, while a pending CBA grant includes several facility and accessibility improvements.

12. REPORTS/COMMENTS FROM COMMISSIONERS: Commissioners discussed East Bay MUD's residential water-leak adjustment process and potential high-usage notifications. They also discussed the revised Republic Services cleanup program, including the community-wide 15-bag cleanup and additional residential pickup service, and noted the need to communicate the program changes to residents.
13. FUTURE AGENDA ITEMS: REC Commissioner Choquette requested a future agenda item regarding insurance coverage for the Community Center. Staff reported that the insurance company is the entity that appraises the properties and is expected to conduct a new appraisal this year.
14. ADJOURNMENT: The meeting was adjourned at 7:26 pm by L&L Chair Pannell. to October 5 for REC and October 20 for L&L

Minutes of this meeting are posted on our website at <https://www.town.crockett.ca.us/meetings>  
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 General Manager at (510) 787-2992. Notification of 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.

Per 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.