

**SANTA YNEZ COMMUNITY SERVICES DISTRICT
BOARD MEMORANDUM**

To: Board of Directors

From: Loch Dreizler, General Manager

Date: November 19, 2025

Subject: Developing a Downtown Streetlight Master Plan, with the establishment of an Ad-hoc Streetlight Committee.

RECOMMENDED ACTION FOR TONIGHT

1. **Establish** an **Ad-Hoc Streetlight Planning Committee** (January 2026 – December 2027). I nominate directors _____ & _____ to be on the Ad-hoc streetlight planning committee to terminate after a master streetlighting plan is complete or December 2026.

FUTURE POTENTIAL ACTIONS

2. **Adopt** the attached **Conceptual Streetlight Master Plan** for the downtown core (Edison St, Sagunto St, and adjacent connectors).
3. **Approve** initiation of a **Proposition 218-compliant rate study** to enable capital funding for new installations and upgrades.
4. **Authorize** \$10,000 from the Streetlight O&M Reserve for consultant RFP development and committee support.
5. **Adopt Resolution No. XX-2025** (attached) formalizes the above actions.

BACKGROUND

On August 20, 2025, the Board adopted Resolution No. 25-08, which established the Streetlight Installation Policy and Scoring Rubric (attached). This policy offers a transparent framework for assessing and prioritizing new streetlight installations through weighted criteria (community input, safety, cost, dark-sky compliance) and mandates final Board approval regardless of the rubric score.

The current initiative directly builds on Resolution 25-08 by introducing a district-initiated, comprehensive master plan. The existing lighting revenue is solely allocated for O&M. This Master Plan must align with the 2009 Santa Ynez Valley Community Plan, Section H – Outdoor Lighting Ordinance, and the policy adopted by the Board.

ALIGNMENT WITH RESOLUTION 25-08

Policy Element	Master Plan Compliance
Scoring Rubric	See the August 20, 2025, Board adopted Resolution No. 25-08
Dark-Sky/County Ordinance	County permit-ready.
Cost & Infrastructure	Prioritizes retrofits to existing poles; solar avoids new trenching.
Community Input	Ad hoc committee and public workshops ensure engagement.
Board Approval	Required via resolution.

KEY ELEMENTS OF THE MASTER PLAN

Component	Details
Scope	Edison St, Sagunto St, Faraday St and others to be determined
Fixtures	New amount to be determined
Solar Pilot	5–7 off-grid units in Phase 2 (alleys) – aligns with policy’s solar preference
Cost	TBD after the Master Plan is completed
Timeline	2026–2028 (phased)
Funding	Rate study to tax roles
Governance	Ad-Hoc Committee (planning) → Standing Committee (O&M & Implementation)

GOVERNANCE STRUCTURE

Committee	Role	Duration
Ad-Hoc Streetlight Planning Committee	Refine design, oversee rate study, solar pilot, public input	Jan 2026 – Dec 2027
Standing Streetlight Committee	Annual audits, O&M oversight, future expansions	Begins Jan 2028

IMPLEMENTATION TIMELINE/MILESTONES (2026–2028)

Phase	Timeline	Key Milestones
Planning	Nov 2025 – Jun 2026	Board adoption, Ad-Hoc formed, rate study draft
Phase 1 – Edison St	Jul 2026 – Mar 2027	Permits, 50% install, photometric testing
Phase 2 – Sagunto + Solar	Apr 2027 – Dec 2027	Solar pilot live, full system online
Phase 3 – Final Touches	Jan – Jun 2028	Standing Committee activated

FISCAL IMPACT

- **Initial Funding:** \$35,000 (From Streetlighting O&M Reserve) – Master Plan consultant RFP + committee startup.
- **Rate Study Cost:** ~\$25,000
- **Net Project Cost:** TBD

NEXT STEPS UPON APPROVAL

1. **December 2025:** Ad-Hoc Approval
2. **January 2026:** Form Community Ad-Hoc; discuss content to issue consultant RFP to develop master plan.
3. **March 2026:** First public workshop (solar + design discussions).
4. **June 2026:** Hire Prop 218 consultant to increase rates if necessary.

REFERENCE FOR THE FUTURE

1. **Conceptual Streetlight Master Plan (Version 3.0)** – Full document
2. **Resolution No. XX-2025** – Draft for adoption
3. **Committee** – District and Community Ad-Hoc and Future Standing
4. **One-Page Public Infographic**
5. **GIS Streetlighting Map** – Proposed poles + solar pilot
6. **Consultant RFP Draft**
7. **Exhibit A: Resolution No. 25-08 (Adopted August 20, 2025)** – Streetlight Installation Policy and Scoring Rubric

CONCLUSION

This Master Plan implements and operationalizes Resolution 25-08 by upgrading the existing downtown system in a fiscally responsible, community-driven, and environmentally compliant manner. Staff recommend the formation of an Ad Hoc committee at the November 19, 2025, meeting.

BROWN ACT

(Gov. Code § 54950 et seq. – California’s Open Meeting Law)

Requirement	How the SYCSD Ad-Hoc Committee Complies
1. Definition & Applicability	An ad-hoc (temporary) advisory committee composed solely of less than a quorum of the Board (e.g., 2 of 5 directors) and non-Board members are exempt from full Brown Act (§ 54952(b)).
2. Proposed Composition	• 2 Board members (less than quorum) • 3 public members (downtown resident, business owner, SY Valley Chamber rep) • Staff liaison (non-voting) → No Brown Act meetings required
3. Creation	Board (Nov 19, 2025) establishing: • Name: <i>Ad-Hoc Streetlight Planning Committee</i> • Purpose: Master Plan refinement, rate study oversight, public workshops • Duration: Jan 2026 – Dec 2027 (auto-sunsets)
4. Public Notice (Voluntary Best Practice)	Even if exempt, post a 72-hour agenda for each meeting (on the website and at the CSD office) to promote transparency.
5. Open to the Public	All meetings open to public attendance ; public comment encouraged (not required)—minutes optional but recommended.
6. No Serial Meetings	Prohibited: No “daisy-chain” communications (e.g., Director A → B → C) to deliberate outside public view.
7. Records	Maintain a simple sign-in sheet, agenda, and action summary (staff prepares). No formal minutes required.
8. Sunset	Committee dissolves automatically upon Master Plan completion (Dec 2027) or earlier Board action.

DRAFT

1. **Ad-hoc COMMITTEE PLAN OBJECTIVES** - fully compliant with SB County Lighting Guidelines

2. **DRAFT GOVERNANCE FRAMEWORK (NEW SECTION)**

Committee	Purpose	Composition	Term	Meeting Cadence
Ad-Hoc Streetlight Planning Committee	Oversee master plan refinement, rate study, consultant selection, public workshops, and Phase 1–2 design review	5 members: 2 CSD Board, 1 resident (downtown), 1 business owner, 1 SY Valley Chamber rep	Jan 2026 – Dec 2027 (or plan adoption + 1 yr)	Monthly (Jan–Jun 2026), then quarterly
Standing Streetlight Committee	Long-term stewardship: annual audits, O&M contracts, solar performance, smart tech upgrades, future phases	3–5 members: 1 Board liaison, 1 resident, 1 CSD staff, 1 technical expert (rotating)	Begins Jan 2028; 2-yr terms	Biannual (spring/fall) + annual report to Board

Authority:

- Ad-Hoc: **Advisory only** – recommendations to full Board
- Standing: **Advisory + limited budget oversight** (e.g., approve O&M bids < \$25K)

Sunset/Transition: Committee dissolves automatically upon Master Plan completion (Dec 2027) or earlier Board action.

3. **DRAFT** IMPLEMENTATION PHASING & MILESTONES (Updated with Committee Roles)

Phase	Timeline	Key Milestones	Committee Role
Prep & Planning	Nov 2025 – Jun 2026	<ul style="list-style-type: none"> • Board adopts plan & forms Ad-Hoc • RFP for consultant • Rate study draft • Solar vendor demos 	Ad-Hoc formed (Jan) Reviews RFP, rate study, solar options Hosts 2 public workshops
Phase 1 – Core Edison	Jul 2026 – Mar 2027	<ul style="list-style-type: none"> • Permits, ATP grant • 50% install • Photometric validation 	Ad-Hoc reviews 30%/60% designs. Approves fixture mock-ups Ad-Hoc evaluates
Phase 2 – Sagunto + Solar Pilot	Apr 2027 – Dec 2027	<ul style="list-style-type: none"> • Solar pilot live • Full Sagunto lit • O&M transition 	pilot data Recommends Standing Committee charter
Phase 3 – Other recommendations	Jan 2028 – Jun 2028 Ad-Hoc sunset	<ul style="list-style-type: none"> • Final installs • 1-yr performance report 	Ad-Hoc final report → Board dissolves
Ongoing	2028+	<ul style="list-style-type: none"> • Annual savings/safety audit • Battery replacement cycle 	Standing Committee activated the Annual Board presentation

4. **SAMPLE** BOARD RESOLUTION LANGUAGE (Appendix A)

RESOLUTION NO. XX-2025 *Adopting the Downtown Streetlight Master Plan and Establishing Governance Committees*

WHEREAS the Santa Ynez CSD seeks to enhance public safety, reduce energy costs, and comply with Santa Barbara County lighting policy; and

WHEREAS new installations require capital funding via rate study modification.

NOW, THEREFORE, BE IT RESOLVED that the Board:

1. Adopts the **Conceptual Streetlight Master Plan**;
2. Directs staff to initiate a **Prop 218 rate study** in Q3 or Q4 2026;
3. Establishes an **Ad-Hoc Streetlight Planning Committee** (Jan 2026 – Dec 2027);
4. Authorizes \$10,000 seed funding for consultant RFP and committee support.
5. Directs formation of a **Standing Streetlight Committee** upon Phase 2 completion.

PASSED AND ADOPTED this 10th day of December 2026.

5. **DRAFT** NEXT STEPS FOR CSD (Proposed Checklist)

Action	Target Date	Owner	Committee Input
1. Include plan + resolution in a 2026 Board packet	Feb 26	Staff	N/A
2. Form Ad-Hoc Committee (with community volunteers)	Mar 26	Board	Self-nominating
3. Issue Consultant RFP (design + rate study)	Apr 26	Staff	Ad-Hoc reviews draft
4. Host Community Workshop #1 (solar + renderings)	July 26	Ad-Hoc	Leads facilitation
5. Submit County Lighting Compliance Package	Oct 26	Consultant	Ad-Hoc endorses
6. Prop 218 Notice Mailing	Dec 26	Consultant	Ad-Hoc reviews messaging

6. **DRAFT** PROPOSED FINAL DELIVERABLE PACKAGE (Final)

- **Master Plan PDF** – this document
- **GIS Shapefile** – proposed poles + solar pilots
- **Rate Study + Prop 218 Playbook** (template)
- **Solar Pilot Spec** (e.g., Sunna Design Sol 3.0)
- **Consultant RFP Draft** (scope + evaluation matrix)
- **Committee** (Ad-Hoc & Standing)
- **Board Resolution Template**
- **One-Page Public Infographic** (for workshop)