

Regular Meeting Minutes

Phillips Ranch Assessment District Oversight
Committee



*Committee Chair Eric Trypucko – District 5
Vice-Chair – Monika Salazar – Mayoral Appointee
Pauleen Aktinson – District 1
Committee Member Bri Kennerson – District 2
Committee Member Yvonne Cobarrubias – District 3
Committee Member Bonnie Martinez – District 4
Committee Member Humberto Lopez – District 6*

VISION STATEMENT

Pomona will be recognized as a vibrant, safe, beautiful community that is a fun and exciting destination and the home of arts and artists, students and scholars, business and industry.

Tuesday, December, 3, 2024

6:00 PM

Council Chambers

6:00 P.M.

A. CALL TO ORDER

Chair Trypucko called the meeting to order at 6:00 pm.

B. PLEDGE OF ALLEGIANCE

Chair Trypucko lead the Pledge of Allegiance.

C. ROLL CALL

Present:

Committee Chair - Eric Trypucko
Committee Vice-Chair - Monika Salazar
Committee Member - Pauleen Atkinson
Committee Member - Bri Kennerson
Committee Member - Yvonne Cobarrubias
Committee Member - Bonnie Martinez
Committee Member - Humberto Lopez

Absent:

None

STAFF PRESENT

Shandy Dittman, Public Works Fiscal and Project Manager
Danny Whaley, Parks and Facilities Manager
Lindsay McElwain, Senior Management Analyst
Christine Valerio, Management Analyst
Patricia Lugo, Program Assistant / Committee Secretary

D. COMMITTEE MEMBER COMMUNICATION

Committee Member Martinez attended the ribbon-cutting for the newly completed Stables Building at the Water Resources Department.

Committee Member Kennerson reported on the mid-November cleanup by Mission Hills community members at Temple Ave and W Mission Blvd and praised Pomona Public Works supervisors for overseeing landscape maintenance contractors.

E. CONSENT CALENDAR

Public Comment: There was one (1) public comment.

Ronald Gaylord Carlson thanked the Committee for its landscape maintenance efforts and raised concerns about a comment in the September 3, 2024, Meeting Minutes.

Chair Trypucko called for comments or corrections. Cobarrubias motioned to approve the minutes, while Kennerson requested approval with retraction of the specific comment.

MOTION BY COMMITTEE MEMBER COBARRUBIAS, SECOND BY COMMITTEE MEMBER KENNERSON, CARRIED 6-0 to accept the September 3, 2024 Meeting Minutes with retraction.

F. DISCUSSION ITEMS

1. Current Budget Update and Last Fiscal Year Updates

Fiscal and Project Manager Dittman reported that budget utilization aligns with projections, though overtime costs have risen due to increased vandalism-related repairs on backflow devices.

Committee Chair Trypucko questioned why overtime spending in the past two months exceeded the previous two years combined. Parks and Facilities Manager Whaley attributed this to responses for vandalism, downed trees, and broken equipment repairs, emphasizing that overtime remains more cost-effective than hiring additional staff.

Senior Management Analyst McElwain noted a surge in backflow vandalism across neighboring cities, explaining that in-house repairs cost about one-third of contractor rates. Parks and Facilities Manager Whaley stated that replacing metal backflows with plastic ones is part of the City's vandalism deterrent efforts.

Committee members discussed budget management, with Fiscal and Project Manager Dittman affirming flexibility in reallocating funds. Committee Member Kennerson stressed the need for cost oversight and better communication on budget priorities. Vice-Chair Salazar inquired whether such work had previously been done during regular hours, to which Parks and Facilities Manager Whaley responded that scheduling outside normal hours prevents disruptions.

Committee Member Cobarrubias acknowledged staff efforts for working overtime, and Committee Member Atkinson sought clarification on the advertising budget, which Fiscal and Project Manager Dittman explained covers public hearings shared by all districts.

Public Comment: There was one (1) public comment.

Michael McMan inquired about any outstanding statements from the previous fiscal year and the status of unutilized budgeted amounts.

Fiscal and Project Manager Dittman confirmed there were no outstanding statements, as they were closed. She explained that unspent funds roll into the fund balance rather than the current fiscal year. Any adjustments to the fund balance require Committee approval before being presented to the Council or should be addressed during Public Works' budgeting process, which begins in January.

Chair Trypucko noted that the City's 17% surplus is expected to provide flexibility for unforeseen needs. Fiscal and Project Manager Dittman added that she would consult the Finance Department for the current fund balance and provide an update at the next meeting.

2. Cal Poly Proposal for the Median

Committee Chair Trypucko expressed interest in partnering with Cal Poly students for community-funded landscaping projects in Phillips Ranch.

Kyle Brown, invited by Committee Member Salazar, shared his experience in landscape architecture at Cal Poly Pomona and collaboration with local planning departments.

Committee Member Kennerson emphasized that landscape maintenance funds prioritize safety, leaving beautification projects unfunded, and inquired about grant opportunities for Phillips Ranch.

Fiscal and Project Manager Dittman outlined Pomona's grant-funded programs, including street projects, housing, economic development, and green space sustainability.

Chair Trypucko proposed forming a subcommittee to explore median improvement projects in response to Committee Member Kennerson's interest in continued planning discussions.

Committee Member Cobarrubias asked Parks and Facilities Manager Whaley if the proposed projects might interfere with existing work in Phillips Ranch. Whaley stated they would complement current efforts and suggested prioritizing projects with the highest budget impact and maintenance needs for sustainability.

Chair Trypucko emphasized the importance of these efforts in fostering a positive community response.

MOTION BY COMMITTEE CHAIR TRYPUCKO, 6-0 for development of a subcommittee to work with Kyle Brown regarding Median Landscape proposal.

Committee Member Kennerson requested information on the highest landscaping expenses.

Parks and Facilities Manager Whaley suggested reviewing contract costs based on the largest expenditures and assessing service impact.

Committee Member Atkinson inquired about challenges in securing grants to support greenbelt beautification.

Fiscal and Project Manager Dittman noted the possibility of funding through Los Angeles County sources for Pomona parks and the American Rescue Plan for replacing exercise equipment and establishing a demonstration garden in Phillips Ranch.

Fiscal and Project Manager Dittman and Parks and Facilities Manager Whaley provided insight into obtaining grant opportunities.

Committee Member Kennerson emphasized the need for the Public Works Department to inform the committee about potential grants and ongoing pursuits that could benefit Phillips Ranch.

Public Comment: There was one (1) public comment.

Michael McMan asked whether medians fall under the City's jurisdiction rather than the assessment district's responsibility.

3. Maintenance Update

Parks and Facilities Manager Whaley reported that weed abatement work has been delayed due to contractor staffing shortages, leading to subcontracting for slope-side work. Despite the stall, he noted significant improvements in the yearly cleanup of common areas.

Some residents requested that certain hedges remain for privacy, with assurances that this would not increase fire hazards.

Parks and Facilities Manager Whaley reminded for residents to use the Pomona Go app to report tree limbs blocking streetlights for City response tracking. He also clarified that the Vector Control Agency is actively monitoring and responding to mosquito accumulation in still water areas.

Public Comment: There were two (2) public comments.

Bill Baur thanked the team for landscape maintenance efforts and reported damage to his fence during the cleanup, inquiring about the claims process. He also asked about log cleanup maintenance.

Michael McMan expressed appreciation for Parks and Facilities Manager Whaley and contractor staff for their work. He requested that these efforts be reflected on the City's Geographic Information Systems (GIS) platform and asked for details on designated watering days.

4. Fire Station Side Maintenance and Tree Removal

Parks and Facilities Manager Whaley explained that the Fire Department removed two trees and added mulch to their station due to a funding shortfall that had been anticipated for property maintenance.

Committee Chair Trypucko expressed concern about the tree removal and its potential implications.

Public Comment: There were no public comments.

5. Flag Placement Type and Cost

Parks and Facilities Manager Whaley stated that 12 American flags are available in storage for use in Phillips Ranch, with no immediate need for reordering, which is expected to be necessary in a few years. Cost estimates for flag types were not obtained, as the plan is to use existing inventory.

Committee Chair Trypucko suggested exploring cost savings by prioritizing the purchase of American flags over City flags, using Council Member Lustro’s discretionary funds rather than Assessment District funds.

Public Comment: There were no public comments.

6. 2025 Meeting Schedule

Fiscal and Project Manager Dittman announced the 2025 meeting schedule: March 4th, June 3rd, September 2nd, and December 2nd, all at 6:00 p.m. She also provided guidance on Chair Trypucko’s interest in holding a public meeting at a school in June.

Parks and Facilities Manager Whaley suggested considering a park as an alternative meeting location.

Public Comment: There were no public comments.

G. STAFF COMMUNICATION

Fiscal and Project Manager Dittman announced that the election of the Chair and Vice-Chair to be added to the March meeting agenda. She also shared that Meg McWade will assume the role of Public Works Director on January 6, 2025.

Parks and Facilities Manager Whaley provided information on potential CalFire funding if high-risk fire areas are identified within the City.

ADJOURNMENT

Chair Trypucko noted the next Committee meeting will be held Tuesday, March 4th and adjourned the meeting at 8:08 pm.

Respectfully submitted,

ATTEST:

Patricia Lugo
Program Assistant, Public Works /
Secretary of the Phillips Ranch Assessment
District Oversight Committee

Eric Trypucko
Chair of the Phillips Ranch Assessment
District Oversight Committee