

Regular Meeting Minutes

Phillips Ranch Assessment District Oversight Committee



Committee Chair – Yvonne Cobarrubias – District 3
Vice-Chair – Pauleen Aktinson – District 1
Committee Member Monika Salazar – Mayoral Appointee
Committee Member Bri Kennerson – District 2
Committee Member Yvonne Cobarrubias – District 3
Committee Member Bonnie Martinez – District 4
Committee Member Eric Trypucko – District 5
Committee Member Dr. Ronald Hensen – 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, June 3, 2025

6:00 PM

Ranch Hills Elementary School

6:00 P.M.

A. CALL TO ORDER

Chair Cobarrubias called the meeting to order at 6:01 pm.

B. PLEDGE OF ALLEGIANCE

Chair Cobarrubias lead the Pledge of Allegiance.

C. ROLL CALL

Present:

Committee Chair – Yvonne Cobarrubias – District 3
Vice-Chair – Pauleen Aktinson – District 1
Committee Member Monika Salazar – Mayoral Appointee
Committee Member Bri Kennerson – District 2
Committee Member Yvonne Cobarrubias – District 3
Committee Member Bonnie Martinez – District 4
Committee Member Eric Trypucko – District 5
Committee Member Dr. Ronald Hensen – District 6

Absent:

None

STAFF PRESENT

Meg McWade, Public Works Director

Shandy Dittman, Public Works Fiscal and Project Manager
Danny Whaley, Parks and Facilities Manager
Patricia Lugo, Program Assistant / Committee Secretary

D. COMMITTEE MEMBER COMMUNICATION

No committee member communications were reported outside of discussion items.

E. CONSENT CALENDAR

Public Comment: There were no comments on consent calendar items.

MOTION BY COMMITTEE MEMBER MARTINEZ, SECOND BY COMMITTEE MEMBER SALAZAR, CARRIED 8-0 to accept the March 4, 2025, Meeting Minutes.

F. DISCUSSION ITEMS

1. Budget Review/Updates

Fiscal and Project Manager Dittman reported revenues remain on track; overtime costs exceeded the original budget due to increased vandalism and theft of backflow devices. Funds were reallocated to cover these costs. Ms. Dittman further noted that effective July 1, 2025, Greenbelt maintenance will be funded through the City's General Fund thereby reducing the district's expenses. The General Fund allocation for landscape maintenance and water will increase accordingly.

Committee Member Kennerson requested detailed historical water expenditure reports by location to guide strategic allocation of resources to prioritize high fire-risk areas and evaluate tree maintenance versus removal costs.

Fiscal and Project Manager Dittman stated water expenses for the riparian area will no longer be charged to the assessment district and committed to bringing sample invoices and usage history to the next meeting.

Parks and Facilities Manager Whaley clarified that water charges allocated to the General Fund will not produce a direct refund, but the District will not be responsible for these costs in future budgets.

Committee Member Kennerson emphasized for the importance of transparency in contract bidding and proposed Committee review of top bidders, service levels, and penalties for underperformance.

Public Works Director McWade explained the City's purchasing rules require award to lowest responsive bidder after qualification vetting.

Parks and Facilities Manager Whaley described statewide landscape industry constraints including equipment electrification requirements, staffing shortages, and limited vendor interest in large scale maintenance contracts within current budget limits.

2. Street Sweeping Updates

Public Works Director McWade provided an update on street sweeping operations, emphasizing its importance for litter control and keeping pollutants from the storm water system from flowing into the ocean and as part of the water quality requirement compliance. Director McWade further expressed that sweeping is conducted on a fixed schedule.

Vice-Chair Aktinson stressed better public notification of sweeping schedules and reminding contractors to clear vegetation obstructing street signs.

Committee Member Hensen expressed concerns about towing enforcement in cul-de-sac areas. Member of the Public Ty Wallace raised concerns over missed leaf sweeping in unobstructed areas and suggested broader street maintenance improvements.

3. Maintenance Update

Committee Member Salazar reported collaboration efforts with Cal Poly's Agricultural Department and Dr. Brown to design landscape improvements aimed at reducing wildland fire hazards.

Committee Member Kennerson supported developing a multi-year plan leveraging existing resources.

Committee Member Hensen inquired about funding options such as GoFundMe.

Parks and Facilities Manager Whaley described prioritizing repair of partially functional hillside irrigation in high fire-risk areas before addressing fully non-functional systems. Manager Whaley further estimated full repairs could cost millions of dollars.

Member of the Public Ericka Olguin expressed concern about diseased and dead trees near her property requiring annual attention.

Member of the Public Dr. Clark Rucker offered to coordinate Cal Poly student involvement in landscape design and implementation work.

Member of the Public Mark Girard commented on general maintenance priorities.

G. STAFF COMMUNICATION

Public Works Director McWade announced the July 21, 2025 City Council meeting date and encouraged attendance.

H. PUBLIC COMMENT

Roberta Perlman raised concerns about herbicide spraying, water use, and comments regarding service levels.

Ericka Olguin asked for clarification on tree maintenance responsibilities.

ADJOURNMENT

Chair Cobarrubias announced the next meeting will be held Tuesday, September 2nd and adjourned at 7:49 pm.

Respectfully submitted,

ATTEST:

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

Yvonne Cobarrubias
Chair of the Phillips Ranch Assessment
District Oversight Committee