

Regular Meeting Minutes

Phillips Ranch Assessment District Oversight
Committee



Committee Chair – Yvonne Cobarrubias – District 3
Vice-Chair – Pauleen Atkinson – 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, December 2, 2025

6:00 PM

Chuck Bader Conference Room

6:00 P.M.

CALL TO ORDER

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

PLEDGE OF ALLEGIANCE

Chair Cobarrubias led the Pledge of Allegiance.

ROLL CALL

Present:

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

Absent:

Committee Member Monika Salazar – Mayoral Appointee

STAFF PRESENT

Meg McWade, Public Works Director
Shandy Dittman, Public Works Fiscal and Project Manager
Danny Whaley, Parks and Facilities Manager
Lindsay McElwain, Senior Management Analyst
Christine Valerio, Management Analyst / Committee Secretary

PUBLIC COMMENT

There were no public comments.

COMMITTEE MEMBER COMMUNICATION

Committee Member Kennerson reported on an October community potluck focused on safety and security, attended by Fire and Police representatives.

CONSENT CALENDAR

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

MOTION BY COMMITTEE CHAIR COBARRUBIAS, SECOND BY COMMITTEE MEMBER MARTINEZ, CARRIED 6-0 to accept the September 2, 2025, Meeting Minutes.

DISCUSSION ITEMS

2. Discuss Phillips Ranch Assessment District Recommended Fire Designation Changes from CAL FIRE and Current Abatement Efforts

Public Works Director McWade discussed updates to the fire designations established across California for moderate, high, and extremely high fire-risk areas.

The Committee discussed potential impacts of the updated designations on home insurance, property sale disclosures, and assessment benefit costs.

Director McWade noted that additional clearance requirements could increase landscaping costs and that the current General Fund and assessment revenues cannot absorb cost increases.

City staff will provide updates to the committee once fire clearance requirements are finalized by the Fire Marshal.

3. Discuss Phillips Ranch Assessment District Budget

Senior Management Analyst McElwain provided a Fiscal Year budget update for the Phillips Ranch Assessment District.

Committee Member Kennerson asked a question regarding water costs savings due to the Greenbelt water costs moving to the General Fund. Senior Management Analyst McElwain explained that since the water costs had exceeded budget necessitating transfers in the prior year, there were no savings expected in the current fiscal year.

Chair Cobarrubias asked if the landscape contractor had been paid. Parks and Facilities Manager Whaley explained that invoices for the landscape contractor were being withheld pending completed site information and therefore those charges were not reflected in year-to-date costs.

Vice Chair Atkinson commended the work being completed by the tree maintenance contractor.

4. Tree Maintenance Program and Budget

Senior Management Analyst McElwain provided an update on the bid process for a new tree maintenance contract. Director McWade explained the range of costs associated with the bids received for implementing a five-year grid cycle and recommended allocating \$50,000 for emergency response and \$50,000 for tree removals until that cycle can be fully implemented.

Committee Member Kennerson asked for clarification on the costs associated with a new tree maintenance agreement. Director McWade explained the difference between the current tree maintenance budget of \$110,000 annually and the actual cost required to properly maintain the trees.

5. Commercial Property Assessment Calculation Review

Fiscal and Project Manager Dittman reviewed how parcel assessments are calculated.

The Committee discussed the importance of ensuring the community understands the assessment.

6. Monument Flag Replacement

Staff recommended not replacing the flags with U.S. flags due to additional costs related to lighting, raising, and lowering requirements. The Committee agreed not to replace the flags.

STAFF COMMUNICATION

Public Works Director McWade shared that the General Fund cannot provide additional funding beyond the recently added Greenbelt Park maintenance, and that pursuing another assessment increase vote is necessary to cover costs of services. Committee Member Kennerson suggested holding a special meeting focused on this topic.

ADJOURNMENT

Chair Cobarrubias announced the next meeting will be held on Tuesday, March 3, 2026, and adjourned at 7:27 pm.

Respectfully submitted,

ATTEST:

Christine Valerio
Management Analyst, Public Works /
Secretary of the Phillips Ranch Assessment
District Oversight Committee

Yvonne Cobarrubias
Chair of the Phillips Ranch Assessment
District Oversight Committee