

Regular Meeting Minutes

Phillips Ranch Assessment District Oversight Committee



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

6:00 PM

Council Chambers

6:00 P.M.

A. CALL TO ORDER

Vice-Chair Salazar called the meeting to order at 6:01 pm.

B. PLEDGE OF ALLEGIANCE

Vice-Chair Salazar lead the Pledge of Allegiance.

C. ROLL CALL

Present:

Committee Vice-Chair - Monika Salazar
Committee Member - Pauleen Atkinson
Committee Member - Yvonne Cobarrubias
Committee Member - Bonnie Martinez
Committee Member - Dr. Ronald Hensen

Absent:

Committee Chair - Eric Trypucko
Committee Member - Bri Kennerson

STAFF PRESENT

Danny Whaley, Parks and Facilities Manager (via teleconference)
Lindsay McElwain, Senior Management Analyst
Patricia Lugo, Program Assistant / Committee Secretary

D. COMMITTEE MEMBER COMMUNICATION

Committee Member Atkinson noted that neighborhood watch signs are being covered.

Committee Vice-Chair Salazar explained that pre-set street sweeping signs are taking the place of those sign locations.

E. CONSENT CALENDAR

Public Comment: There were no public comments.

MOTION BY COMMITTEE MEMBER COBARRUBIAS, SECOND BY COMMITTEE MEMBER MARTINEZ, CARRIED 5-0 to accept the December 3, 2024 Meeting Minutes.

F. DISCUSSION ITEMS

1. Budget Review/Updates

Senior Management Analyst McElwain reported year-end budget estimates for Phillips Ranch. A \$7,000 transfer from Controllable Contract Services to All Overtime – Non Sworn was made to balance overtime costs. Funds Controllable Contract Services, originally budgeted for an assessment consultant, remain sufficient for the fiscal year.

Vice-Chair Salazar inquired about additional budget changes.

Senior Management Analyst McElwain mentioned a possible future transfer from Gas and Electricity to Holiday and noted that any added vandalism to backflows could require further transfers. And expressed the tree and maintenance contract ends this year, and the upcoming contract is expected to be within a similar cost range.

Committee Member Cobarrubias asked if next year's budget includes the City's takeover of riparian maintenance.

Parks and Facilities Manager Whaley confirmed it does and that savings will be reflected. He also responded to Committee Member Atkinson's inquiry regarding tree wind storm damage clean-up, noting that cleanup has occurred in critical areas and others will follow based on need.

Vice-Chair Salazar asked about cost savings from the City assuming riparian maintenance.

Senior Management Analyst McElwain and Parks and Facilities Manager Whaley estimated savings between \$10,000 and \$30,000, plus irrigation savings.

Public Comment: There were no public comments.

2. Cal Poly Proposal Update

Vice-Chair Salazar and Committee Member Kennerson visited Dr. Kyle Brown, Cal Poly Professor, who will prepare a risk assessment to prioritize maintenance needs. The assessment is scheduled to begin in the fall and span over eight weeks. Students will assist and receive college credit for their participation. They plan to use the City's tree database and Parks and Facilities Manager Whaley will provide needed data.

Parks and Facilities Manager Whaley noted previous collaboration with Dr. Brown and confirmed support.

Vice-Chair Salazar suggested a landscape diagram to help explain future rate increases.

Committee Member Atkinson shared her and neighbors' efforts to pick up trash and suggested community street adoption.

Committee Member Cobarrubias recalled issues with planter maintenance due to lack of water and long-term upkeep.

Vice-Chair Salazar encouraged community involvement.

Committee Member Atkinson added that maintenance could involve sand or rock installation for a cleaner appearance.

Committee Member Cobarrubias inquired about grant opportunities.

Vice-Chair Salazar noted Phillips Ranch may not qualify for environmental grants, but CalFire grants may be an option. Senior Management Analyst McElwain confirmed a new CalFire grant is being explored.

Public Comment: There were no public comments.

3. Street Sweeping Signs

Senior Management Analyst McElwain reported that Streets and Solid Waste is still in the process of implementing new signage based on an Athens study and further expressed that existing wooden signposts are a challenge, sometimes requiring replacements. She further shared that warning tickets are currently being issued with a full rollout of street sweeping is expected this summer, along with media outreach.

Committee Member Atkinson asked if sweeping routes have changed. Senior Management Analyst McElwain was unsure but will follow up. Parks and Facilities Manager Whaley pointed to updated info and maps on the City's website.

Committee Member Atkinson expressed concern over signage replacing neighborhood watch signs without community awareness.

Senior Management Analyst McElwain will inquire about Athens' mailers.

Parks and Facilities Manager Whaley explained the full-time sweeping window is needed for sweepers. Committee Member Hensen asked if one side of the street is swept at a time. Parks and Facilities Manager Whaley noted that's typical in high-density areas and encouraged reporting of signage inquiries through Pomona Go.

Committee Member Hensen recalled sweepers going around parked cars. Senior Management Analyst McElwain said that sweeping is effective in the removal of debris and not properly sweeping throughout may lead to clogs.

Parks and Facilities Manager Whaley and Senior Management Analyst McElwain reviewed how to access the schedule online and plan to clarify remaining questions. Parks and Facilities Manager Whaley said there will be a 30-day grace period before enforcement.

Committee Member Hensen raised concerns about limited parking and ticketing in cul-de-sacs. Parks and Facilities Manager Whaley emphasized that enforcement won't target areas with no parking options and will report back with more info.

Public Comment: There were no public comments.

4. Maintenance Update

Parks and Facilities Manager Whaley reported Brightview has completed work on multiple sections and will continue through March to complete the one-year cycle. Remaining sections are scheduled for revision or completion. The new contract cycle starts March 15th, beginning with a heavy spray operation. And further explained that acacia and ground cover are left in place due to soil stabilization.

Parks and Facilities Manager Whaley expressed budget appears higher than actual due to vendor payment delayed until work is complete.

Committee Member Cobarrubias asked if Lopez is involved with chemical recommendations.

Parks and Facilities Manager Whaley confirmed utilizing the chemicals Lopez recommended.

Public Comment: There were no public comments.

5. New Board Member Elections

Although initially considered for postponement, the Committee proceeded with elections to avoid a 3-month delay.

Senior Management Analyst McElwain reviewed qualifications.

MOTION BY COMMITTEE MEMBER MARTINEZ, SECOND BY COMMITTEE MEMBER ATKINSON, CARRIED 5-0 in favor of Committee Member Cobarrubias as Chair for the term from March 2025 through March 2026.

MOTION BY COMMITTEE MEMBER SALAZAR, SECOND BY COMMITTEE MEMBER COBARRUBIAS, CARRIED 5-0 in favor of Committee Member Atkinson as Vice-Chair for the term from March 2025 through March 2026.

Public Comment: There were no public comments.

6. Offsite Meeting Location

Program Assistant Lugo reviewed options to host the June 3rd offsite meeting. The Committee selected Ranch House Cafetorium located at Ranch Hills Elementary for its sound quality. Meeting will run 6–9 p.m. to allow public participation.

Committee Member Cobarrubias suggested promoting the meeting with a banner. Senior Management Analyst McElwain will check the budget for banner funding.

Public Comment: There were no public comments.

7. Reconfirm Meeting Schedule

Program Assistant Lugo confirmed the following meetings: Tuesday, June 3, 2025 at 6 p.m., Tuesday, September 2, 2025 at 6 p.m., and Tuesday, December 2, 2025 at 6 p.m.

Public Comment: There were no public comments.

G. STAFF COMMUNICATION

Parks and Facilities Manager Whaley announced a GIS map will be launched to show weekly Brightview progress, currently pending Public Works Director approval. He emphasized the use of the Pomona Go app to report issues, which helps with location accuracy and timely staff response.

ADJOURNMENT

Vice-Chair Salazar announced the next meeting will be held Tuesday, June 3rd and adjourned at 7:19 pm.

Respectfully submitted,

ATTEST:

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

Monika Salazar
Vice-Chair of the Phillips Ranch Assessment
District Oversight Committee