

## 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.*

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Tuesday, September, 3, 2024

6:00 PM

Council Chambers

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**6:00 P.M.**

#### **A. CALL TO ORDER**

Chair Trypucko called the meeting to order at 6:01 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

Absent:

Humberto Lopez

#### **STAFF PRESENT**

Rene Guerrero, Public Works Director  
Shandy Dittman, Public Works Fiscal and Project Manager  
Danny Whaley, Parks and Facilities Manager  
Christine Valerio, Management Analyst / Committee Secretary

#### **D. COMMITTEE MEMBER COMMUNICATION**

Committee Member Salazar proposed a potential end-of-year community project in collaboration with California Polytechnic University (Cal Poly) students to provide design renderings, plants, and cost analysis solutions for Phillips Ranch landscape medians. Staff agreed concept designs could be provided for the medians. Chair Trypucko recommended inviting Cal Poly to the next committee meeting for discussion.

Committee Member Salazar acknowledged and commended the work performed by Brightview Landscape Services, Inc.

#### **E. CONSENT CALENDAR**

Committee Member Cobarrubias commented on the March 5, 2024 Meeting Minutes Item 5 and it was confirmed that the Phillips Ranch Assessment does not pay for street lights. Fiscal and Project Manager Dittman explained that the City pays for Phillips Ranch street lights and that Gas & Electricity covers costs associated with irrigation. Committee Member Cobarrubias requested to be able to review the costs associated with Gas and Irrigation separately in the next budget review.

Committee Member Cobarrubias motioned to approve the Meeting Minutes for the Phillips Ranch Assessment Oversight Committee for June 4, 2024.

**MOTION BY COMMITTEE MEMBER COBARRUBIAS, SECOND BY COMMITTEE MEMBER MARTINEZ, CARRIED 6-0** to accept the June 4, 2024 Meeting Minutes.

#### **F. DISCUSSION ITEMS**

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##### **1. Budget Review & Update**

Fiscal and Project Manager Dittman explained that the budget review covers two (2) full months of the current Fiscal Year, which runs from July 1, 2024 through June 30, 2025. She noted actuals are showing a surplus of \$198,000, with expenses appearing to have come in lower than expected. Any surpluses will go into the fund balance. The surplus is likely a result of the weed abatement and landscape maintenance contract changes that were made, in addition to cutting back on the watering schedule. It was also noted that Gas & Electricity charges often lag behind, so staff reminded the committee that the next budget review will show a more accurate view of expenditures.

Parks and Facilities Manager Whaley stated that expenses for tree maintenance were cut considerably last fiscal year to fit within the means of the budget. This fiscal year the budget has been increased back in line with prior year levels to \$110,000. It was noted that \$29,000 was already expended for tree maintenance at two (2) months in. Staff will continue to monitor and plan for next fiscal year's budget, holding reserves for potential emergency/fire events.

Committee member Cobarrubias requested to clearly explain the appearance of budget surplus in detail in the meeting minutes for the community.

**Public Comment:** There were no public comments.

## **2. Maintenance Schedule Updates**

Parks and Facilities Manager Whaley provided updates on Brightview's cleanup along Temple Avenue. Details of the contracted services were discussed.

**Public Comment:** There were three (3) public comments.

Michael McMath commended Brightview's work and the job they are doing. He noted one area with dried debris that poses potential fire risk and wanted to inform staff. Staff agreed to look into it.

Pia Hubbell shared her disappointment in how the Phillips Ranch area has deteriorated over the years. She also noted standing water and the mosquito problem at the Riparian. She expressed the desire to vote again on the assessment.

Bill Hubbell shared his understanding of the budget situation and also his appreciation of everyone's efforts. He stated he didn't know about the assessment vote until a day after the vote took place and he recommended additional efforts to inform the community.

## **3. Summer Months Watering Status**

Parks and Facilities Manager Whaley recapped the watering schedule plan to remain within budget. He noted that Brightview was asked to go through the Riparian and pocket areas of turf to increase the watering schedule in those areas. He stated that as soon as we get water from rain, the grass will return. The main priority at this time is to maintain the trees.

**Public Comment:** There were three (3) public comments.

Michael McMath stated specific areas of the Riparian are not being watered every 10 days, per staff's stated schedule. He expressed concerns that some areas are watered every two (2) weeks and others haven't been watered in over a year. He requested later meetings for higher attendance due to working schedules. He requested further explanation of the fiscal year budget.

Pia Hubbell noted the appearance of the greenbelt. She stated she spoke with one of the gardeners regarding the dead foliage. She said he informed her he was instructed to water every three (3) weeks. Staff noted to put the watering schedule update on the agenda for further discussion at the next meeting.

Bill Hubbell noted his experience with water assessment and evaluations of water meters. He wondered the last time a water audit was completed. Staff responded to watering schedule concerns.

## **4. Update on Proposal to City Council for Riparian Conversion to City Park**

Public Works Director Guerrero provided a brief background of the proposal and status. He noted he would be meeting with our City Manager to confirm a date to bring this item to Council for a vote

and would keep the committee informed if the date selected is prior to the next committee meeting. He stated he would encourage selecting one of the two Council meeting dates in October per the committee's recommendation.

**Public Comment:** There were no public comments.

## 5. Flag Placement Proposal

Chair Trypucko provided background on the idea of replacing the Philips Ranch flags with American flags and City of Pomona flags for cost savings. Discussion took place between committee members regarding feedback received from the community. There was disagreement on how many flags are located at Mission and Temple.

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

Pia Hubbell suggested using one American flag and one Phillips Ranch flag to distinguish the area and still cut costs.

Committee Member Cobarrubias motioned to not purchase additional flags until this issue has been voted on by the Committee.

**MOTION BY COMMITTEE MEMBER COBARRUBIAS, SECOND BY COMMITTEE MEMBER MARTINEZ, CARRIED 6-0** to not purchase additional flags until this issue has been voted on by the committee.

It was agreed that the type of flag to be used will be discussed at the next committee meeting. Chair Trypucko also noted a donor that has agreed to fund the modification of the flag poles and any lighting needs. Public Works Director Guerrero stated there are specific requirements as to what type of flags can be flown on City poles and agreed to provide the committee with a list at the next meeting.

## 6. Exercise Unit Replacement Update

Parks and Facilities Manager Whaley provided an update on the qualified bid results received. He reminded the committee of the available American Rescue Plan (ARP) fund budget of \$152,333.00 and informed the committee that the lowest bid came in at \$287,000, leaving roughly a \$135,000 deficit. There is also a protest on the bid. He stated that staff must issue a purchase order by the end of this year in order to make use of the ARP funds. The City is considering purchasing the equipment directly and having City staff install. He is waiting on the price for direct purchase of the equipment.

**Public Comment:** There were no public comments.

## 7. Proposal for Staff to Provide Monthly Email Updates to the Committee

Committee Member Kennerson discussed the idea of monthly email communication/updates from City Staff to the Committee regarding key issues concerning the community. There was a discussion about utilizing the PomonaGo app for status updates. Parks and Facilities Manager

Whaley noted the challenges due to lack of staff to support all of the requests received. He agreed to provide monthly email updates to the Committee members.

**Public Comment:** There were no public comments.

**G. STAFF COMMUNICATION**

Committee and Staff did not open discussion for further staff communication.

**ADJOURNMENT**

Chair Trypucko noted the next Committee meeting will be held Tuesday, December 3<sup>rd</sup> and adjourned the meeting at 7:55 pm.

Respectfully submitted,

ATTEST:

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

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Eric Trypucko  
Chair of the Phillips Ranch Assessment  
District Oversight Committee