

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, June, 4, 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

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, Program Assistant / Committee Secretary

D. COMMITTEE MEMBER COMMUNICATION

Committee Member Cobarrubias participated in the Watch Commander Meeting for District 5 and learned that the PomonaGo app is getting a good amount of data collected. Committee Member Kennerson recommended a monthly forum to communicate with Public Works regarding work schedules and project status in hopes to decrease incoming calls to the City. Committee Chair Trypucko asked staff if this would be achievable. Public Works Director suggested agendaing this item for further discussion at the next committee meeting.

E. CONSENT CALENDAR

Committee Member Cobarrubias motioned to approve the Meeting Minutes for the Phillips Ranch Assessment Oversight Committee for March 5, 2024.

MOTION BY COMMITTEE MEMBER COBARRUBIAS, SECOND BY COMMITTEE MEMBER MARTINEZ, CARRIED 6-0 to accept the March 5, 2024 Meeting Minutes.

F. DISCUSSION ITEMS

1. Budget Review & Update

Fiscal & Project Manager Dittman provided a budget update, noting we are currently in the 11th month of the Fiscal Year Budget. She forecasted that we may exceed the budget for water, and earnings and benefits should come close to the allotted budget. Controllable Contract Services are well under budget, with no outstanding items. All savings will go into the Fund Balance. Staff can run a report to share at the September meeting showing how much money is in the Fund Balance. Electrical Materials were also discussed and explained. Committee Member Kennerson stated it would be helpful to understand where the money is going and see how payments are being made as each site location's work is completed. Parks and Facilities Manager Whaley provided options for how to most effectively and efficiently communicate complex project contract specs to the committee. He provided a visual map as a reference for the committee and provided updates on the latest meeting with vendor Brightview regarding fuel modification. Payments are being withheld as needed until the work is completed. Chair Trypucko stated he is hoping to see more improvements with regard to cost savings of Water, but overall is happy with where we are at with the budget and hopes to continue momentum.

Public Comment: There were no public comments.

2. Update on Chemical Applications and Potential Costs for Weed Abatement

Chair Trypucko requested cost analysis and options of chemicals for less labor. Parks and Facilities Manager Whaley stated the vendor Brightview was open to using the recommended chemical, Spectacle. He provided status of areas in compliance and areas that are still pending. Another update will be provided at the next meeting. No additional charges were added by the vendor to use the recommended product, so no cost analysis was completed. Chair Trypucko emphasized the need for safety vs. aesthetics. Whaley clarified the schedule and services of fuel modification and encouraged the committee to provide feedback in order to consider revisions to the contract next

year. He offered to request more detailed schedules from the vendor to address Kennerson's concerns of vendor accountability. This item will be agendaized for the next meeting.

Public Comment: There were no public comments.

3. Update on Easement Access & Proactive Approach for City Access to Weed Abatement

Chair Trypucko questioned if there are any areas of the slopes that vendors don't have access to due to blocked easements. Director Guerrero noted one area staff is aware of with fencing but there may be other areas. Some property owners own the property where the City has an easement for maintenance purposes. Property owners have the right to do their own maintenance if they have the ability and wish to do so. Trypucko voiced concerns over safety if the City is unable to gain access to maintain certain areas. Whaley explained that the City has the right to remove barriers to access and can work with Code Enforcement to resolve those areas that have barriers to access. For the time being, staff and Brightview will continue to focus on serving areas that are accessible. Staff will keep the Committee informed of non-accessible areas as we move forward. Chair Trypucko requested to put on the record that the number one focus of the Committee is safety and stressed the importance of making sure the easements are accessible for service to avoid liability and additional fees from the County.

Public Comment: There were no public comments.

4. Maintenance Update on Schedule & Watering

Parks and Facilities Manager Whaley referenced a PDF document with water charges from last year to this year, with 3 periods remaining (April, May, and June). He stated he does not anticipate increasing the watering levels unless directed to do so by the committee if there is a Fund Balance available. The watering schedule varies from location to location and is following best practices. Staff is checking controllers for proper function. Trees are taking priority and adjustments are being made to preserve trees. If locations are noticed that require more or less water, he instructed to use the PomonaGo app.

Committee Member Kennerson had questions regarding the variance of budget actuals every other month and expressed concerns regarding the water budget. Whaley explained billing takes place every other month based on when the different groupings of meters are read. Committee Member Cobarrubias clarified that rent continues to be paid on meters that have been turned off.

Public Comment: There were no public comments.

5. Cell Sites Paying Rent for Several Light Posts in Phillips Ranch Area

In the course of Fiscal and Project Manager Dittman's research, she discovered 4 cell sites that exist on City property within the Phillips Ranch area generating a total revenue of roughly \$60K per year. Revenue from these cell sites, along with revenue from all cell sites within the City, are put into a specific account in the General Fund. The City as a whole has approximately \$200K revenue from cell sites throughout the City. The City Attorney informed staff that moving revenue money into a specific assessment district would be a City decision. It was confirmed that the Phillips Ranch assessment doesn't pay for street lights, which was noted as separate from cell sites. Committee

Member Kennerson suggested to propose that the revenue from the 4 cell sites within the Phillips Ranch area go back into the assessment budget. Committee Member Cobarrubias motioned to ask City Council to review and see if funds can retroactively be put back into the Phillips Ranch Assessment budget. If an action is approved, staff agreed to discuss with the City Attorney and the City Manager to see if this item could be brought to Council.

MOTION BY COMMITTEE MEMBER COBARRUBIAS, SECOND BY COMMITTEE MEMBER MARTINEZ, CARRIED 6-0 to request the City to allow revenue from the 4 cell towers in the Phillips Ranch area be put back into the assessment fund and explore the option of retroactively obtaining revenue from when the towers were initially installed.

Public Comment: There were no public comments.

6. Update from Public Works on Proposal for Riparian Conversion to Park

Chair Trypucko requested an update from Public Works staff on this item. Public Works Director Guerrero explained a potential change in the direction of the Master Plan and transitioning to a new consultant. It had been recommended that staff request the committee to wait to propose the Riparian Conversion until the transition of consultants is completed. There is one remaining task with the current consultant to finalize park acreage. Committee Member Kennerson inquired if this could be considered a one-off item with City Council to move this project forward. Public Works Director Guerrero agreed to bring it back to Council if the Committee agreed. Committee Member Cobarrubias noted a staff report dated September 18, 2023, with voting results from the Council Meeting and a recommendation to revisit the topic when all Council Members were present. Chair Trypucko expressed concerns about not including the Riparian in the Master Plan as well as continuing to wait if the project is on hold.

MOTION BY COMMITTEE MEMBER KENNERSON, SECOND BY COMMITTEE MEMBER SALAZAR, CARRIED 6-0 to revisit the request of City Council to convert the Riparian to a City Park.

Public Comment: There were no public comments.

7. Committee Meeting Public Access Videos

Chair Trypucko followed up on the request to provide access to committee meeting videos for those who cannot attend the meetings. Program Assistant Valerio stated that staff received approval from the City Clerk to post and share a link to the files with the committee. The video files will be posted to SharePoint and will be available for the committee to download for 14 days. The committee may share the video with the community as desired. Committee Member Cobarrubias noted her website could be used to share the videos with the public.

Public Comment: There were no public comments.

8. Repair or Replacement of Exercise Units in Phillips Ranch

Public Works Director Guerrero explained that there was an agenda item that was approved at the May 6 Council Meeting recommending to replace the exercise units in the Greenbelt area. Council Member Lustro agreed to use \$155K of his ARP funds to be appropriated to an existing CIP project. The RFP has been prepared and posted to Planet Bids. Once bids are received, staff will go back

to Council with the lowest responsive bidder to approve the work. Parks and Facilities Manager Whaley explained the units will be similar to those used at the Garfield Park walking trail.

9. Inventory Update & Possible Cost-Saving Options for Phillips Ranch Flags

Parks and Facilities Manager Whaley shared the vendor price quoted on the last order of flags was \$275 per flag. Committee Chair Trypucko proposed depleting the inventory of what we currently have. He suggested transitioning to US and City of Pomona flags instead of the custom Phillips Ranch flag in attempt to reduce cost and encourage city pride. Committee Member Kennerson suggested making this an agenda item in order to get community feedback. The committee agreed to discuss further at the next meeting.

Public comment: There were no public comments.

G. STAFF COMMUNICATION

Committee and Staff did not open discussion for Public Comments.

H. PUBLIC COMMENT

There were no public comments.

ADJOURNMENT

Chair Trypucko noted the next Committee meeting will be held Tuesday September 3rd and adjourned the meeting at 8.07pm.

Respectfully submitted,

ATTEST:

Christine Valerio
Program Assistant, Public Works /
Secretary of the Phillips Ranch Assessment
District Oversight Committee

Eric Trypucko
Chair of the Phillips Ranch Assessment
District Oversight Committee