

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, March 3, 2026

6:00 PM

Chuck Bader Conference Room

---

6:00 P.M.

**CALL TO ORDER**

Chair Cobarrubias called the Phillips Ranch Assessment District Oversight meeting to order at 6:00 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 Monika Salazar – Mayoral Appointee
- 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:

None

**STAFF PRESENT**

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

**PUBLIC COMMENT**

There were no public comments.

**COMMITTEE MEMBER COMMUNICATION**

Vice Chair Atkinson reported on a recent vehicle accident in which a streetlight and street sign were damaged. It was noted that overgrown weeds in the area reduce visibility and that speeding is a frequent concern along that stretch of roadway.

Committee Member Martinez provided comments regarding the Fire Station located in Phillips Ranch.

**CONSENT CALENDAR**

1. Approve the Meeting Minutes for the Phillips Ranch Assessment District Oversight Committee for December 2, 2025.

It is recommended that the Committee approve the following Phillips Ranch Assessment District Oversight Committee Meeting Minutes:

**MOTION BY COMMITTEE MEMBER DR. HENSEN, SECOND BY COMMITTEE CHAIR COBARRUBIAS, CARRIED 6-0 to accept the December 2, 2025, Meeting Minutes.**

**DISCUSSION ITEMS**

2. Discuss Water Consumption Costs through Quarter Two of Fiscal Year 2025 and Fiscal Year 2026.

It is recommended that the Phillips Ranch Assessment District Oversight Committee review the water charges through Quarter Two of Fiscal Year 2025 and Fiscal Year 2026.

Senior Management Analyst McElwain presented a year-to-date water cost comparison through Quarter 2 for Fiscal Years 2025 and 2026. She reported only a nominal difference in comparative water meter charges between the two fiscal years.

Committee Members gave comments regarding the water meters and asked questions.

Committee Member Kennerson requested that the budget be presented at each meeting with key highlights as a standing discussion item, including a review of landscape maintenance, water

expenditures, and controllable contracts. Senior Management Analyst McElwain responded that this item could be included as a Consent Item.

Staff agreed to discuss a review of water rate increases at an upcoming committee meeting.

Chair Cobarrubias responded to committee member questions and comments, noting that water meter information is available online. She requested that staff refrain from pulling water bills and offered to provide the requested information to the Committee.

Parks and Facilities Manager Whaley provided context regarding fixed-rate water meter service charges and consumption rates and noted that cost savings in landscape maintenance have been realized since the City assumed maintenance of the Greenbelt Park.

Vice Chair Atkinson noted the cost-of-living increases and emphasized the importance of educating the community on what the assessment means.

**NO ACTION WAS TAKEN FOR THIS ITEM.**

3. Discuss the Phillips Ranch Assessment District Agreements for Controllable Contract Services.

It is recommended that the Phillips Ranch Assessment District Oversight Committee review the existing controllable contract agreements for the Phillips Ranch Assessment District Fund.

Senior Management Analyst McElwain reviewed the Spend Categories for Controllable Contract Services, including Engineer of Record services and the GM Sager contract, which covers as-needed concrete repair services. She noted that, although Engineer of Record services have historically been charged to Controllable Contracts, going forward, they will be categorized under Required Contracts, as these services are not optional.

**NO ACTION WAS TAKEN FOR THIS ITEM.**

4. Receive and File an Update on Brush Clearance in Phillips Ranch – July to December of FY 2025-26.

It is recommended that the Phillips Ranch Assessment District Oversight Committee receive and file an update on brush clearance completed by BrightView Landscaping, Inc. from July to December of FY2025-26.

Parks and Facilities Manager Whaley reviewed the status of Brightview's completed and pending brush clearance sites throughout Phillips Ranch, highlighting fuel modification areas as well as turf and ornamental locations. He provided a presentation showing before-and-after snapshots of the fuel modification and fire clearance areas.

**NO MOTION WAS MADE; THIS WAS A RECEIVE AND FILE ITEM.**

5. Appointment of the Phillips Ranch Assessment District Oversight Committee Chairperson and Vice-Chairperson for the Annual Term from March 2026 through March 2027.

It is recommended that the Phillips Ranch Assessment District Oversight Committee take the following actions:

- 1.) Open nominations for a Chairperson and upon the closing of nominations, take a vote to appoint a Chairperson (by majority vote):

Fiscal and Project Manager Dittman reviewed the committee bylaws.

Chair Cobarrubias inquired if everyone was eligible.

**CHAIR COBARRUBIAS NOMINATED VICE CHAIR ATKINSON AS NEW CHAIR, SECOND BY COMMITTEE MEMBER MARTINEZ, CARRIED 6-0.**

- 2.) Open nominations for a Vice-Chairperson and upon closing all nominations, take a vote to appoint a Vice-Chairperson (by majority vote):

Committee Member Trypucko was nominated for Vice-Chair but declined the nomination.

**COMMITTEE MEMBER MARTINEZ NOMINATED COMMITTEE MEMBER HENSEN AS NEW VICE-CHAIR, SECOND BY CHAIR COBARRUBIAS, CARRIED 6-0.**

### **STAFF COMMUNICATION**

Senior Management Analyst reminded the committee to review the Measure Z Commission and Committee Member Communications Guidelines provided by the City Clerk's Office.

### **ADJOURNMENT**

Chair Cobarrubias announced the next meeting will be held on Tuesday, June 2, 2026, and adjourned at 7:08 pm.

Respectfully submitted,

ATTEST:

---

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

---

Pauleen Atkinson  
Chair of the Phillips Ranch Assessment  
District Oversight Committee