



MINUTES

CITY OF HUNTINGTON BEACH PUBLIC WORKS COMMISSION MARCH 20, 2013

**Call to Order/
Pledge of Allegiance:** The meeting was called to order at 5:00 p.m. by Commissioner Thomas, who led Commissioners and the audience in the Pledge of Allegiance to the Flag.

Commissioners Absent: None

Commissioners Present: Commissioners McGovern, Berge, Carr, Cook, Hart and Thomas were in attendance.

Others Present: Travis Hopkins, Director of Public Works
Paul D'Alessandro, Assistant City Attorney
Tom Herbel, City Engineer
Ken Dills, Project Manager
Bob Stachelski, Transportation Manager
Joe Fuentes, Civil Engineering Assistant
Kirsty Wapner, Administrative Assistant

B. PRESENTATIONS-COMMENDATIONS

B-1. Brown Act Overview- Paul D'Alessandro showed a PowerPoint of Brown Act requirements. He presented information including definitions of the different types of meetings, requirements for posting agendas, and violations. A Brown Act User's Guide was distributed within the Public Works Commission packet.

C. MINUTES

C-1. Ken Dills verified with Paul D'Alessandro stating the Commissioners can approve previous meeting minutes, even if there is less than a quorum, as long as those who were present, agree on the presented minutes for approval.

Motion by Commissioner Cook, seconded by Commissioner McGovern to approve the minutes of January 16, 2013 as presented.

VOTE: The motion carried.
AYES: 4
NOES: 0
ABSENT: 0
ABSTENTIONS: 2 (Carr, Berge)

Motion by Commissioner Hart, seconded by Commissioner Carr to approve the minutes of February 20, 2013 as presented.

VOTE: The motion carried.
AYES: 4
NOES: 0
ABSENT: 0
ABSTENTIONS: 2 (Cook, McGovern)

D. ORAL COMMUNICATIONS

None

E. DIRECTOR'S ITEMS

- E-1. Commission Business- Motion by Commissioner McGovern, seconded by Commissioner Berge to elect Commissioner Thomas as Chair and Commissioner Cook as Vice Chair.

VOTE: The motion carried.
AYES: 6
NOES: 0
ABSENT: 0
ABSTENTIONS: 0

F. INFORMATION ITEMS

- F-1. Upcoming City Council Study Sessions – Travis Hopkins presented the schedule of upcoming City Council Study Sessions. He added that the Planning and Building Department will be bringing the Beach Edinger Corridor Specific Plan to Study Session on July 1, 2013. Chairperson Thomas requested an update on MWDOC prior to the Study Session on June 3, 2013. Commissioner McGovern also requested a briefing on the water rates before it is presented at Study Session.
- F-2. Active Capital Project Report - Tom Herbel provided updates on the Capital Project Report focusing on "hot topics," which are usually those projects currently under construction. He reported that the Goldenwest Garfield project was approved in January and is going to bid next month. Keelson Lane Rehabilitation and Residential Pavement Rehabilitation- Zone 7 will both be presented at the next Public Works Commission meeting. Signal Synchronization projects have begun. Bob Stachelski noted they are still working through the construction elements and will get a timeline within the next few months. Vice Chair Cook asked how the intersections to be synchronized are determined.

Mr. Stachelski reported it's a whole process, but typically they are grouped together with 6-8 intersections synched. He noted the traffic signal at Ellis, east of Beach Blvd is not a priority. Chair Thomas inquired about the lack of activity occurring at Greer Park. Travis Hopkins and Tom Herbel stated they would look into it. Commissioner McGovern asked about the grant funding and expiration periods. Mr. Herbel noted the clock starts once the grant is received and noted there is a period of time the grant funding must be used before it expires. Commissioner Berge asked how accurate the start dates are for the signal synchronization project. Mr. Herbel reported the CIP list is updated on a monthly basis. OCTA is currently managing this project and some of the issues are beyond the City of Huntington Beach's control.

G. ADMINISTRATIVE ITEMS

Travis Hopkins requested that the following three Administrative Items (G-1 through G-3) be presented and voted upon by the Commissioners, all together.

- G-1. Planned Local Drainage Facilities Fund Annual Compliance Report Fiscal Year 2011/12 - Ken Dills reported this fund is currently in the red. He noted the Redevelopment Agency owes substantial funds to the Drainage Fund. However, with the State's recent dissolution of redevelopment agencies there is uncertainty of whether or not funds will be received. There is currently no schedule for payment. Dills noted the estimated balance is an estimated amount from developer fees at a five-year average. Drainage projects will continue to be done with the general fund and/or grant funding.
- G-2. Sanitary Sewer Facilities Fund Annual Compliance Report Fiscal Year 2011/12- Ken Dills presented a chart and noted the majority of these expenditures are for salary and benefits for sewer.
- G-3. Fair Share Traffic Impact Fee Program Annual Report for Fiscal Year 2011/12- Bob Stachelski reported this fund is currently in the black. It has acquired some real estate holdings. No projects were done with these funds in Fiscal Year 2011/12 because funds were low. Only two projects will be utilizing these funds for this Fiscal Year.

Motion by Vice Chair Cook, seconded by Commissioner Berge to recommend to the City Council the approval of the Local Drainage Facilities Fund Annual Compliance Report for Fiscal Year 2011/12, the Sanitary Sewer Facilities Fund Annual Compliance Report for Fiscal Year 2011/12, and the Fair Share Traffic Impact Fee Program Annual Report for Fiscal Year 2011/12.

VOTE: The motion carried.
AYES: 6
NOES: 0

ABSENT: 0
ABSTENTIONS: 0

G-4. Rehabilitation of Hanover Lane, CC-1438- Travis Hopkins introduced Joe Fuentes, Civil Engineering Assistant, to present on the rehabilitation of Hanover Lane. Mr. Fuentes reported Hanover Lane is on the established Tree Petition Program and was selected for construction based on the current street condition. This would include removal and replacement of concrete sidewalks, cross gutters, curb and gutter, and identified street trees. The estimate for this project is \$550,000. Funds in the amount of \$600,000 have been budgeted from the Gas Tax. Travis Hopkins reported that because the petition list is so long, staff now have a severity list and it's also on a first come-first serve basis. This was directed by Council in 2006.

Motion by Vice Chair Cook, seconded by Commissioner Hart to recommend to the City Council the approval of the Rehabilitation of Hanover Lane, CC-1438.

VOTE: The motion carried.
AYES: 6
NOES: 0
ABSENT: 0
ABSTENTIONS: 0

H. WRITTEN COMMUNICATIONS

None.

I. COMMISSION AND STAFF COMMENTS

Commissioner McGovern suggested holding future Public Works Commission meetings at the Utilities Yard or in B-8 at City Hall, instead of Council Chambers. Staff will look into these possibilities to ensure there are no scheduling conflicts with the rooms.

Commissioners Carr, Hart, Thomas, and Cook stated they would like to only receive an electronic copy of the Public Works Commission packets. Commissioner McGovern stated he would like to pick up a hard copy of the packets when available.

J. ADJOURNMENT

The meeting adjourned at 6:05 PM to April 17, 2013, in City Council Chambers.

Jennifer Thomas
Chairperson

Kirsty Wapner
Administrative Assistant