

**MINUTES OF THE REGULAR MEETING OF THE  
MONROVIA RENEWAL CITIZENS ADVISORY COMMITTEE  
HELD WEDNESDAY, JULY 26, 2017 AT 7:00 P.M.**

**CONVENE:** Chair Sheiff convened the Regular Meeting of the Monrovia Renewal Citizens Advisory Committee on Wednesday, July 26, 2017 at 7:05 p.m. in the Library Community Room at the Monrovia Public Library, 321 S. Myrtle Ave., Monrovia, California. Staff in attendance: City Manager Oliver Chi, Public Services Director Tina Cherry, Deputy City Manager Lauren Vasquez, Public Services Manager Sean Sullivan, Water Systems Manager Paul Zampiello, Senior Management Analyst Britany Mello, Management Analyst Lauren Marshall, Management Analyst Alex Tachiki and Senior Administrative Assistant Susan Matthews.

**PLEDGE OF ALLEGIANCE:** Secretary Foltz

**ROLL CALL:** Chair Shieff, Vice Chair Wall, Secretary Foltz, Committee Member Bowen in attendance. Committee Member Pokrajac absent and excused.

**CONSENT CALENDAR:** It was moved by Committee Member Wall, seconded by Committee Member Foltz to approve the consent calendar. The motion carried unanimously. The Consent Calendar consisted of the following Agenda items:

**CC-1 Unadopted Minutes of the March 28, 2017 Regular Meeting:** The Committee adopted the Minutes of the March 28, 2017 Regular Meeting.

**INTRODUCTION OF PUBLIC WORKS EMPLOYEES:** Tina Cherry, Public Services Director introduced Public Services Employees:

- Lauren Marshall - Management Analyst
- Alex Tachiki – Management Analyst
- Paul Zampiello – Water System Manager

**PRESENTATIONS:** Overview of Upcoming Water Rate Adjustment: Oliver Chi, City Manager

**PUBLIC INPUT:** None

**ADMINISTRATIVE REPORTS:** None

**REPORTS FROM STAFF:**

**A. Project Administration, Status, Schedules, and Coordination of Work Update:** Public Services Manager Sean Sullivan addressed the Committee:

- ❖ Phase I Southwest/Southeast Project Completion
  - Street punch list and sewer lining are all that is left in Phase I.
  - Next week we will issue the Notice of Completion for Sully-Miller.
  - Sewer Lining will be complete soon.
  - Bike Master Plan – we are incorporating the area to select bike lanes and coordinate striping and sign placement. Should start in early August.

**CC-1**

- ❖ Water Facility Projects Update
  - Oakglade Reservoir – the design is complete and there is discussion on perhaps demolishing the entire reservoir to allow more room. Reservoir will go to Council by the end of the year, should take 12-18 months to complete.
  - New Well Siting – we are finalizing CEQA documents to submit. Working through the environmental concerns. The area is in a gated community where the city owns property that is zoned for this purpose. We need to drill for samples.
  - Well Field Electrical Improvements – we need to develop some redundancies such as adding a back-up generator. We expect to receive 30% of plans in the next month so we can start the initial review.
- ❖ Phase II Northwest Project Update
  - Construction is underway with the following consultants:
    - Sidewalk Repairs Precision Concrete Cutting
    - Award of Contract to Sully-Miller
    - Completed Projects
      - ◆ Design Work
      - ◆ Sidewalk Survey
      - ◆ Sewer Cleaning & Closed Circuit Videoing

The team assessed what worked and didn't work in Phase I. We executed 7 projects with 7 different contractors and subcontractors. We decided it might be better to have more efficient management and oversight so for Phase II we selected one general contractor for the city to work with. By doing so we also received economies of scale. The contract for Phase II was awarded to Sully-Miller for approximately \$8.6 million. With additional construction management and inspection fees added the total appropriation for Phase II is \$9 million. Phase II construction is expected to begin in late August, early September, and take approximately 9 months to complete.

Phase I taught us that the water system is in a state of greater disrepair than we originally thought. An example is that we are not able to replace lines in the alleyways so we need to move them to the street. Ms. Cherry pointed out typically we only work to the end of the city right of way but when we move the water service from the alley to the street we will need to go onto the resident's property to make the connections. We have developed a list of the residents that are impacted by various issues so we can respond quickly to any questions that come up during the phases.

- B. Budget Update:** Ms. Mello informed the committee that we were originally expecting to come in over budget for Phase I. The excellent management of contracts assisted us in coming in under budget for Phase I. Phase II budget so far includes design contracts awarded to Merrell Johnson and Civiltec and the general contract awarded to Sully-Miller. We are estimating 1.85 million in contingencies in Phase II. With the expanded scope of work we are coming in over budget in the water in the Northwest section. How are we going to control/manage the costs? We are going to protect and preserve the Monrovia Renewal funds. If we can use other funds to pay for capital improvement projects we will.
- C. Public Outreach and Communication Update:** Ms. Marshall addressed the committee. She thanked the committee for their constant feedback. We heard what the committee said about showing things in picture so people can see what is going to be done. She reviewed the photo boards that were made to be used at future resident meetings.

Some of the outreach plans for Phase II include:

- Streamlining the outreach calls and emails to Lauren Marshall for response
- 2 week notice to impacted residents
- Be more thoughtful when placing signage so it doesn't impact resident parking when work is not being done
- Improve our relationship with School District to utilize their resources to get information out to residents
- Consider rescheduling some work to make it better for the residents and businesses
- Bi-weekly updates to the list-serve once construction begins
- Partnering with a local church to hold community meetings
- City staff will receive ongoing outreach to better answer questions from residents
- More information provided on social media

**REPORTS/ANNOUNCEMENTS FROM COMMITTEE MEMBERS:**

Chair Shieff suggested we have handouts at the Library. Committee Member Wall suggested utilizing the schools online system, peachjar to get information out to parents. She also suggested we have business leaders adopt a school or become a liaison to the schools.

**NEXT SCHEDULED MEETING:** The next Regular Meeting of the Monrovia Renewal Citizens Advisory Committee is scheduled for a time and place to be determined in the next quarter.

**AJOURNMENT:** Chair Shieff adjourned the meeting at 9:04 p.m.