

**MINUTES OF THE REGULAR MEETING OF THE
MONROVIA RENEWAL OVERSIGHT COMMITTEE
HELD WEDNESDAY, JUNE 1, 2016 AT 7:00 P.M.**

CONVENE: Chair Pokrajac convened the Regular Meeting of the Monrovia Renewal Oversight Committee on Wednesday, June 1, 2016 at 7:00 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, Management Analyst Brittany Mello, and Senior Administrative Assistant Susan Matthews.

PLEDGE OF ALLEGIANCE: Vice Chair Shieff led the Flag Salute

ROLL CALL: Committee Member Bowen, Committee Member Foltz, Wall, Vice Chair Shieff, and Chair Pokrajac present.

PRESENTATIONS: None

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 30, 2016 Regular Meeting: The Committee adopted the Minutes of the March 30, 2016 Regular Meeting.

CC-2 Unadopted Minutes of the April 24, 2016 Special Meeting – Tour of City Facilities: The Committee adopted the Minutes of the April 24, 2016 Special Meeting.

PUBLIC INPUT: None

ADMINISTRATIVE REPORTS: None

REPORTS FROM STAFF:

a) **Project Administration Update:** Public Services Director Tina Cherry addressed the Committee. Ms. Cherry reminded the Committee that staff is constantly meeting and tracking this project. Staff has partnered with approximately ten consultants thus far to help implement the project and/or to help maintain or improve the infrastructure we have in place. Three new partners have joined us over the last quarter, namely:

- John L. Hunter & Associates – Fats, Oils, and Grease (FOG) program. They will conduct inspections of restaurants and grease interceptors, FOG hot spots, and public education.
- National Plant Services – CCTV, SSOs, and hot spots. They offer a robust on-call system.
- KND Solutions, LLC. – Mr. Deck of KND Solutions, LLC. is a Level 5 Water Operator who is helping us establish best practices for our systems. We recently purchased a valve truck based on his recommendation. He is also assisting with developing a GIS system.

City Manager Oliver Chi explained that we will continue to discuss items related to Monrovia Renewal that further the goals of the project, but are not included in the project budget or scope of the project.

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- b) Budget Update:** Management Analyst Brittany Mello addressed the Committee and presented a detailed budget of each contract, funds spent to date, and a breakdown of the overall project budget and of the six segments. Following a discussion about individual contracts, Ms. Mello reminded the Committee that they can review contract information presented to Council on our website, but that ultimately the Council is responsible for reviewing and approving each individual contract. There was a discussion on the budget followed by a request from the Committee to see the percentage of the total budget spent and any variances at the next meeting.
- c) Project Status, Schedules, and Coordination of Work Update:** Public Works Division Manager Sean Sullivan addressed the Committee. Mr. Sullivan gave specifics on additional contracts that were awarded over the last quarter and the scopes of work that will be performed. He continued with a discussion on the trees and advised the Committee that a tree replacement policy is being developed. We are also working on proactive maintenance systems for all of the work being done. Mr. Sullivan also gave updates on contracts that are in progress and planned.
- d) Public Outreach and Communication Update:** Management Analyst Brittany Mello addressed the Committee. She informed the Committee that a Public Meeting was held on May 11, 2016, with approximately 16 people in attendance. Ms. Mello discussed ways that we are getting the word out to our residents, including: City Managers Weekly (750 residents), FAQ sheets, email list, website, and electronic message boards. The Committee was asked to provide feedback on Public Outreach ideas. The Committee offered the following suggestions:
- Partner with the PTA/MUSD and ask to place Monrovia Renewal information in the back to school packets given to each student at the beginning of the school year
 - Make Monrovia Renewal part of the curriculum at schools in the community
 - Offer a contest for kids related to Monrovia Renewal, such as calendar artwork, similar to the Water Conservation Calendar
 - Flyers in the City Managers Weekly
 - Block Parties with residents
 - Advertising on the City or School buses

REPORTS FROM COMMITTEE MEMBERS: This section was replaced with an open dialogue. After the Committee provided feedback that the name “Monrovia Renewal Oversight Committee” may not be an accurate reflection of the Committee’s role, Mr. Chi stated that we would look into finding an alternate name for the Committee to better illustrate the role they play. The Committee had a lengthy discussion on their roles and responsibilities as both Committee Members and residents of Monrovia.

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

AJOURNMENT: Chair Pokrajac adjourned the meeting at 9:00 p.m.

APPROVED:

Keshia Bowen, Secretary

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