

**MINUTES OF THE REGULAR MEETING OF THE  
MONROVIA RENEWAL CITIZENS ADVISORY COMMITTEE  
HELD TUESDAY, MARCH 28, 2017 AT 7:00 P.M.**

**CONVENE:** Chair Pokrajac convened the Regular Meeting of the Monrovia Renewal Citizens Advisory Committee on Tuesday, March 28, 2017 at 7:15 p.m. in the Monroe Room at the Monrovia Community Center, 119 W. Palm Ave., Monrovia, California. Staff in attendance: City Manager Oliver Chi, Public Services Director Tina Cherry, Public Services Manager Sean Sullivan, Senior Management Analyst Brittany Mello, and City Clerk Alice Atkins.

**PLEDGE OF ALLEGIANCE:** Committee Member Wall

**ROLL CALL:** Chair Pokrajac, Vice Chair Shieff, Secretary Bowen, Committee Members Foltz and Wall present.

**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 November 9, 2016 Regular Meeting:** The Committee adopted the Minutes of the November 9, 2016 Regular Meeting.

**PRESENTATIONS:** Update on Citywide Pavement Management System: Oliver Chi, City Manager

**PUBLIC INPUT:** None.

**ADMINISTRATIVE REPORTS:**

**AR-1 Rotation of Officers for Monrovia Renewal Citizen Advisory Committee, Resolution No. 2017-01** Brittany Mello reviewed the procedures discussed previously as detailed in the Agenda Report.

Following a brief discussion, **it was moved by Chair Pokrajac, seconded by Committee Member Wall to adopt the Monrovia Renewal Citizen Advisory Committee Resolution No. 2017-01, and approve the selection of Bill Shieff as Chair, Janet Wall at Vice Chair, and John Foltz as Secretary for the 2017/2018 Fiscal Year.** The motion carried unanimously.

**REPORTS FROM STAFF:**

**A. Project Administration, Status, Schedules, and Coordination of Work Update:** Public Services Manager Sean Sullivan addressed the Committee. He discussed our progress on the following projects in the Southwest and Southeast sections:

- ❖ Phase 1 Completed Projects:
  - Design & Engineering is complete.
  - Construction is underway with the following consultants:
    - Sewer Cleaning & Closed Circuit Videoing (National Plant)
    - Sewer Pipeline Replacements (Grbcon)

**CC-1**

- Water Pipeline Replacements (Ramona)
- Sidewalk Repairs (Precision Concrete Cutting)
- Street Repairs (Sully-Miller Contracting)
- Sewer Lining & Point Repairs (Sancon)

Mr. Sullivan explained that 31 working days were lost due to rain during the Southwest construction, which resulted in a revised Phase 1 Timeline with construction expected to be complete in May/June 2017.

Mr. Sullivan advised that there is a preliminary plan in place to incorporate Class III Bike Path Signage to coordinate with striping schedule in SW/SE Area.

❖ Phase II Ongoing Projects

- Design & Engineering
  - Streets, Sewer Pipelines and Related (Merrell Johnson)
  - Water Pipelines (Civiltec)
  - Sidewalk Survey (Precision Concrete Cutting)
- Construction
  - Sewer Cleaning & Closed Circuit Videoing (National Plant)

**B. Budget Update:** Ms. Mello presented the comprehensive budget for the SW/SE project areas. She reported that at the last meeting we were projected to be 2.3% over budget. After closing some of the contracts the updated numbers show that we are at .5% over budget. The streets and sidewalks are currently .7% under budget; however, a lot may vary with the Sully-Miller contract still open. The sewer work is almost complete and projections are at 7% under budget. Water systems had higher costs than planned, but with careful construction management, we are hopeful that we will come in at or under budget.

We have been able to achieve cost savings through project management and favorable economic conditions. Looking ahead, it's possible that with a less favorable economy we may have increased bid pricing; some costs may exceed initial engineer's estimates so careful management is even more important.

**C. Public Outreach and Communication Update:** Ms. Mello addressed the committee to summarize ongoing outreach efforts, such as regular updates to the website, social media posts, and updated handouts. Additionally, door-to-door outreach is conducted for special projects. Construction notices are delivered to residents and businesses at critical points: 5 days prior, 2 days prior, 1 day before driveway work, and 1 day before paving.

**REPORTS/ANNOUNCEMENTS FROM COMMITTEE MEMBERS:**

Chair Pokrajac and Vice Chair Shieff asked to see flyers and handouts prior to distribution so that they can provide feedback in advance.

**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 Pokrajac adjourned the meeting at 8:19 p.m.