

**\*\*LOCATION OF MEETING \*\***

**SARGE LITTLEHALE  
COMMUNITY ROOM  
22 ORINDA WAY**



CITY OF ORINDA  
22 ORINDA WAY  
ORINDA, CA 94563  
(925) 253-4200

**REGULAR MEETING  
CITIZENS' INFRASTRUCTURE OVERSIGHT COMMISSION AGENDA**

**Wednesday, June 12, 2019  
6:30 P.M.**

- A. Call to Order**
- B. Roll Call (5 Minutes)**  
Commissioners: Walter Bell, Jerry Condon, Chris Decareau, Jud Hammon, Bill Hurrell, Terry Murphy, Richard Nelson
- C. Pledge of Allegiance**
- D. Adoption of Agenda**
- E. Public Forum**  
The Public Forum provides an opportunity for members of the public to speak on any item within the jurisdiction of the Commission that does not appear on the agenda. A speaker has the option of addressing an item listed on the agenda if the speaker will not be present when that item is taken up. Public comment is generally limited to 3 minutes per speaker. If you would like to speak during the Public Forum, or on any item listed on the agenda, you are invited to submit a Speaker Card. The optional information you provide on the Speaker Card is made available for public inspection upon request and is subject to disclosure. You will be permitted to speak even if you decline to submit a Speaker Card.
- F. Citizens' Infrastructure Oversight Commission (CIOC) Meeting Minutes (5 Minutes)**  
May 8, 2019  
**Recommendation:** Approve
- G. Discussion – 2018 Road and Drainage Repairs Plan Status and Next Steps – Sub-Committee Progress Report**
- H. Staff Updates (10 Minutes)**
  1. Update – Public Information and Outreach
  2. Update – 2018 Pavement Rehabilitation Project
  3. Update – 2019 Pavement Rehabilitation Project
- I. Matters Initiated**  
Consideration of matters Commissioners wish to initiate for placement on a future CIOC agenda
- J. Adjournment** – The next regularly scheduled CIOC meeting is July 10, 2019

I, Sheri Marie Smith, City Clerk, declare under penalty of perjury under the laws of the State of California that this agenda has been posted at least 72 hours in advance at the Orinda City Offices. Additional copies are available at the Orinda Library, the Orinda Community Center, and on the City's website at [www.cityoforinda.org](http://www.cityoforinda.org)

Sheri Marie Smith, City Clerk

**~ Accessible Public Meetings ~**

The City of Orinda will provide special assistance for individuals with disabilities to participate in public meetings upon advance notice. If you need auxiliary hearing aid or sign language assistance at least two (2) working days advanced notice is necessary. Please contact the City Clerk's Office, 22 Orinda Way, Orinda, CA 94563 or 925.253.4220 or [ssmith@cityoforinda.org](mailto:ssmith@cityoforinda.org) with the following information: Name, mailing address, phone number and type of assistance requested.

**CITY OF ORINDA  
CITIZENS' INFRASTRUCTURE OVERSIGHT COMMISSION  
MINUTES**

May 8, 2019

A REGULAR MEETING OF THE CITIZENS' INFRASTRUCTURE OVERSIGHT COMMISSION (CIOC) WAS HELD ON THE ABOVE DATE IN THE SARGE LITTLEHALE COMMUNITY ROOM, 22 ORINDA WAY, ORINDA, CALIFORNIA

**A. CALL TO ORDER**

Chair Hammon called the meeting to order at 6:30 p.m.

The following documents were provided at this meeting:

1. *Management Report on Infrastructure – Residential Roads (2013 to 2020 Projected) Final Draft* – by Commissioners Condon, Murphy, and Nelson, dated May 8, 2019
2. *Graphs - Percentage of Public Streets with PCI 70 or Greater (Total and Breakout by Arterial Collector/Residential) for Three Funding Scenarios* – by Chair Hammon, dated May 8, 2019
3. *DRAFT - 2018 Citizen's Infrastructure Oversight Commission Annual Report to the Orinda City Council* - by Commissioner Murphy, dated May 8, 2019

**B. ROLL CALL**

COMMISSIONERS: Walter Bell, Jerry Condon, Chris Decareau, Jud Hammon, Bill Hurrell, Terry Murphy, Richard Nelson

City Staff: Paving Program Project Manager Farah Khorashadi

**C. PLEDGE OF ALLEGIANCE – led by Chair Hammon**

**D. ADOPTION OF AGENDA**

MOTION: By Commissioner Murphy, seconded by Commissioner Decareau, to adopt the agenda. The motion carried by unanimous voice vote.

**E. PUBLIC FORUM - None**

**F. CITIZENS' INFRASTRUCTURE OVERSIGHT COMMISSION MEETING MINUTES**

Approval of CIOC Meeting Minutes of April 10, 2019

MOTION: By Commissioner Murphy, seconded by Commissioner Nelson, to approve the meeting minutes of April 10, 2019. The motion carried by unanimous voice vote.

**G. DISCUSSION – 2018 ROAD AND DRAINAGE REPAIRS PLAN STATUS AND NEXT STEPS - SUB-COMMITTEE PROGRESS REPORT**

Chair Hammon advised that the Sub-committee had met with Senior Engineer Scott Christie to discuss the status of the storm drain evaluation effort; Engineer Christie provided a summary of the contract with Drake Haglan and Associates (DHA); Chair Hammon read the *Approach* section of the contract as follows:

**Approach**

*DHA's approach will be to meet with City staff as a first order of work to identify up to 43 culvert systems that are deemed to need closer scrutiny. DHA will perform reviews of available information (Schaff & Wheeler Report, City estimate, etc.) as well as field visits and inspections to develop a database for culverts 42" or larger in diameter. In addition, DHA will work with City staff to review project costs for high-risk culverts that are less than 42" in diameter. DHA anticipates field reviewing and preparing cost estimates for up to 43 storm drain systems. Using the database for culverts 42" or larger in diameter, DHA will develop a prioritization program to help the City determine where their funds could be best invested and to estimate the funds required to repair the complete inventory of storm drain systems. DHA will work with City staff to identify categories for inclusion in the prioritization program. Once the categories are agreed upon, the prioritization program will be developed. DHA anticipates scoring the storm drain systems based on prioritization factors such as conditions, importance, capacity adequacy, and type of work required. Per discussion with staff, cost of repairs and potential environmental impacts will not be a formal category for prioritizing the storm drain systems, but these factors will be included in the database and considered when evaluating similar rated storm drain systems. Once the prioritization factors are agreed upon, DHA will work with City staff to assign weighted averages to each category based on importance from the City perspective. All of this information will be used to develop a ranking such that storm drain systems can be grouped into three categories consisting of high, medium, and low priority. This will allow the City to objectively determine what funds are needed and how future funds will be spent.*

Chair Hammon advised that the contract with DHA was effective April 11, 2019, in the amount of \$49,900. Staff estimates that the DHA draft report will be completed by the end of June; he requested that staff e-mail the documents presented to the Sub-committee to all Commissioners for their review; any questions can be discussed at a future meeting.

Commissioner Nelson questioned whether staff had explained how this review would differ from the previous review which was conducted four or five years ago by Schaaf and Wheeler; at that time the consultant looked at larger diameter drains and had created a prioritization list; he asked what new information would result from this evaluation.

Chair Hammon advised that the new report may only confirm the previous findings; however, the previous report was done a few years ago and did not cover all the drains; the new study will look at more storm drain systems. Additionally, many small storm drains have since been repaired in conjunction with pavement rehabilitation. It would be beneficial for the Commissioners to read Section III, Pages 5 and 6, of the P-TAP Report, as it describes how the StreetSaver program works.

Commissioner Nelson concurred and added that in another section of the P-TAP Report, there is a good description of how the Pavement Condition Index (PCI) is assigned; this is the first time to have a description of the process on checking to ensure that the evaluation of the pavement were conducted accurately; in some instances there were errors and the consultant had to re-evaluate the road condition.

Chair Hammon noted that he had received additional projection data from staff; this included percent of area by PCI Condition and Functional Classification for every 5 years over the next 20 years based upon three budget scenarios – 1) One cent Sales Tax (new); 2) ½ Cent Sales Tax (renewed); and 3) ½ Cent Sales Tax (expired). He had plotted three graphs based upon this information and distributed the graphs to the Commissioners. The graphs depict the average network and functional classifications - Arterial, Collector and Residential - for each scenario. If the City passes a One Cent Sales Tax, then 85% of the public roads will be in Category I, with a PCI between 70 – 100, which would increase to 100% over ten years. If the City renews the ½ Cent Sales Tax, the PCI will initially improve and by 2039, 75% of the network area will be in Category I. It would be good to find a way to present the data that shows more information than just *average* condition of the network; if the average network PCI is 85, it may mean that 15% - 20% of the streets have fallen into complete disrepair and that would be an important point.

Commissioner Nelson agreed; he asked what goals should be recommended in the Plan and suggested that the CIOC discuss the objectives for producing the Plan; some City Councilmembers would like to see a report soon because they would like to consider a possible legislative initiative for this year. It may be easier the separate the Plan into two sections, with one on roads and one on drains; drains will take longer, will raise more issues, and will probably require a different funding approach than pavement maintenance. The City is at a point of completing the work by the end of 2019 for Residential roads. The only issue remaining is the continual maintenance of Residential roads and repairing of Arterial and Collector roads. He urged the CIOC to send the Plan to the City Council soon in case it is decided to take action this year.

Chair Hammon advised that there is no election this November and the Primary is in March 2020.

Commissioner Nelson stated that funding for maintenance of roads is different than funding for drains and having both on the same ballot may not be a good idea.

Vice-Chair Hurrell asked whether the CIOC could ask the City Council for direction.

Chair Hammon advised that he will discuss the matter with Councilmember Gee.

Commissioner Nelson noted that his concern is timing and the Draft Plan may not be ready until the end of June at the earliest; he questioned if the Sub-committee intends to incorporate private roads in the Plan.

Commissioner Murphy advised that private roads are not within the CIOC's purview.

Commissioner Nelson suggested they obtain direction from Councilmember Gee.

This item was continued to the next CIOC meeting.

**H. REVIEW AND APPROVAL – MANAGEMENT REPORT ON INFRASTRUCTURE – FINAL DRAFT**

Commissioner Nelson distributed the final draft of the *Management Report on Infrastructure – Residential Roads (2013 to 2020 Projected)*; he advised that the concept of doing a Management Report is to have a simple one page summary of the City program to rehabilitate the City's public Residential roads, indicate what the City has accomplished, and what type of results have been achieved. The City began with an objective to return all Residential roads to condition *Good* or better. There are three sources of financing: 1) The ½ Cent Sales Tax; 2) The 2014 \$20 million Bond; and 3) The 2016 \$25 million Bond. He reviewed the report and asked for comments or questions. The revenues and expenditures were based upon Fiscal Year; Finance Director Rankin had provided the expense numbers for Construction, Design/Project Management, Salaries and Benefits, and Miscellaneous costs. The revenue for the ½ Cent Sales Tax started by the end of 2012 and ends March 2023. The Council can consider whether to extend the tax or raise it to a full One Cent Sales Tax. Of the \$20 million proceeds, half were drawn in 2014/2015 and half were drawn in 2016/2017; the City received \$900,000 in interest.

Chair Hammon noted his approval of the report.

Commissioner Murphy questioned whether the CIOC would want to include the Management Report in the Annual Report and also in the Road and Drainage Repairs Plan.

Commissioner Bell stated the report is well done and recommended merging the cost of salaries and benefits with cost of design/project management.

Other modifications recommended by the Commissioners included: Changing *Excellent* (regarding PCI levels) to read *Good or Better*; inclusion of a sentence to explain the General Obligation Bond; elimination of the line for salaries and benefits and incorporation of those costs into the design/project management and changing Total Cost to reflect this change; correction of the spelling for El Toyonal; changing the PCI 25 and under to *Very Poor*; and changing Note (c) to *PCI information is taken from P-TAP Report provided periodically, specific reporting dates vary*.

The Commission decided to incorporate the Management Report into the Annual Report and the Road and Drainage Repairs Plan.

MOTION: By Commissioner Murphy, seconded by Commissioner Bell, to approve the *Management Report on Infrastructure – Residential Roads (2013 to 2020 Projected)*, as amended. The motion carried by unanimous voice vote.

*The Management Report on Infrastructure – Residential Roads (2013 to 2020 Projected)*, will be incorporated into the *2018 Annual Report to the Orinda City Council* and presented to the City Council at June 18, 2019, City Council meeting.

**I. DISCUSSION – SCHEDULING /PLANNING MEETING WITH THE TRAFFIC SAFETY ADVISORY COMMITTEE (TSAC) AND THE PUBLIC WORKS AESTHETIC REVIEW COMMITTEE (PWARC) REGARDING FUTURE INFRASTRUCTURE IMPROVEMENTS**

The Commissioners decided to remove this item from future agendas.

**J. REVIEW AND DISCUSSION - DRAFT 2018 CIOC ANNUAL REPORT TO THE ORINDA CITY COUNCIL**

Commissioner Murphy distributed the *DRAFT 2018 CIOC Annual Report to the Orinda City Council*; he thanked staff for providing the data for preparation of the Annual Report; he wants to keep the report to 1½ pages and the only changes he would like to introduce is to incorporate the Management Report with Annual Report as previously discussed.

The Commissioners discussed the report and made the following additional changes:

1. Remove “by the Commission” from the first sentence on Page 1.
2. Add “the City’s public roads” to the third sentence on Page 1.
3. Change the first sentence of the third paragraph on Page 1 to read “The work completed by the end of the 2018 Pavement Rehabilitation Project .....
4. Remove the reference to \$8 million and \$3.5 million in the body of the report and changed it to “additional funding”.
5. Delete the first sentence of the fourth paragraph and replace with “Work on Arterial and Collector roads was delayed to 2019.”
6. Attachment A should be the Management Report on Infrastructure.
7. Attachment B should be the Executive Summary of the P-TAP Report.

MOTION: By Commissioner Murphy, seconded by Commissioner Nelson, to approve the *2018 CIOC Annual Report to the Orinda City Council* as amended. The motion carried by unanimous voice vote.

The *2018 CIOC Annual Report to the Orinda City Council* will be presented to the City Council at the June 18, 2019, City Council meeting.

**K. STAFF UPDATES**

Paving Program Project Manager Khorashadi reported on the following items:

- *Update – Public Information and Outreach* - A Public Notice regarding the 2019 Pavement Rehabilitation Project was mailed to all addresses within the project area.
- *Update – 2018 Pavement Rehabilitation Project* – Staff is working with Bay Cities Paving and Grading to repair the roads that are raveling after being paved with Rubberized Hot Mix Asphalt.
- *Update- 2019 Pavement Rehabilitation Project* – The City advertised the Project and bid opening is scheduled for 2:00 p.m. May 21, 2019.

**K. MATTERS INITIATED**

Items for the next CIOC Agenda:

- Discussion - 2018 Road and Drainage Repairs Plan Status and Next Steps – Sub-Committee Progress Report

**L. ADJOURNMENT**

MOTION: By Commissioner Murphy, seconded by Commissioner Bell, to adjourn the CIOC meeting. The motion carried by unanimous voice vote.

The Citizens’ Infrastructure Oversight Commission meeting adjourned 8:35 p.m.

The next regularly scheduled meeting of the Citizens’ Infrastructure Oversight Commission will be 6:30 p.m., June 12, 2019, in the Sarge Littlehale Community Room, 22 Orinda Way, Orinda, California.