CITY OF ORINDA
CITIZENS’ INFRASTRUCTURE OVERSIGHT COMMISSION
MINUTES

February 12, 2020

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 document was provided at this meeting:
1. Update – Future Storm Drain Projects, by Paving Program Project Manager Khorashadi, dated February 3, 2019

B. ROLL CALL
COMMISSIONERS: Walter Bell (absent, unexcused), Jerry Condon, Chris Decareau, Jud Hammon, Bill Hurrell (absent, excused), Terry Murphy, Richard Nelson

City Staff: Paving Program Project Manager Farah Khorashadi

C. PLEDGE OF ALLEGIANCE – led by Commissioner Murphy

D. ADOPTION OF AGENDA
MOTION: By Commissioner Murphy, seconded by Commissioner Nelson, 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 January 8, 2020

MOTION: By Commissioner Murphy, seconded by Commissioner Condon, to approve the meeting minutes of January 8, 2020. The motion carried by unanimous voice vote.

G. UPDATE – STATUS OF MANAGEMENT REPORT ON INFRASTRUCTURE – RESIDENTIAL ROADS (2013 to 2020 PROJECTED)
Commissioner Nelson stated that the Sub-committee had met with Finance Director Paul Rankin; subsequent to that meeting, Director Rankin provided the Annual Financial Report for Fiscal Year 2019. The report is focused on the General Obligation Bond for 2014 and 2016 and the Half Cent Sales Tax through June 30, 2019. The report is
generally good, however, additional information is needed from the Public Works Department for completion of the Management Report; also, confirmation from the City Council should be sought on whether the CIOC should be preparing the report.

Chair Hammon advised that, per the approved 2016 description of the CIOC duties, Commissioners are to review expenditures of the Sales Tax and Bond Measures on an annual basis.

Commissioner Nelson suggested that City Manager Salomon assign staff to prepare the Management Report.

The Sub-committee will provide an update at the next CIOC meeting.

This item was continued to the next CIOC meeting.

H. UPDATE- STATUS OF DRAFT MANAGEMENT REPORT – ARTERIAL AND COLLECTORS STREETS

Chair Hammon requested that staff forward the CIOC Annual Financial Report for Fiscal Year ending June 30, 2019 to all Commissioners so they can review and provide their comments at the next meeting.

Commissioners agreed that the Sub-committee should schedule another meeting with Finance Director Rankin to discuss the report in detail.

This item was continued to the next CIOC meeting.

I. STAFF UPDATES

Paving Program Project Manager Khorashadi reported on the following items:

1. Update – Public Information and Outreach – Updates have been posted on Nextdoor and the Orinda Outlook.
2. Update – 2019 Pavement Rehabilitation Project – The contractor is adjusting utilities and completing miscellaneous work throughout the City; it is anticipated that the work will be completed by the second week in March.
3. 2020 Annual Pavement Rehabilitation – Notices were sent in January to all residents affected by the upcoming 2020 Annual Paving Project; the consultant’s sub-contractor is assessing the storm drains and design plans are anticipated to be ready by mid-May at the latest.
4. Update – Future Storm Drain Projects – The report was distributed; the Project Manager is scheduled to attend the next CIOC meeting to discuss the upcoming projects in detail.

J. MATTERS INITIATED

Items for the next CIOC Agenda:
- Discussion – Future Storm Drain Projects
- Review – List of Streets for the 2021 and 2022 Pavement Rehabilitation Projects
• Update – Status of *Draft Management Report – Arterial and Collectors Streets*
• Update – Status of EMBUD Westside Pumping Station on El Toyonal
• Update – Status of *Draft Policy for Selecting Arterial and Collector Streets*
• Review - *Draft Moratorium and Trenching Policy*

K. **ADJOURNMENT**

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

The Citizens’ Infrastructure Oversight Commission meeting adjourned at 7:25 p.m.

The next regularly scheduled meeting of the Citizens’ Infrastructure Oversight Commission will be 6:30 p.m., March 11, 2020, in the Sarge Littlehale Community Room, 22 Orinda Way, Orinda, California.