

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

February 13, 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 Hubner called the meeting to order at 6:30 p.m.

B. ROLL CALL

COMMISSIONERS: Walter Bell, Jud Hammon, Robert Hubner, Bill Hurrell, Terry Murphy, Richard Nelson

City Staff: Paving Program Project Manager Farah Khorashadi

Members of the Public: Jerry Condon

C. PLEDGE OF ALLEGIANCE – led by Chair Hubner

D. ADOPTION OF AGENDA

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

E. PUBLIC FORUM

Commissioner Hammon stated the Carl Walker, Orinda resident, had informed him that he had met with Public Works staff and the Fire Department regarding his request for pavement improvements on his private road; he does not have enough information at this time to warrant coming back to the CIOC.

Chair Hubner welcomed newly appointed Commissioner Jerry Condon, who will begin his participation at the March 13, 2019 CIOC meeting, and asked him to give a brief history of his background and experience.

Mr. Condon stated that he is retired after 34 years in the construction business, having worked in New York, Florida and Arizona; during the past 15 years he has been working in the family Foundation Construction Company.

F. CITIZENS' INFRASTRUCTURE OVERSIGHT COMMISSION MEETING MINUTES

Approval of CIOC Meeting Minutes of January 9, 2019

MOTION: By Commissioner Nelson, seconded by Commissioner Murphy, to approve the meeting minutes of January 9, 2019. The motion carried by unanimous voice vote.

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

Commissioner Hammon stated that he and Commissioner Bell developed the following list of information/data that they would like to include in an update of the Plan:

- Comparison between the estimates developed by the Orinda staff and the actual costs for each year's paving project, to be broken out separately for each year's project; and to be broken out separately for Residential, Arterials, Collectors, and School Routes.
- List of amounts paid out from each of the funding sources for each year's projects.
- List of the average cost per mile (or by square foot/yard), and preferably by treatment type, for each year's projects, to be broken out separately for Residential, Arterials, Collectors, and School Routes.
- List of drains repaired/replaced for each year's project
- Cost information for completed drain repairs, broken out by repair/replacement type where possible, to provide support for any new cost estimates.
- List of planned road and drainage repairs for FY 2019/2020 and what can be forecast for 2020/2021.
- Most up-to-date Pavement Management Program Update (PTAP) available.

These items are goals they would like to have included in the revision; it may not be practical to break out all the information in the ways listed; while that is the level of detail they would like to have available, staff should not be required to spend excessive effort to meet those goals.

The Commissioners requested a description of the criteria that were used to decide on how to approach drainage repairs/replacement, to include any staff reports that describe the approach.

Commissioner Nelson stated that the *Streetsaver* program calculates the cost estimates for pavement rehabilitation.

Chair Hubner asked whether the CIOC had previously approved the list of projects for year 2020.

Paving Program Project Manager Khorashadi advised that staff is currently working on the list of the Arterial and Collectors for the 2020 Pavement Rehabilitation Project and will be providing it to the CIOC for review and approval.

Commissioner Hammon advised that the City Council will ask the CIOC to look at some of these topics again and is planning to ask staff to look at these items first and present it to the City Council prior to review by the CIOC. In the previous City Council meeting, City Manager Salomon had asked the City Council for clarification on what is expected

of the CIOC and what to do regarding private roads and the Plan; he informed the City Council that staff will write a staff report to be presented to the City Council prior to the report being passed on to the CIOC; it was unclear as to whether their intention is to for these to happen conjointly as part of the Plan or separately.

Commissioner Nelson suggested that the Sub-committee meet with Councilmember Gee.

Commissioner Murphy stated that when he recently interviewed with the City Council, he questioned why the Plan approval is on hold despite the fact that each Councilmember acknowledged that the Plan was best prepared by the CIOC. The Councilmembers noted that they want the drainage repairs to be quantified; they are aware that staff is currently working on it and they want to incorporate more drainage information in the Plan; regarding the private road issue, the level of CIOC involvement is under question because as a public entity dealing with public roads and drains, it is not legal for the CIOC to take any action until the City Council makes a decision.

Commissioner Hammon stated that the CIOC does not set policy and the Plan should be based upon *existing* policies; if the CIOC wants to include future policy in the Plan, the Commission would need to wait until any new policy is adopted.

Commissioner Bell stated that decisions, planning, and protocol is the responsibility of the City Council.

Commissioner Murphy commented that the Plan is prepared by public bodies, about public roads, and spending public funds; it does not mean that the Commission should not spend some time to quantify the problem with private roads; presenting solutions is up to the political bodies.

Commissioner Hammon stated that the question is whether to put the quantification in the Plan or in a separate document; his inclination was to put it in a separate document.

Commissioner Murphy concurred with Commissioner Hammon.

Commissioner Nelson agreed and said that it does not mean that the CIOC cannot provide some information to the City Council.

Commissioner Hammon stated that he will contact Councilmember Gee to discuss the matter.

Chair Hubner stated that he was surprised by the \$30 million costs for drainage improvements.

Commissioner Hammon noted serious questions with the \$30 million number; the City has already completed more than half of the drains and spent far less than \$30 million; it

is difficult to see how the remaining 30 to 40% of drainage repairs will amount to \$30 million.

This item was continued to the next CIOC meeting.

H. DISCUSSION – FINANCIAL MANAGEMENT REPORT ON INFRASTRUCTURE – PROGRESS REPORT

Commissioner Nelson reviewed that in the last meeting the Commissioners discussed setting up a Sub-committee to prepare a Financial Management Report which would be available to the City Council and the public; the Report should state the objective, how much money the City has received from various programs, including for Arterial and Collectors, show the expenditures from each funding source, and identify what has been accomplished; the Report should be simple and should have two categories of streets - 1) Residentials 2) Arterials and Collectors.

Commissioner Hammon inquired how the Report should relate to the CIOC's obligation as part of the charter to do the annual audit.

Commissioner Nelson replied that the CIOC's mandate is to show that the funds raised were spent on the road repairs; the Report should extend beyond that and show the results; his preference was to title this report *Management Report* rather than Financial Management Report, as the Financial Report is too detailed and complex; the report should be prepared so that the data can be conveyed in a simple, understandable format.

Commissioner Hammon added that the report should include the previous year's street condition/data, as that will help the CIOC to compare it with the audit report.

The Commissioners decided to form a Sub-committee to work on the Management Report.

MOTION: By Commissioner Murphy, seconded by Commissioner Nelson, to form a Sub-committee to be comprised of Commissioner Nelson, Commissioner Murphy, and Commissioner Cordon to draft a *Management Report*. The motion carried by unanimous voice vote.

This item was continued to the next CIOC meeting.

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

MOTION: By Commissioner Murphy, seconded by Commissioner Bell to continue this item to the next meeting. The motion carried by unanimous voice vote.

This item was continued to the next CIOC meeting.

J. STAFF UPDATES

Paving Program Project Manager Khorashadi reported on the following items:

- *Update – Public Information and Outreach* - No update.
- *Update – 2018 Pavement Rehabilitation Project* – Bay Cities Paving and Grading is working to complete the punch list items.
- *Update- 2019 Pavement Rehabilitation Project* – The project is scheduled to be advertised by the end of March or early April.

I. MATTERS INITIATED

Items for the next CIOC Agenda:

- Status Report – Storm Drain Master Plan - Associate Engineer Scott Christie
- Discussion - 2018 Road and Drainage Repairs Plan Status and Next Steps – Sub-Committee Progress Report
- Discussion – Management Report on Infrastructure – Sub-Committee Progress Report
- Discussion – Scheduling/Planning for Meetings with the Traffic Safety Advisory Committee (TSAC) and the Public Works Aesthetic Review Committee (PWARC) Regarding Future Infrastructure Improvements
- Election of 2019 Chair and Vice Chair

Chair Hubner noted that this is his last meeting as a Commissioner; he thanked the members for their assistance during his three and a half year tenure.

J. 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 8:00 p.m.

The next regularly scheduled meeting of the Citizens’ Infrastructure Oversight Commission will be 6:30 p.m., March 13, 2019, in the Sarge Littlehale Community Room, 22 Orinda Way, Orinda, California.