

ITEM NO. 6

**MINUTES OF THE  
PUBLIC WORKS COMMISSION  
13<sup>TH</sup> DAY OF MAY, 2020 AT 4:00 P.M. AT THE  
CITY COUNCIL CHAMBERS  
1424 MISSION STREET**

**CALL TO ORDER**

The Special Meeting of the Public Works Commission was called to order by Kristine Courdy, Deputy Director of Public Works (DDPW) at 4:07 p.m. The meeting was held in a virtual setting, with all Commissioners and Council Liaisons attending via Zoom, and the meeting being broadcast via the Council Chamber, located at 1424 Mission Street, South Pasadena, California.

**ROLL CALL:**

**Present:** Commissioners: Arcelia Arce, Sam Hernandez, David Maling, Julie Riley and Charles Trevino.

City Council Liaison: Mayor Robert S. Joe

**Absent:** None

**City Staff**

**Present:** Director of Public Works (DPW) Shahid Abbas, Deputy Director of Public Works (DDPW) Kristine Courdy, DDPW Water Division Julian Lee Public Works Assistant Leonna DeWitt, Public Works Management Assistant Reyna Salazar-Martin

**PLEDGE OF ALLEGIANCE**

Reyna Salazar-Martin, Public Works Management Assistant led the pledge of allegiance.

**PUBLIC COMMENT**

None

**COMMISSION AND STAFF INTRODUCTIONS**

**1. Commission and Staff Introductions**

Commissioners, Staff and Council Liaison all provided brief introductions of themselves.

**ACTION ITEMS**

**2. Selection of Officers**

Commissioner Hernandez was nominated as Chair by Commissioner Riley and seconded by Commissioner Trevino. Commissioner Hernandez accepted the Chair nomination and no additional nominations were made. By roll call vote the motion carried 5-0 for Chair Hernandez.

Commissioner Riley nominated as Vice Chair by Chair Hernandez and seconded by Commissioner Maling. Commissioner Riley accepted the Vice Chair nomination and no additional nominations were made. By roll call vote the motion carried 5-0 for Vice Chair Riley.

**3. Review and Approve 2020 Work Plan**

A motion was made by Commissioner Trevino and seconded by Vice Chair Riley to approve the 2020

Work Plan with the following amendments:

- Addition of a Water Division Facility tour
- Addition of the Facility Assessment Report

By roll call vote the motion carried 5-0.

## **INFORMATION ITEMS**

### **4. Commission Charter**

The final copy of the City Council approved Public Works Commission charter was provided as information only.

## **COMMUNICATIONS**

### **5. Council Liaison Communications**

Council Liaison Mayor R. Joe request the staff share with the Commission a list of our upcoming Facility Projects. DPW Abbas reassured that it will be included in the upcoming presentations. In addition, would like to specify the roles of the two Commissions under the Public Works Department; Public Works Commission and Mobility and Transportation Infrastructure Commission.

### **6. Commission Communications**

Chair Hernandez expressed he is looking forward to working with this Commission, and looking forward to learning more about the functions of the Public Works Department.

Vice Chair Riley is looking forward to working with the Commission, and asks DPW Abbas about the possibility of scheduling a tour of all City facilities in the near future. DPW Abbas stated that once proper procedures are executed for a safe reopening, a City-wide tour of all facilities would be more feasible.

Commissioner Maling is looking forward to working with the Commission and leaning more about the Public Department and City infrastructure.

Commissioner Arce is looking forward to becoming more familiar with the functions of the Public Works Department.

Chair Trevino apologized for arriving late, and asked for re introductions of all Commissioners. In addition, encourages Commission to have future discussion about the water wells in the City.

### **7. Staff Liaison Communications**

DDPW Courdy gave a brief update on the Ethics Training required by the City.

DPW Abbas shared that he is looking forward to working with this Commission and looks forward to hearing the Commissions input on upcoming projects including the Integrated Water and Wastewater Management Plan, future Capital Improving Projects, and the Prop 68 Program.

DDPW Julian Lee announced the Climate Action Plan Virtual Community meeting on Thursday, May 28, 2020 at 6:00pm. Residents must register 24 hours in advance.

PWMA Salazar-Martin announce the Annual Dumpster Day Event details taking place on Saturday, June

20, 2020 at 8:00 a.m. to 2:00 p.m. Seniors can qualify for curbside pickup by registering with the Senior Center.

**ADJOURNMENT**

Meeting adjourned at 5:10 p.m.

I HEREBY CERTIFY that the foregoing minutes were adopted by the Public Works Commission of the City of South Pasadena at a meeting held on July 8, 2020.

DocuSigned by:

*Sam Hernandez*

7/29/2020

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Sam Hernandez, Chair