

MEETING MINUTES
SOUTH BURNT STORE STREET & DRAINAGE UNIT ADVISORY COMMITTEE
January 29, 2015 – Regular Meeting
10:00 A.M. - Public Works Conference Room

- Attendees:** James Brown, Sandra Funk, Robert Hancik, Richard Mathis, Robert Pietrasanta, and Paula Short
- County:** Mike Dallenbach, Dawn Harrison, Tara Musselman, Jason Ouimet, Venkat Vattikuti, and Karly Greene
- Guests:** Sign-in sheet attached

The meeting was called to order at 10:00 a.m. A roll call was taken that established a quorum was present.

The meeting notes from October 30, 2014 were unanimously approved as written.

Citizen Input on Agenda Items Only (3 Minute Limit)

- Vic Kapcsos spoke to the roadway to the Burnt Store Lakes Park, indicated a new roadway was being installed, noted plans were progressing to change the entrance from Burnt Store Road to Rio Togas, noted the County is requesting landscape on either side of the road to shield the two properties on each side, stated irrigation options were being considered, commented on the reclaimed water line already running along the front of the entrance, mentioned discussion with Banks Engineering, detailed costs required for pipe installation, and requested assistance with expenses to bring the water line up. Ms. Harrison noted the item was not included in the budget and asked for the estimated costs for the project. Mr. Kapcsos stated an estimate is not yet available. Mr. Hancik suggested CCU would welcome use of the reclaimed water line. Mr. Brown questioned County landscaping requirements and asked County responsible for helping to maintain the landscape outside of the MSBU. Ms. Harrison indicated no, commented on already budgeted water costs, suggested Ms. Lisby reviewing changing budget amounts, and asked that the estimate be provided via email. Mr. Brown questioned the cost of landscaping itself and if the County would help fund the cost. Mr. Kapcsos stated estimated costs are approximately \$6,000.00. Mr. Dallenbach stated MSBU funds would not be allowed to be expended on the landscaping as it was out of the right-of-way. Ms. Funk inquired if CCU would fund the project. Ms. Harrison affirmed CCU would not. Discussion continued related to the history of the gray water line. Mr. Hancik indicated costs needed to be provided by Burnt Store Lakes Association, a review of the combination of MSBU funds to see how the pipe and meter could be funded. Mr. Hancik motioned for staff to review availability of funds, seconded by Ms. Funk and passed unanimously.

Unfinished Business:

- Cape Horn Roundabout – Mr. Hancik provided a brief history of the roundabout and recent safety issues. Mr. Vattikuti provided photos of the area in discussion, indicated the only option included rumble strips, noted 4 would be installed on each the east and west sides, and stated the cost would be approximately \$1,500.00 per roundabout. Discussion ensued related to traveling through the roundabout and material of the rumble strip. Ms. Harrison asked if the solution would be acceptable in other locations of the County. Mr. Vattikuti affirmed. Ms. Funk questioned the lifespan. Mr. Vattikuti indicated approximately an 8-10 year lifespan. Mr. Brown commented on roundabout installation, expressed his opinion that the roundabouts are not effective, and stated the sooner the strips were installed the better. Mr. Hancik questioned the width. Mr. Vattikuti replied the strips are 6 feet long. Ms. Funk motioned not to expend more than \$3,000.00 for installation of traffic control devices, seconded by Mr. Brown and passed unanimously.
- Ms. Funk indicated Mr. Ouimet is installing 30 mile per hour signs on San Edmundo and San Ciprian.
- Sidewalks – Ms. Musselman indicated 100% plans for all 3 roads had been received, questioned what roads the Committee would like to achieve, stated the cost estimate Saragossa \$175,000 Rio Togas \$225,000, Vincent \$380,000. Mr. Brown questioned the amount of reserves and if that could be used for the project. Ms. Harrison stated only what is budgeted can be used. Ms. Musselman indicated \$200,000 is

budgeted this year and commented on future budgeted estimates. Mr. Hancik questioned the percentage that is required to be kept in reserves. Ms. Lisby stated 30% is recommended and detailed the equation used for recommended fund balances. Mr. Hancik questioned the amount of total dollars available. Ms. Lisby replied \$85,000 is left. Discussion ensued related to the beginning fund balance, work program budget, balance carried forward, and ending balances. Ms. Lisby explained the budget process for beginning balances. Mr. Hancik asked how much money is available to add to the sidewalk that may require BCC approval. Ms. Harrison advised Ms. Lisby would review and provide an update to the Committee. Discussion continued related to budget balances. Ms. Musselman stated one sidewalk project could be achieved now, noted Vincent may be able to be added in the following year and then the third project the last year. Ms. Funk motioned to have Rio Togas in FY15, Vincent in FY 16, and Saragossa in FY 17, seconded by Mr. Brown. Mr. Pietrasanta asked if all plans were complete. Ms. Musselman affirmed. Mr. Brown asked of water plans with Banks Engineering. Ms. Musselman indicated the proposed cut was on the wrong lot within the plans, stated the confusion was probably due to the Committee speaking to the Engineering Firm and asking for plans of a proposed driveway apron, noted the only thing the MSBU is paying for will be the driveway apron in the right-of-way. Mr. Hancik stated a driveway cut will accommodate the new access to the park which is included in the Rio Togas sidewalk project. Mr. Brown stated public works puts the sidewalk out to bid, noted at the same timeframe the pathway to the park would be started. Ms. Funk said it would not be occurring at the same time.

- Ms. Musselman stated the sidewalk plan does not include the driveway apron, said Todd Rebol will need to speak with Clay Rebol, and noted some changes may occur to the costs. Discussion occurred regarding the proposed concrete driveway apron. Ms. Musselman reaffirmed that 100% plans were to be adjusted and the plans would go out to bid and confirmed she would move forward with Rio Togas currently. Ms. Lisby affirmed she would make the changes that are necessary. Ms. Harrison indicated once the budget adjustments have been made she will provide an updated version to the Committee members. Mr. Hancik requested additional detail related to the bidding process. Ms. Musselman responded that projects cannot be bid on until the money is in the MSBU budget. Ms. Funk questioned the reasoning for future sidewalk wish list projects. Ms. Harrison indicated the inquiry was forwarded from Administration. Discussion continued. The motion on the table passed unanimously.
- Landscaping – Ms. Funk questioned the schedule of fertilizing, noticed that the fertilization was not officially taken over until January, and asked that the MSBU be given an additional fertilization. Ms. Musselman stated the MSBU would still be charged if Public Works did the work.

New Business:

- Financials – Ms. Lisby stated funding will be changed per the Committee's request and will provide another Draft. Mr. Hancik stated the information provided was detailed and indicated he would be willing to present information related to any needed budget transfer to the BCC. Discussion continued related to budgeted items, the ability to transfer between line items, responsibility for projects under \$5,000.00, and additional clarification of the proposed extension of the water line and meter for Burnt Store Lake Association.
- Balearic Lane Drainage Problem – Ms. Funk provided detail of the issue. Mr. Dallenbach noted the information that was provided will be supplied to M&O.

Election of Chair & Vice:

- Ms. Funk motioned to keep the Officers status quo and the Committee unanimously approved.

Open Discussion:

- Ms. Funk provided detail of a street light request of a citizen residing on Cape Horn Boulevard related to a required tree removal. Ms. Harrison asked that the information be forwarded to her so that the information can be sent to M&O.

Citizen Input on MSBU Related Items Only (5 Minute Limit)

- None

The next meeting is scheduled for Thursday, April 30, 2015 at 10:00 a.m. in the Public Works Conference Room.

The meeting was adjourned at 11:26 a.m.

Submitted by:



Karly Greene

Public Works Department

