

## CITY OF HERMOSA BEACH

### PUBLIC WORKS COMMISSION MEETING MINUTES



**May 21, 2025**

**Open Session 6:00 PM**

**1315 Valley Drive, Hermosa Beach, CA 90254**

Members Present: Chairperson Scott Hayes, Vice Chairperson David Grethen,  
Commissioner Kathy Dunbabin

Members Absent: Commissioner Janice Brittain, Commissioner Thor Legvold

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#### 1. CALL TO ORDER

Chairperson Hayes called the Open Session to order at 6:00pm

#### 2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner David Grethen

#### 3. ROLL CALL

Andrew Nguyen announced a quorum.

**Present:** Commissioner Kathy Dunbabin, Vice Chairperson David Grethen,  
Chairperson Scott Hayes

**Absent:** Commissioner Janice Brittain and Commissioner Thor Legvold

**Staff Present:** Joe SanClemente, Director of Public Works; Sarah Locklin,  
Deputy City Attorney; Saad Malim, City Engineer; Andrew Nguyen, Associate  
Engineer; Karla Vargas, Assistant Engineer

#### 4. APPROVAL OF AGENDA

Motion to move items 12A and 12B before item 7.

**Moved by:** Commissioner Kathy Dunbabin

**Seconded by:** Vice Chairperson David Grethen

**Motion Carried**

#### 5. ANNOUNCEMENTS—UPCOMING CITY EVENTS

Commissioner Kathy Dunbabin announced the following items:

On May 24 - 26, Hermosa Beach Chamber of Commerce putting on Fiesta Hermosa. This will include a Memorial Day Ceremony on May 26th at 1:30pm. On May 22 at 6:00pm, the Historical museum will host an Aerospace industry event.

**6. PRESENTATIONS**

No Presentations

**7. PUBLIC WORKS DIRECTOR REPORT**

Public Works Director Joe SanClemente provided updates on the following:

Appointment of new City Engineer, Saad Malim

Engineering Staffing Update, Senior and Assistant Engineer Vacancies

**7.a Director's Update**

**7.b Activity Reports**

Director SanClemente presented the Activity Reports for March and April 2025.

Commissioner Dunbabin had follow-up questions and comments

Chairperson Hayes and Vice Chairperson Grethen had follow-up questions regarding the undergrounding

7.b.1 March 2025 Monthly Activity Report Public Works

7.b.2 April 2025 Monthly Activity Report Public Works

**7.c CIP Status Report**

**8. PUBLIC COMMENT**

None

**9. COMMISSIONER COMMENTS**

**9.a Response to Public Comments/Questions for Clarification**

None

**9.b Brief Announcements**

None

**9.c Reports on liaison or subcommittee roles, activities, or meetings attended.**

None

**9.d Brief comments on matters within subject matter jurisdiction of the Commission.**

None

**10. CONSENT CALENDAR**

Motion to move item 10a to section 11.

**Moved by:** Chairperson Scott Hayes

**Seconded by:** Vice Chairperson David Grethen

Ayes (3): Chairperson Scott Hayes, Vice Chairperson David Grethen, and Commissioner Kathy Dunbabin

Absent (2): Commissioner Janice Brittain, and Commissioner Thor Legvold

**Motion Carried**

Motion by to approve April 9, 2025 Public Works Commission Special Meeting minutes.

**Moved by:** Vice Chairperson David Grethen

**Seconded by:** Commissioner Kathy Dunbabin

Ayes (3): Chairperson Scott Hayes, Vice Chairperson David Grethen, and Commissioner Kathy Dunbabin

Absent (2): Commissioner Janice Brittain, and Commissioner Thor Legvold

**Motion Carried**

**10.a Action Minutes of the March 19, 2025 Public Works Commission Meeting**

**10.b Action Minutes of the April 9, 2025 Public Works Commission Special Meeting**

**11. ITEMS REMOVED FROM THE CONSENT CALENDAR FOR SEPARATE DISCUSSION**

**Moved by:** Vice Chairperson David Grethen

**Seconded by:** Chairperson Scott Hayes

Motion to approve the March 19, 2025 Public Works Commission Meeting minutes.

Ayes (2): Chairperson Scott Hayes, and Vice Chairperson David Grethen

Abstained (1): Commissioner Kathy Dunbabin

Absent (2): Commissioner Janice Brittain, and Commissioner Thor Legvold

**Motion Failed**

**11.a Action Minutes of the March 19, 2025 Public Works Commission Meeting**

**12. PUBLIC HEARINGS**

**12.a REQUEST TO REMOVE AND REPLACE ONE TREE IN THE PUBLIC RIGHT OF WAY AT 1233 OWOSSO AVENUE - 25-PW-030**

Assistant Engineer Karla Vargas presented

**Recommendation:** Staff recommends City Council:

1. Approve the removal of one Red Bud Eucalyptus Tree (Eucalyptus Caldulensis); and
2. Accept two replacement trees at another location in the City.

Vice Chairperson Grethen, Chairperson Hayes, and Commissioner Dunbabin had follow-up questions and comments.

Dennis Burke made public comments about forbearance about the two trees.

Motion to approve staff recommendation.

**Moved by:** Chairperson Scott Hayes

**Seconded by:** Commissioner Kathy Dunbabin

Ayes (3): Chairperson Scott Hayes, Vice Chairperson David Grethen, and Commissioner Kathy Dunbabin

Absent (2): Commissioner Janice Brittain, and Commissioner Thor Legvold

**Motion Carried**

**12.b REQUEST TO REMOVE AND REPLACE ONE TREE IN THE PUBLIC RIGHT OF WAY AT 909 21ST STREET. - 25-PW-029**

Associate Engineer Andrew Nguyen presented

**Recommendation:**

Staff recommends Public Works Commission:

1. Approve the removal of one Carrotwood Tree on the Parkway fronting 909 21st Street; and
2. Accept the installation of one replacement tree per the approved parkway tree list at 909 21st Street and one replacement tree at another location in the City.

Commissioner Dunbabin, Vice Chairperson Grethen, and Chairperson Hayes had questions and comments.

Motion to approve staff recommendation as long as ADA requirements can be maintained and if not, no tree to be planted at that location but at another location in the City.

**Moved by:** Vice Chairperson David Grethen

**Seconded by:** Commissioner Kathy Dunbabin

Ayes (3): Chairperson Scott Hayes, Vice Chairperson David Grethen, and Commissioner Kathy Dunbabin

Absent (2): Commissioner Janice Brittain, and Commissioner Thor Legvold

**Motion Carried**

### **13. MATTERS FOR COMMISSION CONSIDERATION**

#### **13.a FISCAL YEAR 2025–26 CAPITAL IMPROVEMENT PROGRAM - 25-PW-031**

Public Works Director Joe SanClemente presented

**Recommendation:**

Staff recommends Public Works Commission:

1. Review and provide comment regarding the FY 2025-26 Capital Improvement Program (CIP) including proposed project scope, funding, and sequencing; and
2. Receive and file the FY 2025-26 Capital Improvement Program Study Session Report

Commissioner Dunbabin, Vice Chairperson Grethen, and Chairperson Hayes had questions and comments.

Motion to receive and file.

**Moved by:** Vice Chairperson David Grethen

**Seconded by:** Commissioner Kathy Dunbabin

Ayes (3): Chairperson Scott Hayes, Vice Chairperson David Grethen, and Commissioner Kathy Dunbabin

Absent (2): Commissioner Janice Brittain, and Commissioner Thor Legvold

**Motion Carried**

### **14. FUTURE AGENDA ITEMS**

None

**15. PUBLIC COMMENT**

None

**16. ADJOURNMENT**

The meeting was adjourned at 8:33pm