

**CITY OF HERMOSA BEACH  
PUBLIC WORKS COMMISSION MEETING MINUTES**



**September 17, 2025  
Open Session 6:00 PM  
Council Chambers  
1315 Valley Drive  
Hermosa Beach, CA 90254**

**Members Present:** Chairperson Scott Hayes, Vice Chairperson David Grethen, Commissioner Thor Legvold, Commissioner Janice Brittain, Commissioner Kathy Dunbabin

**Staff Present:** Joe SanClemente, Saad Malim, Andrew Nguyen

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**1. CALL TO ORDER**

Chairperson Hayes called the Open Session to order at 6:02 p.m.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Commissioner Dunbabin.

**3. ROLL CALL**

Andrew Nguyen announced a quorum.

**4. APPROVAL OF AGENDA**

**Moved by:** Vice Chairperson David Grethen

**Seconded by:** Commissioner Thor Legvold

Motion to move item 13 Future Agenda Items to the end of the agenda, after item 14 Public Works Director Report.

Ayes (5): Chairperson Scott Hayes, Vice Chairperson David Grethen, Commissioner Thor Legvold, Commissioner Janice Brittain, and Commissioner Kathy Dunbabin

**Motion Carried**

**5. ANNOUNCEMENTS—UPCOMING CITY EVENTS**

Commissioner Dunbabin announced that Hermosa Beach Women's Club annual pancake breakfast will be held on October 12th in Clark Building.

**6. PRESENTATIONS**

No Presentations.

**7. PUBLIC COMMENT**

Chairperson Hayes opened public comment. No public comments was provided.

**8. COMMISSIONER COMMENTS**

Vice Chairperson Grethen provided acknowledgement that no attorney is present at Public Works Commission meeting or other commission meetings such as Parks and Rec moving forward.

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

**8.b Brief Announcements**

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

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

**9. CONSENT CALENDAR**

**Moved by:** Commissioner Janice Brittain

**Seconded by:** Commissioner Kathy Dunbabin

Motion to approve the Consent Calendar.

Ayes (5): Chairperson Scott Hayes, Vice Chairperson David Grethen, Commissioner Thor Legvold, Commissioner Janice Brittain, and Commissioner Kathy Dunbabin

**Motion Carried**

**9.a Action Meeting Minutes for the July 16, 2025 Public Works Commission Meeting**

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

**11. PUBLIC HEARINGS**

Attachment SUPPLEMENTAL Presentation was added to item 11.a;  
Attachment SUPPLEMENTAL Arborist Report was added to item 11.a;  
Attachment SUPPLEMENTAL Applicant Presentation was added to item 11.a

**11.a REQUEST TO REMOVE AND REPLACE ONE TREE IN THE PUBLIC RIGHT-OF-WAY AT 1838 VALLEY PARK AVE - 25-PW-062**

Assistant Engineer Magvern By presented the item.

Chairperson Hayes and Vice Chairperson Grethen asked questions of staff.

Applicant Stacy Strauss presented on this item.

Chairperson Hayes, Vice Chairperson Grethen, and Commissioner Dunbabin asked questions of the applicant.

No public comments received.

**Moved by:** Vice Chairperson David Grethen

**Seconded by:** Commissioner Kathy Dunbabin

Motion to approve the removal of a single tree in the right-of-way fronting 1838 Valley Park Avenue and accept the installation of 2 replacement trees per the approved parkway tree list to be on planted in the right-of-way adjacent to the property.

Ayes (5): Chairperson Scott Hayes, Vice Chairperson David Grethen, Commissioner Thor Legvold, Commissioner Janice Brittain, and Commissioner Kathy Dunbabin

**Motion Carried**

## **12. MATTERS FOR COMMISSION CONSIDERATION**

Attachment SUPPLEMENTAL Clark Field Improvement Plan HBLL Proposal was added to item 12.a; Attachment SUPPLEMENTAL Presentation was added to item 12.a

### **12.a CONSIDERATION OF REQUEST TO ESTABLISH MEMORANDUM OF UNDERSTANDING WITH THE HERMOSA BEACH LITTLE LEAGUE FOR CLARK FIELD IMPROVEMENTS - 25-PW-063**

Commissioner Dunbabin recused herself for this item due to family member on the Little League Board.

Public Works Director Joe SanClemente presented the item.

Commissioner Brittain, Commissioner Legvold, Vice Chairperson Grethen, and Chairperson Hayes asked questions of staff.

Statement provided by members of Hermosa Beach Little League Board.

Chairperson Hayes, Vice Chairperson Grethen, and Commissioner Legvold asked questions to Hermosa Beach Little League Board members.

No public comments received.

Commissioner Brittain moved staff recommendation.

Chairperson Hayes offered an amendment to limit staff to just work on the production of the MOU in Fiscal Year 25-26

Commissioner Brittain did not accept the amendment.

Motion fails with lack of second.

**Moved by:** Chairperson Scott Hayes

**Seconded by:** Vice Chairperson David Grethen

Motion to consider a recommendation to City Council for the advancement of a MOU with HBLL to advance Clark Field improvements to be funded, designed, and constructed by HBLL with the production of the MOU in Fiscal Year 25-26 and the construction to begin in Fiscal Year 26-27.

Ayes (4): Chairperson Scott Hayes, Vice Chairperson David Grethen, Commissioner Thor Legvold, and Commissioner Janice Brittain

Abstained (1): Commissioner Kathy Dunbabin

**Motion Carried**

Attachment SUPPLEMENTAL Presentation was added to item 12.b

**12.b PROPOSED TREE REPLANTING PLAN FOLLOWING TREE REMOVALS IN VALLEY PARK AND GREENBELT - 25-PW-058**

Assistant Engineer Karla Vargas presented the item.

Commissioner Brittain, Commissioner Legvold, Commissioner Dunbabin, Vice Chairperson Grethen, and Chairperson Hayes asked questions of staff and Vice Chairperson Grethen provided feedback

No public comments received.

**Moved by:** Commissioner Janice Brittain

**Seconded by:** Chairperson Scott Hayes

Motion to receive and file.

Ayes (5): Chairperson Scott Hayes, Vice Chairperson David Grethen, Commissioner Thor Legvold, Commissioner Janice Brittain, and Commissioner Kathy Dunbabin

**Motion Carried**

**13. FUTURE AGENDA ITEMS**

**14. PUBLIC WORKS DIRECTOR REPORT**

Public Works Director Joe SanClemente provided updates.

**14.a Director's Update**

Director Joe SanClemente provided staffing update. Kristian Alarcon has filled the assistant engineer position. Senior Engineer position still vacant, however interviews were conducted today.

9/30 City Council Agenda: Informational item to review process by which the Public Works Commission provides input and oversight of the CIP

8/26 new future agenda items: Hermosa Beach Museum potential use of the adjacent records room. Request to consider changes to our existing accessibility mats on the beach including adding an additional mat and further expansion of the beach mats.

9/9 meeting: Study parking inventory through analysis of red curb standard to introduce studying of golf cart parking and drive-way parking program with the goal of maximizing parking.

Utility Updates - LA County Sanitation District started work on 9/2 for Sewer force main pipeline replacement. Identified some items that needed to be further addressed in order to move forward to complete the work before the wet season starts.

CalWater- Emergency valve work on Valley Drive completed. Water main replacement on Hopkins, 3rd St and 5th St nearing completion. Aviation Blvd water main replacement beginning soon. Chairperson Hayes had a question regarding the work on Monterey Blvd.

#### **14.b Activity Reports**

Vice Chairperson Grethen provided comments.

Commissioner Dunbabin had questions regarding beach sand along The Strand.

Director SanClemente provided an update on the Greenwood Park windmill.

14.b.1 Activity Report June 2025

14.b.2 Activity Report July 2025

14.b.3 Activity Report August 2025

#### **14.c CIP Status Report**

City Engineer Saad Malim provided an update on CIP Status.

Commissioner Brittain, Commissioner Dunbabin, Vice Chairperson Grethen, and Chairperson Hayes asked questions of staff.

14.c.1 CIP Status September 2025

### **15. ADJOURNMENT**

The meeting was adjourned at 9:52 p.m.