

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



**July 17, 2024  
Open Session 6:00 PM  
Council Chambers  
1315 Valley Drive  
Hermosa Beach, CA 90254**

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

**Staff Present:** Public Works Director Joe SanClemente, Associate Engineer Andrew Nguyen, City Engineer Lucho Rodriguez, Deputy City Attorney Michael Ervin

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**1. CALL TO ORDER**

Chairperson Brittain called the meeting to order at 6:02 pm.

**2. PLEDGE OF ALLEGIANCE**

The Pledge of Allegiance was led by Commissioner Kathy Dunbabin.

**3. ROLL CALL**

**Present:** Commissioner Kathy Dunbabin, Commissioner Thor Legvold, Commissioner David Grethen; Vice Chairperson Hayes, Chairperson Brittain

**Staff Present:** Joe SanClemente, Director of Public Works; Lucho Rodriguez, City Engineer; Andrew Nguyen, Associate Engineer; Michael Ervin, City Attorney's Office

**4. APPROVAL OF AGENDA**

Chairperson Dunbabin moved to approve the agenda, Commissioner Grethen seconded and the motion passed 5 - 0.

**5. ANNOUNCEMENTS—UPCOMING CITY EVENTS**

There were no announcements.

**6. PRESENTATIONS**

**6.a Civic Facilities Update**

A presentation regarding the Civic Facilities Update was given by Jeff Fullerton of Fullerton Consulting.

**6.b eSCRIBE Software**

A presentation regarding eSCRIBE, the agenda management system, was provided by Myra Maravilla, City Clerk.

**7. PUBLIC WORKS DIRECTOR REPORT**

**7.a Director's Update**

Director SanClemente announced the hiring of an Engineering Technician, Joshua Sexton as well as two vacant positions, an Engineering Intern as well as an Associate Engineer.

Director SanClemente provided an update regarding the following construction projects:

- Los Angeles County Public Works Injection Well Maintenance
- Sink hole repairs on Bayview Dr.
- Parking Lot C elevator roof repair
- AT&T fiber optic installation work
- Palm Dr. pavement restoration
- Trench restoration
- Slurry seal on Palm Dr.
- Clark Field re-seeding

**7.b Activity Reports**

7.b.1 May 2024 Activity Report

Director SanClemente provided comments regarding the Monthly Activity Reports.

Commissioner Dunbabin, Commissioner Legvold, Commissioner Grethen and Vice Chairperson Hayes provided comments.

7.b.2 June 2024 Activity Report

**7.c CIP Status Report**

Director SanClemente provided an update on the CIP Status Sheet.

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

7.c.1 July 10, 2024 CIP Status Sheet

**8. PUBLIC COMMENT**

No comments were provided.

**9. COMMISSIONER COMMENTS**

No comments were provided.

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

**9.b Brief Announcements**

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

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

**10. CONSENT CALENDAR**

Vice Chairperson motioned to approve the minutes from May 14, 2024. Commissioner Legvold seconded the motion. Motion passed 5-0.

To approve the Consent Calendar.

**10.a Action Minutes of the Public Works Commission Meeting of May 14, 2024**

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

None.

**12. PUBLIC HEARINGS**

There were no Public Hearings.

**13. MATTERS FOR COMMISSION CONSIDERATION**

None.

**14. FUTURE AGENDA ITEMS**

None.

**15. PUBLIC COMMENT**

No comments were provided.

**16. ADJOURNMENT**

The meeting was adjourned at 7:44 pm.