

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



**November 19, 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 Kathy Dunbabin, Commissioner Janice Brittain

Members Absent: Commissioner Thor Legvold

1. CALL TO ORDER

Chairperson Hayes called the Open Session to order at 6:03 p.m.

2. PLEDGE OF ALLEGIANCE

The Pledge of Allegiance was led by Commissioner Brittain

3. ROLL CALL

Chairperson Hayes, Vice Chairperson Grethen, Commissioner Brittain, and
Commissioner Dunbabin are present
Commissioner Legvold is absent

Andrew Nguyen announced a quorum.

4. APPROVAL OF AGENDA

Motion to move Item 13 Future Agenda Items just before adjournment

Moved by: Vice Chairperson David Grethen

Seconded by: Commissioner Kathy Dunbabin

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

Absent (1): Commissioner Thor Legvold

Motion Carried

5. ANNOUNCEMENTS—UPCOMING CITY EVENTS

Commissioner Dunbabin announced that the Chamber is putting on Hermosa for the Holidays on Saturday and Sunday with the tree lighting occurring at 6pm on Sunday evening. Chairperson Hayes announced that Rock the Tops is on Pier Plaza.

6. PRESENTATIONS

No Presentations.

7. PUBLIC COMMENT

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

8. COMMISSIONER COMMENTS

No Commissioner Comments were provided.

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.

Vice Chairperson Grethen attended the Public Safety Forum by Mayor Saemann, City Manager Napolitano, Chief Phillips. It mainly addressed Homelessness and E-Bikes, and Vice Chairperson Grethen concluded that there would not be any imminent changes to our infrastructure or right of way improvements as a result of the forum.

Vice Chairperson Grethen announced that Council formally went to Robert's Rules of Order

Commissioner Brittain announced they are reactivating the CERT program and if interested please contact Mo or the City.

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

9. CONSENT CALENDAR

9.a Action Meeting Minutes for the September 17, 2025 Public Works Commission Meeting

Vice Chairperson Grethen pulled the item.

10. ITEMS REMOVED FROM THE CONSENT CALENDAR FOR SEPARATE DISCUSSION

10.a Action Meeting Minutes for the September 17, 2025 Public Works Commission Meeting

Vice Chairperson Grethen pulled the item to suggest correction in the minutes under item 8 referencing the Planning Commission that needs to be updated to Parks and Recreation Commission.

Motion to approve the September 17, 2025 minutes with the one change from Planning Commission to Parks and Rec Commission.

Moved by: Vice Chairperson David Grethen
Seconded by: Commissioner Janice Brittain

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

Absent (1): Commissioner Thor Legvold

Motion Carried

11. PUBLIC HEARINGS

Attachment 7. SUPPLEMENTAL Public Works Commission Memo was added to item 11.a

11.a REQUEST TO REMOVE AND REPLACE ONE TREE IN THE PUBLIC RIGHT-OF-WAY AT 635 LOMA DRIVE - 25-PW-084

Assistant engineer Kristian Alarcon presented the item.

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

No public comment

Motion to approve the recommended action, but accept the two replacement trees at same location onsite rather than elsewhere in the City.

Moved by: Commissioner Kathy Dunbabin
Seconded by: Commissioner Janice Brittain

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

Absent (1): Commissioner Thor Legvold

Motion Carried

12. MATTERS FOR COMMISSION CONSIDERATION

12.a APPOINTMENT OF PUBLIC WORKS COMMISSION CHAIRPERSON AND VICE CHAIRPERSON AND MEETING SCHEDULE FOR 2026 - 25-PW-087

Public Works Director Joe SanClemente presented the item.

Appointment of Public Works Commission Chairperson and Vice Chairperson traditionally based on seniority. Based upon this, Vice Chairperson Grethen would become Chair and Commissioner Legvold would become Vice Chair.

Meeting schedule for 2026 will be the Third Wednesday of each month every other month with meeting times beginning at 6:00pm.

Chairperson Hayes had a question about term limits.

No public comment

Motion to accept the recommendation of the Staff.

1. Appoint the Public Works Commission Chairperson and Vice Chairperson for January 2026 through December 2026; and
2. Receive and file the Public Works Commission Meeting Schedule for 2026.

Moved by: Commissioner Janice Brittain

Seconded by: Commissioner Kathy Dunbabin

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

Absent (1): Commissioner Thor Legvold

Motion Carried

**12.b JOINT CITY COUNCIL AND PUBLIC WORKS COMMISSION
SUBCOMMITTEE TO EXPLORE THE ROLES AND RESPONSIBILITIES
OF THE PUBLIC WORKS COMMISSION - 25-PW-092**

Public Works Director Joe SanClemente presented the item.

Chairperson Hayes asked questions of staff about when meetings would begin and what the schedule would be for the subcommittee.

No public comment.

All members of the Public Works Commission expressed interest in joining the joint City Council and Public Works Commission subcommittee and presented their case as to why they should serve on the subcommittee.

Motion to appoint Chairperson Hayes and Commissioner Brittain to the joint City Council and Public Works Commission subcommittee

Moved by: Vice Chairperson David Grethen

Seconded by: Commissioner Kathy Dunbabin

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

Absent (1): Commissioner Thor Legvold

Motion Carried

13. FUTURE AGENDA ITEMS

14. PUBLIC WORKS DIRECTOR REPORT

Public Works Director Joe SanClemente provided updates.

14.a Director's Update

The City removed the temporary ADA access mats at 2nd Street and 22nd Street. These mats are typically installed during the beach season (April–October) and were removed due to ongoing beach maintenance, tidal conditions, and storm surge, which make ADA access difficult to maintain during this period. The ADA mat at 11th Street remains in place and will continue to be monitored to ensure a clear and accessible path. The ADA mats at 2nd Street and 22nd Street are planned to be reinstalled in the spring.

The City recently hired a new Senior Engineer, Randy Nguyen, who started on October 30. He previously worked for the City of Orange.

One engineer is currently out on maternity leave; however, the department is close to being fully staffed.

Chairperson Hayes asked questions of staff about the status of the 14th Street restrooms. Director SanClemente provided an update, noting that repair work is underway. Contractors have been hired and parts have been ordered. Equipment will be rented to remove sand from around the building to allow repairs to proceed. Work is expected to begin in a couple weeks and should hopefully be completed by February. Chairperson Hayes asked follow-up questions of staff regarding storm drain outflows.

14.b Activity Reports

Public Works Director Joe SanClemente and City Engineer Saad Malim presented this item.

Vice Chairperson Grethen had questions of staff about installing signs on greenbelt about reclaimed water for irrigation and Administrative Citations for encroachment violations.

Commissioner Dunbabin had questions of staff about the Trees at Valley Park.

14.b.1 Activity Report September 2025

14.b.2 Activity Report October 2025

14.c CIP Status Report

City Engineer Saad Malim presented an update on the Capital Improvement Program (CIP) Status Report.

Chairperson Hayes, Vice Chairperson Grethen, and Commissioner Dunbabin asked clarifying questions of staff and provided comments regarding various CIP projects.

Vice Chairperson Grethen commented on the sewer project and stormwater drywells. Staff explained that the City is pursuing a joint application for Measure W funding with Redondo Beach and other cities to consolidate downstream drywells and achieve larger stormwater capture, as mandated for compliance within Hermosa Beach. The project is not fully funded, and Measure W funding is not guaranteed. Staff noted the project may become imminent due to regulatory mandates, that potential extensions are being explored, and that consultants may be engaged to enhance project concepts and seek additional funding. Staff also noted potential fines related to water quality compliance.

14.c.1 CIP Status November 2025

15. ADJOURNMENT

The meeting was adjourned at 7:28pm