

CITY OF ENCINITAS
INFRASTRUCTURE TASK FORCE
MEETING NOTICE
MONDAY, OCTOBER 16, 2023
5:00 PM – 7:00 PM
Encinitas City Hall, Carnation Room

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT/SECTION 504 REHABILITATION ACT OF 1973 AND TITLE VI, THIS AGENCY IS AN EQUAL OPPORTUNITY PUBLIC ENTITY AND DOES NOT DISCRIMINATE ON THE BASIS OF RACE, COLOR, ETHNIC ORIGIN, NATIONAL ORIGIN, SEX, RELIGION, VETERAN STATUS OR PHYSICAL OR MENTAL DISABILITY IN EMPLOYMENT OR THE PROVISION OF SERVICE. IF YOU REQUIRE SPECIAL ASSISTANCE TO PARTICIPATE IN THIS MEETING, PLEASE CONTACT BRANDI LEWIS AT 760-633-2774 AT LEAST 72 HOURS PRIOR TO THE MEETING.

CALL TO ORDER / ROLL CALL

Committee Members: Linda Culp (Chair), Scott Maloni (Vice Chair), Nicole A. Moreland, Dianna Mansi Nunez, Kendra Rowley, Richard (Dick) Stern, Nivardo Valenzuela

CHANGES TO THE AGENDA

AGENDA ITEMS

1. PUBLIC COMMENT ON AGENDA RELATED ITEMS (3 MINUTES/SPEAKER)

To speak on items, please submit a speaker slip to the Committee Secretary. Comments may be sent via email to blewis@encinitasca.gov. Email comments will be forwarded to the Committee and included in the meeting record.

2. APPROVAL OF MEETING MINUTES OF THE SEPTEMBER 18, 2023 MEETING

- a. **ATTACHMENT: Draft Meeting Minutes from the September 18, 2023 Meeting**
- b. **RECOMMENDED ACTION: Approve Minutes**

3. REVIEW AND DISCUSSION OF THE RANKING RUBRIC IN PREPARATION FOR PRESENTATION TO CITY COUNCIL AT A JOINT CITY COUNCIL- INFRASTRUCTURE TASK FORCE MEETING

- a. **RECOMMENDED ACTION: Receive Presentation and Provide Direction and Recommendations on the Ranking Rubric**

4. PRESENTATION AND DISCUSSION OF INFRASTRUCTURE TASK FORCE FINAL REPORT AND RECOMMENDATIONS

- a. **RECOMMENDED ACTION: Receive Presentation**

5. REVIEW AND DISCUSSION OF CHANGES TO THE INFRASTRUCTURE TASK FORCE MEETING SCHEDULE

- a. **ATTACHMENTS:**
 - 1. **Proposed Revised Infrastructure Task Force Meeting Schedule and List of Topics**
- b. **RECOMMENDED ACTION: Review and Approve Revised Meeting Schedule Adopting Changes to the Meeting Schedule and List of Topics**

6. **ADDITIONAL PUBLIC COMMENT ON AGENDA RELATED ITEMS (3 MINUTES/SPEAKER)**

To speak on items, please submit a speaker slip to the Committee Secretary.

7. **NEXT MEETING:** Monday, October 23, 2023.

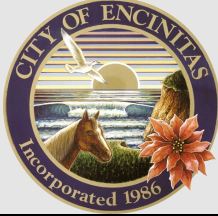
Primary Topic: FUNDING RECOMMENDATIONS

8. **ADJOURNMENT**

I, Brandi L. Lewis, certify that I caused the above Notice/Agenda to be posted on the City Hall bulletin board on October 12, 2023.



Infrastructure Task Force Committee Secretary



CITY OF ENCINITAS
INFRASTRUCTURE TASK FORCE
 MEETING MINUTES
 SEPTEMBER 18, 2023
 Encinitas City Hall, Poinsettia Room

Archived Committee Recordings may be viewed on the City's webpage at:
<https://encinitasca.gov/Government/Agendas-Webcasts>

CALL TO ORDER / ROLL CALL

Vice Chair Maloni called the meeting to order at 5:01pm

Present: Task Force Members: Scott Maloni (Vice Chair), Nicole Moreland, Richard (Dick) Stern, Nivardo Valenzuela, Dianna Mansi Nunez, Kendra Rowley

Absent: Linda Culp (Chair)

Staff Representatives: Jill Bankston, Engineering Department Director/City Engineer/ Task Force Manager; and Brandi Lewis, Taks Force Coordinator

Other Attendees: Amy Restelli, Kimley Horn

CHANGES TO THE AGENDA

(Announce Administrative Changes to the Agenda in compliance with the Brown Act.)

- a. None
1. ORAL COMMUNICATIONS/PUBLIC COMMENT
 - a. Ellen Burr, Cardiff resident, spoke about enterprise projects (sewer/water) not being included in the project ranking and financing from banks and bonds being listed as not available.
 - b. Kendra Rowley arrived at 5:03 pm
 2. APPROVAL OF MEETING MINUTES OF THE AUGUST 28, 2023 MEETING
 - a. RECOMMENDED ACTION: Approve Minutes
 - b. ACTION: APPROVED 6-1-2 (Morland/Nunez; Culp absent; Maloni and Rowley Abstain)
 3. PRESENTATION: REVIEW AND DISCUSSION OF THE RANKING RUBRIC – TASK FORCE CONSULTANT, KIMLEY HORN
 - a. RECOMMENDED ACTION: Receive Presentation and Vote on Preferred Rubric Version and Criteria to be used for Prioritization.
 - b. ACTION: Receive Presentation and provide direction on rubric ranking criteria and weighting.
 - c. ACTION: Motion to select the Wayland Rubric as the preferred rubric. Approved. (Valenzuela/Maloni, 6-0-1 Culp Absent)

d. ACTION: Additional Direction on the following:

- Tentatively schedule an additional meeting for October 16th for possible additional project ranking.
- Provide Staff Priority Project Ranking

4. ADDITIONAL ORAL COMMUNICATIONS/PUBLIC COMMENT

a. Ellen Burr, Cardiff resident spoke about not using the city's strategic plan priorities for ranking due to frequent changes, and the more long-term nature of the projects being considered.

5. NEXT MEETING: Monday, September 25, 2023.

Primary Topic: ITF Ranking and Significant Projects to Fund (Meeting #1 of 2)

6. ADJOURNMENT (7:19 pm)

DRAFT

**INFRASTRUCTURE TASK FORCE
MEETING SCHEDULE & PRESENTATION TOPICS**

#	Date	Scope
1	2/27/23	Kick off and Introductions
2	3/27/23	Detail on City Budget and Finance
3	4/24/23	Detail on Capital Project Development
4	5/22/23	Engineering Infrastructure Needs, CAP and MAP Overview
5	6/26/23	Other Infrastructure Needs: Fire, Parks, Coastal Program
5b	7/10/23	Other Infrastructure Needs: Public Works, IT, Drainage Discussion of Enterprise Funds: Utilities Overview
6	7/24/23	Quantification of Infrastructure Needs & Introduction of Ranking Criteria
6b	8/07/23	Review Master Project List and Q&A Matrix
7	8/28/23	Funding Opportunities & Potential New Revenue Amount
7b	9/18/23	Review and Discussion of Ranking Criteria (Rubric)
8	9/25/23	ITF Ranking and Significant Projects to Fund – Mtg #1 CANCELLED
8b	10/9/23	ITF Ranking and Significant Projects to Fund – Mtg #2 CANCELLED
8	10/16/23	<u>Review and Discussion of Ranking Criteria (Rubric) & Funding Options</u>
8b	10/23/23	ITF Recommendations & Polling Introduction
9	11/6/23	Prep for Joint Meeting (Needed?)
9b	11/15/23	<u>Special Joint ITF-City Council Meeting (Wed. at 4:00 pm)</u>
10	11/27/23	Update Rubric with Council Feedback
11	12/18/23	Draft ITF Report
12	1/15/24	<u>Review of Polling Results and Update Draft ITF Report</u>
13	1/24/24	<u>Presentation of Final ITF Report to City Council (Wed.)</u>
14	2/26/24	
15	3/25/24	

Revised 10.16.23

The Infrastructure Task Force typically meets on the fourth Monday of each month from 5:00 to 7:00 p.m. in the Poinsettia Room at Encinitas City Hall. Additional Meetings may be added or canceled, as needed. All meetings are publicly noticed, here: [Agendas & Webcasts | City of Encinitas \(govaccess.org\)](https://www.cityofencinitas.org/Agendas-Webcasts)