



# CITY OF ENCINITAS

## INFRASTRUCTURE TASK FORCE

### MEETING MINUTES

MONDAY, JANUARY 8, 2024  
Encinitas City Hall, Poinsettia Room

#### CALL TO ORDER / ROLL CALL

Chair Culp called the meeting to order at 5:02 pm

Present: Task Force Members: Linda Culp (Chair), Nicole Moreland, Dianna Mansi Nunez, Richard (Dick) Stern, Nivardo Valenzuela, and Kendra Rowley

Absent: Scott Maloni (Vice Chair)

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

Other Attendees: Caralee Jaeckel from Kimley Horne and Associates

#### CHANGES TO THE AGENDA

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

- a. None

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

- a. None

#### 2. APPROVAL OF MEETING MINUTES OF THE DECEMBER 18, 2023 MEETING

- a. RECOMMENDED ACTION: Approve Minutes
- b. ACTION: Motion to approve the minutes of the December 18, 2023 meeting.  
APPROVED 4-0-2-1 (Moreland/Nunez, Rowley and Valenzuela Abstain; Maloni Absent)

#### 3. FINALIZE RANKING OF THE PROJECT LIST (carry over)

- a. RECOMMENDED ACTION: ITF Discussion and Direction on Final Project List Ranking
- b. ACTION: ITF Discussion and Direction on the following Changes:
  - Direction on Donut Chart Projects: Modify "Criteria 2: Identified Infrastructure Need and Asset Longevity"
    - Modify scoring of Donut Chart projects to receive automatic medium (half points), instead of automatically ranking high (full points).
    - Revert the "Donut Chart" projects back to original ITF ranking; then apply the modified Criteria 2 ranking to increase donut chart projects ranked low up to medium (half points).
    - Kimley Horn to send out reverted/updated project ranking by Friday, Jan. 19<sup>th</sup> and ITF to re-review project ranking and complete updates by Wednesday, Jan. 17<sup>th</sup>.

- Carry forward review of project ranking and top 20-standard deviation projects to next meeting.
- Consider adding definition for “Underserved Community” in Encinitas.
- Additional Committee Discussion of ITF Meeting Schedule and List of Topics.
  - Direction to keep Feb. 5<sup>th</sup> meeting and revise topic to review of Draft ITF Report and staffing, any other as-needed carry over topics. Agenda item to revisit funding options not needed.
  - Direction for Draft ITF Report to include more detail on funding options available and include examples of specific projects or project types along with guidance on where to look for additional public/private funding opportunities.

#### 4. REVIEW DRAFT PURPOSE STATEMENT & REPORT OUTLINE

- a. RECOMMENDED ACTION: ITF Discussion and Direction on Draft Purpose Statement & Outline
  - b. ACTION: ITF Discussion and Direction on Draft Purpose Statement and Outline. Additional direction on the following:
    - Modifications to the Purpose Statement to include Purpose and Charge of ITF and Purpose of ITF Report with high level summary of ITF recommendations.
    - Include the following in the Draft ITF Report Final Recommendations:
      - Staffing: Address staffing needs in the draft report. Keep comments general, indicate if costs are one time vs recurring costs. Include general statement for anticipated increased staffing needs relative to influx of funding and projects. Address impacts of outlier projects, such as fire stations.
      - Funding: Include available and recommended funding sources, including consideration of possible additional future funding sources.
      - Project Ranking Rubric: Include information on methodology and intent of Rubric and include recommendations for future use of rubric by staff.
1. ADDITIONAL PUBLIC COMMENT ON AGENDA RELATED ITEMS (3 MINUTES/SPEAKER)
- a. Ron Dodge, resident of New Encinitas discussed the polling survey; annual paving project not included in the top 20 projects and SDWD/Enterprise projects not included in the project list.
2. NEXT MEETING: Monday, January 22, 2024  
Primary Topic: Review of Polling Results and Project Ranking (carry over)
3. ADJOURNMENT (6:48 pm)