



MINUTES  
CITY OF NORCO

Streets, Trails and Utilities Commission

December 7, 2015

City Council Chambers  
2820 Clark Avenue, Norco, CA 92860

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**CALL TO ORDER:** 7:03 PM

**ROLL CALL:** Sherry Walker, Commissioner  
Cathey Burt, Vice Chair  
James Turpin, Commissioner  
Michael Thompson, Commissioner  
William Naylor, Commissioner

**STAFF PRESENT:** Deputy City Manager Petree, Public Works Superintendent Piorkowski and Engineering Assistant Dahl

**PLEDGE OF ALLEGIANCE** Commissioner Member Burt

1. **ELECTION OF CHAIRPERSON AND VICE CHAIR**

**M/S Burt/Thompson** to elect Commission Member Walker as Chairperson

**AYES:** Thompson, Burt, Naylor, Turpin **MOTION PASSED**  
**NOES:** Walker  
**ABSENT:** NONE  
**ABSTAIN:** NONE

**M/S Walker/Turpin** to elect Commission Member Burt as Vice Chairperson

**AYES:** Thompson, Walker, Naylor, Turpin **MOTION PASSED**  
**NOES:** Burt  
**ABSENT:** NONE  
**ABSTAIN:** NONE

2. **PRESENTATION/S**

None

Deputy City Manager Petree noted the format of the agenda has changed to be uniform with the City Council Agenda. Chair Walker stated her approval and noted it seemed more informative.

3. **PUBLIC COMMENTS**

None

4. **CONSENT CALENDAR**

A. APPROVAL OF MINUTES – October 5, 2015

**END OF CONSENT CALENDAR**

**M/S Burt/Turpin** to approve the minutes of Streets, Trails and Utilities Commission Regular Meeting of October 5, 2015.

**AYES: Thompson, Burt, Naylor, Turpin**

**MOTION PASSED**

**NOES: NONE**

**ABSENT: NONE**

**ABSTAIN: Walker**

5. **DISCUSSION OF REMOVED CONSENT CALENDAR ITEMS**

NONE

6. **DEPUTY CITY MANAGER ACTION ITEMS:**

A. Selection of DCM appointment of Sub-Committees and responsibilities

Deputy City Manager Petree presented the sub-committees on file and their responsibilities. He noted they are working committees and are not subject to the Brown Act. The committees have been set up to identify and discuss current and future issues. Findings will then be brought back to the Commission in the form of a staff report for possible recommendations. Each committee will consist of Commissioners and Staff Members. Meetings will be scheduled on an as-needed basis.

The responsibilities of the following committees will be to review future utility, trail and trail fence replacement projects for capital programming; review and make recommendations of trail projects for improved and unimproved trails; and review potential development projects for trail/street access and circulation.

Water/Sewer – Commission Members Burt and Turpin

Forward Planning and Development – Commission Members Naylor and Thompson

Master Plan – Commission Members Burt and Walker

Deputy City Manager Petree noted the City will be hiring a new Water and Sewer Manager. This person will then be added to the Water/Sewer Committee.

The following committee responsibilities cover trail maintenance practices, asset inventory, operational issues and volunteer program.

Maintenance and Operations of Trails, Trail Fencing, Streets – Commissioner(s) to be determined at a later date

Deputy City Manager Petree stated the City has a construction development standard but does not have a trail master standard. He stated the City needs to make some improvements to make our trails safer and one of the first items will be to develop a maintenance standard. He noted DG for the trail is no longer provided to the City. The City now has to purchase it and will need to fight for the funding during the budget process. He also noted there is a new trail fence standard that was recently used for the Third Street Improvements project and the City has received numerous compliments on it.

The following committee responsibilities will cover recreation opportunities and leisure use of trails, circulation, programming, asset evaluation and inventory, as well as marketing and promotions of Horsetown USA and destination Norco related to events and use of assets (non-related to event center) with the goal to educate and improve the quality of life of our residents through trails, parks and open space.

Asset Programming Committee (Joint meeting when needed of the Streets, Trails and Utilities and Parks and Recreation Commissions) – Commissioner(s) to be determined at a later date

Deputy City Manager Petree stated the City's trail system is a wonderful asset and we need to use it properly to promote the City as "Horsetown USA" and destination Norco. He stated that we need to make sure the City's assets are maintained despite the issue of lack of funding. He would like the committee to look at creating a map of the trails, additional staging areas and trail signage.

B. Update on 16" Waterline Project: Water Main Capital Project, PW  
Superintendent Piorkowski

Superintendent Piorkowski presented an update on the waterline project under construction on Bluff Street. He stated it is the largest project of this kind in the last five years and this is a primary water quality and water delivery project. There has been 700 feet of pipe placed in the ground. The hydrants, tees, etc. still need to be installed. Staff will keep the Commission updated as the project progresses.

C. Update on Third Street Capital Project, Senior Engineer Nelson

Public Works Superintendent Piorkowski presented an update on the Third Street Improvements Project. The project is nearing completion. There is another phase of this project that is currently under design with Riverside County Flood Control that will take the water underground to the flood control channel.

Commission Member Naylor inquired on when the trails will be opened and the removal of the fencing at Reservoir Drive.

Public Works Superintendent Piorkowski stated the trails will remain closed until the project is complete for public safety. The fencing and smaller items will be addressed by in-house staff due to cost effectiveness.

## **7. OPERATIONAL AND DEPARTMENT REPORTS**

### **A. Department Operations Report Public Works, Public Works Superintendent Piorkowski**

Public Works Superintendent Piorkowski presented an update for the divisions of the Public Works Department. This update is on file with Public Works Department.

Deputy City Manager Petree confirmed the City will soon be filing the notice of completion for the Pavement Management Systems Projects, Phase I & II. In regards to furniture and debris in the right-of-way, he stated the City and Waste Management will work together to educate the residents of the three free bulky item pick-ups allowed per year.

Deputy City Manager Petree elaborated on the contract with Wach's Engineering to execute hydrant flushing. He stated this is of high priority and is being done by a contractor for the safety of the public with the support of the City Manager.

Commission Member Naylor inquired about the upcoming increase in water rates. In response, Deputy City Manager clarified Proposition 218 and stated the rates will only be increased by the pass through costs.

Public Works Superintendent Piorkowski clarified the location, function and safety aspects of the reclaimed water system. The discussion continued.

Commission Member Naylor stated he noticed some of the trail fencing is different heights. Public Works Superintendent Piorkowski stated settling does occur due to various reasons. The discussion continued regarding trail fencing.

### **B. Department Operations Report Engineer, Senior Engineer Nelson**

Deputy City Manager Petree presented updates on the Third Street Improvements Project, the Bluff Street and Western Avenue Waterline Improvements Project, storm drain projects that are currently in the design process, and traffic studies for various locations throughout the City. Discussion continued regarding equestrian/pedestrian access surrounding the freeway.

## **8. COMMISSION ACTION ITEMS**

Deputy City Manager Petree stated the following items have been removed from previous old agendas and will be placed into the sub-committee format. These items need to be looked at and brought back to the Commission. Discussion continued regarding these items.

- A. Continuation referral for discussion to Maintenance & Operation Sub-Committee regarding Pedestrian-Equestrian Trail Responsibilities, Deputy City Manager Petree
- B. Continuation referral for discussion to Asset Program Sub-Committee regarding Adopt-A-Trail Program, Deputy City Manager Petree

**9. COMMITTEE REPORTS**

Deputy City Manager Petree gave an update on the joint committee meeting regarding an endurance bike race event. The applicant has withdrawn his permit and stated he appreciated the efforts of the commissions. This particular item will not be moving forward but it opened up the discussion for similar events in the future.

Chair Walker stated her appreciation for looking into different types of events within the City and noted the diverse interests of our community. Commission Member Turpin agreed regarding opening up the conversation for future events.

**10. ADJOURNMENT 8:53 P.M.**



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Shannon Dahl  
Engineering Assistant