



**COMMUNITY ASSET MANAGEMENT PROGRAM (CAMP)
OUTREACH COMMITTEE**

**REGULAR MEETING
Monday, December 6, 2021, 5:00 PM
Minutes**

1. CALL TO ORDER

The meeting was held virtually using Zoom and called to order by Chair Allen at 5:00 p.m.

ROLL CALL

Committee Members	Marco Torres Steve Stamos Neal Pann Mark Palajac Jill Farrell Steven Dunbar Vice Chair Jennifer Yeamans Chair Donna Allen
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Absent	Dawn Argula – excused
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Staff Present	Debbie Bell, Management Analyst II Kathy Hughes, Administrative Assistant Scott Lanphier, Public Works Director Tara Mazzanti, Assistant City Attorney Andy Hall, Asset Management Specialist Natalie Croak, WR Communications Representative Bob Vinn, City Engineer
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Tim Carroll, MIG
Noé Noyola, MIG

2. CITIZENS FORUM

Chair Allen opened the item for public comments. There were no public comments for items not on the agenda, and the item was closed.

3. CONSENT CALENDAR

3.01 Approval of draft minutes from September 1, 2021

ON A MOTION FROM COMMITTEE MEMBER PALAJAC, SECONDED BY COMMITTEE MEMBER DUNBAR, CARRIED ON A 6-0 VOTE, WITH COMMITTEE MEMBER PANN ABSTAINING AND VICE CHAIR YEAMANS ABSENT FOR THE VOTE, THE SEPTEMBER 1, 2021 MINUTES WERE APPROVED AS SUBMITTED.

4. MATTERS FOR CONSIDERATION

4.01 CAMP Outreach Committee Member Introductions

Recommendation: Staff recommended the Committee welcome new Committee member Neal Pann and provide self-introductions.

Committee member Pann introduced himself to the committee and gave them his background information and his reasons for wanting to serve on the committee.

The committee members each welcomed Committee member Pann and provided their background information and reasons for wanting to serve on the committee.

Chair Allen opened the item for public comments. There were none, and the item was closed to public comments.

4.02 Report from CAMP Outreach Committee Members

Recommendation: Staff recommends the Committee report on Asset Management observations since the last meeting.

Each CAMP Outreach Committee member spoke about what they have heard from their various contacts and groups regarding asset management. They spoke about the geocache game, water pipe concerns, the asset management website and water restrictions for landscaping.

Vice Chair Yeamans arrived at 5:23 p.m.

Chair Allen opened the item for public comments. There were none and the item was then closed to public comments.

4.03 **Discussion Regarding Asset Management Fact Sheets**

Recommendation: Staff recommended the Committee receive a report and provide input regarding Asset Management Fact Sheets.

Debbie Bell shared the progress on the Asset Management Fact Sheets with the Committee and the tentative schedule for their release. The committee members thought the rating system for the assets was confusing and suggested changes. Staff will review the suggestions and make the appropriate changes. Staff will bring the revised fact sheets to the next CAMP Outreach meeting for further review.

Chair Allen opened the item for public comments. There were none and the item was then closed to public comments.

4.04 **Discussion Regarding Asset Management Stakeholder Briefings**

Recommendation: Staff recommends the committee discuss their progress with the Asset Management Stakeholder briefings.

Debbie Bell reminded the committee about the stakeholder group spreadsheet that staff created. She encouraged them to sign up and reach out to the groups they are comfortable with. She told the committee members to contact her if they wanted her help in giving a presentation.

Chair Allen opened the item for public comments. There were none and the item was closed for public comments.

4.05 **Report on Asset Management Technology Advances**

Recommendation: Staff recommends the Committee receive a report on Asset Management Technology efforts.

Debbie Bell told the Committee that staff has fully transitioned to NexGen, an asset management and materials management software system. The program is helping staff to focus on properly timed repairs and help move away from reactive efforts. Staff is also working on a custom app for residents to download to their phone or iPad. The app will allow residents to drop a pin in their location and report maintenance issues.

Chair Allen opened the item for public comments. There were none, and the item was closed for public comments.

4.06 **Discussion Regarding Asset Management Outreach Program Updates and Next Steps**

Recommendation: Staff recommends the Committee receive a report and provide input on outreach program updates and next steps.

Debbie Bell updated the Committee on what has been going on since the last meeting. She said there were two Asset Management Council updates, one outlining activities and progress over the last year and the second on the Asset and Stormwater Management Council Goal and Priorities.

Chair Allen opened the item for public comments. There were none and the item was closed for public comments.

5. ADJOURNMENT

THE MEETING WAS ADJOURNED AT 6:58 P.M. TO THE NEXT REGULAR MEETING TO BE HELD AT A FUTURE DATE, TIME, AND LOCATION TO BE DETERMINED.