

MINUTES
SPECIAL MEETING OF THE CANYON LAKE
ADMINISTRATION, FINANCE AND PLANNING COMMITTEE
Tuesday, July 20, 2017
10:30 a.m.

City Council Chambers
31516 Railroad Canyon Road
Canyon Lake, CA 92587

1. Call to Order

Chairman Greene called the meeting to order at 10:30 a.m.

2. Pledge of Allegiance

Committee Member Bonner led the flag salute.

3. Roll Call

Present: Committee Chairman Greene
 Committee Member Bonner

4. Public Comments

There were no public comments.

5. Discussion on Charles Abbott Associates current and past projects

Margaret Monson, Public Works Department, discussed the availability of the Public Works and Engineering Department.

Committee Chair Greene questioned April services from Charles Abbott Associates (CAA) and what was the current hourly rate. It was discussed that information would be discussed later in the meeting.

Margaret Monson made a statement on how CAA billing was generated.

There was discussion regarding the Railroad Canyon Road Wrought Iron Fence Repair Project.

There was clarification regarding what was considered north, south, east and west of Railroad Canyon Road.

There was discussion if parts of the wrought iron fence could be painted and not replaced and the issues regarding matching fence styles.

Special Meeting of the Canyon Lake Admin, Finance, and Planning Minutes
July 20, 2017

There was discussion that if only part of the fencing was replaced on the north side of Railroad Canyon Road then the fence styles would not match and there would be alternating circle and square decorative shapes. It was discussed that what was proposed was to have the north side fencing all be matching, circle fence style.

There was discussion regarding the fencing along the south side of Railroad Canyon Road.

There was discussion regarding the fencing that was going to be replaced is a stock fence style and therefore if accidents happen the fencing that would need replacing would be readily available.

There was discussion regarding the contingency amount and the possibility of repairing the south side fencing where there is vehicle damage.

There was discussion regarding the contractor receiving all materials so all work could be done at the same time and that would save the City cost for traffic control.

There was discussion regarding the change order in the amount of \$16,450.00 for the repair of the south side fencing along Railroad Canyon Road and the contingency amount was previously approved at \$16,500.

There was discussion regarding the amounts discussed was previously approved by Council at the June 1, 2017 City Council Meeting.

There was discussion regarding the wrought iron fence repair, location 2, on the north side of Railroad Canyon Road, from Country Club Drive west to the City boundary.

There was discussion that what was included in the original bid was to replace the fencing from Country Club Drive, including the curved portion of the entrance to the Country Club and the fencing heading out towards the Canyon Lake Town Center, and the contingency would cover the south side fencing where there was vehicle damage.

It was discussed to proceed with the Wrought Iron Fence Repair Project and discussed contingency amount and that location 2 would be addressed at a later time.

There was discussion regarding the cost for wrought iron fencing and installment.

There was discussion regarding start time for the project.

There was discussion regarding the life expectancy of the new fencing and that it would depend on any accidents.

Margaret Monson discussed the completed fire station repairs.

There was discussion regarding the preliminary microbial investigation at Station 60 and the contractor had completed what the report had required.

Special Meeting of the Canyon Lake Admin, Finance, and Planning Minutes
July 20, 2017

There was discussion regarding receiving the final invoices from contractors and the process of finalizing payments.

There was discussion regarding the up to date cost for Station 60 repairs.

There was discussion regarding the overhead door repairs at Station 60.

There was discussion regarding the fire station carpet, upholstery and tile cleaning.

Margaret Monson discussed the landscaping done at Station 60.

Margaret Monson discussed the Electrical repairs done at Station 60.

Margaret Monson explained any billing from PV Maintenance would show on the CAA invoice because PV Maintenance is sub contracted by CAA for building maintenance.

Margaret Monson further discussed the overhead door repairs at Station 60.

Margaret Monson discussed the bid process for the exterior repairs for Station 60.

There was discussion regarding the leaking roof, broken roof tiles and disintegrating roofing paper at Station 60.

There was discussion regarding having the exterior repairs in the near future.

There was discussion regarding the repairs that would need to be done to the arches at Station 60 prior to the exterior painting being done.

There was discussion regarding the lot drainage and grading that would take place as well as gutters that would be installed at Station 60.

Margaret Monson explained she would discuss the Plant Replacement Project later during the meeting.

Margaret Monson explained that in addition to the current projects she handles day to day phone calls from City Hall in regards to resident complaints, landscape issues and other community issues that might arise.

There was discussion regarding the Slurry Seal Project and the process.

There was discussion regarding the possibility of a joint paving project between the City and neighboring cities.

There was discussion regarding researching grants to help pay for the Slurry Seal Project.

City Manager Palmer clarified that the full amount of \$533,000 was budgeted for in the 2017/2018 budget.

Special Meeting of the Canyon Lake Admin, Finance, and Planning Minutes
July 20, 2017

Margaret Monson discussed the Speed Limit Feedback Sign Evaluation.

There was discussion regarding the need for speed feedback signs.

Administrative Services Manager, Mike Borja, discussed a grant that was obtained from Western Riverside Council of Governments (WRCOG) that would fund the cost to replace the 3 current speed feedback signs.

Margaret Monson discussed the initial request from Council prior to March 2017 in regards to safe routes to school that started public works looking into the speed feedback signs.

It was discussed that the speed feedback sign evaluation was still being discussed by staff and council and the grant from WRCOG was available until June of 2018.

Margaret Monson stated that the tree pruning project had been completed.

Margaret Monson discussed the Landscaping Maintenance Contract bid.

There was further discussion regarding the City's role in maintaining a tree inventory and maintenance record.

There was discussion regarding how the trees were inventoried and there was a landscape plan that identified the trees.

It was clarified that the tree pruning was completed March 2017.

Margaret Monson discussed the Storm Drain Repair near Longhorn and Strawberry.

Margaret Monson discussed Railroad Canyon Road Maintenance.

It was discussed that it was not believed that the City had a contracted street sweeper for Railroad Canyon Road.

It was discussed that every accident that occurs on Railroad Canyon Road the Public Works department receives a phone call to get a bid put together to repair or replace damaged landscaping, lighting, or irrigation.

Chairman Greene described an incident that he had witnessed of a vehicle that drove over the median.

Margaret Monson discussed the yellow fire station parking blocks that were placed due to residents driving over the landscape at Station 60.

Margaret Monson discussed the back flow test at Station 60 that is required by the water district.

Special Meeting of the Canyon Lake Admin, Finance, and Planning Minutes
July 20, 2017

Margaret Monson discussed further projects that the Public Works department had worked on for the City.

It was explained that none of the discussed projects were being taken care of by the previous contract engineering company.

There was discussion regarding the type of grading projects were being done in Canyon Lake.

It was discussed that in the future reports from CAA would be for a one month period.

Jim Barrett, Building Official, discussed the building and safety stats.

There was discussion regarding the Canyon Cowboy and where they were at with their permits.

Jim Barrett gave a presentation on dock electrical.

There was discussion regarding additional main breakers and dedicated electrical sources for a dock.

Jim Barrett explained that the City did not have jurisdiction on docks because the lake is owned by Elsinore Valley Municipal Water District (EVMWD).

Jim Barrett discussed that he had reached out to other jurisdictions to inquire if they had handout for dock regulations and only one had a handout out regarding dock construction.

Jim Barrett discussed he would be working with the San Bernardino Building Official to work on a handout on dock safety.

There was discussion regarding what the City of Big Bear had done in regards to dock regulation.

Jim Barrett discussed the draft handout for docks.

There was discussion regarding what electrical was currently used on docks.

There was discussion that a licensed electrician would not work on the electrical on a dock until there was an inspection.

There was discussion regarding the lack of the City's authority on the lake unless there was an agreement with the water district.

There was discussion regarding the building and safety department's ability to issue a permit up to the property line.

There was discussion regarding a disclaimer that would need to be added to the draft handout that stated permits issued only to property line and there would be no inspection done by the City.

There was discussion regarding changes only applying to new or updated docks and the need for the City Attorney's

There was discussion that requirements would more than likely only effect new docks or residents currently doing work or upgrades on their docks, but the City could choose to do an ordinance that could require all docks be updated.

There was discussion regarding having a short presentation to the Public Safety Committee Meeting and the City Council Meeting regarding the dock electrical issues.

There was discussion regarding a device that was found called a Shock Alarm – Electric Shock Drowning Protection.

There was further discussion regarding bringing this item back at the August 1st Public Safety Meeting and the August 2nd City Council Meeting.

There was discussion regarding the knowledge base and employees at Charles Abbott Associates.

There was discussion regarding electrical accidents and dangers of electrical on docks.

Committee member Bonner requested a three minute break at 12:09 pm.

There was further discussion regarding docks and issues with running electrical to the dock and the need to find the best solution to having docks inspected.

Chairman Greene discussed home owners insurance and his dock.

There was discussion regarding encroachment permits from the water district.

Committee member Bonner returned at 12:14 pm.

There was discussion regarding the slurry seal.

There was discussion to discuss the work and services provided by Charles Abbott Associates at the next Admin, Finance Meeting.

6. Landscape Plant Replacement report by Charles Abbott Associates

Margaret Monson, Public Works Department, introduced the item.

There was discussion regarding what was included in the presented plans of plant replacement.

Special Meeting of the Canyon Lake Admin, Finance, and Planning Minutes
July 20, 2017

Steve Frenken, Landscape Architect, discussed the plant estimate and landscape plans.

There was discussion regarding what plant replacement was being proposed.

There was discussion regarding the water pump and water issue in relation to the water that fed the plants and the City had contracted with a pump maintenance company who services the water pumps for the golf course.

There was discussion regarding who was responsible for caring for the water in the reservoir.

There was discussion regarding the water pump maintenance contract and how long that had been in effect.

There was discussion to not move forward with the plant replacement until the issue was resolved regarding watering the plants and the pump.

Steve Frenken explained that during the last pump maintenance everything was operating fine but warmer weather does increase algae, but currently the filter was clean and was able to deliver clean water to the irrigation system.

There was discussion regarding the need make sure current and new plants would survive and it readdress this issue once the water issue is handled.

There was discussion regarding the room available in the median for the proposed 4,169 plants for replacement.

There was discussion regarding all the areas the plant replacement would cover.

There was discussion regarding the unit price per plant and the total for all plant replacement under the received bid contract for landscape services.

Margaret Monson discussed and explained the presented plant replacement plans.

There was further discussion to hold off on the plant replacement until the water reservoir issue was resolved.

There was discussion regarding the options to go out to bid because of the cost or direct staff to schedule plant replacement in phases.

There was discussion that the \$112,000 was from the new plant unit cost from the only bidder for the landscape contract.

Margaret Monson discussed the option to not do the plant replacement through the contacted landscape maintenance contractor but to go out for bid for the plant replacement.

There was discussion regarding starting the plant replacement process after the water issue was looked at further.

There was discussion that the committee members had not heard many complaints about there not being enough plants and the plants now are well maintained and there may be areas that would need plant replacement in the future.

There was discussion regarding maintaining the plants in the planter in the middle of the town center driveway.

There was discussion that the plant replacement was not in the current budget.

It was discussed that this would have to be brought to Council for input from all Council Members and the Citizens.

There was discussion to bring this item back to Council after the water reservoir issue was looked into.

7. Staff Comments

City Manager Palmer discussed researching the water source.

8. Committee Member Comments

Committee Member Bonner discussed his appreciation to Charles Abbott Associates (CAA) for getting the City caught up on projects that the last contract company did not follow through on and discussed once those projects were completed the Council was under the impression that the costs from CAA would go down.


Chairman Greene further explained the Council's need to look at costs and be informed so when there were questions from the public they could be answered.

Jim Barrett explained that CAA does try to work efficiently and keep costs down.

9. Adjournment

The meeting was adjourned at 12:53 p.m.

Respectfully Submitted,


Stephanie Roseen
Deputy City Clerk