



DRAFT MINUTES OF REGULAR MEETING
CITY OF ALAMEDA DISTRICT NOMINATION BOARD

Alameda Municipal Power Service Center
2000 Grand Street (Corner of Grand Street and Clement Avenue)
Alameda, California 94501

Thursday, June 30, 2016 at 6:00 P.M.

Meeting called to order at 6:04 PM by Gary Spenik, AMP UUD Program Manager

1. ROLL CALL

Present: Board Members - Fred Hoffman, Jerry Serventi, Patricia Petersen, Chris Buckley, Laurie Kozisek

2. ORAL COMMUNICATIONS – NON AGENDA (Public Comment)

Members of the public are invited to address the Board on any subject related to the activities of the Underground Utility District Nomination Board not otherwise appearing on the Agenda.

NONE

3. SPECIAL PRESENTATION

- A1. Revised Underground Utility District (UUD) Program
- A2. Underground Utility Policy
- A3. Draft UUD Scorecard

Staff Member Gary Spenik gave a presentation on the revised UUD program including how it is based on UUD policy with a scorecard tool to help score proposed UUD districts.

Board Member Buckley asked if there would be a vote by affected property owners and some kind of minimum acceptance threshold reached before each district could be accepted. Staff Member Spenik explained that, while it had been discussed, that requirement was not include in the policy. Affected residents will be surveyed however the results of that survey will just be used to provide feedback to the City Council on acceptance or concerns with the proposed district.

Michael Rosenbaum asked why the DNB was tasked with only identifying a small number of proposed districts (4-6). Staff Member Gary Spenik responded that since it could take as long as 70 years to complete all underground conversions within Alameda, the program focused on identifying a small number of districts so that as a result new districts are identified every 3 years or so and whose selection reflects the current priorities of the City. Board Member Kozisek asked if a factor for selecting a district would include areas where the city already had planned work to repair deteriorated facilities and some funding set aside. Staff Member Gary Spenik replied that “yes” that was one of the criteria to consider in selecting a district.

Board Member Buckley asked if there would be an opportunity to review and revise the scorecard. Staff Member Gary Spenik responded that the scorecard was a draft and that the board would help refine it as long as it is consistent with the UUD policy. Review of the scorecard will be added as a future agenda item.

4. CONSENT CALENDAR

Consent Calendar items are considered routine and will be enacted, approved or adopted by one motion unless a request for removal for discussion or explanation is received from the Board or a member of the public.

NONE

5. AGENDA ITEMS

- A. For Information Only, Board Members, AMP Program Manager introductions

Board member introduced selves.

- B. For Information Only, overview of Sunshine Act with invitation to attend City training on July 14
- C. For Information Only, proposed meeting guidelines.

Board will need to set meeting guidelines. Suggested Robert's Rules of Order.

Board Member Buckley pointed out that the draft meeting guidelines should be made clear to allow members of the public to request items be removed from the consent calendar for discussion. He also suggested adding a practice at the beginning of the meeting to ask if any changes to the agenda order should occur.

- D. By Resolution, set next meeting date(s).

It is uncertain how many DNB meeting will be required. Board Member Chris Buckley made a motion to set the next two meeting dates for 19 July, 2016 at 6PM and 4 August, 2016 at 6 PM. Board Member Kozisek seconded the motion. The motion passed 5-0.

Board Member Fred Hoffman commented that it seemed that the policy "stacked the deck" for limiting the potential districts to the entry ways and majors routes. There was some discussion and it was pointed out that while the policy and the scorecard did include the criteria for entryways and major routes that there were additional criteria. The scorecard does need to be refined. We can consider all areas but the policy defines criteria designed to provide the maximum public benefit.

Board Member Hoffman made a motion to have staff present a list of possible districts based on deteriorated facilities. There was discussion and several friendly amendments were made. Board Member Kozisek will provide the board with information on city street projects and areas with tree issues. The final amendment was that staff would present a list of possible districts based on deteriorated facilities and score 3 to 4 of them for the next meeting. The motion passed 5-0.

6. UUD PROGRAM MANAGER'S REPORT

NONE

8. BOARD COMMUNICATIONS

NONE

9. ORAL COMMUNICATIONS – NON AGENDA (Public Comment)

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NONE

10. ADJOURNMENT

Meeting adjourned at 7:13 PM.

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- *Each member of the public, who wishes to speak, is afforded up to five minutes per agenda item, which may be increased or limited by the presiding officer.*
 - *At the completion of approximately 90 minutes of business, the presiding officer may call a 5-minute recess.*
 - *Sign language interpreters will be available on request. Please contact Tiffany Heard at 510 748 3908 or 522-7538 (TDD number) <mailto:heard@alamedamp.com> at least 72 hours before the meeting to request an interpreter.*
 - *Accessible seating for persons with a disability (including those using wheelchairs) is available.*
 - *Minutes of the meeting are available in enlarged print.*
 - *Video tapes of meetings conducted in the Council Chamber at Alameda City Hall are available upon request.*
 - *Please contact Tiffany Heard or 748 3908 (TDD number) [mail to:heard@alamedamp.com](mailto:heard@alamedamp.com) at least 72 hours prior to the meeting to request agenda materials in an alternative format, or any other reasonable accommodation that may be necessary to participate in and enjoy the benefits of the meeting.*
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Monday-Friday 9:00 a.m. – 5:00 p.m.**

KNOW YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE:

Government's duty is to serve the public, reaching its decisions in full view of the public. Commissions, boards, councils and other agencies of the City of Alameda exist to conduct the citizen of Alameda's business. This ordinance assures that deliberations are conducted before the people and that City operations are open to the people's review.

FOR MORE INFORMATION ON YOUR RIGHTS UNDER THE SUNSHINE ORDINANCE OR TO REPORT A VIOLATION OF THE ORDINANCE, CONTACT THE OPEN GOVERNMENT COMMISSION: the address is 2263 Santa Clara Avenue, Room 380, Alameda, CA, 94501; phone number is 510-747-4800; fax number is 510-865-4048, e-mail address is lweisiger@alamedaca.gov; and contact is Lara Weisiger, City Clerk.

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[Sec. 2-91.13 (d) - Sunshine Ordinance]