



**CITY OF PACIFICA  
BEAUTIFICATION ADVISORY COMMITTEE  
MEETING MINUTES**

**Wednesday, December 4, 2021  
6:30 p.m.  
Virtual Meeting via Zoom**

**CALL TO ORDER:** 6:33 P.M. by Chair Melinda Moses

**Members Present:** Gail Bennett, Julie Gossage, Patty Hontalas, Ryan Hoffman, Linda Jonas, Melinda Moses and Dan Wells

**City Council Liaison:** Mayor Sue Beckmeyer

**PB&R Liaison:** Commissioner Gail Benton Shoemaker

**Staff Members:** Lisa Petersen, Paul Lavorini and Michelle Trayer from Public Works

**APPROVAL OF AGENDA:** Approved.

**APPROVAL OF NOVEMBER 3, 2021 MEETING MINUTES:** Approved.

**PUBLIC COMMENT:** Resident Jen Carrillo was present for the continuing conversation regarding the status of the Cabrillo School Bioswales Project. This topic would be covered under Discussion Item A. Planting Site Updates: Cabrillo Bioswale Project.

**DISCUSSION ITEMS:**

**A. Planting site updates for Cabrillo Bioswale and Palmetto sites paperwork:**

Chairperson Moses told the group there was a recent kick-off meeting at the Cabrillo School bioswale location and asked Committee member Gossage to speak about it. Committee member Gossage stated she met with the contractor Scapes Inc. and Public Works to go over the layout and found weed removal needed to occur before the actual plant installation. She also explained the need to potentially change the gallon sizes or species of the plants as needed based on their availability. She wanted to note if some of the plants were going to go in, she wanted to manage everyone's expectations that plants need time to grow. She said some plants would be small when initially planted and will be spaced out to avoid over-crowding when they do grow larger. She said the plants would need a season or two to fill in but some of them may take a little longer than that. Additionally, she recommended purchasing smaller plants or annuals to plant in between if the 5-gallon size was not available. The importance of mulch was also brought up at the onsite meeting and how it can help combat weed growth.

Director Petersen stated the contractor has the information about the plant changes and needs to follow-up on availability, otherwise they seem ready to move forward with the project. She discussed the revision of the Volunteer Liability Release Form which now includes a Parental Permission section. These forms need to be signed before the students can begin watering the plants. Chairperson Moses asked who would be weeding and if there was a water source on site. Director Petersen informed her the contractor will weed, and Mayor Beckmeyer stated there was water access at the school.

Mayor Beckmeyer stated there are hoses that can be relocated closer if needed, and said she would look into one-gallon jugs for the students to use, as suggested by Committee member Gossage. Additionally, Mayor Beckmeyer will work on distributing the volunteer forms within the week. Director Petersen said there should be at least a two-week notice given to the contractor, but the time frame will depend if the waivers are signed and returned. Mayor Beckmeyer stated the Cabrillo School is on winter break during the week of December 20<sup>th</sup> to January 4<sup>th</sup>. Committee member Hontalas suggested the contractor perform the work while the school is on break so there are no school pick-ups and student activity. Director Petersen will reach out to the contractor after the meeting to discuss scheduling options. Chairperson Moses asked Committee member Gossage about watering logistics and if the one-gallon jugs are best for deep watering. Committee member Gossage said there is no precision, but they will use soil-water-moisture meters so the students can gauge how much water is needed. She also brought up holding a small “How-To,” that may help the children understand more about deep watering. The membership discussed the language and artwork on the signage. Director Petersen suggested taking another look at the County’s sign verbiage and determine if they wanted to make any changes to the school’s sign. Ms. Carrillo asked Chairperson Moses if the artwork was already determined. Chairperson Moses said she would be sending an email to everyone with the Fair Oaks bioswale sign example for further discussion, but the actual artwork has not yet been chosen. She encouraged the group to bring forth and share any other examples if found. Ms. Carrillo stated she would be working with Cabrillo school students sometime in the spring on the plant identification artwork. She said the sign material is actually metal, not the high-end vinyl she mentioned to the group at the November meeting. Ms. Carrillo asked Committee member Gossage if she observed the bioswales operating properly, to which Committee member Gossage answered yes. Chairperson Moses said she would be taking “Before and After” photos of the bioswales for the Committee.

The next subject discussed was the update of the sponsorship agreement and invoice forms. Chairperson Moses and Committee member Bennett spent time going through past applications and check copies and scanning them for their files. They also discussed a new cover letter that would be attached to the application, how the costs are calculated for each plot, and a January Palmetto planting goal.

#### **B. Processing sponsor applications and checks:**

In order to streamline the process and ensure all sponsorship documents and invoices are kept together and logged appropriately, it was decided the BAC Admin should send out the invoices and collect payment from the sponsor. This would ensure the sponsorship paperwork would be properly tracked, filed, then sent to the City’s Finance Department for depositing into the BAC account. Committee member Hontalas said the Volunteer Liability Release Form should be part of the initial sponsorship agreement packet, and the membership agreed. Committee member Jonas asked how renewal fees are determined. Chairperson Moses will need to look further into the question and will bring the topic back to the Committee.

#### **C. Pacifica Beautification Award program:**

Chairperson Moses asked Committee member Hontalas and Committee member Hoffman if the new program could be launched in January. Committee member Hontalas said changes needed to be made to the announcement flyer so the program can be publicized and distributed, but the quarterly program could start this coming January. Ms. Carrillo inquired if the BAC would be interested in presenting a yard sign to the award winners, and if so, said she would offer to assist in the graphic design element. Director Petersen noted she recently had a conversation with the City Manager’s Office and Planning Department about the award signs and not recognize any

issue with having this type of sign on one's property. Committee member Hontalas suggested the winner be given the option of accepting and displaying the sign.

Chairperson Moses showed the group the BAC safety vests she ordered for each committee member and noted she would be coordinating the distribution of them.

## **STAFF COMMUNICATIONS:**

### **A. General Updates from Public Works:**

No new updates. Chairperson Moses wanted to acknowledge Field Services Manager Paul Lavorini, and his 26-year anniversary with the City of Pacifica.

### **NEW BUSINESS:**

No new business for the next agenda was brought up.

Committee member Hontalas was excited to announce that North Coast County Water District agreed to adopt the remaining Linda Mar Medians and will coordinate with their original contractor who worked on their first median.

Mayor Beckmeyer noted the City Council Reorganization meeting will be held on Monday, December 13, 2021. At this time, the Council will discuss vote on and appoint a new Mayor and Mayor Pro Tem. The Council will also discuss Council Liaisons at the Council meeting on January 10th and decide if they would like to see any changes.

### **GOOD OF THE ORDER:**

Reminder to email, text, or call if not attending the meeting as it is important for quorum. Please review minutes and agenda before meeting.

### **ADJOURNMENT:**

There being no further business, Chair Moses closed the meeting at 7:29 p.m.

The next meeting of the Beautification Advisory Committee is scheduled for January 5, 2022 at 6:30 p.m. and is subject to change.