

**MINUTES OF THE GILBERT PUBLIC WORKS ADVISORY BOARD, IN REGULAR MEETING OF THURSDAY, AUGUST 24, 2023, AT 4:00 PM, MUNICIPAL BUILDING I, HERITAGE CONFERENCE ROOM 300, GILBERT, ARIZONA**

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**MEMBERS PRESENT:** David Barazoto, Matt Carpenter, Sam Elliott, Greg Froehlich (*attended virtually*), Jason Gilmore, Karen Goldwasser, Eric McLeskey, Jason Robinson, and Fariya Sharif

**MEMBERS ABSENT:** None

**STAFF PRESENT:** Council Liaison Yung Koprowski, Public Works Director Jessica Marlow, Assistant Public Works Directors Eric Braun and Giao Pham, Administrative Assistant III Tonya Holmes, Assistant Town Manager Leah Rhineheimer, Assistant Town Engineer Susanna Struble, Water Manager Rebecca Hamel, Environmental Services Manager Paul Montes, Fleet Business Manager Lee Topic, Streets Superintendent Kory Parker, and Deputy Clerk Judy Martinez

**GUESTS PRESENT:** None

**ADMINISTRATIVE ITEMS**

**1. Call to Order**

Public Works Director Marlow called the meeting to order at 4:00 p.m.

**2. Oaths of Office**

Deputy Clerk Martinez administered the Oaths of Office to David Barazoto, Matt Carpenter, Sam Elliott, Greg Froehlich (*virtually*), Jason Gilmore, Karen Goldwasser, Eric McLeskey, Jason Robinson, and Fariya Sharif.

**3. Roll Call**

Deputy Clerk Martinez called roll and declared a quorum present.

#### 4. Welcome and Introductions

Public Works Director Marlow asked everyone present to introduce themselves. The members and staff present provided their background.

#### 5. Selection of Chair and Vice Chair

Public Works Director Marlow described the duties of the Chair and Vice Chair. She said the Board did not have to select those roles at present time if they chose to take some time to think about it. She noted that at a future meeting they would doing a strengths finder activity, so it may be beneficial to wait. Member Goldwasser volunteered to be Chair; Member Carpenter said would like to wait.

The consensus of the Board was to wait; there was no vote on the item.

### AGENDA ITEMS

#### 6. Board Overview

Public Works Director Marlow presented on the Board's vision and objections and discussed planning for the future. She noted it included infrastructure that was well-planned and well-maintained to avoid issues such as sinkholes, water main breaks, and inadequate access. She spoke of instances when something could have failed but did not. She stated they relied on the expertise of both Town staff and outside consultants. She noted they were happy with the qualifications of the applicants and very pleased with the members selected. She spoke of the Town's objectives for all boards and commissions per Town ordinance. She explained that the Board was advisory in nature and defined the purpose for the Board. She said that not every project would come before the Public Works Advisory Board, but described some of the project-specific endeavors that may come before the Board. She shared the mission of the Board as to "play a vital role in ensuring that public works projects are well-planned, executed, and maintained". She discussed the three main pillars which were defined as Services, Infrastructure and Sustainability. She discussed the members' duties and responsibilities. She noted upcoming meetings were tentatively scheduled monthly on Mondays from 3-5 pm and provided the dates and subjects of the meetings, which also included ride alongs and tours for water and solid waste and recycling. She noted the group would be participating in a rate study, what was driving it, and what had been found thus far.

## 7. Review of Bylaws

Public Works Director Marlow asked if the Board had reviewed the proposed bylaws and if they had any comment or questions. She noted it was not required that the Board had bylaws, but it would memorialize the mission, goals, and duties of the board as well as qualifications and attendance requirements. She added much of what was in the proposal was common among all boards and commissions within the Town in terms of content and structure. Member Goldwasser said she would prefer to wait on the bylaws, as it was a lot to review and had trouble seeing the document. Members Carpenter and Gilmore agreed they would prefer to wait and review after the meeting.

The consensus of the Board was to wait; there was no vote on the item.

## 8. Public Works Overview Presentation

Public Works Director Marlow provided a presentation of the Public Works Department including department leadership and lines of service including Solid Waste and Recycling, Streets, Fleet, Town Engineering, Environmental Compliance, Water and Wastewater. She discussed capital projects and budgets under Engineering including traffic signals, fiber, and numbers of cameras. She summarized the services for each area including the amount of solid waste for residential, containers, and commercial. She said Gilbert was one of the only East Valley cities that did their own street light maintenance. She noted that Gilbert had about 1,700 employees and about 350 of them were in Public Works. She gave examples of each sub-department's services. For Water, she said there was 1,470 miles of water pipeline and 18.13 billion gallons of water (average use). She provided other details on the Water department and noted the Neely Wastewater Reclamation Plant and the Greenfield Wastewater Reclamation Plant. She also discussed recharge facilities, such as the Riparian Preserve.

*Councilmember Koprowski arrived at 5:08 p.m. and introduced herself and welcomed the Board members.*

## COMMUNICATIONS

## 9. Report from Staff

Public Works Director Marlow noted that they would be working with the Board to schedule their ride alongs and tours.

**10. Report from Board Members**

Member Goldwasser noted she liked to receive things on paper but asked about something she read in the proposed bylaws, that it took at least three members to request something. Public Works Director Marlow clarified that three members were needed to add an item to an agenda, but any member could request to receive paper documents or printed materials. Assistant Public Works Director Pham said as they moved forward they could determine the preferences of the members and could also send information out ahead of time when possible. Public Works Director Marlow added that when the agenda was published they could print a few copies so that members could take them. There was discussion regarding when the information would be available and if it could be provided on paper ahead of time.

Members Gilmore and McLeskey thanked the staff for all of the information.

**11. Report from Council Liaisons**

Council Liaison Koprowski thanked the members, adding they would serve a big role and she was pleased with their range of experience. She discussed her vision of the Board serving as a bridge between residents, staff, and the Council.

**12. Report from Chair**

There was no report, as a Chair had not yet been decided.

**13. Future Agenda Items**

Director Marlow noted the group had already discussed future meetings and schedules.

**CONCLUSION**

**14. ADJOURN**

Public Works Director Marlow adjourned the meeting at 5:16 p.m.

**ATTEST:**

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Jessica Marlow, Staff Liaison

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Giao Pham, Staff Liaison