



## TOWN OF MORAGA REGULAR MEETING

March 11, 2020  
MINUTES

### 7:00 P.M. Regular Meeting

Council Chambers and Community Meeting Room  
335 Rheem Boulevard, Moraga, California 94556

#### 1. CALL TO ORDER

The regular meeting was called to order at 7:01 p.m. by **Mayor Kymberleigh Korpus**.

#### ROLL CALL

Councilmembers present: Mayor Kymberleigh Korpus, Vice Mayor Mike McCluer, and Councilmembers Renata Sos, and Steve Woehleke

Councilmembers absent: Councilmember Wykle

#### 2. PLEDGE OF ALLEGIANCE

Tim Freeman led the Pledge of Allegiance.

#### 3. SPECIAL ANNOUNCEMENTS

There were no special announcements.

#### 4. PROCLAMATIONS AND PRESENTATIONS

##### A. Proclamation Declaring March 2020 as American Red Cross Month

The Town Council read into the record the proclamation declaring March 2020 as American Red Cross Month.

Briana Taylor, Co-Chair, Contra Costa Leadership Council, thanked the Town Council for the proclamation. As a resident of Lamorinda and as a volunteer and liaison to the American Red Cross, she reported on her participation in response to one of the first PG&E Public Safety Power Shut-Offs (PSPS) which had occurred in October 2019. At that time, she had worked at the Emergency Operations Center (EOC) and had been notified of the fire at Sanders Ranch. She described the Red Cross response to the event in cooperation with the Town of Moraga Chief of Police and Police Department, and the effort to immediately evacuate residents and their pets to St. Monica's Catholic Church.

Ms. Taylor emphasized the importance of the work of the American Red Cross in the community and spoke to the agency's response to the Coronavirus. She urged residents to remain informed and follow the recommendations from the Centers for Disease Control (CDC) and the County Health Department. Ms. Taylor also thanked the Moraga Kiwanis Club volunteers who had participated in several of the American Red Cross Sound the Alarm events in 2019, and reported that alarms would continue to be placed in homes in 2020.

**Mayor Korpus** reported she had been one of the residents who had evacuated due to the Sanders Ranch fire. She thanked the American Red Cross for its volunteer efforts benefitting the community.

**Councilmember Woehleke** reported he was an American Red Cross certified member of the Sound the Alarm Program. He described the neighborhood program which was comprised of many volunteers which had been enriching and fun. He too commended the efforts of the American Red Cross.

**Vice Mayor McCluer** thanked the American Red Cross for its continued efforts for the community and for the advanced response to the Coronavirus.

**Councilmember Sos** also recognized the work of the American Red Cross as an important member of the community.

Ms. Taylor confirmed in response to the Mayor that it remained safe to donate blood during this period of time since the blood supply was in constant need, and the American Red Cross supplied over 40 percent of the blood in the United States. The American Red Cross website contained information on available blood drives and other important information.

#### PUBLIC COMMENTS OPENED

There were no comments from the public.

#### PUBLIC COMMENTS CLOSED

#### **B. Proclamation Declaring March 2020 as Prescription Drug Abuse Awareness Month**

The Town Council read into the record a proclamation declaring March 2020 as Prescription Drug Abuse Awareness month.

Jaime Rich, Director, ADAPT Lamorinda, reported the Art for Action event scheduled for April 2020 had been postponed to a later date with more information to be provided when available. The Contra Costa County Meds Coalition provided education on prescription drug abuse in as many schools as possible, with the goal to have the kits placed next to every Automated External Defibrillator (AED). Efforts were being made to reach out not only to students and parents but to the senior population across the county and colleges including Saint Mary's College (SMC). Avocation for safe disposal of unwanted meds was also a function of the Coalition, with many locations available. She thanked the Town Council for the recognition and proclamation.

Ms. Rich also provided details on The First Day, a movie about an athlete who had spiraled down into addiction, which had been shown at Miramonte High School and was anticipated to be shown everywhere. She confirmed that NARCAN was available in all Moraga Police Department vehicles.

#### PUBLIC COMMENTS OPENED

There were no comments from the public.

#### PUBLIC COMMENTS CLOSED

### **5. PUBLIC COMMENTS AND SUGGESTIONS**

There were no comments from the public.

## 6. ADOPTION OF CONSENT AGENDA

### A. Approval of Consent Items

Consent Agenda Item 6.2 was removed from the Consent Agenda.

#### PUBLIC COMMENTS OPENED

There were no comments from the public.

#### PUBLIC COMMENTS CLOSED

**ACTION: It was M/S (Woehleke/Sos) to adopt Consent Agenda Items 6.1, 6.3, 6.4, 6.5, and 6.6. Vote: 4-0-1. Absent: Wykle**

6.1 Receive Accounts Payable Claims for: 02/28/20 (\$636,531.77) Approved

6.2 Approve Minutes for the Town Council Regular Meeting on January 22, 2020 Removed

6.3 Advisory Council on Aging Liaison Appointment  
Consider by Motion the Appointment of a Liaison to the Contra Costa County Advisory Council on Aging Approved

6.4 Annual Review of Camino Ricardo Development Agreement  
Receive and Accept Annual Review of the Camino Ricardo (Subdivision 9321) Development Agreement Determining Good Faith Compliance by the Developer with the Terms of the Agreement Approved

6.5 Annual General Plan Report  
Review, Accept and Authorize Staff to Submit the 2019 Annual General Plan Implementation Report to the State Department of Housing and Community Development and the State Office of Planning and Research, and Review Work Program Priorities Related to Implementation of the General Plan for the Fiscal Year 2020/21 Approved

6.6 RMRA Funded List of Streets  
Consider Resolution 16-2020 Establishing the List of Streets to be Funded in Part or Solely with Fiscal Year 2020/21 Road Maintenance and Rehabilitation Account (RMRA) Revenues (Fund 205) Approved

### B. Consideration of Consent Items Removed for Discussion

1. Approve Minutes for the Town Council Regular Meeting on January 22, 2020

**Mayor Korpus** provided redline edits for the Town Council Regular Meeting on January 22, 2020. Of the proposed edits she had recommended to Page 3, it was the consensus of the Town Council to delete the three paragraphs that contained the redline edits in their entirety.

**Councilmember Woehleke** commented that the redline edits proposed to his comments, as shown on Page 5, had been inaccurately reported. He disagreed with the Mayor's edits to his comments and asked that his comments stand "as is."

**Vice Mayor McCluer** and **Councilmember Sos** deferred to Councilmember Woehleke as to the proposed revisions to his comments on Page 5.

**Councilmember Sos** had no opposition to the redline edits to the comments she made on Page 5, as proposed by the Mayor, and **Vice Mayor McCluer** and **Councilmember Woehleke** also were not opposed to the edits proposed by the Mayor to Councilmember Sos' comments as reflected on Page 5, nor were they opposed to the edits offered by the Mayor to her own comments reflected on Page 5.

There were no objections to the Mayor's edits to Page 3 (removing the three paragraphs which contained the redline edits in their entirety), Page 5 (only to those comments made by Councilmember Sos and the Mayor) and the edits proposed to Pages 10, 11, and 12.

#### PUBLIC COMMENTS OPENED

There were no comments from the public.

#### PUBLIC COMMENTS CLOSED

**ACTION: It was M/S (McCluer/Sos) to approve the Minutes for the Town Council Regular Meeting on January 22, 2020, as revised, subject to the redline edits offered by Mayor Korpus to Page 3 (removing the three paragraphs which contained the redline edits in their entirety), Page 5 (only to those comments made by Councilmember Sos and the Mayor) and Pages 10, 11, and 12. Vote: 4-0-1. Absent: Wykle**

### 7. ADOPTION OF MEETING AGENDA

#### PUBLIC COMMENTS OPENED

There were no comments from the public.

#### PUBLIC COMMENTS CLOSED

**ACTION: It was M/S (Woehleke/McCluer) to approve the meeting agenda, as shown. Vote: 4-0-1. Absent: Wykle.**

### 8. REPORTS

#### A. Mayor's and Councilmembers' Reports

**Mayor Korpus** – Reported she had attended the Lamorinda Mayors' Breakfast, briefed the Council on the discussions; and reported the Lamorinda Joint Council Meeting that had been scheduled for March 19 had been cancelled. She presented the State of the Town to the Kiwanis Club of the Lamorinda Valley; and attended the Mayors' Conference in the Town of Danville briefing the Council on the discussions about the Coronavirus, agreement to send a letter of support

to State University Officials for the creation of the Concord Campus District, Bay Area Rapid Transit System (BART) improvements, with a meeting scheduled for March 18 at 8:30 p.m. at the Diablo Valley College (DVC) Campus for a Town Hall with Congressman Mark DeSaulnier regarding gun violence prevention. She also provided the details of the Congressional Art Competition.

On April 30, 2020, the League of California Cities East Bay Division would be holding a Bocce Tournament; and the Mayor reported she had participated via telephone on a White House briefing regarding the Coronavirus with much information on broad-ranging topics, and she briefed the Council on the advice of health professionals. She also reported on a conference with Orinda City Councilmember Inga Miller to discuss potential issues related to the potential Fire Code changes proposed by the Moraga-Orinda Fire District (MOFD).

**Vice Mayor McCluer** – Reported he had attended the Mayors' Conference in the Town of Danville; had been working with the Principal of Campolindo High School and the Acalanes Union High School District (AUHSD) and John Muir Land Trust (JMLT) regarding the JMLT's Trail Blazing project scheduled for May 15 through 17, 2020 for trails at Painted Rock, with the Town Manager and Chief of Police advised of the discussions. He also reported that the Moraga School District Measure M Parcel Tax had passed with over 70 percent of the vote; and he had substituted for the Mayor at the Boy Scout Dinner Award ceremony when the Town had been awarded a medallion which he shared with the Town Council. He reported the Boy Scouts had volunteered more hours in the Town of Moraga than Orinda, Lafayette or Pleasant Hill saving the Town a great deal of money in 2019.

**Councilmember Sos** – Reported she had attended the RecycleSmart Board meeting; Southwest Area Transportation Committee (SWAT) meeting, and briefed the Council on the discussions of a study for the Iron Horse Trail with information available on the County website; and Kiwanis Club at the Lamorinda Valley Breakfast, at which time the Mayor had presented the State of the Town; and participated in a Webinar hosted by the League of California Cities regarding a housing proposal the agency was putting forward this legislative cycle. She had also attended the Mayors' Conference in the Town of Danville and briefed the Council on the discussions; and an Executive Committee meeting for Marin Clean Energy (MCE).

**Councilmember Woehleke** – Reported he had been on vacation in Arizona and had participated in a telephone Town Hall hosted by Senator Steve Glazer and Assemblymembers Rebecca Bauer-Kahan and Tim Grayson, with the focus on the Coronavirus (COVID-19), and briefed the Council on the discussions. He cited the book The Great Influenza, suggesting decision makers should be the public health experts/officials and not politicians.

**Councilmember Wykle** – Absent.

- B.** Town Manager Update – Town Manager Cynthia Battenberg reported the City of Lafayette had informed the Town of Moraga of the closure of Moraga Road for pavement repair the week of March 30 through April 3, and provided information on where further the information was available. Town staff would also coordinate with the City of Lafayette on the repair work. She also reported the Town had received the warrant from the court to abate the nuisance at 398 Rheem Boulevard with the work scheduled to begin March 19 and last 21 days, including

work on the weekends. She commended the Public Works Department and Town Attorney's office staff on the efforts to coordinate the construction effort in a short time frame with the repair to be consistent with the presentation provided to, and approved by, the Town Council on January 8, 2020.

As to the impacts of the Coronavirus on Town operations, Ms. Battenberg reported the Moraga Police Department had stepped up some of its procedures, more cleaning had been done in Town offices, and the After School Enrichment Program (ASEP) would continue until such time as the Moraga School District (MSD) identified any campus closures. At this time, all school districts (including SMC) remained in session. Anyone uncomfortable in continuing to participate in some of the Town's exercise classes or senior trips would be provided a refund. She reminded the Council that the Lamorinda Joint Meeting previously scheduled for March 19 had been postponed.

## 9. DISCUSSION ITEMS

There were no discussion items.

## 10. PUBLIC HEARINGS

There were no public hearings.

## 11. ORDINANCES, RESOLUTIONS AND REQUESTS FOR ACTION

### A. Maze & Associates Independent Auditing Services

Review and Accept Recommendation from the Audit and Finance Committee to Award a Contract for Professional Services to Maze & Associates; and Consider Resolution 17-2020 Awarding a Contract for Professional Auditing Services to Maze & Associates for a Three-Year Period with the Option to Extend Services for Two Subsequent Years and Authorizing the Town Manager to Enter into this Contract for Professional Auditing Services with Maze & Associates

Administrative Services Director Norm Veloso presented the staff report and recommended the Town Council adopt the resolution contained in Attachment A to the staff report.

Responding to the Council, Mr. Veloso clarified the staff recommendation and detailed the Government Financial Officers Association (GFOA), which offered Best Practices on auditor rotation to re-solicit for auditing services every three to five years consistent with the standards for public agencies, and to ensure the auditor was independent of the client. Maze & Associates had been the Town's auditors for the past five years, with similar contract parameters. The auditor representing Maze & Associates, Katherine Yuen, had been the same individual for the past five years, although for this year Maze & Associates had presented the Town with a three-year contract and a two-year option to extend, and with two partners; a primary partner and a secondary partner. Such an option worked well allowing a different view of the audit from a different partner. He emphasized the advantage of retaining a previous auditor which allowed an ease of transition of the audit work, understanding of the functions of the Town, and those performing the audit. The Town Manager would assess the contract prior to an extension with assessment on a year-to-year basis.

Ms. Battenberg confirmed the contract allowed for early termination consistent with all Town contracts.

PUBLIC COMMENTS OPENED

There were no comments from the public.

**PUBLIC COMMENTS CLOSED**

**Vice Mayor McCluer** reported he had met with the Town Manager to discuss many of the details. He noted the City of Lafayette also used Maze & Associates and he liked the criteria that was both qualitative and quantitative, and while there may be some modest cost savings with changing auditors, there were many qualitative items as well. He also liked that the Audit and Finance Committee (AFC) had been part of the selection committee interviewing the top three candidates in a sound process and the recommendation was consistent with the GFOA Best Practices standards. He trusted the process and would support the staff recommendation.

Assistant Town Attorney Denise Bazzano recommended the resolution, as shown in Attachment A to the staff report, be modified as follows:

- Page 2, add a second paragraph to the NOW, THEREFORE BE IT RESOLVED CLAUSE, to read:

*BE IT FURTHER RESOLVED, that the Town Manager is hereby authorized to execute the agreement with minor revisions that may be approved by the Town Manager and the Town Attorney and to execute any other necessary documents to effectuate the terms of the agreement.*

**Mayor Korpus** requested a further modification to that paragraph, as follows:

*BE IT FURTHER RESOLVED, that the Town Manager is hereby authorized to execute the agreement with minor revisions that may be approved by both the Town Manager and the Town Attorney and to execute any other necessary documents to effectuate the terms of the agreement.*

**ACTION: It was M/S (Sos/McCluer) to adopt Resolution 17-2020 Awarding a Contract for Professional Auditing Services to Maze & Associates for a Three-Year Period with the Option to Extend Services for Two Subsequent Years and Authorizing the Town Manager to Enter into this Contract for Professional Auditing Services with Maze & Associates, subject to:**

**Page 2, add a second paragraph to the NOW, THEREFORE BE IT RESOLVED CLAUSE, as follows:**

**BE IT FURTHER RESOLVED, that the Town Manager is hereby authorized to execute the agreement with minor revisions that may be approved by both the Town Manager and the Town Attorney and to execute any other necessary documents to effectuate the terms of the agreement.**

**As read into the record by the Assistant Town Attorney, as further amended by Mayor Korpus.**

**Vote: 4-0-1. Absent: Wykle.**

**Mayor Korpus** declared a recess at 8:18 p.m. The Town Council reconvened at 8:21 p.m. with Councilmembers Sos, Woehleke, Vice Mayor McCluer and Mayor Korpus present.

**B. Easement Ordinance Update and Policy for Acceptance**

Consider Waiving the First Reading and Introducing by Title Only an Ordinance Amending Ordinance No. 57 Relating to Easements; Consider Resolution 18-2020 Establishing a Policy for Acceptance of Offers of Drainage Easement Dedication (CEQA Status: Exempt)

Public Works Director/Town Engineer Shawn Knapp presented the staff report and asked the Town Council to adopt the resolution contained in Attachment A to the staff report.

Responding to the Council, Mr. Knapp again clarified the amendments as set forth in Attachment A to the staff report and explained when the Town had been incorporated the Town had accepted all Contra Costa County Ordinances in place at that time, and over time the Town had instigated other Ordinances in its area. Ordinance Nos. 57 and 74 had made changes to the Contra Costa County Ordinances on subdivision development. The proposed modifications, as outlined in Attachment A, described easements related to development that the Town did not accept unless through a Town Council motion or some other instrument.

Ms. Bazzano confirmed that the first paragraph as shown on Page 1 of Attachment A could be amended to read:

*Amendment to Moraga Municipal Ordinance No. 57, Contra Costa County Code Section 94-4.214, Easements, is hereby amended to read as follows with additions in underline:*

Mr. Knapp clarified that Attachment C contained the Drainage Priority Matrix (Exhibit A) and Attachment D, Public Works Department Minimum Standards for Accepting Drainage Easements (Exhibit B), but had been identified separately in the resolution of approval as contained in Attachment A. Attachments C and D would be attached to the Draft Ordinance Revising Ordinance No. 57 Related to Easements and identified as Exhibits A and B.

Ms. Bazzano added that Resolutions would reside with the Town Clerk and in the Departments. If a question arose about the matrix, as an example, staff and the Town Clerk would be able to identify the documents by an internal search through the resolution database. The documents would not be published on the Town website and were only available internally unless requested by the public.

Town Clerk Marty McInturf reported that staff had followed this Easement Ordinance update process since 2009.

Mr. Knapp explained that the matrix contained in Attachment C was intended to be used if and when the Town had the funds to consider accepting the responsibility for any storm drains. Absent the funding and review by the Town Council, the Town would not accept any potential easements in the future but would come back by action of the Town Council to consider acceptance of any type of easement. The minimum standards set forth in Attachment D were not a guarantee of acceptance, with the Town Council to make a determination if it was in the best interests of the Town. The matrix in Attachment C provided the Town Council the ability to evaluate side-by-side different easements and values and how they could be ranked if considered for adoption.

Mr. Knapp again clarified the action being asked of the Town Council as outlined in the staff report; with the amendments clarifying in the Moraga Municipal Code (MMC) that the Town would not accept easements directly unless through Town Council action. The Town was not responsible for those easements unless certain things had been done to consider acceptance. He reiterated the documents would not be published on the Town website but would be available internally upon request by the public. The Ordinance offered through dedication to the Town must be done in a certain manner, and must be accepted by the Town Council. The

Town Council, not staff, would make that judgment call, which was why staff had proposed the amendments as shown.

**Councilmember Woehleke** reported he had met with the Town Manager prior to the meeting who had answered all of his questions.

#### PUBLIC COMMENTS OPENED

There were no comments from the public.

#### PUBLIC COMMENTS CLOSED

**Vice Mayor McCluer** thanked staff for the work and the clarification provided for private property owners. He suggested the amendments would serve everyone.

**Mayor Korpus** expressed concern with the language proposed to Section 94-4.214 – Easements, (g) and (h) and suggested the easement (g) be amended to read:

*All acceptances of offerings of easement dedications must be approved by vote of the Town Council (or via other administrative acceptance procedures as authorized by Town Council).*

And (h) amended to read:

*Should the Town accept an offering of easement dedication, the Town will not thereafter assume maintenance responsibilities on the accepted dedicated easement until such time as both: (i) the improvements are built, in their entirety and to minimum Town standards, and (ii) the Town's final acceptance of the completed improvements has been approved by a vote of the Town Council (or via other administrative acceptance procedures as authorized by Town Council).*

On the discussion, **Councilmember Sos** recommended further amendment to Sections (g) and (h) to read:

(g) *All acceptances of offerings of easement dedications must be approved by vote of the Town Council (or via administrative acceptance procedures as authorized by Town Council).*

(h) *Should the Town accept an offering of easement dedication, the Town will not thereafter assume maintenance responsibilities on the accepted dedicated easement until such time as both: (i) the improvements are built, in their entirety and to minimum Town standards, and (ii) the completed improvements have been approved by a vote of the Town Council (or via administrative acceptance procedures as authorized by Town Council).*

Ms. Bazzano commented that there could be a time when an easement was offered prior to completion of a project but it did not mean the Town must accept the easement if offered. She noted that legally there was no issue with the language and amendments under consideration for items (g) and (h). As an example, if they were speaking of a subdivision as a whole, the Town could wait until the improvements in total were complete. Or, if they were speaking to improvements to the easement area that would mean the Town could consider the offer of dedication sooner. In any case, the Town did not have to do anything until it was ready to accept the easement. When asked, she confirmed that if the Town wanted to take responsibility for the maintenance of the easement prior to completion of the project that could be done.

**Mayor Korpus** read into the record how she would prefer Section (h) be modified to read:

- (h) *Should the Town accept an offering of easement dedication, the Town will not thereafter assume maintenance responsibilities on the accepted dedicated easement until such time as both: (i) the improvements are built, in their entirety and to minimum Town standards, and (ii) the Town's acceptance of the completed improvements has been approved by a vote of the Town Council (or via administrative acceptance procedures as authorized by Town Council).*

**Councilmember Sos** emphasized the need for the Ordinance to be abundantly clear since the current Town Council may not be the same in the future.

**Vice Mayor McCluer** supported the proposed revisions to the amendments to ensure it was abundantly clear.

**Councilmember Woehleke** also supported the proposed revisions to the amendments.

**ACTION: It was M/S (Sos/Woehleke) to waive the First Reading and Introduce by Title Only an Ordinance Amending Ordinance No. 57 Relating to Easements, subject to the following revisions:**

**Page 1 of Attachment A, amended to read:**

**Amendment to Moraga Municipal Ordinance No. 57, Contra Costa County Code Section 94-4.214, Easements, is hereby amended to read as follows with additions in underline:**

**Section 94-4.214 – Easements (g) and (h) as shown on Pages 1 and 2, amended to read:**

- (g) All acceptances of offerings of easement dedications must be approved by vote of the Town Council (or via administrative acceptance procedures as authorized by Town Council).**
- (h) Should the Town accept an offering of easement dedication, the Town will not thereafter assume maintenance responsibilities on the accepted dedicated easement until such time as both: (i) the improvements are built in their entirety and to minimum Town standards; and (ii) the Town's acceptance of the completed improvements has been approved by a vote of the Town Council (or via administrative acceptance procedures as authorized by Town Council).**

**Roll Call Vote: 4-0-1. Absent: Wykle.**

Ms. Bazzano recommended the following sentence be added to the end of the second paragraph of the NOW, THEREFORE BE IT RESOLVED, clause as shown on Pages 1 and 2 of Attachment B, to read:

*The attached Drainage Maintenance Priority Matrix and Minimum Standards for Accepting Drainage Easements do not in any way obligate the Town to Accept Easements that Meet the Minimum Standards.*

**ACTION: It was M/S (Sos/McCluer) to adopt Resolution 18-2020 Establishing a Policy for Acceptance of Offers of Drainage Easement Dedication, as reflected in Attachment B to the March 12, 2020 staff report, subject to the addition of a sentence to be added to the**

end of the second paragraph of the NOW, THEREFORE BE IT RESOLVED clause as shown on Pages 1 and 2 of Attachment B, to read:

The attached Drainage Maintenance Priority Matrix and a Minimum Standards for Accepting Drainage Easements do not in any way obligate the Town to Accept Easements that Meet the Minimum Standards.

**Vote: 4-0-1. Absent: Wykle.**

## 12. COUNCIL REQUESTS FOR FUTURE AGENDA ITEMS

Mayor Korpus offered a motion requesting a future agenda item for discussion of whether the Town of Moraga should send a letter supporting the Concord Campus District Vision Framework Final Report dated June 14, 2019. A draft letter had been prepared and a staff report would have to be prepared by staff. She thought other jurisdictions would also consider said action.

**ACTION: It was M/S (Korpus/McCluer) to request a future agenda item include a Discussion of Whether the Town of Moraga Should Send a Letter of Support for the Concord Campus District Vision Framework Final Report, dated June 14, 2019. Vote: 4-0-1. Absent: Wykle.**

Mayor Korpus modified her motion, seconded by Vice Mayor McCluer for the item to return to the Town Council as a Consent Agenda item.

**ACTION: It was M/S (Korpus/McCluer) to request a future agenda item include a Discussion of Whether the Town of Moraga Should Send a Letter of Support for the Concord Campus District Vision Framework Final Report, dated June 14, 2019, to be brought back as a Consent Agenda Item. Vote: 4-0-1. Absent: Wykle.**

Councilmember Woehleke requested a future agenda item include updated costs on the Canyon Road Bridge, to which Ms. Battenberg reported the Public Works Department would be submitting the request to Caltrans and thereafter provide an update to the Town Council.

Mr. Knapp confirmed the information could potentially be presented to the Town Council at its next meeting.

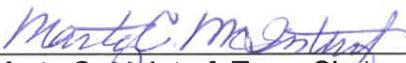
## 13. COMMUNICATIONS

There were no communications.

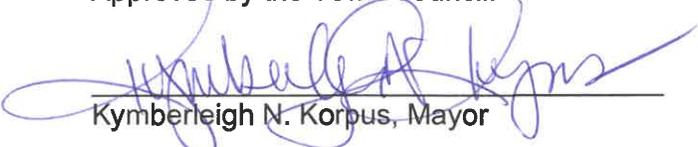
## 14. ADJOURNMENT

**ACTION: It was M/S (McCluer/Woehleke) to adjourn the meeting at 8:58 P.M. Vote: 4-0-1. Absent: Wykle.**

Respectfully submitted by:

  
Marty C. McInturf, Town Clerk

Approved by the Town Council:

  
Kimberleigh N. Korpus, Mayor