



Regular Meeting
Hahamongna Watershed Park Advisory Committee
Tuesday, July 27, 2021
6:00 P.M.

Members

Mark Mastromatteo, Chair, RPC
Tim Martinez, Vice-Chair, RPC
John Onderdonk, At Large/6
Terri Ashley MacQuarrie - RPC
Jonathan Fuhrman- RPC
Treasure Sheppard – RPC
Daniel Rossman – EAC
Cindy Clark-Schnuelle – NWC
Vacant – At Large

Staff

Brenda Harvey-Williams, Director of Parks, Recreation and Community Services
Mel Alonzo, Parks Administrator
Stacy Houser – Committee Staff Representative

Meeting Information

Hahamongna Watershed Park Advisory Committee meetings are held on the 4th Tuesday of the odd numbered months.

Agendas and related documents are available for public review on the City website at:
www.cityofpasadena.net/commissions/hahamongna-watershed-park-advisory-committee/

To request meeting materials in alternative formats or other disability-related modifications or accommodations necessary to facilitate meeting participation, please contact the Parks, Recreation, and Community Services Department as soon as possible at (626) 744-4452 or shouser@cityofpasadena.net. Providing at least 72-hour advance notice will help ensure availability.

Language translation services may also be requested with 72-hour advance notice by at (626) 744-4452 or shouser@cityofpasadena.net. Habrá servicio de interpretación disponible para éstas juntas llamando (626) 744-4452.

Public Participation

Pursuant to Executive Order N-29-20 issued by Governor Gavin Newsom on March 17, 2020, the following meeting will take place solely by teleconference/videoconference.

Members of the public may participate electronically in the open session portion of the meeting.

Access to the meeting is as follows:

Video Conference: <https://us02web.zoom.us/j/81707461205>

OR

Phone: 1 (669) 900-6833 – Webinar ID: 817 0746 1205

Public Comment Instructions

If you wish to provide comments, you may do so as follows:

1. Advance Correspondence, to become part of the record:

Submit public comment of any length to shouser@cityofpasadena.net prior to the meeting day. Please be aware that, while these comments will be provided to the members of the body and will become part of the meeting record, they will not be read aloud.

2. Comments to be read aloud at the meeting

Submit public comment of up to 200 words regarding items on the agenda to: www.cityofpasadena.net/commissions/public-comment. The body reserves the right to summarize comments if necessary for the orderly and timely flow of the meeting. All comments in their entirety will become part of the meeting record.

If you need a reasonable modification or accommodation pursuant to the Americans with Disabilities Act because you are unable to participate electronically as set forth above, please contact the Parks, Recreation and Community Services Department as soon as possible at (626) 744-4452 or shouser@cityofpasadena.net.



Agenda
Regular Meeting
Hahamongna Watershed Park Advisory Committee
Tuesday, July 27, 2021
6:00 P.M.

1. **Call to order**

2. **Roll call**

3. **Public comments**

4. **Approval of minutes**

- May 25, 2021
- June 22, 2021

5. **New business**

Action items

- Discussion and selection of date for the Hahamongna Watershed Park Advisory Committee to tour the Annex

Information items

- Update on Devil's Gate Sediment Removal Project
Tae UK (Mark) Gim, P.E. Senior Civil Engineering Assistant, Los Angeles County Public Works and Fahim Rahimi, Construction Manager, Los Angeles County Public Works
- Hahamongna Accountability Project update
Blair Hansen, Representative, Hahamongna Accountability
- La Canada-Flintridge Parents for Healthy Air update (Pre-recorded video presentation).
Dr. Elizabeth Krider, Representative, La Canada-Flintridge Parents for Healthy Air
- Hahamongna Bus Route update
Sebastian Hernandez, Principal Planner, Department of Transportation

6. Old business

Action items

- Discussion and approval of the Hahamongna Watershed Park Advisory Committee Work Plan FY 2021-2022*
- Discussion and approval of recommended Rules and Regulations for the Hahamongna Watershed Park Advisory Committee*
Mel Alonzo, Administrator, Parks, Recreation and Community Services
- Discussion and approval of recommended amendments to the Pasadena Municipal Code Chapter 2.150*
Mel Alonzo, Administrator, Parks, Recreation and Community Services

7. Reports/comments from the Chair

8. Comments from Committee Members

9. Staff comments

10. Upcoming meeting agenda items

11. Adjournment

*Attachments

Posting statement: I hereby certify that this Agenda, in its entirety was posted on the City Council Chamber Board S249, and the bulletin board in the rotunda area at City Hall, 100 North Garfield Avenue on or before the 23rd day of July 2021, by 5:30 p.m. The agenda may be viewed at the City's website at www.cityofpasadena.net/commissions/hahamongna-watershed-park-advisory-committee/.



Mark Mastromatteo, Chair
Hahamongna Watershed Park Advisory
Committee



Stacy Houser, Committee Staff
Representative

4.

Approval of Minutes

Action Item

May 25, 2021
June 22, 2021



Draft Minutes

**Regular Meeting
Hahamongna Watershed Park Advisory Committee
Tuesday, May 25, 2021
6:00 P.M.**

Committee Members Present: Cindy Clark-Schnuelle, Tim Martinez, Mark Mastromatteo, John Onderdonk, and Daniel Rossman.

Committee Members Absent: Jonathan Fuhrman (unexcused), Terri Ashley MacQuarrie (excused), Treasure Sheppard (unexcused)

Staff Present: Mel Alonzo, Brenda Harvey-Williams, Stacy Houser, Jeff Khun, Kris Markarian, and Hayden Melbourn

1. Call to order

Chair Mastromatteo called the meeting to order at 6:01 P.M.

2. Roll call

Staff (Houser) called the roll and a quorum was established for the Committee.

3. Public Comments

None

4. Approval of minutes

After review, it was moved (Onderdonk) and seconded (Clark-Schnuelle) to approve the minutes of the March 23, 2021 meeting. (Motion unanimously carried)

In Favor: Clark-Schnuelle, Martinez, Mastromatteo, Onderdonk

Abstention: Rossman

5. New business

- **Support for the Parks Roads and Parking Lot Conceptual Plan of the Hahamongna-Oak Grove Area Improvements project (77506)**

The Committee received a presentation from Jeff Khun, Project Manager, Public Works Department, requesting support for the Parks Roads and Parking Lot Conceptual Plan of the Hahamongna-Oak Grove Area Improvements project.

After discussion, it was moved (Rossman) and seconded (Clark-Schnuelle) to approve the project and request staff consider storm water capture, nature-

based solutions for cooling, and public transit access. (Motion unanimously carried)

In Favor: Clark-Schnuelle, Martinez, Mastromatteo, Onderdonk, Rossman

- **Establish a Nominating Committee for Election of FY 2021-2022 Committee Officers**

After discussion, it was moved (Rossman) and seconded (Clark-Schnuelle) to approve appointment of Committee members, Clark-Schnuelle, Martinez and Mastromatteo to the Nominating Committee for the election of officers for FY 2021-2022. (Motion unanimously carried).

In Favor: Clark-Schnuelle, Martinez, Mastromatteo, Onderdonk, Rossman

Chair Mastromatteo announced if anyone was interested in the Chair or Vice Chair position to email staff and their name would be given to the Nominating Committee.

- **Reservoir Restoration Project Update on Devils' Gate Sediment Removal Project**

The Committee received a presentation from Tae UK (Mark Gim, P.E., Senior Civil Engineering Assistant, Los Angeles County Public Works, and Fahim Rahimi, Construction Manager, Los Angeles County Public Works with an update on the progress of the Devils' Gate Reservoir Restoration as well as the Habitat Restoration project. It was noted if the project continues as planned it will be completed by end of calendar year 2021. Questions from the Committee followed.

- **One Arroyo Trail Demonstration Projects Update**

The Committee received a presentation from Bill Bogaard and Rick Gould, of One Arroyo Foundation, with an update on the One Arroyo Trail Demonstration projects. The presentation highlighted the Foundation's recently conducted public survey on the preliminary trail design. Questions from the Committee followed.

6. Old business

- **Discussion of Draft Work Plan and List of Committee Members' Top Three Priorities**

Chair Mastromatteo opened a discussion regarding the Draft Work Plan and the previously submitted top three priorities. He noted the Work Plan will be reviewed and discussed in more detail at the annual meeting on June 22nd. Chair Mastromatteo asked the Committee members who had not submitted their top three priorities to please send to staff before the June 22nd meeting.

7. Reports/comments from the Chair

No Comments from the Chair

8. Comments from Committee Members

Committee Member Clark-Schnuelle

- Commented on the signage request for the bicyclists and asked what has been done. Staff (Alonzo) responded.
- Asked if the Hahamongna Watershed Park Annex tenant lease agreements have been completed and what is the status. Staff (Harvey-Williams) responded.

Chair Mastromatteo

- Asked the status of the Disc Golf agreement. Staff (Harvey-Williams responded)

9. Staff comments

Staff (Harvey-Williams) provided the following updates:

- Update on the hiring of the Parks Superintendent position.
- Ara Maloyan retired as of June 15th and Kris Markarian has been appointed Acting Public Works Director.

10. Upcoming meeting agenda items

- The Committee will meet on June 22nd for the annual meeting to establish the Work Plan and to elect new officers.

11. Adjournment

It was moved (Clark- Schnuelle) and seconded (Onderdonk) to adjourn the regular meeting. (Motion unanimously carried) The meeting was adjourned at 7:46 P.M.



Draft Minutes

**Special Meeting
Hahamongna Watershed Park Advisory Committee
Tuesday, June 22, 2021
6:00 P.M.**

Committee Members Present: Terri Ashley-MacQuarrie, Cindy Clark-Schnuelle, Tim Martinez, Mark Mastromatteo, John Onderdonk, Daniel Rossman, and Treasure Sheppard

Committee Members Absent: Jon Fuhrman (unexcused)

Staff Present: Mel Alonzo, Brenda Harvey-Williams, Stacy Houser

1. Call to order

Chair Mastromatteo called the meeting to order at 6:00 P.M.

2. Roll call

Staff (Houser) called the roll and a quorum was established for the Committee.

3. New business

- **Review and Approval of Committee Attendance Record for FY 2020-2021**
After discussion, it was moved (Clark-Schnuelle) and seconded (Sheppard) to approve the Hahamongna Watershed Park Advisory Committee Meeting Attendance Record for FY 2020-2021. (Motion unanimously carried)

In Favor: Ashley-MacQuarrie, Clark-Schnuelle, Martinez, Mastromatteo, Onderdonk, Rossman, Sheppard

- **Review and Approval of Committee Report of Accomplishments for FY 2020-2021**

After discussion, it was moved (Onderdonk) and seconded (Martinez) to approve as amended the Hahamongna Watershed Advisory Committee Report of Accomplishments for FY 2020-2021. (Motion unanimously carried)

In Favor: Ashley-MacQuarrie, Clark-Schnuelle, Martinez, Mastromatteo, Onderdonk, Rossman, Sheppard

- **Report from the Nominating Committee for recommended FY 2021-2022 Committee Officers (Oral Report)**

The Nominating Committee recommended Chair Mastromatteo serve a second term as Chair and Commissioner Martinez to serve a second term as Vice-Chair for FY 2021-2022.

- **Election of Committee Officers for FY 2021-2022**

After discussion, it was moved (Sheppard) and seconded (Rossman) to elect Committee Member Mastromatteo to serve as Chair. (Motion unanimously passed)

In Favor: Ashley-MacQuarrie, Clark-Schnuelle, Martinez, Mastromatteo, Onderdonk, Rossman, Sheppard

After discussion, it was moved (Rossman) and seconded (Sheppard) to elect Committee Member Martinez to serve as Vice Chair. (Motion unanimously passed)

In Favor: Ashley-MacQuarrie, Clark-Schnuelle, Martinez, Mastromatteo, Onderdonk, Rossman, Sheppard

- **Establish Work Plan for FY 2021-2022**

After discussion, it was moved (Sheppard) and seconded (Mastromatteo) to establish the Draft Work Plan for FY 2021-2022, as discussed in this meeting. (Motion unanimously passed)

In Favor: Ashley-MacQuarrie, Clark-Schnuelle, Martinez, Mastromatteo, Onderdonk, Rossman, Sheppard

4. Old business

None

5. Reports/comments from the Chair

None

6. Comments from Committee Members

Committee Member Schnuelle

- She read an article that Metro removed the bus route to Hahamongna Watershed Park. This is of concern.
- She was approached by the Arroyo Seco Foundation and they asked if the Hahamongna Watershed Park Advisory Committee would consider supporting the Foundation's position on the Water and Power Water Diversion project.
- If a tour is planned for the annex she would like to invite Mitch Dion, from the Department of Water and Power.

Committee Member Tim Martinez

- He would like to see a tour be scheduled of the annex for the Committee members.

Committee Member Rossman

- Acknowledged he had problems with his attendance to the committee meetings and had several conflicts. He stepped down as Chair on another Commission and he will improve his attendance in the future.
- He mentioned there is a real opportunity to improve Metro access and will do some outreach to increase service to parks and open space.

7. Staff comments

Staff (Alonzo) provided the following updates:

- PRCS Commission meeting agendas, minutes, and work plans have been updated to improve document accessibility and readability.

Staff (Harvey-Williams) provided the following updates;

- The formatting changes in the agendas, minutes, and work plans are for the visually impaired.
- In-person City Council meetings will resume in July with no public present. Public will return in August.
- In-person Commission meetings will resume in September.

8. Upcoming meeting agenda items

- Final version of the FY2021-2022 Work Plan
- Hahamongna bus route update
- Sediment dig update
- La Canada Flintridge Parents for Healthy Air Update from Dr. Elizabeth Krider
- Hahamongna Accountability Project update from Blair Hansen

9. Adjournment

It was moved (Sheppard) and seconded (Clark-Schnuelle) to adjourn the Special Meeting. (Motion unanimously carried) The meeting was adjourned at 8:08 P.M.

6.

Old Business

Action Item

**Discussion and approval of the
Hahamongna Watershed Park
Advisory Committee Work Plan FY
2021-2022**

City of Pasadena Hahamongna Watershed Park Advisory Committee
Draft Work Plan:
Work Plan: 07/01/21 – 06/30/22

Mission:

The purpose and function of the committee shall be to review and advise the City Council on matters related to the committee, as defined and designated in Section 2.150.110 of the Pasadena Municipal Code, including:

1. Review and recommendation of the Hahamongna Watershed Park Master Plan and any addenda thereto;
2. Oversight of the preparation of the environmental documents associated with the Hahamongna Watershed Park Master Plan and any addenda thereto;
3. Oversight of the construction of the Hahamongna Watershed Park restoration project;
4. Review of revenue and financing proposals to fund the ongoing operations and maintenance of Hahamongna Watershed Park;
5. Development of a plan for public outreach and community involvement in accomplishing the four functions listed above; and
6. Monitoring the Devil's Gate Reservoir Restoration Project, including the sediment removal phase of the project, and provide the community an opportunity to voice concerns.
7. Such other matters as the city council may request.

FY 21-22 Objectives:

Objective #1 – Review and recommendation of the Hahamongna Watershed Park Master Plan and any addenda thereto

Objective #2 – Oversight of the preparation of the environmental documents associated with the Hahamongna Watershed Park Master Plan and any addenda thereto

Objective #3 – Oversight of the construction of the Hahamongna Watershed Park Restoration Project

Objective #4 – Review of revenue and financing proposals to fund the ongoing operations and maintenance of Hahamongna Watershed Park

Objective #5 – Develop a plan for public outreach and community involvement

Objective #6 – Monitor the Devil's Gate Reservoir Restoration Project, including the sediment removal phase of the project, and provide the community an opportunity to voice concerns

Objective #1 – Review and recommendation of the Hahamongna Watershed Park Master Plan and any addenda thereto

Committee Members: Full Committee

Action Items:

- Include Hahamongna Watershed Park in the Arroyo Seco Public Lands Ordinance.
- Consider modification to Pasadena Municipal Code regarding bikes in the Hahamongna Watershed Park (PMC 3.21.110A15).

Work Plan Updates:

July 2021:

-

Status:

Objective #2 – Oversight of the preparation of the environmental documents associated with the Hahamongna Watershed Park Master Plan and any addenda thereto

Committee Members: Cindy Clark Schnuelle (Lead), Treasure Sheppard, John Onderdonk.

Action Items:

- Receive JPL Superfund Groundwater Quality updates.
- Receive Water Diversion Project Updates from Water and Power Department.
- Annually tour Arroyo Seco Environmental Educational Center and the Pasadena Equestrian Center.
- Request the Public Works Department determine if the Annex Area buildings can be rehabilitated.
- Develop an action plan for the Annex Area (Short term and long term) and report back to the full committee with specifics and seek committee approval.
- Pasadena Equestrian Center drainage and sanitation issues - Identify drainage problem, make recommendations and develop a strategy for solutions.

Work Plan Updates:

July 2021:

-

Status:

Objective #3 – Oversight of the construction of the Hahamongna Watershed Park Restoration Project

Committee Members: Full Committee

Action Items:

- Monitor the facilitation of the dam and reservoir maintenance operations in a manner that is compatible with the proposed features of the Master Plan and will result in minimal impacts to the surrounding area.
- Provide an update to City Council, when requested, on this project.

Work Plan Updates:

July 2021:

-

Status:

Objective #4 – Review of revenue and financing proposals to fund the ongoing operations and maintenance of Hahamongna Watershed Park

Committee Members: Cindy Clark Schnuelle (Lead), Treasure Sheppard, John Onderdonk.

Action Items:

- Research funding options and opportunities for the Annex.
- Identify and partner with stakeholder groups to develop projects and funding.
- Receive updates on executed lease agreements with tenants (Tom Sawyer Camp, MACH 1, Rose Bowl Riders and Hahamongna Native Plant Nursery).

Work Plan Updates:

July 2021:

-

Status:

Objective #5 – Develop a plan for public outreach and community involvement

Committee Members: Treasure Sheppard (Lead), Cindy Clark Schnuelle, and Daniel Rossman.

Action Items:

- Conduct yearly tours for the community of the Hahamongna Watershed Park highlighting its importance in three communities: Pasadena, Altadena and La Canada-Flintridge.
- Committee members to attend city events, school events and neighborhood events to encourage residents to be outdoors and to enjoy the native and natural beauty of the Arroyo Seco.
- Work with city schools to start an environmental educational program to focus on protecting and enhancing the precious environmental treasure in Hahamongna Watershed Park.
- Request updates from the Santa Monica Mountains Conservancy Board representative for Pasadena.
- Partner with various stakeholder groups to identify CIP projects.
- Create an outreach action plan to present to the full Committee.

Work Plan Updates:

July 2121:

Status:

Objective #6 – Monitor the Devil’s Gate Reservoir Restoration Project, including the sediment removal phase of the project, and provide the community an opportunity to voice concerns

Commissioners: Full Committee

Action Items:

- Receive updates from the Los Angeles County Department of Public Works on the construction overview, habitat restoration, hauling season, hauling routes, trail closures, traffic impacts, air and haul truck monitoring, and ongoing communication.
- Understand the City and County’s role after the completion of the County Sediment Removal Project.
- Understand the future Flood Management program for Hahamongna Watershed Park.

Work Plan Updates:

July 2021:

-

Status:

6.

Old Business

Action Item

**Recommended Rules and
Regulations for the Hahamongna
Watershed Park Advisory
Committee**

The following rules and regulations were approved by the City Council on _____, 2021 for the conduct of the Committee's business consistent with the Pasadena Municipal Code.

**HAHAMONGNA WATERSHED PARK ADVISORY COMMITTEE
RULES AND REGULATIONS**

ARTICLE I

NAME

The name of this advisory body is the Hahamongna Watershed Park Advisory Committee.

ARTICLE II

PURPOSE

SECTION 1. The purpose and functions of this Committee are set forth in Chapter 2.150 of the Pasadena Municipal Code.

ARTICLE III

MEMBERSHIP

SECTION 1. The membership of this Committee shall consist of nine members.

SECTION 2. Members shall be appointed in conformity with applicable provisions in Chapter 2.150.030 of the Pasadena Municipal Code.

SECTION 3. Any member desiring to resign from the Committee shall submit his/her resignation in writing to the Chair of the Committee and to the person who appointed and/or nominated the member to the Committee, or his/her successor.

SECTION 4. Absent members cannot vote by proxy on issues before the Committee at scheduled meetings.

SECTION 5. Upon appointment, all members shall receive a copy of these rules and regulations and Chapter 2.150 of the Pasadena Municipal Code relating to this Committee.

SECTION 6. Each member has the right:

- To receive timely notice of all meetings with accompanying documents;
- To receive a copy of the minutes prior to approval;
- To make motions or to second them;
- To debate motions;
- To vote on motions;
- To hold office on the Committee; and
- To make recommendations to the Committee.

SECTION 7. No member shall purport to represent or speak on behalf of the Committee without the prior approval of the majority of the Committee.

SECTION 8. Conflict of Interest. If, due to any of the following factors, a member has a conflict of interest in a matter before the Committee, that member shall declare the interest publicly, refrain from participating in the deliberations, abstain from voting on the matter, leave the meeting room during any meeting and deliberations and not discuss the matter with any other Committee member prior to final action by the Committee:

1. Member is a client, employee or business associate of a party with a matter before the Committee;
2. Member is related by blood, marriage or adoption to a party with a matter before the Committee;
3. Member has a financial interest in the matter before the Committee;
4. Member and the party with a matter before the Committee are affiliates in an association which would cause a reasonable person to question the Committee member's impartiality in resolving the matter before the Committee;
5. Member is a friend or acquaintance of a party with a matter before the Committee, which would cause a reasonable person to question the Committee member's impartiality in resolving the matter before the Committee.

a. No member shall participate in any matter before the Committee in which he/she may have a bias prejudicial to the interests of the public or which would give the appearance of impropriety.

b. If a member is required by City ordinance or the Political Reform Act to file a Statement of Economic Interest and fails or declines to do so, that member is disqualified from further service on the Committee.

c. All members shall comply with the City's Resolution 4830, passed by the City Council on December 14, 1982, entitled "Standards of Conduct for members of Pasadena Boards, Commissions and Committees" a copy of the resolution is attached to these rules and incorporated by this reference.

ARTICLE IV

OFFICERS

SECTION 1. The officers of the Committee shall be Chair and Vice-Chair. The Secretary shall be a member of the City Staff.

SECTION 2. The Chair shall have the following responsibilities: preside at all meetings of the Committee; vote on every motion as other members; call special meetings when necessary; compose the agenda; prepare an annual report for submission to the City Council; set the date, hour and place of meeting; sign recommendations of the Committee; and conduct Committee business in a manner consistent with these rules and regulations.

SECTION 3. The Vice-Chair shall perform the duties of the Chair in the absence of the Chair and perform such other duties as are assigned by the Chair. In the absence of both the Chair and Vice-Chair, the members shall select a temporary chairperson.

SECTION 4. The Secretary shall have the following responsibilities: record the minutes of all proceedings before the Committee; maintain the records of the Committee in complete and up-to-date order; report all correspondence to the Committee; advise the Chair and City Council of any members with three consecutive unexcused absences and of upcoming vacancies; assist in the preparation of the agendas; and make and post all notices.

SECTION 5. The rules contained in the current edition Robert's Rules of Order, shall govern the Committee in all cases to which they are applicable and are not inconsistent with these rules, the Pasadena Municipal Code, or the Ralph M. Brown Act.

SECTION 6. The officers shall be elected by open ballot to serve for one year or until their successors are elected. Their term begins at the close of the annual meeting at which they were elected.

SECTION 7. No member shall hold more than one office at a time. No member shall be eligible to serve more than two consecutive terms in the same office.

ARTICLE V

MEETINGS - GENERAL RULES

SECTION 1. The regular meetings of the Committee shall be held on the fourth Tuesday of every other the month (odd numbered months), at 6:00 p.m., located at the City Yards, 233 W. Mountain, Pasadena CA 91103, second floor. Written notice of these meetings, including the date, time and location, shall be given to each member, the City Council and the City Manager.

SECTION 2. Regular meetings should begin no later than 6:30 P.M. and adjourn by 8:30 P.M., unless otherwise extended by the Committee.

SECTION 3. A special meeting will be scheduled and shall be known as the annual meeting for the purpose of electing officers, and for other business that arises.

SECTION 4. Special meetings may be scheduled by the Chair or a majority of the Committee. The purpose of the meeting shall be stated in the notice. Except in cases of emergencies, notice of special meetings shall be given at least 24 hours in advance.

SECTION 5. All meetings of the Committee shall be held in accordance with the Ralph M. Brown Act and shall be open to the public as provided by law.

SECTION 6. A matter must be on the agenda to be discussed and acted upon unless otherwise provided by law. A matter may be placed on the agenda by a member, or by staff.

SECTION 7. The order of business at all meetings shall be:

1. Call to order
2. Roll call
3. Public comments
4. Approval of minutes
5. New business
6. Old business
7. Reports/comments from Chair

8. Comments from Committee Members
9. Staff comments
10. Upcoming meeting agenda items
11. Adjournment

SECTION 8. Discussion on any agenda item may be limited to 15 minutes, at the discretion of the chair unless the Committee votes to extend discussion.

SECTION 9. A member may be asked not to speak longer than three minutes during discussion.

SECTION 10. Discussion by members shall be monitored by the Chair.

ARTICLE VI

MEETINGS - MOTIONS

SECTION 1. The Committee may employ five motions in reaching decisions:

1. Motion for Action: A proposal by a member that the Committee do a special thing;
2. Motion to Amend: A proposal to amend a motion made by insertion, addition, deletion, or substitution.
3. Motion to Rescind: A proposal to repeal a motion before a different course of action is decided. (Once a motion has been approved, reflection or investigation may prove it to be impractical. Because the motion is in the minutes, it must be repealed.)

4. Motion to Table: A proposal to cut off discussion and action on a motion that has been made. (This allows time for further investigation and ends heated discussion. The motion must be voted upon at once and can be brought back at a future meeting.)
5. Motion to Suspend the Order of Business: A proposal made when circumstances such as an interruption, late arrival, or early departure necessitate an alteration or change in the agenda.

SECTION 2. Once a motion is before the Committee, the public shall not be permitted to speak nor comment during the Committee's discussion of that motion.

SECTION 3. All voting on issues before the Committee shall be by voice vote unless a roll call is requested by the chair or a member of the Committee. There shall be no secret ballots.

SECTION 4. After a motion has been made and seconded, the Secretary shall repeat the motion for the Committee. The Chair may rule the motion out of order or restate the motion so that the Committee may know what is before it for consideration and action.

SECTION 5. The Secretary shall announce the vote on the motion. In announcing the vote, the Secretary shall state whether the motion carried or failed and the number of votes for and against and indicate abstentions.

ARTICLE VII

MEETINGS – HEARING PROCEDURES (IF APPLICABLE)

SECTION 1. The committee shall follow the procedure outlined below in conducting public hearings:

1. The title of the matter shall be announced by the chair.
2. A city staff member shall then present the matter to the committee.
3. The chair shall call for the applicant, proponent, or opponent to present his/her view, additional facts, or evidence.
4. The chair shall call for statements from other persons favoring the matter; then from persons opposing the matter under consideration.
5. The applicant, proponent or opponent shall be given an opportunity for rebuttal at the completion of statements.
6. The chair shall declare the hearing closed.
7. By motion, the Committee shall take action on the matter.
8. The Chair shall announce the decision of the Committee.
9. All decisions of the Committee relating to matters requiring a public hearing shall be in writing and shall be mailed to the parties within a reasonable time after the hearing.

ARTICLE VIII

COMMITTEES

SECTION 1. Unless otherwise provided in Chapter 2.100 of the Pasadena Municipal Code, the Chair may appoint members to ad hoc committees necessary to carry on the work of the Committee. The Chair shall define their area of operation and concern, and establish rules of operation. The Chair shall be an ex officio member of all committees so created.

SECTION 2. The Committee hereby establishes a nominating committee to recommend nominees for officers on the Committee. The nominating committee shall consist of three members appointed by the Chair. The Committee shall be activated prior to the annual meeting and shall report its nominees at the annual meeting.

ARTICLE IX

AMENDMENT OF RULES

These rules may be proposed to be amended by a majority vote of the Committee, upon which the rules shall be submitted to the City Council for approval. In the event of a conflict between these rules and any rules established by the City Council for the conduct of meetings of all Council, Commission, Committee, and board, (such as Resolution no. 9716, dated June 3, 2019, as may be amended or superseded) the broader City Council rules (including, but not limited to, rules applicable to all City Council, Commission, Committee, and board meetings) shall prevail.

6.

Old Business

Action Item

**Recommend amendments to the
Pasadena Municipal Code Chapter
2.150**

**PASADENA MUNICIPAL CODE CHAPTER 2.150 HAHAMONGNA WATERSHED
PARK ADVISORY COMMITTEE**

Sections:

2.150.010 Short title.

This chapter shall be known as the "Hahamongna Watershed Park Advisory Committee Ordinance."

(Ord. No. 7357, § 3, 3-9-2020)

2.150.020 Establishment.

There is created and established a committee of the city to be known as the "Hahamongna Watershed Park Advisory Committee" and hereinafter called "committee."

(Ord. No. 7357, § 3, 3-9-2020)

2.150.030 Membership—Appointment and terms.

- A. The committee shall consist of 9 members, who shall be appointed as follows:
1. Five (5) members of the Recreation and Parks Commission, designated by the Recreation and Parks Commission.
 2. One (1) member of the Environmental Advisory Commission, designated by the Environmental Advisory Commission.
 3. One (1) member of the Northwest Commission, designated by the Northwest Commission.
 4. Two (2) members nominated by the mayor from persons recommended by the 7 councilmembers, who qualify pursuant to Section 2.150.040. The two (2) members nominated by the mayor shall be subject to ratification by the city council.
- B. Members designated by the Recreation and Parks Commission, the Environmental Advisory Commission and the Northwest Commission shall serve on the committee until their successors are designated by their respective advisory body.
- C. The two members nominated by the mayor and ratified by the city council shall be appointed for a term of three (3) years, and shall serve no more than two consecutive terms. A term of less than one year shall not be considered a full term for such members. Terms expire on June 30th of the applicable years. Such members shall continue in office for the term for which he/she was appointed or until his/her successor is appointed. No member who has served two consecutive terms shall be eligible for reappointment to the committee prior to the passage of a two-year interval.
- D. If either of the two members nominated by the mayor and ratified by the city council ceases to reside in the city prior to the expiration of his/her term, the member may complete the term only upon approval by the city council pursuant Section 2.45.020.

E. Either of the two members nominated by the mayor and ratified by the city council may be removed by the city council at its pleasure. The commission shall adopt and amend, by the affirmative vote of a majority of members, rules and regulations for the conduct of the commission's business consistent with this chapter. Such rules and regulations shall be submitted to the city council and shall not become effective until approved and ordered filed by the council.

(Ord. No. 7357, § 3, 3-9-2020)

2.150.040 Qualifications.

All members shall be residents of the city; provided, however, that a person nominated by a councilmember need not reside in said councilmember's district.

(Ord. No. 7357, § 3, 3-9-2020)

2.150.050 Absences and vacancies.

In the event either of the two members nominated by the mayor and ratified by the city council has three consecutive unexcused absences from meetings of the committee, the city council may declare the office of such member vacant. The staff to the committee shall advise the secretary to the mayor of any such member with three consecutive unexcused absences. The chair of the committee may excuse absences.

Vacancies of the two members nominated by the mayor and ratified by the city council, whether scheduled or unscheduled, shall be filled in the same manner as set forth in subdivision (A)(4) of Section 2.150.030.

In the event a member has three consecutive unexcused absences from meetings of the committee, the city council may declare the office of such member vacant. The staff to the committee shall advise the secretary to the mayor of any member with three consecutive unexcused absences. The chair of the committee may excuse absences.

Vacancies, whether scheduled or unscheduled, shall be filled by the person who nominated the member to the vacant office or by his/her successor, in the same manner as set forth in Section 2.150.030.

(Ord. No. 7357, § 3, 3-9-2020)

2.150.060 Election of officers.

At the annual meeting the committee and thereafter each subsequent year, the members shall elect a chair and a vice chair. In the absence of the chair and vice chair, the committee may designate a temporary chair.

(Ord. No. 7357, § 3, 3-9-2020)

2.150.070 Meetings—Records.

The regular meetings of the committee shall be held on the fourth Tuesday of January, March, May, July, September and November. All its meetings shall be held in accordance with the Ralph M. Brown Act and shall be open to the public, except as provided by law. Special meetings may be called by the chair or a majority of the committee.

On all matters to come before the committee, a quorum shall be a majority of the filled committee seats. A seat is deemed to be filled after a nominee or designee, as the case may be, has been sworn in by the city clerk. No action of the committee shall be valid without a majority vote of the quorum.

The committee shall keep a record, which shall be available for public inspection, of all of its resolutions, proceedings and other actions.

(Ord. No. 7357, § 3, 3-9-2020)

2.150.080 Rules and regulations.

The committee shall adopt and amend, by the affirmative vote of a majority of members, rules and regulations for the conduct of the committee's business consistent with this chapter. Such rules and regulations shall be submitted to the city council and shall not become effective until approved and ordered filed by the city council.

(Ord. No. 7357, § 3, 3-9-2020)

2.150.090 Annual report.

The committee shall submit an annual report and work plan to the city council no later than September 1 of each year. Attendance records of members shall be included as part of the annual report.

(Ord. No. 7357, § 3, 3-9-2020)

2.150.100 Disclosure requirements.

Members of the committee shall be required to file annual statements of economic interest pursuant to the city's conflict of interest code.

(Ord. No. 7357, § 3, 3-9-2020)

2.150.110 Purpose and functions.

The purpose and function of the committee shall be to review and advise the city council on matters related to the committee, including:

- A. Review and recommendation of the Hahamongna Watershed Park master plan and any addenda thereto;
- B. **Monitor** the preparation of the environmental documents associated with the Hahamongna Watershed Park master plan and any addenda thereto;
- C. Monitor of the construction of the Hahamongna Watershed Park restoration project;
- D. Review of revenue and financing proposals to fund the ongoing operations and maintenance of Hahamongna Watershed Park;
- E. Development of a plan for public outreach and community involvement in accomplishing the four functions listed above;
- F. Monitoring the Devil's Gate Reservoir Restoration Project, including the sediment removal phase of the project, and provide the community an opportunity to voice concerns; and

G. Such other matters as the city council may request.
(Ord. No. 7357, § 3, 3-9-2020)