



**COMMUNITY ASSET MANAGEMENT PROGRAM COMMITTEE
(CAMP)**

**Monday, October 16, 2017
Minutes**

1. CALL TO ORDER

The meeting was called to order by Chair Susan Frost at 6:00 p.m. at the Maintenance Service Center, 3500 Robertson Park Road, Livermore, California.

2. ROLL CALL

Committee Members Chair Susan Frost
 Vice Chair Bob Dashner
 Jan Evans
 Paul Foster
 Erick Gets
 Jennifer Estridge

Absent Regina Bonanno (excused)
 Jennifer Yeamans (excused)
 Gordon Jones (excused)

Staff Present Anthony Smith – Management Analyst
 Cheri Sheets – City Engineer
 Kathy Hughes - Administrative Assistant
 Colin Chung – Consultant - Kayuga Solution

3. PUBLIC COMMENT

Nothing to report.

4. APPROVAL OF MINUTES

ON A MOTION BY MEMBER FOSTER, SECONDED BY VICE CHAIR DASHNER, CARRIED ON A 5-0 VOTE (WITH MEMBER ESTRIDGE ABSTAINING DUE TO ABSENCE AT THE MEETING), THE SEPTEMBER MINUTES WERE APPROVED AS SUBMITTED.

5. REPORT ON OLD BUSINESS

5.01 **Review Public Outreach at Farmer's Market** – Anthony Smith thanked the members for staffing the booth at the Farmer's Market on October 5, 2017. He estimated 50-60 people stopped by the booth for information. He also said that ten children participated in the scavenger hunt and 20-30 people learned how to make signs. The Committee discussed various ways to improve future public outreach activities.

5.02 **Discuss Committee Review of Draft Asset Management Plan Report Introduction and Wall Chapter** – Anthony Smith reported that the purpose of the draft is to memorialize the process used to develop the Asset Management Program, and that its primary audience is internal staff and decision makers. The Committee asked questions and provided their feedback on the first chapter of the report, and gave various ideas on how it can be improved to better explain the program.

6.0 NEW BUSINESS

6.01 **Review of Asset Management Plan Chapter on Buildings** – This item was postponed to a future CAMP Committee meeting to allow for revisions using the suggestions of the Committee for the first chapter of the draft plan.

6.02 **2018 Meeting Dates** – The Committee decided to continue meeting on the third Monday of every month for 2018, unless there is a conflict due to a holiday. Meetings in January and February will be scheduled to accommodate the holidays that normally fall on the third Monday of these months. The 2018 dates are: March 19; April 16, May 21, June 18, July 23, August 20, September 17, October 15, November 19.

7. ADJOURNMENT

IT WAS MOTIONED BY MEMBER ESTRIDGE, SECONDED BY MEMBER VICE CHAIR DASHNER, TO ADJOURN THE MEETING AT 7:02 PM TO A REGULAR CAMP COMMITTEE MEETING ON THURSDAY, NOVEMBER 16, 2017 AT 6:00 PM, AT THE MAINTENANCE SERVICE CENTER.