** REGULAR MEETING**

**Minutes**

**Street Improvement Oversight Advisory Committee**

**Thursday, March 17, 2016 - 12:00 PM**

**922 Machin Ave**

**Baget Conference Room-2nd Floor**

1. Call to Order

Committee Members-Ed Schulze, Dan Jacoby, Charlotte Urban

Absent-Shubber Ali

Staff-Julian Skinner

1. Approval of Final Agenda

1. Public Comment

*(Anyone wishing to speak on non-agenda items will be recognized at this time. These items can legally have no action as they are not on the agenda. There is a three minute time limit.)*

*No one from the public was in attendance*

1. Committee Organizational Items

 *D-1-Approval of August 20, 2015 Meeting Minutes, (No Quorum in December)*

*M/S Urban/Jacoby All in Favor3-0-1 Ed Schulze, Dan Jacoby, Charlotte Urban*

*Shubber Ali absent*

1. General Business

 *(Anyone wishing to speak on agenda items will be recognized after the Committee has concluded their initial discussions. There is a three minute time limit for public comment per item.)*

|  |  |  |
| --- | --- | --- |
| ***Approximate Time*** | ***Items/Attachments*** | ***Purpose and Actions*** |
| 5 minutes | E-1: Selection of Chair and Vice Chair | *Discussion. Action* |
| *Currently-Ed is Chair and Charlotte is Vice Chair.**Dan Jacoby nominated Charlotte as Chair and Ed as Vice Chair* *Seconded by Charlotte. All in favor.* |
| 5 minutes | E-2: Brown Act Training Handouts | *Staff Report. No action.*  |
| *Binder with information regarding the Brown Act had been previously handed out. Charlotte did not receive one; Julian will provide her with one at meetings end.**There were no questions about the material.*  |
| 5 minutes  | E-3: Update on Novato Blvd Widening/Internal Draft EIR  | *Staff Report. No action.* |
| *This project is still in environmental review and it will probably be at least 6 months before we have a public document. They are going to redo some traffic analysis due to the time that has lapsed since it was first done. Once that is complete, It will then come to us for an internal review.* |
| 5 minutes | E-5: Update on Downtown Novato Parking Study | *Staff Report. No action.* |
| *We have an internal draft, but there are still comments going back and for with the consultant so nothing can be released yet. Parking study did include active permits for upcoming projects* |
| 5 minutes | Discuss CIP Outreach Meetings | *Staff Report. No action.* |
| *There are some outreach concerns from the public. The March 29th Council Meeting will include conversation with staff about what our public outreach should look like for these projects. Although noticed, some CIP project workshops have not typically been well attended in the past. Some type of enhanced public outreach is expected in the future.* |
| 15 minutes | Preliminary Discussion of Proposed 16/17 CIP Budget | *Staff Report. No action.* |
| *This is still an internal working document. It will go to Council; there will be a series of workshops; we will make our proposal to Council and they will provide feedback;, lastly it will go through hearing and adoption process by the end of June 2016. This is staffs first take at what the projects might be, prior to Council feedback.**Julian ran through the list of projects that are proposed to be funded.*  |
| 5minutes | E-6: Items for Discussion at Next Meeting | *Committee discussion. Action*  |
| *Update on CIP project status as well as any new projects.* *Status of funding* |
| 5 minutes | E-7: Establish Next Meeting Date | *Receive Recommendation. Action* |
| *Next meeting will be held on Thursday May 19,**All in Favor3-0-1 Ed Schulze, Dan Jacoby, Charlotte Urban**Shubber Ali absent* |

*Meeting adjourned at 1:11 pm.*