



**STREET IMPROVEMENT OVERSIGHT ADVISORY COMMITTEE  
REGULAR MEETING**

**Thursday, May 25, 2017 - 1:00 PM**

**City Administrative Offices, Baget Conference Room-2<sup>nd</sup> Floor  
922 Machin Avenue, Novato, CA 94945**

**Minutes**

**A. Call to Order**

The meeting was called to order at 1:02pm  
 Committee Members: Charlotte Urban, Dan Jacoby, Ed Schulze  
 Absent: Shubber Ali  
 Staff: Gosia Woodfin

**B. Approval of Final Agenda**

M/S Urban/Schulze All in Favor 3-0-1 Ed Schulze, Dan Jacoby, Charlotte Urban  
 Shubber Ali Absent

**C. 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.)*

**D. Committee Organizational Items**

*D-1-Approval of February 23, 2017 Meeting Minutes.*

M/S Schulze/Urban All in Favor 3-0-1 Ed Schulze, Dan Jacoby, Charlotte Urban  
 Shubber Ali Absent

**E. 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.)*

Charlotte had a question about the tar placement on Redwood San Marin Atherton by new Smart station, who is paying for it and why aren't they resurfacing. Gosia said they seal the cracks by Maintenance division, they do it to prevent water from getting into the cracks. That section could not be paved now because there may be an upcoming project. General plan needs to be finalized. Who will maintain Smart parking lot at Redwood, Atherton? Gosia will look into who will be responsible for this. She suggested Charlotte can contact Maintenance and find out if they will be maintaining it.

Ed said he talked to the bus driver in front of MTSC. He said he has to park on the sidewalk sometimes as cars are parking in the bus only area. Ed's suggestion is to eliminate the handicap spot in front and add another one inside. He thinks the front should be for busses only. This request will be added to the Traffic Engineers spreadsheet for review.

<i>Approximate Time</i>	<i>Items/Attachments</i>	<i>Purpose and Actions</i>
15 minutes	E-1: Review of Proposed 2017/2018 Capital Improvement Program Budget	<i>For discussion and possible action.</i>
Chris Blunk, our new Deputy Public Works Director, worked on the CIP budget and provided a spreadsheet with a list of all of the current and upcoming CIP projects, as well as the funding source and other relevant details. Gosia reviewed the list with the Committee. Some of the upcoming projects include crosswalk safety enhancements, Hill Recreation Area Master Plan, Grant Avenue Bridge, SMART access improvements and Dogbone Meadow Improvements.		
15 minutes	E-2: CIP Projects Update	<i>Staff Report. No action.</i>
This was discussed and combined with above topic-See above		

5 minutes	E-3: Novato Blvd – Project Update	<i>Staff Report. No action.</i>
<p>This project is still in the environmental phase; we have not started design yet. We will hire a consultant to provide some design aspects so we can progress with environmental. Public outreach will be necessary too, to determine what the residents want. The removal of some heritage trees as well as property acquisition, makes this a challenging project.</p>		
5 minutes	E-4: SMART Update	<i>Staff Report. No action.</i>
<p>There is not much to report at this time. A total of 1.3 million dollars has been allocated for this downtown station.</p>		
5 minutes	E-5: Brown Act Training	<i>Staff Report. No action</i>
<p>Invitations will be mailed to the committee for a refresher training to review the Brown Act. It will be held sometime in June at the City Hall. There may be a webinar as well.</p>		
5 minutes	E-6: Items for Discussion at Next Meeting	<i>Receive Recommendation. Action</i>
<p style="text-align: center;">Update on Novato Blvd project SMART update</p>		
5 minutes	E-7: Confirm Next Meeting Date: 8/17/2017	<i>Committee Discussion. Action</i>
<p style="text-align: center;">Next meeting changed to August 24, to accommodate Charlotte’s schedule conflict on the 17<sup>th</sup>.</p>		