



STREET IMPROVEMENT OVERSIGHT ADVISORY COMMITTEE REGULAR MEETING

Thursday, July 18, 2019 - 12:00 PM
City Administrative Offices, Baget Conference Room - 2nd Floor
922 Machin Avenue, Novato, CA 94945

MINUTES

A. Call to Order

Meeting was called to order at 12:12pm

Committee: Tim Blofeld, Paul LaPerriere, Chase Maxwell, Meherdad Namiranian

Staff: Gosia Woodfin, Chris Blunk

Absent: Ed Schulze

B. Approval of Final Agenda

M/S LaPerriere/Blofeld All in Favor

4-0-1 Tim Blofeld, Paul LaPerriere, Chase Maxwell, Meherdad Namiranian; Ed Schulze 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.)

Chase spoke to the committee regarding the meeting length. She encouraged the committee to stick to the 3 minute time length for public comment.

Committee Organizational Items

D-1-Approval of May 9, 2019 Meeting Minutes.

M/S Maxwell/LaPerriere All in Favor 4-0-1 Tim Blofeld, Paul LaPerriere, Chase Maxwell, Meherdad Namiranian; Ed Schulze absent

D. 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.)

<i>Approximate Time</i>	<i>Items/Attachments</i>	<i>Purpose and Actions</i>
10 minutes	E-1: CIP Projects Update: CIP 15-016 “Traffic, Bicycle and Pedestrian Improvements”	<i>Staff Report. No Action.</i>
Gosia provided a list of and discussed the status of the current and upcoming CIP projects, including the areas affected and when construction is expected. She also discussed the Traffic, Bicycle and Pedestrian improvements project in greater detail and provided maps to show the specific locations.		
20 minutes	E-2: Pavement Management Program/ Methodology	<i>Committee discussion. Receive recommendation. No action.</i>
MTC provides the city’s in the bay area with Streetsaver software that includes all the street networks; the print outs come every 2 months regarding pavement condition index. Having this program allows us to apply for different funding sources. Every 2-3 years we need to get recertified and that can only happen when we evaluate the pavement condition index through MTC. Gosia explained how streets are chosen and showed the committee the software program as well of some of the information contained there such as, the network inventory, historical pavement condition trends, the current PCI, as well as surface type. This tool is instrumental in the selection of streets. You would sort by classification, as funding source may be allocated for arterial/collector streets not residential streets. She did a demo to show all the details that go into the selection process.		

10 minutes	E-3: Public Communications Plan/Designation of Safe Routes to Schools Liaison	<i>Committee discussion. Possible action.</i>
<p>The committee discussed how to best handle this process. Should they make a point to talk about it in meetings and review the schedule; see if anyone wants to volunteer to attend, or should it be formalized? They determined that they should be able to decide how they want to do it. Paul said he would stay as a liaison to Safe Routes since he has been doing it for a couple of years. Tim will attend BPAC meetings and this topic, will be added to future agendas as an item update and Paul and Tim can share updates and info with the committee. Public Communications Plan topic can be tabled for the time being.</p>		
10 minutes	E-4: Traffic Engineering Assistance Flowchart - Update	<i>Committee Discussion. No Action.</i>
<p>Paul provided a draft of the workflow document. He will provide a copy of the flowchart to Wendy with Safe Routes to include it on her agenda for their meeting on the 31st. Gosia read aloud to the committee, an issue that was brought forth by a resident regarding her concerns with traffic and parking at Marin Community Clinics. Both Chris and Mary Jo are already aware of her concerns, one was routine, red curb painting, the other included safety concerns. We will be making some improvements, potentially an all way stop or a signalized intersection, but it has not been determined yet. This topic should be agendaized and can be discussed in greater detail at the next meeting.</p> <p>It needs to be determined where the flow chart should live on the website. We also want to include examples so the public has an idea on what is routine and what is conceptual. Ideally, the chart should be located where the committee info is. The contact information should also be provided, including the city website info, phone # and email address.</p>		
5 minutes	E-5: Items for Discussion at Next Meeting	<i>Receive Recommendation. Action.</i>
<p style="text-align: center;">Safe routes update BPAC Update regular item Committee Annual Report Draft traffic Posted flow chart review</p>		
5 minutes	E-6: Confirm Next Meeting Date (September 19, 2019)	<i>Committee Discussion. Action.</i>
<p>Meeting date of September 19 was confirmed after discussing alternative dates due to Paul's absence on the 19th.</p>		

E. Adjournment

Meeting was adjourned at 2:08pm