

**Meeting #8 Minutes For the Santa Cruz/Alameda de las Pulgas Task Force**

Date: April 20, 2018	Time: 10:15 PM To 12:15 PM
Location: 3322 Alameda de las Pulgas Menlo Park Fire District Station #4	Attendees: See attached sign-in sheet
<b>Purpose of Meeting:</b>  Review Questionnaire to the Public	
Minutes:  1) Approval of Minutes from February 27, 2018 meeting.  Status: postponed to next meeting	
2) Update on status of various action open items identified at previous meetings:	
a) Diana Shu Status of permanent radar feedback signs on Santa Cruz Ave – want to know where these signs will be located. Solar powered signs cannot be installed on this corridor because the trees shade the solar panels. Therefore, we are waiting on the electricians to schedule an inspection of the units and of the site to install PG&E power meters etc.  Ask Sheriffs to place radar signs on this stretch of road again.  Status: pending	
b) John Loughlin and Ron Snow – developed a postcard for reaching out to residents and other locals, to assist with outreach efforts and education of the general public. DPW to assist with printing. Task Force has approved the layout of the informational postcard. Need to know how many to print per task force member.  Status. Post cards completed. Number of postcards required still pending.	
c) Questionnaire to for public outreach – attached draft Comments sent to <a href="mailto:dshu@smcgov.org">dshu@smcgov.org</a> – DPW compiled and distributed a summary of all comments received and attached the full detail of each set of comments to the Task Force.	



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<p>Status: completed</p>
<p>d) Task Force made various comments on the questionnaire. Some thought the questionnaire could be a way to educate the public about the work that this Task Force was doing. Some thought the questionnaire should help the Task Force prioritize key elements of the corridor. There was a motion to create a sub task group to focus on developing a questionnaire for the larger group to review and discuss. Task Force selected - to be comprised of County staff, John Loughlin, Ron Snow, Virginia Kiraly, Molly Glennan and Cheryl Phan</p> <p>Status: in progress</p>
<p>Action items:</p>
<p>1) Sub Task group - Questionnaire to for public outreach – attached draft</p> <ul style="list-style-type: none"><li>a) Members discussed the need for a questionnaire and concluded that a questionnaire would be helpful in connecting the general audience with the work that the group is doing.</li><li>b) Members want to establish a subcommittee to review a revised draft: Ron, Virginia, Molly, John Loughlin, Joe, Diana</li></ul> <p>Status: send out draft document for review and comments</p>
<p>2) Jazz – Contact local newspapers and other social media about the work that is being done at the county and to provide information about the questionnaire, and possible pilot project, if any.</p> <p>Motion by John Loughlin to publicize the work done by the task force, notification of the questionnaire Second by Virginia Chang Kiraly. Motion Passed: 13 approved, 1 absent, 2 non-voting members.</p> <p>Status: pending</p>
<p>3) Hanieh – Bring back to the Task Force the Synchro model used for this corridor. The input assumptions, the output data, and the impacts of various road diet alternatives so that the members could revisit the data.</p> <p>Status: Pending</p>

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4) Hanieh – In response to the lack of accessibility for homeowners just north of the Y on Santa Cruz Avenue, confirm with the Synchro model whether or not a restriction at the Y would have any impacts in the corridor.  Status: Pending
5) All- Please provide feedback to John and Ron on the number of postcards needed for distribution so we can print.  Status – Pending
6) Kevin – Alpine Road to Junipero Serra to Sand Hill Road – additional signage to assist with traffic movements from one lane to multiple lanes. Work with county to determine if additional pavement markings would be helpful in reducing conflicts.  Status: need to report back to task force
7) Hanieh Houshmandi – research information regarding the safety improvements on roads with road diets and without, benefits and impacts  Status: not started
8) Diana Shu – update Google Spreadsheet on status of various tasks/action items  Status: Completed
9) Diana Shu – see attached schedule for future meeting dates – last Tuesday of the month from 10-12 AM except when there are BOS meetings then it will be set for 12:30 to 2:30 PM. Then last Tuesday evenings once every 3 months from 7:00 PM to 9:00 PM. Location for all meetings to be at the Fire Station #4. See attached.  Status: Pending

Next Meeting – Tuesday, May 29, 2018  Location – Menlo Park Fire Station 3322 Alameda de las Pulgas
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Time – 7:00 PM to 9:00 PM
Tentative Agenda for Next Meeting
1) Approval of Minutes of 3-27-18 and 4-20-18 meeting
2) Review status of various action items.
3) Review Road Diet analysis – input and output
4) Review Questionnaire for public to gauge community preferences for this corridor
5) Confirm number of informational postcard required to be printed
6) Tentative schedule for Task Force Meetings in 2018. Draft date and times in table below
Status: pending approval by Task Force Members Future meetings to follow schedule <b>outlined below unless noted otherwise</b>

<b>Date</b>	<b>Board Meeting</b>	<b>Task Force Meeting</b>	<b>Time</b>
May 29, 2018	No	Tuesday night	7:00 -9:00 PM
June 26, 2018	Yes	Tuesday	12:30-2:30 PM
July 31, 2018	No	Tuesday	10:00 to 12:00 PM
August 28, 2018	No	Tuesday	10:00 to 12:00 PM
September 25, 2018	Yes	Tuesday night	7:00 -9:00 PM
October 30, 2018	No	Tuesday	10:00 to 12:00 AM
November 27, 2018	No	Tuesday	10:00 to 12:00 AM

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List of Task Force Members Attendance Sheet

<b>Representing</b>	<b>Name</b>	<b>Present</b>
		<b>4/20/2018</b>
Alameda de las Pulgas	Hillary Stevenson	
CHP	Jason Ivey	
cyclist with Silicon Valley Bicycle Coalition	John Langbein	1
Department of Public Works	Diana Shu	1
Department of Public Works	Joe LoCoco	1
Department of Public Works	Hanieh Houshmandi	1
Fire District	Virginia Chang Kiraly	1
member at large - University Park Inner	Ron Snow	1
Menlo Commons	Gwen Leonard	1
Menlo Fire District	Harold Schapelhorman	
Menlo Fire District	Tom Calvert	
Menlo Park Police Department	William Dixon	
Menlo Park resident	Troy Hayes	
Menlo Park, Department of Public Works	Kevin Chen	
Motorists	Janet Davis	1
Pedestrian	John Loughlin	1
Safe Routes to Schools	Jen Wolosin	1
Santa Cruz from Sandhill Rd to Y	Cheryl Phan	1
Santa Cruz from the Y to the City limits	Alex Komoroske	1
Sheriff's Office	Todd Finato	
Sheriff's Office	Chad Buck	
the Y	Molly Glennen	1
Supervisor Horsley's Office	Jazzalyn Lamadora	1
Menlo Fire District	Jon Johnston	1
Supervisor Horsley's Office	Supervisor Horsley	1
Cary Wiest – Town of Atherton	City Council - Guest	
CHP	Anthony Ruiz – stand in	
CHP	Chris Barshini – stand in	