

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

Date: September 25, 2017	Time: 9:00 AM To 10:30 AM
Location: 752 Chestnut St, Redwood City Department of Public Works corporation yard	
Attendees: Joe LoCoco – Deputy Director Public Works, Roads Section Diana Shu – Roads Operations Manager	Ron Snow – SAFE Coordinator Cheryl Cho Phan – SAFE Coordinator
<b>Purpose of Meeting:</b> Establish a Santa Cruz/Alameda de las Pulgas Task Force, hereto referred to as the “Task Force” to review potential corridor improvements.	
Minutes:  <ul style="list-style-type: none"> <li>(1) Purpose of the Task Force is to work with the Department of Public Works (DPW) and their technical consultant, Kimley Horn and Associates, (KH) to develop master plan for the corridor from which various improvements can be reviewed and approved.</li> <li>(2) Task Force Members will be asked to bring back to their representative groups information regarding the development of improvements for the corridor</li> <li>(3) KH will be requested to attend meetings that involve technical analysis and modeling. DPW will oversee the work and provide resources to develop the final documents.</li> <li>(4) Recommendation is that the Task Force Members include one representative from each of the major areas: <ul style="list-style-type: none"> <li>a) Community Representatives – property owners</li> <li>b) Pedestrian users/ Safe Routes to Schools users</li> <li>c) Bicyclists – recreational and commuter</li> <li>d) Menlo Commons – Senior Community</li> <li>e) Emergency Services – Fire and Law Enforcement</li> <li>f) Public Works Staff from City and County</li> <li>g) Other?</li> </ul> </li> </ul>	



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DATE: September 25, 2017

Page 2

(5) Overall process:

- a) Establish a working task group which will meet regularly as required
- b) Identify potential issues and solutions. Utilize studies and analysis performed to date, including SAFE report, Berkeley report, etc.
- c) KH to provide analysis as needed to establish plausible solutions and to model impacts of alternative that alter traffic patterns.
- d) DPW to work with Task Force to develop near term, mid term, and long term solutions
- e) KH to wrap up with final report a list of recommendations for the corridor which will be the master plan.

(6) Once a master plan is developed then the county will seek various funding options to implement the recommendations from the study to actual construction plans

- (a) Road Fund – near term and potentially midterm solutions
- (b) Other than Road Fund – midterm and longterm solutions
  - (i) Grant funding from Safe Routes to Schools/Active Transportation Funds, Transportation Funds,
  - (ii) Bicycle and Pedestrian Safety Improvement Grants,
  - (iii) Measure K funds,
  - (iv) other

Ron Snow and Cheryl Pho Phan – to provide a list of representatives for SAFE to Diana Shu by October 6, 2017.

Diana Shu – to contact Emergency Services to provide representatives from various agencies to sit on the Task Force as needed

Next Meeting – tentative date October 15, 2017 – official kickoff meeting.  
Doodle scheduler will be used to be send to representatives to select best time and date to meet.