

CITY OF SAN MATEO PUBLIC WORKS COMMISSION
WEDNESDAY, JANUARY 13, 2016, 7:30 p.m.
CITY HALL, CITY COUNCIL CHAMBERS

MINUTES

PLEDGE OF ALLEGIANCE. Garrett Rice led the pledge of allegiance.

2. ROLL CALL. Members present were, Chair; Garrett Rice, Vice Chair, Anna Kuhre, Kara Cox and Laurie Watanuki. Staff in attendance included Brad Underwood, Public Works Director; Ralph Braboy, Deputy Director; Evan Albert, Senior Engineer, Tracy Scramaglia, Senior Engineer; Cathi Zammit, Engineering Manager; Jonathan Strange, Management Analyst, and Trieu Tran, Assistant Engineer.

3. APPROVAL OF THE DECEMBER 9, 2015 REGULAR MEETING MINUTES. The December 2015 regular meeting minutes were approved with the following changes: after agenda item 5 – Commissioner recommendations/comments add “*Support Vision Zero and Sustainable Streets Plan for pedestrian and bike safety as we go through TCOF*”; change “*Elected*” to “*Designated*” HOA/neighborhood... Motion passed **4-0** as amended.

4. ELECTION OF CHAIR AND VICE CHAIR. Laurie Watanuki was nominated as Commission Chair by Anna Kuhre and seconded by Garrett Rice. Motion passed **4-0**. Kara Cox was nominated as Vice Chair by Anna Kuhre and seconded by Garrett Rice. Motion passed **4-0**.

5. PUBLIC COMMENT. No public comment.

6. 2nd QUARTER UPDATE – PEDESTRIAN AND BICYCLE PROJECTS. Trieu Tran, Assistant Engineer, presented the report and asked that the Public Works Commission, acting as the City’s Bicycle and Pedestrian Advisory Committee, receive the 2015-2016 Fiscal Year 2nd Quarter update on pedestrian and bicycle projects and related activities. Tracy Scramaglia, Senior Engineer, was also available to answer questions.

After questions from the Commissioners the item was open for Public Comment as follows:

- Mark Eliot asked who will be taking over the position previously held by Ken Chin and when will the Bicycle/Pedestrian Masterplan be updated. (*Trieu Tran will be the point person for the position held by Ken Chin. Ms. Scramaglia stated that the Bicycle/Pedestrian Masterplan is about 5 years old and Public Works wants to see this updated every 5 years. This is not a funded project but we are looking at grant funding and other funding options.*)
- Ken Chin voiced support for both Tracy Scramaglia and Trieu Tran, stating that Mr. Tran started as an intern with the City of San Mateo and was later hired as an Assistant Engineer. As an engineer, Mr. Tran is responsible for the design of bicycle and pedestrian facilities. Ms. Scramaglia came from the City of South San Francisco and was the manager of the Bicycle Pedestrian Advisory Committee.

After public comment, the Commissioners discussed the item. No motion was needed for this item.

7. CLEAN WATER PROGRAM DRAFT PROGRAMMATIC ENVIRONMENTAL IMPACT REPORT PUBLIC COMMENT – PUBLIC HEARING NO. 3. Cathi Zammit, Engineering Manager and Heather Waldrop, Environmental Planner from CH2M, presented the report and asked that the Public Works Commission discuss and receive comment on the Draft Programmatic Environmental Impact Report for the Clean Water Program.

After questions from the Commissioners the item was open for Public Comment as follows:

- Jack Dane commented on the failed sewer laterals and questions on the amount of tanks being built, the dimensions of the tanks and how they will be stored. (*Ms. Zammit stated that dimensions will be site specific.*) (*Director Underwood informed Mr. Dane of the City’s Sewer Lateral Program to help residents with failed laterals.*)

No motion needed for this item.

8. **FEMA UPDATE.** Ralph Braboy, Deputy Director, presented the report and asked that the Public Works Commission receive an update from Public Works staff regarding FEMA flood control measures and map revisions.

After questions from the Commissioners the item was open for Public Comment. No public comment.

The Commissioners discussed the item, noting that the map needs to be corrected as it is showing South Idaho, South Grant, and South Fremont north of the 3rd Avenue cloverleaf. *(Staff will correct the map.)*
No motion needed for this item.

9. **OTHER BUSINESS. None**

10. **ANNOUNCEMENTS.**

- Director Underwood informed the Commissioners six applicants interviewed for the vacant Public Works Commission position. City Council will be making a decision at the January 19th City Council meeting and a new Commissioner may be available for the February Commission meeting.
- The first Neighborhood Traffic Forum (formerly called TCOF) will be tomorrow evening. These Forums will be held every 2nd and 4th Thursday of the month and updates will be given to the Commissioners at every Commission meeting. Ten areas will be targeted, with Public Works and residents focusing on the unique challenges of each area.
- The February Commission meeting will include agenda items on Municipal Regional Stormwater Permit 2.0 Update; Taxi Cab Ordinance; Update on the Mariner's Island and Norfolk Shuttle Program.

11. **ADJOURNMENT.** There being no further business, the meeting adjourned at 8:45 PM.

RESPECTFULLY SUBMITTED,


COOKIE KAPLAN
EXECUTIVE ASSISTANT