

memorandum



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Date: October 24, 2012

To: **Mr. Richard Angulo**
Transportation Technician
701 Laurel Street
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From: Mark Spencer
Jaspreet Anand
Project: MPA007

Subject: Safe Routes to Oak Knoll School, Steering Committee Meeting #1 - Meeting Minutes

The purpose of this memorandum is to summarize the meeting minutes from the Steering Committee meeting #1 held on October 16, 2012 for the Safe Routes to Oak Knoll School Project. Attached is a copy of the sign-in sheet.

Attendance

The Steering Committee meeting was attended by the following people:

1. Kathy Schrenk	Traffic Safety Coordinator, Menlo Park City School District
2. Kristin Kuntz-Duriseti	Environmental Quality Commission, City of Menlo Park
3. Sharon Kaufman	Traffic Sergeant, City of Menlo Park Police Department
4. Allison Chao	Oak Knoll Elementary School, PTO
5. Rene Baile	Transportation Engineer, City of Menlo Park
6. Rich Angulo	Transportation Technician, City of Menlo Park
7. Mark Spencer	Principal and Project Manager, W-Trans
8. Jaspreet Anand	Assistant Transportation Engineer, W-Trans

Welcome/Introductions

Mark Spencer opened the meeting by welcoming and thanking all of the attendees. Mark Spencer introduced the consultant team and requested others to introduce to each other as well.

Discussion

- Mark Spencer led the discussion by stating the purpose of the meeting and reviewed the scope, schedule and discussed roles and responsibilities. He mentioned that the previous Safe Routes to Oak Knoll Plan was implemented in year 2002. Since then, the school enrollment has increased, school boundaries have changed and the school parking and drop-off area have been reconfigured. The current Safe Routes to Oak Knoll Plan is an update to the previous Oak Knoll School plans.
- Mark Spencer shared the figures showing the improvements that were initially implemented in 2002. He informed the group about the improvements that were implemented and then removed due to resident concerns.

- Kristin Kuntz-Duriseti stated that in the previous Safe Routes to Oak Knoll School Plan, the residents were not aware of the extent of the improvements due to a lack of involvement in the meetings. The residents were not informed about the meetings in advance. Kathy expressed that input from the neighborhood is very crucial for the current plan and therefore neighborhood outreach program (mail, website etc.) will be considered to notify the residents in advance of the first neighborhood meeting.
- Rene Baile suggested that the City will create and maintain a link on the City's website dedicated for the Safe Routes to Oak Knoll School Project. Parents, PTO members, residents and others will be notified to use the website link in order to access information about the project.
- Rene Baile reviewed the City's roles and responsibilities. The City of Menlo Park will be the lead agency and responsible for notifications and setting up meetings.
- Allison Chao asked when the improvements for the Current Safe Routes to Oak Knoll Plan will be implemented. Mark Spencer replied that typically improvements are not implemented during the school year. Rich Angulo further added that implementation of improvements depends on available funding and staff hours.
- Mark Spencer emphasized on the components of a SR2S program including Engineering, Education and Enforcement. Sharon Kaufman is responsible for school enforcement in the neighborhood. She mentioned that she gets complaints about drivers not stopping at the Lemon Street/Oak Ave intersection. She will provide collision data and citations for the study area to Rene Baile.
- Mark Spencer inquired about the crossing guard program. Kathy Schrenk/Allison Chao replied that there is one crossing guard employed by the school to oversee the school crosswalk during the morning drop-off time. Teachers assist with traffic control during the afternoon pick-up time only. There are no parent volunteers helping with the school traffic control. Mark Spencer emphasized the importance of parent volunteering for school traffic control and suggested the PTO to encourage parent participation.
- Mark Spencer asked the group about the school physical changes since the last update and current issues and concerns. The group informed that the crosswalk moved from the corner to the center of the block. There is no one to open the vehicle doors during drop-off time as the teachers are busy tutoring and the crossing guard is busy at the school crosswalk. Due to lack of pedestrian connectivity between the school and the parking lot, parents walk to the school from the parking lot.
- Kathy Schrenk will provide W-Trans with the mode split data when available. She further added that approximately 180 bicycles are parked daily at the school and most of them are unlocked.
- Mark Spencer reviewed the schedule and key dates including the neighborhood meetings, deliverables.
- Mark Spencer mentioned a few last minute items including the first neighborhood meeting date and time and data requests. Allison Chao will coordinate with the school to host the first neighborhood meeting in the first week of November. Kristin Kuntz-Duriseti requested W-Trans to provide the

previous SR2 Oak Knoll School Plan staff reports, figures showing previous improvements including what was taken out.

Action Items

W-Trans will provide the following documents to Rich Angulo that will be posted on the City's website:

- Prior Safe Routes to Oak Knoll School staff reports
- 2002 completed Safe Routes to Oak Knoll School report
- Safe Routes to Oak Knoll School Update - Steering Committee # 1 agenda/meeting minutes, data information, schedule, scope of work

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Attachments: Sign-in sheet