

Four Cities Coordinated
Stevens Creek Trail Feasibility Study

Project Reorientation – Development of Project Schedule and Public Engagement Process

Joint Cities Working Team Draft Summary Meeting Minutes

MEETING LOCATION: Sunnyvale City Hall
West Conference Room

MEETING DATE: March 18, 2015

MEETING TIME: 6:30 p.m.

ATTENDANCE:

Elected Representatives

Mayor Pro Tem Jeannie Bruins, Los Altos
Vice Mayor Tara Martin-Milius, Sunnyvale
Vice Mayor Pat Showalter, Mountain View
Councilmember Darcy Paul, Cupertino
Nai Hsueh, Director, Santa Clara Valley Water District (Excused Absence)

Staff Members

Manuel Pineda, Director of Public Works, Sunnyvale
Christina Uribe, City Property Administrator, Sunnyvale
Gail Seeds, Park Restoration and Improvement Manager, Cupertino
John Marchant, Parks Section Manager, Mountain View
Cedric Novenario, Transportation Projects Manager, Los Altos

Consultants

Jana Sokale, Principal Planner, Sokale Environmental Planning

These meeting minutes, if not corrected at the next meeting by any party in attendance, shall be acknowledged as an accurate report of the events that transpired at this meeting.

- I. Introductions** – Continuing members and new member Councilmember Darcy Paul attended the Joint Cities Work Team (JCWT) and were welcomed by the facilitator, Mayor Pro Tem Jeannie Bruins to the Project Re-orientation meeting. The Mayor provided background information on the project that included formation of the JCWT and the Citizens Working Group, funding for the project and also discussed the project schedule extension due to additional routes studied and staffing changes. A powerpoint

Four Cities Coordinated Stevens Creek Trail Feasibility Study

presentation was provided to recap the work completed to date. The Feasibility report documents the findings, what was looked at in both areas: technically doable and infeasible alignments. Study does not provide any recommendation, nor any preferred alternative, just technical information to assist each agency in making an informed decision. The Mayor talked about the JCWT not being a formal body and is not required to follow the Brown Act. However, the JCWT does try to follow the Brown Act related to noticing public meetings. Information was provided to establish a project schedule for bringing the feasibility study phase to completion.

The public was informed the Draft Four Cities Stevens Creek Trail Feasibility Study report will be released to the public on March 27, 2015.

- II. Project Process Map** - a Stevens Creek Trail Process Map was handed out at the meeting that gave an overview of the process and proposed timeline in bringing the study to completion (see Attachment 1.) The JCWT reviewed the draft Map, confirmed a March 25, 2015 date for reorienting the Citizens Working Group (CWG), and confirmed three public meetings to be held to gather public input on the report. Additionally, follow-up meetings for the JCWT and CWG were discussed to allow review of public comments received, develop recommendations, develop outline for Council presentations, define the “ask”, define next steps and review City Council outcomes.
- III. Order of Business** -
- a) Prepare for Public Meetings - the JCWT determined three public meetings will be held, one in each jurisdiction, to gather input on the draft feasibility report. Cities of Mountain View and Los Altos would combine their meeting. The JCWT agreed a meeting facilitator is needed to avoid contentious meetings as experienced in the past. The public meetings should be held within a close time period, not long and drawn out and city staff from all four agencies should coordinate meeting details. A follow-up meeting for the JCWT was scheduled for April 20, 2015.
 - b) Comments in Writing - The JCWT discussed the importance of finding other resources to get public input. Public input will be considered when shaping and preparing the staff reports to each City Council. Public comments must be submitted in written form and will be included in Appendix C when finalizing the feasibility study. It is determined meeting minutes from public meetings will not be transcribed, however they will be recorded and made available upon request.
 - c) Consultant Role - the JCWT discussed the need to have Jana Sokale, Principal Consultant at the public meetings as expert to answer technical questions and to hear the dialogue in preparation of finalizing the feasibility report. Funding for Jana’s attendance was a concern and was to be looked into to see if funding still available for the proposed upcoming work.

Four Cities Coordinated Stevens Creek Trail Feasibility Study

- IV. Set Meeting Dates** – staff was to work on scheduling public meeting dates. Notices to the public should go out informing them of the meetings. The Stevens Creek Trail webpage should be updated with meeting dates once schedule is confirmed.
- V. Summary of Public Comments –**
- Trail should be looking at how to make it the safest and most beneficial.
 - Is the Team looking for consensus from all four Cities; is there an option to “pull the plug” on the study?
 - This is a very political process, JCWT is appreciated for the work they have done.
 - Need venue to submit comments.
 - Study has been delayed, why now the push to expedite the process. Should “elongate not truncate public meetings.”
 - Glad to see study restarted. CWG should be allowed to review and comment on feasibility study
 - Choose an impartial facilitator, Jana good but too close to project; public process should be well thought out; good timeline, can it be published on the webpage
 - Email notification of this meeting was not received, check list to make sure it is up-to-date.
- VI. Adjournment**
The meeting was adjourned at 8:45 p.m.