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**CITY OF DANA POINT  
TRAFFIC IMPROVEMENT SUBCOMMITTEE  
ACTION MINUTES**

Wednesday, August 21, 2019  
4:00 p.m.

City Hall  
33282 Golden Lantern  
Council Chambers  
Dana Point, CA 92629

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**CALL TO ORDER**

The meeting was called to order at 4:01 PM.

**ROLL CALL**            Chairperson Luke Boughen, Bob Elders, Rich Holt Jeff Howell,  
Jennifer Rosales

There were 3 members in attendance: Elders, Holt, and Howell. Chair Boughen and Member Rosales were absent. Staff in attendance was Matthew Sinacori, Jaimie To, Kathy Ward, and Deputy Poythress.

**ITEM 1: Swearing in of New Members of the Traffic Improvement Subcommittee**

City Clerk Kathy Ward swore in new Traffic Improvement Subcommittee Member Holt and reappointed Subcommittee Member Elders.

City Clerk Kathy Ward left the meeting after swearing in Subcommittee Members Holt and Elders.

**ITEM 2: Reorganization of Traffic Improvement Subcommittee**

Motion was made by Subcommittee Member Holt to nominate current Chair Luke Boughen as the Chair of the Traffic Improvement Subcommittee; Seconded by Subcommittee Member Elders. ***Motion passed. (Ayes – 3; Noes – 0).***

Motion was made by Subcommittee Member Elders to nominate Subcommittee Member Jeff Howell as the Vice-Chair of the Traffic Improvement Subcommittee; Seconded by Subcommittee Member Holt. ***Motion passed. (Ayes – 3; Noes – 0).***

**A. PUBLIC COMMENTS**

Any person wishing to address the Subcommittee during the Public Comments section or on an Agenda item is asked to complete a “Request to Speak” form. The completed form is to be submitted to City staff prior to the Agenda item being called and discussed.

In order to conduct a timely meeting, there will be a three-minute limit per person for the Public Comments portion of the Agenda. State law prohibits the

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Subcommittee from taking action on a specific item unless it appears on the posted Agenda.

If anyone has handouts to distribute to the Subcommittee, please follow proper procedure and hand them to the City staff. The City staff will see that they are distributed.

There were no public comments.

**B. CONSENT CALENDAR**

**Item 3: Approval of Action Minutes from January 17, 2018 Traffic Improvement Subcommittee Meeting**

Motion was made by Vice-Chair Howell to approve the January 17, 2018 Action Minutes; Seconded by Subcommittee Member Elders. ***Motion passed. (Ayes – 3; Noes – 0).***

**C. NEW BUSINESS**

There was no new business.

**D. PUBLIC HEARINGS**

There were no Public Hearings.

**E. PUBLIC MEETINGS**

There were no Public Meetings.

**F. OLD BUSINESS**

There was no old business to discuss.

**G. STAFF REPORTS**

Director of Public Works/City Engineer, Matthew Sinacori, provided an introduction of Deputy Cash Poythress, the City's motor unit officer. Deputy Cash Poythress provided an update of streets in Dana Point that are routinely patrolled. Vice-Chair Howell and Subcommittee Members Elders and Holt recommended additional streets and intersections that need to be enforced. Director Sinacori and Deputy Poythress indicated that the streets will be patrolled and enforced. ***No action required.***

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Director of Public Works/City Engineer, Matthew Sinacori, provided a brief summary to new Subcommittee Member Holt regarding the responsibilities of the Traffic Improvement Subcommittee (Subcommittee), as well as provided the Subcommittee an update on two Projects they were involved in, namely Niguel Road Reclassification/Restriping and Crown Valley Reclassification/Restriping. ***No action required.***

**H. SUBCOMMITTEE COMMENTS**

There were no Subcommittee comments.

**I. ADJOURNMENT**

The Subcommittee meeting adjourned at 4:35 PM.

The next regular meeting of the Traffic Improvement Subcommittee will be scheduled as needed.