

**City/County Association of Governments  
of San Mateo County (C/CAG)**

**Bicycle and Pedestrian Advisory Committee (BPAC)  
Meeting Minutes  
March 22, 2018**

**1. Call to Order**

Chair Fraser called the meeting to order at 7:00 pm.

Members Present: Deirdre Martin, Marina Fraser, Marge Colapietro, Matthew Self, Malcolm Robinson, Ann Schneider, Daina Lujan, Karyl Matsumoto, Jamie Axt, Don Horsley (arrived 7:10 pm).

Members Absent: Ann Wengert, Gary Pollard, Herb Perez, Emily Beach (arrived 7:55 pm after meeting adjourned).

Staff/Guests Attending: Sara Muse, John Hoang, Sue-Ellen Atkinson, Jimmy Fu, Drew.

**2. Public Comments On Items Not On The Agenda**

There were no public comments.

**3. Meeting Minutes of January 25, 2018 (Action)**

No comments or revisions were made on the meeting minutes of January 25, 2018. Chair Fraser called for a motion to approve the January 25, 2018 Meeting Minutes.

*Motion: Member Colapietro moved/Member Martin seconded approval of the January 25, 2018 minutes. The motion carried 9-0-0.*

**4. Receive information on the County of San Mateo Bicycles Routes to Rules Project (Information)**

Gwen Buckley from the County of San Mateo Office of Sustainability presented on the County of San Mateo Bicycles Routes to Rules Project. BPAC members asked what the audience was, capabilities with Google maps, engagement with Cities/County, bike signage, and translation capabilities. Drew, public member, asked if there were multiple versions and what the validations steps are if maps are updated every four months. Gwen provided feedback and staff agreed to send members a link to the County's online mapping tool.

**5. Review and recommend approval of a request for reallocation of FY 2015-16 Transportation Development Act Article 3 (TDA 3) funds for the City of Daly City**

**Westmoor Avenue to Guadalupe Parkway Bicycle and Pedestrian Improvement Project (Action)**

Staff presented on the reallocation request and introduced Jimmy Fu, City of Daly City staff, to answer questions. Jimmy Fu provided an overview of anticipated schedule and alignment of funds with the Active Transportation Program grant. Member Self asked if the new project included different elements than what was proposed in the original FY 2015-16 application. Jimmy responded the scope of work is consistent with the original FY 2015-16 TDA 3 application. Member Martin asked when construction would begin and Jimmy responded 2019.

*Motion: Member Matsumoto moved/Member Schneider seconded approval of the reallocation of FY 2015-16 Transportation Development Act Article 3 (TDA 3) funds for the City of Daly City Westmoor Avenue to Guadalupe Parkway Bicycle and Pedestrian Improvement Project. The motion carried 10-0-0.*

**6. Provide feedback on potential Transportation Development Act Article 3 (TDA 3) FY 2018-19 Call for Projects (Action)**

Staff presented on the TDA 3 Annual Fund Estimate and proposed apportionment and distribution of funds for FY 2018-19 and requested BPAC member's feedback on whether to conduct the Call for Projects in FY 2018-19 or FY 2019-20.

BPAC members discussed funds currently available for reallocation and required staff time and voted to combine the next two years of allocation for a Call for Projects in FY 2019-20. Member Horsley requested staff to consider BPAC members participating remotely in the scoring process if unable to attend meeting in person. Staff took the request into consideration.

*Motion: Member Colapietro moved/Member Lujan seconded approval to combine the next two years of TDA 3 funds for a Call for Projects in FY 2019-20. The motion carried 10-0-0.*

**7. Nominations and Elections of the Bicycle and Pedestrian Advisory Committee (BPAC) Chairperson and Vice-Chairperson (Action)**

Staff provided an overview of the BPAC election process and requested members to nominate and elect members for the positions of Chairperson and Vice-Chairperson. Member Matsumoto nominated Chair Fraser and Vice-Chair Self to continue serving their respective positions for another term. Member Matsumoto also requested staff to consider two-year terms for both positions. Member Colapietro nominated Member Self to serve as the Chairperson. Both Member Colapietro and member Matsumoto commended Chair Fraser and Vice-Chair Self for their great service leading the BPAC.

*Motion: Member Horsley moved/Member Lujan seconded approval of Chair Fraser and Vice-Chair Self to continue serving their respective positions for another one-year term. The motion carried 10-0-0.*

## **8. Member Communications (Information)**

Member Colapietro shared the Millbrae Community Television special on the bikeshare company, LimeBike. The series can be found online here: <https://mctv.tv/>

Member Robinson followed up on member Matsumoto's comment earlier in the meeting regarding bicycle signage, adding the San Mateo County Comprehensive Bicycle and Pedestrian Plan has shared roadway bicycle markings on page 38.

Member Schneider added information about LimeBike's electric assist and scooter, which the Millbrae bike share subcommittee is considering. Member Schneider also shared the Millbrae City Council passed the Transit Oriented Development project, which includes a new portion of the Bay Trail. Chair Fraser suggested Millbrae talk with South San Francisco to hear their experience with LimeBike. Members shared vandalism issues with LimeBike and added that the bike share company, Ofo, is a cheaper option. Member Schneider requested staff send the email regarding bike share companies to BPAC members. Staff agreed to fulfill the request.

Member Self shared he will be participating in the AIDS Life Cycle fundraiser by biking to Los Angeles in June.

Staff added the California Manual on Uniform Traffic Control Devices (CA MUTCD) which provides uniform standards and specifications for all official traffic control devices in California, including bicycle signage.

Chair Fraser added David Stanek has stepped down from the BPAC. Staff agreed to send a letter thanking David for his service to the BPAC.

### **Adjournment**

Chair Fraser called for a motion to adjourn at 7:50 pm.

**C/CAG Bicycle and Pedestrian Advisory Committee**

<b>Name</b>	<b>Agency</b>	<b>June 2017</b>	<b>September 2017</b>	<b>October 2017</b>	<b>January 2018</b>	<b>March 2018</b>
Marge Colapietro	Public (Millbrae)	X	X	X	X	X
Ann Schneider	Millbrae		X	X	X	X
Marina Fraser	Half Moon Bay	X	X	X	X	X
Don Horsley	County of San Mateo	X	X			X
Emily Beach	Burlingame	N/A	X	X	X	
Karyl Matsumoto	South San Francisco	X		X	X	X
Gary Pollard	Foster City			X		
Ann Wengert	Portola Valley		X	X		
Deirdre Martin	Pacifica	X	X	X	X	X
Herb Perez	Foster City	N/A	N/A	N/A	N/A	
Matthew Self	Public (City of Redwood City)	X	X	X	X	X
Daina Lujan	Public (South San Francisco)		X	X	X	X
Malcolm Robinson	Public (San Bruno)	X	X	X	X	X
Jamie Axt	Public (City of Redwood City)	N/A	N/A	N/A	X	X

**Others in attendance at the March 2018 BPAC Meeting:**

Sara Muse	C/CAG Staff
John Hoang	C/CAG Staff
Sue-Ellen Atkinson	City of San Mateo
Jimmy Fu	City of Daly City
Drew	Public Member