

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

**Bicycle and Pedestrian Advisory Committee (BPAC)  
Meeting Minutes  
June 28, 2018**

**1. Call to Order**

Chair Fraser called the meeting to order at 7:00 pm. Chair Fraser announced Item 4, Receive information on the Caltrans District 4 Bike Plan, was removed from the agenda due to presenter unavailability.

Members Present: Deirdre Martin, Marina Fraser, Marge Colapietro, Malcolm Robinson, Ann Schneider, Jamie Axt, Gary Pollard, Don Horsley, Ann Wengert, Daina Lujan, Matthew Self, Karyl Matsumoto (arrived 7:04 pm), Emily Beach (arrived 7:06 pm).

Members Absent: Herb Perez.

Staff/Guests Attending: Sara Muse, Sandy Wong.

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

Drew, resident of San Mateo, commented that the Caltrain Electrification meetings conflict with the regularly scheduled C/CAG BPAC meetings.

**3. Meeting Minutes of May 24, 2018 (Action)**

No comments or revisions were made on the meeting minutes of May 24, 2018. Chair Fraser called for a motion to approve the May 24, 2018 Meeting Minutes.

*Motion: Member Colapietro moved/Member Robinson seconded approval of the May 24, 2018 minutes. Members Lujan, Wengert, and Self abstained. The motion carried 8-0-3.*

**4. Receive information on the Caltrans District 4 Bike Plan (Information)**

This item was removed from the agenda.

**5. Review and recommend approval of the request to the Metropolitan Transportation Commission for the allocation of FY 2017-18 Transportation Development Act Article 3 (TDA 3) funds to update the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) (Action)**

Staff presented on the allocation request. BPAC members requested to review and provide feedback on the CBPP Update scope of work. Staff took the request into consideration.

*Motion: Member Pollard moved/Member Schneider seconded approval of the request to the Metropolitan Transportation Commission for the allocation of FY 2017-18 Transportation Development Act Article 3 (TDA 3) funds to update the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP). The motion carried 13-0-0.*

**6. Provide input on the framework for the update of the Land Use Impact Analysis Program and Transportation Demand Management (TDM) Measures (Action)**

Staff presented on the framework for the update of the Land Use Impact Analysis Program and Transportation Demand Management (TDM) Measures. BPAC members provided the following feedback:

- Consider TDM measures for schools, first and last mile connections, design elements (i.e., benches, sidewalks, filling in gaps in network) for bicycles pedestrians, and hold meetings throughout the County.
- Analyze subsidies for low income transit riders and other need-based subsidies.
- Report how often measures are utilized.
- Best practices should review Los Angeles, Portland, Palo Alto, and Stanford.
- Consider increasing the existing parking rate of \$20 per month.

Drew, resident of San Mateo, added that setback requirements and filling gaps in bicycle and pedestrian network should have more points.

Staff took the above requests into consideration.

*Motion: Member Martin moved/Member Lujan seconded approval of the framework for the update of the Land Use Impact Analysis Program and Transportation Demand Management (TDM) Measures. The motion carried 13-0-0.*

**7. Receive an update on the on the Grant Writing Technical Assistance Program (GW-TAP) services for the Active Transportation Program Cycle 4 (ATP Cycle 4) (Information)**

Staff provided an update on the Grant Writing Technical Assistance Program (GW-TAP) that at the June 14, 2018 C/CAG Board meeting, the Board approved six ATP Cycle 4 project for GW-TAP consultant services. Staff mentioned applications were due at the end of July and project sponsors will be notified if they were awarded funds in early 2019.

Member Self asked who participated on the selection panel. Staff responded that the panel was made up of C/CAG staff and the final recommended project list for GW-TAP consultant services was ultimately approved by the C/CAG Board.

**Member Communications (Information)**

Member Fraser mentioned both Transportation Development Act Article 3 (TDA 3) reallocation requests for the cities of East Palo Alto and San Mateo were approved by the C/CAG Board at the June 14, 2018 meeting. Member Fraser attended the meeting and spoke on behalf of the BPAC regarding the Committee's 6-4 vote to recommend the C/CAG Board approve the reallocation request for the City of East Palo Alto. Members Matsumoto, Beach, and Martin commented that Member Fraser did an excellent job speaking on behalf of the Committee.

Member Colapietro mentioned that defining what is and isn't acceptable for TDA 3 reallocations could be considered in the next policy discussion.

Member Martin added the Devil's Slide Ride is scheduled for this Saturday in Pacifica.

Member Fraser announced the Half Moon Bay Library is opening at 10 am on August 18.

### **Adjournment**

The meeting adjourned at 7:38 pm.

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

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

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

Sara Muse	C/CAG Staff
Sandy Wong	C/CAG Staff
Drew	Public Member