

2014 TAC Roster and Attendance					
Member	Agency	Feb	Mar	Apr	Jul
Jim Porter (Co-Chair)	San Mateo County Engineering	x	x		
Joseph Hurley (Co-Chair)	SMCTA / PCJPB / Caltrain	x	x	x	x
Afshin Oskoui	Belmont Engineering	x	x	x	x
Randy Breault	Brisbane Engineering	x	x	x	x
Syed Murtuza	Burlingame Engineering	x	x	x	x
Bill Meeker	Burlingame Planning				
VACANT	Caltrans				
Sandy Wong	C/CAG	x	x	x	x
Brad Donohue	Colma Engineering	n/a	n/a	n/a	
John Fuller	Daly City Engineering	x	x	x	x
Tatum Mothershead	Daly City Planning	x			
Brad Underwood	Foster City Engineering	x	x		x
Mo Sharma	Half Moon Bay Engineering	x	x	x	x
Paul Willis	Hillsborough Engineering	x	x		
Jesse Quirion	Menlo Park Engineering	n/a	n/a	n/a	n/a
Chip Taylor	Millbrae Engineering	n/a	n/a	n/a	n/a
Van Ocampo	Pacifica Engineering	x	x	x	x
Jessica Manzi	Redwood City Engineering	n/a	n/a	n/a	n/a
Jimmy Tan	San Bruno Engineering	n/a	n/a	n/a	n/a
Jay Walter	San Carlos Engineering	x	x		x
James Hinkamp	San Mateo County Planning	n/a	n/a	n/a	x
Brian McMinn	South San Francisco Engineering	x	x	x	x
Billy Gross	South San Francisco Planning	n/a	n/a	n/a	x
Paul Nagengast	Woodside Engineering		x		x
Kenneth Folan	MTC				

CONGESTION MANAGEMENT PROGRAM (CMP) TECHNICAL ADVISORY COMMITTEE (TAC)

July 17, 2014
MINUTES

The meeting of the Technical Advisory Committee (TAC) was held in the SamTrans Offices, 1250 San Carlos Avenue, 4th Floor Dining Room, San Carlos, CA. Co-chair Hurley called the meeting to order at 1:15 p.m. on Thursday, July 17, 2014.

TAC members attending the meeting are listed on the Roster and Attendance on the preceding page. Others attending the meeting were: Jim Bigelow - C/CAG CMEQ; April Chan – TA; Jim McKim – TA; Pete Rasmussen – TA; Dave Bishop – Colma; Howard Young – Portola Valley; Jeff Hobson – Transform; Saber Sawary – Redwood City; Jessica Manzi – Redwood City; Ray Razavi – San Bruno; Jesse Quirion – Menlo Park; Paul Krupka – Krupka Consulting; Terry O’Connell – TDM Smith; Jean Higaki, Tom Madalena, Wally Abrazaldo, John Hoang – C/CAG; and others not noted

1. Public comment on items not on the agenda.

None

2. Issues from the last C/CAG Board meeting.

As noted on Agenda. Co-chair Hurley welcomed new TAC members Billy Gross from South San Francisco, James Hinkamp from the County of San Mateo, and Brad Donohue from Colma.

3. Approval of the Minutes from April 17, 2014.

Approved with correction of typo to Item 6.

4. TA Strategic Plan Update

This item was presented out of order, after Item #6. April Chan, TA Executive Officer, presented on the Measure A Strategic Plan Update for 2014-2018. (See attached Meeting Notes on page 4, summarized by the TA staff)

5. Review and recommend approval of the list of consultants pre-qualified to operate and enhance the C/CAG-VTA Travel Demand Model in support of transportation analysis and planning in San Mateo County (Action)

Wally Abrazaldo provided information on the consultants available to the cities for operating the C/CAG-VTA Travel Demand Model. TAC members had questions regarding experience levels the six selected firms (and four firms that weren’t selected) had running the C/CAG model and other factors that were considered in the selection process, including cost. Staff responded that not all selected consultants had experience specific to the C/CAG model however they had experiences with similar models. Other factors considered in evaluating consultants included the firm’s experience with local agencies. Developers have a choice in which consultant firm to use.

Item approved.

6. Receive an update on the C/CAG Travel Model Update Project

Wally Abrazaldo presented this informational item on the project to update the C/CAG model, which includes updated traffic analysis zones (TAZs) and refined 2010 roadway network. Jurisdictions will have the opportunity to review and comment on the updated model. Five jurisdictions are currently participating and providing input to the project and cities that want to participate in the Task Force overseeing the project can contact staff.

7. Review and recommend approval of establishing a Priority Development Area (PDA) Parking Policy Technical Assistance Program in an amount of \$342,000 for Fiscal Years 2014-15 to 2015-16 as part of the Local PDA Planning Program

Wally Abrazaldo presented the proposed framework and concept to establish a PDA Technical Advisory Program (TAP) with remaining unused funds from the PDA Planning program projects. The TAP will fund development of parking management plans and studies for implementing parking policies that support growth in PDAs within the county. It is intended that staff will present a more detailed program description at the next meeting for review and approval. Discussions are as follows:

- Is there a deadline on use of the funds? There is a deadline for programming the STP funds this year for obligation before the project can begin in early 2015.
- What is the anticipated cost for one project and is there a chance that the program will be undersubscribed? Similar project can cost up to \$150,000. It is anticipated that there will be a call for project process and criteria will be establish to rate the project. There may be more demand than anticipated therefore staff may consider local match as a requirement.
- Keep the call for project process as simple as possible.

Item was approved.

8. Review and Recommend Approval of the Measure M Fiscal Year 2013-14 Annual Performance Report

John Hoang presented on the FY2013-14 Measure M Annual Report highlighting the revenues, expenditures, and performance measures for the Local Streets and Roads allocation to jurisdictions and Countywide programs including Transit Operations/Senior Mobility (RediWheels), ITS/Smart Corridors project, Safe Routes to School, and NPDES/MRP related projects. Committee members credit C/CAG staff for not expending the full 5% allocation for administration of the program.

Item was approved.

9. Receive information on the C/CAG 2014-15 Program Budget and Fees

Sandy Wong presented the C/CAG 2014-15 budget for information and stated that the Board had adopted the budget at the July 2014 Board meeting. The annual budget is typically presented to the TAC twice each year, the draft and final. Due to canceled meetings in May and June this year, the TAC did not have an opportunity review the budget prior to Board approval this year.

10. Regional Project and Funding Information

Jean Higaki provided handouts on regional project, funding, and deadlines.

11. Executive Director Report

Sandy Wong, Executive Director, indicated that there is discussion on cap and trade money at the State level for this year and future years including considering a minimum 10% set aside for sustainability improvements that would be administered by the Strategic Growth Council. C/CAG plan to participate in the guideline development and keep the TAC updated.

12. Member Reports

Member Oskoui indicated to staff that the planned Smart Corridors Project Operations Agreement, which affects cities along the corridor, still needs to be discussed further and developed.

Meeting adjourned at 2:50 p.m.