

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS COMMITTEE ON CONGESTION  
MANAGEMENT AND ENVIRONMENTAL QUALITY (CMEQ)**

**MINUTES  
MEETING OF November 30, 2015**

The meeting was called to order by Chair Garbarino in Conference Room C at City Hall of San Mateo at 3:05 p.m. Attendance sheet is attached.

**1. Public comment on items not on the agenda.**

None.

**2. Approval of minutes of September 28, 2015 meeting.**

*Motion: To approve the Minutes of the September 28, 2015 meeting, Stone/Lewis. Motion carried unanimously.*

**3. Review and approval of the 2016 C/CAG CMEQ calendar.**

Sandy Wong, C/CAG Executive Director, presented the 2016 C/CAG CMEQ calendar showing all the meeting dates in the upcoming year.

*Motion: To recommend approval of the 2016 C/CAG CMEQ Calendar, Koelling/Stone. Motion carried unanimously.*

**4. Receive a presentation and update on the Alternative Fuel Readiness Plan for San Mateo County (Information).**

C/CAG Staff John Hoang introduced Ashley Henderson from Life Cycle Associates to provide a presentation and update on the Alternative Fuel Readiness Plan for San Mateo County. The goal of the plan is to raise awareness of alternative fuels for public agency staff and elected officials, vehicle fleet managers, and local citizens to understand the challenges and opportunities. It also provides information to interested agencies on how to pursue further implementation. CMEQ members discussed their experience of working with alternative fuels in their respective jurisdictions.

**5. Review and recommend approval of the Final 2015 Congestion Management Program (CMP) and Monitoring Report (Action).**

C/CAG Staff Jeff Lacap provided a presentation on the Final 2015 CMP and monitoring report since the report was released for public review in November. He reported that staff took public comments into consideration and incorporated them into the Draft Final 2015 CMP as feasible. The Final 2015 CMP will be brought back to the C/CAG Board for a public hearing and adoption in December.

*Motion: To recommend approval of the Final 2015 Congestion Management Program (CMP) and Monitoring Report, Bonilla/Lewis. Motion carried unanimously.*

**6. Review and recommend approval of the Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Year 2016/2017 & Fiscal Year 2017/2018 (Action).**

Tom Madalena, C/CAG staff, presented the Call for Projects for the second cycle of the C/CAG and San Mateo County Transportation Authority Shuttle Program. The \$10 million in funding for the two-year program is provided by C/CAG Congestion Relief Plan Program funds, which provides \$1,000,000 (\$500,000 for FY 16/17 and \$500,000 for FY 17/18), and San Mateo County Transportation Authority Measure A Program funds, which provide approximately \$9 million for the two-year funding cycle. Staff developed a “one call” funding program that enables applicants to apply to one program utilizing one application and scoring criteria for both C/CAG and TA funding sources. The funding cycle as developed is a two-year cycle and includes FY 16/17 and FY 17/18. Both agencies will be utilizing one methodology by which to score projects. Once proposed projects have been scored they will be brought to each respective Board of Directors for the funding allocation from the respective agency. Staff will work to try to issue only one source of funds (C/CAG or TA) for each shuttle program sponsor.

Sponsors of new shuttles as well as sponsors of existing shuttles that fall below the established operating cost per passenger or passenger per service hour benchmarks will be required to consult with SamTrans operations planning staff for shuttle technical assistance prior to the submittal of an application and are encouraged to continue to seek assistance as needed during the current shuttle funding cycle. CMEQ members discussed the duplication of shuttles between cities and SamTrans service and had questions regarding the scoring criteria of the program. Tom also provided background of the Shuttle Program. John Ford from commute.org commented regarding the relationship between cities and transit agencies regarding shuttles and technical assistance.

*Motion: To recommend approval of the Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Year 2016/2017 & Fiscal Year 2017/2018, Stone/Lee. Motion carried unanimously.*

**7. Review and recommend approval of participating in the Highway 101 Pilot Ramp Metering Project (Action).**

C/CAG Staff Eliza Yu introduced Xiao-Yun Lu from UC Berkeley Path to provide a presentation on the Highway 101 Pilot Ramp Metering Project. UC Berkeley’s PATH (Partners for Advanced Transportation Technology) and Caltrans Headquarters contacted C/CAG staff with a desire to perform a temporary pilot project and study of the US 101 corridors. The proposed pilot project would be located along Highway 101 starting from Whipple Avenue in Redwood City to Anza Boulevard in Burlingame, in the northbound direction only. The pilot project would extend the duration of the ramp meter operations to non-peak hours and weekends. Existing ramp meter operations would be maintained during peak hours.

*Motion: To recommend approval of participating in the Highway 101 Pilot Ramp Metering Project, Lee/Pierce. Motion carried unanimously.*

**8. Executive Director Report (Information).**

Sandy Wong, C/CAG Executive Director, provided the following update:

1. The creation of a Water Committee which will hold its first meeting on December 7 at 5:15 p.m.
2. Sandy acknowledged the retirement of Barbara Pierce and extends appreciation for her service to the CMEQ committee.

**9. Member comments and announcements (Information).**

None.

**10. Adjournment and establishment of next meeting date.**

The meeting adjourned at 5:04 pm.

The next regular meeting was scheduled for January 25, 2016.