

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

**Bicycle and Pedestrian Advisory Committee (BPAC)**

**Meeting Minutes**

**August 25, 2016**

*Members Present:*

Marge Colapietro	Marina Fraser
Karyl Matsumoto	Karen Ervin
Jeffrey Tong	Rob Lawson
Ken Ibarra	Ann Schneider

*Members absent:*

Eric Reed	Daina Lujan
Gary Pollard	Don Horsley
Matthew Self	

*Public Attendees:*

Trieu Tran, City of San Mateo  
Michael Dietz, City of Redwood City

*Staff Attending:*

Eliza Yu, C/CAG  
Tom Madalena, C/CAG  
Jean Higaki, C/CAG

**1. Call to Order**

Chair Colapietro called the meeting to order at 7:09 pm.

**2. Public Comment on Items Not on the Agenda**

There were no public comments.

**3. Minutes of the May 26, 2016 Meeting**

Chair Colapietro asked Member Matsumoto if she was referring to the C/CAG BPAC or City of South San Francisco's BPAC under Member Communications. Member Matsumoto replied that she was referring to the City of South San Francisco's BPAC.

*Motion: Vice Chair Fraser moved/Member Ibarra seconded approval of the May 26, 2016 minutes. The motion carried unanimously.*

**4. Receive a Presentation on the San Mateo County Safe Routes to School Program for School Year 2015-2016 (Information)**

Theresa Vallez-Kelly, Safe Routes to School (SRTS) Coordinator for San Mateo County, presented an overview and accomplishments the San Mateo County SRTS has achieved with San Mateo County's Office of Education this school year. Vallez-Kelly reported that \$349,000 were allocated to 17 grantees. The BPAC received the presentation.

## **5. Recommendation on modifying the field tours for bicycle and pedestrian grant programs**

Tom Madalena presented this item on the field tours for bicycle and pedestrian grant programs. In the past, C/CAG staff typically sets aside a Saturday and organizes a field tour for the BPAC members to meet with project sponsors and view selected project sites. C/CAG staff would like to modify this process and presented two options for the BPAC to consider: (1) Conduct 1-2 Saturday field tours where at least 50% of the BPAC can attend or the field tours will be canceled; (2) Allow project sponsors to expand their presentation to the BPAC and encourage the inclusion of a video tour to be submitted with the application in lieu of field tours.

Member Ibarra asked if C/CAG staff had to eliminate any projects when planning field tours. Madalena replied that typically small projects are taken out then C/CAG Staff selects which tours can fit in an 8-10 hour day. Member Tong voiced that he does not like the idea of small projects being taken out. Trieu Tran, staff from City of San Mateo, spoke in favor of Option 1 saying that it would be a more fair option so that C/CAG staff does not have to hand select projects for the field tours. Vice-Chair Fraser suggested modifying Option 2 to (1) incorporate videos for BPAC members to view prior to project sponsor presentations at their leisure; (2) require each video to be no longer than 5 minutes long.

*Motion: In lieu of field tours, the BPAC will expand project sponsor presentations with the inclusion of optional videos (no more than 5 minutes each) to be included in the application process, as stated in Modified Option 2. Member Ervin moved/Member Schneider seconded approval of Modified Option 2. Motion carried unanimously.*

## **6. Receive the revision to the One Bay Area Grant 2 (OBAG 2) Framework (Information)**

Jean Higaki presented an update to the OBAG 2 Framework. Though the framework was approved at the May 2016 C/CAG Board of Directors Meeting, the federal Fixing America's Surface Transportation (FAST) Act provided additional STP/CMAQ funds which resulted in an additional \$2.69M for the San Mateo County share. As a result, the BPIP allocation amount has increased from \$5,421,000 to \$5,926,000. The revised OBAG 2 framework was adopted at the August 2016 C/CAG Board of Directors Meeting.

## **7. Receive the Board approved definition of “proximate access” as it relates to Priority Development Areas in the One Bay Area Grant 2 (OBAG 2) Program (Information)**

Jean Higaki presented the Board approved definition of proximate access. At the May 2016 BPAC meeting, Higaki brought the “proximate access” definition to the BPAC for consideration and a motion was made to raise the ½ mile radius of a PDA boundary to 1 mile. At the June 2016 Congestion Management Program Technical Advisory Committee (CMP TAC) meeting and the Congestion Management & Environmental Quality (CMEQ) Committee meeting, the CMP TAC and the CMEQ recommended approval of the definition as modified by the BPAC. At the August 2016 C/CAG Board of Directors Meeting, the C/CAG Board approved and adopted the modified definition of proximate access recommended by the BPAC, CMP TAC and CMEQ.

## **8. Review and recommend approval of the One Bay Area Grant 2 (OBAG 2) Bicycle and Pedestrian Improvement Program (BPIP) Call for Projects**

On July, 27, 2016, the Metropolitan Transportation Commission (MTC) adopted revisions to the project selection requirements that now require the Congestion Management Agencies (CMAs) to adopt a specific scoring methodology for selecting projects within Priority Development Areas (PDAs) or Transit Priority Areas (TPAs) that rewards jurisdictions “with the most effective housing anti-displacement policies”. Two options were presented for consideration to address the anti-displacement scoring requirement:

Project is located in a PDA or TPA that has affordable housing preservations strategies and/ or community

stabilization policies.

Option 1: (1-2 policies = 2 pts, 3-6 policies = 3 pts, 7-9 policies = 4 pts, 10-14 policies = 5pts)

Option 2: (1-2 policies = 4 pts, 3-6 policies = 6 pts, 7-9 policies = 8 pts, 10-14 policies = 10 pts) and drop Local Support from 10 pts to 5 pts

Member Lawson requested clarification on how anti-displacement ties in with PDA scoring. Jean Higaki explained that the anti-displacement requirement was developed in response to displacement perceived as a result of directing funding towards PDAs via regional scoring requirements.

*Motion: Member Tong moved/Member Schneider seconded approval of Option 1. Motion carried unanimously.*

## **9. Recommendation on the Proposed Transportation Development Act (TDA) Article 3 Bicycle and Pedestrian Program schedule for FY 16/17**

Tom Madalena reported that the amount of available TDA Article 3 funds for this call is approximately \$1,100,000 and recommends deferring the TDA Article 3 call for projects to Fall of 2017 as to not overlap with the OBAG 2 and Active Transportation Program (ATP) Cycle 3 Call for Projects that have been released concurrently. If the TDA Article 3 Call for Projects can be deferred to this time, the funds will be rolled over to the following fiscal year and the detailed schedule will be brought to the BPAC by Spring of 2017.

Member Ibarra asked if C/CAG were to do the Call this fiscal year, when would the Call occur. Madalena responded that the Call would be released in October, at the same time as OBAG 2.

*Motion: Member Ibarra moved/Member Ervin seconded approval to defer TDA Article 3 Call for Projects to Fall 2017. Motion carried unanimously.*

## **10. Review and approval of the 2017 BPAC Meeting Calendar**

Eliza Yu presented the 2017 BPAC Meeting Calendar to the BPAC with the recommendation on having a standing meeting each month with the exception of November and December. This is due BPAC's role to review, score and recommend BPIP projects for OBAG2 which will begin early next year.

Vice-Chair Fraser and Member Schneider initially expressed concern that there are too many scheduled meetings. Tom Madalena replied that we would like to have the BPAC meetings on every committee member's calendar as a placeholder but generally plan to have no more than 5-6 meetings a year.

*Motion: Member Ervin moved/Member Schneider seconded approval of the 2017 BPAC Meeting Calendar dates. Motion carried unanimously.*

## **11. Member Communications**

Member Schneider shared about her experience attending the Silicon Valley Bicycle Coalition Conference and would like to organize a meeting with school districts on a regional bike sharing program. Member Matsumoto suggested for Member Schneider to bring this idea to South San Francisco's BPAC.

## **12. Adjournment**

Chair Colapietro called for a motion to adjourn at 9:09 pm.

*Motion: Member Lawson moved/Member Matsumoto seconded approval of the motion to adjourn. Motion carried unanimously.*