

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

## Bicycle and Pedestrian Advisory Committee (BPAC)

### Meeting Minutes

April 27, 2017

#### 1. Call to Order

Chair Fraser called the meeting to order at 7:08 pm.

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

There were no public comments.

#### 3. Meeting Minutes of February 23, 2017 (Action)

No comments or revisions were made on the meeting minutes of February 23, 2017. Chair Fraser called for a motion to approve the February 23, 2017 Meeting Minutes.

*Motion: Member Horsley moved/Member Colapietro seconded approval of the February 23, 2017 minutes. Members Martin and Wengert abstained. The motion carried 7-2-0.*

#### 4. Review and Recommend Approval of the Transportation Development Act (TDA) Article 3 Pedestrian and Bicycle Program Call for Projects for the FY 17-18 Cycle

Eliza Yu provided an overview of the TDA Article 3 Pedestrian and Bicycle Program FY 17-18 Call for Projects. The amount of TDA Article 3 funds available for this call is approximately \$2,260,000. Project submissions for TDA Article 3 funds will be divided into the following categories: Comprehensive Bicycle and Pedestrian Plans and Capital Projects. The grant maximum for capital projects is to be set at \$400,000. Each jurisdiction may submit no more than three applications.

Staff recommended setting aside a total of \$350,000 for planning projects. The maximum grant amount for a planning project would be set at \$100,000. In the event that the Planning Projects set-aside is undersubscribed, C/CAG reserves the right to roll the remaining funds into the Capital Projects category. Staff recommended issuing the TDA Call for Projects for FY 2017/2018 by May 15, 2017 upon approval from the C/CAG Board of Directors.

After a thorough review of the Call for Projects Guidance, Applications and Score Sheet, Chair Fraser made a motion to recommend approval of the TDA Article 3 Pedestrian and Bicycle Program FY 17-18 Call for Projects under the condition that Staff makes the following changes:

- Change the local match equation to  $\text{Local Match Percentage} = \text{Local Funds} / \text{Total Project Cost}$
- Have an option for the BPAC to conduct a field tour for select projects in the timeline
- State in the Capital Project Application that the video tour option is optional but highly recommended
- In the Capital Project Application under Local Match, state that other grant funds are not eligible to count towards the local match and to add a line for project sponsors to list any prior funds (ie. grants) they have received and plan to use towards their project (if applicable).

*Motion: Chair Fraser moved to approve the TDA Article 3 Pedestrian and Bicycle Program FY 17-18 Call for Projects. Member Robinson seconded approval. The motion carried unanimously.*

## **5. Discuss and Adopt the BPAC Absentee Member Scoring Practice**

Eliza Yu began the discussion to adopt a BPAC absentee member scoring practice because in the past, when the BPAC meets to score and rank projects for a call for projects such as OBAG2 and TDA Article 3, those present at that meeting have their scores counted while members who are unable to attend do not have their scores incorporated. However, new BPAC members may not be aware of this practice as it was not put in writing. To avoid confusion for future call for projects and with the change in BPAC members over the years, Staff recommended for the BPAC adopt a BPAC absentee member scoring practice stating that members must be present at the scoring meeting for their scores be incorporated into the final scores.

*Motion: Member Colapietro made the motion that BPAC members must be present during the scoring meeting to have their scores count. Member Robinson seconded approval. The motion carried unanimously.*

## **6. Member Communications**

Member Colapietro asked staff what the C/CAG Board's decision was in regards to the OBAG2 Bicycle and Pedestrian Improvement Projects (BPIP) at the March Board meeting. Specifically, Member Colapietro wanted to know if Brisbane's Crocker Trail Commuter Connectivity Upgrades project was approved even though the BPAC did not recommend this project for Board approval. Staff confirmed that Brisbane's Crocker Trail Commuter Connectivity Upgrades project was indeed recommended for approval by the C/CAG Board.

Chair Fraser mentioned that May 11<sup>th</sup> is Bike to Work Day and asked that if any BPAC members know of any specific events to send the information to Eliza Yu for distribution purposes. Chair Fraser also mentioned that the Silicon Valley Bicycle Coalition will have their annual conference coming up.

## **7. Adjournment**

Chair Fraser called for a motion to adjourn at 8:45 pm.

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

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

<b>Name</b>	<b>Agency</b>	<b>October 2016</b>	<b>January 2017</b>	<b>February 2017</b>	<b>April 2017</b>
Marge Colapietro	Public (Millbrae)	X		X	X
Ann Schneider	Millbrae	X	X	X	
Marina Fraser	Half Moon Bay	X		X	X
Don Horsley	County of San Mateo			X	X
Ken Ibarra	San Bruno		X	X	
Karyl Matsumoto	South San Francisco		X	X	X
Eric Reed	Belmont		N/A	N/A	N/A
Gary Pollard	Foster City		X		
Karen Ervin	Pacifica	X	N/A	N/A	N/A
Ann Wengert	Portola Valley	N/A	N/A	N/A	X
Deirdre Martin	Pacifica	N/A	N/A	N/A	X
Matthew Self	Public (County)	X	X	X	X
Daina Lujan	Public (South San Francisco)	X		X	
Jeffrey Tong	Public (San Bruno)		N/A	N/A	N/A
Rob Lawson	Public (Burlingame)				
Malcolm Robinson	Public (San Bruno)	N/A	X	X	X
David Stanek	Public (San Mateo)	N/A	X	X	X

\*Members highlighted in grey are no longer members of the BPAC as of January 2017

**Others in attendance at the April 2017 BPAC Meeting:**

Eliza Yu                      C/CAG Staff  
 John Hoang                 C/CAG Staff