

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

**Bicycle and Pedestrian Advisory Committee (BPAC)
Meeting Minutes
May 24, 2018**

1. Call to Order

Chair Fraser called the meeting to order at 7:02 pm. Chair Fraser welcomed Member Perez to the BPAC and requested him to provide an introduction.

Members Present: Deirdre Martin, Marina Fraser, Marge Colapietro, Malcolm Robinson, Ann Schneider, Karyl Matsumoto, Jamie Axt, Emily Beach, Gary Pollard, Herb Perez.

Members Absent: Don Horsley, Ann Wengert, Matthew Self, Daina Lujan.

Staff/Guests Attending: Sara Muse, John Hoang, Kamal Fallaha, Mario Ung.

2. Public Comments On Items Not On The Agenda

There were no public comments.

3. Meeting Minutes of March 22, 2018 (Action)

No comments or revisions were made on the meeting minutes of March 22, 2018. Chair Fraser called for a motion to approve the March 22, 2018 Meeting Minutes.

Motion: Member Colapietro moved/Member Robinson seconded approval of the March 22, 2018 minutes. Members Beach and Perez abstained. The motion carried 8-0-2.

4. Review and recommend approval of a request for reallocation of FY 2015-16 Transportation Development Act Article 3 (TDA 3) funds for the City of San Mateo North San Mateo Drive Pedestrian and Bicycle Improvement Project (Action)

Staff presented on the reallocation request. Member Robinson asked what would happen to TDA 3 funds if they go unused. Staff responded that funds would be rolled over to the next call for projects cycle.

Motion: Member Pollard moved/Member Schneider seconded approval of the reallocation of FY 2015-16 Transportation Development Act Article 3 (TDA 3) funds for the City of San Mateo North San Mateo Drive Pedestrian and Bicycle Improvements Project. The motion carried 10-0-0.

5. Review and recommend approval of a request for reallocation of FY 2013-14

Transportation Development Act Article 3 (TDA 3) funds for the City of East Palo Alto Pedestrian and Bicycle Improvements Woodland Neighborhood Project (Action)

Staff presented on the reallocation request and introduced Kamal Fallaha, City of East Palo Alto Public Works Director, to answer questions. Kamal Fallaha provided an overview of the proposed scope of work and discussed construction conflicts with the original Woodland neighborhood project due to the San Francisquito Creek Joint Powers Authority Reach Two Flood Control Project. The opposition from BPAC members was primarily based on major changes to the scope of work and reallocating the project for a second three-year cycle. BPAC members also discussed revisiting the BPAC policy.

Member Colapietro motioned to reject the reallocation, which was seconded by Member Matsumoto. However, the motion failed 4-6.

Motion: Member Martin moved/Member Schneider seconded approval of the reallocation of FY 2013-14 Transportation Development Act Article 3 (TDA 3) funds for the City of East Palo Alto Pedestrian and Bicycle Improvements Woodland Neighborhood Project. The motion carried 6-4-0.

6. Review and approve updated Transportation Development Act Article 3 (TDA 3) applications and scoring sheet (Action)

Staff presented on the updated TDA 3 applications and scoring sheet for future cycles. BPAC Members provided edits to both capital and planning applications and the scoring sheet. BPAC Members agreed that a member may participate in the scoring meeting via phone if a member is in good standing, has an excused absence approved by C/CAG in advance, and complies with protocol for calling in to meetings remotely. Member Schneider asked if BPAC Members could receive a chart on jurisdictions that requested reallocation of TDA 3 funds. Staff took the requests into consideration.

Motion: Member Schneider moved/Member Martin seconded approval of the updated Transportation Development Act Article 3 (TDA 3) applications and scoring sheet. The motion carried 10-0-0.

7. Receive information on the Grant Writing Technical Assistance Program (GW-TAP) (Information)

Staff provided an overview of the Grant Writing Technical Assistance Program (GW-TAP) and the current Active Transportation Program Cycle 4 (ATP Cycle 4) call for interest announcement. Member Colapietro asked why funds administered by SamTrans, the TA, and C/CAG were ineligible for the GW-TAP. Staff responded that the GW-TAP provides grant writing assistance for federal, state, and regional grants that C/CAG and its member agencies previously not been competitive in in being awarded grant funds.

8. Member Communications (Information)

Member Matsumoto requested a meeting be set to discuss BPAC policy, but in the

meantime, for members to report to Staff on what policy-related topics they would like to be discussed before the meeting is scheduled.

Member Schneider asked if the BPAC policy is available online and if the policy could address countywide connectivity. Member Robinson responded that the Comprehensive Bicycle and Pedestrian Plan (2011) addresses connectivity. Staff responded that the policy is available online.

Member Robinson announced he will be absent at the September BPAC meeting.

Member Schneider announced Millbrae is scheduling a meeting in June to discuss bike and scooter sharing and asked if other jurisdictions have developed a policy. Members shared what technologies they have explored. Staff responded that C/CAG and Commute.org are in the process of organizing a meeting to regarding bike share.

Adjournment

The meeting adjourned at 8:57 pm.

C/CAG Bicycle and Pedestrian Advisory Committee

Name	Agency	September 2017	October 2017	January 2018	March 2018	May 2018
Marge Colapietro	Public (Millbrae)	X	X	X	X	X
Ann Schneider	Millbrae	X	X	X	X	X
Marina Fraser	Half Moon Bay	X	X	X	X	X
Don Horsley	County of San Mateo	X			X	
Emily Beach	Burlingame	X	X	X		X
Karyl Matsumoto	South San Francisco		X	X	X	X
Gary Pollard	Foster City		X			X
Ann Wengert	Portola Valley	X	X			
Deirdre Martin	Pacifica	X	X	X	X	X
Herb Perez	Foster City	N/A	N/A	N/A	N/A	X
Matthew Self	Public (City of Redwood City)	X	X	X	X	
Daina Lujan	Public (South San Francisco)	X	X	X	X	
Malcolm Robinson	Public (San Bruno)	X	X	X	X	X
Jamie Axt	Public (City of Redwood City)	N/A	N/A	X	X	X

Others in attendance at the May 2018 BPAC Meeting:

Sara Muse	C/CAG Staff
John Hoang	C/CAG Staff
Kamal Fallaha	City of East Palo Alto
Mario Ung	City of San Mateo