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AGENDA

Congestion Management & Environmental Quality (CMEQ) Committee

Date: Monday, October 29, 2018
Time: 3:00 p.m.
Place: San Mateo City Hall, Conference Room C
330 West 20th Avenue, San Mateo, California 94403

- | | | | |
|-----|--|-------------------------------------|--------------|
| 1. | Public comment on items not on the agenda. | Presentations are limited to 3 mins | |
| 2. | Issues from the October 2018 C/CAG Board meeting: <ul style="list-style-type: none">• Approved – Agreement with Commute.org for the Carpool Incentive 2.0 Program in the amount of \$375,000 | Information (Lacap) | No Materials |
| 3. | Approval of minutes of September 24, 2018 meeting | Action (Garbarino) | Pages 1 – 4 |
| 4. | Review and approval of the 2019 CMEQ meeting calendar | Action (Lacap) | Page 5 |
| 5. | Receive presentation on Transportation Projects Mapping Tool posted on the C/CAG website | Information (Lacap) | Page 6 |
| 6. | Review and recommend approval of the Draft Final San Mateo Countywide Transportation Plan 2040 (SMCTP 2040) Follow-Up Action Plan | Action (Muse) | Pages 7 - 8 |
| 7. | Provide input on the framework for the 2019 Congestion Management Program Monitoring and Proposed Complementary Report | Information (Lacap) | Pages 9 – 10 |
| 8. | Receive a briefing on the managed lane information gathering field trip to LA Metro and receive information on the US 101 Managed Lane project | Information (Wong) | Page 11 |
| 9. | Executive Director Report | Information (Wong) | No Materials |
| 10. | Member comments and announcements | Information (Garbarino) | |
| 11. | Adjournment and establishment of next meeting date: November 26, 2018 | Action (Garbarino) | |

PUBLIC NOTICING: All notices of C/CAG regular Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA, and on C/CAG's website at: <http://www.ccag.ca.gov>.

PUBLIC RECORDS: Public records that relate to any item on the open session agenda for a regular Board meeting, standing committee meeting, or special meeting are available for public inspection. Those public records that are distributed less than 72 hours prior to a regular Board meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members, of the Board. The Board has designated the City/County Association of Governments of San Mateo County (C/CAG), located at 555 County Center, 5th Floor, Redwood City, CA 94063, for the purpose of making public records available for inspection. Such public records are also available on C/CAG's website at: <http://www.ccag.ca.gov>.

PUBLIC PARTICIPATION: Public comment is limited to two minutes per speaker. Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Mima Guilles at (650) 599-1406, five working days prior to the meeting date.

If you have any questions about this agenda, please contact C/CAG staff: Jeff Lacap, 650-599-1455

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

**MINUTES
MEETING OF September 24, 2018**

The meeting was called to order by Vice Chair O’Neill 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. Issues from the July and September 2018 C/CAG Board meeting

Jeff Lacap, C/CAG staff, provided updates on items that were previously brought to the CMEQ committee and subsequently heard by the C/CAG Board.

3. Approval of minutes of June 25, 2018 meeting (Action)

A member from the public commented that his remarks weren’t reflected in Item 4 of the June meeting minutes. Member Emily Beach suggested that his comments be amended in the minutes.

Motion – Committee member Bonilla/ 2nd Committee member Lee: To approve the minutes of the June 25, 2018 meeting with amendment of incorporating public member comments. Motion passed (7-0-1), with Committee member Koelling abstaining.

4. Receive information on the “Carpool in San Mateo County!” Pilot Program (Information)

C/CAG Staff, Sara Muse, presented the results and accomplishments of the recently completed pilot carpool incentive program including resulting performance measurements such as number of users registered, number of carpool trips, new users, CO₂ saved, driver miles driven, and average driver miles per trip.

The presentation also included observed trends in origins and destinations, and origination of trips from other counties. As part of the lessons learned from the program, staff would have made some of the following modifications to the program structure to test if user behavior would change: limit incentives to peak periods on certain days, capping the number of trips per month per user, and limit the minimum distance per trip. Staff also expressed the need for better flexibility in data gathering and increased marketing.

Committee members applauded the success of the program but agreed that the access to more robust data is necessary to fine-tune the program and make future decisions. Committee members also suggested that staff investigate the status of the program after the financial incentives ended.

5. Review and recommend approval of the Carpool Incentives Program 2.0 (Action)

John Ford and Kim Comstock, Commute.org staff, presented Carpool Incentives Program 2.0, which is a follow up to the C/CAG Carpooling Incentives Pilot Program. The proposed Program's objective is similar to the original pilot program, which is to encourage commuters to carpool or share rides and will focus on commuters traveling to or from San Mateo County. However, users will have more options of various carpool apps to track their participation utilizing Commute.org's STAR platform. The rewards include up to \$100 in electronic gift cards earned in \$25 increments for each 10 days of carpooling. The STAR platform will also provide access to better user and performance data.

Committee members generally supported the proposed program, noting that the availability of better data and having more flexibility in logging carpool trips are improvements from the pilot program. Committee members had questions about the STAR platform, the incentives for carpoolers, and the roles of Commute.org and C/CAG in the program.

Committee member(s) were concern with the program funding amount being insufficient, relative to the amount spent in the original pilot. C/CAG Executive Director Sandy Wong responded the proposed amount is based on staff's estimate of demand. Further, she mentioned the Congestion Management Technical Advisory Committee has recommended mid-term performance report back. If it's determined at that time additional fund is needed to meet a higher demand, a recommendation can be made requesting the C/CAG Board for additional funding. Member Levin suggested that staff provide the CMEQ committee an update midway into the program.

Motion – Committee member Lee/ 2nd Committee member Bonilla: To recommend approval of the Carpool Incentives Program 2.0. Motion passed unanimously (8-0).

6. Receive a presentation on the Transportation Climate Plan (Information)

Due to a scheduling conflict, item was moved up and presented after Item 3.

Betty Seto, Head of Department at DNV GL, presented the Transportation Climate Plan, a publication that identifies the County's 2030 and 2040 greenhouse gas reduction initiatives primarily focused on the transportation sector. The Transportation Climate Plan identifies the performance metrics consistent with the SMCTP Action Plan.

Committee members had questions about the model data and the forecast years, if autonomous vehicles and other emerging transportation technology will be looked at, if turnover of fleet vehicles were factored into the analysis, if there is a penalty for not meeting the state greenhouse gas reduction goals, and if there will be a comment period for the TCP.

Committee members suggested that staff investigate lowering emissions of air and shipping traffic, conversion of a school district's bus fleet, signal maintenance and optimization, and a mandate for cities to install charging stations. They also suggested that the document identify the top three easy solutions for GHG reduction.

A member of public commented on the impact of electric vehicles on the capacity of the electric grid, VMT versus VMT per capita, and suggested to add a discussion on emerging modes of transportation, such as electric skateboards and scooters.

7. Provide input on the scope of work for the update of the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) (Information)

Sara Muse, C/CAG staff, presented a scope of work for the update of the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) which addresses the planning, design, funding, and implementation of bicycle and pedestrian projects of countywide significance. Staff is looking for the committee to provide input on the scope of work.

Member Roberts requested a hard copy of the current plan in order to provide comments and committee members asked if this needs to come back to the CMEQ committee, so members can provide comments. Staff responded that committee members can send comments off-line and this item doesn't need to come back. Member Levin asked if the upcoming update will address what progress has been made since the last update.

A member of the public commented that this update can be an opportunity to broaden the language and explore other emerging modes of transportation, such as electric skateboards and scooters.

No formal action was taken.

8. Executive Director Report (Information).

C/CAG Executive Director Sandy Wong reported that the joint C/CAG and SMCTA US-101 Managed Lanes workshop is scheduled for Friday, November 16th at 1pm at the SamTrans Auditorium in San Carlos.

Sandy also reported that the Staff Advisory Team, established by the Countywide Water Coordination Committee, has completed its first round of information gathering by meeting with groups of cities, mainly composed of city staff and some elected officials. The Staff Advisory Team will compose options of proposals based on feedback received and will present the options to city staff at the end of the year.

Lastly, a factsheet about Proposition 6 prepared by C/CAG was distributed. Member Aguirre requested that a revision be made to the factsheet.

9. Member comments and announcements (Information).

None.

10. Adjournment and establishment of next meeting date.

The meeting adjourned at 4:45 pm.

The next regular meeting was scheduled for October 29, 2018

| 2018 C/CAG Congestion Management & Environmental Quality (CMEQ) Committee Attendance Report | | | | | | | | | | | | | |
|---|-------------------|-----|-----|------------|-----|-----|------------|-----|-----|--------------------|-----|-----|-----|
| Agency | Representative | Jan | Feb | Mar | Apr | May | Jun | Jul | Aug | Sept | Oct | Nov | Dec |
| Metropolitan Transportation Commission | Alicia Aguirre | x | | | | | x | | | x | | | |
| City of Redwood City | Shelly Masur | x | | x | x | | | | | | | | |
| Town of Atherton | Elizabeth Lewis | | | x | x | | x | | | | | | |
| City of San Bruno | Irene O'Connell | x | | x | x | | | | | | | | |
| City of Burlingame | Emily Beach | x | | x | x | | x | | | x | | | |
| Environmental Community | Lennie Roberts | x | | x | | | x | | | x | | | |
| City of Pacifica | Mike O'Neill | x | | x | x | | x | | | x | | | |
| City of South San Francisco | Richard Garbarino | | | x | x | | x | | | | | | |
| Public | Josh Powell | x | | | x | | x | | | x | | | |
| City of Millbrae | Wayne Lee | | | x | x | | x (3:20pm) | | | x | | | |
| City of San Mateo | Rick Bonilla | x | | x | x | | x | | | x | | | |
| City of Pacifica | John Keener | x | | x | x | | x | | | | | | |
| Agencies with Transportation Interests | Adina Levin | x | | x (3:19pm) | | | x | | | x (arrived 3:23pm) | | | |
| Business Community | Linda Koelling | x | | x | x | | | | | x (left 4:27pm) | | | |
| Peninsula Corridor Joint Powers Board (Caltrain) | Dave Pine | | | NA | NA | | NA | | | NA | | | |
| San Mateo County Transit District (SamTrans) | Pete Ratto | x | | x (3:20pm) | x | | x | | | | | | |

Staff and guests in attendance for the September 24, 2018 CMEQ Meeting:

Sandy Wong, Jean Higaki, Jeff Lacap, Sara Muse - C/CAG Staff

John Ford, Kim Comstock - Commute.org

Betty Seto - DNV GL

Public Member

C/CAG AGENDA REPORT

Date: October 29, 2018
To: Congestion Management and Environmental Quality (CMEQ) Committee
From: Jeff Lacap, Transportation Programs Specialist
Subject: Review and approval of the 2019 CMEQ meeting calendar.

(For further information or response to questions, contact Jeff Lacap at 650-599-1455)

RECOMMENDATION

That the CMEQ committee review and approve the regular meeting calendar for 2019.

FISCAL IMPACT

None

SOURCE OF FUNDS

N/A

BACKGROUND

The proposed meeting calendar for 2019 is as follows:

| Congestion Management & Environmental Quality |
|--|
| Mondays 3:00 p.m. to 5:00 p.m. |
| January 28 |
| February 25 |
| March 25 |
| April 29 |
| May 20 (May 27 is Memorial Day) |
| June 24 |
| July – No Meeting |
| August 26 |
| September 30 |
| October 28 |
| November 25 |
| December - No Meeting |

All meetings are scheduled for the last Monday of the month except for May 20th. Also, following the CMEQ committee's decision for past years, staff recommend to not schedule meetings for the months of July and December.

Meetings begin at 3:00 p.m. and end at 5:00 p.m. and are typically held in Conference Room C, San Mateo City Hall, with occasional alternative locations to be announced.

ATTACHMENTS

None.

C/CAG AGENDA REPORT

Date: October 29, 2018

To: Congestion Management and Environmental Quality (CMEQ) Committee

From: Jeff Lacap, Transportation Programs Specialist

Subject: Receive presentation on Transportation Projects Mapping Tool posted on the C/CAG website

(For further information or questions, contact Jeff Lacap at 650-599-1455)

RECOMMENDATION

That the CMEQ committee receive a presentation on the C/CAG Transportation Projects mapping website.

FISCAL IMPACT

N/A.

SOURCE OF FUNDS

N/A.

BACKGROUND

In its role as a Congestion Management Agency for San Mateo County, C/CAG prioritizes and administers funding for transportation projects throughout the county through various local, state, and federal sources. As part of the effort to better inform the public, C/CAG staff has created a mapping tool using Google Maps to inform members of the public, elected officials, and other interested parties about the various transportation projects funded by C/CAG or in partnership with other agencies. Visitors to the map can find transportation projects that are completed, currently in construction, or planned to be constructed in the future. Projects can also be filtered by type, location, and funding source. The map is a work in progress will be updated periodically as project information becomes available.

The map can be found on the C/CAG website: <http://ccag.ca.gov/projects/>

ATTACHMENTS

None.

C/CAG AGENDA REPORT

Date: October 29, 2018

To: Congestion Management and Environmental Quality (CMEQ) Committee

From: Sara Muse

Subject: Review and recommend approval of the Draft Final San Mateo Countywide Transportation Plan 2040 (SMCTP 2040) Follow-Up Action Plan

(For further information or questions, contact Sara Muse at 650-599-1460)

RECOMMENDATION

That the Congestion Management and Environmental Quality (CMEQ) Committee review and recommend approval of the Draft Final San Mateo Countywide Transportation Plan 2040 (SMCTP 2040) Follow-Up Action Plan.

FISCAL IMPACT

The cost to develop the SMCTP 2040 Follow-Up Action Plan is \$64,592.

SOURCE OF FUNDS

C/CAG Transportation Fund.

BACKGROUND

The C/CAG Board approved Resolution 17-05 adopting the San Mateo Countywide Transportation Plan 2040 (SMCTP 2040) at the February 9, 2017 meeting and subsequently, at the March 9, 2017 meeting, the Board was provided a list of “next steps” to be performed as follow-up strategies for implementing the SMCTP 2040. At the July 13, 2017, the Board received an update and provided input on follow-up activities for the formation of a Working Group for the implementation phase of the SMCTP 2040.

The key recommendations considered for the implementation phase of the SMCTP 2040 included:

- Conduct supplemental meetings, public outreach, and engagement with stakeholders;
- Review key recommendations;
- Consider additional input for implementation phase;
- Generate a coordinated action plan;

Because the SMCTP 2040 has been adopted, no modifications or edits to the document were recommended in the Follow-Up Process.

SMCTP 2040 Follow-Up Working Group Membership

After receiving direction from the Board at the July 13, 2017 meeting, staff convened the SMCTP

2040 Follow-Up Working Group comprised of 20 interested members from the community, advocacy groups, C/CAG Board members, and transportation officials to advise staff how to refine strategies for the SMCTP 2040 Follow-Up Action Plan. The Working Group met a total of five times over the course of the Follow-Up process to provide input on the following:

- Alignment of funding with vision statement established by the SMCTP 2040;
- Consider additional strategies to analyze equity;
- Consider potential performance measures and targets to support goals, vision, and objectives set out by the SMCTP 2040.

SMCTP 2040 Follow-Up Action Plan

The SMCTP 2040 Follow-Up Action Plan (Action Plan), included as Attachment 1, provides San Mateo County jurisdictions, leaders, and stakeholders a roadmap for implementing and tracking the SMCTP 2040. The Action Plan will serve as a guiding tool for C/CAG and its member agencies to ensure appropriate modifications are discussed during the next CTP update. The Plan is intended to be a living document that can be modified, as necessary.

The Action Plan includes the following nine chapters:

- | | |
|--|---------------------------|
| 1. Introduction and Background | 5. Action Plan Priorities |
| 2. Roles & Responsibilities | 6. Community Outreach |
| 3. Vision and Goals | 7. Equity |
| 4. Performance Measures and Accountability | 8. Funding |
| | 9. Next Steps |

The Action Plan Priorities chapter discusses actions to improve implementation as it relates to tracking performance measures outlined in the SMCTP 2040, specifically, person throughput, accessibility, and safety. For each chapter, a formal list of one to three performance measures were identified to be tracked over time as part of the implementation process. The focused list allows C/CAG staff to track success of the performance measures, make any appropriate modifications, and limit the amount of data needed by member agencies. To track the success of performance measures, C/CAG will rely on data provided by member agencies as part of a Data Request Form (Appendix A of the Action Plan).

The Action Plan recommends additional outreach by convening the SMCTP 2040 Implementation Group to provide feedback on the Plan's implementation. The group will assist C/CAG by ensuring the appropriate data and performance measures/targets are utilized to ensure performance measures are being met. The group will also assess if and why certain performance measures are not met and will maintain a list of recommended edits and additions to the performance measures.

With the CMEQ's recommendation, staff will present the SMCTP 2040 Follow-Up Draft Final Action Plan to the C/CAG Board on November 15, 2018 for its adoption.

ATTACHMENTS

1. SMCTP 2040 Follow-Up Draft Final Action Plan (*The document is available for download at the C/CAG Website at: <http://ccag.ca.gov/committees/congestion-management-and-environmental-quality-committee/>)*

C/CAG AGENDA REPORT

Date: October 29, 2018

To: Congestion Management and Environmental Quality (CMEQ) Committee

From: Jeff Lacap, Transportation Programs Specialist

Subject: Provide input on the framework for the 2019 Congestion Management Program Monitoring and Proposed Complementary Report

(For further information or response to questions, contact Jeff Lacap at 650-599-1455)

RECOMMENDATION

That the CMEQ Committee provide input on the framework for the 2019 Congestion Management Program Monitoring and Proposed Complementary Report

FISCAL IMPACT

None.

SOURCE OF FUNDS

N/A.

BACKGROUND

Every two years C/CAG, as the Congestion Management Agency for San Mateo County, is required to monitor the performance of the CMP roadway system and conduct other activities to determine compliance with the Congestion Management Program (CMP). The CMP roadway system that is monitored includes 16 intersections and 53 roadway segments throughout the county. The last monitoring update was performed in 2017.

There has not been any development on CMP legislation on the new performance metrics to be used in the CMP in relation to SB 743 (transition from Level of Service (LOS) to Vehicle Miles Traveled (VMT) metric under CEQA). Since current CMP legislation still requires the use of LOS metric, the Draft 2019 CMP will be prepared following current CMP guidelines. C/CAG will not do any major updates to the CMP and is proposing to focus updates to the work performed and progress made in implementing the established CMP elements (Roadway System, Traffic LOS Standards, Performance Element, Trip Reduction and Travel Demand Element, Land Use Impact Analysis Program, and Seven-Year Capital Improvement Program) since the last update.

In anticipation of new CMP performance measures, staff is recommending a complementary report to the CMP which summarizes the current state of the transportation system in San Mateo county. The report is proposed to show the current performance of roadways and transit, and the bicycle and pedestrian networks.

2019 Congestion Management Program Complementary Report Framework

The objective of the 2019 CMP Complementary Report is to track the progress of the transportation system in San Mateo County using existing data sources that have widespread use within the transportation planning industry or data sources readily available from local jurisdictions and agencies. This report is intended to cover fiscal year 2018-19 and document the progress of overall travel patterns, roadways, transit, biking, and walking.

At the meeting, staff will present proposed performance measures to be considered for the new report and seek input from the committee.

ATTACHMENTS

- None

C/CAG AGENDA REPORT

Date: October 29, 2018

To: Congestion Management and Environmental Quality (CMEQ) Committee

From: Jean Higaki, Program Director

Subject: Receive a briefing on the managed lane information gathering field trip to LA Metro and receive information on the US 101 Managed Lane project.

(For further information or questions, contact Jean Higaki at 650-599-1462)

RECOMMENDATION

That the C/CAG CMEQ receive a briefing on the managed lane information gathering field trip to LA Metro and receive information on the US 101 Managed Lane project.

FISCAL IMPACT

This is an information item.

SOURCE OF FUNDS

N/A

BACKGROUND

On October 12, 2018, representatives from the San Francisco County Transportation Authority (SFCTA), C/CAG, and the San Mateo Transportation Authority (SMCTA) visited LA Metro to tour an express lane project that has been in operation since 2012.

The tour included experience traveling on the express lanes, viewing tolling equipment in operations, and visiting the operations and customer service center. The afternoon included a presentation of LA Metro's various incentive programs, enforcement policies, and expansion plans. Officials shared their experience and challenges associated with the initial implementation of their express lanes and described the public support and success of their current operations.

ATTACHMENTS

None