

# C/CAG

## CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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# AGENDA

## BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

**Date:** Thursday, October 24, 2019  
7:00 p.m.

**Place:** San Mateo City Hall  
Conference Room C  
330 West 20th Avenue  
San Mateo, CA 94403

- |    |   |   |              |
|----|---|---|--------------|
| 1. | Call to Order   | Action<br>(Self)                        |              |
| 2. | Public comment on items not on the agenda   | Limited to 3<br>minutes per<br>speaker. |              |
| 3. | Meeting Minutes of the September 26, 2019<br>Meeting  | Action<br>(Self)                        | Page 1-2     |
| 4. | Receive presentation from Toole Design Group on<br>Work Plan for San Mateo County Comprehensive<br>Bicycle and Pedestrian Plan Update   | Information<br>(Hiatt)                  | Page 3-4     |
| 5. | Nomination and appointment of BPAC<br>member(s) to the San Mateo County<br>Comprehensive Bicycle and Pedestrian Plan<br>Update Technical Advisory Group                               | Action<br>(Hiatt)                       | Page 5       |
| 6. | Review and recommend Transportation<br>Development Act (TDA) Article 3 FY 19/20<br>Bicycle and Pedestrian Project Proposals to the<br>C/CAG board for funding allocation and approval | Action<br>(Hiatt)                       | Page 6-7     |
| 7. | Review and approval of 2020 BPAC Meeting<br>Calendar  | Action (Hiatt)                          | Page 8       |
| 8. | Member Communications   | Information<br>(Self)                   |              |
| 9. | Adjourn   | Information<br>(Self)                   | No materials |

**The next BPAC meeting is scheduled for January 23, 2020 (tentative pending approval).**

**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.

**City/County Association of Governments of San Mateo County (C/CAG)**  
**Bicycle and Pedestrian Advisory Committee (BPAC)**  
**Meeting Minutes**  
**September 26, 2019**

**1. Call to Order**

Chair Self called the meeting to order at 7:00 PM

Members Present:

<b>Name</b>	<b>Agency</b>	<b>March 2019</b>	<b>April 2019</b>	<b>June 2019</b>	<b>Sept. 2019</b>
Matthew Self - Chair	Public (Redwood City)	X	X	X	X
Malcolm Robinson – Vice Chair	Public (San Bruno)	X	X		
Marge Colapietro	Public (Millbrae)	X	X	X	X
Ann Schneider	Millbrae	X		X	X
Marina Fraser	Half Moon Bay	X	X	X	X
Don Horsley	County of San Mateo	X		X	X
Emily Beach	Burlingame	X	X	X	X
Karyl Matsumoto	South San Francisco	X	X	X	X
Ann Wengert	Portola Valley	X	X	X	X
Herb Perez	Foster City			X	X
Daina Lujan	Public (South San Francisco)			X	X
Jamie Axt	<del>Public (Redwood City)</del>		X		
Karen Cunningham	Brisbane	X	X	X	X
Alan Uy	Public		X	X	X

Members Present: Matthew Self, Marge Colapietro, Ann Schneider, Marina Fraser, Don Horsley, Emily Beach, Karyl Matsumoto, Ann Wengert, Herb Perez, Daina Lujan, Karen Cunningham, Alan Uy.

Members Absent: Malcolm Robinson

Members Resigned: Jamie Axt

Staff Attending: John Hoang, Mikaela Hiatt, Sandy Wong – C/CAG

## **2. Public Comments on Items Not on the Agenda**

Mikaela Hiatt informed the BPAC that a Call for Applicants for the recent vacant Public Member position on the BPAC would be posted in October.

Mikaela Hiatt informed the BPAC that the San Mateo County Comprehensive Bicycle and Pedestrian Plan Update will have a kick off meeting soon and staff will be bringing forward a work plan to the BPAC at the next meeting.

## **3. Meeting Minutes of June 27, 2019**

Approved with change. Title on Minutes to be changed from “April 25, 2019” to “June 27, 2019”. Chair Self called for a motion to approve the June 27, 2019, Meeting Minutes.

*Motion: Marge Colapietro moved/Emily Beach seconded. Motion passed unanimously.*

## **4. Receive presentations from the applicants on the proposed projects for the Transportation Development Act (TDA) Article 3 Fiscal Year 2019/20 Cycle (Information)**

Applicants who submitted TDA Article 3 Fiscal Year 2019/20 Cycle project proposals for bicycle and pedestrian projects each provided presentations of their respective projects to the BPAC. Each city staff was allowed six minutes for the presentation and two minutes for questions from the BPAC on each project.

## **5. Member Communications (Information)**

The BPAC discussed and agreed on a schedule and process for the upcoming month regarding proceedings with the TDA Article 3 follow up questions for applicants and submitting scores to staff.

## **6. Adjourn**

Chair Self called for a motion to adjourn.

*Motion: Karen Cunningham moved/Ann Schneider seconded. Motion passed unanimously.*

## C/CAG AGENDA REPORT

Date: October 24, 2019

To: C/CAG Bicycle and Pedestrian Advisory Committee

From: Mikaela Hiatt, Transportation Programs Specialist

Subject: Receive a presentation from Toole Design Group on the Work Plan for the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) Update

(For further information, contact Mikaela Hiatt at 650-599-1453)

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### RECOMMENDATION

That the C/CAG BPAC receive a presentation from Toole Design Group on the Work Plan for the San Mateo County Comprehensive Bicycle and Pedestrian Plan Update.

### FISCAL IMPACT

This presentation has no fiscal impact. The CBPP Update cost is \$196,492.

### SOURCE OF FUNDS

- TDA Article 3 funds
  - Local Transportation Funds (LTF), derived from a ¼ cent of the general sales tax collected statewide
  - State transit Association fund (STA), derived from the statewide sales tax on gasoline and diesel fuel
- Measure A Transportation Sales Tax (TA)
- C/CAG Local Transportation Funds

### BACKGROUND

The San Mateo County Comprehensive Bicycle and Pedestrian Plan was last updated in 2011. This document was created to inform jurisdictions where the most current bicycle and pedestrian network exists, and where the planned network should be built out in the future. Toole Design Group will be the leading consultant for the CBPP. C/CAG staff went through the RFP process to acquire Toole Design Group as a consultant to the San Mateo County Comprehensive Bicycle and Pedestrian Plan Update through the year 2020 as approved by the C/CAG board on September 12, 2019. C/CAG will engage the BPAC to review tasks as they pertain to the CBPP.

Toole is providing the BPAC the scope of work and the schedule in this introduction as well as a high-level overview of the projected ideas for the plan.

**ATTACHMENTS**

None.

## **C/CAG AGENDA REPORT**

Date: October 24, 2019

To: C/CAG Bicycle and Pedestrian Advisory Committee

From: Mikaela Hiatt, Transportation Programs Specialist

Subject: Nomination and appointment of BPAC member(s) to the San Mateo County Comprehensive Bicycle and Pedestrian Plan Update Technical Advisory Group

(For further information, contact Mikaela Hiatt at 650-599-1453)

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### **RECOMMENDATION**

That the C/CAG BPAC nominate and appoint BPAC member(s) to the San Mateo County Comprehensive Bicycle and Pedestrian Plan Technical Advisory Group.

### **FISCAL IMPACT**

None.

### **SOURCE OF FUNDS**

N/A

### **BACKGROUND**

C/CAG is requesting for member(s) of the BPAC to serve on a Technical Advisory Group for the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) Update. The purpose of the Technical Advisory Group is to review and provide advice towards the development of materials produced by C/CAG and Toole prior to the materials being presented to the BPAC.

As a part of the group, member(s) would be representing the BPAC and provide technical assistance on a variety of items as part of the CBPP update. It is preferred, but not required, that the member(s) from the BPAC have technical and professional experience in the bicycle and pedestrian fields. The first meeting for the Technical Advisory Group will be held on November 20, 2019. It is anticipated that the panel will meet approximately 5 times between November and the end of the project next fall.

### **ATTACHMENTS**

None.

## C/CAG AGENDA REPORT

Date: October 24, 2019

To: C/CAG Bicycle and Pedestrian Advisory Committee (BPAC)

From: Mikaela Hiatt, Transportation Programs Specialist

Subject: Review and recommend Transportation Development Act (TDA) Article 3 FY 19/20 Bicycle and Pedestrian Project Proposals to the C/CAG board for funding allocation and approval

(For further information, contact Mikaela Hiatt at 650-599-1453)

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### RECOMMENDATION

That the C/CAG BPAC review and recommend Transportation Development Act (TDA) Article 3 FY 19/20 Bicycle and Pedestrian Project Proposals to the C/CAG board for funding allocation and approval.

### FISCAL IMPACT

The TDA Article 3 FY 2019/20 Cycle budget is \$1,950,000. The proposals with the highest average scores will receive funding.

### SOURCE OF FUNDS

TDA Article 3 funds are derived from the following sources:

- Local Transportation Funds (LTF), derived from a ¼ cent of the general sales tax collected statewide
- State Transit Assistance fund (STA), derived from the statewide sales tax on gasoline and diesel fuel.

### BACKGROUND

The TDA Article Call for Projects was issued on May 10, 2019, soliciting local jurisdictions to submit applications for bicycle and pedestrian related projects. TDA Article 3 Project Applications were due on July 25, 2019. C/CAG received 2 planning applications and 12 capital applications from a total of 13 jurisdictions. The total amount requested from all applications was \$4,346,541.35 of which \$145,117.35 was requested for planning and \$4,201,424.00 was requested for capital projects. The total funding available is \$1,750,000.00 for capital projects

and \$200,000 for planning projects.

Members of the BPAC received presentations from each applicant describing the proposed project. Each presenter spoke for 6 minutes with 2 minutes following the presentation for questions for a total of 8 minutes.

Questions for the presentations were collected and distributed on October 4<sup>th</sup>, 2019. The answers received from the applicants were collected and redistributed to the BPAC on October 11<sup>th</sup>, 2019. The BPAC submitted their scores by October 18<sup>th</sup>, 2019.

BPAC will review the average scores at the October 24, 2019 meeting and finalized project proposal funding allocation to bring to the C/CAG board meeting for approval on November 14, 2019.

#### **ATTACHMENTS**

None.

## **C/CAG AGENDA REPORT**

Date: October 24, 2019  
To: C/CAG Bicycle and Pedestrian Advisory Committee  
From: Mikaela Hiatt, Transportation Programs Specialist  
Subject: Review and approval of 2020 BPAC Meeting Calendar  
  
(For further information, contact Mikaela Hiatt at 650-599-1453)

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### **RECOMMENDATION**

That the C/CAG BPAC review and approve the meeting calendar for 2020.

### **BACKGROUND**

The proposed schedule for meetings in 2020 will be as follows:

Time: 7:00 p.m. – 9:00 p.m.

Location: San Mateo City Hall  
Conference Room C  
330 West 20th Ave.  
San Mateo, CA 94403

January 23, 2020  
February – off  
March 26, 2020  
April – off  
May 28, 2020  
June 25, 2020  
July – off  
August - off  
September 24, 2020  
October 22, 2020  
November – off  
December - off

### **ATTACHMENTS**

None.