

CONGESTION MANAGEMENT PROGRAM (CMP) TECHNICAL ADVISORY COMMITTEE (TAC)

November 21, 2019
MINUTES

The two hundred fifty-seventh (257th) meeting of the Technical Advisory Committee (TAC) was held in the SamTrans Offices located at 1250 San Carlos Avenue, 2nd Floor Auditorium, San Carlos, CA. Co-Chair Hurley called the meeting to order on Thursday, November 21, 2019 at 1:16 p.m.

TAC members attending the meeting are listed on the Roster and Attendance on the preceding page. Others attending the meeting were: Ray Razavi – Half Moon Bay; Van Ocampo, Susy Kalkin, John Hoang, Kim Wever, Jeff Lacap - C/CAG; Drew – public member; and other attendees not noted.

1. Public comment on items not on the agenda.

None.

2. Issues from the last C/CAG Board meeting.

3. Approval of the Minutes from October 17, 2019.

Member Breault motioned; Member Gross seconded. Item approved.

4. Receive information on the Samtrans Transit Signal Priority Project (Information)

Robert Tam, SamTrans Project Manager, provided a status update on the project which covers the 26 mile El Camino Real Corridor between Daly City and Menlo Park. The GPS-based vehicle location technology will be deployed on 161 SamTrans buses and on controller cabinets at 125 intersections. The project is expected to be completed in the third quarter of 2021. Various comments were provided recommending that SamTrans and Caltrans do more outreach and coordination with cities to educate staff as well as public outreach meetings to inform the communities. Potential technical issues expressed by the TAC includes adaptability with the KITS signal controller, adaptive signs, maximum green time, and the need to perform traffic modeling and address operation concerns.

5. Review and recommend approval of the C/CAG and San Mateo County Transportation Authority Joint Call for Projects for the San Mateo County Shuttle Program for Fiscal Years 20/21 Y 21/22 (Action)

Susy Kalkin presented the planned Joint Shuttle Call for Projects program including guidelines, eligibility criteria, the application, technical support to be provided and timeline for review and approval. Committee members indicated that cost of labor (or lack of qualified drivers) have impacted the cost effectiveness of the shuttles. Member Oskoui motioned; Member Breault seconded. Item approved.

6. Approval of the Data Request Form to track the performance measures developed in the San Mateo Countywide Transportation Plan 2040 (SMCTP 2040) (Action)

Kim Wever presented the draft form developed by the designated working group. Committee members suggests that more work to refine the form is needed to make it clearer and more

concise and recommended that staff bring the draft back to the working group to update and then return to the TAC for review at a future meeting. Member Oskoui motioned; Member Breault seconded.

7. Receive information on the C/CAG Countywide Travel Demand Model Update (Information)

Jeff Lacap presented and update on the C/CAG Travel Demand Model and asking cities to review the new socio-economic/land use allocations and provide comments to C/CAG by December 31, 2019. Member Chiu asked that a login be provided to cities to access the GIS portal for reviewing the information.

8. Regional Project and Funding Information (Information)

Jeff Lacap presented on the items, as shown in the staff report including FHWA Policy for Inactive Projects, PMP Certification status, and miscellaneous federal aid related announcements, including upcoming training opportunities from Caltrans for Federal Aid Invoice processing. MTC requests that a Single Point of Contract (SPOC) Checklist form be submitted to MTC from agencies receiving federal transportation funds. City Engineer level staff are typically designated as SPOC.

9. Executive Director Report

Sandy Wong, C/CAG Executive Director, announced that C/CAG staff Jean Higaki will be retiring in early January 2020.

10. Member Reports

Co-Chair Porter announced that there will be a recruitment for a Deputy Director for Roads Division at the County. Co-Chair Hurley announced that the TA is planning to recruit up to 2 project managers. Member Oskoui announced that there is a recruitment for a Director of Public Works position at the City of Belmont.

Meeting adjourned at 2:25 p.m.