

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

**April 16, 2020
MINUTES**

2020 TAC Roster and Attendance					
No.	Member	Agency	Jan	Feb	April
1	Jim Porter (Co-Chair)	San Mateo County Engineering	x	x	x
2	Joseph Hurley (Co-Chair)	SMCTA / PCJPB / Caltrain	x	x	x
3	Robert Ovardia	Atherton Engineering	x		x
4	Peter Brown ¹	Belmont Engineering	N/A	N/A	x
5	Randy Breault	Brisbane Engineering	x	x	x
6	Syed Murtuza	Burlingame Engineering	x		x
7	Sandy Wong	C/CAG	x	x	x
8	Brad Donohue	Colma Engineering	x	x	x
9	Richard Chiu	Daly City Engineering	x	x	x
10	Tatum Mothershead	Daly City Planning	x	x	x
11	Norm Dorais	Foster City Engineering	x	x	x
12	Paul Willis	Hillsborough Engineering	x	x	x
13	Maz Bozorginia	Half Moon Bay Engineering	x		
14	Nikki Nagaya	Menlo Park Engineering		x	x
15	Andrew Yang ²	Millbrae Engineering	N/A	N/A	x
16	Sam Bautista	Pacifica Engineering		x	x
17	Jessica Manzi	Redwood City Engineering	x	x	x
18	Jimmy Tan	San Bruno Engineering	x	x	x
19	Steven Machida	San Carlos Engineering	x	x	x
20	Brad Underwood	San Mateo Engineering		x	x
21	Eunejune Kim	South San Francisco Engineering	x	x	
22	Billy Gross	South San Francisco Planning	x	x	x
23	Sean Rose	Woodside Engineering	x	x	x
24	James Choe	MTC	x	x	x

¹ Peter Brown joined the TAC in April 2020. Afshin Oskoui previously served on the TAC for Belmont and attended the January 2020 meeting.

² Andrew Yang joined the TAC in April 2020. Khee Lim previously served on the TAC for Millbrae and did not attend meetings in 2020.

The two hundred sixtieth (260th) meeting of the Technical Advisory Committee (TAC) was held virtually via Zoom. Co-Chair Hurley called the meeting to order on Thursday, April 16, 2020 at 1:17 p.m.

TAC members attending the meeting are listed on the Roster and Attendance on the preceding page. Others attending the meeting were: Mikaela Hiatt, Kim Wever, Sean Charpentier, Susy Kalkin, Kaki Cheung, Van Ocampo, Jeff Lacap - C/CAG; and other attendees not noted.

1. Brief Overview of Teleconference Meeting Procedures.

Mikaela Hiatt briefly explained how the TAC Meeting would run virtually.

2. Public Comment on items not on the Agenda (presentations are customarily limited to 3 minutes).

Sandy Wong introduced the two new members of the C/CAG Staff Kaki Cheung and Sean Charpentier to the TAC.

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

Mikaela Hiatt brought forward issues from the last C/CAG Board Meeting. The list of issues raised from the C/CAG Board Meeting is as follows:

- Approved – Appointment of Peter Brown and Andrew Yang to the TAC and Stormwater Committees
- Approved – Amendment to the FY 19-20 SMCOE SRTS Agreement
- Approved – FY 20-21 Agreement between SMCOE and C/CAG for SRTS
- Approved – Reallocation of Measure M interest and administration funds
- Approved – Final 2019 Congestion Management Program
- Approved – Subscription to StreetLight Data and C/CAG Member Agency Cost Share
- Approved – List of projects to MTC for RTP/SCS/Plan Bay Area 2050
- Approved – Forum for cities to share practices related to COVID-19 Shelter-inPlace to the next C/CAG Board Meeting
- Approved – Election of Marie Chuang to the C/CAG Chair and Davina Hurt to the C/CAG Vice Chair positions

Mikaela Hiatt added that the StreetLight Data item was approved with the amendment to delay the start date of the subscription by 6 months.

4. Approval of the Minutes from February 20, 2020.

Co-Chair Porter moved; Member Breault seconded. Member Murtuza, Member Brown, and Member Ovadia abstained. Item passed.

5. Review and recommend approval of the project list for funding under the C/CAG and San Mateo County Transportation Authority Shuttle Program for FY 2020/21 and FY 2021/22. (Action)

Susy Kalkin presented on the proposed Shuttle program for FY 2020/21 and FY 2021/22. The total amount provided is \$10 million in total funds with \$9 million from SMCTA and \$1 million from C/CAG. There are 30 shuttles recommended for \$9.85 million. There are 4 existing shuttles not recommended for funding; Oracle Commuter Shuttle, Twin Dolphin Commuter Shuttle, San Carlos Commuter Shuttle, and Belmont/Hillsdale Commuter Shuttle.

Member Breault asked a question about any changes in funds requested and funds recommended. Susy Kalkin explained the adjustment was due to Measure A allotment. Member Manzi asked a question about 2 shuttles previously serving Redwood Shores via the Twin Dolphin Commuter Shuttle and Oracle Commuter Shuttle. Susy Kalkin explained that the project sponsors did not offer recommendations for adjustments. Member Nagaya expressed concern for driver shortages in the shuttle program and suggested to readdress agreements with vendors. Member Murtuza moved; Member Chiu seconded. Item passed unanimously.

6. Review and recommend acceptance of the Transportation for Clean Air (TFCA) Regional Fund and approval of local matching funds for the Rideshare to Transit Pilot in a total amount of \$579,000. (Action)

Kim Wever presented the proposed Rideshare to Transit Pilot program with a recommendation to accept the award from the TFCA and include local matching transportation funds. Kim presented the two elements of the plan which would include incentives to riders to either carpool to transit or use a shared transportation network company (TNC) to get to transit to 5 BART stations and 5 Caltrain stations. The TNC element would include a \$5 discount for shared rides over \$5. The carpool element would include a \$2 discount per trip for riders and up to a \$5 incentive per trip for drivers to aid in parking costs. The program would only take place during peak morning and evening hours Tuesday through Thursday and be largely only available to San Mateo County residents via inbound and outbound geofences. \$50,000 of the program would be for marketing, \$529,000 would be for incentives. The TFCA fund amount is \$300,000 and C/CAG's local match would be \$279,000.

Member Ovadia requested quarterly program updates. Kim Wever agreed with the requested suggestion for program evaluation.

Member Murtuza asked about the nature of the selected transit stations for the program. Kim Wever explained that certain Caltrain stations were selected based on the parking constraint.

Member Brown expressed appreciation for the delay in timeline in light of COVID-19 Shelter in Place order.

Member Nagaya commented that the Hillsdale station closure should be monitored for the program in coordination with timeliness.

Member Underwood commented that the Hillsdale station will be closed mid-May and stay closed for 5 months.

Member Murtuza moved; Member Underwood seconded. Item passed unanimously.

7. Discussion on Request for Proposal (RFP) for the Measure M Strategic Plan for Fiscal Year 2022-2021. (Action)

Kim Wever presented the potential RFP release for the Measure M Strategic Plan and a request for a member of the TAC to serve on the interview panel.

Member Underwood and Co-Chair Hurley volunteered to serve on the interview panel.

Member Underwood moved; Member Murtuza seconded. Item passed unanimously.

8. Regional Project and Funding Information

Jeff Lacap presented on the items, as shown in the staff report include impact of application deadline and timely use of funds in light of COVID-19 including ATP Cycle 5 and SB 1 Local Streets and Roads, updated Caltrans guidance on DBE, Caltrans acceptance of

electronic signatures on progress invoices during the Shelter in Place, and FHWA update for inactive projects.

Member Murtuza asked a question about the grant information for the Congested Corridors program. Jeff Lacap explained that the project needs to be listed on a Congested Corridor Plan and is meant to fund projects in highly traveled and congested corridors.

Jeff Lacap took a poll of those interested in applying for ATP Cycle 5 funding.

Jeff Lacap shared that he would pass along webinar information for funding sources to the Single Point of Contacts.

9. Executive Director Report

Sandy Wong shared that the Alemany Deck project has been advanced on April 25th, 2020 in light of COVID-19 light traffic, informal discussion with Caltrans on shovel ready projects for stimulus funding, construction on the US 101 Express Lane will continue as Caltrans has deemed the project essential with an additional one hour to the lane closures, and the Express Lane JPA has approved a contract with ARUP for an equity study on the project.

10. Member Reports

Member Brown and the TAC congratulated Member Nagaya on appointment as the Public Works Director of Menlo Park.

Meeting adjourned at 2:13 p.m.