

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

**May 21, 2020
MINUTES**

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

The two hundred sixty-first (261st) meeting of the Technical Advisory Committee (TAC) was held virtually via Zoom. Co-Chair Porter called the meeting to order on Thursday, May 21, 2020 at 1:19 p.m.

TAC members attending are listed on the Roster and Attendance on the preceding page. Others attending the meeting were: Mikaela Hiatt, Kaki Cheung, Sean Charpentier, Jeffrey Lacap, Kim Wever, Van Ocampo – C/CAG; and others not noted.

1. Brief Overview of Teleconference Meeting Procedures.

Mikaela Hiatt and Co-Chair Porter explained how the TAC Meeting would run virtually.

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

There was no public comment on items not on the Agenda.

3. Issues from the last C/CAG Board Meeting

Mikaela Hiatt shared items passed at the last C/CAG Board Meeting.

- Approved – Amendment No. 3 to the Agreement with VTA for time extension for TDM services
- Approved – Appointment of Justin Yuen and Janet Borgens to the BPAC Committee
- Approved – Appointment of Diana Reddy to the CMEQ Committee
- Approved – California Resilience Challenge Grant Funding application for Resilient San Carlos Schoolyards project
- Approved – Funding agreement with BAAQMD for TFCA Regional Fund and C/CAG Local Match for the Rideshare to Transit Pilot Project
- Approved – Agreements with San Mateo County Energy Watch PG&E Local Partnership Program for a 3-year program cycle
- Approved – C/CAG and SMCTA Shuttle Program for FY 2020/21 and funding agreement with the City of Menlo Park for a 2-year period.

4. Approval of Minutes from April 16, 2020.

Member Bautista moved to approve. Member Underwood seconded the motion. Motion passed unanimously.

5. Review and recommend the C/CAG Board authorize the Executive Director to submit an allocation request to the California Transportation Commission (CTC) for Senate Bill 1 (SB1) Local Partnership Program (LPP) Funds in the amount of \$722,000 to support the Northern Cities Smart Corridor Project. (Action)

Kaki Cheung presented to the TAC information about the most recent updates of the Smart Corridor project and provided an overview of the allocation request. Kaki specifically

highlighted development of the North Cities segment .

Member Ovadia asked about what other projects the Smart Corridor would be competing against and limitations on the funds. Kaki Cheung responded that C/CAG is applying for the formulaic share of the Local Partnership Program funds, and therefore, the grant is not competitive in nature. Because the project is a high priority for C/CAG, the Agency will actively look for other grant opportunities to fill the funding gap.

Member Murtuza asked if the implemented portions of the project were currently operating. Kaki Cheung said that the project team has been diligently working to bring any failed devices or network back online. One of the most recent development is that the project is registered under the USA Dig Alert system, this should minimize the risks of fiber being damaged by construction activities in the corridor

Member Murtuza moved to approve. Member Bautista seconded the motion. Motion passed unanimously.

6. Review and recommend the C/CAG Board approve postponing the implementation of some Carpool 2020 program components, and redirecting a portion of the Transportation Fund for Clean Air County Program Manager funding to the design phase of the Northern Cities Smart Corridor project. (Action)

Kaki Cheung presented to the TAC information about the Carpool 2020 program and explained how the funds would be used for the Smart Corridor project. Kaki explained that due to the COVID-19 Shelter in Place order, staff recommended postponing components of the Carpool 2020 Program. To expend funds in a timely manner, staff recommended reallocating the funds to the Smart Corridor project.

Member Manzi asked if the funding would be permanently or temporarily diverted. Kaki Cheung explained that this diversion was temporary. Sandy Wong further clarified the nature of TFCA funding and that revenues get allocated on an annual basis.

Member Manzi asked about the cost effectiveness of the project. Kaki Cheung explained that this funding source has been used for Smart Corridor before and the consultant is working on the CE worksheet.

Member Choe asked if funding could be used for TDM projects such as rideshare. Sandy Wong explained that due to timely use of funds requirements, C/CAG staff felt that this is a more feasible use for the given fiscal year.

Member Breault moved to approve. Member Ovadia seconded the motion. Motion passed unanimously.

7. Review and recommend approval of the C/CAG distribution policy for Fiscal Year 2020-21 State Transit Assistance (STA) Population-Based funds among the STA-eligible transit operators and funds that will be spent benefitting Communities of Concern for the

subsequent fiscal year. (Action)

Sean Charpentier presented an updated staff recommendation based on the State's recent 40% reduction in STA Block grant funding and conversations with Samtrans regarding the negative impact of COVID-19 Crisis on the sources of Paratransit funding. Sean explained the updated fund estimate went from \$2.3 million in February to about \$1.4 million in May.

The revised recommendation and motion is to continue the established distribution of 37% for Paratransit and 63% for Lifeline programs, with C/CAG making a one-time transfer of approximately \$356,000 from the Lifeline Program to the Paratransit program, and for C/CAG to continue with a Lifeline Call for Projects with Lifeline set asides from FY 18-19 and 19-20 and the remaining funds for FY 20-21. The one-time transfer of \$356,000 to the Paratransit program would maintain the \$884,000 that was estimated for Paratransit before the State reduced the funding by 40%.

Member Nagaya asked for information from Samtrans about Paratransit demand. Sean Charpentier said there was no firm prediction, but it was expected that there are potential increase in demand given riders may want to take separate transit vehicles as a part of social distancing.

Member Chiu additionally commented about the demand for transit in the area, specifically in Communities of Concern.

Member Brown asked about the nature of the revision of the funding from MTC. Sean Charpentier explained that these projections come from estimates on gas tax reductions, bridge tolls, and sales tax measures. This is based on the revised numbers from the Governor's budget.

Member Ovadia asked where the C/CAG one-time contribution would come from. Sean explained that it would come from next year's STA estimated allocation. Sandy Wong further explained that because C/CAG accumulated funds from this pot over the past two years and the original plan has been delayed, there were available funds that can be moved for this purpose on a one time basis. Sandy elaborated that this recommendation was jointly presented with Samtrans.

Member Chiu asked if there was consideration of an equal reduction. Sean Charpentier explained that there was other consideration, but given the accumulations in the Lifeline program over the past two years, this recommendation seemed the most practical. Sandy Wong further explained that often eligibility for Lifeline projects can be a barrier to funds being utilized.

Sean Charpentier stated that the revised recommendation and motion is to continue the established distribution of 37% for Paratransit and 63% for Lifeline programs, with C/CAG making a one-time transfer of approximately \$356,000 from the Lifeline Program to the Paratransit program, and for C/CAG to continue with a Lifeline Call for Projects with Lifeline set asides from FY 18-19 and 19-20 and the remaining funds for FY 20-21. Member Breault motioned to approve Sean Charpentier's revised recommendation. Member Underwood seconded the motion.

Member Nagaya suggested an amendment to staff's recommendation, mainly to reevaluate the program if projected demand changed as time progressed.

Member Breault asked Sean Charpentier how this recommended motion would be executed. Sean Charpentier shared that given the uncertainty around the Shelter in Place, demand would be very difficult to predict. Member Breault explained that he would prefer to move forward with the original motion given that there is trust in the C/CAG staff to return to the Committee should new information arise.

Member Breault moved to approve the revised recommendation from Sean Charpentier. Member Underwood seconded the motion. Motion passed unanimously.

8. Receive information on the preparation of a draft list of projects for potential Economic Stimulus legislation and provide input. (Information)

Sean Charpentier presented to the TAC on new information for the project list for the potential Economic Stimulus legislation. Sean explained that the next steps were to work with project sponsors, explore adding an "electric vehicle infrastructure" category, work with MTC on project identification, and prepare a letter from C/CAG to the Federal representative.

Sean Charpentier communicated that Member Ovidia had emailed Sean Charpentier asking about adding more funds to paving.

Member Murtuza and Underwood requested another copy of the email with information. Member Underwood also requested clarification on the definition of project readiness. Sean Charpentier responded that those projects in design and ready for construction would be considered project ready. MTC requested that projects be fully constructed before the end of next year. Member Underwood also seconded Member Ovidia recommendation for an increase in paving.

Member Ovidia additionally commented that paving projects will likely have less funding over the next year and also are quick and easy to deliver.

Member Murtuza asked how the bicycle and pedestrian funds would be distributed. Sean Charpentier explained that the funds would likely be formulaic.

9. Regional Project and Funding Information

Jeffrey Lacap shared information with the TAC regarding regional project and funding updates. Jeff explained that the following programs and Call for Projects have extended deadlines.

- LPP competitive funding timeline had been extended. Jeff took a poll of TAC members' interests to apply for this funding. Daly City and County of San Mateo raised their hands.
- Funding for local Streets and Roads Program extended July 15, 2020.

- Deadline for ATP Cycle 5 was extended to September 15, 2020 and Quick Build element is extended to July 15, 2020. MTC was hosting a workshop to discuss in more details.
- Caltrans was accepting digital signatures. Inactive projects list could be found on page 32 of the packet. Caltrans is requiring those projects to be closed out.
- HSIP Cycle 10 applications are due September 4th. There is a webinar recorded and posted online.
- Update on Caltrans D4 current work from home status, request for only electronic invoices and contracts, and the most recent Local Assistance staff assisting with these efforts.

10. Executive Director Report

None.

11. Member Reports

None.