

City/County Association of Governments of San Mateo County (C/CAG)
Bicycle and Pedestrian Advisory Committee (BPAC)
Meeting Minutes
May 28, 2020

1. Call to Order

Chair Self called the meeting to order at 7:02 PM.

Name	Agency	Jan 2020	Mar 2020 (Canceled)	May 2020
Matthew Self – Chair	Public (County of San Mateo)	X		X
Malcolm Robinson – Vice Chair	Public (San Bruno)	X		X
Janet Borgens	Redwood City	N/A*		X
Ann Schneider	Millbrae	X		X
Marina Fraser	Half Moon Bay			
Don Horsley	County of San Mateo	X		
Emily Beach	Burlingame	X		X
Karyl Matsumoto	South San Francisco	X		X
Ann Wengert	Portola Valley	X		
Justin Yuen	Public (South San Francisco)	N/A*		X
Karen Cunningham	Brisbane	X		X
Alan Uy	Public (Daly City)	X		X
Brian Levenson	Public (Redwood City)	X		X

*Members appointed to position at May 2020 Board Meeting

Members Present: Matthew Self, Malcolm Robinson, Janet Borgens, Ann Schneider, Emily Beach, Karyl Matsumoto, Ann Wengert, Karen Cunningham, Alan Uy, Brian Levenson

Members Absent: Marina Fraser, Ann Wengert

Staff Attending: Mikaela Hiatt, Sandy Wong, Kaki Cheung – C/CAG

Others in Attendance: Drew - Public

2. Public Comment on items not on the agenda

None.

3. Approval of Meeting Minutes of January 23, 2020

Approved with no comment.

Motion: Karen Cunningham motioned to approve/Malcolm Robinson seconded. Motion passed unanimously.

4. Receive presentation from Toole Design Group on the San Mateo County Comprehensive Bicycle and Pedestrian Plan Update (Information)

Patrick Gilster presented to the BPAC on the San Mateo County Comprehensive Bicycle and Pedestrian Plan Update from 2011. The presentation included information regarding the work on the plan that took place during the end of Phase 1 and beginning of Phase 2, the draft Vision, Goals, and Objectives, and next steps for the plan.

Member Cunningham expressed concern for incorporation of current events surrounding COVID-19. Mikaela Hiatt and Patrick Gilster acknowledged the concern.

Member Matsumoto requested contacting local Bicycle and Pedestrian Advisory Committees (BPAC) to incorporate input on the Plan. Mikaela Hiatt responded that outreach to the local BPACs will take place in the next phase.

One Public Member Drew requests considerations of other forms of active mobility such as scooters and skateboards. Drew also asked how the goals were drafted. Patrick Gilster explained that this plan uses local jurisdiction plans as a baseline, and then create its own set goals. Patrick also explained that this plan will incorporate and address concerns surrounding micromobility.

Member Schneider recommended that staff coordinates with San Francisco Public Utilities Commission because of the amount of land in their jurisdiction and potential opportunities.

Member Beach commented that the BPAC should make sure the goals and objectives are actualized. Member Matsumoto echoed Member Beach's concerns adding that the BPAC should aim to make this document user friendly.

Chair Self commented that the BPAC should encourage better linkages between the cities and that these goals and objectives should align with funding decisions.

5. Review and recommend approval of a request for reallocation of FY 2017-18 Transportation Development Act Article 3 (TDA 3) funds for the City of San Bruno Huntington/San Antonio Bicycle Corridor Project (Action)

Jason Tong from the City of San Bruno explained the TDA 3 project and the reason for the request for reallocation of TDA 3 funds.

Motion: Ann Schneider motioned to approve/Malcolm Robinson seconded. Motion passed unanimously.

6. Review and recommend approval of a request for reallocation of FY 2015-16 Transportation Development Act Article 3 (TDA 3) funds for the City of South San Francisco Linden Avenue Complete Streets Safety Project (Action)

Matthew Todd, consultant to the City of South San Francisco, explained the TDA 3 project and reason for the request for reallocation of TDA 3 funds.

Member Self commented that shovel readiness is criteria used and that funds should be expended in a timely manner.

Member Beach requested more information about the length of the reallocation cycle. Mikaela Hiatt explained that the reallocation would be made for a three-year cycle beginning July 1, 2019.

Member Cunningham asked if there is a maximum amount of reallocation requests that could be made. Mikaela Hiatt explained the reallocation process. Chair Self explained that if this was denied, then the money would be returned to the TDA Article 3 fund for allocation next year.

Member Borgens asked if there was any way to make a motion to approve with a caveat of this being the final allocation. Sandy Wong explained that if that was the BPAC's motion, then the Board would approve with the guidance from BPAC.

Member Matsumoto explained that the project is ready to go at this point.

Member Borgens made the motion to approve a request for reallocation of FY 2015-16 Transportation Development Act Article 3 (TDA 3) funds for the City of South San Francisco Linden Avenue Complete Streets Safety Project.

Motion: Janet Borgens motioned to approve/Malcolm Robinson seconded. Motion passed unanimously.

7. Review and approve a request for reallocation of FY 2017-18 Transportation Development Act Article 3 (TDA 3) funds for the City of Millbrae Transit Center to Spur Trail Connection Project. (Action)

Jane Kao from the City of Millbrae presented the TDA 3 project and the reason for the

request for reallocation of TDA 3 funds.

Member Schneider further explained the project and reason for request for reallocation.

Member Borgens asked about the project's relation to schools in the area. Member Schneider explains that the project connects to a middle school.

Motion: Malcolm Robinson motioned to approve/Justin Yuen seconded. Motion passed unanimously.

8. Nominations and Elections of the Bicycle and Pedestrian Advisory Committee (BPAC) Chairperson and Vice-Chairperson (Action)

Member Schneider nominated Vice Chair Robinson for BPAC Chairperson.

Motion: Ann Schneider motioned to approve/Matthew Self seconded. Motion passed unanimously.

Member Borgens nominated Member Schneider for BPAC Vice Chairperson.

Motion: Janet Borgens motioned to approve/Malcolm Robinson seconded. Motion passed unanimously.

9. Member Communications

Mikaela Hiatt introduced the new C/CAG Program Director Kaki Cheung.

Member Schneider requested that the topic of Slow Streets be brought to a future BPAC Agenda.

10. Adjourn

Vice Chair Robinson motioned to adjourn the meeting at 8:30 PM.

Malcolm Robinson motioned to approve/Ann Schneider second. Motion passed unanimously.