

CONGESTION MANAGEMENT PROGRAM (CMP)

TECHNICAL ADVISORY COMMITTEE (TAC)

February 18, 2021

MINUTES

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

*appointed to the TAC at the February C/CAG Board Meeting

The two hundred sixty-seventh (267th) meeting of the Technical Advisory Committee took place on February 18, 2021 at 1:17 p.m.

TAC members attending are listed on the Roster and Attendance table on the preceding page. Others attending the meeting were: Mikaela Hiatt, Kaki Cheung, Jeffrey Lacap, Sean Charpentier, Kim Wever, Van Ocampo – C/CAG; Peter Skinner and Patrick Gilster – SMCTA; Julia Wean – Steer; Sue-Ellen Atkinson – City of San Mateo; Gwendolyn White and others not noted.

1. Brief Overview of Teleconference Meeting Procedures.

C/CAG staff Kaki Cheung described how the Committee Meeting would run virtually.

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

There were no public comments regarding items not on the Agenda.

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

C/CAG staff Kaki Cheung described the items of interest listed from the last C/CAG Board meeting.

4. Approval of Minutes from January 21, 2021.

Member Ovadia requested a correction to Item 8 of the January meeting minutes, his recommendation was to install rapid flashing beacons, and not rapid buses.

Member Breault moved to approve the minutes as revised, Member Ovadia seconded the motion. Roll Call was taken. All members in attendance voted to approve. Motion passed.

5. Receive an update on the current efforts to develop the five-year Measure M Strategic Plan, covering Fiscal Years 2021/22 to 2025/26. (Information)

C/CAG staff Kim Wever introduced Julia Wean of Steer, who would present on goals and objectives of the Local Streets and Roads program in Measure M. Julia explained that the Local Streets and Roads program aims to improve and maintain local facilities through congestion management and stormwater pollution prevention activities. Julia described the logic framework used to help with goal setting and development of strategic recommendations. Performance measures will be added to evaluate the program.

Member Ovadia asked if road condition would be included. Julia responded that the two areas stated in the goal were the primary targets, but the project team can evaluate the more granular elements throughout project development.

Member Petersen asked if the reporting structure would be similar to the reporting structure in SB 1. Julia Wean responded that the reporting structure would be less formal and would include a form to be completed at the beginning of each year, describing the expectations and targets for the local jurisdiction that year.

Member Murtuza asked if the forms will be modified for the cities to report where and how these funds were used, as they will be a portion of the work and not all of the work. Julia Wean

responded that the process would be similar to the current reporting process to C/CAG, which a city only reports the actions that were conducted using Measure M funding. Member Murtuza commented he felt that there is not currently a breakdown of the specificities of the expenditures in reporting to C/CAG, and it may be difficult to integrate and track.

Member Rose expressed appreciation for an online form and the simple reporting process to date. He also asked if jurisdictions will still be able to select which program (paving, sweeping, etc.) they use Measure M funds for. Julia Wean commented that would be the case, but this list of eligible activities would be expanded to integrate innovative transportation practices. She also commented that the main change would be standardizing units of measurement for the program, such as everyone reports street sweeping in miles rather than square feet.

Member Rose asked if the amounts prescribed would change. Julia Wean responded the project team did not expect the amounts to change significantly. Member Rose asked if funding trash management would be a qualifying expense continually, or just one time. Kim Wever responded that the funding source Member Rose referenced was AB 1546, which was a one-time item. If an activity is related to stormwater/MRP activities, then it would be eligible for Measure M Local Streets and Roads funding.

Member Ovadia expressed concerns about the reporting requirements, and how that may deter jurisdictions from spending on activities that are more difficult to track.

Member Brown commented that online reporting would be easier but was unsure about the benefit of conveying the work plan at the beginning of the fiscal year and reporting it after, compared to simply reporting the tasks that are completed at the end of the year.

Member Chiu commented that currently many cities use the funds predominantly for street sweeping and paving. He was unsure if a long list of eligible expenditures would be beneficial. Julia Wean responded that she agreed those activities are more common amongst the jurisdictions, but there are other agencies who use the list of eligible expenditures more broadly. It is important to C/CAG for partners to demonstrate the progress made using Measure M funds in a holistic manner.

Co-Chair Hurley commented that the quality of street sweeping may not be consistent with the quantity of street sweeping completed, due to vehicles parked on the roads. Julia Wean responded that C/CAG is not currently tracking street sweeping qualitatively, but may potentially consider exploring this as an option. Julia cautioned that this may be difficult for the local jurisdictions to track.

6. Receive an update on the Metropolitan Transportation Commission (MTC) Safe and Seamless Mobility Quick Strike Program development and provide input to the C/CAG nomination process (Action)

C/CAG Staff Sean Charpentier introduced the item and provided updates on the program since the last Technical Advisory Committee meeting in January 2021. Sean stated that the Call for Project nominations had been extended through 2/18 at 5 PM. As of the TAC meeting, C/CAG had received 8 projects, with a request of \$6,794,086. Sean stated that staff plans to update the list on Friday and present the recommended projects to the Congestion Management

Environmental Quality (CMEQ) committee and Bicycle and Pedestrian Advisory Committee (BPAC).

Member Hurley asked if the action was to clarify the process for recommending a project. Sean Charpentier stated that the initial intent was a formal recommendation to the C/CAG Board, but given the revised timeframe for project submittal, the action at this meeting is to recommend the project selection process.

Member Breault asked the reason for introducing the criteria of giving priority for projects that had submitted previous funding applications. Sean Charpentier responded that the previous Committee report stated that recommendation. Sandy Wong added that at the request of the Committee at the January 2021 meeting, C/CAG staff agreed to accept projects that were not part of the previous calls. Projects would be ranked based on merit. In the event that two projects have similar merits, the project that submitted application to a previous call for project would be ranked higher.

Member Murtuza commented every project should be weighted equally, regardless of former submission, given there may be new projects in consideration for quick build.

Member Manzi commented that while she agreed that projects should be evaluated based on criteria from MTC, she felt that the “tie-breaker” solution C/CAG staff were proposing is appropriate.

Member Chiu commented that his understanding for the reason of incorporating previously applied projects was due to time constraints.

Member Manzi moved to approve the project evaluation process and Member Murtuza seconded.

Staff clarified that all projects would be evaluated based on their merits, and the tie-breaker would be used for projects that previously applied.

Roll call was taken. Member Choe voted to abstain. Other Members in attendance voted to approve. Motion passed.

7. Regional Project and Funding Information

C/CAG staff Jeff Lacap provided the Committee with an updated Caltrans inactive projects list, requesting members continue to invoice regularly to Caltrans. He also shared the CMP certification form. Further, Jeff Lacap provided results of the statewide ATP Cycle 5 recommendations. San Mateo County projects were not recommended for funding in the statewide call, but the regional recommendation is expected to be released in April or May of 2021. A variety of trainings opportunities were listed in the staff report, including the resident engineers training and local streets and roads training provided by FHWA.

Co-Chair Hurley asked how many applications were submitted to ATP Cycle 5. Jeff Lacap, with assistance from C/CAG staff, Mikaela Hiatt, responded that approximately eight projects in San Mateo County responded to the statewide ATP call for projects. Co-Chair Hurley asked if these projects were likely to also apply for the regional pot of funding. C/CAG staff Mikaela Hiatt and Jeff Lacap confirmed that yes, it is likely.

10. Executive Director Report

C/CAG Executive Director Sandy Wong announced that the federal government had released plans for stimulus package, which included transportation fund in an amount of \$900,000,000 for the state of California in response to COVID-19. Sandy stated that it was unclear at the time how the funded would be distributed.

11. Member Reports

Member Murtuza inquired about the recruitment process to fill Sandy Wong's position as Executive Director of C/CAG. Sandy Wong responded that the C/CAG Chair has set up a search committee actively working on the recruitment. The recruitment announcement is likely to be released in early March.

C/CAG staff, Mikaela Hiatt, requested StreetLight users to complete the user survey. Survey results will be presented at the March Committee meeting. Mikaela also informed Committee members that the San Mateo Countywide Bicycle and Pedestrian Plan Update was available for public review, and comments are due on March 10th, 2021.

Meeting adjourned at 2:27 PM.