

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

January 21, 2021

MINUTES

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

The two hundred sixty-sixth (266th) meeting of the Technical Advisory Committee took place on January 21, 2021 at 1:15 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, Kim Wever, Van Ocampo – C/CAG; Brooke DuBose – Toole Design Group; Dante Hall – City of Foster City; Dave Bockhaus – City of South San Francisco; Sue-Ellen Atkinson – City of San Mateo; Hae Won Ritchie – City of San Bruno; Patrick Gilster, Peter Skinner – SMCTA; 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 December 17, 2020.

Member Breault moved to approve the minutes. Member Rose seconded the motion. Roll Call was taken. Member Petersen and Member Mitch abstained. All other members in attendance voted to approve. Motion passed.

Co-Chair Porter moved up item 7

7. Receive a presentation and provide input on the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) Update (Information)

C/CAG staff Mikaela Hiatt introduced Brooke DuBose from Toole Design Group. Brooke presented on the update of the Bicycle and Pedestrian Plan. Staff requested that the Committee members review the prioritized project list, provide comments on the proposed project rankings, and comment on the draft project costs.

Member Murtuza asked about proposed projects on El Camino Real, whether there is any coordination with Caltrans and with SamTrans on the BRT project. C/CAG staff Mikaela Hiatt confirmed that representatives from both Caltrans and SamTrans are on the Technical Advisory Group, where they received information on the project and provided input.

In response to prioritization of projects being separated by the bayside and coast-side, co-Chair Hurley asked if future funding will be divided as well. Staff explained that evaluation criteria is the same for both bayside and coast-side project. Due to geography and population, number of collisions and access to transit are different between the bayside and coast-side. To ensure that there are high priority projects throughout the County, staff decided to separate the projects.

Member Nagaya asked if the Plan includes general guidance for cities to use when selecting different bicycle facility treatments. Brooke Dubose confirmed that the plan will provide AASHTO bicycle and pedestrian design guidelines.

Member Ovadia noticed some gaps of the backbone network on the online map, and asked if those gaps represent existing facilities. Staff explained that there are many different layers of the map and the side legend provides more information.

Member Rose asked if the existing facilities layer includes planned projects. C/CAG staff Mikaela Hiatt explained that all projects will be included in the plan, but the list that was sent out recently for member review only includes those projects on the backbone network. Member Rose also asked when can jurisdictions' committees provide comments. C/CAG staff Mikaela Hiatt stated that the public comment period will begin in early February and the comment period will last a month.

Member Breault requested that colors on the map are color blind friendly.

Member Murtuza requested an opportunity for jurisdictions' technical staff to review the project list before it is released to the public. Staff explained that a Technical Advisory Group representing different parts of the county was reviewing the draft list. Staff also distributed the prioritized projects list for jurisdictions to review.

Member Rose stated that it would be beneficial to include cost as additional filter for the prioritized projects list.

Member Ovadia stated cost might not be ideal since facilities on arterials like El Camino Real will have high project cost. Projects on El Camino Real should be a priority. Traffic volume should be a factor for consideration. Brooke Dubose stated El Camino Real projects will most likely be multimodal, for the Plan's purpose, C/CAG may consider only the cost of the bicycle component.

Member Manzi agreed that dividing project benefits by cost will screen out separated bicycle lanes project, she suggested considering grouping the separated bike lane projects in one category for comparison purpose.

Member Brown added that safety should be a factor as well as existing and potential ridership.

Brooke Dubose concluded the presentation by highlighting the following dates:

- Comments on the draft prioritized project list are due by January 29th, 2021
- Public Comment Period will begin in February and last through March, 2021
- Draft Plan will be presented to C/CAG Board on February 11th, 2021; and
- Final Plan is expected to be adopted by C/CAG Board on April 8th, 2021

5. Request for a CMP TAC member to serve on an evaluation panel to select a consultant for the 2021 Congestion Management Program (CMP) Update (Action)

C/CAG staff Jeff Lacap requested nomination of a Committee member to serve on the evaluation panel of the 2021 CMP consultant selection. The Request for Proposal (RFP) was presented at the December 2020 CMP TAC meeting and was then sent out to interested parties with a due date of Friday, January 29th, 2021.

Member Sean Rose volunteered to serve on the evaluation panel. Co-Chair Hurley moved to nominate Member Rose as the CMP TAC representative. Member Breault seconded the motion. Roll call was taken. Motion passed unanimously.

6. Review and recommend approval of the Fiscal Year 2021/22 Expenditure Plan for the Transportation Fund for Clean Air (TFCA) County Program Manager Fund for San Mateo County (Action)

C/CAG staff Kim Wever presented recommendations for the Fiscal Year 2021/22 Expenditure Plan for the TFCA County Program Manager Fund for San Mateo County. After the staff report was written, the Air District adjusted the amount that San Mateo County will receive. The updated funding amount is \$1,249,131 with \$77,652 for program administration and \$1,171,479 for project implementation. Staff recommended to remain consistent with previous years and allocate \$600,000 to Commute.org's Countywide Trip Reduction Program and \$150,000 to SamTrans' BART Shuttle Program. These funding recommendations are subject to submission of an acceptable work plan and cost-effectiveness calculations acceptable to the Air District. Staff recommended allocating the remaining \$421,479 to other projects with scopes to be determined and brought back to Committee for approval.

Co-Chair Hurley asked if staff has communicated with Commute.org and SamTrans on their needs. C/CAG staff Kim Wever replied that staff is waiting for the Fiscal Year 2021/22 cost-effectiveness worksheets from the Air District prior to reaching out. Last year, staff tried increasing SamTrans' allocation, but when they submitted Fiscal Year 2020/21 cost-effectiveness worksheet in October 2020, SamTrans only qualified for \$150,000.

Member Ovadia questioned about the proposed funding for Commute.org's rideshare program and the feasibility of such program during a pandemic. C/CAG staff Kim Wever clarified that Commute.org's Countywide Voluntary Trip Reduction Program covers a variety of topics, in addition to ridesharing. The final recommended funding amount will be based on Commute.org's work plan and cost-effectiveness for Fiscal Year 2021/22.

Member Manzi asked about the cost-effectiveness worksheet and if a new call for projects will be issued. Additionally, Member Manzi recommended staff to consider quick build bicycle projects as traffic congestion is expected to return post COVID-19 pandemic.

Member Murtuza asked if there will be savings from Commute.org's program due to more teleworking activities and the reduce need for employer shuttles. Member Murtuza requests staff to consider keeping the funding flexible and redirecting the revenues to other programs if needed. C/CAG staff Kim Wever confirmed that these recommended allocations to Commute.org and SamTrans are subject to change, if they do not meet cost-effectiveness.

Co-Chair Hurley asked if the \$421,479 other projects will be brought back to the Committee for approval. C/CAG staff Kim Wever responded that detailed project scopes will be brought back to the Committee for approval.

Member Manzi moved to recommend approval of the Fiscal Year 2021/22 Expenditure Plan for the TFCA County Program Manager Fund for San Mateo County. Member Rose seconded the motion. Roll call was taken. Motion passed unanimously.

8. Receive information on the proposed MTC Safe and Seamless Mobility Quick Strike Program and proposed C/CAG approach (Information)

C/CAG staff Jeff Lacap presented on the MTC Safe and Seamless Mobility Quick Strike program. Each County Transportation Agency (CTA) in the Bay Area are asked to submit a Letter of Interest nominating

projects that can be obligated for construction by September 30, 2022. This date was different than what was shown in the staff report given a recent change communicated by MTC. Because the deadline for C/CAG to submit a Letter of Interest is March 30, 2021 there is insufficient time for a formal call for projects. Staff proposed looking into unfunded projects from the three recent Call for Projects processes and make a selection from those calls. The three recent call for projects processes include 1. C/CAG TFCA grant, 2. San Mateo County Transportation Authority (SMCTA) Bicycle and Pedestrian projects, and 3. Active Transportation Program (ATP) Cycle 5. Those processes will form as the basis to create a draft list of nominated projects for the Quick Strike program. The project list will be presented to the Technical Advisory Committee, Congestion Management and Environmental Quality, and Bicycle and Pedestrian Advisory Committee for review and recommendation of approval in February. The C/CAG Board of Directors will review the letter of interest at its March 11, 2021 meeting.

Member Ovadia recommended looking into countywide programs such as the installation of rapid buses and crossing improvements.

Co-Chair Hurley asked if there will be an opportunity for project sponsors, who did not submit an application during a recent Call for Project, to propose project concepts. C/CAG Executive Director Sandy Wong requested that project sponsors to promptly communicate with C/CAG staff Jeff Lacap if they wish to have a project to be considered.

Member Mitch asked if jurisdictions can modify projects previously submitted. C/CAG Executive Director Sandy Wong confirmed that modifications can be made, and that jurisdictions should contact C/CAG staff Jeff Lacap.

Member Breault supported consideration of projects not submitted in the previous Call for Projects.

Member Chiu asked if staff can share the list of unfunded projects from prior calls being considered. C/CAG staff Jeff Lacap replied links to the projects can be found in the staff report. Results from the Active Transportation Program (ATP) Cycle 5 Call for Projects will be available mid-February.

Member Manzi asked if staff will check project eligibility and reach out to sponsors if modifications are needed. C/CAG staff Jeff Lacap confirmed that staff will be reaching out to project sponsors.

9. Regional Project and Funding Information

C/CAG staff Jeff Lacap provided the Committee with an updated Caltrans inactive projects list, the current Pavement Management Program (PMP) certification status list, and highlighted new information in the staff report: the Caltrans Project Initiation Document (PID) Work Form, Caltrans 2021 Publication Update, Federal Aid Training Series: Getting Your Federal Aid Started, and the Resident Engineers Academy.

Member Manzi asked if the PID list is for new projects. C/CAG Jeff Lacap confirmed that is correct and the deadline to submit is February 3rd, 2021.

10. Executive Director Report

C/CAG Executive Director Sandy Wong announced her upcoming plans for retirement. The C/CAG Board will start the recruitment process and she will keep the Committee updated of new information.

11. Member Reports

None.

Meeting adjourned at 2:47 PM.