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**AGENDA**

Congestion Management & Environmental Quality (CMEQ) Committee

**Date:** Monday, May 24, 2021  
**Time:** 3:00 p.m.

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter in-Place Orders issued by the San Mateo County Health Officer and the Governor, and the CDC’s social distancing guidelines, which discourage large public gatherings, C/CAG meetings will be conducted via remote conferencing. Members of the public may observe or participate in the meeting remotely via one of the options below.

**Join Zoom Meeting:**

<https://us02web.zoom.us/j/87297855150?pwd=ZEIGTnBla2xZUm9PV1BNQmpSdXZKZz09>

**Meeting ID: 872 9785 5150**  
**Passcode: 951435**

**Join by Phone: +1-669-900-6833**  
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**Passcode: 951435**

Persons who wish to address the C/CAG CMEQ Committee on an item to be considered at this meeting, or on items not on this agenda, are asked to submit written comments to [jlacap@smcgov.org](mailto:jlacap@smcgov.org). Spoken public comments will also be accepted during the meeting through Zoom. Please see instructions for written and spoken public comments at the end of this agenda.

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1. Brief Overview of Teleconference Meeting Procedures	Information (Lacap)	No Materials
2. Public comment on items not on the agenda	Presentations are limited to 3 mins	No Materials
3. Issues from the May 2021 C/CAG Board meeting:	Information (Lacap)	No Materials
<ul style="list-style-type: none"> <li>• Acceptance of the Measure M Fiscal Year 2019/20 Performance Report</li> <li>• Approved Reso. 21-31 adopting the distribution policy for Fiscal Year 2021-22 State Transit Assistance (STA) Population-Based funds</li> </ul>		
4. Approval of minutes of April 26, 2021 meeting	Action (O’Neill)	Pages 1 – 5
5. Review and recommend approval of the Measure M Strategic Plan covering Fiscal Years 2021/22 to 2025/26	Action (Wever)	Page 6 - 8



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- |   |                       |              |
|---|-----------------------|--------------|
| 6. Review and recommend adoption of the Final 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan | Action (Hiatt)        | Page 9 - 10  |
| 7. Executive Director Report  | Information (Wong)    | No Materials |
| 8. Member comments and announcements  | Information (O'Neill) | No Materials |
| 9. Adjournment and establishment of next meeting date:<br><b>June 28, 2021</b>                                      | Action (O'Neill)      | No Materials |

**PUBLIC NOTICING:** All notices of C/CAG regular Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA, and on C/CAG's website at: <http://www.ccag.ca.gov>.

**PUBLIC RECORDS:** Public records that relate to any item on the open session agenda for a regular Board meeting, standing committee meeting, or special meeting are available for public inspection. Those public records that are distributed less than 72 hours prior to a regular Board meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members, of the Board. The Board has designated the City/County Association of Governments of San Mateo County (C/CAG), located at 555 County Center, 5th Floor, Redwood City, CA 94063, for the purpose of making public records available for inspection. Such public records are also available on C/CAG's website at: <http://www.ccag.ca.gov>. Please note that C/CAG's office is temporarily closed to the public; please contact Mima Guilles at (650) 599-1406 to arrange for inspection of public records.

**PUBLIC PARTICIPATION DURING VIDEOCONFERENCE MEETINGS:** Persons with disabilities who require auxiliary aids or services to participate in this meeting should contact Mima Guilles at (650) 599-1406, five working days prior to the meeting date.

Written comments should be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to [jlacap@smcgov.org](mailto:jlacap@smcgov.org).
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received at least 2 hours prior to the meeting, it will be provided to the C/CAG CMEQ Committee members, made publicly available on the C/CAG website along with the agenda. We cannot guarantee that emails received less than 2 hours before the meeting will be read during the meeting, but such emails will be included in the administrative record of the meeting.

Spoken comments will be accepted during the meeting through Zoom. Please read the following instructions carefully:

1. The C/CAG Board meeting may be accessed through Zoom at the online location indicated at the top of this agenda.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by your name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When C/CAG staff or CMEQ Chair call for the item on which you wish to speak, click on "raise hand." Staff will activate and unmute speakers in turn. Speakers will be notified shortly before they are called on to speak.
5. When called, please limit your remarks to the time allotted.

If you have any questions about this agenda, please contact C/CAG staff: Jeff Lacap, [jlacap@smcgov.org](mailto:jlacap@smcgov.org)

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS COMMITTEE ON CONGESTION  
MANAGEMENT AND ENVIRONMENTAL QUALITY (CMEQ)**

**MINUTES  
MEETING OF APRIL 26, 2021**

The meeting was called to order by Vice Chair O’Neill at 3:01 p.m. via Zoom Videoconference. Roll call for attendance was taken. Attendance sheet is attached.

**1. Brief Overview of Teleconference Meeting Procedures**

Jeff Lacap, C/CAG Staff, provided an overview of the teleconference meeting procedures.

**2. Public comment on items not on the agenda**

None.

**3. Issues from the April 2021 C/CAG Board meeting. (Information)**

Jeff Lacap, C/CAG Staff, noted the agenda listed the status of items recently addressed by the C/CAG Board, and offered to respond to any questions.

**4. Approval of minutes of the March 29, 2021 meeting. (Action)**

*Motion – To approve the minutes of the March 29, 2021 CMEQ meeting, Bonilla/Koelling. Beach, Bonilla. Mates, O’Neill, Reddy, Brown, Holober, McCune, Koelling, and Alba approved. Sullivan and Roberts abstained. Motion passed 10-0-2. Member Papan was not present at the time of voting.*

**5. Review and recommend approval of the C/CAG distribution policy for Fiscal Year 2021-22 State Transit Assistance (STA) Population-Based funds among the STA-eligible transit operators and funds that will be spent benefiting Communities of Concern for the subsequent fiscal year. (Action)**

Jeff Lacap, C/CAG Staff, presented on the proposed C/CAG distribution policy for State Transit Assistance (STA) population-based funds for fiscal year 2021-22 in San Mateo County. In previous cycles, MTC assigned STA funds to each county and then split each county’s share to fund a) Paratransit service and b) to fund the Lifeline Transportation Program.

On February 28, 2018, under MTC resolution 4321, MTC established the new STA County Block Grant Program policy whereby C/CAG would determine how to invest the population-based STA funds in public transit services and lifeline transportation services. C/CAG staff is proposing to continue the split based on previous averaged cycle splits of 37% for paratransit and 63% for the Lifeline program.

Committee members had the following questions:

- In response to Member Holober’s question, the distribution of the STA funding among the region is based on the population in Communities of Concern of a given county.
- Committee Members asked if there is an interest to serve low-income populations traveling into the county. Sean Charpentier, C/CAG Program Director, responded that at a regional level, the Clipper Start subsidy program is in its early stages as well as an equity component for the Express Lanes project.
- Committee members were interested in reviewing data regarding needs and usage for the programs.
- Member Bonilla made a motion to not recommend approval of the distribution policy due to lack of data included in the staff report.
- Sean noted that the request today is to establish a distribution policy, not allocate funding to specific projects in the Lifeline Transportation Program.
- Sandy Wong communicated that staff did not have the information immediately available, but one option would be to have the Committee vote on the staff recommendation, and then staff could bring back available data to the CMEQ Committee.
- Member Ratto noted that paratransit ridership is down about 65% during the COVID Crisis.
- Member Bonilla withdrew his original motion.
- Committee members requested that staff provide additional information, including demand for and usage of STA Population based funds, Lifeline Transportation data, and paratransit ridership data, for next fiscal year’s distribution policy discussion.

*Motion – To recommend approval of the C/CAG distribution policy for Fiscal Year 2021 -22 State Transit Assistance (STA) Population- Based funds among the STA-eligible transit operators and funds that will be spent benefiting Communities of Concern for the subsequent fiscal year, Reddy/Beach. Beach, Bonilla, Mates, O’Neill, Reddy, Brown, Holober, Roberts, McCune, Koelling, and Alba approved. Motion passed 11-0. Members Sullivan and Papan were not present at the time of voting.*

**6. Review and recommend Board acceptance the Measure M Fiscal Year 2019/20 Performance Report. (Action)**

C/CAG Staff, Kim Wever, provided committee members an overview of the Measure Fiscal Year 2019/20 Performance Report, an annual fee of ten dollars (\$10) on motor vehicles registered in San Mateo County for transportation related traffic congestion and water pollution mitigation programs. A summary of the program’s revenue and expenditure over the previous fiscal year period was presented as well as program performance.

Committee members had the following questions:

- In response to Member Koelling’s question regarding school districts participating in the Safe Routes to School (SRTS) Program, C/CAG Program Director Kaki Cheung responded that the San Mateo County Office of Education, who C/CAG contracts with for program implementation, continues to reach out to districts in the county that are not part of the SRTS program to increase participation.

*Motion – To recommend Board acceptance of the Measure M Fiscal Year 2019/20 Performance Report, Bonilla/Koelling. Beach, Bonilla, Mates, O’Neill, Reddy, Brown, Holober, McCune, Sullivan, Papan, Roberts, Koelling, and Alba approved. Motion passed 13-0.*

**7. Review and provide input on the draft Fiscal Year 2021/22 to 2025/26 Measure M Strategic Plan recommendations. (Information)**

C/CAG staff Kim Wever introduced Julia Wean of Steer, who shared the latest developments of the draft Measure M Strategic Plan. Julia presented the draft recommendations for the Local Streets and Roads Program, as well as the four Countywide Transportation Programs. The proposed recommendations focused on five major thematic areas: flexible planning, innovative programming, efficient delivery, monitoring and evaluation, and insight driven planning.

Committee members had the following questions:

- Committee members were generally in favor of the Needs Based Allocation Model, especially giving consideration to factors such as risk and program needs outside of the C/CAG purview.
- Member Beach stated that the landscape has changed in the last 10 years with future stormwater state mandates, new funding sources like Measure W, and infrastructure needs for autonomous vehicles.
- In response to Member Papan’s question regarding data collection and how COVID may have affected it, it was clarified that staff and the consultants looked at the revenue and expenditures for each program under Measure M from inception to June 30, 2020. Additionally, staff explained that ridership information for senior mobility program was not a determining factor for program allocations.
- Member Papan requested staff to encourage cities to partner in project delivery.
- In general, Committee members encouraged not to drastically reduce Senior Mobility allocation and supported allocating funding to Active Transportation.
- In response to Member Sullivan’s questions, Technology/Mobility Program of Measure M deals with efficiently managing incidents on roadways through the Smart Corridor Program, and addresses future technology needs to improve roadway operations.

*Committee members provided comments only. No formal action needed.*

**8. Review and provide input on the Draft Companion Monitoring Network of the 2021 Congestion Management Program (CMP). (Information)**

C/CAG Staff, Jeff Lacap, introduced the CMP Companion Network project as well as Cory Peterson from TJKM. Cory Peterson presented information on the Draft Companion Monitoring Network that would aid in traffic monitoring of additional locations beyond the CMP Monitoring Network, including background information as to why each intersection and roadway segment was recommended. The Companion Network will be monitored for informational purposes only and will not be used in the CMP conformity findings process.

Committee members had the following questions:

- Committee members expressed the importance to see more locations on the coastside be monitored along with weekend monitoring due to the large number of visitors traveling to the major attractions along the coast on weekends

*Committee members provided comments only. No formal action needed.*

## **9. Executive Director Report (Information)**

Sandy Wong, C/CAG Executive Director, provided the following updates:

- A special C/CAG Board meeting is scheduled for May 24 at 6pm with presentations on *Reimagine SamTrans* Phase 2 update and a presentation from MTC/ABAG, highlighting the Plan Bay Area 2050 Preferred Alternative.
- In an effort to receive unbiased feedback, there is a survey currently out from Peninsula Clean Energy under the C/CAG logo. In addition, Member Papan informed the committee of other surveys currently being circulated in the region on various topics such as transit integration.

## **10. Member comments and announcements (Information)**

None.

## **11. Adjournment and establishment of next meeting date**

The meeting adjourned at 4:40 pm.

The next regular meeting was scheduled for May 24, 2021.

2021 C/CAG Congestion Management & Environmental Quality (CMEQ) Committee Attendance Report													
Name	Representing	Jan	Feb	Mar	Apr	May	Jun	Jul (No Mtg.)	Aug	Sept	Oct	Nov	Dec (No Mtg.)
Emily Beach (Burlingame City Council Member)	Elected Official	X	X	X	X								
Rick Bonilla (San Mateo City Council Member)	Elected Official	X		X	X								
Julia Mates (Belmont City Council Member)	Elected Official		X	X	X								
Mike O'Neill (Pacifica City Council Member)	Elected Official	X	X	X	X								
Diana Reddy (Redwood City Council Member)	Elected Official		X	X	X								
Dick Brown (Woodside Town Council Member)	Elected Official	X	X	X	X								
Reuben Holofer (Millbrae City Council Member)	Elected Official	X	X	X	X								
Tom McCune (Belmont City Council Member)	Elected Official		X	X	X								
Patrick Sullivan (Foster City Council Member)	Elected Official	X			X								
Gina Papan (MTC Commissioner)	Metropolitan Transportation Commission (MTC)	X	X	X	X								
Lennie Roberts	Environmental Community	X			X								
Adina Levin	Agencies with Transportation Interests		N/A	N/A	N/A								
Linda Koelling	Business Community	X	X	X	X								
Peter Ratto	San Mateo County Transit District (SamTrans)		X	X	X								
Jessica Alba	Public Member	X	X	X	X								
<i>Peninsula Corridor Joint Powers Board (Caltrain)</i>	<i>Vacant</i>												

**Staff and Guests in attendance for the April 26, 2021 Meeting**

Sandy Wong, Sean Charpentier, Kaki Cheung, Kim Wever, Jeff Lacap, Kim Springer, Mikaela Hiatt - C/CAG Staff

Julia Wean – Steer, Cory Peterson - TJKM

## C/CAG AGENDA REPORT

Date: May 24, 2021

To: C/CAG Congestion Management and Environmental Quality (CMEQ) Committee

From: Kim Wever, Transportation Program Specialist

Subject: Review and recommend approval of the Measure M Strategic Plan covering Fiscal Years 2021/22 to 2025/26

(For further information, contact Kim Wever at [kwever@smcgov.org](mailto:kwever@smcgov.org))

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### RECOMMENDATION

That the CMEQ Committee review and recommend C/CAG Board's approval of the Measure M Strategic Plan, which includes an Implementation Plan covering Fiscal Years 2021/22 to 2025/26.

### FISCAL IMPACT

The cost to develop and prepare the five-year Measure M Strategic Implementation Plan is \$93,804.

### SOURCE OF FUNDS

This project is funded using the \$10 vehicle registration fee collected as part of Measure M, specifically from the Program Administration category.

### BACKGROUND

Approved by the voters of San Mateo County in 2010, C/CAG sponsors and manages Measure M, the annual ten dollars (\$10) vehicle registration fee in San Mateo County for transportation-related congestion and water pollution mitigation programs. It was estimated that Measure M would generate approximately \$6.7 million annually and \$167 million total over the 25-year period between May 2011 and May 2036. Per the Measure M Expenditure Plan approved by the voters, 50% of the net proceeds will be allocated to cities/County for local streets and roads, and the remaining 50% will be used for Countywide Transportation and water pollution mitigation Programs. The Measure M legislation states that a program implementation plan is to be adopted every five years, determining how funding would be allocated to the various programs. The current implementation plan, covering Fiscal Years 2016/17 to 2020/21, funds the following countywide programs: transit operations/senior mobility, intelligent transportation system (ITS)/Smart Corridor, safe routes to school (SRTS), and stormwater pollution prevention.

The consultant team, Steer, was selected to develop a current programs status report, identify programs needs and priorities, make recommendations on resource needs and investment priorities, and outline performance measures that can indicate program progress, both on an annual basis and at the end of a five-year period.



Based on initial C/CAG staff input, the team also updated the draft Measure M Strategic Plan, including the Measure M Implementation Plan covering Fiscal Years 2021/22 to 2025/26. Attachment 1, *Measure M Strategic Plan Executive Summary*, highlights recommendations that aim to further the “Modernizing Measure M” vision statement. Goals and objectives were developed for the cities/County’s Local Streets and Roads Program, as well as the four (4) Countywide Transportation Programs. Programs will be measured and tracked to optimize use of funds to achieve overall program goals. Additional strategies intend to update procedures and practices in response to a changing environment and leverage new program delivery approaches, and support the continued positive impact of the program as a whole. The table below summarizes the proposed recommendations that were developed using five (5) guiding principles: flexible planning, innovative programming, efficient delivery, monitoring and evaluation, and insight driven planning.

### Summary of Proposed Recommendations

Guiding Principle	Recommendations
Flexible Planning	<ul style="list-style-type: none"> <li>Continued flexible use of funds</li> <li>Expand fund usage guidance for Local Streets and Roads recipients</li> </ul>
Innovative Programming	<ul style="list-style-type: none"> <li>Repurpose unused admin funds for innovative Countywide Program pilots</li> <li>Encourage innovation among Countywide Program operators</li> <li>Support knowledge sharing across funding recipients</li> </ul>
Efficient Operation	<ul style="list-style-type: none"> <li>Move reporting online</li> <li>Streamline back-end budget systems</li> </ul>
Accountable Monitoring and Evaluation	<ul style="list-style-type: none"> <li>Require annual reporting through streamlined template</li> <li>Publish online dashboard for public (non-immediate)</li> </ul>
Insight-driven Planning	<ul style="list-style-type: none"> <li>Standardize evaluation framework for each funding recipient</li> <li>Review countywide program allocation based on updated need</li> <li>Develop longer term structure that considers impact in allocation decisions</li> </ul>

#### ***Funding Allocation***

The **Local Streets and Roads** allocation is recommended to stay the same at 50% of the net Measure M revenues. The allocation between local jurisdictions is recommended to continue utilizing a distribution formula consisting of 50% population and 50% road miles for each jurisdiction modified for a minimum guaranteed amount of \$75,000 for each jurisdiction.

For the four **Countywide Transportation Program** areas, since its presentation at the April 26<sup>th</sup>, 2021 TAC meeting, Steer has refined the needs-based allocation model with input from Congestion Management Program Technical Advisory Committee (TAC), the County Program

Managers, and the C/CAG Board of Directors. The initial model focused more on quantitative factors and took the following factors into consideration: share of program budget from Measure M; ability to unlock additional funding by leveraging Measure M money; other available funding source for the program; and the amount of Measure M funds spent. To provide additional context, the model added two qualitative factors to aid the analysis, including: 1) the risk of large fluctuation in the amount of funds allocated to each of the four programs from year to year; and 2) external changes in each of the four programs that are outside of C/CAG's purview. Steer will present changes to the allocation model and the recommended allocation breakdown across countywide transportation programs.

This model is the first step towards building a comprehensive allocation framework. As C/CAG collects more programmatic data and performance metrics, the goal is to add an impact-based component to the next framework to enable successful and impactful funding distribution.

### ***Recommendation and Next Steps***

At the May 24<sup>th</sup> CMEQ meeting, staff will present updates on the needs-based allocation model, the recommended allocation percentage across countywide transportation programs and summarize the draft Measure M Strategic Plan. Staff requests that the Committee reviews the draft Measure M Strategic Plan, including the Implementation Plan, which covers Fiscal Years 2021/22 to 2025/26. Staff also asks that the Committee recommends the Plan to C/CAG Board for approval.

Once the C/CAG Board approves the 5-year Measure M Strategic Plan, staff will work with the local jurisdictions and partner agencies to execute formal funding agreements outlining responsibilities of each party, including data collection and reporting requirements. For the countywide transportation programs, staff will collaborate with the implementing entities and present specific project scope and budget for C/CAG Board approval on an annual or biennial basis. Additionally, staff will be streamlining the reimbursement request process, including updated reimbursement request forms, and developing a public-facing dashboard to report on Measure M program projects.

### **ATTACHMENTS**

1. Measure M Strategic Plan Executive Summary (*will be available online at <https://ccag.ca.gov/committees/congestion-management-and-environmental-quality-committee/>*)
2. Steer PowerPoint Presentation (*will be available online at <https://ccag.ca.gov/committees/congestion-management-and-environmental-quality-committee/>*)

## C/CAG AGENDA REPORT

Date: May 24, 2021

To: C/CAG Congestion Management and Environmental Quality Committee

From: Mikaela Hiatt, Transportation Programs Specialist

Subject: Review and recommend adoption of the Final 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan

(For further information, contact Mikaela Hiatt at [mhiatt@smcgov.org](mailto:mhiatt@smcgov.org))

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### RECOMMENDATION

That the Congestion Management and Environmental Quality Committee review and recommend approval of the 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan.

### FISCAL IMPACT

This presentation has no fiscal impact. The cost to update the Comprehensive Bicycle and Pedestrian Plan is \$221,492.

### SOURCE OF FUNDS

- TDA Article 3 funds
  - Local Transportation (LTF), derived from a ¼ cent of the general sales tax collected statewide
  - State Transit Association (STA) fund, derived from the statewide sales tax on gasoline and diesel fuel
- Measure A Transportation Sales Tax (San Mateo County Transportation Authority)
- C/CAG Local Transportation Funds

### BACKGROUND

The San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) is currently undergoing an update. C/CAG has retained Toole Design Group as the consultant to lead the project. Following the last meeting with the Committee on August 31, 2020, the team held virtual public outreach events, developed the prioritized list of bicycle and pedestrian projects, released the plan for public comment, and finalized the local jurisdiction review of the Plan projects, including those related to the Cost Benefit Analysis for the prioritized projects identified in the Plan.

At the May 24<sup>th</sup> CMEQ Meeting, C/CAG staff will present the Final 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan. The Plan includes an updated set of vision and goals, outlines the public engagement process, describes the existing biking and walking

conditions in San Mateo County, makes recommendations for the bicycle and pedestrian project to improve safety and connectivity, proposes programs and implementation strategies. The Plan received input from the local jurisdiction staff, Technical Advisory Group, Bicycle and Pedestrian Advisory Committee, Technical Advisory Committee, San Mateo County partners, and the public. Over the 5-year life of the plan, it will be used to guide program decisions, policy development, and aid funding decisions. Additionally, local jurisdiction staff can access information on best practices and design guidelines from the Plan's Design Toolkit, research available funding sources in Chapter 5, and learn about initiatives and ideas that aid project implementation.

Staff requests that the Committee reviews the Comprehensive Bicycle and Pedestrian Plan, and recommends the Plan to the C/CAG Board for adoption. The C/CAG Board is expected to adopt the Plan at its June meeting.

## **ATTACHMENTS**

1. San Mateo County Comprehensive Bicycle and Pedestrian Plan Update- (will be available online at <https://ccag.ca.gov/programs/transportation-programs/active-transportation/>)