

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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AGENDA

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE (BPAC)

Date: Thursday, July 22, 2021

Time: 7:00 PM

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/88602770545?pwd=b2orMldvV3pSOTFjdUIEM3B3OVFhZz09>

Meeting ID: 886 0277 0545

Passcode: 523294

Join by Phone: 669-900-6833

Meeting ID: 886 0277 0545

Passcode: 523294

Persons who wish to address the C/CAG BPAC on an item to be considered at this meeting, or on items not on this agenda, are asked to submit written comments to mhiatt@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.

1.	Call to Order	Action (Robinson)	No materials
2.	Review of Meeting Procedures	Information (Hiatt)	No materials
3.	Public comment on items not on the agenda	Limited to 2 minutes per speaker.	No materials
4.	Approval of the Minutes from the May 27, 2021 committee meeting	Action (Robinson)	Page 1-4

5.	Review and recommend approval of the Fiscal Year 2022/23 Cycle Transportation Development Act Article 3 Program Call for Projects and schedule	Action (Hiatt)	Page 5-6
6.	Member Communications	Information (Robinson)	No materials
7.	Adjourn	Information (Robinson)	No materials

The next regularly scheduled BPAC meeting will be on September 23, 2021.

PUBLIC NOTICING: All notices of C/CAG regular BPAC 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 meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members, of the Committee. 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 Mikaela Hiatt at (650) 599-1453 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 Mikaela Hiatt at (650) 599-1453, 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 mhiatt@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 three 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 BPAC members, made publicly available on the C/CAG website along with the agenda, and read aloud by C/CAG staff during the meeting. 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 BPAC 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 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:

Programs Specialist: Mikaela Hiatt (650) 599-1453 mhiatt@smcgov.org

City/County Association of Governments of San Mateo County (C/CAG)
Bicycle and Pedestrian Advisory Committee (BPAC)
Meeting Minutes
May 27, 2021

1. Call to Order

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

Name	Agency	Jan 2021	Feb* 2021	March 2021	May 2021
<u>Public</u>					
Malcolm Robinson – Chair	San Bruno	X	X	X	X
Matthew Self	County of San Mateo	X		X	
Marina Fraser	Half Moon Bay	X	X	X	X
Justin Yuen	South San Francisco	X	X	X	X
Alan Uy	Daly City	X	X	X	X
Brian Levenson	Redwood City			X	X
Angela Hey	Portola Valley	N/A	N/A	N/A	X**
<u>Elected</u>					
Ann Schneider – Vice Chair	Millbrae	X	X	X	X
Don Horsley	County of San Mateo		X	X	X
Emily Beach	Burlingame	X	X	X	X
Mary Bier	Pacifica	X	X	X	
Patrick Sullivan	Foster City	X	X	X	X
Vacant Seat					
Vacant Seat					
Vacant Seat					

*This meeting was a special meeting and not originally on the BPAC 2021 Meeting Calendar.

**Angela Hey was appointed to the Committee at the May C/CAG Board Meeting

A list of the members in attendance at the May 27, 2021 meeting can be found above.

Staff Attending: Mikaela Hiatt, Kaki Cheung, Jeff Lacap, Sean Charpentier– C/CAG

Others in Attendance: Christopher Espiritu and Tony Rossi – City of South San Francisco; Khoa Vo – County of San Mateo

2. Review of Meeting Procedures

C/CAG staff Mikaela Hiatt reviewed procedures related to how the meeting would be conducted via Zoom.

3. Public Comment on items not on the agenda

Member Hey addressed the Committee for the first time as a new member representing Portola Valley. She shared her passion for active transportation and her excitement to be a part of the Committee. The Committee welcomed her.

4. Approval of Meeting Minutes of April 29, 2021

Due to connectivity challenges, Chair Robinson recommended that Vice Chair Schneider run the meeting.

No comments were received for the meeting minutes.

Motion: Member Sullivan motioned to approve. Member Horsley seconded the motion. Roll call was taken. Member Hey abstained from the motion. All others in attendance voted to approve. The motion passed.

5. Review and recommend adoption of the Final 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan (Action)

C/CAG Staff, Mikaela Hiatt, presented to the Committee the Final draft 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan. Staff was seeking Committee's recommendation to C/CAG Board for Plan adoption. Mikaela shared the recent completion of the public review period, discussed how comments were incorporated into the Plan, and presented the various chapters in the Plan. Mikaela discussed some of the next steps, including launching programs such as the High Injury Network, a Micromobility Feasibility Study, and the Grant Writing Technical Assistance Program. Staff planned to integrate the Plan into upcoming Calls for Projects, such as Transportation Development Act (TDA) Article 3.

Motion: Member Sullivan motioned to approve. Member Fraser seconded the motion. Roll call was taken. All in attendance voted to approve. The motion passed.

6. Review and provide input on the Complete Streets Checklists submitted by project sponsors as part of the Metropolitan Transportation Commission (MTC) Safe and Seamless Mobility Quick Strike Program and receive an update on the Program (Action)

C/CAG Staff, Jeff Lacap, gave an update on the MTC Safe and Seamless Mobility Quick Strike Program. He informed the Committee that MTC announced the availability of an

additional \$17 million for Safe and Seamless Mobility Quick Strike projects. In order to receive any potential additional funding, project sponsors need to supply Complete Streets Checklists to be reviewed and approved by the Committee.

Member Yuen asked for elaboration on the South San Francisco East of Highway 101 project, particularly related to shuttle stops that are recommended for update in the Oyster Point area. Member Yuen also inquired if any pedestrian improvements will be incorporated. City of South San Francisco staff, Tony Rossi, responded that this project will be completed in collaboration with Samtrans and other shuttle system provider, who will address issues related to placement of stops.

Vice Chair Schneider requested clarification on how the project checklists were developed. C/CAG staff, Jeff Lacap, responded that the checklists were developed by MTC and all project sponsors were required to complete the forms.

Motion: Member Sullivan motioned to approve. Chair Robinson seconded the motion. Roll call was taken. All in attendance voted to approve. The motion passed.

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

C/CAG staff, Mikaela Hiatt, explained the process of nominating and electing a new Chair and Vice-Chairperson to the Committee, including that the Chair and Vice Chairperson may be reappointed to their positions.

Vice Chair Schneider nominated Chair Robinson to serve for a second year as Chair. Chair Robinson said he would accept the nomination.

Motion: Vice Chair Schneider motioned to approve. Member Horsley seconded the motion. Roll call was taken. All in attendance voted to approve. The motion passed.

Member Horsley nominated Vice Chair Schneider to serve for a second one year term as Committee Vice Chair. Vice Chair Schneider said she would accept the nomination.

Motion: Member Horsley motioned to approve. Member Beach seconded the motion. Roll call was taken. All in attendance voted to approve. The motion passed.

8. Member Communications

Member Fraser requested that the meeting be closed in memory of the staff who were killed at the San Clara County Valley Transportation Authority yard. All attendees concurred.

C/CAG staff, Mikaela Hiatt, shared that she would follow up to the meeting with information on an MTC Mobility Hub Call for Projects.

Vice Chair Schneider shared that Millbrae recently completed the Transportation Development Act Article 3 project that connects to Spur Trail.

Member Hey updated the Committee on recent events in Portola Valley including the parking problem for hiking Windy Hill, new Pedestrian Hybrid Beacons, and the outreach events for the Bike Anywhere Day, which included a snack station in Portola Valley.

Member Sullivan shared an update of the Quick Build projects in Foster City and asked if data on commute based versus recreation based bike trips are collected. Member Hey additionally added that Strava may have data to share.

Vice Chair Schneider asked if bike lockers could be a future item for the Committee. Mikaela Hiatt responded she would investigate further. C/CAG also has access to StreetLight Data, which can be used to analyze bicycle and pedestrian movements.

9. Adjourn

Vice Chair Schneider adjourned the meeting at 8:01 PM in honor of the nine Santa Clara County Valley Transportation Authority staff.

C/CAG AGENDA REPORT

Date: July 22, 2021
To: Bicycle and Pedestrian Advisory Committee
From: Mikaela Hiatt, Transportation Programs Specialist
Subject: Review and recommend approval of the Fiscal Year 2022/23 Cycle
Transportation Development Act Article 3 Program Call for Projects and schedule

(For further information, contact Mikaela Hiatt at mhiatt@smcgov.org)

RECOMMENDATION

That the C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) review and recommend approval of the Fiscal Year 2022/23 Cycle Transportation Development Act Article 3 Program Call for Projects and schedule.

FISCAL IMPACT

It is expected that approximately \$2,250,000 will be available for the FY 2022/23 Cycle of the Transportation Development Act Article 3 (TDA Art. 3) Program.

SOURCE OF FUNDS

TDA Art. 3 funds are derived from the following sources:

- Local Transportation Funds (LFT), derived from a ¼ cent of the general sales tax collected statewide
- State Transit Assistance Fund (STA), derived from the statewide sales tax on gasoline and diesel fuel.

BACKGROUND

TDA Article 3 funds are made available through State funds and are distributed by the Metropolitan Transportation Commission (MTC) to C/CAG on a formula basis. As the program administrator for San Mateo County, C/CAG issues a call for project nominations for eligible bicycle and/or pedestrian projects within the county. Eligible applicants include the 20 cities, the County, and joint powers agencies in San Mateo County. Approximately \$2,250,000 is available for the FY 2022/23 Cycle.

At the March 25, 2021 BPAC Meeting, staff sought Committee’s input on the new call for projects program guidelines. The Committee recommended that staff include Quick Build projects, emphasize the importance of project readiness in the application, limit the non-infrastructure projects to be planning projects only, and to consider funding history and equity as

additional scoring criteria. With these directions, C/CAG staff has modified the grant application and will present changes to the Call for Projects packet for Committee members’ input and review.

Of the \$2,250,000 available for this grant cycle, an amount of \$300,000 will be available to fund planning projects. The remaining \$1,950,000 is set aside for capital projects. The maximum grant amount for the planning project and capital projects is \$100,000 and \$400,000, respectively. Project sponsors are required to provide a 10% local funding match for both project types. Projects will be scored based on the Project Description, State of Readiness, Community Support, Program Objectives, and Funding and Local Match.

The proposed call for projects scheduled is as follows:

Activity	Date*
Release Call for Projects	September 13, 2021
Application Workshop	September 21, 2021
Application Due	November 15, 2021
C/CAG share screened applications with BPAC	December 8, 2021
Project Sponsor Presentation to BPAC	January 27, 2022
Project Scoring BPAC Meeting	February 24, 2022
C/CAG Board Approval	March 10, 2022

**Dates may be adjusted as needed*

RECOMMENDATION

Staff recommends that the Committee reviews and recommends approval of the Fiscal Year 2022/23 Cycle Transportation Development Act Article 3 Program Call for Projects and schedule.

ATTACHMENT

1. TDA Art. 3 FY 22/23 Call for Projects (will be available online at <https://ccag.ca.gov/committees/bicycle-and-pedestrian-advisory-committee/>)
2. TDA Art. 3 Project Application – Planning (will be available online at <https://ccag.ca.gov/committees/bicycle-and-pedestrian-advisory-committee/>)
3. TDA Art. 3 Project Application – Capital (will be available online at <https://ccag.ca.gov/committees/bicycle-and-pedestrian-advisory-committee/>)
4. TDA Art. 3 Scoring Sheet (will be available online at <https://ccag.ca.gov/committees/bicycle-and-pedestrian-advisory-committee/>)