

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

**June 17, 2021**

**MINUTES**

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

\*appointed to the TAC at the June C/CAG Board Meeting

The two hundred sixty-ninth (269<sup>th</sup>) meeting of the Technical Advisory Committee took place on June 17th, 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, Susy Kalkin – C/CAG; Peter Skinner and Patrick Gilster – San Mateo County Transportation Authority; Julia Wean – Steer; Corinne Dutra-Roberts – Advanced Mobility Group (AMG); John Ford – Commute.org; Chris Espiritu – City of South San Francisco; Ann Stillman – County of San Mateo; Lauren Tsoi, Lori, Vicki, Drew, 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 from the June 2021 C/CAG Board meeting.

### **4. Approval of Minutes from May 20, 2021.**

Member Brown moved to approve the minutes. Member Murtuza seconded the motion. Roll call was taken. Member Ritchie and Member Breault abstained. All other members in attendance voted to approve. Motion passed.

### **5. Review and recommend adoption of the Measure M Strategic Plan, including an Implementation Plan that covers fiscal years 2021/22 to 2025/26 (Action)**

C/CAG Staff Kim Wever introduced the consultant from Steer, Julia Wean. Julia gave a project overview and walked through the strategic plan components. Julia explained that at the June 10<sup>th</sup> Board meeting, Board members suggested including additional considerations, such as cut-through traffic, to the Local Streets and Roads' distribution formula. After researching and consulting with legal counsel, it was determined that the program formula has to remain the same, since it was prescribed in the Measure M Expenditure Plan and approved by San Mateo County voters. Julia also shared the upcoming program tasks once the Board adopts the Plan. The tasks included executing the formal funding agreements, updating reimbursement request forms, and developing a public-facing dashboard to report on Measure M program projects. Committee members had no comments.

Member Murtuza motioned to approve the item. Member Chiu seconded the motion. Roll call was taken. All members in attendance voted to approve. Motion passed.

## **6. Review and recommend approval of an update to the Congestion Management Plan Land Use Impact Analysis Program (Action)**

C/CAG staff, Susy Kalkin, introduced the Congestion Management Plan (CMP) Land Use Impact Analysis Program consultant, Corinne Dutra-Roberts. The C/CAG Board directed staff to update the Transportation Demand Management (TDM) policy in 2018. Corinne presented proposed ADT thresholds, vehicle trip reduction targets, trip reduction measures/TDM checklists, and monitoring and reporting information. Corinne also compared the existing TDM policy with the proposed new policy, noting that the main differences.

Co-Chair Hurley asked whether a strategy's effectiveness fluctuated based on distance from a major transit stop. Corinne responded that published data supported a range of effectiveness based on local considerations. She noted that distance to transit, among other factors, was taken into consideration.

Member Murtuza asked about the level of participation from Planning Directors in this process, as planners will likely be the ones implementing it. Corinne noted that there have been several meetings with the planners, mentioning that in general they favored a plan with quantifiable measures. The planners were primarily concerned about implementation process and the potential impacts on staff resources. She also noted that several changes had been made to the policy based on the Planning Directors' input.

Member Murtuza further asked about penalties related to non-compliance and incentives for developers to continue implementing measures over time. C/CAG Staff, Susy Kalkin, responded that while there is no penalty for failing to meet the trip reduction target, the expectation is that cities will condition project approvals on policy compliance, so the TDM measures will still be enforceable.

Member Ovadia asked how mixed-use development would be analyzed. Corinne responded that the project would be analyzed based on the area with the largest share of square footage.

Member Nagaya asked how the cities would be required to move forward with these proposed guidelines, and expressed concern with using Average Daily Traffic (ADT) and Level of Service (LOS) for the trip reduction requirement. She recommended using Vehicle Miles Travelled (VMT) instead of ADT and LOS. C/CAG staff Susy Kalkin responded that this concern had been voiced by the planners as well, but noted CMP legislation focuses on reducing trips on the CMP network and requires LOS as the metric. Should this changed in the future, C/CAG would revise the TDM Policy accordingly. C/CAG staff Jeff Lacap provide further information on the VMT tool that C/CAG is developing.

Public Member Vicki stated that she was interested in how TDM measures would impact San Mateo County, specifically Pacifica. She expressed concern that individual small residential projects would not be subject to these TDM measures, especially considering the heavy traffic Pacifica experiences on weekends. C/CAG staff Susy Kalkin explained that in determining the appropriate project size thresholds, various factors were considered. A project needed to be of a reasonable size in order to implement a TDM program for both practical and cost feasibility

reasons. Susy further clarified that this program was using ADT, rather than peak hour trips, to help address a wider range of trip types.

Member Kim asked what may happen to residential project that remove TDM measurements following project implementation. C/CAG staff Susy Kalkin said that C/CAG would be available to assist in addressing substitute TDM measures, but that the cities would need to continue to require compliance with the TDM policy. Member Gross followed up stating that the C/CAG TDM measures should be considered as baseline measures for the cities, noting that some cities will likely develop stricter guidelines and monitoring procedures.

Member Breault motioned to approve the item. Member Murtuza seconded the item under the condition that C/CAG would return to the cities and the Committee to report on periodic updates. Member Nagaya opposed the motion. Member Brown and Member Ritchie abstained from the motion. All others in attendance voted to approve the motion. Motion passed.

### **7. Presentation on the San Mateo County Transportation Authority's Alternative Congestion Relief/Transportation Demand Management Plan (Information)**

C/CAG staff Kaki Cheung introduced Patrick Gilster of the SMCTA to present on the SMCTA Alternative Congestion Relief/Transportation Demand Management Plan. Patrick introduced the consultant, Lauren Tsoi with WSP. Patrick explained the goals of the plan and the desire to encourage more people to use alternate modes of transportation.

Member Ritchie expressed interest in a peer review occurring, specifically in relationship to mitigation and impact fees.

### **8. Regional Project and Funding Information**

C/CAG staff, Jeff Lacap, shared that the inactive project list from Caltrans, and provided an update on the projects moving forward under the Quick Strike funding program through MTC. Jeff also shared that the draft Plan Bay Area 2050 report was released and available for comment through July 20<sup>th</sup>. He also noted that Caltrans would be hosting an ADA Transition Plan webinar series for local agencies. Revisions were made to the Caltrans Local Assistance Program Guidance's Chapter 6 to update guidelines of the Highway Bridge Program, and finally MTC recently released a Mobility Hub Pilot Grant Program with an application deadline of June 25<sup>th</sup>.

### **9. Executive Director Report**

C/CAG Executive Director Sandy Wong told the Committee that the Express Lanes JPA Board adopted the toll ordinance at their recent meeting. The ordinance would go into effect in 30 days, though the lanes will not be open just yet. She shared also that vehicles with 3 or more people will travel in the lane for free. Two-person carpool vehicles will receive a 50% discount, and eligible clean air vehicles will pay 50%. Two seaters with two occupants are free, and motorcyclists are free. Sandy additionally congratulated Co-Chair Porter on his new position. Co-Chair Porter thanked Sandy and informed the Committee that Ann Stillman has been appointed as Interim Public Works Director and will represent the County on the Committee.

Additionally, Sandy shared that the C/CAG Board of Directors announced at the June Board Meeting that Sean Charpentier had been selected as the next C/CAG Executive Director. The Committee members congratulated C/CAG staff Sean Charpentier, and Sean thanked the Committee and shared his enthusiasm for the position.

## **10. Member Reports**

Co-Chair Hurley shared that the SMCTA would be releasing the Highway Program Call for Projects beginning in August. The SMCTA would like to invite those considering applying to begin collecting information. Co-Chair Hurley additionally congratulated Co-Chair Porter and C/CAG Staff Sean Charpentier.

Co-Chair Porter adjourned the meeting at 2:58 PM.