

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

March 18, 2021

MINUTES

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

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

The two hundred sixty-eighth (268th) meeting of the Technical Advisory Committee took place on March 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, Sean Charpentier, Jeffrey Lacap, Kim Wever, and Van Ocampo – C/CAG; April Chan, Peter Skinner, and Patrick Gilster – SMCTA; Leticia Alvarez – City of Belmont; Jeff Peel – StreetLight Data; Matthew Hui – City of San Mateo; 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 listed from the last Board meeting.

4. Approval of Minutes from February 18, 2021.

Member Murtuza moved to approve the minutes, Member Gross seconded the motion. Roll Call was taken. Motion passed 16-0. (Hurley, Ovadia, Breault, Murtuza, Chiu, Mothershead, Willis, Petersen, Manzi, Tan, Machida, Mitch, Kim, Gross, Rose, Choe)

5. Receive an update and provide input on the San Mateo County Transportation Authority Short Range Highway Plan (SRHP) and Capital Improvement Program (CIP). (Information)

C/CAG staff Kaki Cheung introduced Patrick Gilster, Manager of Programming and Monitoring of San Mateo County Transportation Authority (SMCTA), who presented an update on the San Mateo County Transportation Authority Short Range Highway Plan (SRHP). The SRHP assesses highway program needs over the next ten years. This study and the resulting Capital Improvement Program (CIP) consider both committed projects as well as potential new projects. This study would develop both a policy framework for making investment decisions, and a funding strategy for the highway program.

The update included revising the project schedule and updating the work completed to-date: Existing and Future Conditions, Project Inventory & Gap Analysis, and Goals & Evaluation Framework. Patrick also presented upcoming deliverables: Project Evaluation, Capital Improvement Program, and Draft & Final SRHP. Patrick requested TAC's review on the Draft Highway CIP and Draft SRHP. Both documents would be emailed by C/CAG following this meeting next week and comments can be sent directly to Patrick Gilster at gilsterp@samtrans.com.

Member Ovadia requested the highlights of the funding scoring criteria. Patrick responded that the scoring criteria was established in the TA's Strategic Plan and it includes goals of VMT/GHG reduction, safety improvement, and project readiness.

Member Manzi asked if the TA would play a role to ensure that future multi-jurisdictional projects would advance. Patrick answered that the TA can take an active leader role on countywide significant projects, but for other projects, the project sponsor would need to request TA's assistance.

Drew asked how small projects would be added five years from now and whether non-freeway ramps could be included as part of countywide significant projects. Patrick responded that the gap analysis would identify current projects now, and future projects can always be added. The seven projects listed are just those that the TA is taking an active role in. Other projects are still eligible.

6. Review and recommend approval of projects to be funded under the C/CAG Lifeline Transportation Program Cycle 6 for a total amount of \$1,748,570. (Action)

C/CAG staff Jeff Lacap presented the recommended projects to funded under the C/CAG Lifeline Transportation Program Cycle 6. C/CAG administers the Lifeline Transportation Program that funds projects identified through the Community-Based Transportation Plans (CBTP), aiming to improve the mobility of low-income residents, or through other relevant planning efforts in other low-income areas. The Committee reviewed the Lifeline call for projects in November 2020 and the C/CAG Board of Directors authorized the call for projects at its December 2020 meeting. A call for projects was issued on December 11, 2020 and applications were due on February 19, 2021. On March 8, 2021, the selection panel recommended to fully fund the following projects eligible for STA funding:

- Daly City Bayshore Shuttle (Project Sponsor: City of Daly City)
- Operating Support for Expanded Route 17 Service (Project Sponsor: SamTrans)
- Operating Support for SamCoast Service (Project Sponsor: SamTrans)
- Get Around! Senior Transportation Program (Project Sponsor: City of San Mateo)
- Menlo Park Shuttle Program (Project Sponsor: City of Menlo Park)
- Free South City Shuttle Outreach Enhancements Project (Project Sponsor: City of South San Francisco)

For this 6th Cycle, funding requests were undersubscribed with \$1,748,570 being requested and approximately \$3,399,304 available. The remaining funds will be rolled over and stay within San Mateo County. C/CAG staff proposes that the remaining funds be directed towards administering a mid-cycle call for projects upon completion of the updates of two Community-Based Transportation Plans (CBTP) in Southeast San Mateo County and Daly City. Those Plans are currently underway and tentatively scheduled for completion next year.

Member Murtuza moved to recommend approval of the recommended projects, Member Gross seconded the motion. Roll Call was taken. Motion passed 17-0. (Hurley, Ovadia, Breault,

Murtuza, Wong, Chiu, Mothershead, Willis, Petersen, Manzi, Tan, Machida, Mitch, Kim, Gross, Rose, Choe)

7. Receive information and provide input on the cost benefit analysis of the draft San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) Update. (Information)

C/CAG staff Mikaela Hiatt provided an update on the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP). The Draft CBPP was released for public review on February 10th. The public comment period concluded on March 10th, and C/CAG staff received a total of 16 sets of comments by the deadline.

Mikaela also presented the initial results on the cost benefit analysis. The cost benefit analysis is the final step in the prioritization process, using the cost assumptions and the prioritization ranking provided to and confirmed by local jurisdiction staff during the review process. Cost assumptions for each project are normalized on a per mile basis to ensure fair comparison. Priority ranking is used to guide and determine a project's level of benefits. Project benefit and cost are then separated into high, medium, and low categories. Mikaela requested input on the cost benefit analysis from the Committee by March 25th, 2021.

Once local jurisdiction staff and the C/CAG Bicycle and Pedestrian Advisory Committee provide feedback on the cost benefit analysis, the project team will review and incorporate input accordingly. Staff will bring the item back to the Committee at the April 15th meeting for further action. The C/CAG Board is expected to adopt the Plan at its May meeting.

Member Murtuza mentioned that Burlingame staff commented on some missing projects in the backbone network. Mikaela responded that those comments were sent to the project Consultant to incorporate.

Drew asked if the plan has methodology of adding new needs in the future. Mikaela responded that this is a five-year plan, therefore most likely will not need to be updated until then. However, should there be a need for adjustment, C/CAG staff can consider and address as appropriately.

8. Receive an update and provide input on the countywide subscription of StreetLight Data service. (Information)

C/CAG staff Mikaela Hiatt presented an update on the countywide subscription of StreetLight Data service. Participants of the current joint countywide subscription service of StreetLight Data includes 12 cities, the County of San Mateo, C/CAG and the San Mateo County Transportation Authority. The user group decided to activate the subscription on September 1, 2020. Currently, there are 40 active users on the StreetLight Data platform. To date, 465 total analyses have been conducted, including vehicle miles traveled and origin and destination studies.

Mikaela introduced Matthew Hui, City of San Mateo's Assistant Engineer who presented how San Mateo used StreetLight data to study cut-through traffic in the neighborhood between Pacific Blvd. and Hillsdale Blvd.

Mikaela presented the results of a user survey conducted in February. Of the 9 responses received from 7 jurisdictions, survey respondents conveyed that StreetLight Data was a useful tool and expressed interests to continue the subscription for a second year. Users also indicated that they would like more personalized trainings and assistance with performing analyses. The StreetLight Data customer support team has since set up office hours, providing more opportunities to work with users on a more individual basis.

Mikaela requested jurisdictions to confirm their participation in year 2 of the Streetlight data service by April 8th, 2021.

Member Murtuza mentioned that Burlingame is very interested in continuing and asked if there is room for negotiating year 2 subscription cost. Mikaela responded that negotiation was completed prior to service began, and rates had been determined for year 2 and 3. However, there is possibility for fee reduction should the jurisdictions decide to remove the opt out clause in the original contract.

Co-chair Hurley asked about a multi-year discount rate. Mikaela will ask StreetLight.

9. Regional Project and Funding Information

C/CAG staff Jeff Lacap updated the Committee on the Caltrans Inactive Projects list and Pavement Management Program Certification Status list. Jeff highlighted the new Lapsed Project End Dates provided by Caltrans is in the lookahead report for jurisdictions to review. He encouraged jurisdictions to work with Caltrans Local Assistance to take appropriate action on project end dates of fed-aid/local assistance projects. Jeff also mentioned the following from the staff report: Caltrans' a Mini Roundabout Training, the 2021 CTC Local Streets and Roads Funding Program, and the funding estimates for FY2021-22 Road Maintenance and Rehabilitation Account for San Mateo County. The Project lists for FY2021-22 are due to CTC by July 1, 2021, and the Federal Aid Training Series courses: The "Getting Your Federal Aid Started" online course will be held on April 14-15 and the "Environmental Requirements" online course will be held on May 11-12.

Jeff reported the following information made available after the staff report was sent out:

- MTC and FHWA is hosting is hosting a Virtual Peer Exchange on Project Bundling on April 13-15.
- MTC has released staff recommendations for the Regional ATP Program and is recommending to fund the City of San Mateo's Delaware St. Safe Routes to School Corridor project.
- The California Transportation Commission (CTC) will be making a decision on how the highway Coronavirus Response and Relief Supplemental Appropriations Act (CRRSAA) funds will be allocated throughout the state. Possible scenarios include funding being allocated directly to counties or through the MPO.
- The Biden administration is currently drafting a new infrastructure investment plan and CCAG staff will be tracking the bill.

10. Executive Director Report

C/CAG Executive Director Sandy Wong posted a weblink for the job announcement of C/CAG Executive Director.

11. Member Reports

Member Choe requested members to take and share the MTC/ABAG survey regarding parking implementation policy. The link was emailed last week by C/CAG staff Kaki Cheung.

Co-Chair Hurley mentioned that tonight there is a virtual community meeting on the equity studies for the 101 Express Lanes.

Meeting adjourned at 2:34 PM.