

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

August 19, 2021

MINUTES

| No. | Member | Agency | Jan | Feb | Mar | Apr | May | June | July |
|------------|-----------------------------|---------------------------------|------------|------------|------------|------------|------------|-------------|-------------|
| 1 | Ann Stillman* (Co-Chair) | San Mateo County Engineering | | | | | | | X |
| 2 | Joseph Hurley (Co-Chair) | SMCTA / PCJPB / Caltrain | X | X | X | X | | X | X |
| 3 | Robert Ovadia | Atherton Engineering | X | X | X | X | X | X | X |
| 4 | Peter Brown | Belmont Engineering | X | X | | X | X | X | X |
| 5 | Randy Breault | Brisbane Engineering | X | X | X | X | | X | X |
| 6 | Syed Murtuza | Burlingame Engineering | X | X | X | X | X | X | X |
| 7 | Sean Charpentier* | C/CAG | | | | | | | X |
| 8 | Brad Donohue | Colma Engineering | X | | | X | X | | |
| 9 | Richard Chiu | Daly City Engineering | X | X | X | X | X | X | X |
| 10 | Tatum Mothershead | Daly City Planning | X | X | X | X | X | X | X |
| 11 | Dante Hall | Foster City Engineering | | | | X | | | |
| 12 | Paul Willis | Hillsborough Engineering | X | X | X | X | X | X | X |
| 13 | Maz Bozorginia | Half Moon Bay Engineering | X | 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 | X |
| 16 | Lisa Petersen | Pacifica Engineering | X | X | X | X | X | X | |
| 17 | Jessica Manzi | Redwood City Engineering | X | X | X | X | X | X | X |
| 18 | Hae Won Ritchie | San Bruno Engineering | X | X | X | X | | X | X |
| 19 | Steven Machida | San Carlos Engineering | X | 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 | X |
| 22 | Billy Gross | South San Francisco Planning | X | X | X | X | X | X | X |
| 23 | Sean Rose | Woodside Engineering | X | X | X | X | X | X | X |
| 24 | James Choe | MTC | X | X | X | X | X | X | X |

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

The two hundred seventieth (270th) meeting of the Technical Advisory Committee took place on August 19th, 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, Kim Wever, Van Ocampo, Kim Springer, Mima Crume – C/CAG; Patrick Gilster – San Mateo County Transportation Authority; Ray Towne – City of Foster City, 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 August 2021 C/CAG Board meeting.

4. Approval of Minutes from June 17, 2021.

Member Murtuza moved to approve the minutes. Member Breault seconded the motion. Roll call was taken. Co-Chair Stillman and Member Charpentier abstained. All other members in attendance voted to approve. Motion passed.

5. Review and recommend approval of the Draft 2022 State Transportation Improvement Program (STIP) for San Mateo County (Action)

C/CAG Staff Jeff Lacap gave the Committee an update on the proposed Draft 2022 STIP for San Mateo County, a five-year funding plan updated every two years. For the 2022 STIP, there is approximately \$16 million in programming capacity. Jeff stated that the current estimate for the available STIP funds is \$13 million for the FY 2025-26 and FY 2026-27 with \$3 million in CRSSAA funds to be made available for programming in FY 2022-23 and FY 2023-24. The proposed projects must meet certain requirements to be eligible. These requirements include having a completed Caltrans approved Project Study Report (PSR), and project phases applying for STIP funds must have a full funding plan. Jeff presented to Committee the proposed projects for STIP funding. It is recommended that the new funding would be directed towards the SR-92/US-101 Interchange (Short Term Area Improvements and Direct Connector Projects) and the Smart Corridor ITS Improvements in Colma, Daly City, and Brisbane.

Member Murtuza requested guidance how grade separation projects can be incorporated into this program. Jeff responded that upon update of the Countywide Transportation Plan, staff can revisit the STIP policy. Other counties have varying priorities for their STIP programs, but a majority of the counties predominantly focus their STIP funding on highway projects. C/CAG Executive Director Sean Charpentier additionally mentioned that the state budget is including funding for grade separation projects and recommended that cities in the County join together to submit proposals for the call for projects.

Member Murtuza moved to recommend approval of the draft 2022 STIP for San Mateo County. Member Breault seconded the motion. Roll call was taken. All members in attendance voted to approve. Motion passed.

6. Review and provide input on the draft Scope of Work of a San Mateo County Shared Micromobility Feasibility Study (Action)

C/CAG staff Kim Wever presented the draft scope of work for a San Mateo County Shared Micromobility Feasibility Study. This study came at direction of the C/CAG Board at their April Annual Forum. Kim presented the tasks included in the scope of work, which was attached in Attachment 1.

Members asked for clarification on who would be administering the program and what the intent of the program would be. Kim Wever explained that C/CAG will be leading the feasibility study to review the present County conditions, determine suitability of a micromobility program, and then provide recommendations and tools for local jurisdictions to implement shared micromobility programs. Kaki Cheung stated that at the initial phase, the goal is to gauge market interest in such a program. The feasibility study will also research who would administrate the program to be the most successful.

Members requested that safety considerations, ways to address liability and the lack of physical infrastructure in some areas to be included in the study. In addition, members would like examples of ordinance language for shared micromobility devices to operate within the public right-a-way, and for cross-jurisdictional travel to be included in the scope of work.

Staff will incorporate the Committee's comments and feedback in the updated scope of work. No action was taken.

7. Regional Project and Funding Information

C/CAG staff Jeff Lecap gave an update on the regional funding and project information, including requesting cities continue timely invoice submittals to Caltrans, and review the project lapse information from Caltrans. Jeff Lecap also promoted the Caltrans Disadvantaged Business Enterprise workshops, presented on the upcoming Transportation Development Act Article 3 call for projects, and the Caltrans Clean California Local Grant program and the upcoming Transit and Interstate Rail Capital program. Jeff Lecap noted that MTC had also released a survey on the Complete Streets Policy and Active Transportation funding.

8. Executive Director Report

C/CAG Executive Director Sean Charpentier informed the committee that meeting minutes would change to predominantly action item updates. The Brown Act would likely shift back to its original form by October 1st. C/CAG would be programming residual Transportation Fund for Clean Air Act funds to applicants who were not awarded funding last year. Finally, Caltrans is expected to release a new round of Sustainable Planning Grants in the near future.

9. Member Reports

Co-Chair Hurley stated that he would be contacting those jurisdictions along the Highway 101 corridor with a license agreement for the installation of toll facility equipment along the corridor. Co-Chair Hurley adjourned the meeting at 2:11 PM in memory of Rosalie O'Mahony.