

**CONGESTION MANAGEMENT PROGRAM (CMP)  
TECHNICAL ADVISORY COMMITTEE (TAC)  
February 17 2022  
MINUTES**

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

The two hundred seventy-fifth (275<sup>th</sup>) meeting of the Technical Advisory Committee took place on February 17, 2022 at 1:18 p.m.

TAC members attending are listed on the Roster and Attendance table on the preceding page. Others attending the meeting were: Jeffrey Lacap, Kim Wever, Kaki Cheung, Audrey Shiramizu, Eva Gaye, Susy Kalkin – C/CAG; Babs Deffenderfer, Bryan Briggs – County of San Mateo Department of Housing; Theresa Vallez-Kelly, Vanessa Castro – San Mateo County Office of Education; Hannah Kapell, Kristin Haukom – Alta Planning; John Ford – Commute.org; Patrick Gilster, Peter Skinner – SMCTA/SamTrans; Jane Kao – City of Millbrae; Nichol Bowersox – Town of Colma; Helen Tong-Ishikawa – County of San Mateo 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**

There were no public comments regarding items not on the agenda.

Co-Chair Stillman mentioned that there is a typo with the agenda numbering, item 4 was omitted. For the ease of the meeting, the Chair will follow the number as currently stated in the agenda.

**3. Issues from the January and February 2022 C/CAG Board meetings. (Information)**

C/CAG staff Kaki Cheung described the items of interest from the last C/CAG Board meetings.

**5. Approval of minutes from the January 20, 2022 Meeting. (Action)**

*Motion – To approve the minutes of the January 20, 2022 TAC meeting, Breault/Bozorginia. Roll Call was taken. Yang abstained. All other members in attendance voted to approve. Motion passed 18-1-0.*

**6. Review and recommend approval of the Fiscal Year 2022/23 Expenditure Plan for the Transportation Fund for Clean Air (TFCA) County Program Manager Fund for San Mateo County (Action)**

C/CAG staff Kim Wever presented the proposed Fiscal Year 2022/23 Expenditure Plan for TFCA County Program Manager Fund for San Mateo County. The Bay Area Air Quality Management District (Air District) required the submittal of the Expenditure Plan by March, and to develop the final project proposals by November. For this cycle, it is recommended that Commute.org receive an allocation of up to \$600,000 for the Countywide Voluntary Trip Reduction Program. Staff also proposes directing up to \$150,000 for the BART Shuttle Program. These funding recommendations are subject to submission of an acceptable work plan and Cost-Effectiveness calculations to the Air District to qualify for use of the funds. Staff recommends allocating the remaining \$290,000 to projects that focus on active transportation

such as micromobility and other first/last mile innovative solutions. Detailed project scopes will be determined at a later time and brought back to the Committee for approval.

Commute.org Executive Director, John Ford explained to better streamline operation, a recent shuttle study conducted by SamTrans recommended Commute.org to take over the BART shuttle program and that Commute.org will continue to maintain similar level of service.

*Motion – To recommend approval of the Fiscal Year 2022/23 Expenditure Plan for the Transportation Fund for Clean Air (TFCA) County Program Manager Fund for San Mateo County, Breault/Gross. Roll call was taken. Murtuza abstained. All other members in attendance voted to approve. Motion passed 19-1-0.*

**7. Review and recommend approval of the updated 2021 San Mateo County Priority Development Area (PDA) Investment & Growth Strategy (Action)**

C/CAG staff Jeff Lacap presented the updated 2021 San Mateo County Priority Development Area (PDA) Investment & Growth Strategy. The strategy is required to be adopted prior to the beginning of the OBAG Cycle 3 County and Local Program development process, scheduled to begin in March 2022. Each Strategy will help shape the OBAG 3 program by identifying the challenge, opportunities, and needs unique to the County's PDAs and will be used to inform county and regional funding priorities.

Member Ovadia requested staff to add Atherton's project to the list and online map. C/CAG staff Jeff Lacap received the project information by email and will add it the list and online map.

Co-Chair Hurley directed staff to also coordinate with Caltrain and SamTrans.

*Motion – To recommend approval of the updated 2021 San Mateo County Priority Development Area (PDA) Investment & Growth Strategy with the addition of Atherton's project, Ovadia/Murtuza. Roll call was taken. All members in attendance voted to approve. Motion passed 20-0.*

**8. Receive draft results of the youth-based high injury network safety analysis (Information)**

C/CAG staff Kaki Cheung introduced Hannah Kapell of Alta Planning and Design, who is supporting the San Mateo County Office of Education on the development of a five-year Safe Routes to School Strategic Plan. As part of the Strategic Plan, the consultant is also developing a high injury network specifically near schools, and identifying strategies for injury reduction. High injury networks identify streets with the largest concentration of collisions where victims were killed or severely injured. Hannah Kapell presented the methodology and data collected, in addition to sharing a draft youth-based high injury network analysis factsheet with the Committee. The Committee was asked to review the factsheets and provide feedback.

Member Ovadia suggested labeling ½ miles or street limits on the factsheet since State Highway 82 (El Camino Real) is large and extends countywide.

Member Murtuza requested the causes of the accidents to be added to the report. Hannah stated that the appendices will include the data.

Member Willis recommended changing the colors of the graphs so they are not too similar.

In addition to State Highway 1, Member Bozorginia asked staff to include other Coastside facilities such as State Route 92.

Member Ovadia appreciated a factsheet per jurisdiction, but would also like to see a countywide factsheet.

**9. Receive a presentation from the San Mateo County Department of Housing on the Affordable Housing and Sustainable Communities (AHSC) Program (Information)**

C/CAG staff Susy Kalkin introduced Babs Deffenderfer and Bryan Briggs with the San Mateo County Department of Housing, who presented on the Affordable Housing and Sustainable Communities (AHSC) grant program. They shared two successfully funded projects in San Mateo County: Middlefield Junction and 965 Weeks Street. The Department of Housing has identified several affordable housing projects in the pipeline and is requesting assistance in identifying/strategizing on upcoming complementary transportation projects that would benefit from AHSC funding.

**10. Regional Project and Funding Information**

C/CAG staff Jeff Lacap highlighted that the Pavement Management Technical Assistance Program (P-TAP 23) applications are due to MTC on February 28<sup>th</sup>. Jeff also provided updates on ATP Cycle 6 schedule. Lastly, staff will also be emailing jurisdictions requesting projects through a Google form for OBAG 3 in the next week.

**10. Executive Director Report (Information)**

C/CAG Executive Director Sean Charpentier welcomed and introduced the two new C/CAG staff: Eva Gaye and Audrey Shiramizu. Sean also announced with C/CAG's partners, San Mateo County Transportation Authority (TA) and the Express Lanes Joints Power Authority (EL-JPA), the Express Lanes from Whipple to the Santa Clara County line has commenced tolling on February 11<sup>th</sup>, and systems are working as planned. Sean concluded by mentioning that starting next month, the physical Committee agendas will be posted at 555 County Center courtyard, while electronic copies will continue to be distributed the same.

**11. Member Reports (Information)**

C/CAG staff Kaki Cheung announced that MTC has responded to the Committee's comments on the proposed MTC Complete Streets Policy and she will forward the email to the Committee members.

Member Willis asked about C/CAG Board discussion on returning to in-person or hybrid meetings. C/CAG Executive Director Sean Charpentier stated that the Board has not yet discussed this in detail. Staff is working to locate a room with Zoom option.

**12. Adjournment**

Co-Chair Stillman adjourned the meeting at 2:38 p.m.