

**CONGESTION MANAGEMENT PROGRAM (CMP)  
TECHNICAL ADVISORY COMMITTEE (TAC)  
January 20, 2022  
MINUTES**

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

The two hundred seventy-fourth (274<sup>th</sup>) meeting of the Technical Advisory Committee took place on January 20, 2022 at 1:16 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, Van Ocampo, Kaki Cheung – C/CAG; Peter Skinner – SamTrans; Jane Kao – City of Millbrae; Ahmad Haya – City of Redwood City; Kelly Carroll – CSG Colma 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.

**3. Issues from the November and December 2021 C/CAG Board meetings. (Information)**

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

**4. Review and approve the Congestion Management Program Technical Advisory Committee 2022 Meeting Calendar (Action)**

*Motion – To approve the TAC 2022 Meeting Calendar, Hurley/Charpentier. Roll Call was taken. All members in attendance voted to approve. Motion passed 21-0.*

**5. Approval of minutes from the November 18, 2021 Meeting. (Action)**

*Motion – To approve the minutes of the November 18, 2021 TAC meeting, Manzi/Breault. Roll Call was taken. All members in attendance voted to approve. Motion passed 20-0.*

**6. Review and recommend approval of a pre-qualified list of consultants to operate and enhance the C/CAG-VTA Travel Demand Model in support of transportation analysis and planning in San Mateo County (Action)**

C/CAG staff Jeff Lacap presented the list of nine firms that demonstrated strong technical qualifications and local experience. The scoring panel recommended that all firms be pre-qualified through the RFQ process so that project sponsors throughout the County can have a diverse set of consultants to select from for their projects. There is no fee for member agencies and planning partners to use the model. In the event that a developer requests authorization to use the C/CAG-VTA Travel Model without support from a C/CAG member agency or planning partner, there is a \$10,000 fee. Upon C/CAG authorization, project sponsors can contract directly with one of the pre-qualified consulting firms to perform the planning and analysis work.

Member Manzi asked staff to review the \$10,000 developer fee and match the fee to the model maintenance cost.

C/CAG staff will come back with an updated Authorization to Use Form for the Committee to review and approve.

*Motion – To recommend approval of a pre-qualified list of consultants for the C/CAG-VTA Travel Demand Model support, Murtuza/Gross. Roll call was taken. All members in attendance voted to approve. Motion passed 22-0.*

**7. Receive an update on MTC’s Active Transportation Plan and proposed Complete Streets Policy (Information)**

C/CAG staff Kaki Cheung provided the Committee an update on MTC’s Active Transportation Plan and proposed Complete Streets Policy. The updated Policy emphasizes funding implementation of Complete Streets projects on the regional Active Transportation Network, as well as those included in local plans, and strengthens connections to other regional priorities such as Vision Zero and links to transit. The Complete Streets Policy is expected to be adopted by MTC in March of 2022.

Members commented that some jurisdictions who currently do not have pedestrian facilities may miss out on funding for bicycle facilities and repaving projects. Members expressed concerns about the feasibility of adding sidewalks on narrow right of ways. C/CAG staff responded that the local jurisdictions may apply for exceptions should costs and other factors make implementation challenging. In addition, C/CAG staff will inquire MTC on the requirement to add active transportation facilities in repaving projects .

Co-Chair Hurley also reminded members about the SMCTA’s Complete Streets Webinar on January 25<sup>th</sup>.

**8. Receive an update on the MTC One Bay Area Grant 3 (OBAG 3) program (Information)**

C/CAG staff Jeff Lacap presented an update on MTC One Bay Area Grant (OBAG) Cycle 3 program. MTC is set to adopt the framework for the OBAG 3 at the end of January 2022. OBAG 3 policy considerations are oriented around preserving the effectiveness of past OBAG programs. This includes focusing investments in PDAs and incorporating recent policy initiatives, such as regional safety/vision zero policies and other strategies from Plan Bay Area 2050. C/CAG staff highlighted the framework policies stated in the staff report and mentioned the requirement for local jurisdictions to have Local Road Safety Plan. San Mateo County is targeting a minimum 70% of OBAG 3 projects to be within a Priority Development Area.

Discussions related to the One Bay Area Grant program will likely be on the Committee agenda every month until September 2022.

**9. Regional Project and Funding Information**

C/CAG staff Jeff Lacap gave an update on the regional funding and project information, including the Caltrans inactive projects list, the PMP certification list, the MTC Annual Obligation Plan for FY 2021-22 Status Report, the Caltrans lapsed end date projects list, LAPM updated 3-A form and upcoming trainings. Lastly, C/CAG staff mentioned two upcoming funding opportunities not in the staff report. The Active Transportation Plan Cycle 6 (FYE24-

27) guidelines are set to be approved in March and applications will be due June. Additionally, the Clean California Grant application are due on February 1<sup>st</sup>.

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

C/CAG Executive Director Sean Charpentier stated that two new C/CAG staff will be joining in February. The C/CAG Board approved an agreement with Ken Brown Strategic Consulting for federal advocacy consulting services to help seek funding, as well as provide an informational look ahead for the Committee at a future meeting. C/CAG staff will also provide a presentation on Cap and Trade to the Committee in the near future. Lastly, Sean asked that those jurisdictions who are planning to apply for Clean California Grant to email him.

**11. Member Reports (Information)**

Co-Chair Hurley shared an update on SMCTA's Active Transportation Plan. There will be a Call for Projects in April with a deadline of May. Also, he advised that a call for Bicycle and Pedestrian projects will take place in September.

C/CAG Executive Director Sean Charpentier announced that the Express Lanes south of Whipple will be opening in mid-February and will update the Committee with more information soon.

**12. Adjournment**

Co-Chair Hurley adjourned the meeting at 2:17 p.m.