

**City/County Association of Governments of San Mateo County (C/CAG)**

**Bicycle and Pedestrian Advisory Committee (BPAC)**

**Meeting Minutes**

**August 23, 2022 – Special Meeting**

**1. Call to Order**

Chair Schneider called the meeting to order at 7:00 PM.

<b>Name</b>	<b>Agency</b>	<b>Jan 2022</b>	<b>Mar 2022</b>	<b>May 2022</b>	<b>July 2022</b>	<b>Aug 2022</b>
<b><u>Public</u></b>						
Matthew Self – Vice Chair	County of San Mateo	X	X	X	X	X
Malcolm Robinson	San Bruno	X	X	X		X
Alan Uy	Daly City	X	X	X	X	
Angela Hey	Portola Valley	X	X	X	X	X
Brian Levenson	Daly City	X	X	X	X	
Justin Yuen	South San Francisco	X	X		X	X
Marina Fraser	Half Moon Bay		X	X	X	X
<b><u>Elected</u></b>						
Ann Schneider – Chair	Millbrae	X	X	X	X	X
Emily Beach	Burlingame	X	X	X		X
Flor Nicolas	South San Francisco	X	X	X	X	X
Mary Bier	Pacifica	X	X	X	X	X
Patrick Sullivan	Foster City	X			X	X
John Goodwin	Colma		X	X	X	X
Debbie Ruddock	Half Moon Bay		X	X		X
Lisette Espinoza-Garnica*	Redwood City				X	X

\*Appointed at May 2022 C/CAG Board meeting.

The BPAC members in attendance at the August 23 meeting is listed above.

Others attending the meeting were: Angel Torres – City of South San Francisco, Robert Ovadia – Town of Atherton, Sam Bautista – City of Pacifica, and others in attendance.

Staff attending: Kaki Cheung, Audrey Shiramizu, Eva Gaye, Jeff Lacap, Sean Charpentier – C/CAG.

**2. Review of Meeting Procedures**

C/CAG Transportation Program Specialist Audrey Shiramizu reviewed procedures related to how the meeting would be conducted via Zoom.

**3. By motion, find that, as a result of the continuing COVID-19 pandemic state of emergency declared by Governor Newsom, meeting in person would present imminent risks to the health or safety of attendees.**

C/CAG Executive Director Sean Charpentier explained that AB 361 requires that, if the state of emergency remains active for more than 30 days, the legislative body must make findings by majority vote every 30 days to continue using the bill's exemption to the Brown Act teleconferencing rules. On July 14, 2022, the C/CAG Board of Directors approved Resolution 22-59, which made the findings necessary for remote meetings for both the Board of Directors and its standing Committees, including the BPAC. Given that the BPAC meeting is occurring 40 days after the approval of C/CAG Resolution 22-59, staff recommends that in order to continue to have remote meetings, the BPAC find, by motion, that conducting in-person meetings at the present time would present an imminent risk to the health and safety of attendees.

*Motion: Member Fraser motioned to approve. Member Nicolas seconded the motion. Roll call was taken. All members in attendance voted to approve. The motion passed.*

**4. Public comment on items not on the agenda**

None.

**5. Approval of the Minutes from the July 28, 2022 Meeting**

*Motion: Member Sullivan motioned to approve. Member Hey seconded the motion. Roll call was taken. Member Robinson abstained. All other members in attendance voted to approve. The motion passed.*

**6. Review and confirm receipt of committee comments and project sponsor responses to the MTC Complete Streets Checklist for One Bay Area Grant 3 (OBAG 3) County & Local Program**

C/CAG Transportation Program Specialist Eva Gaye presented on the Metropolitan Transportation Commission (MTC) Complete Streets Checklist for the One Bay Area Grant 3 (OBAG 3) grant cycle.

Member Sullivan asked if scooters and skateboards were included in the Checklist. C/CAG Staff Eva Gaye responded that scooters and skateboards are included in the MTC Checklist.

Member Robinson echoed the importance of safely integrating micromobility, especially electrified devices, with pedestrians, bicyclists, and automobiles.

Chair Schneider and Member Sullivan asked if the committee should do more on helmet safety and enforcement. C/CAG Program Director Kaki Cheung noted that California state law does not require those over the age of 18 to wear a helmet. She noted that the Safe Routes to School Program encourages safety and helmet use and has distributed helmets. The local jurisdictions are typically responsible for local ordinances and

enforcing helmet requirements.

Chair Schneider suggested bringing back bike rodeos and other safety awareness campaigns in the future.

Member Espinoza-Garnica noted that under the City Manager, the City of Redwood City has a youth outreach group that has led bike outreach events in the past.

Member Sullivan suggested sponsoring an organization to provide helmets in each city. Member Robinson added that the San Bruno Fire Department provides helmets to children annually.

C/CAG Staff Jeff Lacap noted that the Countywide Safe Routes to School Program has provided flashlights and helmets in the past.

*Member Goodwin motioned to confirm receipt of committee comments and project sponsor responses to the MTC Complete Streets Checklist for One Bay Area Grant 3 (OBAG 3) County & Local Program. Member Robinson seconded the motion. Roll call was taken. All members in attendance voted to approve. The motion passed.*

**7. Review and recommend approval of the draft nomination list of projects for the One Bay Area Grant (OBAG) Cycle 3 County & Local Program and \$200,000 in Measure M Safe Routes to School funding to be incorporated into the SMCTA Bicycle and Pedestrian Call for Projects**

C/CAG Transportation Systems Coordinator Jeff Lacap presented two options of the draft nomination list of projects for the One Bay Area Grant (OBAG) Cycle 3 County & Local Program.

- Option 1 – Baseline
  - Top eight highest ranked projects for full OBAG 3 funding
  - Balance of \$384,825 from OBAG 3 plus \$900,000 Measure M recommended to City of Pacifica
- Option 2 - Staff Recommendation
  - Top seven highest ranked projects for full OBAG 3 funding; 1 project partially funded
  - Balance of OBAG 3 and Measure M funds recommended to the Town of Atherton and City of Pacifica

Chair Schneider asked staff to clarify the additional \$200,000 for Safe Routes to School. C/CAG Staff Jeff Lacap responded that \$900,000 from Measure M was already added prior to July 31. Today's agenda item recommends adding an additional \$200,000 from Measure M to the San Mateo County Transportation Authority's (SMCTA)'s Bicycle and Pedestrian Call for Projects Cycle 6.

Chair Schneider asked if any of the smaller projects were chosen. C/CAG Staff Jeff Lacap responded smaller projects ranked lower than other proposals.

Member Robinson asked why the scoring criteria does not seem to award smaller jurisdictions, like Belmont (for this and other grants). C/CAG Executive Director Sean Charpentier responded that the recommendation does include funding for two small towns: Colma and Atherton. Chair Schneider noted that Belmont recently received earmarks from three assemblymembers.

Member Robinson also noted that the scoring system tends to reward cities with more businesses and higher revenues.

Member Sullivan asked if all evaluators using the same methodology. C/CAG Staff Jeff Lacap responded that all evaluators were asked to score the same three categories.

Member Sullivan asked if the committee could view the raw data from each evaluator to compare differences in scoring between the three scoring groups (BPAC, Congestion Management and Environmental Quality (CMEQ), and others). C/CAG Executive Director Sean Charpentier responded that the scores were not compared as three different groups. Chair Schneider and Member Sullivan noted that seeing this breakdown could be a point of reference for future evaluations.

Member Self, who participated as an evaluator for the BPAC, noted two items that impacted the outcome and skew towards larger projects. First, he noted some evaluators score based on the proposal (e.g., writing quality, level of detail, completeness, etc.) whereas others score the project (e.g., overall benefit of the project). MTC's scoring guidelines benefit proposals that are well-written, and typically cities that are bigger and have more funding and staff capacity can dedicate more time to writing. Second, he noted that there was not a cost benefit aspect in the scoring, only the overall impact. Therefore, larger projects scored better because they have a larger impact. Larger projects were typically submitted by larger cities with more funding and staff capacity. Member Self noted the guidelines were from MTC and the evaluation committee worked within the framework that was given.

Chair Schneider noted that C/CAG has two MTC representatives. The Chair recommended the committee review the OBAG 3 process and make recommendations to MTC.

Member Beach asked staff to clarify if the scoring evaluations were driven by MTC. C/CAG Staff Jeff Lacap confirmed that the scoring was driven by MTC. Member Beach agreed that the committee should provide feedback to MTC.

Member Beach asked why certain projects scored higher than others but were not recommended for funding. C/CAG Staff Jeff Lacap responded that some jurisdictions have received funding for another project already. Member Beach asked why the San Mateo County Transit District/SamTrans project, "Express Bus Mobility Hub", was not nominated. C/CAG Executive Director Sean Charpentier responded that the residual amount of funding available would have only partially funded the project, and that staff wanted to fully fund another project. Staff also considered the importance of geographic

distribution.

Member Hey noted that selecting Option 2 has a big impact on the City of San Mateo's "US 101/Peninsula Avenue interchange improvements project", from \$5,000,000 to \$1,000,000. Member Hey asked staff to clarify the impact to that project. C/CAG Staff Jeff Lacap and Executive Director Sean Charpentier responded that the \$5,000,000 was originally for construction, but the project has not cleared the environmental stage yet, and therefore, may not be as competitive for funding. The \$1,000,000 allows the City to move forward with planning and design. Staff confirmed that they reached out to the City about this recommendation after tallying the total scores.

Chair Schneider asked how the Town of Atherton's project is considered an equity priority community (EPC). C/CAG Staff Jeff Lacap noted that the school borders the North Fair Oaks EPC. Robert Ovadia, Public Works Director at the Town of Atherton, added that the project adds pedestrian improvements and widened bike lanes to a school that mostly serves the underserved communities.

Member Beach noted that she likes Option 2 because it includes the City of Pacifica, providing some geographic distribution. She also likes that Option 2 includes the Town of Atherton project. She agreed that the US 101/Peninsula Avenue project is not as competitive and that it is important to nominate projects that are closer to construction.

*Motion: Member Beach motioned to approve the Option 2 draft nomination list of projects for the One Bay Area Grant (OBAG) Cycle 3 County & Local Program and \$200,000 in Measure M Safe Routes to School funding to be incorporated into the SMCTA Bicycle and Pedestrian Call for Projects. Member Robinson seconded the motion. Roll call was taken. All members in attendance voted to approve. The motion passed.*

Chair Schneider thanked the BPAC members on the evaluation panel for their time and review. The Chair noted there is work to do in terms of equity on these grant cycles.

C/CAG Executive Director Sean Charpentier thanked the evaluation panel and the BPAC for their time. He noted that C/CAG views this application list as a priority projects list, and that in the last quick strike cycle, C/CAG was able to fund almost all projects within nine months. He noted that C/CAG will continue to work with the cities to implement these projects.

## **8. Member Communications**

Chair Schneider noted that on August 18, the City of Millbrae hosted the Silicon Valley Bike Coalition's first bike summit outside Santa Clara County at their new Recreation Center.

C/CAG Executive Director Sean Charpentier noted that the California Transportation Commission (CTC) is recruiting members for an equity advisory committee. Staff will send information to the committee.

Member Hey noted there is discussion on electric bikes and other micromobility devices. She suggested looking at micromobility devices and how to bring them to communities equitably and safely.

## **9. Adjournment**

Chair Schneider adjourned the meeting at 8:27 PM.