

**CONGESTION MANAGEMENT PROGRAM (CMP)
TECHNICAL ADVISORY COMMITTEE (TAC)
September 15, 2022
MINUTES**

No.	Member	Agency	Jan	Feb	Mar	Apr	May	Jul	Aug	Sept
1	Ann Stillman (Co-Chair)	San Mateo County Engineering	x	x	x	x	x		x	x
2	Joseph Hurley (Co-Chair)	SMCTA / PCJPB / Caltrain	x	x	x	x	x	x	x	
3	Robert Ovadia	Atherton Engineering	x	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	x	x	x	x	x	x	x
8	Brad Donohue	Colma Engineering	x			x	x	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	Louis Sun	Foster City Engineering	x	x	x	x		x	x	x
12	Maz Bozorginia	Half Moon Bay Engineering	x	x	x	x	x	x	x	x
13	Paul Willis	Hillsborough Engineering	x	x	x	x	x	x	x	x
14	Nikki Nagaya	Menlo Park Engineering			x	x	x	x	x	x
15	Andrew Yang	Millbrae Engineering		x	x	x	x	x	x	x
16	Lisa Petersen	Pacifica Engineering	x	x	x	x	x	x	x	x
17	Jessica Manzi	Redwood City Engineering	x	x	x	x	x			x
18	Matthew Lee	San Bruno Engineering	x	x	x	x	x	x	x	x
19	Steven Machida	San Carlos Engineering	x		x	x	x	x		x
20	Azalea Mitch	San Mateo Engineering	x	x	x	x	x	x	x	x
21	Eunejune Kim	South San Francisco Engineering	x	x	x			x	x	x
22	Billy Gross	South San Francisco Planning	x	x	x	x	x	x	x	x
23	Sean Rose	Woodside Engineering	x		x	x		x	x	x
24	James Choe	MTC	x	x	x	x		x	x	x

The two hundred eighty-first (281st) meeting of the Technical Advisory Committee took place on September 15, 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, Kaki Cheung, Audrey Shiramizu, Eva Gaye, Kim Wever, Van Ocampo – C/CAG; Heba El-Guindy – SMCTA; Nidal Tuqan – Caltrans; Justin Horng – SamTrans; Humza Javed – City of East Palo Alto; Phoebe Cheng, Rob Jaques, Ni Lee – BART; 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. 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. (Action)

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 TAC committee. Given that the TAC meeting is occurring 61 days after the approval of C/CAG Resolution 22-59 and there was no August C/CAG Board of Directors meeting, staff recommends that in order to continue to have remote meetings, the TAC 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 – To approve by motion, that conducting meeting in person would present imminent risks to the health or safety of attendees, Manzi/Murtuza. Roll Call was taken. All members in attendance voted to approve. Motion passed 22-0.

3. Public comment on items not on the agenda

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

4. Issues from the last 2022 C/CAG Board meetings (Information)

C/CAG staff Kaki Cheung stated that since there was no August C/CAG Board meeting and the September C/CAG Board meeting was postponed by a week, there were not any items of interest to highlight at this meeting.

5. Approval of minutes from the August 18, 2022 Meeting (Action)

Motion – To approve the minutes of the August 18, 2022 TAC meeting, Bozorginia/Murtuza. Roll Call was taken. Breault, Chiu, Manzi, and Machida abstained. All other members in attendance voted to approve. Motion passed 18-0-4.

6. Receive an update on the San Mateo County Shared Micromobility Feasibility Study and Implementation Plan (Information)

C/CAG staff Kim Wever presented an update on the San Mateo County Shared Micromobility Feasibility Study and Implementation Plan. Kim updated the Committee on the proposed program guidelines that will be used to develop procurement materials for a single vendor to operate the micromobility program in the County. The Committee had an opportunity to provide feedback that will help finalized the Implementation Plan, which will be brought back to the Committees and Board for consideration in Fall 2022.

Public member Drew recommended to not only consider adding front lights to the shared micromobility vehicles, but rear and side lights as well.

7. Discuss Committee Membership Composition and Guidelines (Information)

C/CAG Executive Director Sean Charpentier explained the Committee guidelines were last updated on November 24, 2009. Given that a significant amount of time has lapsed since the last Committee guideline update, staff discussed with the Committee on the following items:

1. The Bay Area Rapid Transit District (BART) has recently expressed interest in participating on the Committee. Does the Committee wish to expand its membership to include representation from BART?
2. What are the Committee's thoughts on making the chairmanship opportunity available to all members?

Member Murtuza recommended adding a BART representative as a "no voting" member and other members agreed.

Member Murtuza and Member Sun both supported the idea of rotating the chairperson to all members. Member Willis added to make the chairperson terms two-year long.

Member Brown asked about appointing alternates. C/CAG Executive Director Sean Charpentier will have staff research more about adding alternates and will bring the topic back to a future Committee meeting.

8. Regional Project and Funding Information

C/CAG staff Jeff Lacap highlighted the following items from his staff report: Inactive Projects list; PMP Certification Status; Project End Date list; SMCTA 2022 Cycle 6 Pedestrian and Bicycle Program Call for Projects; USDOT Safe Streets and Roads for All and other funding opportunities; and Local Technical Assistance Trainings. Jeff also reminded Project Sponsors to submit invoices on time since MTC's evaluation criteria may include federal aid project delivery.

Member Manzi asked about potential Countywide projects to apply for federal grant. C/CAG Executive Director Sean Charpentier considered bundling projects in the past and will look into that for future grant opportunities. C/CAG staff Kaki Cheung mentioned that C/CAG is working with MTC on the Local Roads Safety Action Plan, which is a prerequisite to apply for the Safe Streets and Roads for All grant.

8. Executive Director Report (Information)

C/CAG Executive Director Sean Charpentier did not have any additional items to report.

9. Member Reports (Information)

There were no member reports.

10. Adjournment

Co-Chair Stillman adjourned the meeting at 2:12p.m.