

**CONGESTION MANAGEMENT PROGRAM (CMP)
TECHNICAL ADVISORY COMMITTEE (TAC)
July 21, 2022
MINUTES**

No.	Member	Agency	Jan	Feb	Mar	Apr	May	Jul
1	Ann Stillman (Co-Chair)	San Mateo County Engineering	x	x	x	x	x	
2	Joseph Hurley (Co-Chair)	SMCTA / PCJPB / Caltrain	x	x	x	x	x	x
3	Robert Ovardia	Atherton Engineering	x	x	x	x	x	x
4	Peter Brown	Belmont Engineering	x	x	x	x		x
5	Randy Breault	Brisbane Engineering	x	x		x	x	x
6	Syed Murtuza	Burlingame Engineering	x	x	x		x	x
7	Sean Charpentier	C/CAG	x	x	x	x	x	x
8	Brad Donohue	Colma Engineering	x			x	x	x
9	Richard Chiu	Daly City Engineering	x	x	x	x	x	x
10	Tatum Mothershead	Daly City Planning	x	x	x		x	x
11	Louis Sun	Foster City Engineering	x	x	x	x		x
12	Paul Willis	Hillsborough Engineering	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
16	Lisa Petersen	Pacifica Engineering	x	x	x	x	x	x
17	Jessica Manzi	Redwood City Engineering	x	x	x	x	x	
18	Matthew Lee	San Bruno Engineering	x	x	x	x	x	x
19	Steven Machida	San Carlos Engineering	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
22	Billy Gross	South San Francisco Planning	x	x	x	x	x	x
23	Sean Rose	Woodside Engineering	x		x	x		x
24	James Choe	MTC	x	x	x	x		x

The two hundred seventy-ninth(279th) meeting of the Technical Advisory Committee took place on July 21, 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 Springer, Kim Wever – C/CAG; Khoa Vo – County of San Mateo; Dave Bockhaus – City of South San Francisco; Patrick Gilster, Heba EL-Guindy – San Mateo County Transportation Authority (SMCTA); 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. Public comment on items not on the agenda

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

3. Issues from the June and July 2022 C/CAG Board meetings (Information)

C/CAG staff Kaki Cheung described the items of interest from the last C/CAG Board meeting. She also clarified a typo on the third bullet should read “local match” instead of “local march”.

4. Approval of minutes from the May 19, 2022 Meeting (Action)

Motion – To approve the minutes of the May 19, 2022 TAC meeting, Murtuza/Breault. Roll Call was taken. All members in attendance voted to approve. Motion passed 22-0.

5. Review and recommend approval of the updated authorization form for the C/CAG-VTA Travel Demand Model (Action)

C/CAG staff Jeff Lacap presented the updated authorization form for the C/CAG-VTA Travel Demand Model. At the January Committee meeting, the Committee suggested looking into revising the authorization fee. When the model use authorization form was developed in 2011, it has been rare for C/CAG staff to assess the \$10,000 fee for outside entities to use the C/CAG-VTA Travel Demand Model. Staff therefore recommended retaining the \$10,000 fee.

There is no fee for member agencies and planning partners to request authorization to use the model. In the event that a developer or outside entity 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.

Co-Chair Hurley asked about the meaning of “support from a C/CAG member agency or planning partner”. C/CAG staff Jeff Lacap clarified that “support” means that a C/CAG member agency is listed as a stakeholder as part of the authorization request.

Motion – To approve the updated authorization form for the C/CAG-VTA Travel Demand Model, Ovadia/Breault. Roll Call was taken. All members in attendance voted to approve. Motion passed 22-0.

6. Receive a presentation on the San Mateo Countywide Vehicles Miles Traveled (VMT) Estimation Tool and update on SB 743 implementation efforts (Information)

C/CAG staff Jeff Lacap presented on the San Mateo Countywide VMT Estimation Tool. C/CAG has developed a countywide, web and Geographic Information Systems (GIS)-based tool, called the San Mateo Countywide VMT Evaluation Tool. Using the Tool, local agencies will be able to perform the following tasks and determine the significance of a project's transportation impacts under CEQA.

- Baseline VMT Screening Evaluation
- Screens Land Use Projects
- Land Use Project-Generated VMT Estimation

In addition to the VMT Estimation Tool, a whitepaper was curated to help C/CAG member agencies meet the new requirements of CEQA under SB 743. The paper contains information supporting decisions for VMT metrics, calculation methods, impact thresholds, and mitigation actions for use by C/CAG member agencies.

C/CAG Executive Director Sean Charpentier asked if C/CAG can view how many jurisdictions have used it. C/CAG staff Jeff Lacap will check with the Consultant but right now C/CAG can only see how many have used the tool since there is no log in information required to use the tool. SMCTA staff Heba EL-Guindy mentioned that there should be an option to get an email alert with log in information and that City of Culver City and City of San Jose already use that feature.

Co-Chair Hurley asked if the tool could assist with VMT banking. C/CAG staff Jeff Lacap will look into assisting with VMT banking since other regions are exploring that concept.

7. Receive an update on the MTC One Bay Area Grant Cycle 3 (OBAG 3) County & Local Program (Information)

C/CAG staff Jeff Lacap provided an update on the MTC One Bay Area Grant Cycle 3 (OBAG 3) County & Local Program. By the due date of July 1, 2022, C/CAG received 29 capital project applications from a total of 18 jurisdictions and 3 partner agencies, totaling \$88.3 million; approximately 270% of the \$32.6 million available county target. The average funding request is \$3 million.

Member Brown asked if there was criteria to spread out the funds evenly. C/CAG Executive Director Sean Charpentier explained that there was no criteria to spread out the funds evenly since the nomination list does not guarantee award since MTC will make the final selection. The criteria was developed to nominate the most competitive projects since the County award target is not guaranteed.

Members discussed concerns on schedule and opportunity for reevaluating the priority nomination list. C/CAG Executive Director Sean Charpentier stated staff will have from the August TAC meeting to the September Board meeting to address any concerns. In addition, staff can possibly schedule a special TAC meeting if there are major concerns.

Member Willis stated that more information should be provided to the evaluation panel such as project readiness, outstanding projects, and funds awarded previously.

8. Regional Project and Funding Information

C/CAG staff Jeff Lacap highlighted the following items from his staff report: new format of the Inactive Projects list; the PMP certification list, MTC annual obligation plan, and funding opportunities. The two items not in the staff report include:

- MTC's Letter of Interest Transportation Electrification projects due August 10th, 2022
 - <https://mtc.ca.gov/planning/transportation/transportation-electrification>
- SMCTA's 2022 Cycle 6 Pedestrian and Bicycle Program Call for Projects due September 23rd, 2022.
 - <https://www.smcta.com/2022-cycle-6-pedestrian-and-bicycle-program-call-projects>

C/CAG Executive Director Sean Charpentier also shared a link to the press release from Congresswoman Jackie Speier's office about the member directed projects approved by House Appropriations for 2023, which included one from C/CAG and many from San Mateo County jurisdictions: <https://speier.house.gov/press-releases?ID=81A28BB9-3C7C-4515-BF24-91540F01D541>

8. Executive Director Report (Information)

C/CAG Executive Director Sean Charpentier shared that there is an elected official seat open on the Congestion Management and Environmental Quality (CMEQ) Committee. Staff will share the committee roster for members to check if their jurisdiction is represented. Sean also provided an update on the Express Lane Equity program and that staff will be broadening outreach for the program, which may include the TAC.

9. Member Reports (Information)

Member Choe shared the grant for parking curb management projects and an email will be sent soon.

10. Adjournment

Co-Chair Hurley adjourned the meeting at 2:19p.m.