

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

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

**Meeting Minutes  
September 22, 2022**

**1. Call to Order**

Chair Schneider called the meeting to order at 7:04PM.

<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>Sep 2022</b>
<b><u>Public</u></b>							
Matthew Self – Vice Chair	County of San Mateo	X	X	X	X	X	X
Malcolm Robinson	San Bruno	X	X	X		X	X
Alan Uy	Daly City	X	X	X	X		X
Angela Hey	Portola Valley	X	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	X
<b><u>Elected</u></b>							
Ann Schneider – Chair	Millbrae	X	X	X	X	X	X
Emily Beach	Burlingame	X	X	X		X	X
Flor Nicolas	South San Francisco	X	X	X	X	X	X
Mary Bier	Pacifica	X	X	X	X	X	X
Patrick Sullivan	Foster City	X			X	X	
John Goodwin	Colma		X	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 September 22 meeting is listed above.

Staff attending: Kim Wever, Kaki Cheung, Audrey Shiramizu, 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. Public comment on items not on the agenda**

None.

### **4. Approval of the Minutes from the August 23, 2022 Meeting**

There were no committee nor public comments on the minutes.

Chair Schneider noted that in the past, members did not have to abstain from voting on approval of the minutes even if they did not attend the meeting.

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

### **5. Receive an update on the San Mateo County Shared Micromobility Feasibility Study and Implementation Plan**

C/CAG Transportation Program Specialist Kim Wever presented an update on the Micromobility Feasibility Study and Implementation Plan.

Member Robinson noted that some US cities have shared micromobility while others do not, potentially due to city type (urban, rural, etc.). Member Robinson asked if the plan looked into lending/leasing programs where users could eventually acquire their own vehicles. C/CAG Staff Kim Wever noted that the study did not look into long term leasing. However, she noted that this could be a potential alternative for the coast side.

Member Fraser asked staff to clarify if the insurance is for the vendor and not for the cities. C/CAG Staff Kim Wever confirmed that the plan guidelines propose that the potential Request for Proposals (RFP) require all vendors to have insurance.

Member Beach asked staff to clarify the vision for the governance committee. C/CAG Staff Kim Wever noted that the committee will likely include participating jurisdictions and other stakeholders like C/CAG, SamTrans, Caltrain, and BART. The plan also proposes cities like Burlingame and Millbrae, who are starting their own micromobility pilot program, to be involved. Member Beach responded that she hopes the committee is streamlined and includes staff that are on-the-ground with the various programs. C/CAG Staff Kim Wever noted that the guidelines assume the committee representation will be at staff level, similar to the current ad hoc advisory committee for the Micromobility Study.

Member Bier asked if Millbrae has collected any data from their micromobility program. C/CAG Staff Kim Wever noted that Millbrae received three responses from three vendors and that staff is going to recommend a vendor at their October City Council meeting. The program expects to start soon after vendor selection and will be for bike-sharing only.

Member Bier asked staff to confirm the minimum and max fleet size. C/CAG Staff Kim Wever noted the 500 maximum and 400 minimum listed in her presentation is recommended for the two to three pilot areas only, not for the entire county.

Chair Schneider noted that Millbrae's program is in partnership with the City of Burlingame and asked Member Beach if the City requested a leadership role. Member Beach responded that the program is in partnership with the City of Millbrae and that staff have been collaborating with C/CAG to share the RFP. C/CAG Staff Kim Wever responded that C/CAG has not made the recommendation yet for pilot program locations and that Millbrae/Burlingame are one of the options.

Member Hey asked if the geofencing allows users to bike between pilot areas, and/or to drop off a bike in a different test area. C/CAG Staff Kim Wever noted that the geofence will be decided between the participating jurisdictions. She noted that if a user is riding outside a geofence, the technology will slow down and eventually stop the vehicle. She also noted that the plan proposes a map showing geofence areas for users and will expect the vendor to provide user education.

Chair Schneider noted that in the Executive Summary, micromobility rules are based on local and state regulations. The Chair asked how will micromobility be regulated or managed in unincorporated areas and/or trails. C/CAG Staff Kim Wever has contacted San Mateo County Parks to incorporate their ordinance for micromobility vehicles.

Chair Schneider noted that she likes the fleet sizes. The Chair asked if requiring vendor insurance was enough and if cities should also have insurance. C/CAG Staff Kim Wever noted that most liability is on the vendors because people are using the vendors' vehicles. She noted that the State may have stricter insurance regulations for scooters.

Chair Schneider asked what happens to communities that accumulate bikes but have opted out of the program. C/CAG Staff Kim Wever noted that the Program Manager would need to contact the vendor. The plan recommends the Program Manager to be a county agency or multijurisdictional agency to manage the regional coordination.

Chair Schneider asked if the program includes a low-income pass or user fee, similar to the managed lanes. C/CAG Staff Kim Wever responded that staff recommended an equity component, similar to the managed lanes, for the pilot program. Chair Schneider asked if City Halls/libraries can facilitate the equity pass eligibility and distribution. C/CAG Staff Kim Wever noted that the plan is considering this. She noted that the City of Oakland has a similar process where users can access the pass at libraries and 7/11 stores.

Member Hey noted that trail safety and signage is important, especially for electric vehicles that can reach high speeds. C/CAG Staff Kim Wever agreed and noted that San Mateo County Parks passed an ordinance in June to allow electric bikes on trails.

Chair Schneider asked if the vehicle motors get hot and potentially spark fires in dry grass lands. C/CAG Program Director Kaki Cheung responded that the batteries do not get hot and that the team has not heard of this becoming an issue. Member Robinson also confirmed that because the vehicles are battery-powered, they should not overheat.

Chair Schneider stated that she hopes this program grows and is countywide. She agreed

on the need for similar signage in all cities and unincorporated areas and is hopeful that visitors can also rent the vehicles.

Member Robinson noted that last month the City of Belmont released a bid for a project on Ralston, which includes a trail. He noted the importance of safety for children. Chair Schneider asked if users can ride e-bikes or e-scooters like mountain bikes. Member Robinson replied that users can, if the tires are equipped.

Member Robinson noted that micromobility devices are here to stay and that younger people are continuing to use them. He anticipates that usage will grow as gas and cars get more expensive.

Member Fraser supported the need for consistent language in signage, starting with the pilot program. Chair Schneider noted that a joint project between Mountain View, Palo Alto, and Redwood City developed shared signage. Sign heights were at optimized heights for cyclists. The Chair would like to discuss universal signage at future committee meetings.

Chair Schneider suggested periodically bringing data from this program to the committee. She suggested data broken down by jurisdiction and reports of program status and any lessons learned. She also noted that data from non-participating jurisdictions may be helpful, too.

## **6. Member Communications**

C/CAG Executive Director Sean Charpentier provided an OBAG 3 update. At the September 15, 2022 C/CAG Board meeting, the Board approved staff's recommended OBAG 3 project priority list. He noted the list slightly changed after the committee reviewed in August: staff had erroneously identified the City of Burlingame's request as too high, which opened \$800,000. Staff recommended partially funding an additional project with the \$800,000. The Board approved that list and C/CAG will send the list to MTC for approval.

C/CAG Executive Director Sean Charpentier noted that staff plan to add an agenda item to the October BPAC meeting to debrief and discuss the processes for TDA Article 3 and OBAG 3.

C/CAG Executive Director Sean Charpentier also noted that staff has requested Caltrans to present on State Highway Operation and Protection Program (SHOPP) bicycle and pedestrian improvement projects in Redwood City and Atherton at a future meeting.

C/CAG Executive Director Sean Charpentier noted that in the next 12-15 months, C/CAG will be pursuing a countywide highway streets and safety plan. This is a

requirement for the OBAG 3 funding. Additionally, a countywide plan will put C/CAG at an advantage in applying for the new sources of federal funding.

Chair Schneider asked when C/CAG would start reaching out to past grant recipients to report to the BPAC on project statuses. C/CAG Program Director Kaki Cheung confirmed that C/CAG sends out reminders to previous grant recipients to present at BPAC meetings. Staff will start reach out to grant recipients to present early next year, as MTC typically requires reallocation requests by spring.

Chair Schneider noted that the Governor has signed new rules for virtual meetings that may impact future BPAC meetings, although the ruling is for local governments, not for regional bodies. The Chair asked staff to check on the new rules. C/CAG Executive Director Sean Charpentier noted that C/CAG has not received a carveout for regional advisory bodies like the BPAC. C/CAG will discuss this at the legislative session. He mentioned that the new legislation likely does not supersede AB 361, which continues to allow fully remote meetings during the state of emergency. C/CAG will check with legal counsel.

Chair Schneider noted that in the past, the committee met at City of San Mateo City Hall. She noted that prior to the pandemic, the committee was planning to rotate meeting locations to around the county to encourage participation. This was not implemented due to the pandemic.

Chair Schneider invited guests to the grand opening of the City of Millbrae's transit-oriented development (TOD) project, Gateway at Millbrae, on November 16. This includes a new separated bike lane coming into the station.

Chair Schneider also noted that the City of Millbrae recently approved a land swap between BART and a new biotech company development, which will allow another access point away from traffic for cyclists, scooters, and pedestrians to the Millbrae BART station.

## **7. Adjournment**

Chair Schneider adjourned the meeting at 7:56 PM.