

**City/County Association of Governments of San Mateo County (C/CAG)
 Bicycle and Pedestrian Advisory Committee (BPAC)
 Meeting Minutes
 March 28, 2024**

1. Call to Order

The Chair and Vice Chair were unable to attend this meeting. Member Goodwin volunteered to Chair this meeting. Chair Goodwin called the meeting to order at 6:30 PM.

| Name | Agency | Jan 2024 | March 2024 |
|---------------------------|---------------------|---------------------|-----------------------|
| <u>Public</u> | | | |
| Matthew Self - Chair | County of San Mateo | X | |
| Malcolm Robinson | San Bruno | X | X |
| Alan Uy – Vice Chair | Daly City | X | |
| Angela Hey | Portola Valley | X | |
| Justin Yuen | South San Francisco | X | X |
| Marina Fraser | Half Moon Bay | X | |
| Mike Swire | Hillsborough | X | X |
| <u>Elected</u> | | | |
| Ann Schneider | Millbrae | X | X |
| Flor Nicolas | South San Francisco | X | X |
| Mary Bier | Pacifica | X | X |
| Patrick Sullivan | Foster City | | X |
| John Goodwin | Colma | X | X |
| Lissette Espinoza-Garnica | Redwood City | | X |

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

Guests: Angela Hey (participating as member of the public), Mike Alston (Kittelson), Selena Lau (City of Belmont), Abdul Hashem (Town of Colma), Brad Donohue (Town of Colma), Batool Zaro (City of East Palo Alto), Harry Yip (City of San Bruno), Nicolette Chan (City of San Mateo), Jeff Chou (City of South San Francisco).

2. Public comment on items not on the agenda.

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

3. Approval of the Minutes from the January 25, 2024 Meeting

There were no public comments on the minutes.

Motion: Member Schneider motioned to approve minutes. Member Robinson seconded the motion. All members in attendance voted to approve. The motion passed.

4. Review and confirm receipt of the MTC Complete Streets checklists for six TDA Article 3 FY 2023/24 project proposals

Per the Metropolitan Transportation Commission (MTC) Complete Streets Policy (Resolution 4493), any project sponsor that applies for and receives discretionary transportation funding from MTC with a total cost of \$250,000 or more must complete a Complete Streets checklist. Those checklists must be reviewed by the County BPAC. Applicable projects awarded for MTC's Transportation Development Act (TDA) Article 3 must complete this checklist.

C/CAG staff Audrey Shiramizu noted that of the ten proposals received for FY 23/24 TDA 3 funding, six projects need to adhere to MTC's Complete Streets Policy. Those six applicants were the Cities of Belmont, East Palo Alto, San Mateo, San Bruno, South San Francisco, and the Town of Colma. In advance of this meeting, staff sent the six Complete Streets checklists to the Committee on March 13, 2024. Staff noted that no questions were received on the checklists. The six applicants were also available at this meeting to answer any questions.

There were no questions or comments on the checklists.

Motion: Member Espinoza-Garnica motioned to confirm receipt of the checklists. Member Schneider seconded the motion. All members in attendance voted to approve. The motion passed.

5. Review and recommend Transportation Development Act (TDA) Article 3 FY 2023/24 Bicycle and Pedestrian project proposals to the C/CAG Board for funding allocation

C/CAG staff Audrey Shiramizu provided an overview of the TDA Article 3 FY 2023/24 funding cycle and the Committee scoring process, including changes to the equity scoring criteria for this year's cycle. She presented the Committee's average scores and staff's recommendation for funding approval. The available funding amount was \$2,590,706. The Committee reviewed project proposals, which included six capital project proposals and four planning project proposals for a total of \$2,262,217.

Member Swire asked why TDA was undersubscribed and opportunities to outreach next cycle. C/CAG staff Audrey Shiramizu noted that cities have mentioned being understaffed to submit applications. Staff noted that C/CAG held one applicant workshop and three public workshops this cycle to encourage community-based organizations (CBOs) and members of the public to advocate for projects. C/CAG Executive Director Sean Charpentier noted that there is a lot of funding available and it is possible that cities are focused on delivering rather than planning more projects. C/CAG Deputy Director Kaki Cheung noted that C/CAG also announced the funding to Public Works Directors through multiple forums. Member Sullivan noted that smaller cities may not have the bandwidth to apply.

Member Yuen asked about unspent funds. C/CAG Deputy Director Kaki Cheung noted that any unspent funds would return to C/CAG's fund balance through MTC. Staff noted that remaining funds may be used as a match for the upcoming update of the Countywide Comprehensive Bicycle and Pedestrian Plan.

Member Schneider noted emailing comments to staff on the scoring, criteria, and applications. Member Schneider suggested using funds for projects to complete gaps in a network than updating the Bike and Pedestrian Plan. C/CAG Executive Director (ED) noted the agency's collaboration with the cities of Millbrae and San Bruno on the upcoming buffered bike lane feasibility study, as well as the updates to the equity scoring criteria in this year's TDA cycle.

Member Swire asked about the TDA 3 funding source. C/CAG ED noted that TDA 3 are formula funds, based on a very small sales tax and taxes on diesel fuel.

Member Sullivan noted distinguishing the difference between recreational and commuter projects. Members Schneider and Goodwin suggested future presentations from Caltrans and/or Caltrain about right-of-way and longer-range planning.

Motion: Member Espinoza-Garnica motioned to approve staff's recommendation of recommending the FY 23/24 TDA Article 3 project proposals to the C/CAG Board for funding allocation. Member Yuen seconded the motion. All members in attendance voted to approve. The motion passed.

6. Review and provide input on the Draft San Mateo Countywide Local Roadway Safety Plan (LRSP)

C/CAG staff Eva Gaye introduced the Draft San Mateo Countywide Local Roadway Safety Plan (LRSP). Mike Alston, Project Manager with Kittelson and Associates, presented the draft Local Roadway Safety Plan.

Member Sullivan asked about bike incidents and fatalities in the report. Mike responded that half of these occur at night.

Member Swire asked about which cities participate in the LRSP. C/CAG staff Eva Gaye responded that staff engaged with every jurisdiction in the County. Jurisdictions that did not participate either have an existing plan or are in the process of completing a plan. Member Swire asked about encouraging all jurisdictions to make this a countywide process. C/CAG ED noted that an LRSP is becoming a foundational requirement for funding, like Safe Streets for All. It is C/CAG's goal to get all jurisdictions on the same five-year cycle.

Member Robinson asked if the report includes automated vehicle (AV) data. Mike noted there is a recommendation to incorporate near miss data and changes outside of C/CAG's jurisdiction that may include AV data.

Member Schneider suggested working with all jurisdictions to update their data. She asked if reported incidents distinguish if victims are unhoused. Mike noted that data is not available but that local jurisdictions may have that data.

Member Espinoza-Garnica asked about more demographic data for incidents, like vulnerable populations, people of color, working classes, and mental health issues. Mike noted the technical memo may have more information. C/CAG staff Jeff Lacap noted there are GIS maps that pinpoint crashes within C/CAG Equity Focus Areas (EFA) and MTC Equity Priority Communities (EPC).

Member Goodwin noted the importance of knowing the population to succeed in vision zero. He suggested a near miss database for pedestrians. C/CAG ED noted that staff will ask the County Sheriff's Office to return to a future meeting to provide an update on the bicycle incident reporting tool.

Member Bier asked if pavement conditions index (PCI) data was included. Mike responded that PCI was not included.

Member Schneider asked if the LRSP process means a city can forgo the Vision Zero process. Mike noted that if a city is simply adopting a Vision Zero goal, that can happen locally with the adoption of this countywide LRSP.

Member Swire noted that the data is based on police data and may not be representative or specialized enough for bicyclist safety data. He suggested a near missed map that anyone can add to regularly. Member Yuen agreed that law enforcement data has limitations and suggested adding 911 calls to the data.

Member Schneider noted removal of bus stops along El Camino Real in Millbrae and how that may impact pedestrian injuries.

7. Receive the draft 2024 and 2025 C/CAG Agency Work Plan

C/CAG ED Sean Charpentier summarized the agency's accomplishments in the past year and discussed ongoing and upcoming projects and programs.

Member Schneider asked about communities with cut-through traffic. C/CAG ED noted C/CAG has subsidized a countywide StreetLight Data subscription for the last four years allowing jurisdictions to analyze origin and destination data.

Member Swire asked about C/CAG's Vehicle Miles Traveled/Greenhouse Gas Mitigation Plan and Program presentation for BPAC.

Member Robinson asked about next steps for the Automated Vehicle Strategic Plan. C/CAG ED noted the project team presented draft strategies at the C/CAG Technical Advisory Committee (TAC) and will present to the C/CAG Board in a few months.

Member Swire asked about the express lanes and managed lanes project and how that impacts bike and pedestrian safety. C/CAG ED noted staff can provide more information when the public draft Environmental Impact Report becomes available.

8. Member Communications

Member Schneider participates on the Cal Cities Transportation and Communications groups, and noted two bills: AB 2290 and SB 1216. The bills look at preventing class III bike lanes from being installed as they are considered ineffective. Member Schneider noted Cal Cities discussed issues with these bills especially for smaller cities with smaller budgets.

Member Schneider noted the City of Millbrae is hosting a bike rodeo on May 11 at Taylor Middle School.

C/CAG ED noted C/CAG is actively recruiting members for several C/CAG committees, including two elected officials for BPAC.

C/CAG ED asked for feedback on the meeting location and time. Most of the Committee agreed that the current time of 6:30 PM works for future meetings.

Acting Chair Goodwin adjourned the meeting at 9:00PM.