

**Active Transportation Program Technical Advisory Committee—Meeting Minutes –
2/9/22**

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| Date: February 9, 2022 | Time: 9:00am - 12:33 pm | Location: Zoom |
| Attendees: | | |
| TAC | Tac Facilitators | Notetaker |
| <i>Laurie Waters, California Transportation Commission Cathy McKeon, Caltrans</i> | <i>Dr. Kevan Shafizadeh, CSUS School of Engineering & Computer Science, Nicole Donahue, CSUS-CCE</i> | <i>Naomi Caietti</i> |
| Active Transportation Support Policy Support and Advisors to the TAC | Project Implementation Representatives | Advocate Stakeholders and Non-Infrastructure |
| <ul style="list-style-type: none"> • Beverley Newman-Burckhard • C. Sequoia Erasmus • Desiree Fox • Elika Changizi • Emily Abrahams • Roberto Yano • Summer Lopez • Trina Luo • Victoria Custodio | <ul style="list-style-type: none"> • Adam Fukushima • Ariana Lopez • Ariana zur Nieden • Cory Wilkerson • Dawn Vettese • Jacob Lieb • Jesse Gothan • Joel Campos • Sarkes Khachek • Trinity Smyth • Kathyn Studewell • Robert Yano • Kenneth Kao • Keith Williams • Miguel Vasquez • Laura Cohen • Maura Twomey • Dawn Vettese | <ul style="list-style-type: none"> • Caro Jauregui • Jeanne LePage • Joi Jackson • Jonathan Matz • Kevin Jensen • Oona Smith • John Yi |
| Other Attendees: | | |
| Dillon Fitch, UC Davis B Nelson, CCC Amanda Baker, Caltrans | | |

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Key Decisions and Action Items:

Decisions: None.

Action Items: None

Next meeting: Reported that 6/15 is due date for ATP application. May need to review next ATP TAC meeting scheduled for June 15, 2022

Item 1. Welcome, opening remarks, introductions, meeting structure

- Kevan Shafizadeh started the meeting with welcoming remarks. Each attendee participated to introduce themselves.
- Naomi Caietti is new CCE notetaker replacement for Susan Herman.

Item 2: Caltrans Office Chief Updates

Staff Updates: Cathy McKeon Reporting

- Cathy McKeon reported that they are recruiting for a vacancy for infrastructure staff member for a permanent position.
- Amanda Baker, CTC is an associate planner from Caltrans will be assisting in non - infrastructure. There are also more positions to fill and plans to move forward for approval in the May revise.

Item 3. Caltrans Updates

Speakers: Active Transportation Resource Center (ATRC) Updates on Programs, Partners and Contracts

- ***Emily Abrahams/Summer Lopez Reporting and delivering presentations via PowerPoint.***

ATRC

1. Disadvantaged Communities Technical Assistance Program (DAC TA) Updates

Summer Lopez

- Sharing updates on contract status with DGS. Consultant selected and is in contracting process with DGS. Work expected to begin in February 2022.
- This program launching in Cycle 6 will also provide educational workshops, site visits in person or on site. i.e.: Project scope, staffing building, training, network and build lasting partnerships with others. Recipient application received and sorted into high, medium, and low criteria. Worked with small working group to narrow down to 10 – 15 participants.
- Final report for Cycle 5 – LGC/Civic Well found here:
<https://caatpresources.org/index.cfm/1517>

2. Kit of Parts Update:

Summer Lopez

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- As previously reported, Kit of Parts Pilot Program. Existing SCAG “Go Human” kit-of-parts program will be expanded statewide in this pilot program.
- Offered through an application process, agencies will borrow kits from ATRC and will deliver pop up events in Northern and Southern California.

3. Evaluation and Technical Assistance

Emily Abrahams

- Evaluation and technical assistance project, release of RFO in Spring '22 and will have to go through contracting process. Project expected to begin in Summer '22.

4. Statewide Active Transportation Database (SATDB) Update

Emily Abrahams

- As previously reported, the Statewide Active Transportation Database (SATDB) will store and track counts with enhanced capabilities and visualizations. Currently working with SCAG regional database; the goal is to expand it for statewide usage.
- Developing a final Active Transportation Count methodology guidance, finalize for final count guidance to build a final counts database to store and analyze counts.

5. Upcoming training

Emily Abrahams

- Quarterly teleconference On the Move/Synergy 2022, - 2/16 at 9:30 am
 - Signups: On the Move Training:
<https://caatpresources.org/index.cfm/1577>
 - Virtual live training on planning and design. Sign up quickly.
 - Also have an online module on the ATRC website. 2 hours max in a condensed format.
- Grant writing course in April – multiple event program – ATP
- Working on a crossing guard training/train the trainer. It will be an update on a train the trainer program.

6. Symposium Report

Summer Lopez

- Three-day virtual event last Oct '21.
- Six hundred registered and over 250 people attended. Final report found here: <https://caatpresources.org/1592>

Sign up for email blast and check website for more updates.

Item 4: UC Davis B/C Tool Update and Demo

Speaker: Dillon Fitch Reporting; -Presentation provided via PowerPoint slides.

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- *As previously reported UC David Institute of Transportation Studies has been developing a benefit-cost analysis tool for two years.*

1. Provided status and Demo of draft tool.

- Nov – Complete first draft of tool. Comments from TAC
- Jan – Second draft of tool, still rough and back
- Feb: Third draft of tool in Feb – testing of applicants will be encouraged to use tool and recommend changes.
- March – Training

2. Walked through a detailed demonstration on tool interface, data maps and configurations for end user.

3. Sacramento offered cost data from Sacramento project including counts

4. Nothing in the contract about peer review. Literature review is included and will present this tool and will leverage the peer review process.

5. Laurie - TAC will need to consider how to roll out this tool and there will be resistance to usage of this tool by applicants

Item 5. Updates and Feedback on Enforcement

Emily Abrahams and Summer Lopez Reporting

1. Overview of changes in guidelines

- Worked with CTC to deemphasize and remove enforcement language to focus on education and encouragement
- Enforcement activities are still eligible

2. ATRC Resources –website

- Winter ATR newsletter will be coming out shortly.

3. NI Guidance – Eligibility for enforcement

- Law enforcement Staff time examples provided to TAC for input. TAC committee discussed and provided feedback.
- Committee voted on a decision to develop a subcommittee to review, make recommendations on revisions to guidelines.
- Emily to recap \$ towards staff time and reimaging enforcement changes, funding, training and resources, stipends for volunteers and briefing for law enforcement.

Item 6. Various

California Transportation Commission Staff (CTC)

Laurie Waters and Beverly Burckhard Reporting

1. Workshop and Guideline Updates – CTC Staff

Beverly Newman-Burckhard

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- CTC is doing center, branch, and site updates.
- Formalized guidelines – work with small workgroup
- Holding 2/23 workshop to present guidelines
- Making limited changes.
 - Electronic applications, project thresholds/sizing, small 3.5 million, med over 3.5--10 mil, and large over ten million working with Department of Housing and development.
 - Minor changes – Department of Aging to integrate language, med/large – low stress networks
 - Non infrastructure projects will have a funding model and equal scoring
 - Public engagement – due to covid. Challenges and strategies. Add a non-scored section

2. Site Visit Updates

Laurie Waters

- This cycle virtual site visits were conducted. Trying to continue a way; site visits are popular and are all booked up.
- We have ninety-four site visits scheduled ranging from 1 – 3 hours, 132 projects that we are viewing and conducted forty-nine site visits to date. Started Nov 5 and expect to complete in a 5-month period by March 11.
- Increase in projects from last cycle and new ones too.
- Giving an early glimpse of submissions and amazing to see new projects (networks, vision, active transportation) New projects are in the large category; getting anxious for this next cycle and may have limited funding for these projects in the future. May need to start thinking about funding for size of projects. Draft guidelines and fund estimates for each program cycle. Jan '22 got a bump in funding from of draft fund estimates of approximately six hundred million. This may allow funding for a few more projects.

Item 7. Closing Remarks

- Kevan commented that TAC org chart sent out; opportunity for newly appointed members to introduce themselves.
- Next ATP TAC meeting will be rescheduled due to ATP deadline conflict.

Adjourn

The meeting adjourned at 12:33pm