

California Walk and Bike Technical Advisory Committee Charter

<p>Background</p>	<p>The California Department of Transportation (Caltrans) adopted the Statewide Bicycle and Pedestrian Plan: “Toward an Active California” in 2017, Mode Share Action Plan (MSAP) 2.0 in 2019 with a new set of high priority actions for 2020-2021, and a number of other plans and policies related to Complete Streets, demonstrating a deep commitment to plan, design, deliver, and maintain walk and bike facilities across the state for people of all ages and abilities. Caltrans identified a need for regular input from a diverse membership representing walk and bike interests for all ages and abilities to support this work, and established the California Walk and Bike Technical Advisory Committee (CWBTAC) for that purpose.</p>
<p>Purpose</p>	<p>The CWBTAC provides strategic input and technical guidance to support achievement of the walk and bike safety objectives stated within the Caltrans 2020-2024 Strategic Plan to implement a Safe Systems approach and prioritize multimodal transportation investments. The CWBTAC also guides implementation of the Caltrans Statewide Bicycle and Pedestrian Plan: “Towards an Active California”, MSAP 2.0, and subsequent updates or successor documents.</p>
<p>Desired Goals</p>	<ol style="list-style-type: none"> 1. Solicit technical and non-technical input from external stakeholders and partners to guide implementation of the Statewide Pedestrian and Bicycle Plan: “Toward an Active California”. 2. Collaborate and support achievement of the Caltrans Strategic Plan 2020-2024 annual pedestrian and bicyclist safety targets to reduce injuries and fatalities through the implementation of a Safe Systems approach and mode shift targets to invest in networks for walking, biking, transit, and multimodal trips.

	<ol style="list-style-type: none"> 3. Monitor legislation pertaining to active transportation and share relevant updates in transportation policy. 4. Provide technical and community-based knowledge of facilities and programs that successfully meet the needs of people of all ages and abilities who walk, bike, and use other forms of first/last mile transportation, and that create conditions that encourage more people to walk and bike more often. 5. Advise on data collection, evaluation, and best practices to demonstrate the effectiveness of innovative facilities and programs for walking, biking, and other first/last mile transportation. 6. Provide input on program development and implementation in safety of pedestrians, bicyclists, and other first/last mile travelers. 7. Advise on the need for updates to Caltrans standards and guidance related to walking, biking, and first/last mile transportation.
<p>Members</p>	<p>Members of the CWBTAC represent partner agency staff and professional advocates in California with experience in planning, designing, maintaining, evaluating, and delivering programs and facilities for walking, biking, and first/last mile transportation.</p> <p>Composition: Seats on CWBTAC will be limited to 12-25 committee members representing: north, south, and central geographies; urban, suburban, and rural community types, including disadvantaged communities; as well as the needs and interests of users of all ages and abilities; transit agencies or organizations with expertise in first- and last-mile to transit connections; state universities in California working to advance bicycle and pedestrian research at a state or national level.</p> <p>Caltrans staff will participate in the CWBTAC as non-voting members and to present items or to provide information to TAC members.</p>

	<p>Term Limits: Inaugural committee members can commit to one- or two-year terms initially and recommit to serve an additional two-year term at the end of their first term. New members will be asked to commit to a two-year term. A limit on the service of any member will be instituted following three consecutive two-year terms. Terms will be tracked by Sustainability Program staff and staggered to prevent overlap.</p> <p>Missed Meetings: TAC members that must miss a meeting can send a proxy in their absence, provided that the proxy is briefed on agenda items and can fully represent the TAC member by voting or providing input on their behalf. Two consecutive absences without a proxy may result in dismissal from the committee.</p>
<p>Frequency of Meetings</p>	<p>Four meetings per year on a quarterly basis.</p> <p>Subcommittee meetings will be organized between quarterly TAC meetings and will report back on progress to full TAC.</p>
<p>Roles and Responsibilities</p>	<p>The roles and responsibilities of committee members are as follows:</p> <ul style="list-style-type: none"> • Serve on the committee to advance the collective purpose and goals of the CWBTAC as outlined in this charter. • Attend and participate actively in committee meetings. • Volunteer to serve on subcommittees and engage in follow-up actions from meetings as needed. • Participate in subcommittee meetings outside of quarterly meetings as necessary to complete specific tasks and share progress with the TAC. • Complete follow-up actions by any deadlines agreed upon. • Gather, exchange, and disseminate information to agencies, associations, or user groups one represents. • Commit to serving on the committee and attending meetings for a one or two-year term

	with the option to serve for up to two additional consecutive two-year terms.
Reporting Structure	The CWBTAC will provide technical input and recommendations directly to program staff on items brought before the committee. Additionally, recommendations will be compiled by the Sustainability Program Manager to report back to the Complete Streets Division Chiefs Steering Committee and Complete Streets Executive Subcommittee in a timely manner so as to achieve Caltrans' goals.
Subcommittees	<p>Subcommittees will be established by the TAC after discussion of an item results in need for further work outside of quarterly meetings or a need for ongoing monitoring (such as for tracking relevant legislation).</p> <p>Subcommittees must include at least three TAC members, one of whom must be willing to serve as the subcommittee chair. The subcommittee chair should develop a timeline and agenda for meetings and follow-up, including reporting findings back to the TAC. Agenda items will be referred by the larger CWBTAC membership or created by consensus of the subcommittee and Caltrans staff.</p> <p>The following ongoing subcommittees currently exist; all others will be created on an ad-hoc basis:</p> <ul style="list-style-type: none"> • Legislation • Design
Decision Process	<p>Decisions will be discussed with the aim of reaching consensus between committee members. In the event that consensus cannot be reached, a vote of 50 percent of the committee plus one will be required to submit any recommendation on behalf of the TAC to Caltrans. Dissenting opinions and recommendations will be captured in the meeting minutes.</p> <p>Voting can take place at quarterly meetings or outside of quarterly meetings via email voting after the TAC is given two weeks to review and comment on an item previously discussed at a TAC meeting, including subcommittee findings and recommendations.</p>

<p>Amendment</p>	<p>This charter can be reviewed, evaluated, or adjusted as needed by consensus or vote by the committee and will be reevaluated after the first year of the committee for updates.</p>
<p>Approved by vote of the Committee on May 13, 2021</p>	<p>In person/virtual vote:</p> <ul style="list-style-type: none"> • Alexa Kolosky, Kern County Public Works Department • Chris Holm, Walk Sacramento • David Azevedo, American Association of Retire Persons (AARP) • Dave Snyder, California Bicycle Coalition • Caro Jauregui, California Walks • Hannah Keyes, Southern California Association of Government [alternate voted] • Jennifer Rice, City of San Luis Obispo • Jonathan Matz, Safe Routes to School National Partnership • Julia Griswold, UC Berkeley SafeTrec • Kathleen Naoum, City of Thousand Oaks • Keith Williams, Shasta Regional Transportation Agency [alternate voted] • Malahat Owrang, City of Redwood City • Margo Ocañas, Los Angeles Department of Transportation – Division of Active Transportation • Marven Norman, Inland Empire Biking Alliance • Megan Johnson, City of Sacramento, Department of Public Works • Rachel Junken, City of Long Beach, Department of Public Works • Sam Miller, Los Angeles County Public Works • Sara Sundquist, Shasta County Health and Human Services Agency • Sheperson Wilburn, California Strategic Growth Council • Tracy McMillan, Nelson/Nygaard • Victoria Custodio, California Department of Public Health <p>Absent – no vote:</p> <ul style="list-style-type: none"> • Chris Dougherty, Sacramento Area Council of Governments

	<ul style="list-style-type: none">• Chris Romano, San Diego Association of Governments• David Caneer, City of Watsonville• Dave Campbell, Bike East Bay• Josh Wolf, GHD, Inc.• Sumire Gant, Sumire Gant Consulting
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