



California Walk and Bike Technical Advisory Committee Charter

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| <p>Background</p> | <p>The California Department of Transportation (Caltrans) adopted the Statewide Bicycle and Pedestrian Plan: Toward an Active California in 2017, and the Mode Share Action Plan in 2018, 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 (CWBTAAC) 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 in Goal 1 and of the mode shift objectives in Goal 3 of the Caltrans Strategic Management Plan 2015-2020 to double walking and triple bicycling trips statewide, and guides implementation of Caltrans Statewide Bicycle and Pedestrian Plan: Toward an Active California.</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 Strategic Management Plan (SMP) 2015-2020 annual pedestrian and bicyclist safety targets to reduce injuries and fatalities, and mode shift targets to double walking trips and triple bicycling trips. 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 bicycle 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, bicycling, and first/last mile transportation. |



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| Members | <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 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 2 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> |
| Frequency of Meetings | <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 the full TAC.</p> |



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| <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. |
| <p>Reporting Structure</p> | <p>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 Division Chiefs and the Goal 3 Executive Sponsor Team in a timely manner so as to achieve Caltrans goals.</p> |
| <p>Subcommittees</p> | <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 for meetings and follow up, including when findings will be reported back to the TAC.</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 |



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| <p>Decision Process</p> | <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 2 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, 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</p> <p style="text-align: center;">August 1, 2019</p> | <p><u>In-Person - Vote</u> Abigail Flores, LA County Public Works Dave Campbell, Bike East Bay Esther Rivera, California Walks Hannah Keyes, Southern CA Association of Governments (SCAG) Jennifer Rice, City of San Luis Obispo Julia Griswold, UC Berkeley SafeTrec Kathleen Naoum, City of Thousand Oaks Keith Williams, Shasta Regional Transportation Agency Kirin Kumar, Walk Sacramento Megan Johnson, City of Sacramento Dept. of Public Works Scott Taylor, CA Highway Patrol Victoria Custodio, CA Dept. of Public Health</p> <p><u>Phone - Vote</u> Marven Norman, Inland Empire Biking Alliance</p> <p><u>Absent – No Vote</u> Amy Pendergast, Shasta County Health and Human Services Agency Chris Dougherty, City of West Sacramento Jonathan Matz, Safe Routes to School National Partnership Josh Wolf, GHD, Inc. Linda Khamoushian, California Bicycle Coalition Margot Ocañas, LA Dept. of Transportation, Div. of Active Transportation Martha Vasquez, CA Highway Patrol Michelle Mowery, City of Long Beach Dept. of Public Works</p> |