

## BICYCLE & PEDESTRIAN ADVISORY COMMITTEE

Wednesday, January 11, 2012  
6:00 PM

### BPAC REGULAR MEETING WILL ADJOURN TO A BPAC WORKSHOP MEETING

VTA Auditorium  
3331 North First Street  
San Jose, CA

### AGENDA

#### CALL TO ORDER

1. ROLL CALL
2. ORDERS OF THE DAY
3. PUBLIC PRESENTATIONS:

This portion of the agenda is reserved for persons desiring to address the Committee on any matter not on the agenda. Speakers are **limited to 2 minutes**. The law does not permit Committee action or extended discussion on any item not on the agenda except under special circumstances. If Committee action is requested, the matter can be placed on a subsequent agenda. All statements that require a response will be referred to staff for reply in writing.

4. Receive Committee Staff Report. (Verbal Report) (Y. Smith)
  - Capital Program Update.
5. Receive Chairperson's Report. (Verbal Report) (Meyer)
6. Receive Reports from BPAC subcommittees. (Verbal Report)

#### CONSENT AGENDA

7. Approve the Regular Meeting Minutes of August 10, 2011.
8. Approve the Regular Meeting Minutes of November 9, 2011.

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## **REGULAR AGENDA**

9. ACTION ITEM - Conduct voting to determine the Committee's chairperson and vice chairperson for 2012.
10. INFORMATION ITEM - Receive a verbal update on the Valley Transportation Plan, Regional Transportation Plan and Sustainable Communities Strategy activities.
11. INFORMATION ITEM - Receive an update on the Regional Bike Share Pilot Program.

## **SANTA CLARA COUNTY BPAC AGENDA**

12. Receive County Staff Report. (Verbal Report) (Collen)
13. INFORMATION ITEM - Receive a presentation from the Santa Clara County Roads and Airports Department on Responsive Signal Timing. (Verbal Report)

## **OTHER**

14. Receive Citizens Advisory Committee (CAC) and 2000 Measure A Citizens Watchdog Committee (CWC) Report. (Verbal Report) (Wadler)
15. Local Jurisdiction Project Review Section. (Verbal Report) (Committee Members)
16. Review BPAC Work Plan. (Y Smith/D. Collen)
17. **ANNOUNCEMENTS**
18. **ADJOURN**

In compliance with the Americans with Disabilities Act (ADA), those requiring accommodations or accessible media for this meeting should notify the Board Secretary's Office 48 hours prior to the meeting at (408) 321-5680 or e-mail: [board.secretary@vta.org](mailto:board.secretary@vta.org), (408) 321-2330 (TTY only). VTA's Homepage is located on the Web at: <http://www.vta.org/> or visit us on Facebook <http://www.facebook.com/scvta>.

All reports for items on the open meeting agenda are available for review in the Board Secretary's Office, 3331 North First Street, San Jose, California, (408) 321-5680, the Monday, Tuesday, and Wednesday prior to the meeting. This information is available on VTA's website at <http://www.vta.org/> and also at the meeting.

## BICYCLE & PEDESTRIAN ADVISORY COMMITTEE

Wednesday, August 10, 2011

### MINUTES

#### CALL TO ORDER

The Regular Meeting of the Valley Transportation Authority (VTA) Bicycle and Pedestrian Advisory Committee (BPAC) was called to order at 6:05 p.m. by Chairperson Meyer in the Conference Room B104, VTA, 3331 North First Street, San Jose, California.

#### 1. ROLL CALL

Attendee Name	Title	Status
Lisa Aragon	City of Morgan Hill	Absent
Jim Bell	City of San Jose	Present
Ray Cosyn	City of Saratoga	Present
Aaron Faupell	City of Milpitas	Present
Paul Goldstein, Vice Chairperson	Ex-Officio, SVBC	Present
Carl Hagenmaier	City of Los Altos	Absent
Melanie Hanssen	Town of Los Gatos	Present
Breene Kerr	Town of Los Altos Hills	Present
Steven Levin	County of Santa Clara	Absent
Jerri-Ann Meyer, Chairperson	City of Mountain View	Present
Thomas Muniz	City of Gilroy	Present
Richard Ruh	City of Monte Sereno	Absent
David Simons	City of Sunnyvale	Present
John Sullivan	City of Santa Clara	Absent
Richard Swent	City of Palo Alto	Present
Herman Wadler	City of Campbell	Absent
James Wiant	City of Cupertino	Present
Corinne Winter	Alt Ex-Officio, SVBC	Absent

A quorum was not present and a Committee of the Whole was declared.

#### 2. ORDERS OF THE DAY

Chairperson Meyer noted the request from staff to defer Agenda Item #10. One Bay Area Grant Program until the speaker arrived at the meeting.

**On order of Chairperson Meyer** and there being no objection, the Committee accepted the Orders of the Day.

#### 3. PUBLIC PRESENTATIONS:

There were no Public Presentations.

**4. Committee Staff Report**

Michelle DeRobertis, Senior Transportation Planner, provided a brief report, highlighting: 1) Los Gatos State Route (SR) 9 Trail Connector; 2) VTA submitted a grant application to the Safe Routes to Transit for the Caltrain Tunnel Extension at Santa Clara Caltrain Station; 3) California Highway Design Manual (HDM) Complete Streets revision updates; 4) Bike Technical Guidelines (BTG) updates are posted on VTA's website; and 5) VTA's Board approved the Bike Share Interagency Agreement at its June 2, 2011 Board Meeting. A Request for Proposal (RFP) will be submitted to Caltrans in September with a target launch date in spring of 2012, noting Caltrain will work collaboratively with the three cities to identify locations for the Bike Share Bike Stations.

• **Capital Program Update**

There was no Capital Program Update.

**On order of Chairperson Meyer** and there being no objection, the Committee received the Committee Staff Reports.

**5. Chairperson's Report**

Chairperson Meyer circulated a map of the Yuba Trail and commented on recent bicycle and pedestrian infrastructure improvements in San Antonio, Texas.

Member Kerr arrived at the meeting and took his seat at 6:15 p.m.

**6. BPAC Subcommittee Reports**

Chairperson Meyer referenced the Bylaws Subcommittee, noting staff will provide an update at the September 7, 2011 BPAC meeting.

Members of the Bylaws Subcommittee noted the importance to meet to discuss the draft document before the next BPAC meeting.

Member Hanssen arrived at the meeting and took her seat at 6:18 p.m.  
and a quorum was established.

Member Hanssen commented on the Los Gatos State Route 9 Trail Connector, a BEP project, consists of constructing a pathway from Highway 9 to the Los Gatos Creek Trail. The project map will be distributed to the Committee Members via e-mail.

**On order of Chairperson Meyer** and there being no objection, the Committee received the BPAC Subcommittee Reports.

**CONSENT AGENDA**

**7. Regular Meeting Minutes of May 11, 2011**

M/S/C (Swent/Bell) to approve the Regular Meeting Minutes of May 11, 2011.

**8. Proactive CMP Quarterly Report for April through June 2011**

M/S/C (Swent/Bell) to receive the Proactive CMP Quarterly Report for April through June 2011.

**NOTE: M/S/C MEANS MOTION SECONDED AND CARRIED AND, UNLESS OTHERWISE INDICATED, THE MOTION PASSED UNANIMOUSLY.**

9. **Programmed Projects Quarterly Monitoring Report for April through June 2011**

M/S/C (Swent/Bell) to receive the Programmed Projects Quarterly Monitoring Report for April through June 2011.

**The Agenda was taken out of order.**

**REGULAR AGENDA**

11. **El Camino Bus Rapid Transit (BRT) Project**

Adam Burger, Transportation Planner, provided a brief overview of the presentation entitled, “Bus Rapid Transit (BRT),” highlighting: 1) definition and special features of BRT; 2) VTA’s recommended corridors for BRT; 3) El Camino Real Corridor; 4) BRT bicycle storage; and 5) Project schedule and website.

Mr. Burger discussed the El Camino Real BRT Project, its goals, potential configurations, ridership projections, and project schedule. Mr. Burger noted that staff is working to identify options to increase bicycle storage on the vehicles. Mr. Burger added additional information on the project is available on VTA’s website at the following address: [www.valleyrapid.org](http://www.valleyrapid.org).

Members of the Committee noted it is important to identify other options for bicycle racks inside of the vehicles and to maintain seating space, such as using fold down seats.

Ying Smith, Transportation Planner Manager and Staff Liaison, stated staff is currently working to identify other options to address bicycle accommodations, noting that the project will be placed on a future agenda for Committee input and comments.

Chairperson Meyer requested that staff provide an update on the bicycle accommodations for the project in the next two months. She encouraged Committee Members to work with their City Council to submit input and comments on the El Camino Real BRT Project.

**On order of Chairperson Meyer** and there being no objection, the Committee received the report on the El Camino Bus Rapid Transit (BRT) Project.

Member Muniz arrived at the meeting and took his seat at 7:00 p.m.

10. **OneBayArea Grant Proposal**

Amin Surani, Principal Transportation Planner, provided the staff report.

Members of the Committee requested the following: 1) insert page numbers on all multi-page attachments and presentations; 2) provide the Committee a copy of VTA’s staff and County of Santa Clara’s staff comments regarding the areas of concern in the proposed OneBayArea Grant Program.

Members of the Committee expressed concern, requested staff to ask MTC for clarification on the Bike and Pedestrian Plan and the Complete Street Policies since it has potential to adversely impact many transportation projects for the County of Santa Clara.

Dan Collen, County Roads and Airports Department, stated that the overall division of grant funding appears to be attractive and allocates additional funding to the County of Santa Clara; however, many cities will be unable to access the project grant funding based on the restrictions and requirement limitations.

Members of the Committee expressed concern that the proposed program criteria will make cities ineligible to apply for project grant funding.

**On order of Chairperson Meyer** and there being no objection, the Committee received the report on the One Bay Area Grant Proposal.

## **SANTA CLARA COUNTY BPAC AGENDA**

### **12. County Staff Report**

Mr. Collen provided a brief staff report, highlighting: 1) contract awarded for the Almaden Project; 2) Extension of the Special Events Ordinance by the Santa Clara County Board of Supervisors; and 3) State Transportation Account Grant Program where the grant funding will be utilized to install the Bicycle Signal Detection and Bike Protection Programs.

**On order of Chairperson Meyer** and there being no objection, the Committee received the County Staff Report.

### **13. Popular Bike Rides on Country Roads Follow-Up**

Dawn Cameron, County Roads and Airports Department Consulting Transportation Planner, provided a brief staff report, highlighting: 1) County initiated a study to identify the rural and mountain roads popular with bicyclists to develop a list of potential improvements for the roads; 2) The County special workshop meeting held on March 9, 2011 was attended by BPAC members and several interested; 3) more than 40 rural and mountain roads were identified as the most popular County Roads used by bicyclists; and 4) next steps.

Members of the Committee noted the importance of having a BPAC Subcommittee to work collaboratively with the County to coordinate and develop an education campaign. Members Cosyn, Goldstein, Hanssen, and Swent volunteered to serve on the Education Campaign Subcommittee.

Upon query from Members of the Committee, Ms. Cameron responded that County staff will distribute a list with the 27 email comments to the Committee Members via email.

Chairperson Meyer requested the County feedback be incorporated into the Summary of Public Input Report.

Members of the Committee recommended the list include the following items:

- To increase the County roads list to represent all roads in the County;
- Add collision data;
- Follow-up response to the participants who provided input;
- Distribute the follow-up response information to the BPAC Members; and
- Add the County roads list and all relevant information on the County's website.

Mr. Collen responded that County staff will post the information on the County website.

**On order of Chairperson Meyer** and there being no objection, the Committee received the report on the Popular Bike Rides on Country Roads Follow-Up.

### **14. Special Events Ordinance**

Mr. Collen provided a brief staff report, highlighting: 1) The County Board of Supervisors approved extending the Special Events Ordinance to the end of the calendar

year; 2) County Staff will meet with the San Antonio Valley Group on Wednesday, August 24, 2011; and 3) Schedule meeting in late August or early September with the BPAC Special Events Ordinance Subcommittee to renew the discussions.

Chairperson Meyer suggested the BPAC Special Events Ordinance Subcommittee meet before the September 7, 2011 BPAC meeting in order to provide an update on the process to the Committee.

## **OTHER**

### **15. Citizens Advisory Committee (CAC) and 2000 Measure A Citizens Watchdog Committee (CWC) Report**

There was no Citizens Advisory Committee (CAC) and 2000 Measure A Citizens Watchdog Committee (CWC) Report.

### **16. Local Jurisdiction Project Review Section**

Member Simons commented on a proposed recommendation to address a narrow street while maintaining bicycle access on Pastoria Avenue in Sunnyvale.

Member Hanssen commented on a bicycle project currently in design phase to implement additional bicycle lanes in front of an elementary school in Los Gatos and, the North Forty development project located near Los Gatos Boulevard and Lark Avenue in Los Gatos is currently in the community outreach phase.

Member Cosyn commented on the construction of the Village Pedestrian Improvement Project in Saratoga.

Member Bell commented on the status of the Santa Clara to Eastridge BRT Project and expressed concern about the lack of bicycle lanes.

Member Muniz commented on a new land use development project currently under construction near State Route 152 in Gilroy, which may have a negative impact to the road way network. He noted the importance to identify solutions to improve bicycle travel conditions on Monterey Road towards San Martin.

Member Kerr noted concern regarding the toxic environment between the rural drivers and bicyclist, which is inhibiting the construction of several potential projects in the rural communities in Woodside and the Town of Los Altos Hills.

Chairperson Meyer commented on the diligent work from the Mountain View community to encourage the implementation of bicycle and pedestrian improvements to the San Antonio development project.

Chairperson Meyer announced the Mountain View BPAC Special Meeting scheduled for Wednesday, August 31, 2011 at 6:30 p.m. in Mountain View.

Chairperson Meyer commented on the progress of the Stevens Creek Trail Extension project and Permanente Extension project, which are both tentatively scheduled for completion by Bike to Work Day 2012.

**On order of Chairperson Meyer** and there being no objection, the Committee received the report on the Local Jurisdiction Project Review Section.

**17. BPAC Work Plan**

Chairperson Meyer requested that the Bus Rapid Transit (BRT) bicycle accommodations and options be placed on a future agenda.

**On order of Chairperson Meyer** and there being no objection, the Committee reviewed the BPAC Work plan.

**18. ANNOUNCEMENTS**

Vice Chairperson Goldstein announced the Palo Alto Draft Bicycle Plan, which is available for review and is located at the following website address: <http://www.cityofpaloalto.org/depts/pln/transportation/bicycling/default.asp>.

Vice Chairperson Goldstein commented on the proposed overcrossing at Highway 101 at Adobe Creek, noting the conceptual plans are available on the City of Palo Alto website.

Member Swent announced the implementation of street bike parking on romana and Hamilton in Palo Alto.

**19. ADJOURNMENT**

On order of Chairperson Meyer and there being no objection, the Committee meeting was adjourned at 9:00 p.m.

Respectfully submitted,

Michelle M. Garza, Board Assistant  
VTA Office of the Board Secretary



## BICYCLE & PEDESTRIAN ADVISORY COMMITTEE

Wednesday, November 9, 2011

### MINUTES

#### CALL TO ORDER

The Regular Meeting of the Valley Transportation Authority (VTA) Bicycle and Pedestrian Advisory Committee (BPAC) was called to order at 6:09 p.m. by Vice Chairperson Goldstein in the Conference Room B104, VTA, 3331 North First Street, San Jose, California.

#### 1. ROLL CALL

Attendee Name	Title	Status
Lisa Aragon	City of Morgan Hill	Absent
Jim Bell	City of San Jose	Present
Ray Cosyn	City of Saratoga	Present
Aaron Faupell	City of Milpitas	Present
Paul Goldstein, Vice Chairperson	Ex-Officio, SVBC	Present
Carl Hagenmaier	City of Los Altos	Absent
Melanie Hanssen	Town of Los Gatos	Present
Breene Kerr	Town of Los Altos Hills	Present
Steven Levin	County of Santa Clara	Present
Jerri-Ann Meyer, Chairperson	City of Mountain View	Absent
Thomas Muniz	City of Gilroy	Present
Richard Ruh	City of Monte Sereno	Present
David Simons	City of Sunnyvale	Present
John Sullivan	City of Santa Clara	Present
Richard Swent	City of Palo Alto	Present
Herman Wadler	City of Campbell	Present
James Wiant	City of Cupertino	Present
Corinne Winter	Alt Ex-Officio, SVBC	Absent

A quorum was present.

#### 2. ORDERS OF THE DAY

There were no Orders of the Day.

#### 3. PUBLIC PRESENTATIONS

James Wightman, Interested Citizen, inquired when construction would begin on the 49'er Stadium.

Jim Stallman, Interested Citizen, expressed concern with Regional Habitat Conservation issues.

4. **Committee Staff Report**

Michelle DeRobertis, Senior Transportation Planner, provided a brief report, highlighting: VTA was awarded funds through the Community Design and Transportation (CDT) Program. She stated 3 projects have received funding through the program: 1) Campbell Hacienda Avenue project will get bike lanes and pedestrian improvements, for \$544,000; 2) The Park Avenue bikeway project received \$1.5 million, and the St. John Street Project received \$1.5 million. The St John Street project will provide pedestrian improvements between North Almaden Boulevard and North Market Street.

Ms. DeRobertis announced VTA and the Association of Environmental professionals will host a workshop on bike plans and the challenges cities face in implementing bike projects due to California Environmental Quality Act (CEQA) regulations. The workshop will be held November 28, 2011, at the VTA River Oaks Campus Auditorium, 3331 North First Street, San Jose, CA 95134 at 6:00 p.m.

Ying Smith, Staff Liaison, provided an overview of the staff report.

**On order of Vice Chairperson Goldstein** and there being no objection, the Committee received the Committee Staff Reports.

5. **Chairperson's Report**

Vice Chairperson Goldstein announced the dedication and renaming ceremony of the former Mary Avenue Bridge to the Don Burnett Bicycle-Pedestrian Bridge.

6. **BPAC Subcommittee Reports**

Vice Chairperson Goldstein provided an update of the BPAC Subcommittee Report.

**On order of Vice Chairperson Goldstein** and there being no objection, the Committee received the BPAC Subcommittee Reports.

## **CONSENT AGENDA**

7. **Minutes of September 7, 2011**

**M/S/C (Bell/Swent) on a vote of 10 ayes to 0 noes to 1 abstention** to approve the Regular Meeting Minutes of September 7, 2011. Member Simons abstained.

8. **Programmed Project Monitoring – Quarterly Report**

**M/S/C (Bell/Swent)** to receive the Programmed Project Monitoring – Quarterly Report.

## REGULAR AGENDA

### 9. Highway 9 Bike Lane and Sidewalks Safety Project

Iveta Harvancik, City of Saratoga, introduced Natalina Bernardi, Consultant, BKF Engineering, who provided a PowerPoint presentation regarding the Highway 9 Bike Lane and Safety Improvement Project. She highlighted the phasing stages, construction funding, project partners, phasing schedules, and City of Saratoga, Los Gatos, and Monte Sereno website links to the project.

Members of the Committee recommended additional “share the road” signage, and improved lighting to improve safety for bicyclists and pedestrians in the project area.

**On Order of Vice Chairperson Goldstein** and there being no object the Committee received the Highway 9 Bike Lane and Sidewalks Safety Project.

### 10. Election Process for 2012 Committee Leadership: Appoint Nomination Subcommittee

Stephen Flynn, Senior Management Analyst, provided an overview of the staff report. He clarified the responsibilities and duties of the Chairperson and Vice Chairperson.

Members Simons, Bell and Chairperson Meyer volunteered to serve on the BPAC Nominating Subcommittee.

Nominations will also be accepted from the floor for the positions of Chairperson and Vice Chairperson.

**M/S/C (Wadler/Muniz)** to appoint a nomination subcommittee to identify Committee members interested in serving as the Chairperson and Vice Chairperson for 2012.

Member Kerr arrived at the meeting at 6:20 p.m. and took his seat.

### 11. TFCA 40% - Project Selection Criteria

Bill Hough, Transportation Planner III, provided an overview of the Transportation Fund for Clean Air (TFCA) staff report. He introduced TFCA screening/scoring criteria, discussed cost effectiveness values, and the funding status report.

Committee members expressed concern and requested clarification regarding scoring and project selection criteria.

**M/S/C (Levin/Muniz)** to recommend that the Board of Directors review and approve the criteria used to evaluate and select projects for the Transportation Fund for Clean Air (TFCA) Program manager Fund and the status of ongoing Santa Clara County TFCA projects.

### 12. Proposed ACE Process-Related Amendments to BPAC Bylaws

Stephen Flynn, Senior Management Analyst, provided an overview of the staff report. He stated Advisory Committee Bylaws govern the proceedings of the Committee and its meetings, and must be consistent with the VTA Administrative Code. He noted all amendments to Advisory Committee Bylaws require VTA Board of Directors approval.

Committee members expressed concern with proposed sections of the bylaws. The Committee requested VTA staff return at the next BPAC regular meeting with agreed upon changes for Committee approval.

**On Order of Vice Chairperson Goldstein** and there being no objection, the Committee reviewed the Proposed Ace Process-Related Amendments to BPAC Bylaws.

Member Hanssen arrived at the meeting at 6:40 p.m. and took her seat.

**13. Proactive CMP Quarterly Report for July – September 2011**

Ying Smith, provided an overview of the staff report.

James Stallman, Interested Citizen, expressed concern with the Moffett Towers Expansion project in Sunnyvale.

**On order of Vice Chairperson Goldstein** and there being no objection, the Committee received the Proactive CMP Quarterly Report for July – September 2011.

## **SANTA CLARA COUNTY BPAC AGENDA**

**14. County Staff Report**

Dan Collen, Santa Clara County Roads and Airports Department, provided a brief report.

**On order of Vice Chairperson Goldstein** and there being no objection, the Committee received the County Staff Report.

**15. Page Mill Road Stop Control**

Mr. Collen provided a brief overview of the staff report highlighting several proposals for the safety issues regarding the Page Mill stop control.

Committee members noted the area has been a safety concern for some time. Committee members stated County staff is unwilling to install stop signs at the location. The Committee stated all options to increase safety at the site should be considered.

Some Committee members support the premise to cut into the City of Palo Alto's embankment at the site to increase corner sight distance at the location. Vice Chairperson Goldstein stated the City of Palo Alto was conducting a Feasibility Study to review the issue.

Members of the Committee expressed that a stop sign is the least favorable solution to improve safety conditions at the site.

**M/S/F (Swent/Faupell)** on a votes of 8 ayes, to 2 noes and 2 abstentions the report from the Santa Clara County Roads and Airports Department on the proposed Page Mill Road stop control was received. Members Bell and Kerr opposed. Members Hanssen and Levin abstained.

**16. (Removed from the Agenda.)**

Santa Clara County Roads and Airports Department on Responsive Signal Timing.

**OTHER**

**17. Citizens Advisory Committee (CAC) and 2000 Measure A Citizens Watchdog Committee (CWC) Report**

There was no Citizens Advisory Committee (CAC) and 2000 Measure A Citizens Watchdog Committee (CWC) Report.

**18. Local Jurisdiction Project Review Section**

Member Simons discussed proposed construction and rezoning plans for the City of Sunnyvale.

Member Hansen discussed proposed development near the Creekside Sports Complex in Los Gatos.

Member Cosyn announced the dedication in Saratoga November 17, 2011 of Joe's Trail.

Member Muniz stated in Gilroy street resurfacing is in progress.

**On order of Vice Chairperson Goldstein** and there being no objection, the Committee received the report on the Local Jurisdiction Project Review Section.

**19. BPAC Work Plan**

Ms. Smith distributed a detailed work plan and discussed several items being presented within the coming months.

**On order of Vice Chairperson Goldstein** and there being no objection, the Committee reviewed the BPAC work plan.

**20. ANNOUNCEMENTS**

There were no Announcements.

**21. ADJOURNMENT**

**On order of Vice Chairperson Goldstein** and there being no objection, the Committee meeting was adjourned at 8:50 p.m.

Respectfully submitted,

Jacqueline F. Golzio, Board Assistant  
VTA Office of the Board Secretary



Date: December 21, 2011  
 Current Meeting: January 11, 2012  
 Board Meeting: N/A

## BOARD MEMORANDUM

**TO:** Santa Clara Valley Transportation Authority  
 Bicycle & Pedestrian Advisory Committee

**THROUGH:** General Manager, Michael T. Burns

**FROM:** Board Secretary, Sandra Weymouth

**SUBJECT:** Election Process for 2012 Committee Leadership: Conduct Elections

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**Policy-Related Action:** No

**Government Code Section 84308 Applies:** No

## ACTION ITEM

### RECOMMENDATION:

Conduct voting to determine the Committee's chairperson and vice chairperson for 2012.

### BACKGROUND:

The Bicycle & Pedestrian Advisory Committee (BPAC) bylaws require that the committee elect from its membership a chairperson and a vice chairperson each year to serve as the committee leadership for the upcoming calendar year. The bylaws also provide that the chairperson and vice chairperson positions serve a one-year term and are eligible for election to successive terms. The elections for the BPAC chairperson and vice chairperson positions are conducted during the committee's last meeting of the calendar year (usually December), if practical.

The duties of the chairperson are to preside at all meetings of the committee and represent the committee before the Board of Directors. The duty of the vice chairperson is to perform the duties of the chairperson when the chairperson is absent. It is the responsibility of all advisory committee chairpersons and vice chairpersons to participate in periodic coordination meetings between themselves and the VTA Board chairperson.

## **DISCUSSION:**

The election process for chairperson and vice chairperson is comprised of three distinct steps. The first step is appointing the nomination subcommittee. The second is presentation of the nomination subcommittee's report. The final step is conducting elections to select the chairperson and vice chairperson. Each of these components is conducted during the committee meeting.

### **Appointing the Nomination Subcommittee**

The chairperson requests volunteers to serve on the nomination subcommittee, which is typically comprised of two or three members. If there are no volunteers or an insufficient number, it is the chairperson's prerogative to appoint committee members to serve on it. It is required that the committee votes to approve the appointment of members to the nomination subcommittee. This step normally takes place two meetings prior to conducting the elections.

The nomination subcommittee identifies members interested in serving as the chairperson or vice chairperson. This is done by soliciting nominations from members, either for themselves or other members, and is done at a time other than during the committee meeting. Additionally, it is the nomination subcommittee's responsibility to determine that members who have been nominated are willing to serve. The nomination subcommittee may also make a recommendation as to its recommended candidate for each position.

At its November 9, 2011 meeting, the BPAC approved the selection of Chairperson Jerri-Ann Meyer and members Jim Bell and David Simons to serve on the Nomination Subcommittee.

### **Report from the Nomination Subcommittee**

At the meeting immediately preceding the elections, the nomination subcommittee provides a verbal report to the advisory committee identifying committee members who have confirmed their willingness to serve. This establishes the initial list of candidates for the elections to be held at the next meeting. The nomination subcommittee is automatically discharged when its report is formally presented to the committee. No action is required of the committee other than to receive the report.

Due to cancellation of the December 2011 BPAC meeting, the Nomination Subcommittee's verbal report will be provided as one of the first items on the January 11, 2012 BPAC agenda.

### **Election of Chairperson and Vice Chairperson**

These elections, which are held at the bylaw-specified meeting whenever possible, are conducted for the chairperson and vice chairperson positions individually and in sequence. Immediately preceding the vote, the chairperson will ask if there are any nominations from the floor, then close the nominating process to establish the final list of candidates for each position.

For BPAC, the affirmative vote of a majority of the total authorized membership is required to elect the chairperson and vice chairperson, and the term of office for both begins January 1 of the

calendar year following the scheduled vote. Due to cancellation of the December BPAC meeting, the term of office for the 2012 chairperson and vice chairperson will commence immediately following the voting for each office at the January BPAC 2012 meeting.

**ALTERNATIVES:**

There are no alternatives since the Committee's bylaws specify the election process.

**FISCAL IMPACT:**

There is no fiscal impact resulting from the election process.

Prepared by: Stephen Flynn, Advisory Committee Coordinator  
Memo No. 3478



Date: December 23, 2011  
 Current Meeting: January 11, 2012  
 Board Meeting: N/A

## BOARD MEMORANDUM

**TO:** Santa Clara Valley Transportation Authority  
 Bicycle & Pedestrian Advisory Committee

**THROUGH:** General Manager, Michael T. Burns

**FROM:** Chief CMA Officer, John Ristow

**SUBJECT:** Verbal Report on SCS/RTP/VTP Related Activities

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### FOR INFORMATION ONLY

#### **BACKGROUND:**

VTA staff will present a verbal update on the Valley Transportation Plan, Regional Transportation Plan and Sustainable Communities Strategy activities.

Staff will discuss some items of importance regarding the Metropolitan Transportation Commission's (MTC) update of the Regional Transportation Plan and VTA's update of the Valley Transportation Plan (VTP 2040).

#### Regional Transportation Plan Updates

- (1) MTC's Project Performance Assessment that was released in November
- (2) MTC's Land Use Scenario Results
- (3) Upcoming Regional Meeting in Santa Clara County

#### Valley Transportation Plan Updates

- (1) General Updates regarding the Plan Development
- (2) Any feedback received from Public Open Houses

Prepared By: John Sighamony  
 Memo No. 3191



Date: December 28, 2011  
 Current Meeting: January 11, 2012  
 Board Meeting: N/A

## BOARD MEMORANDUM

**TO:** Santa Clara Valley Transportation Authority  
 Bicycle & Pedestrian Advisory Committee

**THROUGH:** General Manager, Michael T. Burns

**FROM:** Chief CMA Officer, John Ristow

**SUBJECT:** Bike Share Pilot Program Update

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### FOR INFORMATION ONLY

#### **BACKGROUND:**

VTA, in partnership with the Bay Area Air Quality Management District (Air District) and other partners, is working on a regional pilot program to bring bike sharing to the Bay Area. The pilot program will provide 1,000 bikes along the Caltrain corridor in the cities of San Francisco, Redwood City, Palo Alto, Mountain View and San Jose by spring 2012. Of these, 400 will be located in Santa Clara County. The Pilot Program is grant funded to operate for a minimum of 12 months, followed by an evaluation to determine the next phase of the program.

#### **History of Bike Share Pilot Program**

**April 2009** - VTA begins a feasibility study for bike sharing at the direction of the VTA Board of Directors.

**December 2009** - VTA secures a \$500,000 Safe Routes to Transit (SRTT) grant to fund 100-bike share pilot program in San Jose, Mountain View, or Palo Alto.

**June 2010** - VTA Board approves the Bike Share Feasibility Study to test a transit-based bike sharing pilot program in Santa Clara County. Concurrently, VTA was asked to join a partnership with other Bay Area agencies to implement bike share as part of a regional program.

**October 2010** - MTC awards regional partners \$4.2 million in Congestion Management and Air Quality (CMAQ) funds to pilot the Regional Bike Share Program in five cities

**June 2011** - VTA Board of Directors authorized VTA to enter into an agreement with the Bay Area Air Quality Management District to commit the \$500,000 SRTT grant as local match funds

to implement the Santa Clara County portion of the Regional Bike Share Pilot Program.

## **DISCUSSION:**

### **Regional Activities**

The Bay Area Air Quality Management District (Air District) is the overall project lead, managing the grant and coordination with Caltrans, and coordinating the planning and implementation efforts of the local partners. Since the formation of the regional partnership, the partner agencies have met on a biweekly basis to discuss project planning, partner roles and responsibilities, and to develop the Request for Proposals (RFP). The Pilot Program is currently in the Preliminary Engineering (PE) phase with the following milestones completed:

- Development of an Interagency Agreement (May 2011). The Agreement, which describes the framework of the regional partnership and local match commitments, was executed by all signatory parties in October 2011.
- Development of the RFP by developing the vendor scope of work, with technical specifications for bike share services and equipment developed by VTA (April 2011).
- Preliminary Environmental Study (PES) form submitted by the Air District submitted to Caltrans on November 8, 2011. Caltrans approved the PES form and issued the Categorical Exemption on November 21, 2011.
- Completed the RFP package on November 3, 2011, and the Air District submitted the completed RFP package (final draft) to Caltrans for review. Following the release of the RFP, the regional partners will select a vendor to install, operate and manage the Pilot Program.
- Air District submitted to Caltrans in early December an E-76 application to enter into the Construction phase. The RFP is scheduled to be released pending Caltrans approval of the draft RFP and authorization of the E-76 for Construction.
- Regional Bike Share Pilot Program website created by the Air District created with links to partners' information and existing sites.

The partner agencies are concurrently working on developing sponsorship opportunities for bike sharing, investigating local CEQA requirements for potential bike share sites, developing an interactive public participation Google map for station selection, and creating individual websites with local project information for each city.

### **Local Activities**

VTA serves as the lead implementing agency for bike sharing in Santa Clara County. The bike share service area in Santa Clara County will focus the largest concentrations of bikes at Caltrain stations and distribute smaller bike share pod stations within 3 miles of the Caltrain stations at major activity centers. For the past six months, VTA has been working with the cities of San Jose, Mountain View and Palo Alto to conduct local site analysis, evaluate potential bike share pod locations and determine permitting requirements in each city.

The following lists major implementation activities in Santa Clara County:

- VTA is continuing to work with the cities of San Jose, Mountain View and Palo Alto to identify priority and secondary locations for bike share stations within each jurisdiction. 75% of locations have been identified through a combination of site visits, recommendations from Bicycle and Pedestrian Advisory Committee (BPAC) and city staff, and from meeting with local stakeholders.
- VTA will continue to perform on-going fieldwork to finalize selection of all sites.
- VTA worked with Samtrans to complete environmental clearance for the Palo Alto Caltrain station. To date, San Jose Diridon, Mt. View and Palo Alto Caltrain stations have received categorical exemption.
- VTA is working with San Jose State University and Stanford University to identify bike share pod locations at or near campus facilities.
- VTA is developing bike share outreach materials and content for inclusion into VTA's website: [http://www.vta.org/bike\\_information/bike\\_sharing.html](http://www.vta.org/bike_information/bike_sharing.html)
- VTA collected the latest bicycle counts conducted by each city to serve as "before" counts prior to program implementation.
- VTA presented project information at the following outreach meetings:
  - o Stanford University and Stanford Research Park 10/14/11
  - o Silicon Valley Leadership Group - Bicycle Subcommittee 11/16/11
  - o Silicon Valley Leadership Group - Transportation Policy Committee 12/7/11
  - o San Jose State University - Associated Students and Campus Planning 12/12/11

### Next Steps

- Develop evaluation and selection criteria for Bike Share RFP - January 2012
- E-76 for "construction" phase (defined as bike station installation) - Winter 2012
- Release RFP - Winter 2012
- Agreement(s) executed with selected vendor(s) - Winter 2012
- Construction- Bike share installation - Spring 2012
- Opening day - Spring/Summer 2012

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Memo No. 3440