

Active Transportation Program Technical Advisory Committee

Meeting Minutes

Date: Friday, April 26, 2024

Time: 10:00 am to 3:30 pm

Location: Caltrans Headquarters, Sacramento – Director’s Board Room (2116)

Online/phone participation via Zoom



ATP TAC Co-Chairs: Cathy McKeon, Caltrans; Laurie Waters, CTC

TAC Coordinator: Ali Doerr-Westbrook, Caltrans

TAC Facilitator: Michelle Lieberman, UC Davis

Notetakers: Michelle Lieberman and Elena Hung, UC Davis

Attendees:

Active Transportation Program Support and Policy

Beverley Newman-Burckhard, CTC

Elika Changizi, CTC

Desiree Fox, Caltrans

Elijah Hall, Caltrans

Cirilo Salillican, Caltrans

Michael Hutnick, Caltrans

Dancy Yang, Caltrans

Aleksandr Holm, Caltrans

Nancy Wolf, Office of Traffic Safety

Marianne Hernandez, CDPH

Project Implementer Representatives

David Giongco, City of Chico

Adam Fukushima, City of San Luis Obispo

Jesse Gothan, City of Sacramento

Keith Williams, SRTA

Sarkes Khackek, SBCAG

Rachel Om, SCAG

Kenneth Kao, MTC

Joel Campos, SJCOG

Ariana Lopez, County of Orange

Kathryn Studwell, SFMTA

Jacob Lieb, LA Metro

Jenny Russo, SANDAG

Laura Cohen, Rails to Trails Conservancy

Maura Twomey, AMBAG

Cory Peterson, Placer County TPA

Kendee Vance, Caltrans

Valerie Rodrigues, Riverside University Health System - Public Health

Trinity Smyth, CDPH

Advocate Stakeholder and Non-Infrastructure

Kevin Shin, California Walks

Oona Smith, HCAOG

Alex Ramirez, Los Angeles Walks

Kevin Jensen, SF DPW

Joi Jackson, Grow Cycling Foundation

Kendra Ramsey, California Bicycle Coalition

Visitors and Guest Speakers

Teresa McWilliam, Caltrans

Stephanie Alward, Caltrans

Emma Mallonee, Caltrans

Alicia Ramos, CDPH

Peter Rossi, CTC

Julia Griswold, UC Berkeley SafeTREC

Item 1. Welcome and Opening Remarks - Michelle Lieberman

- Welcome, agenda review, and housekeeping.

Item 2. Introductions

- TAC member and visitor self-introductions.

Item 3. Review of Charter Update and TAC Membership – Laurie Waters and Cathy McKeon

A. Charter Update

- Laurie provided background on the ATP TAC and reasons for revisiting charter.
 - Approaching 10-year anniversary of the ATP. The program has evolved, but TAC charter has not been reviewed.
- Refer to slides for the current charter and suggested changes from staff.
- *Questions/Comments/Discussion:*
 - Purpose
 - What is the intent of “impartial”? What is the intent of “balanced”?
 - Laurie – putting individual interests aside and look at the program as a whole
 - Michael – should it include users of all ages and abilities?
 - Keith – is the intent to mean program participants, or all roadway users?
 - Cathy – looking at balanced across all spectrum of communities, regions
 - Potential clarification – all users statewide, remove balanced.
 - Kendra – users meaning bike/ped, rural/urban. Concerns about the intent of impartial.
 - Beverley – suggestion – improve the ATP to benefit all Californians.
 - Keith – looking to slow down vehicles, not necessarily benefiting cars.
 - Jacob – good to have impartial as a reminder of the level of advocacy appropriate for TAC participation.
 - Kevin J.- looking to reinforce multimodalism.
 - Kevin S.- ATP will benefit drivers down the road even if immediate benefits aren’t realized. Concern that using “balanced” contradicts equitable.
 - David – suggest removing “users”.
 - Trinity – look at maintaining an equity focus and focus on populations.
 - Frequency of Meetings
 - Keith – have a preference for Sacramento for in-person location.
 - Ali - how much advanced notice for travel is needed?
 - Some agencies budget for travel for the fiscal year. Would need to assume one trip and put it into the budget.
 - 3 months advance notice reasonable
 - Jacob – volunteer to host next in-person meeting in Southern California at Metro, or at SCAG with Rachel. Need about 6 months notice for hosting.
 - Members and Alternates
 - Keith – add “across California” after “sizes”.

- Kendra – would like to see clarification that having an alternate is okay if multiple meetings need to be missed for situations like maternity leave.
- Cathy – intent is that members will be removed if they are absent without justification. Think about adding this to the Alternates language.
- Ali – asked that members let her know if they need to miss multiple meetings. Can also connect to ensure the member is kept up to speed.
- Subcommittees
 - Ali – should subcommittees be listed or not?
 - Cathy – there are no standing committees now. Leave as is.
- Role and Responsibilities
 - Remove first suggested new bullet about attendance – redundant.
- Decision Process
 - Keith – what does consensus means as stated here?
 - Laurie – currently the TAC does not follow a formal process, relies on discussions.
 - Keith – looking for general consensus, not unanimity.
 - Jacob – TAC is advisory to staff and there is no formal relationship to the Commission. Question weight of the decisions made by the TAC.
 - Laurie – TAC decisions carry a lot of weight with staff.
 - Keith – how TAC input is presented to the Commission matters. TAC backing of staff recommendations carries weight. Suggest removing “all members”.
 - Kendra – All come from different positions. Question on how to recognize that ATP TAC members must publicly support consensus made here, even if it may not conform to an individual agency.
 - Cathy – how should members preface any opinions that may be contrary to what TAC agreed on?
 - Laurie –Be clear in your intentions, and be able to separate conflicting interests from your agency. (e.g. ATP gives points on leverage, and if your individual agency does not provide support for leverage, try not to let that affect your opinion on leverage simply because your agency is submitting in the next cycle).
 - Jesse – be transparent.
 - David – question about decision process. Clear that there is no decision making. Parallel with local advisory committees - role is advisory to staff and communicated to council. There is documentation of different points, and TAC members may express those different perspectives, but they are not a decision.
 - Trinity – Have used gradients of agreement to find where individuals lie. Not necessarily agree or disagree, but how does one feel about the will of the group.
 - Kevin S. – Feel better about approach where dissenting views are presented and not oppressed. The committee is for recommendations and advice.
 - Maura – language is fine but could tweak as little. The goal is to come to consensus. Consensus from this group is important because we are so diverse. Opinions can change with new information.
 - Laura - Agree with Kendra's comments - organization would not agree that a member can't continue advocating on issues related to the ATP. Would not be

espousing views on behalf of the TAC, but only on behalf of individual organization.

- Laurie – If there is a dissenting opinion, would rather listen and discuss further until there is an agreement made before moving forward.
- Kendee – look at language: differing opinions vs dissenting?
- Oona – clarify that dissenting/differing opinions will be placed in the minutes.

B. TAC Membership

- Refer to slides for current TAC organization chart with vacancies highlighted in yellow.
- Cathy and Laurie asked for the TAC's assistance in helping fill the vacancies. The charter does not discuss number or types of members, so the TAC membership can be changed.
- *Questions/Comments/Discussion:*
 - Jacob- how were people appointed?
 - Through recommendations of various groups, including the COGs.
 - Jacob - Has recommendations for small and medium size south cities.
 - Beverley – looking to add 2 tribal members. Working with Kendee to recruit members. They have presented to the Native American Advisory Committee (NAAC).
 - David – how has working with a larger TAC been?
 - Laurie – the number of members hasn't been a problem. Adding more members is fine as long as the group remains effective.
 - Joel – SJCOG is the only Central Valley member. The other central California members are from coastal communities. Suggest inviting representatives from Fresno and Bakersfield.
 - Kevin - requested a copy of the vacancies.
 - Keith – suggested recruiting the person from Visalia who participates in the Walk Bike TAC.
 - Kendra – help find people from Central Valley to fill the positions and participate.
 - Ali - can advertise in ATRC newsletter, ATP listserv, etc.

Action Items:

- Michelle will update the proposed charter language changes to incorporate TAC comments. The proposed language will be circulated to TAC prior to the next meeting.
- Michelle will include the TAC organization chart and highlight vacancies in the follow-up materials.
- ATP TAC member recruitment will occur through the ATRC newsletter, CTC ATP listserv, and TAC member connections before the next meeting.

Item 4. CTC Updates

A. ATP Benefits Report and Benefit/Cost Tool – *Elika Changizi and Peter Rossi*

- Benefits report has been developed and will be presented as an informational item at the next CTC meeting in May.
 - The purpose of the benefits report is to show the impact of the augmentation in Cycle 6.

- 241 projects were funded – three times as many as would have been funded without the augmentation. 133 projects were Safe Routes to School projects. Almost all of the projects benefited a Disadvantaged Community. 14,000 key destination connections were made through the projects.
- Report used the California Active Transportation Benefit-Cost (BC) Tool. Peter inputted all of the projects. Includes safety and crash data. Measuring VMT reductions. Track walking, bicycling, and GHG reductions. AHSC tool from last cycle was limited. CTC staff also compiled benefits from the AHSC Benefits Calculator tool for comparison. 2021 v. 2023 report. Funded 3 times as many projects and saw a little bit over 3 times the emission reductions.
- Peter – BC tool 2.0 will help with use by any department of transportation. Want to make more user friendly. Need to be able to calculate direct monetary benefits.
- *Questions/Comments/Discussion:*
 - Laurie – would like suggestions for how to get the word out about the benefits report, and in what format.
 - Cory – Does the benefits report only include projects in last cycle? Have there been any reports on the effectiveness of projects built?
 - Erika – Caltrans has project profiles and reports.
 - Cathy – Each project has a final delivery report. A future desire is to put data from past cycles into the BC tool and roll it up into a report.
 - Laurie – noted that the benefits report shows projections for projects, not actuals for built projects. Hopefully, they will be able to show both in the future.
 - Peter – would like to have before and after counts for CTC-funded projects to match and compare with the BC tool.
 - Ali – Through the ATRC, there are more project profiles in development that will be on the website to share the story of ATP. [Link to Project Profiles.](#)

B. ATP Cycle 7 Updates - Beverley Newman-Burckhard

- Currently recruiting evaluators. Would like to have about 100 people plus alternates. Looking for a diverse group in terms of expertise and geographic areas. Beverley will send the evaluator information and recruitment email to the TAC and asked that TAC members forward it on to others too.
- Beverley provided an update on the new Submittable application platform being used. CTC staff did a [webinar](#) on Submittal with the ATRC. FAQs are also available [online](#). Since the webinar, CTC staff have not received many questions about the platform.
- *Questions/Comments/Discussion:*
 - Rachel - Do you have a rough estimate of how many hours an evaluator would need to dedicate to this?
 - Beverley – evaluation teams receive about 10 applications each. Anticipate a new evaluator may take 90 minutes to 2 hours for their first application and then speed up over time. In total, approximately 20 - 40 hours spread out over 3 months, with majority of work happening in a 6-week period.

- Kenneth – had pre-meetings with evaluation partner. Took him about 1.5 hours for the first couple of applications and then 45 minutes per application after that. Really recommend being an evaluator.
- Keith – note evaluators have an obligation to provide quality feedback to applicants.
- Marianne – each reviewer gets 10 applications?
 - Beverly – each reviewer received 9-10 last cycle. Some got 11.
- Michael – will the change to Submittable affect anything?
 - Beverly – the evaluation process will be embedded in Submittable, making it easier to distribute applications. Score forms are in Submittable too. CTC staff will be able to track each evaluator’s progress.
- Adam - I recommend all TAC members try to be an evaluator at least once so that you know the implementation side of the program a little better.
- Cathy – recommend being an evaluator - helps with your own future applications.
- Beverly – being an evaluator also helps identify things that need to be improved in the program.
- Keith – will there be a cap on the number of evaluators?
 - Beverly – no cap. There is a cap of 2 evaluators per agency. Additional people from the agency can be put on the alternates list.
- Ariana – is there a deadline?
 - Beverly - Initial deadline is May 10th. Will do recruitment after that for more if needed.

Action Items:

- Beverly will send evaluator information and recruitment materials to the TAC.

Item 5. Caltrans Updates

A. Reporting Updates – Dancy Yang

- The latest quarterly report was shared at the last CTC meeting. 98% submittal rate, which is good.
- Working with Ali’s team to get the non-infrastructure and combination projects into the CalSmart system.
- The quick build reporting template is online and Caltrans recently received a report.
- Gearing up for training for ATP Cycle 7.
- Dancy shared her screen to show the [reporting resources online](#).

B. ATP Quick Build and Infrastructure Guidance Updates – Desiree Fox

- Two new supplemental guidance documents are available: [Quick-Build Supplemental Guidance](#) and [ATP Eligible Infrastructure Cost Guidance](#).
- The Quick-Build Supplemental Guidance includes differences between demonstration, quick-build, and infrastructure projects. It emphasizes the importance of community engagement and added context for project implementation. For this ATP cycle, Caltrans is also having meetings

with potential quick build applicants to discuss eligibility prior to submitting the application. Elika has developed a pre checklist that will be added as well. The ATRC had a [webinar](#) on quick-build projects recently. The deadline for eligibility meetings is May 17th.

- The eligible cost guidance was put out recently to address challenges with information not being in one place.
- *Questions/Comments/Discussion:*
 - Keith – Is there a chance to have outreach from Caltrans or CTC to past applicants who didn't get funded to encourage them to apply again (i.e. City of Redding).
 - Laurie can connect with the City.
 - Laurie/Elika – CTC staff had about 80 virtual site visits and 10 branch workshops that outreached to potential applicants.
 - Kenneth – Cycle 6 application debriefs might be helpful.
 - Desiree/Beverly/Elika – the quick builds are better defined and things have been clarified for this cycle. More supplemental documents are provided to help applicants.
 - Kendee – appreciate the outreach done this cycle. Would like to reach out to former applicants to encourage them to look at new resources including scoring rubrics, feedback from evaluators, and other examples from previous cycles. Put out feelers through networks, local contacts, etc.
 - Ali – Caltrans District offices in the hard-to-reach areas will also look at holding the branch workshops with their communities. Caltrans has also updated a [spreadsheet of additional active transportation funding programs online](#).
 - Beverley – In the past, CTC staff provided score forms to applicants based on request. With Submittable, staff will be able to send the score forms automatically to them and can also send a follow-up note to all unsuccessful applicants with additional resources and information.
 - Jesse – is the eligibility reference document internal or external?
 - Desiree – It is online already.
 - Jesse -- Appreciate this guidance document and it will help with budgets in applications.

C. ATP Non-Infrastructure Guidance Updates – Ali Doerr-Westbrook

- Caltrans is updating the ATP Non-Infrastructure Guidance that was last updated in March 2022.
- ATP NI has an emphasis on pilot or start-up projects.
- The ATP NI team has also identified things regarding working with consultants, non-profits and CBOs that would need to be changed through changes to the Local Assistance Procedures Manual (LAPM).
- The NI Guidance includes costs associated with major and minor incentives. Would like feedback on the appropriate costs. Also looking for examples of non-infrastructure activities to include. Is there an interest in forming a subcommittee to discuss?
- *Questions/Comments/Discussion:*
 - Jesse- has had issues authorizing funds for NI. Will follow up with Ali.
 - Ali – changes to LAPM probably won't be done for Cycle 7.
 - Kevin S. – what were the concerns about working with CBOs?

- Ali – feedback was related to the LAPM. Heard that the process for working with CBOs that are getting small amount of funds can be complicated.
- Cathy – send recommendations and feedback on issues related to the LAPM to her. Also email her with feedback on difficulties related to OA.
- David – is there a reason why the supplemental guidance isn't included in program guidelines?
 - Desiree – supplemental guidance is more related to implementing projects. Program guidance is more about what is needed to apply for program.
- David – can these things that are coming up be incorporated into future cycle guidelines?
 - Laurie – the program guidelines are adopted by the Commission. The supplemental guidance is related to Caltrans procedures.
 - Beverly – supplemental guidance is often step by step details that don't need to be covered by Commission in approval of program guidelines.
- David -- will provide comments on guidance. Noted it is difficult to go to different guidance documents from an implementer/applicant perspective.
- Beverly – CTC staff tries to link to reference/resource documents in the materials.

Action Items:

- Ali will survey the TAC for more discussion/input on the NI guidance update.

Item 6. ATRC Updates

A. ATRC Overview

- Refer to slides for ATRC overview and links.

B. ATRC Visioning Update – Michelle Lieberman

- Visioning Survey is live [online](#). 183 responses have been received as of Monday. Encourage all TAC members to take the survey and share it with others.
- Visioning Workshops will be held this summer – one with the ATP TAC, others with Caltrans District staff working on complete streets and active transportation.

C. Active Transportation Symposium 2025 – Michelle Lieberman

- Planning for the next Active Transportation Symposium in fall 2025 is underway, with Sacramento or UC Davis as the potential location. More discussion will occur at the next ATP TAC meeting.
- *Questions/Comments/Discussion:*
 - Consider summer date if to be held on campus.
 - Jacob – are there examples of panels that were good?
 - Laurie – there have been good panels on transformative projects, equity, safety. Purpose of the symposium is to talk about issues coming up in the ATP process that aren't related to specific projects.
 - Ideas:
 - Keith – session on how to successfully integrate secure bicycle parking.

- Jacob – best practices session on buses and bikes sharing space.
- Laurie – integrating micromobility, bikes, etc. with different speeds and needs.
- Peter – equity - bringing people of color into processes, quelling fear of gentrification. Jesus Barajas would be a good speaker.
- Include roundtable/discussion format, not just panel presentations.
- Jacob - active transportation infrastructure and freeways.
- Laurie – include equity in every panel.
- Kevin J. - tactile surfaces. Can connect with a speaker.
- Keith – edge lane roads presentation from Cal Bike Summit had great speakers, really connected with audience.
- Kendra – Making the end of the journey work, not just bike parking. Bike parking guidelines update from APBP.

D. Completed, Current, and Upcoming ATRC Contracts – Ali Doerr-Westbrook

- Statewide Active Transportation Count Database (SATDB) presentation by Julia Griswold, UC Berkeley SafeTREC
 - Refer to slides.
- Current contracts include:
 - ATRC Admin - UC Davis ITS
 - CDPH IAA
 - Statewide Active Transportation Count Database (SATDB) - UC Berkeley SafeTREC
 - Evaluation TA & Project Profiles (Nelson\Nygaard)
 - BC Tool 2.0 -U C Davis ITS
- Upcoming contracts include:
 - ATP Cycle 8 DAC TA - Urban/Suburban, Rural, Tribal cohorts
 - Will serve about 30 applicants.
 - First time there will be a specific technical assistance program for tribal communities.
 - Ali will share the scopes of work with the TAC when ready.
 - Crossing guard trainings
 - CDPH is currently hosting these trainings. They are train the trainer. More information and registration links are [online](#).
- *Questions/Comments/Discussion:*
 - Kendra – will the DAC TA be done in house or using a consultant?
 - Ali – consultant teams. 3 separate contracts. Advertising through CMAS process. Hope to have contracts executed by March 2025.
 - New ideas for the ATRC
 - Keith –train the trainer on active transportation working with groups like Girl Scouts and getting education into schools. APA Conference workshop on youth engagement planning - presenter from Minnesota worked with Girl Scouts on the first planning patch. Materials are available for others to use.

Item 7. Brief TAC Member Announcements

- None

Item 8. Future Agenda Topics – Michelle Lieberman

- Future meeting dates and locations – will be sent to the TAC
 - Quarterly meetings – July, October, January, April
 - Next meeting will be virtual
- Active Transportation Symposium 2025 Program Brainstorm
- ATRC Visioning
- ATP Counts Guidance Update
- *Questions/Comments/Discussion:*
 - Will there be a financial report out including obligation, time extensions, P vs A report?
 - Cathy – Heads Up report is being sent to the Districts which then send it to the agencies.

Item 9. Closing Remarks

- See Action Items under each agenda item.

Meeting Adjourned



Active Transportation Program Technical Advisory Committee

APRIL 26, 2024

Agenda

- 10:00 Welcome and Opening Remarks
- 10:05 Introductions
- 10:20 Review of Charter Update and TAC Membership
- 11:10 CTC Updates
- 12:10 Lunch Break
- 1:00 Caltrans Updates
- 2:00 ATRC Updates
- 2:40 Brief Break
- 2:50 Brief TAC Member Announcements
- 3:05 Future Agenda Topics
- 3:20 Closing Remarks
- 3:30 Meeting Adjourned

Introductions

NAME

WHO YOU
REPRESENT

FAVORITE
SPRING/SUMMER
FOOD



Review of Charter Update & TAC Membership

MISSION

The California Active Transportation Program (ATP) Technical Advisory Committee (TAC) is an action-oriented committee that supports Caltrans' and the California Transportation Commission's (CTC) management and delivery of the ATP. The intent of the ATP TAC is to maximize the program's effectiveness in meeting its purpose and goals as defined in State Legislation. The ATP's purpose and goals are as follows:

- Encourage increased use of active modes of transportation
- Increase the proportion of trips accomplished by biking and walking
- Increase the safety and mobility of non-motorized users
- Advance efforts of regional agencies to achieve greenhouse gas reduction goals
- Enhance public health, including reducing childhood obesity through the use of programs including, but not limited to, projects eligible for Safe Routes to School Program funding
- Ensure that disadvantaged communities are actively engaged and share fully in the benefits of the program
- Provide a broad spectrum of projects to benefit many types of active transportation users

PURPOSE

The ATP TAC provides impartial, balanced, strategic, technical guidance that assists Caltrans and the CTC Staff with complex program and project delivery to continually improve the California ATP to benefit all users.

DESIRED GOALS

The ATP TAC will:

- Improve, support, and promote the ATP
- Provide recommendations on strategic priorities for future cycles
- Provide recommendations on the ATP requirements and processes as well as assist in decision-making, program review, and delivery of the ATP and projects

FREQUENCY of MEETINGS

It is expected that the ATP TAC will meet four times annually. Co-chairs may call additional meetings as necessary. It is the intent to hold three meetings ~~in Sacramento and one meeting in Southern California~~ virtually and one meeting in a hybrid format, with the in-person location rotating around the state.

MEMBERS

The ATP TAC is co-chaired by a Caltrans headquarters representative and a CTC representative. The members of the ATP TAC consist of people who best represent ATP policy, and guidance, including, but not limited to, local and regional implementing agencies, tribal governments, non-profit organizations, and expert active transportation stakeholders. TAC members are selected to provide diverse perspectives based on experience working in and with communities of different types and sizes, not to represent the interests of their individual agencies.

It is the intent that ATP TAC members shall represent both urban and rural areas distributed geographically throughout the northern, central, and southern parts of the State.

ATP TAC members will be recruited and selected by the Co-Chairs. If a member is no longer able to participate, he/she shall give notice via email to the ATP TAC Coordinator* and the Co-Chairs. If a member leaves an organization through which they hold a seat on the ATP TAC and the position is backfilled with the same job duties and responsibilities, that new person may choose to retain the position on the ATP TAC. If a member is leaving the ATP TAC and not vacating their employment position, he/she shall notify the ATP TAC Coordinator so that a replacement can be selected by the Co-Chairs. A member leaving the ATP TAC can recommend a new member by sending an email request to the ATP TAC Coordinator.

If a potential conflict of interest occurs regarding an agenda item or action item, the member will need to recuse oneself from any actions or discussion that takes place within the ATP TAC meeting. By signing the sign-in sheet at each meeting, members are acknowledging and agreeing to this statement.

ALTERNATES

Members of the ATP TAC may send a temporary alternate representative to a meeting. However, a member who misses two or more meetings during a year may be relieved of their service to the ATP TAC and the Co-Chairs may select a replacement.

See attached Org Chart for specific ATP TAC representation by name and association.

SUB-COMMITTEES

CTC Staff and the Co-Chairs may form sub-committees in order to perform a more in-depth analysis of complex program topics. The sub-committees will report their findings to the CTC Staff and Co-Chairs who will disseminate information to the ATP TAC and make recommendations for consideration and approval.

ROLE and RESPONSIBILITIES

The roles and responsibilities of the ATP TAC are as follows:

- Serve on the committee with a focus on furthering the purpose-goals of the ATP. Be accountable for and to the stakeholder group each has been selected to represent.
- Gather, disseminate, and exchange information and outcomes to the stakeholder group each has been selected to represent. Be an active participant by listening to other members and by offering suggestions and/or recommendations that are based on the perspective of the stakeholder group each has been selected to represent.
- Complete any actions assigned to them by the next meeting or an agreed upon date.
- Be willing to be assigned to a sub-committee should the need arise.
- Be willing to serve a minimum of two years on the committee.
- Attend and actively participate in committee meetings. A member who misses two or more meetings during a year may be relieved of their service to the ATP TAC and the Co-Chairs may select a replacement.
- Participate in an onboarding meeting with the ATP TAC Co-Chairs prior to participating in ATP TAC meetings or activities.
- ATP TAC members shall not present their individual opinions as representing the views of the ATP TAC or make public statements on behalf of the ATP TAC.

REPORTING STRUCTURE

The ATP TAC members make recommendations to CTC staff and the Caltrans Office of State Programs ATP Office Chief.

DECISION PROCESS

Decisions made by the ATP TAC should be made by general consensus. Consensus is defined as reaching a decision that all members will support after a complete discussion of the topic and differing viewpoints have been heard. Recommendations and dissenting opinions will be captured in the meeting documentation. Decisions that have been made as a result of the consensus reached by the members are to be publicly supported by all ATP TAC members unless brought back to the ATP TAC for further formal discussion.

CHARTER CONCURRENCE

By accepting to participate as a member of the ATP TAC, each member agrees to the content of this charter and its attachments.

Alternative language:

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 [and CTC]. Dissenting opinions and recommendations will be captured in the meeting minutes. 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.

California Active Transportation Program (ATP) – Technical Advisory Committee (TAC)

Rev. 3-27-2024

Cathy McKeon
ATP-TAC Co-Chair
Cathy.mckeon@dot.ca.gov
(Caltrans DLA – Office Chief State Programs)

Laurie Waters
ATP-TAC Co-Chair
Laurie.waters@catc.ca.gov
(CTC, ATP Associate Deputy Director)

ATP Support & Policy Support & Advisors to the TAC

<p>Darwin Moosavi darwin.moosavi@calsta.ca.gov CalSTA: Deputy Secretary, Environmental Policy and Housing Coordination</p>
<p>Beverley Newman-Burckhard beverley.newman-burckhard@catc.ca.gov CTC: ATP Asst. Deputy Director</p>
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<p>Marianne Hernandez Marianne.hernandez@cdph.ca.gov CDPH - CDIC</p>
<p>Nicky Lambert nicky.lambert@parks.ca.gov State Parks: Rec Trails</p>

Project Implementer Representatives

<p>David Giongco david.giongco@chicoca.gov Small City - North (City of Chico)</p>
<p>Adam Fukushima afukushima@slocity.org Small City - Central (City of San Luis Obispo)</p>
<p>VACANT</p>
<p>Small City - South (National City)</p>
<p>VACANT</p>
<p>Medium City - South (City of Ontario)</p>
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<p>Sarkes Khackek skhachek@sbcag.org Medium MPO - Rural Central (SBCAG)</p>
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<p>VACANT</p>
<p>Rural County - North</p>

Advocate Stakeholders & Non-Infrastructure

<p>Kevin Shin Kevin@calwalks.org Pedestrian - Urban North (California Walks)</p>
<p>Oona Smith oona.smith@hcaog.net Pedestrian - Local/Regional Rural North (HCAOG)</p>
<p>Alexandra (Alex) Ramirez alex@losangeleswalks.org Pedestrian - Urban South (LA Walks)</p>
<p>Jonathan Matz jonathan@saferoutespartnership.org SRTS - Statewide - Urban South (Safe Routes Partnership)</p>
<p>Jeanne LePage jlepage@ecoact.org SRTS - Local/School District Small Urban South (Ecology Action)</p>
<p>VACANT</p>
<p>DAC - Rural South (Policy Link)</p>
<p>VACANT</p>
<p>Public Health - Local/Regional - Urban South (Public Health Alliance)</p>
<p>Kevin Jensen kevin.w.jensen@sfdpw.org Access Advisory - Urban Statewide (San Francisco DPW)</p>
<p>Joi Jackson joi@growcyclingfoundation.org Bicycle - Statewide (Grow Cycling Foundation)</p>
<p>Kendra Ramsey kendra@calbike.org Bicycle - Statewide (California Bicycle Coalition)</p>

CTC Updates

Lunch Break

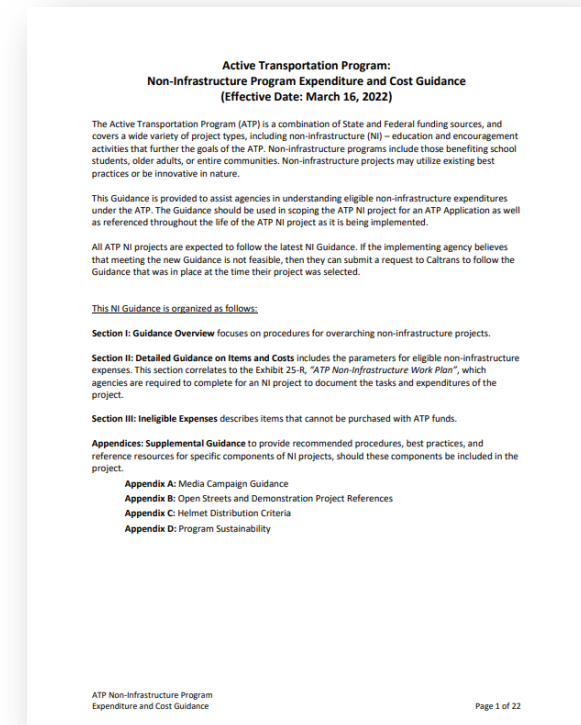
Caltrans Updates

ATP Non-Infrastructure Guidance

- Last updated in March 2022
- Emphasis on pilot or start-up projects
- Working with consultants, non-profits and CBOs
 - [Local Assistance Procedures Manual \(LAPM\), Chapter 10.3](#)

Questions:

- What challenges have you all had with the existing NI guidance?
- What additional information would be helpful for us to include in this update?
- Is there interest in creating a NI subcommittee?

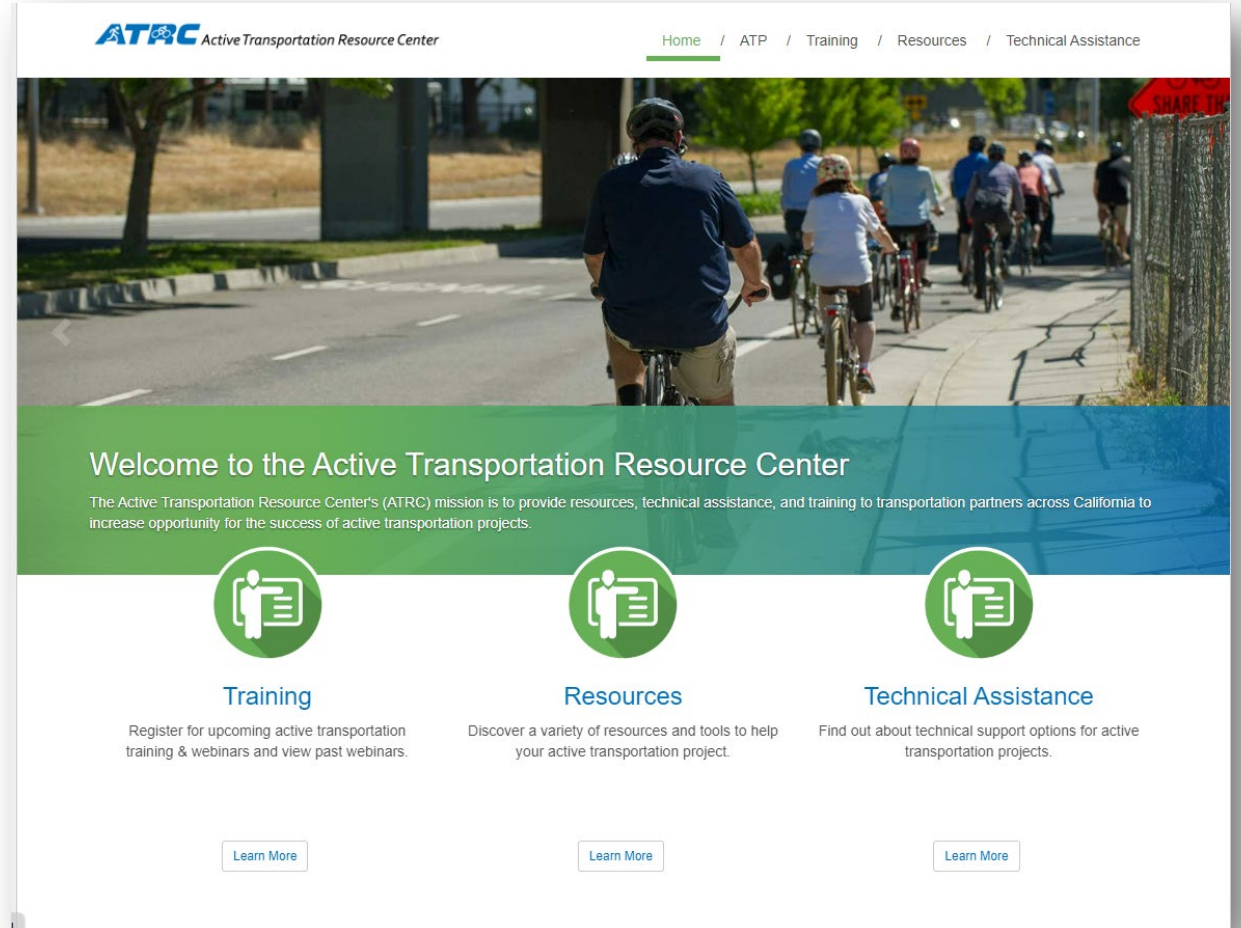


ATRC Updates

ATRC Active Transportation Resource Center

Services:

- [Website](#)
- Webinars
- Trainings
- ATP Resources
- DAC Technical Assistance
- Networking opportunities
- ATRC Supported Contracts
- [Quarterly Newsletter](#)



The screenshot shows the homepage of the Active Transportation Resource Center (ATRC). At the top, there is a navigation bar with the ATRC logo and the text "Active Transportation Resource Center". To the right of the logo, there are links for "Home", "ATP", "Training", "Resources", and "Technical Assistance". Below the navigation bar is a large banner image showing a group of people riding bicycles on a paved path. Overlaid on the bottom half of the banner is a green and blue gradient box containing the text "Welcome to the Active Transportation Resource Center" and a paragraph describing the center's mission. Below this banner are three main service categories, each represented by a green circular icon with a white person and document symbol. The categories are "Training", "Resources", and "Technical Assistance". Each category has a short description and a "Learn More" button.

ATRC Active Transportation Resource Center

Home / ATP / Training / Resources / Technical Assistance

Welcome to the Active Transportation Resource Center

The Active Transportation Resource Center's (ATRC) mission is to provide resources, technical assistance, and training to transportation partners across California to increase opportunity for the success of active transportation projects.

Training
Register for upcoming active transportation training & webinars and view past webinars.
[Learn More](#)

Resources
Discover a variety of resources and tools to help your active transportation project.
[Learn More](#)

Technical Assistance
Find out about technical support options for active transportation projects.
[Learn More](#)

ATRC Contracts

Current

- ATRC Admin (UC Davis ITS)
- CDPH IAA
- **SATDB (UC Berkley SafeTREC)**
- Evaluation TA & Project Profiles (Nelson\Nygaard)
- BC Tool 2.0 (UC Davis ITS)

Upcoming

- ATP Cycle 8 DAC TA
 - Urban/Suburban
 - Rural
 - Tribal
- Crossing guard training

Question:

- Is there any new work the ATP TAC would like the ATRC to do?

California Active Transportation Benefit-Cost Tool #2

- Validity Test and Calculation Improvements

- Convergent validity: similar projects in similar contexts
- Off-Street path benefits integrated

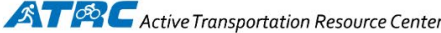
- Monetize Benefits

- Added to methods and tool

- Program-Level Functionality

- Added interface to tool

- Outreach and Training



Tool Resources ▼ Start New Project

All fields marked with * are required

Project Name

Project Developer

Project Cost

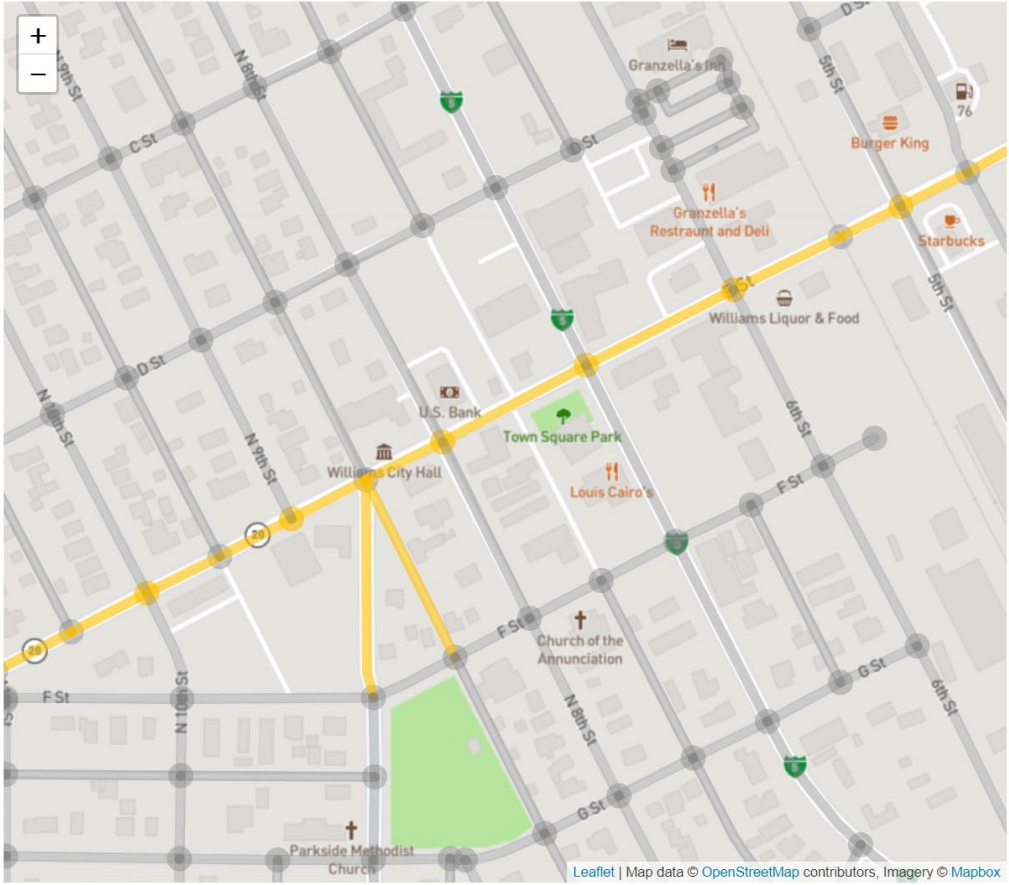
Project Time Frame

Project Type *

Active Travel Type *

Transit Type *

	Bike		Pedestrian	
	Intersections	Roadways	Intersections	Roadways
Crashes	0	3	2	4
Injuries	0	3	1	4
Deaths	0	0	1	0
Years	11	11	11	11



Leaflet | Map data © OpenStreetMap contributors, Imagery © Mapbox

ATRC Visioning

Online survey

- 183 responses (as of Monday)

Visioning Workshops this summer

- ATP TAC
- Caltrans District staff working on complete streets and active transportation

HELP RE-ENVISION THE ACTIVE TRANSPORTATION RESOURCE CENTER

Take the survey by April 30th to share your thoughts.
bit.ly/ATRCvisioning


caatpresources.org



Active Transportation Symposium 2025

- When: Fall 2025
- Where: Sacramento or UC Davis, potential for hybrid/virtual
- Ideas Brainstorm at next ATP TAC meeting

10 Minute Break!

Brief TAC Member Announcements

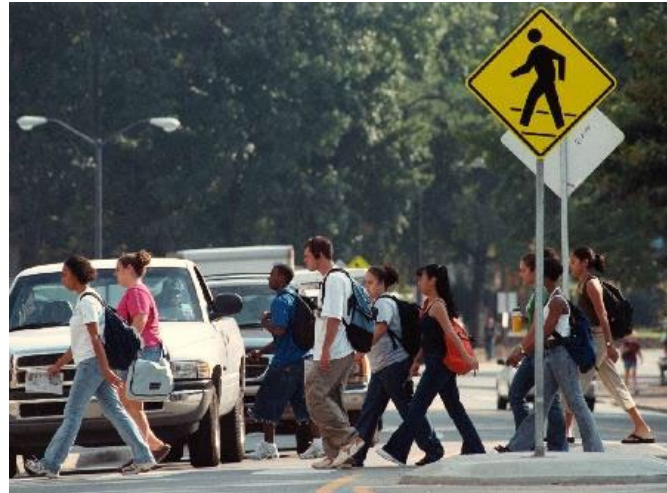
Future Agenda Topics

- Future meeting dates and locations
- Active Transportation Symposium 2025 Program Brainstorm
- ATRC Visioning
- ATP Counts Guidance Update
- Others

Closing

- Action Items
- Next Meeting

Statewide Active Transportation Count Database (SATDB)



Contract 50A0014

Research by:

Berkeley

Safe Transportation Research
and Education Center

ATP TAC Meeting

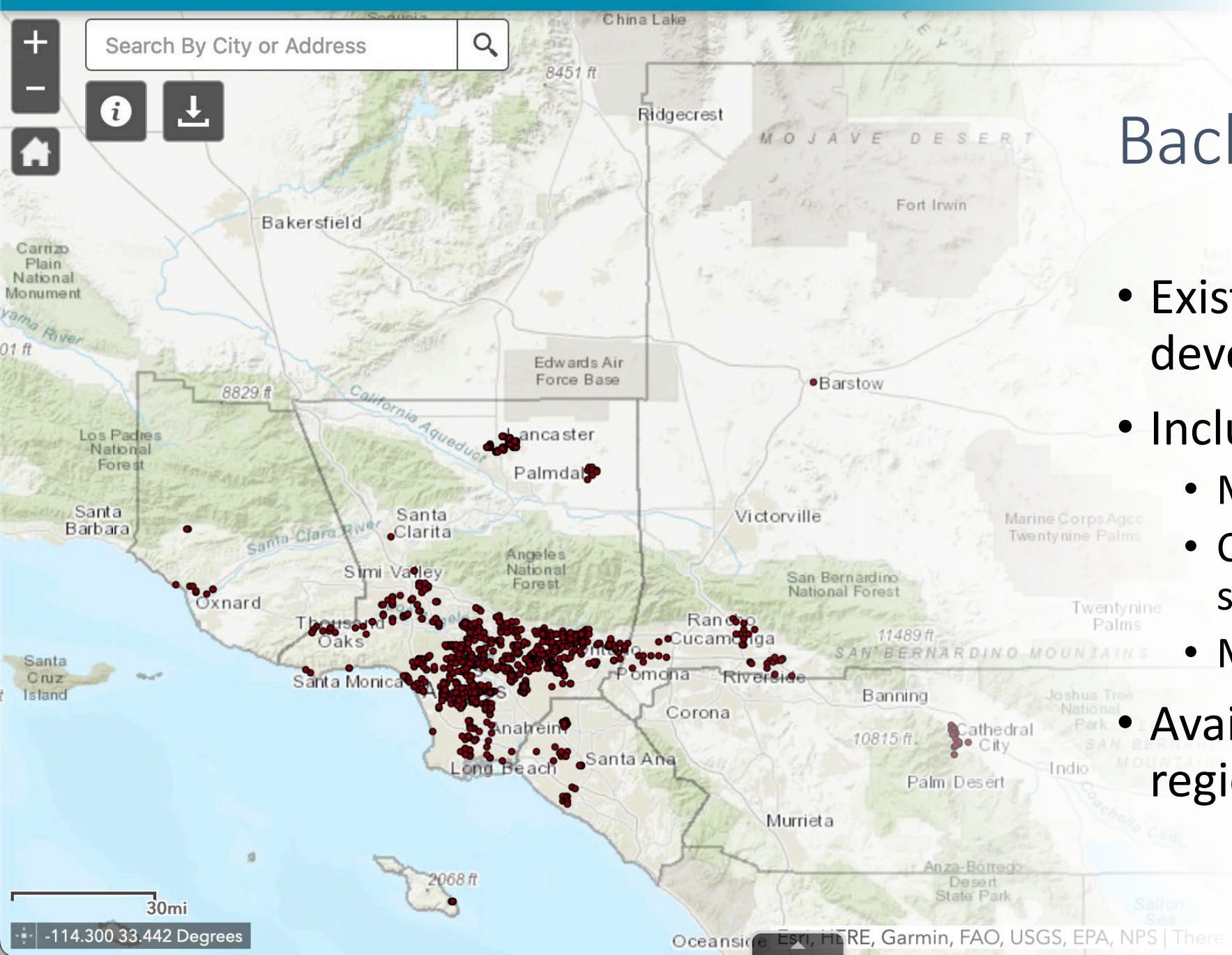
April 26, 2024

Project Goals

- Improve AT data collection by setting statewide standards
- Establish a statewide count clearinghouse
- Ensure long-term viability of the database
- Align and integrate with existing and planned AT data efforts:
 - Active Transportation (AT) Census
 - Transportation System Network Replacement (TSN-R)
 - Caltrans Linear Reference System (LRS)

Project Objectives

- Meet data collection and reporting **needs of the ATP**
- Establish **statewide consistencies** in the methodologies for data collection, data quality, reporting, and validation
- **Transfer and expand** SCAG's regional **ATDB** into a statewide system
- **Enhance database functionalities**, data analytical capabilities, and data quality capabilities of the database
- Provide continuous **technical support** and long-term **maintenance**
- **Encourage stakeholders**, including MPOs and local agencies, to utilize the methods and tools established
- **Streamline** the ongoing and future **data collection** efforts across California



Background

- Existing system developed by SCAG
- Includes:
 - Map interface
 - Count management site
 - Manual count app
- Available to SCAG region

Project Scope

1. Project Management
2. Statewide Coordination
3. Statewide Active Transportation Database (SATDB) Platform Migration, Enhancement, and Expansion
4. Collection of Statewide Count Data Sets and Expanding Planning Layers
5. Review and Guidance
6. Marketing and Outreach
7. Final Reports

Task 5 – Review and Guidance

- Review existing count methodologies
 - Count guidance, ATP requirements and policy integration, automated counter technologies, intersection count integration methodologies, big data integration
- Develop
 - Statewide count guidance for AT counts
 - Project-level volume estimation methodology and guidance
 - Temporal adjustment factors
 - Accuracy adjustment factor methodology
 - Data validation procedures

Task 2 – Statewide Coordination

- Conduct Engagement
 - Survey
 - 10-15 meetings w/ structured interviews
- Coordinate Statewide Technical Advisory Committee Meetings
 - Minimum 6 TAC meetings

Survey Objectives

- Understand:
 - Current AT count data collection practices
 - Utility of SATDB project
 - How SATDB can support the ATP
 - Feedback from SCAG ATDB users
- Identify agencies for structured interviews

Survey Link



Task 3 – SATDB Platform Migration, Enhancement, and Expansion

- Migrate current system to University
- Develop database structure
- Develop new statewide website with dashboard
- Implement data processing procedures
- Develop and expand data import/export capabilities
- Operational support and maintenance of SATDB

Timeline

Task	Schedule	Status
SCAG ATDB migration to UC Berkeley servers	April 2024	complete
Rebuilt website with same functionality	Summer/Fall 2024	in progress
Data dashboard and intersection count capabilities	Winter 2024/5	
Data processing procedures	Summer 2025	
Data import/export APIs	Fall 2025	