

C/CAG

City/County Association of Governments of San Mateo County

*Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • East Palo Alto • Foster City • Half Moon Bay • Hillsborough • Menlo Park
Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

BOARD MEETING NOTICE

Meeting No. 254
March 14, 2013

1.0 CALL TO ORDER/ROLL CALL

Chair Grassilli called the meeting to order at 6:30 p.m. Roll Call was taken.

Jerry Carlson - Atherton
Terry O'Connell- Brisbane
Terry Nagel – Burlingame, San Mateo County Transportation Authority
Joseph Silva – Colma (6:33)
Ruben Abrica - East Palo Alto
Art Kiesel – Foster City
Rick Kowalczyk - Half Moon Bay
Jay Benton - Hillsborough
Kirsten Keith - Menlo Park
Nadia Holober - Millbrae
Len Stone - Pacifica
Maryann Moise Derwin – Portola Valley
Alicia Aguirre - Redwood City
Bob Grassilli - San Carlos
Brandt Grotte - San Mateo
Karyl Matsumoto - South San Francisco, San Mateo County Transit District
Don Horsley - San Mateo County
Deborah Gordon - Woodside

Absent,
Belmont
Daly City
San Bruno

Others:
Sandy Wong, Executive Director C/CAG
Nancy Blair, C/CAG
Lee Thompson, C/CAG Legal Counsel
Tom Madalena, C/CAG Staff
John Hoang, C/CAG Staff
Jean Higaki, C/CAG Staff

Matt Fabry, C/CAG Staff
Kim Springer, San Mateo County
Scott Hart and Jennifer Stuart, PG&E
Onnolee Trapp, CMEQ, Committee, League of Women Voters of San Mateo County
Jim Bigelow, Redwood City/San Mateo County Chamber, CMEQ Member
John Bliss, SCI Consulting Group
Rita Haskin, Caltrain
Mike Van Lonkhuysen, City of Daly City

5.0 CONSENT AGENDA

Board Member Keith MOVED approval of Items 5.1, 5.2, 5.3, 5.5, 5.6.1, 5.6.2, 5.7, 5.8, 5.9, and 5.10. Board Member Aguirre SECONDED. **MOTION CARRIED** 18-0.

- 5.1 Approval of the minutes of regular business meeting No. 253 dated February 14, 2013. APPROVED
- 5.2 Review and approval of a recommendation from the C/CAG Airport Land Use Committee (ALUC), Re: San Francisco International Airport Land Use Compatibility Plan (ALUCP) consistency review of a referral from the City of Daly City, Re: Daly City General Plan update (*Daly City 2030*). APPROVED
- 5.3 Review and approval of a recommendation from the C/CAG Airport Land Use Committee (ALUC), Re: San Francisco International Airport Land Use Compatibility Plan (ALUCP) consistency review of a referral from the City of Daly City, Re: Christopher Highlands Project (General Plan amendment and zone change for an 80-unit single-family subdivision). APPROVED
- 5.5 Review and approval of the appointment of Shobuz Ikbal from the City of Redwood City to fill a vacant seat on the Congestion Management Program Technical Advisory Committee (CMP TAC). APPROVED
- 5.6 Receive copies of contracts approved by the C/CAG Chair and/or Executive Director in accordance with C/CAG Procurement Policy:
- 5.6.1 Executive Director executed contract with William Klein for staff services for the San Mateo County Energy Watch for an amount not to exceed \$17,000 for calendar year 2013 through 2014. INFORMATION p. 41
- 5.6.2 Executive Director executed contract with Bay Area Community Resources for an AmeriCorps Member to support the San Mateo County Energy Watch program for an amount not to exceed \$8,750. INFORMATION
- 5.7 Review and approval to add an environmental stakeholder seat to the Resource Management and Climate Protection (RMCP) Committee. APPROVED

- 5.8 Review and accept the C/CAG quarterly investment report as of December 31, 2012. APPROVED
- 5.9 Review and approval of the appointment of Commissioner Alicia Aguirre (Mayor of Redwood City) to the Congestion Management & Environmental Quality (CMEQ) Committee. APPROVED
- 5.10 Review and approval of Resolution 13-10 authorizing the funding allocation of the OneBayArea Grant (OBAG) - Cycle 2 Transportation for Livable Communities (TLC) Program for the C/CAG 5th Cycle Transit Oriented Development (TOD) program commitments. APPROVED

Items 5.4 and 5.11 were removed from the Consent Calendar.

- 5.4 Review and approval of a waiver of the Request for Proposals process to allow an extension of EOA, Inc.'s funding agreement to ensure uninterrupted compliance support for meeting Municipal Regional Permit requirements. APPROVED

When possible, staff is to coordinate the permit and the contract to have the same time line.

Board Member Grotte MOVED approval of Item 5.4. Board Member Aguirre SECONDED.
MOTION CARRIED 18-0.

- 5.11 Review and accept information regarding C/CAG financial practices INFORMATION

Staff answered questions about C/CAG's Finance Department's policies and methods for safe guarding of C/CAG's funds.

The contract for professional services with the City of San Carlos is renewed every fiscal year. For future contract renewals with the City of San Carlos, it was suggested background checks on key finance personnel be part of the contractual obligation.

Board Member Horsley will send the County's latest investment policy to C/CAG's Executive Director for distribution to the Board Members, to be reviewed at a future C/CAG Board meeting.

The Executive Director was directed to work with the San Carlos Finance Department to do the following:

1. What liability insurance does the City of San Carlos provide to C/CAG for their professional services?
2. Find out if there are any management comments made about Internal Controls that C/CAG should be made aware of?
3. Look in obtaining fraud prevention training from the County.

6.0 REGULAR AGENDA

- 6.1 Presentation and discussion on the Caltrain Go Pass Program. ACTION

Rita Haskin, Caltrain's Executive Officer of Customer Service and Marketing, gave a presentation and answered questions about Caltrain's Go Pass Program.

No action was taken.

- 6.2 Review and approval of C/CAG Legislative policies, priorities, positions, and legislative update. (A position may be taken on any legislation, including legislation not previously identified.) ACTION

There was no Legislative Committee meeting for March.

At the 2/14/13 C/CAG Board meeting, the Board adopted the legislative Policies for 2013, with some language changes. Staff provided the report to the Board, with the requested changes to the language.

No action was taken.

- 6.3 Receive an update on Countywide Funding Initiative for municipal stormwater compliance activities. INFORMATION

C/CAG's Stormwater Pollution Program Manager, and John Bliss, SCI Consulting Group, provided an update on the early stages of the Countywide Funding Initiative and what is to be expected for the next 18 to 24 months.

- 6.4 Election of a C/CAG Chairperson and C/CAG Vice Chairperson. APPROVED

Board Member Horsley MOVED approval to elect Brand Grotte as C/CAG Chair. Board Member Benton SECONDED. **MOTION CARRIED** 18-0.

Board Member Grotte MOVED approval to elect Mary Ann Nihart as C/CAG Vice Chair. Board Member Matsumoto SECONDED. **MOTION CARRIED** 18-0.

7.0 COMMITTEE REPORTS

- 7.1 Committee Reports (oral reports).

Volunteers are needed to work on the C/CAG By-Laws Task Force. Board Members Aguirre, Keith, Benton, and Rick Kowalczyk volunteered.

Three volunteers are needed to fill the vacant three seats on the Finance Committee. Those who volunteered are Board Members Kiesel, Benton, and Bob Grassilli.

- 7.2 Chairperson's Report

Chair Grassilli expressed his appreciation to the Board for being the C/CAG Chair for the last two years, and thanked them for their support.

7.3 Board Members Report

Board Member Grottee announced on April 11 C/CAG will be having their annual retreat. It will be a two phase meeting. The first phase will be for C/CAG Board members. The second phase will be the actual retreat.

The guest speaker will be Matthew Franklin, President of Mid - Peninsula Housing.

MTC and ABAG are giving a second presentation to the C/CAG Board on the Draft Plan Bay Area. This is their time to provide the presentation for all the elected officials in San Mateo County. The Board is encouraged to go back to their City Councils, and let them know this is an opportunity to hear about the Draft Plan Bay Area, and to provide input back to MTC and ABAG on this plan.

Staff will be sending an invitation asking for an RSVP.

San Mateo County Plan Bay Area Open House/Public Hearing will be held on April 29, 2013. Time is 6:00 p.m., the location is Crowne Plaza Hotel, Foster City.

March 25, 11:00 a.m., is a ribbon cutting for the opening of Devil Slide's tunnel.

8.0 EXECUTIVE DIRECTOR'S REPORT

9.0 COMMUNICATIONS - Information Only

Copies of communications are included for C/CAG Board Members and Alternates only. To request a copy of the communications, contact Nancy Blair at 650 599-1406 or nblair@co.sanmateo.ca.us or download a copy from C/CAG's website – www.ccag.ca.gov.

10.0 ADJOURN

The Board meeting adjourned at 8:07 p.m.