

# 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*

### C/CAG BOARD MEETING NOTICE

Meeting No. 305

- DATE:** Thursday, February 8, 2018
- TIME:** **6:30 P.M.**
- PLACE:** San Mateo County Transit District Office  
1250 San Carlos Avenue, Second Floor Auditorium  
San Carlos, CA
- PARKING:** Available adjacent to and behind building.  
Please note the underground parking garage is no longer open.
- PUBLIC TRANSIT:** SamTrans  
Caltrain: San Carlos Station.  
Trip Planner: <http://transit.511.org>

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- 1.0 CALL TO ORDER/ ROLL CALL
- 2.0 **PLEDGE OF ALLEGIANCE**
- 3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA  
*Note: Public comment is limited to two minutes per speaker.*
- 4.0 PRESENTATIONS/ ANNOUNCEMENTS
- 4.1 Receive a presentation on the San Mateo County Energy Watch Program Performance.
- 5.0 CONSENT AGENDA

Consent Agenda items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Board, staff or public request specific items to be removed for separate action.

- 5.1 Approval of the minutes of regular business meeting No. 304 dated December 14, 2017.

ACTION p. 1

- 5.2 Review and accept the 2017 attendance reports for the C/CAG Board and Committees. ACTION p. 5
- 5.3 Review and approval of the reallocation of Transportation Development Act (TDA) Article 3 funds for the South San Francisco Linden Avenue Complete Streets Safety Project. ACTION p. 16
- 5.4 Review and approval of Resolution 18-01 authorizing the C/CAG Chair to execute Amendment No. 1 with the San Mateo County Office of Education for the San Mateo County Safe Routes to School Program adding \$10,104 unspent funds from previous cycle for a new total of \$927,204. ACTION p. 22
- 5.5 Review and approval of Resolution 18-02 authorizing the C/CAG Chair to execute Amendment No. 1 to four (4) on-call contracts for technical support to the Countywide Water Pollution Prevention Program, extending the term through September 2021, and waiving the Request for Proposals process. ACTION p. 28
- 5.6 Review and approval of the Lifeline Transportation Program Cycle 5 Call for Projects in San Mateo County. ACTION p. 33
- 5.7 Review and approval of Resolution 18-04 approving the population data to be used by C/CAG. ACTION p. 62
- 5.8 Review and approval of Resolution 18-05 authorizing the C/CAG Chair to execute an agreement with DNV GL Energy Services USA Inc. for climate action planning services for an amount not to exceed \$260,000 through June 30, 2019 ACTION p. 65
- 5.9 Review and approve Resolution 18-06 authorizing the C/CAG Chair to execute funding agreements with twelve member agencies for the San Mateo County Energy Watch (SMCEW) Municipal Energy Efficiency Program for a total not to exceed amount of \$480,000. ACTION p. 74
- 5.10 Review and approve the appointment of Grace Le, City Engineer, to represent the City of San Carlos on C/CAG's Congestion Management Technical Advisory Committee and the Stormwater Committee. ACTION p. 85
- 5.11 Receive copy of agreement(s) executed by the C/CAG Chair or Executive Director consistent with C/CAG Procurement Policy:
- 5.11.1 Receive a copy of funding agreement with SMCTA to contribute up to \$15,000 in funding for consultant services for the preparation of a Benefit Cost Analysis (BCA) required for a US DOT Infrastructure of Rebuilding America (INFRA) grant application, executed by the Executive Director in accordance with C/CAG procurement policy. INFORMATION p. 89
- 6.0 REGULAR AGENDA
- 6.1 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 p. 99

- 6.2 Conduct public hearing and approval of Resolution 18-11 adopting the Final 2017 Congestion Management Program (CMP) for San Mateo County (*Special voting procedures apply*).  
ACTION p. 107
- 6.3 Receive information on the “Floods, Drought, Rising Seas, OH MY!” event scheduled for March 30, 2018.  
INFORMATION p. 113
- 6.4 Nominations for C/CAG Chair and Vice Chair for March 2018 Election of Officers.  
ACTION p. 114
- 7.0 COMMITTEE REPORTS
- 7.1 Committee Reports (oral reports)
- 7.2 Chairperson’s Report
- 7.3 Board Members Report/ Communication
- 8.0 EXECUTIVE DIRECTOR’S REPORT
- 9.0 COMMUNICATIONS - Information Only
- 9.1 Letter from Sandy Wong, Executive Director, City/County Association of Governments, to Chad Edison, Deputy Secretary, Transportation, California State Transportation Agency, dated 1/11/18. RE: Support for SamTrans application for a California State Transportation Agency Transit and Intercity Rail Capital Program (TIRCP)  
p. 119
- 10.0 ADJOURNMENT

Next scheduled meeting March 8, 2018

PUBLIC NOTICING: All notices of C/CAG Board and Committee meetings will be posted at San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA.

PUBLIC RECORDS: Public records that relate to any item on the open session agenda for a regular board meeting are available for public inspection. Those records that are distributed less than 72 hours prior to the meeting are available for public inspection at the same time they are distributed to all members, or a majority of the members of the Board. The Board has designated the City/ County Association of Governments of San Mateo County (C/CAG), located at 555 County Center, 5th Floor, Redwood City, CA 94063, for the purpose of making those public records available for inspection. The documents are also available on the C/CAG Internet Website, at the link for agendas for upcoming meetings. The website is located at: <http://www.ccag.ca.gov>.

NOTE: Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Mima Guilles at 650 599-1406, five working days prior to the meeting date. *If you have any questions about the C/CAG Board Agenda, please contact C/CAG Staff:*

*Executive Director: Sandy Wong (650) 599-1409*  
*Administrative Assistant: Mima Guilles (650) 599-1406*

## MEETINGS

February 8, 2018 C/CAG Board – SamTrans, 2nd Flr Auditorium – 6:30 p.m.  
February 8, 2018 Legislative Committee - SamTrans 2nd Flr Auditorium – 5:30 p.m.  
February 15, 2018 CMP Technical Advisory Committee – SamTrans, 2nd Flr Auditorium – 1:15 p.m.  
February 15, 2018 Stormwater Committee – SamTrans, 2nd Flr Auditorium – 2:30 p.m.  
February 20, 2018 Administrators’ Advisory Committee – 555 County Center, 5th Flr, Redwood City – 12 p.m.  
February 21, 2018 San Mateo County Water Coordination Committee – San Mateo City Hall – Conf. Rm C – 7:30 a.m.  
February 21, 2018 RMCP Committee – 555 County Center, 5th Flr, Conf. Rm 1 – 2 p.m.  
February 22, 2018 Airport Land Use Committee – 501 Primrose Rd, Burlingame, CA – Council Chambers 4p.m.  
February 26, 2018 CMEQ Committee – San Mateo City Hall – Conf. Rm C – 3 p.m.

# C/CAG

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### BOARD MEETING MINUTES

Meeting No. 304  
December 14, 2017

#### 1.0 CALL TO ORDER/ROLL CALL

Chair Alicia Aguirre called the meeting to order at 6:30 p.m. Roll call was taken.

Atherton	– Elizabeth Lewis (arrive 6:32 p.m.)
Belmont	– Doug Kim
Burlingame	– Ricardo Ortiz
Colma	– Diana Colvin
Daly City	– Raymond Buenaventura
East Palo Alto	– Lisa Gauthier
Foster City	– Herb Perez (arrive 7:00 p.m.)
Half Moon Bay	– Debbie Ruddock (arrive 6:33 p.m.)
Hillsborough	– Marie Chuang
Millbrae	– Gina Papan
Pacifica	– Sue Vaterlaus
Portola Valley	– Maryann Moise Derwin
Redwood City	– Alicia Aguirre
San Mateo	– Diane Papan (arrive 6:35 p.m.)
San Mateo County	– David Canepa
South San Francisco	– Karyl Matsumoto (SamTrans & TA)

Absent:

Brisbane  
Menlo Park  
San Bruno  
San Carlos  
Woodside

Others:

Sandy Wong	– C/CAG Executive Director
Nirit Eriksson	– C/CAG Legal Counsel
Mima Guilles	– C/CAG Staff
Jean Higaki	– C/CAG Staff
John Hoang	– C/CAG Staff
Matt Fabry	– C/CAG Staff
Reid Bogert	– C/CAG Staff
Jeff Lacap	– C/CAG Staff

Sara Muse – C/CAG Staff  
 Susy Kalkin – C/CAG Staff  
 Kim Springer – San Mateo County  
 Theresa Vallez-Kelly – Safe Routes to School (SRTS)  
 Adam Lokar – Safe Routes to School (SRTS)  
 Francis Quines – Public  
 Baron Edwards – Public  
 Susan Raymond – Public  
 Other members of the public attended.

3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

*Note: Public comment is limited to two minutes per speaker.*

Theresa Vallez-Kelly  
 Francis Quines  
 Baron Edwards  
 Adam Lokar  
 Susan Raymond

4.0 PRESENTATIONS/ ANNOUNCEMENTS

None.

5.0 CONSENT AGENDA

Consent Agenda items are considered to be routine and will be enacted by one motion. There will be no separate discussion on these items unless members of the Board, staff or public request specific items to be removed for separate action.

Board Member Lewis MOVED approval of Items 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.8, 5.9 and 5.10.  
 Board Member Ruddock SECONDED. **MOTION CARRIED 15-0-0** Executive Director, Sandy Wong requested removal of item 5.7 from Consent.

- 5.1 Approval of the minutes of regular business meeting No. 303 dated November 9, 2017. APPROVED
- 5.2 Review and approval of the 2018 C/CAG Board calendar. APPROVED
- 5.3 Review and approval of the Finance Committee’s recommendation of no change on investment portfolio and accept the Quarterly Investment Report as of September 30, 2017. APPROVED
- 5.4 Review and approval of Resolution 17-58 authorizing the filing of a joint application for \$22,000,000 in funding from the San Mateo County Transportation Authority (SMCTA) Measure A Highway Program for the Design and Right of Way Phases for the US 101 Managed Lane Project from Matadero Creek in Santa Clara County to I-380. APPROVED
- 5.5 Review and concur with redirecting \$1,000,000 in SMCTA Measure A highway program awarded funds for the environmental phase of the US 101 Auxiliary Lane project from the Oyster Point to San Francisco County line towards a contribution to develop a Project Study Report that includes a managed lane alternative on US 101 from I-380 to the San Francisco county line. APPROVED
- 5.6 Review and approval of Resolution 17-60 authorizing the C/CAG Chair to execute an Agreement with the San Mateo County Superintendent of Schools to administer and manage the San Mateo

County Safe Routes to School Program in an amount not to exceed \$917,100 for remaining Fiscal Year 2017-2018 & Fiscal Year 2018-2019 (1.5 years). APPROVED

5.8 Review and approval of Resolution 17-61 authorizing the C/CAG Chair to execute an agreement with the County of San Mateo to provide staff services for the San Mateo County Energy Watch Program (SMCEW) 2018 calendar year for an amount not to exceed \$450,000. APPROVED

5.9 Review and approval of Resolution 17-62 authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo for staff services for the Regionally Integrated Climate Action Planning Suite project for calendar year 2018 for an amount not to exceed \$40,000. APPROVED

5.10 Review and approval of Resolution 17-63 authorizing the C/CAG Chair to execute funding agreements with ten member agencies for Safe Routes to School and Green Streets Infrastructure Pilot Projects for a total not to exceed \$2,112,863. APPROVED

5.7 Review and approval of the joint Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Year 2018/2019 & Fiscal Year 2019/2020. APPROVED

Susy Kalkin, C/CAG staff, provided a replacement page for page 29 of the meeting packet, to be consistent with the same recommendation made to the TA Board, requiring a formal marketing plan to be included in the shuttle funding application.

Board Member G. Papan (Millbrae) MOVED to approve item 5.7. Board Member Chuang SECONDED. **MOTION CARRIED 15-0-0.**

## 6.0 REGULAR AGENDA

6.1 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). NO ACTION

Legislative committee did not have quorum however Jean Higaki, C/CAG staff provided a state legislative update regarding the status of SB 1 programs guideline developments and the SB 1 repeal effort underway. Board Member Kim urged the education and information be shared regarding SB1 program benefits.

6.2 Review and approval of the Annual C/CAG Legislative Policies for 2018. APPROVED

Legislative committee did not have quorum and could not provide a recommendation however, Jean Higaki, C/CAG staff, highlighted the changes made from the adopted 2017 Policies.

Board Member Ruddock MOVED to approve item 6.2. Board Member Gauthier SECONDED. **MOTION CARRIED 15-0-0.**

6.3 Review and approval of the Draft 2017 Congestion Management Program (CMP) and Monitoring Report and authorize its release for distribution and comments. APPROVED

Jeff Lacap, C/CAG staff, presented the Draft 2017 Congestion Management Program (CMP) and Monitoring Report and recommended its release for distribution and comments.

Board Member Kim MOVED approval of Item 6.3. Board Member Chuang SECONDED.  
**MOTION CARRIED 16-0-0**

7.0 COMMITTEE REPORTS

7.1 Committee Reports (oral reports)

7.2 Chairperson's Report

7.3 Board Members Report/ Communication

8.0 EXECUTIVE DIRECTOR'S REPORT

9.0 COMMUNICATIONS - Information Only

10.0 CLOSED SESSION

10.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

10.2 CONFERENCE WITH LABOR NEGOTIATORS

C/CAG Representatives: Alicia C. Aguirre, Pat Martel

Unrepresented Employee: Executive Director

11.0 RECONVENE IN OPEN SESSION

11.1 Report out on Closed Session.

No reportable actions were taken.

12.0 Action on Compensation Adjustment for Executive Director. APPROVED

Board Member Perez MOVED approval of 4% increase in salary (consisting of 1.3% equity adjustment plus 2.7% CPI adjustment) effective December 17, 2017, and a one-time bonus of 4% for 2017 performance. Board Member Ortiz SECONDED. **MOTION CARRIED UNANIMOUSLY 16-0-0**

13.0 Approval of 2018 Performance Objectives for Executive Director. APPROVED

Vice Chair Derwin MOVED approval of the 2018 Performance objectives for Executive Director. Board Member Canepa SECONDED. **MOTION CARRIED UNANIMOUSLY 16-0-0**

14.0 ADJOURNMENT – 8:35 p.m.

Next scheduled meeting February 8, 2018



## C/CAG AGENDA REPORT

Date: February 8, 2018

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and accept the 2017 attendance report for the C/CAG Board and Committees meetings.  
(For further information or questions, contact Sandy Wong at 650-599-1409)

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### RECOMMENDATION

That the C/CAG Board review and accept the 2017 attendance reports for the C/CAG Board and Committees meeting.

### FISCAL IMPACT

None

### SOURCE OF FUNDS

Not applicable

### BACKGROUND

Periodically throughout the year the C/CAG Board receives reports of the attendance for the Board and its standing committees. There is no attendance requirement for the C/CAG Board because there is one seat designated for every member jurisdiction. However, the C/CAG adopted attendance policy for its standing committees is as follows:

*“During any consecutive twelve month period, members will be expected to attend at least 75% of the scheduled meetings and not have more than three consecutive absences. If the number of absences exceed these limits, the seat may be declared vacant by the C/CAG Chair.”*

### ATTACHMENTS

Calendar year 2017 attendance reports for the following:

- Airport Land Use Committee (ALUC)
- Bicycle and Pedestrian Advisory Committee (BPAC)
- C/CAG Board
- Congestion Management & Environmental Quality (CMEQ)
- Congestion Management Program Technical Advisory Committee (TAC)
- Legislative Committee
- Finance Committee
- Resource Management & Climate Protection Committee (RMCP)
- Stormwater Committee
- San Mateo County Water Coordination Committee

### Airport Land Use Committee (ALUC) Attendance Report - 2017

Agency	Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
City of Brisbane	Terry O'Connell									X			
City of Burlingame	Ricardo Ortiz								X	X			
City of Daly City	Glenn Sylvester								X	X			
City of Foster City	Herb Perez												
City of Half Moon Bay	Deborah Penrose												
City of Millbrae	Ann Oliva									Y			
City of Redwood City	Shelly Masur								X	X			
City of San Bruno	Ken Ibarra								X	X			
City of San Carlos	Ron Collins								X	X			
County of San Mateo and Aviation Representative	Don Horsley												
City of South San Francisco	Liza Normandy								X	X			
Aviation Representative	Adam Kelly												
Half Moon Bay Airport Pilots Association	Dave Williams								X	X			

**X - Committee Member Attended**  
**Y - Designated Alternate Attended**  
**N/A - Not on Committee**  
 **No Committee Meeting**

### Bicycle and Pedestrian Advisory Committee (BPAC) Attendance Report - 2017

Agency	Name	January	February	April	June	September	October
Millbrae	Ann Schneider	X	X			X	X
County of San Mateo	Don Horsley		X	X	X	X	
San Bruno	Ken Ibarra	X	X		X	X	
South San Francisco	Karyl Matsumoto	X	X	X	X		X
Foster City	Gary Pollard	X					X
Portola Valley	Ann Wengert	N/A	N/A	X		X	X
Pacifica	Deirdre Martin	N/A	N/A	X	X	X	X
Brisbane	Emily Beach	N/A	N/A	N/A	N/A	X	X
Public (Millbrae)	Marge Colapietro		X	X	X	X	X
Public (Redwood City)	Matthew Self	X	X	X	X	X	X
Public (San Bruno)	Malcolm Robinson	X	X	X	X	X	X
Public (Half Moon Bay)	Marina Fraser		X	X	X	X	X
Public (San Mateo)	David Stanek	X	X	X	X	X	X
Public (South San Francisco)	Daina Lujan		X			X	X

X - Committee Member Attended

■ No Committee Meeting

**City/County Association of Governments (C/CAG) Board Attendance Report - 2017**

Agency	Representative/Alternate	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Atherton	Elizabeth Lewis		X				X	X				X	X
	Cary Wiest	X		X									
Belmont	Doug Kim	X		X			X			X	X	X	X
	Davina Hurst							X					
Brisbane	Cliff Lentz		X	X		X	X	X		X		X	
	Lori Liu	X											
Burlingame	Ricardo Ortiz	X	X	X		X	X	X		X	X		X
	Michael Brownrigg												
Colma	Diana Colvin	X	X	X		X		X		X	X	X	X
	John Goodwin												
Daly City	Judith Christensen	X		X		X	X	X					R. Buenaventuraa - Proxy
	Glenn Sylvester		X								X		
East Palo Alto	Lisa Gauthier	X		X		X	X	X			X		
	Donna Rutherford												
Foster City	Herb Perez		X	X		X							X
	Sam Hindi											X	
Half Moon Bay	Debbie Ruddock		X	X			X	X			H. Rarback - Proxy	H. Rarback - Proxy	X
	Rick Kowalczyk												
Hillsborough	Marie Chuang		X	X		X	X				X	X	X
	Shawn Christianson									X			
Menlo Park	Catherine Carlton	X	X	X		X		X					
	Ray Mueller												
Millbrae	Gina Papan	X	X	X		X	X	X		X	A. Schneider - Proxy	X	X
	Reuben Holober												
Pacifica	Mike O'Neill	X	X			X	X				X		
	Sue Vaterlaus			X				X				X	X
Portola Valley	Maryann Moise Derwin	X	X	X		X	X	X		X	X	X	X
	Ann Wengert												
Redwood City	Alicia Aguirre		X	X		X	X	X			X	X	X
	Diane Howard												
San Bruno	Irene O'Connell	X	X	X		X	X				X	X	
	Jim Ruane												
San Carlos	Mark Olbert		X	X		X	X	X		X	X		
	Bob Grassilli											X	
San Mateo	Diane Papan	X	X	X			X	X		X		X	X
	Maureen Freschet												
San Mateo County	David Canepa	X	X	X		X		X		X		X	X
	Dave Pine												
South San Francisco	Karyl Matsumoto	X	X	X		X	X			X	X	X	X
	Pradeep Gupta												
Woodside	Deborah Gordon	X	X	X				X		X	X		
	Daniel Yost												
SMCTA	Karyl Matsumoto	X	X	X		X	X			X	X	X	X
SamTrans	Karyl Matsumoto	X	X	X		X	X			X	X	X	X

X - Committee Member Attended

■ No Board Meeting

### Congestion Management and Environmental Quality (CMEQ) Attendance Report - 2017

Agency	Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Metropolitan Transportation Commission	Alicia Aguirre	X			X				X		X	X	
City of Belmont	Charles Stone						N/A		N/A		N/A	N/A	
City of Redwood City	Shelly Masur	N/A	N/A		N/A		X		X		X	X	
Town of Atherton	Elizabeth Lewis	X	X		X				X		X	X	
City of San Bruno	Irene O'Connell		X		X		X				X	X	
City of Burlingame	Emily Beach	X	X		X		X		X		X	X	
Environmental Community	Lennie Roberts	X	X								X	X	
City of Pacifica	Mike O'Neill	X	X		X		X		X				
City of South San Francisco	Richard Garbarino	X	X		X				X		X		
Public	Josh Powell	X	X		X		X				X	X	
City of Millbrae	Wayne Lee	X	X		X				X		X	X	
City of San Mateo	Rick Bonilla	X	X		X		X		X		X	X	
City of Pacifica	John Keener	X	X		X		X		X		X	X	
Agencies with Transportation Interests	Adina Levin	X	X		X		X		X		X		
Business Community	Linda Koelling	X			X		X		X		X	X	
Peninsula Corridor Joint Powers Board (Caltrain)	Liz Scanlon						N/A		N/A		N/A	N/A	
San Mateo County Transit District (SamTrans)	Doug Kim						N/A		N/A		N/A	N/A	
Peninsula Corridor Joint Powers Board (Caltrain)	Dave Pine	N/A	N/A		N/A				X		X		
San Mateo County Transit District (SamTrans)	Pete Ratto	N/A	N/A		N/A		X		X		X	X	

X - Committee Member Attended

N/A - Not on Committee

■ No Committee Meeting

## Congestion Management Program Technical Advisory Committee (TAC) Attendance Report - 2017

Agency	Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
San Mateo County Engineering	Jim Porter (Co-Chair)	X	X	X	X		X		X		X		
SMCTA / PCJPB / Caltrain	Joseph Hurley (Co-Chair)	X	X	X			X				X	X	
Belmont Engineering	Afshin Oskoui	X		X	X		X		X		X	X	
Brisbane Engineering	Randy Breault	X	X	X	X		X		X		X	X	
Burlingame Engineering	Syed Murtuza	X	X	X	X						X	X	
Burlingame Planning	Bill Meeker												
C/CAG	Sandy Wong	X	X	X	X		X		X		X	X	
Colma Engineering	Brad Donohue	X	X		X		X				X	X	
Daly City Engineering	John Fuller	X	X	X	X		X		X		X	X	
Daly City Planning	Tatum Mothershead	X	X	X			X		X			X	
Half Moon Bay Engineering	Ray Razavi	N/A	X	X	X		X		X		X	X	
Hillsborough Engineering	Paul Willis	X	X	X	X		X		X		X		
Foster City Engineering	Jeff Moneda	X	X	X	X		X		X		X		
Menlo Park Engineering	Justin Murphy	X	X	X	X		X				X	X	
Millbrae Engineering	Khee Lim	N/A	N/A	N/A	N/A		N/A		N/A		X	X	
Pacifica Engineering	Van Ocampo	X	X	X	X		X		X			X	
Redwood City Engineering	Jessica Manzi		X	X	X		X		X		X		
San Bruno Engineering	Jimmy Tan		X	X	X		X		X		X	X	
San Carlos Engineering	Jay Walter	X	X	X	X		X				X	X	
San Mateo Engineering	Brad Underwood		X	X	X		X				X	X	
South San Francisco Engineering	Eunejune Kim	N/A	N/A	X	X		X		X		X	X	
South San Francisco Planning	Billy Gross	X	X	X	X				X		X		
Woodside Engineering	Sean Rose	X	X	X			X		X			X	
Caltrans	VACANT												
MTC	VACANT												

**X - Committee Member Attended**

**N/A - Not on Committee**

**■ No Committee Meeting**

### Legislative Committee Attendance Report - 2017

Agency	Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Foster City	Catherine Mahanpour	N/A	N/A	x	x	x		x					
Menlo Park	Catherine Carlton	x	x	x	x	x		x					
Millbrae	Gina Papan	x	x	x	x	x							x
Pacifica	Sue Vaterlaus	N/A	N/A	N/A	N/A	N/A	x	x					x
Portola Valley	Maryann Moise Derwin (C/CAG Vice Chair)	x	x	x	x		x	x					x
Redwood City	Alicia Aguirre (C/CAG Chair)		x	x	x	x	x	x					x
Redwood City	Shelly Masur	N/A	N/A	N/A	N/A	N/A		x					
San Bruno	Irene O'Connell	x	x	x	x	x	x						
South San Francisco	Richard Garbarino		x		x	x							
Woodside	Deborah Gordon (Leg Chair)	x	x	x				x					

X - Committee Member Attended

N/A - Not on Committee

■ No Committee Meeting

■ No Quorum

### Finance Committee Attendance Report - 2017

Agency	Name	Feb	May	Aug	Nov
Hillsborough	Jay Benton	X	X		X
Portola Valley	Maryann Moise Derwin (C/CAG Vice Chair)		X	X	X
Portola Valley	Ann Wengert	X	X	X	
Redwood City	Alicia Aguirre (C/CAG Chair)	X		X	X
San Carlos	Bob Grassilli	X	X	X	X

**X - Committee Member Attended**

**N/A - Not on Committee**



**Resource Management and Climate Protection Committee (RMCP) Attendance Report - 2017**

Agency	Name	Seat	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Woodside	Deborah Gordon	Committee Chair		X				X		X	X			
Portola Valley	Maryann Moise Derwin	Vice-Chair		X	X					X	X			
South San Francisco	Pradeep Gupta	Elected Official		X	X			X		X				
Atherton	Rick DeGolia	Elected Official		X						X	X			
County of San Mateo	Dave Pine	Elected Official		X	X			R		X	X			
County of San Mateo	Don Horsley	Elected Official								X				
City of San Mateo	Diane Papan	Elected Official		X	X			X			X			
El Concilio of San Mateo County	Ortensia Lopez	Energy		X				X		X	X			
BAWSCA	Adrienne Carr	Water		X	R					X	X			
PG&E	Bill Chiang	Utility		X							X			
Foothill - De Anza College	Robert Cormia	Non-profit		X	X									
Susatiable SMC	Beth Bhatnagar	Environmental		X	X			X		X	X			
	vacant	Business/Chamber of Commerce												

X - Committee Member Attended  
R - Represented  
■ No Committee Meeting

### Stormwater Committee Attendance Report - 2017

Agency	Representative	Position	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
Atherton	Marty Hanneman	Public Works Director				O								
Belmont	Afshin Oskoui	Public Works Director	X		X	X		X			X		X	
Brisbane	Randy Breault	Public Works Director/City Engineer	X		X	O		X			X		X	
Burlingame	Syed Murtuza	Public Works Director	X		X	O		O			O		X	
Colma	Brad Donohue	Director of Public Works and Planning	X	C		X	C	X	C	C	X	C	X	C
Daly City	John Fuller	Public Works Director	O	A	X	X	A	X	A	A	O	A	X	A
East Palo Alto	Kamal Fallaha	City Engineer		N	X		N		N	N		N		N
Foster City	Jeff Moneda	Public Works Director	X	C	X	X	C	X	C	C	X	C		C
Half Moon Bay	Denice Hutten	Acting City Engineer		E		X	E	X	E	E	X	E		E
Hillsborough	Paul Willis	Public Works Director	X	L	X	X	L	X	L	L	X	L		L
Menlo Park	Justin Murphy	Public Works Director	X	E	X	X	E	X	E	E	O	E	X	E
Millbrae	Khee Lim	Public Works Director		D			D		D	D	X	D	X	D
Pacifica	Van Ocampo	Public Works Director/City Engineer	X			X		X			O		X	
Portola Valley	Howard Young	Public Works Director			X									
Redwood City	Saber Sarwary	Supervising Civil Engineer	X		X						X		O	
San Bruno	Jimmy Tan	City Engineer			X	X		X					X	
San Carlos	Jay Walter	Public Works Director	X		X	X		X			X		X	
San Mateo	Brad Underwood	Public Works Director				X		X			X		X	
South San Francisco	Eunejune Kim	Public Works Director	X			X							X	
Woodside	Sean Rose	Deputy Town Manager/Town Engineer	X		X			X					X	
San Mateo County	Jim Porter	Public Works Director	X		X	X		X			X		O	
Regional Water Quality Control Board	Tom Mumley	Assistant Executive Officer	O								O			

X - Committee Member Attended

O - Other Jurisdictional Representative Attended

■ No Committee Meeting

### San Mateo Countywide Water Coordination Committee Attendance Report - 2017

Agency	Name	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sept	Oct	Nov	Dec
County of San Mateo	Dave Pine (Chair)					X	X		X	X		X	
City of East Palo Alto	Lisa Gauthier (Vice Chair)					X	X					X	
City of Pacifica	Sue Vaterlaus					X	X		X	X			
City of San Mateo	Diane Papan					X	X		X	X		X	
City of South San Francisco	Mark Addiego					X	X		X	X		X	

X - Committee Member Attended

O - Other Jurisdictional Representative Attended

■ No Committee Meeting

## C/CAG AGENDA REPORT

Date: February 8, 2018

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, C/CAG Executive Director

Subject: Review and approval of the reallocation of Transportation Development Act (TDA) Article 3 funds for the South San Francisco Linden Avenue Complete Streets Safety Project

(For further information or questions, contact Sara Muse at 650-599-1460)

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### RECOMMENDATION

That the C/CAG Board review and approve the reallocation of Transportation Development Act (TDA) Article 3 funds for the South San Francisco Linden Avenue Complete Streets Safety Project.

### FISCAL IMPACT

\$400,000 (funds were awarded and allocated as part of the TDA Article 3 FY 2015-16 Cycle).

### SOURCE OF FUNDS

Transportation Development Act (TDA) Article 3 funds are derived from Local Transportation Funds (LTF) and the State Transit Assistance Fund (STA).

### BACKGROUND

The City of South San Francisco was awarded TDA Article 3 funds in FY 2015-16 in the amount of \$400,000 for the Linden Avenue Complete Streets Safety Project. The project, located on Linden Avenue between California Avenue and Aspen Avenue, includes the installation of intersection bulb-outs with LID treatments and landscaping, high visibility ladder crosswalks, ADA ramps and pedestrian crossings, median pedestrian refuge islands, and Class III markings with signage.

The Metropolitan Transportation Commission (MTC) allocated funds to South San Francisco in September 2015. The funds expire September 30, 2018. Program guidelines require funds be expended within three years or be rescinded. The City has received \$37,987.80 in reimbursement from MTC to date. If approved by the C/CAG Board, MTC will reallocate the remaining balance, \$362,012, in FY 2017-18. The City will have until June 30, 2020 to incur eligible expenditures.

The City proceeded with the Plans, Specification and Estimates Phase (PS&E); however, due to changes in city staff and coordination with another project on Linden Avenue, the schedule has been delayed. The City is requesting funds be extended for another three-year cycle until June 30, 2020, to enable completion of the PS&E and to ensure the project is coordinated with another project, the Linden Avenue and Spruce Avenue Traffic Calming Improvement Project.

The C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) reviewed the request from South San Francisco at the January 25, 2018, BPAC meeting and recommended that the C/CAG Board approve the reallocation request to extend the funds to June 30, 2020, which will enable South San Francisco to retain the funds and allow South San Francisco additional time to complete the project.

**ATTACHMENTS**

1. Request letter from the City of South San Francisco



OFFICE OF  
THE CITY ENGINEER  
PHONE (650) 829-6652  
FAX (650) 829-6689

CITY COUNCIL 2017

LIZA NORMANDY, MAYOR  
KARYL MATSUMOTO, MAYOR PRO TEMPORE  
MARK ADDIEGO, COUNCILMEMBER  
RICHARD A. GARBARINO, COUNCILMEMBER  
PRADEEP C. GUPTA, PH.D. COUNCILMEMBER

MIKE FUTRELL, CITY MANAGER

December 14, 2017

Ms. Sandy Wong  
Executive Director  
City/County Association of Governments  
555 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063

Dear Ms. Wong:

In September of 2015, the City of South San Francisco was granted an allocation of Transportation Development Act (TDA) funds for the Linden Avenue Complete Streets Safety Project in the amount of \$400,000. This funding amount is currently being used for design services during the Plans, Specifications and Estimates Phase (PS&E Phase) for this project.

The current funding agreement for the PS&E Phase is due to expire on September 30, 2018. The original baseline schedule to begin the PS&E design was proposed for early 2016. However, due to changes in city staff and trying to coordinate another project on Linden Avenue to where the public could benefit in having both designs and outreach done at the same time, the City delayed this project in order for both projects on Linden Avenue to be done concurrently. The Linden Avenue Complete Streets Project is on Linden Avenue between California and Aspen Avenues. The other project, Linden Avenue and Spruce Avenue Traffic Calming Improvement Project, is on Linden Avenue between California and Miller Avenues and on Spruce Avenue between Lux and Maple Avenues.

Attached is a copy of the City Council's resolution of support recently received for the other project on Linden Avenue as well as the revised project schedule for your reference. Based on this new proposed schedule, the City of South San Francisco is requesting that the TDA funds for this project be extended to November 28, 2018. For any questions, please contact me at (650) 829-6663.

Sincerely,

Richard Cho, P.E.  
Senior Civil Engineer  
Public Works – Engineering Division

cc: Sara Muse

Attachments: City Council Resolution of Support; Project Schedule



# City of South San Francisco

P.O. Box 711 (City Hall,  
400 Grand Avenue)  
South San Francisco, CA

## City Council

**Resolution: RES 122-2017**

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**File Number: 17-938**

**Enactment Number: RES 122-2017**

RESOLUTION APPROVING A CONSULTANT SERVICES AGREEMENT FOR DESIGN SERVICES FOR THE LINDEN AVENUE AND SPRUCE AVENUE TRAFFIC CALMING IMPROVEMENT PROJECT (PROJECT NO. ST1602) WITH MARK THOMAS & COMPANY, INC. OF SAN JOSE, CALIFORNIA IN THE AMOUNT NOT TO EXCEED \$160,699 WITH A TOTAL DESIGN BUDGET OF \$175,000.

WHEREAS, on June 27, 2017, City of South San Francisco (“City”) staff issued a Request for Proposals (RFP) for the selection of a firm to perform Plans, Specifications and Estimates (PS&E) design services; and

WHEREAS, on August 8, 2017, staff received proposals from four firms; and

WHEREAS, after reviewing the proposals and interviewing all four firms, Mark Thomas & Company, Inc. of San Jose, California was ranked highest based on their project understanding, qualifications and expertise, interview and experience; and

WHEREAS, staff recommends approving the consulting services agreement for design services for the Linden Avenue and Spruce Avenue Traffic Calming Improvement Project with Mark Thomas & Company, Inc. of San Jose, California in an amount not to exceed \$160,699; and

WHEREAS, the Project is included in the City of South San Francisco’s Fiscal Year 2017-18 Capital Improvement Program (CIP) Project No. st1602 and sufficient funds have been allocated to cover the Project costs.

NOW, THEREFORE, BE IT RESOLVED, by the City Council of the City of South San Francisco that the City Council hereby approves a consulting services agreement for the Linden Avenue and Spruce Avenue Traffic Calming Improvement Project with Mark Thomas & Company, Inc. of San Jose, California in an amount not to exceed \$160,699, attached herewith as Exhibit A, conditioned on Mark Thomas & Company Inc.’s timely execution of the consultant services agreement and submission of all required documents, including but not limited to, certificates of insurance and endorsements, in accordance with the Project documents.

BE IT FURTHER RESOLVED that the City Council authorizes a total project design budget of \$175,000 and authorizes the City Manager to utilize any unspent amount of the total project budget, if necessary, towards additional design contingency budget.

BE IT FURTHER RESOLVED that the City Council authorizes the Finance Department to establish the Project Budget consistent with the information contained in the staff report.

BE IT FURTHER RESOLVED that the City Council authorizes the City Manager to execute the agreement and any other related documents on behalf of the City upon timely submission by Mark Thomas & Company Inc.'s signed contract and all other documents, subject to approval as to form by the City Attorney.

BE IT FURTHER RESOLVED that the City Council authorizes the City Manager to take any other related actions consistent with the intent of this resolution.

\* \* \* \* \*

At a meeting of the Special City Council on 10/11/2017, a motion was made by Mark Addiego, seconded by Richard Garbarino, that this Resolution be adopted. The motion passed.

**Yes:** 5 Matsumoto, Normandy, Addiego, Gupta, and Garbarino

**Attest by** \_\_\_\_\_

Krista Martinelli





## C/CAG AGENDA REPORT

Date: February 8, 2018

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, C/CAG Executive Director

Subject: Review and approval of Resolution 18-01 authorizing the C/CAG Chair to execute Amendment No. 1 with the San Mateo County Office of Education for the San Mateo County Safe Routes to School Program adding \$10,104 unspent funds from previous cycle for a new total of \$927,204.

(For further information or questions, contact Sara Muse at 650-599-1460)

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 18-01 authorizing the C/CAG Chair to execute Amendment No. 1 with the San Mateo County Office of Education for the San Mateo County Safe Routes to School Program adding \$10,104 unspent funds from previous cycle for a new total of \$927,204.

### FISCAL IMPACT

The current agreement, authorized by C/CAG Resolution 17-60 (approved December 14, 2017), with SMCOE is in the amount of \$917,100 (\$785,100 in Surface Transportation Program/Congestion Management and Air Quality [STP/CMAQ] funds and \$132,000 in Measure M funds).

Adding \$10,104 unspent Safe Routes to School Measure M funds from the previous agreement, ending December 31, 2017, increases the Agreement amount to \$927,204.

### SOURCE OF FUNDS

Measure M (\$10 Vehicle Registration Fee).

### BACKGROUND

#### Safe Routes to School Program

The overall goal of the San Mateo County Safe Routes to School Program (SRTS Program) is to enable and encourage children to walk or bicycle to schools by implementing projects and activities to improve health and safety, and also reduce traffic congestion due to school-related travels. The Program, initiated in June 2011, is typically funded by a combination of federal funds received from the One Bay Area Grant 2 (OBAG 2) Program and local match Measure M (\$10 Vehicle Registration Fee). In addition to providing student safety education, outreach, encouragement, and evaluation activities, the Program includes performing walk and bike audits to document factors that impacts safe walking and bicycling as well as traffic congestion attributed to school-related travels.

### Agreement with San Mateo County Office of Education (SMCOE)

On September 14, 2017, the C/CAG Board approved Amendment No. 3, adding \$120,000 of Measure M only funds to support SMCOE staff time between September 1, 2017 through December 31, 2017. Due to the unavailability of OBAG 2 funds at the time, the Amendment did not include any funding for school site grants or other Safe Routes to School programs, which typically utilize OBAG 2 federal funds. Through December 31, 2017, SMCOE has spent \$109,896 of the \$120,000, leaving a remainder of \$10,104 in unspent funds.

On December 14, 2017, the C/CAG Board approved Resolution 17-60, authorizing a new agreement with SMCOE to manage the SRTS Program through the remaining FY 2017-18 and FY 2018-19 (1.5 years). The contract amount of \$917,100, includes \$785,100 in STP/CMAQ funds and \$132,000 in Measure M funds.

Staff recommends adding the \$10,104 in unspent funds from the previous SMCOE Agreement to the current Agreement (FY17-18 and FY 2018-19), therefore, increasing the Measure M funds to \$142,104 for a new total amount of \$927,204.

### **ATTACHMENTS**

1. Resolution 18-01
2. Amendment No. 1 to Agreement with C/CAG and San Mateo County Office of Education (*The document is available for download at the C/CAG website at:*  
<http://ccag.ca.gov/committees/board-of-directors/> )

## RESOLUTION 18-01

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AMENDMENT NO. 1 WITH THE SAN MATEO COUNTY OFFICE OF EDUCATION FOR THE SAN MATEO COUNTY SAFE ROUTES TO SCHOOL PROGRAM ADDING \$10,104 UNSPENT FUNDS FROM PREVIOUS CYCLE FOR A NEW TOTAL OF \$927,204**

**RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG), that

**WHEREAS**, C/CAG is the designated administrator for the San Mateo County Safe Routes to School (SRTS) Program and the overall goal of the SRTS is to enable and encourage children to walk or bicycle to school by implementing projects and activities to improve health and safety; and

**WHEREAS**, on December 14, 2017 the C/CAG Board approved an Agreement between C/CAG and San Mateo County Superintendent of Schools, also referred to as San Mateo County Office of Education (SMCOE) to manage the SRTS Program in an amount not to exceed \$907,100 for remaining FY 2017-2018 and FY 2018-2019 (1.5 years); and

**WHEREAS**, C/CAG has determined that unspent Measure M funds in the amount of \$10,103.05 remains from the previous Agreement with SMCOE, ending December 31, 2017; and

**WHEREAS**, C/CAG is amending the current Agreement to add the \$10,104, for a new total amount of \$927,204, including \$785,100 in STP/CMAQ funds and \$142,104 in Measure M funds.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to execute Amendment No. 1 with San Mateo County Office of Education for the San Mateo County Safe Routes to School Program for an additional \$10,104 unspent funds from previous cycle, and further authorize the Executive Director to negotiate the final terms prior to execution by parties, subject to legal counsel approval as to form.

**PASSED, APPROVED, AND ADOPTED, THIS 8<sup>TH</sup> DAY OF FEBRUARY 2018.**

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*Alicia C. Aguirre, Chair*

**AMENDMENT NO. 1  
TO THE  
FUNDING AGREEMENT  
BETWEEN  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY  
AND  
SAN MATEO COUNTY SUPERINTENDENT OF SCHOOLS  
FOR  
SAFE ROUTES TO SCHOOL PROGRAM**

This Amendment No. 1 to the Agreement between the City/County Association of Governments of San Mateo County, a Joint Powers Agency, and San Mateo County Superintendent of Schools (“Agreement”) is entered into by and between the City/County Association of Governments of San Mateo County (“LOCAL AGENCY” or “C/CAG”), and Superintendent of Schools (“CONSULTANT” or “Superintendent”).

WITNESSETH

WHEREAS, C/CAG and Superintendent have entered into an Agreement on January 1, 2018 to administer and manage the San Mateo County Safe Routes to School Program for FY 2017-2018 and FY 2018-2019 (1.5 years) and for C/CAG to reimburse Superintendent up to \$917,100; and

WHEREAS, C/CAG has determined that the unspent federal fund balance of \$10,104 has been accumulated between September 1, 2017 and December 31, 2017; and

WHEREAS, Superintendent has provided a narrative and detailed spending plan for the unspent funds shown on the attached Exhibit “B” Scope of Work attached hereto; and

NOW, THEREFORE, IT IS HEREBY AGREED by the C/CAG and Superintendent that:

1. Clause “B” of ARTICLE I INTRODUCTION of the Agreement will be amended to the following:
  - B. The work to be performed under this contract as described in Article II entitled Statement of Work and the approved CONSULTANT’s Scope of Work dated January 26, 2018. The approved CONSULTANT’s Cost Proposal is attached hereto (Exhibit A) and incorporated by reference. If there is any conflict between the approved Scope of Work and this contract, this contract shall take precedence.
2. Clause “P” of ARTICLE V ALLOWABLE COSTS AND PAYMENTS of the Agreement will be amended to the following:
  - P. The total amount payable by LOCAL AGENCY for all Task Orders resulting from this contract shall not exceed \$927,204 (nine hundred twenty-seven thousand two hundred and four dollars). It is understood that there is no guarantee, either expressed or implied that this dollar

amount will be authorized under this contract through Task Orders.

3. Clause "C" of ARTICLE VI TERMINATION of the Agreement will be amended to the following:
  - C. The maximum amount for which the LOCAL AGENCY shall be liable if this contract is terminated is 927,204 dollars.
4. The attached Exhibit "B" will replace Exhibit "B" of the Agreement.
5. Except as expressly amended herein, all other provisions of the Agreement dated January 1, 2018 shall remain in full force and effect.
6. This amendment shall take effect upon execution by both parties.

IN WITNESS WHEREOF, the parties hereto have affixed their hands on the day and year first above written.

SAN MATEO COUNTY  
SUPERINTENDENT OF SCHOOLS

CITY/COUNTY ASSOCIATION OF  
GOVERNMENT OF SAN MATEO COUNTY

\_\_\_\_\_  
Anne E. Campbell,  
County Superintendent of Schools

\_\_\_\_\_  
Alicia Aguirre, C/CAG Chair

Approved as to form:

\_\_\_\_\_  
SUPERINTENDENT Attorney

\_\_\_\_\_  
Counsel for C/CAG

**EXHIBIT B**

**Budget Breakdown  
FY17/18 and 18/19  
January 26, 2018**

<b>Funding Breakdown</b>	<b>17/18 and 18/19</b>
MTC-CMAQ (Non-Infrastructure)	\$785,100
Local Match (Measure M, 11.47%)	\$102,000
Local (Measure M)	\$30,000
Rollover	\$10,104
<b>Grand Total Budget</b>	<b>\$927,204</b>

<b>Task/Activities</b>		
Admin (staff, contractual services, operating expenses, indirect cost)	<b>28.2%</b>	\$261,300
Program Support	<b>17.9%</b>	\$165,898
Grant Program	<b>41.2%</b>	\$382,023
Indirect Cost	<b>12.7%</b>	\$117,983
		<b>\$927,204</b>

<b>Administration- Personnel</b>	<b>28.2%</b>	<b>\$261,300</b>
	<b>2017-2018</b>	<b>2018-2019</b>
.6 Project Coordinator	\$54,424	\$108,848
.75 Admin Assistant	\$31,985	\$66,043

<b>Administration - Program Support</b>	<b>17.9%</b>	<b>\$165,898</b>
	<b>2017-2018</b>	<b>2018-2019</b>
.4 Project Coordinator	\$36,282	\$72,566
Contractual Services	\$23,979	\$10,071
Materials	\$9,000	\$14,000

<b>Grant Program</b>	<b>41.2%</b>	<b>\$382,023</b>
	<b>2017-2018</b>	<b>2018-2019</b>
Site Grants, Walk Audits, etc.	\$130,000	\$252,023

<b>Indirect Costs</b>	<b>12.7%</b>	<b>\$117,983</b>
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<b>Total</b>		<b>\$ 927,204</b>
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## C/CAG AGENDA REPORT

Date: February 08, 2018

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 18-02 authorizing the C/CAG Chair to execute Amendment No. 1 to four (4) on-call contracts for technical support to the Countywide Water Pollution Prevention Program, extending the term through September 2021, and waiving the Request for Proposals process.

(For further information or questions, contact Matthew Fabry at 650-599-1419)

### RECOMMENDATION

That the C/CAG Board review and approve Resolution 18-02, authorizing the C/CAG Chair to execute Amendment No. 1 to on-call contracts with Eisenberg, Olivieri, & Associates, Larry Walker & Associates, S. Groner Associates, and Urban Rain Design for technical support to the Countywide Water Pollution Prevention Program, extending the term through September 2021, and waiving the Request for Proposals process.

### FISCAL IMPACT

Extending the on-call contract term does not have a fiscal impact. Subsequent individual task orders will be negotiated with consultants and presented to the C/CAG Board for approval. Not to exceed amounts for task orders issued during Fiscal Years 2018-19, 2019-20 and 2020-21 under the extended on-call contracts will be limited to available revenue for the Countywide Water Pollution Prevention Program and subject to the annual budget approval process by the C/CAG Board.

### SOURCE OF FUNDS

C/CAG's stormwater NPDES fee and portion of the Measure M vehicle license fee dedicated to the countywide stormwater program.

### BACKGROUND

C/CAG has utilized consultants for technical support to the Countywide Water Pollution Prevention Program (Countywide Program) since its inception in the early '90s. In August 2015, C/CAG approved Resolution 15-21 authorizing execution of three-year on-call contracts with firms recommended for providing on-call services regarding requirements in the Municipal Regional Permit (MRP). C/CAG currently has on-call contracts with the following firms: 1) Northgate Environmental Management, 2) Farallon Consulting, 3) S. Groner Associates (SGA), 4) Eisenberg, Olivieri, & Associates (EOA), 5) Urban Rain Design, 6) Community Design + Architecture, 7) Larry Walker & Associates (LWA), 8) ADH Environmental, and 9) Geosyntec. After executing the on-call contracts, C/CAG used a Request for Proposals process to select contractors to whom task orders would be



issued for the provision of technical support services. Over the past three years, C/CAG has issued task orders to SGA, EOA, Urban Rain Design, and LWA. The on-call contracts expire on August 31, 2018.

The MRP is issued in five-year terms, and C/CAG's member agencies are currently in the third year of implementation with the current term set to expire at the end of 2020. There are several key multi-year compliance activities C/CAG is supporting through its technical consultants, including Green Infrastructure Planning (member agencies need to adopt local plans by September 2019), water quality monitoring (C/CAG consultants perform all of the mandated creek and outfall monitoring), Reasonable Assurance Analysis development (developing robust countywide models to determine how much green infrastructure will be needed to achieve water quality improvement), public outreach and education (C/CAG does the majority of the required public education and outreach on behalf of member agencies), and trash load reduction support (C/CAG consultants perform visual assessments for member agencies documenting load reduction efforts are effective). In addition, C/CAG prepares an annual report on countywide program activities that is due in September of each year that documents activities in the previous fiscal year.

Given the complex, ongoing compliance efforts, need for documenting C/CAG's compliance activities in annual reports, and satisfactory performance of the existing consultants, staff recommends waiving the Request for Proposals process in C/CAG's procurement policy and extending the contracts with EOA, LWA, SGA, and Urban Rain Design through September 2021 (another three years). This period will cover the remainder of the MRP term and the anticipated permit reissuance period (permits are rarely reissued on time), as well as the September 2021 annual report that will include C/CAG's activities through the full MRP term. Extending the contracts will also ensure uninterrupted support through the remainder of the permit term and take advantage of the unique skills and knowledge the existing technical support consultants have regarding ongoing, multi-year compliance support activities, as described above.

Consistent with this recommendation, ongoing task orders with fiscal year not-to-exceed amounts will continue to be presented to the C/CAG Board for approval each year as part of the annual budget approval process. Assuming Board approval of the recommended approach, staff plans to initiate a new procurement process for technical support contracts/consultants in conjunction with MRP reissuance, with the goal of having new contracts in place by July 1, 2021.

#### **ATTACHMENTS**

1. Amendment No. 1 to contracts with EOA, LWA, SGA, and Urban Rain Design
2. Resolution 18-02

**AMENDMENT (No. 1) TO THE AGREEMENT BETWEEN THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AND [INSERT TECHNICAL SUPPORT CONSULTANT].**

**WHEREAS**, C/CAG administers the Countywide Water Pollution Prevention Program; and

**WHEREAS**, C/CAG requires outside consulting services to provide technical assistance to its member agencies to meet mandated requirements of the San Francisco Bay Regional Water Quality Control Board’s Municipal Regional Permit (MRP); and

**WHEREAS**, the C/CAG Board approved Resolution 15-21, authorizing execution of three-year agreements with on-call technical consultants in support of the Countywide Water Pollution Prevention Program; and

**WHEREAS**, the current on-call agreement for support services to meet mandated requirements of the MRP expires August 31, 2018; and

**WHEREAS**, C/CAG desires to continue the existing contract through September 30, 2021;

**IT IS HEREBY AGREED** by C/CAG and Consultant that:

1. The term of the Existing Agreement is extended to September 30, 2021.
2. All other provisions of the Existing Agreement shall remain in full force and effect.

For C/CAG:

\_\_\_\_\_  
Alicia C. Aguirre, Chair

Date: February 8, 2018

Approved as to form:

\_\_\_\_\_  
C/CAG Legal Counsel

For Consultant:

\_\_\_\_\_  
Signature

By: \_\_\_\_\_

Date: \_\_\_\_\_

## **RESOLUTION 18-02**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AMENDMENT NO. 1 TO FOUR (4) ON-CALL CONTRACTS FOR TECHNICAL SUPPORT TO THE COUNTYWIDE WATER POLLUTION PREVENTION PROGRAM, EXTENDING THE TERM THROUGH SEPTEMBER 2021, AND WAIVING THE REQUEST FOR PROPOSALS PROCESS**

**RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG); that,

**WHEREAS**, C/CAG administers a Countywide Water Pollution Prevention Program; and

**WHEREAS**, C/CAG requires outside consulting services to provide technical assistance to its member agencies to meet mandated requirements of the San Francisco Bay Regional Water Quality Control Board's Municipal Regional Permit (MRP); and

**WHEREAS**, the C/CAG Board approved Resolution 15-21, authorizing execution of three-year on-call technical support agreements with nine consultants.

**WHEREAS**, C/CAG, through a subsequent Request for Proposals process, issued task orders to four of those consultants: Eisenberg, Olivieri, & Associates (EOA), Larry Walker & Associates (LWA), S. Groner Associates (SGA), and Urban Rain Design; and

**WHEREAS**, the on-call agreements expire August 31, 2018; and

**WHEREAS**, C/CAG member agencies are currently in the third year of the current five-year term of the MRP; and

**WHEREAS**, the on-call support services provided to C/CAG to meet compliance under the MRP are highly technical, in-depth, and support multi-year compliance efforts; and

**WHEREAS**, EOA, LWA, SGA, and Urban Rain Design have provided satisfactory service to C/CAG and are uniquely qualified to continue supporting the existing multi-year compliance activities; and

**WHEREAS**, C/CAG desires to continue working with EOA, LWA, SGA, and Urban Rain Design for the remainder of the MRP term, including to develop and submit associated compliance reports; and

**WHEREAS**, C/CAG staff recommends waiving the Request for Proposals process consistent with the C/CAG procurement policy and extending the contracts with EOA, LWA, SGA, and Urban Rain Design through September 2021, with future extensions subject to C/CAG Board review and approval;

**NOW THEREFORE BE IT RESOLVED**, that the C/CAG Chair is authorized to execute Amendment No. 1 to the existing on-call technical support agreements with 1) Eisenberg, Olivieri, & Associates, 2) Larry Walker & Associates, 3) S. Groner Associates, and 4) Urban Rain Design for support to the Countywide Water Pollution Prevention Program, extending the term of each agreement through September 30, 2021;

**BE IT FURTHER RESOLVED** that the Executive Director is authorized to negotiate the final terms of the amendment prior to execution by the Chair, subject to legal counsel review.

**PASSED, APPROVED, AND ADOPTED, THIS 8<sup>TH</sup> DAY OF FEBRUARY, 2018.**

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*Alicia C. Aguirre, Chair*

## C/CAG AGENDA REPORT

ITEM 5.6

Date: February 8, 2018  
To: C/CAG Board of Directors  
From: Sandy Wong, Executive Director  
Subject: Review and approval of the Lifeline Transportation Program Cycle 5 Call for Projects

(For further information or questions, contact Jeff Lacap at 650-599-1455)

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### **RECOMMENDATION**

For the C/CAG Board of Directors to review and approve the Cycle 5 Lifeline Transportation Program Call for Projects

### **FISCAL IMPACT**

This program will have \$1,773,323 in state and federal funds available for San Mateo County from Fiscal Year 16/17 to 17/18.

### **SOURCE OF FUNDS**

\$1,222,012 in State Transit Assistance (STA) and \$551,311 in Federal Transit Administration (FTA) Section 5307 Urbanized Area Formula funds, for a total of \$1,773,323.

### **BACKGROUND**

The Lifeline Transportation Program is a Metropolitan Transportation Commission (MTC) program that C/CAG administers for San Mateo County. The purpose of the program is to fund projects, identified through the community-based transportation planning (CBTP) process, which improves the mobility of low-income residents. MTC issued the guidelines on January 31, 2018.

FTA Section 5307 and STA funds are open to public agencies and non-profits who obtained written concurrence and a pass-through funding agreement from a recognized transit agency willing to pass through funds. Please note that SamTrans will not pass through Section 5307 funds this cycle. Applicants for Section 5307 activities must show proof of a pass-through arrangement with another FTA approved transit agency.

For Section 5307 funds, project sponsors will request funding directly from the Federal Transit Administration, but are still subject to Lifeline reporting requirements. For STA funds, pass through funding agreements will be executed between SamTrans and the project sponsor as required. As program administrator, C/CAG staff will be responsible for reviewing quarterly reports for both Section 5307 and STA awarded projects and will review STA invoices submitted by the project sponsors, prior to reimbursement by SamTrans.

Overall, the proposed criteria is similar to earlier Lifelines cycles, except for a modification to the Project Need/Goals and Objectives criteria. MTC Staff augmented the criteria with a focus on innovation and transit operations. The Project Need/Goals and Objectives criteria will now be weighted higher in scoring.

To meet the proposed schedule, attached in draft guidelines, staff anticipates that a call for projects will need to be issued in early February, shortly after MTC has approved the guidelines. Information will be made available on the C/CAG website and emailed to interested parties.

In early April 2018, staff plans to convene a selection panel. It is anticipated that the panel composition will be a combination of MTC staff, MTC Policy Advisory Council (PAC) members, Cities/ County staff, Transit Authority staff, county Social Services staff, and/ or C/CAG staff, in accordance with MTC guidelines.

It is anticipated that a list of selected projects can be presented to the C/CAG committees in April, approved by the C/CAG Board in May, and sent to MTC by the May 31, 2018 deadline. The MTC Commission is scheduled to adopt the listing of projects in July 2018. After July, pass through agreements can be developed and executed between the transit agencies and project sponsors.

Projects must target and serve low-income communities in San Mateo County. Additionally, projects must have measurable deliverables and the project sponsor must possess the ability to effectively reach the low-income communities in need. Projects identified in San Mateo Community Based Transportation Plans (CBTPs) will be more competitive.

The tentative MTC Cycle 5 Lifeline Transportation Program Call for Projects Schedule is as follows:

<b>Event</b>	<b>Date</b>
<b>Call for Projects Issued</b>	<b>February 9, 2018</b>
<b>Applicant Workshop</b>	<b>February 15, 2018</b>
<b>Applications Due</b>	<b>March 23, 2018</b>
<b>Selection Panel Reviews Applications</b>	<b>April 2018</b>
<b>C/CAG Committees Review Selection Panel Recommendations</b>	<b>April 2018</b>
<b>C/CAG Board Considers Recommendations</b>	<b>May 10, 2018</b>
<b>Submission of Project List to MTC</b>	<b>May 31, 2018</b>

#### **ATTACHMENTS**

1. MTC Lifeline Transportation Program Cycle 5 Call for Project Announcement
2. MTC Lifeline Transportation Program Cycle 5 Guidelines
3. MTC Lifeline Transportation Program Cycle 5 Application



*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*

## **5th Cycle Lifeline Transportation Program Call for Projects February 9, 2018**

The City/County Association Governments (C/CAG) is pleased to announce the call for projects for the San Mateo County Lifeline Transportation Program (LTP). This program is designed to help low-income residents by funding transportation projects that will improve their mobility within the community. Public agencies including transit agencies, city/ county social service agencies, cities, counties, and non-profit organizations are encouraged to apply. Please see the attached general program information, application, and guidelines for information on project eligibility, funding requirements, and scoring criteria.

- There is approximately \$1.2 million in State Transit Assistance (STA) funding and approximately \$550,000 in Federal Transit Administration (FTA) Section 5307 funds available for the Cycle 5 San Mateo County Lifeline Transportation Program starting in fiscal year 2016/2017 through 2017/2018.
- Grant amount minimums and maximums are as follows:
  - \$50,000 to \$100,000 for transit based educational and outreach projects
  - \$100,000 to \$500,000 for shuttle and operation projects, transit capital projects, transit pass programs, and fixed transit route services.
- Seven (7) hard copies and one electronic version of the application is due to C/CAG no later than 5:00 p.m. on Friday, March 23, 2017. Deliver to:

Attn: Jeffrey Lacap  
C/CAG of San Mateo County  
555 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063

- An applicant's workshop will be open to all entities interested in applying for funding. The workshop information is as follows:

Date: Thursday, February 15, 2018

Time: 10:00am

Location: San Mateo County Transit District, 1250 San Carlos Avenue,  
2nd Floor Auditorium, San Carlos (walking distance from the  
San Carlos Caltrain Station)

The workshop will cover the rules and application procedures for the 5th Cycle Lifeline Transportation Program.

- If your city/ county agency is not an STA or FTA recognized transit operator, you must obtain sponsorship to apply for funds through an eligible transit agency (SamTrans). Proof of sponsorship, in the form of a letter from SamTrans must be attached with your application. Please contact:

Rebecca Arthur  
San Mateo County Transit District  
1250 San Carlos Avenue  
P.O. Box 3006  
San Carlos, CA 94070-1306  
(650) 508-6368

Please note that SamTrans will require \$6,000 in administrative fees to be budgeted in your project cost for passing through funds. It should be also noted that SamTrans will not pass through FTA Section 5307 funds this cycle. Applicants for Section 5307 activities must show proof of a pass through arrangement with another FTA approved transit agency. Please specify on the application if your agency is applying for FTA Section 5307 funds.

- The Metropolitan Transportation Commissions (MTC) adopted guidelines, application form, scoring criteria, map links, and additional information about the program will be posted on the C/CAG website at: <http://ccag.ca.gov/opportunities/call-for-projects/>
- Please contact Jeff Lacap at 650-599-1455 or [jlacap@smcgov.org](mailto:jlacap@smcgov.org) for questions regarding the program or application process.

Thanks,



Jeff Lacap  
Transportation Programs Specialist



Date: January 24, 2018  
W.I.: 1310  
Referred by: PAC

Attachment A  
MTC Resolution No. 4309  
Page 1 of 19



METROPOLITAN  
TRANSPORTATION  
COMMISSION

# **Lifeline Transportation Program Cycle 5 Guidelines**

January 2018

**METROPOLITAN TRANSPORTATION COMMISSION**

**LIFELINE TRANSPORTATION PROGRAM CYCLE 5 GUIDELINES**  
**FY 2017 AND FY 2018**

January 2018

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Appendix 1. Funding Source Information

Appendix 2. Standard Evaluation Criteria

**METROPOLITAN TRANSPORTATION COMMISSION  
LIFELINE TRANSPORTATION PROGRAM CYCLE 5 GUIDELINES  
FY 2017 AND FY 2018**

January 2018

1. **PROGRAM GOAL.** The Lifeline Transportation Program is intended to fund projects that result in improved mobility for low-income residents of the nine San Francisco Bay Area counties.

The Lifeline Program supports community-based transportation projects that:

- Are developed through a collaborative and inclusive planning process that engages a broad range of stakeholders such as public agencies, transit operators, community-based organizations and residents, and outreach to underrepresented communities.
- Improve a range of transportation choices by adding new or expanded services including but not limited to: enhanced fixed route transit services, first-and last-mile shuttles, taxi voucher programs, and other eligible projects.
- Address transportation gaps and/or barriers identified in Community-Based Transportation Plans (CBTP) or other substantive local planning efforts involving focused outreach to low-income populations such as countywide or regional welfare-to-work transportation plans, the Coordinated Public Transit-Human Services Transportation Plan or other documented assessment of need. Findings emerging from one or more CBTPs or other relevant planning efforts may also be applied to other low-income areas, or otherwise be directed to serve low-income constituencies within the county, as applicable. A map of communities of concern (CoC) is included in the Equity Analysis Report for Plan Bay Area 2040, which is available at [http://2040.planbayarea.org/sites/default/files/2017-07/Equity\\_Report\\_PBA%202040%20\\_7-2017.pdf](http://2040.planbayarea.org/sites/default/files/2017-07/Equity_Report_PBA%202040%20_7-2017.pdf)

2. **PROGRAM ADMINISTRATION.** The Lifeline Program will be administered by county congestion management agencies (CMAs) or other designated county-wide agencies as follows:

<b>County</b>	<b>Lifeline Program Administrator</b>
Alameda	Alameda County Transportation Commission
Contra Costa	Contra Costa Transportation Authority
Marin	Transportation Authority of Marin
Napa	Napa Valley Transportation Authority
San Francisco	San Francisco County Transportation Authority
San Mateo	City/County Association of Governments
Santa Clara	Santa Clara Valley Transportation Authority and Santa Clara County
Solano	Solano Transportation Authority
Sonoma	Sonoma County Transportation Authority

3. **FUNDING APPORTIONMENT AND AVAILABILITY.** Fund sources for the Cycle 5 Lifeline Transportation Program include State Transit Assistance (STA), and Federal Transit Administration (FTA) Section 5307 Urbanized Area Formula<sup>1</sup> funds. Cycle 5 will cover a two-year programming cycle, FY2016-17 to FY2017-18.

- a. **STA and FTA Section 5307.** Funding for STA and FTA Section 5307 will be assigned to counties by each fund source, based on the county’s share of the regional low-income population (see Figure 1).<sup>2</sup> Lifeline Program Administrators will assign funds to eligible projects in their counties. See Section 5 for details about the STA and FTA Section 5307 programming process and Appendix 1 for detailed eligibility requirements by fund source.

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<sup>1</sup> The Moving Ahead for Progress in the 21<sup>st</sup> Century (MAP-21) federal transportation authorizing legislation eliminated the FTA Job Access and Reverse Commute (JARC) program (Section 5316) and combined JARC functions and funding with the Urbanized Area Formula (Section 5307) and the Non-urbanized Area Formula (Section 5311) programs. JARC projects were made eligible for 5307 funding, and, consistent with MTC’s Transit Capital Priorities (TCP) Process and Criteria (MTC Resolution Nos. 4242), in the and FY2016-17 and FY2017-18 Section 5307 programs, a portion of the Bay Area’s urbanized area funds have been set aside for the Lifeline program.

<sup>2</sup> FTA Section 5307 funds are apportioned by urbanized area (UA), so the distribution of 5307 funds will also need to take UA boundaries into consideration.

**Figure 1. County and Share of Regional Poverty Population**

<i>County</i>	<i>Share of Regional Low Income (&lt;200% Poverty) Population</i>
Alameda	23.1%
Contra Costa	14.7%
Marin	2.7%
Napa	2.1%
San Francisco	12.2%
San Mateo	8.4%
Santa Clara	22.5%
Solano	6.6%
Sonoma	7.7%
Total	100.0%

Source: American Community Survey, 2011-2015, 5-Year Estimate

- b. Participatory Budgeting. Subject to funding available from a proposed 2018 Caltrans Planning Grant, MTC will pilot a voluntary participatory budgeting (PB) process. The participatory budgeting process enables residents in Communities of Concern to develop and vote on project priorities working through their CMA’s Community-Based Transportation Planning process. Selected projects are then funded as part of an available/dedicated budget. MTC will set aside up to \$1 million off the top from the Lifeline Transportation Program for projects identified through this pilot. Projects identified through the PB process will be presented to the Commission at a future date. CMA’s that want to participate in this pilot should contact MTC staff by January 30, 2018.
- c. Local Fund Exchanges. Consistent with MTC Resolution No. 3331, MTC will allow County Lifeline Program Administrators to use local fund exchanges to fund projects that are not otherwise eligible for the state and federal funds in Cycle 5. Lifeline Program Administrators must notify MTC about their intent to exchange funds, and MTC staff will review and approve the exchanges on a case-by-case basis. MTC staff is supportive of these fund exchanges to the extent that the exchange projects meet the spirit of the Lifeline Transportation Program.

4. ELIGIBLE RECIPIENTS/SUBRECIPIENTS

- a. STA. There are three categories of eligible recipients of STA funds: a) transit operators; b) Consolidated Transportation Service Agencies (CTSAs); and, c) Cities and Counties that are eligible to claim Transportation Development Act (TDA) Article 4, 4.5 or 8 funds.

Non-profit organizations and Cities/Counties that are not eligible TDA Article 4, 4.5 or 8 claimants are only eligible for STA funds if they partner with an eligible STA recipient

(e.g., a transit operator) that is willing to serve as the recipient of the funds and pass through the funds to the non-profit or City/County, and if they have an eligible project.

- b. FTA Section 5307. Transit operators that are FTA grantees are the only eligible recipients of FTA Section 5307 funds.

Non-profit organizations and public agencies that are not FTA grantees are only eligible for Section 5307 funds if they partner with an FTA grantee (transit operator) that is willing to serve as the direct recipient of the Section 5307 funds and pass through the funds to the sub recipient non-profit or public agency.

Section 5307 recipients/sub recipients will be required to have a Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number and provide it during the application process.<sup>3</sup> A DUNS number may be obtained from D&B by telephone (866-705-5711) or the Internet (<http://fedgov.dnb.com/webform>).

5. STA AND FTA SECTION 5307 PROGRAMMING PROCESS. For STA and FTA Section 5307 funds, Lifeline Program Administrators are responsible for soliciting applications for the Lifeline Transportation Program.

Consistent with MTC's Public Participation Plan and FTA's Title VI Circular (FTA C 4702.1B), MTC encourages Lifeline Program Administrators to conduct a broad, inclusive public involvement process, and use multiple methods of public outreach. Funds in the Cycle 5 program are predominantly restricted to transit operators (see Section 4 for recipient eligibility restrictions). Therefore, MTC also acknowledges that each Lifeline Program Administrator's public outreach strategy will be tailored accordingly.

Methods of public outreach may include, but are not limited to, highlighting the program and application solicitation on the CMA website, and sending targeted postcards and e-mails to all prospective applicants, including those that serve predominantly minority and low-income populations.

Further guidance for public involvement is contained in MTC's Public Participation Plan. Additionally, a list of Caltrans best practices for community engagement can be accessed through the Caltrans Final Sustainable Communities Grant Guide at:

[http://www.dot.ca.gov/hq/tpp/grants/1718/1\\_14SEP17\\_FinalSustainableCommunitiesGrantGuideFY2017-18.pdf](http://www.dot.ca.gov/hq/tpp/grants/1718/1_14SEP17_FinalSustainableCommunitiesGrantGuideFY2017-18.pdf)

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<sup>3</sup> A Dun and Bradstreet (D&B) Data Universal Numbering System (DUNS) number is a unique, non-indicative 9-digit identifier issued and maintained by D&B that verifies the existence of a business entity. The DUNS number is a universal identifier required for Federal financial assistance applicants, as well as recipients and their direct sub-recipients.

CMAs are required to document the outreach effort undertaken for the local call for projects and provide MTC with a description of how the public was involved in the process for nominating and/or commenting on projects selected for Lifeline Transportation Program funding.

- a. Competitive Process. STA and FTA Section 5307 projects must be selected through an open, competitive process, with the following exception: In an effort to address the sustainability of fixed-route transit operations, Lifeline Program Administrators may elect to allocate some or all of their STA and/or Section 5307 funds directly to transit operators for Lifeline transit operations within the county. Projects must be identified as Lifeline projects before transit operators can claim funds, and will be subject to Lifeline Transportation Program reporting requirements.
- b. STA Contingency Programming. Due to the uncertainty of forecasting STA revenues, the Lifeline Program Administrators will program 95 percent of their county's estimated STA amount, and develop a contingency plan for the remaining five percent should it be available. Contingency project(s) are to be identified and separately listed should the contingency funds become available. Contingency funds are not to be dispersed throughout all Lifeline projects.

## 6. ELIGIBLE ACTIVITIES

- a. Eligible operating projects. Eligible operating projects, consistent with requirements of funding sources, may include (but are not limited to) new or enhanced fixed route transit services, restoration of Lifeline-related transit services eliminated due to budget shortfalls, shuttles, taxi voucher programs, auto loan programs, etc. See Appendix 1 for additional details about eligibility by funding source.
- b. Eligible capital projects. Eligible capital projects, consistent with requirements of funding sources, may include (but are not limited to) purchase of vehicles; bus stop enhancements; rehabilitation, safety or modernization improvements; or other enhancements to improve transportation access for residents of low-income communities. See Appendix 1 for additional details about eligibility by funding source.
- c. FTA Section 5307 restrictions
  - (1) Job Access and Reverse Commute requirement. For the Lifeline Transportation Program, the use of FTA Section 5307 funds is restricted solely to Job Access and Reverse Commute (JARC) -type projects. For details regarding eligible FTA Section 5307 JARC-type projects, see the FTA Section 5307 Circular (FTA C 9030.1E), Chapter IV, Section 5 available at [https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FINAL\\_FTA\\_circular9030.1E.pdf](https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FINAL_FTA_circular9030.1E.pdf) Also see Appendix 1 for detailed eligibility requirements by fund source.

- (2) New and existing services. Consistent with the FTA Section 5307 circular (FTA C 9030.1E), Chapter IV, Section 5.a, eligible job access and reverse commute projects must provide for the development or maintenance of eligible job access and reverse commute services. Recipients may not reclassify existing public transportation services that have not received funding under the former Section 5316 program as job access and reverse commute services in order to qualify for operating assistance. In order to be eligible as a job access and reverse commute project, a proposed project must qualify as either a “development project” or “maintenance project” as follows:
- i. Development Projects. “Development of transportation services” means new projects that meet the statutory definition and were not in service as of the date Fixing America’s Surface Transportation (FAST) Act, became effective December 4, 2015. This includes projects that expand the service area or hours of operation for an existing service.
  - ii. Maintenance Projects. “Maintenance of transportation services” means projects that continue and maintain job access and reverse commute projects and services that received funding under the former Section 5316 Job Access and Reverse Commute program.
7. LOCAL MATCHING REQUIREMENTS. The Lifeline Transportation Program requires a minimum local match of 20% of the total project cost. Lifeline Transportation Program funds may cover a maximum of 80% of the total project cost.
- a. Exceptions to 20% requirement. There are two exceptions to the 20% local match requirement:
    - (1) FTA Section 5307 operating projects require a 50% match. However, consistent with MTC’s approach in previous funding cycles, Lifeline Program Administrators may use STA funds to cover the 30% difference for projects that are eligible for *both* 5307 and STA funds.
    - (2) All auto-related projects require a 50% match.
  - b. Sources of local match. Project sponsors may use certain federal, state or local funding sources (Transportation Development Act, operator controlled State Transit Assistance, local sales tax revenue, etc.) to meet the match requirement. In-kind contributions such as the market value of in-kind contributions integral to the project may be counted as a contribution toward local share.

For FTA Section 5307 projects, the local match can be *non*-Department of Transportation (DOT) federal funds. Eligible sources of non-DOT federal funds include: Temporary



Assistance to Needy Families (TANF), Community Services Block Grants (CSBG) and Social Services Block Grants (SSBG) administered by the US Department of Health and Human Services or Community Development Block grants (CDBG) and HOPE VI grants administered by the US Department of Housing and Urban Development (HUD). Grant funds from private foundations may also be used to meet the match requirement.

Transportation Development Credits (“Toll Credits”) are not an eligible source of local match for the Lifeline Transportation Program.

8. COORDINATED PLANNING. Under FAST Act, projects funded with Section 5307 funds are no longer required by FTA to be derived from a locally developed, coordinated public transit-human services transportation plan (“Coordinated Plan”); however, in the Bay Area’s Coordinated Plan, MTC continues to identify the transportation needs of individuals with disabilities, older adults, *and* people with low incomes, and to provide strategies for meeting those local needs. Therefore, projects funded with Lifeline Transportation Program funds should be consistent with the transportation needs, proposed solutions, and enhanced coordination strategies presented in the Coordinated Plan to the extent practicable considering any other funding source restrictions.

The Bay Area’s Coordinated Plan is being updated in early 2018. The previous version approved in March 2013 is available at:

[https://mtc.ca.gov/sites/default/files/Coord\\_Plan\\_Update.pdf](https://mtc.ca.gov/sites/default/files/Coord_Plan_Update.pdf) , and the draft update to the plan is available at: <https://mtc.ca.gov/our-work/plans-projects/other-plans/coordinated-public-transit-human-services-transportation-plan>

Mobility management was a key coordination strategy recommended in the 2013 plan update and in the draft 2018 plan. The designation of lead mobility managers or Consolidated Transportation Service Agencies (CTSAs) at the County or sub regional level is an essential component of that strategy. Consistent with those recommendations, the Lifeline Program Administrators may, at their discretion, choose to award extra points to—or otherwise give priority to—projects sponsored by or coordinated with County or sub regional Mobility Managers or CTSAs.

Transportation needs specific to senior and disabled residents of low-income communities may also be considered when funding Lifeline projects.

9. GRANT APPLICATION. To ensure a streamlined application process for project sponsors, a universal application form will be used, but, with review and approval from MTC, may be modified as appropriate by the Lifeline Program Administrator for inclusion of county-specific grant requirements.

Applicants with multi-county projects must notify the relevant Lifeline Program Administrators and MTC about their intent to submit a multi-county project, and submit copies of their application to all of the relevant counties. If the counties have different application forms, the applicant can submit the same form to all counties, but should contact the Lifeline Program Administrators to determine the appropriate form. If the counties have

different application deadlines, the applicant should adhere to the earliest deadline. The Lifeline Program Administrators will work together to score and rank the multi-county projects, and, if selected, to determine appropriate funding. (Note: Multi-county operators with projects that are located in a single county need only apply to the county where the project is located.)

## 10. APPLICATION EVALUATION

- a. Evaluation criteria. Standard evaluation criteria will be used to assess and select projects. The six criteria include (1) project need/goals and objectives, (2) community-identified priority, (3) implementation plan and project management capacity, (4) coordination and program outreach, (5) cost-effectiveness and performance indicators, and (6) project budget/sustainability. Lifeline Program Administrators will establish the weight to be assigned for each criterion in the assessment process.

Additional criteria may be added to a county program but should not replace or supplant the regional criteria. MTC staff will review the proposed county program criteria to ensure consistency and to facilitate coordination among county programs.

See Appendix 2 for the detailed standard evaluation criteria.

- b. Evaluation panel. Each county will appoint a local evaluation panel of CMA staff, the local low-income or minority representative from MTC's Policy Advisory Council (if available), and representatives of local stakeholders, such as transit operators, other transportation providers, community-based organizations, social service agencies, and local jurisdictions, to score and select projects. Counties are strongly encouraged to appoint a diverse group of stakeholders for their local evaluation panel. Each county will assign local priorities for project selection by establishing the weight for each criterion and, at the CMA's discretion, adding local criteria to the standard regional criteria.

11. COUNTYWIDE PROGRAM OF PROJECTS. A full program of projects is due to MTC from each Lifeline Program Administrator based on the timeline outlined in Section 18. While FY2017 FTA funds have been appropriated by Congress and can be considered secured, full FY2018 funds have yet to be appropriated. Given state and federal funding uncertainties, sponsors with projects selected for FY2018 Section 5307 funds and FY2018 STA funds should plan to defer the start of those projects until the funding is appropriated and secured. Lifeline Program Administrators, at their discretion, may opt to allot unused prior year funds to high scoring projects so they can be started quickly. MTC staff will work with Lifeline Program Administrators on this sequencing; MTC staff expects that more will be known about the FY2018 FTA Section 5307 funds and the FY2018 STA funds in calendar year 2018.

## 12. POLICY BOARD ADOPTION

- a. Project sponsor resolution of local support. Prior to MTC’s programming of Lifeline Cycle 5 funds (STA and FTA Section 5307) to any project, MTC requires that the project sponsor adopt and submit a resolution of local support. The resolution shall state that approved projects not only exemplify Lifeline Program goals, but that the local project sponsors understand and agree to meeting all project delivery, funding match and eligibility requirements, and obligation and reporting deadlines and requirements. MTC will provide a resolution of local support template. The County Lifeline Program Administrators have the option of collecting the resolutions of local support from project sponsors along with the project applications, or after the project is selected by the County for funding.
- b. Lifeline Program Administrator/CMA Board Resolution and Concurrence
  - (1) STA and FTA Section 5307. Projects recommended for STA and FTA Section 5307 funding must be submitted to and approved by the respective governing board of the Lifeline Program Administrator.

13. PROJECT DELIVERY. All projects funded under the county programs are subject to the following MTC project delivery requirements:

- a. FTA Section 5307. Project sponsors must expend the Lifeline Transportation Program Section 5307 funds within three years of the FTA grant award or execution of agreement with pass-through agency, whichever is applicable. To prevent the Section 5307 funds from lapsing on the federal obligation deadline, MTC reserves the right to reprogram funds if direct recipients fail to submit their FTA grant by the following dates:
  - August 2021 for FY2017 funds
  - August 2022 for FY2018 funds

Project sponsor are encouraged to submit grant applications at least 90 days prior to the close of FTA’s Transit Award Management System (TrAMS) due to the time need for application review by USDOT and the US Department of Labor prior to any grants being awarded. Any FTA Section 5307 funds not obligated in a grant by the end of five years from the year of appropriation by Congress will lapse and return to FTA for reallocation in future years. (i.e. funds appropriated by Congress in FY2017 will lapse at the end of Federal Fiscal Year 2022.) Direct recipients are responsible for carrying out the terms of their grants.

- b. STA. Project sponsors must expend the Lifeline Transportation Program STA funds within three years of the date that the funds are programmed by MTC or the date that the agreement with pass-through agency is executed, whichever is applicable.

14. PROJECT OVERSIGHT. For Lifeline projects funded by STA and FTA Section 5307, Lifeline Program Administrators are responsible for programmatic and fiscal oversight, and for monitoring project sponsors in meeting the MTC obligation deadlines and project

delivery requirements. In addition, Lifeline Program Administrators will ensure that projects substantially carry out the scope described in the grant applications for the period of performance. All project budget and scope of work changes must be approved by the MTC Commission; however the Lifeline Program Administrators are responsible for approving budget and scope of work changes prior to MTC's authorization. All scope changes must be fully explained and must demonstrate consistency with Lifeline Transportation Program goals.

See Appendix 1 for detailed accountability and reporting requirements by funding source.

15. PERFORMANCE MEASURES. As part of the Call for Projects, applicants will be asked to establish project goals, and to identify basic performance indicators to be collected in order to measure the effectiveness of the Lifeline projects. At a minimum, performance measures for service-related projects would include: documentation of new "units" of service provided with the funding (e.g., number of trips, service hours, workshops held, car loans provided), cost per unit of service, and a qualitative summary of service delivery procedures employed for the project. For capital projects, project sponsors are responsible for establishing milestones and reporting on the status of project delivery. Project sponsors are responsible for satisfying all reporting requirements, as referenced in Appendix 1. Lifeline Program Administrators will forward all reports containing performance measures to MTC for review and overall monitoring of the Lifeline Transportation Program.

#### 16. FUND ADMINISTRATION

- a. FTA Section 5307. Project sponsors are responsible for entering projects into MTC's Fund Management System for inclusion in the Transportation Improvement Program (TIP). Transit operators that are FTA grantees are the only eligible recipients of Section 5307 funds. FTA grantees will act as direct recipients, and will submit grant applications directly to FTA.

For projects funded with FTA Section 5307 funds that are sponsored by non-FTA grantees (e.g., nonprofits or other local government entities), the FTA grantee who was identified as the partner agency at the time of the application will submit the grant application to FTA directly and, following FTA approval of the grant, will enter into funding agreements with the sub recipient project sponsor.

FTA recipients are responsible for following all applicable federal requirements and for ensuring that their sub recipients comply with all federal requirements. See Section 18 for federal compliance requirements.

- b. STA. For transit operators receiving STA funds, MTC will allocate funds directly through the annual STA claims process. For other STA eligible projects administered by sponsors who are not STA eligible recipients, the project sponsor is responsible for identifying a local transit operator who will act as a pass-through for the STA funds, and

will likely enter into a funding agreement directly with the project sponsor. Project sponsors are responsible for entering their own STA projects into the TIP.

17. COMPLIANCE WITH FEDERAL REQUIREMENTS.

- a. Lifeline Program Administrator Responsibilities. For the selection of projects to be funded with FTA Section 5307 funds, in accordance with federal Title VI requirements, Lifeline Program Administrators must distribute the FTA funds without regard to race, color, and national origin, and must assure that minority populations are not being denied the benefits of or excluded from participation in the program. Lifeline Program Administrators shall develop the program of projects or competitive selection process to ensure the equitable distribution of FTA Section 5307 funds to project sponsors that serve predominantly minority populations. Equitable distribution can be achieved by engaging in outreach to diverse stakeholders regarding the availability of funds, and ensuring the competitive process is not itself a barrier to selection of applicants that serve predominantly minority populations.
- b. Project Sponsor Responsibilities. FTA Section 5307 applicants should be prepared to abide by all applicable federal requirements as specified in 49 U.S.C. Section 5307; FTA Circulars C 9030.1E, 4702.1B and 4703.1; the most current FTA Master Agreement; and the most current Certifications and Assurances for FTA Assistance Programs.

FTA Section 5307 direct recipients will be responsible for adhering to FTA requirements through their agreements and grants with FTA directly and for ensuring that all sub recipients and third-party contractors comply with FTA requirements.

18. TIMELINE. The anticipated timeline for Cycle 5 is as follows:

<b>Program</b>	<b>Action</b>	<b>Anticipated Date*</b>
All	Commission approves Cycle 5 Program Guidelines	January 24, 2018
All	MTC issues guidelines to counties	January 31, 2018
5307 & STA	CMA Board-approved** programs due to MTC from CMAs	May 31, 2018
5307	Project sponsors submit TIP amendments	June 2018***
<b>All</b>	<b>MTC Commission approval of Program of Projects</b>	<b>July 2018</b>
STA	Operators can file claims for Lifeline Cycle 5 STA funds	After July Commission Approval
5307	Deadline for transit operators (FTA grantees) to submit FTA grants for FY17 and FY18 funds	Submit grants once TIP Amendment is federally approved

\* Dates subject to change depending on State and Federal deadlines and availability of funds.

\*\* CMA Board approval and concurrence may be pending at the time of deadline.

\*\*\* Due date for final 2017 TIP amendment tentatively scheduled for mid-June 2018, subject to change. If projects are not included in final 2017 TIP amendment, the projects can be submitted via FMS for initial 2019 TIP in late 2018.

**Appendix 1  
Lifeline Transportation Program Cycle 5  
Funding Source Information**

	State Transit Assistance (STA)	FTA Section 5307
Purpose of Fund Source	<b>To improve existing public transportation services and encourage regional transportation coordination</b>	<b>To support the continuation and expansion of public transportation services in the United States</b>
Detailed Guidelines	<a href="http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/STIP/TDA_4-17-2013.pdf">http://www.dot.ca.gov/hq/MassTrans/Docs-Pdfs/STIP/TDA_4-17-2013.pdf</a>	<a href="https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FINAL_FTA_circular9030.1E.pdf">https://www.transit.dot.gov/sites/fta.dot.gov/files/docs/FINAL_FTA_circular9030.1E.pdf</a>
Use of Funds	For public transportation purposes including community transit services	For the Lifeline Transportation Program, the use of FTA Section 5307 funds is restricted solely to Job Access and Reverse Commute-type projects that support the development and maintenance of transportation services designed to transport welfare recipients and eligible low income individuals to and from jobs and activities related to their employment
Eligible Recipients	<ul style="list-style-type: none"> <li>▪ Transit operators</li> <li>▪ Consolidated Transportation Service Agencies (CTSAs)</li> <li>▪ Cities and Counties if eligible to claim TDA Article 4, 4.5 or 8 funds</li> </ul>	<ul style="list-style-type: none"> <li>▪ Transit operators that are FTA grantees</li> </ul>
Eligible Sub recipients ( <b>must partner with an eligible recipient that will serve as a pass-through agency</b> )	<ul style="list-style-type: none"> <li>▪ Private non-profit organizations</li> <li>▪ Cities and counties that are not eligible to claim TDA Article 4, 4.5 or 8 funds</li> </ul>	<ul style="list-style-type: none"> <li>▪ Private non-profit organizations</li> <li>▪ Public agencies that are not FTA grantees (e.g., cities, counties)</li> </ul>

	State Transit Assistance (STA)	FTA Section 5307
Eligible Projects	<p><b><u>Transit Capital and Operations, including:</u></b></p> <ul style="list-style-type: none"> <li>▪ New, continued or expanded fixed-route service</li> <li>▪ Purchase of vehicles</li> <li>▪ Shuttle service if available for use by the general public</li> <li>▪ Purchase of technology (e.g., GPS, other ITS applications)</li> <li>▪ Capital projects such as bus stop improvements, including bus benches, shelters, etc.</li> <li>▪ Various elements of mobility management, if consistent with STA program purpose and allowable use. These may include planning, coordinating, capital or operating activities.</li> </ul>	<p><u>New and existing services.</u> Eligible job access and reverse commute projects must provide for the development or maintenance of eligible job access and reverse commute services. Recipients may not reclassify existing public transportation services that have not received funding under the former Section 5316 program as job access and reverse commute services in order to qualify for operating assistance. In order to be eligible as a job access and reverse commute project, a proposed project must qualify as either a “development project” or a “maintenance project” (see Section 7.c.(2) of these guidelines for details regarding “development” and “maintenance” projects).</p> <p><u>Capital and Operating projects.</u> Projects that comply with the requirements above may include, but are not limited to:</p> <ul style="list-style-type: none"> <li>▪ Late-night &amp; weekend service;</li> <li>▪ Guaranteed ride home service;</li> <li>▪ Shuttle service;</li> <li>▪ Expanding fixed route public transit routes, including hours of service or coverage;</li> <li>▪ Demand-responsive van service;</li> <li>▪ Ridesharing and carpooling activities;</li> <li>▪ Transit-related aspects of bicycling;</li> <li>▪ Administration and expenses for voucher programs;</li> <li>▪ Local car loan programs;</li> <li>▪ Intelligent Transportation Systems (ITS);</li> <li>▪ Marketing; and</li> <li>▪ Mobility management.</li> </ul> <p>See FTA C 9030.1E, Chapter IV, Section 5307 for details regarding eligible projects.</p>



	State Transit Assistance (STA)	FTA Section 5307
Lifeline Program Local Match	20%	<ul style="list-style-type: none"> <li>▪ 50% for operating projects (may use STA funds to cover up to 30% if project is eligible for <b>both</b> JARC and STA)</li> <li>▪ 50% for auto projects</li> <li>▪ 20% for planning and capital projects</li> </ul>
Estimated timing for availability of funds to project sponsor	<p>Transit operators, CTSA's and eligible cities and counties can initiate claims for FY17 and FY18 funds immediately following MTC approval of program of projects.</p> <p>For sub recipients, the eligible recipient acting as fiscal agent will likely initiate a funding agreement following MTC approval of program of projects. Funds will be available on a reimbursement basis after execution of the agreement.</p>	<p>Following MTC approval of the program of projects, project sponsor will submit project in FMS for inclusion in the TIP. Following Federal TIP approval, FTA grantees must submit FTA grants.</p> <p>FTA grantees can begin their projects after the funds are obligated in an FTA grant. For sub recipients, the FTA grantee acting as fiscal agent will likely initiate a funding agreement following FTA grant award. Funds will be available on a reimbursement basis after execution of the agreement.</p>
Accountability & Reporting Requirements	<p>Transit operators and eligible cities and counties must submit annual performance (i.e., ridership) statistics for the project, first to Lifeline Program Administrators for review, and then to MTC along with annual claim.</p> <p>Depending on the arrangement with the pass-through agency, sub recipients will likely submit quarterly performance reports with invoices, first to the pass-through agency for reimbursement, and then to Lifeline Program Administrators for review.</p>	<p>FTA grantees are responsible for following all applicable federal requirements for preparing and maintaining their Section 5307 grants. MTC and/or the Lifeline Program Administrators may request copies of FTA grantees' quarterly Section 5307 grant reports to FTA.</p> <p>Depending on the arrangement with the pass-through agency, sub recipients will likely submit quarterly performance reports with invoices, first to Lifeline Program Administrators for review, and then to the pass-through agency for reimbursement. Sub recipients will also submit Title VI reports annually to the pass-through agency.</p>

**Note:** Information on this chart is accurate as of January 2018. MTC will strive to make Lifeline Program Administrators aware of any changes to fund source guidelines that may be enacted by the appropriating agencies (i.e. State of California, Federal Transit Administration).

## **Appendix 2**

### **Lifeline Transportation Program Cycle 5**

#### **Standard Evaluation Criteria**

The following standard evaluation criteria are intended to provide consistent guidance to each county in prioritizing and selecting projects to receive Lifeline Transportation Program funds. Each county, in consultation with other stakeholder representatives on the selection committee, will consider these criteria when selecting projects, and establish the weight to be assigned to each of the criterion. Additional criteria may be added to a county program but should not replace or supplant the regional criteria. MTC staff will review the proposed county program criteria to ensure consistency and to facilitate coordination among county programs.

- a. Project Need/Goals and Objectives (25pts):** Applicants should describe the unmet transportation need or gap that the proposed project seeks to address and the relevant planning effort that documents the need. Describe how project activities will mitigate the transportation need. Capital or operations projects (sponsored by public transit operators or in partnership with non-profits or cities) that support and augment but are not traditional fixed route projects may be given extra points under this criteria. Project application should clearly state the overall program goals and objectives, and demonstrate how the project is consistent with the goals of the Lifeline Transportation Program.
- b. Community-Identified Priority (20pts):** Priority should be given to projects that directly address transportation gaps and/or barriers identified through a Community-Based Transportation Plan (CBTP) or other substantive local planning effort involving focused inclusive engagement to low-income populations. Applicants should identify the CBTP or other substantive local planning effort, as well as the priority given to the project in the plan.

Other projects may also be considered, such as those that address transportation needs identified in countywide or regional welfare-to-work transportation plans, the Coordinated Public Transit-Human Services Transportation Plan, or other documented assessment of needs within designated communities of concern. Findings emerging from one or more CBTPs or other relevant planning efforts may also be applied to other low-income areas, or otherwise be directed to serve low-income constituencies within the county, as applicable. A map of communities of concern (CoC) is included in the Equity Analysis Report for Plan Bay Area 2040, is available at: [http://2040.planbayarea.org/sites/default/files/2017-07/Equity\\_Report\\_PBA%202040%20\\_7-2017.pdf](http://2040.planbayarea.org/sites/default/files/2017-07/Equity_Report_PBA%202040%20_7-2017.pdf)
- c. Implementation Plan and Project Management Capacity (20pts):** For projects seeking funds to support program operations, applicants must provide a well-defined service operations plan, and describe implementation steps and timelines for carrying out the plan.

For projects seeking funds for capital purposes, applicants must provide an implementation plan, milestones and timelines for completing the project.

Priority should be given to projects that are ready to be implemented in the timeframe that the funding is available.

Project sponsors should describe and provide evidence of their organization's ability to provide and manage the proposed project, including experience providing services for low-income persons, and experience as a recipient of state or federal transportation funds. For continuation projects that have previously received Lifeline funding, project sponsor should describe project progress and outcomes.

- d. Coordination and Program Outreach (20pts):** Proposed projects will be evaluated based on their ability to coordinate with other community transportation and/or social service resources. Applicants should clearly identify project stakeholders, and how they will keep stakeholders involved and informed throughout the project. Applicants should also describe how the project will be marketed and promoted to the public.
- e. Cost-Effectiveness and Performance Indicators (20pts):** The project will be evaluated based on the applicant's ability to demonstrate that the project is the most appropriate way in which to address the identified transportation need, and is a cost-effective approach. Applicants must also identify clear, measurable outcome-based performance measures to track the effectiveness of the service in meeting the identified goals. A plan should be provided for ongoing monitoring and evaluation of the service, as well as steps to be taken if original goals are not achieved.
- f. Project Budget/Sustainability (20pts):** Applicants must submit a clearly defined project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. Proposals should address long-term efforts and identify potential funding sources for sustaining the project beyond the grant period.

Lifeline Transportation Program Cycle 5 Funding Application

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**A. GENERAL PROJECT INFORMATION**

**1. Project Sponsor**

Name of the organization \_\_\_\_\_

Contact person \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone number \_\_\_\_\_

E-mail address \_\_\_\_\_

DUNS Number<sup>1</sup> \_\_\_\_\_

**2. Other Partner Agencies**

Agency	Contact Person	Address	Telephone

**3. Project Type:** *Check one.*    Operating    Capital    Both

**For operating projects, please check one of the following:**    New    Continuing

**4. Project Name:** \_\_\_\_\_

**5. Brief Description of Project (50 words max.):**

**6. Budget Summary:**

	Amount (\$)	% of Total Project Budget
Amount of Lifeline funding requested:		
Amount of local match proposed:		
Total project budget:		

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<sup>1</sup> Provide your organization's nine-digit Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. To search for your agency's DUNS Number or to request a DUNS Number via the Web, visit the D&B website: <http://fedgov.dnb.com/webform>. To request a DUNS Number by phone, contact the D&B Government Customer Response Center at 1-866-705-5711.

**B. PROJECT ELIGIBILITY**

**Lifeline Eligibility**

Does the project result in improved mobility for low-income residents of the Bay Area?

Yes. *Continue.*     No. *Stop. The project is not eligible to receive Lifeline funds.*

Does the project address a transportation gap and/or barrier identified in one of the following planning documents? (Additional details to be provided in question #3)

Yes. *Continue.*     No. *Stop. The project is not eligible to receive Lifeline funds.*

*Check all that apply:*

- Community-Based Transportation Plan (CBTP)
- Other substantive local planning effort involving focused outreach to low-income populations
- Countywide or regional welfare-to-work transportation plan
- Coordinated Public Transit-Human Services Transportation Plan
- Other documented assessment of need within the designated communities of concern  
(Please specify: \_\_\_\_\_)

Is the service open to the general public or open to a segment of the general public defined by age, disability, or low income?

Yes. *Continue.*     No. *Stop. The project is not eligible to receive Lifeline funds.*

**Section 5307 Eligibility**

Is the project designed to transport welfare recipients and eligible low income individuals to and from jobs and activities related to their employment, including transportation projects that facilitate the provision of public transportation services from urbanized areas and rural areas to suburban employment locations?

Yes. *The project may be eligible to receive Section 5307 funds.*

No. *The project is not eligible to receive Section 5307 funds, but may be eligible to receive STA funds.*

**For “transportation services” projects:** Is the project a “development” or “maintenance” project, as defined by the Federal Transit Administration (FTA)? *Check one.*

*If one of the boxes below is checked, the project may be eligible to receive Section 5307 funds.*

- Development project** (New project that was not in service as of the date MAP-21 became effective October 1, 2012; includes projects that expand the service area or hours of operation for an existing service.)
- Maintenance project** (Projects and services that received funding under the former FTA Section 5316 JARC program.)

**State Transit Assistance (STA) Eligibility**

Is the project for improving existing public transportation services (including community transit services) and encouraging regional transportation coordination?

Yes. *The project may be eligible to receive STA funds.*

No. *The project is not eligible to receive STA funds.*

**C. CIVIL RIGHTS**

1. **Civil Rights Policy:** The following question is not scored. If the response is satisfactory, the applicant is eligible for Lifeline funds; if the response is not satisfactory, the applicant is not eligible.

Describe the organization’s policy regarding Civil Rights (based on Title VI of the Civil Rights Act) and for ensuring that benefits of the project are distributed equitably among low income and minority population groups in the project’s service area. MTC requires compliance with applicable EEO requirements of Title VI.

2. **Demographic Information:** The following question is for administrative purposes only and is not a factor in determining which projects are selected to receive an award. (Please contact your Lifeline Program Administrator for assistance if you do not have this demographic information readily available, or visit <http://factfinder2.census.gov>)

Does the proportion of minority people in the project’s service area exceed 58 percent (i.e., the regional average minority population)?

Yes    No

**D. PROJECT NARRATIVE**

Please provide a narrative to describe the project addressing points #1-13 below:

**Project Need/Goals and Objectives**

1. Describe the unmet transportation need that the proposed project seeks to address and the relevant planning effort that documents the need. Describe how project activities will mitigate the transportation need. Capital or operations projects (sponsored by public transit operators or in partnership with non-profits or cities) that support and segment but are not traditional fixed route projects may be given extra points under this criteria. Describe the specific community this project will serve, and provide pertinent demographic data and/or maps.
2. What are the project’s goals and objectives? Provide a baseline and post-implementation estimate of the number of service units that will be provided (e.g., one-way trips, vehicle loans, bus shelters, persons trained). Estimate the number of low-income persons that will be served by this project per day, per quarter and/or per year (as applicable).

**Community-Identified Priority**

3. How does the project address a transportation gap and/or barrier identified in Community-Based Transportation Plan (CBTP) and/or other substantive local planning effort involving focused inclusive engagement to low-income populations? Indicate the name of the plan(s) and the page number where the relevant gap and/or barrier is identified. Indicate the priority given to the project in the plan. (For more information about CBTPs, visit [http://www.mtc.ca.gov/planning/cbtp/.](http://www.mtc.ca.gov/planning/cbtp/))

## Lifeline Transportation Program Cycle 5 Funding Application

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How does the project address a gap and/or barrier identified in a countywide or regional welfare-to-work transportation plan, the Bay Area's 2017 Coordinated Public Transit-Human Services Transportation Plan (Coordinated Plan), and/or other documented assessment of needs within designated communities of concern? Indicate the name of the plan(s) and the page number where the relevant need is identified. The Coordinated Plan is available at <http://www.mtc.ca.gov/planning/pths/>.

Per the Lifeline Transportation Program Cycle 5 Guidelines, Appendix 2 Evaluation Criteria, priority should be given to projects that directly address transportation gaps and/or barriers identified through a CBTP or other substantive local planning effort involving focused inclusive engagement to low-income populations; however, other projects may also be considered, such as those that address transportation needs identified in countywide or regional welfare-to-work transportation plans, the Coordinated Plan, or other documented assessment of needs within designated communities of concern.

4. Is the project located in the community in which the CBTP and/or other substantive local planning effort involving inclusive outreach to low-income populations was completed? If not, please include justification for applying the findings from the CBTP and/or other substantive local planning effort in another low-income area. For more information, visit <https://mtc.ca.gov/our-work/plans-projects/equity-accessibility/community-based-transportation-plans>

A map of communities of concern (CoC) is included in the Equity Analysis Report for Plan Bay Area 2040, which is available at: [http://2040.planbayarea.org/sites/default/files/2017-07/Equity\\_Report\\_PBA%202040%20\\_7-2017.pdf](http://2040.planbayarea.org/sites/default/files/2017-07/Equity_Report_PBA%202040%20_7-2017.pdf)

### Implementation Plan and Project Management Capacity

5. **For operating projects:** Provide an operational plan for delivering service, including a project schedule. For fixed route projects, include a route map.

**For capital projects:** Provide an implementation plan for completing a capital project, including a project schedule with key milestones and estimated completion date.

6. Describe any proposed use of innovative approaches that will be employed for this project and their potential impact on project success.
7. Is the project ready to be implemented? What, if any, major issues need to be resolved prior to implementation? When are the outstanding issues expected to be resolved?
8. Describe and provide evidence of your organization's ability to provide and manage the proposed project. Identify previous experience in providing and coordinating transportation or related services for low-income persons. Describe key personnel assigned to this project, and their qualifications.
9. Indicate whether your organization has been or is a current recipient of state or federal transportation funding. If your organization has previously received Lifeline funding, please indicate project name and grant cycle and briefly describe project progress/outcomes including the most recent service utilization rate.

### Coordination and Program Outreach

10. Describe how the project will be coordinated with the community, public and/or private transportation providers, social service agencies, and private non-profit organizations serving low-income populations.

## Lifeline Transportation Program Cycle 5 Funding Application

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11. Identify project stakeholders and describe how project sponsor will continue to involve and inform key stakeholders throughout the project. Describe plans to market the project, and ways to promote public awareness of the program.

### Cost-Effectiveness and Performance Indicators

12. Demonstrate how the proposed project is the most appropriate way in which to address the identified transportation need, and is a cost effective approach. Identify performance measures to track the effectiveness of the project in meeting the identified goals. At a minimum, performance measures for service-related projects would include: documentation of new “units” of service provided with the funding (e.g., number of trips, service hours, workshops held, car loans provided), cost per unit of service (e.g., cost per trip), and a quantitative summary of service delivery procedures employed for the project. For capital-related projects, milestones and reports on the status of project delivery should be identified.
13. Describe a plan for ongoing monitoring and evaluation of the service, and steps to ensure that original goals are achieved.

## E. BUDGET

### Project Budget/Sustainability

1. Provide a detailed line-item budget describing each cost item including start-up, administration, operating and capital expenses, and evaluation in the format provided below. If the project is a multi-year project, detailed budget information must be provided for all years. Please show all sources of revenue, including anticipated fare box revenue.

The budget should be in the following format:

REVENUE	Year 1	Year 2	Year 3	TOTAL
Lifeline Program Funds				\$ -
[Other Source of Funds]				\$ -
[Other Source of Funds]				\$ -
<b>TOTAL REVENUE</b>	\$ -	\$ -	\$ -	\$ -
EXPENDITURES <sup>1</sup>	Year 1	Year 2	Year 3	TOTAL
Operating Expenses (list by category)				\$ -
Capital Expenses (list by category)				\$ -
[Other Expense Category]				\$ -
[Other Expense Category]				\$ -
<b>TOTAL EXPENSES</b>	\$ -	\$ -	\$ -	\$ -

<sup>1</sup> If the project includes indirect expenses, the applicant must have a federally approved indirect cost rate. and please note that SamTrans will require \$6,000 in administrative fees to be budgeted in your project cost for passing through funds.

Clearly specify the source of the required matching funds. Include letter(s) of commitment from all agencies contributing towards the match. If the project is multi-year, please provide letters of commitment for all years.



## Lifeline Transportation Program Cycle 5 Funding Application

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2. Describe efforts to identify potential funding sources for sustaining the service beyond the grant period if needed.

### **F. STATE AND FEDERAL COMPLIANCE**

By signing the application, the signatory affirms that: 1) the statements contained in the application are true and complete to the best of their knowledge; and 2) the applicant is prepared to comply with any and all laws, statutes, ordinances, rules, regulations or requirements of the federal, state, or local government, and any agency thereof, which are related to or in any manner affect the performance of the proposed project, including, but not limited to, Transportation Development Act (TDA) statutes and regulations, 49 U.S.C. Section 5307, FTA Circular C 9030.1E, the most current FTA Master Agreement, and the most current Certifications and Assurances for FTA Assistance Programs.

For further information, see the Lifeline Transportation Program Cycle 5 Guidelines (MTC Resolution No. 4309), available at **TBD - <http://www.mtc.ca.gov/planning/>**

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Signature	Date
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Printed Name
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## C/CAG AGENDA REPORT

Date: February 8, 2018  
To: City/County Association of Governments of San Mateo County Board of Directors  
From: Sandy Wong, Executive Director  
Subject: Review and approval of Resolution 18-04 approving the population data to be used by C/CAG

(For further information or questions, contact Sandy Wong at (650)-599-1409)

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### RECOMMENDATION

That the C/CAG Board review and approve resolution 18-04 approving the population data to be used by C/CAG.

### FISCAL IMPACT

Adopted population data will be used to determine C/CAG member contributions, special voting procedures, and other C/CAG programs.

### BACKGROUND

The C/CAG Joint Powers Agreement authorizes the C/CAG Board to adopt the population data to be used in C/CAG programs. It is recommended that the C/CAG Board adopt the most recent population data available, which is dated January 1, 2107 released by the State Department of Finance May 1, 2017, as the population to be used by C/CAG.

### ATTACHMENTS

1. Resolution 18-04
2. Population figures provided by the State Department of Finance as of January 1, 2017.

## **RESOLUTION 18-04**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) ADOPTING THE POPULATION DATA TO BE USED BY C/CAG**

**RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG); that,

**WHEREAS**, the C/CAG Joint Powers Agreement uses the population to perform county-wide planning activities as approved by or directed by two-thirds (2/3) of the members representing two-thirds (2/3) of the population of the County, and

**WHEREAS**, the C/CAG Joint Powers Agreement uses the population for special voting procedures, and

**WHEREAS**, the C/CAG Joint Powers Agreement determines C/CAG Member's contribution to C/CAG based upon its population, and

**WHEREAS**, the C/CAG Joint Powers Agreement uses the population for termination and disposition of property, and

**WHEREAS**, the C/CAG Joint Powers Agreement may be amended at any time with the agreement of the majority of the members representing a majority of the population of the County, and

**WHEREAS**, the C/CAG Board of Directors shall establish by resolution the population figures to be utilized in determining the population of local governments based on the results of the decennial Federal census or population figures provided by the State Department of Finance.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG approves the attached table as the population data to be used by CCAG.

**PASSED, APPROVED, AND ADOPTED, THIS 8TH DAY OF FEBRUARY 2018.**

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*Alicia C. Aguirre, Chair*

City/County Population Estimates by Department of Finance					
	January 1, 2017	January 1, 2016 (Info Only)	January 1, 2015 (Info Only)	January 1, 2014 (Info Only)	January 1, 2013 (Info Only)
County/City	Population				
<b>Total San Mateo County</b>	<b>770,203</b>	766,041	753,123	745,193	735,678
Atherton	<b>7,148</b>	7,150	6,935	6,917	6,893
Belmont	<b>27,594</b>	27,834	26,748	26,559	26,316
Brisbane	<b>4,722</b>	4,699	4,541	4,431	4,379
Burlingame	<b>30,148</b>	29,724	29,890	29,685	29,426
Colma	<b>1,506</b>	1,509	1,480	1,470	1,458
Daly City	<b>109,287</b>	109,139	105,810	105,076	103,347
East Palo Alto	<b>30,340</b>	30,545	29,137	28,934	28,675
Foster City	<b>33,225</b>	33,201	32,390	32,168	31,120
Half Moon Bay	<b>12,591</b>	12,528	12,051	11,721	11,581
Hillsborough	<b>11,753</b>	11,687	11,420	11,260	11,115
Menlo Park	<b>35,670</b>	33,863	33,273	32,896	32,679
Millbrae	<b>23,168</b>	23,136	22,898	22,605	22,228
Pacifica	<b>38,124</b>	37,806	38,551	38,292	37,948
Portola Valley	<b>4,707</b>	4,751	4,527	4,480	4,448
Redwood City	<b>85,601</b>	85,992	81,838	80,768	79,074
San Bruno	<b>45,295</b>	45,360	44,409	43,223	42,828
San Carlos	<b>29,311</b>	29,008	29,449	29,219	28,931
San Mateo	<b>103,426</b>	102,659	101,429	100,106	99,061
South San Francisco	<b>65,451</b>	64,585	66,193	65,710	65,127
Woodside	<b>5,666</b>	5,664	5,539	5,496	5,441
Balance of County	<b>65,470</b>	65,201	64,615	64,177	63,603
Department of Finance					
Demographic Research Unit					
Phone: (916) 323-4086					
For more information: <a href="http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/view.php">http://www.dof.ca.gov/research/demographic/reports/estimates/e-1/view.php</a>					
Released on May 1, 2017					
<a href="http://www.dof.ca.gov/Forecasting/Demographics/Estimates/E-1/">http://www.dof.ca.gov/Forecasting/Demographics/Estimates/E-1/</a>					

## C/CAG AGENDA REPORT

**Date:** February 8, 2018

**To:** City/County Association of Government Board of Directors

**From:** Sandy Wong, Executive Director

**Subject:** Review and approval of Resolution 18-05 authorizing the C/CAG Chair to execute an agreement with DNV GL Energy Services USA Inc. for climate action planning services for an amount not to exceed \$260,000 through June 30, 2019  
(For further information, contact Kim Springer at (650) 599-1412)

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### RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution 18-05 authorizing the C/CAG Chair to execute an agreement with DNV GL Energy Services USA Inc. for climate action planning services for an amount not to exceed \$260,000 through June 30, 2019.

### FISCAL IMPACT

\$220,000 is funded by the San Mateo County Energy Watch, PG&E Local Government Partnership contract. Remaining funding of \$40,000 will come from a combination of savings allocated for RICAPS, Congestion Relief funds subjected to C/CAG annual budget approval, and contribution from partner agency.

### BACKGROUND/DISCUSSION

C/CAG and Pacific Gas and Electric Company (PG&E) completed the contracting process for the San Mateo County Energy Watch (SMCEW), the Local Government Partnership (LGP) 2016-2018 program cycle for energy efficiency in San Mateo County last year. A portion of the funding provided by the LGP is designated for Strategic Energy Resources (SER); efforts on policy and long term strategic planning to reduce energy use and greenhouse gas emissions.

The SMCEW has been using SER funds to continue its Regionally Integrated Climate Action Planning Suite (RICAPS) program efforts, which includes providing climate action planning technical assistance and implementation support to San Mateo County cities and the County. Examples of the services provided through the RICAPS program are: emission inventories, climate action plan development and updates, monthly countywide working group meetings, and policy and data development.

At the December 10, 2015 C/CAG Board meeting, the Board directed staff to conduct an RFP process to solicit and select a consultant to provide climate action planning technical support and implementation services. Two proposals were received and evaluated.

DNV GL Energy Services USA Inc. was selected as the contractor to provide climate action planning services for calendar year 2016, and subsequently for calendar year 2017. The contractor has performed the requested services to the satisfaction of C/CAG, city and County staff in 2016 and 2017. Staff recommend the C/CAG Board to review and approve a new agreement with DNV GL for calendar year 2018 through June 30, 2019.

The Scope of Work includes a total of five (5) tasks. Tasks 1 through 4 are specifically defined and consultant is authorized to proceed upon full execution of the agreement. Scope of work for Task 5 is to be further defined by C/CAG staff and subjected to C/CAG Executive Director approval prior to any work commencing to better meet C/CAG's goals. An example of Task 5 Scope of Work would be updating the countywide San Mateo County Energy Strategy 2012 document, subjected to recommendation from the C/CAG Resource Management and Climate Protection (RMCP) committee.

### **Attachments**

1. Resolution No. 18-05
2. Agreement between C/CAG – DNV GL Energy Services USA Inc.
3. Scope of Work (available online at <http://ccag.ca.gov/committees/board-of-directors/>)

**RESOLUTION NO. 18-05**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG CHAIR TO EXECUTE AN AGREEMENT WITH DNV GL ENERGY SERVICES USA INC. FOR CLIMATE ACTION PLANNING SERVICES FOR AN AMOUNT NOT TO EXCEED \$260,000 THROUGH JUNE 30, 2019**

**RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG), that

**WHEREAS**, C/CAG has entered into a Local Government Partnership Agreement between C/CAG and Pacific Gas and Electric Company for the San Mateo County Energy Watch program; and

**WHEREAS**, the aforementioned Agreement provides Strategic Energy Resources funding for climate action planning, codes and standards, and other long term planning and policy technical and implementation assistance; and

**WHEREAS**, staff completed an RFP process for climate action planning technical assistance and implementation services in December 2015, consistent with the C/CAG procurement policy; and

**WHEREAS**, an agreement between C/CAG and DNV GL Energy Services USA Inc. was executed as a result of the above-referenced RFP and the services have been delivered to the satisfaction of C/CAG in 2016 and 2017; and

**WHEREAS**, C/CAG desires to enter into another agreement for a similar scope of services for calendar year 2018 through June 30, 2019.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to execute an agreement with DNV GL Energy Services USA Inc. for climate action planning services for an amount not to exceed \$260,000 through June 30, 2019, and further authorize the Executive Director to negotiate final terms prior to execution, subject to legal counsel approval as to form.

**PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF FEBRUARY 2018.**

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*Alicia C. Aguire, Chair*

AGREEMENT BETWEEN  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY  
AND  
DNV GL ENERGY SERVICES USA INC.

This Agreement entered this \_\_\_\_ day of February, 2018, by and between the City/County Association of Governments of San Mateo County, a joint powers agency, hereinafter called “C/CAG” and DNV GL Energy Services USA Inc, hereinafter called “Contractor.”

W I T N E S S E T H

WHEREAS, C/CAG is a joint powers agency formed for the purpose of preparation, adoption and monitoring of a variety of county-wide state-mandated plans; and,

WHEREAS, C/CAG is prepared to award funding for climate action planning technical assistance to cities in San Mateo County, the County, and to C/CAG in support of the Countywide Transportation CAP; and

WHEREAS, C/CAG has determined that Contractor has the requisite qualifications to perform this work, consistent with the C/CAG procurement policy.

NOW, THEREFORE, IT IS HEREBY AGREED by the parties as follows:

1. Services to be provided by Contractor. In consideration of the payments hereinafter set forth, Contractor agrees to perform the services described in Exhibit A, attached hereto (the “Services”). All Services are to be performed and completed by June 30, 2019.
2. Payments. In consideration of Contractor providing the Services, C/CAG shall reimburse Contractor on a time and materials basis, based on the cost rates set forth in Exhibit A up to a maximum amount of two hundred sixty thousand dollars (\$260,000) for Services provided during the Contract Term as set forth below. \$184,780 of the \$260,000 is available upon execution of this agreement for Tasks 1 through Task 4 in Exhibit A Scope of Work to this Agreement. The remaining \$75,220 for Task 5, requires written approval by C/CAG Executive Director prior to commencing of work. Payments shall be made to Contractor monthly based on an invoice submitted by Contractor that identifies expenditures and describes services performed, by task in the scope of work, in accordance with the agreement. C/CAG shall have the right to receive, upon request, documentation substantiating charges billed to C/CAG.
3. Relationship of the Parties. It is understood that Contractor is an Independent Contractor



and this Agreement is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of Independent Contractor.

4. Non-Assignability. Contractor shall not assign this Agreement or any portion thereof to a third party without advance consultation and approval from C/CAG.
5. Contract Term. This Agreement shall be in effect as of signing of this agreement by all parties and shall terminate on June 30, 2019; provided, however, C/CAG may terminate this Agreement at any time for any reason by providing 30 days' notice to Contractor. Termination to be effective on the date specified in the notice. In the event of termination under this paragraph, Contractor shall be paid for all Services provided to the date of termination. Either party shall have the right to terminate this Agreement and/or any Task Order should the other party default in its obligations under this Agreement and either fail to correct such default within ten (10) days after receipt of written notice specifying same, or, if the default is not curable within such time, fail to take the reasonable and necessary steps to begin to cure the default.
6. Hold Harmless/ Indemnity: Contractor shall indemnify and save harmless C/CAG from all third-party claims, suits or actions for death, bodily injury and direct property damage to the extent caused by the negligence of the Consultant, its agents, officers or employees related to or resulting from performance, or non-performance under this Agreement.

The duty to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

In no event shall either party be liable to the other for any indirect, consequential, exemplary, special, incidental or punitive damages including, without limitation, lost profits or revenues even if such damages are foreseeable or the damaged party has been advised of the possibility of such damages.

7. Hold Harmless/ Indemnity: Contractor shall indemnify and save harmless C/CAG from all third-party claims, suits or actions for death, bodily injury and direct property damage to the extent caused by the negligence of the Consultant, its agents, officers or employees related to or resulting from performance, or non-performance under this Agreement.

The duty of the parties to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

8. Insurance: Contractor or any subcontractors performing the services on behalf of Contractor shall not commence work under this Agreement until all Insurance required under this section has been obtained and such insurance has been approved by the

C/CAG Staff. Contractor shall furnish the C/CAG Staff with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These Certificates shall specify or be endorsed to provide that thirty (30) days notice must be given, in writing, to C/CAG of any pending change in the limits of liability or of non-renewal, cancellation, or modification of the policy. Such Insurance shall include at a minimum the following:

Workers' Compensation and Employer Liability Insurance: Contractor shall have in effect, during the entire life of this Agreement, Workers' Compensation and Employer Liability Insurance providing full statutory coverage.

Liability Insurance: Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect C/CAG, its employees, officers and agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all operations under this Agreement, whether such operations be by the Contractor or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than \$1,000,000 unless another amount is specified below and shows approval by C/CAG Staff.

Required insurance shall include:

	Required Amount	Approval by C/CAG Staff if under \$ 1,000,000
a. Comprehensive General Liability	\$ 1,000,000	_____
b. Workers' Compensation	\$ Statutory	_____

C/CAG shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to C/CAG, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if C/CAG, or its officers and employees have other insurance against a loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the C/CAG Chairperson, at his/her option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

9. Compliance with PG&E Contracts. The Contractor HAS BEEN PROVIDED A COPY OF THE C/CAG Local Government Partnership Agreement between C/CAG and PG&E, AND AGREES TO comply with all contract requirements contained THEREIN WITH REGARD TO THE requirements for CONTRACTORS AND subcontractors, specifically including Data Security, Background Checks, Confidentiality and Data Security, Customer Satisfaction, and Escalation of Complaints and Safety.
10. Non-discrimination. The Contractor and any subcontractors performing the services on behalf of the Contractor shall not discriminate or permit discrimination against any person or group of persons on the basis or race, color, religion, national origin or ancestry, age, sex, sexual orientation, marital status, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status, or in any manner prohibited by federal, state or local laws.
11. Compliance with All Laws. Contractor shall at all times comply with all applicable laws and regulations, including without limitation those regarding services to disabled persons, including any requirements of Section 504 of the Rehabilitation Act of 1973.
12. Substitutions: If particular people are identified in this Agreement are providing services under this Agreement, the Contractor will not assign others to work in their place without written permission from C/CAG. Any substitution shall be with a person of commensurate experience and knowledge.
13. Sole Property of C/CAG. Work products of Contractor which are delivered under this Agreement or which are developed, produced and paid for under this Agreement, shall be and become the property of C/CAG. Contractor shall not be liable for C/CAG's use, modification or re-use of products without Contractor's participation or for purpose other than those specifically intended pursuant to this Agreement. Contractor shall retain and may use the general knowledge acquired as a result of its creation of the work product or the performance of services hereunder, for its general reference, enhancement of its technical capabilities, and for other purposes. All information and material which was owned by Contractor prior to this Agreement and used by Contractor in the performance of the Agreement shall remain the property of Contractor whether or not such information or material was incorporated in or used to produce any of the work products delivered under this Agreement.
14. Access to Records. C/CAG, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions.

The Contractor shall maintain all required records for three years after C/CAG makes final payments and all other pending matters are closed.

15. Merger Clause. This Agreement, including Exhibit A attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto with regard to the matters covered in this Agreement, and correctly states the rights, duties and obligations of each party as of the document's date. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this document are not binding. Any subsequent modifications must be in writing and signed by the parties. In the event of a conflict between the terms, conditions or specifications set forth herein and those in Exhibit A attached hereto, the terms, conditions or specifications set forth herein shall prevail.
16. Governing Law. This Agreement shall be governed by the laws of the State of California and any suit or action initiated by either party shall be brought in the County of San Mateo, California.
17. Notices. All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid and addressed as follows:

City/County Association of Governments of San Mateo County  
455 County Center, 4<sup>th</sup> Floor – OOS  
Redwood City, CA 94063  
Attention: Kim Springer

Notices required to be given to contractor shall be addressed as follows:

DNV GL  
155 Grand Avenue, Suite 500  
Oakland, CA 94612  
Attention: Karin Corfee, Director

IN WITNESS WHEREOF, the parties hereto have affixed their hands to this Agreement on the day and year first above written.

DNV GL (Contractor)

By \_\_\_\_\_ Date \_\_\_\_\_

City/County Association of Governments (C/CAG)

By \_\_\_\_\_ Date \_\_\_\_\_  
Alicia C. Aguire, C/CAG Chair

C/CAG Legal Counsel  
Approved as to Form:

By \_\_\_\_\_

**C/CAG Agenda Report**

Date: February 8, 2018

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approve Resolution 18-06 authorizing the C/CAG Chair to execute funding agreements with twelve member agencies for the San Mateo County Energy Watch (SMCEW) Municipal Energy Efficiency Program for a total not to exceed amount of \$480,000.

(For further information or questions, contact Kim Springer at 650-599-1412)

**RECOMMENDATION**

The the C/CAG Board of Directors review and approve of Resolution 18-06 authorizing the C/CAG Chair to execute funding agreements with the following twelve municipalities for the San Mateo County Energy Watch Energy (SMCEW) Municipal Efficiency Program for a total not to exceed \$480,000.

Brisbane	Daly City	Portola Valley
Burlingame	Foster City	Redwood City
Colma	Half Moon Bay	San Mateo
County of San Mateo	Pacifica	South San Francisco

**FISCAL IMPACT**

\$480,000.

**SOURCE OF FUNDS**

Funding will come from the San Mateo County Energy Watch - Local Government Partnership implementation funds from PG&E.

**BACKGROUND**

At the October 12, 2017 C/CAG Board of Directors meeting, the Board approved the SMCEW Municipal Energy Efficiency Program (Program), including a Call for Projects and associated funding guidelines. The purpose of the Program is to support member agencies (San Mateo County cities, towns, and the County) staff time in the identification and implementation of energy efficiency projects at their facilities.

SMCEW staff released a Call for Projects on October 20, 2017. A pre-application workshop was held on November 6, 2017 for interested member agencies. Applications were due December 15, 2017.

Twelve (12) applications were submitted from 12 member agencies. A selection panel, including staff from the County Office of Sustainability, Ecology Action, and PG&E scored the projects based on the evaluation criteria as summarized in Attachment 1.

The panel recommended full funding for all of the 12 project applications submitted, with an aggregate total of \$480,000. Although the C/CAG Board initially approved \$400,000 in funding for this effort, the SMCEW implementation budget has sufficient funds to cover all 12 project applications. Staff recommends that all eligible projects receive full funding based on the merit of the projects and available funding. To receive funding, applicants are required to meet funding milestones and requirements by December 31, 2018.

Staff recommends that the C/CAG Board of Directors approve Resolution 18-06, authorizing the Chair to execute funding agreements with an aggregate total of \$480,000 with twelve San Mateo County member agencies for the projects and funding amounts detailed in Attachment 1, and further authorize the C/CAG Executive Director to negotiate the final scope and terms of said agreements. The template funding agreement is provided as Attachment 3, and Project Scopes of Work are provided as Attachment 4 (only available online due to size).

#### **ATTACHMENTS**

1. Program Funding Recommendation
2. Resolution 18-06
3. Program Template Funding Agreement
4. Project Scopes of Work (available online at <http://ccag.ca.gov/committees/board-of-directors/>)

Attachment 1. San Mateo County Energy Watch Municipal Energy Efficiency Program Funding Recommendation

Recommended Funding List					
Rank	Score	Jurisdiction	Project Title	Funding Request	Funding Recommendation
1	95	City of San Mateo	City of San Mateo 2018 Energy Efficiency Upgrades	\$50,000	\$50,000
2	95	Town of Colma	Colma Facilities Energy Efficiency Project	\$50,000	\$50,000
3	91	Town of Portola Valley	Town Center – Heating & Lighting Retrofit	\$20,000	\$20,000
4	90	City of Redwood City	PD Municipal Energy Efficiency Project	\$50,000	\$50,000
5	90	City of Daly City	Energy Efficiency Upgrades at City Facilities	\$50,000	\$50,000
6	89	City of South San Francisco	South San Francisco: Powering Whole Communities Project	\$50,000	\$50,000
7	89	City of Brisbane	Glen Park Pump Station Design for Efficiency and Mission Blue Center Audit	\$20,000	\$20,000
8	86	City of Burlingame	Energy Efficiency Upgrades	\$50,000	\$50,000
9	85	City of Foster City	HVAC Upgrades at City Hall and City Council Chambers	\$20,000	\$20,000
10	85	City of Half Moon Bay	Window Pane and Lighting Upgrades	\$50,000	\$50,000
11	80	City of Pacifica	Council Chambers HVAC and Lighting Retrofit	\$20,000	\$20,000
12	70	County of San Mateo	San Mateo Medical Center Boiler Replacement Youth Services Center CogenHeat Exchanger Upgrade Project San Mateo Medical Center, Exterior Lighting Upgrade Project	\$50,000	\$50,000
			<b>Total</b>	<b>\$480,000</b>	<b>\$480,000</b>



**RESOLUTION NO. 18-06**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG), AUTHORIZING THE C/CAG CHAIR TO EXECUTE FUNDING AGREEMENTS WITH TWELVE MEMBER AGENCIES FOR THE SAN MATEO COUNTY ENERGY WATCH MUNICIPAL ENERGY EFFICIENCY CALL FOR PROJECTS FOR A TOTAL NOT TO EXCEED AMOUNT OF \$480,000**

**WHEREAS**, C/CAG administers the San Mateo County Energy Watch (SMCEW) to support San Mateo County municipalities, non-profits, schools, businesses, and residents to implement energy efficiency projects at facilities; and

**WHEREAS**, on October 12, 2017, the C/CAG Board approved the SMCEW Municipal Energy Efficiency Call for Projects to use up to \$400,000 of SMCEW implementation funds for member agency staff time or member agency consultant costs for activities related to energy efficiency project implementation; and

**WHEREAS**, twelve San Mateo County member agencies submitted applications in response to the Call for Projects, all of which were competitively scored by a panel including staff from the County Office of Sustainability, Ecology Action, and PG&E and deemed eligible; and

**WHEREAS**, the scoring panel recommended fully funding all twelve projects for a new total not to exceed amount of \$480,000 in accordance with the list of agencies and projects shown in Exhibit A; and

**WHEREAS**, the SMCEW program has sufficient funds to fully fund the twelve recommended projects; and

**WHEREAS**, at the February 8, 2018 C/CAG Board of Directors meeting, the C/CAG Board approved the additional allocation of \$80,000 to the Municipal Energy Efficiency program to fully fund the twelve recommended projects in an aggregate total of \$480,000, as depicted in Exhibit A to this Resolution 18-06; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Chair is hereby authorized to execute funding agreements with the Cities/Towns of Brisbane, Burlingame, Colma, Daly City, Foster City, Half Moon Bay, Pacifica, Portola Valley, Redwood City, San Mateo, South San Francisco, and the County of San Mateo for the San Mateo County Energy Watch Municipal Energy Efficiency Call for projects in accordance with the amounts shown in Exhibit A and for a total not to exceed amount of \$480,000, and further authorize the Executive Director to negotiate final terms prior to execution, subject to legal counsel approval as to form.

**PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF FEBRUARY 2018.**

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*Alicia C. Aguire, Chair*

**RESOLUTION 18-06**  
**EXHIBIT A – PROJECT FUNDING LIST**

<b>San Mateo County Energy Watch Municipal Energy Efficiency Call for Projects Project Funding List</b>			
<b>Jurisdiction</b>	<b>Project Title</b>	<b>Funding Request</b>	<b>Funding Recommendation</b>
City of San Mateo	City of San Mateo 2018 Energy Efficiency Upgrades	\$50,000	\$50,000
Town of Colma	Colma Facilities Energy Efficiency Project	\$50,000	\$50,000
Town of Portola Valley	Town Center – Heating & Lighting Retrofit	\$20,000	\$20,000
City of Redwood City	PD Municipal Energy Efficiency Project	\$50,000	\$50,000
City of Daly City	Energy Efficiency Upgrades at City Facilities	\$50,000	\$50,000
City of South San Francisco	South San Francisco: Powering Whole Communities Project	\$50,000	\$50,000
City of Brisbane	Glen Park Pump Station Design for Efficiency and Mission Blue Center Audit	\$20,000	\$20,000
City of Burlingame	Energy Efficiency Upgrades	\$50,000	\$50,000
City of Foster City	HVAC Upgrades at City Hall and City Council Chambers	\$20,000	\$20,000
City of Half Moon Bay	Window Pane and Lighting Upgrades	\$50,000	\$50,000
City of Pacifica	Council Chambers HVAC and Lighting Retrofit	\$20,000	\$20,000
County of San Mateo	San Mateo Medical Center Boiler Replacement Youth Services Center CogenHeat Exchanger Upgrade Project San Mateo Medical Center, Exterior Lighting Upgrade Project	\$50,000	\$50,000
	<b>Total</b>	<b>\$480,000</b>	<b>\$480,000</b>

**FUNDING AGREEMENT BETWEEN  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS  
AND THE CITY OF xxxx [Or COUNTY OF SAN MATEO]**

This Agreement entered this [ ] Day of [ ] 2018, by and between the CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY, a joint powers agency whose members include the County of San Mateo and the twenty incorporated cities and towns within San Mateo County, hereinafter called "C/CAG," and the City of xxx, hereinafter called "CITY" [or County of San Mateo].

**WITNESSETH**

**WHEREAS**, on October 12, 2017, C/CAG approved the San Mateo County Energy Watch (SMCEW) Municipal Energy Efficiency Call for Projects for awarding competitive grant funding to member agencies; and

**WHEREAS**, the purpose of the grant program is to encourage C/CAG member agencies to implement energy efficiency projects that reduce energy consumption, ongoing operational costs, and greenhouse gas emissions; and

**WHEREAS**, the CITY submitted a grant proposal that was approved for funding by the C/CAG Board via Resolution 18-X; and

**WHEREAS**, the C/CAG Board authorized its Chairperson to execute funding agreements with member agencies under the grant program;

**NOW, THEREFORE, IT IS HEREBY AGREED** by the parties as follows:

1. **Project to be committed to or implemented by CITY.** In consideration of the payments hereinafter set forth, the CITY shall 1) commit to and, 2) implement the proposed SMCEW Municipal Energy Efficiency Project approved for grant funding (hereinafter called the "PROJECT") in accordance with the terms, conditions, and specifications set forth herein and in Exhibit A attached hereto and by this reference made a part hereof. C/CAG assumes no ownership, operations, or maintenance obligations in exchange for providing the specified grant payments.
2. **Payments.** In consideration of the CITY achieving Tier 1 and/or Tier 2 milestones (in accordance with all terms, conditions and specifications set forth herein and in Exhibit A, C/CAG shall make payments to CITY as milestones are met and as described in Exhibit A, in a total amount not to exceed xxxxxx (\$xxxxx). Payments are for staff work on PROJECT implementation, including for CITY or consultant staff efforts related to facility audits, audit findings review meetings, presentations to City or Town Council, development or review of equipment specifications, etc. Reimbursement requests shall include a report summarizing the CITY's activities related to meeting the milestones.
3. **Contract Term.** This Agreement shall be in effect as of XX and shall terminate on December 31, 2018; provided, however, C/CAG may terminate this Agreement at any time for any reason by providing 30 days' written notice to CITY. Termination to be effective on the date specified in the notice.

4. **Relationship of the Parties.** It is understood that this is an Agreement by and between Independent Contractors and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of Independent Contractor.
5. **Non-Assignability.** CITY shall not assign this Agreement or any portion thereof to a third party without the prior written consent of C/CAG, and any attempted assignment without such prior written consent in violation of this Section automatically shall terminate this Agreement.
6. **Hold Harmless/ Indemnity.** CITY shall indemnify and save harmless C/CAG, its agents, officers, and employees from all claims, suits or actions resulting from willful misconduct or negligence of CITY or its agents, officers, or employees relating to this Agreement. The duty to indemnify and save harmless as set forth herein, shall include the duty to defend as set forth in Section 2778 of the California Civil Code.
7. **Insurance.** CITY or its subcontractors performing the services on behalf of CITY shall not commence work under this Agreement until all insurance required under this section has been obtained. CITY shall furnish C/CAG with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending the CITY's coverage to include the contractual liability assumed by CITY pursuant to this Agreement. These Certificates shall specify or be endorsed to provide that thirty (30) days' notice must be given, in writing, to C/CAG of any pending change in the limits of liability or of non-renewal, cancellation, or modification of the policy.

Workers' Compensation and Employer Liability Insurance: the CITY shall have in effect, during the entire life of this Agreement, Workers' Compensation and Employer Liability Insurance providing full statutory coverage.

Liability Insurance: CITY shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect CITY, its employees, officers and agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all operations under this Agreement, whether such operations be by CITY or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit bodily injury and property damage for each occurrence and shall be not less than \$1,000,000 unless another amount is specified below and shows approval by C/CAG Staff.

Required insurance shall include:

	Required Amount	Approval by C/CAG Staff if under \$ 1,000,000
a. Comprehensive General Liability	\$ 1,000,000	_____
b. Workers' Compensation	\$ Statutory	_____

C/CAG and its officers, agents, employees and servants shall be named as additional insured on any such policies of insurance, which shall also contain a provision that the insurance afforded thereby to C/CAG, its officers, agents, employees and servants shall be primary insurance to the full limits of liability of the policy, and that if C/CAG, or its officers and employees have other insurance against a loss covered by such a policy, such other insurance shall be excess insurance only.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, the C/CAG Chairperson, at his/her option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further work pursuant to this Agreement.

10. **Non-discrimination.** The Contractor and any subcontractors performing the services on behalf of the Contractor shall not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religion, national origin or ancestry, age, sex, sexual orientation, marital status, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status, or in any manner prohibited by federal, state or local laws.
11. **Compliance with All Laws.** Contractor shall at all times comply with all applicable laws and regulations, including without limitation those regarding services to disabled persons, including any requirements of Section 504 of the Rehabilitation Act of 1973.
12. **Access to Records.** C/CAG, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of CITY which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions. CITY shall maintain all required records for five (5) years after C/CAG makes final payments and all other pending matters are closed.
13. **Merger Clause.** This Agreement, including Exhibit A attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto with regard to the matters covered in this Agreement, and correctly states the rights, duties and obligations of each party as of the document's date. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this Agreement are not binding. All subsequent modifications shall be in writing and signed by the C/CAG Chairperson. In the event of a conflict between the terms, conditions or specifications set forth herein and those in Exhibit A attached hereto, the terms, conditions or specifications set forth herein shall prevail.
14. **Governing Law.** This Agreement shall be governed by the laws of the State of California, without regard to its choice of law rules, and any suit or action initiated by either party shall be brought in the County of San Mateo, California.
15. **Notices.** All notices or other communications to either party by the other shall be deemed given when made in writing and delivered or mailed to such party at their respective addresses as follows:

C/CAG:           Attn: Kim Springer, Resource Conservation Programs Manager  
City/County Association of Governments of San Mateo County  
555 County Center, 4<sup>th</sup> Floor  
Redwood City, CA 94063

CITY: XXX

IN WITNESS WHEREOF, the parties hereto have affixed their hands on the day and year first above written.

**CITY of XXXX**

By \_\_\_\_\_

\_\_\_\_\_  
Date

By \_\_\_\_\_

**CITY** Legal Counsel

**CITY/County Association of Governments (C/CAG)**

By \_\_\_\_\_

Alicia C. Aguirre  
C/CAG Chair

\_\_\_\_\_  
Date

C/CAG Legal Counsel

By \_\_\_\_\_

Nirit Erickson, C/CAG Counsel

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## C/CAG AGENDA REPORT

Date: February 8, 2018

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approve the appointment of Grace Le, City Engineer, to represent the City of San Carlos on C/CAG's Congestion Management Technical Advisory Committee and the Stormwater Committee.

(For further information or questions, contact Matthew Fabry at 650-599-1419)

---

### RECOMMENDATION

Review and approve the appointment of Grace Le, City Engineer, to represent the City of San Carlos on C/CAG's Congestion Management Technical Advisory Committee and the Stormwater Committee.

### FISCAL IMPACT

None.

### SOURCE OF FUNDS

N/A

### BACKGROUND

The City of San Carlos is recommending a new appointment to C/CAG's Congestion Management Program Technical Advisory Committee (CMP TAC) and Stormwater Committee due to staff turnover. The recommended appointee, as detailed in the attached letters, is Grace Le, City Engineer, to replace Jay Walter, former Director of Public Works, from that position due to his retirement from the City in December 2017. Although the Stormwater Committee includes a designated seat for each member agency, the CMP TAC has a maximum number of seats (see attached rosters). Typically, when a seat becomes vacant on the TAC, C/CAG staff will solicit agencies not represented regarding interest in being added to the committee. In this case, however, San Carlos previously held a seat on the CMP TAC and the recommended appointment is to address staff turnover.

### ATTACHMENTS

1. Current Stormwater Committee and CMP TAC rosters
2. January 22, 2018 letter recommending appointment to the Congestion Management Program Technical Advisory and Stormwater Committees from City Manager Jeff Maltbie (San Carlos)

### Current CMP TAC Roster – 2018

No.	Member	Agency
1	Jim Porter (Co-Chair)	San Mateo County Engineering
2	Joseph Hurley (Co-Chair)	SMCTA / PCJPB / Caltrain
3	Afshin Oskoui	Belmont Engineering
4	Randy Breault	Brisbane Engineering
5	Syed Murtuza	Burlingame Engineering
6	Bill Meeker	Burlingame Planning
7	Sandy Wong	C/CAG
8	Brad Donohue	Colma Engineering
9	John Fuller	Daly City Engineering
10	Tatum Mothershead	Daly City Planning
11	Jeff Moneda	Foster City Engineering
12	Paul Willis	Hillsborough Engineering
13	Ray Razavi	Half Moon Bay
14	Justin Murphy	Menlo Park Engineering
15	Van Ocampo	Pacifica Engineering
16	Jessica Manzi	Redwood City Engineering
17	Jimmy Tan	San Bruno Engineering
18	Jay Walter	San Carlos Engineering
19	Brad Underwood	San Mateo Engineering
20	Eunejune Kim	South San Francisco Engineering
21	Billy Gross	South San Francisco Planning
22	Sean Rose	Woodside Engineering
23	vacant	MTC
24	vacant	Caltrans

### Current Stormwater Committee Roster – 2018

<b>Municipality/Agency</b>	<b>Representative</b>
Atherton	Marty Hanneman
Belmont	Afshin Oskoui
Brisbane	Randy Breault (Chair)
Burlingame	Syed Murtuza
Colma	Brad Donohue
Daly City	John Fuller
East Palo Alto	Kamal Fallaha
Foster City	Jeff Moneda
Half Moon Bay	Denice Hutten
Hillsborough	Paul Willis
Menlo Park	Justin Murphy
Millbrae	Khee Lim
Pacifica	Van Ocampo
Portola Valley	Howard Young
Redwood City	Saber Sarwary
San Bruno	Jimmy Tan
San Carlos	Vacant
San Mateo	Brad Underwood
South San Francisco	Eunejune Kim
Woodside	Sean Rose
San Mateo County	Jim Porter
Regional Water Quality Control Board	Dr. Tom Mumley

CITY OF SAN CARLOS  
OFFICE OF THE CITY MANAGER



600 ELM STREET  
SAN CARLOS, CA 94070  
(650) 802-4228  
CITYOFSANCARLOS.ORG

January 22, 2018

Sandy Wong, Executive Director  
City/County Association of Governments  
555 County Center, 5th Floor  
Redwood City, CA 94063

**RE: City/County Association of Governments Technical Advisory Committee (C/CAG TAC) and Stormwater Committee Member**

Dear Ms. Wong,

The City of San Carlos is requesting to replace C/CAG TAC and Stormwater Committee member Jay Walter with City Engineer, Grace Le. I have listed Grace Le's contact information below:

Phone: (650) 802-4201

Email: [gle@cityofsancarlos.org](mailto:gle@cityofsancarlos.org)

Please let me know if you have any questions or need additional information.

Sincerely,

Jeff Maltbie  
City Manager

Cc: Matthew Fabry, Water Pollution Prevention Program Manager  
John Hoang, C/CAG Program Manager  
Grace Le, City Engineer  
Tara Peterson, Interim Public Works Director

## C/CAG AGENDA REPORT

Date: February 8, 2018

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Receive a copy of a Memorandum of Understanding (MOU) with SMCTA for C/CAG contribution of \$15,000 for consultant services for the preparation of a Benefit Cost Analysis (BCA) required for a US DOT Infrastructure of Rebuilding America (INFRA) grant application, executed by the Executive Director in accordance with C/CAG procurement policy.

(For further information or questions, contact Jean Higaki at 650-599-1462)

---

### RECOMMENDATION

That the C/CAG Board receive a copy of a Memorandum of Understanding (MOU) with SMCTA for C/CAG contribution of \$15,000 for consultant services for the preparation of a Benefit Cost Analysis (BCA) required for a US DOT Infrastructure of Rebuilding America (INFRA) grant application, executed by the Executive Director in accordance with C/CAG procurement policy

### FISCAL IMPACT

\$15,000 in Congestion Relief Plan funds.

### SOURCE OF FUNDS

\$15,000 in Congestion Relief Plan funds included in the FY 2017/18 budget.

### BACKGROUND

On June 29, 2017, the United States Department of Transportation (DOT) solicited applications for the Infrastructure for Rebuilding America (INFRA) grant program. The INFRA Grant Program is providing over \$1.5 billion to projects across the nation that rebuild infrastructure, promote economic vitality and leverage non-federal funding.

The San Mateo County Transportation Authority (SMCTA) and C/CAG are co-sponsors of the US 101 Managed Lane project. Over the summer SMCTA and C/CAG staff worked with the California Department of Transportation (Caltrans) to develop a grant application package for the project. As part of the application, the DOT required preparation of a benefit cost analysis (BCA) to demonstrate that the Project's long-term benefits will outweigh the cost of constructing and maintaining the Project.

Development of the BCA was contracted out to one of the TA's on-call planning consultants for a cost of \$30,000. C/CAG agreed to provide half the cost, up to \$15,000, as its contribution to the

INFRA application. SMCTA provided the remaining half of the cost, up to \$15,000.

**ATTACHMENTS**

1. Copy of the Memorandum of Understanding between SMCTA and C/CAG for a Benefit Cost Analysis for the US 101 Managed Lane Project.

**Memorandum of Understanding (MOU)**

**San Mateo County Transportation Authority  
and  
City/County Association of Governments**

**for a Benefit Cost Analysis for the US 101 Managed Lanes Project**

This Memorandum of Understanding (MOU) is entered into as of the 1<sup>st</sup> day of Sept, 2017, by and between the San Mateo County Transportation Authority (TA) and City/County Association of Governments of San Mateo County (C/CAG), each of which is referred to herein individually as "Party" and jointly as "Parties."

**RECITALS**

**WHEREAS**, the United States Department of Transportation (DOT) is soliciting applications for the Infrastructure for Rebuilding America (INFRA) grant program; and

**WHEREAS**, DOT requires preparation of a Benefit Cost Analysis (BCA) to demonstrate that a project's long-term benefits will outweigh the cost of constructing and maintaining the project; and

**WHEREAS**, the San Mateo County Transportation Authority (TA) and the City/County Association of Governments of San Mateo (C/CAG), as co-sponsors of the US 101 Managed Lanes project (Project), desire to work together and collectively participate in funding a BCA for the INFRA application; and

**WHEREAS**, the Parties have agreed that the total cost for the BCA is estimated at \$30,000 and that each Party will provide a cost-share of 50%, up to a maximum of \$15,000; and

**WHEREAS**, the TA, by Resolution No. 2017-18, authorized TA's Executive Director, or his designee, to execute this MOU, and increased the TA's Fiscal Year 2018 Budget line item for Oversight by \$15,000 for the completion of the BCA for the Project; and

**WHEREAS**, by agreement of Parties, the TA has retained a consultant (CDM Smith) to perform the scope of work described in Section A-2, below.

Now, THEREFORE, the Parties to this MOU agree as follows:

**A. Project Scope and Description**

1. Project Scope. The Project is US 101 Managed Lanes Project.
2. Scope of Work. The Scope of Work is a BCA in support of an application for an INFRA grant for the Project. The BCA will demonstrate the long-term benefits, relative to the construction and maintenance costs, of the build alternatives proposed for the Project.

3. Limited to Scope of Work. This MOU is intended to cover only the Scope of Work. Further roles and responsibilities for subsequent phases of work on, or other tasks related to, the Project will be determined by negotiations between the Parties.

#### B. Funding and Payment

1. Funding Commitment. The Parties have agreed the total cost for the Scope of Work is estimated at \$30,000 and that TA and C/CAG each will provide a cost-share of 50%, up to a maximum of \$15,000 each, for the completion of the Scope of Work.
2. Insufficient Funding. In the event that additional funding is needed to complete the Scope of Work, the TA will identify the additional amounts needed and review those estimates with C/CAG. The Parties will work together to identify potential sources of funding, as well as obtain the necessary funds to complete the Scope of Work. If additional funding is needed due to a change in the Scope of Work, the TA will identify the additional amounts needed and review those estimates with C/CAG. It is the responsibility of TA and C/CAG to identify the potential sources of funding, as well as obtain the necessary funds to complete the changed Scope of Work. The TA may consider requests for additional funding, but is under no obligation to grant such requests.

#### C. Term

1. Term of Agreement. This MOU is effective upon execution, and will terminate upon the earliest of: (a) termination by C/CAG or the TA pursuant to section C-3 or C-4 or C-5, or (b) June 30, 2018.
2. Time of Performance. The Scope of Work must be completed no later than March 31, 2018.
3. Termination by C/CAG. C/CAG may at any time terminate the Scope of Work by giving ten (10) days' written notice to the TA. C/CAG will reimburse the TA for its share of funding expended in connection with the Scope of Work, and for all costs incurred by the TA in connection with the termination, within ninety (90) days of the TA's submission to C/CAG of a detailed statement of such payments and costs.
4. Termination by the TA. The TA may at any time terminate the Scope of Work, with or without cause, by giving ten (10) days' written notice of such termination. If the TA terminates the Scope of Work for C/CAG's default, C/CAG will reimburse the TA for its share of funding expended by the TA in connection with performance of this MOU. If the TA terminates the MOU for convenience, the TA will pay to C/CAG all costs and expenses incurred by C/CAG as a result of such termination.
5. Termination by the Parties. If it is mutually agreed by the Parties that it would be in their mutual best interests to terminate or suspend work on the Project, neither Party



may seek nor be entitled to receive further reimbursement for any costs or expenses incurred in connection with the Scope of Work nor termination of this MOU.

6. Expiration of TA Financial Obligations. Any and all financial obligations of the TA pursuant to this MOU will expire upon the expenditure of the TA's maximum contribution as established in Section B-1 above or upon termination of this MOU under Section C-1, above.
7. Expiration of C/CAG Financial Obligations. Any and all financial obligations of C/CAG pursuant to this MOU will expire upon the expenditure of the C/CAG's maximum contribution as established in Section B-1 above or upon termination of this MOU under Section C-1, above.

#### D. TA Responsibilities

1. The TA will implement, perform and complete the Scope of Work, either through its own forces or the use of one or more third-party contractors (which may include, but is not limited to, CDM Smith). The anticipated work directive for the Scope of Work, which is subject to revision by the TA, is set forth in Exhibit A.
2. The TA will be responsible for 50% of the Scope of Work costs, up to \$15,000.
3. The TA will submit invoices to C/CAG for C/CAG's 50% share of the Scope of Work costs. Invoices will include a record of payments made or costs expended by the TA on the Scope of Work, including copies of third-party contractor invoices paid by the TA. Invoices must be delivered or mailed, addressed as follows:

Attention: Sandy Wong, Executive Director  
City/County Association of Governments  
555 County Center, 5th Floor  
Redwood City, CA 94063 - 1306

4. For purposes of delivering the Scope of Work, the TA agrees to:
  - a. Manage the Scope of Work, including developing and carrying out the Scope of Work on schedule and within budget;
  - b. Provide technical oversight for performance of the Scope of Work;
  - c. Procure and administer any consultant/contractor services needed to complete the Scope of Work;
  - d. Keep C/CAG apprised of developments, such as award of contracts or potential changes that may affect the scope, schedule, or budget of the Project or Scope of Work; and

- e. Consult with C/CAG where necessary/appropriate.
- 5. The TA will review, process, and audit (at its discretion) invoices and other documentation of expenditures for work performed under this MOU. The TA will also track the accumulation and expenditure of funds under this MOU, and process other documentation of expenditures in compliance with TA accounting and budgeting requirements.

#### E. C/CAG Responsibilities

- 1. C/CAG will reimburse the TA for 50% of Scope of Work expenses within thirty (30) days of receipt of invoices mailed or delivered by the TA as provided in Section D.3, above.
- 2. C/CAG may, at its discretion, review any professional services agreements, change orders and any other agreements that the TA has entered into for the performance of the Scope of Work; however the TA retains ultimate authority over contracting and related decisions.
- 3. C/CAG may, at its discretion, review the work products and deliverables produced by the TA and/or its contractors/consultants for the Scope of Work, including reports, designs, drawings, plans, specifications, schedules and other materials; however, the TA retains authority to accept or reject contractor/consultant work.
- 4. C/CAG will approve or endorse, in writing, the final deliverables or work products produced by the TA and/or its contractors/consultants for the Scope of Work.
- 5. C/CAG may, at its discretion, review and audit invoices and other documentation of expenditures for the Scope of Work; however, the TA retains ultimate authority for expenditure of TA funds on the Scope of Work.
- 6. C/CAG is solely responsible for all costs, including staff time, needed to fulfill its responsibilities set forth in this Section E.

#### F. Indemnification

- 1. Each of the Parties will indemnify, hold harmless and defend the other Party and its directors/councilmembers, officers, employees and agents (collectively, "Indemnitees") against all liability, claims, suits, actions, costs or expenses related to performance of the Scope of Work or the Project, including but not limited to those arising from loss of or damage to property, and injuries to or death of any person (including but not limited to the property or employees of each Party) when arising out of or resulting from any act or

omission by the indemnifying Party, its agents, employees, contractors or subcontractors in connection with any aspect of the Project, including Project design, construction and/or maintenance.

2. Each of the Parties will also fully release, indemnify, hold harmless and defend the other Party and Indemnitees from and against any and all claims or suits that may be brought by any of the Indemnifying Party's contractors or subcontractors performing work in connection with or related to the Project.
3. The indemnifying Party's obligation to defend includes the payment of all reasonable attorneys' fees and all other costs and expenses of suit, and if any judgment is rendered, or settlement entered, against any Indemnitee, the indemnifying Party must, at its expense, satisfy and discharge the same. Indemnitees may require the indemnifying Party to obtain counsel satisfactory to the Indemnitees.
4. This indemnification will survive termination or expiration of this MOU.

#### G. Miscellaneous

1. Ownership of Work. All reports, designs, drawings, plans, specifications, schedules, studies, memoranda, and other documents assembled for or prepared by or for; in the process of being assembled or prepared by or for; or furnished to the TA or C/CAG under this MOU, are the joint property of the TA and C/CAG. Each Party is entitled to copies and access to these materials during the progress of the Project and upon completion of the Scope of Work or termination of this MOU. Both Parties may retain a copy of all material produced under this MOU for use in their general activities.
2. Attribution to the TA. C/CAG must include attribution that indicates work was funded by Measure A Funds from the TA. This provision applies to any project, or publication, that was funded in part or in whole by Measure A Funds. Acceptable forms of attribution include TA branding on Project-related documents, construction signs, public information materials, and any other applicable documents.
3. No Waiver. No waiver of any default or breach of any covenant of this MOU by either Party will be implied from any omission by either Party to take action on account of such default if such default persists or is repeated. Express waivers are limited in scope and duration to their express provisions. Consent to one action does not imply consent to any future action.
4. Assignment. No Party can assign, transfer or otherwise substitute its interest or obligations under this MOU without the written consent of the other Party.
5. Governing Law. This MOU is governed by the laws of the State of California as applied to contracts that are made and performed entirely in California.
6. Modifications. This MOU may only be modified in a writing executed by both Parties.

7. Disputes. If a question arises regarding interpretation of this MOU or its performance, or the alleged failure of a Party to perform, the Party raising the question or making the allegation must give written notice thereof to the other Party. The Parties will promptly meet in an effort to resolve the issues raised. If the Parties fail to resolve the issues raised, alternative forms of dispute resolution, including mediation or binding arbitration, may be pursued by mutual agreement. It is the intent of the Parties to the extent possible that litigation be avoided as a method of dispute resolution.
8. Attorneys' Fees. In the event legal proceedings are instituted to enforce any provision of this MOU, the prevailing Party in said proceedings will be entitled to its costs, including reasonable attorneys' fees, in addition to such other remedies to which it may be entitled.
9. Relationship of the Parties. It is understood that this is an MOU by and between independent contractors and is not intended to and does not create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of independent contractor.
10. Warranty of Authority to Execute MOU. Each Party to this MOU represents and warrants that each person whose signature appears hereon is duly authorized and has the full authority to execute this MOU on behalf of the entity that is a Party to this MOU.
11. Severability. If any portion of this Agreement, or the application thereof, is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining portions of this MOU, or the application thereof, will remain in full force and effect.
12. Counterparts. This MOU may be executed in counterparts.
13. Entire MOU. This MOU constitutes the entire agreement between the Parties pertaining to its subject matter and supersedes any prior or contemporaneous written or oral agreement between the Parties on the same subject.
14. Notices. All notices affecting any of the clauses of this MOU must be in writing and mailed postage prepaid by certified or registered mail, return receipt requested, or by personal delivery or overnight courier, to the appropriate address indicated below or at such other place(s) that either Party may designate in written notice to the other. Notices will be deemed received upon delivery if personally served, one (1) day after mailing if delivered via overnight courier, or two (2) days after mailing if mailed as provided above.

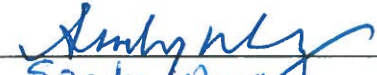
To TA:                    San Mateo County Transportation Authority  
                                 1250 San Carlos Avenue  
                                 P.O. Box 3006  
                                 San Carlos, CA 94070 – 1306  
                                 Attn: Joseph Hurley, Director

To C/CAG:                City/County Association of Governments  
                                 555 County Center, 5th Floor

Redwood City, CA 94063 – 1665  
Attn: Jean Higaki, Transportation System Coordinator

IN WITNESS WHEREOF, the Parties have hereunder subscribed their names the day and year indicated below.

**CITY/COUNT ASSOCIATION OF GOVERNMENTS (C/CAG)**

By:   
Name: Sandy Wong  
Its: Executive Director


Approved as to Form:

  
Legal Counsel for C/CAG

**SAN MATEO COUNTY TRANSPORTATION AUTHORITY**

By:   
Name: Jim Hartnett <sup>for</sup>  
Its: Executive Director

Attest:

  
Authority Secretary (CINDY GUMBAL)  
FOR MARTHA MARTINEZ

Approved as to Form:

  
Legal Counsel for the TA Shayna M. vanHoffen

## EXHIBIT A

### TECHNICAL SERVICES SCOPE OF WORK – US 101 Managed Lanes INFRA Grant Application Support

The tasks to be performed under this work directive would be to provide support for the US 101 Managed Lanes INFRA Grant Application – This work will include the following:

Prepare Draft and Final Benefit/Cost Analysis (BCA) for the US 101 Managed Lanes Project – CDM Smith will then prepare the BCA in accordance with the INFRA Grants BCA resource guide. The primary benefits will relate to reduced vehicle emissions, vehicle miles of travel, travel times for drivers, and improved safety. SMCTA will supply the available information to assist in the quantification of these benefits. In addition, SMCTA will provide estimated roadway engineering and capital costs, as well as toll system capital and operations & maintenance costs to conduct the BCA. SMCTA will provide model results and cost information for each alternative to be used as inputs to the BCA. All three build alternatives being considered in the environmental study may be analyzed for the BCA. A draft of the BCA calculations and documentation will be provided for review by SMCTA staff. Upon receipt of comments, a final version of the BCA will be provided to SMCTA.

The work would be conducted for the following alternatives:

Alternative	Section 1: I-380 to Whipple Ave	Section 2: Whipple Ave to Santa Clara Co. Express Lanes	Notes
0 (No-Build)	4 GP/direction with Auxiliary lanes	3 GP + 1 HOV lane/direction	<i>Existing HOV 2+ lanes</i>
1	Convert Auxiliary lane to HOV	3 GP + 1 HOV lane/direction	<i>Remove Aux lanes, add HOV 2+ lanes. Restore selected auxiliary where operational necessary</i>
2	Convert median lane to HOT 3+	3 GP + 1 HOT 3+ lane/direction	<i>Maintain Aux lanes, convert HOV2+ lanes to HOT3+</i>
3	Modify Aux lanes to provide 4GP + 1 HOT 3+	3 GP + 1 HOT 3+ lane/direction	<i>Remove Aux lanes, convert HOV 2+ to HOT 3+ Restore selected auxiliary where operational necessary</i>

**C/CAG AGENDA REPORT**

Date: February 8, 2018

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: 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).

(For further information or questions, contact Jean Higaki at 650-599-1462)

---

**RECOMMENDATION**

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)

**FISCAL IMPACT**

Unknown.

**SOURCE OF FUNDS**

N/A

**BACKGROUND**

The C/CAG Legislative Committee receives monthly written reports and oral briefings from the C/CAG's State legislative advocates. Important or interesting issues that arise out of that meeting are reported to the Board.

**ATTACHMENTS**

1. February 2018 Legislative update from Shaw/ Yoder/ Antwih, Inc.
2. Full Legislative information is available for specific bills at <http://leginfo.legislature.ca.gov/>



**SHAW/YODER/ANTWIH, inc.**  
LEGISLATIVE ADVOCACY • ASSOCIATION MANAGEMENT

**DATE:** January 29, 2018  
**TO:** Board Members, City/County Association of Governments, San Mateo County  
**FROM:** Andrew Antwih and Matt Robinson, Shaw / Yoder / Antwih, Inc.  
**RE:** STATE LEGISLATIVE UPDATE – February 2018

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***Legislative Update***

Happy New Year! The Legislature reconvened the 2017-2018 Legislative Session on January 3. The 2017-2018 Legislative Session will end August 31, 2018. Legislators have until February 16 to introduce new bills for consideration in 2018 – we will review those bills for their impact on C/CAG.

***Governor's Proposed 2018-19 Budget***

Governor Brown released on January 10 his proposed State Budget for 2018-19. With regard to transportation funding, the Budget mainly highlights the work of the various state agencies in the latter half of 2017 to implement SB 1 (Beall and Frazier), the Road Repair and Accountability Act of 2017, and provides a look ahead to 2018, including some high-level funding estimates for the various programs.

As noted by CalSTA Secretary Brian Kelly, the 2018-19 Governor's Budget represent the first full year of new revenues expected to flow from SB 1. According to the [Governor's Budget Summary](#), over the next decade the \$55 billion transportation package is expected to provide \$15 billion for state highway repairs and maintenance, \$4 billion in state bridge repairs, \$3.3 billion for state trade corridors, and \$2.5 billion for the state's most congested commute corridors. Local roads will receive more than \$15 billion in new funding for maintenance and repairs and \$2 billion in matching funds for local partnership projects. Transit and intercity rail will receive \$7.6 billion in additional funding, and local governments will have access to \$1 billion for active transportation projects.

Please see the table on the next page, from the Budget, for a complete breakdown of anticipated 2017-18 and 2018-19 appropriations for the various transportation programs funded with state revenues, including an estimate of anticipated revenues from SB 1.



## Road Maintenance and Accountability Act Funding

(Dollars in Millions)

Program		2017-18 Appropriation	2018-19 Appropriation
Local Allocations	Local Streets and Roads	\$451	\$1,193
	Transit and Intercity Rail Capital Program	\$330	\$330
	State Transit Assistance	\$280	\$355
	Local Partnership Program	\$200	\$200
	Active Transportation Program	\$100	\$100
	Commuter Rail and Intercity Rail	\$25	\$36
	Local Planning Grants	\$25	\$25
	Total:	<b>\$1,411</b>	<b>\$2,239</b>
State Allocations	SHOPP/Maintenance	\$451	\$1,210
	Bridges and Culverts	\$400	\$400
	Commuter Corridors	\$250	\$250
	Trade Corridor Enhancement	\$153	\$306
	Department of Parks and Recreation*	\$53	\$79
	Air Resources Board Clean Freight	\$50	\$0
	Freeway Service Patrol	\$25	\$25
	Department of Food and Agriculture*	\$17	\$26
	Transportation-related CSU and UC Research	\$7	\$7
	Transportation Workforce Development Board	\$5	\$5
	Total:	<b>\$1,411</b>	<b>\$2,308</b>
Administration	Department of Motor Vehicles	\$4	\$8
	Total:	<b>\$4</b>	<b>\$8</b>
Revenue	Transportation Improvement Fee	\$737	\$1,510
	Gasoline Excise Tax	\$1,250	\$1,852
	Diesel Excise Tax	\$405	\$672
	Diesel Sales Tax	\$200	\$286
	General Fund Loan Repayment	\$235	\$235
	Total:	<b>\$2,827</b>	<b>\$4,555</b>

\*Revenue derived from fuel purchased for off-road vehicles.

### *STIP*

DOF estimates the swap-based excise tax rate to be set at 15.7 cents in 2018-19, generating approximately \$506 million in the coming fiscal year for STIP projects, an increase of \$243 million over the current year.

### *Streets and Roads*

The Budget provides \$1.2 billion in new revenues from SB 1 to cities and counties to continue addressing the backlog of local road repairs, and will provide a similar amount for the state highway system. Of the 15.7 cents noted above, approximately \$506 million will go to cities and counties (an increase of \$243 million over the current year).

### *Transit*

The Budget provides an additional \$355 million from SB 1 for the State Transit Assistance Program for local transit operations, bringing the 2018-19 total to \$855 million. Additionally, the Governor's Budget anticipates \$36 million for intercity and commuter rail.

### *Goods Movement*

The Budget provides \$306 million from SB 1 sources to fund new projects to meet the state's current and future freight needs.

## Cap and Trade

On January 26, Governor Brown issued an executive order to boost the supply of zero-emission vehicles and charging & refueling stations in California. The Governor also detailed his plan for investing \$1.25 billion in cap-and-trade auction proceeds to reduce carbon pollution and improve public health and the environment. The details of the Cap and Trade plan can be found in the table below:

**2018-19 Cap and Trade Expenditure Plan**  
(Dollars in Millions)

Investment Category	Department	Program	Amount
Air Toxic and Criteria Air Pollutants	Air Resources Board	AB 617 - Community Air Protection	\$250
		Technical Assistance to Community Groups	\$5
Low Carbon Transportation	Air Resources Board	Clean Vehicle Rebate Project	\$175
		Clean Trucks, Buses, & Off-Road Freight Equipment	\$160
		Enhanced Fleet Modernization Program, School Buses & Transportation Equity Projects	\$100
	Energy Commission	Low Carbon Fuel Production	\$25
Climate Smart Agriculture	Air Resources Board	Agricultural Diesel Engine Replacement & Upgrades	\$102
	Energy Commission	Energy Efficiency	\$34
	Department of Food and Agriculture	Healthy Soils	\$5
	Energy Commission	Renewable Energy	\$4
Healthy Forests	CAL FIRE	Healthy & Resilient Forests	\$160
	CalOES	Local Fire Response	\$25
Short-Lived Climate Pollutants	Department of Food and Agriculture	Methane Reduction	\$99
	CalRecycle	Waste Diversion	\$20
Integrated Climate Action: Mitigation & Resilience	Strategic Growth Council	Transformative Climate Communities	\$25
	IBank	California Integrated Climate Investment Program	\$20
	California Conservation Corps	Energy Corps	\$6
Climate and Clean Energy Research	Strategic Growth Council	California Climate Change Technology and Solutions Initiative	\$35
<b>Total</b>			<b>\$1,250</b>

## SB 1 Repeal

As we have reported in the past, a meaningful threat to the SB 1 revenues has arisen, with the filing of a new referendum initiative on September 14. The initiative would require statewide voter approval of any increase or extension of gasoline or diesel fuel taxes after January 1, 2017. The initiative is now being led by John Cox, a wealthy Republican businessman and candidate for Governor. The initiative is also supported by several of California's Congressional Republicans. To qualify the initiative for the ballot, the proponents will need to gather approximately 587,000 signatures, by mid-April.

On November 20, California's Attorney General released the title and summary for the repeal initiative. The title and summary retains the language of the title and summary drafted for the repeal initiative led by Assembly Member Travis Allen (R-Huntington Beach), and adds verbiage specifying that the initiative "Requires Any Measure to Enact Certain Vehicle Fuel Taxes and Vehicle Fees Be Submitted to and Approved by the Electorate." Proponents of the initiative have begun signature gathering efforts, which are supported by two committees; the committees have collectively raised \$900,000, including \$250,000 from John Cox, \$100,000 from House Majority Leader Kevin McCarthy (R-Bakersfield), \$50,000 from other Republican members of Congress, and \$100,000 from the Western Growers. The funding has paid for a public awareness campaign on television, radio and print intended to persuade voters to sign petitions. These developments signal that the campaign to repeal SB 1 is now underway. Proponents believe they have already collected more than 300,000 valid signatures pending verification by the Secretary of State.

Recently, supporters of SB 1 formed a ballot committee – the Coalition to Protect Local Transportation Improvements – to oppose the repeal effort and promote the benefits of SB 1 throughout California. The Committee is led by the California Alliance for Jobs, the California State Association of Counties, the League of California Cities, and the California Transit Association, as well as several other transportation, labor, business, and local government agencies, formally known as the Fix Our Roads Coalition. The Committee will also support passage of ACA 5 (Frazier), the constitutional amendment passed by the legislature to protect new SB 1 revenues; the measure will be before the voters this June. In his State of the State Address, Governor Brown committed his full support to defending SB 1 and opposing any potential repeal.

### ***SB 1 Programs Underway***

For the past several months, numerous state agencies, including CalSTA, Caltrans, and the CTC, have been working vigorously to develop guidelines and issue the call for projects for several programs funded by SB 1 (Beall and Frazier).

Following is the most up-to-date information on the status of each program:

*Solutions for Congested Corridors Program* – Draft guidelines for the Program were approved by the CTC on October 18 and were finalized by the Commission on December 6. Project applications will be due by February 16, 2018. The first Program cycle will stretch across four years and the CTC will award \$1 billion in projects.

*State-Local Partnership Program* – Applications for the Formula Program share were due on December 15. Applications for the Competitive Program are due on January 30, 2018.

*Transit and Intercity Rail Capital Program* – Final guidelines were released for this competitive statewide Program on October 13 and the Call for Projects was announced. Project applications were due to Caltrans by January 12, 2018. This Program cycle will stretch across five years and CalSTA is poised to award approximately \$2.4 billion in projects.

*State Transit Assistance State of Good Repair* – Final guidelines were released on December 17 and project lists are due to Caltrans by January 31.

*State Rail Assistance Program* – Guidelines for this Program, which will assist the Capitol Corridor, were released on October 13. Allocation requests were due to CalSTA by December 15.

### ***Bills of Interest***

#### **SCA 6 (Wiener) – Lower Vote Threshold for Local Transportation Taxes (Two-Year Bill)**

The California Constitution subjects the imposition of a special tax by a city, county, or special district upon the approval of two-thirds of the voters. This measure would lower that threshold to 55 percent of voters for taxes for transportation purposes. ***The C/CAG Board SUPPORTS this bill.***

#### **SB 827 (Wiener) – Planning and Zoning Near Transit**

The Planning and Zoning Law requires, when a housing development is proposed within the jurisdiction of a local government, that the city, county, or city and county provide the developer with a density bonus to produce low income housing. This bill would authorize a transit-rich housing project to receive a transit-rich housing bonus. The bill would define a transit-rich housing project as a residential development project within a half-mile of a major transit stop or a quarter-mile of a high-quality transit corridor. The bill would exempt a project from various requirements, including maximum controls on residential density or floor area ratio, minimum automobile parking requirements, design standards that restrict the applicant's ability to construct the maximum number of units consistent with any applicable building code, and maximum height limitations.

**AB 1405 (Mullin) – Digital Billboards**

This bill would authorize a comprehensive development lease agreement between the Department of Transportation (Caltrans) and the private sector for a new digital sign network to provide real-time information for enhanced statewide emergency and traveler communications and provide revenues to the State Highway Account by allowing paid advertisements to appear on the digital signs.

**AB 1759 (McCarty) – Road Maintenance and Rehabilitation Account Funding**

The Planning and Zoning Law requires a city or county to adopt a general plan for land use development within its boundaries that includes a housing element and report on the progress of the established goals. This bill would require HCD to review the reports annually and beginning in the 2022–23 fiscal year and require cities and counties to be certified in the prior fiscal year by HCD to remain eligible for an apportionment of SB 1 RMRA funds.

**ACA 5 (Frazier and Newman) – Protecting Transportation Revenues, Revising Appropriations Limit**

This measure would add to the list of transportation-related revenues protected from legislative diversion by Article XIX those taxes and fees raised in SB 1 (Beall & Frazier). The measure also protects certain transit funds that were increased in the Gas Tax Swap of 2010-11. Article XIII B of the California Constitution prohibits the total annual appropriations subject to limitation of the state and each local government from exceeding the appropriations limit of the entity of the government for the prior year, as adjusted; this measure would also exclude appropriations of certain revenues associated with the Road Repair and Accountability Act of 2017 from the appropriations subject to constitutional limitation. ***This constitutional amendment was passed by the Legislature on April 6 and will be on the statewide ballot in June 2018 as Proposition 69. We recommend the C/CAG Board SUPPORT Proposition 69.***

## Road Maintenance and Accountability Act Funding

(Dollars in Millions)

Program		2017-18 Appropriation	2018-19 Appropriation
Local Allocations	Local Streets and Roads	\$451	\$1,193
	Transit and Intercity Rail Capital Program	\$330	\$330
	State Transit Assistance	\$280	\$355
	Local Partnership Program	\$200	\$200
	Active Transportation Program	\$100	\$100
	Commuter Rail and Intercity Rail	\$25	\$36
	Local Planning Grants	\$25	\$25
	<b>Total:</b>	<b>\$1,411</b>	<b>\$2,239</b>
State Allocations	SHOPP/Maintenance	\$451	\$1,210
	Bridges and Culverts	\$400	\$400
	Commuter Corridors	\$250	\$250
	Trade Corridor Enhancement	\$153	\$306
	Department of Parks and Recreation*	\$53	\$79
	Air Resources Board Clean Freight	\$50	\$0
	Freeway Service Patrol	\$25	\$25
	Department of Food and Agriculture*	\$17	\$26
	Transportation-related CSU and UC Research	\$7	\$7
	Transportation Workforce Development Board	\$5	\$5
	<b>Total:</b>	<b>\$1,411</b>	<b>\$2,308</b>
Administration	Department of Motor Vehicles	\$4	\$8
	<b>Total:</b>	<b>\$4</b>	<b>\$8</b>
Revenue	Transportation Improvement Fee	\$737	\$1,510
	Gasoline Excise Tax	\$1,250	\$1,852
	Diesel Excise Tax	\$405	\$672
	Diesel Sales Tax	\$200	\$286
	General Fund Loan Repayment	\$235	\$235
	<b>Total:</b>	<b>\$2,827</b>	<b>\$4,555</b>

\*Revenue derived from fuel purchased for off-road vehicles.

## 2018-19 Cap and Trade Expenditure Plan

(Dollars in Millions)

<i>Investment Category</i>	<i>Department</i>	<i>Program</i>	<i>Amount</i>
Air Toxic and Criteria Air Pollutants	Air Resources Board	AB 617 - Community Air Protection	\$250
		Technical Assistance to Community Groups	\$5
Low Carbon Transportation	Air Resources Board	Clean Vehicle Rebate Project	\$175
		Clean Trucks, Buses, & Off-Road Freight Equipment	\$160
		Enhanced Fleet Modernization Program, School Buses & Transportation Equity Projects	\$100
	Energy Commission	Low Carbon Fuel Production	\$25
Climate Smart Agriculture	Air Resources Board	Agricultural Diesel Engine Replacement & Upgrades	\$102
	Energy Commission	Energy Efficiency	\$34
	Department of Food and Agriculture	Healthy Soils	\$5
	Energy Commission	Renewable Energy	\$4
Healthy Forests	CAL FIRE	Healthy & Resilient Forests	\$160
	CalOES	Local Fire Response	\$25
Short-Lived Climate Pollutants	Department of Food and Agriculture	Methane Reduction	\$99
	CalRecycle	Waste Diversion	\$20
Integrated Climate Action: Mitigation & Resilience	Strategic Growth Council	Transformative Climate Communities	\$25
	IBank	California Integrated Climate Investment Program	\$20
	California Conservation Corps	Energy Corps	\$6
Climate and Clean Energy Research	Strategic Growth Council	California Climate Change Technology and Solutions Initiative	\$35
<b>Total</b>			<b>\$1,250</b>

## C/CAG AGENDA REPORT

ITEM 6.2

**Date:** February 8, 2018

**To:** C/CAG Board of Directors

**From:** Sandy Wong, Executive Director

**Subject:** Conduct public hearing and approval of Resolution 18-11 adopting the Final 2017 Congestion Management Program (CMP) for San Mateo County (Special voting procedures apply)

(For further information, contact Jeff Lacap at 650-599-1455)

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### RECOMMENDATION

That the C/CAG Board conduct a public hearing and approve Resolution 18-11 adopting the Final 2017 Congestion Management Program (CMP) for San Mateo County (Special voting procedures apply).

### FISCAL IMPACT

It is not anticipated that the adoption of the 2017 CMP will result in any increase in the current fiscal commitment that C/CAG has made to the Program.

### BACKGROUND

#### *Overview*

Every two years, C/CAG as the Congestion Management Agency for San Mateo County, is required to prepare and adopt a Congestion Management Program (CMP) for San Mateo County. The CMP is prepared in accordance with state statutes, which also establish requirements for local jurisdictions to receive certain gas tax subvention funds. The CMP's conformance with regional goals enable San Mateo County jurisdictions to qualify for state and federal transportation funding.

The Metropolitan Transportation Commission (MTC) also provides guidance for consistency and compatibility with the Regional Transportation Plan (RTP). MTC's findings for the consistency of CMPs focus on five areas:

- Goals and objectives established in the RTP,
- Consistency of the system definition with adjoining counties,
- Consistency with federal and state air quality plans,
- Consistency with the MTC travel demand modeling database and methodologies; and
- RTP financial assumptions.

### ***2017 Final CMP Update***

On November 16, 2017, the C/CAG Congestion Management Program Technical Advisory Committee recommended approval of the 2017 Draft CMP. It was further recommended that staff list the 12 deficient CMP roadway segments in the report and provide detail on the methodology in calculating the travel time.

The C/CAG Congestion Management and Environmental Quality Committee (CMEQ) also recommended approval at their meeting on November 27, but had questions regarding the travel times reported in the monitoring report and asked staff to provide further clarification. (The general-purpose lane travel times presented in the LOS monitoring report are the result of a 2-month average between all Tuesdays, Wednesday, and Thursdays in April and May 2017 during the 7-9am and 4-7pm peak hours. The travel times reported represent the calculated INRIX travel time using the average speed over each CMP roadway segment for each 5-minute interval during each respective AM and PM peak period. Because of the multitude of data points, there is a variability of travel times in the dataset, which affects the overall reported average travel time. For example, the average speed in the southbound US 101 segment between SR 92 and Whipple varies from 70 mph to 30 mph during the AM peak period. For the PM period, the average speed varies from 70 mph to 20 mph.)

The C/CAG Board approved the Draft 2017 CMP on December 14, 2017 and authorized its release for review and comments. The Draft 2017 CMP and the notices of its availability for review were issued on December 22, 2017 to all interested parties including local and regional transportation agencies and local jurisdictions. Comments were due by January 22, 2018. Staff received comments from San Mateo County Public Works and the City of Millbrae. All pertinent comments have been incorporated in the proposed 2017 Final CMP.

Since the draft version was presented to the C/CAG Board in December, minor grammatical and editorial changes were made to the 2017 Final CMP and appendices in addition to the following items:

- The 12 deficient CMP roadway segments have been extracted from the body of the monitoring report and listed in the Executive Summary for easy reference.
- More detail about the travel time methodology has been reported in the LOS Monitoring Report (Appendix F).

### ***SB 743***

Senate Bill 743 was signed into law in 2013 and aimed to replace the metric used to measure the transportation impact assessment in the California Environmental Quality Act (CEQA) process from a delay based metric such as traffic level of service (LOS) to another metric such as vehicle miles traveled (VMT).

The Governor's Office of Planning and Research (OPR) is responsible for identifying the alternative metric and updating the CEQA Guidelines on transportation impact analysis. OPR has identified VMT as the new metric but is currently still finalizing the technical guidance for impact analysis.



Since current CMP legislation requires the use of LOS metric, the Draft 2017 CMP has been prepared following current CMP guidelines. C/CAG did not do any major updates to the CMP and only made focused changes during this update to report on the work performed and progress made in implementing the CMP elements (Roadway System, Traffic LOS Standards, Performance Element, Trip Reduction and Travel Demand Element, Land Use Impact Analysis Program, and Seven-Year Capital Improvement Program) since the last update in 2015.

It is anticipated when SB 743 implementation guidelines are fully adopted by OPR or any other legislative efforts to amend the CMP legislation occur, C/CAG, in coordination with the Metropolitan Transportation Commission and other Congestion Management Agencies in the Bay Area, will evaluate and recommend performance metrics for future CMP updates.

***2017 CMP Approval Schedule (Tentative)***

<u>Date</u>	<u>Activity</u>
January 18, 2018	Final CMP to TAC
January 29, 2018	Final CMP to CMEQ
February 8, 2018	Final CMP to Board
March 2018	Final CMP to MTC

The Congestion Management Program Technical Advisory Committee (CMP TAC) recommended adoption of the Final 2017 CMP at their January 18<sup>th</sup> meeting. The Congestion Management and Environmental Quality Committee (CMEQ) recommended adoption of the Final 2017 CMP at their January 29<sup>th</sup> meeting.

Staff recommends that the C/CAG Board approve Resolution 18-11 adopting the Final 2017 Congestion Management Program (CMP) and Monitoring Report for San Mateo County.

Since most of the CMP document remains unchanged, only electronic versions of the documents are being provided to C/CAG Board. The Final 2017 CMP and Appendix are provided electronically only and can also be downloaded from the following webpage:  
*<http://ccag.ca.gov/committees/board-of-directors/>*

**ATTACHMENT**

1. Resolution 18-11
2. Final 2017 San Mateo County CMP & Appendix (*Available for download at: <http://ccag.ca.gov/committees/board-of-directors/>*)
3. Letter from Khee Lim, Public Works Director, City of Millbrae, to Jeff Lacap, C/CAG Staff, C/CAG, dated 1/18/18. RE: Draft San Mateo County Congestion Management Program (CMP)
4. Letter from Jeff Lacap, C/CAG Staff, C/CAG, to Khee Lim, Public Works Director, City of Millbrae, dated 1/25/18. RE: Response to Draft San Mateo County Congestion Management Program (CMP)

## **RESOLUTION 18-11**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) ADOPTING THE FINAL 2017 CONGESTION MANAGEMENT PROGRAM (CMP) FOR SAN MATEO COUNTY**

**RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG), that

**WHEREAS**, C/CAG is the designated Congestion Management Agency responsible for the development and implementation of the Congestion Management Program for San Mateo County; and

**WHEREAS**, C/CAG has developed a Congestion Management Program for 2017 and has circulated it for comment to local jurisdictions and other interested parties; and

**WHEREAS**, C/CAG has conducted a Public Hearing in compliance with the requirements for adoption of a Congestion Management Program; and

**WHEREAS**, C/CAG has considered the comments received in writing and at the Public Hearing; and

**WHEREAS**, C/CAG has voted to adopt the 2017 Congestion Management Program for San Mateo County.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of C/CAG hereby adopts the 2017 Congestion Management Program for San Mateo County.

**PASSED, APPROVED, AND ADOPTED THIS 8TH DAY OF FEBRUARY 2018.**

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*Alicia Aguirre, Chair*



*City of Millbrae*  
621 Magnolia Avenue, Millbrae, CA 94030

GINA PAPAN  
Mayor

ANN SCHNEIDER  
Councilmember

WAYNE J. LEE  
Councilmember

ANNE OLIVA  
Councilmember

REUBEN D. HOLOBER  
Councilmember

January 18, 2018

Mr. Jeffrey Lacap  
City/County Association of Governments  
555 Count Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063

**Subject: Draft San Mateo County Congestion Management Program (CMP)**

Dear Mr. Lacap:

The City of Millbrae appreciates the opportunity to comment on the Draft San Mateo County Congestion Management Program (CMP). We have the following comments:

1. The City of Millbrae recommends that the intersection of Millbrae Avenue and Rollins Road be included in the next CMP monitoring. The City is currently reviewing two high density mixed use developments in the vicinity of the subject intersection. Once the developments are completed in 2020 the City is expecting the LOS to deteriorate further due to the projected increase in traffic. Additionally, Millbrae Avenue is an important regional thoroughfare to the San Francisco International Airport which is expecting its passenger number to exceed 50 million in 2018.
2. The City of Millbrae recommends that additional emphasis be focused on non-motorized transportation mode such as transit, carpool and intelligent transportation system (ITS) in future CMP. The City believes that expanding roadway capacity is not an organic sustainable way to manage congestion, rather focus should be on ITS.
3. The City of Millbrae recommends that C/CAG utilize the VMT method in evaluating roadway congestion in the next CMP in accordance to SB 743.

Again thank you for the opportunity to comment on the draft CMP. Please contact me at 650.259.2347 or [klim@ci.millbrae.ca.us](mailto:klim@ci.millbrae.ca.us) if you have any questions.

Thank you.

Sincerely,

Khee Lim  
Public Works Director



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January 25, 2018

Khee Lim, Public Works Director  
City of Millbrae  
621 Magnolia Avenue  
Millbrae, California 94030

Re: Response to Review Comments on San Mateo County Congestion Management Program 2017

Mr. Lim:

Thank you for your review of the Draft 2017 Congestion Management Program (CMP). In your January 18, 2018 letter, you gave various suggestions to enhance the CMP. We would like to share observations and comments with regard to your suggestions.

- **Multi-model transportation analysis and CMP roadway network:**

C/CAG follows the State and Regional guidelines in developing its CMP. The intersection of Millbrae Avenue and Rollins Road is not in the adopted CMP roadway network. While new legislation(s) and implementation guidance are being developed and the 2017 CMP at adoption does not include modification to the CMP network, it would be much more effective to consider new strategies in a comprehensive manner once the guidance is finalized.

- **Discussion of effect of SB 743:**

Since current CMP legislation requires the use of LOS metric, the Draft 2017 CMP has been prepared following current CMP guidelines. C/CAG did not do any major updates to the CMP and only made focused changes during this update to report on the work performed and progress made in implementing the CMP elements (Roadway System, Traffic LOS Standards, Performance Element, Trip Reduction and Travel Demand Element, Land Use Impact Analysis Program, and Seven-Year Capital Improvement Program) since the last update in 2015.

It is anticipated when SB 743 implementation guidelines are fully adopted by OPR or any other legislative efforts to amend the CMP legislation occur, C/CAG, in coordination with the Metropolitan Transportation Commission and other Congestion Management Agencies in the Bay Area, will evaluate and recommend performance metrics for future CMP updates.

Thank you again for your comments.

Sincerely,

Jeffrey Lacap  
Transportation Programs Specialist

## C/CAG AGENDA REPORT

Date: February 8, 2018

To: City/County Association of Governments of San Mateo County Board of Directors

From: Sandy Wong, Executive Director

Subject: Receive information on the “*Floods, Drought, Rising Seas, OH MY!*” event scheduled for March 30, 2018.

(For further information or questions, contact Sandy Wong at 650-599-1409)

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### RECOMMENDATION

That the C/CAG Board receive information on the “*Floods, Drought, Rising Seas, OH MY!*” event scheduled for March 30, 2018.

### FISCAL IMPACT

The event cost is estimated at \$10,000, to be jointly funded by the County of San Mateo and C/CAG.

### SOURCE OF FUNDS

C/CAG funds will come from the General Fund.

### BACKGROUND

C/CAG and the County of San Mateo are planning a conference to highlight various water related issues in San Mateo County, elevate the importance of inter-agency collaboration on solutions, and engage elected officials, local agency staffs, regulatory agencies, and stakeholders on water management issues such as flooding, stormwater quality, rising sea level, groundwater management, coastside water issues, and funding (Register at <https://www.eventbrite.com/e/floods-drought-rising-seas-oh-my-tickets-42299235151>).

Event Title: *Floods, Drought, Rising Seas, OH MY!*

Date: March 30, 2018 (Friday)

Time: 8:00 AM to 12:30 PM

Location: Cañada College

Hosted by: San Mateo Countywide Water Coordination Committee

Overview: Supervisor Pine, C/CAG Chair Aguirre

Keynote Speaker: Grant Davis, General Manager, Sonoma County Water Agency (Former Director of California Department of Water Resources)

Expert Panels: Water Extremes – Challenges for Water Management  
Collaboration – Opportunities, Governance, and Funding

Breakout session

### ATTACHMENTS

None.

**C/CAG AGENDA REPORT**

**DATE:** February 8, 2018

**TO:** City/County Association of Governments of San Mateo County Board of Directors

**FROM:** Sandy Wong, Executive Director

**SUBJECT:** Nominations for C/CAG Chair and Vice Chair for the March 2018 Election of Officers  
(For further information or questions, please contact Sandy Wong at 650 599-1409)

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**RECOMMENDATION:**

That the C/CAG Board of Directors make nominations for Chair and Vice Chair for the March 2018 Election of Officers in accordance with the C/CAG By-Laws.

**FISCAL IMPACT:**

None.

**REVENUE SOURCE:**

None.

**BACKGROUND/DISCUSSION:**

The C/CAG By-Laws established a process to have nominations at the February meeting and then have voting at the following meeting, in March. The objective was to provide Board Members with background information to assist them in casting their vote. Nominations shall only be made by voting members of the Board of Directors. The Chairperson and Vice Chairpersons shall be voting members of the Board, as well. Nominations do not require a second or vote to be a candidate. Nominations should be taken for the Chair and Vice Chair position. Nominations for officers of the Board of Directors shall be made from the floor only at the regular February Board meeting. Nominations and election of the Chairperson shall precede nominations and election of the Vice Chairperson.

All candidates should provide background information in advance of the March Board meeting such that the material can be included in the packet for the Board's consideration. For those candidates nominated, please provide the background information to Mima Guilles (mguilles@smcgov.org) by February 23, 2018.

**CURRENT OFFICERS:**

Alicia C. Aguirre has served two terms as Chair and is not eligible to serve another term. .

Maryanne Moise Derwin has served two terms as Vice Chair and is not eligible to serve another term as Vice Chair.

**ATTACHMENTS:**

1. Article IV of the Bylaws related to Officers.
2. Cover sheet for nominees to submit background information

## ARTICLE IV. OFFICERS

Section 1. The officers of the Board of Directors shall consist of a Chairperson and one Vice Chairperson.

Section 2. The Chairperson and Vice Chairperson shall be elected from among the nominees by the Board of Directors at the March meeting to serve for a term of twelve (12) months commencing on April 1. There shall be a two-term limit for each office. That is, a member may not serve more than two consecutive terms as the Chairperson, and not more than two consecutive terms as Vice Chairperson. An officer shall hold his or her office until he or she resigns, is removed from office, is otherwise disqualified to serve, or until his or her successor qualifies and takes office.

Section 3. Nomination for officers of the Board of Directors shall be made from the floor only at the regular February Board meeting. Nominations shall be made only by voting members of the Board of Directors.

Section 4. The Chairperson and Vice Chairperson must be a regularly designated, voting member (e.g., not an alternate, or an ex-officio member) of the Board of Directors.

Section 5. Nominations and election of the Chairperson shall precede nominations and election of the Vice Chairperson. Voting shall be public for all offices.

Section 6. The Chairperson shall preside at all meetings of the Board, may call special meetings when necessary, and shall serve as the principal executive officer. The Chairperson shall have such other powers, and shall perform such other duties which may be incidental to the office of the Chairperson, subject to the control of the Board.

Section 7. In the absence or inability of the Chairperson to act, the Vice Chairperson shall exercise all of the powers and perform all of the duties of the Chairperson. The Vice Chairperson shall also have such other powers and shall perform such other duties as may be assigned by the Board of Directors.

Section 8. A special election to fill the vacant office shall be called by the Board of Directors if



the Chairperson or the Vice Chairperson is unable to serve a full term of office.

Section 9. All officers shall serve without compensation.

Section 10. The Chairperson or the Vice Chairperson may be removed from office at any time by a majority vote of those members present at a duly constituted meeting of the Board.

**C/CAG**  
**CITY/COUNTY ASSOCIATION OF GOVERNMENTS**  
**OF SAN MATEO COUNTY**

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Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

**Due Date: February 23, 2018**

**DATE:**

**TO:** Attn: Mima Guilles  
555 County Center, 5<sup>th</sup> Floor  
Redwood City, CA, 94063

**RE:** C/CAG Candidate background material for C/CAG Chair or Vice Chair  
nominations

The attached is candidate background material for your information.

**From:**

**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*

January 11, 2018

Chad Edison  
 Deputy Secretary, Transportation  
 California State Transportation Agency  
 915 Capitol Mall, Suite 350B  
 Sacramento, California 95814

RE: Support for SamTrans application for a California State Transportation Agency Transit and Intercity Rail Capital Program (TIRCP) Grant


Dear Deputy Secretary Edison:

As the executive director of the City/ County Association of Governments of San Mateo County (C/CAG), I am writing in support of the San Mateo County Transit District's TIRCP grant application to help fund the capital cost of initiating the US-101 Express Bus Pilot on the San Francisco Peninsula. C/CAG is the Congestion Management Agency for San Mateo County.

The SamTrans Express Bus Pilot will introduce a network of four express bus routes on US-101 serving origins and destinations in San Mateo, Santa Clara, and San Francisco counties. The initial launch of express bus service is envisioned to occur in conjunction with the opening of the proposed managed lanes project on US-101. Express bus routes with few or no intermediate stops benefit from the reduced travel times offered by less congested managed lanes. As a co-sponsor of the managed lanes project, C/CAG is very interested in fully utilizing and enhancing the additional capacity and time savings the managed lanes can provide through the express bus pilot.

Thank you for your consideration of this letter of support. Please feel free to contact me at (650) 599- 1409 or slwong@smcgov.org if you have any questions or require additional information.

Sincerely,

  
 Sandy Wong  
 C/CAG Executive Director