

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. 325

DATE: Thursday, November 14, 2019

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.

PUBLIC TRANSIT: SamTrans
Caltrain: San Carlos Station.
Trip Planner: <http://transit.511.org>

- 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 an informational presentation on FASTER Bay Area. p. 1
 - 4.2 Receive an informational presentation on the Bay Delta Plan and its potential impacts to water supply from SF regional water system. p. 2
- 5.0 ACTION TO SET AGENDA AND APPROVE CONSENT AGENDA ITEMS
This item is to set the final consent and regular agenda, and to approve the items listed on the consent agenda. All items on the consent agenda are approved by one action. 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. 324 dated October 10, 2019. ACTION p. 3
- 5.2 Review and approval of the C/CAG Clerk/Administrative Assistant salary. ACTION p. 9
- 5.3 Review and approval of Resolution 19-75 authorizing the C/CAG Chair to execute an agreement with Fehr & Peers to develop a Vehicle Miles Traveled (VMT) Estimation Tool in an amount not to exceed \$220,000 waiving the RFP process. ACTION p. 11
- 5.4 Review and approval of Resolution 19-76 authorizing the C/CAG Chair to execute a funding agreement with City of South San Francisco to provide up to \$360,000 for the Smart Corridor Design Phase. ACTION p. 16
- 5.5 Review and approval of Resolution 19-77 authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo Office of Sustainability for staff services to support the San Mateo County Energy Watch Program from January 1 through June 30, 2020 in an amount not to exceed \$79,405. ACTION p. 19
- 5.6 Review and approval of Resolution 19-78 authorizing the C/CAG Chair to execute Amendment No.1 to an agreement between C/CAG and DNV GL Energy Services USA, Inc. adding \$70,000 for a new total amount not to exceed \$145,000 for climate action planning technical assistance for the period January 1, 2020 through June 30, 2020. ACTION p. 27
- 5.7 Review and approval of Resolution 19-79 authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo Office of Sustainability for staff services to support the Regionally Integrated Climate Action Planning Suite (RICAPS) program in an amount not to exceed \$50,000 for calendar year 2020. ACTION p. 30
- 5.8 Review and approval of Resolution 19-80 adopting the San Mateo County Transportation Development Act Article 3 Program, funding projects that encourage and improve bicycling and walking conditions, for Fiscal Year 2019-2020 for \$1,950,000. ACTION p. 33
- 6.0 REGULAR AGENDA
- 6.1 Receive a presentation and update on the US 101 Express Lanes project. INFORMATION p. 38
- 6.2 Review and approval of Resolution 19-71 authorizing the C/CAG Chair to execute the Cooperative Funding (Loan) Agreement with San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) in the amount of \$872,456, to partially fund the Fiscal Year 2019-20 operations of the SMCEL-JPA. ACTION p. 41
- 6.3 Review and approval of the Draft 2019 Congestion Management Program (CMP) and Monitoring Report and authorize its release for distribution and comments. ACTION p. 45

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 Maryann Moise Derwin, Chair, City/County Association of Governments, to Jim Eggemeyer, County of San Mateo Office of Sustainability, dated 10/10/19. RE: Findings as recommended by the Countywide Integrated Waste Management Plan Five-Year Review Ad Hoc Committee to the County of San Mateo and CalRecycle.

9.2 Letter from Maryann Moise Derwin, Chair, City/County Association of Governments, to Emily Webb, State of California, dated 10/10/19. RE: Findings as recommended by the Countywide Integrated Waste Management Plan Five-Year Review Ad Hoc Committee to the County of San Mateo and CalRecycle.

10.0 ADJOURNMENT

Next scheduled meeting December 12, 2019

PUBLIC NOTICING: All notices of C/CAG regular Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA, and on C/CAG's website at: <http://www.ccag.ca.gov>.

PUBLIC RECORDS: Public records that relate to any item on the open session agenda for a regular Board meeting, standing committee meeting, or special meeting are available for public inspection. Those public records that are distributed less than 72 hours prior to a regular Board 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 public records available for inspection. Such public records are also available on C/CAG's website at: <http://www.ccag.ca.gov>.

PUBLIC PARTICIPATION: Public comment is limited to two minutes per speaker. 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 this agenda, please contact C/CAG staff:

Executive Director: Sandy Wong (650) 599-1409

Clerk/Administrative Assistant: Mima Guilles (650) 599-1406

C/CAG AGENDA REPORT

Date: November 14, 2019

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

From: Sandy Wong, Executive Director

Subject: Receive an informational presentation on FASTER Bay Area
(For further information, contact Sandy Wong at 650-599-1409)

RECOMMENDATION

That the C/CAG Board of Directors receive an informational presentation on FASTER Bay Area.

FISCAL IMPACT

N/A.

SOURCE OF FUNDS

N/A

BACKGROUND

FASTER Bay Area is a collaborative effort co-let by the Silicon Valley Leadership Group, Bay Area Council and SPUR. FASTER is creating a framework to develop a more robust, integrated regional transit network for the Bay Area. That framework could then become the basis for a \$100 billion regional funding measure that would go to the ballot in the nine-county Bay Area, potentially in November 2020.

Staff recommends the C/CAG Board receive an informational presentation on FASTER Bay Area.

ATTACHMENT

NONE.

C/CAG AGENDA REPORT

Date: November 14, 2019

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

From: Sandy Wong, Executive Director

Subject: Receive an informational presentation on the Bay Delta Plan and its potential impacts to water supply from SF regional water system

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

RECOMMENDATION

That the C/CAG Board of Directors receive an informational presentation on the Bay Delta Plan and its potential impacts to water supply from SF regional water system.

FISCAL IMPACT

N/A.

SOURCE OF FUNDS

N/A.

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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BOARD MEETING MINUTES

Meeting No. 324

October 10, 2019

1.0 CALL TO ORDER/ ROLL CALL

Chair Maryann Moise Derwin called the meeting to order at 6:30 p.m. Roll call was taken.

Atherton	– Elizabeth Lewis
Brisbane	– Cliff Lentz
Burlingame	– Ricardo Ortiz
Colma	– Diana Colvin
Daly City	– Roderick Daus-Magbual
East Palo Alto	– Lisa Gauthier (arrive 6:50 p.m.)
Foster City	– Sam Hindi
Half Moon Bay	– Debbie Ruddock
Hillsborough	– Marie Chuang
Millbrae	– Reuben Holober (arrive 6:36 p.m.)
Pacifica	– Sue Vaterlaus
Portola Valley	– Maryann Moise Derwin
Redwood City	– Alicia Aguirre
San Bruno	– Irene O’Connell (arrive 6:44 p.m.)
San Carlos	– Adam Rak
San Mateo	– Diane Papan
South San Francisco	– Karyl Matsumoto
Woodside	– Ned Fluet
SMCTA (Non-Voting)	– Karyl Matsumoto

Absent:

Belmont
Menlo Park
San Mateo County
SamTrans (non-voting)

Others:

Sandy Wong	– C/CAG Executive Director
Mima Guilles	– C/CAG Clerk
Melissa Adrikopoulos	– C/CAG Legal Counsel
John Hoang	– C/CAG Staff
Jean Higaki	– C/CAG Staff

Matt Fabry – C/CAG Staff
 Susy Kalkin – C/CAG Staff
 Jeff Lacap – C/CAG Staff
 Van Ocampo – C/CAG Staff
 Mikaela Hiatt – C/CAG Staff
 Kimberly Wever – C/CAG Staff
 Kim Springer – San Mateo County
 Gordon Tong – San Mateo County
 Theresa Vallez-Kelly - Office of Education
 Jeff Baird – Baird + Driskell Community Planning
 Ann Schneider – Millbrae
 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.

Ann Schneider commented on that some parking spaces will soon be removed at the Millbrae BART station. City of Millbrae will have their first meeting on October 19, 2019 for their neighborhood.

4.0 PRESENTATIONS/ ANNOUNCEMENTS

4.1 Certifications of Appreciation to winners of the International Walk to School Day Poster contest under the San Mateo County Safe Routes to School Program.

Theresa Kelly-Vallez, Safe Routes to School Program Coordinator, announced the winners of the International Walk to School Day Poster contest under the San Mateo County Safe Routes to School Program. Chair Derwin presented certificates of appreciation to the following student winners:

Sarah Anne Cunningham – El Granada Elementary
 Kyle Estrada – Roosevelt Elementary
 Marshall Patton – Seacrest School
 Eliza Loew – Crystal Springs Middle School
 Rohan Seiber – Crystal Springs Middle School
 Zara Gandhi – San Mateo High School

5.0 ACTION TO SET AGENDA AND APPROVE CONSENT AGENDA ITEMS

This item is to set the final consent and regular agenda, and to approve the items listed on the consent agenda. All items on the consent agenda are approved by one action. 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 Aguirre MOVED approval of Items 5.1, 5.2, 5.3, 5.4, and 5.5. Board Member Vaterlaus SECONDED. **MOTION CARRIED 17-0-0**

5.1 Approval of the minutes of regular business meeting No. 323 dated September 12, 2019.
 APPROVED

- 5.2 Review and approval of Resolution 19-60 authorizing the C/CAG Chair to execute Amendment No. 1 to the agreement with Paradigm Environmental, adding an additional \$189,174 for a new total not-to-exceed of \$1,131,395 to implement enhancements to the Countywide Sustainable Streets Master Plan. APPROVED
- 5.3 Review and approval of Resolution 19-67 authorizing the C/CAG Chair to execute Contract Change Order No.1 to an existing Contract Work Authorization between C/CAG and Pacific Gas and Electric Company for the San Mateo County Energy Watch, adding \$149,405 for a new contract total of \$468,214 through June 20, 2020. APPROVED
- 5.4 Review and approval of Resolution 19-68 authorizing the C/CAG Executive Director, or her Designee, to submit the Bay Area Air Quality Management District (BAAQMD) Vehicle Trip Reduction Grant Application and commit to providing matching funds up to \$81,576. APPROVED
- 5.5 Review and approve the appointment of Nikki Nagaya from the City of Menlo Park to serve on C/CAG's Stormwater and Congestion Management Program Technical Advisory Committees. APPROVED
- 5.6 Review and approval of Resolution 19-69 determining that Burlingame's 1095 Rollins Road Project, including General Plan Amendment, Rezoning and related entitlements to allow construction of a six-story, 150-unit residential building is conditionally consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport. APPROVED

Item 5.6 was removed from the Consent agenda.

Board Member Lewis brought to everyone's attention that the proposed 150-unit residential building is very close to the airport.

Board member Aguirre MOVED to approve item 5.6. Board member Vaterlaus SECONDED. **MOTION CARRIED 17-0-0.**

6.0 REGULAR AGENDA

- 6.1 Review and approval of Resolution 19-74 authorizing the Chair to submit the letter of findings as recommended by the Countywide Integrated Waste Management Plan Five-Year Review Ad Hoc Committee to the County of San Mateo and CalRecycle. APPROVED

Gordon Tong, County of San Mateo Office of Sustainability, presented the findings as recommended by the Countywide Integrated Waste Management Plan Five-Year Review Ad Hoc Committee.

Public comments were made by Ann Schneider, Chair of the Five-year Review Ad Hoc Committee, encouraging collaboration among 21 jurisdictions in the revision of the CIWMP.

Member Rak expressed appreciation for the good work staff has done.

Board member Ruddock MOVED approval of the item 6.1. Board member Rak SECONDED. **MOTION CARRIED 18-0-0.**

- 6.2 Review and approval of Resolution 19-71 authorizing the C/CAG Chair to execute the loan agreement with San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) in the amount of \$872,456, to partially fund the Fiscal Year 2019-20 operations of the SMCEL-JPA. NO ACTION

Sandy Wong, Executive Director, requested the Board to table this item to the next C/CAG Board meeting. The loan agreement was under development and review.

- 6.3 Review and approval of the 2020 State Improvement Transportation Program for San Mateo County:

- 6.3.1 Review and approval of Resolution 19-72 approving the Proposed 2020 State Transportation Improvement Program (STIP) for San Mateo County and also authorize the C/CAG Executive Director to negotiate with the Metropolitan Transportation Commission (MTC) and California Transportation Commission (CTC) to make minor modifications as necessary. (*Special voting procedures apply*). APPROVED

Jeff Lacap, C/CAG staff, presented the Proposed 2020 State Transportation Improvement Program (STIP) for San Mateo County.

Board Member Chuang MOVED approval of Item 6.3.1. Board Member Hindi SECONDED.

A Special Voting Procedure was taken by roll call. **MOTION CARRIED 18-0-0.** Results: 18 Agencies approving. This represents 86% of the Agencies representing 83% of the population.

AYES:

Atherton – Elizabeth Lewis
Brisbane – Cliff Lentz
Burlingame – Ricardo Ortiz
Colma – Diana Colvin
Daly City – Rod Daus-Magnual
East Palo Alto – Lisa Gauthier
Foster City – Sam Hindi
Half Moon Bay – Debbie Ruddock
Hillsborough – Marie Chuang
Millbrae – Reuben Holober
Pacifica – Sue Vaterlaus
Portola Valley – Maryann Moise Derwin
Redwood City – Alicia Aguirre
San Bruno – Irene O’Connell
San Carlos – Adam Rak
San Mateo – Diane Papan
South San Francisco – Karyl Matsumoto
Woodside – Ned Fluet

NOES: None.

ABSENT – Belmont, Menlo Park, San Mateo County.

- 6.3.2 Review and approval of Resolution 19-73 authorizing the filing of an application for \$7,177,000 in funding from the Regional Transportation Improvement Program (RTIP) for the US-101 Managed Lane Project North of I-380.

APPROVED

Jeff Lacap, C/CAG staff, presented on the filing of an application for \$7,177,000 in funding from the Regional Transportation Improvement Program (RTIP) for the US-101 Managed Lane Project North of I-380.

Board member Gauthier MOVED approval of the item 6.3.2. Board member Ortiz SECONDED. **MOTION CARRIED 18-0-0.**

- 6.4 Determination of an Approach for the Cycle 6 Regional Housing Needs Allocation (RHNA) Process for San Mateo County.

APPROVED

Jeff Baird, Baird + Driskell Community Planning, presented on options for the Cycle 6 Regional Housing Needs Allocation process for San Mateo County.

Board member O'Connell MOVED approval to go with Option 3 – Enhanced Collaboration in lieu of Sub-Region. Board member D. Papan (San Mateo) SECONDED. **MOTION CARRIED 17-1-0.** Board Member Ortiz Opposed.

- 6.5 Review and approval of an appointment of a C/CAG board member to serve on the San Mateo County Express Lanes JPA for a two-year term.

APPROVED

The Board considered letters of interest from Board member Maryann Moise Derwin and Board member Catherine Carlton to serve on the San Mateo County Express Lanes Joint Powers Authority. Balloted votes were casted and announced:

16 Votes – Maryann Moise Derwin

Atherton – Elizabeth Lewis
Burlingame – Ricardo Ortiz
Colma – Diana Colvin
Daly City – Rod Daus-Magbual
East Palo Alto – Lisa Gauthier
Foster City – Sam Hindi
Half Moon Bay – Debbie Ruddock
Hillsborough – Marie Chuang
Millbrae - Reuben Holober
Pacifica – Sue Vaterlaus
Portola Valley – Maryann Moise Derwin
Redwood City – Alicia Aguirre
San Bruno – Irene O'Connell
San Carlos – Adam Rak
South San Francisco – Karyl Matsumoto
Woodside – Ned Fluet

2 Votes – Catherine Carlton

Brisbane – Cliff Lentz
San Mateo – Diane Papan

ABSENT – Belmont, Menlo Park, San Mateo County.

Maryann Moise Derwin received the highest vote and was appointed to serve on the San Mateo County Express Lanes Joint Powers Authority.

7.0 COMMITTEE REPORTS

7.1 Committee Reports (oral reports)

None.

7.2 Chairperson's Report

None.

7.3 Board Members Report/ Communication

Chair Derwin, suggests we combine items 7.1 and 7.3.

7.0 EXECUTIVE DIRECTOR'S REPORT

Sandy Wong, Executive Director, reported that she attended the ribbon cutting event for the completion of the US 101 Willow Interchange reconstruction. The project was partly made possible by the \$19 million in STIP funds approved by the C/CAG Board. She congratulated the cities of East Palo Alto and Menlo Park on the new Interchange. Chair Derwin and Board Member Gauthier also took part in the ceremony.

Board Member Gauthier commented that she has already experienced improvement in traffic since the opening of the new Interchange.

9.0 COMMUNICATIONS - Information Only

10.0 ADJOURNMENT – 8:30 p.m.

Next scheduled meeting November 14, 2019

C/CAG AGENDA REPORT

Date: November 14, 2019

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

From: Sandy Wong, Executive Director

Subject: Review and approval of the C/CAG Clerk/Administrative Assistant salary

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

RECOMMENDATION

That the C/CAG Board of Directors review and approve the C/CAG Clerk/Administrative Assistant salary to conform with the City of Redwood City's Administrative Assistant's salary, currently at a range between \$7,462 and \$8,961 per month.

FISCAL IMPACT / REVENUE SOURCE

Funding for this position comes from all C/CAG revenue sources.

BACKGROUND

The City of Redwood City provides payroll and human resource administrative services to C/CAG for the Executive Director and the C/CAG Board Clerk/Administrative Assistant positions. The duties and level of responsibilities for the C/CAG Board Clerk/Administrative Assistant position is similar to those for the City of Redwood City's Administrative Assistant position, which is a part of the "Redwood City Management Employees Association" (bargaining group).

There is a MOU between the City of Redwood City and the "Redwood City Management Employees Association", detailing the benefits for employees in that group. The City of Redwood City sets salary range for the Administrative Assistant position from time to time through bargaining process. Currently, the salary range is between \$7,462 and \$8,961 per month, depending of experience and performance.

On February 11, 2010, the C/CAG Board approved the C/CAG Administrative Assistant salary structure and review process. At that time, the Administrative Assistant salary range was from \$3,467 to \$6,065 per month. On November 14, 2013, the C/CAG Board approved the C/CAG Administrative Assistant salary of \$6,554 per month.

Staff recommends the C/CAG Board approve the salary range for the C/CAG Clerk/ Administrative Assistant position to conform with that for the Redwood City Administrative Assistant position.

ATTACHMENT

City of Redwood City Salary Ranges (last updated 10/14/2019)

**CITY OF REDWOOD CITY
SALARY RANGES
LAST UPDATED 10/14/2019**

CLASSIFICATION TITLE	CLASS CODE	BARGAINING UNIT	SALARY EFFECTIVE DATE	SALARY	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	STEP 6	COMP CODE
ACCOUNT CLERK I	E730	SEIU	3/4/2019	MONTHLY	4,706.00	4,941.00	5,188.00	5,449.00	5,719.00		8810
				BIWEEKLY HRLY RATE	2,172.00 27.15	2,280.46 28.51	2,394.46 29.93	2,514.92 31.44	2,639.54 32.99		
ACCOUNT CLERK II	E700	SEIU	3/4/2019	MONTHLY	5,173.00	5,432.00	5,704.00	5,988.00	6,290.00		8810
				BIWEEKLY HRLY RATE	2,387.54 29.84	2,507.08 31.34	2,632.62 32.91	2,763.69 34.55	2,903.08 36.29		
ACCOUNTANT	C440	RCMEA	10/14/2019	MONTHLY	8,149.00				9,781.00		9410
				BIWEEKLY HRLY RATE	3,761.08 47.01				4,514.31 56.43		
ACCOUNTING TECHNICIAN I	E620	SEIU	3/4/2019	MONTHLY	5,406.00	5,671.00	5,958.00	6,258.00	6,572.00		8810
				BIWEEKLY HRLY RATE	2,495.08 31.19	2,617.38 32.72	2,749.85 34.37	2,888.31 36.10	3,033.23 37.92		
ACCOUNTING TECHNICIAN II	E735	SEIU	3/4/2019	MONTHLY	5,948.00	6,243.00	6,557.00	6,882.00	7,229.00		8810
				BIWEEKLY HRLY RATE	2,745.23 34.32	2,881.38 36.02	3,026.31 37.83	3,176.31 39.70	3,336.46 41.71		
ADMINISTRATIVE ASSISTANT	C715	RCMEA	10/14/2019	MONTHLY	7,462.00				8,961.00		8810
				BIWEEKLY HRLY RATE	3,444.00 43.05				4,135.85 51.70		
ADMINISTRATIVE CLERK I	E795	SEIU	3/4/2019	MONTHLY	4,307.00	4,521.00	4,746.00	4,985.00	5,235.00		8810
				BIWEEKLY HRLY RATE	1,987.85 24.85	2,086.62 26.08	2,190.46 27.38	2,300.77 28.76	2,416.15 30.20		
ADMINISTRATIVE CLERK II	E770	SEIU	3/4/2019	MONTHLY	4,740.00	4,978.00	5,224.00	5,487.00	5,758.00		8810
				BIWEEKLY HRLY RATE	2,187.69 27.35	2,297.54 28.72	2,411.08 30.14	2,532.46 31.66	2,657.54 33.22		
ADMINISTRATIVE CLERK III	E710	SEIU	3/4/2019	MONTHLY	5,209.00	5,471.00	5,744.00	6,032.00	6,332.00		8810
				BIWEEKLY HRLY RATE	2,404.15 30.05	2,525.08 31.56	2,651.08 33.14	2,784.00 34.80	2,922.46 36.53		
ADMINISTRATIVE SECRETARY	C710	RCMEA	10/14/2019	MONTHLY	7,136.00				8,561.00		8810
				BIWEEKLY HRLY RATE	3,293.54 41.17				3,951.23 49.39		
ASSISTANT CITY ATTORNEY	C415	EXEC. SERV.	7/8/2019	MONTHLY	12,332.00				16,649.00		9410
				BIWEEKLY HRLY RATE	5,691.69 71.15				7,684.15 96.05		
ASSISTANT CITY CLERK	C675	RCMEA	10/14/2019	MONTHLY	8,960.00				10,749.00		8810
				BIWEEKLY HRLY RATE	4,135.38 51.69				4,961.08 62.01		
ASSISTANT CITY MANAGER	C110	EXEC. SERV.	7/8/2019	MONTHLY	15,782.00				21,306.00		9410
				BIWEEKLY HRLY RATE	7,284.00 91.05				9,833.54 122.92		

C/CAG AGENDA REPORT

Date: November 14, 2019

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 19-75 authorizing the C/CAG Chair to execute an agreement with Fehr & Peers to develop a Vehicle Miles Traveled (VMT) Estimation Tool in an amount not to exceed \$220,000, waiving the RFP process.

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

RECOMMENDATION

That the C/CAG Board review and approve Resolution 19-75 authorizing the C/CAG Chair to execute an agreement with Fehr & Peers to develop a Vehicle Miles Traveled (VMT) Estimation Tool in an amount not to exceed \$220,000, waiving the RFP process.

FISCAL IMPACT

The cost of providing technical services to develop a VMT estimation tool is not to exceed \$220,000.

SOURCE OF FUNDS

Funding for this agreement will come from the C/CAG Congestion Relief Funds.

BACKGROUND

Senate Bill (SB) 743

In September 2013, the governor signed into law Senate Bill (SB) 743, which required agencies to change the significance metric used to assess the transportation impacts of land use and transportation projects under CEQA (California Environmental Quality Act) from LOS (automobile delay, Level of Service) to VMT (Vehicle Miles Traveled). The intent is that the new metric will better align with other statewide goals, such as greenhouse gas emissions reduction and Sustainable Communities Strategies (SCS) that encourage multimodal development and promote infill opportunities in dense urban areas.

OPR (Governor's Office of Planning Research) was the lead agency in developing guidelines to implement SB 743. Since early 2014, OPR has worked with numerous stakeholders across the state in developing guidelines for evaluation of the transportation impacts of proposed residential, mixed use, commercial developments, and transportation projects under CEQA. C/CAG has provided comments to OPR on previous draft and final guidelines.

In January 2018, OPR submitted proposed CEQA amendments to the California Natural Resources Agency (CNRA) for final rulemaking. CNRA concluded the rule making process on March 15, 2018

and the final CEQA Guidelines were published on December 28, 2018. Statewide application of the new metric is slated to begin on July 1, 2020.

As local agencies begin implement SB 743, one of the decisions they need to make is what tool they will use to estimate VMT for land use projects and plans in their CEQA documents. OPR provided some general guidance on estimating project VMT in their Technical Advisory, but has left much of the discretion to lead agencies to select a tool. Based on some of the Bay Area agencies that have made the switch from LOS to VMT so far, it appears that land use project evaluation will involve a combination of: (a) "screening out" projects that meet certain criteria so their VMT does not need to be quantified; (b) running a travel demand model for larger or more unique projects; and (c) using a spreadsheet or web-based "sketch/estimation tool" for more routine projects.

In the Bay Area, the City of San Jose has developed a VMT Estimation Tool in 2018. VTA Santa Clara County is building off the City of San Jose's tool and currently developing a countywide tool. Both tools rely on their respective VMT data from their travel demand model and VMT reduction factors from a wide range of research studies.

C/CAG Staff has convened the SB 743 Ad Hoc Working Group, represented by staff of C/CAG member agencies, and received responses for C/CAG to assist in the SB 743 implementation process by coordinating consistent methods to estimate VMT across the county.

Consultant Selection

Fehr & Peers has consulted to the OPR, Caltrans, and multiple cities and counties on the development of SB 743 guidance related to the VMT analysis throughout California including the following projects:

- VMT White Paper for the California Governor's Office of Planning and Research
- VMT Services for California Attorney General's Office
- City of Novato SB 743 Implementation
- City of Palo Alto SB 743 Implementation
- California State University (CSU) System SB 743 Guidelines
- San Bernardino County Transportation Authority SB 743 Implementation
- City of Santa Ana SB 743 Guidelines
- City of Los Angeles VMT Estimation Tool

The VMT estimation tools currently being used by the City of San Jose mentioned earlier in the staff report has been developed by Fehr & Peers. As previously mentioned, the VMT estimation tool relies on VMT data from a travel demand model. C/CAG contracts with VTA Santa Clara County for travel demand modeling services. Hence, the San Mateo County Travel Demand Model is a bi-county model that is maintained by VTA Santa Clara County. VTA Santa Clara County conducted a formal competitive process earlier this year and selected Fehr & Peers as the consultant to develop their VMT estimation tool for Santa Clara County. Selecting Fehr & Peers to develop the VMT estimation tool for San Mateo County will allow for shared expertise benefits, time saving benefits, and consistency amongst jurisdictions in San Mateo County that share borders with Santa Clara County.

Fehr & Peers has requisite experience and qualifications providing VMT estimation tools and SB 743 outreach to agencies. The additional time it would take to solicit proposals from different firms will

delay the ability of C/CAG's member agencies to have the tool in place to assist in analyzing transportation impacts under CEQA using the VMT metric by July 1, 2020. Therefore, in accordance with the adopted C/CAG Procurement Policy, Section 9a, staff recommends waiving the Request for Proposals process and entering into an agreement with Fehr & Peers to provide a VMT estimation tool.

The C/CAG Congestion Management Program Technical Advisory Committee (CMP TAC) recommended approval of selecting Fehr & Peers to develop a VMT estimation tool for San Mateo County at their October 17, 2019 meeting.

ATTACHMENTS

1. Resolution 19-75
2. Agreement between C/CAG and Fehr & Peers can be found on the C/CAG Website:
<http://ccag.ca.gov/committees/board-of-directors/>

RESOLUTION 19-75

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AN AGREEMENT WITH FEHR & PEERS TO DEVELOP A VEHICLE MILES TRAVELED (VMT) ESTIMATION TOOL IN AN AMOUNT NOT TO EXCEED \$220,000 WAIVING THE RFP PROCESS

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 Congestion Management Agency for San Mateo County; and

WHEREAS, Senate Bill (SB) 743 was signed into law in 2013, which required agencies to change the significance metric used to assess the transportation impacts of land use and transportation projects under CEQA (California Environmental Quality Act) from LOS (automobile delay, Level of Service) to VMT (Vehicle Miles Traveled); and

WHEREAS, Statewide application of the new metric is slated to begin on July 1, 2020; and

WHEREAS, land use project VMT evaluation will involve a combination of: (a) "screening out" projects that meet certain criteria so their VMT does not need to be quantified; (b) running a travel demand model for larger or more unique projects; and (c) using a spreadsheet or web-based "sketch/estimation tool" for more routine projects; and

WHEREAS, C/CAG has convened the SB 743 Ad Hoc Working Group for member agencies to gather information and share updates on the SB 743 implementation; and

WHEREAS, C/CAG has received requests from the SB 743 Ad Hoc Working Group represented by staff of C/CAG member agencies for C/CAG to assist in the SB 743 implementation process by coordinating consistent methods to estimate VMT across the county; and

WHEREAS, the C/CAG Congestion Management Program Technical Advisory Committee (CMP TAC) recommended approval of selecting Fehr & Peers to develop a VMT estimation tool for San Mateo County at their October 17, 2019 meeting; and

WHEREAS, C/CAG has determined that Fehr & Peers has the requisite qualifications to perform this work; and

WHEREAS, Fehr & Peers is providing similar services to the Valley Transportation Authority (VTA) pursuant to the VTA's competitive selection process for consultant services to develop a VMT estimation tool; and

WHEREAS, as a result of the services provided to VTA, Fehr & Peers has unique qualifications and experience relevant to the services desired by C/CAG, and that timely development of a VMT estimation tool is critical due to SB 743's implementation deadline; and

WHEREAS, consistent with C/CAG's Procurement Policy, the Board of Directors has determined it is in the best interest of C/CAG to waive the request for proposals (RFP) process; and

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 Fehr & Peers in the amount not to exceed \$220,000. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said agreement prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF NOVEMBER 2019.

Maryann Moise Derwin, Chair

C/CAG AGENDA REPORT

Date: November 14, 2019

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 19-76 authorizing the C/CAG Chair to execute a funding agreement with City of South San Francisco to provide up to \$360,000 for the Smart Corridor Design Phase.

(For further information, contact John Hoang at 650-363-4105)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 19-76 authorizing the C/CAG Chair to execute a funding agreement with City of South San Francisco to provide up to \$360,000 for the Smart Corridor Design Phase.

FISCAL IMPACT

The cost to design the project is budgeted for \$360,000.

SOURCE OF FUNDS

\$240,000 will come from the State Transportation Improvement Program (STIP) and \$160,000 from the C/CAG Measure M – ITS/Smart Corridor funds for a total of \$360,000.

BACKGROUND

San Mateo County Smart Corridor

The C/CAG sponsored San Mateo County Smart Corridor (Smart Corridor) project implements Intelligent Transportation System (ITS) equipment such as an interconnected traffic signal system, close circuit television (CCTV) cameras, trailblazer/arterial dynamic message signs, and vehicle detection system on predefined designated local streets and state routes to provide local cities and Caltrans day to day traffic management capabilities in addressing recurrent traffic congestion as well as provide Caltrans capabilities for managing the system during non-recurring traffic congestion cause by diverted traffic due to major incidents on the freeway.

The Smart Corridor project is being built from south to north, and eventually will span the entire county from Santa Clara county border to San Francisco border. The already completed segment between Santa Clara county border and I-380 (San Bruno) was fully funded by State grants as well as C/CAG funds.

Consistent with the implementation approach used to deliver the completed segment described above, the Smart Corridor northwards extension project from I-380 through the City of South San Francisco is a joint effort between C/CAG, City of South San Francisco, and Caltrans. The project will include the alternate routes located in South San Francisco and include the following arterial streets: Airport Boulevard, Oyster Point Road, Gateway Boulevard and Grand Avenue. The South San Francisco

Expansion will encompass the design of the ITS infrastructure that will support the overall Smart Corridors program.

Project Development for South San Francisco Extension

C/CAG was the lead agency for the the project development phases which included development of the Project Study Report (PSR) and Project Approval and Environmental Document (PA&ED) phases. The PSR for the Smart Corridor Expansion - South San Francisco Segment was completed on March 15, 2017 and the Project PA&ED was completed on May 8, 2019, with a Categorical Exemption/Categorical Exclusion (CE/CE) determination. The figure below indicates the proposed engineering features and Smart Corridor Route locations.



For the design phase and preparation of the Plan, Specifications and Estimate (PS&E bid package), the City of South San Francisco is designated as the lead agency for the project with funding to be provided by C/CAG. In October 2019, the City of South San Francisco went through a procurement process to retain a consultant to design the project. The City has indicated that the total cost for design, which includes consultant fees, City staff time and contingency of the project is \$360,000.

Staff recommends C/CAG to enter into a funding agreement with the City of South San Francisco to provide the necessary funds for the project. The project will be funded using STIP and C/CAG Measures M funds. The California Transportation Commission (CTC) allocated \$240,000 in STIP funds on June 27, 2019, to C/CAG for this the design of this project.

ATTACHMENTS

1. Resolution 19-76
2. Funding Agreement with City of San Francisco
(Available on-line at: <http://www.ccag.ca.gov/committees/board-of-directors-2/>)

RESOLUTION 19-76

**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 A FUNDING AGREEMENT WITH
CITY OF SOUTH SAN FRANCISCO TO PROVIDE UP TO \$360,000 FOR THE SMART
CORRIDOR DESIGN PHASE**

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

WHEREAS, the C/CAG sponsored San Mateo County Smart Corridor Project (Smart Corridor) is an Intelligent Transportation System (ITS) project that extends along El Camino Real and major local streets connecting to US-101 and enables cities and the California Department of Transportation (Caltrans) to proactively manage daily traffic and non-recurring traffic congestion cause by diverted traffic due to major incidents on the freeway; and

WHEREAS, C/CAG, City of South San Francisco, and Caltrans desire to extend the Smart Corridor into the City of South San Francisco which includes the installation of fiber optic communication network as well as deployment of an interconnected traffic signal system, close circuit video cameras, trailblazer/arterial dynamic message signs, and vehicle detection systems; and

WHEREAS, C/CAG was the Lead Agency for the Project Study Report and Project Approval and Environmental Document phases; and

WHEREAS, City of South San Francisco is designated as the Lead Agency for the Design and Construction Phases; and

WHEREAS, C/CAG and City of South San Francisco has determined that the cost to design the Smart Corridor Project for South San Francisco, including consultant fees, City staff time, and contingency is \$360,000.

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 authorized to execute a funding agreement with City of South San Francisco to provide up to \$360,000 for the Smart Corridor Design Phase; and further authorize the Executive Director to negotiate final terms prior execution by the Chair, subject to review by Legal Counsel.

PASSED, APPROVED, AND ADOPTED THIS 14TH DAY OF NOVEMBER, 2019.

Maryann Moise Derwin, Chair

C/CAG AGENDA REPORT

ITEM 5.5

Date: November 14, 2019

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 19-77 authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo Office of Sustainability for staff services to support the San Mateo County Energy Watch Program from January 1 through June 30, 2020 in an amount not to exceed \$79,405.

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

RECOMMENDATION

That the C/CAG Board of Directors review and approve of Resolution 19-77 authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo Office of Sustainability for staff services to support the San Mateo County Energy Watch Program from January 1 through June 30, 2020 in an amount not to exceed \$79,405.

FISCAL IMPACT

The \$79,405 will be reimbursed by the Local Government Partnership Agreement between C/CAG and PG&E.

BACKGROUND

The San Mateo County Energy Watch, Local Government Partnership (LGP) with PG&E began on January 1, 2009, under the auspices of the California Public Utilities Commission (CPUC). Since the original program cycle, which ended on December 31, 2009, PG&E has contracted with C/CAG for the SMCEW for additional program cycles covering the following calendar years: 2010-2012, 2013-2014, 2015, 2016-2018, and 2019.

Since the SMCEW LGP began, C/CAG has contracted with the County of San Mateo, Department of Public Works for management and staffing of the program, and said County staff has since moved to the County's Office of Sustainability. County staff has successfully supported the SMCEW, meeting goals and developing the program, which initially provided energy efficiency services to municipal buildings, nonprofits and lower-income residents, and has expanded into schools, farms, and small and medium businesses.

Recently, under direction from PG&E, the program is transitioning to a non-resource program model, which is evaluated by PG&E for delivering customers to energy efficiency providers as opposed to energy savings generated by the program.

Starting from July 1, 2020, in order for a Local Government Partnership (LGP) such as the San Mateo County Energy Watch Program to receive funding, entities must respond to an RFP to be issued by PG&E. Entities in the PG&E territory must compete for funding, while the total amount of funds available will be significantly reduced.

Since the current program cycle will end on December 31, 2019, PG&E has executed an extension to fund C/CAG's San Mateo County Energy Watch program for the six months period from January 1 through June 30, 2020. Resolution No. 19-77 is for C/CAG to allocate a portion of that PG&E funding for staff services to be provided by the County's Office of Sustainability to support the San Mateo County Energy Watch program for said six months.

ATTACHMENTS

1. Resolution 19-77
2. January 1, 2020 through June 30, 2020 Staff Service Agreement between C/CAG and the County of San Mateo.

RESOLUTION 19-77

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AN AGREEMENT BETWEEN C/CAG AND THE COUNTY OF SAN MATEO OFFICE OF SUSTAINABILITY FOR STAFF SERVICES TO SUPPORT THE SAN MATEO COUNTY ENERGY WATCH PROGRAM FROM JANUARY 1, 2020 THROUGH JUNE 30, 2020 FOR AN AMOUNT NOT TO EXCEED \$79,405

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

WHEREAS, C/CAG and the County of San Mateo have entered into Agreements for Management and Staffing of the San Mateo County Energy Watch funded by PG&E Local Government Partnership program from 2009 through 2019; and

WHEREAS, County staff have successfully managed and staffed the San Mateo County Energy Watch to the satisfaction of C/CAG; and

WHEREAS, in the current 2019 calendar year, PG&E is transitioning to a non-resource program which will require Local Government Partnerships such as San Mateo County Energy Watch program to compete for future funding after July 1, 2020; and

WHEREAS, C/CAG has received a six-month funding from PG&E for the San Mateo County Energy Watch program covering January 1 through June 30, 2020; and

WHEREAS, C/CAG and the County's Office of Sustainability desire to continue the staff services arrangement for said six months using the funds from PG&E; and

WHEREAS, both parties and PG&E wish to continue work on energy efficiency at municipal buildings, K-12 public schools and businesses in San Mateo County under the new program.

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 between C/CAG and the County of San Mateo for staff services to support the San Mateo County Energy Watch Program from January 1, 2020 through June 30, 2020 in an amount not to exceed \$79,405, and further authorize the Executive Director to negotiate final terms of the agreement prior to execution by the Chair, subject to C/CAG legal counsel approval as to form.

PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF NOVEMBER 2019.

Maryann Moise Derwin, Chair

**AGREEMENT BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS (C/CAG) AND THE
COUNTY OF SAN MATEO TO PROVIDE STAFF SERVICES FOR THE SAN
MATEO COUNTY ENERGY WATCH**

This Agreement entered this 14th Day of November 2019, by and between the CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY, a joint powers agency formed for the purpose of preparation, adoption and monitoring of a variety of county-wide state-mandated plans, hereinafter called “C/CAG” and the COUNTY OF SAN MATEO, hereinafter called “COUNTY.”

* * *

WHEREAS, C/CAG is committed to working with Pacific Gas and Electric (PG&E) and the County of San Mateo to continue the San Mateo County Energy Watch; and

WHEREAS, C/CAG desires to obtain services from the COUNTY to serve as the primary staff support function for the San Mateo County Energy Watch; and

WHEREAS, the COUNTY is committed to providing staff services for resource conservation activities including the San Mateo County Energy Watch; and

WHEREAS, C/CAG has executed a Local Government Partnership Contract Changer Order No. 1 between C/CAG and PG&E to implement the San Mateo County Energy Watch, extending the existing 2019 calendar-year contract through June 30, 2020;

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

1. **Services to be provided by COUNTY.** The COUNTY shall provide services as described in Exhibit A, attached hereto and incorporated by reference herein.
2. **Payments.** In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit A, C/CAG shall reimburse COUNTY for eligible costs as set forth in Exhibit A. Payments shall be made within 60 days after receipt and approval of monthly invoices from the COUNTY. Alternatively cost reimbursement for some COUNTY costs may come directly from PG&E. The total cost reimbursement under this agreement for work completed from January 1, 2020 through June 30, 2020 will not exceed \$79,405.
3. **Relationship of the Parties.** It is understood that this is an Agreement by and between Independent Contractor(s) 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.
4. **Non-Assignability.** COUNTY 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.

5. **Contract Term.** This Agreement shall be in effect as of January 1, 2020 and shall terminate on June 30, 2020; provided, however, C/CAG may terminate this Agreement at any time for any reason by providing 30 days' notice to COUNTY, and COUNTY may terminate this Agreement at any time for any reason by providing 90 days' notice to C/CAG, and termination will be effective on the date specified in the notice. In the event of termination under this paragraph, COUNTY shall be paid for all services provided to the date of termination.

6. **Hold Harmless/ Indemnity.** COUNTY shall defend, indemnify and save harmless C/CAG and its member agencies and their employees, agents and officers from all claims, suits, damages or actions arising from COUNTY's performance under this Agreement.

C/CAG shall defend, indemnify and save harmless COUNTY, and its employees, agents and officers from all claims, suits, damages or actions arising from C/CAG's 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.

7. **Workers' Compensation Coverage.** Statutory Workers' Compensation Insurance and Employer's Liability Insurance will be provided by the COUNTY with limits of not less than one million dollars (\$1,000,000) for any and all persons employed directly or indirectly by COUNTY. In the alternative, COUNTY may rely on a self-insurance program to meet these requirements so long as the program of self-insurance complies fully with the provisions of the California Labor Code. In such case, excess Workers' Compensation Insurance with statutory limits shall be maintained. The insurer, if insurance is provided, and the COUNTY, if a program of self-insurance is provided, shall waive all rights of subrogation against C/CAG for loss arising from worker injuries sustained under this Agreement.

8. **Liability Insurance.** COUNTY shall take out and maintain during the life of this Agreement, in an amount not less than one million dollars (\$1,000,000), such Bodily Injury Liability and Property Damage Liability Insurance as shall protect COUNTY, 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 COUNTY or by any sub-contractor or by anyone directly or indirectly employed by either of them. In the alternative, COUNTY may rely on a self-insurance program to meet these requirements so long as the program of self-insurance complies fully with all applicable laws.

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, C/CAG, at its 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. **Non-discrimination.** COUNTY and its subcontractors performing the services on behalf of C/CAG 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.

10. **Accessibility of Services to Disabled Persons.** COUNTY, not C/CAG, shall be responsible for compliance with all applicable requirements regarding services to disabled persons, including any requirements of Section 504 of the Rehabilitation Act of 1973.
11. **Substitutions.** Particular COUNTY staff are providing services under this Agreement. COUNTY will not assign others to work in their place without written permission from C/CAG Executive Director. Whether or not particular staff are identified in Exhibit A, any substitution in staffing shall be with a person of commensurate experience and knowledge.
12. **Joint Property.** As between C/CAG and COUNTY any system or documents developed, produced or provided under this Agreement shall become the joint property of C/CAG and the COUNTY.
13. **Access to Records.** COUNTY shall retain, for a period of no less than five years, all books, documents, papers, and records which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions, and shall provide C/CAG, its member agencies, and or their auditors with access to said books and records.

COUNTY shall maintain all required records for five years after C/CAG makes final payments.
14. **Merger Clause.** This Agreement constitutes the sole agreement of the parties hereto with regard to the matters covered in this Agreement. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this document are not binding.
15. **Amendments.** Any changes in the services to be performed under this Agreement shall be incorporated in written amendments, which shall specify the changes in work performed and any adjustments in compensation and schedule. All amendments shall be executed by the C/CAG Executive Director or his/her designated representative, and the County of San Mateo's Director of the Office of Sustainability or his/her designated representative. No claim for additional compensation or extension of time shall be recognized unless contained in a duly executed amendment.
16. **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.

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

COUNTY OF SAN MATEO

By _____
President, Board of Supervisors, San Mateo County

Date _____

APPROVED AS TO FORM:

ATTEST:

By: _____
County Counsel

By: _____
Clerk of Said Board

City/County Association of Governments (C/CAG)

By _____
Maryann Moise Derwin
C/CAG - Chair

Date

C/CAG Legal Counsel

By _____
Melissa Andrikopoulos
C/CAG - Counsel

Date

Exhibit A

SAN MATEO COUNTY ENERGY WATCH LOCAL GOVERNMENT PARTNERSHIP SCOPE OF WORK

- 1.0 Introduction - The City/ County Association of Governments (C/CAG) is committed to working with Pacific Gas and Electric (PG&E) and the County of San Mateo to continue the San Mateo County Energy Watch. The County of San Mateo will provide staff support functions for C/CAG.
- 2.0 C/CAG - PG&E Contract - C/CAG has executed a Master Service Agreement and Contract Work Authorization with PG&E, with a Scope of Work for the San Mateo County Energy Watch program, attached hereto as Attachment A to this Scope of Work. This generally specifies the work that needs to be completed and in many cases how it is to be completed. The requirements of Attachment A constitute the Scope of Work for County of San Mateo staff during the term of this agreement.
- 3.0 Cooperative Effort - This is a cooperative effort between C/CAG as the Local Government Partner (LGP), the County of San Mateo, and PG&E. It is recognized that a good faith effort has been made to address the terms, conditions and scope of work. Since this is a cooperative effort it is likely there will be further changes to the terms, conditions and scope of work. C/CAG as the LGP, and the County of San Mateo, agree to work in good faith with PG&E to address these issues as they develop.
- 4.0 Management Oversight – Under general guidance of the C/CAG Executive Director, County of San Mateo staff shall provide adequate reporting and information, and shall attend PG&E, C/CAG Board or other committee meetings as necessary to ensure that the San Mateo County Energy Watch is properly and effectively implemented.
- 5.0 Power of C/CAG Representation - County of San Mateo staff is granted the authority to represent C/CAG and the Local Government Partnership relative to implementation of the San Mateo Energy Watch with approval of the C/CAG Executive Director. However, any and all changes to the Scope of Work or local government partnership contracts must be approved and executed by C/CAG.
- 6.0 Payments - The referenced PG&E contract identifies the tasks and allowable associated cost reimbursement. Monthly, County staff will submit a cost reimbursement request to PG&E for consideration on behalf of C/CAG. C/CAG will reimburse the County for the full amount that is approved by PG&E, including all direct and indirect costs incurred by County of San Mateo during the performance of its contract duties to support the San Mateo County Energy Watch.
- 7.0 To retain the experience and knowledge gained by staff over the years, the parties understand and agree that those staff assigned to perform services under this Agreement shall be from the County of San Mateo, Office of Sustainability and may be reassigned by the County of San Mateo, subject to the provisions of Section 11 of this Agreement. Notwithstanding any other provision of this Agreement, if County of San Mateo changes the staff assigned to perform services under this Agreement from those staff that are assigned as of the date of execution of this Agreement, and such change is unsatisfactory to C/CAG, C/CAG may immediately terminate this Agreement.

C/CAG AGENDA REPORT

Date: November 14, 2019

To: City/County Association of Government Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 19-78 authorizing the C/CAG Chair to execute Amendment No.1 to an agreement between C/CAG and DNV GL Energy Services USA, Inc. adding \$70,000 for a new total amount not to exceed \$145,000 for climate action planning technical assistance for the period January 1, 2020 through June 30, 2020.

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

RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution 19-78 authorizing the C/CAG Chair to execute Amendment No.1 to an agreement between C/CAG and DNV GL Energy Services USA, Inc. adding \$70,000 for a new total amount not to exceed \$145,000 for climate action planning technical assistance for the period January 1, 2020 through June 30, 2020.

FISCAL IMPACT

\$70,000 comes from the San Mateo County Energy Watch Local Government Partnership. C/CAG will be reimbursed by PG&E under a separate agreement.

BACKGROUND/DISCUSSION

C/CAG and Pacific Gas and Electric Company (PG&E) completed a contracting process for the San Mateo County Energy Watch (SMCEW), a Local Government Partnership (LGP) 2019 program calendar year for energy efficiency in San Mateo County in December 2018. The Contract came in the form of a contract change order to an existing PG&E Master Service Agreement for the previous program cycle. A portion of the funding provided by the LGP Contract is designated for efforts on policy and long-term strategic planning to reduce energy use and greenhouse gas emissions.

The SMCEW has been using these funds to continue its Regionally Integrated Climate Action Planning Suite (RICAPS) program effort, 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.

In October 2019, the C/CAG Board authorized the Chair to execute a contract change order, extending the calendar-year 2019 LGP program through June 30, 2020 and adding funding in the amount of \$149, 405 for the period January 1, 2020 through June 30, 2020. Staff recommends

that \$70,000 of those funds be used for climate action planning technical services to the cities and the County by consultant DNV GL, and that the existing Agreement be extended through June 30, 2020. Based on a recent discussion with cities, most cities in San Mateo County, and the County are either in the process or interested in launching an update to their existing climate action plans out to 2030, since 2020 CAPS will be obsolete after next calendar year.

The remaining \$79,405 (\$149,405 - \$70,000) will be contracted to the County of San Mateo Office of Sustainability for administration, marketing and identification of energy efficiency projects at small businesses, municipalities, special districts., and K-12 schools across San Mateo County, to be approved by the C/CAG Board under a separate agenda item.

DNV GL Energy Services USA Inc. is currently contracted to provide climate action planning technical services through December 31, 2019. DNV GL has performed the requested services to the satisfaction of C/CAG, city and County staff.

Attachments

1. Resolution No. 19-78
2. Amendment No.1 to existing Agreement. (available online at: <http://ccag.ca.gov/committees/board-of-directors/>)
3. Exhibit C - Additional Services (available online at: <http://ccag.ca.gov/committees/board-of-directors/>)

RESOLUTION NO. 19-78

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 AMENDMENT NO. 1 TO AN AGREEMENT BETWEEN C/CAG AND DNV GL ENERGY SERVICES USA, INC. ADDING \$70,000 FOR A NEW TOTAL AMOUNT NOT TO EXCEED \$145,000 FOR CLIMATE ACTION PLANNING TECHNICAL ASSISTANCE FOR THE PERIOD JANUARY 1, 2020 THROUGH JUNE 30, 2020.

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 Local Government Partnership (LGP) between C/CAG and Pacific Gas and Electric Company for the San Mateo County Energy Watch program; and

WHEREAS, the aforementioned program provides climate action planning technical assistance to cities in San Mateo County and the County; and

WHEREAS, the C/CAG Chair executed a Contract Change Order to an existing Contract Work Authorization between C/CAG and PG&E, extending the aforementioned program through June 30, 2020 and adding funding in the amount of \$149,405 for the period January 1, 2020 through June 30, 2020; and

WHEREAS, the existing agreement between C/CAG and DNV GL Energy Services USA, Inc. ends on December 31, 2019; and

WHEREAS, services provided by DNV GL have been delivered to the satisfaction of C/CAG; and

WHEREAS, C/CAG desires to add an additional of \$70,000 to the DNV GL agreement for continued climate action planning technical assistance for the period, January 1, 2020 through June 30, 2020.

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 to an Agreement between C/CAG and DNV GL Energy Services USA, Inc. adding \$70,000 for a new total amount not to exceed \$145,000 for climate actioning planning technical assistance for the period January 1, 2020 through June 30, 2020, 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 14TH DAY OF November 2019.

Maryann Moise Derwin, Chair

C/CAG AGENDA REPORT

Date: November 14, 2019

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 19-79 authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo Office of Sustainability for staff services to support the Regionally Integrated Climate Action Planning Suite (RICAPS) program in an amount not to exceed \$50,000 for calendar year 2020.

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

RECOMMENDATION

That the C/CAG Board review and approve Resolution 19-79 authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo Office of Sustainability for staff services to support the Regionally Integrated Climate Action Planning Suite (RICAPS) program in an amount not to exceed \$50,000 for calendar year 2020.

FISCAL IMPACT

Up to \$50,000.

SOURCE OF FUNDS

Congestion Relief funds in the amount of \$50,000 as included in the budget.

BACKGROUND

On September 16, 2010 the C/CAG Board adopted Resolution 10-53 authorizing the C/CAG Chair to execute an agreement with the BAAQMD to receive a \$50,000 grant, launching the C/CAG Climate Action Plan Template and Tool project. On March 7, 2011, the C/CAG Board adopted Resolution No. 11-11 for a PG&E Contract Work Authorization No. 2500458103 between C/CAG and PG&E for \$125,000. The total grant funding for Climate Action Plan Template was \$175,000, and with C/CAG's commitment to match funds, the total project budget was \$350,000 through calendar year 2012. The project eventually came to be known as the Regionally Integrated Climate Action Planning Suite (RICAPS).

C/CAG began contracting with the County of San Mateo to provide staff services for RICAPS for \$60,000 in 2012, \$50,000 in 2013, and subsequently every year through 2018 in an annual amount of \$40,000. In 2019, that amount was increased to \$50,000 due to a 55% reduction in funding from PG&E for these types of services to cities. The current agreement for staff services for the RICAPS program ends on December 31, 2019. The County Office of Sustainability is requesting funding for

staff services to continue this program for calendar year 2020. C/CAG funding for staff services comes from Congestion Relief Funds, serving as a match to the PG&E Local Government Partnership grant. Since climate action planning support covers all sectors of GHG emissions: energy, transportation, solid waste and other emissions, PG&E has asked that C/CAG provide additional funding for emissions outside of those that are energy-related, such as transportation, tied to development of climate action plans for cities in San Mateo County. The goal of RICAPS is for every city in San Mateo County and the County to have adopted plans to reduce greenhouse gas emissions, a means to track individual jurisdiction and countywide progress, and to provide ongoing implementation and technical support.

ATTACHMENTS

1. Resolution 19-79
2. Staff Services Agreement between C/CAG and County of San Mateo - Available on-line at: <http://ccag.ca.gov/committees/board-of-directors/>

RESOLUTION NO. 19-79

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 BETWEEN C/CAG AND THE COUNTY OF SAN MATEO OFFICE OF SUSTAINABILITY FOR STAFF SERVICES TO SUPPORT THE REGIONALLY INTEGRATED CLIMATE ACTION PLANNING SUITE (RICAPS) PROGRAM IN AN AMOUNT NOT TO EXCEED \$50,000 FOR CALENDAR YEAR 2020

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

WHEREAS, C/CAG, by action of the Board, entered into grant agreements with the Bay Area Air Quality Management District and PG&E to fund Climate Action Planning starting in September 2010 and has continued to receive funding from PG&E to support climate action efforts countywide through Contract Work Authorizations (CWAs) in 2010- 2012, 2013-2014, 2015, 2016-18, 2019 and, most recently, January 1, 2020 through June 30, 2020; and

WHEREAS, PG&E asks that C/CAG provide matching funds for development of climate action plans for emissions generated outside of energy-related sectors; and

WHEREAS, progress continues to be made and deliverables for the CWAs continue to be completed by C/CAG staff and County of San Mateo through an existing staffing agreement that expires on June 30, 2020; and

WHEREAS, C/CAG desires to continue the RICAPS program to support all member agencies, and for County of San Mateo staff to continue work on the Program and explore additional grant funding for Climate Planning for San Mateo County cities.

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 between C/CAG and the County of San Mateo Office of Sustainability for staff services for the Regionally Integrated Climate Action Planning Suite (RICAPS) program in an amount not to exceed \$50,000 for calendar year 2020, and further authorize the Executive Director to negotiate final terms of the agreement prior to execution by the Chair, subject to C/CAG legal counsel approval as to form.

PASSED, APPROVED, AND ADOPTED THIS 14TH DAY OF NOVEMBER, 2019.

Maryann Moise Derwin, Chair

C/CAG AGENDA REPORT

Date: November 14, 2019

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 19-80 adopting the San Mateo County Transportation Development Act Article 3 Program, funding projects that encourage and improve bicycling and walking conditions, for Fiscal Year 2019-2020 for \$1,950,000.

(For further information, contact Mikaela Hiatt at 650-599-1453.)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 19-80 adopting the San Mateo County Transportation Development Act Article 3 (TDA Article 3) Program, funding projects that encourage and improve bicycling and walking conditions, for Fiscal Year 2019-2020 for \$1,950,000.

FISCAL IMPACT

There is a total of \$1,950,000 available for the TDA Article 3 Program Call for Projects for the FY 2019-2020 cycle.

SOURCE OF FUNDS

Transportation Development Act Article 3 (TDA Article 3) funds are derived from Local Transportation Funds and the State Transit Assistance Fund. Local Transportation Funds (LTF) are derived from a ¼ cent of the general sales tax collected statewide. State Transit Assistance funds (STA) are derived from the statewide sales tax on gasoline and diesel fuel.

BACKGROUND

TDA Article 3 funds are made available through State funds and are distributed by the Metropolitan Transportation Commission (MTC) to C/CAG on a formula basis annually. C/CAG acts as the program administrator in San Mateo County and issues a call for projects for eligible bicycle and pedestrian projects. This funding is available for bicycle and pedestrian projects in San Mateo County with the cities, the County of San Mateo and joint powers agencies (consisting of cities in San Mateo County and/or the County) being eligible applicants.

At the May 9, 2019 C/CAG Board of Directors meeting, the Board approved the TDA Article 3 Pedestrian and Bicycle Program Call for Projects for the FY 2019-2020 Cycle. The total amount of TDA Article 3 funds available for the current cycle is \$1,950,000. Per the approved program guidelines, there is \$1,750,000 available for capital projects and \$200,000 available for planning projects. The maximum amount per project a jurisdiction can receive is \$400,000 for capital projects and \$100,000

for planning projects. The TDA Article 3 FY 2019-2020 Call for Projects was issued on May 10, 2019 soliciting for applications. Staff held an application workshop on May 23, 2019 to provide information on the application process for all potential project sponsors. By the due date of July 25, 2019, C/CAG received 2 planning applications and 12 capital applications from a total of 13 jurisdictions. All applications passed the screening process. The C/CAG Bicycle and Pedestrian Advisory Committee (BPAC), which is the designated body to select the projects to be recommended for funding, performed a site visit to some of the project locations on August 24, 2019. All project sponsors also presented their respective projects at the September 26, 2019 BPAC meeting. BPAC members evaluated, scored, and ranked applications at the October 24, 2019 BPAC meeting.

In summary, the schedule for the TDA Article 3 Program is presented below.

Activity	Date
Call for Projects Issued	May 10, 2019
Application Workshop	May 23, 2019
Project Applications Due By 5:00 p.m.	July 25, 2019
Field visit at selected project sites	August 24, 2019
Project Sponsor Presentation to BPAC	September 26, 2019
C/CAG BPAC Application Review & Recommendation	October 24, 2019
C/CAG Board Approval	November 14, 2019

Attachment 1 provides the BPAC project ranking, scoring, and recommended project list for funding. As shown in Attachment 1, of the seven (7) projects recommended for funding, five (5) are capital projects (\$1,804,882.65) and two (2) planning (\$145,117.35). After awarding funds to the two planning projects, there was a remainder of \$54,882.65 in planning funds. The BPAC recommends applying the remaining \$54,882.65 from the total \$200,000 available for planning funds towards the capital projects, therefore, increasing the total available for capital funding from \$1,750,000 to \$1,804,882.65.

The total amount of TDA Article 3 funds requested this cycle was \$4,346,541.35 (\$145,117.35 for planning and \$4,201,424 for capital projects). Due to limited funds, seven (7) projects were unable to receive funding (taking into account that one project was partially funded). All seven (7) unfunded projects were capital projects. Project sponsors that were not successful in receiving TDA Art. 3 funds will be encouraged to apply for future statewide Active Transportation (ATP) Cycle 5 grants and the San Mateo County Transportation Authority (TA) Measure A Bicycle and Pedestrian Program funds.

Upon approval by C/CAG Board, Staff will submit the projects recommended for funding to MTC for allocation approval. MTC will provide allocation instructions to project sponsors directly.

Jurisdictions receiving TDA Article 3 FY 2019-2020 funds must expend the funds by no later than June 30, 2022, after allocations are made by MTC, expected to be in early 2020. Capital project should be ready to implement as soon as possible.

ATTACHMENTS

1. Resolution 19-80

RESOLUTION 19-80

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY ADOPTING THE SAN MATEO COUNTY TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 PROGRAM, FUNDING PROJECTS THAT ENCOURAGE AND IMPROVE BICYCLING AND WALKING CONDITIONS, FOR FISCAL YEAR 2019-2020 FOR \$1,950,000

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 Transportation Development Act Article 3 (TDA Article 3) Program for San Mateo County, and

WHEREAS, C/CAG has developed the TDA Article 3 Program for Fiscal Year 2019-2020 based on recommendations from the C/CAG Bicycle and Pedestrian Advisory Committee (BPAC), and

WHEREAS, C/CAG has undertaken a process that complies with the Metropolitan Transportation Commission (MTC) Resolution 4108, and

WHEREAS, C/CAG has considered the final recommendation from the C/CAG BPAC, and

WHEREAS, C/CAG proposes to adopt the TDA Article 3 Program for Fiscal Year 2019-2020 for \$1,950,000.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County that the Board hereby adopts the TDA Article 3 Program for Fiscal Year 2019-2020 as seen in the attached.

PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF NOVEMBER 2019.

MaryAnn Moise Derwin, Chair

San Mateo County TDA Article 3 FY 2019-2020 Funding Recommendation

TDA Article 3 FY 2019-2020 Funding Recommendation: Planning Projects					
Rank	Score	Jurisdiction	Project Title	Funding Request	Funding Recommendation
1	87.7	Redwood City	Redwood City Bicycle and Pedestrian Master Plan	\$70,000	\$70,000
2	85.7	San Mateo	Transit Oriented Development Pedestrian Access Study	\$75,117.35	\$75,117.35
Total Amount Requested: \$145,117.35					
Total Funding Recommendation*: \$145,117.35					
Note:					
* The C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) recommends applying \$54,882.65 in remaining planning funds to the total funding amount for capital projects.					

TDA Article 3 FY 2019-2020 Funding Recommendation: Capital Projects					
Rank	Score	Jurisdiction	Project Title	Funding Request	Funding Recommendation
1	92.5	County of San Mateo	Midcoast Multimodal/Parallel Trail Project	\$400,000	\$400,000
2	86.1	Half Moon Bay	Pacific Coast Bicycle Connectivity North	\$350,000	\$350,000
3	84.7	Daly City	Mission Street Streetscape Project	\$400,000	\$400,000
4	84.3	South San Francisco	East Grand Avenue-Caltrain Bicycle and Pedestrian Access	\$400,000	\$400,000
5	83.3	Redwood City	Vera Avenue Bicycle Boulevard Project	\$300,000	\$254,882.65
6	78.6	Belmont	Ralston Ave. Corridor Improvement Segment 3 Project	\$400,000	\$0
7	78.2	Brisbane	Alley Walkway – Alvarado St to San Benito Rd	\$160,000	\$0
8	76.2	Millbrae	San Anselmo Pedestrian and Bicycle Safety Enhancement	\$400,000	\$0
9	75.6	Foster City	O'Neill Slough Trail Gap Closure Project	\$400,000	\$0
10	74.5	Portola Valley	Town-Wide Pedestrian and Bicycle Safety Improvements	\$251,424	\$0
11	72.9	Burlingame	El Camino Real/Mills Creek School Improvement Project	\$400,000	\$0
12	71.1	Pacifica	Palmetto Ave – Esplanade Ave Bicycle & Pedestrian Improvements	\$340,000	\$0

Continued on next page.

San Mateo County TDA Article 3 FY 2019-2020 Funding Recommendation

Total Amount Requested: \$4,201,424.00
Total Funding Recommendation*: \$1,804,882.65

Note:
* The C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) recommends using \$54,882.65 in remaining planning funds for capital project funding.

Total TDA Article 3 FY 2019-2020 Amount Requested: \$4,346,541.35
Total Funding Recommendation*: \$1,950,000.00

Note:
* The C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) recommends using \$54,882.65 in remaining planning funds for capital project funding.

C/CAG AGENDA REPORT

Date: November 14, 2019

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

From: Sandy Wong, Executive Director

Subject: Receive a presentation and update on the US 101 Express Lanes project.

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

RECOMMENDATION

That the C/CAG Board receive a presentation and update on the US 101 Express Lanes Project.

FISCAL IMPACT

None. This is an information item only.

SOURCE OF FUNDS

N/A

BACKGROUND

The US 101 Express Lanes Project (Project) will create 44 miles (22 miles in each direction) of new express lanes along the US 101 corridor in San Mateo County, between the County Line with Santa Clara and Interstate 380 (I-380) in San Bruno. The Project is jointly sponsored by C/CAG, the San Mateo County Transportation Authority (SMCTA) and Caltrans.

Construction of the Project will be done in three phases under four separate construction contracts. The first contract involves modification to the existing High Occupancy Vehicle (HOV) lanes, between the County Line and Whipple Avenue in Redwood City (southern segment). Construction of this phase began in March of 2019 and is expected to be completed by February 2020.

The second contract will add new lane segments from Whipple Avenue to I-380 (northern segment). Final design for this contract was recently completed and construction cost negotiations is currently underway. It is anticipated that construction will begin in January 2020 and end two years later.

The third contract is for Toll System Integration (TSI). This includes the installation of the hardware and software necessary to operate the toll system. Design for this contract started in September 2019, with Bay Area Infrastructure Financing Authority (BAIFA) utilizing a contract with TransCore.

Installation for the TSI on the southern segment is currently scheduled for May 2020, while it will be May 2021 for the northern segment.

The fourth contract is a small follow up landscape contract to replace vegetation that will be removed in the northern segment contract. The landscape contract will begin after completion of the northern segment, anticipated in late 2022.

Project Cost & Funding Summary

In the fall of 2018, Caltrans approved the Project Report for US 101 Express Lanes Project with an initial estimated cost of \$514.3 million. Since then, this estimate had increased to \$586.9 million. The breakdown and explanation for the increases are as follows:

(a) Cost escalation associated with project components:

Design work for the second contract is done, while the design is underway for the third contract. The current project estimate shows an increase of \$33.5 million (6.5%), which is being attributed to the higher than estimated labor and material costs associated with the roadway infrastructure and toll system.

(b) State requested additional work (fully funded by State funds):

Caltrans had asked for work to be added in the second contract in order to complete pavement overlay and other roadway maintenance tasks. This additional work is expected to cost \$33.1 million but will be paid for by State Highway Operation and Protection (SHOPP) money which the California Transportation Commission (CTC) had allocated last October 2019. While this additional \$33.1 million further increases the project cost, it has no fiscal impact to the San Mateo County agencies because it is fully funded by Caltrans.

(c) Holly Interchange overlapping work areas:

The Holly Interchange Project will improve the efficiency and safety of the interchange by; converting the existing interchange to a partial cloverleaf design, realigning the on- and off-ramps to eliminate weaving problems, and reducing the number of pedestrian/bicyclist crossings that conflict with the free right-turn vehicular traffic movements. It will also add new signalized intersections, improve bicycle and pedestrian facilities, and construct a new pedestrian overcrossing (POC) parallel to the interchange. This project is partially funded by Measure A funds and the State has programmed \$4.2 million of Active Transportation Program (ATP) funds to construct the POC. The ATP funds will be lost if the construction contract is not awarded by the end of 2019.

The construction schedule and work area of the Holly Interchange Project overlaps with the US 101 Express Lanes Project. This situation creates potential conflicts by having two construction projects in the same area at the same time. SMCTA, City of San Carlos and Caltrans (Parties) have all agreed to proceed with the award of contract for the Holly Interchange Project in order not to lose the ATP funds, but delay the start of construction by up to one year. This delay is estimated to cost an additional \$1.3 million to the Holly Interchange Project for escalation.

(d) Initial operating of the express lanes before toll revenues are generated.

There is a need for funds to initially operate the express lanes prior to toll revenues being generated. Staff estimates the initial operating cost to be approximately \$4.7 million.

Proposed Funding Plan

The increase of (a) \$33.5 million due to the higher than estimated labor and material costs associated with the roadway infrastructure and toll system, plus (b) \$1.3 million due to the need to delay the Holly Interchange Project start date and (c) \$4.7 million needed to operate the Express Lanes in advance of receiving toll revenues brings the total additional funding needed to \$39.5 million.

On September 5, 2019, the SMCTA Board approved \$53 million in capital loan to the US 101 Express Lanes Project. On November 7, 2019 an additional loan of \$39.5 million is being considered for approval by the SMCTA Board to pay for the cost increase detailed above. Repayment of these loans is anticipated to come from future toll revenues, subject to terms and conditions to be negotiated between SMCTA and the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA).

In summation, the original project estimate of \$514.3 million has increased by \$72.6 million [(a) \$33.5M + (b) 33.1M + (c) \$1.3M + (d) \$4.7M]. This bring the total project cost estimate to \$586.9 million. The proposed funding to support this project cost is now as follows:

<u>Funding Source</u>	<u>Amount (in millions)</u>
1. Federal (C/CAG Administered)	\$9.5
2. a) STIP (C/CAG Administered) b) State - ITIP	\$33.5 \$18
3. State SB1 Solutions for Congested Corridors	\$200
4. State SB1 Local Partnership Program	\$21.8
5. SHOPP (State)	\$33.1
6. Regional Bridge Tolls (Metropolitan Transportation Commission)	\$95
7. Private Sector	\$53
8. SMCTA Measure A	\$30.5
9. Loan from SMCTA to be repaid with Express Lanes toll revenues (Authorized by SMCTA Board 9/2019)	\$53
10. Additional loan from SMCTA to cover cost increase, to be repaid by Express Lanes toll revenues (Authorized by SMCTA Board 11/2019)	\$39.5
Total	\$586.9

ATTACHMENT

1. US 101 San Mateo Express Lanes Update PowerPoint will be presented to the Board at the November 14, 2019 meeting.

C/CAG AGENDA REPORT

Date: November 14, 2019

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 19-71 authorizing the C/CAG Chair to execute the Cooperative Funding (Loan) Agreement with San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) in the amount of \$872,456, to partially fund the Fiscal Year 2019-20 operations of the SMCEL-JPA.

(For further information, contact Van Ocampo at 650-599-1460)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 19-71 authorizing the C/CAG Chair to execute the Cooperative Funding (Loan) Agreement with San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) in the amount of \$872,456, to partially fund the Fiscal Year 2019-20 operations of the SMCEL-JPA.

FISCAL IMPACT

Fiscal impact will be in the amount of \$872,456, representing half of the \$1,744,911 operating budget of SMCEL-JPA for FY 2019-20. San Mateo County Transportation Authority (SMCTA) will also loan an equal amount to SMCEL-JPA to make the funding of the operating budget whole.

SOURCE OF FUNDS

Enough Congestion Relief Funds has been budgeted in the adopted FY 2019-20 C/CAG Budget to cover this loan. It is anticipated that SMCEL-JPA will repay C/CAG with interest, based on the net earning rates on the San Mateo County Investment Pool, once toll revenue is generated from the operation of the US101 Express Lanes.

BACKGROUND

The SMCEL-JPA was created as a Joint Powers Authority by C/CAG and SMCTA effective June 1, 2019. On July 12, 2019 SMCEL-JPA Board adopted an operating budget of \$1,744,911 for FY 2019-20. As an agency with no current operating revenue, SMCEL-JPA will have to rely on funding from its member agencies to initially pay for its operating costs until such time as toll revenue is generated from the US 101 Express Lanes Project (Project), which SMCEL-JPA will own. It is staff's anticipation that the Project will begin to generate toll revenue as early as 2022.

Staff from C/CAG and SMCTA jointly recommend that both agencies support the SMCELJPA's FY 2019-20 operating needs with loans as follows:

- C/CAG and SMCTA will issue equally-sized loans to the SMCEL-JPA in the amount of \$872,456 each, to cover the FY 2019-20 operating budget of \$1,744,911, subject to written agreements.
- Loans will bear interest, accrued monthly, at the then-current County Investment Pool interest rate.
- Loans will be repaid by SMCEL-JPA with toll revenues from the operations of the Project, but repayments will be subordinated to (a) operations and maintenance (O&M) costs, and (b) interest on loans used to fund the capital project (as opposed to operations).
- Repayment of principal of the operating loans will be on a parity basis with the repayment of principal on the capital loan anticipated to be made by SMCTA.
- The repayment schedule for the FY 2019-20 operating loans will be based on a five-year payback schedule, which would begin upon the commencement and ramp-up of toll facility operations. The payback schedule will assume excess toll revenues are available after payment of the O&M costs, as well as interest on any capital loans, as discussed above. Accelerated repayment of the loan principal in less than five years may be possible, depending on the availability of excess funding and consistent with loan agreement for funding of the capital project.
- Operating support for the SMCEL-JPA in future fiscal years will be subject to future negotiations.

In addition to this loan to SMCEL-JPA for the operating funds needed in FY 2019-20, SMCTA will also extend up to \$92.5 million in a capital loan (plus accrued and capitalized interest) to SMCEL-JPA to help fully fund the construction of the Project. The capital loan principal, as well as the interest costs, are also anticipated to be repaid from future toll revenues.

Given that SMCEL-JPA will need to integrate the repayment of the operating cost loan and the capital loan (details to be determined), staff recommends that this initial operating loan cover only FY 2019-20, with terms of additional advances to be developed subsequent to the negotiation of the capital loans. This will afford SMCEL-JPA time to consider other critical decisions relative to the development of the Project.

ATTACHMENTS

1. Resolution 19-71
2. Cooperative Funding Agreement Between C/CAG and SMCEL-JPA (available online at <http://ccag.ca.gov/committees/board-of-directors-2/>)

RESOLUTION 19-71

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 THE COOPERATIVE FUNDING AGREEMENT WITH THE SAN MATEO COUNTY EXPRESS LANES JOINT POWERS AUTHORITY (SMCEL-JPA) IN THE AMOUNT OF \$872,455.50

RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County that,

WHEREAS, C/CAG and the San Mateo County Transportation Authority (SMCTA) approved, on April 11, 2019 and May 2, 2019, respectively, the Joint Exercise of Powers Agreement for the San Mateo County Express Lanes, which created the JPA pursuant to the California Joint Exercise of Powers Act to oversee the operations and administration of the San Mateo 101 Express Lanes Project, and to jointly exercise ownership rights over the Project, and

WHEREAS, C/CAG and SMCTA approved the First Amended and Restated Joint Exercise of Powers Agreement for the San Mateo County Express Lanes (SMCEL-JPA Agreement) to specify the title of San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) effective June 13, 2019, and

WHEREAS, C/CAG and SMCTA are co-sponsors of the US-101 Express Lanes Project (Project) and are member agencies of the SMCEL-JPA, and

WHEREAS, pursuant to Section 5.3 of the SMCEL-JPA Agreement, C/CAG and SMCTA acknowledged that SMCEL-JPA will likely incur indebtedness for contractual and administrative expenses before and after express lanes are operational; and

WHEREAS, SMCEL-JPA, as an agency with no current operating budget, will have to rely on loans from its member agencies to initially pay for its operating costs until such time as toll revenue is generated from the Project, which SMCEL-JPA will own; and

WHEREAS, on July 12, 2019 the SMCEL-JPA Board adopted an operating budget for FY 2019-20 in the amount of \$1,744,911; and

WHEREAS, on October 3, 2019 SMCTA Board has agreed to loan SMCEL-JPA half of the operating budget of SMCEL-JPA for FY 2019-20 in the amount of \$872,455.50; and

WHEREAS, C/CAG is willing and able to loan SMCEL-JPA the remaining half of its FY 2019-20 operating budget; and

WHEREAS, SMCEL-JPA and C/CAG both desire to enter into a loan agreement to document the terms of the loan.

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 authorized to execute the Cooperative Funding (Loan) Agreement with SMCEL-JPA in the amount of \$872,456 to partially fund the Fiscal Year 2019-20 operations of the SMCEL-JPA.

PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF NOVEMBER, 2019.

Maryann Moise Derwin, Chair

C/CAG AGENDA REPORT

Date: November 14, 2019

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

From: Sandy Wong, Executive Director

Subject: Review and approval of the Draft 2019 Congestion Management Program (CMP) and Monitoring Report and authorize its release for distribution and comments

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

RECOMMENDATION

That the C/CAG Board review and approve the Draft 2019 Congestion Management Program (CMP) and Monitoring Report and authorize its release for distribution and comments.

FISCAL IMPACT

\$71,833 for consultant services to provide traffic monitoring services for the 2019 CMP; approved by the C/CAG Board at the February 2019 meeting.

BACKGROUND

Overview

Per state legislation established in 1991, 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 on a biennial basis. The purpose of the CMP is to identify strategies to respond to future transportation needs, develop procedures to alleviate and control congestion, and promote countywide solutions. The CMP is required to be consistent with the Metropolitan Transportation Commission (MTC) planning process that includes regional goals, policies, and projects for the Regional Transportation Improvement Program (RTIP). The 2019 CMP, which is developed to be consistent with MTC's Plan Bay Area 2040, also provides updated program information and performance monitoring results for the CMP roadway system.

CMP legislation requires use of a delay-based metric, Level of Service (LOS), to measure roadway performance. However, separate and unrelated efforts to the CMP, such as the recently adopted CEQA guidelines based on Senate Bill (SB) 743 require vehicle miles traveled (VMT) as the primary metric for traffic impacts under CEQA. This creates inconsistency when different metrics are used to report roadway and traffic conditions in various reports such as the CMP, traffic impact analysis under CEQA, other monitoring reports by local jurisdictions. In order to resolve this inconsistency, existing CMP legislation must be amended to align with these recent regulations.

Until new CMP legislation is adopted, C/CAG will not produce a major update to the CMP. Instead, C/CAG made concentrated changes during this 2019 update to report on the work performed by C/CAG and progress made to execute the major CMP elements since the last update in 2017.

2019 CMP Update

The Draft 2019 CMP includes updated information and changes from the adopted 2017 CMP. Most of the document is unchanged from the 2017 CMP. Some key updates are highlighted below:

- Updated Chapter 4 – Performance Element
 - Includes discussion regarding SB 743 and future updates to the CMP
- Updated Chapter 5 – Trip Reduction and Travel Demand Element
 - Reflects the current Transportation Demand Element (TDM) and Transportation System Management (TSM) measures
- Updated Chapter 7 – Deficiency Plan Guidelines
 - Reflects the updated 2019 LOS Monitoring results
 - Reflects the re-authorized San Mateo County Congestion Relief Plan (Deficiency Plan) effective as of July 1, 2019 through June 30, 2023
- Updated Chapter 8 – Seven Year Capital Improvement Program
 - Reflects the 2020 State Transportation Improvement Program (STIP) project list to be consistent with the Regional Transportation Improvement Program (RTIP) guidelines (The 2020 STIP is to be adopted by the California Transportation Commission in early 2020)
- Appendices that were updated includes the following:
 - Appendix F - 2019 CMP Monitoring (Draft)
 - Appendix G - Status of Capital Improvement Projects
 - Appendix I - Land Use Guide and Updated List
 - Appendix J - San Mateo County Projects Included in Plan Bay Area 2040
 - Appendix M - Measure M Implementation Plan FY 2017-2021

2019 Traffic Level of Service and Performance Monitoring

C/CAG is required to measure the roadway segments and intersections on the Congestion Management Program roadway network to determine the change in LOS from one period to the next. As part of the 2019 CMP update, C/CAG has retained a consultant to monitor the roadway segments and intersections on the CMP roadway network. CoPLAN was selected to provide traffic monitoring services for the 2019 CMP update.

This year's study was conducted for the period of March - May of 2019 with travel time data from INRIX, a location-based data and analytics firm, being used and analyzed. The most recent assessment prior to this study was performed in March - May 2017. The primary tasks completed as part of this study include conflation of travel time data to Level of Service monitoring network and Level of Service Analysis. As a result of this monitoring, C/CAG is required to determine what location(s), if any, has (have) exceeded the LOS standard that was established by C/CAG in 1991.

In determining conformance with the LOS standards, C/CAG historically excludes traffic impacts attributable to interregional travel based on the C/CAG Travel Demand Forecasting Model per current CMP guidelines. To address deficiencies on the CMP network, C/CAG developed the San Mateo County Congestion Relief Plan (CRP). Originally adopted in 2002 and reauthorized in 2007, 2011, 2015, and 2019 to be effective through July 2023, the CRP fulfills the requirement of a

Countywide Deficiency Plan for all roadway segment and intersection deficiencies identified through the monitoring done for the 1999 through the current Congestion Management Programs. With the CRP in place, no jurisdiction will be required to develop a deficiency plan as a result of this monitoring report.

The results of the 2019 Monitoring indicate the following roadway segments exceeded its LOS Standard before the reduction of interregional trips:

- SR 35 between I-280 and SR-92 – AM and PM Periods
- SR 84 between SR-1 and Portola Road – PM Period
- SR 84 between I-280 and Alameda de las Pulgas – AM and PM Periods
- SR 84 between Willow Road and University Avenue – AM Period
- SR 92 between SR-1 and I-280 – AM and PM Periods
- SR 92 between I-280 and US-101 – AM and PM Periods
- SR 92 between US-101 and Alameda County Line – AM and PM Periods
- US 101 between San Francisco County Line and I-380 – AM and PM Periods
- US 101 between I-380 and Millbrae Avenue – AM and PM Periods
- US 101 between Millbrae Avenue and Broadway – AM and PM Periods
- US 101 between Broadway and Peninsula Avenue – AM and PM Periods
- US 101 between SR-92 and Whipple Avenue – AM and PM Periods
- SR 109 between Kavanaugh Drive and SR-84 – PM Period
- I-280 between San Francisco County Line and SR 1 (north) – AM Period
- I-280 between SR-1 (north) and SR-1 (south) – AM Period
- I-280 between SR-1 (south) and San Bruno Avenue – AM and PM Periods
- I-280 between San Bruno Avenue and SR-92 – PM Period
- I-280 between SR-92 and SR-84 – AM and PM Periods
- I-280 between SR-84 and Santa Clara County Line – PM Period

It is noted that twelve (12) CMP segments had deficient level of service (without interregional travel exemptions) in both the AM and PM peak periods. Four (4) segments had deficient LOS in the PM peak period only.

C/CAG identifies the deficient locations after deducting for interregional travel (all trips originating outside San Mateo County). Based on the monitoring report and after the exclusions for interregional traffic was applied, five out of the 53 roadway segments exceeded the LOS standard. The segments in violation of the LOS Standard in 2019 are as follows:

- PM – Northbound and Southbound SR 35 between I-280 and SR-92
- PM – Eastbound and Westbound SR-84 between SR-1 and Portola Road
- AM & PM – Westbound SR-84 between I-280 and Alameda de Las Pulgas
- AM – Westbound SR-92 between I-280 and US-101
- PM – Eastbound SR-92 between US-101 and Alameda County Line

For the sixteen (16) intersections monitored, the 2019 traffic volumes, lane configurations, and signal phasing were used as inputs to the intersection level of service calculations. This year's monitoring as well as the 2017 monitoring used the 2000 Highway Capacity Manual method (average control delay) to calculate the LOS results.

All 16 CMP intersections are in compliance with the LOS Standard, similar to the 2017 LOS Monitoring results. In addition to vehicle counts taken at the CMP intersections, bicycle and pedestrian counts were also conducted at each CMP intersection.

A summary of the number of roadway segments (before deducting for interregional travel) and intersections with a LOS F (F designated the worse possible congestion) since the 2001 CMP are as follows:

+Year	LOS F*		Year	LOS F*	
	Roadways	Intersections**		Roadways	Intersections**
2001	16	1	2011	14	2
2003	13	0	2013	12	2
2005	12	0	2015	10	0
2007	14	2	2017	12	0
2009	10	3	2019	19	0

* Without Exemption

** Majority of intersections monitored are along Route 82 (El Camino Real)

Average Travel Times on US-101

Travel times were also measured for the US-101 corridor between the San Francisco and Santa Clara County Lines. The US-101 corridor was selected because, in addition to mixed-flow lanes, it includes High Occupancy Vehicle (HOV) lanes, bus routes, and passenger rail.

The total travel time for carpools was estimated by adding the travel time in the HOV lanes between the Santa Clara County Line and Whipple Avenue to the travel time in the mixed-flow lanes between Whipple Avenue and the San Francisco County Line. Travel times for bus and passenger rail modes were estimated based on current SamTrans and Caltrain published schedules. SamTrans bus route 398 operates in the US-101 corridor. This route provides service through San Mateo County from San Francisco to Redwood City. Travel times were based on the average travel time between County lines during the commute hours. Travel time via Caltrain was calculated in a similar manner. Results for the 2019 travel time surveys are summarized below.

Average Travel Time On US-101 Corridor (in minutes) - Between San Francisco and Santa Clara County Lines																
Mode	AM - Morning Commute Peak Period								PM - Evening Commute Peak Period							
	NB				SB				NB				SB			
	2019	2017	2015	2013	2019	2017	2015	2013	2019	2017	2015	2013	2019	2017	2015	2013
Auto - Single Occ. ¹	28	32	32	28	40	35	36	41	40	36	39	30	32	32	32	33
Carpool - HOV Lane ²	26	32	32	32	38	34	35	37	40	36	42	37	31	32	32	32
Caltrain ³	40	40	39	23	43	44	43	27	40	40	38	24	39	36	38	23
SamTrans Route 398 ⁴	57	80	80	68	74	-	-	73	83	-	-	72	74	91	91	74

¹2015, 2017, and 2019 Results based on Inrix Avg speeds over each TMC for the full 3 months (March -May)

²2015, 2017, and 2019 HOV results are based on HOV field runs south of Whipple plus Inrix avg speed for TMC north of Whipple to SF County Line

³Limited-stop and baby bullet trains from Santa Clara County line to SF County line

⁴Route 398, effective as of August 2019. During AM NB period, does not stop at San Bruno BART Station.

Transit Ridership

As shown in the table below, the 2019 transit ridership data indicates annual total ridership for SamTrans has decreased by 10% and Caltrain ridership decreased by 2% when compared to the CMP update 2017. Annual total ridership for BART decreased by 5% at the stations within San Mateo County. Overall annual total transit ridership decreased about 5% when compared with the previous 2017 CMP Update. Results for the 2019 transit ridership are summarized below.

Transit Agency	Annual Total			Average Weekday		
	FY 2019	FY 2017	FY 2015	FY 2019	FY 2017	FY 2015
SamTrans¹	10,670,850	11,816,760	13,158,703	35,150	38,700	42,981
Caltrain²	18,486,509	18,743,189	18,156,173	63,597	64,114	58,245
BART (Colma, Daly City, South Francisco, San Bruno)³	7,741,549	7,818,023	8,155,340	26,483	25,269	28,050
BART (SFO & Millbrae)³	11,261,768	12,102,872	12,614,731	37,687	39,989	40,741
Combined Transit	48,160,676	50,480,844	52,084,947	162,917	163,090	170,201

¹ Source: SamTrans End-of-Year Performance Report FY2019

² Source: Caltrain Website

³ Source: BART Staff

The complete draft Monitoring Report is included in Appendix F of the Draft 2019 Congestion Management Program. (A copy is attached to this staff report)

2019 CMP Approval Schedule (Tentative)

The C/CAG Congestion Management Program Technical Advisory Committee (CMP TAC) recommended approval of the 2019 Draft CMP at their October 17, 2019 meeting. The C/CAG Congestion Management and Environmental Quality (CMEQ) Committee also recommended approval at their meeting on October 28, 2019, but further recommended that staff investigate into expanding the CMP network of monitored roadway segments and intersections within the county and research other performance measures used in other Congestion Management Programs within the region and state to be incorporated in future updates.

<u>Date</u>	<u>Activity</u>
October 17, 2019	Draft 2019 CMP to TAC
October 28, 2019	Draft 2019 CMP to CMEQ
November 14, 2019	Draft 2019 CMP to Board
December 19, 2019	Final 2019 CMP to TAC
January 27, 2020	Final 2019 CMP to CMEQ
February 13, 2020	Final 2019 CMP to Board

ATTACHMENT

- Draft 2019 San Mateo County CMP – Executive Summary
- Draft Level of Service and Performance Measure Monitoring Report – 2019 (*Available for download at: <http://ccag.ca.gov/committees/board-of-directors-2/>*)
- Draft 2019 San Mateo County CMP & Appendix (*Available for download at: <http://ccag.ca.gov/committees/board-of-directors-2/>*)

Executive Summary

The City/County Association of Governments of San Mateo County (C/CAG), as the Congestion Management Agency for San Mateo County, is required to prepare and adopt a Congestion Management Program (CMP) on a biennial basis. The purpose of the CMP is to identify strategies to respond to future transportation needs, develop procedures to alleviate and control congestion, and promote countywide solutions. The CMP is required to be consistent with the Metropolitan Transportation Commission (MTC) planning process that includes regional goals, policies, and projects for the Regional Transportation Improvement Program (RTIP). The 2019 CMP, which is developed to be consistent with MTC's Plan Bay Area 2040, provides updated program information and performance monitoring results for the CMP roadway system.

The CMP roadway system comprises of 53 roadway segments and 16 intersections. The roadway network includes all the State highways within the County in addition to Mission Street, Geneva Avenue, and Bayshore Boulevard. The intersections are located mostly along El Camino Real (Chapter 2). Baseline Level of Service (LOS) Standards were adopted for each of the roadway segments and intersections on the system wherein five roadway segments and four intersections were designated LOS F (F designated as the worse possible congestion) (Chapter 3). In addition to vehicle counts taken at the CMP intersections, bicycle and pedestrian counts were also conducted at each CMP intersection.

In addition to the roadway system LOS, the CMP also includes other elements to evaluate the performance of the roadway and transit network such as travel time to traverse the length of the County by single-occupant vehicle, carpool, and transit in addition to transit ridership during the peak periods (Chapter 4). Monitoring is completed every two years to determine compliance with the adopted LOS standards and changes to the performance elements are measured.

The results of the 2019 Monitoring indicate the following roadway segments exceeded its LOS Standard before the reduction of interregional trips:

- SR 35 between I-280 and SR-92 – AM and PM Periods
- SR 84 between SR-1 and Portola Road – PM Period
- SR 84 between I-280 and Alameda de las Pulgas – AM and PM Periods
- SR 84 between Willow Road and University Avenue – AM Period
- SR 92 between SR-1 and I-280 – AM and PM Periods
- SR 92 between I-280 and US-101 – AM and PM Periods
- SR 92 between US-101 and Alameda County Line – AM and PM Periods
- US 101 between San Francisco County Line and I-380 – AM and PM Periods
- US 101 between I-380 and Millbrae Avenue – AM and PM Periods
- US 101 between Millbrae Avenue and Broadway – AM and PM Periods
- US 101 between Broadway and Peninsula Avenue – AM and PM Periods
- US 101 between SR-92 and Whipple Avenue – AM and PM Periods
- SR 109 between Kavanaugh Drive and SR-84 – PM Period
- I-280 between San Francisco County Line and SR 1 (north) – AM Period
- I-280 between SR-1 (north) and SR-1 (south) – AM Period

- I-280 between SR-1 (south) and San Bruno Avenue – AM and PM Periods
- I-280 between San Bruno Avenue and SR-92 – PM Period
- I-280 between SR-92 and SR-84 – AM and PM Periods
- I-280 between SR-84 and Santa Clara County Line – PM Period

It is noted that twelve (12) CMP segments had deficient level of service (without interregional travel exemptions) in both the AM and PM peak periods. Four (4) segments had deficient level of service in the PM peak period only.

The CMP-enabling legislation allows for the reduction in volume for those trips that are interregional. In this case, “interregional” are those trips that originate from outside the county. Based on the monitoring report and after the exclusions for interregional traffic was applied, five out of the 53 roadway segments exceeded the LOS standard. The segments in violation of the LOS Standard in 2019 are as follows:

- PM – Northbound and Southbound SR 35 between I-280 and SR-92
- PM – Eastbound and Westbound SR-84 between SR-1 and Portola Road
- AM & PM – Westbound SR-84 between I-280 and Alameda de Las Pulgas
- AM – Westbound SR-92 between I-280 and US-101
- PM – Eastbound SR-92 between US-101 and Alameda County Line

Regarding intersections, all intersection locations are in compliance with their LOS Standards.

Travel time for single occupancy vehicles and high occupancy vehicles along US-101 identified as part of the 2019 monitoring indicates a minor improvement in the northbound direction during the AM peak hour.

Travel times for bus and passenger rail modes are estimated based on SamTrans and Caltrain published schedules for travel between County lines during peak commute periods (7 a.m. – 9 a.m. and 4 p.m. to 7 p.m.). Caltrain travel times show a 2% decrease in the AM southbound peak period and 8% increase in the PM southbound peak period.

Because a new SamTrans route that traverses San Mateo County to San Francisco was introduced in August 2019, new travel times are presented.

The CMP includes C/CAG’s programs and policies regarding transportation systems management (TSM) and transportation demand management (TDM), which address efforts to increase efficiency of the existing system and encourage utilization of alternative modes of transportation. The TSM/TDM programs under Measure A, Commute.org, Transportation Fund for Clean Air (TFCA), local cities, and C/CAG are updated in the 2019 CMP to reflect the current status (Chapter 5). Also included in the CMP is the C/CAG Land Use Impact Analysis Program Policy which address long-range planning, individual large developments generating 100 or more net peak period trips on the CMP network, and cumulative developments.

The Policy provides procedures for local jurisdictions to analyze and mitigate potential impacts to the CMP network resulting from land use decisions (Chapter 6 and Appendix I). The Countywide Congestion Relief Plan (CRP), (reauthorized through June 2023) was developed to address the roadway system deficiencies (or violations of LOS Standards) on a countywide basis. The CRP relieves individual jurisdictions from the need to develop individual deficiency plans to mitigate (or reduce) existing congestion on specific locations. Elements contained in the CRP includes revised provision for Countywide programs such as Employer-based shuttle program and local transportation services, Travel Demand Management, Countywide Intelligent Transportation System (ITS) program and traffic operational improvement strategies, Ramp Metering, and other programs Linking Transportation and Land Use (Chapter 7). The seven-year Capital Improvement Program (CIP) consists of projects programmed in the updated 2020 State Transportation Improvement Program (STIP), OBAG 2, and TDA Article 3 in Chapter 8, Table X.

Other elements included in the 2019 CMP are updates to Measure M, an additional VRF approved by the voters in November 2010, imposes an annual fee of ten dollars (\$10) on motor vehicles registered in San Mateo County to help fund transportation-related congestion mitigation and water pollution mitigation programs (Chapter 11). The most current Measure M 5-Year Implementation Plan for Fiscal Year 2017-2021 is included in Appendix M.

The Traffic Impact Analysis (TIA) Policy, which provides uniform procedures to analyze traffic impacts on the CMP network, was added to the 2009 CMP and remains the same. The TIA Policy applies to all General Plan updates, Specific Area Plans, and modifications to the CMP roadway network. (Chapter 12 and Appendix L)

CMP legislation requires use of a delay-based metric, Level of Service (LOS), to measure roadway performance. However, separate and unrelated efforts to the CMP, such as the recently adopted CEQA guidelines based on Senate Bill (SB) 743 require vehicle miles traveled (VMT) as the primary metric for traffic impacts under CEQA. This creates inconsistency when different metrics are used to report roadway and traffic conditions in various reports such as the CMP, traffic impact analysis under CEQA, other monitoring reports by local jurisdictions. In order to resolve this inconsistency, existing CMP legislation must be amended to align with these recent regulations.

Until new CMP legislation is adopted, C/CAG will not produce a major update to the CMP. Instead, C/CAG made concentrated changes during this 2019 update to report on the work performed by C/CAG and progress made to execute the major 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 2017.

When the California Legislature defined the requirements for Congestion Management Programs, they set in motion the following actions:

1. A political process that encourages local jurisdictions (cities and the County) to discuss and seek resolution of anticipated transportation supply problems.
2. A political process that requires that all types of measures, including the possibility of implementing land use changes, creating travel demand management actions, and providing transit, ridesharing, and other modal alternatives to driving, be considered in conjunction with building or widening roadways as effective ways to address future urban transportation needs.
3. A technical process to provide consistent and timely information to elected officials about the possible consequences of planned or proposed land developments, and of the costs and benefits of optional ways to resolve anticipated congestion problems.

This CMP describes the framework for the ongoing process that will be followed by the County of San Mateo and the cities in San Mateo County to implement the requirements of AB 471, AB 1791, AB 1963, SB 1636, SB 45, and MAP-21. The decisions made by the City/County Association of Governments are intended to clearly describe the intent of C/CAG to make this process work by adopting CMP elements that emphasize communication and cooperation and provide a flexible approach to resolving issues. The overall goal of this CMP is to help C/CAG promote countywide solutions to transportation problems based upon cooperation and mutual support.

Elements of the CMP

Each Congestion Management Agency is charged with developing, adopting and updating a Congestion Management Program.² The following elements must be included in a congestion management program:

Roadway System

The Congestion Management Agency must specify a system of highways and roadways for which traffic level of service standards shall be established. The CMP's Roadway System shall include at a minimum all state highways and principal arterials. No highway or roadway designated as a part of the CMP Roadway System shall be removed from the system (in future CMPs).³

Traffic Level of Service (LOS) Standards

Level of Service Standards intended to measure roadway congestion must be established for all state highways and principal arterials included in the CMP's Roadway System.⁴ Level of service is a qualitative description of roadway operations ranging from LOS A, or free flow conditions, to LOS F, or completely jammed conditions. The Congestion Management Program may not establish any standard below Level of Service E unless the level of service was F at the time that the standard was established.

²California Government Code Section 65089(a).

By State statute, CMPs need not be changed every year, but must be formally amended and readopted every two years.

³California Government Code Section 65089(b)(1)(A).

⁴Ibid.

Performance Element

The Performance Element was added by AB 1963. This element includes performance measures to evaluate current and future multimodal system performance for the movement of people and goods in San Mateo County.⁵

Trip Reduction and Travel Demand Element

The Congestion Management Program must contain an element promoting the use of alternative transportation modes and ways to reduce future travel demand. Improving a county's jobs/housing balance and implementing travel demand management strategies are specifically mentioned as ways of attaining the objectives of this element of the CMP.

Land Use Impact Analysis Program

The purpose of this element of the CMP is to create and implement a program to analyze the impacts of land use decisions made by local jurisdictions on regional transportation systems.⁶ Estimates of the costs associated with mitigating the projected impacts must be included in the CMP, with some exceptions.⁷

Seven-Year Capital Improvement Program (CIP)

The CMP must contain a seven-year program of projects expected to maintain or improve traffic levels of service and transit performance, and to mitigate the impacts of local land use decisions. Projects contained in the CIP must also conform to transportation-related air quality mitigation measures.⁸

In addition to these elements, a CMP must also include a uniform database and a computer-based transportation model that will be used to determine the quantitative impacts of proposed or planned land developments on a county's transportation systems. Finally, the Congestion Management Agency (C/CAG in San Mateo County) is charged with monitoring the implementation of all elements of the CMP and determining conformance with the CMP's requirements and recommendations.

Organization of this CMP

This report, which describes the 2019 Congestion Management Program for San Mateo County, is divided into the following chapters that correspond to the listing of CMP requirements included in AB 1791 and AB 1963:

1. The roadways and intersections that comprise San Mateo County's CMP Roadway System to be monitored for traffic operating conditions are described in Chapter 2.
2. The Level of Service Standards for the CMP's roadway segments, which were designated in the 1991 CMP (one additional segment was added in the 1999 CMP), and the standards for the intersections, which were designated in the 1993 CMP, are presented in

⁵California Government Code Section 65089(b)(2).

⁶California Government Code Section 65089(b)(4).

⁷According to statute, interregional trips will be excluded from this cost estimate. Credit will also be given to local, public, and private contributions for improvement to the roadway system.

⁸California Government Code Section 65089(b)(5).

Chapter 3.

3. The measures adopted by C/CAG to evaluate San Mateo County's multimodal system performance for the movement of people and goods are described in Chapter 4.
4. The key features of San Mateo County's efforts to encourage commuters to use alternatives to driving alone -- carpools, vanpools or transit -- are explained in Chapter 5.
5. The process to be used to analyze and mitigate the impacts on San Mateo County's transportation systems of potential or planned land use changes is presented in Chapter 6.
6. The guidelines for deficiency plans, should those need to be prepared in the future, are explained in Chapter 7. Also included in this Chapter is a listing of the deficiencies that were identified during the monitoring of the 2019 CMP.
7. The process for projects to be considered for funding as part of this CMP's Capital Improvement Program is presented in Chapter 8. This chapter also includes the transportation goals adopted in the Metropolitan Transportation Commission (MTC) Plan Bay Area 2040.
8. The features of the C/CAG CMP Transportation Model are described in Chapter 9.
9. The procedures that C/CAG will use to monitor conformance with the CMP are described in Chapter 10.
10. The Vehicle Registration Fee Program includes Measure M - \$10 vehicle registration fee is updated in Chapter 11.
11. The Traffic Impact Analysis (TIA) Policy is included in Chapter 12 and the complete TIA Policy is included in Appendix L.
12. The results of the 2019 Monitoring Report are presented in Appendix F.

Chapter 2 – Congestion Management Program (CMP) Roadway System

Legislative Requirements

California Government Code Section 65089 (b)(1)(A) requires that the Congestion Management Agency specify a system of roadways for which level of service standards will be set and monitored. All state highways and principal arterials are to be included in the Congestion Management Program's (CMP's) Roadway System. However, this statute does not specifically define what constitutes a principal arterial. Once a roadway is included in the CMP's Roadway System, the roadway cannot be removed (in a future CMP).

Discussion

Designating the CMP system of roadways is one of the key decisions affecting the CMP, because this action by C/CAG defines which roadways in San Mateo County will have their traffic level of service monitored. In effect, the C/CAG's adoption of a system (network) of roadways establishes the following framework for the subsequent, but related actions taken by C/CAG:

1. C/CAG has identified which freeways, streets, highways,⁹ and intersections in San Mateo County it has deemed to be important enough to have their existing and future traffic operating conditions monitored. The roadways incorporated into the CMP Roadway System serve the vast majority of trips made by driving from, to or through San Mateo County.
2. C/CAG has indicated which freeways, streets, highways, and intersections in San Mateo County the C/CAG will be expecting to receive nominations of actions or will help formulate actions intended to maintain or attain traffic flow standards designated for those roadways. Possible actions that could be defined to mitigate potential operational or capacity problems on specific roadways include new roadway construction, transit improvements related to the travel origins and destinations served by that roadway, travel demand management actions, or land use changes.¹⁰

CMP Roadway System

The CMP Roadway System incorporates the CMP Roadway System adopted in 1991 plus the 16 intersections adopted in 1993 and the one additional roadway segment adopted in 1999. The roadways adopted by C/CAG to be part of the CMP's Roadway System are roadways in San Mateo County that fulfill at least one of the following requirements:

1. They are routes that are part of the California State Highway System. (Some of the State Highways in San Mateo County serve as Principal Arterials.)

⁹Freeways (e.g., U.S. 101 and I-280) are roadways that are completely grade separated from other highways and that do not permit access directly from abutting land uses. Streets (e.g., El Camino Real), also called arterials in this CMP, allow access directly from abutting land uses and are almost never grade-separated from other roadways, (except freeways). Highways, as used in this CMP, refer to roads located in rural areas (e.g., Highway 1 south of Half Moon Bay).

¹⁰Each of those kinds of actions are discussed in the chapters that follow.

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*

October 10, 2019

Jim Eggemeyer
 County of San Mateo
 Office of Sustainability
 455 County Center, 4th Floor
 Redwood City, CA 94063

Dear Mr. Eggemeyer:

This letter is to inform you that the City and County Association of Governments (C/CAG), as the Local Task Force (LTF) for San Mateo County, has reviewed the elements of the existing Countywide Integrated Waste Management Plan (CIWMP) documents to determine if they are still relevant and appropriate tools for guiding waste reduction programs in San Mateo County and to identify any elements that may need revision.

Based on our review, we find that some existing elements of the CIWMP are no longer adequate to guide waste reduction and diversion programs in San Mateo County. Below is a detailed summary of our review:

1. The Source Reduction and Recycling Elements (SRREs) do not accurately reflect the changes that have taken place in the solid waste industry and recycling markets as well as in the waste reduction and diversion programs developed and implemented by the jurisdictions. Some major changes include: the establishment of a countywide schools program focusing on education around the 4Rs; new source-separated curbside organics collection programs; new organic processing facilities; a new edible food recovery program; a County-run educational academy focused on providing sustainability and solid waste workshops and programming to county residents; and significant changes to global recycling markets.
2. The Household Hazardous Waste Elements are still adequate and do not require any revisions at this time.
3. In the countywide Siting Element (SE), the information on operational landfills in the county is outdated. Specifically, the countywide SE lists two active landfills in the

county, when in fact, there is currently only one landfill that remains active. The capacity for waste disposal at the current active landfill is also outdated and needs revision.

4. The non-disposal facilities listed in the countywide Non-Disposal Facility Element (NDFE) do not accurately represent the existing list of facilities that are currently being utilized by jurisdictions. Several non-disposal facilities have closed, and new facilities are being utilized since the last update of the NDFE (2010).

Additionally, the committee recommends to the County that the below items be considered and included in a revision of the CIWMP:

- Relevant post-1999 state legislations around waste reduction (e.g., AB 341, AB 1826, SB 1383, etc.) that have not been included in the CIWMP and their implications on future program development and implementation for the county
- Requirements around construction and demolition that align with California Green Buildings Standards Code
- Strategies for supporting domestic and international markets for reusables and recycling as well as job creation.
- Management of proper disposal of medical waste (e.g., sharps, etc.), including those generated from households
- Product stewardship/extended product responsibility strategies and programs to promote the circular economy
- Strategies and programs promoting durable product and shipping packaging
- Re-emphasis of the importance of source reduction
- Strategies for promoting and increasing organics composting generation and capacity within the county
- Utilization and promotion of compost as an effective method for carbon sequestration
- Strategies to help understand the post-usage fate of waste materials, specifically around how they are processed/disposed of and how they are handled at their final destination
- Strategies around abandoned waste, litter, and legacy waste
- Environmental justice as a key component of solid waste management decision-making, program development, and program implementation
- Collaboration among all 21 jurisdictions in San Mateo County, including the five cities that were not part of the original joint countywide process (Millbrae, South San Francisco, San Bruno, Brisbane, Pacifica) in the revision of the CIWMP

As the LTF, we request that the County of San Mateo Office of Sustainability staff complete a 2019 Five-Year Review Report to C/CAG and to CalRecycle and determine if the revisions summarized above are necessary.

Sincerely,

A handwritten signature in black ink, appearing to read 'Maryann Moise Derwin', with a stylized flourish at the end.

Maryann Moise Derwin, Chair
City and County Association of Governments

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

October 10, 2019

Emily Webb
 State of California
 Department of Resources Recycling and Recovery
 P.O. Box 4025 MS 9A
 Sacramento, CA 95814

Dear Ms. Webb:

This letter is to inform you that the City and County Association of Governments (C/CAG), as the Local Task Force (LTF) for San Mateo County, has reviewed the elements of the existing Countywide Integrated Waste Management Plan (CIWMP) documents to determine if they are still relevant and appropriate tools for guiding waste reduction programs in San Mateo County and to identify any elements that may need revision.

Based on our review, we find that some existing elements of the CIWMP are no longer adequate to guide waste reduction and diversion programs in San Mateo County. Below is a detailed summary of our review:

1. The Source Reduction and Recycling Elements (SRREs) do not accurately reflect the changes that have taken place in the solid waste industry and recycling markets as well as in the waste reduction and diversion programs developed and implemented by the jurisdictions. Some major changes include: the establishment of a countywide schools program focusing on education around the 4Rs; new source-separated curbside organics collection programs; new organic processing facilities; a new edible food recovery program; a County-run educational academy focused on providing sustainability and solid waste workshops and programming to county residents; and significant changes to global recycling markets.
2. The Household Hazardous Waste Elements are still adequate and do not require any revisions at this time.
3. In the countywide Siting Element (SE), the information on operational landfills in the county is outdated. Specifically, the countywide SE lists two active landfills in the

county, when in fact, there is currently only one landfill that remains active. The capacity for waste disposal at the current active landfill is also outdated and needs revision.

4. The non-disposal facilities listed in the countywide Non-Disposal Facility Element (NDFE) do not accurately represent the existing list of facilities that are currently being utilized by jurisdictions. Several non-disposal facilities have closed, and new facilities are being utilized since the last update of the NDFE (2014).

Additionally, the committee recommends to the County that the below items be considered and included in a revision of the CIWMP:

- Relevant post-1999 state legislations around waste reduction (e.g., AB 341, AB 1826, SB 1383, etc.) that have not been included in the CIWMP and their implications on future program development and implementation for the county
- Requirements around construction and demolition that align with California Green Buildings Standards Code
- Strategies for supporting domestic and international markets for reusables and recycling as well as job creation
- Management of proper disposal of medical waste (e.g., sharps, etc.), including those generated from households
- Product stewardship/extended product responsibility strategies and programs to promote the circular economy
- Strategies and programs promoting durable product and shipping packaging
- Re-emphasis of the importance of source reduction
- Strategies for promoting and increasing organics composting generation and capacity within the county
- Utilization and promotion of compost as an effective method for carbon sequestration
- Strategies to help understand the post-usage fate of waste materials, specifically around how they are processed/disposed of and how they are handled at their final destination
- Strategies around abandoned waste, litter, and legacy waste
- Environmental justice as a key component of solid waste management decision-making, program development, and program implementation
- Collaboration among all 21 jurisdictions in San Mateo County, including the five cities that were not part of the original joint countywide process (Millbrae, South San Francisco, San Bruno, Brisbane, Pacifica) in the revision of the CIWMP

As the LTF, we request that the County of San Mateo Office of Sustainability complete a 2019 Five-Year Review Report to C/CAG and to CalRecycle and determine if the revisions summarized above are necessary.

Sincerely,



Maryann Moise Derwin, Chair
City and County Association of Governments