

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. 326

DATE: Thursday, December 12, 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 Certificate of Appreciation to Irene O’Connell for her years of dedicated service to C/CAG. p. 1
 - 4.2 Certificate of Appreciation to Jean Higaki for her years of dedicated service to C/CAG. p. 2
 - 4.3 Receive a presentation on water supply and a few things you might want to know.

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. 325 dated November 14, 2019. ACTION p. 3
- 5.2 Review and approval of the Joint Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Years 20/21 & 21/22. ACTION p. 8
- 5.3 Review and accept the C/CAG Financial Statements (Audit) for Fiscal Year Ended June 30, 2019, the Memorandum on Internal Control, and the Required Communications for the Year Ended June 30, 2019. ACTION p. 14
- 5.4 Review and accept the C/CAG Single Audit Report for the Year Ended June 30, 2019. ACTION p. 16
- 5.5 Review and accept the C/CAG State Transportation Improvement Program (STIP) Planning, Programming & Monitoring Program (PPM) Final Project Expenditure Audit Report from August 17, 2017 through September 30, 2018. ACTION p. 17
- 5.6 Review and accept the Measure M Fund Financial Statements (Audit) for the Year Ended June 30, 2019. ACTION p. 18
- 5.7 Review and approval of the appointment of Brian Levenson, resident of Redwood City, to fill one vacant public member seat on the C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) for a two-year term. ACTION p. 19
- 5.8 Review and approval of the appointment of Adam Rak to the Legislative Committee. ACTION p. 24
- 5.9 Review and approval of materials related to receiving state grant funding for multi-benefit regional stormwater capture projects.
 - 5.9.1 Review and approve allocating \$2.94 million in grant funding from the California Natural Resources Agency to five projects to advance multi-benefit, regional stormwater management in San Mateo County. ACTION p. 27
 - 5.9.2 Review and approval of Resolution 19-57 approving the application for \$2.94 million in grant funding from the California Natural Resources Agency for multi-benefit regional stormwater capture projects and authorizing the Executive Director to negotiate and execute a grant agreement for receipt of said funds and submit all necessary documents to fulfill grant requirements. ACTION p. 33

- 5.10 Review and approval of the Finance Committee’s recommendation of no change to the investment portfolio and accept the Quarterly Investment Report as of September 30, 2019. ACTION p. 42

6.0 REGULAR AGENDA

- 6.1 Review and approve of the C/CAG legislative policies, priorities, positions, and legislative update (A position may be taken on any legislation, including legislation not previously identified). ACTION p. 48
- 6.2 Review and approval of the Annual C/CAG Legislative Policies for 2020. ACTION p. 52
- 6.3 Review and approval of the 2020 C/CAG Board meeting calendar. ACTION p. 58
- 6.4 Receive a presentation on the Countywide Stormwater Program. INFORMATION p. 59

7.0 COMMITTEE REPORTS

- 7.1 Chairperson’s Report
- 7.2 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 All Councilpersons of San Mateo County Cities and Members of the Board of Supervisors, cc’d All City/County Managers of San Mateo County, dated 11/13/19. RE: C/CAG Committee Vacancies for Elected Officials p. 61
- 9.2 Letter from Rosanne Foust, President & CEO, SAMCEDA, to Honorable Chair Don Horsley, Members of the Board of Directors, dated 11/20/19. RE: The San Mateo County Economic Development Association (SAMCEDA) strongly supports the final draft staff proposal for the TA Strategic Plan 2020-2024 p. 64

10.0 CLOSED SESSION

- 10.1 Public Employee Performance Evaluation.

Title: Executive Director of C/CAG.

- 10.2 Conference with Labor Negotiators.

C/CAG Representatives: Maryann Moise Derwin.
Unrepresented Employee: Executive Director.

11.0 RECONVENE IN OPEN SESSION

11.1 Report out on any actions taken during the Closed Session.

12.0 Action on Compensation Adjustment for Executive Director and review and approval of Resolution 19-81 authorizing the C/CAG Chair to execute Amendment No. 2 to the agreement between C/CAG and Executive Director. ACTION p. 65

13.0 ADJOURNMENT

Next scheduled meeting January 9, 2020

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

Administrative Assistant: Mima Guilles (650) 599-1406

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • Menlo Park • 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

A PRESENTATION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) EXPRESSING APPRECIATION TO IRENE O'CONNELL FOR HER DEDICATED SERVICE TO C/CAG

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

Whereas, Irene O'Connell has served on the C/CAG Board of Directors for over two decades, and as Vice Chair of the Board for two years during that time; and

Whereas, Irene O'Connell has served on the C/CAG Legislative Committee from 2002 through 2019, serving most recently as Chair of the committee; and

Whereas, Irene O'Connell has served on the C/CAG Congestion Management and Environmental Quality Committee (CMEQ) from 2000 through 2019; and

Whereas, Irene O'Connell has been a strong leader serving her community and San Mateo County; and

Whereas, throughout her involvement with C/CAG, Irene O'Connell has provided valuable input and leadership in support of C/CAG programs related to traffic congestion, bicycle and pedestrian facilities, stormwater pollution prevention, and housing; and

Whereas, Irene O'Connell has been extremely passionate in making her community a better place, and improving the overall quality of life in the County; and

Now, therefore, the Board of Directors of C/CAG hereby expresses its appreciation to Irene O'Connell for her years of dedicated public service to the people of San Mateo County and wishes her happiness and success in her future endeavors.

PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF DECEMBER 2019.

Maryann Moise Derwin, Chair

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • Menlo Park • 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

A PRESENTATION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) EXPRESSING APPRECIATION TO JEAN HIGAKI FOR HER DEDICATED SERVICE TO C/CAG

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

Whereas, Jean Higaki has served as professional staff for C/CAG in varying capacities from 2008 through 2019, and most recently as the C/CAG Program Director; and

Whereas, Jean Higaki has provided exemplary staff support to the C/CAG Board, its Legislative Committee and Finance Committee; and

Whereas, Jean Higaki has served as a liaison between C/CAG and Caltrans on capital project delivery for San Mateo County; and

Whereas, Jean Higaki has been an invaluable resource for all 21 C/CAG member agencies on regional transportation planning and funding, as well as federal and state requirements for capital project delivery; and

Whereas, Jean Higaki has made significant contributions in the initial set up of the San Mateo County Express Lanes Joint Powers Authority; and

Whereas, Jean Higaki has proven to be a consummate professional and a great asset to C/CAG through her attention to detail, exemplary work ethic, and willingness to always help others; and

Whereas, during her tenure, Jean Higaki has dedicated her service to the people of San Mateo County by providing her technical expertise to the C/CAG Board of Directors and Committees.

Now, therefore, the Board of Directors of C/CAG hereby expresses its appreciation to Jean Higaki for her years of dedicated public service and wishes her happiness and success in her future endeavors.

PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF DECEMBER 2019.

Maryann Moise Derwin, Chair

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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

BOARD MEETING MINUTES

Meeting No. 325
November 14, 2019

1.0 CALL TO ORDER/ ROLL CALL

Chair Maryann Moise Derwin called the meeting to order at 6:33 p.m. Roll call was taken.

Atherton	– Elizabeth Lewis
Belmont	– Davina Hurt
Brisbane	– Cliff Lentz
Colma	– Diana Colvin
Half Moon Bay	– Debbie Ruddock
Hillsborough	– Marie Chuang
Millbrae	– Gina Papan (arrive 6:35 p.m.)
Portola Valley	– Maryann Moise Derwin
Redwood City	– Alicia Aguirre
San Bruno	– Irene O’Connell
San Carlos	– Adam Rak
San Mateo	– Diane Papan (arrive 6:55 p.m)
San Mateo	– David Canepa
South San Francisco	– Karyl Matsumoto
Woodside	– Ned Fluet
SMCTA (Non-Voting)	– Karyl Matsumoto
SamTrans (Non-voting)	– Josh Powell

Absent:

Burlingame
Daly City
East Palo Alto
Foster City
Menlo Park
Pacifica

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
 Reid Bogert – C/CAG Staff
 Van Ocampo – C/CAG Staff
 Mikaela Hiatt – C/CAG Staff
 Kimberly Wever – C/CAG Staff
 Kim Springer – San Mateo County
 Leo Scott – Gray-Bowen-Scott
 Jason Baker – SVLG
 Stuart Cohen – FASTER Consultant
 Nicole Sandkulla – BAWSCA
 Steve Taylor – CoPLAN
 Drew – Public
 Other members of the public attended.

3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

Sandy Wong, Executive Director, announced that as a result of C/CAG’s partnership with the County of San Mateo, the Formation of San Mateo County Flood and Sea Level Rise Resiliency Agency received the 2019 “**Coastal Zone Management and Stewardship Award**” from the Floodplain Management Association.

4.0 PRESENTATIONS/ ANNOUNCEMENTS

4.1 Receive an informational presentation on FASTER Bay Area.

The Board received a presentation on FASTER Bay Area from Jason Baker & Stewart Cohen. Questions and answers ensued.

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

The Board received a presentation from Nicole Sandkulla on the Bay Delta Plan and its potential impacts to water supply from SF regional water system.

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, 5.5, 5.6, 5.7 and 5.8. Board Member Chuang SECONDED. **MOTION CARRIED 15-0-0**

5.1 Approval of the minutes of regular business meeting No. 324 dated October 10, 2019.

APPROVED

- 5.2 Review and approval of the C/CAG Clerk/Administrative Assistant salary. APPROVED
- 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. APPROVED
- 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. APPROVED
- 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. APPROVED
- 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. APPROVED
- 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. APPROVED
- 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. APPROVED

6.0 REGULAR AGENDA

- 6.1 Receive a presentation and update on the US 101 Express Lanes project. INFORMATION

The Board received a presentation and update on the US 101 Express Lanes project from Leo Scott, consultant retained by the TA to serve both C/CAG and the TA on this project. Board members provided suggestions on public outreach.

- 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. APPROVED

Board Member Aguirre MOVED approval of Item 6.2. Board Member Lewis SECONDED. **MOTION CARRIED 15-0-0.**

- 6.3 Review and approval of the Draft 2019 Congestion Management Program (CMP) and Monitoring Report and authorize its release for distribution and comments. APPROVED

The Board received a presentation from Jeff Lacap, staff, on the Draft 2019 Congestion Management Program (CMP) and Monitoring Report and requested the Board to authorize its release for review distribution and comments.

Board Member Lewis MOVED approval of Item 6.3. Board Member Lentz SECONDED. **MOTION CARRIED 14-0-0 (Member Matsumoto stepped out at the time of voting).**

7.0 COMMITTEE REPORTS

7.1 Committee Reports (oral reports)

7.2 Chairperson's Report

7.3 Board Members Report/ Communication

Board Member G. Papan (Millbrae) reported on MTC and regional work activities. SB 1 fund program guidelines are being developed and calls for projects will be issued soon. MTC will be looking for letters of support for various projects in the region. She encouraged agencies to work with C/CAG and the TA to try to obtain funding from those programs. MTC has also started work on a region wide equity study. High-Speed Rail are working on an environmental document. Millbrae and Brisbane sent letters of objection to the current alternative proposals.

Chair Derwin mentioned that almost everyone on the Board has submitted Sandy Wong's evaluation. A reminder has been emailed to everyone. The Compensation Committee was reconstituted last year and they will meet within the next three weeks. Also, a reminder who is on the Compensation Committee and they are Diane Papan, Marie Chuang, David Canepa, Alicia Aguirre and Maryann Derwin.

Chair Derwin has attended the San Francisco Estuary Institute Conference. Matt Fabry was mentioned that he gave a brilliant green infrastructure report.

8.0 EXECUTIVE DIRECTOR'S REPORT

Executive Director Sandy Wong announced Jean Higaki's upcoming retirement and the current recruitment to backfill the position.

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 – 8:45 p.m.

Next scheduled meeting December 12, 2019

C/CAG AGENDA REPORT

Date: December 12, 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 Joint Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Years 20/21 & 21/22.

(For further information, contact Susy Kalkin at 650-599-1467)

RECOMMENDATION

That the C/CAG Board review and approve the Joint Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Years 20/21 & 21/22.

FISCAL IMPACT

For the FY 20/21 & FY 21/22 funding cycle there will be approximately \$10,000,000 available.

SOURCE OF FUNDS

Funding to support the shuttle program will be derived from the Congestion Relief Plan adopted by C/CAG, and is anticipated to include \$1,000,000 in funding (\$500,000 for FY 20/21 and \$500,000 for FY 21/22). Additionally, the San Mateo County Transportation Authority (TA) Measure A Program is expected to provide approximately \$9,000,000 for the two-year funding cycle. The C/CAG funding will be predicated on the C/CAG Board of Directors approving shuttle funding in the amount of \$500,000 for each fiscal year through the budget adoption process.

BACKGROUND/DISCUSSION

The San Mateo County Shuttle Program, jointly funded by C/CAG and the San Mateo County Transportation Authority (TA), is designed to fund local shuttle services for residents and employees to travel within their communities and/or to connect to regional transportation and employment centers within the County. Projects funded through the Program are intended to contribute to the overall goals of reducing commute corridor congestion, facilitating regional connections, enhancing safety and otherwise meeting local mobility needs.

For the upcoming San Mateo County Shuttle Program, C/CAG will again partner with the TA to issue a joint call for projects (CFP). The combined program utilizes one call for projects, one application, and one scoring committee. Once proposed projects have been scored, they will be brought to each respective Board of Directors for the funding allocation from the respective agency.

The result of this process will be a single prioritized list of projects to be funded by each agency. After the funding allocations are made by each Board of Directors, staff from each agency will be responsible for administering their agency's funding agreements with the shuttle program project sponsors.

Program Guidelines

The program guidelines, attached, are the same as the last (FY 18/19 & 19/20) CFP with the following exceptions:

1. The scoring criteria has been adjusted to increase the “Effectiveness” criteria weighting by 10 points.
 - After the last CFP, where for the first time the program was oversubscribed, there was a recommendation from the CMEQ Committee that consideration be given to increasing the weighting of the “Effectiveness” criteria for this CFP, with an emphasis on the “cost per passenger” factor.
 - To accommodate this change while retaining the overall 100 point maximum, the “Readiness” and “Policy Consistency” factors have each been reduced by 5 points for Existing Shuttles only; no changes are proposed for New Shuttles.
2. The maximum allowable points under “Funding Leverage” for shuttles that have failed to meet their benchmarks by more than 50% has been reduced from a possible 18 points to 10 points in recognition that these shuttles are less effective than shuttles that are meeting the benchmarks.
3. The established operating cost per passenger benchmark for commuter, community and door to door shuttles has been revised to account for an incremental increase in the consumer price index (CPI), as shown here:

Shuttle Type	Op. Cost/Passenger FY18/19 & 19/20 (Prior CFP)	Op. Cost/Passenger FY20/21 & 21/22 (Current CFP)
Commuter	\$8/passenger	\$9/passenger
Community	\$10/passenger	\$11/passenger
Door to Door	\$20/passenger	\$22/passenger

Other (Unchanged) Eligibility Criteria

1. Project applicants include local jurisdictions and/or public agencies.
2. A governing board resolution that confirms that the jurisdiction/agency approves of the application submittal and commits to providing the matching funds must be submitted along with the application.
3. A minimum match of 25% of the total cost of the project is required for both new shuttles and for existing shuttles that: 1) are meeting their benchmarks for operating cost per passenger; or, 2) are missing the benchmark by less than 50%; or 3) have been in operation for less than two full years. For existing shuttles that have failed to meet the applicable “operating cost per passenger” benchmark by 50% or more after two full years of operation, a 50% match is required to encourage sponsors to take a more proactive approach with the productivity and cost effectiveness of their shuttles.
4. Sponsors of new shuttles as well as sponsors of existing shuttles that fall below the established operating cost per passenger or passenger per service hour benchmarks are required to consult with either SamTrans operations planning staff (community shuttles) or Commute.Org (commuter shuttles) for shuttle technical assistance prior to the submittal of an application, and are encouraged to continue to seek assistance as needed throughout the funding cycle.

5. Non-supplantation certification is required confirming that funds will be used to supplement existing funds, and will not supplant existing funds that have been appropriated for the same purpose.
6. A Letter of Concurrence from SamTrans is required indicating the proposed shuttle routes do not duplicate SamTrans fixed-route service or another public shuttle service.

Tentative Timeline for Project Review and Approval:

- January 13, 2020 – Issue Call for Projects
- January 13, 2020 – Application Workshop at SamTrans offices
- February 21, 2020 – Shuttle Program Applications Due
- Mid-March – Convene Shuttle Program Evaluation Committee
- April 16, 2020 – CMP Technical Advisory Committee Recommended Project List Review
- April 27, 2020 – Congestion Management and Environmental Quality Committee Recommended Project List Review
- May 7, 2020 – Transportation Authority Board of Directors Project List Final Review and Approval
- May 14, 2020 – C/CAG Board of Directors Project List Review and Approval

CMP TAC & CMEQ Review

This item was reviewed by the Congestion Management Program Technical Advisory Committee (CMP TAC) at its November meeting, and no substantive issues were raised. The Congestion Management & Environmental Quality (CMEQ) Committee was also scheduled to review the matter at its November meeting, but the meeting was cancelled due to lack of a quorum. Staff received written comments from one CMEQ committee member, attached, questioning some of the scoring criteria. These comments were discussed with TA staff and, although no changes to the draft scoring criteria are recommended at this time, it is recommended that C/CAG and TA staff meet with the various review bodies (CMP TAC, CMEQ, TA CAC and TA Board) soon after the CFP is finalized and awarded to review and analyze the outcome and determine how the scoring criteria might be adjusted for subsequent funding cycles, as has been past practice.

ATTACHMENTS

1. San Mateo County Shuttle Program Eligibility Criteria - CFP FY 2020/2021 & 2021/2022
2. Application Materials (available on-line at <http://ccag.ca.gov/board-of-directors/>)
 - a. Existing Shuttle Application
 - b. New Shuttle Application
 - c. Non-Supplantation Certification
 - d. Governing Board Resolution - *Sample*
3. San Mateo County Shuttle Program Performance Metrics – 2019 Q1-Q4 (available on-line at <http://ccag.ca.gov/board-of-directors/>)
4. CMEQ Committee member comment

San Mateo County Shuttle Program Criteria

Eligibility Criteria		San Mateo County Shuttle Program Call for Projects FY 20/21 & FY 21/22									
Minimum Local Match	<ul style="list-style-type: none"> - 25% funding match for: 1) existing shuttles that do not exceed the applicable operating cost/passenger benchmark by more than 50% and 2) all new shuttles and existing shuttles that have been in operation for less than two years ¹ - 50% funding match for existing shuttles in operation for 2 years or more that fail to meet the applicable operating cost per passenger benchmark by 50% or more based on FY18/19 performance data. (More recent performance data covering a full 12 months may be applied if available at the time the application is submitted.) 										
Local Match	<ul style="list-style-type: none"> - Measure A Local Streets and Transportation funds may be used. - C/CAG or Measure A funds from programs other than Local Streets and Transportation cannot be used as the local match for either funding agency. 										
Program Purpose	- Provide local shuttle services for residents and employees to travel within or to connect with regional transportation/transit service within San Mateo County.										
Eligible Applicants	<ul style="list-style-type: none"> - Local jurisdictions and/or public agencies are eligible applicants for the funds; however, they must obtain a letter of concurrence/sponsorship from SamTrans. They may partner with other public, non-profit or private entities to co-sponsor shuttles. - Grant applicants may also contract with other public, non-profit or private entities to manage and/or operate the shuttle service. 										
Eligible Costs	<ul style="list-style-type: none"> - Costs directly tied to the shuttle service, such as operations, marketing and outreach, and staff time directly associated with shuttle administration are eligible. - Leasing of vehicles is an eligible expense; vehicle purchase is not. - Overhead, indirect or other staff costs are not eligible. 										
Minimum Requirements	<ul style="list-style-type: none"> - Project is located in San Mateo County - Project is a shuttle service that meets local mobility needs and/or provides access to regional transit. - Funding is for operations open to the general public - Shuttles must be compliant with the Americans with Disabilities Act(ADA). 										
Other Requirements	- Any change to the proposed service prior to implementation or during the funding period must be approved by the funding agency (TA or C/CAG) with the concurrence of SamTrans.										
Screening Criteria		Existing Shuttles	New Shuttles								
Non-Supplantation Certification	Funding request does not substitute for existing funds.		Funding request does not substitute for existing funds.								
Letter of Concurrence/Sponsorship	Evidence of coordination with SamTrans, through a letter of concurrence from SamTrans, that shuttle routes do not duplicate SamTrans fixed-route or other public shuttle service, is required. If there are proposed route and/or schedule changes to existing shuttle service, applicant shall provide a letter of concurrence from SamTrans regarding the proposed changes.		Evidence of coordination with SamTrans, through a letter of concurrence from SamTrans, that proposed shuttle routes does not duplicate SamTrans fixed route or other public shuttle service, is required.								
Governing Board Resolution	A governing board resolution in support of the project is required.										
Technical Assistance	Sponsors of new as well as existing shuttles that have not met the established cost/passenger and passengers/service hour benchmarks from FY 18/19 are required to consult with SamTrans operations planning staff for community serving shuttles and Commute.org for commuter shuttles prior to the submission of a funding application for guidance on how to best provide cost effective service to meet the identified need. If SamTrans and/or Commute.org apply as sponsors to receive funding from the San Mateo County Shuttle program, they must document the actions that will be taken to improve performance for any of their existing shuttles that do not meet the applicable cost/passenger and passengers/service hour benchmarks.										
Scoring Criteria		Existing Shuttles	New Shuttles								
Need & Readiness	<p>Need – 20 points</p> <ul style="list-style-type: none"> - Provides service to an area underserved by other public transit - Provides congestion relief in San Mateo County - Provides transportation services to special populations (e.g. low income/transit dependent, seniors, disabled, other) and connects to the services used by these populations - Letters of support from stakeholders <p>Readiness – 20-15 points</p> <ul style="list-style-type: none"> - Solid service plan in place describing how the shuttle service will be delivered for the 2-year funding period including: <ol style="list-style-type: none"> Service area (routes/maps, destinations served) Specific rail stations, ferry or major SamTrans transit centers served Schedule (days, times, frequency) - show coordination with scheduled transit service Marketing plan/activities (advertising, outreach, signage, etc.) Service Provider Administration and oversight (whom?) Monitoring/evaluation plan/activities (performance data, complaints/compliments, surveys) Co-sponsors/stakeholders (roles?) Ridership characteristics: e.g. commuter/ employees, seniors, students, etc Any significant changes to existing service Incorporation of any changes to the service plan as a result of the required technical assistance consultation with SamTrans operations planning or Commute.org staff for existing underperforming shuttles - Solid funding plan with budgeted line items for: <ol style="list-style-type: none"> Contractor (operator/vendor) cost. (inc. fuel surcharge if applicable) Administrative (Staff oversight) Other direct costs (e.g. marketing) Total operating cost Notes/exceptions (e.g. projected differences between the 1st/2nd year costs) 		<p>Need – 25 points</p> <ul style="list-style-type: none"> - Provides service to an area underserved by other public transit - Provides congestion relief in San Mateo County - Provides transportation services to special populations (e.g. low income/transit dependent, seniors, disabled, other) and connects to the services used by these populations - Letters of support from stakeholders <p>Readiness – 25 points</p> <ul style="list-style-type: none"> - Solid service plan in place describing how the shuttle service will be delivered for the 2-year funding period including: <ol style="list-style-type: none"> Service area (routes/maps, destinations served) Service plan development Specific rail stations, ferry or major SamTrans transit centers served Schedule (days, times, frequency) - show coordination with scheduled transit service Marketing plan/activities (advertising, outreach, signage, etc.) Service Provider Administration and oversight (whom?) Monitoring/evaluation plan/activities (performance data, complaints/compliments, surveys) Co-sponsors/stakeholders (roles?) Ridership characteristics: e.g. commuter/ employees, seniors, students, etc Planning process for shuttles, including actions taken as a result of the required technical assistance consultation with SamTrans operations planning or Commute.org staff for new shuttles - Solid funding plan with budgeted line items for: <ol style="list-style-type: none"> Contractor (operator/vendor) cost (inc. fuel surcharge if applicable) Administrative (Staff oversight) Other direct costs (e.g. marketing) Total operating cost Notes/exceptions (e.g. projected differences between the 1st/2nd year costs) 								
Effectiveness	<p>Effectiveness – 25-35 points</p> <ul style="list-style-type: none"> - Annual average operating cost per passenger for the prior 12 months - Annual average passengers per revenue vehicle hour of service for the prior 12 months - Service links with other fixed route transit (more points for higher ridership routes) - Improves access from transit oriented development to major activity nodes - Reduces single occupant vehicle (SOV) trips and vehicle miles traveled (VMT), state assumptions and methodology used for any calculations 		<p>Effectiveness - 15 points</p> <ul style="list-style-type: none"> - Projected ridership, operating costs, and revenue vehicle hours of shuttle service to be provided in the first and second years of shuttle service. (State assumptions and document justification where possible) - Proposed service links with other fixed route transit (more points for higher ridership routes) - Proposed service improves access from transit oriented development to major activity nodes - Proposed service reduces single occupant vehicle (SOV) trips and vehicle miles traveled (VMT), state assumptions and methodology used for any calculations 								
Funding Leverage – 20 points	<p>Percentage of matching funds contribution:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%; border-bottom: 1px solid black;">Shuttles w/ min. 25% match reqmt.</td> <td style="width: 50%; border-bottom: 1px solid black;">Shuttles w/ min. 50% match reqmt.</td> </tr> <tr> <td>25 to < 50% - 5 to 10 points</td> <td>50 % or greater to < 75% - 5 to 15-10 points</td> </tr> <tr> <td>50 to < 75% - 10 to 15 points</td> <td>75 to < 99% - 15 to 18 points</td> </tr> <tr> <td>75 or greater to < 99% - 15 to 18 points</td> <td></td> </tr> </table> <p>Private sector funding proposed (supports less public subsidy) – 2 points</p>		Shuttles w/ min. 25% match reqmt.	Shuttles w/ min. 50% match reqmt.	25 to < 50% - 5 to 10 points	50 % or greater to < 75% - 5 to 15-10 points	50 to < 75% - 10 to 15 points	75 to < 99% - 15 to 18 points	75 or greater to < 99% - 15 to 18 points		<p>Percentage of matching funds contribution:</p> <p>25 to < 50% - up to 10 points 50 to < 75% - up to 15 points 75 to < 99% - up to 18 points Private sector funding proposed (supports less public subsidy) – 2 points</p>
Shuttles w/ min. 25% match reqmt.	Shuttles w/ min. 50% match reqmt.										
25 to < 50% - 5 to 10 points	50 % or greater to < 75% - 5 to 15-10 points										
50 to < 75% - 10 to 15 points	75 to < 99% - 15 to 18 points										
75 or greater to < 99% - 15 to 18 points											
Policy Consistency & Sustainability	<p>Policy Consistency & Sustainability – 15-10 points</p> <ul style="list-style-type: none"> - Proposed shuttle is included in an adopted local, special area, county or regional plan (e.g. community-based transportation plan, general plan, Grand Blvd. Initiative, MTC Priority Development Area, etc.) - Supports jobs and housing growth/economic development - Use of clean fuel vehicle(s) for service - Shuttle accommodates bicycles 		<p>Policy Consistency & Sustainability – 15 points</p> <ul style="list-style-type: none"> - Proposed shuttle is included in an adopted local, special area, county or regional plan (e.g. community-based transportation plan, general plan, Grand Blvd. Initiative, MTC Priority Development Area, etc.) - Supports jobs and housing growth/economic development - Use of clean fuel vehicle(s) for service - Shuttle accommodates bicycles 								
	Maximum Point Total - 100		Maximum Point Total - 100								

¹ See Tables 1 & 2, next page, for details on Shuttle Operation Benchmarks and parameters for 50% match

Table 1 – FY 2020/21 & 2021/22 Shuttle Operation Benchmarks

Shuttle Type	Op. Cost/Passenger 20/21 & 21/22	Passengers Per Service Hour FY20/21 & 21/22 (Current CFP)
Commuter	\$9/passenger	15
Community	\$11/passenger	10
Door to Door	\$22/passenger	2

Table 2 - The following table shows how the 50% match would be applied for shuttles that fail to meet the applicable operating cost per passenger benchmark by 50% or more after 2 full years of operation:

Shuttle Type	Op. Cost/Passenger 20/21 & 21/22 (Current CFP)	Benchmark missed by 50% or more
Commuter	\$9/passenger	≥\$13.50/passenger
Community	\$11/passenger	≥\$16.50/passenger
Door to Door	\$22/passenger	≥\$33/passenger

Susy Kalkin

From: Council-Shelly Masur <smasur@redwoodcity.org>
Sent: Friday, November 29, 2019 11:55 AM
To: Susy Kalkin
Cc: mderwin@portolavalley.net
Subject: Shuttle Grant Criteria

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

Hi Susy-

Sorry I didn't get a chance to call you this week. I was looking at the judging criteria for the shuttle grants and since CMEQ didn't meet this week, I wanted to share my thoughts about the criteria before it is voted on by the CCAG Board.

In funding leverage, it could disadvantage low income communities or low funded communities by providing a higher number of points for those with a greater percentage of match. Instead it seems like it would make more sense to just require a minimum match (as you already do) and give full points for meeting that match.

Additionally on cost effectiveness, there are many cost drivers, including staffing, as you know. As such, it seems like this could also disadvantage some communities.

On the need section, for new shuttles, could we add some criteria for "last mile"?

Thanks for the opportunity to comment. Hope you had a Happy Thanksgiving!

Shelly

Shelly Masur
Redwood City Councilmember
650/814-0349

Sent from my iPad

C/CAG AGENDA REPORT

Date: December 12, 2019

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

From: Sandy Wong, Executive Director

Subject: Review and accept the C/CAG Financial Statements (Audit) for Fiscal Year Ended June 30, 2019, the Memorandum on Internal Control, and the Required Communications for the Year Ended June 30, 2019.

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

RECOMMENDATION

That the C/CAG Board review and accept the C/CAG Financial Statements (Audit) for Fiscal Year Ended June 30, 2019, the Memorandum on Internal Control, and the Required Communications for the Year Ended June 30, 2019.

FISCAL IMPACT

None.

SOURCE OF FUNDS

Member assessments, parcel fee, motor vehicle fee (TFCA/ AB1546/ Measure M), grants from State/ Federal Transportation programs, and other grants.

BACKGROUND

An independent audit was performed on C/CAG's financial statements and the related notes to the financial statements for the year ended June 30, 2019. No issues were identified that required correction. The auditor expressed the opinion that the C/CAG financial statements, in all material respects, the respective financial position of the governmental activities and each major fund of C/CAG as of June 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

In accordance with auditing standards, the auditor considered C/CAG's internal control over financial reporting (internal control) as a basis for designing their audit procedures. The Memorandum on Internal Control and Required Communications for the Year Ended June 30, 2019 is also attached. No deficiencies in internal control was identified. The C/CAG Finance Committee reviewed the reports at their December 4, 2019 meeting.

ATTACHMENTS

- Financial Statements (Audit) for the Year Ended June 30, 2019 (*Provided on-line at:* <http://ccag.ca.gov/board-of-directors/>)
- Memorandum on Internal Control (available on-line at <http://ccag.ca.gov/board-of-directors/>)
- Required Communications (available on-line at: <http://ccag.ca.gov/board-of-directors/>)

City/County Association
Of Governments
Of San Mateo County, California

For copies of the following reports, Please visit:
<http://ccag.ca.gov/committees/board-of-directors/>

FINANCIAL STATEMENTS
For The Fiscal Year Ended June 30, 2019

MEMORANDUM ON INTERNAL CONTROL
For The Year Ended June 30, 2019

REQUIRED COMMUNICATIONS
For the Year Ended June 30, 2019

C/CAG AGENDA REPORT

Date: December 12, 2019

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

From: Sandy Wong, Executive Director

Subject: Review and accept the C/CAG Single Audit Report for the Year Ended June 30, 2019.

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

RECOMMENDATION

That the C/CAG Board review and accept the C/CAG Single Audit Report for the Year Ended June 30, 2019.

FISCAL IMPACT

None.

SOURCE OF FUNDS

Federal transportation funds.

BACKGROUND

An independent Single Audit Report was performed on C/CAG for the year ended June 30, 2019. The Single Audit is specifically for Federal funds received. A Single Audit is required when an agency received \$750,000 or more in federal awards. During that fiscal year, C/CAG had a total of \$1,256,467 in expenditures of federal funds.

The audit did not identify any deficiencies in internal control, or any significant deficiencies, or material weaknesses or instances of noncompliance material to the basic financial statements. The audit did not disclose any findings or questioned costs required to be reported in accordance with Uniform Guidance. The auditor expressed their opinion that the C/CAG complied, in all material respects, with the types of compliance requirements as specified that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2019. The C/CAG Finance Committee received this report at their December 4, 2019 meeting.

ATTACHMENT

- Single Audit Report for Year Ended June 30, 2019, provided at:
<http://ccag.ca.gov/board-of-directors/>

C/CAG AGENDA REPORT

Date: December 12, 2019

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

From: Sandy Wong, Executive Director

Subject: Review and accept the C/CAG State Transportation Improvement Program (STIP) Planning, Programming & Monitoring Program (PPM) Final Project Expenditure Audit Report from August 17, 2017 through September 30, 2018.

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

RECOMMENDATION

That the C/CAG Board review and accept the C/CAG State Transportation Improvement Program (STIP) Planning, Programming & Monitoring Program (PPM) Final Project Expenditure Audit Report from August 17, 2017 through September 30, 2018.

FISCAL IMPACT

None.

SOURCE OF FUNDS

State Transportation Improvement Program (STIP) Planning, Programming & Monitoring (PPM) funds come from State transportation grant.

BACKGROUND

C/CAG received a State grant for Planning, Programming & Monitoring (PPM) fund from the State Transportation Improvement Program (STIP), in an amount of \$338,000 for fiscal year 2017/18. This grant was expended during the period from August 17, 2017 through September 30, 2018.

To comply with grantor's requirement, an independent audit was performed on this state grant. Final Project Expenditure Audit Report is shown in the attachment. No issues were identified that required correction.

The auditor expressed their opinion that the financial statements present fairly, in all material respects, the Final Project Expenditure Report as of September 30, 2018, and the respective changes in financial position for the period of August 17, 2017 through September 30, 2018, then ended in conformity with accounting principles generally accepted in the United States of America. The C/CAG Finance Committee received the report at their December 4, 2019 meeting.

ATTACHMENT

- C/CAG State Transportation Improvement Program (STIP) Planning, Programming & Monitoring Program (PPM) Final Project Expenditure Audit Report from August 17, 2017 through September 30, 2018, provided at: <http://ccag.ca.gov/board-of-directors/>

C/CAG AGENDA REPORT

Date: December 12, 2019
To: City/County Association of Governments of San Mateo County Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and accept the Measure M Fund Financial Statements (Audit) for the Year Ended June 30, 2019.

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

RECOMMENDATION

That the C/CAG Board review and accept the Measure M Fund Financial Statements (Audit) for the Year Ended June 30, 2019.

FISCAL IMPACT

None.

SOURCE OF FUNDS

Dedicated motor vehicle fee.

BACKGROUND

On an annual basis, C/CAG conducts a separate independent audit on the Measure M Fund (\$10 vehicle registration fee). An audit report (Financial Statements) for the Measure M Funds for the year ended June 30, 2019 has been prepared. No issue was identified that require correction.

The auditor expressed their opinion that the Measure M financial statements present fairly, in all material respects, the respective financial position of the Measure M Fund, as of June 30, 2019, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. The C/CAG Finance Committee received the report at their December 4, 2019 meeting.

ATTACHMENT

- Measure M Fund Financial Statements (audit report) for Fiscal Year Ended June 30, 2019, provided at: <http://ccag.ca.gov/board-of-directors/>

C/CAG AGENDA REPORT

Date: December 12, 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 appointment of Brian Levenson, resident of Redwood City, to fill one vacant public member seat on the C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) for a two-year term.

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

RECOMMENDATION

That the C/CAG Board review and approve the appointment of Brian Levenson, resident of Redwood City, to fill one vacant public member seat on the C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) for a two-year term.

FISCAL IMPACT

None.

SOURCE OF FUNDS

Not applicable.

BACKGROUND

The Bicycle and Pedestrian Advisory Committee (BPAC) provides advice and recommendations to the full C/CAG Board on all matters relating to bicycle and pedestrian facilities planning, and selection of projects for state and federal funding. The BPAC consists of 15 members comprised of eight (8) elected officials and seven (7) public members. Public members on the BPAC are appointed for two-year terms with no term limits. The BPAC membership policy (adopted in March 2006) states that no more than two (2) members, either elected or public, should reside in the same jurisdiction.

Currently, there is one (1) vacant public member seat on the BPAC. The vacant seat is available due to the recent resignation (as of August 2019), of Jamie Axt. An announcement was released in early October 2019 requesting individuals interested in being on the BPAC representing public members to submit letters of interests and complete applications. The deadline to apply was October 25, 2019, or until filled. C/CAG received a letter of interest and application from the following on November 3, 2019:

- Brian Levenson, resident of City of Redwood City

The appointment of Brian Levenson (Redwood City) to fill the vacancy for the Public Member for two-year terms would not conflict with the membership policy.

ATTACHMENTS

1. Application of Brian Levenson (Redwood City)
2. Bicycle and Pedestrian Advisory Committee (BPAC) Roster – November 2019
3. C/CAG BPAC Public Member Vacancy Call for Applicants (provided at:
<http://ccag.ca.gov/board-of-directors/>)

November 3, 2019

Ms. Mikaela Hiatt and C/CAG BPAC,

I am writing to express interest and submit my application for the public member position on the City/County Association of Governments of San Mateo County (C/CAG) Bicycle and Pedestrian Advisory Committee (BPAC). The October 25th deadline has passed, but I understand that position remains available until it is filled. Please let me know if you have any questions about my application.

Thank you for your time and consideration.

Best,
Brian Levenson

(650) 996-9448

Brian.Levenson@outlook.com

553 Topaz Street, Redwood City

1. What expertise/experience do you have pertaining to serving on this committee?

Growing up in Mountain View, I learning to walk and bike in the Bay Area. Once I was old enough to do so safely, I walked to elementary school each day, and with neighbors, I biked to junior high and high school. I mountain biked in the parks through Santa Clara and San Mateo Counties. After college, I lived in Minneapolis and Seattle, which are both very strong biking communities. In Minneapolis, biking was my primary mode of transportation (until the snow was too deep), and the city took innovative approaches to cultivating a safe bike culture. As a new father, I find myself especially sensitive and aware of interactions between automobiles, bicycles, and pedestrians. Road design, bike lanes, and sidewalks are top of mind everywhere I go through San Mateo County.

2. Why do you want to serve on this committee?

With passion for bicycling, consideration for environmental impact, and sensitivity to family safety, I would like to contribute to the community by participating on the Bicycle and Pedestrian Advisory Committee. Having moved to Redwood City recently from Seattle, I am seeking opportunities to volunteer and participate in local government activities, and the C/CAG BPAC public member position would benefit from my skills and effort.

3. What special strengths would you bring to the committee?

Having bicycled in many different ways, at different ages, and in different cities across the country, I bring useful experience that pairs powerfully with my perspective as a new community member and new father. As a product manager, my professional experience has honed skills in critical thinking, prioritization, and communication. On a daily basis, I analyze problems to determine possible solutions and define the most effective path to resolve problems and optimize impact for the future. There is always more to be done than resources

available, so it is crucial to prioritize investments while communicating a long term vision. Engaging stakeholders, building consensus, and empowering teams to proceeding in unity are necessary for my work and also enable an efficient BPAC.

4. What is the role of the countywide Bicycle and Pedestrian Advisory Committee?

The BPAC advises the C/CAG Board of Directors on matters related to bicycle and pedestrian safety and improvement projects. This input and advice contributes to prioritizing projects to receive grants and investment.

5. Have you ever attended a meeting of this committee? If so, when?

Not yet. I moved to Redwood City from Seattle in July, and quickly settled into my new home in time for my son's birth in October. I'm now seeking opportunities to engage in committees and volunteer.

6. The C/CAG BPAC meets on the fourth Thursday of the month from 7:00 – 9:00 p.m., do you have other commitments that will keep you from attending meetings?

Nope.

7. Are you a member of any other committees/organizations?

I am participating in Redwood City's Community Building Academy on Wednesday evenings in October and November 2019.

8. Please mention the City in which you reside.

I live in Redwood City.

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*

BICYCLE AND PEDESTRIAN ADVISORY COMMITTEE

MEMBERSHIP ROSTER – November 2019

ELECTED OFFICIALS:

Ann Schneider City of Millbrae	Herb Perez City of Foster City
Karyl Matsumoto City of South San Francisco	Don Horsley Unincorporated San Mateo County
Emily Beach City of Burlingame	Karen Cunningham City of Brisbane
Ann Wengert Town of Portola Valley	Vacant

PUBLIC MEMBERS:

Marge Colapietro <i>Resident of: Millbrae</i>	Malcolm Robinson <i>Resident of: City of San Bruno</i>
Matthew Self <i>Resident of: County of San Mateo</i>	Marina Fraser <i>Resident of: City of Half Moon Bay</i>
Alan Uy <i>Resident of: Daly City</i>	Daina Lujan <i>Resident of: City of South San Francisco</i>
Vacant	

C/CAG AGENDA REPORT

Date: December 12, 2019

To: City/County Association of Governments Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of the appointment of Adam Rak to the Legislative Committee.

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

RECOMMENDATION

That the C/CAG Board review and approve the appointment of Adam Rak to the Legislative Committee

FISCAL IMPACT

Unknown

SOURCE OF FUNDS

N/A

BACKGROUND

There is one vacant elected seat on the Legislative Committee. A recruitment letter was issued on November 13, 2019 for the vacancy. The deadline for letters of interest was December 3, 2019. A letter of interest was received from Adam Rak of the City of San Carlos by the deadline.

The Legislative Committee provides advice and recommendations to the full C/CAG Board on all matters dealing with State legislation, ballot measures, and positions to take on specific bills. The Legislative Committee is also the liaison with C/CAG's advocating firm.

ATTACHMENTS

1. Roster for the Legislative Committee
2. Letter of interest from Councilmember Adam Rak

Legislative Committee 2019 Roster (as of 12/1/2019)

Chair- Vacant
 Vice Chair - Catherine Mahanpour
 Staff Support - Jean Higaki (jhigaki@smcgov.org)
 (650) 599-1462

Name	Representing
Elizabeth Lewis	Atherton
Catherine Mahanpour (Leg Vice Chair)	Foster City
Marie Chuang (C/CAG Vice Chair)	Hillsborough
Catherine Carlton	Menlo Park
Gina Papan	Millbrae
Sue Vaterlaus	Pacifica
Maryann Moise Derwin (C/CAG Chair)	Portola Valley
Shelly Masur	Redwood City
Richard Garbarino	South San Francisco
Vacant	

The Legislative Committee is composed of eight City Council Members/ Members of the Board of Supervisors appointed by the C/CAG Board plus the Chair and Vice Chair of C/CAG.



December 3, 2019

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

RE: C/CAG Legislative Committee

Dear Director Wong and Honorable C/CAG Board Members:

I am writing to express my interest in applying for the open position on the C/CAG Legislative Committee.

Our county faces many challenges ahead that will be influenced by actions in Sacramento. I believe my background and unique experience on policy and legislation makes me a good fit for this committee. In addition to my current role on the San Carlos City Council, I served one term as Trustee on the San Carlos School Board. Earlier this year, I was selected to represent C/CAG on the Ad-Hoc Committee to review the Countywide Integrated Waste Management Plan. The last year on C/CAG has given me an opportunity to engage more broadly on the critical issues of transportation, environment and housing.

Professionally, I have over 25 years of experience working on public policy. I started my career in Washington, DC as a congressional aide for then Congresswoman Barbara Kennelly (CT), advising her on issues related to transportation, housing, education, energy and the environment. After moving to California, I worked for nine years running the global government relations program for Symantec engaging at multiple levels of government. I have also worked for two technology focused trade associations here in the Bay Area on state and federal issues. Currently, I am with a small government relations firm advising and advocating for our clients on a range of policy challenges.

I have the legislative and policy experience to understand the complex issues facing our cities and county. I have the ability to develop strategies, analyze multiple sides of issues, and the communications skills to advocate for the priorities of C/CAG.

Thank you for considering my candidacy for the City/County Association of Governments Legislative Committee position.

Sincerely,

A handwritten signature in black ink, appearing to read "Adam Rak".

Adam Rak
Councilmember, City of San Carlos

C/CAG AGENDA REPORT

Date: December 12, 2019

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

From: Sandy Wong, Executive Director

Subject: Review and approve allocating \$2.94 million in grant funding from the California Natural Resources Agency to five projects to advance multi-benefit, regional stormwater management in San Mateo County.

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

RECOMMENDATION

That the C/CAG Board review and approve allocating \$2.94 million in grant funding from the California Natural Resources Agency to five projects to advance multi-benefit, regional stormwater management in San Mateo County.

FISCAL IMPACT

None. The grant does not require any matching funds but will require staff time to administer.

BACKGROUND

Earlier this year, C/CAG staff worked with Assembly Member Mullin and his staff on a State budget request to support advancing designs on multi-benefit regional stormwater facilities. This request was made in connection with C/CAG's development of the San Mateo County Stormwater Resource Plan and associated regional project concepts as well as countywide efforts to create the new Flood and Sea Level Rise Resiliency District (FSLRRD). Thanks in part to the numerous letters of support from C/CAG's member agencies and other stakeholders, the State budget included a \$3 million general fund allocation for C/CAG to advance multi-benefit regional stormwater capture projects. The funding will be provided to C/CAG as a grant administered by the California Natural Resources Agency (CNRA). After deducting a portion of the funds for CNRA to administer the grant, C/CAG is slated to receive \$2.94 million.

Funding Allocation Approach:

Staff has been working with the C/CAG Stormwater Committee and an ad-hoc workgroup of that committee to develop a recommended approach for utilizing the grant funds. At its September 19 meeting, the Stormwater Committee recommended the following approach:

- Matching the County Office of Sustainability's Environmental Protection Agency grant funds (\$100,000) to identify additional regional capture project opportunities, including school sites through engagement with school districts and the County Office of Education.
- Providing \$100,000 to work with the FSLRRD to create a "business case" for countywide collaboration on regional stormwater management to address resiliency issues and stormwater requirements under the Municipal Regional Permit.

- Developing a request for Letters of Interest for multi-benefit regional stormwater projects to be considered for receiving design funds from the remaining \$2.74 million.

Project Selection Process:

C/CAG staff worked with an ad-hoc work group of the Stormwater Committee to develop a request for Letters of Interest to determine the number of potential regional projects interested in receiving design support, which was issued on September 30 (Attachment 2).

C/CAG received six letters in response to its solicitation (Attachment 3), summarized as follows:

- Letter from San Mateo County Department of Public Works for a 21-acre foot regional retention project in the City of Belmont at Twin Pines Park
- Letter from Redwood City Community Development Department for a 21-acre foot regional retention project at Red Morton Park
- Letter from San Bruno Public Works Department for a 31-acre foot regional retention project in the at the I-280/I-380 interchange
- Letter from the City of Burlingame for a green street project on Chapin Avenue
- Letter from the City of Millbrae for a green street project on San Anselmo Avenue
- Letter from the San Mateo County Office of Sustainability supporting the San Bruno and Redwood City regional projects and recommending C/CAG consider matching its \$100,000 for finding additional regional project opportunities.

Working with the Ad-hoc Work Group, C/CAG staff recommended to the Stormwater Committee that the \$2.74 million design fund pot be split evenly between the three regional projects in Belmont, Redwood City, and San Bruno with the expectation that project sponsors commit to getting the projects through the California Environmental Quality Act (CEQA) process, at a minimum, which may require committing local funds. Funding further leverages \$400k in grant funding awarded to the County Office of Sustainability for preliminary design work on the Redwood City and San Bruno projects. Funds were recommended to be provided to project sponsors via funding agreements with C/CAG, with local agencies being responsible for procuring and managing their own technical consultant contracts. Staff has contacted these three agencies who have indicated a willingness to accept the funds for this purpose.

Although there was not a quorum to make a formal recommendation to the C/CAG Board of Directors, of those members present at the November 21 C/CAG Stormwater Committee meeting, there was support for the staff-recommended approach for utilizing the full \$2.94 million of grant funds, as detailed in the attached summary (Attachment 1). C/CAG staff recommends the Board of Directors approve the proposed funding allocation that will then be submitted to the CNRA as part of an application package to receive the grant funds, which is the subject of Agenda Item 5.12.2.

ATTACHMENTS

1. Recommended Funding Allocation
2. September 30 Call for Letters of Interest
3. Submitted Letters of Interest (due to size, available on-line at:
<http://ccag.ca.gov/committees/board-of-directors/>)

PROJECT SUMMARY – Multi-Benefit Stormwater Capture Projects: City/County Association of Governments of San Mateo County

The grant funds for the Multi-Benefit Stormwater Capture Projects: City/County Association of Governments of San Mateo County Project will advance regional stormwater planning in San Mateo County via collaboration with ongoing resiliency efforts in the County and developing designs for multi-benefit regional stormwater capture projects. The grant will help municipalities in San Mateo County more cost-effectively address water quality regulations and help adapt the drainage system for future precipitation-based climate change impacts. C/CAG staff, with support from C/CAG's Stormwater Committee, recommend the following funding allocation plan.

Flood and Sea Level Rise Resiliency District (FSLRRD) – To help C/CAG's member agencies more effectively address water quality regulations associated with the Municipal Regional Stormwater Permit, \$100,000 are recommended to fund the development of a “business case” work plan for regional collaboration on multi-jurisdictional stormwater management. One of the three primary charges of the FSLRRD is to plan, construct and maintain regional multi-benefit stormwater projects to achieve water quality objectives and support climate resiliency. C/CAG staff will coordinate with the FSLRRD staff to develop a scope of work and RFP to create a work plan, and leverage existing regional stormwater planning conducted by C/CAG, including countywide modeling of hydrology and sediment loading and a cost-optimized approach to countywide project implementation. A key output of a regional stormwater work plan could be a Memorandum of Understanding (MOU) among C/CAG's member agencies to work collectively on regional stormwater management via the FSLRRD.

Additional Regional Project Identification - Leveraging the County Office of Sustainability's Water Quality Improvement Fund grant administered by the U.S. Environmental Protection Agency, \$100,000 in grant funds are recommended to further identify regional stormwater capture opportunities, with a focus on engaging schools. C/CAG staff will work with the Office of Sustainability, County Office of Education and school district representatives to identify additional opportunities, needs and constraints within the context of regional capture projects at schools. Grant funds will support an engagement process that will aim to find alignment with schools that have bond funding available for campus improvements and to gain buy-in from school district and school representatives to advance viable opportunities for integrating regional multi-benefit stormwater capture projects.

Advance Project Design for Twin Pines Park, Belmont – C/CAG staff recommend \$913,333 in grant funds to advance designs for the Twin Pines Park Regional Project in the City of Belmont. Originally identified in the San Mateo Countywide Stormwater Resources Plan and further detailed in the Belmont Creek Watershed Management Plan, this project would capture runoff from approximately 1,750 acres of land upstream of Twin Pines Park, including contributing drainage area from Belmont, San Carlos and Unincorporated County. The project is slated to be constructed for a capacity of 21 acre-feet under the parking lot at Twin Pines Park and would be coordinated with surface and creek improvements identified in the Twin Pines Park Master Plan.

Advance Project Design for Red Morton Park, Redwood City – C/CAG staff recommend \$913,333 in grant funds (leveraging \$200,000 from the County Office of Sustainability) to advance designs for the Red Morton Park Regional Project in the City of Redwood City. This project would capture runoff from approximately 1,650 acres upstream of the park with contributing drainage area in Redwood City, Unincorporated County and the Town of Woodside. The project would divert from Redwood Creek via pump or gravity diversion and is planned to be coordinated with a synthetic turf replacement schedule for the park, with a phase one project capacity of approximately 31.2 acre-feet. Additional benefits could include water capture and reuse for irrigating, turf replacement, trash capture, and improved downstream

Attachment 1 - Recommended Funding Allocation

flooding conditions in a disadvantaged community. The project is proposed in two phases, the first of which would be advanced via grant funds.

Advance Project Design for San Bruno I-280/I-380 – C/CAG staff recommend \$913,333 in grant funds leveraging \$200,000 from the County Office of Sustainability) to advance designs for the San Bruno I-280/I-380 Regional Project. This project would capture runoff from approximately 942 acres upstream of a vacant Caltrans lot at the interchange of I-280 and I-380, including drainage from San Bruno, Pacifica, Caltrans and Unincorporated County. The proposed project would divert runoff from a stormdrain that eventually discharges to the San Bruno Channel. The project concept, also identified in the Countywide Stormwater Resource Plan, specifies approximately 21 acre-feet of storage capacity and could include trash capture benefits as well as groundwater recharge for offsetting water supplies that serve local cemeteries in San Bruno.

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

September 30, 2019

TO: C/CAG Stormwater Committee Members

FROM: Sandy Wong, Executive Director

RE: **Call for Letters of Interest – Regional Stormwater Capture Projects**

DUE DATE: OCTOBER 25, 2019

Per your September 19, 2019 Committee recommendation, C/CAG is soliciting Letters of Interest for regional stormwater capture projects in association with the \$3 million State budget allocation to C/CAG for advancing planning and design of multi-benefit regional stormwater facilities. The purpose of this solicitation is to determine 1) the extent of regional stormwater project opportunities within the county and 2) the potential benefits and levels of readiness of those projects. This will help inform next steps regarding how C/CAG allocates planning and design support from the budget allocation (to be administered to C/CAG via a grant agreement with the California Natural Resources Agency), which may include a competitive process building on information provided in Letters of Interest. If a subsequent competitive process is needed, attached to this memo is a list of anticipated detailed information that will likely be requested to further determine funding priorities – agencies are encouraged to begin compiling this information now. **Any agency that wants a project to be included in funding considerations must submit a Letter of Interest. Please submit Letters of Interest electronically to Matt Fabry (mfabry@smcgov.org) by 5 PM on Friday, October 18.**

In order to evaluate regional project opportunities, C/CAG requests the following information be addressed in your Letter of Interest:

1. Project Summary: briefly summarize the proposed regional project
2. Project Location: provide details on the proposed project location
3. Project Drainage Area: provide details on the size of the upstream drainage area and the jurisdictions within the upstream drainage area to the proposed project (including Caltrans, if applicable)
4. Project Size: provide information on the anticipated size of the project, including footprint and storage volume.
5. Level of Readiness: provide information regarding to what extent the project is ready to proceed into design phase, including details on any project concepts, community engagement, council or subcommittee support, available funding to support project design, etc.

The **San Mateo County Stormwater Resource Plan and associated GIS web viewer** (available at <http://ccag.ca.gov/srp/>) may be helpful for preparing a Letter of Interest (web viewer includes layers for prioritized regional project opportunities, creek watersheds, storm drain lines/outfalls, storm drain catchments, etc.). Should you have any questions on this request, please contact Matthew Fabry (mfabry@smcgov.org or 650-599-1419) or Reid Bogert (rbogert@smcgov.org or 650-599-1433) of my staff.

Thank you.


Sandy Wong, Executive Director
City/County Association of Governments of San Mateo County

Anticipated additional detailed information that will likely be needed to determine C/CAG funding priorities (**this information is not required as part of the Letter of Interest, but can be included if readily available and may help expedite any subsequent steps**):

1. **Project Overview**: briefly summarize the proposed regional project, including details on the location of the facility, primary and secondary benefits of the project (e.g., water quality improvement, downstream flood mitigation, groundwater recharge, potable water offset, climate change resilience, etc.) and the agencies/entities receiving those benefits, and what agency(ies) would serve as the project lead for design, construction, and long-term operations and maintenance.
2. **Watershed**: Indicate the facility's watershed and the downstream discharge location to the Bay or Ocean.
3. **Drainage Area**: Quantify the upstream drainage area, including total area (acres) and area by municipal jurisdiction, including Caltrans.
4. **Land Ownership/Site Permission**: Indicate who owns the land where the facility is proposed to be sited, including the location of any diversion, treatment, or pumping facilities. If land is owned by an entity other than a C/CAG member agency, indicate whether the property owner has provided permission or been engaged in discussions about siting the regional project at that location.
5. **Diversion/Treatment Details**: Provide any details on the proposed project's means of diverting runoff to the facility (e.g., divert runoff from a creek/open channel or a storm drain pipe/underground culvert) and information on the proposed diversion location, length, and type of diversion facility (gravity or pumped), and any expected pretreatment or post-treatment facilities for trash removal or filtration and disinfection for irrigation purposes.
6. **Facility Capacity/Size**: Provide details on the proposed size of the facility in terms of storage capacity (acre-feet). Provide details on areal size (acres) of the facility and anticipated depth (feet). Provide details on anticipated annual volume captured by the facility.
7. **Depth to Groundwater**: Provide details on anticipated seasonal high groundwater elevation at the location of the proposed facility.
8. **Site Constraints**: Provide details on any known or anticipated site constraints, such as underground utilities, poor soil infiltration capacity, etc.
9. **Cost Estimates**: Provide any concept cost estimates for design, environmental, construction, and long-term operations and maintenance.
10. **Matching Funds**: Provide details on whether any other funds (local match or otherwise) could be provided to support developing project designs.
11. **Disadvantaged Community Benefits**: Indicate whether the project provides direct benefits to any disadvantaged or vulnerable communities. Provide details on what metrics or statewide mapping systems are used to delineate those communities and what benefits the project is expected to provide.
12. **Community Engagement**: Indicate whether and to what extent there has been community or external stakeholder engagement or expressed community support for the proposed project.
13. **Elected Official Support**: Indicate whether the city/town council or Board of Supervisors has been engaged on the project and taken any formal action to support the proposed project.

C/CAG AGENDA REPORT

Date: December 12, 2019

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 19-57 approving the application for \$2.94 million in grant funding from the California Natural Resources Agency for multi-benefit regional stormwater capture projects and authorizing the Executive Director to negotiate and execute a grant agreement for receipt of said funds and submit all necessary documents to fulfill grant requirements.

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

RECOMMENDATION

That the C/CAG Board review and approve Resolution 19-57, approving the application for \$2.94 million in grant funding from the California Natural Resources Agency for multi-benefit regional stormwater capture projects and authorizing the Executive Director to negotiate and execute a grant agreement for receipt of said funds and submit all necessary documents to fulfill grant requirements.

FISCAL IMPACT

None. The grant does not require any matching funds but will require staff time to administer.

BACKGROUND

As detailed in Agenda Item 5.9.1 for the December 12, 2019 C/CAG Board meeting, the fiscal year 2019-20 State budget includes a \$3 million general fund allocation for C/CAG to advance multi-benefit regional stormwater capture projects. The funding will be a grant to C/CAG provided and administered by the California Natural Resources Agency (CNRA). After deducting a portion of the funds for CNRA to administer the grant, C/CAG is slated to receive \$2.94 million. Staff worked with C/CAG Stormwater Committee to develop a recommended approach for utilizing the grant funds. This process and the recommended projects are also detailed in Agenda Item 5.9.1.

In order to execute a grant agreement with CNRA, C/CAG is required to submit a resolution approving the application for funds, which is done by submitting a Project Information Package summarizing how and when grant funds will be utilized along with basic agency information. Resolution 19-57 (Attachment 1) will approve submittal of the Project Information Package (Attachment 2) and authorize the Executive Director to negotiate and execute the grant agreement and submit all necessary documents to fulfill grant requirements. Staff recommends the C/CAG Board approve Resolution 19-57.

ATTACHMENTS

1. Resolution 19-57
2. Project Information Package

RESOLUTION 19-57

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY APPROVING THE APPLICATION FOR \$2.94 MILLION IN GRANT FUNDING FROM THE CALIFORNIA NATURAL RESOURCES AGENCY FOR MULTI-BENEFIT REGIONAL STORMWATER CAPTURE PROJECTS AND AUTHORIZING THE EXECUTIVE DIRECTOR TO NEGOTIATE AND EXECUTE A GRANT AGREEMENT FOR RECEIPT OF SAID FUNDS AND SUBMIT ALL NECESSARY DOCUMENTS TO FULFILL GRANT REQUIREMENTS

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

WHEREAS, C/CAG administers the Countywide Water Pollution Prevention Program to support its member agencies on regulatory requirements for stormwater management in the Municipal Regional Permit issued by the San Francisco Bay Regional Water Quality Control Board; and

WHEREAS, The State Legislature and Governor of the State of California have approved a General Fund Specified Grant for \$2,940,000 to advance designs for regional stormwater capture projects in San Mateo County; and

WHEREAS, the California Natural Resources Agency has been delegated the responsibility for the administration of the grant project, setting up necessary procedures; and

WHEREAS, said procedures established by the California Natural Resources Agency require the Grantee to certify by resolution the approval of application(s) before submission of said application(s) to the state; and

WHEREAS, the Grantee will enter into an agreement with the State of California for subject project(s):

NOW THEREFORE BE IT RESOLVED, that the C/CAG Board of Directors:

1. Approves the acceptance of general fund allocation for local assistance for the above project; and
2. Certifies that said agency understands the assurances and certification in the Project Information Form; and
3. Certifies that said agency has reviewed and understands the General Provisions contained in the Project Agreement shown in the Procedural Guide; and
4. Appoints the Executive Director as agent to conduct all negotiations, execute and submit all documents including, but not limited to Project Information Form, agreements, payment requests and so on, which may be necessary for the completion of the aforementioned project(s).

PASSED, APPROVED, AND ADOPTED, THIS 12TH DAY OF DECEMBER 2019.

Maryann Moise Derwin, Chair

PROJECT INFORMATION FORM

Project Name Multi-Benefit Stormwater Capture Projects: City/County Association of Governments of San Mateo County		Estimated Date of Completion: <u>May 2022</u> <hr/> Grant Amount Requested: \$ <u>2,940,000</u> <hr/> Estimated Total Project Cost: \$ <u>2,940,000</u> (State Grant and other funds and In-Kind donations)															
Grantee Name (with mailing address) Check one: Non-Profit <input type="checkbox"/> Local Public Agency <input checked="" type="checkbox"/> State Agency <input type="checkbox"/>		County San Mateo County <hr/> Nearest City/Town <hr/> Project Address (or nearest cross street) 555 County Center, 5th Floor, Redwood City, CA 94063 <hr/> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;">Senate Dist.</td> <td style="width: 33%;">Assembly Dist.</td> <td style="width: 33%;">US Congressional Dist.</td> </tr> <tr> <td>13 and 11</td> <td>19, 22, 24</td> <td>14 and 18</td> </tr> </table>		Senate Dist.	Assembly Dist.	US Congressional Dist.	13 and 11	19, 22, 24	14 and 18								
Senate Dist.	Assembly Dist.	US Congressional Dist.															
13 and 11	19, 22, 24	14 and 18															
(Signature required at bottom of this page)																	
Grantee's Representative Authorized in Resolution Name: <u>Sandy Wong</u> Title: <u>Executive Director, C/CAG</u> Phone: <u>650-599-1409</u> Email Address: <u>slwong@smcgov.org</u>		Name: _____ Title: _____ Phone: _____ Email Address: _____															
Project Manager - Person with day to day responsibility for project (if different from authorized representative)																	
Name: <u>Matthew Fabry</u> Title: <u>C/CAG Program Manager - Stormwater</u> Phone: <u>650-599-1419</u> Email Address: <u>mfabry@smcgov.org</u>		Name: _____ Title: _____ Phone: _____ Email Address: _____															
Brief Description of Project The grant will fund preliminary designs through CEQA documentation for three multi-benefit regional stormwater capture projects in San Mateo County, identification and project concepts for additional regional stormwater capture opportunities and development of an approach to regional collaboration on stormwater management.		<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 50%;">Latitude</td> <td style="width: 50%;">Longitude</td> </tr> <tr> <td colspan="2" style="text-align: center;">CEQA/Environmental Requirements</td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> Exempt from CEQA, pursuant to CEQA Guideline # _____ (Attach Notice of Exemption) </td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> CEQA Approval received from another public Agency Attach lead agency's resolution approving the project, along with the Notice of Determination, Negative Declaration, or Mitigated Negative Declaration, stamped by State Clearinghouse and County Clerk's Office. </td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> CEQA is not complete, but a completed Draft Initial Study with Checklist is provided. </td> </tr> <tr> <td colspan="2"> <input type="checkbox"/> CEQA does not apply to this project under Code Section: </td> </tr> <tr> <td colspan="2"> <input checked="" type="checkbox"/> CEQA does not apply to planning efforts but will be met for project design work as a key goal. </td> </tr> </table>		Latitude	Longitude	CEQA/Environmental Requirements		<input type="checkbox"/> Exempt from CEQA, pursuant to CEQA Guideline # _____ (Attach Notice of Exemption)		<input type="checkbox"/> CEQA Approval received from another public Agency Attach lead agency's resolution approving the project, along with the Notice of Determination, Negative Declaration, or Mitigated Negative Declaration, stamped by State Clearinghouse and County Clerk's Office.		<input type="checkbox"/> CEQA is not complete, but a completed Draft Initial Study with Checklist is provided.		<input type="checkbox"/> CEQA does not apply to this project under Code Section:		<input checked="" type="checkbox"/> CEQA does not apply to planning efforts but will be met for project design work as a key goal.	
Latitude	Longitude																
CEQA/Environmental Requirements																	
<input type="checkbox"/> Exempt from CEQA, pursuant to CEQA Guideline # _____ (Attach Notice of Exemption)																	
<input type="checkbox"/> CEQA Approval received from another public Agency Attach lead agency's resolution approving the project, along with the Notice of Determination, Negative Declaration, or Mitigated Negative Declaration, stamped by State Clearinghouse and County Clerk's Office.																	
<input type="checkbox"/> CEQA is not complete, but a completed Draft Initial Study with Checklist is provided.																	
<input type="checkbox"/> CEQA does not apply to this project under Code Section:																	
<input checked="" type="checkbox"/> CEQA does not apply to planning efforts but will be met for project design work as a key goal.																	
Site Control/Land Tenure (Check the box that applies) <input type="checkbox"/> The grantee owns the property <input type="checkbox"/> The grantee leases the property Term end date: <u>N/A</u> <input type="checkbox"/> The grantee owns an easement on the property <input type="checkbox"/> The grantee has an MOU with the property owner		I certify that the information contained in this project application, including required attachments, is complete and accurate. Signed: _____ Date: _____ <div style="text-align: center; color: red; font-size: small;"> Grantee's Authorized Representative as shown in Resolution </div>															
Print Name: Sandy Wong		Print Title: C/CAG Executive Director															
		Designee? Y N X If yes, attach letter of designation from authorized representative.															

PROJECT SUMMARY – Multi-Benefit Stormwater Capture Projects: City/County Association of Governments of San Mateo County

The grant funds for the Multi-Benefit Stormwater Capture Projects: City/County Association of Governments of San Mateo County Project will advance regional stormwater management in San Mateo County through collaboration with ongoing resiliency efforts in the County and by developing designs for multi-benefit regional stormwater capture projects. The grant will help municipalities in San Mateo County more cost-effectively address water quality regulations while simultaneously helping to adapt the drainage system to future precipitation-based climate change impacts.

1. **Additional Regional Project Identification** – Matching U.S. Environmental Protection Agency grant funds awarded to the San Mateo County Office of Sustainability (OOS), \$100,000 is planned to identify additional regional stormwater capture opportunities throughout the county at public open spaces such as public parks, sports fields, and parking lots, and to implement an engagement process with school districts and the County Office of Education (COE) to pursue partnerships for project opportunities identified on school sites. C/CAG and OOS, with consultant support, will use existing stormwater modeling and project opportunity analyses to identify high-value locations throughout the county that satisfy various criteria for regional projects and develop concepts that can be used to further advance project opportunities. C/CAG and OOS will engage COE and school districts to discuss opportunities, constraints, and potential partnerships for regional capture projects at schools. Project deliverables include a technical report detailing prioritized regional stormwater capture project opportunity locations, GIS data layers for identified opportunities, up to five project concepts, and a report detailing results of the school engagement process.
2. **Developing Regional Collaboration** – Regional stormwater management, while a cost-effective means to building resiliency and improving water quality, requires agencies to collaborate, share costs, and take leadership and supporting roles in building and maintaining projects. To help establish a collective, countywide approach to regional stormwater management, \$100,000 is planned to develop the “business case” for agency collaboration. C/CAG, in coordination with the Flood and Sea Level Rise Resiliency District (FSLRRD) and consultant support, will develop a technical memorandum that will use the potential project opportunities from Project #1, above, and existing climate change and stormwater modeling efforts in San Mateo County to quantify the benefits and costs of regional stormwater management compared with individual jurisdictional approaches, identify potential collaborative approaches, and recommend a preferred approach, including model documents, such as a Memorandum of Understanding, that could be used by agencies and stakeholders to work collaboratively on regional stormwater management.
3. **Advance Regional Project Designs** – Funds will be provided via sub-agreements to project sponsors to advance designs on three regional stormwater capture projects. The goal is to maximize project designs, with the minimum expectation of developing preliminary designs (e.g., 30%) and CEQA documentation. If feasible within available funds, including any additional local match, project designs may be developed to higher levels. Anticipated deliverables for each project include Project Design Concept Reports (including utility, topographic, geotechnical, hydrology, hydraulic analyses, 10% and 30% design level plans and cost estimates) and CEQA documentation.
 - a. **Advance Project Design for Twin Pines Park, Belmont** – \$913,333 will be provided for the Twin Pines Park Regional Project in the City of Belmont. Originally identified in the San Mateo Countywide Stormwater Resources Plan and further detailed in the

Belmont Creek Watershed Management Plan, this project would capture runoff from a 1,750-acre watershed upstream of Twin Pines Park, including contributing drainage area from Belmont, San Carlos, and Unincorporated County. The project concept calls for 21-acre-feet of storage capacity beneath the parking lot at Twin Pines Park and would be coordinated with surface and creek improvements identified in the Twin Pines Park Master Plan.

- b. **Advance Project Design for Red Morton Park, Redwood City** – \$913,333 (leveraging \$200,000 in additional EPA grant funds provided separately via the County Office of Sustainability) for Phase I of the Red Morton Park Regional Project in the City of Redwood City. This project would capture runoff from approximately 1,650 acres upstream of the park with contributing drainage area in Redwood City, Unincorporated County and the Town of Woodside. The project would divert flow from underground storm drain culverts to an underground retention facility planned to be coordinated with the synthetic turf replacement schedule for the park, with a planned storage capacity of 31.2 acre-feet. The project concept includes treatment and reuse of captured stormwater for irrigating the park, trash removal facilities, and reduced downstream flooding potential for a disadvantaged community.

- c. **Advance Project Design for San Bruno I-280/I-380** – \$913,333 (leveraging \$200,000 in additional EPA grant funds provided separately via the County Office of Sustainability) for the San Bruno I-280/380 Regional Project. This project would capture runoff from approximately 942 acres upstream of a vacant Caltrans parcel in the interchange of I-280 and I-380, including drainage from San Bruno, Pacifica, Caltrans and Unincorporated County. The proposed project would divert runoff from a storm drain that eventually discharges to the San Bruno Channel. The project concept includes approximately 21 acre-feet of underground storage capacity with trash capture facilities and groundwater recharge benefits to the Westside Groundwater Basin.

PROJECT COST ESTIMATES – Multi-Benefit Stormwater Capture Projects: City/County Association of Governments of San Mateo County

Project Elements	Total Project Costs	General Fund Grant	Other Funding (County Office of Sustainability)
1. Additional Regional Project Opportunities			
Consultants	\$200,000	\$100,000	\$100,000
2. Developing Regional Collaboration			
Consultants	\$100,000	\$100,000	
3. Advance Project Design for Twin Pines Park, Belmont			
Consultants	\$913,334	\$913,334	
4. Advance Project Design for Red Morton Park, Redwood City			
Consultants	\$1,113,333	\$913,333	\$200,000
5. Advance Project Design for San Bruno I-280/I-380			
Consultants	\$1,113,333	\$913,333	\$200,000
PROJECT GRAND TOTAL	\$3,440,000	\$2,940,000	\$500,000

PROJECT TIMELINE – Multi-Benefit Stormwater Capture Projects: City/County Association of Governments of San Mateo County

Task	Activity Description	Timeline
1	Additional Regional Project Identification	
1.1	Procure consultant services	January 2020 – March 2020
1.2	Conduct opportunities analysis and develop project concepts	March 2020 – December 2020
1.3	Draft technical report and draft project concepts	January 2021
1.4	Final technical report, GIS layers and project concepts	March 2021
2	Developing Regional Collaboration	
2.1	Procure consultant services	October 2020 – December 2020
2.2	Quantifying cost/benefits of regional collaboration, collaboration options and developing model documents	January 2021 – September 2021
2.3	Draft technical memorandum and model collaboration documents	December 2021
2.4	Final technical memorandum and model collaboration documents	March 2022
3	Advance Project Design for Twin Pines Park, Belmont	
3.1	Funding agreement with project sponsor	January 2020 – March 2020
3.2	Procure consultant services	March 2020 – June 2020
3.3	Initial project investigations	June 2020 – December 2020
3.4	Preliminary Project Concept Report	March 2021
3.5	Final preliminary (30-60%) project design/plans/specifications and certified CEQA documents	March 2022
4	Advance Project Design for Red Morton Park, Redwood City	
4.1	Funding agreement with project sponsor	January 2020 – March 2020
4.2	Procure consultant services	March 2020 – June 2020
4.3	Initial project investigations	June 2020 – December 2020
4.4	Preliminary Project Concept Report	March 2021
4.5	Final preliminary (30-60%) project design/plans/specifications and certified CEQA documents	March 2022
5	Advance Project Design for San Bruno I-280/I-380	
5.1	Funding agreement with project sponsor	January 2020 – March 2020
5.2	Procure consultant services	March 2020 – June 2020
5.3	Initial project investigations	June 2020 – December 2020
5.4	Preliminary Project Concept Report	March 2021
5.5	Final preliminary (30-60%) project	March 2022

	design/plans/specifications and certified CEQA documents	
6	Project Closeout	
6.1	Submit Project Closeout package with final Payment Request to State	May 2022

PAYEE DATA RECORD

(Required when receiving payment from the State of California in lieu of IRS W-9)
 STD. 204 (Rev. 6-2003)

INSTRUCTIONS: Complete all information on this form. Sign, date, and return to the State agency (department/office) address shown at the bottom of this page. Prompt return of this fully completed form will prevent delays when processing payments. Information provided in this form will be used by State agencies to prepare Information Returns (1099). See reverse side for more information and Privacy Statement. NOTE: Governmental entities, federal, State, and local (including school districts), are not required to submit this form.																	
2	PAYEE'S LEGAL BUSINESS NAME (Type or Print) City/County Association of Governments of San Mateo County																
	SOLE PROPRIETOR – ENTER NAME AS SHOWN ON SSN (Last, First, M.I.)		E-MAIL ADDRESS slwong@smcgov.org														
	MAILING ADDRESS 555 County Center, 5th Floor		BUSINESS ADDRESS 555 County Center, 4th Floor														
	CITY, STATE, ZIP CODE Redwood City, CA, 94063		CITY, STATE, ZIP CODE Redwood City, CA 94063														
3 PAYEE ENTITY TYPE CHECK ONE BOX ONLY	ENTER FEDERAL EMPLOYER IDENTIFICATION NUMBER (FEIN): <table style="border-collapse: collapse; text-align: center;"> <tr> <td style="border: 1px solid black; width: 15px;">9</td> <td style="border: 1px solid black; width: 15px;">4</td> <td style="border: 1px solid black; width: 15px;">-</td> <td style="border: 1px solid black; width: 15px;">3</td> <td style="border: 1px solid black; width: 15px;">1</td> <td style="border: 1px solid black; width: 15px;">5</td> <td style="border: 1px solid black; width: 15px;">7</td> <td style="border: 1px solid black; width: 15px;">1</td> <td style="border: 1px solid black; width: 15px;">8</td> <td style="border: 1px solid black; width: 15px;">1</td> </tr> </table>			9	4	-	3	1	5	7	1	8	1				
	9	4	-	3	1	5	7	1	8	1							
<table style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 33%;"><input type="checkbox"/> PARTNERSHIP</td> <td style="width: 33%;">CORPORATION:</td> <td style="width: 34%;"></td> </tr> <tr> <td><input type="checkbox"/> ESTATE OR TRUST</td> <td><input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.)</td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> LEGAL (e.g., attorney services)</td> <td></td> </tr> <tr> <td></td> <td><input type="checkbox"/> EXEMPT (nonprofit)</td> <td></td> </tr> <tr> <td></td> <td><input checked="" type="checkbox"/> ALL OTHERS</td> <td></td> </tr> </table>			<input type="checkbox"/> PARTNERSHIP	CORPORATION:		<input type="checkbox"/> ESTATE OR TRUST	<input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.)			<input type="checkbox"/> LEGAL (e.g., attorney services)			<input type="checkbox"/> EXEMPT (nonprofit)			<input checked="" type="checkbox"/> ALL OTHERS	
<input type="checkbox"/> PARTNERSHIP	CORPORATION:																
<input type="checkbox"/> ESTATE OR TRUST	<input type="checkbox"/> MEDICAL (e.g., dentistry, psychotherapy, chiropractic, etc.)																
	<input type="checkbox"/> LEGAL (e.g., attorney services)																
	<input type="checkbox"/> EXEMPT (nonprofit)																
	<input checked="" type="checkbox"/> ALL OTHERS																
INDIVIDUAL OR SOLE PROPRIETOR ENTER SOCIAL SECURITY NUMBER: <table style="border-collapse: collapse; text-align: center;"> <tr> <td style="border: 1px solid black; width: 15px;"> </td> <td style="border: 1px solid black; width: 15px;"> </td> <td style="border: 1px solid black; width: 15px;"> </td> <td style="border: 1px solid black; width: 15px;">-</td> <td style="border: 1px solid black; width: 15px;"> </td> <td style="border: 1px solid black; width: 15px;"> </td> <td style="border: 1px solid black; width: 15px;">-</td> <td style="border: 1px solid black; width: 15px;"> </td> <td style="border: 1px solid black; width: 15px;"> </td> <td style="border: 1px solid black; width: 15px;"> </td> </tr> </table> <p style="text-align: center; font-size: small;">(SSN required by authority of California Revenue and Tax Code Section 18646)</p>						-			-								
			-			-											
4 PAYEE RESIDENCY STATUS	<input checked="" type="checkbox"/> California resident - Qualified to do business in California or maintains a permanent place of business in California.																
	<input type="checkbox"/> California nonresident (see reverse side) - Payments to nonresidents for services may be subject to State income tax withholding.																
5	I hereby certify under penalty of perjury that the information provided on this document is true and correct. Should my residency status change, I will promptly notify the State agency below.																
	AUTHORIZED PAYEE REPRESENTATIVE'S NAME (Type or Print) Sandy Wong		TITLE Executive Director														
	SIGNATURE	DATE 12/12/19	TELEPHONE (650) 599-1409														
6	Please return completed form to:																
	Department/Office: <u>California Natural Resources Agency</u>																
	Unit/Section: <u>Bonds and Grants Unit</u>																
	Mailing Address: <u>1416 Ninth Street, Suite 1311</u>																
	City/State/Zip: <u>Sacramento, CA 95814</u>																
	Telephone: () _____ Fax: (916) 653-8012																
E-mail Address: _____																	

Fillable form available online at:
<http://resources.ca.gov/grants/project-administration-forms/>

C/CAG AGENDA REPORT

Date: December 12, 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 Finance Committee’s recommendation of no change to the investment portfolio and accept the Quarterly Investment Report as of September 30, 2019.

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

RECOMMENDATION

That the C/CAG Board review and approve the Finance Committee’s recommendation of no change to the investment portfolio and accept the Quarterly Investment Report as of September 30, 2019.

FISCAL IMPACT

Potential for higher or lower yields and risk associated with C/CAG investments.

SOURCE OF FUNDS

The Investment portfolio includes all C/CAG funds held by the C/CAG Financial Agent (City of San Carlos).

BACKGROUND

According to the C/CAG Investment Policy adopted on September 12, 2019:

“The portfolio should be analyzed not less than quarterly by the C/CAG Finance Committee and modified as appropriate periodically as recommended by the Finance Committee and approved by the C/CAG Board, to respond to changing circumstances in order to achieve the Safety of Principal.”

The Finance Committee will seek to provide a balance between the various investments and maturities in order to give C/CAG the optimum combination of Safety of Principal, necessary liquidity, and optimal yield based on cash flow projections.

San Mateo County Pool Quarter Ending 09/30/19 net interest earning rate is 2.175%
 The LAIF Quarter Ending 09/30/19 net interest earning rate is 2.34%

On November 14, 2013 the C/CAG Board approved the C/CAG investment portfolio as follows:

Local Agency Investment Fund (LAIF)	50% to 70%
San Mateo County Investment Pool (COPOOL)	30% to 50%

On August 28, 2019, the Finance Committee reviewed the investment portfolio and recommended no change to the investment portfolio.

On September 12, 2019, the C/CAG Board approved of no change to the investment portfolio.

The investment portfolio as of September 30, 2019 is as follows:

	6/30/2019		9/30/2019	
	Amount	Percent	Amount	Percent
LAIF	\$18,118,668	70%	\$17,679,856	70%
COPOOL	\$7,832,078	30%	\$7,651,914	30%
Total	\$25,950,746	100%	\$25,331,770	100%

On December 4, 2019, the Finance Committee reviewed the investment portfolio, noted the higher LAIF earnings, and recommended no change to the portfolio.

ATTACHMENTS

1. Quarterly Investment Report as of September 30, 2019 from San Carlos Financial Services Manager

C/CAG
CITY/COUNTY ASSOCIATION OF GOVERNMENTS
of San Mateo County

Board of Directors Agenda Report

To: Sandy Wong, Executive Director
From: Carrie Tam, Financial Services Manager
Date: December 4, 2019

SUBJECT: Quarterly Investment Report as of September 30, 2019

RECOMMENDATION:

It is recommended that the C/CAG Board review and accept the Quarterly Investment Report.

ANALYSIS:

The attached investment report indicates that on September 30, 2019, funds in the amount of \$25,331,770 were invested producing a weighted average yield of 2.37%. Of the total investment portfolio, 69.8% of funds were invested in the Local Agency Investment Fund (LAIF) and 30.2% in the San Mateo County Investment Pool (COPOOL). These percentages are within the range specified by the C/CAG Board. Accrued interest earnings for this quarter totaled \$148,153. The portfolio mix reflects the Board approved percentage invested in the County Investment Pool and LAIF.

Below is a summary of the changes from the prior quarter:

	Qtr Ended 9/30/19	Qtr Ended 6/30/19	Increase (Decrease)
Total Portfolio	\$ 25,331,770	\$ 25,950,746	\$ (618,976)
Weighted Average Yield	2.37%	2.51%	-0.14%
Accrued Interest Earnings	\$ 148,153	\$ 156,024	\$ (7,871)

There was a decrease of \$0.6 million in the portfolio balance this quarter compared to the previous quarter mainly due to cash receipts offset by cash disbursements in the first quarter for Measure M, Member Contributions, and Congestion Relief and Management. The slightly lower quarterly interest rate resulted in slightly lower interest earnings for this quarter.

Historical cash flow trends are compared to current cash flow requirements on an ongoing basis to ensure that C/CAG's investment portfolio will remain sufficiently liquid to meet all reasonably anticipated operating requirements. As of September 30, 2019, the portfolio contains sufficient liquidity to meet the next six months of expected expenditures by C/CAG. All investments are in compliance with the Investment Policy. Attachment 2 shows a historical comparison of the portfolio for the past nine quarters.

The primary objective of the investment policy of C/CAG remains to be the SAFETY OF PRINCIPAL. The permitted investments section of the investment policy also states:

Local Agency Investment Fund (LAIF) which is a State of California managed investment pool, and San Mateo County Investment pool, may be used up to the maximum permitted by California State Law. A review of the pool/fund is required when they are part of the list of authorized investments.

The Investment Advisory Committee has reviewed and approved the attached Investment Report.

Attachments

- 1 – Investment Portfolio Summary for the Quarter Ended September 30, 2019
- 2 – Historical Summary of Investment Portfolio

CITY & COUNTY ASSOCIATION OF GOVERNMENTS

SUMMARY OF ALL INVESTMENTS
For Quarter Ending September 30, 2019

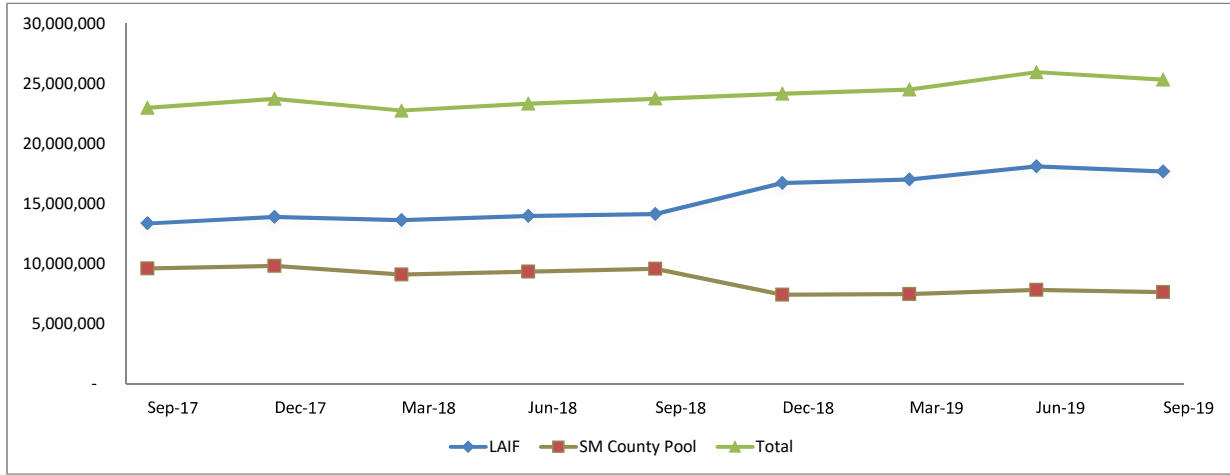
Category	Quarterly Interest Rate	Historical Book Value	% of Portfolio	GASB 31 ADJ Market Value
Liquid Investments:				
Local Agency Investment Fund (LAIF)	2.45%	17,679,856	69.8%	17,708,901
San Mateo County Investment Pool (COPOOL)	2.18%	7,651,914	30.2%	7,651,914
Agency Securities				
<i>none</i>				
Total - Investments	2.37%	25,331,770	100%	25,360,815
GRAND TOTAL OF PORTFOLIO	2.37%	\$ 25,331,770	100%	\$ 25,360,815
Total Interest Earned This Quarter				148,153
Total Interest Earned (Loss) Fiscal Year-to-Date				148,153

Note: CCAG Board approved the following investment portfolio mix at its November 14, 2013 meeting:

LAIF - 50% to 70%
COPOOL - 30% to 50%

*Difference in value between Historical Value and Market Value may be due to timing of purchase. Investments in the investment pools may have been purchased when interest rates were lower or higher than the end date of this report. As interest rates increase or decrease, the value of the investment pools will decrease or increase accordingly. However, interest rate fluctuations does not have any impact to CCAG's balance in the investment pools. The market values are presented as a reference only.

**City and County Association of Governments
Historical Summary of Investment Portfolio
September 30, 2019**



Note: The chart type has been changed from Column to Line after receiving feedback from CCAG's Finance Committee

City/County Association of Governments Investment Portfolio

	Sep-17	Dec-17	Mar-18	Jun-18	Sep-18	Dec-18	Mar-19	Jun-19	Sep-19
LAIF	13,363,368	13,896,995	13,637,606	13,988,892	14,152,699	16,728,451	17,017,482	18,118,668	17,679,856
SM County Pool	9,611,660	9,838,593	9,117,611	9,350,753	9,590,815	7,436,613	7,488,352	7,832,078	7,651,914
Total	22,975,028	23,735,588	22,755,217	23,339,645	23,743,514	24,165,064	24,505,834	25,950,746	25,331,770

C/CAG AGENDA REPORT

Date: December 12, 2019

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

From: Sandy Wong, Executive Director

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

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

RECOMMENDATION

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

FISCAL IMPACT

Unknown.

SOURCE OF FUNDS

N/A

BACKGROUND

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

The legislature went into recess on September 13, 2019 and will reconvene on January 6, 2020.

ATTACHMENTS

1. December 2019 Legislative update from Shaw/ Yoder/ Antwih, Inc.
2. Full Legislative information is available for specific bills at <http://leginfo.legislature.ca.gov/>



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

DATE: November 22, 2019

TO: Board Members, City/County Association of Governments, San Mateo County

FROM: Andrew Antwih and Matt Robinson, Shaw / Yoder / Antwih, Inc.

RE: **STATE LEGISLATIVE UPDATE – December 2019**

Legislative Update

The Legislature adjourned the Legislative Session on September 13. The Governor had until October 13 to act on bills sent to him in the final weeks of the Legislative Session. In the last 30 days, Governor Newsom acted on more than 600 bills. We are tracking several bills for C/CAG, some of which are identified under ***Bills of Interest*** below. The final action on our tracked bills is reported below. **The Legislature will reconvene on January 6 for the second year of the two-year legislative session.**

FASTER Bay Area

In early January, Senator Jim Beall is likely to amend SB 278 (Beall) to include the funding authorization, voter-approval requirements, local process for ballot placement, and the specific programs and projects that will receive funding for the FASTER Bay Area nine-county ballot measure. Work continues locally and with committee staff on the latter in preparation for the amended version to come in to print. The current plan is to hear the bill in the Senate Transportation Committee in mid-January to meet the 2-year bill deadline (January 24). If the bill is to authorize the measure for the November 2020 ballot, it will also need to contain an urgency clause, which requires a two-thirds floor vote of both houses of the Legislature.

Bills of Interest

SB 5 (Beall) Local-State Sustainable Investment Incentive Program*

This bill would establish the Local-State Sustainable Investment Incentive Program, which would be administered by the Sustainable Investment Incentive Committee. The bill would authorize a city, county, city and county, joint powers agency, enhanced infrastructure financing district, affordable housing authority, community revitalization and investment authority or transit village development district to apply to the Committee to participate in the program and would authorize the Committee to approve or deny applications for projects meeting specific criteria. Upon approval of a project application, the bill would require the Committee to issue an order directing the county auditor to reduce the total amount of ad valorem property tax revenue otherwise required to be contributed to the county's ERAF from the applicant by the annual reduction amount approved. The bill would require a county auditor, if the applicant is an enhanced infrastructure financing district, affordable housing authority, transit village development district, or community revitalization investment authority, to transfer to the district or authority an amount of property tax revenue equal to the reduction amount approved by the Committee. ***This bill was vetoed by Governor Newsom.***

SB 50 (Wiener) Planning and Zoning: Housing Development: Equitable Communities Incentives*

This bill was amended substantially in the Senate Governance and Finance Committee and as of this writing, the amendments have not come in to print. The bill would essentially grant development rights

for projects within certain proximity to rail and bus routes, or in jobs-rich areas. The amended version of the bill will apply different standards to counties with populations over 600,000, scale back the triggering frequency for bus routes, and make certain exemptions for the coastal zone and wildfire prone areas. Additional changes were made regarding parking minimums. ***C/CAG submitted comments and concerns on this measure. This bill was held in Senate Appropriations and is now a 2-year bill.***

SB 137 (Dodd) Federal Transportation Funds: State Exchange Programs

Existing federal law apportions transportation funds to the states under various programs, including the Surface Transportation Program and the Highway Safety Improvement Program, subject to certain conditions on the use of those funds. Existing law provides for the allocation of certain of those funds to local entities. Existing law provides for the exchange of federal and state transportation funds between local entities and the state under certain circumstances. This bill would authorize the Department of Transportation to allow the above-described federal transportation funds that are allocated as local assistance to be exchanged for Road Maintenance and Rehabilitation Program funds appropriated to the department. ***C/CAG SUPPORTS this measure. This bill was signed by Governor Newsom.***

SB 277 (Beall) Local Partnership Program

This bill would direct funds set aside for the Local Partnership Program (LPP) to be apportioned by formula, versus allocated by the CTC as is current practice. The bill would direct the CTC to develop new guidelines, in conjunction with local agencies, for the apportionment of the funds. The LPP receives \$200 million annually from the Road Maintenance and Rehabilitation Account and funds are available to self-help counties with sales taxes and/or developer fees used for transportation purposes. ***This bill was vetoed by Governor Newsom.***

SB 330 (Skinner) Housing Crisis Act of 2019*

This bill establishes the Housing Crisis Act of 2019, which, for five years, places restrictions on certain types of development standards, amends the Housing Accountability Act, makes changes to local approval processes and the Permit Streamlining Act, and requires a local agency, upon request of the residential property owner, to delay enforcement of a code violation for seven years, or earlier at the discretion of the enforcement agency, if the correction is not necessary to protect health and safety. The Senate Appropriations Committee Deleted provisions that would prohibit affected cities or counties from charging or increasing fees in connection with housing development projects. ***C/CAG OPPOSES this measure. This bill was signed by Governor Newsom.***

SB 592 (Wiener) Housing Accountability Act

This bill would amend the Housing Accountability Act (HAA) to further strengthen the law applicability to new housing development permits and disapprovals from local governments. The bill would clarify the definition of "lower density" under the HAA and applies the HAA to accessory dwelling units, new bedrooms in an existing home, and single-family housing. In addition, it would provide that the HAA applies to any form of land use decision by a local agency, including a ministerial or use by right decision, in addition to a discretionary approval. The bill would also open local agencies up to liability for failing to comply with the HAA. ***This bill was held in Senate Rules and is now a 2-year bill.***

AB 252 (Daly) Caltrans NEPA Delegation

Existing law, until January 1, 2020, provides that the State of California consents to the jurisdiction of the federal courts regarding the compliance, discharge, or enforcement of the responsibilities it assumed as a participant in the program. This bill would extend the operation of these provisions indefinitely. ***C/CAG SUPPORTS this measure. This bill was signed by Governor Newsom.***

AB 825 (Mullin) San Mateo County Flood Control District

Existing law, the San Mateo County Flood Control District Act, establishes the San Mateo County Flood Control District for the purpose of controlling the floodwater and stormwater of the County of San

Mateo. This bill would modify the District to change the name to the Flood and Sea Level Rise Resiliency Agency, revise the governance to a seven-member board including five city council representatives and two county supervisors, expanding authorities to address sea level rise, and updating funding and financing authorities to reflect changes in the State Constitution since the Act was first written.

C/CAG SUPPORTS this measure. This bill was signed by Governor Newsom.

AB 1487 (Chiu) Regional Housing Funding*

This bill would enact the San Francisco Bay Area Regional Housing Finance Act and establish the Housing Alliance for the Bay Area (HABA), a regional entity governed by members of MTC. HABA would be tasked with establishing a regional funding program to address housing needs in the Bay Area. The funding source is unspecified and left to HABA to determine what's likely to meet the region's needs and garner voter-approval. A portion of the revenues would be returned to each county and a portion would be controlled by HABA. ***This bill was signed by Governor Newsom.***

ACA 1 (Aguiar-Curry) Local Government Financing: Affordable Housing and Public Infrastructure: Voter Approval.

This constitutional amendment would lower the necessary voter threshold from a two-thirds supermajority to 55 percent to approve local general obligation bonds and special taxes for affordable housing and public infrastructure projects. ***C/CAG SUPPORTS this measure. This bill failed passage on the Assembly Floor and is now a 2-year bill.***

*Bills marked with an * are being tracked by MTC as implementing elements of the CASA Compact. These bills are not sponsored by MTC. The above list does not include all bills MTC has identified.*

C/CAG AGENDA REPORT

Date: December 12, 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 Annual C/CAG Legislative Policies for 2020.

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

RECOMMENDATION

Review and approval of the Annual C/CAG Legislative Policies for 2020.

FISCAL IMPACT

Many of the policies listed in the attached document have the potential to increase or decrease the fiscal resources available to C/CAG member agencies.

SOURCE OF FUNDS

New legislation

BACKGROUND

Each year, the C/CAG Board adopts a set of legislative policies to provide direction to its Legislative Committee, staff, and legislative advocates. In the past, the C/CAG Board established policies that:

- Clearly defined a policy framework at the beginning of the Legislative Session.
- Identified specific policies to be accomplished during this session by C/CAG's legislative advocates.
- Limited the activities of C/CAG to areas where we can have the greatest impact.

The adoption of a list of policies will maximize the impact of having legislative advocates represent C/CAG in Sacramento and will also significantly reduce the amount of C/CAG staff time needed to support the program.

Recommendations from the Legislative Committee on December 12, 2019 will be presented verbally to the Board. If substantial modifications are requested from the committee a subsequent draft will be presented again at the next committee and corresponding Board meeting.

ATTACHMENTS

1. Draft C/CAG Legislative Policies for 2020

C/CAG LEGISLATIVE POLICIES FOR ~~2019~~2020

Policy #1 -

Protect against the diversion of local revenues, ~~and~~ promote equitable distribution of state/regional resources and revenues, and protect against increased local cost resulting from State actions.

- 1.1 Support League, CSAC, and other initiatives to protect local revenues.
- 1.2 Provide incentives and tools to local government to promote economic vitality.
- 1.3 Support appropriate new funding or the reinstatement of state funding for economic development and affordable housing, including the use of tax-increment financing or “Redevelopment 2.0.”
- 1.4 Pursue and support efforts that direct state and regional funds equitably to ensure a return to source.

~~2.1.5~~ Support State actions that take into consideration the fiscal impact to local jurisdictions, by ensuring adequate funding is made available by the State, for delegated re-alignment responsibilities and by ensuring that all State mandates are 100% reimbursed.

~~2.1.6~~ Oppose State actions that delegate responsibilities to local jurisdictions without full reimbursement for resulting costs.

Policy #2 -

Protect against increased loss of local costs resulting from land use authority from State action without 100% State reimbursement for the resulting costs.

- 2.1 Support State actions that provide funding for local agencies to plan, incentivize, and mitigate for future housing development.
- 2.2 Support State actions that allow flexibility for local agencies to pool resources and share credit on their housing production reports.
- 2.2 Oppose State actions that would inhibit local agencies’ ability to make decisions that address the specific needs of that community.
- 2.3 Oppose State actions that would withhold funding (including transportation) from jurisdictions based on housing production performance outcomes.

~~2.1 Support State actions that take into consideration the fiscal impact to local jurisdictions, by ensuring that adequate funding is made available by the State, for delegated re-alignment responsibilities and by ensuring that all State mandates are 100% reimbursed.~~

~~2.2 Oppose State actions that delegate responsibilities to local jurisdictions without full reimbursement for resulting costs.~~

Policy #3 -

Support actions that help to meet municipal stormwater permit requirements and secure stable funding to pay for current and future regulatory mandates.

- 3.1 Primary focus on securing additional revenue sources for both C/CAG and its member agencies for funding state- and federally mandated stormwater compliance efforts.
- a. Advocate for funding for implementing the San Mateo County Stormwater Resource Plan, [San Mateo County Sustainable Streets Master Plan](#), and local Green Infrastructure Plans, and advocate to support long-term reductions in harmful bacteria, trash, plastics, mercury, PCBs, and other pollutants discharging to the Bay and Ocean and to reduce flooding, recharge groundwater, adapt to a changing climate, and enhance communities.
 - b. Advocate for inclusion of water quality and stormwater management as a priority for funding in new sources of revenues (e.g. water bonds) and protect against a geographically unbalanced North-South allocation of resources.
 - c. Track and advocate for resources for stormwater management in State and Federal grant and loan programs.
 - d. Support efforts to identify regulatory requirements that are unfunded state mandates and ensure provision of state funding for such requirements.
 - e. Pursue and support efforts that address stormwater issues at statewide or regional levels and thereby reduce the cost share for C/CAG and its member agencies and limit the need to implement such efforts locally.
 - f. Advocate for better integration between parallel statewide efforts to manage stormwater for water quality improvement, long-term climate change adaptation, and groundwater recharge.
 - g. [Support legislative efforts to provide additional funding for stormwater projects in San Mateo County, including funding for regional stormwater management efforts through the San Mateo County Flood and Sea Level Rise Resiliency District.](#)
 - f.h.
- 3.2 Support efforts to secure statewide legislation mandating abatement of polychlorinated biphenyls (PCBs) in building materials prior to demolition of relevant structures, in accordance with requirements in the San Francisco Bay Regional Water Quality Control Board's Municipal Regional Permit.
- 3.3 Pursue and support efforts that control pollutants at the source and extend producer responsibility, especially in regard to trash and litter control, [including microplastics and tire wear byproducts](#).

- 3.4 Support efforts to place the burden/ accountability of reporting, managing, and meeting municipal stormwater requirements on the responsible source rather than the cities or county, such as properties that are known pollutant hot spots and third-party utility purveyors.
- 3.5 Advocate for integrated, prioritized, and achievable stormwater regulations that protect water quality and beneficial uses and account for limitations on municipal funding.
- 3.6 Pursue and support pesticide and rodenticide regulations that protect water quality and reduce pesticide toxicity.
- ~~3.7 Support legislative efforts to provide additional funding for stormwater projects in San Mateo County.~~

***Policy #4 -
Advocate and support an integrated approach to funding.***

- 4.1 Advocate for appropriate and effective integrated approaches to both funding and project types for statewide and regional infrastructure efforts including stormwater management, transportation, and affordable housing.
- 4.2 Advocate for efforts that provide flexibility in funding sources to enable a holistic approach to fund programs and projects.

***Policy #5 -
Support lowering the 2/3rd super majority vote for local special purpose taxes and fees.***

- 5.1 Support constitutional amendments that reduce the vote requirements for special taxes and fees.
- 5.2 Oppose bills that impose restrictions on the expenditures, thereby reducing flexibility, for special tax category.

***Policy #6-
Protect and support transportation funding.***

- 6.1 Support efforts that protect transportation revenues from being pledged, transferred, or used for non-transportation purposes.
- 6.2 Support the implementation of SB 1 (Road Repair and Accountability Act of 2017) programs [and monitor the implementation of Executive Order N-19-19, which calls for aligning transportation spending with the state’s climate goals.](#)
- 6.3 Monitor and engage in the implementation of the SB 1077 “Road User Charge.”
- 6.4 Support revisions in the Peninsula Joint Powers Agreement that provide equitable funding among the Caltrain partners.
- 6.5 Support a dedicated funding source for the operation of Caltrain and monitor the implementation of High Speed Rail.

- 6.6 Support efforts to secure the appropriation and allocation of “cap and trade” revenues to support San Mateo County needs.
- 6.7 Support or sponsor efforts that finance and/ or facilitate operational improvements on the US 101 corridor.
- 6.8 Support alternative contracting methods, such as Public Private Partnerships, that could result in project cost savings.
- 6.9 Monitor the development of the new bridge toll program (Regional Measure 3) and advocate for an appropriate share of new revenues for projects in San Mateo County.

[6.10 Monitor and engage in the effort to seek voter approval for a regional funding measure for transportation.](#)

***Policy #7 -
Advocate for revenue solutions to address State budget issues that are also beneficial to Cities/ Counties***

- 7.1 Support measures to ensure that local governments receive appropriate revenues to service local communities.
- 7.2 Support measures and policies that encourage and facilitate public private partnerships.

***Policy #8 -
Support reasonable climate protection action, Greenhouse Gas reduction, and energy conservation legislation***

- 8.1 Support incentive approaches toward implementing AB 32 (California Global Warming Solutions Act of 2006), SB 32 (extension of the target date and goals), and AB 398 (Cap and Trade), and legislation that supports electrification of infrastructure and the adoption of alternative fuel technologies.
- 8.2 Oppose climate legislation that would conflict with or override projects approved by the voters.
- 8.3 Support funding for both transportation and housing investments, which support the implementation of SB 375 (Sustainable Communities and Climate Protection Act of 2008), so that housing funds are not competing with transportation funds.
- 8.4 Monitor the regulatory process for implementing SB 743 (Evaluation of Transportation Impacts in CEQA) and impacts the new regulations may have on congestion management plans.
- 8.5 [Alert the Board on Support](#) legislation that would require recording of vehicle miles of travel (VMT) as part of vehicle registration [and initiatives to provide aggregated VMT data from the DMV to evaluate community greenhouse gas emissions and transit project outcomes.](#)

8.6 Support efforts that ensure continued funding for local government partnerships to foster energy conservation, ~~as well as their~~ expand funding for generation and use of renewable and/ or clean energy sources (wind, solar, etc.).

8.7 Work to initiate legislation that provides new funding for building energy electrification, transition to electric vehicles, or other greenhouse gas reducing initiatives, in support of local government climate action plans.

8.~~8~~7 Support efforts to improve the disadvantage community screening tools used by the state on the allocation of “cap and trade” and other state funding programs to ensure that San Mateo county needs are ~~reflected~~addressed.

8.~~9~~8 Support legislation that supports Peninsula Clean Energy (PCE) objectives and oppose proposed legislation that impairs that effort.

***Policy #9 -
Protection of water user rights***

9.1 Support the Bay Area Water Supply and Conservation Association (BAWSCA) efforts in the protection of water user rights for San Mateo County users.

***Policy #10 –
Other***

10.1 Support/~~sponsor~~ legislation that identifies revenue to fund airport/land use compatibility plans.

10.2 Alert the Legislative Committee and C/CAG Board on legislation that impacts local housing and land-use authority and oppose any legislation that would usurp a local government’s authority regarding land-use decisions.

10.3 Support efforts that will engage the business community in making contributions to community improvements associated with stormwater, transportation congestion relief and mobility options, affordable housing, greenhouse gas emissions reductions, and energy savings.

10.4 Support legislative efforts to create a unified voice in San Mateo County and to manage integrated water issues including sea level rise, flooding, coastal erosion, and stormwater vulnerabilities.

C/CAG AGENDA REPORT

Date: December 12, 2019

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

From: Sandy Wong, Executive Director

Subject: Review and approve the 2020 C/CAG Board meeting calendar.

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

Recommendation:

That the C/CAG Board of Directors review and approve the 2020 C/CAG Board meeting calendar.

Fiscal Impact:

None.

Background/Discussion:

The following schedule for the 2019 Board meetings is proposed. All meetings start at 6:30 p.m. unless otherwise noted.

January 9 – Dining Room
February 13
March 12
April 9 - Retreat
May 14
June 11
July 9 – Dining Room
August – No meeting is scheduled
September 10
October 8
November 12
December 10

Attachments:

None.

C/CAG AGENDA REPORT

Date: October 11, 2018

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

From: Sandy Wong, Executive Director

Subject: Receive a presentation on the Countywide Stormwater Program.

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

RECOMMENDATION

Receive a presentation on the Countywide Stormwater Program.

BACKGROUND

C/CAG administers the Countywide Water Pollution Prevention Program, more commonly referred to as the Countywide Stormwater Program (Stormwater Program), to assist its member agencies in complying with regulations to keep pollutants out of stormwater runoff. These regulations are promulgated by the State's San Francisco Bay Regional Water Quality Control Board (Water Board) through a regional permit called the Municipal Regional Permit (MRP). The Stormwater Program has two full-time staff members and support from outside consultants. Funding for the Stormwater Program comes from two countywide fees on the property tax rolls imposed through the County Flood Control District (soon to be Flood and Sea Level Rise Resiliency District) and a portion of C/CAG's \$10 fee imposed on vehicles registered in San Mateo County. Four cities (Brisbane, Colma, San Mateo, and Woodside) have opted to pay one or both the countywide fees on behalf of property owners rather than having the fees placed on the property tax roll. The combined revenue streams generate approximately \$2.4 million per year for the Stormwater Program.

The Stormwater Program supports C/CAG member agencies in three primary ways, each of which is described further in subsequent paragraphs:

- Providing technical support to C/CAG's member agencies for implementing their own local stormwater pollution prevention programs
- Implementing compliance programs directly on behalf of C/CAG member agencies when it makes sense to do so at a countywide scale
- Collaborate regionally with other countywide stormwater programs to develop technical assistance products or implement compliance programs directly when it makes sense to do so at a regional scale

Technical Support for Implementing Local Programs

The Stormwater Program supports C/CAG member agencies' local pollution prevention programs in various ways. In addition to the C/CAG Stormwater Committee that provides recommendations to the Board of Directors and guidance to staff on programmatic issues, there are eight subcommittees and workgroups that member agency representatives attend that address the breadth of municipal stormwater management and regulatory issues through providing guidance, implementation materials, and training. These include new/redevelopment, green infrastructure, and construction site controls, commercial business and illicit discharge management, public outreach and education, parks maintenance and less toxic pest controls, trash

and litter controls, public works municipal maintenance activities, and water quality monitoring. The Stormwater Program also provides ongoing training and educational workshops for member agencies on a variety of stormwater management topics. These activities cost approximately \$250k annually.

Another significant aspect of the Stormwater Program's support for local programs is large-scale planning and compliance support activities. This has included developing the Countywide Stormwater Resource Plan that ensured C/CAG member agencies remained eligible to compete for voter-approved bond funds for stormwater capture projects; providing ongoing technical assistance to local agencies regarding their long-term trash load reduction plans, including updating GIS maps, quantifying annual load reductions, and validating effectiveness of actions through on-land and in-creek visual assessments; developing a suite of green infrastructure guidance documents to support the mandate for each agency to adopt a local Green Infrastructure Plan; developing a countywide hydrology and sediment/pollutant transport model to determine required levels of green infrastructure and other controls to achieve long-term water quality improvement goals; and performing a Reasonable Assurance Analysis to demonstrate to the Water Board that sufficient controls can be implemented within prescribed timeframes to achieve specific pollutant reductions. The cost of these efforts typically varies between \$600-800k annually.

Implementing Direct Compliance Programs

The Stormwater Program implements certain compliance programs on behalf of C/CAG member agencies. All water quality monitoring mandated in the MRP is performed by the Stormwater Program. This includes long-term status and trends monitoring in creeks throughout the county as well as pollutant-specific monitoring to identify prioritized areas to implement controls. The Stormwater Program pays mandated costs of contributing to the San Francisco Bay Regional Monitoring Program on behalf of C/CAG member agencies. In addition, the majority of public outreach and education requirements are implemented through the Stormwater Program, including outreach via the Stormwater Program's website (www.flowstobay.org), social media channels, and other online and in-person venues. These two efforts cost approximately \$1 million annually.

Collaborating on Regional Compliance Efforts

The Stormwater Program is a member of the Bay Area Stormwater Management Agencies Association (BASMAA) and the Stormwater Program manager sits on the BASMAA Board of Directors on behalf of C/CAG's member agencies. BASMAA's members are stormwater programs throughout the Bay Area. The Stormwater Program collaborates with these other programs on technical support materials or direct compliance programs when it is more cost-effective to do so at a regional scale. This includes collaboration on regional water quality monitoring data management and quality control efforts, regional grant activities (BASMAA has received several grants for MRP-support activities totaling over \$6 million), and other compliance and technical support projects. The Stormwater Program costs for participating in BASMAA regional efforts are approximately \$50-120k annually.

Stormwater Program costs, when added to general program administration costs (including staff), are now at a level that generally meets or exceeds annual program revenue. In previous years, the Stormwater Program was able to draw down an accumulated fund balance to match revenue and expenditures. For Fiscal Years 2018-19 and 2019-20, however, staff reduced Stormwater Program activities to meet available revenue. This will need to continue for future years absent any new source of funding.

Staff will provide a presentation summarizing the above information.

ATTACHMENTS

None



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

Date: November 13, 2019
To: All Councilpersons of San Mateo County Cities and Members of the Board of Supervisors
CC: All City/County Managers of San Mateo County
From: Maryann Moise Derwin, C/CAG Chair
Subject: **C/CAG Committee Vacancies for Elected Officials**

The City/County Association of Governments of San Mateo County (C/CAG) currently has vacancies on three of its standing Committees for elected officials of City Councils and/or the Board of Supervisors. The vacancies are:

- 1 Seat – Congestion Management & Environmental Quality (CMEQ) Committee**
- 1 Seat – Legislative Committee**
- 1 Seat – Bicycle and Pedestrian Advisory Committee (BPAC)**

Individuals wishing to be considered for appointment to any of these Committees should send a letter of interest to:

Sandy Wong, C/CAG Executive Director
City/County Association of Governments
555 County Center, 5th Floor
Redwood City, CA 94063
or e-mail to slwong@smcgov.org

Individuals must be an elected official on one of the twenty City Councils in San Mateo County or an elected official on the San Mateo County Board of Supervisors. Individuals may send a letter of interest for a specific committee or a letter expressing interest in serving on any of the committees where there are vacancies. Please see Attachment A for more information about each Committee.

If you would like to be considered for any of these Committees, please submit your letter of interest by **December 3, 2019**. Appointments will be considered at the December 12, 2019 C/CAG Board meeting. If letters of interest are not received by December 3, 2019, the recruitment will remain open until filled.

If you have any questions about the Committees or this appointment process, please feel free to contact any of the C/CAG Staff as follows:

For CMEQ:
Jeff Lacap
650-599-1455
jlacap@smcgov.org

For Legislative Committee:
Jean Higaki
650-599-1462
jhigaki@smcgov.org

For BPAC:
Mikaela Hiatt
650-599-1453
mhiatt@smcgov.org

Sincerely,

A handwritten signature in black ink, appearing to read 'Maryann Moise Derwin'. The signature is stylized with a large initial 'M' and a wavy line at the end.

Maryann Moise Derwin
Chair, C/CAG Board

Attachment – Committee Descriptions

ATTACHMENT A

About the Committees:

1. **The Congestion Management and Environmental Quality Committee (CMEQ)** provides advice and recommendations to the full C/CAG Board on all matters relating to transportation planning, congestion management, travel demand management, coordination of land use and transportation planning, mobile source air quality programs, energy resources and conservation, and other environmental issues facing the local jurisdictions in San Mateo County. The role of the CMEQ Committee also includes making recommendations to the C/CAG Board on the allocation of funding for specific projects and activities addressing these programmatic areas. The Committee meets on the last Monday of each month from 3:00 p.m. to 5:00 p.m. in the San Mateo City Hall. There is one vacancy on this committee.
2. **The Legislative Committee** provides advice and recommendations to the full C/CAG Board on all matters dealing with State legislation, ballot measures, and positions to take on specific bills. During the active legislative year (January through August) the Committee monitors bills of potential interest to C/CAG member agencies and selects those to be tracked. The Committee then recommends positions on bills for consideration by the full C/CAG Board and acts as the liaison with C/CAG's legislative advocating firm. The Legislative Committee meets on the second Thursday of the month from 5:30 p.m. to 6:30 p.m. at the San Mateo County Transit District in San Carlos. There is one vacancy on this committee.
3. **The Bicycle and Pedestrian Advisory Committee (BPAC)** provides advice and recommendations to the C/CAG Board on all matters related to bicycle and pedestrian facilities planning and the selection of projects of certain state and federal funding. Meetings are held on the fourth Thursday of the month at 7:00 p.m. in San Mateo City Hall. The BPAC has approximately six meetings per year. No more than two BPAC members can reside in the same jurisdiction. There are currently two members that reside in the City of South San Francisco, the City of Millbrae, and the Unincorporated County of San Mateo, and as a result, no new members from these three jurisdictions can be appointed. There is one vacancy on this committee.

EXECUTIVE COMMITTEE

Sherri Sager
Chair of the Board
Lucile Packard Children's Hospital Stanford

Ariane Hogan
Vice Chair
Genentech

Robert Webster
Vice Chair
Bohannon Development Company

Steve Mincey
Past Chair of the Board
DES Architects + Engineers, Inc.

Paul Casias
Vice Chair of Finance
My-Business-Advisor LLP

Elaine Breeze
Secretary
Summerhill Apartment Communities

Rosanne Foust
President & CEO
SAMCEDA

DIRECTORS

Emylene Aspilla
San Francisco International Airport

Frank Bartaldo
Heritage Bank of Commerce

Norman Book, Jr.
Carr McClellan

Carol Donnelly
Embarcadero Capital Partners, LLC

Shelley Doran
Webcor Builders

William Graham
Sequoia Hospital/A Dignity Health Member

Rick Knauf
Colliers International

Sunil Pandya
Wells Fargo

Mario Puccinelli
Recology San Mateo County

Doug Reynolds
Kaiser Permanente

Jonathan Scharfman

Randy Smith
Oracle America, Inc.

Ashley Stanley
BKF Engineers

**EMERITUS ADVISOR
TO THE CHAIR**

T. Jack Foster, Jr.
Foster Enterprises

November 20, 2019

Honorable Chair Don Horsley
Members of the Board of Directors
San Mateo County Transportation Authority
1250 San Carlos Avenue
San Carlos, CA 94070-1306

Via email to board@smcta.com

Dear Chair Horsley and Members of the Board of Directors:

The San Mateo County Economic Development Association (SAMCEDA) strongly supports the final draft staff proposal for the *TA Strategic Plan 2020-2024*. This policy document represents the culmination of countless hours of time, energy, and excitement about the future of transportation in San Mateo County. It also represents a forward-thinking vision of how to invest Measure A and Measure W funds into 21st century projects intended to modernize mobility in the region, ensure responsible investment of public funds, and address equity for all users.

SAMCEDA is proud to have been at the table since the inception of "Get Us Moving," through the successful campaign for Measure W, and finally the Stakeholder Advisory Group process to help create the strategic plan. Much like the Measure W core principals and expenditure categories, the *TA Strategic Plan 2020-2024* has something in it for everyone and yet everyone does not get everything they wanted – this is the sign of good policy based on consensus-driven work. The staff team and consultants who worked with the SAG, TAG and other stakeholders to deliver this document have done some of the best work we have seen from a public agency and they are to be applauded.

SAMCEDA does not support any further changes to the final staff draft plan. We urge the Board to adopt the plan as written because it is good public policy. Due to the regular cadence of updates to the *TA Strategic Plan* every five years, if issues are identified over this first phase of implementation, then the next version of the *TA Strategic Plan* can incorporate any policy updates.

With the adoption of this *2020-2024 TA Strategic Plan*, San Mateo County will set the standard for public transportation investments that strike a responsible balance between maintaining our existing infrastructure, while focusing new investments in projects that align with our future mobility goals.

Sincerely,

Rosanne Foust
President & CEO, SAMCEDA

Cc: Jim Hartnett - CEO, San Mateo County Transit District
April Chan - San Mateo County Transportation Authority
Sandy Wong - C/CAG
San Mateo County Board of Supervisors

C/CAG AGENDA REPORT

Date: December 12, 2019

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

From: Melissa Andrikopoulos, C/CAG Legal Counsel

Subject: Action on Compensation Adjustment for Executive Director and review and approval of Resolution 19-81 authorizing the C/CAG Chair to execute Amendment No. 2 to the agreement between C/CAG and Executive Director

(For further information, contact Melissa Andrikopoulos at 650-363-4753)

RECOMMENDATION

That the C/CAG Board approve Resolution 19-81 authorizing the C/CAG Chair to execute Amendment No. 2 to the agreement between C/CAG and Executive Director.

FISCAL IMPACT

Funding for C/CAG staff is budgeted in the C/CAG annual budget.

BACKGROUND

At the May 8, 2014 meeting, the C/CAG Board approved the terms for the agreement between C/CAG and Sandy Wong, Executive Director. At the June 12, 2014 meeting, the C/CAG Board approved Resolution 14-32 authorizing the C/CAG Chair to execute an agreement between C/CAG and Sandy Wong for service as Executive Director, ending on December 16, 2016. On January 12, 2017, the C/CAG approved Resolution 17-01 authorizing the approval of Amendment No. 1 to said agreement, extending the term to expire on December 16, 2019.

The C/CAG Board is scheduled to conduct a conference with labor negotiators in a closed session at the December 12, 2019 meeting. It is recommended the C/CAG Board approve Resolution 19-81 authorizing the C/CAG Chair to execute amendment No. 2 to the agreement between C/CAG and Sandy Wong for service as Executive Director, subject to actions to be taken at the December 12, 2019 meeting. Final terms of the amendment will be added based on the outcome of the preceding closed session item.

ATTACHMENTS

- Resolution 19-81
- Amendment No. 2 to the agreement between C/CAG and Sandy Wong for service as Executive Director.

RESOLUTION 19-81

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. 2 TO THE AGREEMENT BETWEEN C/CAG AND SANDY WONG FOR SERVICE AS EXECUTIVE DIRECTOR

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

WHEREAS, C/CAG has selected Sandy Wong as the Executive Director; and

WHEREAS, on May 8, 2014, the C/CAG Board of Directors approved the terms of an agreement between C/CAG and Sandy Wong for service as Executive Director; and

WHEREAS, on June 12, 2014, the C/CAG Board of Directors approved Resolution 14-32 authorizing the C/CAG Chair to execute an agreement between C/CAG and Sandy Wong for service as Executive Director; and

WHEREAS, on January 12, 2017, the C/CAG Board of Directors approved Resolution 17-01 authorizing the C/CAG Chair to execute Amendment No. 1 to said agreement; and

WHEREAS, the C/CAG Board of Directors has evaluated the Executive Director's annual performance; and

WHEREAS, the Compensation Committee has made a recommendation to the C/CAG Board on Executive Director compensation; and

WHEREAS, on December 12, 2019, the C/CAG Board of Directors convened a closed session conference with labor negotiators; and

WHEREAS, C/CAG and Executive Director desire to amend said agreement.

NOW, THEREFORE, BE IT RESOLVED that the City/County Association of Governments of San Mateo County (C/CAG) authorizes the Chair to execute amendment No. 2 to the agreement between C/CAG and Sandy Wong for service as Executive Director, and further authorize the Executive Director to negotiate final terms of the amendment prior to execution by the Chair, subject to C/CAG legal counsel approval as to form.

PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF DECEMBER 2019.

Maryann Moise Derwin, Chair

**AMENDMENT NO. 2 TO THE AGREEMENT BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
SANDY WONG FOR SERVICE AS EXECUTIVE DIRECTOR**

This Amendment No. 2 to the Agreement between the City/County Association of Governments of San Mateo County and Sandy Wong for Service as Executive Director (“Agreement”) is entered into by and between the City/County Association of Governments of San Mateo County (“C/CAG”), and Sandy Wong (“Executive Director”).

WITNESSETH

WHEREAS, C/CAG desires to continue to employ Sandy Wong as the Executive Director of C/CAG; and

WHEREAS, Executive Director desires to continue to perform services for C/CAG on the terms and conditions contained in the Agreement, subject to changes described in this Amendment; and

WHEREAS, Executive Director has reviewed and accepted this Amendment.

NOW, THEREFORE, IT IS HEREBY AGREED by C/CAG and Executive Director that:

1. The term of the Agreement shall be extended by [REDACTED] year(s), such that the Agreement shall be effective from December 17, 2013, through December 16, 20[REDACTED].
2. For the period of December 17, 2019, through December 16, 2020, as compensation for services under the Agreement, Executive Director shall receive an annual salary of _____, and be eligible for a performance bonus of up to five percent (5%) of that annual salary.
3. For services performed under the Agreement during the period of December 17, 2018, through December 16, 2019, Executive Director shall receive a performance bonus _____, equal to [REDACTED] percent of the annual salary of \$208,878 then in effect.
4. Except as expressly amended herein, all other provisions of the Agreement dated June 12, 2014, shall remain in full force and effect.
5. This Amendment, once executed by both parties, shall be effective as of December 17, 2019.

IN WITNESS WHEREOF, C/CAG and Executive Director, by their duly authorized representatives, have affixed their hands.

Executive Director

By: Sandy Wong

Date:

City/County Association of Governments of San Mateo County (C/CAG)

By: C/CAG Chair

Date:

By: C/CAG Legal Counsel

Date: