

# 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. 329  
May 14, 2020

In compliance with Governor's Executive Order N-29-20, and pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer, this meeting was conducted via remote conferencing.

#### 1.0 CALL TO ORDER/ ROLL CALL

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

Atherton	– Elizabeth Lewis
Belmont	– Davina Hurt
Burlingame	– Ricardo Ortiz
Colma	– Diana Colvin
Daly City	– Pamela DiGiovanni
East Palo Alto	– Lisa Gauthier
Foster City	– Catherine Mahanpour
Half Moon Bay	– Debbie Ruddock
Hillsborough	– Marie Chuang
Menlo Park	– Catherine Carlton
Millbrae	– Gina Papan
Pacifica	– Sue Vaterlaus
Portola Valley	– Maryann Moise Derwin
Redwood City	– Alicia Aguirre
San Bruno	– Michael Salazar
San Carlos	– Adam Rak
San Mateo	– Diane Papan
San Mateo County	– David Canepa
South San Francisco	– Karyl Matsumoto
Woodside	– Ned Fluet
SMCTA (Non-Voting)	– Karyl Matsumoto

Absent:

Brisbane

SamTrans (Non-voting)

Others:

Sandy Wong	– C/CAG Executive Director
Mima Guilles	– C/CAG Clerk
Melissa Adrikopoulos	– C/CAG Legal Counsel
Matt Fabry	– C/CAG Staff
Sean Charpentier	– C/CAG Staff

Kaki Cheung – C/CAG Staff  
Ried Bogert – C/CAG Staff  
Susy Kalkin – C/CAG Staff  
Van Ocampo – C/CAG Staff  
Jeff Lacap – C/CAG Staff  
Mikaela Hiatt – C/CAG Staff  
Kim Wever – C/CAG Staff  
Kim Springer – San Mateo County  
Leo Scott – Grey/Bowen/Scott  
Diana Reddy – Councilmember of Redwood City  
Rico Medina – Councilmember of San Bruno  
Other members of the public attended.

## 2.0 BRIEF OVERVIEW OF TELECONFERENCE MEETING PROCEDURES

Sandy Wong, Executive Director, provided overview of the teleconference procedures.

## 3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

*Note: Public comment is limited to two minutes per speaker. Instructions regarding how to make public comments during a videoconference meeting were provided in the agenda.*

Mima Guilles, Clerk of C/CAG, informed the Chair that no public comments were received.

## 4.0 PRESENTATIONS/ ANNOUNCEMENTS

### 4.1. Certificate of Appreciation to Maryann Moise Derwin, Vice Mayor of Town of Portola Valley for her Leadership as the Chair of C/CAG.

C/CAG Chair and Board Members expressed heart-felt appreciations to the out-going C/CAG Chair Maryann Moise Derwin.

### 4.2 Receive an update on the construction of the U.S. 101 Express Lanes Project.

The Board received a PowerPoint presentation update from Leo Scott of Gray Bowen Scott on the progress of construction, COVID-19 impacts and opportunities and public outreach of the U.S. 101 Express Lanes Project construction work.

Sandy Wong, Executive Director, informed the Board there are also on-going activities at the San Mateo County Express Lanes JPA including A) kick-off the an Equity Study; B) negotiation of terms for a capital loan with the San Mateo County Transportation Authority (TA) for construction funding.

## 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 Ortiz MOVED approval of Items 5.1, 5.2, 5.4, 5.5 and 5.6. Board Member Rak SECONDED. Roll call was taken. MOTION CARRIED 20-0-0

- 5.1 Approval of the minutes of regular business meeting No. 328 dated April 9, 2020. APPROVED
- 5.2 Review and approval of Resolution 20-16 authorizing the C/CAG Chair to execute Amendment No. 3 to the Agreement with the Santa Clara Valley Transportation Authority for the Countywide Transportation Travel Demand Model services for no cost time extension until June 30, 2022. APPROVED
- 5.3 Receive copy of agreement(s) executed by the C/CAG Chair or Executive Director consistent with C/CAG Procurement Policy:
  - 5.3.1 Receive copies of executed contract amendments providing no-cost time extensions for six Safe Routes to School/Green Streets Infrastructure Pilot Program projects for the following jurisdictions: Brisbane, Colma, East Palo Alto, Menlo Park, Pacifica and Redwood City. INFORMATION
- 5.4 Review and approval of the appointments of Justin Yuen, resident of South San Francisco, to fill one vacant public member seat for a two-year term, and Janet Borgens, Councilmember of Redwood City, to fill one vacant elected member seat on the C/CAG Bicycle and Pedestrian Advisory Committee (BPAC). INFORMATION
- 5.5 Review and approval of the appointment of Redwood City Councilmember Diana Reddy to the Congestion Management & Environmental Quality (CMEQ) Committee. APPROVED
- 5.6 Review and approval of Resolution 20-21, authorizing the application for \$97,671 in grant funding from the California Resilience Challenge for the Resilient San Carlos Schoolyards project and further 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. APPROVED

## 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). NO ACTION

Reid Bogert provided updates from the May 14 Legislative Committee meeting. The legislative and policy updates included a briefing on the 2020 legislative session calendar and a focus on the impacts of COVID-19 on the fiscal year 2020-21 State budget. The Assembly and Senate returned to the Capitol for hearings on May 4 and May 11, respectively. The legislative calendar has also shifted back for summer recess, because of shelter in place. Legislative hearings are restricted mostly to COVID-19 response, with guidance from the committee chairs in both houses. The deadline for passing the State budget in both houses is June 15, which is a constitutionally set date that cannot be changed. The Governor has until July 1 to sign the budget, which may undergo further revisions with “trigger” cuts after federal tax revenues have been received in July. Other updates included briefings on non-COVID-19 related bill proposals, most of which are being postponed to future legislative sessions. The FASTER and SEAMLESS campaigns

are largely being postponed for future legislative sessions and ballot opportunities, though AB 2057 (Chiu) is moving forward with a reduced version of the bill that includes the formation of the Blue Ribbon Task Force to guide policy and development of way-finding and mapping for a more integrated regional transit system. No action was taken by the Committee.

- 6.2 Review and approval of Resolution 20-17 authorizing the Executive Director to execute the funding agreement with the Bay Area Quality Management District (BAAQMD) to accept the \$300,000 Transportation Fund for Clean Air (TFCA) Regional Fund award for Rideshare to Transit Pilot project and authorizing the use of local matching funds up to \$279,000. APPROVED

The Board received a presentation from Kim Wever, C/CAG staff, on Rideshare to Transit Pilot.

Board Member G. Papan MOVED approval of Item 6.2. Board Member Carlton SECONDED. Roll call was taken. **MOTION CARRIED 20-0-0.**

- 6.3 Review and approval of agreements associated with the San Mateo County Energy Watch PG&E Local Government Partnership Program for a three-year program cycle from fiscal year 2020/21 through fiscal year 2022/23:

6.3.1 Review and approval of Resolution 20-18 authorizing the C/CAG Chair to execute an agreement between C/CAG and Pacific Gas and Electric Company for the San Mateo County Energy Watch Local Government Partnership Program for fiscal years 2020/21 through 2022/23 in a total amount of \$972,000. APPROVED

6.3.2 Review and approval of Resolution 20-19 authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo Office of Sustainability for staffing services of the San Mateo County Energy Watch Local Government Partnership Program for fiscal years 2020/21 through 2022/23 in a total amount not to exceed \$476,980. APPROVED

The Board received a presentation from Kim Springer on the San Mateo County Energy Watch PG&E Local Government Partnership Program for a three-year program cycle from fiscal year 2020/21 through fiscal year 2022/23.

Board Member Aguirre MOVED approval of Items 6.3.1 and 6.3.2. Board Member Ruddock SECONDED. Roll call was taken. **MOTION CARRIED 20-0-0.**

- 6.4 Review and approval of the project list for funding under the Joint C/CAG and San Mateo County Transportation Authority Shuttle Program for FY 2020/2021 and FY 2021/2022, and approval of Resolution 20-20 authorizing the C/CAG Chair to execute a funding agreement with the City of Menlo Park for an amount not to exceed \$1,085,699 for the two-year period. APPROVED

The Board received a presentation from Susy Kalkin, C/CAG staff, of the project list for funding under the Joint C/CAG and San Mateo County Transportation Authority Shuttle Program for FY 2020/2021 and FY 2021/2022.

Board Member Aguirre MOVED approval of Item 6.4. Board Member Hurt SECONDED. Roll call was taken. **MOTION CARRIED 20-0-0.**

- 6.5 Receive information on the preparation of a draft list of projects for potential Economic Stimulus legislation and provide input. INFORMATION

The Board received a presentation from Sean Charpentier, C/CAG staff, on the information on the preparation of a draft list of projects for potential Economic Stimulus legislation and provide input. Sean Charpentier presented an overview of the legislation, MTC's recommended approach to economic stimulus legislation, potential C/CAG priorities, and next steps. This was an information item. No action was taken.

- 6.6 Review the initial draft, assumptions, and input on the C/CAG Fiscal Year 2020/21 Program Budget and Member Fees. INFORMATION

The Board received a presentation from Sandy Wong, Executive Director, on the Draft C/CAG Fiscal Year 2020/21 Program Budget and Member Fees. Board members provided comments on projection of revenues from property tax and gas tax. Board member also commented the review of Draft Budget by the Finance Committee prior to C/CAG Board would be desirable.

- 6.7 C/CAG Board Members share information and practices responding to COVID-19. INFORMATION

Board Members shared some of their city's best practices in response to COVID-19 as follows:

Board Member Matsumoto provided a list of activities to C/CAG staff in advance of the meeting:

- Enacted emergency ordinance placing a moratorium on small business and non-profit evictions due to non-payment of rent
- Provided \$250,000 in rental assistance to residents, administered by the YMCA
- Provided \$640,000 to fund a local small business loan/grant program, helping struggling businesses
- Deferred City Transient Occupancy (TOT) tax collection penalties to help local hotels and home sharing services.
- Organized food banks.
- Started a "Mail A Book" program, having homebound residents request books and have them mailed to them by staff – to date over 350 books have been sent.
- Opened the Community Learning Center to provide computer access to residents needing to apply for unemployment, create a resume or look for a job, all in a safe and clean environment

Board Member Ortiz:

- Recently held virtual town hall meeting and shared some information with the County of the programs the city is having which turned out well.

Board Member Rak:

- Working through the city with the newly set up community foundation website for people to go on if they need help or want to help.

Board Member D. Papan:

- When restaurants can open, they are thinking of closing off a few streets in the San Mateo downtown area and allowing seating on the streets, that way restaurants can entertain more patrons and still keep their distance and in hopes to take in more customers to restaurants and small businesses.

Board Member Ruddock:

- There were issues with people using the California Coastal trails without wearing their masks and not keeping social distancing. The City of Half Moon Bay came up with the idea to help the situation by making their own masks to say, “I love the Coastal trails” and hand them out to residents and visitors alike.

Board Member Aguirre:

- Started a program that has been successful called “slow streets” where barriers are put up mostly in high density areas with a lot of apartments to slow cars down.
- The Redwood City Education Foundation has given over \$350,000 to the rental assistance program. Had about 1500 requests for rental assistance in Redwood City and we’ll be able to fund at least one month for all the requests. Applications must be done online.

Board Member Mahanpour:

- Foster City has helped 50 businesses through their small business resilience program where small businesses were granted \$10,000.
- There is a “Safe Streets” program on Beach Park Boulevard around the levy which has blocked off one lane for joggers and cyclist to make it less crowded and safer.
- Donated to school’s education funds to help the children in Foster City to obtain hotspots so they can appropriately be able to do their school work.

Board Member Salazar:

- Taken the opportunity to kick start their social media presence and pushed a lot of information out through various channels.
- Through the community foundation and education foundation they have provided through their San Bruno cable now called CityNet Services, the free and low cost internet access for students that are in business learning and have coordinated with other agencies to provide laptops for students that were in need.

Board Member Gauthier:

- The East Palo Alto Mayor and Council have put a whole series of classes on Zoom so that the community can be involved in different aspects and training classes.
- Live in Peace, a non-profit organization has raised over a million dollars to help with rent in the community.
- Taken the time to reach out to the seniors in the community, not only to figure out what they need as far as food and other support, but to connect with them to search in case something happens in the future they’ll know who the vulnerable residents are and be able to reach out to them and ensure they are supported in case of an emergency.

## 7.0 COMMITTEE REPORTS

### 7.1 Committee Reports (oral reports)

Board Member D. Papan informed the Board that the SMCEL-JPA will start the express lanes equity study. She also informed the Board that the SMCEL-JPA is working very hard to ensure and dedicate as much money as possible to future equity programs, by negotiating with the TA on the terms of the payback to the TA for construction funds.

### 7.2 Chairperson's Report

None.

### 7.3 Board Members Report/ Communication

Board Member Matsumoto gave an update on public transportation. For the month of April, Bart would have normally had 45,000 riders but has gone down to 2000 riders. Caltrain would have normally had 65,000 riders but has gone down to 1,300 riders. Buses are approximately down 75%.

Board Member G. Papan (Millbrae) gave an update that many transit agencies are down close to 95% in ridership. She has also asked the Executive Director to share the email from her regarding public transportation agencies. She serves on the Blue Ribbon Transportation Recovery Task Force, established to guide the future of the Bay Area's public transportation network as the region adjusts to new conditions.

## 7.0 EXECUTIVE DIRECTOR'S REPORT

Sandy Wong shared a graph depicting VMT comparing before and after COVID-19.

## 9.0 COMMUNICATIONS - Information Only

9.1 Letter from Sandy Wong, Executive Director, City/County Association of Governments, to The Honorable Elaine L. Chao, Secretary, U.S. Department of Transportation, dated 4/14/20. RE: BUILD Grant for Burlingame Broadway Station Project.

## 10.0 ADJOURNMENT – 8:45 p.m.