

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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

BOARD MEETING NOTICE

Meeting No. 220

DATE: Thursday, January 14, 2010

PLEASE NOTE NEW STARTING TIME

TIME: 6:30 P.M. Board Meeting

PLACE: San Mateo County Transit District Office
1250 San Carlos Avenue, Second Floor Auditorium
San Carlos, CA

PARKING: Available adjacent to and behind building.
Please note the underground parking garage is no longer open.

PUBLIC TRANSIT: SamTrans Bus: Lines 261, 295, 297, 390, 391, 397, PX, KX.
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 RESOLUTIONS OF APPRECIATION / PRESENTATIONS/ ANNOUNCEMENTS
 - 4.1 PRESENTATIONS
 - 4.1.1 Presentation on Housing Our People Effectively (HOPE) by Carole Groom.

5.0 CONSENT AGENDA

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

- 5.1 Approval of the Minutes of Regular Business Meeting No. 219 dated December 10, 2009. ACTION p. 1
- 5.2 Approval to combine the Transportation Development Act (TDA) Article 3 Fiscal Year 2010/11 and Fiscal Year 2011/12 Program Cycles. ACTION p. 7
- 5.3 Attendance Report for C/CAG Board and Committees. INFORMATION p. 11
- 5.4 Approval of Resolution 10-01 recommending the list of projects to be funded by the Metropolitan Transportation Commission (MTC) under the Fourth Call for Projects, Lifeline Transportation Program (Tier 2), for a total of \$603,087. ACTION p. 23
- 5.5 Review and approval of Resolution 10-02 authorizing the C/CAG Chair to execute an agreement with Environmental Transportation Solutions (Clark Aganon) for services to support the C/CAG Alternative Fuel Shuttle Program in an amount not to exceed \$15,000. ACTION p. 33

NOTE: All items on the Consent Agenda are approved/accepted by a majority vote. A request must be made at the beginning of the meeting to move any item from the Consent Agenda to the Regular Agenda.

6.0 REGULAR AGENDA

- 6.1 Approval of C/CAG Legislative priorities, positions and Legislative update. (A position may be taken on any legislation, including legislation not previously identified.) ACTION p. 47
- 6.2 Review and approval of current C/CAG committees' membership policies, procedures, and practices. ACTION p. 53
- 6.3 Review and approval of appointments to the C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) for two-year terms. ACTION p. 77
- 6.4 Review and approval the initial framework for programming of Cycle 1 Federal Transportation funds for fiscal years 2010/2011 and 2011/2012, and receive an overview of other funding opportunities. ACTION p. 103
- 6.5 Review and approval of the currently approved C/CAG Procurement Policy. ACTION p. 107
- 6.6 Review and approval of C/CAG Executive Director Goals for FY09-10. ACTION p. 113

7.0 COMMITTEE REPORTS

7.1 Committee Reports (oral reports).

7.2 Chairperson's Report.

8.0 EXECUTIVE DIRECTOR'S REPORT

9.0 COMMUNICATIONS - Information only

9.1 Letter from Richard Napier, Executive Director C/CAG, to Tracey Sims, Grants Management Specialist, U.S Department of Health and Human Services, Centers for Disease Control and Prevention, Procurement and Grants Office, dated 11/20/09. Re: Support of San Mateo County Health System's application for funding through the Center for Disease Control and Prevention's (CDC) "Communities Putting Prevention to Work" program. p. 119

10.0 ADJOURN

Next scheduled meeting: February 11, 2010 Regular Board Meeting.

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

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

NOTE: Persons with disabilities who require auxiliary aids or services in attending and participating in this meeting should contact Nancy Blair at 650 599-1406, five working days prior to the meeting date.

If you have any questions about the C/CAG Board Agenda, please contact C/CAG Staff:

Executive Director: Richard Napier 650 599-1420 Administrative Assistant: Nancy Blair 650 599-1406

FUTURE MEETINGS

January 14, 2010 Legislative Committee - SamTrans 2nd Floor Auditorium - 5:30 p.m.
January 14, 2010 C/CAG Board - SamTrans 2nd Floor Auditorium - 6:30 p.m.
January 19, 2010 NPDES Technical Advisory Committee - to be determined - 10:00 a.m.
January 21, 2010 CMP Technical Advisory Committee - SamTrans 2nd Floor Auditorium - 1:15 p.m.
January 21, 2010 Resource Management and Climate Protection Committee (RMCP)
January 25, 2010 CMEQ Committee - San Mateo City Hall - Conference Room C - 3:00 p.m.
February 1, 2010 Administrators' Advisory Committee - 555 County Center, 5th Fl, Redwood City - Noon

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*

Meeting No. 219
December 10, 2009

1.0 CALL TO ORDER/ROLL CALL

Chair Kasten called the meeting to order at 7:00 p.m. Roll Call was taken.

Jerry Carlson - Atherton
Christine Wozniak - Belmont
Sepi Richardson - Brisbane
Terry Nagel - Burlingame
Joseph Silva - Colma
Carlos Romero - East Palo Alto
Linda Koelling - Foster City
Tom Kasten - Hillsborough
Kelly Fergusson - Menlo Park
Gina Papan - Millbrae
Maryann Moise Derwin - Portola Valley (7:10)
Barbara Pierce - Redwood City
Irene O'Connell - San Bruno
Bob Grassilli - San Carlos
Brandt Grotte - San Mateo
Carole Groom - San Mateo County
Karyl Matsumoto - South San Francisco, San Mateo County Transit District
Deborah Gordon - Woodside

Absent:

Daly City
Pacifica
Half Moon Bay

Others:

Richard Napier, Executive Director - C/CAG
Sandy Wong, Deputy Director - C/CAG
Lee Thompson, C/CAG - Legal Counsel
Tom Madalena, C/CAG Staff
John Hoang, C/CAG Staff
Jean Higaki, C/CAG Staff
Joe Kott, C/CAG Staff
Parviz Mohktari, C/CAG Staff
Marina Fraser, Council Member - Half Moon Bay

ITEM 5.1

Diane Howard - Public
Pat Giorni - Public
Jim Bigelow - Redwood City/ Menlo Park Chamber of Commerce

2.0 PLEDGE OF ALLEGIANCE

3.0 PUBLIC COMMENTS ON ITEMS NOT ON THE AGENDA

Pat Giorni spoke in support of the appointment of Maryann Moise Derwin to the Resource Management and Climate Protection Committee (RMCP).

4.0 RESOLUTIONS OF APPRECIATION / PRESENTATIONS/ ANNOUNCEMENTS

4.1 PRESENTATIONS

4.1.1 Presentation to Diane Howard, Councilmember of the City of Redwood City, for her years of dedicated service and contributions to C/CAG.

4.1.2. Presentation to Rosalie O'Mahony, Councilmember of the City of Burlingame, for her years of dedicated service and contributions to C/CAG.

5.0 CONSENT AGENDA

Board Member Koelling MOVED approval of Consent Items 5.1, 5.2, and 5.4. Board Member Richardson SECONDED. **MOTION CARRIED** 18-0.

5.1 Approval of the Minutes of Regular Business Meeting No. 218 dated November 12, 2009.
APPROVED

5.2 Approval of appointments to fill vacant elected seats to the Resource Management and Climate Protection (RMCP) Committee
APPROVED

5.4 Approval of the Abandoned Vehicle Abatement (AVA) Program Report for the Year Ending June 30, 2009.
APPROVED

Item 5.3 was removed from the Consent Calendar.

5.3 Approval of Resolution 09-69 authorizing the C/CAG Chair to execute an agreement with Economic & Planning Systems, Inc. to provide Countywide Transportation Plan 2035 Land Use Analysis in an amount not to exceed \$85,000.
APPROVED

Board Member Matsumoto asked clarification on the sole source justification for the contract. C/CAG Legal Counsel Thompson pointed out that the sole source justification was consistent with the C/CAG Procurement Policy. Specifically it related to Professional Services Procurements – 9. Waiver of RFP Process a. - which states “ ...Another appropriate situation for waiving the RFP process is where a particular firm and/ or individual has unique qualifications and/ or experience, and it is determined by the C/CAG Board that the added time required for another firm and/or individual to acquire this knowledge base would create an unacceptable delay in the delivery of the service and not result in significant cost savings.”

Board Member Groom MOVED approval of Item 5.3. Board Member Fergusson SECONDED. **MOTION CARRIED** 14-4. Board Members Wozniak, Richardson, Kasten, and Matsumoto Opposed.

6.0 REGULAR AGENDA

- 6.1.1 Approval of C/CAG Legislative priorities, positions and Legislative update.
(A position may be taken on any legislation, including legislation not previously identified.)
INFORMATION

Legislative Priorities will be modified and brought back to the next Board Meeting.

- 6.2 Approval of Resolution 09-66 to approve the 2010 State Transportation Improvement Program (STIP) for San Mateo County and authorize the C/CAG Executive Director to negotiate with the Metropolitan Transportation Commission (MTC) and California Transportation Commission (CTC) to make modifications as necessary. (Special voting procedures apply.) **APPROVED**

Board Member Pierce MOVED approval of Item 6.2. Board Member Carlson SECONDED. **MOTION CARRIED** 18-0.

A Super Majority Vote was taken by roll call. **MOTION CARRIED** 18-0. Results: 18 Agencies approving. This represents 82% of the Agencies representing 80% of the population.

- 6.3 Quarterly update on the implementation of the San Mateo County Smart Corridors Project.
INFORMATION

- 6.3.1 Adoption of Resolution 09-67 authorizing the C/CAG Chair to execute an agreement with the selected consultant for the design of Smart Corridor Project number 4 (north segment).
APPROVED

URS was the selected design consultant.

Asked staff to include some form of liquidated damages in the contract.

Board Member O'Connell MOVED to approve the quarterly update. Board Member Nagel SECONDED. **MOTION CARRIED** 18-0.

- 6.3.2 Adoption of Resolution 09-68 authorizing the C/CAG Chair to execute an agreement with the selected consultant for the design of Smart Corridor Project number 4 (south segment).
APPROVED

Iteris was the selected design consultant.

Asked staff to include some form of liquidated damages in the contract.

Board Member Grotte MOVED to approve Items 6.3.1 and 6.3.2. Board Member O'Connell SECONDED. **MOTION CARRIED** 18-0.

- 6.4 Approval of an extension of the Hydrogen Shuttle Program to December 31, 2010.
- 6.4.1 Approval of Resolution 09-62 authorizing the C/CAG Chair to execute an amendment to the contract with Ford Motor Company for an amount not to exceed \$40,000 to continue the lease of the Ford Hydrogen Internal Combustion Engine (ICE) vehicle for one additional year.
APPROVED
- 6.4.2 Approval of Resolution 09-63 authorizing C/CAG staff to fund the operating cost of the Ford Hydrogen Internal Combustion Engine (ICE) vehicle for one additional year for up to \$80,000.
APPROVED

Board Member Grotte MOVED to approve Items 6.4.1 and 6.4.2. Board Member Romero SECONDED. **MOTION CARRIED** 18-0.

- 6.5 Review of all current C/CAG committees' membership policies, procedures, and practices, and approval of a revision to the Bicycle and Pedestrian Advisory Committee (BPAC) membership policy.
CONTINUED

Board Member Papan MOVED to continue Item 6.5 to the January 14, 2010 Board meeting. Board Member O'Connell SECONDED. **MOTION CARRIED** 18-0.

7.0 COMMITTEE REPORTS

- 7.1 Committee Reports (oral reports).
- 7.2 Chairperson's Report.

8.0 EXECUTIVE DIRECTOR'S REPORT

9.0 COMMUNICATIONS - Information only

No communications.

10.0 CLOSED SESSION (Pursuant to Government Code Sec. 54957):

The Board recessed to closed session at 8:40 P.M.

- 10.1 Public Employee Performance Evaluation
Title: Executive Director
- 10.2 Conference with Labor Negotiators
C/CAG Representatives: Tom Kasten
Unrepresented Employee: Executive Director
- 10.3 Reconvene Open Session.

The Board reconvened the open session at 8:55P.M.

10.4 Report on Closed Session.

No reportable action was taken.

10.5 Action on Compensation Adjustment for Executive Director. Consideration of Amendment to the Agreement between the City/County Association of Governments (C/CAG) and Richard Napier regarding annual compensation for services as Executive Director. NO ACTION

No action was taken.

10.6 Approval of the Performance Objectives for FY 09-10 for the City/County Association of Governments (C/CAG) Executive Director. NO ACTION

The Executive Director's FY09-10 Goals for were not available at the time of the mailing of the December Board packet. The Goals are to be mailed, to the C/CAG Board, before the January 14, 2010 Board meeting.

No action was taken.

11.0 ADJOURN

C/CAG AGENDA REPORT

Date: January 14, 2010
To: City/County Association of Governments Board of Directors
From: Bicycle and Pedestrian Advisory Committee (BPAC)
Subject: Approval to combine the Transportation Development Act (TDA) Article 3 Fiscal Year 2010/11 and Fiscal Year 2011/12 Program Cycles

(For further information or questions contact John Hoang at 363-4105)

RECOMMENDATION

That the C/CAG Board approves combining the Transportation Development Act (TDA) Article 3 Fiscal Year 2010/11 and Fiscal Year 2011/12 Program Cycles

FISCAL IMPACT

The TDA Article 3 (Bicycle and Pedestrian) funding for FY 2010/11 is estimated to be \$500,000.

SOURCE OF FUNDS

TDA Article 3 funds are derived from the following sources:

- Local Transportation Funds (LTF), derived from a ¼ cent of the general sales tax collected statewide
- State Transit Assistance fund (STA), derived from the statewide sales tax on gasoline and diesel fuel.

BACKGROUND/DISCUSSION

TDA Article 3 funding for each fiscal year cycle is based on anticipated sales tax projection for each county made in the prior year, with adjustments applied to include the difference between the previous year's estimated and actual revenues. With San Mateo County's TDA Article 3 FY2010/11 allocation estimated at \$500,000, the BPAC recommends that the FY 2010/11 Program funds be combined with the FY 2011/12 Program. This will result in a larger FY 2011/12 Program budget available to fund more projects. A "call for project" for the FY 2011/12 Program would be issued in November 2010.

The previous six years of the program is summarized as follows:

FY	Amount	Number of Projects	FY	Amount	Number of Projects
2004/05	Combined with FY 05/06		2007/08	\$1,696,592	11
2005/06	\$1,324,458	22	2008/09	\$ 760,975	15
2006/07	Combined with FY 07/08		2009/10	\$1,010,236	11

ITEM 5.2

With the C/CAG Board's approval, a notice will be provided to the jurisdictions indicating the cancellation of the TDA Article 3 FY 10/11 Program Cycle.

ATTACHMENTS

Notice of Cancellation - TDA Article 3 FY10/11 Program Cycle

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

Date: January 15, 2010

To: City/County Managers
Public Works Directors/City Engineers

From: John Hoang, Program Coordinator

Re: **NOTICE OF CANCELLATION - TRANSPORTATION DEVELOPMENT ACT
(TDA) ARTICLE 3 FISCAL YEAR 2010/11 PROGRAM CYCLE**

The Transportation Development Act (TDA) Article 3 Fiscal Year 2010/11 Program Cycle for Bicycle and Pedestrian projects has been canceled. The FY 2010/11 funds will be combined with FY 2011/12 Program funds. It is anticipated that a "call for projects" for the FY 2011/12 Program Cycle will be issued in November 2010. If you have any questions, please call me at 650-363-4105.

C/CAG AGENDA REPORT

Date: January 14, 2010
To: City/County Association of Governments Board of Directors
From: Richard Napier, Executive Director
Subject: Attendance Report for C/CAG Board and Committees
(For further information or questions contact Richard Napier at 599-1420)

RECOMMENDATION

That the C/CAG Board accept this report on attendance.

FISCAL IMPACT

None.

SOURCE OF FUNDS

Not applicable.

BACKGROUND/DISCUSSION

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

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

ATTACHMENTS

Calendar year 2009 attendance reports for the following:

- C/CAG Board
- Congestion Management & Environmental Quality (CMEQ)
- The Airport Land Use Committee (ALUC).
- Bicycle and Pedestrian Advisory Committee (BPAC)
- Congestion Management Program Technical Advisory Committee (TAC)
- National Pollutant Discharge Elimination System Technical Advisory Committee (NPDES TAC)
- Legislative Committee Attendance Report
- Utilities & Sustainability Task Force Committee (USTF)/Resource Management & Climate Protection Committee (RMCP)

ITEM 5.3

C/CAG Attenc. Report 2009

Agency	Representative / Alternate	Feb 5 ¹	Feb 12	Mar 12	May 14	June 11	Aug 13	Sep 10	Oct 8	Nov 12	Dec 10
Atherton	Jerry Carlson Kathy McKeithen	x ²	x	x	x	x	x	x	x ²	x	x
Belmont	Christine Wozniak Bill Dickenson		x	x	x	x					x
Brisbane	Sepi Richardson	x		x	x	x	x	x	x		x
Burlingame	Rosalie O'Mahony Terry Nagel	x	x	x	x	x	x	x	x	x	
Colma	Joseph Silva Joanne del Rosario		x	x	x				x		x
Daly City	David Canepa Carol Klatt	x	x	x	x	x	x		x	x	
East Palo Alto	Carlos Romero Ruben Abrica	x	x	x	x		x	x	x	x	x
Foster City	Linda Koelling Pam Frisella	x		x	x	x	x	x	x	x ⁵	x
Half Moon Bay	John Muller Bonnie McClung	x	x	x			x			x	x ⁶
Hillsborough	Tom Kasten Christine Krolik	x	x	x	x	x	x	x	x	x	x
Menlo Park	Kelly Fergusson Andrew Cohen		x	x	x		x	x		x	x
Millbrae	Gina Papan Paul Seto	x		x	x	x	x	x	x	x	x
Pacifica	Julie Lancelle Sue Digre	x	x			x	x	x	x	x	
Portola Valley	Ann Wengert Maryann Moise Derwin		x			x	x	x	x	x	x
Redwood City	Diane Howard Councilmember	x ³	x	x	x ⁴	x	x	x	x	x	x ⁴
San Bruno	Irene O'Connell Larry Franzella	x	x		x	x			x	x	x
San Carlos	Bob Grassilli Omar Ahmad	x	x	x	x	x	x	x	x	x	x
San Mateo	Brandt Gotte Jack Matthews	x	x	x	x	x	x	x		x	x
San Mateo County	Carole Groom Richard Gordon		x	x	x	x	x	x	x	x	x
South San Francisco	Karyl Matsumoto Kevin Mullin	x	x	x	x	x	x	x		x	x
Woodside	Deborah Gordon	x	x	x	x	x		x		x	x
SMCTA	Rosalie O'Mahony	x	x	x	x	x	x	x		x	
SamTrans	Karyl Matsumoto	x	x	x	x	x	x	x	x	x	x

¹Special meeting.

²Elizabeth Lewis

³Ian Bain

⁴Barbara Pierce

⁵Art Kiesel

⁶Marina Fraser

		CMEQ Committee 2009 Attendance							
Name		Jan 26	Feb 23	Apr 27	May 18	Jun 29	Sept 21	Oct 26	Nov 29
Arthur Lloyd	JPB	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Barbara Pierce	Redwood City	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Daniel Quigg	Millbrae	Yes				Yes		Yes	Yes
Gina Papan	Millbrae	Yes	Yes	Yes	Yes		Yes		Yes
Heyward Robinson	Menlo Park	NA	Yes	Yes	Yes	Yes		Yes	Yes
Irene O'Connell	San Bruno	Yes	Yes	Yes			Yes		Yes
Jim Bigelow	Business Community	Yes	Yes	Yes	Yes		Yes	Yes	Yes
Karyl Matsumoto	South SF	Yes	Yes	NA	NA	NA	NA	NA	NA
Lennie Roberts	Environmental Community	Yes	Yes	Yes		Yes		Yes	
Linda Koelling	Foster City	Yes	Yes	Yes	Yes		Yes		
Naomi Patridge	Half Moon		Yes	Yes	Yes	Yes	Yes	Yes	Yes
Onnolee Trapp	Agencies w/ Transp	Yes	Yes	Yes	Yes	Yes	Yes	Yes	
Richard Garbarino	South SF	NA	Yes		Yes	Yes	Yes	Yes	
Sepi Richardson	Brisbane	Yes		Yes	Yes	Yes	Yes	Yes	Yes
Steve Dworetzky	Public Member	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Sue Lempert	MTC		Yes	Yes	Yes	Yes		Yes	Yes
Zoe Kersteen-	SamTrans	Yes	Yes	Yes	Yes	Yes	Yes	Yes	Yes

Attendance Report 2009 C/CAG Airport Land Use Committee (ALUC)

Chairperson: Richard Newman Vice-Chairperson: Mark Church Staff: David F. Carbone

SUMMARY

The 13-member C/CAG Airport Land Use Committee (ALUC) was scheduled to meet three times (Regular Meetings) in calendar year 2009, on the following dates: February 26, May 28, and August 27. The February 26 scheduled meeting was cancelled, due to lack of pending business. The Committee, however, held a Special Meeting on April 30. Therefore, the Committee held two Regular Meetings (May 28 and August 27) and one Special Meeting (April 30) in 2009. At least seven Representatives/Alternates must be present to achieve a quorum to hold an official meeting.

2009 C/CAG Airport Land Use Committee (ALUC) Attendance Record Meeting Dates/Attendees

ALUC MEMBER	April 30	MAY 28	August 27
Brisbane	Absent	C. Bologoff	C. Bologoff
Burlingame	A. Keighran	Absent	A. Keighran
Daly City	D. Canepa	D. Canepa	Absent
Foster City	Absent	Absent	A. Kiesel*
Half Moon Bay	N. Patridge	J. Muller*	N. Patridge
Millbrae	P. Seto	P. Seto	P. Seto
Redwood City	Absent	B. Pierce	B. Pierce
San Bruno	K. Ibarra	K. Ibarra	Absent
San Carlos	O. Ahmad	O. Ahmad	Absent
County of San Mateo	M. Church	M. Church	M. Church
South San Francisco	R. Garbarino*	Absent	Absent
Aviation Representative	R. Newman	R. Newman	R. Newman
HMB Airport Pilots Assn.	G. Auld	G. Auld	G. Auld
TOTAL	10	10	9

* Denotes Alternate; all others shown are Representatives

NOTE: All Representatives/Alternates are elected officials, except those for the Half Moon Bay Airport Pilots Association and the Aviation Representative.

BPAC 2009 ATTENDANCE REPORT

Name	January 22	February 26	March 26	September 24
Matt Grocott 851-4886	Yes	Yes	Yes	Yes
Michael Barnes 808-6153	No	Yes	Yes	Yes
Cathy Baylock 579-2623	No	Yes	Yes	Yes
Juda Tolmasoff 599-1005	Yes	Yes	Yes	No
Karyl Matsumoto 508-7940	No	Yes	Yes	Yes
Mike Harding 325-9362	Yes	Yes	Yes	No
Ian Bain 780-7565	No	Yes	Yes	Yes
Ken Ibarra 589-4613	Yes	Yes	Yes	No
Judi Mosqueda 697-6696	Yes	Yes	Yes	No
Julie Lancelle 455-0346	Yes	Yes	Yes	No
Naomi Patridge 726-8270 568-1230 msg	Yes	Yes	Yes	Yes
Mark Meadows 746-7460	Yes	Yes	Yes	No
Cory Roay 991-8270	Yes	Yes	Yes	No
Joel Slavit 508-6476	Yes	Yes	Yes	Yes
Lucy Wicks 510-290- 7338	Yes	No	Yes	Yes

Quorum = 8 + 4 elected officials

2009 TAC Roster and Attendance

Member	Agency	Jan	Feb	Mar	May	July	Sep	Oct	Nov
Jim Porter (Co-Chair)	San Mateo County Engineering	x	x	x	x		x	x	
Joseph Hurley (Co-Chair)	SMCTA	x	x	x	x	x	x	x	x
Duncan Jones	Atherton Engineering	x	x	x			x		x
Karen Borrmann	Belmont Engineering	x		x	x	x	x	x	x
Randy Breault	Brisbane Engineering	x	x	x	x	x		x	x
Syed Murtuza	Burlingame Engineering	x	x	x	x	x	x	x	x
Bill Meeker	Burlingame Planning	x	x	x			x		
Sandy Wong	C/CAG CMP	x	x	x	x	x	x		x
Gene Gonzalo	Caltrans	x		x				x	x
Rick Mao	Colma Engineering	x	x	x	x		x	x	x
Robert Ovadia	Daly City Engineering	x	x	x	x	x	x	x	x
Tatum Mothershead	Daly City Planning	x	x	x	x	x	x	x	x
Ray Towne	Foster City Engineering	x	x		x	x	x		x
Chip Taylor	Menlo Park Engineering	x	x			x	x	x	x
Ron Popp	Millbrae Engineering	x	x	x	x	x		x	
Van Ocampo	Pacifica Engineering	x	x	x	x		x	x	x
April Chan	Peninsula Corridor JPB	x	x	x					x
Peter Vorametsanti	Redwood City Engineering	x	x	x	x	x	x		x
Robert Weil	San Carlos Engineering	x	x	x		x	x	x	
Larry Patterson	San Mateo Engineering	x	x	x	x			x	
Bob Beyer	San Mateo Planning	x	x	x	x	x		x	
Steve Monowitz	San Mateo County Planning	x		x	x	x	x	x	x
Dennis Chuck	So. San Francisco Engineering	x	x	x	x		x	x	x
Kenneth Folan	MTC								

2009 NPDES TAC Attendance Record		Page 1											
AGENCY AND NAME	Telephone #	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
SMCWPPP/Brisbane													
Matt Fabry	415-508-2134	X	X	X	X		X	X		X		X	
EOA, Inc.													
Fred Jarvis	510 832-2852 x111	X	X	X	X		X	X		X		X	
Regional Board													
Sue Ma	510-622-2386	X		X									
Atherton													
Steve Tyler	752-0570		X			N	X		N		N		N
Belmont						O			O		O		O
Gilbert Yau	595-7425		X										
Karen Borrmann	595-7469	X		X		M	X		M	X	M	X	M
Dalia Corpus	595-7465							X					
Burlingame						E			E		E		E
Phil Monaghan	558-7230					E			E		E		E
Eva Justimbaste	333-4626		X			T			T		T		T
Victor Voong	558-7230	X	X	X		I	X	X	I	X	I	X	I
Kiley Kinnon	342-3727		X	X	X	N	X	X	N		N	X	N
Colma						G			G		G		G
Muneer Ahmed	757-8888	X	X	X			X	X		X		X	
Daly City													
Cynthia Royer	991-8203	X	X	X	X		X	X		X		X	
Ward Donnelly	991-8208				X								
Patrick Sweetland	991-8200												
Mike Peterson	991-5752												
East Palo Alto													
Jaime Camacho	853-3189				X		X	X		X			
Lucy Chen	853-3191	X	X	X									
John Latu	853-3165												
Foster City													
Norm Dorais	286-3279						X	X		X		X	
Allan Shu	286-3271	X		X									
Half Moon Bay													
Charlie Voos	726-8299	X											
Muneer Ahmed								X		X		X	
Hillsborough													
Dave Bishop	375-7488												
Jen Chen	375-7488		X	X	X		X	X		X			
Menlo Park													
Jennifer Ng	330-6740			X	X		X			X			
Virginia Parks	330-6752		X					X				X	
Millbrae													
Khee Lim	259-2347			X				X		X		X	
Florian Ebo	259-2337		X				X						
Pacifica													
Raymund Donguines	738-3768	X											
Kathryn Farbstein													
Elizabeth Claycomb	738-7361		X	X	X		X	X		X			

2009 NPDES TAC Attendance Record

AGENCY AND NAME	Telephone #	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Portola Valley													
Howard Young	851-1700x14						X	X		X			
Redwood City													
Marilyn Harang	780-7477		X	X				X		X		X	
San Bruno													
Nader Dahu	616-7065	X	X	X		N			N	X	N	X	N
Jim Shannon	616-7065					O		X	O		O		O
San Carlos													
Gavin Moynahan						M			M		M		M
Robert Weil	650-802-4202	X	X	X	X	E	X	X				X	
San Mateo, City						E			E		E		E
Vern Bessey	522-7342	X	X	X	X	T	X		E	X	E		E
Martin Quan	522-7330		X			I	X		T	X	T		T
San Mateo, County						N			I		I		I
Ann Stillman	599-1417					G			N		N		N
Mark Chow	599-1489		X						G		G		G
Dermot Casey	372-6257	X	X	X	X			X		X		X	
Camille Leung	363-1826												
Julie Casagrande	599-1457	X		X	X			X		X			
Sarah Pratt	372-6245												
Mary Bell Austin	372-6259	X	X	X								X	
Carole Foster	599-1219						X					X	
So.Bayside Sys Auth													
Ken Kaufman	594-8411x128												
o. San Francisco													
Cassie Prudhel	829-3840	X	X	X	X		X	X		X		X	
Daniel Fulford													
Rob Lecel	829-3882	X		X				X				X	
Woodside													
Gratien Etchebehere	851-6790		X	X	X					X		X	
C/CAG													
Richard Napier	599-1406	X	X		X					X			
Caltrans													
John Michels	510-622-5996		X				X						
Guests/Public													
John Balobeck, MACTEC	510-628-3234		X										
Geoff Brosseau, CASQA								X					
Kim Springer, SM County										X			
Danielle Lee, SM County										X			
Attendance		20	27	24	16		21	23		25			

Legislative Committee 2009 Attendance Record							
Name	21-Feb	12-Mar	14-May	11-Jun	13-Aug	1-Sep	10-Dec
Deborad Gordon	Yes	Yes	Yes	Yes	No	Yes	Yes
Thomas Kastern	Yes	Yes	Yes	No	Yes	Yes	Yes
Irene O'Connell	Yes	No	Yes	Yes	No	Yes	Yes
Andrew Cohen	Yes	Yes	Yes	No	Yes	Yes	Yes
Robert Grassilli	No	No	Yes	Yes			
Linda Koelling	NA	Yes	Yes	Yes	Yes	Yes	Yes
Kevin Mullin	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Rosalie O'Mahony	Yes	Yes	Yes	Yes	Yes	Yes	
Gina Papan	Yes	Yes	NA	Yes	No	Yes	Yes
Sepi Richardson	Yes	Yes	Yes	Yes	Yes	Yes	Yes
Carol Groom				Yes	Yes	Yes	Yes

USTF / RMCP 2009 Attendance Report

* = Voting member

Quorum = 3 voting members

Blank space = Did not attend.

NA = Not a member during that time.

Name	Jan 15 (USTF)	Mar 19 (USTF)	Jun 18 (USTF)	Aug 20 (RMCP)	Sep 24 (RMCP)	Oct 15 (RMCP)
Robert Cormia	Yes	Yes				Yes
Bill Dickenson*				NA	NA	NA
Lori Duvall	Yes			Yes		Yes
Deborah Gordon*	Yes	Yes	Yes	Yes	Yes	Yes
Carole Groom*	Yes					
Brian Kimball	NA	Yes	Yes		Yes	
Kathy Lavezzo	Yes	Yes	Yes		Yes	Yes
Terry Nagel*		NA	NA	NA	NA	NA
Barbara Pierce* (CHAIR)	Yes	Yes	Yes	Yes	Yes	Yes
Sepi Richardson*		Yes	Yes		Yes	Yes
Nicole Sandkulla			Yes			
Eric Sevim	NA	Yes		Yes		



C/CAG AGENDA REPORT

Date: January 14, 2010
To: City/County Association of Governments Board of Directors
From: Richard Napier, Executive Director
Subject: Approval of Resolution 10-01 recommending the list of projects to be funded by the Metropolitan Transportation Commission (MTC) under the Fourth Call for Projects, Lifeline Transportation Program (Tier 2), for a total of \$603,087.

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

RECOMMENDATION

That the C/CAG Board approve Resolution 10-01 recommending the list of projects to be funded by the Metropolitan Transportation Commission (MTC) under the Fourth Call for Projects, Lifeline Transportation Program (Tier 2), for a total of \$603,087.

FISCAL IMPACT

This program has approximately \$384,048 in Proposition 1B (Prop 1B) and \$219,039 in State Transit Assistance (STA) available for San Mateo County for the Tier 2 Program. Total funds are \$603,087.

SOURCE OF FUNDS

The two State-funding sources are Proposition 1B Public Transportation Modernization, Improvement, and Service Enhancement Account (PTMISEA) funds (Prop 1B) and State Transit Assistance (STA). All funding is from the MTC Lifeline Transportation Program.

BACKGROUND/DISCUSSION

The purpose of the program is to fund community-based transportation projects that improve the mobility of low-income residents. This is an MTC program that C/CAG will administer for San Mateo County. This program requires a 20% local match and the recipient must either be eligible to receive state transit funds or must partner with a sponsor agency that is able to receive transit funds.

Additional STA and JARC Funding

On August 27, 2009 MTC notified staff that \$295,228 in STA and \$220,658 in JARC would be added to the Tier 2 program. Staff increased funding on all projects awarded funds under the Tier 1 call for projects. After fully funding the remaining projects, \$243,039 in STA remained.

ITEM 5.4

As of October 8, 2009 the remaining Proposition 1B funds and STA funds left to program were as follows:

Proposition 1B funds left from Tier 1	\$145,565
Proposition 1B funds left from Tier 2	\$235,179
Left over STA funds from Tier 2 (\$243,039-\$24,000)	<u>\$219,039</u>
Total left over funds to go out for another Call for Projects	\$599,783

On Oct 15, 2009 another call for projects was released to address the remaining STA and 1B funds. On November 24, 2009, MTC notified staff that an additional \$3,304 in 1B funds was available to the County for programming, bringing the total available funds to \$603,087.

All applicants were required obtain sponsorship from the San Mateo County Transit District (SamTrans) for access to the Prop 1B and STA funds. It is estimated that SamTrans will incur up to approximately \$6,000 per project in administrative cost acting as Prop 1B and STA pass through agency. SamTrans issued letters stating that any administrative cost would either come from the projects awarded pass through funds or from local sources via a memorandum of understanding (MOU).

Applications were due on December 2, 2009. Seven applications were received. Since funding for an earlier cycle (2007) of the Lifeline program is coming to an end, about half of the projects were continuation of projects funded under this earlier cycle.

For the selection of projects, C/CAG staff organized a selection committee composed of Juda Tolmasoff from the County Legislative office, Corinne Goodrich from San Mateo County Transit District, William Allen from the MTC Minority Citizens Advisory Committee, Amy Burch from MTC, and Tom Madalena from C/CAG. This committee convened on December 15, 2009 to finalize scoring of the applications.

Application requests exceeded the available funds and operational funds (STA) were very limited. The committee decided to split funds between the top two scoring operational applicants to partially fund two applicants. The committee also decided to split capital funds between the top two scoring capital applicants, fully funding the top project and partially funding the second project. The funding results are attached.

An East Palo Alto need was recognized, however \$499,759 from Tier 1 is already in the pipeline for this project and the panel wanted to see how effectively those funds are spent, before committing additional funding.

Upon adoption by the C/CAG board, the recommendation for additional Tier 2 projects will be sent to MTC for adoption. Project sponsors will then be directed to work with SamTrans to fill out the PTMISEA Prop 1B funding applications to forward to MTC by March 2010.

MTC will process the PTMISEA applications and funding will pass back through SamTrans to each project sponsor under a SamTrans funding agreement. For STA funds, SamTrans will enter into a funding agreement with each project sponsor to pass through STA funds. .

ATTACHMENTS

- Lifeline Transportation Program Funding Tier 2 Recommendation - Fourth Call - Attachment A
- Lifeline Transportation Program Funding Cycle 2 (Total of Four Call For Projects) – Attachment B
- Resolution 10-1 - Project List Recommendation

Lifeline Transportation Program Funding Tier 2 Recommendation - Fourth Call

Rank	Agency	Project	STA funds	1B funds	Total \$ To Be Funded	Total \$ Requested	Comments / Concerns
Operation 1	SMC Human Services Agency	Bus tickets and passes for low income families and individuals	109,520	0	109,520	\$200,000	
Operation 2	Family Services Agency of SMC	Transportation for low income seniors	109,520	0	109,520	\$200,000	
Operation 3	City of East Palo Alto	Youth shuttle, mobility manager, weekend shuttle service	0	0	0	\$195,802	Need is recognized, however \$499,759 from Tier 1 is in the pipeline for this project. Committee would like to see how effectively those funds are spent before committing additional funding.
Operation 4	City of Redwood City	CBX Shuttle Service	0	0	0	\$94,252	
Capital 1	City of Daly City	Bayshore bus stop improvements	0	187,181	187,181	\$187,181	
Capital 2	SamTrans	Bus stop improvements within the communities of concern	0	196,867	196,866	\$272,320	
Capital 3	City of East Palo Alto	Replacement of a senior shuttle bus	0	0	0	\$54,400	

Available Source \$	219,039	384,048	603,087
Sum of awarded funds	219,039	384,048	603,087
Left over \$	0	0	0

**Lifeline Transportation Program Funding Cycle 2
(Total of four Call For Projects)**

Tier	Agency	Project	Total \$ Funded
Tier 1	City of East Palo Alto	EPA Youth Shuttle, Manager, Bus shelters, Shuttle Operations	\$499,759
Tier 1	Daly City	Bayshore Shuttle Service	\$481,014
Tier 1	Samtrans	Fixed Route 280 (East Palo Alto)	\$415,935
Tier 1	Samtrans	Fixed Route 17 (Coastside Service)	\$428,423
Tier 1	Samtrans	Fixed Route 17 (Bus Procurement)	\$900,000
Tier 1	SamTrans	Transit Awareness Option	\$0
Tier 1	Shelter Network	Van purchase and operations for shelter resident transportation	\$100,250
Tier 2	City of Daly City	Bayshore bus stop improvements	\$187,181
Tier 2	City of East Palo Alto	Youth shuttle, mobility manager, weekend shuttle service	\$0
Tier 2	City of East Palo Alto	Replacement of a senior shuttle bus	\$0
Tier 2	City of Redwood City	CBX Shuttle	\$0
Tier 2	Family Services Agency of SMC	Transportation for low income seniors	\$109,520
Tier 2	Pacifica	Senior Service bus/ van purchase	\$56,221
Tier 2	SamTrans	Bus stop improvements within the "communities of concern"	\$196,866
Tier 2	San Bruno	Belle Air Parking Lot modification	\$151,251
Tier 2	San Bruno	Senior Shuttle bus	\$100,000
Tier 2	San Bruno	Sidewalks, solar bus shelters, curb ramps	\$201,600
Tier 2	SMC Human Services Agency	Bus tickets and passes for low income families and individuals	\$109,520

RESOLUTION 10-01

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY RECOMMENDING THE LIST OF PROJECTS TO BE FUNDED BY THE METROPOLITAN TRANSPORTATION COMMISSION (MTC) UNDER THE FOURTH CALL FOR PROJECTS, LIFELINE TRANSPORTATION PROGRAM (TIER 2), FOR A TOTAL OF \$603,087

WHEREAS, C/CAG is the designated program administrator of the Second-Cycle Lifeline Transportation Program funded by Metropolitan Transportation Commission (MTC); and

WHEREAS, the Board of Directors of the City/County Association of Governments at its October 8, 2009 meeting reviewed information on the Lifeline Transportation Program; and,

WHEREAS, on October 8, 2009 a significant amount of Proposition 1B funds and State Transit Assistance (STA) Lifeline funds still remained un-programmed; and

WHEREAS, C/CAG staff has sent out an approved Fourth Call for Projects and worked with transit agencies in an effort to develop projects that meet the funding criteria for Prop 1B funds; and

WHEREAS, on December 15, 2009, seven applications were received, reviewed, and evaluated by the Lifeline Transportation Program selection committee; and,

WHEREAS, the selection committee recommended funding four of the seven applicants as follows and as listed in attached "Lifeline Transportation Program Funding Tier 2 Recommendation – Fourth Call."

<u>Agency</u>	<u>Funding Awarded</u>
• Countywide Low Income Bus Tickets (County HSA)	\$109,520
• Transportation for Low Income Seniors TRIPS (Family Services Agency of San Mateo)	\$109,520
• Bayshore Bus Stop Improvements (Daly City)	\$187,181
• Bus Stop Improvement in Communities of Concern (SamTrans)	\$196,866
Total	\$603,087

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the list of projects is approved for the Lifeline Transportation Program in ATTACHMENT A to be forwarded to the Metropolitan Transportation Commission (MTC) for recommended funding.

PASSED, APPROVED, AND ADOPTED THIS 14TH DAY OF JANUARY 2010.

Thomas M. Kasten, Chair

C/CAG AGENDA REPORT

Date: January 14, 2010

TO: C/CAG Board of Directors

From: Richard Napier - C/CAG

Subject: Review and approval of Resolution 10-02 authorizing the C/CAG Chair to execute an agreement with Environmental Transportation Solutions (Clark Aganon) for services to support the C/CAG Alternative Fuel Shuttle Program in an amount not to exceed \$15,000.

(For further information or response to question's, contact Richard Napier at 650 599-1420)

Recommendation:

Review and approval of Resolution 10-02 authorizing the C/CAG Chair to execute an agreement with Environmental Transportation Solutions (Clark Aganon) for services to support the C/CAG Alternative Fuel Shuttle Program in an amount not to exceed \$15,000 in accordance with the staff recommendation.

Fiscal Impact:

\$15,000. Included in the adopted C/CAG budget.

Revenue Source:

Motor Vehicle Fees

Background/ Discussion:

C/CAG has been using Environmental Transportation Solutions (Clark Aganon) for professional services to support the C/CAG Alternative Fuel Shuttle Program. The services include the outreach program for the Hydrogen Shuttle, grant support, and Hydrogen Shuttle implementation. Those contracts are completed. It is requested that C/CAG enter into an agreement with Environmental Transportation Solutions to provide professional services in support of the C/CAG Alternative Fuel Shuttle Program. These tasks include outreach program for the Hydrogen Shuttle, research for possible continuation of the Hydrogen Shuttle for one year, and research of other alternate fuel vehicles. Additional tasks may be define later.

Sole Source Justification:

C/CAG staff is requesting that a contract be directed to Environmental Transportation Solutions. The basis is that there is an established relationship and knowledge base. It is likely that any cost

ITEM 5.5

savings would be minimized or eliminated by the learning curve of a new contractor. In addition it would take additional staff time to do an Request for Proposal (RFP) that would also minimize or eliminate any potential savings.

This is consistent with the adopted C/CAG Procurement Policy. Specifically it relates to:

Professional Services Procurements – 9. Waiver of RFP Process a. - which states “ ...Another appropriate situation for waiving the RFP process is where a particular firm and/ or individual has unique qualifications and/ or experience, and it is determined by the C/CAG Board that the added time required for another firm and/or individual to acquire this knowledge base would create an unacceptable delay in the delivery of the service and not result in significant cost savings.”

See attached C/CAG Procurement Policy.

Therefore, C/CAG staff recommends approval of Resolution 10-02 authorizing the C/CAG Chair to execute an agreement with Environmental Transportation Solutions (Clark Aganon) for services to support the C/CAG Alternative Fuel Shuttle Program in an amount not to exceed \$15,000.

Attachments:

C/CAG Procurement Policy
Resolution 10-02
Environmental Transportation Solutions agreement

Alternatives:

- 1- Review and approval of Resolution 10-02 authorizing the C/CAG Chair to execute an agreement with Environmental Transportation Solutions (Clark Aganon) for services to support the C/CAG Alternative Fuel Shuttle Program in an amount not to exceed \$15,000 in accordance with the staff recommendation.
- 2- Review and approval of Resolution 10-02 authorizing the C/CAG Chair to execute an agreement with Environmental Transportation Solutions (Clark Aganon) for services to support the C/CAG Alternative Fuel Shuttle Program in an amount not to exceed \$15,000 in accordance with the staff recommendation with modifications.
- 3- No Action.

C/CAG PROCUREMENT POLICY

Established June 9, 2005

Professional Services Procurements

1. The method for procurement of professional services (consultants) shall generally be the Request for Proposal (RFP) procedure. The primary purpose of using a RFP is to ensure that C/CAG receives the best value in obtaining services. The determination of "best value" is not based solely on the lowest price or the highest quality. It involves a subjective weighing of efficiency, quality, and economy, and a recommendation as to how the services might best be provided. The RFP is not a bid, in which the contract is awarded to the lowest bidder and the bid dictates the terms of the contract. Rather, it is a mechanism for exploring the expense and potential methodologies that could be used for dealing with the project for which the proposal is solicited. The RFP is an opportunity to ensure that all qualified contractors are given an opportunity to be considered for providing services to C/CAG. Each RFP shall be sent to all qualified firms and/or individuals that have been previously identified by C/CAG staff. Some of the ways that C/CAG staff may identify qualified firms and/or individuals could be through the issuance of a Request for Qualifications (RFQ), a letter of interest, and/or a review of informational materials provided by firms and/or individuals. Any firm and/or individual can request to be included on this list at any time by communicating such request to C/CAG staff and providing a summary of qualifications.
2. All RFPs must include a well-defined statement of work and must require that the responding party include quantifiable objectives, performance standards, and deliverables in its response to the RFP in order to be considered for funding.
3. The C/CAG Chair may administratively authorize up to an additional 5% of the original total contract amount in the event that there are unforeseen costs associated with the project.
4. If the contract is for work that will continue for a specified period of time, the term of the contract should be the period of time for which the services are needed, but no longer than three (3) years.
5. Once a contractor has been selected through either the formal RFP procedure or another procedure as per 6., 7., 8., or 9., the contractor may be used to provide additional services, if the work is substantially similar to that which was included in the original contract, for a period of up to three (3) years beyond the initial contract ending date. This may be done through either the execution of an amendment to the existing contract or through the execution of a new contract. The approval of the amendment or new contract shall be subject to the approval requirements in 6, 7, or 8. depending on the amount of funding to be included in the amendment or new contract.
6. Contracts \$5,000 and below:
 - a. A formal RFP procedure is not required.

- b. The selection process must be fair (see #1), and there must be documentation that the contractor selected is qualified and that the cost is competitive.
 - c. The results of another public agency's selection process may be used to satisfy the requirements of b.
 - d. A telephone survey of three (3) or more potential service providers may be used to satisfy the requirements of b.
 - e. The C/CAG Executive Director shall be authorized to execute contracts \$5,000 and below without the prior approval of the Board. The Board shall be notified of such contracts executed at the next scheduled Board meeting following such execution.
7. Contracts \$5,001 to \$25,000:
- a. A formal RFP procedure is not required.
 - b. The selection process must be fair (see #1), and there must be documentation that the contractor selected is qualified and that the cost is competitive.
 - c. The results of another public agency's selection process may be used to satisfy the requirements of b.
 - d. A telephone survey of three (3) or more potential service providers may be used to satisfy the requirements of b.
 - e. The Chair of the C/CAG Board shall be authorized to execute contracts \$25,000 and below without the prior approval of the Board. The Board shall be notified of such contracts executed at the next scheduled Board meeting following such execution.
8. Contracts greater than \$25,000:
- a. A formal RFP procedure should be utilized unless authorization from the C/CAG Board is given for another procedure or for a waiver of the RFP process.
 - b. The selection process shall not utilize cost as the sole criteria in selecting the successful contractor. The proposals shall be evaluated based on a combination of factors that result in the best value to C/CAG, including but not limited to:
 - i. Understanding of the work required by C/CAG.
 - ii. Quality and responsiveness of the proposal.
 - iii. Demonstrated competence and professional qualifications necessary for satisfactory performance of the work required by C/CAG.
 - iv. Recent experience in successfully performing similar services.
 - v. Proposed methodology for completing the work.
 - vi. References.
 - vii. Background and related experience of the specific individuals to be assigned to the project.
 - viii. Proposed cost.
 - ix. Previous experience in providing similar services for C/CAG and satisfactory delivery of those services.

- c. The Chair of the C/CAG Board shall be authorized to execute contracts greater than \$25,000 with the prior approval of 51% of the voting members of the Board present at a Board meeting where a vote on the contract was taken in accordance with C/CAG procedures. In accordance with the C/CAG Bylaws, Article VIII., Section 3., the special voting procedures may be utilized upon the request of any voting member. Under the special voting procedures, for a motion to be successful it must receive the votes of a majority of the voting members representing a majority of the population of the County.
9. Waiver of RFP Process:
 - a. The C/CAG Board may waive the solicitation of RFPs when it determines that it is in the best interest of C/CAG to do so. Situations in which a RFP may be waived include, but are not limited to, emergency situations or those in which an independent contractor is the only available source of a particular service. Another appropriate situation for waiving the RFP process is where a particular firm and/or individual has unique qualifications and/or experience, and it is determined by the C/CAG Board that the added time required for another firm and/or individual to acquire this knowledge base would create an unacceptable delay in the delivery of the service and not result in significant cost savings.
 - b. Requests to waive the RFP process that are presented to the C/CAG Board for consideration must include the specific findings by staff which substantiate the request for a waiver.
10. Contractors shall not discriminate or permit discrimination against any person or group of persons on the basis or race, color, religion, national origin or ancestry, age, sex, sexual orientation, marital status, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status, or in any manner prohibited by federal, state or local laws.

Additional policies related to procurements funded entirely or in part with Federal TEA 21, Surface Transportation Program (STP) funds.

1. All contracts must have the prior written consent of MTC.
2. Copies of all contracts or amendments to contracts exceeding \$25,000 must be provided to MTC after their execution.
3. MTC reserves the right to review contracts or amendments to contracts, prior to their execution.
4. All contracts must be in accordance with 49 Code of Federal Regulations (CFR) Part 18, MTC's funding agreement with DOT and any regulations, guidelines and circulars of Department of Transportation (DOT), applicable as a result of such funding agreement.
5. The provisions of the MTC/San Mateo County Interagency Agreement will be included, as applicable, in any contract exceeding \$25,000, including procurement of materials and leases of equipment.

6. All books, records, accounts, and any and all work products, materials, and other data relevant to the performance under any contract shall be maintained for a minimum of three (3) years following final payment by MTC.
7. All contractors shall not discriminate or permit discrimination against any persons or group of persons on the grounds of race, religious creed, color, national origin, age, ancestry, physical disability, medical condition, marital status, or sex, in any manner prohibited by federal, state, or local laws. Contractors shall comply with all applicable provisions of Executive Order 11246 as amended by Executive Order 11375 and as supplemented by Department of Labor (DOL) regulations.
8. C/CAG shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts.
9. C/CAG shall cooperate with MTC in meeting its commitments and objectives to ensure nondiscrimination in the award and administration of DOT assisted contracts and to create a level playing field on which disadvantaged business enterprises, as defined in 49 CFR Part 26, can compete fairly for contracts.
10. Contractors shall comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (42 USC § 2000(d)) and the regulations of the DOT issued thereunder (49 CFR Part 21).
11. Title 49 CFR Part 18, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" shall govern contracts.
12. No contract shall be executed with any organization or individual who is included on the List of Parties Excluded from Federal Procurement and Nonprocurement Programs, as published by the U.S. General Services Administration.

Policies related to procurements of capital items, consumable items and services.

1. C/CAG shall, to greatest extent possible, utilize the procurement systems of its member agencies for capital purchases. The member agencies have in place the appropriate infrastructure to manage these procurement processes and this will enable C/CAG to take advantage of their greater purchasing power; thereby ensuring a more favorable price and the meeting of all appropriate federal, state and local procurement requirements.
2. The C/CAG Executive Director shall have the authority to purchase consumable items and services through any appropriate means up to a maximum of \$5,000. Purchases of more than \$5,000 require approval of the C/CAG Board.

RESOLUTION 10-02

* * * * *

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG CHAIR TO EXECUTE AN AGREEMENT WITH ENVIRONMENTAL TRANSPORTATION SOLUTIONS (CLARK AGANON) FOR SERVICES TO SUPPORT THE C/CAG ALTERNATIVE FUEL SHUTTLE PROGRAM IN AN AMOUNT NOT TO EXCEED \$15,000

WHEREAS, the Board of Directors of the City/County Association of Governments for San Mateo County (hereinafter referred to as C/CAG), has previously approved a contract with Environmental Transportation Solutions (Clark Aganon) for services to support the C/CAG Hydrogen Demonstration Program; and

WHEREAS, C/CAG has a Hydrogen Shuttle that requires public outreach and support; and

WHEREAS, C/CAG is considering implementing the Hydrogen Shuttle for an additional year; and

WHEREAS, C/CAG would like additional technical services to pursue other alternative fuel shuttle opportunities and funding; and

WHEREAS, up to fifteen thousand dollars (\$15,000) will be required to complete the additional work; and

WHEREAS, this is consistent with the adopted C/CAG Procurement Policy;

NOW, THEREFORE, BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG), that the C/CAG Chair is authorized to execute an agreement with Environmental Transportation Solutions (Clark Aganon) for services to support the C/CAG Alternative Fuel Shuttle Program in an amount not to exceed \$15,000.

PASSED, APPROVED, AND ADOPTED THIS 14th DAY OF JANUARY 2010.

Thomas M. Kasten, Chair

AGREEMENT BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
ENVIRONMENTAL TRANSPORTATION SOLUTIONS (CLARK AGANON)

This Agreement entered this ____ day of _____, 2010, by and between the City/County Association of Governments of San Mateo County, a joint powers agency, hereinafter called "C/CAG" and Environmental Transportation Solutions (Clark Aganon), hereinafter called "Contractor."

W I T N E S S E T H

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

WHEREAS, C/CAG is pursuing the C/CAG Alternative Fuel Shuttle Program; and

WHEREAS, C/CAG has determined that professional services is required to support the C/CAG Alternative Fuel Shuttle Program; and

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

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

1. Services to be provided by Contractor. In consideration of the payments hereinafter set forth, Contractor agrees to perform professional services to support the C/CAG Alternative Fuel Shuttle Program. The services include performing outreach program for the Hydrogen Shuttle, research for possible continuation of Hydrogen Shuttle for one year, and research of other alternate fuel vehicles. Addition services will be defined as needed. All Services are to be performed and completed by _____.
2. Payments. In consideration of Contractor providing the Services, C/CAG shall reimburse Consultant up to a maximum amount of fifteen thousand dollars (\$15,000) for Services provided during the Contract Term as set forth below. Payments shall be made to contractor monthly based on an invoice submitted by contractor that identifies expenditures and describes services performed in accordance with the agreement. C/CAG shall have the right to receive, upon request, documentation substantiating charges billed to C/CAG.
3. Relationship of the Parties. It is understood that Contractor is an Independent Contractor and this Agreement is not intended to, and shall not be construed to, create the

relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of Independent Contractor.

4. Non-Assignability. Contractor shall not assign this Agreement or any portion thereof to a third party.
5. Contract Term. This Agreement shall be in effect as of _____ and shall terminate on _____; provided, however, C/CAG may terminate this Agreement at any time for any reason by providing 30 days' notice to Contractor. Termination to be effective on the date specified in the notice. In the event of termination under this paragraph, Contractor shall be paid for all Services provided to the date of termination.
6. Hold Harmless/ Indemnity: Contractor shall indemnify and save harmless C/CAG, its agents, officers and employees from all claims, suits or actions to the extent caused by the negligence, errors, acts or omissions of the Consultant, its agents, officers or employees related to or resulting from performance, or non-performance under this Agreement.

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

7. Insurance: Contractor or any subcontractors performing the services on behalf of Contractor shall not commence work under this Agreement until all Insurance required under this section has been obtained and such insurance has been approved by the C/CAG Staff. Contractor shall furnish the C/CAG Staff with Certificates of Insurance evidencing the required coverage and there shall be a specific contractual liability endorsement extending the Contractor's coverage to include the contractual liability assumed by the Contractor pursuant to this Agreement. These Certificates shall specify or be endorsed to provide that thirty (30) days notice must be given, in writing, to C/CAG of any pending change in the limits of liability or of non-renewal, cancellation, or modification of the policy. Such Insurance shall include at a minimum the following:

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

Liability Insurance: Contractor shall take out and maintain during the life of this Agreement such Bodily Injury Liability and Property Damage Liability Insurance as shall protect C/CAG, its employees, officers and agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all operations under this Agreement, whether such operations be by the Contractor or by any sub-contractor or by anyone directly or indirectly employed by either of them. Such insurance shall be combined single limit

bodily injury and property damage for each occurrence and shall be not less than \$1,000,000 unless another amount is specified below and shows approval by C/CAG Staff.

Required insurance shall include:

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

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

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

8. Non-discrimination. The Contractor and any subcontractors performing the services on behalf of the Contractor shall not discriminate or permit discrimination against any person or group of persons on the basis or race, color, religion, national origin or ancestry, age, sex, sexual orientation, marital status, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status, or in any manner prohibited by federal, state or local laws.
9. Compliance with All Laws. Contractor shall at all times comply with all applicable laws and regulations, including without limitation those regarding services to disabled persons, including any requirements of Section 504 of the Rehabilitation Act of 1973.
10. Substitutions: If particular people are identified in this Agreement are providing services under this Agreement, the Contractor will not assign others to work in their place without written permission from C/CAG. Any substitution shall be with a person of commensurate experience and knowledge.
11. Sole Property of C/CAG. Work products of Contractor which are delivered under this Agreement or which are developed, produced and paid for under this Agreement, shall be and become the property of C/CAG. Contractor shall not be liable for C/CAG's use,

modification or re-use of products without Contractor's participation or for purpose other than those specifically intended pursuant to this Agreement.

12. Access to Records. C/CAG, or any of their duly authorized representatives, shall have access to any books, documents, papers, and records of the Contractor which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions.

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

13. Merger Clause. This Agreement, including Exhibit A attached hereto and incorporated herein by reference, constitutes the sole agreement of the parties hereto with regard to the matters covered in this Agreement, and correctly states the rights, duties and obligations of each party as of the document's date. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this document are not binding. Any subsequent modifications must be in writing and signed by the parties. In the event of a conflict between the terms, conditions or specifications set forth herein and those in Exhibit A attached hereto, the terms, conditions or specifications set forth herein shall prevail.

14. Governing Law. This Agreement shall be governed by the laws of the State of California and any suit or action initiated by either party shall be brought in the County of San Mateo, California.

15. Notices. All notices hereby required under this agreement shall be in writing and delivered in person or sent by certified mail, postage prepaid and addressed as follows:

City/County Association of Governments of San Mateo County
555 County Center, 5th Floor
Redwood City, CA 94063
Attention: Richard Napier, Executive Director

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

Environmental Transportation Solutions (Clark Aganon)
P.O. Box 31681
San Francisco, CA 94131-0681
Attention: Clark Aganon

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

Environmental Transportation Solutions (Clark Aganon) (Contractor)

By _____ Date _____

City/County Association of Governments (C/CAG)

By _____ Date _____
Thomas M. Kasten, C/CAG Chair

C/CAG Legal Counsel

By _____



C/CAG AGENDA REPORT

Date: January 14, 2010
To: City/County Association of Governments Board of Directors
From: Richard Napier, Executive Director
Subject: Approval of C/CAG Legislative priorities, positions and Legislative update. (A position may be taken on any legislation, including legislation not previously identified.)

(For further information or questions contact Joseph Kott at 599-1453)

RECOMMENDATION

That the C/CAG Board approve the proposed, revised set of 2010 State Legislative Priorities.

FISCAL IMPACT

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

SOURCE OF FUNDS

New legislation.

BACKGROUND/DISCUSSION

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

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

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

The C/CAG Legislative Committee reviewed and revised an initial set of proposed 2010 State legislative Priorities on December 10, 2009. The attached document reflects revisions requested by the Committee.

ALTERNATIVES

1. Accept proposed C/CAG Legislative Policies and Priorities for 2010 with changes
2. Postpone decision until next meeting.

ITEM 6.1

ATTACHMENT

C/CAG Proposed Legislative Policies and Priorities For 2010

ATTACHMENT

PROPOSED C/CAG LEGISLATIVE PRIORITIES FOR 2010

Priority #1 -

Protect against the diversion of local revenues including the protection of redevelopment funds and programs.

- 1.1 Support League and CSAC Initiatives to protect local revenues, including the Local Taxpayer, Public Safety and Transportation Protection Act.
- 1.2 Protect and preserve the 20% redevelopment housing set aside.

Priority #2 -

Protect against increased local costs resulting from State action without 100% State reimbursement for the added costs.

- 2.1 Ensure that there is real local representation on State Boards and Commissions that are establishing policies and requirements for local programs.
- 2.2 Advocate for the appointment of Administration Officials who are sensitive to the fiscal predicament faced by local jurisdictions.
- 2.3 Oppose State action to dictate wages and benefits for local employees.
- 2.4 Oppose State action to restrict the ability of local jurisdictions to contract for services.
- 2.5 Advocate for State actions that are required to take into consideration the fiscal impact to local jurisdictions.

Priority #3 -

Secure stable funding to pay for increased NPDES mandates.

- 3.1 Primary focus on maximizing funds from the adopted infrastructure bonds.
- 3.2 Support efforts to exempt NPDES from the super majority voting requirements.
- 3.3 Include NPDES as a priority for funding in new sources of revenues (i.e. water bonds).
- 3.4 Advocate for C/CAG and San Mateo County jurisdictions to be identified as a pilot project to receive earmarked funding.

- 3.5 Support efforts to reduce NPDES requirements as a way to stimulate business development while still working to improve the quality of the Ocean, Bay, streams, creeks, and other waterways.
- 3.6 Support efforts to reform the NPDES program while still working to improve the quality of the Ocean, Bay, streams, creeks, and other waterways.
- 3.7 Support efforts to place the burden/ accountability of reporting, managing and meeting the NPDES requirements on the responsible source not the City or County.
- 3.8 Oppose efforts to require quantitative limits and Total Maximum Daily Load (TMDL) measures since there are insufficient scientific methods to evaluate the benefits. For this reason C/CAG instead supports the implementation of Best Management Practices (BMP's) to the maximum extent practicable.
- 3.9 Pursue/Support NPDES Program appeals from the new Municipal Regional Permit to the Commission on State Mandates.

Priority #4 -

Support lowering the 2/3rd super majority vote for local special purpose taxes.

- 4.1 Oppose bills that lower the 2/3rd super majority threshold, for the but dictate beyond the special tax category, but impose restrictions on the expenditures. how locally generated funds can be spent.
- 4.2 Support bills that reduce the vote requirement for special taxes but increase the vote requirement for general taxes.

Priority #5-

Encourage the State to protect transportation funding and develop an equitable cost-sharing arrangement to pay for any cost overruns on the construction of the Bay Bridge.

- 5.1 Urge the State to restrict or eliminate transfer of State transportation funds to the State General Fund.
- 5.2 Oppose efforts to divert any of the Regional Measure 2 funds to pay for any Bay Bridge cost overruns.

**Priority #6 -
Advocate for revenue solutions to address State budget issues that are also beneficial to Cities/
Counties**

- 6.1 Support measures to realign the property tax with property related services .
- 6.2 Support measures to ensure that local governments receive appropriate revenues to service local communities/businesses.
- ~~6.3 Support measures to collect sales tax on Internet transactions.~~
- ~~6.4 Support expansion of the sales tax to personal and professional services.~~

**Priority #7 -
Support reasonable climate action/Greenhouse Gas legislation**

- 7.1 Support incentive approaches toward implementing AB32.
- 7.2 Support county-based planning for sustainable communities in SB 375.
- 7.3 Oppose climate legislation that would conflict with or override projects approved by the voters.
- ~~7.4 Support expansion of the sales tax to personal and professional services.~~

**Priority #8 -
Support energy conservation**

- 8.1 Support local government partnerships with PG&E.

**Priority #9 -
Other**

- 9.1 Support/sponsor legislation to allow transportation planning funds to be used to fund comprehensive land use plans for airports.
- 9.2 Support efforts that will engage the business community in transportation demand management.

C/CAG AGENDA REPORT

Date: January 14, 2010
To: C/CAG Board of Directors
From: Richard Napier, Executive Director
Subject: Review and approval of current C/CAG committees' membership policies, procedures, and practices.

(For further information please contact Tom Madalena at 650-599-1460)

RECOMMENDATION

That the C/CAG Board review and approve current C/CAG committees' membership policies, procedures, and practices

FISCAL IMPACT

There is no fiscal impact.

SOURCE OF FUNDS

Not applicable

BACKGROUND/DISCUSSION

Attached please find descriptions for each of the C/CAG committees. Each of the committees have a slightly different makeup of members. There are four categories of members; 1- Elected; 2- Technical; 3- Specific Representation; and 4- Public. Also attached is the C/CAG Committee Analysis that provides a detailed analysis of the membership of the C/CAG committees. The Board wanted to get an overview of all the C/CAG Committees with particular focus on membership and whether or not there are term limits.

A question was raised relative to the term limits on the public members on BPAC. The BPAC Committee contains 8 elected officials and 7 public members. The BPAC is the only committee with a term limit policy on the public members (7). The only other committee with public members (1) is the Congestion Management and Environmental Quality Committee.

The C/CAG BPAC has a Membership Policy that states that Public Members may serve a maximum of three (3) two (2) year terms on the BPAC. There have been a number of public members that have now been termed out as a result of this policy. It has been brought to staff's

ITEM 6.2

attention that perhaps this policy should be revisited by the Board of Directors. The concern has been that as Public Members are termed out, there is institutional knowledge that is lost along with the insight of Public Members familiar with the framework of the Transportation Development Act (TDA) bicycle and pedestrian funding administered by C/CAG in San Mateo County.

However; term limits were put into place in order to increase broad public participation and to help address some issues with the BPAC at that time. This policy has worked well and addressed some of the issues that the BPAC had and has enabled the BPAC to focus on the C/CAG BPAC mission and work plan and not on bicycle advocacy. No term limits would result in less public participation.

CONSISTENCY WITH OTHER COMMITTEES

One of the questions raised by the Board was the consistency of this policy with other C/CAG Committees. The C/CAG Committees fall into two categories: 1- Technical Committees with specific skills/representation required and 2- Broad Committees that include some general public representation (no specific skills required). See the C/CAG Committee Analysis for a detailed analysis of the membership of the committees. As shown in the attachment there are five technical committees with membership consisting of elected, technical, and specific representation. Given the difficulty in getting the technical expertise and the limited pool of qualified candidates in elected and specific representation it would be difficult to have term limits and maintain a full membership on the Committee. Therefore, there are no term limits on these committees. No term limits for technical, elected, and specific representation is consistent among all C/CAG Committees. None of these five committees include a public representative.

Only two committees have general public representation. What is meant by general public representation is that there are no requirements for specific knowledge or representation. There only needs to be an interest in the committee. The two committees are Bicycle and Pedestrian Advisory Committee (BPAC) and Congestion Management and Environmental Quality Committee (CMEQ). There are 7 public members on BPAC and 1 on CMEQ. Both committees have elected and specific representation with no term limit as do all the C/CAG Committees. Therefore, the only inconsistency among all the C/CAG Committees is BPAC has a term limit on its public members and CMEQ does not. In order to achieve consistency among all the public members it would be easy to apply the same term limits to CMEQ.

ALTERNATIVES

Options for the Board to consider include:

- 1- No action which leaves the current policies for the C/CAG Committees.
- 2- Approve term limits to the CMEQ public member.
3. Approve revision to the BPAC policy so that public members may return to the BPAC after three terms after sitting out for a two-year (one term) period

New language to be considered:

Public members can be appointed for a maximum of three (3) consecutive terms on this Committee, with each full term being two (2) years. A public member that has previously served on the Committee and has been termed out can be considered for appointment if a minimum of two years has passed since they were termed out.

4. Approve the elimination of term limits to the BPAC public member.
5. Approval of other changes directed by the Board.

ATTACHMENTS

- C/CAG Committee Analysis
- Bicycle and Pedestrian Advisory Committee (BPAC)
- Congestion Management Program Technical Advisory Committee (CMP TAC)
- Congestion Management & Environmental Quality (CMEQ) Committee
- Legislative Committee
- Resource Management and Climate Protection (RMCP) Committee
- National Pollutant Discharge Elimination System Technical Advisory Committee (NPDES TAC)
- Airport Land Use Committee (ALUC)

C/CAG COMMITTEE ANALYSIS				
Committee	Elected	Technical	Specific Representative	Public
1- Technical Committees				
Congestion Management Program Technical Advisory Committee (TAC)	N/A	19	6	N/A
National Pollutant Discharge Elimination System Technical Advisory Committee (NPDES TAC)	N/A	21	N/A	N/A
Resource Management and Climate Protection Committee (RMCP)	6	N/A	6	N/A
Airport Land Use Committee (ALUC)	11	N/A	2	N/A
Legislative Committee (Elected Committee)	9	N/A	N/A	N/A
2- Broad Committees With General Public				
Bicycle and Pedestrian Advisory Committee (BPAC)	8	N/A	N/A	7 Term Limit
Congestion Management and Environmental Quality Committee (CMEQ)	10	N/A	6	1

Bicycle and Pedestrian Advisory Committee (BPAC)

Mission Statement:

It is the mission of the Bicycle and Pedestrian Advisory Committee to act as a resource for C/CAG and upon request other public agencies in facilitating and identifying policies, programs or projects to enhance bicycle and pedestrian activity throughout San Mateo County.

Membership Composition:

- There are 8 elected officials and 7 public members on the BPAC.
- No more than two (2) members, either elected or public, should reside in the same jurisdiction.

Term Limits:

- Public members are appointed for a maximum of three (3) terms on this Committee, each term is two (2) years.

Selection Process:

Call for Applicants are issued as vacancies arise. Candidates are asked to complete a membership application and to come before the Board of Directors where the Board makes the appointment selection. For reappointment of existing members, past attendance records should be a consideration. The attendance policy should be in accordance with the adopted Board Policy which is that members are required to attend a minimum of 75% of all meetings (including regular meetings that did not achieve a quorum) in the past consecutive 12 months.

Meetings:

The Bicycle and Pedestrian Advisory Committee meets approximately six times per year. The meetings are held at San Mateo City Hall from 7:00-9:00 p.m. on the fourth Thursday of the month.

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 Members

Member

City

Elected Officials:

Matt Grocott (Chair)	San Carlos
Naomi Patridge	Half Moon Bay
Karyl Matsumoto	South San Francisco
Ian Bain	Redwood City
Julie Lancelle	Pacifica
Ken Ibarra	San Bruno
Michael Barnes	Brisbane
Cathy Baylock	Burlingame

Public Members:

Judi Mosqueda (Vice-Chair)	Millbrae
Cory Roay	Daly City
Joel Slavitt	San Carlos
Lucy Wicks	Unincorporated San Mateo County
Vacant	
Vacant	
Vacant	

Staff Support:

Tom Madalena (650) 599-1460 tmadalena@co.sanmateo.ca.us

Sandy Wong (650) 599-1409 slwong@co.sanmateo.ca.us

Congestion Management Program Technical Advisory Committee (CMP TAC)

Mission

The CMP TAC is a staff committee composed of engineers and planners who provide technical expertise and professional recommendations to the CMEQ Committee and C/CAG Board regarding transportation and air quality issues, the Congestion Management Program, and the Countywide Transportation Plan.

Membership

The CMP TAC was originally established to include representatives from the Bay Area Air Quality Management District (BAAQMD) (1), the Metropolitan Transportation Commission (MTC) (1), San Francisco International Airport (SFIA) (1), the San Mateo County Transit District (SamTrans) (1), the San Mateo County Transportation Authority (SMCTA) (2), San Mateo County Government (3), the Central County Cities (2), the North County Cities (2), the South County Cities (2), the Cities at large (1), and Caltrans (3). The membership totals 19 members plus alternates.

There are currently a total of 25 positions including 15 engineers and 4 planners from the C/CAG member agencies as well as representatives from local, regional and state transportation agencies. The County of San Mateo's Public Works Director is designated as the Committee's Chair. The current designated Co-chair is from the SMCTA. One position is reserved for the County of San Mateo's Planning Division staff as well as for SMCTA, Peninsula Corridor JPB (Caltrain), SamTrans, Caltrans, MTC, and C/CAG CMP staff. The committee strives to include a minimum of three planner positions.

Sixteen jurisdictions (15 cities and the County) are currently represented on the CMP TAC. In addition to the County, the cities of Burlingame, Daly City, and San Mateo have two representatives each (one engineer and one planner). There are five cities that are currently not represented on the CMP TAC. They are Hillsborough, San Bruno, Portola Valley, Half Moon Bay, and East Palo Alto.

The total number of members fluctuates between a low of 20 in 2000 and a high of 27 in 2005. The current number of members is 24 with one vacant position reserved for SamTrans.

Selection Process

To fill the vacant engineering positions, staff solicits individuals from C/CAG member agencies who have expressed interest in being on the TAC and requested that a letter of interest be submitted to C/CAG for considerations. Staff will focus on the cities' Public Works Directors/City Engineers that are not currently represented on the Committee. For backfilling a vacant "Planner" position, staff will contact the Planning Directors.

Interested individuals are asked to submit a letter of interest and request for membership from the City Manager. Based on the number of vacancies and responses received, the C/CAG Executive Director will evaluate the candidates and make recommendations for the appointment of new member(s) to CMP TAC. If there is more interest than positions available, the Director has the discretion to recommend either maintain the current number or expand the number of members to achieve a representational and diverse committee. Recommendations for TAC membership are presented to the C/CAG Board for approval.

Term Limits

There are no term limits for the CMP TAC. Members can remain on the TAC indefinitely or until the member voluntarily relieves him/or herself of the TAC membership and duties.

Meetings

Committee meets on the 3rd Thursday of the month at 1:15 PM.

2009 TAC Roster and Attendance	
Member	Agency
Jim Porter (Co-Chair)	San Mateo County Engineering
Joseph Hurley (Co-Chair)	SMCTA
Duncan Jones	Atherton Engineering
Karen Borrmann	Belmont Engineering
Randy Breault	Brisbane Engineering
Syed Murtuza	Burlingame Engineering
Bill Meeker	Burlingame Planning
Sandy Wong	C/CAG CMP
Gene Gonzalo	Caltrans
Rick Mao	Colma Engineering
Robert Ovadia	Daly City Engineering
Tatum Mothershead	Daly City Planning
Ray Towne	Foster City Engineering
Chip Taylor	Menlo Park Engineering
Ron Popp	Millbrae Engineering
Van Ocampo	Pacifica Engineering
April Chan	Peninsula Corridor JPB
Peter Vorametsanti	Redwood City Engineering
Robert Weil	San Carlos Engineering
Larry Patterson	San Mateo Engineering
Bob Beyer	San Mateo Planning
Steve Monowitz	San Mateo County Planning
Dennis Chuck	So. San Francisco Engineering
Kenneth Folan	MTC
<i>Staff Support</i>	
John Hoang	C/CAG

Congestion Management & Environmental Quality (CMEQ) Committee

Background/Purpose

The Congestion Management and Environmental Quality Committee (CMEQ) provides advice and recommendations to the C/CAG Board of Directors on all matters relating to traffic 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 CMEQ committee also receives advice and recommendations from the Congestion Management Program Technical Advisory Committee (CMP TAC) and the Resource Management and Climate Protection (RMCP) committee on issues relating to transportation management and climate change efforts, respectively.

Membership Composition/ Geographic Limitations on Composition

The CMEQ committee is composed of 10 elected seats, plus one seat each from the following: business community; environmental community; agencies with transportation interests; SamTrans; CalTrain; Metropolitan Transportation Commission (MTC); and one general public member.

There is no specific geographic limitation. However, generally, it is strive to maintain representation from all regions of San Mateo County including the north, south, central, and coastside.

Term Limits

None.

Selection Process

When a CMEQ seat becomes vacant, a recruitment letter is sent out to all interested parties pertinent to the vacant seat. For example, for a vacant elected seat, recruitment letter would be sent to all councilpersons of San Mateo County cities and members of the Board of Supervisors. If the vacant seat is for SamTrans, the recruitment letter would be directed to SamTrans, and so on.

All interest letters received by the deadline specified in the recruitment letter are presented to the C/CAG Board for selection and appointment. Applicants are offered to make a presentation to the C/CAG Board.

Meetings

The CMEQ committee generally meets on the last Monday of each month at 3:00 PM, at the San Mateo City Hall.

CMEQ 2009 ROSTER

Chair - Sepi Richardson
 Vice Chair - Barbara Pierce
 Staff Support: Sandy Wong (slwong@co.sanmateo.ca.us)
 (650) 599-1409

Name	Representing
Jim Bigelow	Business Community
Zoe Kersteen-Tucker	San Mateo County Transit District (SamTrans)
Sue Lempert	Metropolitan Transportation Commission (MTC)
Arthur Lloyd	Peninsula Corridor Joint Powers Board (CalTrain)
Lennie Roberts	Environmental Community
Onnolee Trapp	Agencies with Transportation Interests
Steve Dworetzky	Public Member
Sepi Richardson	City of Brisbane
Linda Koelling	City of Foster City
Naomi Patridge	City of Half Moon Bay
Heyward Robinson	City of Menlo Park
Daniel Quigg	City of Millbrae
Gina Papan	City of Millbrae
Barbara Pierce	City of Redwood City
Irene O'Connell	City of San Bruno
Karyl Matsumoto	City of South San Francisco
Rich Garbarino	City of South San Francisco

Legislative Committee

Membership composition

Elected Officials.

Geographic limitations on membership composition

None.

Selection process

Board members volunteers, board formally confirms appointment

Term limits

None.

Meetings

Committee meets before regular board meeting.

Current Roster:

Andrew Cohen (C/CAG Member - City of Menlo Park)
Carol Groom (C/CAG Member - County of San Mateo)
Tom Kasten, Vice-Chair (C/CAG Member - Town of Hillsborough)
Gina Papan (C/CAG Member - Millbrae)
Linda Knoelling (C/CAG Member - City of Foster City)
Kevin Mullin (City of South San Francisco)
Deborah Gordon, Chair (C/CAG Member - Town of Woodside)
Sepi Richardson (C/CAG Member - City of Brisbane)
Irene O'connell (C/CAG Member - City of San Bruno)

Resource Management and Climate Protection (RMCP) Committee

Membership composition

This committee followed the original guidelines as set out during the formation of the Utility and Sustainability Task Force (USTF):

- 6 Elected Officials
 - 1 from an Energy Organization
 - 1 from a Water Organization
 - 1 from a Utility Company
 - 1 from Nonprofit
 - 1 from Large Business
 - 1 from Small Business

Term limits

None because the USTF was established for a specific project; the San Mateo County Energy Strategy.

Geographic limitations on membership composition

No geographic limitations, though it is preferred to have a diversity of elected officials.

Selection process

Confirm vacancy with committee member that is leaving.

Then "advertise" the opening on the committee via formal letter to all the elected officials in San Mateo County.

Wait for responses.

If none (or not enough to fill vacancies), re-advertise and send letter to mayors.

When enough applicants, schedule selection date on C/CAG Board agenda.

Selection is made by C/CAG Board. Applicants are offered to make a presentation to the C/CAG Board and C/CAG Board makes selection.

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*

Resource Management and Climate Protection Committee

(December 2009)

Elected Officials (6)

Deborah Gordon
Former Mayor/Councilwoman, Woodside
dcgordon@stanford.edu
Work (650) 725-6501

Carole Groom
Supervisor, County of San Mateo
cgroom@co.sanmateo.ca.us
Work (650) 363-4568

Barbara Pierce - **Committee Chair**
Former Mayor/Councilwoman, Redwood City
barbara@barbarapierce.org
Cell (650) 780-7554 Home (650) 368-6246

Sepi Richardson
Former Mayor/Councilwoman, Brisbane
sepirichardson@sbgcglobal.net
Home (415) 467-6409

Maryann Moise Derwin
Former Mayor/Councilwoman, Portola Valley
mderwin@portolavalley.net
Home (650) 851-8074 Cell (650) 279-7251

Perdro Gonzalez
Former Mayor, Councilman, S. San Francisco
pedro.gonzalez@ssf.net
Work (650) 877-8500

Stakeholder Representatives (6)

Energy

Brian Kimball
Energy Program Manager
Ecology Action
(408) 355-5633
bkimball@ecoact.org

Water

Nicole Sandkulla, P.E.
Senior Water Resources Engineer, Bay Area Water Supply and Conservation Agency
nsandkulla@bawasca.org
(650) 349-3000

Utility

Kathy Lavezzo
Account Manager, PG&E
KOL1@pge.com
(650) 598-7267 cell (650) 279-3864

Nonprofit

Robert Cormia
Volunteer, Sustainable Silicon Valley
Professor, Foothill - De Anza Community College
rdcormia@earthlink.net
(650) 747-1588

Business

Large Business:

Lori Duvall
Eco-Responsibility Program Manager
Sun Microsystems
lori.duvall@sun.com
(650) 786-8720

Small Business:

Eric Sevim
Shop Manager
A+ Japanese Auto Repair, Inc.
apluseric@gmail.com
(650) 595-CARS

Committee Staff

C/CAG:

Richard Napier
Executive Director
rnapier@co.sanmateo.ca.us
(650) 599-1420

San Mateo County, RecycleWorks:

Alexis Petru
Resource Conservation Specialist II
apetru@co.sanmateo.ca.us
(650) 599-1403

Kim Springer
Resource Conservation Programs Mgr.
kspringer@co.sanmateo.ca.us
(650) 599-1412

(1)

(2)

(3)

National Pollutant Discharge Elimination System Technical Advisory Committee (NPDES TAC)

Membership Composition

Technical staff from each of the 21 municipalities. Regional Water Quality Control Board staff are invited to the TAC meetings. Meetings are open to the public and there are a variety of public entities on our hard copy agenda mailing list.

Term limits

No term limits as there aren't any official positions on the committee.

Limited to municipal staff representation from the 21 jurisdictions. If a vote is taken on something, it is limited to one vote per jurisdiction, but there are sometimes multiple staff representatives from one municipality.

If someone who is a regular NPDES TAC representative stops attending, they will either bring a replacement staff person to the meeting or I'll contact the municipality and recommend they designate a staff person to start attending the TAC meetings.

According to the C/CAG JPA, there are supposed to be two committees related to NPDES requirements: 1) the NPDES TAC (described above), and 2) the NPDES Committee. It's staff's understanding the NPDES Committee was active in the very early days of the program and included C/CAG Board member representation. It is believed this Committee helped guide the creation of the program and developed the current funding source, per the JPA. This Committee has not met in recent years.

2009 NPDES TAC Roster	
AGENCY	Representative
SMCWPPP/Brisbane	Matt Fabry
EOA, Inc.	Fred Jarvis
Regional Board	Sue Ma
Atherton	Steve Tyler
Belmont	Gilbert Yau
	Karen Borrmann
	Dalia Corpus
Burlingame	Phil Monaghan
	Eva Justimbaste
	Victor Voong
	Kiley Kinnon
Colma	Muneer Ahmed
Daly City	Cynthia Royer
	Ward Donnelly
	Patrick Sweetland
	Mike Peterson
East Palo Alto	Jaime Camacho
	Lucy Chen
	John Latu
Foster City	Norm Dorais
	Allan Shu
Half Moon Bay	Charlie Voos
	Muneer Ahmed
Hillsborough	Dave Bishop
	Jen Chen
Menlo Park	Jennifer Ng
	Virginia Parks
Millbrae	Khee Lim
	Florian Ebo
Pacifica	Raymund Donguines
	Kathryn Farbstein
	Elizabeth Claycomb
Portola Valley	Howard Young
Redwood City	Marilyn Harang
San Bruno	Nader Dahu
	Jim Shannon
San Carlos	Gavin Moynahan
	Robert Weil
San Mateo, City	Vern Bessey
	Martin Quan
San Mateo, County	Ann Stillman
	Mark Chow
	Dermot Casey
	Camille Leung
	Julie Casagrande
	Sarah Pratt
	Mary Bell Austin
	Carole Foster
So.Bayside Sys Auth	Ken Kaufman

So. San Francisco	Cassie Prudhel
	Daniel Fulford
	Rob Lecel
Woodside	Gratien Etchebehere
CAG	Richard Napier
Caltrans	John Michels
Guests/Public	John Balobeck, MACTEC
	Geoff Brosseau, CASQA
	Kim Springer, SM County
	Danielle Lee, SM County

Overview of the C/CAG Airport Land Use Committee (ALUC)

November 2009

Background/Purpose

The Airport Land Use Committee (ALUC) existed prior to the creation of C/CAG. The Committee was an advisory body under the former Regional Planning Committee (RPC), a public body created by the San Mateo County Board of Supervisors in 1964 to advise the Board on countywide issues. The Airport Land Use Commission statute that requires the creation of airport land use commissions was adopted in 1967. Until C/CAG was created in 1990, one of the RPC's responsibilities was to serve as the state-mandated Airport Land Use Commission for the County. The RPC was abolished in 1991, due to the creation of C/CAG and the C/CAG Board was designated as the state-mandated Airport Land Use Commission for San Mateo County in that same year. The ALUC was moved under the C/CAG umbrella intact in 1991. Several years ago, the Committee membership was increased by one, with the addition of a seat for the Half Moon Bay Airport Pilots Association.

As under the RPC structure, C/CAG has delegated its state-mandated airport land use compatibility review responsibility to the ALUC. The ALUC carries out that responsibility and submits recommendations to the C/CAG Board of Directors, acting as the Airport Land Use Commission, as needed. The airport land use compatibility review process is initiated by the affected local agencies, as required by law.

Membership Composition/Limitations on Composition

The C/CAG Airport Land Use Committee (ALUC) consists of 11 seats (members) for elected representatives and two seats for special interest groups (aviation-related), for a total of 13 members. The elected members represent jurisdictions (10 cities and the county) that are impacted by one or more of the airports located in the County.

Term Limits/Selection Process

One Representative and one Alternate represent each ALUC member agency/body. There are no term limits for the Representatives and Alternates. The Representatives and Alternates are appointed by and serve at the pleasure of their appointing body.

Meetings

The C/CAG Airport Land Use Committee (ALUC) is currently scheduled to meet up to four times per year (Regular Meetings) and may hold Special Meetings, as needed, based on achieving a quorum. All ALUC Regular and Special Meetings are subject to the relevant provisions of the Brown Act Public Meeting Law.

**C/CAG AIRPORT LAND USE COMMITTEE (ALUC)
Membership Roster October 2009**

Chairperson: Richard Newman Vice-Chairperson: Mark Church

<u>Member</u>	<u>Representative</u>	<u>Alternate</u>
City of Brisbane	Cyril Bologoff	Sepi Richardson
City of Burlingame	Ann Keighran	Jerry Deal
City of Daly City	David Canepa	Carol Klatt
City of Foster City	Vacant	Art Kiesel
City of Half Moon Bay	Naomi Patridge	Marina Fraser
City of Millbrae	Paul Seto	Gina Papan
City of Redwood City	Barbara Pierce	Ian Bain
City of San Bruno	Ken Ibarra	Rico Medina
City of San Carlos	Omar Ahmad	Vacant
County of San Mateo and Aviation Representative	Mark Church	Carole Groom
City of So. San Francisco	Mark Addiego	Richard Garbarino
Aviation Representative	Richard Newman*	Carol Ford*
Half Moon Bay Airport Pilots Association	George Auld*	Eddie Andreini, Jr.*

* Indicates non-elected representative; all other names indicate elected representatives of their member agencies
alucmembershprosterapr09.doc

C/CAG AGENDA REPORT

Date: January 14, 2010
To: C/CAG Board of Directors
From: Richard Napier, Executive Director
Subject: Review and approval of appointments to the C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) for two-year terms.

(For further information please contact Tom Madalena at 650-599-1460)

RECOMMENDATION

That the C/CAG Board review and approve appointments to the C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) for two-year terms.

FISCAL IMPACT

There will be no fiscal impact.

SOURCE OF FUNDS

Not applicable

BACKGROUND/DISCUSSION

Staff issued a Call for Applicants for the three vacant public seats on the BPAC and broadcasted the announcement via the BPAC email distribution list as well as the C/CAG website. Staff received nine applications for the vacant seats. The appointments to the three vacant seats will be for two-year terms.

At the November 9, 2006 C/CAG Board meeting, the Board concluded that it was necessary to bring forward all of the applicants for vacant seats on the BPAC. Eight of the nine applicants have been invited to come before the Board and will have two minutes to speak as to why they would make a good appointment and then answer any questions that the Board may have. There was one applicant that resides in San Carlos and there are already two BPAC members that reside in San Carlos. The BPAC has a membership policy that states that no more than two members, either elected or public, should reside in the same jurisdiction.

Maureen Brooks served three two-year terms and has been off the committee for two years. Robert Cronin has served three two-year terms and has been off the committee for one year.

ITEM 6.3

Both Maureen Brooks and Robert Cronin have applied for the BPAC. The BPAC has a term limit of three two-year terms for public members, as defined in the Bylaws for the BPAC. Depending on how the Board decides to handle item 6.2 they may or may not be eligible for reappointment to the BPAC. Both members have had excellent attendance records throughout their prior terms.

Attached please find the membership application and the nine applications that were received.

<u>Applicant</u>	<u>City of Residence</u>
• Paul Grantham	Burlingame
• Nataline Chew	San Mateo
• Dani Weber	San Mateo
• Frank Markowitz	San Mateo
• Andrew Buhrmann	Millbrae
• Maureen Brooks	San Mateo
• Steve Schmidt	Menlo Park
• Robert Cronin	Menlo Park
• Margaret Pye	San Carlos

ATTACHMENTS

- Bicycle and Pedestrian Advisory Committee Membership Application
- 9 BPAC membership applications received
- Bicycle and Pedestrian Advisory Committee Membership Roster 2009

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 Public Membership Application

Please give brief answers to the following questions to be considered for appointment to the City/County Association of Governments (C/CAG) of San Mateo County Bicycle and Pedestrian Advisory Committee (BPAC).

FOR INCUMBENTS:

1. Why do you want to be reappointed to the BPAC?
2. Do you have any suggestions for making the BPAC more effective?
3. How long have you served on the BPAC?

FOR NEW MEMBERS:

1. What expertise/experience do you have pertaining to serving on this committee?
2. Why do you want to serve on this committee?
3. What special strengths would you bring to the committee?
4. What is the role of the countywide Bicycle and Pedestrian Advisory Committee?
5. Have you ever attended a meeting of this committee? If so, when?

FOR ALL APPLICANTS:

- A. 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?
- B. Are you a member of any other committees/organizations?
- C. Please mention the city in which you reside.

Applications will be reviewed and presented to the C/CAG Board for appointment to the BPAC. Please email, fax, or mail your application to Tom Madalena.

tmadalena@co.sanmateo.ca.us

650-361-8227 fax

555 County Center
5th Floor
Redwood City, CA 94063

Bicycle and Pedestrian Advisory Committee Membership Application

Please give brief answers to the following questions to be considered for appointment to the City/County Association of Governments (C/CAG) of San Mateo County Bicycle and Pedestrian Advisory Committee (BPAC).

Applicant: Paul Grantham

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

I have over thirty years experience leading large groups in complex decision-making environments. This experience includes my professional career in managing software development at BofA, Sprint, Charles Schwab, DHL, and Covad. I have also volunteered on the boards of several non-profits. I understand the challenge of making the right decision for a large constituency using limited resources. (There is more about me on my web page: www.paulgrantham.com/business2)

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

I believe the future of peninsula depends communities on making them attractive places to live, in a world driving will no longer be an a viable option. This means making the products and services that people need and want available locally. I believe that such communities are created by the basic human need to feel connected and to interact with others in a fundamental way. This will not happen unless we make it safer and more attractive to walk and bike to those local services.

I also feel that the peninsula is blessed with a beautiful, pristine natural world. People would like to be able to have access to and enjoy this environment without the dangers of heavy vehicle traffic.

I believe a few carefully crafted policies, combined with education, can create the kind of communities that we and our children will find richer and more enjoyable and in harmony with the world we share with others.

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

My work background gives me good financial analysis and consensus building, which I believe will make me effective in this role. I diligent with all my work and take pride in delivering on my commitments.

Also, I have been a bike commuter on the peninsula since 1994. I am also an active

recreational rider and a member of Peninsula Velo. As such, I have first hand experience with both the pleasures of using a bike on our communities and the many challenges. I think many of these challenges are easily solved with a community-based effort.

My career has allowed me to live and work in many countries, where bicycles and pedestrian transportation is more common. This has given me an appreciation and insight into the ways these modes of transportation contribute to the community.

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

I have read the mission statement and recent minutes. From that, I believe the group reviews individual communities' plans to identify and recommend policies for countywide adoption.

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

No. Until I saw the notice on the Burlingame e-newsletter, I was not aware of this committee.

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?

I have no commitments that would prevent me from attending these meetings regularly.

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

I do not serve on any other government-related boards.

I am an elected member of the board of directors for San Francisco Zen Center and serve on the boards of two software start-ups. In the past, I was on advisory committee of San Francisco Chapter of Surfrider Foundation, an environmental advocacy group.

8. Please mention the city in which you reside.

I live in Burlingame.

Bicycle and Pedestrian Advisory Committee

Membership Application of Nataline Chew

nataline9@yahoo.com, 650-458-6228

Please give brief answers to the following questions to be considered for appointment to the City/County Association of Governments (C/CAG) of San Mateo County Bicycle and Pedestrian Advisory Committee (BPAC).

1. What expertise/experience do you have pertaining to serving on this committee?	I am a pedestrian, road biker and inline skater and have enjoyed biking the streets of San Francisco where commuting by bike is common. I am concerned about safety as I've been hit by a car door while biking, have been harassed by a car of people while riding my bike and have been thrown over my bike handle bars by riding over a sewer grate. I've led a corporate affinity group working with a steering committee of eight volunteers, brought in programs, increased membership and increased the budget.
2. Why do you want to serve on this committee?	I'd like to make San Mateo County a safe and accessible place for self propelled individuals and groups such as bicyclists and pedestrians.
3. What special strengths would you bring to the committee?	I am currently taking facilitator training of the Shura process (a collaborative policy making process), am a certified mediator, an analyst and am passionate about enabling all to safely bike & walk throughout San Mateo County.
4. What is the role of the countywide Bicycle and Pedestrian Advisory Committee?	Develop, plan, budget, approve, and facilitate implementation of the San Mateo County Bicycle & Pedestrian Plans, as well as other relevant regional plans.
5. Have you ever attended a meeting of this committee? If so, when?	Not yet; Jan 2010
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?	No
7. Are you a member of any other committees/organizations?	Not at this time.
8. Please mention the city in which you reside.	San Mateo

Applications will be reviewed and presented to the C/CAG Board for consideration. Applicants may be asked to present before the C/CAG Board or its selection subcommittee.

Please email, fax, or mail your application attention Tom Madalena.
 tmadalena@co.sanmateo.ca.us

650-361-8227 fax

555 County Center
 5th Floor
 Redwood City, CA 94063

12/11/09

CCAG Board

Attn: Tom Madalena

555 County Center

5th Floor

Redwood City, CA

94063

Dear Tom,

I am submitting my application for consideration for a seat on the CCAG BPAC.

I have considerable experience to contribute as a dedicated bicyclist/pedestrian. I am past president of the Peninsula Bicycle & Pedestrian Coalition (PBPC), which was a subchapter of the SVBC. Since 1998, I have spent many hours under saddle of both commute cycling as well as recreational and competitive cycling and am well-versed with the local roads and trails all over San Mateo County well as common concerns of cyclists. I did spend 3 years from 2002-2005 or so without a car and walked, biked or took the bus or train for 90% of my transportation.

I would like to serve on this committee because I have been inactive too long in the political aspects of the cycling community in the last couple years while I have been focused on building my veterinary practice.

My special strengths include cross-over experience in both commute cycling, many hours spent as a pedestrian and the special challenges facing pedestrians, competitive mountain biking, competitive road cycling, participation in century rides as well as experience as a horseback rider and owner. Thus I can better see both sides of the fence and I have worked to try to get recreational cyclists to come together with other recreationalists as well as understanding the needs of commuters. In addition, my student years spent at Davis showed me how it is possible to create a walkable bikeable community and how cars and cyclists can share the roads.

San Mateo County is an ideal environment for walking and bicycling and every new transportation project can help or harm that potential depending on how it is built. The needs of cyclists and pedestrians should be taken seriously in every new transportation project.

I believe the role of the CCAG BPAC should be where the needs of cyclists and pedestrians can be addressed in transportation projects that affect the county's citizens in a more effective manner than can otherwise be done if the cycling community needed to go to each and every city government individually to voice their concerns. I also think it

is possible for the CCAG BPAC to do more outreach and stage events to promote walking and bicycling that may be more than what is being done now.

I have attended CCAG BPAC meetings in the past when I was president of the PBPC between 2002-2004.

I have no other commitments that would keep me from attending these meetings.

I am a member of the SFBC and the SVBC, as well as a member of the AVMA (American Veterinary Medical Association) and the CVMA (California Veterinary Medical Association).

I reside in the city of San Mateo and have been a resident since 1997.

Thank you for your consideration.

Sincerely,

Dani Weber

120 West 3rd Ave. #606

San Mateo, CA 94402

650-341-7742

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 Public Membership Application

Frank Markowitz

Daytime phone: 415/701-4442

Work e-mail: Frank.Markowitz@sfmta.com

Personal e-mail: frankmarko56@comcast.net

FOR NEW MEMBERS:

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

I have extensive experience in transportation planning and specialized expertise in pedestrian facilities planning and research. I am very familiar with local agency procedures, transportation funding sources, and legal/policy considerations. My strong knowledge of San Mateo County was obtained as a San Mateo City resident for the last seven years (and a Bay Area resident for some 30 years). I have covered many areas on the Peninsula as a long-distance runner (and previously as a recreational bicyclist).

I am currently a senior transportation planner for the San Francisco Municipal Transportation Agency (SFMTA), responsible for multi-modal capital programming and area transportation plans. From 2000 to 2006, I served as the first Pedestrian Program Manager for San Francisco (hired by the former Department of Parking and Traffic). In this role, I:

- helped manage and evaluate the installation of pedestrian countdown signals (and other innovative devices) citywide;
- staffed the SF Pedestrian Safety Advisory Committee;
- chaired an interdepartmental pedestrian safety committee;
- prepared numerous successful grant applications;
- managed an FHWA-funded pedestrian safety engineering grant (which emphasized innovative devices and pedestrian education); and
- testified in court and in depositions related to pedestrian injury lawsuits.

I now chair an ITE technical committee on automated (passive) pedestrian detection devices. In this role, I have regular contact with some of the leading pedestrian safety researchers and advocates internationally.

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*

My ITE Professional Transportation Planner certification attests to my strong understanding of general transportation planning technical and policy considerations.

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

My family very much appreciates the high quality of life in San Mateo County, and I would like to contribute to sustaining and improving that. Increasing walking and bicycling is critical to fighting global warming, improving individual health, and supporting more vibrant communities. Apparently in recent months there were no San Mateo City members of the BPAC, and I would like to make sure there is fair consideration of the needs of all jurisdictions.

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

As described above, I have extensive transportation planning experience, with pedestrian safety expertise. Through my "day job" I keep very well informed about funding opportunities, changes in technical standards, and the like.

Through extensive experience staffing and chairing similar committees, I have learned to work well with others. I appreciate the perspectives of agency staff, policy makers, and advocates. In particular, I staffed the San Francisco Pedestrian Safety Advisory Committee for several years.

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

According to the announcement, "the BPAC provides advice and recommendations to the C/CAG Board of Directors on all matters relating to bicycle and pedestrian facilities planning and on the selection of projects for state and federal funding." This is an advisory role, and that the BPAC needs to provide the C/CAG Directors with a broad range of perspectives, including different jurisdictions, organizations, and the like. The BPAC also supports the C/CAG efforts to promote bikeways development and outreach.

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

No. However, I have attended a meeting of the City of San Mateo BPAC.

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*

FOR ALL APPLICANTS:

A. 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?

No conflicts. I would be committed to attending regularly.

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

As mentioned above, I am an active member of the Institute of Transportation Engineers (ITE), chairing a technical committee on a pedestrian safety topic. I am also a member of the Greenbelt Alliance, which supports trails and “smart growth” land use. I am a former member of the San Mateo County Historical Association and MTC’s Regional Pedestrian Committee.

I am also an active member of the Palo Alto Run Club and the Bay Area Orienteering Club, which exposes me to trails and parks throughout the Bay Area. Years ago, I belonged to several bicycling clubs in different areas, like the Western Wheelers Bike Club (of Palo Alto) and the Baltimore Bicycling Club.

C. Please mention the city in which you reside.

San Mateo.

Applications will be reviewed and presented to the C/CAG Board for appointment to the BPAC. Please email, fax, or mail your application to Tom Madalena.

tmadalena@co.sanmateo.ca.us

650-361-8227 fax

**555 County Center
5th Floor
Redwood City , CA 94063**

Andrew Buhrmann

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

As an avid cyclist and bicycle commuter, I have experience as a member of the community utilizing roadways by bicycle. My perspectives, whether as a car, bicycle, or pedestrian user, all shape and affect one another.

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

I am committed to strengthening my community, as well as to setting examples for all communities to be safer and friendlier for cyclists and pedestrians. As a recent college graduate with a degree in Political Science, I am interested in both city planning and local government and want to better understand the processes involved, as well as serve my community. I see a healthy community as one that supports all the members involved.

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

The unique experience of being a community member who is committed to a nearly car-free lifestyle has shaped my experience, and I would bring this experience to the table if a part of the committee. I am a focused listener and communicator, and enjoy working with a group to achieve results. I have experience with project planning and financial analysis, as well as coordination between multiple sources to accomplish tasks.

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

Members of the committee provide a perspective from the community to accomplish the goal of providing all community users with a safe environment on the roadway, as well as comfort and ease when using our public spaces. The Committee uses the public information and facts to make recommendations to the C/CAG Board.

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

No.

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?

None.

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

No.

8. Please mention the city in which you reside.

Millbrae.

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 Public Membership Application

Applicant:

Maureen Brooks
1043 Yates Way
San Mateo, CA 94403

Phone: (650) 787-1126
Email: mobro50@gmail.com

Please give brief answers to the following questions to be considered for appointment to the City/County Association of Governments (C/CAG) of San Mateo County Bicycle and Pedestrian Advisory Committee (BPAC).

FOR INCUMBENTS: N/A

1. Why do you want to be reappointed to the BPAC?
2. Do you have any suggestions for making the BPAC more effective?
3. How long have you served on the BPAC?

FOR NEW MEMBERS:

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

I am a former member of the B/PAC. I served for several years and held the position of Vice-Chair. I left the committee two years ago due to term limits imposed for public members. I am a recreational cyclist, and am very familiar with much of the roadway network throughout San Mateo County. I am also a member of the Western Wheelers Bicycle Club and have been active in other bicycle clubs. I am familiar with the routes that work for casual cyclists, bicycle commuters, and serious recreational riders, and understand that there are different needs for these groups. The most important element for all groups is creating a safe bicycle and pedestrian network throughout San Mateo County.

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

I thoroughly enjoyed the time I served on the committee and am proud of the accomplishments the committee has achieved over the years. I want to continue with this work, and to participate in the update of the Comprehensive Bicycle Plan for San Mateo County.

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

During my previous tenure on the Committee, I helped input data into the County's GIS system for both the existing bicycle route system, and the proposed routes which are outlined in the Comprehensive Bicycle Plan. This database was used to create the updated Countywide Bicycle Map which was recently funded and printed through BPAC. I also bring the experience that I gained from my previous tenure on BPAC, and my knowledge of the bicycle network.

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*

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

The primary role of the BPAC is to provide guidance to the City and County Association of Governments (C/CAG) regarding projects to be funded through the use of Transportation Development Act (TDA) funds. The committee also acts as a forum to discuss County-wide bicycle and pedestrian issues.

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

Over the years, I have attended many meetings of the Committee. Most recently, I attended meetings last year related to the county-wide bicycle map project.

FOR ALL APPLICANTS:

A. 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?

I do not have any conflicts that would keep me from attending meetings on the fourth Thursday of the month.

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

I am a member of the Western Wheelers Bicycle Club.

C. Please mention the city in which you reside.

I live in the City of San Mateo.

Applications will be reviewed and presented to the C/CAG Board for appointment to the BPAC. Please email, fax, or mail your application to Tom Madalena.

tmadalena@co.sanmateo.ca.us

650-361-8227 fax

555 County Center

5th Floor

Redwood City, CA 94063

Tom Madalena - Bicycle and Pedestrian Advisory Committee Application

From: "steve schmidt" <menloparksteve@gmail.com>
To: "Tom Madalena" <tmadalena@co.sanmateo.ca.us>
Date: 12/25/2009 2:28 PM
Subject: Bicycle and Pedestrian Advisory Committee Application

Hi Tom:

Please consider this application for the PBAC seat and let me know when applicants will be interviewed at the meeting.

Thanks,
Steve
323-5546

steve schmidt
menloparksteve@gmail.com

Bicycle and Pedestrian Advisory Committee Membership Application Steve Schmidt, Menlo Park. 650 323-5546

Please give brief answers to the following questions to be considered for appointment to the City/County Association of Governments (C/CAG) of San Mateo County Bicycle and Pedestrian Advisory Committee (BPAC).

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

I've commuted and done errands by bicycle in the Mid-peninsula for over thirty five years. I served on the BPAC and its predecessor committee between 1991 and 2002 both as a public member and as an elected official.

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

I believe that it is important to have BPAC members who have a strong commitment to building cost-effective infrastructure for the practical use of pedestrians and bicyclists.

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

In my eight years on the Menlo Park City Council, I had the responsibility of balancing the needs and desires of constituents and at the same time doing so within the financial limitations of local government. In the end I had to make a decision.

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

The BPAC has two major responsibilities: It makes recommendations to C/CAG on providing TDA funding to projects that serve pedestrians and bicyclists in San Mateo County; It serves as a source of information and advice for bicycle/pedestrian design and safety issues raised by San Mateo County cities.

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

I was a regular attendee before 2003 for about 11 years.

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?

No.

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

Silicon Valley Bicycle Coalition, Loma Prieta Chapter of the Sierra Club, Audubon Society, Mono Lake Committee, Menlo Park Green Ribbon Citizen's Committee,

8. Please mention the city in which you reside.

I've lived in Menlo Park since 1976, the mid-Peninsula since 1959..

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 Public Membership Application

Robert Cronin

Please give brief answers to the following questions to be considered for appointment to the City/County Association of Governments (C/CAG) of San Mateo County Bicycle and Pedestrian Advisory Committee (BPAC).

FOR INCUMBENTS:

1. Why do you want to be reappointed to the BPAC?
2. Do you have any suggestions for making the BPAC more effective?
3. How long have you served on the BPAC?

FOR NEW MEMBERS:

1. What expertise/experience do you have pertaining to serving on this committee?
The bicycle is my principal mode of transportation. Typically, I ride a little over 4000 miles per year. I am a League of American Bicyclists certified instructor. Also, I have served on the C/CAG BPAC before.
2. Why do you want to serve on this committee?
I want to help make sure that grant money is spent on good projects.
3. What special strengths would you bring to the committee?
As a daily road user on a bicycle I am constantly aware of conditions on our roads and how they might be improved.
4. What is the role of the countywide Bicycle and Pedestrian Advisory Committee?
Historically, the BPAC has ranked grant applications for public funds to be used for bicycle and pedestrian projects.
5. Have you ever attended a meeting of this committee? If so, when?
As a member of the committee I attended many meetings until 2007.

FOR ALL APPLICANTS:

- A. 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?
No.
- B. Are you a member of any other committees/organizations?
I am currently serving on the Menlo Park Transportation Commission.

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. Please mention the city in which you reside.

Menlo Park

Applications will be reviewed and presented to the C/CAG Board for appointment to the BPAC.
Please email, fax, or mail your application to Tom Madalena.

tmadalena@co.sanmateo.ca.us

650-361-8227 fax

555 County Center
5th Floor
Redwood City , CA 94063

From: "Margaret Pye" <pyem@sonic.net>
To: <tmadalena@co.sanmateo.ca.us>
Date: 12/27/2009 11:50 AM
Subject: Application C/CAG BPAC-- Margaret Pye

Hello, Mr. Madalena,
Please consider my application for appointment to the C/CAG BPAC.
Thank you very much!

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

My husband and I have been "non-motor-vehicle-owners" for approximately four years. As such, I have extensive experience traveling around San Mateo County by public transit, by foot and on my bicycle. (I have been an every-day bicycle commuter, six miles each way, to my job in Menlo Park for two years now.)

I served the City of San Carlos as a member of its Bicycle/Pedestrian Advisory Committee for several years; when that committee became the Transportation and Circulation Commission (the "T&C"), I began service on that Commission. I have now been a member of the T&C for nearly three years, and have served as its Chairperson for approximately 18 months.

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

I would like to become more involved in county-wide bicycle and pedestrian matters. My daily bicycle commute to work takes me through parts of San Carlos, Redwood City, Menlo Park and unincorporated County locations, as well as roadways under the responsibility of Caltrans. I am interested in helping oversee matters that overlap various jurisdictions.

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

I believe I am a thoughtful, intelligent, sensitive person who has respect for the opinions of others and who strongly seeks to improve safety and convenience for the more vulnerable users of our roads and sidewalks.

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

The C/CAG BPAC reviews matters related to bicycle and pedestrian facilities planning and helps select projects for state and federal funding. They forward their recommendations to the C/CAG Board of Directors.

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

I attended a C/CAG BPAC meeting in early 2009. I spoke to the committee regarding the application from the City of San Carlos for funds to provide bike lanes on the southern part of Old County Road.

6/A) Do you have other commitments that will keep you from attending meetings?

No, I have no conflicting commitments on the evening of the fourth Thursday of the month. I will take seriously my obligation to attend each meeting of the C/CAG BPAC.

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

I am a member of the Silicon Valley Bicycle Coalition, the San Francisco Bicycle Coalition and Walk San Francisco. (I am not extremely active in any of these groups, but I am a member and I follow and support the work they do.) I am also the Treasurer for the Green Party of San Mateo County, and have served them in that capacity for five years. Additionally, I am a member of the San Carlos Villagers, the group that provides docent services for the San Carlos History Museum. (The museum houses a fine, antique bicycle, by the way, in case you haven't visited!)

8/C) Please mention the city in which you reside.
I live in San Carlos.

Respectfully submitted,
Margaret Pye

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 Members

Member

City

Elected Officials:

Matt Grocott (Chair)	San Carlos
Naomi Patridge	Half Moon Bay
Karyl Matsumoto	South San Francisco
Ian Bain	Redwood City
Julie Lancelle	Pacifica
Ken Ibarra	San Bruno
Michael Barnes	Brisbane
Cathy Baylock	Burlingame

Public Members:

Judi Mosqueda (Vice-Chair)	Millbrae
Cory Roay	Daly City
Joel Slavitt	San Carlos
Lucy Wicks	Unincorporated San Mateo County
Vacant	
Vacant	
Vacant	

Staff Support:

Tom Madalena (650) 599-1460 tmadalena@co.sanmateo.ca.us

Sandy Wong (650) 599-1409 slwong@co.sanmateo.ca.us

C/CAG AGENDA REPORT

Date: January 14, 2010
To: City/County Association of Governments Board of Directors
From: Richard Napier, Executive Director
Subject: Review and approval the initial framework for programming of Cycle 1 Federal Transportation funds for fiscal years 2010/2011 and 2011/2012, and receive an overview of other funding opportunities.

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

RECOMMENDATION

That the C/CAG Board review and approve the initial framework for programming of Cycle 1 Federal Transportation funds for fiscal years 2010/11 and 2011/12, and receive an overview of other funding opportunities.

FISCAL IMPACT

Approximately \$11 million will be available to C/CAG under the MTC Block Grant. C/CAG may use up to 4% for planning and administrative activities.

SOURCE OF FUNDS

Fund sources are composed of Federal Surface Transportation Program (STP) and Federal Congestion Mitigation and Air Quality (CMAQ) funds.

BACKGROUND/DISCUSSION

At the beginning of each six year federal transportation act, the Metropolitan Transportation Commission MTC sets a framework which divides the region share into core programs that it feels are important to address. The six core programs defined by MTC are Freeway Performance Initiatives, Climate Initiatives, Regional Bike Program, Regional Streets and Roads Rehabilitation, Transit Rehabilitation, and Transportation for Livable Communities TLC.

MTC has broken the six year act into two Cycles of funding, of three years each. Cycle 1 covers FY 2009/ 2010, 2010/ 2011, and 2011/2012. With the adoption of the framework on December 16, 2009, MTC determined the amount of Cycle 1 money to keep at the regional level for special “off the top” projects or set aside for regional calls. It also set the specific programs and amount of money to be programmed at the local level by the Congestions Management Agency (CMA’s meaning C/CAG).

For this coming act or SAFETEA-LU extension, C/CAG is responsible to program Cycle 1 projects by the end of July 2010. Cycle 1 projects will be scheduled for delivery in FY 2010/2011 and 2011/2012. MTC has determined that the CMAs will be the programming lead at the local level for a “Block Grant” which would allow local strategic flexibility in project **ITEM 6.4**

selection. MTC is allowing up to 4% of the “Block Grant” to be used by the CMA’s for assuming this administrative responsibility.

The “Block Grant” is the County’s share of STP and CMAQ funds to be divided into three specific programs, Local Streets and Roads (LS&R) Shortfall, Transportation for Livable Communities (TLC), and Regional Bike Program (RBP). The available funds are as follows:

	LS & R Shortfall	TLC	RBP
Available to Program	\$6,564,480	\$2,762,880	\$1,669,440
Administration	\$273,520	\$115,120	\$69,560
Total	\$6,838,000	\$2,878,000	\$1,739,000

MTC is requesting that CMAs issue a unified call for projects addressing all of the block grant programs in early 2010. They have also established general policies and a distribution approach for the CMA’s to follow in an effort to support their overall transportation goals. MTC recognizes that some of their proposed distribution approaches are in direct conflict with other MTC programming requirements so they are allowing CMAs programming flexibility through a “strategic planning” process.

BLOCK GRANT PROPOSED FRAMEWORK

C/CAG staff will develop a “Strategic Plan”, to be submitted to MTC. The Strategic Plan would outline C/CAG’s approach for programming the block grant. It would also contain the rationale behind any difference between C/CAG’s programming approach and the distribution approach proposed by MTC.

The following are some of MTC’s general programming policies:

- Minimum project size \$250,000
- “Complete Streets” approach
- Priority Development Area (PDA) focus
- Must comply with regional project delivery policies.

We anticipate presenting the plan to the committees in January and presenting it to the Board at the February meeting. Below is a brief summary of the staff proposed approach for the three block grant programs.

LOCAL STREETS AND ROADS (LS&R) SHORTFALL

For the LS & R Shortfall, it is proposed to proceed with a competitive based project selection process previously approved by C/CAG with modifications to reflect new MTC focus. These projects are street rehabilitation type projects. Detailed program requirements will be developed through the Congestion Management Program Technical Advisory Committee (TAC) and the Congestion Management Program and Environmental Quality Committee (CMEQ) and will be presented to the Board in February.

TRANSPORTATION FOR LIVABLE COMMUNITIES (TLC)

For the TLC program, approximately \$1.7 million will be set aside for C/CAG prior

commitments on Cycle 4 Transit Oriented Development (TOD) high-density program projects. The remaining funds will be awarded on a competitive based approach. MTC has directed that all TLC funds be used only in PDAs, however C/CAG will be asking for the following flexibility to address equity.

A minimum of 80% of the competitive TLC funds will be directed towards transportation enhancement projects along the Grand Boulevard (El Camino Real) or located in Joint Policy Committee (JPC) approved planned/ proposed PDA (El Camino Real GBI is a designated PDA). Up to 20% of the competitive TLC funds may be awarded to transportation enhancement projects not located in a PDA. Detailed program requirements will be developed through the TAC and CMEQ and will be presented to the Board in February.

REGIONAL BIKE PROGRAM

For the Regional Bike Program (RBP), it is proposed to proceed with a competitive based project approach that will be directed towards projects listed in the MTC regional bike plan or projects that meet the criteria in the regional bike plan. Examples include bike projects that provide connectivity to major activity centers, schools, hospitals, and shopping/ business areas. Detailed program requirements will be developed through the Bicycle and Pedestrian Advisory Committee (BPAC) and will be presented to the Board in February.

PDA BLOCK GRANT PROJECT SELECTION DEADLINES

With the approval by the Board, this process will be utilized in the "Block Grant" project selection process. A unified call for projects is scheduled for February, shortly after the Board meeting. It is proposed that project selection subcommittees will be used to screen and score the project applications for different programs.

The MTC's project programming deadline for "Block Grant" projects is July 30, 2010. This is a very short timeline. In order to meet this schedule the following schedule is proposed.

Action	Date
Submit project selection process (Strategic Plan) to the TAC and CMEQ	January-2010
Submit Strategic Plan to the Board and release "Unified Call for Projects"	February-2010
"Strategic Plan" due to MTC	April 1, 2010
Project application due date	Mid April 2010
Project Selection Process	Mid April - Mid May 2010
Present project selection to TAC & CMEQ	May 20, and May 24, 2010
Present project selection to Board	June 10, 2010
MTC Programming Deadline	July 30, 2010

OVERVIEW OF OTHER FUNDING OPPORTUNITIES

SAFE ROUTES TO SCHOOL

Under MTC's Climate Initiatives program, \$1,429,000 in CMAQ funds for a Safe Routes to School Program is available to San Mateo County. Although this is not part of the Block Grant, MTC is considering delegating the administration of this program to C/CAG. It is expected that this will involve a competitive project selection process with a \$250,000 minimum project size. Examples of these projects are transportation-based projects that provide safety elements near schools (e.g. crosswalk installations or improvements, countdown signals, sidewalk installations or improvements, bike lane/ bike rack installations or improvements.) Further details regarding the implementation of this program will be prepared and included in the "Strategic Plan" mentioned above.

FEDERAL AID SECONDARY (FAS) COMMITMENT

California Statute requires that the County of San Mateo receive \$1,070,000 for rehabilitation of Federal Aid streets. These funds will be programmed directly to the County of San Mateo.

REGIONAL INNOVATIVE GRANT PROGRAM - \$36 MILLION

It is expected that MTC will issue a call for projects in the near future for this regionally competitive program. The purpose of this Innovative Grant Program is to fund a small number of high cost projects that have city wide or countywide impacts. The objectives of the program are to test the effectiveness of high potential emission reducing projects such as:

- Parking management/ innovative pricing policies,
- Acceleration to shift to cleaner low greenhouse gas vehicles
- Transportation demand management strategies (HOT lanes)
- Other initiatives defined in locally adopted climate action plans
- Other innovative ideas that have yet to be fully evaluated for cost effectiveness

Higher priority for this program will be given to projects located in a PDA and projects that can leverage funds.

REGIONAL TRANSPORTATION FOR LIVABLE COMMUNITIES (TLC) - \$56 MILLION

It is expected that MTC will issue a call for projects in the winter of 2010 for this regionally competitive program. The intent of this program is to incentivize development in PDA areas. Potential categories of work include:

- Streetscape projects,
- Non-transportation infrastructure (sewer/ water improvement projects),
- Transportation demand management, and
- Density incentive such as land banking or site assembly.

The TLC program will also support a regional Station Area Planning Grant Program

C/CAG AGENDA REPORT

Date: January 14, 2010
To: City/County Association of Governments Board of Directors
From: Richard Napier, Executive Director
Subject: Review and approval of the currently approved C/CAG Procurement Policy
(For further information or questions contact John Hoang at 363-4105)

RECOMMENDATION

That the C/CAG Board review and approve the currently approved C/CAG Procurement Policy for professional services, and capital items, consumable items and services and direct staff to reference said policy in future contract recommendation reports.

FISCAL IMPACT

None

SOURCE OF FUNDS

The Procurement Policy applies to all C/CAG administered contracts funded by local, state, and federal funds.

BACKGROUND/DISCUSSION

At the December 10, 2009 meeting, it was requested that staff provide Board members with a copy of the current C/CAG Procurement Policy.

The C/CAG Procurement Policy, established June 9, 2005, implements procedures for selecting consultants (contractors) to provide professional services to C/CAG. The Policy includes guidelines for utilizing a formal Request for Proposal (RFP) process when procuring for consultant services as well as identifies situations where the RFP process could be waived, as appropriate, taking into consideration the proposed contract amount thresholds, timeframe constraints, potential delays, emergency situation, a firm's unique qualifications or experiences, and/or other factors. Additional requirements were also included to address federally funded contracts. The Policy also addresses procurement of capital items and consumable items and services. The Policy was developed under the guidance of the C/CAG Finance Committee.

ATTACHMENTS

C/CAG Procurement Policy

ITEM 6.5

C/CAG PROCUREMENT POLICY

Established June 9, 2005

Professional Services Procurements

1. The method for procurement of professional services (consultants) shall generally be the Request for Proposal (RFP) procedure. The primary purpose of using a RFP is to ensure that C/CAG receives the best value in obtaining services. The determination of "best value" is not based solely on the lowest price or the highest quality. It involves a subjective weighing of efficiency, quality, and economy, and a recommendation as to how the services might best be provided. The RFP is not a bid, in which the contract is awarded to the lowest bidder and the bid dictates the terms of the contract. Rather, it is a mechanism for exploring the expense and potential methodologies that could be used for dealing with the project for which the proposal is solicited. The RFP is an opportunity to ensure that all qualified contractors are given an opportunity to be considered for providing services to C/CAG. Each RFP shall be sent to all qualified firms and/or individuals that have been previously identified by C/CAG staff. Some of the ways that C/CAG staff may identify qualified firms and/or individuals could be through the issuance of a Request for Qualifications (RFQ), a letter of interest, and/or a review of informational materials provided by firms and/or individuals. Any firm and/or individual can request to be included on this list at any time by communicating such request to C/CAG staff and providing a summary of qualifications.
2. All RFPs must include a well-defined statement of work and must require that the responding party include quantifiable objectives, performance standards, and deliverables in its response to the RFP in order to be considered for funding.
3. The C/CAG Chair may administratively authorize up to an additional 5% of the original total contract amount in the event that there are unforeseen costs associated with the project.
4. If the contract is for work that will continue for a specified period of time, the term of the contract should be the period of time for which the services are needed, but no longer than three (3) years.
5. Once a contractor has been selected through either the formal RFP procedure or another procedure as per 6., 7., 8., or 9., the contractor may be used to provide additional services, if the work is substantially similar to that which was included in the original contract, for a period of up to three (3) years beyond the initial contract ending date. This may be done through either the execution of an amendment to the existing contract or through the execution of a new contract. The approval of the amendment or new contract shall be subject to the approval requirements in 6, 7, or 8. depending on the amount of funding to be included in the amendment or new contract.
6. Contracts \$5,000 and below:
 - a. A formal RFP procedure is not required.

- b. The selection process must be fair (see #1), and there must be documentation that the contractor selected is qualified and that the cost is competitive.
 - c. The results of another public agency's selection process may be used to satisfy the requirements of b.
 - d. A telephone survey of three (3) or more potential service providers may be used to satisfy the requirements of b.
 - e. The C/CAG Executive Director shall be authorized to execute contracts \$5,000 and below without the prior approval of the Board. The Board shall be notified of such contracts executed at the next scheduled Board meeting following such execution.
7. Contracts \$5,001 to \$25,000:
- a. A formal RFP procedure is not required.
 - b. The selection process must be fair (see #1), and there must be documentation that the contractor selected is qualified and that the cost is competitive.
 - c. The results of another public agency's selection process may be used to satisfy the requirements of b.
 - d. A telephone survey of three (3) or more potential service providers may be used to satisfy the requirements of b.
 - e. The Chair of the C/CAG Board shall be authorized to execute contracts \$25,000 and below without the prior approval of the Board. The Board shall be notified of such contracts executed at the next scheduled Board meeting following such execution.
8. Contracts greater than \$25,000:
- a. A formal RFP procedure should be utilized unless authorization from the C/CAG Board is given for another procedure or for a waiver of the RFP process.
 - b. The selection process shall not utilize cost as the sole criteria in selecting the successful contractor. The proposals shall be evaluated based on a combination of factors that result in the best value to C/CAG, including but not limited to:
 - i. Understanding of the work required by C/CAG.
 - ii. Quality and responsiveness of the proposal.
 - iii. Demonstrated competence and professional qualifications necessary for satisfactory performance of the work required by C/CAG.
 - iv. Recent experience in successfully performing similar services.
 - v. Proposed methodology for completing the work.
 - vi. References.
 - vii. Background and related experience of the specific individuals to be assigned to the project.
 - viii. Proposed cost.
 - ix. Previous experience in providing similar services for C/CAG and satisfactory delivery of those services.

- c. The Chair of the C/CAG Board shall be authorized to execute contracts greater than \$25,000 with the prior approval of 51% of the voting members of the Board present at a Board meeting where a vote on the contract was taken in accordance with C/CAG procedures. In accordance with the C/CAG Bylaws, Article VIII., Section 3., the special voting procedures may be utilized upon the request of any voting member. Under the special voting procedures, for a motion to be successful it must receive the votes of a majority of the voting members representing a majority of the population of the County.
9. Waiver of RFP Process:
 - a. The C/CAG Board may waive the solicitation of RFPs when it determines that it is in the best interest of C/CAG to do so. Situations in which a RFP may be waived include, but are not limited to, emergency situations or those in which an independent contractor is the only available source of a particular service. Another appropriate situation for waiving the RFP process is where a particular firm and/or individual has unique qualifications and/or experience, and it is determined by the C/CAG Board that the added time required for another firm and/or individual to acquire this knowledge base would create an unacceptable delay in the delivery of the service and not result in significant cost savings.
 - b. Requests to waive the RFP process that are presented to the C/CAG Board for consideration must include the specific findings by staff which substantiate the request for a waiver.
10. Contractors shall not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religion, national origin or ancestry, age, sex, sexual orientation, marital status, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status, or in any manner prohibited by federal, state or local laws.

Additional policies related to procurements funded entirely or in part with Federal TEA 21, Surface Transportation Program (STP) funds.

1. All contracts must have the prior written consent of MTC.
2. Copies of all contracts or amendments to contracts exceeding \$25,000 must be provided to MTC after their execution.
3. MTC reserves the right to review contracts or amendments to contracts, prior to their execution.
4. All contracts must be in accordance with 49 Code of Federal Regulations (CFR) Part 18, MTC's funding agreement with DOT and any regulations, guidelines and circulars of Department of Transportation (DOT), applicable as a result of such funding agreement.
5. The provisions of the MTC/San Mateo County Interagency Agreement will be included, as applicable, in any contract exceeding \$25,000, including procurement of materials and leases of equipment.

6. All books, records, accounts, and any and all work products, materials, and other data relevant to the performance under any contract shall be maintained for a minimum of three (3) years following final payment by MTC.
7. All contractors shall not discriminate or permit discrimination against any persons or group of persons on the grounds of race, religious creed, color, national origin, age, ancestry, physical disability, medical condition, marital status, or sex, in any manner prohibited by federal, state, or local laws. Contractors shall comply with all applicable provisions of Executive Order 11246 as amended by Executive Order 11375 and as supplemented by Department of Labor (DOL) regulations.
8. C/CAG shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of DOT assisted contracts.
9. C/CAG shall cooperate with MTC in meeting its commitments and objectives to ensure nondiscrimination in the award and administration of DOT assisted contracts and to create a level playing field on which disadvantaged business enterprises, as defined in 49 CFR Part 26, can compete fairly for contracts.
10. Contractors shall comply with all the requirements imposed by Title VI of the Civil Rights Act of 1964 (42 USC § 2000(d)) and the regulations of the DOT issued thereunder (49 CFR Part 21).
11. Title 49 CFR Part 18, "Uniform Administrative Requirements for Grants and Cooperative Agreements to State and Local Governments" shall govern contracts.
12. No contract shall be executed with any organization or individual who is included on the List of Parties Excluded from Federal Procurement and Nonprocurement Programs, as published by the U.S. General Services Administration.

Policies related to procurements of capital items, consumable items and services.

1. C/CAG shall, to greatest extent possible, utilize the procurement systems of its member agencies for capital purchases. The member agencies have in place the appropriate infrastructure to manage these procurement processes and this will enable C/CAG to take advantage of their greater purchasing power; thereby ensuring a more favorable price and the meeting of all appropriate federal, state and local procurement requirements.
2. The C/CAG Executive Director shall have the authority to purchase consumable items and services through any appropriate means up to a maximum of \$5,000. Purchases of more than \$5,000 require approval of the C/CAG Board.

C/CAG AGENDA REPORT

Date: January 14, 2010
TO: C/CAG Board of Directors
From: Richard Napier, Executive Director
Subject: Review and approval of the C/CAG Executive Director Performance Objectives for FY 09-10.

(For further information or response to question's, contact Richard Napier at 650 599-1420)

Recommendation:

Review and approval of the C/CAG Executive Director Performance Objectives for FY 09-10.

Fiscal Impact:

None

Revenue Source:

None

Background/ Discussion:

The C/CAG Board completed the Performance Evaluation of the C/CAG Executive Director at the December 10, 2009 Board Meeting. The only task remaining was establishing the C/CAG Executive Director Performance Objectives for FY 09-10. Attached are the performance objectives for the C/CAG Executive Director for FY 09-10. It is requested that the Board approve the C/CAG Executive Director Performance Objectives for FY 09-10.

Attachments:

Executive Director Performance Objectives 2009-10

Alternatives:

- 1- Review and approval of the C/CAG Executive Director Performance Objectives for FY 09-10.
- 2- Review and approval of the C/CAG Executive Director Performance Objectives for FY 09-10 with modifications.
- 3- No Action.

ITEM 6.6

**EXECUTIVE DIRECTOR
PERFORMANCE OBJECTIVES
2009-10**

C/CAG FINANCIAL OPERATIONS

- 1- Objective - Manage all individual funds such that the actual ending balance (total, including reserves) for each fund as of the June 30, 2010 closing for FY 09-10 is either balanced or in a positive position.

Measure - Actual ending balance (total including reserves) for each fund as of the June 30, 2010 closing for FY 09-10 is either balanced or in a positive position.

Exceeds Objectives **Meets Objectives** **Doesn't Meet Objectives**

Please explain ratings at either end of spectrum:

- 2- Objective - Pursue and bring in commitments for additional revenue (from new or expansion of current State/ Federal/ Local sources) to C/CAG of \$300,000.

Measure - Total amount of additional revenue (from new or expansion of current State/ Federal/ Local sources) to C/CAG. Revenues must have required a special request to be considered.

Exceeds Objectives **Meets Objectives** **Doesn't Meet Objectives**

Please explain ratings at either end of spectrum:

- 3- Objective - Pursue and bring in commitments for additional revenue (from new or expansion of current State/ Federal/ Local sources) to San Mateo County Agencies of \$1M.

Measure - Total amount of additional revenue (from new or expansion of current State/ Federal/ Local sources) to San Mateo County Agencies. Revenues must have required a special request to be considered.

Exceeds Objectives **Meets Objectives** **Doesn't Meet Objectives**

Please explain ratings at either end of spectrum:

C/CAG CRITICAL PROGRAMS

- 1- Objective - Implementation of the San Mateo County Smart Corridor Project.

Measure - Arterial street design 90% complete. El Camino Real Design 60% complete. Pilot project under construction.

Exceeds Objectives Meets Objectives Doesn't Meet Objectives

Please explain ratings at either end of spectrum:

- 2- Objective - Work with the affected stakeholders to update the Comprehensive Land Use Plan for the environs of San Francisco International Airport and to negotiate an acceptable Avigation Easement.

Measure - Adoption of the Comprehensive Land Use Plan for the environs of San Francisco International Airport.

Exceeds Objectives Meets Objectives Doesn't Meet Objectives

Please explain ratings at either end of spectrum:

- 3- Objective - In cooperation with the County, negotiate and execute a Local Government Partnership Agreement with PG&E by 1/1/10. Implement Local Government Partnership (San Mateo Energy Watch).

Measure - Execution of a Local Government Partnership Agreement with PG&E by 1/1/10. Meet or exceed the goals set out in the Performance to Date/ Forecast Report.

Exceeds Objectives Meets Objectives Doesn't Meet Objectives

Please explain ratings at either end of spectrum:

4- Objective: Ensure Administrative Accountability.

Measure: Written quarterly status reports regarding the status of C/CAG programs and projects. Report to include specific timelines and/or benchmarks.

Exceeds Objectives Meets Objectives Doesn't Meet Objectives

Please explain ratings at either end of spectrum:

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

11/20/09

Tracey Sims, Grants Management Specialist
U.S Department of Health and Human Services
Centers for Disease Control and Prevention
Procurement and Grants Office
2920 Brandywine Road, MS-E-09
Atlanta, GA 30341

CDC-RFA-DP09-912ARRA09

Dear Ms. Sims:

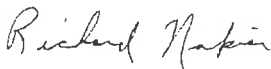
As the Executive Director for C/CAG, I strongly support the San Mateo County Health System's application for funding through the Center for Disease Control and Prevention's (CDC) Communities Putting Prevention to Work program. This funding opportunity can advance important initiatives already underway in San Mateo County and build on our history of cross-sector collaboration.

The San Mateo County Health System and C/CAG are working together outside of our silos through the groundbreaking Grand Boulevard Initiative, which has been working to transform the major transportation corridor through San Mateo County into a multimodal environment which maximizes opportunities for walking and biking as daily physical activity and connects transit hubs, housing and existing downtowns. By utilizing the collaborative framework already in place, we can utilize funding efficiently to build on the political support and momentum created by the Grand Boulevard Initiative (GBI) to date. Following the hugely successful Grand Boulevard Public Forum held in June 2009, the time is right for the GBI to make a substantial impact on the future of smart growth in San Mateo County. Funding through the CPPW Program would enable the Initiative to achieve community and political support for transforming El Camino Real and building healthy communities through extensive social marketing. The excitement generated by this outreach and marketing would be complemented by much-needed funding for specific concept and design plans for communities to promote walking, biking, and transit on the corridor.

While addressing the health risks of obesity is clearly in the domain of health professionals, I believe that smart growth planning can contribute significantly to preventing chronic diseases. The Grand Boulevard Initiative serves as a bottom-up regional planning effort that works to achieve a shared vision across 19 cities and 2 counties, with the support of multiple public agencies, leading businesses, non-profit agencies, neighborhoods and community advocates. The exceptional degree of collaboration exhibited to date by the sponsors of the Initiative ensures a successful outcome for this project. Should San Mateo County receive funding through the CPPW program, it will strengthen this collaboration to build healthier communities.

Thank you for your consideration of this application. Should you have additional questions regarding our support, please contact Richard Napier at 650-599-1420.

Sincerely,



Richard Napier, Executive Director

ITEM 9.1

