

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. 210

- DATE:** Thursday, February 12, 2009
- TIME:** 7:00 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 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA
Note: Public comment is limited to two minutes per speaker.
- 3.0 RESOLUTIONS OF APPRECIATION / PRESENTATIONS/ ANNOUNCEMENTS
 - 3.1 RESOLUTIONS OF APPRECIATION
 - 3.1.1 Review and approval of Resolution 09-01 expressing appreciation to James Janz, Councilmember of the Town of Atherton, for his years of dedicated service and contributions to C/CAG. ACTION p. 1
 - 3.1.2 Review and approval of Resolution 09-08 expressing appreciation to Carole Groom, Councilmember of the City of San Mateo, for her years of dedicated service and contributions to C/CAG.
ACTION p. 5
 - 3.2 PRESENTATIONS
 - 3.2.1 Presentation to James Janz, Councilmember of the Town of Atherton, for his years of dedicated service and contributions to the C/CAG Board of Directors.

3.2.2 Presentation to Carole Groom, Councilmember of the City of San Mateo, for her years of dedicated service and contributions to the C/CAG Board of Directors.

3.2.3 Presentation on California High Speed Rail (CHSR) planning for the San Francisco to San Jose portion of the CHSR Route on the Caltrain Corridor.

4.0 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

4.1 Review and approval of the Minutes of Regular Business Meeting No. 208 dated December 11, 2008.
ACTION p. 9

4.2 Review and approve Resolution 09-03 authorizing the C/CAG Chair to execute an agreement with AECOM Consult for transportation modeling services in an amount not to exceed \$75,000.
ACTION p. 17

4.3 Review and approval of C/CAG Basic Financial Statements (Audit) for the Year Ended June 30, 2008.
ACTION p. 21

4.4 Review and approval of AB 1546 Fund Financial Statements (Audit) for the Year Ended June 30, 2008.
ACTION p. 35

4.5 Review and approval of a request to the County of San Mateo to upgrade the Deputy Director of C/CAG U to the equivalent of Class Code D006.
ACTION p. 41

4.6 Review and approval of Local Task Force (LTF) comments on the Ferma non-disposal facility application.
ACTION p. 47

4.7 Review and approve Resolution 09-02 authorizing the C/CAG Chair to execute an agreement with Fehr & Peers Associates, Inc. for the 2009 Congestion Management Program (CMP) Monitoring Program in an amount not to exceed \$48,125.
ACTION p. 55

4.8 Review and accept the Quarterly Investment Report as of December 31, 2008.
ACTION p. 69

4.9 Status report on the Finance Committee discussion of changes to the C/CAG Investment Policy for 2008-09.
INFORMATION p. 77

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.

5.0 REGULAR AGENDA

- 5.1 Status Report on the State Legislative Session.
(A position may be taken on any legislation, including legislation not previously identified.)
ACTION p. 79
- 5.2 Review and appointment to fill a vacant elected seat to the Congestion Management and Environmental Quality (CMEQ) Committee.
ACTION p. 81
- 5.3 Review and approve staff recommendation, as presented at the meeting, on Local Street and Road projects for Federal Economic Stimulus Transportation Funding and further authorize the Executive Director to continue negotiation with project sponsors and MTC regarding project scope and funding.
ACTION p. 91
- 5.4 Review and approval of Local Task Force - Countywide Integrated Waste Management Plan, 5-year Study Committee Formation and appointments.
ACTION p. 103
- 5.5 Status update and implementation of the San Mateo County Smart Corridors Project.
- 5.5.1 Status update and implementation of the San Mateo County Smart Corridors Project.
INFORMATION p. 107
- 5.5.2 Review and approval of Resolution 09-05 authorizing the C/CAG Chair to execute an agreement between the City/County Association of Governments (C/CAG) and Mokhtari Engineering, Inc. to provide Project Management Services for the San Mateo County Smart Corridors Project in an amount not to exceed \$232,960 for one year.
ACTION p. 109
- 5.5.3 Review and approval of Resolution 09-06 authorizing the C/CAG Chair to execute an Agreement with the San Mateo County Transportation Authority (SMCTA) to provide System Engineering services for the San Mateo County Smart Corridors Project for an amount not to exceed \$250,000.
ACTION p. 127
- 5.6 Receive information on initiation of a feasibility study of an High Occupancy Vehicle (HOV) lane on Highway 101 between Whipple and the San Francisco County Line.
INFORMATION p. 131
- 5.7 Nominations for C/CAG Chair and Vice Chair (2) for the March Election of Officers. ACTION p. 135

6.0 COMMITTEE REPORTS

- 6.1 Committee Reports (oral reports).
- 6.2 Chairperson's Report.

7.0 EXECUTIVE DIRECTOR'S REPORT

8.0 COMMUNICATIONS - Information Only

8.1 Letter from Richard Napier, Executive Director C/CAG, to Honorable Bill Dodd, Chair, Metropolitan Transportation Commission, dated 2/2/09. Re: Comments on the Draft Transportation 2035 Plan (2009 RTP) and Draft Environmental Impact Report. p. 141

9.0 MEMBER COMMUNICATIONS

10.0 ADJOURN

Next scheduled meeting: March 12, 2009 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 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

February 2, 2009	Administrators' Advisory Committee - 555 County Center, 5 th Fl, Redwood City - Noon
February 5, 2009	Special C/CAG Board Meeting - SamTrans 2 nd Floor Auditorium - 6:30 p.m.
February 12, 2009	Legislative Committee - SamTrans 2 nd Floor Auditorium - 6:00 p.m.
February 12, 2009	C/CAG Board - SamTrans 2 nd Floor Auditorium - 7:00 p.m.
February 17, 2009	NPDES Technical Advisory Committee - San Carlos - 10:00 a.m.
February 19, 2009	CMP Technical Advisory Committee - SamTrans 2 nd Floor Auditorium - 1:15 p.m.
February 19, 2009	Bicycle and Pedestrian Advisory Committee (BPAC) - San Mateo City Hall - Conference Room C - 6:00 p.m.
February 23, 2009	CMEQ Committee - San Mateo City Hall - Conference Room C - 3:00 p.m.

C/CAG AGENDA REPORT

Date: February 12, 2009
To: City/County Association of Governments Board of Directors
From: Richard Napier - Executive Director
Subject: Review and approval of Resolution 09-01 expressing appreciation to James Janz, Councilmember of the Town of Atherton, for his years of dedicated service and contributions to the C/CAG Board of Directors.

(For further information or questions contact Richard Napier 599-1420)

RECOMMENDATION

That the C/CAG Board adopt Resolution 09-01, expressing appreciation to James Janz for his many years of service on C/CAG from January 2001 through December 2008.

FISCAL IMPACT

Not applicable.

SOURCE OF FUNDS

Not applicable.

BACKGROUND/DISCUSSION

James Janz served on the C/CAG Board of Directors from January 2001 through December 2008.

ATTACHMENTS

Resolution 09-01.

ITEM 3.1.1

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RESOLUTION 09-01

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF
SAN MATEO COUNTY (C/CAG) EXPRESSING APPRECIATION TO
JAMES JANZ
COUNCILMEMBER OF THE TOWN OF ATHERTON
FOR HIS YEARS OF DEDICATED SERVICE AND CONTRIBUTIONS
TO THE C/CAG BOARD OF DIRECTORS**

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

Whereas, James Janz served on the Council for the Town of Atherton, from 2000 through 2008, and,

Whereas, James Janz served on the Regional Housing Needs Allocation Committee from 2006 through 2007, and,

Whereas, James Janz has served on the C/CAG Board of Directors, representing the Town of Atherton, from 2001 through 2008; and,

Whereas, during that time, James Janz, dedicated his services to the people of San Mateo County through his active participation on these agencies.

Now, therefore, the Board of Directors of C/CAG hereby resolves that C/CAG expresses its appreciation to James Janz for his years of dedicated public service, and wishes him happiness and success in the future.

PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF FEBRUARY, 2009.

Deborah C. Gordon, Chair

C/CAG AGENDA REPORT

Date: February 12, 2009
To: C/CAG Board of Directors
From: Richard Napier, Executive Director
Subject: Review and approval of Resolution 09-08 expressing appreciation to Carole Groom, Council Member of the City of San Mateo, for her years of dedicated service and contributions to C/CAG.

(For further information contact Richard Napier at 599-1420)

RECOMMENDATION

That the C/CAG Board adopt Resolution 09-08 honoring Carole Groom for her years of dedicated service and contributions to C/CAG.

FISCAL IMPACT

Not applicable.

SOURCE OF FUNDS

Not applicable.

BACKGROUND/DISCUSSION

Carole Groom has contributed years of dedicated public service in San Mateo County. She has served as a Council Member for the City of San Mateo. She has also provided leadership to C/CAG as a Board of Directors member and Sub-Regional Housing Needs Allocation Policy Advisory Committee member. Carole Groom has been appreciated by C/CAG staff as well as the C/CAG Board of Directors.

ATTACHMENTS

Resolution 09-08

ITEM 3.1.2

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RESOLUTION 09-08

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF
SAN MATEO COUNTY (C/CAG) EXPRESSING APPRECIATION TO
CAROLE GROOM
FOR HER DEDICATED SERVICE TO C/CAG**

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

Whereas, Carole Groom has served on the C/CAG Board of Directors, representing the City of San Mateo, from 2005 through 2008; and,

Whereas, Carole Groom has also served on the Sub-Regional Housing Needs Allocation Policy Advisory Committee; and,

Whereas, Carole Groom has served on the City of San Mateo City Council, from August of 2000 through December of 2008; and,

Whereas, during that time, Carole Groom, dedicated her services to the people of San Mateo County through her active participation on the C/CAG Board of Directors, Sub-Regional Housing Needs Allocation Policy Advisory Committee, and City of San Mateo City Council.

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

PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF FEBRUARY, 2009.

Deborah C. Gordon, Chair

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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Meeting No. 208
December 11, 2008

1.0 CALL TO ORDER/ROLL CALL

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

Sepi Richardson - Brisbane
Rosalie O'Mahony - Burlingame, San Mateo County Transportation Authority
Joe Silva - Colma
David Canepa - Daly City
Linda Koelling - Foster City
John Muller - Half Moon Bay
Tom Kasten - Hillsborough
Kelly Fergusson - Menlo Park (7:08)
Paul Seto - Millbrae (attended 7:00 to 7:30)
Gina Papan - Millbrae (7:30)
Julie Lancelle - Pacifica
Maryann Moise Derwin - Portola Valley
Diane Howard - Redwood City (7:06)
Irene O'Connell - San Bruno
Bob Grassilli - San Carlos
Carole Groom - San Mateo
Karyl Matsumoto - South San Francisco, San Mateo County Transit District
Deborah Gordon - Woodside

Absent:

Atherton
Belmont
East Palo Alto
County of San Mateo

Others:

Richard Napier, Executive Director - C/CAG
Nancy Blair, C/CAG Staff
Sandy Wong, Deputy Director - C/CAG
Lee Thompson, C/CAG - Legal Counsel
Tom Madalena, C/CAG Staff
Jean Higaki, C/CAG Staff
Jim Bigelow, Redwood City/San Mateo County Chamber, CMEQ Member
Onnalee Trapp, CMEQ Committee, League of Women Voters of San Mateo County

ITEM 4.1

Jerry Grace, Union City
Pat Dixon, SMCTA - CAC
Kim Springer, County of San Mateo
Alexis Petru, County of San Mateo
Judith Christensen, Daly City

3.0 RESOLUTIONS OF APPRECIATION / PRESENTATIONS/ ANNOUNCEMENTS

3.1 Resolutions.

- 3.1.1 Review and approval Resolution 08-69 expressing appreciation to Judith Christianson, Councilmember of the City of Daly City, for her years of dedicated service and contributions to C/CAG. APPROVED

Board Member Matsumoto MOVED to approve Resolution 08-69. Board Member Koelling SECONDED. **MOTION CARRIED** 17-0.

3.2 Presentations.

- 3.2.1 Presentation from the Association of Bay Area Governments (ABAG) on Projections 2009. INFORMATION

Paul Fassinger and Christy Rivera of ABAG provide a presentation on Projections 2009. ABAG produces updated forecasts every 2 years and publishes them as Projections. The Projections forecasts have presented a realistic assessment of growth in the region, while recognizing trends in markets and demographics, while also recognizing local policies that promote more compact infill- and transit-oriented development.

For Projections 2009, ABAG will use "Performance Targets" to identify environmental, land-use and transportation related impacts of growth. These targets will provide a measuring stick to see how we can utilize growth and development to achieve regional transportation, equity, and environmental objectives, including reducing green house gas causing carbon emissions.

Jerry Grace

4.0 CONSENT AGENDA

Board Member Howard MOVED approval of Consent Items 4.1, 4.2, 4.3 and 4.7. Board Member Grassilli SECONDED. **MOTION CARRIED** 17-0.

- 4.1 Review and approval of the Minutes of Regular Business Meeting No. 207 dated November 13, 2008. APPROVED

- 4.2 Review and approval of Resolution 08-63 authorizing the C/CAG Chair to execute the Memorandum of Agreement for the Bi-County Area Planning and Design Study between the San Francisco County Transportation Authority, Peninsula Corridor Joint Powers Board, San Mateo County Transportation Authority, and C/CAG for planning and conceptual design work at the Bayshore Intermodal Caltrain Station and Geneva Avenue Extension for a total amount of \$100,000 which includes an amount not to exceed \$25,000 from C/CAG. APPROVED

4.3 Review and approval of Resolution 08-64 authorizing the C/CAG Chair to execute an amendment to the agreement between the City/ County Association of Governments of San Mateo County and the City of San Bruno for a six-month no-cost extension for the construction of a Sustainable Green Streets and Parking Lot Project. APPROVED

4.7 Review and approval of Resolution 08-66 authorizing the C/CAG Chair to execute an amendment to the Cooperative Agreement with Caltrans for the Project Approval/Environmental Document (PA/ED) phase of the San Mateo County Smart Corridors project in order to receive \$367,000 programmed in CMAQ funds. APPROVED

Items 4.4, 4.5, and 4.6 were removed from the Consent Calendar.

4.4 Review and approval of Resolution 08-62 authorizing the C/CAG Chair to execute an amendment to the agreement between the City/ County Association of Governments of San Mateo County and Advocacion for State Legislative Advocacy professional services for a maximum amount of \$76,000 per year. APPROVED

Board Member Grassilli MOVED approval of Item 4.4. Board Member O'Connell SECONDED. **MOTION CARRIED** 17-0.

4.5 Review and approval of Resolution 08-65 authorizing the C/CAG Chair to execute an amendment to the agreement between the City/ County Association of Governments (C/CAG) and Kimley-Horn for the Smart Corridor Project for development of the system requirements and existing infrastructure inventory for a maximum amount of \$165,886. APPROVED

Item 4.5 was moved to be included with Item 7.2 under the regular agenda.

4.6 Review and appointment of Councilmember Gina Papan from the City of Millbrae to the Congestion Management and Environmental Quality (CMEQ) Committee. APPROVED

Board Member Grassilli MOVED to appoint Gina Papan to CMEQ. Board Member O'Connell SECONDED. **MOTION CARRIED** 12-0-5 with Board Members Fergusson, Lancelle, Derwin, Howard, and Matsumoto abstaining.

Boardmember Fergusson MOVED to direct staff to bring forth an application process for the open seat on the CMEQ Committee, to collect applications, have the applications show the returned date and time, present the applications to the Board along with a description of the membership, qualifications of membership and Committee policies. Board Member Matsumoto SECONDED. **MOTION CARRIED** 17-0.

5.0 ADJOURN TO CLOSED SESSION (Pursuant to Government Code Sec. 54957):

5.1 Public Employee Performance Evaluation
Title: Executive Director

5.2 Conference with Labor Negotiators
C/CAG Representatives: Deborah Gordon, C/CAG Chair
Unrepresented Employee: Richard Napier, C/CAG Executive Director

5.3 Adjourn Closed Session.

6.0 RECONVENE OPEN SESSION

7.0 REGULAR AGENDA

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

7.1.1 Review and approval of C/CAG Legislative Priorities for 2009. INFORMATION

The three major priorities for 2009 are:

#1 - Advocate for revenue solutions to address State budget issues that are also beneficial to Cities/ Counties.

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

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

The Legislative Committee will put together a list of their recommendations and bring it to the 2/12/09 C/CAG Board meeting.

7.1.2 Legislative Update. INFORMATION

7.2 Status update on the implementation of the San Mateo County Smart Corridors Project. INFORMATION

Item 4.5 is to be included with this item.

Board Member Fergusson MOVED to approve Item 4.5 with the additional direction to the Executive Director that when this item is brought back to the Board, he is to incorporate comments and break the project down into the big financial pieces and how it is expected to be contracted. Board Member O'Mahony SECONDED. **MOTION CARRIED** 15-2. Board Members Matsumoto and Richardson opposing.

7.3 Review and approval of appointments to the C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) for two-year terms. APPROVED

Board Member Papan MOVED to approve the reappointment of Cory Roay and Judi Mosqueda to the C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) for two-year terms. Board Member O'Connell SECONDED. **MOTION CARRIED** 17-0.

The BPAC had two vacant seats for a public member. Staff distributed a recruitment letter, and received five interested participants:

Steve Schmidt, Menlo Park
Joel Slavitt, San Carlos

Justin Kromelow, Burlingame
Lucy Wicks, Unincorporated San Mateo County
John Fox, Menlo Park.

The Board voted by ballot. Joel Slavit and Lucy Wicks were elected to fill the two vacant seats for a public member.

- 7.4 Review and approval of Resolution 08-68 adopting the Final San Mateo County Energy Strategy (Energy Strategy) and request cities in San Mateo County to adopt the Energy Strategy and support implementation of the Energy Strategy. APPROVED

Board Member Papan MOVED to approve the report. Board Member Koelling SECONDED. **MOTION CARRIED** 17-0.

- 7.5 Review and approval of the C/CAG Quarterly Investment Report, Policy, and County of San Mateo Pooled Investment Report. INFORMATION

Jeff Maltbie, Administrator Services Manager, City of San Carlos, provided an overview of the report.

- 7.5.1 Review and approval of the C/CAG Quarterly Investment Report as of September 30, 2008. APPROVED

Board Member Kasten MOVED to approve the C/CAG Quarterly Investment Report.. Board Member Richardson SECONDED. **MOTION CARRIED** 17-0.

- 7.5.2 Review and approval of Resolution 08-67 adopting the C/CAG Investment Policy for 2008-09. (Special voting required) NO ACTION

Board Member Kasten MOVED to not approve Item 7.5.2, Board members are to provide staff with comments, the Finance Committee is to review the policy and bring their comments back to the 2/12/09 C/CAG Board meeting. Board Member Richardson SECONDED. **MOTION CARRIED** 17-0.

- 7.5.3 Review of County Investment Pool and the Lehman Brothers Investment and Bankruptcy. INFORMATION

The Finance committee is to include Item 7.5.3 in their report at the 2/12/09 C/CAG Board meeting.

8.0 COMMITTEE REPORTS

8.1 Committee Reports (oral reports).

8.2 Chairperson's Report.

9.0 EXECUTIVE DIRECTOR'S REPORT

Will respond to questions about his report.

10.0 COMMUNICATIONS - Information Only

10.1 Letter from Deborah C. Gordon, C/CAG Chair, to all Councilpersons of San Mateo County Cities and Members of the Board of Supervisors, dated 11/13/08. Re: Vacancy on the Congestion Management and Environmental Quality Committee.

11.0 MEMBER COMMUNICATIONS

Board Member O'Mahony provided an update on the TA's meeting. The TA allocated \$51M to the Water Transit Authority's project, which starts in South San Francisco. Monies to fund the project are from Regional Measure A, Homeland Security Funds, and Federal earmarks.

Board Member Howard reported there will be a press conference at the San Francisco Ferry Terminal on December 12 at 11:15 a.m. The Gemini will be arriving, it is the first bio-diesel vessel and will be used at the South San Francisco ferry terminal once the terminal is completed.

Foster City had a ribbon cutting for the additional bus that was added to their Red Line Shuttle. Board Member Koelling thanked C/CAG and other agencies for their support. Ridership has increased 60% from last year.

12.0 ADJOURN TO CLOSED SESSION (Pursuant to Government Code Sec. 54957):

12.1 Public Employee Compensation
Title: Executive Director

12.2 Conference with Labor Negotiators
C/CAG Representatives: Deborah Gordon, C/CAG Chair
Unrepresented Employee: Richard Napier, C/CAG Executive Director

12.3 Adjourn Closed Session.

13.0 RECONVENE OPEN SESSION

14.0 Review and approval of Executive Director Compensation and Performance Objectives for FY 08-09.

14.1 Approval of Amendment to the Agreement between the City/County Association of Governments (C/CAG) and Richard Napier regarding compensation for services as Executive Director.

APPROVED

Board Member Fergusson MOVED to adopt the recommendation of the subcommittee and approve a base salary adjustment of 4% and a bonus of 8% for the past year. Board Member O'Mahony SECONDED. **MOTION CARRIED** 15-2. Board Member Grassilli and Board Member Richardson opposing.

14.2 Review and approval of the Performance Objectives for FY 08-09 for the City/County Association of Governments (C/CAG) Executive Director.

APPROVED

Board Member O'Connell MOVED to continue Item 14.2. Board Member Fergusson SECONDED. **MOTION CARRIED** 17-0.

15.0 ADJOURN

Meeting adjourned 10:20 p.m. in honor of Eric Von der Porten, San Carlos School Board 1999 to 2007.

C/CAG AGENDA REPORT

Date: February 12, 2009

To: City/County Association of Governments Board of Directors

From: Richard Napier, Executive Director

Subject: Review and approve Resolution 09-03 authorizing the C/CAG Chair to execute an agreement with AECOM Consult for transportation modeling services in an amount not to exceed \$75,000

(For further information or questions contact Richard Napier at 599-1420)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 09-03 authorizing the C/CAG Chair to execute an Agreement with AECOM Consult for transportation modeling services in an amount not to exceed \$75,000.

SOURCE OF FUNDS

Funding source will come from Federal Surface Transportation Program (STP) Planning Grant and C/CAG member agencies funds.

FISCAL IMPACT

Funding for transportation modeling services has been budgeted in the C/CAG 2008/09 budget.

BACKGROUND/DISCUSSION

The C/CAG transportation model (Travel Demand Model) is utilized for countywide transportation planning for roadway and transit projects including the Countywide Transportation Plan. C/CAG utilizes consultant services to provide technical assistance related to the operation and maintenance of the Travel Demand Model. In performing the work, the consultant coordinates, cooperates with, and provide modeling support for C/CAG and other agencies including the Metropolitan Transportation Commission (MTC), San Mateo County Transit District (SamTrans), the Peninsula Corridor Joint Powers Board (CalTrain), San Mateo County Transportation Authority. In addition to validating the C/CAG Travel Demand Model, the consultant is also required to assure that the Model is in compliance with Federal Transit Administration (FTA) requirements and related statutes and regulations.

It is determined that AECOM Consult has the unique qualifications and experience to provide

ITEM 4.2

operations and maintenance support for the C/CAG Travel Demand Model. AECOM Consult is currently under contract with SamTrans for modeling services therefore can provide seamless support services for both C/CAG and our partner agency.

ATTACHMENTS

- Resolution 09-03

RESOLUTION 09-03

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 AECOM CONSULT FOR TRANSPORTATION MODELING SERVICES IN AN AMOUNT NOT TO EXCEED \$75,000

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

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

WHEREAS, the California Government Code requires Congestion Management Agencies to develop and maintain a computerized Travel Demand Forecasting Model; and

WHEREAS, C/CAG has determined that outside consulting services are needed for the maintenance and operations of the model; and

WHEREAS, C/CAG has selected AECOM Consult to provide these services; and

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to execute an agreement with AECOM in the amount not to exceed \$75,000 for the C/CAG Travel Demand Forecasting Model operations and maintenance and further authorize the Executive Director to negotiate the Agreement prior to execution of said Agreement by the Chair. In accordance with C/CAG established policy, the Chair may administratively authorize up to an additional 5% of the total contract amount in the event that there are unforeseen costs associated with the project.

PASSED, APPROVED, AND ADOPTED THIS 12H DAY OF FEBRUARY 2009.

Deborah C. Gordon, Chair

C/CAG AGENDA REPORT

Date: February 12, 2009
TO: C/CAG Board of Directors
From: Richard Napier - C/CAG
Subject: Review and approval of the C/CAG Basic Financial Statements (Audit) for the Year Ended June 30, 2008

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

Recommendation:

Review and accept the C/CAG Basic Financial Statements (Audit) for the Year Ended June 30, 2008 in accordance with the staff recommendation.

Fiscal Impact:

None.

Revenue Source:

Member assessments, parcel fee, motor vehicle fee (AVA/ TFCA/ AB1546) and State/ Federal Transportation Funds.

Background/ Discussion:

An independent audit was performed on C/CAG for the year ended June 30, 2008. No issues were identified that required correction. Management's Discussion and Analysis is attached and included in the audit. The complete audit is provided in the packet separately.

Attachment:

Management's Discussion and Analysis for the Basic Financial Statements (Audit) for the Year Ended June 30, 2008

C/CAG Basic Financial Statements (Audit) for the Year Ended June 30, 2008 - Provided separately

Alternatives:

- 1- Review and accept the C/CAG Basic Financial Statements (Audit) for the Year Ended June 30, 2008 in accordance with the staff recommendation.

ITEM 4.3

- 2- Review and accept the C/CAG Basic Financial Statements (Audit) for the Year Ended June 30, 2008 in accordance with the staff recommendation with modifications.
- 3- No Action.

Management's Discussion and Analysis for the Basic Financial Statements (Audit) for the
Year Ended June 30, 2008

MANAGEMENT'S DISCUSSION AND ANALYSIS

The information presented in the "Management's Discussion and Analysis" is intended to be a narrative overview of the City/County Association of Governments of San Mateo County (C/CAG) financial activities for the fiscal year ended June 30, 2008. We encourage readers to consider this information in conjunction with the accompanying financial statements, notes, supplementary and statistical information located herein.

In June 1999, the Governmental Accounting Standards Board (GASB), which sets the financial reporting rules, "Generally Accepted Accounting Principles" (GAAP) for all State and Local Governments, established a new framework for financial reporting. This new framework represents the biggest single change in the history of governmental accounting. These changes, which are collectively known as *GASB Statement #34: Basic Financial Statement – and Management's Discussion and Analysis – for State and Local Governments*, are required to be implemented by June 30, 2003.

The changes to the financial statements in the Government-wide section now provide reporting that is similar to private sector companies by showing financial statements with a "Net Assets" bottom line approach. However, government agencies are mandated to account for certain resources and activities separately, thereby necessitating a fund-by-fund financial format as shown in the Fund Financial Statements section. The presentation of these two different types of statements together in one report requires the inclusion of two reconciliations to better assist the reader.

FINANCIAL STATEMENT OVERVIEW

This discussion and analysis is intended to serve as an introduction to the C/CAG Annual Financial Report. The C/CAG basic financial statements are comprised of three components: 1) Government-wide Financial Statements, 2) Fund Financial Statements, and 3) Notes to the Financial Statements.

Government-wide Financial Statements: The *Government-wide Financial Statements* are designed to provide readers with a broad overview of the C/CAG finances. These statements include *all* assets and liabilities, using the full *accrual basis of accounting*, which is similar to the accounting used by most private-sector companies. All revenues and expenses related to the current fiscal year are included regardless of when the funds are received or paid.

- The *Statement of Net Assets* presents all of the C/CAG assets and liabilities, with the difference reported as *net assets*. Over time, increases or decreases in net assets may serve as a useful indicator to determine whether the financial position of the Agency is improving or deteriorating.
- The *Statement of Activities* presents information showing how the C/CAG net assets changed during the fiscal year. All changes in net assets (revenues and expenses) are reported when the underlying event giving rise to the change occurs, regardless of the timing of the related cash flows. Accordingly, revenues and expenses are reported in this statement for items that will result in cash flows in future fiscal periods (e.g., uncollected tax revenues, and accrued but unpaid interest expenses).

The services of the Agency are considered to be governmental activities including General Government and Interest Expense. All Agency activities are financed with investment income, City/ County fees, State/Federal/ Regional grants, Motor Vehicle Fees, and County discretionary State/ Federal Transportation funds. The Government-wide Financial Statements can be found on page 12-13 of this report.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Fund Financial Statements: A fund is a grouping of related accounts that are used to maintain control over resources that have been segregated for specific activities or objectives. The Agency used fund accounting to ensure and demonstrate compliance with finance-related legal requirements. All of the C/CAG activities are reported in governmental funds. These funds are reported using modified accrual accounting, which measures cash and all other financial assets that can readily be converted to cash. The governmental Fund Financial Statements provide a detailed view of the C/CAG operations. Governmental fund information helps to determine the amount of financial resources used to finance the C/CAG programs.

Notes to the Financial Statements: The notes provide additional information that is essential for a full understanding of the data provided in the Government-wide and Fund Financial Statements.

FINANCIAL HIGHLIGHTS

- The combined C/CAG revenues were \$10,316,418 (actual) versus \$10,266,019 (budget) or \$50,399 over the budget. The increase was within the normal expected variation between budget and actuals.
- The combined C/CAG expenditures were \$7,732,536 (actual) versus \$10,584,195 (budget) or \$ 2,851,659 under the budget. The decrease was due primarily to reduced expenditures (\$1,642,534) in the AB 1546 Program due to the time delay between the obligation or programming of the funds and the invoices received for payment. . The decrease was also due to reduced expenditures (\$595,118) in Transportation Programs due to limited C/CAG staff and delay in corresponding programs. The decrease was also due to reduced expenditures (\$474,384) in the San Mateo Congestion Relief Program due to limited C/CAG staff and delay in corresponding programs.
- The combined C/CAG ending fund balance was \$9,095,885 (actual). This is \$2,583,882 over the prior year. This is due mainly to the increase of net assets totaling \$1,410,213 from the AB1546 program and the increase of net assets totaling \$933,872 from the congestion management program.
- This was the third year of the AB 1546 Program that provides a \$4 motor vehicle fee for C/CAG for congestion and environmental impacts (water quality) caused by motor vehicles. This program provided \$2,794,485 for the fiscal year and will expire 1/01/09 unless renewed.

PROGRAM HIGHLIGHTS

- Implemented shuttle service between East Palo Alto and the Palo Alto Caltrain Station using a hydrogen shuttle. Operated 5,510 miles and carried 4,192 passengers.
- Congestion Relief Plan studies were fully underway including initial implementation in some cases. These studies include the 2020 Gateway Study, Highway 280 Ramp Metering Study (implementation), Intelligent Transportation System Study (implementation), and the Incident Management Plan. \$10M programmed from the Traffic Light Synchronization Program and \$10M from the State Transportation Improvement Program (STIP) for the Smart Corridor Project that provides an Intelligent Transportation System for incident and event management.

MANAGEMENT'S DISCUSSION AND ANALYSIS

- Annual implementation of the Congestion Management Program (Congestion Management and Congestion Relief), NPDES Water Pollution Prevention Program (WPPP), Abandoned Vehicle Abatement Program (AVA), Transportation Fund for Clear Air County (TFCA) Program, AB 1546 Program, TDA Article 3 Program, Airport Land Use Commission, and State Legislative Program.
- Sponsored SB 348 to extend the term of the AB 1546 Program four years.

GOVERNMENT-WIDE FINANCIAL ANALYSIS

The government-wide analysis focuses on the net assets (Table 1) and changes in net assets (Table 2) for the C/CAG governmental activities.

Statement of Net Assets Year Ended June 30, 2008

Table 1

	Governmental Activities			
	2007	2008	\$ Change	% Change
Assets				
Cash and investments (note 2)	7,215,747	9,337,506	2,121,759	29.4%
Accounts receivable	1,121,150	1,435,237	314,087	28.0%
Total Assets	8,336,897	10,772,743	2,435,846	29.2%
Liabilities				
Accounts payable	1,593,526	1,676,858	83,332	5.2%
Accrued payable	231,368	-	(231,368)	-100.0%
Total Liabilities	1,824,894	1,676,858	(148,036)	-8.1%
Net Assets				
Restricted for:				
Congestion management	782,692	1,716,564	933,872	119.3%
NPDES	1,168,746	1,371,281	202,535	17.3%
AB 1546	3,811,460	5,221,673	1,410,213	37.0%
Air quality (BAAQMD)	119,366	156,874	37,508	31.4%
Abandoned vehicle	585,897	604,787	18,890	3.2%
Unrestricted	43,842	24,706	(19,136)	-43.6%
Total Net Assets	6,512,003	9,095,885	2,583,882	39.7%

Statement of Net Assets (Table 1) Change Analysis:

Assets

- Cash and investments - Increased \$2,121,759 or 29% primarily due to increases in revenues from the AB1546 and congestion management programs. The San Mateo Congestion Relief Program scope was expanded and revenue was increased from \$1,300,000 to \$1,850,000 per year for the next four years. An increase in beginning balance also contributed to the increase in cash and investments.
- Accounts receivable - Increased \$314,087 or 28% due to the timing of payments for accrued revenue.

MANAGEMENT'S DISCUSSION AND ANALYSIS

Liabilities

- Accounts payable was within normal variations.
- Reduced accrued payable due to the implementation of better expense controls.

Net Assets

- AB 1546 - Increased \$1,410,213 or 37% due to a delay in implementation and invoicing of the AB 1546 Countywide Projects.
- Congestion Management - Increased \$933,872 or 119% due to the San Mateo Congestion Relief Program scope being expanded with a corresponding revenue increase from \$1,300,000 to \$1,850,000 per year for the next four years. The increased scope implementation lagged the revenue such that it resulted in an increase in net assets.

Remaining categories were within the normal variations.

**Statement of Activities with
Changes in Net Assets
Year Ended June 30, 2008**

Table 2

	Governmental Activities		\$ Change	% change
	2007	2008		
Revenues				
Program Revenues:				
Charges for services	785,151	1,206,651	421,500	53.7%
Operating grants and contributions	3,273,731	3,975,853	702,122	21.4%
General Revenues:				
Abandoned vehicle program	700,726	698,887	(1,839)	-0.3%
AB 434 DMV fees	1,068,421	1,087,002	18,581	1.7%
AB 1546 fees	2,722,755	2,794,485	71,730	2.6%
Other general revenues	380,639	553,540	172,901	45.4%
Total Revenues	8,931,423	10,316,418	1,384,995	15.5%
Expenses				
General government	336,444	539,948	203,504	60.5%
Congestion management	2,396,164	2,669,107	272,943	11.4%
Air quality	1,161,637	1,062,945	(98,692)	-8.5%
NPDES stormwater	1,525,760	1,226,590	(299,170)	-19.6%
Abandoned vehicle abatement	702,783	698,168	(4,615)	-0.7%
AB 1546	1,207,662	1,535,778	328,116	27.2%
Total Expenses	7,330,450	7,732,536	402,086	5.5%
Transfers	-	-	-	-
Incr (Decr) in Net Assets	1,600,973	2,583,882	982,909	61.4%
Beginning Net Assets	4,911,030	6,512,003	1,600,973	32.6%
Ending Net Assets	6,512,003	9,095,885	2,583,882	39.7%

MANAGEMENT'S DISCUSSION AND ANALYSIS

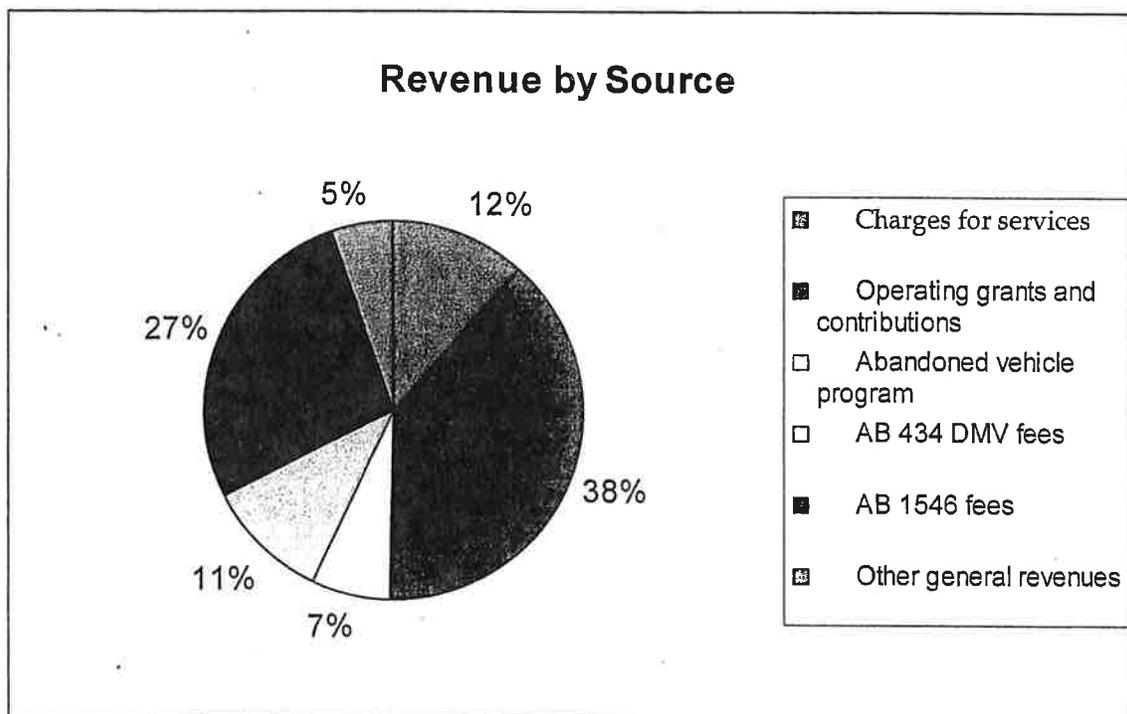
Statement of Activities with Changes in Net Assets (Table 2) Change Analysis:

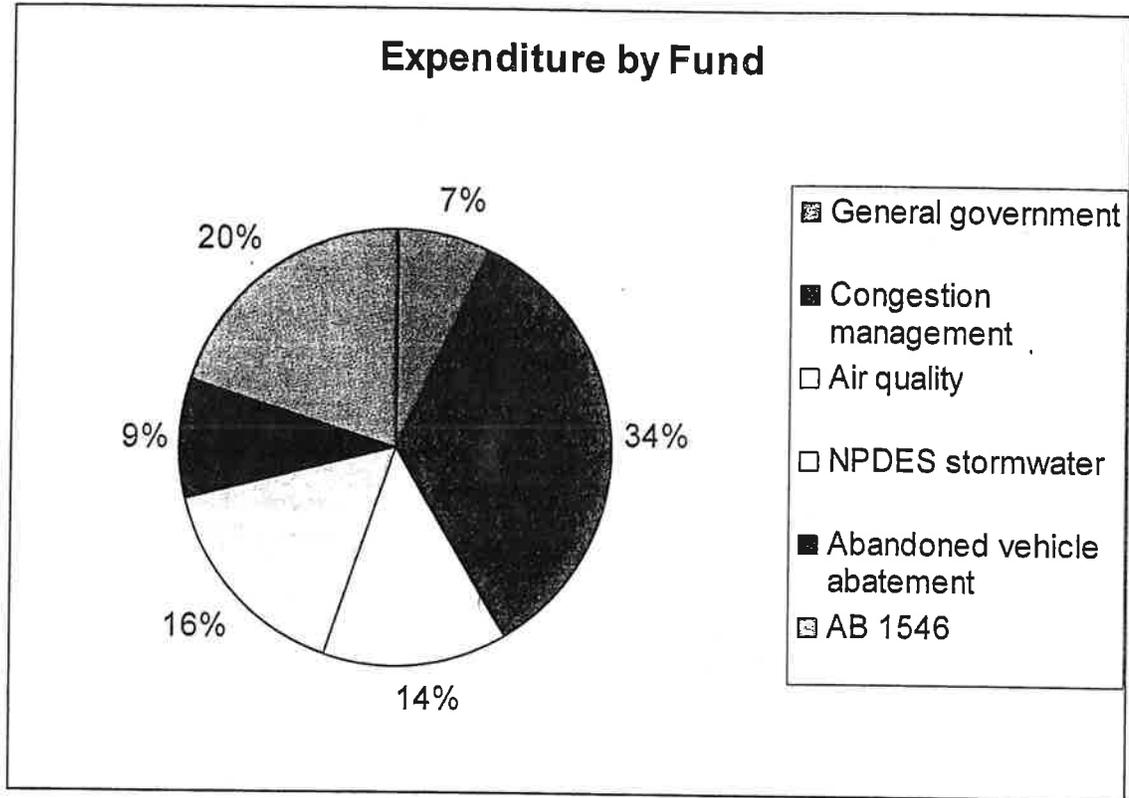
Revenues

- Program Revenues:
 - Charges for Service increased \$421,500 or 54% due to increased cost reimbursement from funding partners of joint projects.
 - Operating grants & contribution increased \$702,122 or 21.4% due to the receipt of grant funding from the Federal Aviation Administration and an increase in funding from the Metropolitan Transportation Commission (MTC) to do a Comprehensive Land Use Plan (CLUP) for San Francisco International Airport (SFIA) and Transportation Plus Land Use Projects.
- Total revenues increased \$1,384,995 or 15.5% compared to FY 2007 due to the increase in Program Revenues as discussed above.

Expenses

- General expenses significantly increased \$203,504 or 60.5% primarily due to expenditures related to the development of the Comprehensive Land Use Plan for San Francisco International Airport (SFIA).
- Congestion Management increased \$272,943 or 11.4% due to consulting costs related to the Smart Corridor Project definition and the corresponding Traffic Light Synchronization application. This effort resulted in a \$10M grant award.
- AB 1546 increased \$328,116 or 27.2% due to the ramping up of the implementation of the countywide program.
- The total expenses increased 5.5% or \$402,086 compared to FY 2007 which is within the normal variation. Primary cause was due to the General, Congestion Management, and AB 1546 increases as discussed above.





C/CAG FUND FINANCIAL STATEMENTS

At year-end the C/CAG governmental funds reported combined fund balances of \$9,095,885

C/CAG Combined Highlights

- The combined C/CAG revenues were \$10,316,418 (actual) versus \$10,266,019 (budget) or \$50,399 over the budget which is within the normal variations.
- The combined C/CAG expenditures were \$7,732,536 (actual) versus \$10,584,195 (budget) or \$2,821,659 under the budget. The decrease was due to delays in implementation of the Congestion Management (Congestion Management and Congestion Relief Programs) and AB 1546 that reduced spending in the fiscal year due to resource limitations.
- The combined C/CAG Fund ending balance was \$9,095,885 (actual). This is \$2,583,882 over the prior year, mainly to AB 1546 program's revenues exceeding expenditures (\$1,424,386) and Congestion program's revenue exceeding expenditures (\$1,055,604). The increase was due to delays in implementation of the Congestion Management (Congestion Management and Congestion Relief Programs) and AB 1546 that reduced spending in the fiscal year due to resource limitations while still taking in the revenue to support those programs.

MANAGEMENT'S DISCUSSION AND ANALYSIS

General Fund

- At the year end expenditures exceeded revenues due to the implementation of the Comprehensive Land use Plan (CLUP) for San Francisco International Airport.
- Revenues increased \$92,594 or 33% mainly due to \$98,384 increase in Intergovernmental due to cost reimbursement (Federal Aviation Administration Grant), \$11,908 increase in member contribution, however, decreased \$17,698 in investment income due to decline of interest rate.
- Expenditures increased \$203,504 or 60.5% due to the higher cost of professional services labor rates for the implementation of the Comprehensive Land use Plan (CLUP) for San Francisco International Airport and increase in conference and meetings.
- Fund Balance decreased \$19,136 or 43.65% due to the Federal Aviation Grant only covering 80 per cent of the cost.
- Interest is received into the General Fund and then proportionately allocated to each fund quarterly.
- A policy was adopted by the C/CAG Board to share certain General Fund costs with the other funds. This is shown by the Transfers in to the General Fund.
- Revenue includes member contributions of \$250,027.

Congestion Management

- Consists of Congestion Management, and Congestion Relief Program.
- Revenues increased by \$1,200,871 or 47.6% due to \$568,612 increase in member contributions and \$421,500 in intergovernmental revenues. Congestion Relief program revenues were increased by \$550,000 (member contributions) for the next four years. Delay of cost reimbursement from prior year which resulted in higher cost reimbursement of \$190,162 from other government agencies in FY 08.
- Expenditures increased by \$272,943 or 11.39% due to the Smart Corridor Project definition and the corresponding Traffic Light Synchronization application. This effort resulted in a \$10M grant award.
- Fund Balance increased \$933,872 or 119% due to Congestion Relief Program revenue increase (\$550,000) and an increase (\$421,500) in cost reimbursement (intergovernmental revenues) from partners on programs.
- Revenue includes member contributions of \$2,240,905. Remaining revenues are interest, intergovernmental grants and cost reimbursement.
- Awarded \$10M from the Traffic Light Synchronization Program and \$10M from the State Transportation Improvement Program (STIP) for the Smart Corridor Project that provides an Intelligent Transportation System for incident and event management.
- Implemented shuttle service between East Palo Alto and the Palo Alto Caltrain Station using a hydrogen shuttle. Operated 5,510 miles and carried 4,192 passengers.
- Congestion Relief Plan studies were fully underway including initial implementation in some cases. These studies include the 2020 Gateway Study, Highway 280 Ramp Metering Study (implementation), Intelligent Transportation System Study (implementation), and the Incident Management Plan.

NPDES

- Revenues increased \$785 or 0.05% or remained stable compared to the prior year.

MANAGEMENT'S DISCUSSION AND ANALYSIS

- Expenditures decreased \$299,170 or 19.6% mainly due to decrease of professional services which was due to timing of consulting services invoices and delay in some project implementation.
- Revenue includes NPDES fees of \$1,370,061.
- Fund balance increased \$202,535 from \$1,168,306 (beginning) to \$1,371,281 (ending) primarily due to the decreased expenditures as described above.

Bay Area Air Quality Management District

- Revenues increased \$24,015 or 2.2% and were within the normal variations.
- Expenditures decreased \$98,692 or 8.5% and were within the normal variations.
- Fund Balance increased \$37,508 or 31.42% and were within the normal variations.
- Revenues received are completely disbursed to participating agencies and the administrator.
- There is a nominal undedicated carry-forward of funds each year due to administration and projects costing less than what was programmed and the difference in interest assumption.

Abandoned Vehicle Abatement Program

- Revenues received are completely disbursed to participating agencies and the administrator.
- Decrease in revenue of \$12,863 or 1.76% is due to decline in interest rate which resulted in lower investment income.
- Expenditures decreased \$4,615 or 0.66% and were within the normal variations.
- Fund balance increased \$18,890 or 3.22% from \$585,897 to \$604,787 due to receipt of investment income and were within the normal variations..
- C/CAG sponsored legislation (AB 468), to address administration issues, that was signed into law. Therefore, the program administration uncertainty of the prior year has been addressed.

AB 1546

- Revenues increased \$79,593 or 2.76% which is within the normal variations.
- Expenditures increased \$328,116 or 27.17% due to the addition of a hydrogen shuttle between East Palo Alto and the Palo Alto Caltrain station and the countywide project implementation.
- Fund Balance increased \$1,410,213 or 37%. This is due to the delay between receipt of the revenue and the project implementation and invoicing.
- This was the third year of the AB 1546 Program which provides a \$4 motor vehicle fee for C/CAG for congestion and environmental impacts caused by motor vehicles. This program provided \$2,794,485 for the fiscal year and will expire 1/01/09 unless renewed.
- C/CAG sponsored SB 348 to extend the term of the AB 1546 Program four years.

CONTACTING THE C/CAG FINANCIAL MANAGEMENT

This financial report is designed to provide our citizens, taxpayers, and creditors with a general overview of the C/CAG finances. If you have any questions about this report or need additional information, please contact the Executive Director of the City/County Association of Governments of San Mateo County at 555 County Center Fifth Floor, Redwood City, CA 94063 or the C/CAG Financial Agent which is the Finance Department at the City of San Carlos, 600 Elm Street, San Carlos, CA 94070.

C/CAG Basic Financial Statements (Audit) for the
Year Ended June 30, 2008 - Provided separately

C/CAG AGENDA REPORT

Date: February 12, 2009
TO: C/CAG Board of Directors
From: Richard Napier - C/CAG
Subject: Review and approval of AB 1546 Fund Financial Statements (Audit) for the Year Ended June 30, 2008

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

Recommendation:

Review and approval of AB 1546 Fund Financial Statements (Audit) for the Year Ended June 30, 2008 in accordance with the staff recommendation.

Fiscal Impact:

None.

Revenue Source:

Dedicated Motor Vehicle Fee.

Background/ Discussion:

A separate independent audit was performed on the AB 1546 Fund for the year ended June 30, 2008. No issues were identified that required correction. The complete audit is provided in the packet separately.

Attachment:

AB 1546 Fund Balance Sheet

AB 1546 Fund Statement of Revenues, Expenditures, and Changes in Fund Balance

AB 1546 Fund Financial Statements (Audit) for the Year Ended June 30, 2008 - Provided separately

Alternatives:

- 1- Review and approval of AB 1546 Fund Financial Statements (Audit) for the Year Ended June 30, 2008 in accordance with the staff recommendation.

ITEM 4.4

- 2- Review and approval of AB 1546 Fund Financial Statements (Audit) for the Year Ended June 30, 2008 in accordance with the staff recommendation with modifications.
- 3- No Action.

CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY
AB 1546 FUND
BALANCE SHEET
JUNE 30, 2008

ASSETS

Cash (Note 2)	\$4,806,141
Accounts receivable	<u>504,875</u>
Total Assets	<u>\$5,311,016</u>

LIABILITIES

Accounts payable	<u>\$89,343</u>
Total Liabilities	<u>89,343</u>

FUND BALANCE

Unreserved, undesignated	<u>5,221,673</u>
Total Liabilities and Fund Balance	<u>\$5,311,016</u>

See accompanying notes to financial statements.

CITY/COUNTY ASSOCIATION OF GOVERNMENTS
 OF SAN MATEO COUNTY
 AB 1546 FUND
 STATEMENT OF REVENUES, EXPENDITURES
 AND CHANGES IN FUND BALANCE
 FOR THE FISCAL YEAR ENDED JUNE 30, 2008

REVENUES

From other agencies	\$2,794,485
Investment income	<u>165,679</u>
 Total Revenues	 <u>2,960,164</u>

EXPENDITURES

Professional services	336,526
Conferences and meetings	3,039
Distributions	1,195,933
Field and program supplies	280
Transfer out	<u>14,173</u>
 Total Expenditures	 <u>1,549,951</u>

NET CHANGE IN FUND BALANCE	1,410,213
FUND BALANCE AT BEGINNING OF YEAR	<u>3,811,460</u>
FUND BALANCE AT END OF YEAR	<u>\$5,221,673</u>

See accompanying notes to financial statements.

AB 1546 Fund Financial Statements (Audit) for the
Year Ended June 30, 2008 - Provided separately

C/CAG AGENDA REPORT

Date: February 12, 2009

TO: C/CAG Board of Directors

From: Richard Napier - C/CAG Executive Director

Subject: Review and approval of a request to the County of San Mateo to upgrade the Deputy Director of C/CAG - U to the equivalent of Class Code D006

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

Recommendation:

Review and approval of a request to the County of San Mateo to upgrade the Deputy Director of C/CAG -U to the equivalent of Class Code D006 in accordance with the staff recommendation.

Fiscal Impact:

Maximum near term cost impact is less than \$10,000. This is a function of the San Mateo County normal salary processes when an equivalent reclassification is performed.

Revenue Source:

All C/CAG fund categories.

Background/ Discussion:

The C/CAG - Deputy Director is contracted with the County of San Mateo for staff support. There are two Deputy Director classifications in the County of San Mateo Public Works. When the C/CAG - Deputy Director - U (Unclassified) position was created the lower classification was used. The increased responsibilities and functions of the C/CAG Deputy Director merit using the higher classification level Class Code D006. The County of San Mateo agreed to evaluate the upgrade to the equivalent of Class Code D006 which is currently underway. The County requested that the Board also support the request.

The Executive Director did a survey of comparable functions in similar agencies. This survey showed that based on equivalent responsibilities that the higher classification level is more appropriate. The comparable agencies used were the San Francisco Transportation Authority, Santa Clara Valley Transportation Authority, and Alameda County Congestion Management Agency. The salary range of Class Code D006 of \$125,000-\$156,000 is more consistent with all the comparison agencies. The basis for the upgrade to Class Code D006 is as follows:

- 1- Meets the equivalent functional requirements of Class D006.

ITEM 4.5

- 2- Salary surveys of similar agencies with equivalent functions support the upgrade.
- 3- Education and license requirements are met.
- 4- Value and importance of the C/CAG Deputy Director to C/CAG.
- 5- Expanded requirements of managing the Smart Corridor Project (\$20M).

The C/CAG Executive Director requests that the Board support the request to have the C/CAG Deputy Director - U upgraded to the equivalent of Class Code D006. Any cost impact is covered in the current C/CAG budget including the Smart Corridors Project budget.

Attachment:

C/CAG Memorandum dated 1/21/09 on Upgrade of Deputy Director of C/CAG - U to the equivalent of Class Code D006

Alternatives:

- 1- Review and approval of a request to the County of San Mateo to upgrade the Deputy Director of C/CAG - U to the equivalent of Class Code D006 in accordance with the staff recommendation.
- 2- Review and approval of a request to the County of San Mateo to upgrade the Deputy Director of C/CAG - U to the equivalent of Class Code D006 in accordance with the staff recommendation with modifications.
- 3- No Action.

C/CAG MEMORANDUM

Date: January 21, 2009

To: Peggy Jensen

From: Richard Napier, Executive Director

Subject: Upgrade of Deputy Director of C/CAG – U to the equivalent of Class Code D006

Thank you for agreeing to consider the request to upgrade the C/CAG Deputy Director – U to the equivalent of D006. Attached is all the material supporting this request. This is a very important request to C/CAG and one that does not create any issues for the County. The C/CAG Chair Deborah Gordon supports this request. It is important that the request be kept in proper perspective since this is a request from a separate legal entity that is supported by the County and not a request from an organization within the County.

Managers Supporting the Request:

Deborah Gordon - Chair, C/CAG
Richard Napier - Executive Director, C/CAG
Jim Porter - Public Works Director, San Mateo County

Functional Comparison:

The skill level and functional value of the two as a minimum are equivalent. In the job description the only functions that don't have a C/CAG equivalent are the following:

- 1- Evaluate and sign/ approve plans for design of public works projects.
- 2- May fulfill statutory requirements for the County Surveyor or Road Commissioner for the Department.

However, the C/CAG role has the following additional roles that are equivalent in value:

- 1- Pursue State and Federal funding to maximize the transportation funds coming to agencies (20 cities and County) in San Mateo County.
- 2- Provide highly technical support for all the cities and the County relative to State and Federal transportation funding and the Caltrans process.
- 3- Work closely with the C/CAG Board (21 Elected Officials) to facilitate a consensus on major policy issues.

The two functions are at a minimum equivalent in responsibilities and value and should not create any issues within the County classification system.

The current Deputy Director is a licensed engineer that is a requirement of the County Deputy Director so this is not an issue.

C/CAG Value:

C/CAG has established a strong record of achievement and credibility. Attached is the 2007 C/CAG Annual Report. C/CAG has enabled this County to do things unmatched by other cities and the County. These include:

- 1- State and National award for Transit Oriented Development Incentive Program.
- 2- With C/CAG credibility and support only County in the State to do a county allocation for the Regional Housing Needs Allocation Process.
- 3- C/CAG sponsored and got approved by the Legislature and signed by the Governor a dedicated motor vehicle fee for San Mateo County. This will provide over \$11.8M over four years with most of the funds going to the cities and the County.

C/CAG manages \$25-\$75M of transportation funding. A key role includes providing technical support to the County and the cities to obtain funding and to address issues to allow the funds to be retained by the County and cities. The C/CAG function is performed by knowledgeable staff with professional stature and credibility within the County, the Region (MTC and Caltrans), and the State (California Transportation Commission).

Comparison Agencies:

In the information provided the comparison agencies identified were San Francisco Transportation Authority (SFTA), Alameda County Transportation Agency, and Valley Transportation Authority. The basis for selecting these agencies were:

- 1- Like C/CAG all the agencies are Congestion Management Agencies for their respective County. This is the primary function of this position.
- 2- These are the peers that the C/CAG position deals with every day.
- 3- C/CAG has been used as a salary comparison for these agencies.
- 4- This C/CAG position would be qualified for the positions identified in those agencies and could be pursued in the future to fill an open position.

It is important that agencies performing the same function as presented be used as a comparison since this is a highly specialized function. Otherwise it may create a misperception as to the real value of this position.

San Mateo County Impact:

There is essentially no impact to San Mateo County as described below:

- 1- This is an unclassified position established just for C/CAG and goes away if C/CAG no longer needs it.
- 2- There is no cost to the County. All costs are fully reimbursed by C/CAG so there is no net cost to the County.
- 3- Given the similar functions and similar values this should not create a problem for the County classification system.

Conclusion:

This request is important to C/CAG and critical to treating the C/CAG staff fairly. It is also critical to the ability to retain the highly skilled C/CAG staff. This is a reasonable request that has no impact on the County; therefore, I hope the County will look favorably upon the request.

Cc: Donna Vaillancourt

C/CAG AGENDA REPORT

Date: February 12, 2009
To: C/CAG Board of Directors
From: Richard Napier, Executive Director
Kim Springer, County of San Mateo - RecycleWorks
Subject: Review and Approval of Local Task Force (LTF) Comments on the Ferma Non-disposal Facility Application.

(For further information, contact Richard Napier 650-599-1420 or Kim Springer 650-599-1412)

RECOMMENDATION

That the C/CAG Board review and approve the comments provided by staff on the establishment of a non-disposal, construction and demolition/inert and wood chipping and grinding facility on Seaport Boulevard in Redwood City and authorize the Executive Director to forward these comments to the Cities and to the California Integrated Waste Management Board (CIWMB) as part of an amendment to the County's joint Non-Disposal Facility Element (NDFE) and the permitting application process.

FISCAL IMPACT

None.

SOURCE OF FUNDS

N/A.

FERMA NONDISPOSAL FACILITY OVERVIEW

Ferma Corporation has entered into rental agreement with the Port of Redwood City for a 3-acre parcel at 475 Seaport Blvd. The use of the premises is for "temporary storage of equipment used for demolition; storage and operation of portable wood waste recycling equipment; storage, handling and transportation by truck of wood wastes and recycled wood chips and for other uses and purposes incidental thereto."

Redwood City passed a resolution adopting an amendment to their Non-Disposal Facility Element (NDFE) on November 10, 2008; formally adopting Ferma Corporation's application to amend the NDFE for a medium volume Construction and Demolition/Inert and medium volume Wood Debris Recycling facility.

ITEM 4.6

BACKGROUND/DISCUSSION

The C/CAG Board serves as the Local Task Force (LTF) for waste management for San Mateo County. To ensure a coordinated and cost-effective regional recycling system, the task force shall do all of the following:

- (1) Identify solid waste management issues of countywide or regional concern.
- (2) Determine the need for solid waste collection and transfer systems, processing facilities, and marketing strategies that can serve more than one local jurisdiction within the region.
- (3) Facilitate the development of multijurisdictional arrangements for the marketing of recyclable materials.
- (4) To the extent possible, facilitate resolution of conflicts and inconsistencies between or among city and county source reduction and recycling elements.
- (d) The task force shall develop goals, policies, and procedures which are consistent with guidelines and regulations adopted by the board, to guide the development of the siting element of the countywide integrated waste management plan.⁽¹⁾

The LTF is also to convene to respond with comments to the cities and the CIWMB when a new facility is being established in the County as in this case where an update to the NDFE is required.

STAFF REVIEW

The Ferma facility on Seaport Blvd. will likely handle between 25 and 174 tons/day of Construction and Demolition/Inert (CDI) materials and between 200-500 ton/day of Construction and Demolition Wood Chipping and Grinding.

Their anticipated diversion from landfill rate, according to Ferma Corporation, will be approximately 60-90% ⁽²⁾ of C&D/I material and 100% of wood debris.

Many cities in San Mateo County have Construction and Demolition Recycling ordinances that generally require that divertable construction site debris from projects falling under these ordinances be either separated on the construction site (source separated) for delivery to a recycling facility, or that the debris be hauled to a CDI facility.

The nearest processing facility to the North of the Ferma facility for CDI recycling is Blue Line Transfer Station in South San Francisco. The closest facility to the South is Zanker Road Landfill in Milpitas.

Owners and contractors with projects falling under these ordinances ultimately pay the cost of hauling this debris the distances to these facilities, especially in the southern part of San Mateo County. In addition long hauls contribute to both traffic congestion and CO2 emissions.

(1) From PRC Section 40950

(2) Fine material from the sorting of the construction and demolition material will be diverted as alternative daily cover (ADC)

STAFF COMMENTS

- 1) The Ferma Corporation facility is a welcome addition to the joint NDFE, especially due to its proximity to the southern end of San Mateo County.
- 2) Due to this facility's close proximity, the establishment of this facility will likely enhance the effectiveness of Construction and Demolition ordinances in some of the cities in San Mateo County.

ATTACHMENTS

- Use of Premises Letter from Port of Redwood City to Ferma Corporation
- Resolution passed by City of Redwood City

July 10, 2008

Debbie Mendelson
Ferma Corporation
1265 Montecito Ave., Suite 200
Mountain View, CA 94043

RE: Use of Premises -- 475 Seaport Blvd., Redwood City

Dear Ms. Mendelson:

Under the Charter of the City of Redwood City, the Board of Port Commissioners has complete and exclusive power to control and supervise the Port of Redwood City, including all the waterfront property and adjacent land, on behalf of the City. This control includes the determination of the uses of all Port property.

With reference to the Rental Agreement between Ferma Corporation and the Port of Redwood City for the 3-acre parcel at 475 Seaport Blvd., the use of the premises is for "temporary storage of equipment used for demolition; storage and operation of portable wood waste recycling equipment; storage, handling and transportation by truck of wood wastes and recycled wood chips and for other uses and purposes incidental thereto."

In considering the proposed use of the premises by Ferma, the Port determined that mitigation measures would be required to minimize the adverse impacts on the environment from these uses. The rental agreement requires Ferma to employ currently available Best Management Practices for the control of environmental damage. The rental agreement specifically sets decibel limits for noise based on the City Noise Ordinance and requires specific measures to minimize the emission of dust. In addition, the Port requested that Ferma install fencing and sound barriers to minimize the impacts on the adjacent Portside Office complex.

Please notify the Port Manager of Operations, Don Snaman, at least 48 hours prior to the initial operation of the wood waste recycling equipment in order for the Port to inspect the premises and mitigation measures.

Sincerely,

Michael J. Giari
Executive Director

Port Commissioners
Larry R. Atkins
Richard S. Clatre
Richard "Dick" Dodge
Ralph A. Garcia, Jr.

TOTAL P.02

ORIGINAL

RESOLUTION NO. 14907

RESOLUTION OF THE CITY OF REDWOOD CITY ADOPTING AMENDMENT TO JOINT NON-DISPOSAL FACILITY ELEMENT (NDFE) TO INCLUDE FERMA CORPORATION MEDIUM VOLUME CONSTRUCTION AND DEMOLITION/INERT AND MEDIUM VOLUME WOOD DEBRIS RECYCLING FACILITIES AT 475 SEAPORT BOULEVARD, REDWOOD CITY CALIFORNIA

WHEREAS, pursuant to Section 41730 et seq., of the California Public Resources Code, every California city and county is required to prepare and adopt a Non-Disposal Facility Element for all permitted solid waste facilities, other than disposal facilities (landfills and transformation facilities); and

WHEREAS, in 2004, the City of Redwood City, the County of San Mateo and other cities within the county, adopted a Joint Non-disposal Facility Element; and

WHEREAS, pursuant to Section 50001 of the California Public Resources Code, facilities that require permitting from the Local Enforcement Agency are required to be identified in the respective jurisdiction's Non-Disposal Facility Element as part of the solid waste facility permit application; and

WHEREAS, Ferma Corporation is seeking a lease agreement with the Port of Redwood City to operate a medium volume (25 – 174 tons/day) Construction and Demolition/Inert and medium volume (200 – 500 tons/day) Wood Debris Recycling facility on a three acre site located at 475 Seaport Boulevard, Redwood City, hereinafter referred to as the "Project"; and

WHEREAS, Ferma Corporation has submitted an application to Redwood City requesting that its Project be included in the Joint Non-Disposal Facility Element; and

WHEREAS, notice of a public hearing has been published at least three days in advance of the hearing; and

WHEREAS, the San Mateo County Board of Supervisors must approve any amendment to the Non-Disposal Facility Element to be incorporated into the Countywide Integrated Waste Management Plan; and

WHEREAS, Section 41735 (a) provides that the adoption or amendment of the Joint Non-Disposal Facility Element is not subject to environmental review under the California Environmental Quality Act.

NOW THEREFORE, BE IT RESOLVED BY THE COUNCIL OF THE CITY OF REDWOOD CITY, AS FOLLOWS:

1. Ferma Corporation's application to amend the Joint Non-disposal Facilities Element for a medium volume Construction and Demolition/Inert and medium volume Wood Debris Recycling facility on a three acre site located at 475 Seaport Boulevard, Redwood City, California is hereby adopted.
2. A true and correct copy of this resolution shall be submitted to the San Mateo County Board of Supervisors for incorporation into the Countywide Integrated Waste Management Plan.

* * *

Passed and adopted by the Council of the City of Redwood City at a Regular City Council Meeting thereof held on the 10th day of November, 2008 by the following votes:

A YES, and in favor of the passage and adoption of the foregoing resolution,

Council members: Aguirre, Bain, Hartnett, Howard, Ira, Pierce and Mayor Foust

NOES: None

ABSTAIN: None

ABSENT: None



ROSANNE S. FOUST
Mayor of the City of Redwood City

Attest:



Silvia Vonderlinden
City Clerk of Redwood City

I hereby approve the foregoing resolution this 13th day of November, 2008.



ROSANNE S. FOUST
Mayor of the City of Redwood City

14907

C/CAG AGENDA REPORT

Date: February 12, 2009
To: City/County Association of Governments Board of Directors
From: Richard Napier, Executive Director
Subject: Review and approve Resolution 09-02 authorizing the C/CAG Chair to execute an Agreement With Fehr & Peers Associates, Inc. for the 2009 Congestion Management Program (CMP) Monitoring Program in an amount not to exceed \$48,125

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

RECOMMENDATION

That the C/CAG Board Review and approve Resolution 09-02 authorizing the C/CAG Chair to execute an Agreement With Fehr & Peers Associates, Inc. for the 2009 Congestion Management Program (CMP) Monitoring Program in an amount not to exceed \$48,125.

SOURCE OF FUNDS

Funding source will come from Federal Surface Transportation Program (STP) Planning Grant and C/CAG member agencies funds.

FISCAL IMPACT

A total of \$50,000 has been budgeted for miscellaneous consulting services for the 2009 Congestion Management Program.

BACKGROUND/DISCUSSION

Every two years C/CAG, as the Congestion Management Agency for San Mateo County, is required to measure the roadway Level of Service (LOS) and conduct other activities to determine compliance with the Congestion Management Program. The last monitoring update was performed in 2007.

Through a competitive process conducted in 2006, Fehr and Peers Associates was selected to perform monitoring services for the San Mateo County 2007 CMP. C/CAG executed a contract with Fehr and Peers Associates on September 14, 2006. Fehr and Peers Associates had also conducted congestion monitoring for C/CAG in 1999, 2001, 2003, and 2005 CMP updates.

The Request for Proposal, issued in 2006, for the 2007 CMP work included provisions enabling C/CAG the option to renew the agreement with the selected consultant for up to two (2)

ITEM 4.7

additional two-years cycles. Based on Fehr and Peer's satisfactory performance in completing the 2007 CMP monitoring services, which included delivering the results on schedule and within budget, staff recommends retaining Fehr and Peer's service and entering into a new contract for monitoring services for the 2009 CMP. The final budget was negotiated down from the original consultant proposal.

The scope of work to be provided by the consultant for the 2009 CMP Monitoring includes the following:

- Provide traffic counts and LOS calculations
- Conduct other monitoring required under the Congestion Management Program
- Calculate the required traffic exclusions to the monitored traffic, through use of the travel forecasting model

ATTACHMENTS

- Resolution 09-02
- Contract with Fehr & Peers Associates, Inc.

RESOLUTION 09-02

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 FEHR AND PEERS ASSOCIATES, INC. FOR THE 2009 CONGESTION MANAGEMENT PROGRAM (CMP) MONITORING PROGRAM IN AN AMOUNT NOT TO EXCEED \$48,125

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

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

WHEREAS, the California Government Code requires Congestion Management Agencies to develop and monitor Congestion Management Programs; and

WHEREAS, C/CAG, through a competitive process, selected Fehr & Peers Associates, Inc. to conduct the monitoring program for the 2007 CMP and entered into an agreement with Fehr & Peers Associates, Inc. on September 14, 2006; and

WHEREAS, C/CAG has determined that additional services are needed to conduct the monitoring program for the 2009 CMP;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to execute an agreement with Fehr & Peers Associates, Inc. in the amount not to exceed \$48,125 for the 2009 CMP monitoring program. In accordance with C/CAG established policy, the Chair may administratively authorize up to an additional 5% of the total contract amount in the event that there are unforeseen costs associated with the project. This agreement is attached hereto and is in a form that has been approved by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED THIS 12H DAY OF FEBRUARY 2009.

Deborah C. Gordon, Chair

AGREEMENT BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
FEHR & PEERS ASSOCIATES, INC.

This Agreement entered this ____ day of _____, 2009, by and between the City/County Association of Governments of San Mateo County, a joint powers agency, hereinafter called "C/CAG" and Fehr & Peers Associates, Inc., hereinafter called "Contractor."

WITNESSETH

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

WHEREAS, C/CAG is prepared to award funding for conducting the San Mateo County Congestion Management Program 2009 Monitoring; 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 the services described in Exhibit A, attached hereto (the "Services"). All Services are to be performed and completed by December 31, 2009.
2. Payments. In consideration of Contractor providing the Services, C/CAG shall reimburse Consultant based on the cost rates set forth in Exhibit A up to a maximum amount of forty eight thousand one hundred twenty five dollars (\$48,125) for Services provided during the Contract Term as set forth below.
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 December 31, 2009; 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 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. C/CAG shall indemnify and save harmless Contractor from all claims, suits or actions to the extent caused by the negligence, errors, acts or omissions of C/CAG, its agents, officers or employees related to or resulting from C/CAG's 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. Agreement Renewal. This Agreement may be renewed or extended for up to an additional two (2) years by the mutual agreement of the parties.
13. 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.

14. 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.
15. 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.

16. 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: John Hoang

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

Fehr & Peers Associates, Inc.
255 Market Street, Suite 200
San Jose, CA 95110
Attention: Robert H. Eckols, P.E., Senior Associate

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

Fehr & Peers Associates, Inc (Contractor)

By _____

_____ Date

City/County Association of Governments (C/CAG)

By _____
Deborah C. Gordon, C/CAG Chair

_____ Date

C/CAG Legal Counsel

By _____

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February 3, 2009

Mr. John Hoang
 City/County Association of Governments (C/CAG)
 555 County Center, 5th Floor
 Redwood City, California 94063

Subject: *2009 San Mateo County Congestion Program Monitoring Program* P08-1675

Dear Mr. Hoang:

Fehr & Peers is pleased to submit this proposal to conduct the 2009 Monitoring Program for San Mateo County Congestion Management Program. Fehr & Peers is familiar with the monitoring program for San Mateo County as we have prepared the previous monitoring programs from 1999 to 2007. Our proposed scope of work, approach, schedule, and cost estimates are discussed below.

PROPOSED SCOPE OF WORK

1. Collect Available Data

Fehr & Peers will obtain data currently available for the CMP roadway system and intersections from the California Department of Transportation (Caltrans) and from the Public Works and Planning Departments of C/CAG member agencies to help reduce the data collection effort.

2. Conduct Counts/Surveys

Fehr & Peers will conduct intersection turning movement counts at the 16 CMP intersections. Three-day (72-hour) machine counts will be conducted for the CMP arterials and multi-lane highways. Travel time surveys will be conducted during the AM and PM peak periods for the freeways to measure average speeds. A minimum of five (5) complete runs will be conducted for each freeway segment in each direction. Observations of the CMP intersections and roadway segments will be conducted during the AM and PM peak hours.

3. Conduct Level of Service (LOS) Calculations

Fehr & Peers will calculate the levels of service (LOS) for the CMP roadway system and intersections utilizing the methods according to the 2000 Highway Capacity Manual (HCM). Since the City of San Carlos still uses the Circular 212 methodology for their intersection analysis, we will also calculate intersection LOS using the 1994 HCM and the Transportation Research Board's (TRB) Circular 212 methodology. Both results will be presented in table format.

4. Incorporate Exemptions

Fehr & Peers will re-evaluate locations that are found to exceed their LOS Standard and account for the required exemptions (interregional traffic, traffic from low and very low income households, traffic from development within ¼ mile of transit stations, etc.) A link analysis will be conducted using the San Mateo County model to estimate traffic reductions caused by the exemptions. Locations with LOS Standard violations will be forwarded on to C/CAG for deficiency plan notification.

5. Conduct Travel Time Surveys for Single-Occupant Automobiles, Carpools, and Transit on Route 101 Corridor

Fehr & Peers will use the travel time surveys conducted during the Task 2 to represent travel times for single-occupant automobiles. Travel time surveys for carpools will be conducted for the HOV lanes on U.S. 101. Transit schedules will be used to estimate travel times via bus and rail. Transit agencies will be contacted to confirm that the schedules are reflective of actual travel times.

6. Evaluate Bicycle and Pedestrian Measures

Fehr & Peers review the CMP CIP projects to ascertain whether pedestrian and bicycle travel is accommodated in new transportation projects.

7. Collect and Analyze Transit Ridership Data

Fehr & Peers will collect available ridership data from SamTrans, BART, and CalTrain. The data will be used to compare ridership among the different transit modes.

8. Prepare Documentation

Fehr & Peers will prepare and submit a draft report of the monitoring process including tables and maps. All of the level of service calculations and collected data will be submitted in a Technical Appendix.

9. Attend Meeting

Fehr & Peers will attend one project-level meeting during the study.

PROJECT UNDERSTANDING/APPROACH

The purpose of the Monitoring Program is to evaluate the roadway segments and intersections that comprise the CMP Roadway System in San Mateo County and determine compliance with the adopted Traffic Level of Service (LOS) Standards on a biennial schedule.

Based on our work with the previous San Mateo County monitoring programs (1999 to 2007), we highlight the following elements of our approach to complete the tasks outlined in Attachment A of the Request for Proposals:

- Data Collection - use the same traffic count firm that collected the previous monitoring data
- Staffing Continuity - use the same Project Manager and Project Engineer from our most recent C/CAG monitoring effort
- Level of Service Methodology – use both the Circular 212 and 2000 Highway Capacity Manual methodology to prepare LOS calculations (which is consistent with the previous report)

By maintaining the continuity in terms of the data collection, project management, and technical methodology, we will insure consistency with the previous monitoring program results. Due to our previous work for CCAG and the CMP program, Fehr & Peers staff is already familiar with the CMP facilities and understands the history of the traffic operations on these facilities.

SCHEDULE

Based on our previous experience, the project schedule is, in part, dependent on the timely receipt of available traffic counts (Caltrans, San Mateo County, and local cities), transit ridership data from transit agencies, and San Mateo County Regional Travel Demand Model outputs. In addition, it is recommended that field data collection (counts and travel time runs) be conducted during the same months as the previous monitoring programs to minimize any seasonal travel differences. We propose the following schedule for the project:

Tasks/Activities	Weeks
• Collect Available Data	2
• Conduct Traffic Counts & Travel Time Surveys	6
• Conduct LOS Calculations, Incorporate Exemptions, Collect Transit Data, Evaluate Bicycle and Pedestrian Measures	4
• Submit Draft Report – after start of data collection	12
• Submit Final Report – after receipt of comments on Draft Report	3

FEE ESTIMATE

The number of person hours for each task, the estimated number of counts and surveys, the cost per count/survey, and the total cost of the monitoring effort is presented below.

Task	Senior Associate \$225/Hour (Robert)	Senior Engineer \$150/Hour (Kristiann)	Engineer \$125/Hour (Franziska)	Engineer/ Support (\$110/Hour)	Number of Counts	Cost Per Count	Count Cost	Other Direct Costs	Task Total
1. Collect Available Data	0	2	4	3					\$1,130
2. Conduct Counts/ Surveys	0	0	4	15				\$400	\$2,550
Intersection Counts					16	\$400	\$6,400		\$6,400
Roadway Segment Counts (72-Hr)					17	\$175	\$2,975		\$2,975
Travel Time Surveys (# of hours)					70	\$135	\$9,450		\$9,450
3. Conduct LOS Calculations	0	4	12	22					\$4,520
4. Incorporate Exemptions	2	8	10	22					\$5,320
5. Conduct U.S. 101 HOV Travel Time Runs	0	0	2	7				\$200	\$1,220
6. Evaluate Bike/ Pedestrian Measures	2	6	8	1					\$2,460
7. Collect/Analyze Transit Data	0	4	6	7					\$2,120
8. Prepare Documentation	4	12	40	2				\$1,000	\$8,920
9. Attend Meeting (1)	0	4	2	1				\$100	\$1,060
Total	8	40	88	80			\$18,825	\$1,700	\$48,125

Please note that our standard terms and conditions (Attachment B) apply to this project. This proposal is valid for 30 days. If the scope, fee, and attached terms of conditions are acceptable to you, please sign and return a copy of this letter acknowledging your acceptance of its terms and to authorize us to proceed with the study. Should you have any questions or need any additional information, please do not hesitate to call us. We are looking forward to working on this project.

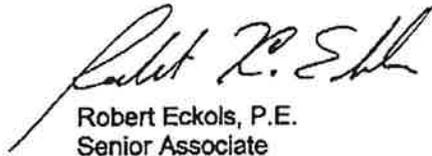
Sincerely,

FEHR & PEERS



Franziska Church
Transportation Planner

Robert Eckols, C36384
Is licensed by the Board for Professional
Engineers and Land Surveyors



Robert Eckols, P.E.
Senior Associate

Attachments

ACCEPTED BY:

Company: _____

Signature: _____

Printed Name: _____

Date: _____

C/CAG AGENDA REPORT

Date: February 12, 2009
TO: C/CAG Board of Directors
From: Richard Napier, Executive Director - C/CAG
Subject: Review and accept the Quarterly Investment Report as of December 31, 2008

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

Recommendation:

Review and accept the Quarterly Investment Report as of December 31, 2008 in accordance with the staff recommendations.

Fiscal Impact:

None.

Revenue Source:

All C/CAG revenue sources.

Background:

C/CAG's financial agent (City of San Carlos) provides a quarterly report of investments. Attached is the Quarterly Investment Report as of December 31, 2008. Staff recommends acceptance of the report.

Attachments:

Quarterly Investment Report as of December 31, 2008

Alternatives:

- 1- Review and accept the Quarterly Investment Report as of December 31, 2008 in accordance with the staff recommendations.
- 2- Review and accept the Quarterly Investment Report as of December 31, 2008 in accordance with the staff recommendations with modifications.
- 3- No action.

ITEM 4.8

CITY AND COUNTY ASSOCIATION OF GOVERNMENTS
Board of Directors Agenda Report

To: Richard Napier, Executive Director
From: Jeff Maltbie, Administrative Services Director
Date: February 5, 2009

SUBJECT: Quarterly Investment Report as of December 31, 2008

RECOMMENDATION:

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

ANALYSIS

The attached investment report indicates that on December 31, 2008, funds in the amount of \$ 8,791,116 were invested producing a weighted average yield of 2.54%. Accrued interest this quarter totaled \$57,448. However, this interest income was offset by the loss reported in the first quarter from the San Mateo County Investment Pool totaling \$222,171.

Below is a summary of the changes in the portfolio:

	Qtr Ended 12/31/08	Qtr Ended 9/30/08	Increase (Decrease)
Total Portfolio	\$ 8,791,116	\$ 9,945,126	\$ (1,154,010)
Wgtd Avg Yield	2.54%	3.10%	-0.56%
Interest Earnings	\$ 57,448	\$ 68,161	\$ (10,713)
Lehman Loss	\$ -	\$ (222,171)	\$ 222,171

The decrease in the portfolio totaling \$1,154,010 is attributable to the decline in receipts received in the second quarter of the fiscal year. Annual contribution invoices are sent to member agencies at the first of the fiscal year and therefore cash receipts are higher during the first quarter. The decrease in interest income is due to the continued decline in market rates.

As discussed in the last quarterly report, the loss was incurred from holdings the investment pool had in Lehman Brothers. On September 15, 2008, Lehman Brothers filed a petition for bankruptcy. At the time, the San Mateo County Investment Pool had approximately 5% of the total holdings invested in Lehman Brothers. As per the San Mateo County Pool Investment Pool Policy, gains or losses are attributed to the balance of each depositor on a quarterly basis. As such, the entire loss was recorded in the quarter ended September 30, 2008. Since that time, the San Mateo Investment Pool has filed a lawsuit against Lehman Brothers and Senators Feinstein and Speier have both sponsored bills in an effort to have this loss covered by the federal bailout funds. Attachment 3 reflects the activity surrounding the Lehman loss.

Historical cash flow trends are compared to current cash flow requirements on an ongoing basis to ensure that C/CAG's investment portfolio will remain sufficiently liquid to meet all reasonably anticipated operating requirements. As of December 31, 2008, the portfolio contains enough liquidity to meet the next six months of expected expenditures by C/CAG. All investments are in compliance with the Investment Policy. Attachment 2 shows a historical comparison of the portfolio for the past seven quarters.

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

Attachments

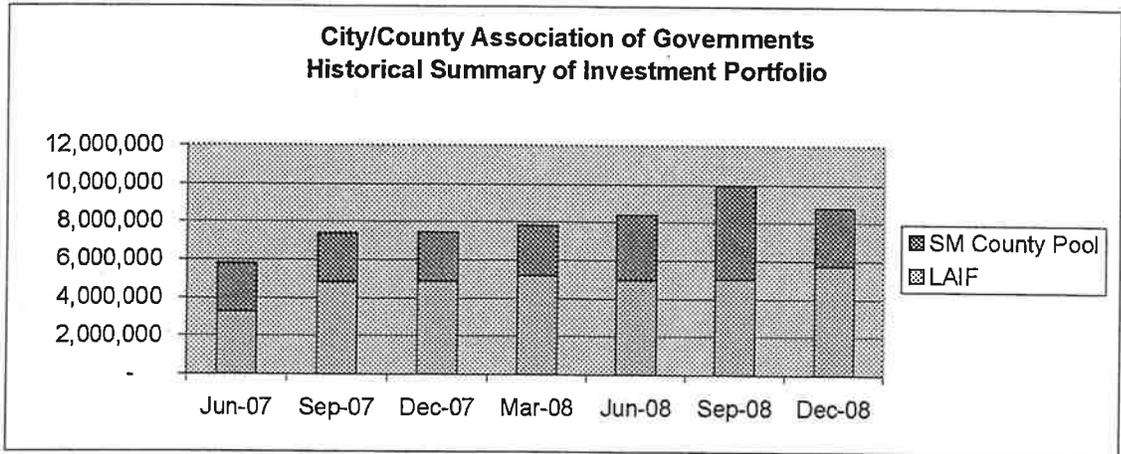
- 1 – Investment Portfolio Summary for the Quarter Ended December 31, 2008
- 2 – Historical Summary of Investment Portfolio
- 3 – Lehman Events

CITY & COUNTY ASSOCIATION OF GOVERNMENTS

SUMMARY OF ALL INVESTMENTS
For Quarter Ending December 31, 2008

Category	Maturity		Weighted Average Interest Rate	HISTORICAL Book Value	GASB 31 ADJ Market Value
	Days	Months			
Liquid Investments:					
Local Agency Investment Fund (LAIF)	1		2.54%	5,703,382	5,703,382
S. M. County Investment Pool (COPOOL)	2		2.54%	3,087,734	3,087,734
Agency Securities					
Total - Investments			2.54%	8,791,116	8,791,116
GRAND TOTAL OF PORTFOLIO			2.54%	8,791,116	8,791,116
Total Accrued Interest this Quarter					57,448
Total Lehman Loss					(222,171)
Total Interest Earned (Loss) Fiscal-Year-to-Date					(96,562)

**City/County Association of Governments
Historical Summary of Investment Portfolio**



City/County Association of Governments Investment Portfolio

	Jun-07	Sep-07	Dec-07	Mar-08	Jun-08	Sep-08	Dec-08
LAIF	3,259,805	4,807,185	4,859,593	5,169,947	4,972,951	5,018,363	5,703,382
SM County Pool	2,538,088	2,567,481	2,597,368	2,626,922	3,405,619	4,926,763	3,087,734
Total	\$5,797,893	\$7,374,666	\$7,456,961	\$7,796,869	\$8,378,570	\$9,945,126	\$8,791,116

1	January 13, 2009	HR 467 1H Introduced by Representatives Anna Eshoo and Jackie Speier
2	January 12, 2009	Letter to Senator Diane Feinstein Re: TARP from the National Association of Counties
3	January 6, 2009	Senate Bill S116 Introduced by Senator Diane Feinstein
4	December 22, 2008	Follow-up Letter to Secretary Henry Paulson from Senator Diane Feinstein
5	December 16, 2008	Letter to Secretary Henry Paulson from Senator Diane Feinstein
6	November 18, 2008	Lehman Brothers Support Letter to Secretary Henry Paulson
7	November 14, 2008	Letter to Secretary Henry Paulson from the City of Folsom
8	November 13, 2008	Lehman Press Coverage
9	November 12, 2008	San Mateo County Investment Pool Files Suit Against Lehman
10	November 10, 2008	San Mateo County Vs Lehman Filed And Endorsed
11	November 7, 2008	Letter to Senator Diane Feinstein from the National Association of Counties
12	November 5, 2008	Letter to Representative Anna Eshoo from the San Mateo County Board of Supervisors
13	November 4, 2008	Letter to Secretary Henry Paulson from California State Representatives
14	October 24, 2008	Letter to Secretary Henry Paulson from BCHD
15	October 23, 2008	Letter to Secretary Henry Paulson from the San Mateo County Board of Supervisors
16	October 22, 2008	TARP Letter to Representative Watson
17	October 14, 2008	Letter from Senator Boxer and Senator Feinstein to Secretary Henry Paulson
		Letter From John Maltbie to County Employees
		Letter to Secretary Henry Paulson from California Counties
		Letter to Secretary Henry Paulson from the San Mateo County Board of Supervisors
		Letter to Secretary Henry Paulson from the San Mateo Community College District
		Progress Report for Pool Participants

C/CAG AGENDA REPORT

Date: February 12, 2009
TO: C/CAG Board of Directors
From: Richard Napier - C/CAG Executive Director
Subject: Status Report on the Finance Committee discussion of changes to the C/CAG Investment Policy for 2008-09

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

Background/ Discussion:

At the December 11, 2008 C/CAG Board Meeting the Finance Committee was requested to review the C/CAG Investment Policy for 2008-09 and bring back recommendations for the Board to consider. The Finance Committee meet on 1/29/09 to consider the C/CAG Investment Policy for 2008-09. The following members were present.

Deborah C. Gordon - Chair

Tom Kasten - Vice Chair

Rosalie O'Mahoney - Past Chair and Member County Pool Advisory Committee

Sepi Richardson - Board Member

Mark Weiss - City Manager of San Carlos (C/CAG Financial Agent)

Richard Napier - Executive Director

The Finance Committee went through the C/CAG Investment Policy page by page. The key points identified included the following.

- 1- C/CAG should create an Investment Advisory Committee to review the portfolio quarterly.
- 2- Pursue skilled financial people to volunteer to serve on the C/CAG Investment Advisory Committee.
- 3- An alternative would be to have representation on the San Carlos Investment Advisory Committee.
- 4- Need to determine if changes can be supported by the City of San Carlos financial system.

ITEM 4.9

- 5- Given the size of the C/CAG portfolio it is impractical for C/CAG to hire a third party investment advisor.

C/CAG staff was directed to work with the City of San Carlos to make changes to the Investment Policy within the above concepts and bring it back to the Finance Committee. The review should be completed in February with recommendations to the C/CAG Board at the March 12, 2009 Board Meeting. This is an information item only.

C/CAG AGENDA REPORT

Date: February 12, 2009
TO: C/CAG Board of Directors
From: Richard Napier - C/CAG Executive Director
Subject: Status Report on the State Legislative Session.

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

A verbal presentation will be provided at the meeting and additional material as available.

ITEM 5.1

C/CAG AGENDA REPORT

Date: February 12, 2009
To: City/County Association of Governments Board of Directors
From: Richard Napier, Executive Director
Subject: Review and appointment to fill a vacant elected seat to the Congestion Management & Environmental Quality (CMEQ) Committee
(For further information or questions contact Sandy Wong at 599-1409)

RECOMMENDATION

That the Board consider making an appointment to fill a vacant elected seat to the Congestion Management & Environmental Quality (CMEQ) Committee from the following candidates:

Richard Garbarino, Councilmember, South San Francisco
David J. Canepa, Councilmember, Daly City
Heyward Robinson, Councilmember, Menlo Park
Julie Lancelle, Mayor, Pacifica

FISCAL IMPACT

None.

BACKGROUND/DISCUSSION

There is one vacant elected seat on the CMEQ committee vacated by former member Judith Christensen. A recruitment letter was distributed to all of the elected officials in San Mateo County. Interest letters were received from Councilmembers Garbarino, Councilmember Canepa, Councilmember Robinson, and Mayor Lancelle.

The Congestion Management and Environmental Quality Committee (CMEQ) provides advice and recommendations to the full C/CAG Board on all matters relating to transportation planning, congestion management, and selection of projects for state and federal funding. The Committee also has the specific responsibility for the development and updating of the Congestion Management Program and the Countywide Transportation Plan.

ATTACHMENTS

- Roster for the CMEQ Committee
- Letter from Councilmember Garbarino
- Letter from Daly City Mayor for Councilmember Canepa
- Letter from Councilmember Robinson
- Letter from Mayor Lancelle

ITEM 5.2

(2)

(2)

(2)

CMEQ ROSTER JANUARY 2009

Chair - Irene O'Connell
 Vice Chair - Sepi Richardson
 Staff Support: Sandy Wong

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



CITY COUNCIL 2008

KARYL MATSUMOTO, MAYOR
MARK N. ADDIEGO, VICE MAYOR
RICHARD A. GARBARINO, COUNCILMEMBER
PEDRO GONZALEZ, COUNCILMEMBER
KEVIN MULLIN, COUNCILMEMBER

BARRY M. NAGEL, CITY MANAGER

OFFICE OF THE CITY COUNCIL

December 5, 2008

Mr. Richard Napier, Executive Director
CCAG
County Office Building
555 County Center, 5th Floor
Redwood City, CA 94063

Dear Mr. Napier:

I am submitting my letter of interest to serve on the Congestion Management Environmental Quality (CMEQ) Committee.

I currently serve as a member of the Peninsula Traffic Relief Alliance Board of Directors, a position I have held for the past five years. It is very fulfilling to be a member of a group that identifies and presents solutions to traffic and transportation issues in San Mateo County. I also serve on the Senior Mobility Task Force and the Grand Boulevard Task Force. Additionally, I chair the Regional Airport Planning Committee, serve on the ABAG Executive Board and represent the City of South San Francisco as a delegate at the ABAG General Assembly.

I have a keen interest in land-use issues, alternative energy sources, conservation and other environmental issues affecting the quality of life not only in South San Francisco, but the County as well. I believe I have the experience to be an effective and productive member of the Committee.

Thank you for your consideration.

Yours truly,

A handwritten signature in cursive script that reads "Richard A. Garbarino".

Richard A. Garbarino, Councilmember
City of South San Francisco

cc: S. Wong, Deputy Director



OFFICE OF THE MAYOR
CITY OF DALY CITY

333 - 90TH STREET
DALY CITY, CA 94015-1895
(650) 991-8125

January 13, 2009

Honorable Deborah Gordon, Chair
City/County Association of Governments
555 County Center, Fifth Floor
Redwood City CA 94063

Dear Chair Gordon:

This is to advise you that I have appointed Councilmember David J. Canepa as our primary representative to the City/County Association of Governments' Board of Directors. Councilmember Carol L. Klatt will serve as his alternate.

In addition, I would like to nominate Councilmember David J. Canepa to serve on the Congestion Management and Air Quality Committee, as well as on the Airport Land Use Committee.

Your consideration of this request is appreciated.

Sincerely,

Sal Torres
Mayor

ST/rp

cc: Richard Napier, Executive Director, C/CAG

January 28, 2009

Richard Napier
City/County Association of Governments
555 County Center, 5th Floor
Redwood City, CA 94063

Dear Mr. Napier,

I wish to be considered for appointment to the C/CAG Congestion Management and Environmental Quality Committee (CMEQ). Below I outline my qualifications and reasons for wanting to join the committee.

I currently serve as Mayor of Menlo Park, having been elected to the City Council in November, 2006. I am one of the San Mateo County representatives to the Dumbarton Rail Policy Advisory Committee. I am also Chairman of the San Francisquito Creek Joint Powers Authority, and Menlo Park's representative to ABAG. I have been a resident of San Mateo County since 1989. I am a Senior Scientist at SRI International, with a Ph.D. in Materials Science from Stanford. My time in the county, my service on the city council, my regional appointments, and my professional background have given me a broad perspective on the needs of our community and the region as a whole. I have learned much in tackling the issues faced by Menlo Park and would enjoy bringing my experience and skills to focus on the issues addressed by CMEQ.

The greatest challenge of our time is climate change. Increasing sea levels, persistent drought, and enhanced fire danger are some of the many serious consequences that rising atmospheric CO₂ levels will bring. Averting the worst of these effects will take a massive and coordinated effort by all levels of government, as well as the public. One of our biggest challenges is in area of transportation, where over 40% of Bay Area greenhouse gas emissions are produced. Making a difference will require significant changes to our transportation modes and infrastructure. Innovative technologies like plug-in hybrids will make an impact and lessen our footprint. But real progress will only be made by significantly reducing the number of vehicle miles traveled.

As a member of CMEQ, I will be a strong advocate for bold, innovative solutions to this crisis. I will support carpooling by promoting the expansion and interconnection of the diamond lane system. I will support outreach and education to improve the effectiveness of transportation demand management (TDM) programs at local businesses and institutions. I will support the use of innovative technologies to improve traffic flow, reduce idling times, and enhance overall traffic management. And I will advocate for increased funding to support the expansion of transit and other trip reduction strategies.

There is no magic bullet to address climate change. But there are steps that we can take now that will make a real difference. We will need courage and leadership to make these changes a reality. I look forward to working with C/CAG, CMEQ, and other regional agencies to develop innovative transportation strategies that get vehicles off the road and

carbon out of the air. Thank you for considering my application. Please do not hesitate to contact me with any questions you might have.

Respectfully,

Heyward Robinson
Mayor, Menlo Park, California
hgrobison@menlopark.org
650-208-1512

Dear Members of the C/CAG Board,

Thank you for giving me the opportunity to express my interest in serving on the Congestion Management/Environmental Quality Committee.

As a Peninsula native and a 22-year resident of the City of Pacifica, I am familiar and empathize with unique set of issues facing both sides of the coast range. These are exciting times to be serving our communities, with challenges and opportunities aplenty.

My years in Pacifica have included service on issues addressing both local and tourist serving economic development and transportation, as well as preservation of our natural areas and environment.

As a community we have spearheaded a number of innovative solutions to the environmental challenges that face our growing world, including our Wastewater Recycling Facility at Calera Creek, our projects aided by C/CAG to improve infrastructure for walkers and cyclists along the 6-mile length of our coastal city, and our solar installations at several civic facilities.

I hope you will consider my appointment to the CMEQ so that I can share what we have learned and learn more about your efforts as we all work together on the challenges that face us all.

Sincerely,

Julie Lancelle
Mayor, City of Pacifica

C/CAG AGENDA REPORT

Date: February 12, 2009
To: C/CAG Board of Directors
From: Richard Napier, Executive Director
Subject: Review and approve staff recommendation, as presented at the meeting, on Local Street and Road projects for Federal Economic Stimulus Transportation Funding and further authorize the Executive Director to continue negotiation with project sponsors and MTC regarding project scope and funding

(For further information contact Sandy Wong 599-1409)

RECOMMENDATION

That the C/CAG Board Review and approve staff recommendation, as presented at the meeting, on Local Street and Road projects for Federal Economic Stimulus Transportation Funding and further authorize the Executive Director to continue negotiation with project sponsors and MTC regarding project scope and funding.

FISCAL IMPACT

The dollar amount for transportation from the Economic Stimulus funding is unknown. The current target for San Mateo County share for Streets and Highways is \$13.8 million. At the scheduled February 6, 2009 MTC Partnership Board meeting, recommendation will be made on the percent of this fund be directed to Local Streets & Road Maintenance. Current proposal on the table is 60% to 80% should be directed towards Local Streets & Road Maintenance. San Mateo County's share will be decreased proportionately.

SOURCE OF FUNDS

Economic Stimulus funds for local streets and roads come from Federal funds.

BACKGROUND/DISCUSSION

Information and recommendations pertaining to this item will be presented to the C/CAG Board at its special meeting scheduled for February 5, 2009. Any staff recommendation after the February 5th meeting will be presented to the Board at the February 12, 2009 meeting.

ATTACHMENT

- February 5, 2009 C/CAG Board meeting Staff Report

ITEM 5.3

C/CAG AGENDA REPORT

Date: February 5, 2009
To: C/CAG Board of Directors
From: Richard Napier, Executive Director
Subject: Review and approval of the guidelines, process, and list of projects for Local Streets and Roads and authorize the Executive Director to negotiate with project sponsors and MTC to make appropriate modifications as new information becomes available, in preparation for the Federal Economic Stimulus Transportation Funding

(For further information contact Sandy Wong 599-1409)

RECOMMENDATION

That the C/CAG Board Review and approve the guidelines, process, and list of projects for Local Streets and Roads and authorize the Executive Director to negotiate with project sponsors and the Metropolitan Transportation Commission (MTC) to make appropriate modifications as new information becomes available, in preparation for the Federal Economic Stimulus Transportation Funding, in accordance with staff and committee recommendations.

TAC Recommendation:

Use Measure A allocation formula as a target in allocating funds, along with a 1% minimum for smaller jurisdictions.

CMEQ Recommendation:

Approve the TAC recommendations and encourage project sponsors to use local businesses on projects funded by this program, to the extent allowed by the Federal Aid process.

Task Force Recommendation:

Approved the Draft list of projects.

Staff Recommendation:

1. Authorize the Executive Director to continue to negotiate with project sponsors and MTC regarding project scope and funding and make modifications to the list of projects as new information becomes available.
2. Allow agencies to use another agency's Federal Stimulus funds in order to increase the size of project if there is mutual agreement between involved agencies.
3. Authorize the Executive Director to impose all deadline requirements to project sponsors as they will come from MTC.
4. Authorize the Executive Director to redirect Federal Stimulus funds from projects that fail to meet deadline(s) to another project within the county.

FISCAL IMPACT

The dollar amount for transportation from the Economic Stimulus fund is unknown. Consequently, the San Mateo County share of this funding is unknown. The current San Mateo County target received from the Metropolitan Transportation Commission (MTC) is \$13.8 million. However, the MTC commission will likely allocate only 80% of this target to local streets and roads projects. Moreover, the MTC estimate is subject to change until final Bill Enactment.

SOURCE OF FUNDS

Economic Stimulus funds for local streets and roads are Federal funds.

BACKGROUND/DISCUSSION

The main objective of this program is to create jobs now. "Use it or lose it" is being stipulated by the federal bill and/or as an MTC requirement. The deadline to use this money is extremely short (approximately 90 days to award contract). Yet, prior to contract award, projects must still go through the normal federal process including NEPA environmental process as well as the Caltrans and Federal Highway Administration approval process, which would take at least six months under normal conditions.

At the January 9, 2009 MTC Local Streets And Roads Working Group meeting, consensus was made to distribute Federal Economic Stimulus funding for streets and roads, if it comes through MTC to the Bay Area using the formula previously agreed upon by the said Working Group for Surface Transportation Program (STP) Local Street and Road fund distribution. This formula factors in population, lane miles, shortfall needs, and performance from each jurisdiction. The "performance" factor is influenced by the responses each jurisdiction provides to MTC through surveys. At present, this formula is expected to provide San Mateo County between 9% to 11% of the Bay Area's share.

At the January 15, 2009 Congestion Management Program TAC meeting, the TAC recommended the guidelines and process for this program. Detail is attached. In summary, the TAC recommended using the Measure A allocation formula as a target in allocating these funds, along with a 1% minimum for smaller jurisdictions. All proposed projects must meet minimum qualifications. The TAC further authorized a Task Force to screen projects and recommend approval of projects to move forward.

On January 18, 2009, following the TAC recommendation, C/CAG staff sent a "call for projects" to all jurisdictions in San Mateo County with the requested deadline of January 27, 2009. Applications were received from all 21 jurisdictions.

At the January 15, 2009 TAC meeting, the total San Mateo County programming target was estimated at between \$16 and \$64 million. However, several days after the TAC meeting, new information was provided by MTC. The target was significantly reduced, to \$11.04 million. In addition, MTC and Caltrans strongly encourage us to submit projects that are larger in size, i.e., minimum \$250K to \$500K. This will decrease the number of projects Caltrans will have to process. With the constraint of staff resource, and the large upcoming workload from Economic Stimulus fund, Caltrans anticipates to have major issues in fulfilling the short deadline imposed

by the Federal Bill. Instead of first come first serve, Caltrans (District 4) and MTC may choose to process larger projects first, in order to maximize the total dollar of contracts awarded in the Bay Area.

In light of the above situation, on January 26, 2009, C/CAG staff called a Special Working Session with all Directors of Public Works in San Mateo County to brainstorm on solutions, seeking collaborations such as jurisdictions combining projects, or helping out each other. As a result of this meeting, Atherton, Portola Valley, and Woodside are in the process of working together. The general consensus from other agencies is that they will continue to work on their own projects and monitor progress.

At the January 26, 2009 CMEQ meeting, the committee approved the TAC recommendations with the modification to the proposed schedule of adding a special C/CAG Board meeting on February 5. In addition, the CMEQ committee recommended the Executive Director be authorized to work with project sponsors to develop the list of projects, and make modifications to the list of projects as new information becomes available. Further, the CMEQ encouraged project sponsors to use local businesses for projects funded by this program, to the extent allowed by the Federal Aid process.

On January 28, 2009, the TAC Task Force, consists of Public Works Directors from the cities of Brisbane, Pacifica, San Carlos, San Mateo, and County of San Mateo, met along with the C/CAG Executive Director and staff to screened all project applications. The main criteria used for screening was the project's ability to meet the short deadlines imposed by MTC. Draft List of project is attached.

(Note: The "Economic Stimulus Funding Requested" for each project on the Draft List is at least 20% over the target provided by MTC. We will likely be asked by MTC to reduce the Stimulus funding amount for the projects on the list in the near future.)

Below is a chronology of past and upcoming events.

January 15, 2009 – TAC made recommendation on the process and recommended a Task Force to review/screen/recommend projects.

January 26, 2009 (noon) – Special working session with all Public Works Directors.

January 26, 2009 (3 PM) – Regular CMEQ meeting

January 27, 2009 – Deadline for sponsors to submit projects to C/CAG

January 28, 2009 – TAC Task Force and C/CAG staff screened and recommend "Draft List of Projects"

January 28, 2009 (end of day) – Draft List of Projects due to MTC

February 5, 2009 – C/CAG Board approval

February 6, 2009 – MTC Partnership Board meeting

February 9, 2009 – Final List of Projects due to MTC

February 25, 2009 – MTC Commission approval of projects (if Bill is enacted)

ATTACHMENT

- Funding target using Measure A formula and 1% minimum for smaller jurisdictions.
- TAC Recommendation.
- Draft List of projects submitted to MTC on January 28, 2009

Using "Measure A" Formula a Target and 1% mininum		
Jurisdiction	If \$11.04M Co-wide	If \$13.8 M Co-wide
ATHERTON	\$206,000	\$257,000
BELMONT	\$388,000	\$485,000
BRISBANE	\$110,000	\$137,000
BURLINGAME	\$460,000	\$575,000
COLMA	\$110,000	\$137,000
DALY CITY	\$1,139,000	\$1,424,000
EAST PALO ALTO	\$352,000	\$440,000
FOSTER CITY	\$368,000	\$460,000
HALF MOON BAY	\$175,000	\$219,000
HILLSBOROUGH	\$328,000	\$410,000
MENLO PARK	\$531,000	\$664,000
MILLBRAE	\$319,000	\$399,000
PACIFICA	\$566,000	\$707,000
PORTOLA VALLEY	\$163,000	\$204,000
REDWOOD CITY	\$1,052,000	\$1,315,000
SAN BRUNO	\$551,000	\$689,000
SAN CARLOS	\$467,000	\$584,000
SAN MATEO	\$1,291,000	\$1,614,000
SSF	\$837,000	\$1,046,000
WOODSIDE	\$184,000	\$230,000
COUNTY	\$1,443,000	\$1,804,000
COUNTY TOTAL	\$11,040,000	\$13,800,000

**Local Streets & Roads Projects for Economic Stimulus Funding
TAC Recommendations
From January 15, 2009 meeting**

Background Information:

- 1- Although subject funds are for transportation, the bigger goal is immediate jobs creation.
- 2- Contract award in extreme short timeframe.
- 3- Use it or lose it.

Unknowns (proposal in discussion):

1. Size of funding (\$16 million - \$64 million for San Mateo County?)
2. Local match requirements (0%, or 11.5%, or 50%?)
3. Absolute deadline to contract award (37 days, 90 days, 120 days, or 180 days after Enactment?)
4. Exact split between pavement maintenance and other types of improvement (up to 50% can be spend on non-pavement?)
5. Non-awarded funds will be redistributed to other states 90 days after enactment

Principles in San Mateo County:

1. Job creation now - Project readiness and ability to meet MTC, State, and Federal requirements
2. No loss of funds to the County. Adopted penalty applied if agency loses funds.
3. Past delivery performance.
4. Unique situations that merit special consideration.
5. Geographic equity.

Project selection option A (formula-based):

1. Jurisdictions to submit projects that can be awarded in 90 days in prioritized order.
2. Jurisdictions to submit projects that can be awarded in 120 days or 180 days etc., as contingency projects in prioritized order. (This is necessary because of unknown #3 above.)
3. Task Force will review all project submittals and screen out projects not meeting the minimum qualifications (see below).
4. Calculate each jurisdiction's share based on Measure A formula. *Special consideration: for smaller jurisdictions, provide a minimum so that meaningful project(s) can be achieved. For example, if there is \$10 million, \$20 million, or \$30 million available countywide, jurisdiction's minimum share could be \$200K, \$300K, or \$400K, respectively. TAC recommends the minimum for jurisdiction's share to be set at 1% of the countywide total, up to \$400,000. This will result in slightly lower shares for not-so-small jurisdictions as compared to if Measure A formula was used strictly.*
5. Fund all projects that meet minimum qualifications up to the amount of jurisdiction's share.
6. Any remaining funds (resulting from some jurisdictions with less projects than their share) will be awarded by a "bonus" round. The Task Force will have discretion on how the "bonus" funds will be allocated. For example, it could be based on prorated share of each jurisdiction, or other criteria developed by the Task Force.
7. Projects larger in value than the expected funding share and are "shovel ready" could bid the unfunded portion as "Add-Alt". In case other projects "fail", money could be moved to fund the "Add-Alt".
8. If final Bill specifies 50% funds shall be awarded in 90 days, remaining 50% in 180 days, above steps could be applied similarly.

Minimum Project Qualifications:

1. Maintenance and rehab projects on the Federal-Aid road system or safety projects on any road. (Refer to Caltrans Local Assistance Program Guidelines Chapter 9 for safety project definition.)
2. Projects ready to award in 90 days (or number of days as specified by MTC).
3. Ability to meet all Federal requirements, ie, local match, and follow the Caltrans process.
4. DBE requirements.
5. See "Project Submittal Information Sheet". Task Force will determine which items can be used as "fatal flaw" to screen out projects. For example, projects that require more than extensive environmental document that a Categorical Exemption (CE) and have not received CEQA/NEPA approval will be screened out. Another example could be if a project requires excavation and has not received clearance from affected agencies, it will be screened out.

Other Considerations (Penalty):

If a project sponsor fails to deliver project(s) after funding is approved due to lack of timely actions or misrepresentation on project information as part of submittal, and money is lost to the County, the jurisdiction is prohibited from receiving federal STP funds in the next cycle.

Proposed Schedule:

January 15, 2009 – TAC recommend process
January 26, 2009 – CMEQ recommend process
February 1, 2009 – Project Submittals Due to C/CAG
February 12, 2009 – C/CAG Board approve process

If Bill is approved and MTC request CMAs to submit project BEFORE the March 12, 2009 C/CAG Board meeting, C/CAG Board will delegate the final project selection to the Executive Director along with a Task Force. **The TAC Co-Chairs will develop the Task Force.** This Task Force may be the TAC or its modified composition, to be recommended at the January 15th meeting, and approved by C/CAG on February 12th as part of the process. Task Force MUST meet within one to two days after Bill is approved to meet MTC schedule. Potential window: between Feb 13 and Feb 19.

If Bill is approved and MTC request CMAs to submit project AFTER the March 12, 2009 but before the April 2009 C/CAG Board meeting, project selection will be:

February 19, 2009 TAC recommendation
February 23, 2009 – CMEQ recommendation
March 12, 2009 – C/CAG Board final approve

C/CAG AGENDA REPORT

Date: February 12, 2009
To: C/CAG Board of Directors
From: Richard Napier, Executive Director
Kim Springer, County of San Mateo, RecycleWorks, Staff
Subject: Review and Approval of Local Task Force - Countywide Integrated Waste Management Plan, Five-year Study Committee Formation and Appointments

(For further information, contact Richard Napier 650-599-1420 or Kim Springer 650-599-1412)

RECOMMENDATION

Review and approve staff recommendations for the formation and appointment of sub-committee members to participate in the Countywide Integrated Waste Management Plan (CIWMP), five-year study.

FISCAL IMPACT

None.

SOURCE OF FUNDS

N/A.

FIVE-YEAR REVIEW AND REVISION OF THE CIWMP

Prior to the fifth anniversary of Board approval of a CIWMP or its most recent revision, the LTF must complete a review of the CIWMP to assure that the county's waste management practices remain consistent with the hierarchy of waste management practices which are defined as Source Reduction first; Recycling second and finally, Transformation and Land filling.

Prior to the fifth anniversary of Board approval of the CIWMP the LTF must submit written comments on areas of the CIWMP that require revision, if any, to the County and the California Integrated Waste Management Board (CIWMB).

Within 45 days of receiving LTF comments, the county must determine if a revision is necessary, and notify the LTF and the CIWMB of its findings in a CIWMP Review Report. (There is a template provide by the CIWMB for this review process.)

When preparing the CIWMP Review Report Template, the county must address at least the following:

ITEM 5.4

- changes in demographics in the county
- changes in quantities of waste within the county
- changes in funding sources for administration of the Siting Element and Summary Plan
- changes in administrative responsibilities
- programs that were scheduled to be implemented but were not, a statement as to why they were not implemented, the progress of programs that were implemented, a statement as to whether programs are meeting their goals, and if not what contingency measures are being enacted
- changes in permitted disposal capacity, and quantities of waste disposed of in the county or regional agency
- changes in available markets for recyclable materials
- changes in the implementation schedule.

Within 90 days of receipt of the CIWMP Review Report Template, the Board will review the county's findings, and at a public hearing, approve or disapprove the county's or regional agency's findings. Within 30 days of its action, the Board will send a copy of its resolution, approving or disapproving the county's findings, to the LTF and the county. If the Board has identified additional areas that require revision, the Board will identify those areas in its resolution and request that these elements be updated in the process.

If a revision is necessary the county or regional agency shall submit a CIWMP revision schedule to the Board and the:

- The county should revise the CIWMP in the areas noted as deficient in the CIWMP Review Report and/or as identified by the Board.
- The county should submit all revisions of its CIWMP to the Board for approval.

CIWMB - Recommended Local Task Force Composition

The membership of the task force should be determined by majority approval. The task force may include representatives of the solid waste industry, environmental organizations, the general public, special districts, and affected governmental agencies.

BACKGROUND/DISCUSSION

The original San Mateo County CIWMP was completed and adopted by the CIWMB in the month of October 1996 and the following plan was completed in 2000. The 2004 review and update was completed and adopted August 2004. The CIWMB expects the review and revision process to be completed by October 2009.

The first step in this process is to establish a committee to review the various elements of the current CIWMP to look for elements of the current plan that may require updating.

STAFF RECOMMENDATION

In keeping with the CIWMB suggested make-up of the LTF committee and taking into account the various elements of the CIWMP in the review process, staff recommends the following membership for the sub-committee:

<u>Number of Members</u>	<u>Representation</u>
2	Elected Officials
2	Solid Waste
1	County Environmental Health
1	Environmental Organization
4	Environmental Staff from Cities
2	Members of the Public
2	County DPW Staff

C/CAG AGENDA REPORT

Date: February 12, 2009
To: City/County Association of Governments Board of Directors
From: Richard Napier, Executive Director
Subject: Status update and implementation of the San Mateo County Smart Corridors Project.

(For further information contact Richard Napier at 599-1420, or Sandy Wong at 599-1409, or John Hoang at 363-4105, or Jean Higaki at 599-1462)

RECOMMENDATION

That the C/CAG Board receives a status update from staff on the implementation of the San Mateo County Smart Corridors project.

FISCAL IMPACT

Approximately \$25 million has been programmed for the funded segments of the Smart Corridors.

SOURCE OF FUNDS

Fund source of the Smart Corridor Project Management Services will come from a combination of Traffic Light Synchronization Program (TLSP), State Transportation Improvement Program (STIP), Federal Congestion Mitigation and Air Quality (CMAQ) funds, C/CAG Congestion Relief Program, and Vehicle License Fee Program.

<u>Fund Type</u>	<u>Budget</u>
TLSP	\$ 10,000,000
STIP	\$ 10,000,000
CMAQ	\$ 367,000
Local (C/CAG & TA)	\$ 4,919,000
TOTAL	\$ 25,286,000

BACKGROUND/DISCUSSION

The overall San Mateo County Smart Corridors project will implement inter-jurisdictional traffic management strategies by deploying integrated Intelligent Transportation Systems (ITS) elements along the portions of the US 101 corridor from I-380 to the Santa Clara County line and SR 82 (El Camino Real) and local arterial streets. The Smart Corridors project, from I-380 in the City of San Bruno to Holly Street in the City of San Carlos, was awarded \$10M from the TLSP Program (Traffic Light Synchronization Program). C/CAG also programmed \$10M in the 2008 STIP (State Transportation Improvement Program).

ITEM 5.5.1

The Smart Corridors Project budget and schedule are summarized in the following table. The total amount for project report, design, and construction phases excludes C/CAG staff and the C/CAG project manager costs.

Project No. ¹	Description		Project Report ²	\$	Design ³	\$	Const	\$	TOTAL \$		
1	San Mateo	Start	6/08	837	12/08	400	11/09	1,200			
	Pilot Project	End	pending		6/09		6/10				
2	El Camino Real Interconnect	Start	complete		prior	n/a	1/10	n/a			
		End			6/09		10/10				
3	CT R/W	Start	6/08		7/09	2,000	11/10	10,000			
	TOS/Comm ⁴	End	pending		7/10		4/12				
4	Local - Cities/Co.	Start	6/08		7/09	1,069	11/10	6,780			
	TOS/Comm	End	pending		07/10		4/12				
5	Integration	Start	n/a		n/a	-	4/11	3,000			
		End	n/a		n/a		4/12				
TOTAL					837		3,469			20,980	25,286
NOTES											
\$ (in thousand)											
1- Project identified by phases											
2- Includes Environmental Clearance, Systems Engineering (Concept of Operations, Systems Requirements)											
3- Includes Systems Engineering (High Level Design, Detailed Design)											
4- Traffic Operation System/Communication											

The anticipate budget for Calendar Year 2009 is as follows:

Anticipated Budget for CY 2009	
Description of Work	Approximate Cost
C/CAG-Staff	\$100,000
Caltrans Staff (actual cost TBD)	\$250,000
Kimley Horn (PA/ED) - Amendment # 4	\$160,000
San Mateo City Demonstration Project - Design	\$400,000
San Mateo City Demonstration Project - Construction	\$500,000
C/CAG Project Manager (Consultant)	\$204,000
System Engineer (GEC)	\$250,000
TOTAL	\$1,864,000

C/CAG AGENDA REPORT

Date: February 12, 2009
To: City/County Association of Governments Board of Directors
From: Richard Napier, Executive Director
Subject: Review and approval of Resolution 09-05 authorizing the C/CAG Chair to execute an agreement between the City/County Association of Governments (C/CAG) and Mokhtari Engineering, Inc. to provide Project Management Services for the San Mateo County Smart Corridors Project in an amount not to exceed \$232,960

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

RECOMMENDATION

That the C/CAG Board review and approve Resolution 09-05 authorizing the C/CAG Chair to execute an agreement between the City/County Association of Governments (C/CAG) and Mokhtari Engineering, Inc. to provide Project Management Services for the San Mateo County Smart Corridors Project in an amount not to exceed \$232,960.

It is requested that authorization be given to the Executive Director to negotiate the final agreement terms, as needed, subject to approval by the C/CAG Legal Counsel, and provide the C/CAG Chair final recommendations prior to execution.

FISCAL IMPACT

This one-year contract is for time and material and is in an amount not to exceed \$232,960. This amount is included in the Smart Corridor project budget.

SOURCE OF FUNDS

Fund source of the Smart Corridor Project Management Services will come from a combination of Traffic Light Synchronization Program (TLSP), State Transportation Improvement Program (STIP), Federal, and local funds.

BACKGROUND/DISCUSSION

The overall San Mateo County Smart Corridors project will implement inter-jurisdictional traffic management strategies by deploying integrated Intelligent Transportation Systems (ITS) elements along the portions of the US 101 corridor from I-380 to the Santa Clara County line and SR 82 (El Camino Real) and local arterial streets. The Smart Corridors project, from I-380 in the City of San Bruno to Holly Street in the City of San Carlos, was awarded \$10M from the TLSP Program (Traffic Light Synchronization Program). C/CAG also programmed \$10M in the 2008

ITEM 5.5.2

STIP (State Transportation Improvement Program) for a total project implementation (design and construction).

The following sections provide the detail on the process used for the procurement of this contract:

REQUEST FOR QUALIFICATION AND PROPOSAL (RFQ/RFP)

It was recognized that a project of this magnitude would require a high caliber dedicated project manager to ensure that the many tasks involved in successfully delivering the project are coordinated, monitored and controlled. October 30, 2008, a request for qualifications and proposal was broadcasted to approximately 30 consulting firms. Four proposals were received from DKS Associates, Kimley-Horn and Associates, Inc., Mokhtari Engineering, Inc., and Cyrus Minoofar. Kimley-Horn and Associates, Inc company withdrew its application prior to interviews because it wanted to focus on technical aspects of the project.

RESPONSE TO RFQ/RFP

Firms that did not submit proposals were contacted to obtain feedback and identify what changes in the scope of work would yield a greater response. Six firms responded. Of these, four firms noted that the RFQ/RFP was essentially a request to augment C/CAG's staff for up to 32 hours a week. These firms did not have personnel with the requisite experience that they could also part with for 32 hours per week. It was mentioned that this kind of work would be ideal for a retired project manager with few other existing commitments. In order to get a larger response, it appeared that the core of work that C/CAG was seeking would have to be eliminated.

SELECTION PROCESS

The selection committee who interviewed the propositions was composed of Deborah Gordon, C/CAG Chair, Tom Kasten, C/CAG Vice Chair, Richard Napier, C/CAG Executive Director, Sean Nozzari, Caltrans District 4 Deputy Director of Operation, and Joe Hurley, San Mateo County Transportation Authority Program Director. This committee interviewed and recommended Mokhtari Engineering, Inc. to provide the project management services for the project. Staff performed a detailed background check on Mokhtari Engineering, Inc. Agencies who would work with the Project Manager were contacted as an additional reference check. Based on the positive response and the proposal staff supports the recommendation of the committee.

BENEFITS OF RECOMMENDED CONSULTANT

There are many benefits associated with the recommended consultant. The recommended consultant is familiar with the project area and has experience dealing with the agencies involved with the Smart Corridors. The consultant is also familiar with the Caltrans process and has had a successful history in delivering large and difficult projects. The consultant was also a former Public Works Director and understands the work involved in delivering major transportation projects.

CONTRACT TERMS

Mokhtari Engineering's proposal had the lowest charge rate of all the proposals, however, based on the current economic conditions, staff was able to negotiate even a lower charge rate. The proposed contract was negotiated for one year.

POTENTIAL FUTURE ACTION

It is anticipated that C/CAG will require Project Management services for the duration of the Smart Corridors project. The current project schedule includes one year for design and two years for construction. However, the amount of services needed for Project Management will vary during the life of the project. This agreement is for providing services for one year, or until the specified amount of funds are exhausted. It is anticipated that the current funding will cover one year, but it may actually provide for a longer or shorter period. It is currently planned that about one year from now, following a review of the status and progress of the services, we will negotiate with Mokhtari Engineering, Inc. to continue services and extend the terms of the agreement, with modifications as needed. Any extension or continuation beyond the current funding level would be presented to C/CAG Board for final approval.

ATTACHMENT

- Questions and Answers
- Resolution 09-05
- Draft Contract

QUESTIONS AND ANSWERS

C/CAG PROJECT MANAGER SELECTION FOR THE SMART CORRIDOR PROJECT

1- Was this selected through a competitive process?

Yes. A Request For Proposal was sent to 30 potential bidders.

2- How many bidders responded?

Four.

3- Did you investigate why the limited response?

Yes. C/CAG contacted six vendors as a representative sample to determine why they did not respond. The primary reason was that they could not make an experienced person at the project management level available for the amount of time that C/CAG needed which was up to 32 hours per week.

4- Could the Scope of Work be modified to get additional bidders?

No. Given that C/CAG's core requirement of up to 32 hours per week was the primary reason it was not possible to modify the Scope of Work.

5- Were interviews conducted?

Yes. Only three proposers were interviewed. One vendor withdrew to be eligible to bid on design work. Finalist was interviewed several times to determine acceptability.

6- Who was on the interview panel (selection committee)?

Deborah Gordon - C/CAG Chair
Tom Kasten - C/CAG Vice- Chair
Richard Napier - C/CAG Executive Director
Joe Hurley - Transportation Authority
Sean Nozzari - Caltrans

7- What background checks were performed?

Background information was gathered on two candidates. For the finalist two layers of investigation were performed. First a check was performed with prior clients to determine satisfaction. Secondly discussed possible selection with many of the agencies with which the Project Manager would be working. The

results were acceptable. All questions raised by the Selection Committee were fully addressed as part of the background check.

8- Was the proposal cost competitive?

The proposal was cost competitive. Negotiations resulted in a further reduction of 14 per cent recognizing the final terms and conditions and the difficult economy.

9- What are the primary benefits to selecting Mohktari Engineering?

Level of Commitment

Experience dealing with agencies involved with the Smart Corridor Project

Familiar with Caltrans process

Familiar with local city operations

History of delivering projects

Former Public Works Director in San Mateo County

RESOLUTION 09-05

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG CHAIR TO EXECUTE AN AGREEMENT BETWEEN C/CAG AND MOKHTARI ENGINEERING, INC., TO PROVIDE PROJECT MANAGEMENT SERVICES FOR THE SAN MATEO COUNTY SMART CORRIDORS PROJECT FOR AN AMOUNT NOT TO EXCEED \$232,960

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

WHEREAS, C/CAG was awarded \$10M in funding from the Traffic Light Synchronization Program (TLSP), which is part of the Proposition 1B State Infrastructure Bond, and obtained an additional \$10M from the 2008 State Transportation Improvement Program (STIP) to implement a Smart Corridors Project; and

WHEREAS, C/CAG has determined that outside consulting services are needed to provide project management services for the development and design of the Smart Corridors ITS project; and

WHEREAS, the C/CAG selection committee has selected Mokhtari Engineering, Inc. to provide these services; and

WHEREAS, it is estimated that the cost of the services for one year will be \$232,960.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to execute an agreement with Mokhtari Engineering, Inc. to provide Project Management Services for the San Mateo County Smart Corridors Project for an amount not to exceed \$232,960. In accordance with C/CAG established policy, the Chair may administratively authorize up to an additional 5% of the total contract amount in the event that there are unforeseen costs associated with the project. It is also resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said agreement prior to its execution by the C/CAG Chair, subject to approval as to form by the C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF FEBRUARY 2009.

Deborah C. Gordon, Chair

**AGREEMENT BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND MOKHTARI ENGINEERING, INC.**

This Agreement entered this __th day of February, 2009, by and between the CITY/COUNTY ASSOCIATION OF GOVERNMENTS, a joint powers agency for the development and implementation of the Congestion Management Program for San Mateo County, hereinafter called "C/CAG" and Mokhtari Engineering, Inc., hereinafter called "Consultant."

W I T N E S S E T H

WHEREAS, C/CAG has adopted a Countywide Congestion Relief Plan that includes specific programs and studies to improve congestion management in San Mateo County including the Countywide Intelligent Transportation System (ITS) Strategic Plan; and

WHEREAS, C/CAG was awarded \$10M in funding from the Traffic Light Synchronization Program (TLSP), which is part of the Proposition 1B State Infrastructure Bond, and obtained an additional \$10M from the 2008 State Transportation Improvement Program (STIP) to implement a Smart Corridors Project; and

WHEREAS, C/CAG is the sponsor agency for the development and implementation of the Smart Corridors Project in San Mateo County; and

WHEREAS, the Smart Corridors Project (the "Project") is a cooperative effort by the San Mateo City/County Association of Governments (C/CAG), SMCTA, multiple local jurisdictions, Caltrans, and countywide and regional transportation agencies; and

WHEREAS, the Smart Corridors Project will implement traffic management strategies by deploying Intelligent Transportation System (ITS) elements along conventional state highway routes and major local streets to manage traffic congestion and improve mobility; and

WHEREAS, C/CAG has determined that additional Project Management services are needed to oversee the development and construction of the Smart Corridors project; and

WHEREAS, under competitive process, C/CAG has selected Mokhtari Engineering, Inc. to provide these services.

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

1. Services to be provided by Consultant. In consideration of the payments hereinafter set forth, Consultant agrees to perform the services described in Exhibit A, attached hereto (the "Services").

2. Payments. In consideration of Consultant providing the Services, C/CAG shall reimburse Consultant on a time and materials basis based on an \$140 hourly rate up to a maximum of two hundred thousand, thirty two thousand, nine hundred, and sixty dollars (\$232,960) per year.
3. Relationship of the Parties. It is understood that Consultant is an Independent Contractor, and that 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. Consultant shall not assign this Agreement or any portion thereof to a third party.
5. Contract Term. This Agreement shall be in effect as of February 12, 2009, and shall terminate on February 12, 2010 unless otherwise extended or terminated as set forth herein. C/CAG may terminate this Agreement at any time for any reason by providing 30 days' notice to Consultant. Termination to be effective on the date specified in the notice. In the event of termination under this paragraph, Consultant shall be paid for all services provided to the date of termination. C/CAG may extend the term of this Agreement until such time as the maximum, not-to exceed payment amount specified in section 2 above has been earned by Consultant.
6. Hold Harmless/ Indemnity: Consultant shall indemnify and save harmless C/CAG 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. C/CAG shall indemnify and save harmless Consultant from all claims, suits or actions to the extent caused by the negligence, errors, acts or omissions of C/CAG, its agents, officers or employees related to or resulting from C/CAG's 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: Consultant or any sub-consultants performing the services on behalf of Consultant 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. Consultant 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 Consultant's coverage to include the contractual liability assumed by the Consultant 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: Consultant shall have in effect, during the entire life of this Agreement, Workers' Compensation and Employer Liability Insurance providing full statutory coverage.

Liability Insurance: Consultant 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 Consultant or by any sub-consultant 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 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 Consultant and any sub-consultants performing the services on behalf of the Consultant 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. Consultant 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 Consultant 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: Any system or documents developed, produced or provided under this Agreement shall become the sole property of C/CAG.
12. Access to Records. C/CAG, or any of its duly authorized representatives, shall have access to any books, documents, papers, and records of the Consultant which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions.

The Consultant 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 executed 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 of San Mateo
555 County Center, 5th Floor
Redwood City, CA 94063
Attention: Jean Higaki

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

Mokhtari Engineering, Inc.
5520 Woodhurst Lane.
San Jose, California 95123
Attention: Parviz Mokhtari, Project Manager

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

Mokhtari Engineering, Inc.(Consultant)

By _____

Date

City/County Association of Governments (C/CAG)

By _____

Deborah C. Gordon
C/CAG Chairman

Date

C/CAG Legal Counsel

By _____

EXHIBIT A

SCOPE OF WORK

PROJECT DESCRIPTION

The Smart Corridors project involves civil work, extensive Intelligent Transportation Systems (ITS) device installations, communication networking, traffic engineering efforts, and signal/detection integration.

The objective of the Smart Corridors project is to identify a well-defined alternate route, utilizing arterial streets to handle naturally diverted traffic, in the event of a major freeway incident on US101. Signal phasing along these identified routes would be optimized and signage would be added to effectively manage traffic on the alternate route. The project is currently in the environmental clearance stage.

The San Mateo County Smart Corridors Project will deploy and/or integrate:

- Traffic signal improvements (controller upgrades, transit signal priority/emergency preemption, signal coordination, flush plans)
- On-ramp metering (existing)
- Signal Interconnect
- Communications network
- Freeway changeable message signs (CMS)
- Non-intrusive arterial vehicle detection system
- Arterial travel time data
- Arterial electronic trailblazer signs
- Fixed and pan-tilt-zoom CCTV cameras
- Caltrain at-grade rail crossing advanced warning equipment
- Integration with 511 and Caltrans TMC

This project's interactive/integrated transportation management and information system will be based on real-time, computer assisted transportation management and communications.

Implementing partners include, the City/ County Association of Governments (C/CAG), Caltrans District 4, County of San Mateo, City of Belmont, City of Burlingame, City of Foster City, City of Millbrae, City of Redwood City, City of San Bruno, City of San Carlos, City of San Mateo, Metropolitan Transportation Commission (MTC), and San Mateo County Transportation Authority (SMCTA).

Although they are not funded for ITS equipment deployment at this time, additional partner agencies, involved in the development of the project (Con Ops), include the Town of Atherton, City of South San Francisco, City of Menlo Park, and City of East Palo Alto.

The project's funding partners include C/CAG, SMCTA, and MTC. The Smart Corridors total project budget is approximately 20 million dollars in State and Federal funding.
Completed Items of Work

Completed Items of Work

The following items of work are either completed or are in the process of being completed and can be used as references:

- Project Study Report
- Project Report
- Environmental Document
- Concept of Operations
- Alternate Routes for Traffic Incident (ARTI) Guide

SCOPE OF WORK

Task 1. General / Project Management

The Consultant, acting as a Project Manager, will report directly to the C/CAG Executive Director and/ or his delegate and will provide project management services under an initial contract of one year, to be extended for the duration of the project (estimated at four years) upon satisfactory performance.

Consultant will attend all relevant Smart Corridor Related Meetings and assist with preparing meeting materials (i.e., project status updates, presentations). As Project Manager, Consultant shall provide normal project management services including planning/ developing, executing, monitoring, and controlling the following items according to C/CAG expectations:

- Scope
- Schedule
- Cost/ budget
- Human resources
- Coordination and communications with teams and stakeholders
- Risk
- Procurement (consultant services)

Expected Project Management Services include but are not limited to:

- Making recommendations to the C/CAG Executive Director, Smart Corridor Committees, and project sponsors relative to the project, in terms of corrective action plans to keep the project on track.
- Developing, monitoring, and controlling the project scope, schedule, cost/ budget, and risk.
- Providing regular written project status updates to C/CAG and/or project sponsors.
- Organizing, coordinating, attending, and representing C/CAG at coordination meetings, stakeholder meetings, Caltrans coordination meetings, project development team (PDT)

- meetings, and any other project meetings initiated to facilitate project progress.
- Organizing, coordinating, and representing C/CAG at public outreach events regarding implementation of the project.
- Preparing meeting minutes and agendas.
- Reviewing all deliverables submitted by the Systems Engineer, consultants, and/or contractors for this project.
- Monitoring the System Engineer and design teams to ensure completion of Construction Contract Documents (PS&E) for the project to comply with the scheduled Baseline Agreement.
- Ensuring project adherence to State and Federal requirements and project design standards.
- Developing a communications plan, coordinating the review of documents, coordinating and reconciling comments with the stakeholder and technical teams.
- Organizing, coordinating, and representing C/CAG at Engineering Review Workshops during the design development of the Project.
- Coordinating Maintenance Review Workshops during the Design Development Phase of the Projects.

Deliverables: Project Factsheet which includes Scope, Schedule, Budget, and Issues
 Weekly verbal status updates
 Monthly written updates to Project Factsheet
 Other reporting documents required by the State, as needed
 Revisions to Project Scope of Work
 Committee Meeting Agendas, Materials, and Minutes

Task 2. Interagency Coordination and Agreements

It is expected that this project will required numerous agreements regarding maintenance and operations Consultant shall gather input from stakeholders to develop, negotiate, and obtain interagency agreements as directed by the C/CAG Executive Director or delegate. It is expected that the Consultant may also develop and negotiate contracts for additional project resources as directed by the C/CAG Executive Director or delegate.

Project Management Services include but are not limited to:

- Identifying and developing interagency agreements regarding maintenance and operations of the Smart Corridors Project.
- Developing other miscellaneous Smart Corridors Project interagency agreements as required.
- Assisting and/ or coordinating and leading the process to solicit consultants and contractors for the Smart Corridors Project as necessary and as directed by the C/CAG Executive Director.
- Developing, monitoring, and controlling the scope, schedule, cost/ budget, and risk for contracted project resource needs.

Deliverables: Interagency agreements regarding maintenance and operations
Other Smart Corridors agreements as required.
Consultant RFQ/RFPs for additional resource needs.
Contracts/ Agreements related to resource needs.

Task 3. Miscellaneous Project Support

The Consultant will report directly to the C/CAG Executive Director and/ or his delegate and will provide other unspecified project related services as directed by the C/CAG Executive Director or delegate.

Deliverables: To be determined

FEE SCHEDULE

In consideration of the services provided by Consultant above, the City/ County Association of Governments (C/CAG) shall pay the Consultant based on the following fee schedule:

Project Manager \$140/hour
And direct material costs as approved by C/CAG

In no event shall the total payment to Consultant under agreement exceed the maximum obligation of \$232,960.

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C/CAG AGENDA REPORT

Date: February 12, 2009
To: City/County Association of Governments Board of Directors
From: Richard Napier, Executive Director
Subject: Review and approval of Resolution 09-06 authorizing the C/CAG Chair to execute an Agreement with the San Mateo County Transportation Authority (SMCTA) to provide System Engineering services for the San Mateo County Smart Corridors Project for an amount not to exceed \$250,000.

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

RECOMMENDATION

That the C/CAG Board review and approve Resolution 09-06 authorizing the C/CAG Chair to execute an Agreement with the San Mateo County Transportation Authority (SMCTA) to provide System Engineering services for the San Mateo County Smart Corridors Project for an amount not to exceed \$250,000.

FISCAL IMPACT

Not to exceed \$250,000.

SOURCE OF FUNDS

Fund source of the Smart Corridor Project will come from a combination of Traffic Light Synchronization Program (TLSP), State Transportation Improvement Program (STIP), Federal, and local funds.

BACKGROUND/DISCUSSION

The overall San Mateo County Smart Corridors project will implement inter-jurisdictional traffic management strategies by deploying integrated Intelligent Transportation Systems (ITS) elements along the portions of the US 101 corridor from I-380 to the Santa Clara County line and SR 82 (El Camino Real) and local arterial streets. The Smart Corridors project, from I-380 in the City of San Bruno to Holly Street in the City of San Carlos, was awarded \$10M from the TLSP Program (Traffic Light Synchronization Program). C/CAG also programmed \$10M in the 2008 STIP (State Transportation Improvement Program) for a total project implementation (design and construction).

It was recognized that there was a need for a Systems Engineer to play a major technical role in project development. San Mateo County Transportation Authority (SMCTA) is a major stakeholder in this project and offered to provide C/CAG the use of their General Engineering

ITEM 5.5.3

Consultants (GEC) who were pre-qualified through a competitive process. C/CAG staff worked with SMCTA staff in September 2008, released a work directive, and requested resumes from all GECs. Staff received responses from URS, BKF/ HNTB, DMJM/ Fehr &Peers, Iteris, and Siemens.

In November 2008, it was determined that Caltrans would act as “technical lead” in the Smart Corridors project. Since the System Engineer would now provide technical assistance to Caltrans, acquisition of a Systems Engineer was put on hold until direction from Caltrans was received. Caltrans modified the work directive and interviewed Iteris, URS, and HNTB at the end of January.

Per Caltrans direction the Systems Engineer will deliver the User Requirements and High Level Engineering documents per the FHWA Systems Engineering Management Plan process. Other tasks include engineering Signal Operations and verification of the suitability of alternative routes on local streets.

The selected consultant will work under the direction of Caltrans, with SMCTA serving as the contract manager, and C/CAG as the sponsor and client. It is estimated that 2 consultant support staff (part-time) will be involved in delivering the subject documents. It is estimated that the Systems Engineering work should not exceed \$250,000.

An Agreement will be needed to compensate SMCTA for GEC services rendered. It is requested that authorization be given to the Executive Director to negotiate the Agreement terms, as needed, subject to approval by the C/CAG Legal Counsel, and to provide the C/CAG Chair final recommendations

ATTACHMENT

- Resolution 09-06

RESOLUTION 09-06

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AN AGREEMENT WITH THE SAN MATEO COUNTY TRANSPORTATION AUTHORITY (SMCTA) TO PROVIDE SYSTEM ENGINEERING SERVICES FOR THE SAN MATEO COUNTY SMART CORRIDORS PROJECT FOR AN AMOUNT NOT TO EXCEED \$250,000.

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

WHEREAS, C/CAG was awarded \$10M in funding from the Traffic Light Synchronization Program (TLSP), which is part of the Proposition 1B State Infrastructure Bond, and obtained an additional \$10M from the 2008 State Transportation Improvement Program (STIP) to implement a Smart Corridors Project; and

WHEREAS, C/CAG has identified Caltrans as the “technical lead” and that the selected consultant will work under the direction of Caltrans, with SMCTA serving as the contract manager, and C/CAG as the sponsor and client; and

WHEREAS, Caltrans is leading the design effort and has determined that outside consulting services are needed to provide System Engineering services for the development and design of the Smart Corridors ITS project; and

WHEREAS, Caltrans has determined that outside consulting services are needed to provide System Engineering services for the development and design of the Smart Corridors ITS project; and

WHEREAS, the C/CAG will provide System Engineering services using SMCTA’s General Engineering Consultants (GEC);

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to execute an Agreement with the San Mateo County Transportation Authority to provide System Engineering Services during the development and design of the San Mateo County Smart Corridors Project for an amount not to exceed \$250,000. In accordance with C/CAG established policy, the Chair may administratively authorize up to an additional 5% of the total contract amount in the event that there are unforeseen costs associated with the project. It is also resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said agreement prior to its execution by the C/CAG Chair, subject to approval as to form by the C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF FEBRUARY 2009.

Deborah C. Gordon, Chair

(.)

(.)

C/CAG AGENDA REPORT

Date: February 12, 2009
To: City/County Association of Governments Board of Directors
From: Richard Napier, Executive Director
Subject: Receive Information on Initiation of a Feasibility Study of an HOV Lane on Highway 101 between Whipple and the San Francisco County Line

(For further information or questions contact Joseph Kott at 599-1420)

RECOMMENDATION

That the C/CAG Board receive the information report on the upcoming feasibility study.

FISCAL IMPACT & SOURCE OF FUNDS

The Metropolitan Transportation Commission is funding the 101 HOV Lane Study.

BACKGROUND/DISCUSSION

C/CAG and the TA, in partnership with the Metropolitan Transportation Commission and Caltrans, are beginning an MTC-funded study to evaluate the feasibility of a high occupancy vehicle (HOV) lane in each direction on Highway 101 between Whipple and the San Francisco County line. The study will endeavor to answer a number of questions regarding the potential benefits, impacts, and other effects of an HOV lane in this freeway section. Due to physical constraints, in all likelihood conversion of an existing mixed flow lane in each direction to an HOV lane would be required. Should an HOV lane be deemed feasible, the study will also investigate the potential to implement the HOV lanes as a High occupancy toll (HOT) lanes. It is important to emphasize that this is a technical research and data gathering effort, rather than creation of a plan to proceed with implementing an HOV lane. If the technical research and data gathering results merit further investigation, staff may recommend an extensive public outreach effort as part of the formulation of any plan to create HOV or HOT lanes on Highway 101 in San Mateo County. It is anticipated that the feasibility study will take between six months and one year to complete.

ATTACHMENT

Attachment A provides additional detail on the technical issues to be addressed in the study.

ATTACHMENT A

Draft Study Questions for Evaluation of HOV/(HOT) in San Mateo County on Highway 101 South of Whipple

Study Limits:

101 from Whipple to SF County Line

Methods:

Case studies and computer simulation modeling

Questions:

1. If a 3 mixed-flow+1 high occupancy lane configuration works on Highway 101 south of Whipple, why can't it work north of Whipple? In the Bay Area are there freeway sections similar to the San Mateo study section, having a 3+1 cross-section? If so, what is the daily traffic volume and operating performance (e.g. volume to capacity ratio) of these sections?
- 2.a. What are the system-wide benefits (e.g. in changes in person hours of delay) of going from a 4+0 to a 3+1 (HOV and HOV/HOT) configuration for 101 in SM County? [Performance Measure]; and
2.b. What are the impacts (e.g. in changes in person hours of delay) for single-occupant vehicles (SOVs) and high occupancy vehicles (HOVs) in going from a 4+0 to a 3+1 (HOV/HOT configuration in SM County)? [Performance Measure]
3. What are the benefits to transit (e.g. average transit vehicle trip time savings, reduced transit patron hours of travel, increased transit patronage/mode share)? Are there impacts to Caltrain? If so, what are they (i.e. ridership, revenue)? [Performance Measure]
4. What, if any, impact on local streets and roads (i.e. SOV vehicle trip diversion in response to increased peak period congestion on mixed flow lanes)? [Performance Measure]
5. What are the technological issues in HOV/HOT conversion?
6. What are the revenue implications in HOV/HOT conversion?
7. What are cost (initial capital, operations, maintenance, and enforcement) implications?

C/CAG AGENDA REPORT

DATE: February 12, 2009

TO: C/CAG Board of Directors

FROM: Richard Napier, Executive Director

SUBJECT: Nominations for C/CAG Chair and Vice Chair (2) for the March Election of Officers

(For further information or response to questions, please contact Richard Napier at (650) 599-1420)

RECOMMENDATION:

That the C/CAG Board of Directors make nominations for Chair and Vice Chair (2) for the March Election of Officers in accordance with the C/CAG By-Laws.

FISCAL IMPACT:

None.

REVENUE SOURCE:

None.

BACKGROUND/DISCUSSION:

At the June 2004 C/CAG Board meeting the By-Laws were changed to create a second Vice Chairperson and change the date of the election to March of each year.

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

All candidates should provide background information in advance of the March Board meeting such that the material can be included in the packet for the Board's consideration. For those candidates nominated, please provide the background information to Tom Madalena (tmadalena@co.sanmateo.ca.us) by February 27, 2009.

ITEM 5.7

CURRENT OFFICERS:

Deborah C. Gordon has served two terms as Chair and is not eligible to serve as Chair. Deborah C. Gordon has served two terms as Vice Chair and is not eligible to serve as Vice Chair.

Tom Kasten has served two terms as Vice Chair and is not eligible to serve as the Vice Chair. Tom Kasten is eligible to serve as Chair.

Irene O'Connell has served two terms as Vice Chair and is not eligible to serve as the Vice Chair. Irene O'Connell is eligible to serve as Chair.

ATTACHMENTS:

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

ALTERNATIVES:

- 1 - That the C/CAG Board of Directors make nominations for Chair and Vice Chair (2) for the March Election of Officers in accordance with the C/CAG By-Laws.
- 2 - No action.

EXCERPT FROM THE
BYLAWS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS
OF SAN MATEO COUNTY

As Amended 6/10/04

ARTICLE IV. OFFICERS

Section 1. The officers of the Board of Directors shall consist of a Chairperson, and two Vice Chairpersons.

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

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

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

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

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

Section 7. In the absence or inability of the Chairperson to act, the Vice Chairperson(s), in the order of their seniority, shall exercise all of the powers and perform all of the duties of the Chairperson. The seniority of the Vice Chairpersons shall alternate monthly such that one Vice Chairperson shall have seniority over the other during April, June, August, October, December and February; and the other Vice Chairperson shall have such seniority during May, July, September, November, January and March. Each Vice Chairperson shall also have such other powers and shall perform such other duties as may be assigned by the Board of Directors.

Section 8. A special election to fill the vacant office shall be called by the Board of Directors if the Chairperson or any Vice Chairperson is unable to serve a full term of office.

Section 9. All officers shall serve without compensation.

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

Section 11. All Vice Chairpersons shall be members of the Administrators' Advisory Committee.

If nominated,
please attach
candidate background material
and return a copy to
C/CAG
C/O Tom Madalena
555 County Center, 5th Floor
Redwood City, CA 94063

By
February 27, 2009
For mailing in the March package

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

*erton • 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*

February 2, 2009

Metropolitan Transportation Commission
101 Eighth Street
Oakland, CA 94607

Attention: The Honorable Bill Dodd, Chair

Subject: Comments on the Draft Transportation 2035 Plan (2009 RTP) and Draft
Environmental Impact Report

Dear Chairman Dodd:

The City/ County Association of Governments of San Mateo County (C/CAG) is the Congestion Management Agency for San Mateo County and is responsible for programming the San Mateo County discretionary State and Federal Transportation funds and coordinating these with the Local Sales Tax Measure Strategic Plan.

C/CAG is supportive of the Draft Transportation 2035 Plan (2009 RTP) and Draft Environmental Impact Report as presented since it reflects projects approved by our voters as part of the Local Sales Tax Measure in San Mateo County. The projects submitted and included for San Mateo County were developed as a result of a broad consensus between C/CAG and the San Mateo County Transportation Authority that is our Local Sales Tax Authority. C/CAG has established a policy that the discretionary funding will be used to match the funding provided by the Local Sales Tax Measure Strategic Plan. This significantly leverages what can be accomplished with the Local Sales Tax Measure. Therefore many of the projects submitted were included in the Local Sales Tax Measure and supported by the voters. Many of the projects identified reflect the will of the San Mateo County voters.

A suggestion was made that the 2009 Regional Transportation Plan should reevaluate and possibly eliminate some committed projects. C/CAG strongly opposes this concept for the following reasons.

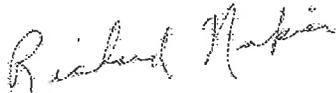
- 1- The committed projects had to achieve a broad countywide consensus in order to be fully funded.
- 2- The 2009 RTP should reflect the broad countywide consensus that was established to move the committed projects forward.
- 3- The 2009 RTP should reflect the will of the voters as reflected in the Local Sales Tax Measure Projects that are on the committed list.
- 4- The San Mateo County Local Sales Tax Measure made a strong commitment to transit and other modes in addition to the highways and local streets and roads.
- 5- The 2009 RTP would be incomplete if it did not reflect the local project commitments including those supported by the San Mateo County voters.
- 6- In many cases MTC has a limited role in the committed projects where no regional funds were used.

ITEM 8.1

C/CAG strongly supports the 2009 RTP that includes the locally committed projects.

Your consideration of this matter is appreciated. If there are any questions please contact Richard Napier at 650 599-1420.

Sincerely,

A handwritten signature in cursive script that reads "Richard Napier".

Richard Napier
Executive Director
City/ County Association of Governments

cc: Sue Lempert - MTC Representative
Adrienne Tissier - MTC Representative