

# 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. 270

- DATE:** Thursday, September 11, 2014
- TIME:** 6:30 P.M.
- PLACE:** San Mateo County Transit District Office  
1250 San Carlos Avenue, Second Floor Auditorium  
San Carlos, CA
- PARKING:** Available adjacent to and behind building.  
Please note the underground parking garage is no longer open.
- PUBLIC TRANSIT:** SamTrans  
Caltrain: San Carlos Station.  
Trip Planner: <http://transit.511.org>

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1.0 CALL TO ORDER/ ROLL CALL

2.0 PLEDGE OF ALLEGIANCE

3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA  
*Note: Public comment is limited to two minutes per speaker.*

4.0 PRESENTATIONS/ ANNOUNCEMENTS

4.1 Presentation on Active Transportation and Traffic Congestion Opportunities p. 1

5.0 CONSENT AGENDA

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

- 5.1 Approval of the minutes of regular business meeting No. 269 dated August 14, 2014. ACTION p. 3
- 5.2 Review and approval of the Transportation Development Act (TDA) Article 3 Pedestrian and Bicycle Program Call for Projects process and schedule for the FY 2015/2016 cycle. ACTION p. 9
- 5.3 Review and approval of Resolution 14-38 authorizing the C/CAG Chair to execute a funding agreement with the County of San Mateo Department of Public Works to provide C/CAG with funding to assist in the preparation of an update of the Airport Land Use Compatibility Plan (ALUCP) for the environs of San Carlos Airport in an amount not to exceed \$50,000. ACTION p. 31
- 5.4 Review and approval of airport/land Use consistency review on-call service contracts. ACTION p.
- 5.4.1 Review and approval of Resolution 14-39 authorizing the C/CAG Executive Director to issue task orders in full compliance with the terms and conditions of on-call airport/land use consistency review service agreements in the aggregate amount not to exceed \$60,000 for a one-year term among three firms. ACTION p. 35
- 5.4.2 Review and approval of Resolution 14-40 authorizing the C/CAG Chair to execute an agreement with Ricondo & Associates for airport/land use consistency review services to be shared in the aggregate amount not to exceed \$60,000 for one-year term among three firms. ACTION p. 39
- 5.4.3 Review and approval of Resolution 14-41 authorizing the C/CAG Chair to execute an agreement with Coffman Associates for airport/land use consistency review services to be shared in the aggregate amount not to exceed \$60,000 for one-year term among three firms. ACTION p. 43
- 5.4.4 Review and approval of Resolution 14-42 authorizing the C/CAG Chair to execute an agreement with ESA Airports for airport/land use consistency review services to be shared in the aggregate amount not to exceed \$60,000 for one-year term among three firms. ACTION p. 47
- 5.5 Review and approval of Resolution 14-43 authorizing the C/CAG Chair to execute Amendment No. 1 to the agreement with San Mateo-Foster City School District for construction of a Green Streets and Parking Lot/Safe Routes to School Demonstration project for an additional amount of \$38,000. ACTION p. 51
- 5.6 Receive copy of agreement executed by the C/CAG Executive Director consistent with C/CAG Procurement Policy.
- 5.6.1 Receive a copy of an executed Amendment No. 1 to the agreement between C/CAG and Iteris Inc. for a five month time only extension for the System Integration Support of the Smart Corridors. INFORMATION p. 57
- 5.7 Review and approve the appointment of Jimmy Tan to represent the City of San Bruno on the Stormwater Committee. ACTION p. 59

5.8 Review and approve the appointment of Jimmy Tan to represent the City of San Bruno to the Congestion Management Program Technical Advisory Committee (CMP TAC). ACTION p. 63

6.0 REGULAR AGENDA

6.1 Review and approval of C/CAG Legislative policies, priorities, positions, and legislative update. (A position may be taken on any legislation, including legislation not previously identified.) ACTION p. 67

6.2 Review and approve Resolution 14-36 authorizing the C/CAG Chair to execute a funding agreement with the Bay Area Water Supply and Conservation Agency in an amount not to exceed \$25,000 for a pilot countywide rain barrel rebate program. ACTION p. 73

6.3 Receive a presentation on C/CAG's FY 2013-14 Highlights. INFORMATION p. 91

7.0 COMMITTEE REPORTS

7.1 Committee Reports (oral reports).

7.2 Chairperson's Report

7.3 Boardmembers Report

8.0 EXECUTIVE DIRECTOR'S REPORT

9.0 COMMUNICATIONS - Information Only

Copies of communications are included for C/CAG Board Members and Alternates only. To request a copy of the communications, contact Nancy Blair at 650 599-1406 or [nblair@smcgov.org](mailto:nblair@smcgov.org) or download a copy from C/CAG's website – [www.ccag.ca.gov](http://www.ccag.ca.gov).

9.1 Letter, via email, from Wally Abrazaldo, C/CAG Transportation Programs Specialist, to Camille Leung, Project Planner, San Mateo County Planning and Building Department, dated 9/2/14. RE: Big Wave North Parcel Alternative Project. p. 93

9.2 Letter from Kirsten Keith, C/CAG Vice Chair, to Honorable Jerry Brown, Governor, State of California, dated 8/22/14. RE: Assembly Bill 2170 – Joint powers authorities: common powers as amended on June 17, 2014 – SUPPORT REQUEST FOR SIGNATURE p. 95

9.3 Letter from Sandy Wong, C/CAG Executive Director, to Ms. Tilly Chang, Executive Director, San Francisco County Transportation Authority, dated 8/15/14. RE: Geneva-Harney BRT Feasibility Study. p. 97

- 9.4 Letter from Matthew Fabry, P.E., Program Coordinator, San Mateo Countywide Water Pollution Prevention Program to Jeanine Townsend, Clerk to the Board, State Water Resources Control Board, dated 8/14/14. Subject: Comment Letter – Draft Drinking Water Systems General Permit and Resolution. p. 99
- 9.5 Letter from Art Dao, Executive Director, ACTC, Randell Iwasaki, Executive Director, CCTA, Dianne Steinhauser, Executive Director, TAM, Kate Miller, Executive Director, NCTPA, Tilly Chang, Executive Director, SFCTA, Sandy Wong, Executive Director, C/CAG, John Ristow, Chief CMA Officer, VTA, Daryl Halls, Executive Director, STA, Suzanne Smith, Executive Director, SCTA, to Jim Spering, Chairman, Metropolitan Transportation Commission, dated 8/12/14. RE: CMA Comments on the Regional Transportation Plan (RTP). p. 103
- 9.6 Notice of Intent, Tom Madalena, City/County Association of Governments of San Mateo County, dated 8/20/14. RE: Notice of Intent to Adopt a Negative Declaration for and Public Comment Notice on a Proposed Update of the Airport Land Use Compatibility Plan (ALUCP) for the Environs of Half Moon Bay Airport. p. 107

## 10.0 ADJOURN

Next scheduled meeting: October 9, 2014.

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

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

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

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

*Executive Director: Sandy Wong 650 599-1409*

*Administrative Assistant: Nancy Blair 650 599-1406*

## MEETINGS

- Sep. 11, 2014 Legislative Committee - SamTrans 2<sup>nd</sup> Floor Auditorium - 5:30 p.m.
- Sep. 11, 2014 C/CAG Board - SamTrans 2<sup>nd</sup> Floor Auditorium - 6:30 p.m.
- Sep. 16, 2014 CMP Technical Advisory Committee - SamTrans, 2<sup>nd</sup> Floor Auditorium - 1:15 p.m.
- Sep. 16, 2014 Stormwater Committee - SamTrans, 2<sup>nd</sup> Floor Auditorium - 2:30 p.m.
- Sep. 17, 2014 Resource Management and Climate Protection Committee (RMCP) - 155 Bovet Rd, Ground Floor - 2 p.m.
- Sep. 22, 2014 Administrators' Advisory Committee - 555 County Center, 5<sup>th</sup> Fl, Redwood City - Noon
- Sep. 23, 2014 Airport Land Use Committee (ALUC), City Council Chambers, Burlingame - 4:00 p.m.
- Sep. 27, 2014 CMEQ Committee - San Mateo City Hall - Conference Room C - 3:00 p.m.



## **C/CAG AGENDA REPORT**

Date: September 11, 2014  
To: C/CAG Board of Directors  
From: Sandy Wong, Executive Director  
Subject: Presentation on Active Transportation and Traffic Congestion Opportunities  
(For further information or questions contact Ellen Barton at 650-599-1420)

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### **RECOMMENDATION**

That the C/CAG Board receive a presentation on Active Transportation and Traffic Congestion Opportunities.

### **FISCAL IMPACT**

None.

### **SOURCE OF FUNDS**

N/A

### **BACKGROUND**

The San Mateo County Active Transportation Coordinator will give an update on the current status of bicycle and pedestrian transportation in San Mateo County and identify potential opportunities. This presentation will describe traffic congestion measurement approaches and identify methods by which active transportation has helped reduce traffic congestion in other regions.

### **ATTACHMENTS**

None.

**ITEM 4.1**



# C/CAG

## CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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### BOARD MEETING MINUTES

Meeting No. 269  
August 14, 2014

#### 1.0 CALL TO ORDER/ROLL CALL

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

David Braunstein - Belmont  
Terry Nagel - Burlingame  
Joseph Silva - Colma  
David Canepa - Daly City  
Laura Martinez - East Palo Alto  
Art Kiesel - Foster City  
John Muller - Half Moon Bay  
Kirsten Keith - Menlo Park  
Mary Ann Nihart - Pacifica  
Alicia Aguirre - Redwood City (6:48)  
Jack Matthews - San Mateo  
Don Horsley - San Mateo County  
Karyl Matsumoto - South San Francisco

#### Absent:

Atherton  
Brisbane  
Hillsborough  
Millbrae  
Portola Valley  
San Bruno  
San Carlos  
Woodside

#### Others:

Sandy Wong, Executive Director C/CAG  
Nancy Blair, C/CAG Staff  
Nirit Eriksson, C/CAG Legal Counsel  
Tom Madalena, C/CAG Staff  
John Hoang, C/CAG Staff  
Jean Higaki, C/CAG Staff

**ITEM 5.1**

Matt Fabry, C/CAG Staff  
Ellen Barton, C/CAG Staff  
Dave Fitz, Coffman Associates  
Judi Krauss, Coffman Associates  
Jim Bigelow, Redwood City/San Mateo County Chamber, CMEQ Member  
John Ford, Alliance  
Kim Springer, San Mateo County, Resource Conservation Program Manager  
Summer Burluson, San Mateo County Planning

3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

None

4.0 PRESENTATIONS/ ANNOUNCEMENTS

None

5.0 CONSENT AGENDA

Board Member Braunstein MOVED approval of Items 5.1, 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8, 5.9, 5.10, 5.11, 5.12, 5.12.1, 5.12.2, 5.12.3, 5.12.4, 5.12.5, and 5.13. Board Member Horsley SECONDED. **MOTION CARRIED UNANIMOUSLY 12-0.**

- 5.1 Approval of the minutes of regular business meeting No. 268 dated June 12, 2014. APPROVED
- 5.2 Review and approval of Resolution 14-29 authorizing the C/CAG Chair to execute an agreement between C/CAG and the Peninsula Traffic Congestion Relief Alliance in the amount of \$510,000 from the Congestion Relief Plan to provide the Countywide Voluntary Trip Reduction Program for FY 2014/2015. APPROVED
- 5.3 Biennial review of the C/CAG Conflict of Interest Code. APPROVED
- The names of C/CAG staff, and their job titles, will be provided to the Board as information.
- 5.4 Review and approve Resolution 14-34 accepting the stormwater funding initiative “Revenue Measure Feasibility Study – Survey Report” documenting public opinion research for a potential countywide stormwater funding initiative. APPROVED
- 5.5 Review and approval of the Letter of Findings regarding the Countywide Integrated Waste Management Plan (CIWMP) from C/CAG Chair to County of San Mateo and CalRecycle as recommended by the Countywide Integrated Waste Management Plan Study Ad Hoc Committee. APPROVED

- 5.6 Review and approval of Resolution 14-35 authorizing the C/CAG Executive Director to execute Model Use Agreements between C/CAG and six consulting firms for use of the C/CAG-VTA San Mateo Countywide Transportation Model. APPROVED
- 5.7 Review and approve the appointment of Jesse Quirion from the City of Menlo Park, Chip Taylor from the City of Millbrae, and Jessica Manzi from the City of Redwood City to the Congestion Management Program Technical Advisory Committee (CMP TAC). APPROVED
- 5.8 Review and approve the appointments of Saber Sarwary, Chip Taylor, and Jesse Quirion to represent the Cities of Redwood City, Millbrae, and Menlo Park, respectively, on the Stormwater Committee. APPROVED
- 5.9 Review and Approval of the Measure M Fiscal Year 2013-14 Annual Performance Report APPROVED
- 5.10 Review the C/CAG Board and Committees attendance reports for the period of July 2013 through June 2014. APPROVED
- 5.11 Review and approval of Amendment No. 1 to the agreement between C/CAG and County of San Mateo for funding of the Active Transportation Coordinator position. APPROVED
- 5.12 Receive copy of agreement executed by the C/CAG Executive Director consistent with C/CAG Procurement Policy.
- 5.12.1 Receive a copy of an executed Amendment No. 3 to the agreement between C/CAG and Iteris Corporation for time extension. APPROVED
- 5.12.2 Receive a copy of an executed Amendment No. 3 to the agreement between C/CAG and URS Corporation for time extension. APPROVED
- 5.12.3 Receive a copy of an executed time extension (Amendment No. 3) between C/CAG and Mokhtari Engineering Inc. for project management services on the Smart Corridors Project, in accordance with C/CAG procurement policies. APPROVED
- 5.12.4 Receive a copy of Amendment No. 1 to the agreements with Advance, Project Delivery Inc. and CSG Consultants Inc. for a one year time extension. APPROVED
- 5.12.5 Receive a copy of executed amendment to the model use agreement between C/CAG and Kittelson Associates, Inc. (formerly Dowling Associates, Inc.) for time extension. APPROVED
- 5.13 Review and approve Resolution 14-37 to suspend participation in the Geneva-Harney Bus Rapid Transit Feasibility Study. APPROVED

6.0 REGULAR AGENDA

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

C/CAG staff presented a summary of legislative issues discussed at the 8/14/14 C/CAG Legislative Committee meeting. The Legislative Committee discussions included status updates of AB 418, AB 2170, AB 2194, AB 2403, the water bond proposal, Cap and Trade, and SB 983. No actions were recommended at this time.

No action was taken.

- 6.2 Introduction and Public Hearing for the update of the Airport Land Use Compatibility Plan (ALUCP) for the environs of Half Moon Bay Airport.

Per the C/CAG By-laws, adoption of a countywide plan requires the C/CAG Board receive the plan 30 days prior to adoption. Final adoption of the plan will take place at the October C/CAG Board meeting.

Dave Fitz, Coffman Associates, provided a review of the ALUCP.

Judi Krauss, Coffman Associates, provided a presentation on the initial study and proposed declaration.

- 6.2.1 Introduction, presentation and public hearing on the Draft Final Airport Land Use Compatibility Plan (ALUCP) for the Environs of Half Moon Bay Airport. ACTION

The Public Hearing opened at 7:12 p.m.

Board Member Horsley MOVED to close the public hearing. Board Member Keith SECONDED. **MOTION CARRIED UNANIMOUSLY** 13-0.

- 6.2.2 Introduction, presentation and public hearing on the proposed Negative Declaration and Initial Study for the Airport Land Use Compatibility Plan (ALUCP) for the Environs of the Half Moon Bay Airport. ACTION

The Public Hearing opened at 7:14 p.m.

Board Member Horsley MOVED to close the public hearing. Board Member Aquirre SECONDED. **MOTION CARRIED UNANIMOUSLY** 13-0.

No action was taken.

- 6.3 Review and approval C/CAG investment recommendations from the Finance Committee and accept the Quarterly Investment Report as of June 30, 2014. APPROVED

Sandy Wong, Executive Director, reported that the Finance Committee met on August 1, 2014 and recommended no change to the C/CAG investment portfolio.

Board Member Kiesel MOVED approval of Item 6.3 as recommended by the Finance Committee. Board Member Aguirre SECONDED. **MOTION CARRIED UNANIMOUSLY 13-0.**

7.0 COMMITTEE REPORTS

7.1 Committee Reports (oral reports).

None.

7.2 Chairperson's Report

None.

7.3 Boardmembers Report

None.

8.0 EXECUTIVE DIRECTOR'S REPORT

None.

9.0 COMMUNICATIONS - Information Only

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9.1 Letter from Sandy Wong, C/CAG Executive Director, to Ms. Adrienne Etherton, Executive Director, Sustainable San Mateo County, dated 7/18/14. RE: Letter to support the Transportation Engagement and Behavior Change (TrEC) Pilot grant.

9.2 Letter from Mary Ann Nihart, C/CAG Chair, to James C. Porter, County of San Mateo, Department of Public Works, dated 7/14/14. RE: Review of existing Countywide Integrated Waste Management Plan (CIWMP) documents.

9.3 Letter from Mary Ann Nihart, C/CAG Chair, to Rhonda Andrade, CalRecycle, dated 7/14/14. RE: Review of existing Countywide Integrated Waste Management Plan (CIWMP) documents.

- 9.4 Letter from Matthew Fabry, P.E., Program Coordinator, San Mateo Countywide Water Pollution Prevention Program, to Mr. Steven Rietzke, Grants Officer, U.S. Department of Labor, dated 6/30/14. RE: WaterMatters: Workforce Solutions for Precious Resources.
- 9.5 Letter of intent, Matthew Fabry, P.E., Program Coordinator, Water Pollution Prevention Program, C/CAG, and Stephen G. Chao, Deputy Director-Engineering Support, Peninsula Corridor Joint Powers Board, dated June 2014. Re: To Collaborate on Stormwater Pollution Prevention Education and Outreach in San Mateo County.
- 9.6 Letter from Matthew Fabry, P.E., Program Coordinator, San Mateo Countywide Water Pollution Prevention Program to Mr. Bruce Wolfe, Executive Officer, San Francisco Bay Regional Water Quality Control Board, dated 6/23/14. Subject: Tentative Order for Discharges of Water from Drinking Water Supply Distribution, Transmission, and Groundwater Systems General NPDES Permit.
- 9.7 Notice of Intent, Tom Madalena, City/County Association of Governments of San Mateo County, dated 6/23/14. RE: Notice of Intent to Adopt a Negative Declaration for and Public Comment Notice on a Proposed Update of the Airport Land Use Compatibility Plan (ALUCP) for the Environs of Half Moon Bay Airport.
- 9.8 Letter from Mary Ann Nihart, C/CAG Chair, to Honorable Lois Wolk, Chair, Senate Governance and Finance Committee, dated 6/12/14. RE: Assembly Bill 2403 – Amending Proposition 218 Omnibus Implementation Act.
- 10.0 ADJOURN

Meeting adjourned at 7:21 p.m.

# C/CAG AGENDA REPORT

**Date:** September 11, 2014  
**To:** C/CAG Board of Directors  
**From:** Sandy Wong, Executive Director  
**Subject:** Review and approval of the Transportation Development Act (TDA) Article 3 Pedestrian and Bicycle Program Call for Projects process and schedule for the FY 2015/2016 cycle  
(For further information or questions contact Ellen Barton at 599-1420)

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## **RECOMMENDATION**

That the Board review and approve the TDA Article 3 Pedestrian and Bicycle Program Call for Projects process and schedule for the FY 2015/2016 cycle.

## **FISCAL IMPACT**

There is approximately \$1,500,000 available for the TDA Article 3 Pedestrian and Bicycle Program Call for Projects for the FY 15/16 cycle.

## **SOURCE OF FUNDS**

- TDA Article 3 funds are derived from the following sources:
  - Local Transportation Funds (LTF), derived from a ¼ cent of the general sales tax collected statewide
  - State Transit Assistance fund (STA), derived from the statewide sales tax on gasoline and diesel fuel.

The time period for these funds covers tax revenues generated from FY2015 (fiscal year 2015 begins July 1, 2014 and ends June 30, 2015) and FY 2016 (fiscal year 2016 begins July 1, 2015 and ends June 30, 2016).

## **BACKGROUND/DISCUSSION**

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

The amount of available TDA Article 3 funds available for this call is approximately \$1,500,000. Staff recommends issuing a call for projects for TDA funds during October of 2014. This current call for projects process is anticipated to take about four months as is presented in the schedule below.

This call for projects process and schedule was reviewed by the C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) at the August 28<sup>th</sup> BPAC meeting and has been recommended for approval. The BPAC provided comments on the call document, applications and scoring sheets. All recommendations from the BPAC have been incorporated into the attached call for

**ITEM 5.2**

projects documents.

Comprehensive Bicycle and Pedestrian Plans (“planning”) and Bicycle Safety Education (“education”) and capital projects are eligible for TDA Article 3 funds. An increased number of jurisdictions have expressed interest in Bicycle Safety Education funds in this grant cycle compared to previous grant cycles. However, in the past, planning and education projects were not competitive against capital projects. In order to assist jurisdictions to conduct better planning and education, staff is recommending to allow for funds to be set aside specifically for planning and education projects.

It is recommended to set aside a total of \$200,000 for planning and education projects and for these projects to be scored according to additional relevant criteria specified in the application. This would allow for planning and education projects to better compete for funding. The scoring criteria and application have been modified, as was done in the previous TDA Article 3 process. The maximum grant amount for a planning project would be set at \$100,000. A maximum of \$75,000 (out of the \$200,000 set aside) would be available as a total amount county-wide for education projects. Planning and education projects will require a dollar-for-dollar match. Unused funds from this set aside will be moved to the capital funding if undersubscribed.

There will be approximately \$1,300,000 for all eligible project types to be scored competitively. The grant maximum for capital projects is to be set at \$400,000. It is also recommended to limit the total number of applications to three from each jurisdiction. A goal for the FY 15/16 TDA Article 3 Pedestrian and Bicycle Program is to strive for a 50/50 split between pedestrian and bicycle projects.

Once the final TDA Article 3 project list is recommended by the BPAC, staff will bring the list of recommended projects to C/CAG Board of Directors for review and approval. This is anticipated to come back to the Board in April 2015.

The proposed schedule for the upcoming Call for Projects is presented below.

### **TDA Article 3 Schedule FY 15/16**

<b>Event</b>	<b>Date*</b>
Call for Projects Issued	October 10, 2014
Application Workshop	November 5, 2014
Applications Due	January 12, 2015
Project Sponsor Presentations to BPAC	February 26, 2015
Project Locations Field Trip	March 7 or 21, 2015
Project Scoring BPAC Meeting	March 26, 2015
C/CAG Board Approval	April 9, 2015
Submittal to MTC	May 2015
MTC Approval	July 1, 2015

\*Dates may be adjusted as necessary

### **ATTACHMENTS**

- C/CAG TDA Article 3 Call for Projects, Application Process and Instructions
- C/CAG TDA Article 3 Application FY 15/16
- C/CAG TDA Article 3 Scoring Sheet

**Attachment 1: TDA Article 3 Call for Projects, Application Instructions and Guidance**

**TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3  
PEDESTRIAN AND BICYCLE PROGRAM  
FISCAL YEAR 2015/2016 APPLICATION**

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG)**

**October 10, 2014**

City/County Association of Governments of San Mateo County (C/CAG) is pleased to announce the call for projects for the TDA Article 3 Pedestrian and Bicycle Program.

The goal of the TDA Article 3 Pedestrian and Bicycle Program is to fund specific projects that encourage and improve bicycling and walking conditions in San Mateo County. Bicycling and walking are sustainable forms of transportation and contribute to the overall goals of the **TDA Article 3** to reduce commute corridor congestion, make regional connections, enhance safety, and meet local mobility needs.

A total of approximately **\$1.5 million** is available in this solicitation TDA Article 3 funds. The 20 cities, County of San Mateo and Joint Powers Agencies operating in San Mateo County are invited to submit applications for bicycle and pedestrian related projects. A maximum of three (3) applications may be submitted by any one agency. The grant maximum for capital projects is to be set at \$400,000.

A workshop will be held on **November 5, 2014**, to provide information for all potential project sponsors that would like to better understand the application process.

Applicants must submit **16 bound copies and 1 unbound copy** and an electronic .pdf version of the application (on CD) of the completed application along with all the required materials. All completed applications must be received at the C/CAG office by **Monday, January 12, 2015 at 5:00 p.m.** Please submit applications to:

C/CAG  
555 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063  
Attention: Ellen Barton

Electronic versions of the Application Instructions, Application Form, and Scoring Sheet can be found at the C/CAG's Website at [www.ccag.ca.gov](http://www.ccag.ca.gov). Applications are required to stay within the prescribed format, and where relevant, on the forms provided, so that there is uniformity for purpose of review.

The overall application format requirements are:

- Applications are to be stapled together, not bound in any other way.
- Narrative pages may only be written on 8.5" x 11" paper. Graphics, photos and maps may be printed only on 8.5"x11" or 11"x17" paper.

- Submit one (1) original signed application and 16 copies of each application. E-mailed applications are not acceptable. We encourage applicants to print the application copies double sided, if possible.
- Submit one (1) electronic version of a PDF of the application, including support materials on compact disk, portable flash drive, or other portable electronic device. Scanned images are acceptable in the PDF file. (*Note: applicants may **not** send the .pdf as an attachment in an e-mail.*)

The proposed schedule for the Pedestrian and Bicycle Program Call for Projects is as follows:

<b>Event</b>	<b>Date*</b>
Call for Projects Issued	October 10, 2014
Application Workshop	November 5, 2014
Project Applications Due 5:00 p.m.	January 12, 2015
Project Presentations for C/CAG BPAC	February 26, 2015
Project Site Visit	March 7 or 21, 2015
C/CAG BPAC Application Review & Recommendation	March 26, 2015
C/CAG Board Approval	April 9, 2015

*\* Dates may be adjusted as necessary*

Please direct any questions regarding the Pedestrian and Bicycle Program or the application process to the C/CAG staff listed below:

<b>Information</b>	<b>C/CAG</b>
Name	Ellen Barton
Title	Active Transportation Coordinator
Phone	650-599-1420
Email	ebarton@smcgov.org

## TDA Article 3 PEDESTRIAN AND BICYCLE PROGRAM

### Application Instructions and Project Selection Guidance

#### A. TRANSPORTATION DEVELOPMENT ACT (TDA) ARTICLE 3 OVERVIEW

The Metropolitan Transportation Commission (MTC) directly administers the TDA Article 3 funds and has adopted MTC Resolution No. 4108 entitled "Transportation Development Act, Article 3, Pedestrian/Bicycle Projects", that delineates procedures and criteria for submission of claims for TDA Article 3 funding for bicycle and pedestrian facilities. Per Resolution 4108, C/CAG, as the County Congestion Management Agency (CMA), is responsible for developing a process to: solicit for projects from the local jurisdictions, encourage submission of project applications, evaluate and prioritize projects, and establish a process for prioritization in order to prepare an annual program of projects recommended for funding.

For the FY15/16 Call for Projects, eligible projects include:

1. Construction and/or engineering of a bicycle or pedestrian capital project
2. Bicycle safety education program(s)
3. Development of a comprehensive bicycle or pedestrian facilities plan

Some important factors, developed by the C/CAG Bicycle and Pedestrian Committee over the years, which have been taken into consideration for evaluating projects, include the following:

- Participation of a local jurisdiction's Bicycle/Pedestrian Advisory Committee, Council, and/or other organizations in prioritizing the proposed project. Committees that include people who regularly walk and bicycle for transportation or recreation are strongly encouraged.
- Assurance that at least one staff or board member of the sponsoring jurisdiction has personally biked and/or walked the proposed project route in order to gain first hand knowledge of the potential hazards and challenges that might exist for the potential users
- Extent of local match provided.
- The extent to which the project provides access to high use activity centers.
- The extent to which the project addresses an important safety issue.
- The extent to which the project addresses a priority in the *San Mateo County Comprehensive Bicycle and Pedestrian Plan (2011)* or a comparable local plan.

TDA Article 3 funds are derived from:

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

C/CAG receives approximately \$600,000 to \$700,000 annually in TDA Article funds from MTC for bicycle and pedestrian projects. TDA Article 3 funds expire three (3) years after allocations are made by MTC. Unused funds are returned back into the County fund estimate and made available for future funding allocations. TDA Article 3 FY 2015 and 2016 funding is programmed for this call for projects. In the event that an applicant fails to expend awarded funds before the three year expiration, eligibility or scoring of future applications for TDA Article 3 funds may be affected.

C/CAG has set aside \$200,000 of the County total allocation for Comprehensive Bicycle and Pedestrian Plans and/or Bicycle Safety Education projects. In the event that this Planning and

Education set-aside is undersubscribed, C/CAG reserves the right to roll the remaining funds into capital projects. A dollar-for-dollar cash match is required for Comprehensive Bicycle and Pedestrian Plan projects and for Bicycle Safety Education projects. A maximum of \$75,000 is the total amount available county-wide for the Bicycle Safety Education project category. A maximum grant for any one planning project is set at \$100,000.

**B. GENERAL CRITERIA**

All applicants must submit an application on the form provided and any requested attachments. Projects are evaluated based on the criteria in Table 1. Projects will be scored and ranked based on the weighting factors and scoring guidance found in the scoring sheet, located at the end of the application. A maximum of three (3) applications may be submitted by any one agency.

**C. EVALUATION CRITERIA**

<b>TABLE 1 Pedestrian and Bicycle</b>	
<b>PROJECT SCREENING / BASIC ELIGIBILITY FOR TDA ARTICLE 3</b>	
<ol style="list-style-type: none"> <li>1. Sponsor is San Mateo County, cities in San Mateo County, or joint powers agencies operating in San Mateo County</li> <li>2. Project is located in San Mateo County</li> <li>3. Project encourages walking and/or bicycling</li> <li>4. Funding is for construction, comprehensive bicycle and pedestrian plans, or bicycle safety education</li> <li>5. Funding request does not substitute for existing funds</li> <li>6. Project meets Caltrans Standards, if applicable</li> <li>7. Project Sponsor has a designated Bicycle Advisory Committee meeting MTC requirements (refer to MTC Resolution No. 4108)</li> </ol>	
<b>PROJECT PRIORITIZATION CRITERIA FOR TDA ARTICLE 3</b>	
CLEAR AND COMPLETE PROPOSAL	<ul style="list-style-type: none"> <li>• Serves transportation purposes</li> <li>• Clearly describes eligible elements and tasks</li> <li>• Provides required documentation and attachments</li> </ul>
READINESS	<ul style="list-style-type: none"> <li>• Construction projects: permits and ROW secured</li> <li>• Has a solid funding plan</li> <li>• Planning and Education grants: Documented dollar-for-dollar matching funds</li> </ul>
COMMUNITY SUPPORT AND POLICY CONSISTENCY	<ul style="list-style-type: none"> <li>• <i>Countywide Transportation Plan (2000)</i></li> <li>• <i>San Mateo County Comprehensive Bicycle and Pedestrian Plan (2011)</i></li> <li>• City Bike or Pedestrian Plan or Complete Streets Plan</li> <li>• City General Plan, Specific Plan, Safe Routes to School, other local plans</li> <li>• <i>Grand Boulevard Initiative Guiding Principles</i></li> <li>• MTC Regional Priority Development Area (PDA)</li> <li>• Americans with Disabilities Act</li> <li>• Bicycle and/or Pedestrian Advisory Committee Support</li> <li>• Documented support from community, school, or other relevant group</li> </ul>
MEETS PROGRAM GOALS	<ul style="list-style-type: none"> <li>• Addresses a documented/identified problem</li> <li>• Safety, reduced risk of collision injury</li> <li>• Results from a BAC and public planning process</li> <li>• Demonstrates stakeholder outreach and support</li> <li>• Serves walking transportation</li> <li>• Provides connectivity to bicycle or pedestrian system</li> <li>• Closes gap in countywide bike or pedestrian network</li> <li>• Enhances connectivity to schools, transit stations, and other high use activity centers</li> </ul>

**D. APPLICATION INSTRUCTIONS**

Projects will be scored, ranked and compared against other projects submitted in the Call for Projects based on the criteria outlined below. The project sponsor must justify the project based on these criteria, and should provide as much information as is necessary on the application form to make the best case for the project. Where appropriate, evaluations of current activities, prior studies, plans or other documents should be cited. Projects will be scored based on overall response to each major section of the criteria. Projects do not necessarily need to meet every individual component of the criteria, but projects that meet a higher number of criteria or are more relevant to the criteria guidelines will receive a higher score.

Additional information and explanation for the questions within each of the eight sections of the applications can be found in the specific section, below.

**I. PROJECT NAME AND FUNDING REQUEST**

- a. *Agency / Sponsor*  
Indicate the name of the organization that is the project sponsor. The project sponsor must be the County of San Mateo County, a city within San Mateo County or a joint powers agency operating in San Mateo County.
- b. *Project Name*  
Indicate the name or title of the project. It should be the name or title used in official documents or other publicly available information.
- c. *Project Summary*  
Brief two or three sentence description of project elements (100 words max.)
- d. *Total Funds Requested*  
Indicate the total project funding request.
- e. *Project Type*  
Indicate whether it is a planning, education, maintenance, or capital project. For capital projects, indicate whether the project serves pedestrians, bicycles, or both.
- f. *Application Checklist/Attachments:*

Attachments		Application Question	Content Description
<input type="checkbox"/>	Project Location Maps	VI (a)	Provide a vicinity and a site map indicating project location*.
<input type="checkbox"/>	Policy Consistency Documentation	VI (g)	Policy documentation or resolutions which detail responsibilities and contributions towards the project
<input type="checkbox"/>	Letters of Support	V (b)	Letters indicating stakeholder support.

\* The maps provided should show the project's relationship to local transit services including Caltrain, BART, SamTrans, or other local operators.

## II. PROJECT SCREENING / BASIC ELIGIBILITY

For all project types, please answer question II a.

a. *Project Sponsor or Applicant*

The project sponsor must be San Mateo County, cities in San Mateo County or a joint powers agency (the answer must be "Yes" to continue). Additionally, the project must be located within and primarily benefit San Mateo County.

For capital projects, please answer questions II b and c.

b. *Caltrans Standards*

Capital projects may include PS&E and construction phases only. Design must be completed and meet Caltrans standards to be eligible for funding.

c. *California Environmental Quality Act (CEQA) Approval*

California Environmental Quality Act (CEQA) permits must be completed prior to receiving funding. Attach CEQA clearance document.

## III. CLEAR AND COMPLETE PROPOSAL

*Clear and complete description*

All project types will receive an initial (0 – 10 point) score based on the completeness of the proposal including answers to required questions, compliance with instructions, and inclusion of required documentation.

## IV. STATE OF READINESS

*For capital projects only:* Projects should be ready to proceed to construction:

*Permitting, Agreements and Environmental Clearance*

a. *Right of Way (ROW) Certification*

Right of way certification ensures all ROW was acquired in accordance with State, and if applicable Federal, Laws. ROW certification also includes the completion of all required utility coordination and cooperative agreements with applicable parties. If ROW certification is not applicable, explain in the "Comments" section. Projects exempt from ROW receive full points in this category..

b. *Permits, Agreements*

List all permits and agreements needed for the project. For each permit or agreement, please list its status (i.e. needed, pending, approved). If no permits are needed for the project, explain in the "comments" section. Projects exempt from permits receive full points in this category.

c. *Design status*

Describe the degree of completion of project design.

## V. COMMUNITY SUPPORT AND POLICY CONSISTENCY *For all project types:*

a. *Bicycle/Pedestrian Advisory Committee*

Jurisdictions receiving TDA Article 3 funding for bicycle and pedestrian projects must have a Bicycle Advisory Committee (BAC) that meets certain requirements. The required characteristics of the BAC are detailed at the Metropolitan Transportation

Commission (MTC) website: <http://www.mtc.ca.gov/funding/STA-TDA/RES-4108.pdf>. Jurisdictions that are in the process of establishing a BAC that will be in place before grant funds are awarded are eligible to apply by checking the “in process” box.

- b. *Local Approval by bicycle/pedestrian advisory committee?*  
Support from the BAC or BPAC and other stakeholders should be demonstrated, with letters of support or resolutions supporting the project attached. Support may be from such groups as schools, advocacy groups, citizens’ advisory committees, merchant groups, neighborhood associations, commissions, city councils, the County Board of Supervisors, transit agency boards, or any other relevant groups.
- c. *Local Cash Match* Indicate the funds requested in this application and the total project costs. Indicate the local match amount to be provided from other funding sources. Calculate the percentage of local match according to the equation shown.

**Bicycle Safety Education projects and Comprehensive Planning projects are required to provide a dollar-for-dollar local match. For example, a Bicycle Safety Education project that requests \$35,000 in TDA 3 grant funds must supply \$35,000 in matching funds.**

## VI. MEETS PROGRAM OBJECTIVES

C/CAG desires to fund projects that achieve program goals efficiently and effectively, consequently the selection criteria in this section have the highest overall weight. There are two areas of importance:

- Transportation effectiveness (network gap closure and connections to high use activity centers), and
- Effective use of funds (e.g., addresses a safety or accessibility need, problem is identified in relevant plans)

Projects that are fulfilling a vital need and serving larger numbers of users are likely to receive higher scores.

Section VI (a.) should be answered by all project types. Section VI (b) should be answered by Planning and Education projects only. Sections VI (c) – (h) should be answered for Capital projects only.

- a. *For all project types: Describe the need for the project and how the project addresses an identified problem for people walking or bicycling*  
Describe the nature of the problem, cite relevant data, studies, or observations to show how the problem has been documented and explain how the project will eliminate or mitigate the problem.
- b. *For Planning and Education Projects only:*

Comprehensive Plans: Describe the project scope and tasks. For Planning projects, descriptions will be scored based on the completeness of scope, including background efforts identifying the need for a plan, activities accomplished to date, an estimated schedule of tasks, outreach strategies, stakeholders, well-researched methods, defined deliverables, staff commitment, and how the plan accords with other goals and policies of the agency. Indicate the source of matching funds.

Bicycle Safety Education projects will be scored on the completeness of a scope and task list indicating what methods of instruction will be used, instructor or contractor qualifications, what materials will be developed or used, partnerships, evaluation methods, innovation, replicability, and, if available, evidence of effectiveness of the strategy (for example, from results of similar efforts in other communities). Projects that define an effective outreach/publicity strategy to reach a wide demographic range will likely receive higher scores. Indicate the source and proportion of matching funds.

For Capital Projects Only (c – h):

Capital Projects will be scored based on the clarity of the description of the project scope. Projects should indicate the type of facility to be built or installed (for example: multi-use path, sidewalk improvement, bike lockers, etc.). Describe the scale of the project. Depending on the type of project, this could be its scope, its duration, its length, volume of activities, or its actual physical size.

- c. *Safety, Reduced risk of collision injury:* Describe how the risk of injury to people walking or bicycling was identified, what the scale of the risk is, and how injury will be reduced as a result of project implementation. Cite relevant data collection, studies or observations. Projects addressing sites with the following characteristics may receive higher scores:
  - Crash or injury history involving vehicles and pedestrians/cyclists
  - Proximity to schools or school walk route
  - Route likely to be or used by people with disabilities or seniors
  - Locations with high traffic/ADT and/or high traffic speeds
  - Projects using proven design countermeasures
- d. *Access to high use activity centers*  
Describe if the project enhances bike or pedestrian access to educational institutions, transit stations or other activity centers such as downtown or neighborhood shopping districts, employment centers, hospitals, entertainment venues or recreational parks or other facilities List these destinations and if possible indicate locations on the vicinity map. Facilities provided may include access routes such as trails and sidewalks, and may also include bicycle parking, accessibility features such as curb ramps and tactile warning strips for people with impaired vision, and other facilities that meet the needs of people walking and bicycling. Describe the level of access available currently and how the project creates options or connectivity that are not currently available.
- e. *Provides pedestrian facilities*  
CCAG intends to provide balanced funding for both bicycle and pedestrian projects. In order to encourage pedestrian proposals, projects that provide facilities for walking (either as a stand-alone pedestrian project or as a dual purpose bicycle and pedestrian project) will receive additional points compared to projects that serve only bicycling.
- f. *Transportation Purpose*  
Projects that serve transportation trips primarily, or in addition to recreational purposes, will likely receive a higher score than projects that serve primarily recreational cycling or walking. Describe the expected origin(s), destination(s) and estimated distance(s) of the transportation trips the project will serve, if any.
- g. *Relationship of project to countywide bike or pedestrian network*  
Describe how the project provides a unique connection between disconnected segments of existing bicycle route(s) or sidewalk, trail or designated school walk

route(s). Indicate whether the project provides pedestrian “short cuts” in areas with a circuitous street and pedestrian network. Describe what is required to negotiate the gap if the project is not built, including the length of the trip necessary and the walking or cycling conditions on the alternate route. Projects that connect to existing bicycle or pedestrian facilities on at least one end will score higher than projects that are isolated. If the project extends beyond the County borders, indicate the source of non-TDA Article 3 funding for that part of the project. Projects connecting at a county line should be coordinated with existing or planned improvements in the adjoining county.

h. *Consistent with existing plans*

Projects should be consistent with local and countywide planning policies, processes and documents. Please list relevant policy documents with which this project is consistent. For each document or policy directive cited, list the name of the document and the publication date. Projects that are listed specifically in any relevant planning documents should be noted with reference to the page number. If your project is not specifically named in any of these documents, applicant should note how the project is consistent with or supports specific policies in the relevant planning documents. Examples of relevant documents include, but are not limited to:

- City or County Facilities Plan
- City General Plan Circulation Element, Specific Plan, Safe Routes to School, Complete Streets or other local plan
- Countywide Transportation Plan
- *San Mateo County Comprehensive Bicycle and Pedestrian Plan*
- City Bike or Pedestrian, Active Transportation, or Complete Streets Plan
- *Grand Boulevard Initiative Guiding Principles* (for projects along the El Camino Real corridor)
- MTC Regional Priority Development Area (PDA)
- Americans with Disabilities Act

**VII. PROJECT PHASING**

Responses to this item will not be scored, but may be used to determine funding in the event of a tied score among projects.

- a. Describe the degree to which the project is scalable, if applicable. Indicate what elements can be implemented with partial funding, if any.
- b. Describe whether the project can be phased, and indicate the cost of each phase.

**VIII. PROJECT CONTACT INFORMATION**

Provide contact information for two persons who can answer clarifying questions about the application, if needed.

**E. SELECTION PROCESS**

All applications submitted as part of this call for projects will be independently scored by the C/CAG Bicycle and Pedestrian Advisory Committee. The result of the evaluation process will be a final list of recommended projects to receive funding.

C/CAG will utilize the C/CAG Bicycle and Pedestrian Committee (BPAC) to evaluate recommended projects for funding. The C/CAG BPAC consists of eight (8) elected officials and seven (7) public members appointed by C/CAG. The Committee serves in an advisory capacity on bicycle and pedestrian issues to the C/CAG Board of Directors. It has no independent duties

or authority to take actions that bind the C/CAG Board. A key role of the Committee is making recommendations to C/CAG on bicycle and pedestrian projects to be funded with Transportation Development Act (TDA) Article 3 funds.

C/CAG reserves the right to fund less than the amount reserved for each program category in a given funding cycle, as well as to fund projects in a program category other than the one for which it was submitted. C/CAG also reserves the right to fund a grant at a lower amount than requested.

#### **F. REPORTING REQUIREMENTS/ PERFORMANCE INDICATORS**

For each fiscal year of the Transportation Development Act (TDA) Article 3 Program, MTC funding requirements state that project sponsors must submit a fiscal and compliance audit within 180 days after the close of the fiscal year for each ongoing project, in accordance with Public Utilities Code Section 99245.

Compliance with reporting requirements and performance measures may be considered in making future grant awards.

#### **G. IMPLEMENTATION**

Successful applicants that receive TDA Article 3 funds will need to submit the required MTC TDA Article 3 information. This information will be embodied in a resolution from your governing body that includes certain findings by the local jurisdiction. Instructions plus a sample model resolution for claimants are available from the MTC website at <http://www.mtc.ca.gov/funding/STA-TDA/index.htm>.

#### **H. ATTACHMENTS**

- TDA Article 3 FY 15/16 Project Application
- TDA Article 3 FY 15/16 Scoring Sheet

**Attachment 2: TDA Article 3 Application**

C/CAG OF SAN MATEO COUNTY  
TRANSPORTATION DEVELOPMENT ACT ARTICLE 3  
**PEDESTRIAN AND BICYCLE PROGRAM**  
FISCAL YEAR 2015/2016  
**PROJECT APPLICATION**

**I. Project Name and Funding Request**

- a. Applicant Agency:
- b. Funds Requested:  \$
- c. Project Title:
- d. Project Summary (100 words):
- e. Project Type (select one):
- Comprehensive Pedestrian/Bicycle Plan
  - Bicycle Safety Education
  - Capital: Pedestrian and/or Bicycle facility
  - Capital: Bicycle facility only

**II. Project Screening**

*Please complete section II.a. for all project types:*

- a. Is the project sponsor the County of San Mateo, a City in San Mateo County or a Joint powers agency operating in San Mateo County? Answer must be "Yes" to continue.  
 Yes  No

*Please complete section II.b. for Capital projects only:*

- b. Meets Caltrans Standards:  Yes  No

Brief description of project elements meeting Caltrans Standards:

- c. Received California Environmental Quality Act (CEQA) approval?  
 Yes  No

Date of CEQA Approval:

*Note: CEQA document must be submitted as an attachment to the application.*

**III. Clear and Complete Proposal**

*Please complete section III.a. for all project types:*

- a. Describe the project elements. For capital projects indicate location, length, scope, size or extent.

*Please complete section III.b. for Comprehensive Plan projects only:*

- b. Check one:  New Plan  
 Update to existing plan Date of previous plan:

**IV. State of Readiness**

*Please complete section IV. a. – c. for Capital projects only:*

- a. Right-of-Way certification required?  Yes  No  Not Applicable  
(if "not applicable" eligible for full points.)

Right-of-Way Certification completed (if applicable)?  Yes  No

Comments (optional):

- b. Permits/Agreements approved?  Yes  No  Not Applicable  
(if "not applicable" eligible for full points.)

List all permits and/or agreements approved/obtained to date:

Name of Permit/Agreement	Date approved/obtained

Comments (optional):

c. Describe the Design status of the project. Indicate percentage of the design completed:

--

**V. Community Support**

*Please complete section V. for all project types:*

- a. Bicycle Advisory Committee (BAC): Applicant agency has a designated BAC that meets the requirements established by the Metropolitan Transportation Commission. (Note: a BAC that includes members representing pedestrians is required prior to award of TDA3 funds)
- Yes     No, but in progress

If "No," explain status:

--

- b. Project has been approved by the BAC:
- Yes     No

Project has been approved by other organized group(s) with demonstrated knowledge of walking and bicycling needs (see instructions):

Yes     No

*Names of other group(s):                      Type of support: (e.g., letters, resolutions, minutes)*


- c. Funding and Local Cash Match                      Enter total project cost, totaling funds from all sources, here: \$ \_\_\_\_\_

*See instructions for match requirements for education and plan projects*

Funds requested:	\$ _____
Local match provided:	\$ _____
Local match percentage:	% _____

*To calculate local match percentage, divide Local match by Funds Requested e.g.:*

$$\frac{\text{Local match provided}}{\text{Funds requested}} = \text{percentage match}$$

**VI. Meets Program Objectives**

*Please complete section VI. a. for all project types:*

- a. Describe the need for the project and how the project addresses an identified problem. How was the need determined? Cite relevant data or observations regarding existing walking/bicycling demand, or results of similar projects in other communities. Include a vicinity map and a site map.

- b. *Please complete section VI. b. for Plan or Education projects only:*

Describe the tasks, schedules, outreach methods, staff qualifications, deliverables and indicate partnerships or collaborations. For education projects, indicate innovative elements and how effectiveness will be measured.

*Please complete section VI. c. - h. for Capital projects only:*

- c. Describe how the project reduces the risk of collision injury to people walking or cycling. Cite relevant data and sources such as crash history.

- d. Access to high-use activity centers: List the destinations the project serves and estimate the number and frequency of people accessing these locations. For projects that serve both walking and bicycling, identify the features that serve walking transportation. Estimate the proportion of the project cost going toward pedestrian facilities. (See instructions)

- e. This project includes facilities that serve walking trips (check one):  Yes  No  
Describe parallel pedestrian facilities (if applicable) (optional):

f. Degree to which this project improves conditions for bicycling and/or walking for transportation purposes (as distinct from recreation):

- primarily transportation
- equally transportation and recreation
- primarily recreation

Estimate the typical distances of walking and/or bicycling trips that will use this facility and, if available, demographic characteristics:

g. What is the relationship of the project to the existing or regional bicycle or pedestrian routes? Is the project in coordination with neighboring jurisdictions? Explain.

h. Project is consistent with local or regional plans (add lines, if necessary):

Type of Plan:	Name of Plan, page (if applicable)
i. County of City facilities plan	
ii. Circulation element of general plan	
iii. San Mateo County Comprehensive Bicycle and Pedestrian Plan	
iv. Other bicycle, pedestrian, complete streets, or similar plan(s):	
v.	
vi.	

**VII. Project Phasing**

Please complete section VII. for all project types:

a. Can the project be partially funded or divided into phases?  Yes  No

b. If "Yes," describe the different parts or how the project could be phased, and the cost associated with each phase:

**VIII.**

**Project Contact Information**

*Please complete section VIII. for all project types:*

Primary Contact  
Name and Title:

Applicant agency and  
address:

Telephone:

e-mail address:

Secondary Contact  
Name and Title:

Telephone:

e-mail:

**Attachment 3: TDA  
Article 3 Scoring Sheet**

**C/CAG OF SAN MATEO COUNTY  
TRANSPORTATION DEVELOPMENT ACT ARTICLE 3  
PEDESTRIAN AND BICYCLE PROGRAM**

FISCAL YEAR 2015/2016  
**PROPOSAL SCORING SHEET**

Applicant Agency:	Rater Name:
<b>I. Project Title:</b>	Project type: (check one) <input type="checkbox"/> Capital <input type="checkbox"/> Plan <input type="checkbox"/> Educ.

<b>II. Project Screening:</b> (Note: a "No" answer in this section will disqualify project)		
a. Eligible jurisdiction: City, County of San Mateo, or joint powers agency in San Mateo County	<input type="checkbox"/> Yes	<input type="checkbox"/> No
b. Meets applicable Caltrans standards	<input type="checkbox"/> Yes or NA	<input type="checkbox"/> No
c. CEQA approval, if applicable	<input type="checkbox"/> Yes or NA	<input type="checkbox"/> No
d. BAC established or in progress	<input type="checkbox"/> Yes	<input type="checkbox"/> No

	Scale	Maximum Points <i>(shaded areas: Capital Projects only)</i>	Points Assigned
<b>III. Clear and Complete Proposal</b>			
a. Degree to which proposal is clear and complete	0 = Incomplete description, missing documentation 1-5 = Clear project description 5-10 = Clear and complete scope and documentation	10	
<i>Subtotal:</i>		10	

<b>IV. State of Readiness</b> <i>For Capital Projects only: (Note: if Exempt or Not Applicable, eligible for full points)</i>			
a. Right-of-Way degree to which R.O.W. is secured	0 = R.O.W. not certified, not started 1-3 = R.O.W. partially secured 4 = R.O.W. certification complete	4	
b. Permits obtained degree to which permits are in place	0 = No agreements or permits in place 1-2 = Some permits in place 3 = All permits and agreements complete	3	
c. Design status: degree to which design is complete	0 = Design not started 1 - 2 = Design in progress 3 = Design complete	3	
<i>Subtotal:</i>		10	

<b>V. Community Support</b> <i>For all projects types:</i>			
a. Meets BAC requirements	0 = No BAC 2 = BAC established or in process	2	
b. Project approved by BAC or other group(s)	0 = No support 1 - 5 = Support from other groups 6 - 10 = Support from BAC and group(s)	10	
c. Local Cash Match <i>(Note: Planning and Education projects must show dollar-for-dollar match to be eligible)</i>	0 = 0% match      6 = 30% match 2 = 10% match    8 = 40% match 4 = 20% match    10 = 50% match +	10	
<i>Subtotal:</i>		22	

	Scale	Maximum Points Capital	Max Points Plan/Ed	Points Assigned
<b>VI. Meets Program Objectives</b>				
<b>For All Projects:</b> a. Project Need: Degree to which problems, need, and issues are described, urgent and documented	0 = No need demonstrated 1-5 = Moderate description of need or problem 6-10 = Documented need, data cited 11-20 = Effective/proven strategy	20		
<b>For Plan or Education Projects only:</b> b. Score reflects how many and how well the following items are addressed: ___ Previous preparation ___ Accomplishments to date ___ Scope detail ___ Budget and tasks ___ Schedule ___ Researched methods ___ Commitment of staff ___ Defined deliverables ___ Outreach methods ___ Partnerships ___ Data collection/evaluation	0 = No detailed scope 1-5 = Addresses scope, budget, tasks  Add up to 3 points for each item addressed in list at left using the following scale:  1 point = briefly addressed 2 points = adequately addressed 3 points = addressed well, in detail		38	
c. <b>For Capital Projects Only (c – h):</b> Safety: degree of reduction in injury risk	0 = no documentation of risk reduction 1 – 4 = Moderate collision risk reduction 5 – 8 = Documented crash risk reduction 9 – 13 = Severe injury crash history, effective strategy	13		
d. High use activity centers	0 = no activity centers in proximity 2 - 3 = moderate number of activity centers accessed, or trips served 4 -5 = high number of activity centers and trips served	5		
e. Pedestrian facility	0 = does not provide pedestrian facility 5 = provides a pedestrian facility	5		
f. Transportation purpose	0 = facility serves recreational uses exclusively 1 – 2 = serves mainly recreational uses 3 - 4 = serves both transportation and recreation purposes 5 = serves mainly transportation trips	5		
g. Connection to network	0 = does not connect to network 1 -2 = connects to local network 3 = connects to regional network	3		
h. Consistent with plans	0 = not included in local or regional plans 1-3 = included in some local plans 4-6 = priority in some local plans 7 = included in CBPP regional plan	7		
<i>Subtotal:</i>				
<b>Total Score:</b> (Maximum total points: 100)				



## C/CAG AGENDA REPORT

Date: September 11, 2014

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 14-38 authorizing the C/CAG Chair to execute a funding agreement with the County of San Mateo Department of Public Works to provide C/CAG with funding to assist in the preparation of an update of the Airport Land Use Compatibility Plan (ALUCP) for the environs of San Carlos Airport in an amount not to exceed \$50,000

(For further information or questions contact Sandy Wong at 599-1409)

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 14-38 authorizing the C/CAG Chair to execute a funding agreement with the County of San Mateo Department of Public Works to provide C/CAG with funding to assist in the preparation of an update of the Airport Land Use Compatibility Plan (ALUCP) for the environs of San Carlos Airport in an amount not to exceed \$50,000.

### FISCAL IMPACT

Execution of this funding agreement will provide sufficient funds to meet the local match funding requirement for C/CAG to receive a State grant to prepare an update of the Airport Land Use Compatibility Plan (ALUCP) for the environs of San Carlos Airport.

### SOURCE OF FUNDS

County of San Mateo, Airport.

### BACKGROUND

In its role as the Airport Land Use Commission for the county, the C/CAG Board is responsible for preparing, adopting, and implementing an airport land use compatibility plan (ALUCP) for the environs of each of the three airports in the county: Half Moon Bay Airport, San Carlos Airport, and San Francisco International Airport. The compatibility issues at each airport include height of structures/airspace protection, aircraft noise impacts, aircraft overflight, and safety concerns. The overall goal of the ALUCP update for the environs of the San Carlos Airport is to: (1) promote airport compatible land use planning and development as a means to enhance the safe and efficient operation of the airport and protect the public health and welfare and (2) protect the viability of Half Moon Airport as a local, regional, and state air transportation facility. Since the San Carlos Airport is owned and operated

**ITEM 5.3**

by the County, through its Department of Public Works, it is willing to provide C/CAG with up to \$50,000 to provide the local match to assist in the preparation of the ALUCP update.

San Mateo County Department of Public Works has also contributed \$50,000 toward the update of the Half Moon Bay Airport ALUCP over FY 2012/13 and FY 2013/14. As a result, San Mateo County Department of Public Works prefers to make its contribution to the San Carlos ALUCP in one single year in FY 2015/16.

**ATTACHMENT**

1. Resolution 14-38.

## **RESOLUTION 14-42**

**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 THE COUNTY OF SAN MATEO DEPARTMENT OF PUBLIC WORKS TO PROVIDE C/CAG WITH FUNDING TO ASSIST IN THE PREPARATION OF AN UPDATE OF THE AIRPORT LAND USE COMPATABILITY PLAN (ALUCP) FOR THE ENVIRONS OF SAN CARLOS AIRPORT IN AN AMOUNT NOT TO EXCEED \$50,000.**

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

**WHEREAS**, in its role as the Airport Land Use Commission for the county, the C/CAG Board is responsible for preparing, adopting, and implementing an airport land use compatibility plan (ALUCP) for the environs of each of the three airports in the county: Half Moon Bay Airport, San Carlos Airport, and San Francisco International Airport; and

**WHEREAS**, the overall goal of the ALUCP update for the environs of the San Carlos Airport is to: (1) promote airport compatible land use planning and development as a means to enhance the safe and efficient operation of the airport and protect the public health and welfare and (2) protect the viability of Half Moon Airport as a local, regional, and state air transportation facility; and

**WHEREAS**, C/CAG has been awarded a \$135,000 grant from the State of California Department of Transportation Division of Aeronautics to prepare an update of the Airport Land Use Compatibility Plan (ALUCP) for the environs of San Carlos Airport, and

**WHEREAS**, San Carlos Airport is owned and operated by the County of San Mateo, through its Department of Public Works. The County is willing to provide C/CAG with up to \$50,000 to provide the local match to the State grant to assist in the preparation of the ALUCP update.

**NOW THEREFORE BE IT RESOLVED**, by 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 County of San Mateo Department of Public Works to provide funding to C/CAG to assist in the preparation of an update of the Airport Land Use Compatibility Plan (ALUCP) for the environs of San Carlos Airport, in an amount not to exceed \$50,000. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said agreement prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

**PASSED, APPROVED, AND ADOPTED, THIS 11TH DAY OF SEPTEMBER 2014.**

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**Mary Ann Nihart, Chair**



## C/CAG AGENDA REPORT

Date: September 11, 2014

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 14-39 authorizing the C/CAG Executive Director to issue task orders in full compliance with the terms and conditions of on-call airport/land use consistency review service agreements in an aggregate amount not to exceed \$60,000 for a one-year term among three firms.

(For further information or response to questions, contact Tom Madalena at 650-599-1460)

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### **RECOMMENDATION**

That the Board review and approve Resolution 14-39 authorizing the C/CAG Executive Director to issue task orders in full compliance with the terms and conditions of on-call airport/land use consistency review service agreements in an aggregate amount not to exceed \$60,000 for a one-year term among three firms.

### **FISCAL IMPACT**

This resolution will authorize the expenditure of up to an aggregate amount of \$60,000 over a one-year term among three airport/land use planning firms. Actual expenditures will be determined based on specific tasks orders to be approved by the Executive Director. Authorization to proceed will be given to consultant only after execution of a specific task order.

### **SOURCE OF FUNDS**

The source of funds is the C/CAG general fund.

### **BACKGROUND**

C/CAG is the designated Airport Land Use Commission for San Mateo County. In this role C/CAG staff works to implement the policies in the adopted Airport Land Use Compatibility Plans (ALUCP) for the environs of three airports in San Mateo County, including San Francisco International Airport, Half Moon Bay Airport, and San Carlos Airport.

Cities that fall within the Airport Influence Area (AIA) for each airport are required to submit land use policies and development actions such as General Plans or Specific Plans to C/CAG for consistency determination with respect to the adopted Airport Land Use Compatibility Plans (ALUCP). Cities are also required to update their General Plans to be consistent with the C/CAG ALUCPs within 180 days after the ALUCPs are adopted by the Airport Land Use Commission. The purpose of this policy is to ensure that the land uses around the airports are consistent with policies designed to provide safety for the people on the ground and in the air as well as protect the ability of the airports to operate.

**ITEM 5.4.1**

Currently the San Mateo County cities and the County of San Mateo are working on their Housing Elements updates for the 2014-2022 Housing Element cycle. As these documents are part of the General Plans, Housing Elements will require a consistency determination with the applicable ALUCP. Based on the timing of the Housing Element due date of January 31, 2015 to the Department of Housing and Community Development (HCD), staff anticipates an influx of consistency review requests and recommends that C/CAG contract with airport land use consultants to assist staff and to level out the workload, as needed.

At the September 11, 2014 meeting, the C/CAG Board is also considering the approval of C/CAG Resolutions 14-40, 14-41, and 14-42, authorizing the approval of on-call service agreements with Ricondo & Associates, Coffman Associates, and ESA Airports, respectively, to provide consistency review services in an aggregate amount not to exceed \$60,000. If approved by the C/CAG Board, Resolution 14-39 will authorize the Executive Director to execute specific task orders, in compliance with said service agreements, on an as-needed basis.

#### **ATTACHMENT**

1. Resolution 14-39

## **RESOLUTION 14-39**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO ISSUE TASK ORDERS IN FULL COMPLIANCE WITH THE TERMS AND CONDITIONS OF ON-CALL AIRPORT LAND USE CONSISTENCY REVIEW SERVICE AGREEMENTS IN THE AGGREGATE AMOUNT NOT TO EXCEED \$60,000 FOR A ONE (1) YEAR TERM AMONG THREE FIRMS.**

**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 Airport Land Use Commission for San Mateo County, and

**WHEREAS**, as the Airport Land Use Commission C/CAG is required to perform consistency determinations for land use policies and development actions of local land use agencies with respect to the applicable adopted Airport Land Use Compatibility Plans (ALUCP), and

**WHEREAS**, C/CAG has determined that outside consulting services are required on an as-needed basis for airport/land use consistency determination work, and

**WHEREAS**, C/CAG has selected Ricondo & Associates, Coffman Associates and ESA Airports to provide airport/land use consistency determination services, and

**WHEREAS**, C/CAG Executive Director will negotiate and execute individual task orders for specific services on an as-needed basis, with the three firms, not to exceed an aggregate total amount of \$60,000.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County authorizing the Executive Director to issue task orders in full compliance with the terms and conditions of on-call airport land use consistency review service agreements in an aggregate amount not to exceed \$60,000 for a one (1) year term among three firms.

**PASSED, APPROVED, AND ADOPTED, THIS 11TH DAY OF SEPTEMBER 2014.**

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**Mary Ann Nihart, Chair**



## C/CAG AGENDA REPORT

Date: September 11, 2014

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of resolution 14-40 authorizing the C/CAG Chair to execute an agreement with Ricondo & Associates for airport/land use consistency review services to be shared in an aggregate amount not to exceed \$60,000 for one-year term among three firms.

(For further information or response to questions, contact Tom Madalena at 650-599-1460)

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### RECOMMENDATION

That the Board Review and approve resolution 14-40 authorizing the C/CAG Chair to execute an agreement with Ricondo & Associates for airport/land use consistency review services to be shared in an aggregate amount not to exceed \$60,000 for one-year term among three firms.

### FISCAL IMPACT

Execution of this agreement will authorize the expenditure of up to an aggregate amount of \$60,000 over a one-year term among three airport/land use planning firms. Actual expenditures will be determined based on specific tasks orders to be approved by the Executive Director, as authorized by Resolution 14-39. Authorization to proceed will be given to consultant only after execution of a specific task order.

### SOURCE OF FUNDS

The source of funds is the C/CAG general fund.

### BACKGROUND

C/CAG is the designated Airport Land Use Commission for San Mateo County. In this role C/CAG staff works to implement the policies in the adopted Airport Land Use Compatibility Plans (ALUCP) for the environs of three airports in San Mateo County, including San Francisco International Airport (SFO), Half Moon Bay Airport, and San Carlos Airport.

Cities that fall within the Airport Influence Area (AIA) for each airport are required to submit land use policies and development actions such as General Plans or Specific Plans to C/CAG for consistency determination with respect to the adopted Airport Land Use Compatibility Plans (ALUCP). Cities are also required to update their General Plans to be consistent with the C/CAG ALUCPs within 180 days after the ALUCPs are adopted by the Airport Land Use Commission. The purpose of this policy is to ensure that the land uses around the airports are consistent with policies designed to provide safety for the people on the ground and in the air as well as protect the ability of the airports to operate.

**ITEM 5.4.2**

Currently the San Mateo County cities and the County of San Mateo are working on their Housing Elements updates for the 2014-2022 Housing Element cycle. As these documents are part of the General Plans, Housing Elements will require a consistency determination with the applicable ALUCP. Based on the timing of the Housing Element due date of January 31, 2015 to the Department of Housing and Community Development (HCD), staff anticipates an influx of consistency review requests and recommends that C/CAG contract with airport land use consultants to assist staff and to level out the workload, as needed. For the environs of SFO, staff recommends the services be provided by Ricondo & Associates.

**Waiver of Competitive Procurement Process:**

C/CAG has recently adopted the ALUCP for the environs of SFO. For the preparation of that ALUCP, C/CAG conducted competitive RFP process in compliance with the C/CAG Procurement Policy, and selected Ricondo & Associates, to provide that service. Since Ricondo & Associates has the background and in-depth knowledge regarding policies adopted in the ALUCP as well as familiarity with the land uses surrounding the airport, staff recommends executing an on-call contract with this firm to assist staff to conduct consistency reviews, on a time and material basis, to be authorized by specific task orders as approved by C/CAG Resolution 14-39.

**ATTACHMENT**

1. Resolution 14-40

## **RESOLUTION 14-40**

**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 RICONDO & ASSOCIATES FOR AIRPORT/LAND USE CONSISTENCY REVIEW SERVICES IN THE AGGREGATE AMOUNT NOT TO EXCEED \$60,000 FOR A ONE (1) YEAR TERM AMONG THREE FIRMS.**

**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 Airport Land Use Commission for San Mateo County, and

**WHEREAS**, as the Airport Land Use Commission C/CAG is required to perform consistency determinations for land use policies and development actions of local land use agencies with respect to the applicable adopted Airport Land Use Compatibility Plans (ALUCP), and

**WHEREAS**, C/CAG has determined that outside consulting services are required on an as-needed basis for airport/land use consistency determination services, and

**WHEREAS**, C/CAG has selected Ricondo & Associates, Coffman Associates and ESA Airports to provide airport/land use consistency determination services, and

**WHEREAS**, C/CAG Executive Director will negotiate and execute individual task orders for specific services on an as-needed basis, with the three firms, not to exceed an aggregate total amount of \$60,000.

**NOW THEREFORE BE IT RESOLVED**, by 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 Ricondo & Associates for airport/land use consistency review services in an aggregate amount not to exceed \$60,000 for a one (1) year term among three firms. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said agreement prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

**PASSED, APPROVED, AND ADOPTED, THIS 11TH DAY OF SEPTEMBER 2014.**

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**Mary Ann Nihart, Chair**



## C/CAG AGENDA REPORT

Date: September 11, 2014

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of resolution 14-41 authorizing the C/CAG Chair to execute an agreement with Coffman Associates for airport/land use consistency review services to be shared in an aggregate amount not to exceed \$60,000 for one-year term among three firms.

(For further information or response to questions, contact Tom Madalena at 650-599-1460)

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### **RECOMMENDATION**

That the Board Review and approve resolution 14-41 authorizing the C/CAG Chair to execute an agreement with Coffman Associates for airport/land use consistency review services to be shared in an aggregate amount not to exceed \$60,000 for one-year term among three firms.

### **FISCAL IMPACT**

Execution of this agreement will authorize the expenditure of up to an aggregate amount of \$60,000 over a one-year term among three airport/land use planning firms. Actual expenditures will be determined based on specific tasks orders to be approved by the Executive Director, as authorized by Resolution 14-39. Authorization to proceed will be given to consultant only after execution of a specific task order.

### **SOURCE OF FUNDS**

The source of funds is the C/CAG general fund.

### **BACKGROUND**

C/CAG is the designated Airport Land Use Commission for San Mateo County. In this role C/CAG staff works to implement the policies in the adopted Airport Land Use Compatibility Plans (ALUCP) for the environs of three airports in San Mateo County, including San Francisco International Airport (SFO), Half Moon Bay Airport, and San Carlos Airport.

Cities that fall within the Airport Influence Area (AIA) for each airport are required to submit land use policies and development actions such as General Plans or Specific Plans to C/CAG for consistency determination with respect to the adopted Airport Land Use Compatibility Plans (ALUCP). Cities are also required to update their General Plans to be consistent with the C/CAG ALUCPs within 180 days after the ALUCPs are adopted by the Airport Land Use Commission. The purpose of this policy is to ensure that the land uses around the airports are consistent with policies designed to provide safety for the people on the ground and in the air as well as protect the ability of the airports to operate.

Currently the San Mateo County cities and the County of San Mateo are working on their Housing Elements updates for the 2014-2022 Housing Element cycle. As these documents are part of the General Plans, Housing Elements will require a consistency determination with the applicable ALUCP. Based on the timing of the Housing Element due date of January 31, 2015 to the Department of Housing and Community Development (HCD), staff anticipates an influx of consistency review requests and recommends that C/CAG contract with airport land use consultants to assist staff and to level out the workload, as needed. For the environs of Half Moon Bay Airport, staff recommends the services be provided by Coffman Associates.

**Waiver of Competitive Procurement Process:**

C/CAG is in the process of updating the ALUCP for the environs of Half Moon Bay Airport. For the preparation of that ALUCP, C/CAG conducted competitive RFP process in compliance with the C/CAG Procurement Policy, and selected Coffman Associates, to provide that service. Since Coffman Associates has the background and in-depth knowledge regarding policies in the ALUCP as well as familiarity with the land uses surrounding the airport, staff recommends executing an on-call contract with this firm to assist staff to conduct consistency reviews, on a time and material basis, to be authorized by specific task orders as approved by C/CAG Resolution 14-39.

**ATTACHMENT**

1. Resolution 14-41

## **RESOLUTION 14-41**

**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 COFFMAN ASSOCIATES FOR AIRPORT/LAND USE CONSISTENCY REVIEW SERVICES IN THE AGGREGATE AMOUNT NOT TO EXCEED \$60,000 FOR A ONE (1) YEAR TERM AMONG THREE FIRMS.**

**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 Airport Land Use Commission for San Mateo County, and

**WHEREAS**, as the Airport Land Use Commission C/CAG is required to perform consistency determinations for land use policies and development actions of local land use agencies with respect to applicable adopted Airport Land Use Compatibility Plans, and

**WHEREAS**, C/CAG has determined that outside consulting services are required on an as-needed basis for airport/land use consistency determination work, and

**WHEREAS**, C/CAG has selected Ricondo & Associates, Coffman Associates and ESA Airports to provide airport/land use consistency determination services, and

**WHEREAS**, C/CAG Executive Director will negotiate and execute individual task orders for specific services on an as-needed basis, with the three firms, not to exceed an aggregate total amount of \$60,000.

**NOW THEREFORE BE IT RESOLVED**, by 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 Coffman Associates for airport/land use consistency review services in an aggregate amount not to exceed \$60,000 for a one (1) year term among three firms. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said agreement prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

**PASSED, APPROVED, AND ADOPTED, THIS 11TH DAY OF SEPTEMBER 2014.**

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**Mary Ann Nihart, Chair**



## C/CAG AGENDA REPORT

Date: September 11, 2014

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of resolution 14-42 authorizing the C/CAG Chair to execute an agreement with ESA Airports for airport/land use consistency review services to be shared in an aggregate amount not to exceed \$60,000 for one-year term among three firms.

(For further information or response to questions, contact Tom Madalena at 650-599-1460)

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### **RECOMMENDATION**

That the Board Review and approve resolution 14-42 authorizing the C/CAG Chair to execute an agreement with ESA Airports for airport/land use consistency review services to be shared in an aggregate amount not to exceed \$60,000 for one-year term among three firms.

### **FISCAL IMPACT**

Execution of this agreement will authorize the expenditure of up to an aggregate amount of \$60,000 over a one-year term among three airport/land use planning firms. Actual expenditures will be determined based on specific tasks orders to be approved by the Executive Director, as authorized by Resolution 14-39. Authorization to proceed will be given to consultant only after execution of a specific task order.

### **SOURCE OF FUNDS**

The source of funds is the C/CAG general fund.

### **BACKGROUND**

C/CAG is the designated Airport Land Use Commission for San Mateo County. In this role C/CAG staff works to implement the policies in the adopted Airport Land Use Compatibility Plans (ALUCP) for the environs of three airports in San Mateo County, including San Francisco International Airport (SFO), Half Moon Bay Airport, and San Carlos Airport.

Cities that fall within the Airport Influence Area (AIA) for each airport are required to submit land use policies and development actions such as General Plans or Specific Plans to C/CAG for consistency determination with respect to the adopted Airport Land Use Compatibility Plans (ALUCP). Cities are also required to update their General Plans to be consistent with the C/CAG ALUCPs within 180 days after the ALUCPs are adopted by the Airport Land Use Commission. The purpose of this policy is to ensure that the land uses around the airports are consistent with policies designed to provide safety for the people on the ground and in the air as well as protect the ability of the airports to operate.

**ITEM 5.4.4**

Currently the San Mateo County cities and the County of San Mateo are working on their Housing Elements updates for the 2014-2022 Housing Element cycle. As these documents are part of the General Plans, Housing Elements will require a consistency determination with the applicable ALUCP. Based on the timing of the Housing Element due date of January 31, 2015 to the Department of Housing and Community Development (HCD), staff anticipates an influx of consistency review requests and recommends that C/CAG contract with airport land use consultants to assist staff and to level out the workload, as needed. For the environs of San Carlos Airports, staff recommends the services be provided by ESA Airport.

**Waiver of Competitive Procurement Process:**

C/CAG is in the process of updating the ALUCP for the environs of San Carlos Airport. For the preparation of that ALUCP, C/CAG conducted competitive RFP process in compliance with the C/CAG Procurement Policy, and selected ESA Airports, to provide that service. Since ESA Airports has the background and in-depth knowledge regarding policies in the ALUCP as well as familiarity with the land uses surrounding the airport, staff recommends executing an on-call contract with this firm to assist staff to conduct consistency reviews, on a time and material basis, to be authorized by specific task orders as approved by C/CAG Resolution 14-39.

**ATTACHMENT**

1. Resolution 14-42

## **RESOLUTION 14-42**

**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 ESA AIRPORTS FOR AIRPORT/LAND USE CONSISTENCY REVIEW SERVICES IN THE AGGREGATE AMOUNT NOT TO EXCEED \$60,000 FOR A ONE (1) YEAR TERM AMONG THREE FIRMS.**

**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 Airport Land Use Commission for San Mateo County, and

**WHEREAS**, as the Airport Land Use Commission C/CAG is required to perform consistency determinations for land use policies and development actions of local land use agencies with respect to the applicable adopted Airport Land Use Compatibility Plans (ALUCP), and

**WHEREAS**, C/CAG has determined that outside consulting services are required on an as-needed basis for airport/land use consistency determination work, and

**WHEREAS**, C/CAG has selected Ricondo & Associates, Coffman Associates and ESA Airports to provide airport/land use consistency determination services, and

**WHEREAS**, C/CAG Executive Director will negotiate and execute individual task orders for specific services on an as-needed basis, with the three firms, not to exceed an aggregate total amount of \$60,000.

**NOW THEREFORE BE IT RESOLVED**, by 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 ESA Airports for airport/land use consistency review services in an aggregate amount not to exceed \$60,000 for a one (1) year term among three firms. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said agreement prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

**PASSED, APPROVED, AND ADOPTED, THIS 11TH DAY OF SEPTEMBER 2014.**

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**Mary Ann Nihart, Chair**



## C/CAG AGENDA REPORT

Date: September 11, 2014

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 14-43 authorizing the C/CAG Chair to execute Amendment No. 1 to the agreement with San Mateo-Foster City School District for construction of a Green Streets and Parking Lot/Safe Routes to School Demonstration project for an additional amount of \$38,000

(For further information or response to questions, contact John Hoang at 650-363-4105 or Matt Fabry at 599-1419)

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### **RECOMMENDATION**

That the Board review and approve Resolution 14-43 authorizing the C/CAG Chair to execute Amendment No. 1 to the agreement with San Mateo-Foster City School District for construction of a Green Streets and Parking Lot/Safe Routes to School Demonstration project for an additional amount of \$38,000.

### **FISCAL IMPACT**

\$38,000.

### **SOURCE OF FUNDS**

\$19,000 - \$4 Vehicle Registration Fee; \$19,000 - Measure M (\$10 Vehicle Registration Fee)

### **BACKGROUND**

The Green Streets and Parking Lot/Safe Routes to School Demonstration Project, located at the Laurel Elementary School in the City of San Mateo, is a demonstration project to improve safe routes to school through construction of pedestrian, bicycle, and vehicle safety enhancements within and around school facilities and utilizing green design features to make the safer student environment better for our natural environment. The project will demonstrate an integrated approach for achieving multiple benefits at the school site, including safer environments for children walking or biking to school, improved vehicle movements, elements for the capture and treatment of stormwater runoff from impervious areas such as streets and parking lots, increased landscaping and trees and more aesthetically pleasing environments.

The C/CAG Board, at the December 2013 Meeting, approved Resolution 13-44 authorizing execution of a funding agreement with the San Mateo-Foster City School District (SMFCSD) to provide funding for the design phase of the project in the amount of \$70,000. In May 2014, the C/CAG Board approved Resolution 14-14 authorizing execution of funding agreement with SMFCSD for the Project in an amount of \$385,000 for construction and additional engineering services. In addition to the C/CAG share, SMFCSD provided \$27,000 and City of San Mateo provided \$48,000 for a total budget

of \$460,000 (\$422,000 for capital construction cost and \$38,000 for additional engineering services.)

The project was planned to be constructed during the summer and completed by the end of August 2014, prior to the beginning fall classes. In early June 2014, SMFCSD, the lead agency for construction, advertised the project for bid but no bids were received. SMFCSD concluded that one reason for this could be that the request for bids were issued in early summer and most contractors may have already had their summer work booked up and could not take any more work on during that time.

The project was advertised a second time in early July 2014 and three bids were received, including a low bid in the amount of \$515,000 to construct the complete project. In an effort to help reduce cost, SMFCSD decided that one construction item could be completed in-house, therefore, eliminated the item from the contractor's bid, resulting in a savings of \$9,000. The revised construction cost would be \$506,000, a net increase of \$84,000 over the original budget of \$422,000. To pay for the increase, it is proposed that project partners agree to contribute additional funds with C/CAG adding \$38,000, SMFCSD adding \$16,000 and City of San Mateo adding \$30,000. The total funding contributions for construction by each agency would be as follows:

C/CAG -	\$423,000
SMFCSD -	\$43,000 (not including \$9,000 cost savings for the in-house construction item)
City of San Mateo -	<u>\$78,000</u>
	\$544,000 Total

With the approval of additional funding and a total project cost of \$544,000, SMFCSD plans to award the contract and begin construction in September with completion scheduled for the October/November time frame.

#### **ATTACHMENTS**

1. Resolution 14-43
2. Amendment No. 1 to the Agreement between C/CAG and San Mateo-Foster City School District

## RESOLUTION 14-43

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AMENDMENT NO. 1 TO THE AGREEMENT WITH SAN MATEO-FOSTER CITY SCHOOL DISTRICT FOR CONSTRUCTION OF A GREEN STREET GREEN STREETS AND PARKING LOT/SAFE ROUTES TO SCHOOL DEMONSTRATION PROJECT FOR AN ADDITIONAL AMOUNT OF \$38,000

**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 Congestion Management Agency for San Mateo County, administrator of the San Mateo County Safe Routes to School (SR2S) Program, and the agency responsible for the development and implementation of the Countywide Water Pollution Prevention Program for San Mateo County; and

**WHEREAS**, C/CAG, San Mateo-Foster City School District (SMFCSD), and the City of San Mateo have partnered together to design and construct the Green Streets and Parking Lot/Safe Routes to School Demonstration Project at Laurel Elementary School located in the City of San Mateo (Project); and

**WHEREAS**, C/CAG adopted Resolution 14-14 authorizing the execution of a funding agreement with the San Mateo-Foster City School District to provide \$385,000 for construction of the Project that integrates green infrastructure for stormwater treatment and safe routes to school improvements to show a cost-effective, multi-benefit project approach; and

**WHEREAS**, the original construction budget was estimated at \$460,000, which included \$422,000 in capital cost and \$38,000 in engineering services; and

**WHEREAS**, the low bid received by SMFCSD was higher than the original construction budget by \$84,000; and

**WHEREAS**, to pay for the additional construction cost of \$84,000, C/CAG will contribute \$38,000, SMFCSD will contribute \$16,000, and City of San Mateo will contribute \$30,000; and

**WHEREAS**, including the additional funds, the total construction cost of \$544,000 will be funded with \$423,000 from C/CAG, \$43,000 from the SMFCSD, and \$78,000 from the City of San Mateo.

**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 execute an Amendment No. 1 to the funding agreement with San Mateo-Foster City School District for construction of a Green Streets and Parking Lot/Safe Routes to School Demonstration Project for an additional amount of \$38,000.

**PASSED, APPROVED, AND ADOPTED, THIS 11TH DAY OF SEPTEMBER 2014.**

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**Mary Ann Nihart, Chair**



**AMENDMENT NO. 1 TO THE AGREEMENT  
BETWEEN  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY  
AND  
SAN MATEO-FOSTER CITY SCHOOL DISTRICT**

WHEREAS, the City/County Association of Governments for San Mateo County (hereinafter referred to as "C/CAG") and the San Mateo-Foster City School District (hereinafter referred to as "SMFCSD") are parties to a Funding Agreement originally dated May 15, 2014, for construction of the Green Streets and Parking Lot/Safe Routes to School Demonstration Project (the "Agreement"); and

WHEREAS, the original total capital construction cost and engineering cost of the Project was estimated at \$460,000 with C/CAG providing \$385,000, SMFCSD providing \$27,000, City of San Mateo providing \$48,000; and

WHEREAS, SMFCSD advertised the project for construction and the low bid resulted in a final construction cost of \$544,000, which is \$84,000 higher than the original construction budget of \$422,000; and

WHEREAS, C/CAG will provide an additional \$38,000, SMFCSD will provide an additional \$16,000, and City of San Mateo will provide an additional \$30,000 towards the Project; and

WHEREAS, C/CAG and SMFCSD desire to amend the Agreement as set forth herein.

IT IS HEREBY AGREED by C/CAG and SMFCSD as follows:

1. In the section titled "FUNDING AND METHOD OF PAYMENT", paragraph "a" is replaced in its entirety with the following:

C/CAG agrees to reimburse SMFCSD up to \$423,000 as match to the SMFCSD funds for construction of the Project.

2. Except as expressly amended herein, all other provisions of the Agreement shall remain in full force and effect.
3. This amendment shall take effect upon the date of execution by both parties.

City/County Association of Governments  
(C/CAG)

San Mateo-Foster City School District  
(SMFCSD)

\_\_\_\_\_  
Mary Ann Nihart, Chair

\_\_\_\_\_  
By  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Legal Counsel for C/CAG



## C/CAG AGENDA REPORT

Date: September 11, 2014

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Receive a copy of an executed Amendment No. 1 to the agreement between C/CAG and Iteris Inc. for a five month time only extension for the System Integration Support of the Smart Corridors.

(For further information or response to questions, contact Parviz Mokhatri at 408-425-2433)

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### RECOMMENDATION

That the Board receives a copy of an executed Amendment No. 1 to the agreement between C/CAG and Iteris Inc. for a five month time only extension for the System Integration Support of the Smart Corridors.

### FISCAL IMPACT

None. This amendment is for time extension only.

### SOURCE OF FUNDS

State Transportation Improvement Program (STIP)

### BACKGROUND

On April 11, 2013, the Board adopted Resolution 13-11 approving an agreement with Iteris Inc. to provide System Integration Support to C/CAG, Caltrans District 4, and the Smart Corridor Project stakeholders for an amount not to exceed \$580,977. The original contract specified an end date of August 31, 2014, which was established to overlap with an anticipated end of construction date of April 1, 2014.

Due to significant delays to the start of Smart Corridor construction, the estimated end of construction is estimated to be October 1, 2014. Because integration cannot be completed until certain equipment is installed, it is anticipated that integration of the system will be completed by January 31, 2015. It is anticipated that no additional funds will be needed to complete the project.

As of June 25, 2014, \$268,293 remained on the current contract.

### ATTACHMENTS

1. Amendment No. 1 to the Agreement between C/CAG and Iteris Inc. for a time extension only for the System Integration Support of the Smart Corridors.

**ITEM 5.6.1**

**AMENDMENT NO. 1 TO THE AGREEMENT  
BETWEEN  
THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY  
AND  
ITERIS INC. FOR SYSTEM INTEGRATION SUPPORT OF THE  
SMART CORRIDOR PROJECT**

This Amendment No. 1 to the Agreement between the City/County Association of Governments of San Mateo County and Iteris Corporation ("Agreement") is entered into by and between the City/County Association of Governments of San Mateo County, a joint powers agency for the development and implementation of the Congestion Management Program for San Mateo County ("C/CAG"), and Iteris Inc. ("Consultant"). C/CAG and Consultant shall be known as the Parties.

WITNESSETH

WHEREAS, C/CAG and Consultant have entered into an Agreement on April 17, 2013 for System Integration Support for the Smart Corridor Project; and

WHEREAS, Section 1 of said Agreement specifies that all tasks must be completed in accordance with Exhibit B which has a final completion date of August 31, 2014; and

WHEREAS, the installation of certain Smart Corridor equipment, via a separate contract, has not been completed, hence, system integration cannot be completed, and

WHEREAS, C/CAG and Consultant have determined that additional time is needed to complete the system integration support services; and

WHEREAS, C/CAG and Consultant have estimated that the remaining system integration support services can be completed by January 31, 2015; and

WHEREAS, C/CAG and Consultant have determined that adequate funds remain on the contract and no additional funds are needed to complete the continued Services; and

WHEREAS, C/CAG and Consultant have determined that an additional five (5) month time extension is needed to provide Services through Project completion under the Agreement; and

WHEREAS, Consultant has reviewed and accepted this Amendment.

NOW, THEREFORE, IT IS HEREBY AGREED by the C/CAG and Consultant that:

1. Exhibit B of the Agreement shall be replaced in its entirety with the revised Exhibit B, attached.
2. Full Force and Effect. All other provisions of the Agreement shall remain in full force and effect.

## **C/CAG AGENDA REPORT**

Date: September 11, 2014  
To: C/CAG Board of Directors  
From: Sandy Wong, Executive Director  
Subject: Review and approve the appointment of Jimmy Tan to represent the City of San Bruno on the Stormwater Committee

(For further information or questions contact Sandy Wong at 599-1409)

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### **RECOMMENDATION**

Review and approve the appointment of Jimmy Tan to represent the City of San Bruno on the Stormwater Committee.

### **FISCAL IMPACT**

None.

### **SOURCE OF FUNDS**

N/A

### **BACKGROUND**

Due to staff turnover, the City of San Bruno is recommending a new appointment to C/CAG's Stormwater Committee. The recommended appointee is Jimmy Tan, City Engineer, as detailed in the attached letter from the City Manager.

### **ATTACHMENTS**

1. August 13, 2014 Letter to C/CAG from City Manager Connie Jackson (City of San Bruno)





Connie Jackson  
City Manager

CITY MANAGER

August 13, 2014

Sandy Wong  
C/CAG Executive Director  
County Office Building  
555 County Center, Fifth Floor  
Redwood City, CA 94063

Dear Ms. Wong:

Due to recent personnel changes, I appoint the following principal representative to the City/County Association of Governments of San Mateo County Technical Advisory Committee and the Stormwater Committee Board on behalf of the City of San Bruno:

Jimmy Tan  
City Engineer  
567 El Camino Real  
San Bruno, CA 94066  
(650) 616-7075  
[jtan@sanbruno.ca.gov](mailto:jtan@sanbruno.ca.gov)

Below are the updated duly authorized representatives from the City of San Bruno:

Ray Razavi  
Interim Public Services  
Director  
567 El Camino Real  
San Bruno, CA 94066  
(650) 616-7067  
[rrazavi@sanbruno.ca.gov](mailto:rrazavi@sanbruno.ca.gov)

Jimmy Tan  
City Engineer  
567 El Camino Real  
San Bruno, CA 94066  
(650) 616-7075  
[jtan@sanbruno.ca.gov](mailto:jtan@sanbruno.ca.gov)

Jim Burch  
Deputy Director of  
Maintenance and Operations  
567 El Camino Real  
San Bruno, CA 94066  
(650) 616-7179  
[jburch@sanbruno.ca.gov](mailto:jburch@sanbruno.ca.gov)

If you have any questions or need additional information, please contact Ray Razavi, Interim Public Services Director, at (650) 616-7067.

Sincerely,

Connie Jackson  
City Manager

Cc: Matt Fabry, P.E., Program Manager, NPDES Stormwater Runoff Program



## **C/CAG AGENDA REPORT**

Date: September 11, 2014

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approve the appointment of Jimmy Tan from the City of San Bruno to the Congestion Management Program Technical Advisory Committee (CMP TAC)

(For further information or response to questions, contact John Hoang at 650-363-4105)

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### **RECOMMENDATION**

That the Board review and approve the appointment of Jimmy Tan from the City of San Bruno to the Congestion Management Program Technical Advisory Committee (CMP TAC).

### **FISCAL IMPACT**

None

### **SOURCE OF FUNDS**

N/a

### **BACKGROUND**

The Congestion Management Program Technical Advisory Committee (CMP TAC), provide technical expertise for the Congestion Management and Environmental Quality (CMEQ) Committee and the C/CAG Board. The TAC is made up of engineers and planners from local jurisdictions in addition to one representative each from Caltrans, SMCTA/Peninsula Corridor JPB/Caltrain, MTC, and C/CAG.

As approved by the C/CAG Board, the maximum number of TAC members is 25 and the total vary depending on vacancies and/or interest from the city staff. Currently there are 24 members with one vacancy. To fill vacant positions, staff typically solicits C/CAG member agencies that are not currently represented on the Committee. Cities/Towns interested in being represented on the TAC are asked to submit a letter of interest to C/CAG for appointment consideration.

C/CAG received a letter from the City of San Bruno requesting the appointment of Jimmy Tan, City Engineer, to the CMP TAC. With the appointment, there will be a total of 25 CMP TAC members.

### **ATTACHMENTS**

1. Current CMP TAC Roster - 2014
2. Letter from City of San Bruno

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## Current CMP TAC Roster – 2014

No.	Member	Agency
1	Jim Porter (Co-Chair)	San Mateo County Engineering
2	Joseph Hurley (Co-Chair)	SMCTA / PCJPB / Caltrain
3	Afshin Oskoui	Belmont Engineering
4	Randy Breault	Brisbane Engineering
5	Syed Murtuza	Burlingame Engineering
6	Bill Meeker	Burlingame Planning
7	VACANT	Caltrans
8	Sandy Wong	C/CAG
9	Brad Donohue	Colma Engineering
10	John Fuller	Daly City Engineering
11	Tatum Mothershead	Daly City Planning
12	Brad Underwood	Foster City Engineering
13	Mo Sharma	Half Moon Bay Engineering
14	Paul Willis	Hillsborough Engineering
15	Jesse Quirion	Menlo Park Engineering
16	Chip Taylor	Millbrae Engineering
17	Van Ocampo	Pacifica Engineering
18	Jessica Manzi	Redwood City Engineering
19	Jay Walter	San Carlos Engineering
20	James Hinkamp	San Mateo County Planning
21	Brian McMinn	South San Francisco Engineering
22	Billy Gross	South San Francisco Planning
23	Paul Nagengast	Woodside Engineering
24	Kenneth Folan	MTC

Note:

- 16 out of 21 jurisdictions are currently represented (16 Engineers, 4 Planners)
- One representative each for Caltrans, MTC, SMCTA/JBP/Caltrain, and C/CAG
- Not currently represented (Atherton, East Palo Alto, Portola Valley, San Bruno, San Mateo)



Connie Jackson  
City Manager

CITY MANAGER

August 13, 2014

Sandy Wong  
C/CAG Executive Director  
County Office Building  
555 County Center, Fifth Floor  
Redwood City, CA 94063

Dear Ms. Wong:

Due to recent personnel changes, I appoint the following principal representative to the City/County Association of Governments of San Mateo County Technical Advisory Committee and the Stormwater Committee Board on behalf of the City of San Bruno:

Jimmy Tan  
City Engineer  
567 El Camino Real  
San Bruno, CA 94066  
(650) 616-7075  
[jtan@sanbruno.ca.gov](mailto:jtan@sanbruno.ca.gov)

Below are the updated duly authorized representatives from the City of San Bruno:

Ray Razavi  
Interim Public Services  
Director  
567 El Camino Real  
San Bruno, CA 94066  
(650) 616-7067  
[rrazavi@sanbruno.ca.gov](mailto:rrazavi@sanbruno.ca.gov)

Jimmy Tan  
City Engineer  
567 El Camino Real  
San Bruno, CA 94066  
(650) 616-7075  
[jtan@sanbruno.ca.gov](mailto:jtan@sanbruno.ca.gov)

Jim Burch  
Deputy Director of  
Maintenance and Operations  
567 El Camino Real  
San Bruno, CA 94066  
(650) 616-7179  
[jburch@sanbruno.ca.gov](mailto:jburch@sanbruno.ca.gov)

If you have any questions or need additional information, please contact Ray Razavi, Interim Public Services Director, at (650) 616-7067.

Sincerely,

Connie Jackson  
City Manager

Cc: Matt Fabry, P.E., Program Manager, NPDES Stormwater Runoff Program



## C/CAG AGENDA REPORT

Date: September 11, 2014

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

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

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

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### **RECOMMENDATION**

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

### **FISCAL IMPACT**

Unknown.

### **SOURCE OF FUNDS**

N/A

### **BACKGROUND**

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

The last day to pass legislation before the end of this session was August 31, 2014. September 30, 2014 is the last day for the Governor to sign or veto bills passed by the Legislature in August.

### **ATTACHMENTS**

1. September 11, 2014 State Legislative Update from Shaw Yoder Antwih
2. Full Legislative information is available for specific bills at <http://leginfo.legislature.ca.gov/>





ADVOCATION



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

**DATE:** September 11, 2014

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

**FROM:** Andrew Antwih and Matt Robinson, Shaw / Yoder / Antwih, Inc.  
Chuck Cole, Advocation, Inc.

**RE:** STATE LEGISLATIVE UPDATE – September 2014

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### ***Legislative Update***

On August 30, the Legislature adjourned the 2013-14 Legislative Session and members returned to their districts to work on constituent issues. Since August 15, approximately 900 bills were sent to the Governor for final action. The Governor now has until September 30 to act on bills sent to him in the final two weeks of session.

Later in this report, we have provided an update on legislation of importance to the Board (see ***Bills of Interest*** beginning on Page 3).

### ***HOT Lanes***

Legislation was introduced in 2014 that would have allowed designated local and regional transportation agencies and county transportation commissions to apply to the CTC to establish a high-occupancy toll (HOT) lane in those entities' respective jurisdictions, and would have empowered CTC to authorize an unlimited number of HOT lanes that may be approved statewide. In order to establish a HOT lane on a specified piece of highway, that highway must first be operating as a high-occupancy vehicle (HOV) lane. The bill, **SB 983 (Hernandez)**, was held in the Assembly Appropriations Committee due to concerns raised by the Chair regarding tolls in general and specific concerns regarding Caltrans' desire to implement a HOT lane project in Orange County on the I-405 freeway against the wishes of some local officials in Orange County. Earlier versions of the bill included language to allow the nine Bay Area congestion management agencies (CMAs) to also apply to the CTC for HOT lane designation, but this language was ultimately removed due to concerns raised by MTC. The author's office was in the process of crafting a solution to the MTC/CMA issue when the bill was held in Committee due to the aforementioned circumstances surrounding the I-405 freeway.

### ***Cap and Trade & Transportation***

As we reported last month, the 2014-15 Budget Act includes a one-time appropriation of Cap and Trade auction proceeds for transportation projects, as well as dedicated long-term funding as percentages of the overall total amount of auction proceeds sold in a fiscal year, beginning in 2015-16. Funding is distributed as follows:

In 2014-15, \$630 million is appropriated for transportation-related programs, including:

- \$25 million for low-carbon transit operations;
- \$25 million for transit and intercity rail capital projects;
- \$130 million for affordable housing and sustainable communities projects;
- \$200 million for low-carbon transportation;

- \$250 million for high-speed rail.

In addition to the one-time appropriation of Cap and Trade revenues, 60 percent of Cap and Trade revenues will be dedicated as follows:

- 5 percent for the Low-Carbon Transit Operations Program (LCTOP);
- 10 percent for the Transit and Intercity Rail Capital Program (TIRCP);
- 20 percent for the Affordable Housing and Sustainable Communities (AHSCP);
- 25 percent for high-speed rail.

The remaining 40 percent will be available for appropriation by the Legislature and the Administration in each fiscal year.

As part of the long-term expenditure plan, state law tasks several state agencies – the Strategic Growth Council (Council), the California State Transportation Agency (CalSTA), Caltrans, the Air Resources Board (ARB), and the California Environmental Protection Agency (CalEPA) – with developing guidelines for each of the aforementioned programs, as well as specific elements governing all programs, such as defining disadvantaged communities and methods for measuring GHG reductions.

The Council held a series of public workshops, on August 12, 14 and 15 in Fresno, Oakland, and Los Angeles, respectively, to receive initial feedback from stakeholder groups on the AHSCP, as the Council begins to develop guidelines.

Other state agencies are responsible for the development and adoption of guidelines related to specific programs. CalSTA is responsible for the TIRCP, while Caltrans and ARB are in charge of the Low-Carbon LCTOP. In addition to program-specific guidelines, ARB must establish reporting and quantification methods for measuring GHG reduction and CalEPA must revisit its identification of disadvantaged communities and work with ARB on disadvantaged community funding guidelines.

CalSTA and Caltrans held their first series of public workshops on August 21 (San Jose), August 22 (Sacramento), and August 27 (Los Angeles). The goal of these workshops was to present program requirements under state law and seek public feedback that will inform the Administration's crafting of draft program guidelines. After the draft guidelines are developed and released, additional public meetings will be scheduled to receive comment prior to adoption of final guidelines.

Additionally, CalEPA and ARB began a series of public workshops on defining disadvantaged communities, and developing funding guidelines for ensuring projects serve disadvantaged communities, on August 25 (Fresno) and August 26 (Los Angeles). The final workshop will be held September 3 (Oakland). At these workshops, CalEPA and ARB have sought comment from stakeholders on the California Communities Environmental Health Screening Tool (CalEnviroScreen). This tool has been developed by the Office of Environmental Health Hazard Assessment (OEHHA) to identify communities in California most burdened by pollution from multiple sources and most vulnerable to its effects, taking into account socioeconomic characteristics and underlying health status. The ARB states that the CalEnviroScreen is well suited for the purposes described in state law relative to expenditure of Cap and Trade funds to the benefit of disadvantaged communities, because many of the factors used in the tool are nearly identical to those specified in the legislation authorizing these programs. These workshops are also being used to solicit feedback on the draft interim guidance released in late August.

We are actively engaged in all of the aforementioned processes and provide information to Board staff as it becomes available. All agencies responsible for the administration of the Cap and Trade programs anticipate awarding the first round of project funding by the end of the 2014-15 fiscal year and have indicated draft guidelines will likely be out in early October, finalized by the end of the year.

***Bills of Interest***

**AB 418 [Mullin] – Property-Related Fee for Storm Water Management**

**Summary:** This bill would enable San Mateo City/County Association of Governments (C/CAG) to put a special tax or property related fee before the voters for stormwater management activities consistent with C/CAG’s joint powers agreement. Any action must be consistent with the California Constitution. **C/CAG is the Sponsor of this bill.**

**Status:** This bill was held on the Senate Floor.

**AB 1690 [Gordon] – Housing Elements in General Plans**

**Summary:** This bill would allow a local government, when developing its General Plan, to zone at least 50% of its affordable housing need on sites designated for residential use or mixed-uses. **C/CAG is in Support of this bill.**

**Status:** This bill is on the Governor’s Desk awaiting final action.

**AB 2170 [Mullin] – Clarification of a JPA’s Authority**

**Summary:** This bill would clarify that parties to a Joint Powers Agreement may exercise any power common to the contracting parties, including, the authority to levy a fee or tax. **C/CAG is in Support of this bill.**

**Status:** This bill is on the Governor’s Desk awaiting final action.

**AB 2403 [Rendon] – Proposition 218 Clarification**

**Summary:** This bill would modify the definition of “water” under the Proposition 218 Omnibus Implementation Act to mean “any system of public improvements intended to provide for the production, storage, supply, treatment, or distribution of water *from any source.*” The Act defines terms used in Articles XIII C and XIII D of the Constitution. **C/CAG is in Support of this bill.**

**Status:** This bill was signed by the Governor [Chapter 78, Statutes of 2014].

**SB 391 [DeSaulnier] – Real Estate Transaction Fee for Affordable Housing**

**Summary:** This bill would impose a fee, beginning January 1, 2014, of \$75 on every real estate instrument, paper, or notice that is required or permitted by law, excluding real estate instruments, papers, or notices recorded in connection with a transfer subject to a documentary transfer tax. Revenue from this fee would be used to fund projects and programs that support the development, acquisition, rehabilitation, and preservation of housing affordable to low- and moderate-income households, emergency shelters and rapid rehousing services, among other identified, related projects.

**Status:** This bill was held on the Assembly Appropriation Committee suspense file.

**SB 556 [Padilla] – Identification of Non-Governmental Employees**

**Summary:** This bill would prohibit a person, firm, corporation, or association that is a nongovernmental entity and contracts to perform labor or services relating to public health or safety for a public entity from displaying on a vehicle or uniform a logo that reasonably could be interpreted as implying that the labor or services are being provided by employees of the public agency, unless the vehicle or uniform conspicuously displays a disclosure. **This bill now applies only to fire protection services, rescue services, emergency medical services, hazardous material emergency response services, and ambulance services.**

**Status:** This bill is on the Governor’s Desk awaiting final action.

**SB 628 (Beall)** would authorize the creation of “enhanced” Infrastructure Financing Districts (eIFD) by a local agency to fund the construction of infrastructure projects, including: highways, interchanges, ramps & bridges, arterial streets, parking facilities, and transit facilities; transit priority projects; and projects that implement a sustainable communities strategy. An eIFD may not finance routine maintenance, repair work, or the costs of an ongoing operation. This bill does not establish a voter-approval requirement for the creation of the eIFD and requires the approval of 55 percent of impacted property owners to issue bonds for the project. Finally, the bill allows the eIFD, with the consent of local taxing entities, to divert incremental property tax revenue to the eIFD to finance eligible projects, as well as seek benefit assessment and user-fees to fund projects.

**Status:** This bill is on the Governor’s Desk awaiting final action.

**SB 983 (Hernandez)** would have allowed designated local and regional transportation agencies and county transportation commissions to apply to the CTC to establish a high-occupancy toll (HOT) lane in those entities’ respective jurisdictions and would have empowered CTC to authorize an unlimited number of HOT lanes that may be approved statewide.

**Status:** This bill was held in the Assembly Appropriations Committee.

**SB 1077 [DeSaulnier] – Vehicle Miles Traveled Pilot Program**

This bill would the California State Transportation Agency (CalSTA) to develop a pilot program designed to assess specified issues related to implementing a mileage-based fee (MBF) in California to replace the state’s existing fuel excise tax by January 1, 2016. The bill would require the CalSTA to assess certain issues related to implementing an MBF, including different methods for calculating mileage and collecting road use information, processes for managing, storing, transmitting, and destroying data to protect the integrity of the data and ensure drivers’ privacy, and costs associated with the implementation and operation of the MBF system.

**Status:** This bill is on the Governor’s Desk awaiting final action.

## C/CAG AGENDA REPORT

Date: September 11, 2014

To: C/CAG Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approve Resolution 14-36 authorizing the C/CAG Chair to execute a funding agreement with the Bay Area Water Supply and Conservation Agency in an amount not to exceed \$25,000 for a pilot countywide rain barrel rebate program.

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

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### RECOMMENDATION

Review and approve Resolution 14-36 authorizing the C/CAG Chair to execute a funding agreement with the Bay Area Water Supply and Conservation Agency in an amount not to exceed \$25,000 for a pilot countywide rain barrel rebate program.

### FISCAL IMPACT

Up to \$25,000 in Fiscal Year 2014-15.

### SOURCE OF FUNDS

Funding for this program was included in the adopted Fiscal Year 2014-15 C/CAG budget for the Countywide Stormwater Program.

### BACKGROUND

C/CAG staff approached the Bay Area Water Supply and Conservation Agency in early 2014 about a proposed rain barrel rebate program in San Mateo County. Rain barrels capture runoff from roofs and other impervious surfaces that can then be used to water landscaping or gardens. Capturing stormwater in this fashion has water quality and quantity benefits, by reducing the amount of runoff and pollutants from individual properties that reach municipal storm drain systems, as well as reducing the amount of potable water that is used for outdoor irrigation needs. Most rain barrels are around 50 gallons, so individual benefits are relatively minor, but widespread implementation on a watershed scale can have significant benefit. In addition, installing rain barrels can have a public education and awareness benefit by connecting residents and property owners to the need to manage stormwater as a beneficial resource, as opposed to something that must be rapidly conveyed into storm drainage systems.

BAWSCA staff presented the proposed rain barrel rebate program to its member agencies, which are public and private water supply agencies that receive potable water under contract from the San Francisco Public Utilities Commission. Agencies were generally supportive of the proposal based on

**ITEM 6.2**

water conservation benefits and expressed willingness to partner in such a program. C/CAG and BAWSCA staffs have developed a proposed pilot program under which C/CAG would provide \$50 per barrel rebates countywide that will be matched dollar for dollar by water supply agencies that choose to participate in the rebate program (BAWSCA's rebate programs are typically subscription-based programs under which water supply agencies annually decide to participate). Therefore, residents and property owners throughout the county would be eligible for C/CAG-funded rebates for rain barrels regardless of whether the water supply agency decides to participate, but in most cases, the C/CAG rebate will be doubled by water suppliers throughout the county. Many styles of rain barrels can be purchased for around \$100, making them free or close to free in most cases. Proper installation is the responsibility of the property owner or tenant and guidance materials will be provided as part of the rebate application package. C/CAG staff is also coordinating with the San Mateo County Mosquito and Vector Control District to ensure rain barrels include proper screening to prevent mosquito breeding and will work with the District to distribute appropriate outreach materials in this regard.

The proposed program is intended to be a pilot program and is budgeted at \$25,000. C/CAG would pay BAWSCA one-time program setup and marketing costs of up to \$5,000 and administration costs of up to \$1,250. The rest of the funding would be distributed by BAWSCA as rebates, either directly in areas where water supply agencies are not participating or to water supply agencies to reimburse the C/CAG portion of rebates they will provide directly to their customers. BAWSCA would provide C/CAG with regular invoices and accounting of the rebates issued. Rebate applicants must provide receipts for the purchased barrels as well as photo documentation of the installation and be subject to verification inspections by water supply agency or San Mateo County Mosquito and Vector Control District staff at their discretion. Each water supply account is eligible for rebates for up to two barrels for residential properties and four for commercial properties. BAWSCA's marketing of the program will be supplemented by in-kind efforts by water supply agencies, C/CAG's member agencies, and C/CAG staff via existing Water Pollution Prevention Program outreach channels. At the end of the year, BAWSCA and C/CAG will consider whether to continue the program.

Resolution 14-36 will authorize the C/CAG Chair to execute a funding agreement with BAWSCA in an amount not to exceed \$25,000. Attachment 2 is the draft funding agreement for the proposed pilot program, which is subject to approval as to form by C/CAG's legal counsel prior to execution by the C/CAG Chair.

#### **ATTACHMENTS**

1. Resolution 14-36
2. Funding Agreement with the Bay Area Water Supply and Conservation Agency

## **RESOLUTION 14-36**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE CHAIR TO EXECUTE A FUNDING AGREEMENT WITH THE BAY AREA WATER SUPPLY AND CONSERVATION AGENCY IN AN AMOUNT NOT TO EXCEED \$25,000 FOR A PILOT COUNTYWIDE RAIN BARREL REBATE PROGRAM**

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

**WHEREAS**, C/CAG's Countywide Water Pollution Prevention Program works with all 21 member agencies on programs to help keep pollution out of storm drains and subsequently impacting local creeks, the San Francisco Bay, and the Pacific Ocean; and

**WHEREAS**, California is currently experiencing a serious drought and capturing rainwater via rain barrels has both pollution prevention and water conservation benefits by reducing the amount of stormwater reaching municipal storm drainage systems and offsetting potable water usage for outdoor landscape watering needs; and

**WHEREAS**, C/CAG included \$25,000 in its Fiscal Year 2014-15 budget to establish a countywide rebate program to incentivize rainwater harvesting in San Mateo County; and

**WHEREAS**, the Bay Area Water Supply and Conservation Agency (BAWSCA) administers conservation rebate programs in San Mateo County; and

**WHEREAS**, BAWSCA's members are water agencies that also desire to provide a voluntary rebate program that encourages their customers to conserve water resources by purchasing and installing rainwater harvesting barrels; and

**WHEREAS**, C/CAG and BAWSCA desire to facilitate cost-effective payment of rebates to customers in San Mateo County for purchasing and installing rain barrels pursuant to a Pilot Rain Barrel Rebate Program (Program); and

**WHEREAS**, C/CAG and BAWSCA jointly agree to have BAWSCA be the entity responsible for administering the Program on a day-to-day basis, including paying rebates to customers; and

**WHEREAS**, C/CAG and BAWSCA wish to enter into an agreement that sets forth the rights and responsibilities of each agency, including funding of the Program.

**NOW THEREFORE BE IT RESOLVED**, the C/CAG Chair is authorized to execute a funding agreement with the Bay Area Water Supply and Conservation Agency in an amount not to exceed \$25,000 for a Pilot Rain Barrel Rebate Program. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said agreement prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

**PASSED, APPROVED, AND ADOPTED, THIS 11TH DAY OF SEPTEMBER, 2014.**

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**Mary Ann Nihart, Chair**



**FUNDING AGREEMENT BETWEEN  
THE BAY AREA WATER SUPPLY AND CONSERVATION AGENCY  
AND CITY/COUNTY ASSOCIATION OF GOVERNMENTS  
FOR A RAIN BARREL REBATE PROGRAM**

**RECITALS**

This Funding Agreement (Agreement) is entered into this \_\_\_ day of \_\_\_\_\_, 2014 between the Bay Area Water Supply and Conservation Agency (BAWSCA) and City/County Association of Governments of San Mateo County (C/CAG) for the purpose of implementing a rain barrel rebate program to reduce stormwater runoff and facilitate water conservation (Program).

WHEREAS, BAWSCA administers conservation rebate programs; and

WHEREAS, BAWSCA's members (Participating Member Agencies) are water agencies that also desire to provide a voluntary rebate program, which encourages customers being served by such agency to conserve water resources by purchasing and installing rainwater harvesting barrels; and

WHEREAS, the Parties wish to facilitate payments of monetary rebates to customers being served by both BAWSCA and C/CAG who purchase rain barrels pursuant to the Program; and

WHEREAS, the Parties designate BAWSCA as the entity responsible for administering the Program on a day-to-day basis, including the paying out of rebate monies to customers; and

WHEREAS, each of the Parties desire to enter into this Agreement to set forth the rights and responsibilities of each Party, including the funding of the Program.

NOW THEREFORE, BAWSCA and C/CAG hereby agree as follows:

**1. SCOPE OF SERVICES**

The Parties will partner to offer the Program, which will be managed and administered by BAWSCA. The Program will provide rebates for the purchase and installation of rain barrels to collect and use rainwater from gutters and downspouts for lawns and gardens. The specific roles and responsibilities of each Party are set forth in Attachment (1), Rain Barrel Rebate Program: Roles and Responsibilities, which is attached hereto and incorporated herein.

**2. TERM**

This Agreement is effective \_\_\_\_\_ and shall expire on June 30, 2015, unless extended by mutual agreement by the Parties.

**3. FUNDING AND METHOD OF PAYMENT**

For customers in San Mateo County, C/CAG will provide a rebate of \$50 per rain barrel, which is funded as part of C/CAG's San Mateo Countywide Water Pollution Prevention Program up to a maximum amount of \$25,000 minus Program setup and administrative costs. BAWSCA member agencies electing to participate in the program (Participating Agencies) will provide an additional \$50 per rain barrel for a total rebate of up to \$100. BAWSCA member agencies outside of San Mateo County that elect to participate in the Program will provide a rebate amount of either \$50 or \$100 per rain barrel, to be selected by the Participating Agency.

C/CAG will reimburse BAWSCA for its costs associated with Program setup, including BAWSCA staff time, database setup, and marketing costs, up a maximum amount of \$5,000. C/CAG will also reimburse BAWSCA for Program administration costs, including BAWSCA staff time, database management, and rebate processing, up to a maximum amount of \$1,250.

BAWSCA will invoice C/CAG on a monthly basis for Program expenditures. C/CAG will submit payment for such invoices within 30 days of receipt.

BAWSCA shall update C/CAG on a monthly basis and provide documentation detailing Program expenditures, deposit account balance, and details on rebates issued, including numbers and locations of installed rain barrels.

All updates/invoices shall be delivered or mailed to C/CAG as follows:

City/County Association of Governments  
555 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063  
Attention: \_\_\_\_\_

Subject to duly executed amendments, it is expressly understood and agreed that in no event will C/CAG's total funding commitment under this Agreement exceed \$25,000, unless revised in writing and approved by C/CAG and BAWSCA.

**4. INDEMNITY**

BAWSCA and C/CAG each agrees to mutually indemnify and defend at its own expense, including attorneys' fees, and hold the other, their officers, directors, employees and agents, harmless from and against all claims, costs, penalties, causes of action, demands, losses and liability of any nature whatsoever, including but not limited to liability for bodily injury, sickness, disease or death, property damage (including loss of use) or violation of law, caused by or arising out of or related to any negligent act, error or omission, or willful misconduct of itself, its officers, directors, employees and agents acting pursuant to this Agreement. This section shall survive termination or expiration of this Agreement.

**5. MODIFICATION**

This Agreement may be modified or amended only by a written document signed by both parties.

**6. DISPUTE RESOLUTION**

In the event of any dispute, the parties will promptly meet and confer, first at a staff level and then elevated to a meeting of executives, in a good faith attempt to resolve the dispute. If a dispute cannot be resolved by the parties independently, they may agree to submit such dispute to non-binding mediation by a mutually agreed-upon neutral third party with offices in the San Francisco Bay Area. The cost of mediation will be shared equally.

**7. NOTICE**

All notices required to be given, or which may be given by either party to the other, shall be deemed to have been fully given and fully received when made in writing and deposited in the United States mail, registered and postage prepaid and addressed to the respective parties as follows:

If to Agency: Bay Area Water Supply & Conservation Agency  
155 Bovet Road, Suite 650  
San Mateo, CA 94402  
Attention: Chief Executive Officer/General Manager

If to C/CAG: City/County Association of Governments  
555 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063  
Attention: Sandy Wong, Executive Director

Notification of a change in the name of the contact person shall be in writing.

**8. WAIVER**

A waiver of any requirement of this Agreement must be in writing by an authorized representative of the party waiving the requirement. The waiver by either party of a breach of any requirement of this Agreement will not be deemed a waiver of any such breach in the future or of a breach of any other requirement.

**9. INTERPRETATION**

Section headings are solely for convenience and are not intended to affect the interpretation of the Agreement. The Agreement will be interpreted reasonably, not in favor of or against either party.

**10. NO THIRD PARTY RIGHTS**

The parties do not intend this Agreement to create rights in any third parties and nothing in this Agreement should be construed to do so.

**11. SEVERABILITY**

If any provision of this Agreement or any portion thereof is held to be invalid or unenforceable for any reason, that provision will be reformed and/or construed consistently with applicable law as nearly as possible to reflect the original intentions of this Agreement, and in any event such provision will be severable and will not affect the validity or enforceability of any other provision.

**12. APPLICABLE LAW**

This Agreement, its interpretation and all work performed under it will be governed by the laws of the State of California.

**13. ENTIRE AGREEMENT**

This Agreement including any exhibits or attachments, constitutes the complete agreement between the parties and supersedes any prior agreements, promises, and understandings whether written or oral. This Agreement may be modified or amended only by written instrument signed by both parties.

**14. ATTACHMENTS TO THIS AGREEMENT**

(1) Rain Barrel Rebate Program: Roles and Responsibilities

(2) Bay Area Stormwater Management Agencies Association Rain Barrels and Cisterns – Stormwater Control for Small Projects

IN WITNESS WHEREOF the parties have executed this Agreement by their duly authorized officers as of the day and year first above written.

BAY AREA WATER SUPPLY & CONSERVATION AGENCY

By: \_\_\_\_\_ Date: \_\_, 2014

Title: \_\_\_\_\_

CITY/COUNTY ASSOCIATION OF GOVERNMENTS

By: \_\_\_\_\_ Date: \_\_\_\_\_, 2014

Title: \_\_\_\_\_

## ATTACHMENT 1

### Rain Barrel Rebate Program DRAFT Roles and Responsibilities August 20, 2014

The following provisions set forth the roles and responsibilities of BAWSCA and C/CAG in their partnership to provide a rebate program for the purchase and installation of rain barrels to collect and re-use rainwater from gutters and downspouts for lawns and gardens.

#### General Description of the Rain Barrel Rebate Program

The Rain Barrel Rebate Program (Program) will provide a rebate of up to **\$100** to customers for the installation of rain barrels, which minimize the amount of water and pollutants flowing into storm drains and local waterways while also providing a water conservation benefit. Participation in this program will provide BAWSCA members a cost-effective way to offer their customers a rebate for rain barrel purchases.

For customers in San Mateo County, C/CAG will provide a rebate of \$50 per rain barrel per customer, with a limit of 2 rain barrels per water account for single-family residential customers and 4 rain barrels per water account for multi-family residential and commercial accounts, which will be funded by C/CAG's San Mateo Countywide Water Pollution Prevention Program. BAWSCA member agencies electing to participate in the Program (Participating Agencies) will provide an additional \$50 per rain barrel for a total rebate of \$100 per rain barrel. BAWSCA member agencies outside of San Mateo County that elect to participate in the program will provide a rebate amount of either \$50 or \$100 per rain barrel, which amount will be at the discretion of the Participating Agency.

The Program will run from \_\_\_\_\_ through June 30, 2015.

BAWSCA will administer and manage the Program and process and issue all C/CAG rebates for San Mateo County residents who are not within the service area of a Participating Agency.

Participating Agencies in San Mateo County will process all rebate applications from customers within their service area, including issuing rebate payments for both the C/CAG (\$50) and Participating Agency's (\$50) share of each rebate (\$100 total). BAWSCA will then reimburse each Participating Agency within San Mateo County for the C/CAG share of the rebate.

Participating Agencies outside of San Mateo County will process all rebate applications and issue rebate payments from customers within their service area.

C/CAG will reimburse BAWSCA for its costs associated with Program setup, including BAWSCA staff time, database setup, and marketing costs, up to a maximum amount of \$5,000. C/CAG will also reimburse BAWSCA for Program administration costs, including BAWSCA staff time, database management, and rebate processing, up to a maximum amount of \$1,250.

Below is a description of the Program roles and responsibilities of BAWSCA, C/CAG, and the Participating Agencies.

#### BAWSCA's Role:

1. Overall Program management and coordination.
2. Coordination of Program material production and distribution of Program materials to C/CAG and Participating Agencies.
3. Receipt of customer applications, entering specific data into the database, and distribution of applications to respective Participating Agencies.
4. Maintain database of Program-wide data with tracking and reporting by Participating Agency.

5. Issue rebate reimbursements to Participating Agencies in San Mateo County for the C/CAG share of each rebate.
6. In-house rebate processing (payment of rebates, issue problem and denial letters, respond to Program-related customer service calls) for customers that are not within a Participating Agency's service area.
7. Provide monthly invoice to C/CAG for reimbursement to BAWSCA detailing Program expenditures.

C/CAG's Role:

1. Funding BAWSCA's costs to initiate, administer, and manage the Program.
2. Funding rebates of \$50 per rain barrel for customers in San Mateo County.
3. Review and approval of Program marketing materials.
4. Distribution of Program materials to customers and local rain barrel retailers

Participating Agency's Role:

1. Execution of an agreement with BAWSCA setting forth the terms and conditions for participation in the Program.
2. Distribution of Program materials to customers and local rain barrel retailers.
3. In-house rebate processing (payment of rebates, issue problem and denial letters, responding to all program related customer service calls pertaining to their agency that are forwarded by BAWSCA) for customers in its service area.
4. Submission of Program data (including information pertaining to requests for rebate reimbursements from BAWSCA) to BAWSCA via online database on a regular, bi-monthly basis.
5. Conduct all field services such as post-installation inspections (at Participating Agency discretion).

Program Requirements

The following requirements shall apply to the Program.

1. Rebates are up to \$100 per qualifying rain barrel or up to the total cost of the rain barrel, not including sales tax, whichever is less.
2. Qualifying rain barrels must be newly purchased, a minimum size of 50 gallons, and designed for the intended purpose of rain capture.
3. Rain barrel must have a secure lid for child safety and rust-proof screening for vector control (mosquito, rodent) and debris control.
4. The rain barrel must be connected to a rain gutter downspout, rain chain, or other effective means of capturing concentrated flow from roofs or other impervious surfaces.
5. Rain barrel must not be connected to the (potable water) irrigation system and collected rainwater must be utilized via a hose or bucket only.
6. Rain barrel must be placed on a solid and level foundation, such as concrete pad, pavers, or bricks for appropriate stability.
7. Rain barrel must not block or restrict access to walkways or pathways, which may become a safety/emergency access issue.

8. Rain barrel must be algae and UV-resistant or specially constructed sun barriers must be used.
9. Copper materials (including downspouts) are not allowed due to potential leaching concerns.
10. Overflow pipe from rain barrels must be directed away from buildings and/or adjacent properties and may flow to landscape (preferred).
11. Manufacturer's installation and maintenance instructions must be followed.
12. The rain barrel rebate application must be postmarked within 90 days of rain barrel purchase date.
13. The original rain barrel purchase receipt must be included with the application.
14. Pre-installation and post-installation photos must be included with the application. At least two clear photos of each barrel must be submitted, showing downspout connections, secured lid and overflow valve, and an 8 1/2 x 11 sheet showing the date and water account number (include photos taken from at least two directions).
15. All sites are subject to post-installation inspection at the discretion of the Participating Agency or the San Mateo County Mosquito and Vector Control, where applicable. The Participating Agency that serves the site in question will contact the customer and, at the agency's discretion, perform the post-installation inspection.
16. The rain barrels must be purchased between September 1, 2014 and June 30, 2015.
17. A separate application must be submitted for each metered address.
18. Rain barrels must be installed within the County of San Mateo or within the service area of a Participating BAWSCA Agency.
19. All rebates are subject to availability of funds.
20. Rebates may take up to eight (8) weeks to process.
21. If customer needs their original receipt(s) returned, they must enclose a self-addressed, stamped envelope with their application.
22. Applicant certifies that necessary permissions have been obtained from the property owner, if applicant is not the owner.
23. Limit of two rebates per single-family residential account or four rebates per commercial account. Applications for more than four rebates for a commercial account will be considered on a case by case basis. If more than four rebates are requested for a commercial account, pre-approval is required but not necessarily guaranteed.
24. Rain barrel must be maintained for a minimum of three years upon receipt of rebate, including ongoing maintenance to ensure that the barrel does not become a breeding site for mosquitos and thereby a public health threat.
25. Rebates may be issued as checks or as credits to the customer's water service account, at the discretion of the participating BAWSCA agency.

26. Participants must allow BAWSCA and C/CAG to reference the project and use photos submitted with the application in outreach materials and must respond to minimal requests for information about the project for purposes of Program reporting.

#### Installation Recommendations

The Program will include the following installation recommendations:

- Refer to the Bay Area Stormwater Management Agencies Association's Rain Barrels and Cisterns: Stormwater Control for Small Projects (Attachment 2) for installation guidance.
- Locate the rain barrel on a raised foundation to accommodate a watering can and increase gravity flow.
- Placement of the outlet pipe/faucet a maximum of 6 inches from the bottom of rain barrel.
- Consider strapping rain barrel similar to earthquake straps for hot water heaters, or per manufacturer recommendations.
- Consider limiting height:width ratio of the rain barrel to 2:1 to prevent instability.

ATTACHMENT 2

Bay Area Stormwater Management Association – Rain Barrels and Cisterns: Stormwater Control for Small Projects



# RAIN BARRELS AND CISTERNS

## Stormwater Control for Small Projects



**Daisy chained system of 205-gallon rain barrels**  
Courtesy of The City of Oakland

Rain barrels and cisterns can be installed to capture stormwater runoff from rooftops and store it for later use. They are low-cost systems that will allow you to supplement your water supply with a sustainable source and help preserve local watersheds by detaining rainfall.

Collected rainwater may be used for landscape irrigation. Subject to permitting requirements, harvested rainwater may be allowed for toilet flushing; contact municipal staff for more information. Capturing even a small amount of your roof runoff will have environmental benefits because it will reduce the quantity and speed of stormwater runoff flowing to local creeks.

Rain barrels typically store between 50 and 200 gallons. They require very little space and can be connected or "daisy chained" to increase total storage capacity.

Cisterns are larger storage containers that can store 200 to over 10,000 gallons. These come in many shapes, sizes, and materials, and can be installed underground to save space.

### How Much Storage is Recommended?

The number of rain barrels recommended to capture runoff from a given roof (or other impervious area) is shown in the following table.

### Are Rain Barrels or Cisterns Feasible for My Project?

Rain barrels and cisterns are appropriate for sites with the following characteristics:

- Roof areas that drain to downspouts.
- A level, firm surface is needed to support a rain barrel(s) or cistern to prevent shifting or falling over. A full 55-gallon rain barrel will weigh over 400 lbs.
- A landscaped area where the captured water can be used (and where it can be drained by gravity flow) should be located within a reasonable distance from the rain barrel(s).
- A landscaped area or safe path to the storm drain system that can handle overflow.

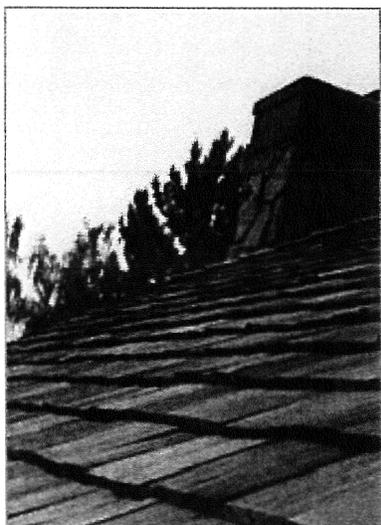
Roof or Impervious Area (sq. ft.)	Suggested Minimum Number of 55 Gallon Rain Barrels*
Up to 750	1-2
750 - 1,250	2-3
1,250 - 1,750	3-4
1,750 - 2,250**	4-5

\* Or equivalent capture using larger rain barrels or a cistern.

\*\* To harvest rainwater from an area greater than 2,250 sq. ft. install 1 additional rain barrel per each additional 500 sq. ft.

# Components of a Rainwater Harvesting System

## Roofing Materials



**Wood shingle roof**  
Courtesy of Gutter Glove

Technically, any impervious surface can be used for harvesting rainwater; however, the surface materials will affect the quality of captured rainwater, which has implications for the recommended uses.

Although it is technically possible to harvest runoff from parking lots, patios, and walkways, it is more difficult since a subterranean cistern or a pump is usually needed to move the water into an above-ground rain barrel or cistern. Also, there are typically greater levels of debris and contaminants that must be filtered out of the runoff before it enters the storage system. Due to these complexities, it is more common to harvest rainwater from rooftops, which is the focus of this fact sheet.

When designing your system, consider the roofing material on the building.

- If you have asphalt or wooden shingles, use the harvested rainwater only for non-edible landscapes, unless the water is treated first. Petroleum or other chemicals from these roofing materials can leach into the rain water.
- Roofs with cement, clay, or metal surfaces are ideal for harvesting water for a wide variety of uses.

## Gutters and Downspouts

Properly sized and maintained gutters and downspouts are essential to a rainwater harvesting system.

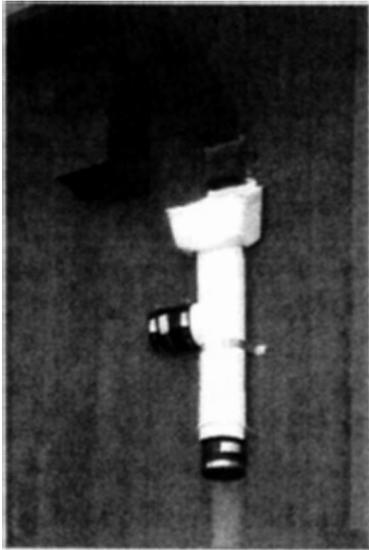
- Strategically locate any new downspouts in an area where the rain barrel or cistern will be most useful.
- Consider the height of the rain barrel and the first flush device. Existing downspouts may have to be shortened to make room for the rain barrel and first flush device.
- Install a fine mesh gutter guard on gutters to keep leaves and other debris from entering and clogging the gutters. This will reduce the need for cleaning gutters and the rain barrel or cistern.
- As needed, consult a professional roofer to aid in gutter and downspout installation.



**This gutter is covered by a fine mesh gutter guard to keep debris out.**  
Courtesy of Gutter Glove

# Components of a Rainwater Harvesting System

## Rain Barrel and Cistern Accessories to Keep Water Clean



**First flush and downspout diverter installation**  
Courtesy of The City of Oakland

Various accessories to rain barrels and cisterns help protect the quality of harvested water and reduce maintenance. These accessories include “first flush” diverters, filters, and screens.

Leaves, twigs, sediment, and animal waste are common in runoff, especially at the beginning of a storm (“first flush”). This debris can result in clogging and encourage bacterial growth. A first flush diverter helps remove debris and contaminants by directing the first few gallons of runoff from the roof to landscaping, away from the rain barrel or cistern.

The following tips will help you keep the water in your system clean.

- Install a first flush diverter directly under your downspout. You may have to cut the downspout to connect the first flush diverter above the rain barrel.
- Use the same diameter pipe for the first flush diverter, the downspout, and the connector to the rain barrel. Avoid changing diameters of pipes in order to keep the system from backing up.
- Design the first flush diverter to discharge the first flush to non-edible landscaping.
- Install mosquito-proof screens under the lid of the rain barrel and inside the overflow outlet.

## Foundation and Overflow

Before installing a rain barrel or cistern, prepare the site so that the system will function safely.

- Find or create a level location near the downspout on which to place the rain barrel or cistern.
- A concrete or stone paver foundation may be appropriate for smaller rain barrels. A more substantial foundation will likely be required for large cisterns.
- Secure rain barrels and cisterns to your structure with metal strapping, or anchor to the foundation, to prevent tipping in an earthquake.
- Maintain clear access to the rain barrel outlets and cleaning access points.
- Design an overflow path, so that overflow from the rain barrel(s) will discharge safely to a landscaped area, or storm drain system.
- Where possible, direct overflow to a rain garden, swale, or other landscaped area to maximize retention of rainwater onsite.
- Direct the overflow away from the rain barrel, building foundation, and neighboring properties.
- Consult with the municipality to identify overflow locations.



**Large unit installed at a single family residence.**

Courtesy of Stephanie Morris

## Design Checklist

When installing rain barrels and cisterns, consider the following criteria unless otherwise instructed by the municipality.

- ❑ Do not use flexible piping, to prevent mosquito breeding in water that may pool in flexible pipes. If irrigating edible landscapes, consider pipes that meet FDA food grade standards.
- ❑ When designing the overflow path, remember that in heavy storms rain barrels and cisterns *will* overflow. A 1,000-sq.-ft. roof will produce about 600 gallons of runoff during a storm that has produces a depth of 1 inch of rain.
- ❑ There shall be no direct connection of any rain barrel or cistern and/or rainwater collection piping to any potable water pipe system. Rainwater systems shall be completely separate from potable water piping systems.
- ❑ Place the bottom of the barrel at a higher elevation than the landscape, to use gravity flow.
- ❑ All rain barrels and cisterns should have a screen to ensure mosquitoes cannot enter.
- ❑ Allow overflow to drain to your landscape or a rain garden. Ensure that areas receiving overflow do not have standing water for more than 48-hours.
- ❑ The low water pressure from a small rain barrel will not operate in-ground sprinkler or low-volume devices. Consider using a soaker hose.
- ❑ If using a soaker hose, remove the pressure-reducing washer to increase the water flow.
- ❑ If the water is not needed for irrigation during the rainy season, consider releasing the water to a vegetated area between storms, so the barrels will be empty to catch rain from the next storm. This will help protect your watershed by reducing the quantity and speed of water entering local creeks during storms. Install a spigot and drip tape to allow the rain barrel or cistern to slowly drain between storms. You can store the water captured towards the end of the rainy season to irrigate your garden in the dry season.
- ❑ For more information, ask municipal staff to refer you to countywide stormwater guidance.

## Operation and Maintenance

After installing your rain barrel or cistern, follow these tips for long-term safety and functionality.

- ❑ Regularly check the gutters and gutter guards to make sure debris is not entering the rainwater harvesting system.
- ❑ Inspect the screens on the rain barrel or cistern prior to the wet season to make sure debris is not collecting on the surface and that there are not holes allowing mosquitoes to enter the rain barrel. Inspect screens more frequently if there are trees that drop debris on the roof.
- ❑ Clean the inside of the rain barrel once a year (preferably at the end of the dry season when the rain barrel has been fully drained) to prevent buildup of debris. If debris cannot be removed by rinsing, use vinegar or another non-toxic cleaner. Use a large scrub brush on a long stick, and avoid actually entering the rain barrel. Drain washwater to landscaping.
- ❑ Clean out debris from cisterns once a year, preferably at the end of the dry season.



**Daisy-chained system**  
Courtesy of Acterra

*The City of Los Angeles and Geosyntec Consultants are acknowledged for providing text and formatting used in this fact sheet. The City of Oakland, Acterra, Gutter Glove, and Stephanie Morris are acknowledged for images used in the fact sheet.*

# C/CAG AGENDA REPORT

**Date:** September 11, 2014  
**To:** City/County Association of Governments Board of Directors  
**From:** Sandy Wong, Executive Director  
**Subject:** Receive a presentation on C/CAG's FY 2013-14 Highlights  
(For further information or questions contact Sandy Wong at 599-1409)

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## **RECOMMENDATION:**

This is an informational item.

## **FISCAL IMPACT:**

None.

## **SOURCE OF FUNDS:**

NA.

## **BACKGROUND/DISCUSSION:**

C/CAG receives Federal, State, and local funds as well as member fees for its operations, programs, and projects. C/CAG separates its funds into ten funds for accounting, tracking, and reporting purposes. They are: 1). General Fund, 2). Congestion Management, 3). Congestion Relief, 4). Clean Air, 5). Smart Corridor, 6). Energy Watch, 7). Stormwater, 8). \$4 Vehicle License Fee, 9). \$10 Vehicle License Fee, and 10). Abandon Vehicle Abatement.

C/CAG's programs and projects generally fall in one of the following four categories: A) Transportation; B) Stormwater management; C) Climate; D) Airport Land Use. Below is an outline of the programs and projects in each of the four categories. It should be noted that the size of each of the four categorical programs is not equal, with the Transportation category being the largest.

### **Transportation:**

- Local streets and roads program
- Assist local jurisdictions in compliance with Federal and State funding requirements
- Highway and arterial improvement projects (congestion relief or safety improvement)
- Safe Routes to School
- Transit and senior mobility improvement
- Smart Corridor project
- Pedestrian and bicycle improvement
- Local Shuttle Program
- Freeway ramp metering
- Linking transportation and land use decisions
  - Housing, and Priority Development Area (PDA) planning
- Transit oriented development incentive
- Participate in Grand Boulevard Initiative

**ITEM 6.3**

### **Stormwater Management**

- Assist local jurisdictions in stormwater discharge permit compliance
- Pollution prevention education programs
- Coastal Cleanup Day
- Countywide water quality monitoring
- Green Street programs/projects
- Seek potential funding initiative

### **Climate**

- Implement San Mateo County Energy Watch program
  - Municipal
  - Schools
  - Residential
  - Non-profits, farms, small businesses.
- Assist local jurisdictions in Climate Action Plans (CAP)
- Comprehensive energy recommendations for municipalities

### **Airport Land Use Compatibility**

- Adopt Airport Land Use Compatibility Plan (ALUCP) and implement policies as adopted for the environs of the following airports:
  - San Francisco International Airport
  - Half Moon Bay Airport
  - San Carlos Airport

### **ATTACHMENT:**

None. A powerpoint presentation with program performance measures will be provided by staff at the meeting.

# C/CAG

## CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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

September 2, 2014

### VIA E-MAIL

Camille Leung, Project Planner  
San Mateo County Planning and Building Department  
455 County Center, 2<sup>nd</sup> Floor  
Redwood City, CA 94063

### RE: **Big Wave North Parcel Alternative Project**

Dear Ms. Leung:

Thank you for offering the City/County Association of Governments of San Mateo County (C/CAG) the opportunity to review the Addendum to the Certified 2010 Big Wave Wellness Center and Office Park Project Draft Environmental Impact Report (EIR) and Final EIR. Our review focused on the consistency of the Traffic Impact Analysis (TIA) included as Attachment J to the Addendum with the San Mateo County Congestion Management Program (CMP), which requires mitigation measures for land use development projects that are projected to significantly impact or generate more than 100 new, net peak hour trips on the CMP roadway network.

According to the TIA, the revised project is estimated to generate 1,479 daily trips, including 199 trips during the AM peak hour and 192 trips during the PM peak hour. The report acknowledges C/CAG's CMP policy on Page J-34 and notes that a trip reduction plan will need to be prepared for the project in accordance with C/CAG guidelines.

As the Addendum does not include a copy of the trip reduction plan for review, C/CAG staff recommends that a Condition of Approval be imposed requiring the property owner to submit a trip reduction plan prior to the issuance of any building permit on the project site. The trip reduction plan should be subject to review and approval by C/CAG staff and demonstrate compliance with C/CAG's "Guidelines for Implementing the Land Use Component of the Congestion Management Program", which is included in the 2013 CMP as Appendix I. A typical plan documents how transportation demand management (TDM) measures at the project site contribute to mitigating the peak hour trips generated by the project.

If you have any questions, please contact me at [wabrazaldo@smcgov.org](mailto:wabrazaldo@smcgov.org) or 650-599-1455.

Sincerely,



Wally Abrazaldo  
Transportation Programs Specialist

**ITEM 9.1**



# 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*

August 22, 2014

The Honorable Jerry Brown  
Governor, State of California  
State Capitol, Room 1173  
Sacramento, CA 95814

RE: Assembly Bill 2170 – Joint powers authorities: common powers  
As amended on June 17, 2014 –SUPPORT  
REQUEST FOR SIGNATURE

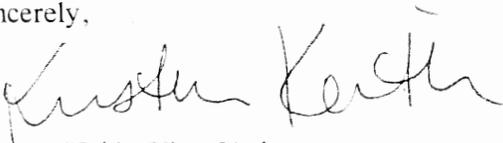
Dear Governor Brown:

On behalf of C/CAG, I am writing to express SUPPORT for AB 2170, which would affirm that a joint powers agency has authority to levy taxes or fees as long as all of its members have that authority. The City/County Association of Governments of San Mateo County (C/CAG) is a joint powers agency consisting of San Mateo County and the 20 cities and towns, all of which have existing authority to levy taxes or fees. C/CAG's member agencies are facing ever-increasing costs under municipal stormwater regulations to fund stormwater pollution prevention programs. Our member agencies find it more efficient to collect a tax or fee through C/CAG for our member agencies to continue protecting the receiving water bodies and associated beneficial uses and remain in compliance with these important state and federal requirements.

AB 2170 is consistent with C/CAG's adopted legislative policies in regard to supporting legislation that provides C/CAG flexibility to levy taxes, assessments, or fees to address storm water regulatory mandates. While ultimate approval of any new taxes or fees still rests with voters and property owners pursuant to the State Constitution, AB 2170 will affirm joint powers agencies' ability to implement coordinated approaches to seeking such approval consistent with the member agencies' existing authorities. We appreciate your leadership in seeking solutions for important local funding issues and urge you to sign AB 2170 into law.

Please feel free to contact me with any questions or concerns.

Sincerely,



Kirsten Keith, Vice Chair  
City/County Association of Governments (C/CAG) of San Mateo County

Cc: Camille Wagner, Chief Deputy Legislative Secretary, Office of the Governor  
The Honorable Kevin Mullin, California State Assembly

**ITEM 9.2**



# C/CAG

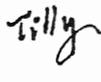
## CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

*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*

August 15, 2014

Ms. Tilly Chang  
Executive Director  
San Francisco County Transportation Authority  
1455 Market Street, 22nd Floor  
San Francisco, California 94103

RE: Geneva-Harney BRT Feasibility Study

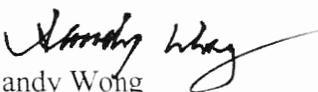
Dear Ms. Chang: 

The City/County Association of Governments of San Mateo County (C/CAG) is suspending our participation in the Geneva-Harney BRT Feasibility Study effective immediately and until further notice due to the on-going rail-related issues that may significantly impact the City of Brisbane, a C/CAG member agency. We will rejoin the Study after issues are resolved to Brisbane's satisfaction or Brisbane resume participation in the Study.

C/CAG staff has always supported collaborative efforts with SFCTA, the City of San Francisco, and San Mateo County jurisdictions with regards to transportation planning efforts along the San Mateo County/San Francisco bi-county area and will continue to encourage this partnership.

If you have any questions, please contact me at [slwong@smcgov.org](mailto:slwong@smcgov.org) or at 650-599-1409 or John Hoang at [jhoang@smcgov.org](mailto:jhoang@smcgov.org) or at 650-363-4105.

Sincerely,

  
Sandy Wong  
Executive Director

**ITEM 9.3**





August 14, 2014

Jeanine Townsend, Clerk to the Board  
State Water Resources Control Board  
1001 I Street, 24<sup>th</sup> Floor  
Sacramento, CA 95814

Subject: **Comment Letter – Draft Drinking Water Systems General Permit and Resolution**

Ms. Townsend:

The San Mateo Countywide Water Pollution Prevention Program (SMCWPPP) appreciates the opportunity to provide comments regarding the State Water Resources Control Board (SWB) Draft Drinking Water Systems General Permit and Resolution (Draft Permit). SMCWPPP is a program of the City County Association of Governments of San Mateo County, a joint powers agency made up of the 20 cities and towns and the county.

Comment 1

**SMCWPPP strongly supports Draft Permit Section I.3**, which exempts water purveyors from applying for coverage under this General Permit if:

*“The water purveyor is an MS4 permittee or co-permittee named on an MS4 permit that also authorizes discharges from community drinking water systems issued by the State Water Board or a Regional Water Board.”*

SMCWPPP’s members are among the 76 permittees under the San Francisco Bay Area Municipal Regional Stormwater Permit (MRP), Order No. R2-2009-0074, which already contains requirements concerning the management of potable water discharges. Eleven of our 21 member agencies are municipal water purveyors whose potable water management programs under the MRP have already proven effective; as such, they should not have to obtain additional coverage for potable water discharges under the SWB General Permit.

Comment 2

For the same reason, **SMCWPPP requests that municipal stormwater permittees be exempted from filing by December 1, 2014 Notices of Non-Applicability (NONA)** per Section II.B.2. The SWB already knows they are permittees under a regional municipal stormwater permit that contains potable water requirements. There is therefore no need for SMCWPPP’s members (or other MRP permittees) to prepare and file NONAs on an individual basis or have to await processing and receipt of a Notice of Non-Applicability Approval (Section II.C). Both municipal and SWB staff burden can be reduced by eliminating this requirement for municipal purveyors that are already permitted for potable water discharges.

Comment 3

From a policy perspective, SMCWPPP supports the additional statement in Finding III.C. that:

*“The State Water Board’s intention in the issuance of this statewide NPDES Permit is to provide consistent and efficient regulation of discharges from drinking water systems statewide.”*

However, we recommend the SWB clarify that the next sentence in Finding III.C does not mean **regulatory coverage for potable water discharges under an existing MS4 NPDES permit would be terminated within a year of adoption of the Draft Permit absent issuance of a Notice of Applicability.**

**ITEM 9.4**

(We understand the SWB's intent is to allow coverage for potable water discharges under an existing MS4 permit to continue under that permit and its successors.)

Further, to address the spirit of Finding III.C. while recognizing the need for some flexibility given the Clean Water Act's standards for different types of NPDES permits (such as the maximum extent practicable standard for MS4 permits), the SWB should formally recognize that potable discharge requirements contained in MS4 permits need not exactly parallel those in the General Permit in every respect as long as they provide an equivalent level of water quality protection. Having the SWB address this concern and embrace the "equivalent level of protection" concept for future potable discharge requirements in MS4 permits via a modified finding or response to comments is in everyone's interest and will help avoid future disputes and controversy.

#### Comment 4

Beyond the comments we make above directly on behalf of SMCWPPP's members, to the extent that the SWB General Permit will regulate non-MRP dischargers, some of whom will need to coordinate with MRP permittees, **SMCWPPP requests that the numeric effluent limits (NEL) for chlorine residual and turbidity proposed in the General Permit be eliminated and replaced by "benchmarks" (or action levels).** Given the experience of SMCWPPP's members and other MS4s with potable water discharges, no evidence has emerged that suggests that the Best Management Practice (BMP)-based approach and benchmark-based monitoring and reporting practices are not effective or that NELs are necessary or feasible for such discharges. Indeed, these potable water system discharges have already been defined by the State Water Board as "de minimis" and "not likely to cause or have a reasonable potential to cause or contribute to an adverse impact on the beneficial uses of receiving waters."<sup>1</sup>

Beyond this, we do not agree from a technical perspective with the Draft Permit's justification of the need for NEL for chlorine residual and turbidity. Fact Sheet section VI.B.3.b.i (p. F-55) appears to assert that since the typical (required) concentration of chlorine residual in a water distribution system is at a level above the U.S. EPA's acute water quality criterion, that reasonable potential for toxicity exists for chlorinated waters that are within 300 feet of receiving waters. While it is true that water purveyors are required to maintain a chlorine residual in their distribution systems, the appropriate point of application for a Reasonable Potential Analysis is after the application of dechlorination BMPs. Following application of industry standard dechlorination BMPs, chlorine residual concentrations would be reduced to below the reporting level (minimum level (ML)) of handheld instruments (0.13 mg/L based on a State of Missouri ML study) and therefore not show reasonable potential.

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<sup>1</sup> This definition is codified in the California Code of Regulations (CCR Title 23 Division 3 Chapter 9 Article 1 Section 2200 Subdivision (b) (9) Category 3 footnote 18).

*18 De minimis discharge activities include, but are not limited to, the following: ... discharges from fire hydrant testing or flushing; discharges resulting from construction dewatering; discharges associated with supply well installation, development, test pumping, and purging; discharges resulting from the maintenance of uncontaminated water supply wells, pipelines, tanks, etc.; discharges resulting from hydrostatic testing of water supply vessels, pipelines, tanks, etc.; discharges resulting from the disinfection of water supply pipelines, tanks, reservoirs, etc.; discharges from water supply systems resulting from system failures, pressure releases, etc.; and other similar types of wastes that have low pollutant concentrations and are not likely to cause or have a reasonable potential to cause or contribute to an adverse impact on the beneficial uses of receiving waters yet technically must be regulated under an NPDES permit. (emphasis added)*

We also disagree with the alternative rationale cited in section VI.B.4 of the Fact Sheet as the basis for the finding of reasonable potential for toxicity. The mere existence of a water quality objective for a given constituent does not constitute sufficient grounds for imposition of a numeric Water Quality Based Effluent Limitation (WQBEL).<sup>2</sup> Similarly, the availability of a test method, in this case field test kits, does not constitute sufficient grounds for imposition of numeric WQBELs.<sup>3</sup>

Finally, we also disagree with the characterization of the “feasibility” of imposing numeric WQBELs in the urban runoff-related context. As SWB staff know, in 2005 and 2006 the SWB convened a Blue Ribbon Panel of Experts to address the feasibility of NELs in California’s storm water permits (“The Feasibility of Numeric Effluent Limits Applicable to Discharges of Stormwater Associated with Municipal, Industrial, and Construction Activities (June 19, 2006)). For multiple reasons, the Panel concluded that NELs were infeasible. Subsequently, NELs were therefore deleted from the Construction General Permit Order No. 2009-0009-DWQ and subsequent amendments and also, more recently, from the Industrial Stormwater General Permit (Order No. 2014-0057-DWQ). The same should be the case here.<sup>4</sup>

In conclusion, SMCWPPP’s members strongly support the Draft Permit excluding them from coverage since they already have an MS4 permit that regulates potable water discharges and ask that they and other MRP permittees also be exempted from filing a NONA. We also request the State Board formally recognize an equivalent level of protection concept in terms of potable water requirements in future MS4 permits. SMCWPPP also requests that Numeric Effluent Limits for chlorine residual and turbidity be eliminated or replaced with benchmarks. Finally, we thank the SWB for its consideration of our additional comments as set forth above.

Sincerely,



Matthew Fabry, P.E., Manager  
San Mateo Countywide Water Pollution Prevention Program

Cc: SMCWPPP Stormwater Committee  
SMCWPPP Technical Advisory Committee

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<sup>2</sup> Even if the above were not the case, with respect to setting an appropriate WQBEL, it is questionable whether the USEPA WQC for chlorine residual (EPA 440 5-84-030, January 1985) is applicable to these *intermittent* potable water system discharges. The 1985 WQC document states that “These criteria are intended to apply to situations of *continuous* exposure ...” (p. 2, emphasis supplied).

<sup>3</sup> It is also important to recognize in this regard that field measurements, using handheld instruments, taken frequently by non-laboratory staff, are subject to interference by such things as turbidity, potentially causing false positive readings.

<sup>4</sup> Beyond these issues, relative to those who will be covered and have to coordinate with its members, SMCWPPP generally supports the proposed approaches to notification, monitoring, and reporting requirements in the Draft Permit. One exception is the absence of a volume threshold for direct discharges to Waters of the United States (Attachment E – Monitoring and Reporting Program II.A.1., p. E-3). We would suggest consideration of a 50,000 gallon threshold that has been used in other higher threat to water quality regulatory contexts (e.g., SSOs, recycled water).





August 12, 2014

Jim Spering, Chairman  
Metropolitan Transportation Commission Planning Committee  
101 Eighth Street  
Oakland CA 94607-4700



**RE: CMA Comments on the Regional Transportation Plan (RTP)**

Dear Mr. Spering,



The nine Bay Area Congestion Management Agencies (CMAs) appreciate the work that MTC is doing to update its CMAs countywide transportation plan (CTP) Guidelines. Because the CMAs are charged with preparing and implementing these CTPs, the preparation Guidelines are of great interest to us.



First of all, we wish to thank MTC for conducting an inclusive, open, and timely process. The schedule, from initiation to anticipated completion of the Guidelines update, is less than six months. During that time, MTC has held public meetings with the Partnership Technical Advisory Committee, the Regional Advisory Working Group, the MTC Policy Advisory Committee, and this Committee. In addition, MTC has met with those responsible for developing and implementing CTPs - the Planning staffs of the CMAs. This process has allowed MTC to hear a wide variety of perspectives to inform the new Guidelines.



The CMA's wish to bring the following points to the Committee's attention regarding modifications to those guidelines. These points are based on the draft Guidelines released by MTC on July 16, 2014.



***The discussion over the CTP guidelines should be premised on them truly providing guidance for counties rather than mandatory requirements.*** While MTC has indicated it cannot require CMAs to adhere to guidelines and has emphasized the importance of local discretion in each county's CTP, the CMAs are still concerned that the Guidelines may eventually be a condition for regional funding. Currently, CTPs are a voluntary undertaking. The final Guidelines should contain a statement that CMA receipt of funding from MTC is not conditioned upon CMA adherence to the Guidelines.



***CTPs are serving both local and regional needs and even a "minor update" represents a significant investment of staff and financial resources to be done well.*** We do not doubt that the CMAs will try to adhere to the Guidelines in spirit – and many of the CTPs already do. However, the level of effort to prepare CTPs, staff and resource constraints, and local priorities will affect the timing, frequency and focus of CTP updates. For instance, the Guidelines recommend that CTPs are regularly updated and adopted within



18-30 months (before or after) adoption of the RTP/SCS. We appreciate the benefits of this update schedule, but recognize that local considerations and constraints (such as staff and resource limitations or the local decision to target a particular election cycle for a new revenue measure) may drive the schedule for CTP updates. The timing of CTP updates must therefore be flexible to address local policies and resource constraints. It should also be recognized that the preparation and update of CTPs are often tied to local sales tax or other revenue measures which are subject to their own local requirements, goals, and priorities. Finally, we request MTC work with county CMA's in identifying revenues to conduct this planning effort, including making regional funding available.

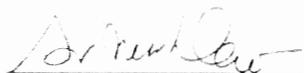
***With respect to data collection and performance targets, CMAs recognize the importance of addressing the three E's (Economy, Equity, and Environment), however the CTPs should not be required to provide analysis beyond that of the RTP.*** In some cases the Guidelines recommend that the CTPs go beyond the level of detail provided in Plan Bay Area. For instance, the proposed Guidelines suggest the CTPs should also include information on environmental mitigation activities, account for sea level rise, and provide detailed funding plans by source for each project, none of which was included in Plan Bay Area. The Guidelines should make it clear that these are suggested areas for consideration. This doesn't preclude the CMAs from including additional information, including information on areas of special concern to each CMA. It also acknowledges that for some areas (such as sea level rise) the CMAs and the region as a whole are still establishing a baseline of information and there may not be much information that is readily available for incorporation into a CTP in a meaningful way or the staff resources to fully address the issue.

***We suggest that MTC allow CMAs to use alternate revenue forecasts and inflation factors as long as the revised assumptions are explained.*** MTC forecasts for future regional, state, and federal funding are a great resource and appropriate for CTPs to consider. Allowing a CMA to adopt an alternate set of assumptions would help temper the uncertainty inherent in these forecasts, allowing the CMA to update them to reflect changes in local and national economic trends and changes to funding programs such as the anticipation of new local revenue measures.

***CTPs that are initiated before October 1, 2014 should be grandfathered into the current guidelines until after the next RTP is adopted.*** Although the guidelines are by nature optional, there is still an expectation regarding structure and content built into their adoption. Many current CTPs are being updated, but were initially created under the existing guidelines. The October 1 date is impractical because reopening the planning process for the CTPs currently near completion would be too cumbersome without additional financial resources and may extend the deadline for CTP approval, which may not be compatible with local priorities established for that update (e.g. targeting approval to inform a potential ballot measure).

We look forward to working with you as the July 16 draft Guidelines and revisions are brought to this Committee for consideration before going to the full Commission for adoption. We also look forward to continuing our on-going partnership with MTC for developing and implementing transportation projects and programs that improve the lives of people throughout the Bay Area.

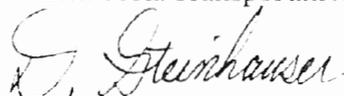
Sincerely,



Art Dao, Executive Director  
Alameda County Transportation Commission



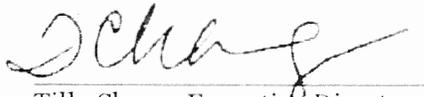
Randell Iwasaki, Executive Director  
Contra Costa Transportation Authority



Dianne Steinhäuser, Executive Director  
Transportation Authority of Marin



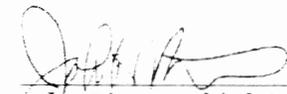
Kate Miller, Executive Director  
Napa County Transportation Planning Agency



Tilly Chang, Executive Director  
San Francisco County Transportation Authority



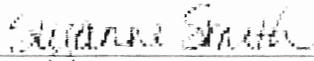
Sandy Wong, Executive Director  
San Mateo City-County Association of Governments



John Ristow, Chief CMA Officer  
Santa Clara Valley Transportation Authority



Daryl Halls, Executive Director  
Solano Transportation Authority (STA)



Suzanne Smith, Executive Director  
Sonoma County Transportation Authority

Cc: Bay Area CMA Executive Directors  
Steve Heminger, MTC Executive Director  
Ezra Rapport, ABAG Executive Director  
Ken Kirkey, MTC Planning Director

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY**

**NOTICE OF INTENT TO ADOPT A NEGATIVE DECLARATION FOR AND PUBLIC COMMENT NOTICE ON A  
PROPOSED UPDATE OF THE AIRPORT LAND USE COMPATIBILITY PLAN (ALUCP)  
FOR THE ENVIRONS OF HALF MOON BAY AIRPORT**

**Lead Agency:** The City/County Association of Governments of San Mateo County (C/CAG), acting in its capacity as the Airport Land Use Commission for the County of San Mateo, intends to adopt a Negative Declaration, prepared pursuant to the California Environmental Quality Act (CEQA), for the proposed Airport Land Use Compatibility Plan for the Environs of Half Moon Bay Airport (the ALUCP or proposed project).

**Project Description and Location:** The proposed ALUCP is a state mandated plan to promote compatibility between Half Moon Bay Airport (Airport) and future land uses and development in the Airport environs. The ALUCP includes land use compatibility policies and criteria to address aircraft noise impacts, runway end safety zones, and height of structures/airspace protection. The content of the ALUCP is guided by relevant provisions in the California Airport Land Use Planning Handbook and other state and federal regulations and criteria. The proposed ALUCP does not change airport operations or facilitate future airport expansion.

The geographic scope of the ALUCP update includes a proposed Airport Influence Area (AIA). The Airport Influence Area defines a boundary for airport land use compatibility policy implementation. The boundary includes a small portion of the City of Half Moon Bay and unincorporated San Mateo County including all or portions of Montara, Moss Beach, El Granada and Princeton by the Sea. Within the Airport Influence Area, local land use agencies would be required to submit proposed general plan amendments, specific plans, and zoning ordinances and amendments to C/CAG, in its role as the Airport Land Use Commission, for determinations of consistency with the ALUCP. The AIA boundary will be established by the C/CAG Board after hearing and consultation with the involved agencies, consistent with the requirements of Section 21675(c) of the California Public Utilities Code.

**Public Review and Comment Period Extended:** The Initial Study and Negative Declaration is available for additional public review and the comment period begins on August 20, 2014 and ends on Wednesday, September 10, 2014. Written comments must be received by mail, facsimile, or email no later than 5:00 p.m. on Wednesday September 10, 2014. Please direct all comments to:

Tom Madalena  
City/County Association of Governments of San Mateo County  
555 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063  
Fax: 650-361-8227  
Email: [tmadalena@smcgov.org](mailto:tmadalena@smcgov.org)

**Document Availability:** Copies of the Initial Study, Negative Declaration, and the Draft Final Airport Land Use Compatibility Plan will be available during normal business hours (8:30 a.m. to 5:00 p.m., Monday -Friday) at C/CAG's offices located on the 4<sup>th</sup> Floor of the County office building at 555 County Center, Redwood City, CA 94063). These documents will also be available online at: [www.ccag.ca.gov](http://www.ccag.ca.gov) or <http://halfmoonbayalucp.airportstudy.com/>.

**Public meetings:**

The C/CAG Airport Land Use Committee (ALUC) will hold a public meeting on the proposed Initial Study, Negative Declaration, and Draft Final ALUCP on Thursday September 25, 2014, 4:00 p.m., at the following location:

Burlingame City Hall  
501 Primrose Road, Council Chambers  
Burlingame, CA 94010

The C/CAG Board will hold a public meeting for the final adoption of the proposed Initial Study, Negative Declaration, and Final ALUCP on October 9, 2014, 6:30 p.m., at the following location:

San Mateo County Transit District Office  
1250 San Carlos Avenue, Second Floor Auditorium  
San Carlos, CA 94070

No action or proceeding may be brought under CEQA to challenge C/CAG's adoption of the proposed Negative Declaration, or its approval of the proposed project, unless the alleged grounds for noncompliance were presented to C/CAG either orally or in writing by any person during the public comment period or prior to filing of the notice of determination.