

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

C/CAG BOARD MEETING NOTICE

Meeting No. 300

- DATE:** Thursday, July13, 2017
- 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>

- 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 Receive a presentation on the Silicon Valley Competitiveness and Innovation Project.
 - 4.2 Receive a presentation on the San Mateo County Sea Level Rise Vulnerability Assessment.
- 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. 299 dated June 8, 2017. ACTION p. 1

- 5.2 Receive copy of agreement(s) executed by the C/CAG Chair or Executive Director consistent with C/CAG Procurement Policy:
- 5.2.1 Receive a copy of amended Task Order URD-01, issued to Urban Rain Design for technical support to the Countywide Water Pollution Prevention Program, extending the term through December 31, 2017 at no additional cost, as executed by the Executive Director consistent with the C/CAG Procurement Policy. ACTION p. 7
 - 5.2.2 Receive a copy of amended Task Order EOA-04, issued to EOA, Inc. for technical support to the Countywide Water Pollution Prevention Program, extending the term through December 31, 2017 at no additional cost, as executed by the Executive Director consistent with the C/CAG Procurement Policy. ACTION p. 10
 - 5.2.3 Receive a copy of Amendment No. 1 to the agreement with Gray Bowen Scott for on-call consultant services for Federal Aid related project coordination services extending the term through December 31, 2017 at no additional cost, as executed by the Executive Director consistent with the C/CAG Procurement Policy. ACTION p. 12
- 5.3 Review and approval of Resolution 17-31 authorizing the Safe Routes to School and Green Streets Infrastructure Pilot Program, its funding guidelines, and Call for Projects. ACTION p. 16
- 5.4 Review and approval of Resolution 17-32, authorizing the C/CAG Chair to execute a three-year agreement with Gray Bowen Scott for on-call consultant services for Federal and State funded project coordination and grant administration, and further authorizing the C/CAG Executive Director to negotiate and issue task orders under said agreement in an amount not to exceed \$400,000 for fiscal years 2017-18 through 2019-20. ACTION p. 45
- 5.5 Review and authorize the C/CAG Chair to execute the updated final Master Funding Agreement between C/CAG and MTC for Planning, Programming, Transportation, Transit, Land Use or Other Projects for Fiscal Year 2017/18 through Fiscal Year 2027/28, per C/CAG Resolution 17-13. ACTION p. 48
- 5.6 Review and approval of Resolution 17-33 authorize the C/CAG Chair to execute the updated final Supplement No. 1 to Master Funding Agreement between C/CAG and MTC for Planning, Programming, Transportation, Transit, Land Use or Other Projects for \$3,822,000 from 7/1/2017 to 6/30/2023, and further authorizing the C/CAG Executive Director to execute future Supplements. ACTION p. 49
- 5.7 Review and approval of Resolution 17-34 authorizing the C/CAG Executive Director to execute Amendment No. 1 to the Model Use Agreements between C/CAG and six consulting firms for use of the C/CAG-VTA San Mateo Countywide Transportation Model for a three-year time extension with no additional cost. ACTION p. 52
- 5.8 Review and approval of Resolution 17-35 authorizing the C/CAG Chair to execute Amendment No. 1 to the Program Manager Funding Agreement with the Bay Area Air Quality Management District (BAAQMD) for the Fiscal Year 2016/17 Transportation Fund for Clean Air (TFCA) (40%) Program for San Mateo County. ACTION p. 57

- 5.9 Review and approve the appointment of Councilmember Emily Beach (City of Burlingame) to the Bicycle and Pedestrian Advisory Committee (BPAC) to fill one vacant elected official seat.
ACTION p. 60
- 5.10 Review and approval of Resolution 17-37 authorizing the C/CAG Chair to execute a two-year funding agreement with Joint Venture Silicon Valley to support the Index of Silicon Valley and for Joint Venture Silicon Valley to provide support to San Mateo County and Cities in meeting their sustainability goals and mobility improvement, for an amount not to exceed \$75,000 for fiscal years 2017/18 and 2018/19.
ACTION p. 64
- 5.11 Review and endorse the Regional Measure 3 San Mateo County candidate project list.
ACTION p. 66
- 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. 69
- 6.2 Review and approval of Resolution 17-36 authorizing the C/CAG Countywide Carpooling Incentives Pilot Program for up to \$1,000,000, and execution of individual agreements with Scoop and Google.
ACTION p. 75
- 6.3 Receive an update and provide input on follow-up activities for the formation of a Working Group for the implementation phase of the San Mateo Countywide Transportation Plan 2040.
ACTION p. 80
- 7.0 COMMITTEE REPORTS
- 7.1 Committee Reports (oral reports)
- 7.2 Chairperson's Report
- 7.3 Board Members Report/ Communication
- 8.0 EXECUTIVE DIRECTOR'S REPORT
- 9.0 COMMUNICATIONS - Information Only
- 10.0 ADJOURNMENT

Next scheduled meeting September 14, 2017

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 Mima Guilles 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: Mima Guilles 650 599-1406

MEETINGS

July 13, 2017	C/CAG Board – SamTrans, 2nd Flr Auditorium – 6:30 p.m.
July 13, 2017	Legislative Committee - SamTrans 2nd Floor Auditorium – 5:30 p.m.
July 27, 2017	Airport Land Use Committee – 501 Primrose Road, Burlingame, CA – Council Chambers 4p.m.
August 16, 2017	RMCP Committee – 155 Bovet Rd, 1st Flr Conference Rm, San Mateo – 2 p.m – 4 p.m.
August 17, 2017	CMP Technical Advisory Committee – SamTrans, 2nd Floor Auditorium – 1:15 p.m. – 3 p.m.
August 17, 2017	Stormwater Committee – SamTrans, 2nd Flr Auditorium – 2:30 p.m.
August 28, 2017	Administrators’ Advisory Committee – 555 County Center, 5th Flr, Redwood City – 12 p.m.
August 28, 2017	CMEQ Committee – San Mateo City Hall – Conference Rm C – 3 p.m. – 5 p.m.

C/CAG

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BOARD MEETING MINUTES

Meeting No. 299
June 8, 2017

1.0 CALL TO ORDER/ROLL CALL

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

Atherton	– Elizabeth Lewis
Belmont	– Doug Kim
Brisbane	– Cliff Lentz
Burlingame	– Ricardo Ortiz
Daly City	– Judith Christensen
East Palo Alto	– Lisa Gauthier (arrive 6:33 p.m.)
Half Moon Bay	– Debbie Ruddock
Hillsborough	– Marie Chuang
Millbrae	– Gina Papan
Pacifica	– Mike O’Neill
Portola Valley	– Maryann Moise Derwin
Redwood City	– Alicia Aguirre
San Bruno	– Irene O’Connell
San Carlos	– Mark Olbert
San Mateo	– Diane Papan
South San Francisco	– Karyl Matsumoto
SamTrans & TA	– Karyl Matsumoto

Absent:
Colma
Foster City
Menlo Park
San Mateo County
Woodside

Others:	
Sandy Wong	– C/CAG Executive Director
Nirit Eriksson	– C/CAG Legal Counsel
Mima Guilles	– C/CAG Staff
Jean Higaki	– C/CAG Staff
Matt Fabry	– C/CAG Staff
John Hoang	– C/CAG Staff
Jeff Lacap	– C/CAG Staff

- Eliza Yu – C/CAG Staff
- Reid Bogert – C/CAG Staff
- Josh Abram – Baird + Driskell
- John Ford – Commute.org
- Adina Levin – Friends of Caltrain
- Theresa Vallez-Kelly – Safe Route to School

3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

Adina Levin of Friends of Caltrain, commented on 101 manage lane project.

4.0 PRESENTATIONS/ ANNOUNCEMENTS

- 4.1 Receive a presentation and update from John Ford, Executive Director of Commute.Org. on Your Commute Counts.

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.

Board Member Lewis MOVED approval of Items 5.1, 5.2, 5.3, 5.4.1, 5.4.2, 5.4.3, 5.4.4, 5.5.1, 5.7, 5.9, 5.10 and 5.11. Board Member Ortiz SECONDED. **MOTION CARRIED 15-0-0** Board Member Kim RECUSED

- 5.1 Approval of the minutes of regular business meeting No. 298 dated May 9, 2017. APPROVED
- 5.2 Review and approve Resolution 17-17 authorizing the C/CAG Chair to execute Amendment Number 3 to the funding agreement with the Bay Area Water Supply and Conservation Agency, extending the term through June 30, 2018 for no additional cost and adding the City of San Mateo as a participating agency for rain barrel rebates in San Mateo County. APPROVED
- 5.3 Review and approval of Resolution 17-18 authorizing the C/CAG Chair to execute an agreement between the C/CAG and Commute.org in the amount of \$510,000 from the Congestion Relief Plan to provide the Countywide Voluntary Trip Reduction Program for Fiscal Year 2017/2018. APPROVED
- 5.4 Fiscal Year 2017/18 Transportation Fund for Clean Air (TFCA)(40%) Program for San Mateo County.
 - 5.4.1 Review and approval of Resolution 17-19 authorizing the C/CAG Chair to execute the Program Manager Funding Agreement with the Bay Area Air Quality Management District (BAAQMD) for the Fiscal Year 2017/18 Transportation Fund for Clean Air (TFCA) (40%) Program for San Mateo County for an amount up to \$1,543,654. APPROVED
 - 5.4.2 Review and approval of Resolution 17-20 authorizing the C/CAG Chair to execute a Funding Agreement between C/CAG and the San Mateo County Transit District (SamTrans) in the amount of \$110,000 under the Fiscal Year 2017/18 Transportation Fund for Clean Air (TFCA)

Program for the BART Shuttle Program.

APPROVED

5.4.3 Review and approval of Resolution 17-21 authorizing the C/CAG Chair to execute a Funding Agreement between C/CAG and the San Mateo County Transit District (SamTrans) in the amount of \$79,000 under the Fiscal Year 2017/18 Transportation Fund for Clean Air (TFCA) Program for the Traffic Signal Prioritization for Buses on El Camino Real Project.

APPROVED

5.4.4 Review and approval of Resolution 17-22 authorizing the C/CAG Chair to execute a Funding Agreement between C/CAG and Commute.org in the amount of \$600,000 under the Fiscal Year 2017/18 Transportation Fund for Clean Air (TFCA) Program to provide the Countywide Voluntary Trip Reduction Program.

APPROVED

5.5 Agreements between C/CAG and the Metropolitan Transportation Commission (MTC) for Planning, Programming, Transportation, Transit, Land Use or Other Projects.

5.5.1 Review and approval of Resolution 17-13 authorizing the C/CAG Chair to execute the Master Funding Agreement between C/CAG and MTC for Planning, Programming, Transportation, Transit, Land Use or Other Projects for Fiscal Year 2017/18 through Fiscal Year 2027/28.

APPROVED

5.7 Review and approval of Resolution 17-25 authorizing the C/CAG Chair to execute Amendment No. 5 to the agreement between C/CAG and the City of San Carlos to provide financial services to C/CAG for an amount not to exceed \$85,000 for Fiscal Year 2017/18.

APPROVED

5.9 Review and approval of Resolution 17-26 authorizing the prefunding of other post-employment benefits (OPEB) through the California Employers' Retiree Benefit Trust Program (CERBT) of CalPERS in an amount of \$25,000 for Fiscal Year 2016/17.

APPROVED

5.10 Review and approval of Resolution 17-27 authorizing the filing of an application for funding assigned to the Metropolitan Transportation Commission and committing any necessary matching funds and stating the assurance to complete the San Mateo County Safe Routes to School Project for the One Bay Area Grant Program 2 (OBAG2).

APPROVED

5.11 Review and approval of Resolution 17-28 authorizing the C/CAG Chair to execute Amendment No. 2 to the Agreement with the San Mateo County Superintendent of Schools for a time extension only, at no additional cost, to manage the San Mateo County Safe Routes to School Program through December 31, 2017.

APPROVED

Items 5.5.2, 5.6, and 5.8 were removed from the Consent Calendar.

5.5.2 Review and approval of Resolution 17-23 authorizing the C/CAG Chair to execute Supplement No. 1 to Master Funding Agreement between C/CAG and MTC for Planning, Programming, Transportation, Transit, Land Use or Other Projects for \$3,822,000 from 7/1/2017 to 6/30/2022, and further authorizing the C/CAG Executive Director to execute future Supplement(s) to said Master Funding Agreement.

APPROVED

Board Member O'Connell (San Bruno) MOVED to approve item 5.5.2. Board Member Christensen SECONDED. **MOTION CARRIED 15-0-0.** Board Member Kim RECUSED.

- 5.6 Review and accept the City/County Association of Governments of San Mateo County, Proposition 1B Audit Final Report. APPROVED

Board Member Chuang MOVED to approve item 5.6. Board Member O'Connell (San Bruno) SECONDED. **MOTION CARRIED 15-0-0.** Board Member Kim RECUSED.

- 5.8 Review and approval of the Finance Committee's recommendation of no change to the C/CAG investment portfolio and accept the Quarterly Investment Report as of March 31, 2017. APPROVED

Board Member Chuang MOVED to approve item 5.8. Board Member Gauthier SECONDED. **MOTION CARRIED 15-0-0.** Board Member Kim RECUSED.

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

Jean Higaki gave a brief update of the legislative issues discussed at the Legislative Committee, which included: transportation trailer bills for SB 1, efforts to repeal SB 1 that are taking place around the state, SB 1 program guidelines that are being developed by the California Transportation Commission, and discussions in Sacramento associated with Regional Measure 3 (RM3).

Board Member O'Connell (San Bruno) MOVED approval of a letter of support SB 595 "in concept." Board Member Lentz SECONDED. **MOTION CARRIED 15-1-0.** G. Papan (Millbrae) OPPOSED

- 6.2 Review and approve Resolution 17-29 authorizing the C/CAG Executive Director to negotiate final scopes of work and execute Task Orders with Eisenberg, Olivieri, and Associates, Inc., Larry Walker & Associates, and S. Groner Associates in amounts not to exceed \$1,685,861, \$557,500, and \$325,000, respectively, for technical support services to the Countywide Water Pollution Program for Fiscal Year 2017/18. APPROVED

The C/CAG Board received a presentation from Matt Fabry, Stormwater Program Manager on Resolution 17-29 authorizing the C/CAG Executive Director to negotiate final scopes of work and execute Task Orders for the technical consultants for the services to the Countywide Water Pollution Program.

Board Member Olbert MOVED approval of Item 6.2. Board Member Ruddock SECONDED. **MOTION CARRIED 16-0-0.**

- 6.3 Review and approval of Resolution 17-24 authorizing the C/CAG Chair to execute a Cooperative Agreement between C/CAG and County of San Mateo Department of Housing for Joint Workplan for Housing-Related Activities for Fiscal Year 2017/18 in an amount not to exceed \$87,500, and receive a presentation on program performance. APPROVED

The C/CAG Board received a presentation from Josh Abram, Baird + Driskell, on 21 Elements.

Board Member O'Connell (San Bruno) MOVED approval of Item 6.3. Board Member Gauthier SECONDED. **MOTION CARRIED 16-0-0.**

- 6.4 Review and approval of Resolution 17-30 adopting the C/CAG Fiscal Year 2017/18 Program Budget and Member Fees (*Special Voting Procedures Apply*). APPROVED

Board Member Olbert MOVED approval of Item 6.4. Board Member Lewis SECONDED.
A Special Voting Procedure was taken by roll call. **MOTION CARRIED 16-0-0.**

7.0 COMMITTEE REPORTS

7.1 Committee Reports (oral reports)

7.2 Chairperson's Report

7.3 Board Members Report/ Communication

8.0 EXECUTIVE DIRECTOR'S REPORT

Sandy Wong, Executive Director of C/CAG, reported on the public meetings for the SM 101 Managed Lanes project.

9.0 COMMUNICATIONS - Information Only

9.1 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to The Honorable Jim Beall, Chair, Senate Transportation and Housing Committee, dated 5/24/17. RE: Passage of SB 1 – Transportation Funding Bill

9.2 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to Assembly Member Marc Berman, dated 5/24/17. RE: Passage of SB 1 – Transportation Funding Bill

9.3 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to The Honorable Jerry Brown, Governor, State of California, dated 5/24/17. RE: Passage of SB 1 – Transportation Funding Bill

9.4 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to The Honorable Jim Frazier, Chair, Assembly Transportation Committee, dated 5/24/17. RE: Passage of SB 1 – Transportation Funding Bill

9.5 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to Senator Jerry Hill, dated 5/24/17. RE: Passage of SB 1 – Transportation Funding Bill

9.6 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to Mr. Brian Kelly, dated 5/24/17. RE: Passage of SB 1 – Transportation Funding Bill

9.7 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to The Honorable Kevin Mullin, Speaker Pro Tempore, California State Assembly, dated 5/24/17. RE: Passage of SB 1 – Transportation Funding Bill

9.8 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to Senator Josh Newman, dated 5/24/17. RE: Passage of SB 1 – Transportation Funding Bill

9.9 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to Assembly Member

Phil Ting, dated 5/24/17. RE: Passage of SB 1 – Transportation Funding Bill

9.10 Letter from Alicia Aguirre, Chair, City/County Association of Governments, to Senator Scott Wiener, dated 5/24/17. RE: Passage of SB 1 – Transportation Funding Bill

10.0 ADJOURNMENT

Next scheduled meeting July 13, 2017

C/CAG AGENDA REPORT

Date: July 13, 2017

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

From: Sandy Wong, Executive Director

Subject: Receive a copy of amended Task Order URD-01, issued to Urban Rain Design for technical support to the Countywide Water Pollution Prevention Program, extending the term through December 31, 2017 at no additional cost, as executed by the Executive Director consistent with the C/CAG Procurement Policy.

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

RECOMMENDATION

Receive a copy of amended Task Order URD-01, issued to Urban Rain Design for technical support to the Countywide Water Pollution Prevention Program, extending the term through December 31, 2017 at no additional cost, as executed by the Executive Director consistent with the C/CAG Procurement Policy.

FISCAL IMPACT

None

SOURCE OF FUNDS

NA

BACKGROUND

In October 2016, C/CAG approved Resolution 16-35, authorizing the Executive Director to issue Task Order URD-01 to Urban Rain Design to provide technical support to the Countywide Water Pollution Prevention Program. Urban Rain Design is supporting the Countywide Program and C/CAG's member agencies in relation to the green infrastructure planning requirements included in the Municipal Regional Permit issued by the Regional Water Quality Control Board. Specifically, Urban Rain Design is developing two guidebooks, one focused on green infrastructure applications on buildings and sites and one focused on operations and maintenance of green infrastructure systems. C/CAG is also working with another consultant, Community Design and Architecture, to develop additional guidance related to green infrastructure in public rights-of-way. C/CAG staff, in consultation with Urban Rain Design and Community Design and Architecture, is coordinating those efforts to create a suite of green infrastructure guidance documents to help member agencies comply with the green infrastructure planning requirements in the permit. Coordination on these two originally separate efforts has necessitated a longer

time frame for developing the documents. As such, the Executive Director amended Task Order URD-01 to extend the timeframe for performing the work through calendar year 2017, at no additional cost.

ATTACHMENTS

1. Amended Task Order URD-01

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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AMENDED TASK ORDER FORM

(Amendments Underlined)

Start Date: October 14, 2016

Consultant Name: Urban Rain|Design

Contract: Countywide Water Pollution Prevention Program Technical Support

Task Order No.: URD-01

Task Order Name: Municipal Stormwater NPDES Permit Compliance Assistance

Scope of Work: Green Infrastructure Support: 1) Building and Private Site Green Infrastructure Design Guidebook, and 2) Operations and Maintenance Guidelines for Green Infrastructure Projects in San Mateo County. See attached scope of work.

Deliverables: See attached scope of work

Budgeted Cost: Per attached Fiscal Year 2016-17 scope of work, not to exceed \$86,745

Completion Date: December 31, 2017

The parties indicated herein agree to execute this amendment to the Task Order per the underlined scope change indicated above. No payment will be made for any work performed prior to the start date of this Task Order. Unless otherwise indicated, receipt of this executed Task Order is your Notice to Proceed with the work specified herein.

C/CAG

Urban Rain|Design


Sandy Wong, Executive Director

7-5-17
Date

Date

C/CAG AGENDA REPORT

Date: July 13, 2017

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

From: Sandy Wong, Executive Director

Subject: Receive a copy of amended Task Order EOA-04, issued to EOA, Inc. for technical support to the Countywide Water Pollution Prevention Program, extending the term through December 31, 2017 at no additional cost, as executed by the Executive Director consistent with the C/CAG Procurement Policy.

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

RECOMMENDATION

Receive a copy of amended Task Order EOA-04, issued to EOA, Inc. for technical support to the Countywide Water Pollution Prevention Program, extending the term through December 31, 2017 at no additional cost, as executed by the Executive Director consistent with the C/CAG Procurement Policy.

FISCAL IMPACT

None

SOURCE OF FUNDS

NA

BACKGROUND

In June 2016, C/CAG approved Resolution 16-16, authorizing the Executive Director to execute Task Order EOA-04 with EOA, Inc. to provide technical support to the Countywide Water Pollution Prevention Program (Countywide Program) during Fiscal Year 2016-17. Included in EOA's scope is development and submittal of the Countywide Program's 2016-17 annual report and performing countywide water quality monitoring as required by the Regional Water Quality Control Board's Municipal Regional Permit. The Annual Report is due September 30, 2017 and the water quality monitoring, which is for Water Year 2017 (October 1, 2016 through September 30, 2017), requires additional field sampling, laboratory analysis, and quality assurance efforts in the first half of the 2017-18 fiscal year. As such, the Executive Director extended Task Order EOA-04 through the end of 2017, at no additional cost, to allow EOA to complete these tasks. The C/CAG Board approved Resolution 17-29 in June 2017, authorizing separate, multi-year task orders for water quality monitoring, which will avoid this issue in the future.

ATTACHMENTS

1. Amended Task Order EOA-04

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

AMENDED TASK ORDER FORM

(Amendments Underlined)

Date/Start Date: July 1, 2016

Consultant Name: EOA, Inc.

Contract: Countywide Water Pollution Prevention Program Technical Support – On-Call Contracts

Task Order No.: EOA-04

Task Order Name: Municipal Stormwater NPDES Permit Compliance Assistance

Scope of Work: General Technical Support, Subcommittee Support, Training, Annual Reporting, Trash, Mercury & PCBs. See attached scope of work

Deliverables: See attached scope of work


Budgeted Cost: Per attached Fiscal Year 2016-17 scope of work, not to exceed \$1,376,257

Completion Date: December 31, 2017

The parties indicated herein agree to execute this amendment to the Task Order per the underlined scope change indicated above. No payment will be made for any work performed prior to the execution of this Task Order. Unless otherwise indicated, receipt of this executed Task Order is your Notice to Proceed with the work specified herein.

C/CAG

EOA, Inc.


Sandy Wong
Executive Director

7-5-17
Date

Date

C/CAG AGENDA REPORT

Date: July 13, 2017

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

From: Sandy Wong, C/CAG Executive Director

Subject: Receive a copy of Amendment No. 1 to the agreement with Gray Bowen Scott for on-call consultant services for Federal Aid related project coordination services extending the term through December 31, 2017 at no additional cost, as executed by the Executive Director consistent with the C/CAG Procurement Policy.

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

RECOMMENDATION

That the C/CAG Board receives a copy of Amendment No. 1 to the agreement with Gray Bowen Scott for on-call consultant services for Federal Aid related project coordination services extending the term through December 31, 2017 at no additional cost, as executed by the Executive Director consistent with the C/CAG Procurement Policy.

FISCAL IMPACT

This amendment is for additional time only.

SOURCE OF FUNDS

Funding will come from C/CAGs allocated share of the Metropolitan Transportation Commission (MTC) planning and programming funds, from State Transportation Improvement Program Planning Programming and Monitoring (STIP PPM) funds, and C/CAG member contributions.

BACKGROUND

C/CAG, acting as the county congestion management agency (CMA) is the MTC delegated agency responsible for the planning, project selection, programming, and monitoring of certain County's share of federal and state transportation funding.

The purpose of retaining on-call consultants is to assist staff with the performance of CMA delegated responsibilities.

On June 14, 2012 the C/CAG Board approved a two year on-call contract for project coordination services with Advance Project Delivery Inc. and CSG Consultants, Inc., expiring on June 15, 2014. On August 14, 2014 the Board approved a time only extension to June 30, 2015. In July 2015, staff initiated a new procurement process and on August 13, 2015, the C/CAG Board approved a two year contract with Gray Bowen Scott and with CSG Consultants, Inc. The current contracts for services expire on August 20, 2017.

On June 5, 2017, C/CAG conducted another request for proposals for On-Call Federal Aid and State Funded Project Coordination Services and Grant Administration. Gray Bowen Scott was the selected consulting firm and a draft contract has been developed. Since, FHWA and Caltrans must approve the contract prior to execution, approval of a time only extension is needed until approval for a new contract is obtained. Staff is estimating that the approval process can be obtained by the end of 2017.

As of June 26, 2017, there is approximately \$85,000 left on the contract, which is adequate to fund the proposed extended time. Per C/CAG adopted procurement policy, the Executive Director may approve up to one year time extension of a contract if there is no change the contract amount

ATTACHMENTS

1. Amendment No. 1 to the agreement with Gray Bowen Scott for on-call consultant services for Federal Aid related project coordination services

**AMENDMENT NO. 1 TO THE AGREEMENT
BETWEEN THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF
SAN MATEO COUNTY AND GRAY BOWEN SCOTT FOR ON CALL FEDERAL AID
RELATED PROJECT COORDINATION SERVICES**

This Amendment No. 1 to the Agreement between the City/County Association of Governments of San Mateo County and Gray Bowen Scott (“Amendment”) 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 Gray Bowen Scott (“Consultant”), called out as “LOCAL AGENCY” and “CONSULTANT” in the Agreement. C/CAG and Consultant shall be known as the Parties.

WITNESSETH

WHEREAS, at its August 13, 2015 meeting, C/CAG approved the Agreement between the City/County Association of Governments of San Mateo County and Gray Bowen Scott (“Agreement”); and

WHEREAS, the Agreement provides that CONSULTANT will provide on call project coordination services (“Services”) as needed to assist staff with CMA delegated responsibilities and the delivery of programs and projects that utilize federal and/ or state funds received by the County; and

WHEREAS, C/CAG has determined that continued Services are required beyond the contract termination date of August 20, 2017; and

WHEREAS, C/CAG has followed a procurement process in June 2017 and selected Gray Bowen Scott for Federal and State funded project coordination and grant administration; and

WHEREAS, Federal Highway Administration (FHWA) and Caltrans approvals are required in order to execute a new contract for the proposed services; and

WHEREAS, it is anticipated the Federal Highway Administration (FHWA) and Caltrans approval will be obtained by December 31, 2017; and

WHEREAS, C/CAG has determined that adequate funds remain on the contract and no additional cost is needed to continue Services; and

WHEREAS, C/CAG has estimated an additional six (6) month time extension is needed to provide Services under the Agreement while obtaining FHWA approval of the new contract mentioned above; and

WHEREAS, the Consultant has reviewed and accepted this Amendment.

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

1. Article IV Performance Period shall be amended as follows (additions in *italics*, deletions in ~~strikethrough~~):
 - A. This contract shall go into effect on August 21, 2015, contingent upon approval by LOCAL AGENCY, and CONSULTANT shall commence work after notification to proceed by LOCAL AGENCY'S Contract Administrator. The contract shall end on ~~August 20, 2017~~ *December 31, 2017*, unless extended by contract amendment.
2. Full Force and Effect. All other provisions of the Agreement shall remain in full force and effect.
3. Effective Date. This Amendment shall take effect upon signature by both Parties.

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

Gray Bowen Scott (Consultant)

By: 
Leo Scott

Date: 6/28/17

City/County Association of Governments (C/CAG)

By: 
Sandy Wong, Executive Director

Date: 7-5-17

C/CAG Legal Counsel

By: 

C/CAG AGENDA REPORT

Date: July 13, 2017

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 17-31 authorizing the Safe Routes to School and Green Streets Infrastructure Pilot Program, Funding Guidelines, and Call for Projects.

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

RECOMMENDATION

For the C/CAG Board of Directors to review and approve Resolution 17-31 authorizing the Safe Routes to School and Green Streets Infrastructure Pilot Program, Funding Guidelines, and Call for Projects.

FISCAL IMPACT

Up to \$2 million.

SOURCE OF FUNDS

Funded in equal parts by local \$4 vehicle license fees (AB 1546) designated for regional stormwater pollution prevention programs and \$10 vehicle license fees (Measure M) designated for Safe Routes to School programs.

BACKGROUND

C/CAG staff is recommending Board approval of a Safe Routes to School and Green Streets Infrastructure Pilot Program (Pilot Program) to distribute up to \$2 million via a call for projects for integrated Safe Routes to School and stormwater pollution prevention projects. The purpose of the Pilot Program is to demonstrate an integrated approach to building infrastructure that makes it safer for walking and biking to school while simultaneously capturing and cleaning stormwater runoff. Specifically, the Pilot Program is intended to fund countywide improvements at intersections and mid-block crossings near schools.

The funds being used for the Pilot Program include \$1 million from the \$10 vehicle registration fee slated for the Safe Routes to Schools (SRTS) program and \$1 million from the \$4 vehicle registration fee slated for countywide stormwater pollution prevention programs, including the Sustainable, Green Streets and Parking Lots program.

The SRTS program focuses on efforts to enable children to walk and bike to school safely, while the Sustainable, Green Streets and Parking Lots program focuses on efforts to reduce vehicle- and transportation infrastructure-related pollution. The former is achieved through both non-structural efforts (e.g., education, encouragement, and enforcement) and engineering solutions that increase roadway and intersection safety, including through bicycle and pedestrian improvements. The latter can be achieved through improvements that help reduce vehicle trips and the associated pollutants (such as through improvements that support walking, biking, or transit), as well as by utilizing natural systems (i.e., “green infrastructure”) to capture and treat stormwater runoff.

The Pilot Program integrates these two programs by funding projects that implement pedestrian improvements at intersections and mid-block crossings and integrate green infrastructure for stormwater management.

DISCUSSION

C/CAG staff developed a Call for Projects for the Pilot Program intended to fund integrated improvements within the public right-of-way that increase safety for children walking and biking to school, while also improving water quality and increasing urban greening. A primary goal of the Pilot Program is to demonstrate that green infrastructure and pedestrian improvements can be cost-effectively integrated to increase safety and achieve stormwater goals for C/CAG’s member agencies. The Pilot Program is intended to fund combinations of stormwater curb extensions and pedestrian bulbouts/curb ramps with crossings/striping/signals at intersections or mid-block crossings near schools.

C/CAG will provide up to \$2 million of local vehicle registration fees designated for SRTS and stormwater pollution prevention to fund the Pilot Program. The Pilot Program is designed to provide grant funds with equal shares of SRTS and stormwater funds; as such, proposed projects must include balanced combinations of SRTS and stormwater features, with a goal of equal but no more than a 60-40 split between costs under the two program components. Funds are for construction projects and costs only (planning, design, and staff time are not eligible for funding). There is a 15% local cash match requirement.

Funds are available to C/CAG member agencies, and each agency may apply for a minimum of \$100,000 and a maximum of \$250,000 per project, with a two-project application limit per jurisdiction. If applying for funding for two projects, the proposed individual projects should be geographically separate or otherwise functionally distinct. The Pilot Program prioritizes distributing funds to as many member agencies as possible before awarding multiple grants to individual jurisdictions.

Project locations must either be identified in a completed SRTS Walk Audit or existing Comprehensive Bicycle and Pedestrian Plan, and should directly benefit children walking or biking to/from a nearby public or private school. If not identified in a local Walk Audit or Bicycle/Pedestrian Plan, proposed projects should be within ½ mile of a school with reasonable

justification (e.g., accident statistics or other supporting data).

C/CAG and San Mateo County Office of Education staff co-hosted a coordination meeting on May 18, 2017, at which municipal representatives were paired with SRTS coordinators to learn about the planned solicitation and discuss potential project opportunities. In June 2017, C/CAG staff presented the draft Pilot Program and Call for Projects to the Congestion Management Program Technical Advisory Committee, Stormwater Committee, Bicycle and Pedestrian Advisory Committee, and Congestion Management and Environmental Quality Committee for feedback. These committees recommended approval of the Pilot Program with changes, as summarized below:

Committee Feedback	C/CAG Staff Response
Request more flexibility with regard to eligible and ineligible project elements	Made revisions to provide flexibility on project elements within the confines of the overall project goals of integrated SRTS/stormwater improvements at intersections or mid-block crossings
In conjunction with the above comment, allow cities to estimate percentage of project costs in proposals, broken down by SRTS and stormwater	Added an example cost breakdown table to guide project sponsors
Allow up to 40/60 proportions for funding allocated to different elements, recognizing an exact 50/50 split might be challenging	Revised to indicate proposals should be designed to achieve an equal split in costs between SRTS and stormwater components, and will allow up to a 60/40 split in either direction.
Provide more flexibility in regard to requiring a long-term operations and maintenance plan and funding, recognizing city budgets are limited to annual appropriations	Added language to require proposals to identify entities responsible for long-term operations and maintenance and planned funding source instead of submitting an operations and maintenance plan, Awarded funds will be contingent upon long-term maintenance of the project after completion.
Clarify language in eligible project types about applying for a project that is a part of a larger project	Eligible project types has been clarified to allow the proposed project to be a part of a larger project as long as it is clearly scoped and defined in the project application
Try to balance distributing funds to as many agencies as possible, rather than funding multiple projects in one jurisdiction, with avoiding Pilot Program being undersubscribed	Staff will prioritize distribution of funds to as many member agencies for eligible projects as possible. If undersubscribed, C/CAG will consider awarding funds for up to two projects per jurisdiction.
Request the application submittal deadline to be extended to ensure adequate time for cities to apply given potential summer scheduling conflicts	Proposal submittal deadline has been extended by one month.

The tentative SRTS/Green Streets Infrastructure Call for Projects Schedule is as follows:

Event	Date
Call for Projects Issued	Mid-July, 2017
Applicant Workshop	Early August, 2017
Applications Due	October 20, 2017
Selection Panel Reviews Applications	End of October, 2017
C/CAG Committees Review Selection Panel Recommendations	November 2017
C/CAG Board Considers Recommendations	December 14, 2017
Execute Funding Agreements with Project Sponsors for Awarded Projects	April 2018
Construction Complete	October 1, 2019
Final Reimbursement Requests Due	December 31, 2019

ATTACHMENTS

1. Resolution 17-31
2. Draft Safe Routes to School and Green Streets Infrastructure Call for Projects and Funding Guidelines
3. Draft Safe Routes to School and Green Streets Infrastructure Application

RESOLUTION NO. 17-31

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE SAFE ROUTES TO SCHOOL AND GREEN STREETS INFRASTRUCTURE PILOT PROGRAM, FUNDING GUIDELINES, AND CALL FOR PROJECTS

WHEREAS, C/CAG manages the Countywide Water Pollution Prevention Program to support its member agencies in meeting regulatory requirements to reduce pollution discharging from municipal storm drainage systems; and,

WHEREAS, C/CAG manages the Countywide Safe Routes to Schools Program (SRTS) to encourage and enable school children to walk and bicycle safely to school and reduce congestion and emissions caused by school related travel; and,

WHEREAS, in November 2008, C/CAG approved Resolution 08-55 authorizing a \$4 fee on vehicles registered in San Mateo County to be used on congestion management and stormwater pollution prevention programs; and,

WHEREAS, Resolution 08-55 also approved a program of expenditures for the \$4 fee, including the Sustainable, Green Streets and Parking Lots Program, focused on reducing vehicle- and transportation infrastructure-related pollution, which includes efforts to both reduce vehicle trips and the associated pollutants generated and capturing and treating stormwater runoff from roadways and parking lots; and,

WHEREAS, Measure M, the voter-approved \$10 fee on vehicles registered in the county provides 6% of the net fees collected for SRTS; and,

WHEREAS, in May 2016, C/CAG approved Resolution 16-11, adopting the FY 2017-2021 Measure M Implementation Plan, which recommended the Safe Routes to School program funds be coordinated with unspent \$4 vehicle registration fees for stormwater management to focus on integrated infrastructure projects; and,

WHEREAS, C/CAG developed the Safe Routes to School and Green Streets Infrastructure Pilot Program (Pilot Program), which is intended to fund integrated improvements within the public right-of-way that increase safety for children walking and biking to school, while also improving water quality, increasing urban greening, and enhancing the pedestrian environment; and,

WHEREAS, C/CAG developed Funding Guidelines and a Call for Projects for the Pilot Program to distribute \$2 million in vehicle registration fee funds to member agencies for building integrated Safe Routes to Schools and Green Streets Infrastructure Projects; and,

WHEREAS, C/CAG finds the proposed Pilot Program, Funding Guidelines, and Call for Projects

consistent with the intent and requirements of the \$4 and \$10 Vehicle Registration Fee Programs;

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the Safe Routes to School and Green Streets Infrastructure Pilot Program, Funding Guidelines, and Call for Projects are hereby approved.

APPROVED AND ADOPTED THIS 13TH DAY OF JULY, 2017.

Alicia C. Aguirre, Chair



*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*

Safe Routes to School (SRTS) and Green Streets Infrastructure Pilot Program Call for Projects and Funding Guidelines

Background

The City/County Association of Governments of San Mateo County (C/CAG) is a joint powers agency whose members are the County and the 20 cities and towns in San Mateo County. Its primary role is a Congestion Management Agency, but it has also administered the Countywide Water Pollution Prevention Program (Countywide Program) since its inception in the early 1990s, with a primary goal of assisting member agencies in meeting municipal stormwater regulatory mandates.

The San Mateo County Safe Routes to School Program (SRTS) is a partnership between C/CAG and the San Mateo County Office of Education (SMCOE), the goal of which is to encourage and enable school children to walk and bicycle safely to school and reduce congestion and emissions caused by school related travel. The program primarily focuses on non-infrastructure projects and activities to improve health and safety and reduce traffic congestion.

The Countywide Program developed a Sustainable, Green Streets and Parking Lots Program in 2007 to support implementation of programs to reduce vehicle- and transportation infrastructure-related pollution in stormwater runoff. This includes efforts to reduce pollutants coming directly from vehicles (such as through projects that support walking, biking, and transit) and capture, treatment, and infiltration of stormwater using natural landscape systems, or “green infrastructure.”

Project Call

The Safe Routes to School and Green Streets Infrastructure Pilot Program (“Pilot Program”) is intended to fund integrated improvements within the public right-of-way that increase safety for children walking and biking to school, while also improving water quality, increasing urban greening, and enhancing the pedestrian environment. The focus of the Pilot Program is integrated improvements at intersections or mid-block crossings, all within the public right-of-way.

A primary goal of the Pilot Program is to demonstrate that green infrastructure can be cost-effectively integrated with traditional Safe Routes to School infrastructure projects to enhance safety and to achieve stormwater pollutant load reductions for C/CAG’s member agencies, in accordance with the Municipal Regional Stormwater Permit (MRP). C/CAG will provide up to \$2.0 million to fund the Pilot Program through combining equal amounts of funding designated for SRTS and stormwater management. Funding is provided from local vehicle license fees designated for congestion management and pollution prevention. Applicants may submit separate applications for two different projects, but awards will be prioritized to distribute funds to as many jurisdictions as possible, with a maximum grant award of \$250,000 per project. If undersubscribed, C/CAG will consider awarding up to two projects per jurisdiction.

Eligible Applicants

Only local governments (cities, towns, and the County) in San Mateo County are eligible applicants for funding through the program. Although a local agency may choose to collaborate with a school district to design, build, or maintain a proposed project, the applying agency will be responsible for project delivery and ensuring sustained operations and maintenance of installed features.

Eligible Projects

The Pilot Program aims to fund SRTS and stormwater features that provide safety and stormwater treatment at intersections and mid-block crossings. Projects should demonstrate integration of traditional curb extensions, vegetated curb extensions for stormwater treatment (stormwater curb extensions), curb ramps, crosswalks, and associated pedestrian and stormwater improvements.

Projects may be stand-alone improvements at intersections or mid-block crossings, or may be part of a larger capital project. If a proposed project for which funds are being requested is included as a part of a larger project, the project elements need to be scoped and defined to be consistent with the requirements of this call for projects.

Eligible Project Locations

Proposed project locations should have been previously mentioned in a Walk Audit or Comprehensive Bicycle and Pedestrian Plan, and should directly benefit children walking or biking to a public or private school. If not mentioned in a previous Walk Audit or Pedestrian Bike Plan, the proposed project must be within a ½ mile radius of a school and other reasonable justification should be provided, such as accident statistics or other data as to why the particular location is deemed appropriate.

The Pilot Program seeks to fund projects entirely in the public right-of-way; however, proposed projects that occur primarily in the right-of-way, but have minimal connection with school property (e.g., a sidewalk connecting to a curb ramp, bulb-out or stormwater curb extension) and still adhere to the goals of integrating SRTS and green infrastructure, may be considered on a case by case basis.

Individual project locations should be geographically separate or otherwise functionally distinct so as to be designated as individual projects. If applying for funding for two project locations (such as two intersections in close proximity), the local agency should provide sufficient information regarding the designation as separate projects. C/CAG is prioritizing distribution of funds to as many member agencies as possible and will only consider funding multiple projects (two maximum) in a single jurisdiction if there are insufficient qualifying applications from other member agencies.

Eligible Activities

This Pilot Program will fund infrastructure projects only (i.e., planning, outreach, and other non-infrastructure projects are ineligible for funding), and only construction capital costs are eligible for funding. Any staff time and overhead costs are not eligible for reimbursement. See **Funding Details** below for information on match requirements and eligible costs.

Eligible Project Elements

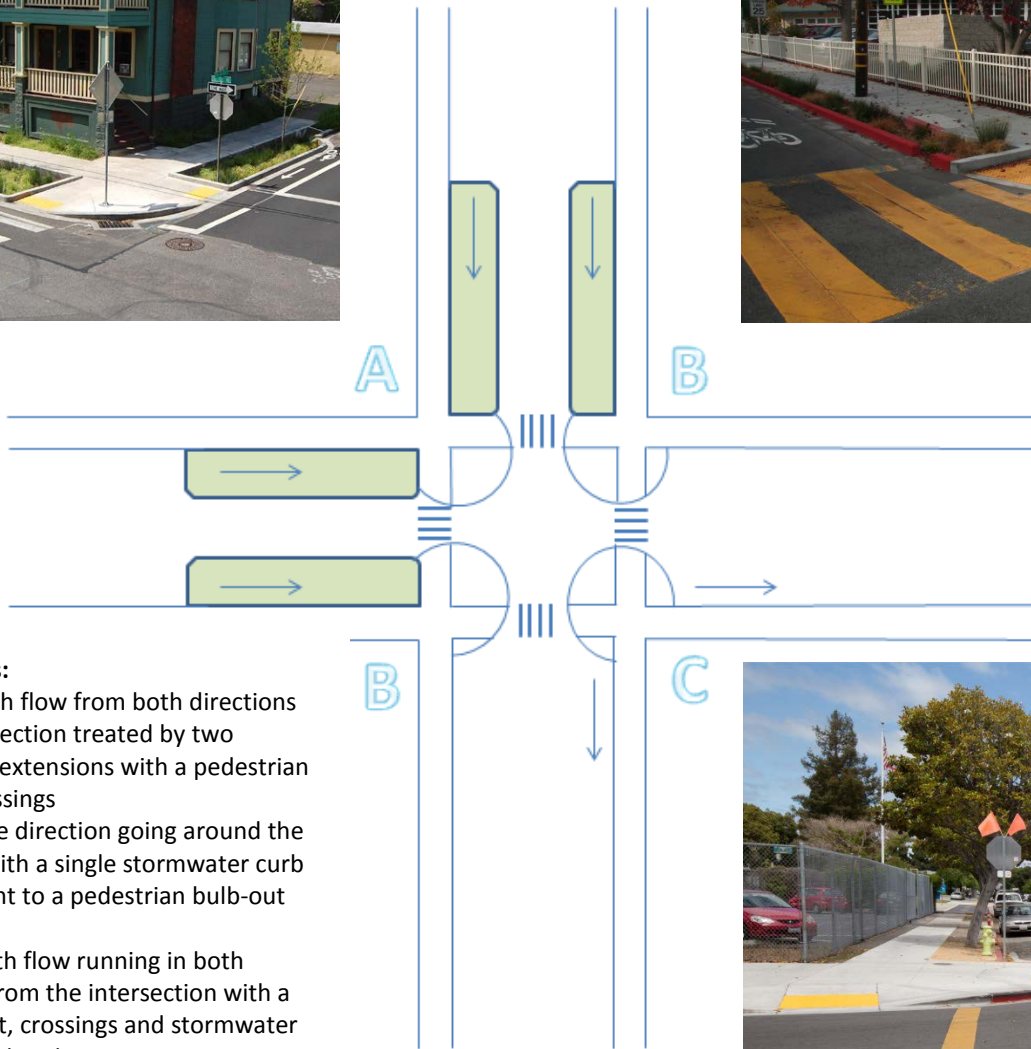
The intention of the Pilot Program is to fund integrated stormwater management and SRTS projects in the right-of-way. Therefore, eligible project elements should include a balanced combination of stormwater and pedestrian enhancements at intersections or mid-block crossings. C/CAG staff has created a series of potential scenarios occurring at a model intersection and mid-block crossing, shown in Figures 1 and 2 below. These scenarios demonstrate the intention of this Pilot Program and should help guide development of project proposals.

Eligible project elements could include:

- Stormwater curb extensions
- Traditional curb extensions
- Pedestrian bulb-outs/curb ramps
- Pedestrian striping/crosswalks
- Lighting
- Rectangular Rapid Flash Beacons
- Illuminated Crosswalks
- Signage
- Interpretive signs

Project elements can include any individual or combination of scenario(s) A-E in Figures 1 and 2. These are generalized conditions and are meant to guide applicants toward identifying eligible project components. Site conditions and intersection retrofits will vary; however, **all proposed projects should demonstrate an equal balance among stormwater and SRTS improvements** using eligible project elements. For example, if an intersection improvement project only includes standard pedestrian bulb-outs (e.g., no stormwater curb extensions, as in scenarios C and E), due to specific site conditions and direction of stormwater flow, an additional scenario would need to be included that manages stormwater (e.g., scenarios A, B, or D). Projects need not be constructed at four-way intersections. The pictures associated with each scenario are examples of what would be considered eligible project designs, and more example projects throughout San Mateo County are provided on the Pilot Program webpage (<http://ccag.ca.gov/opportunities/call-for-projects/>).

Scenarios



Project Scenarios:

A – Low point with flow from both directions toward the intersection treated by two stormwater curb extensions with a pedestrian bulb-out and crossings

B – Flow from one direction going around the corner, treated with a single stormwater curb extension adjacent to a pedestrian bulb-out and crossings

C – High point with flow running in both directions away from the intersection with a standard bulb-out, crossings and stormwater features located elsewhere

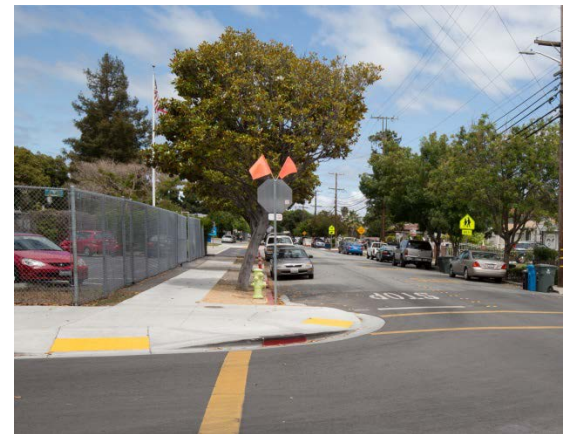
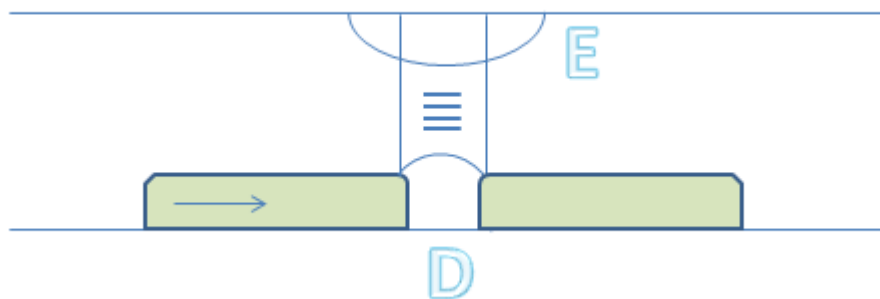


Figure 1. Diagram of eligible project elements at an example four-way intersection



Project Scenarios:

D – Mid-block crossing with stormwater curb extensions on either or both side(s) of crossing

E – Mid-block crossing with a standard bulb-out and stormwater features located elsewhere

Figure 2. Diagram of eligible project elements at an example mid-block crossing

Funding Details

There is a total of up to \$2.0 million dollars available under the current call for projects. Grant funds may only be used to fund capital costs. A minimum of \$100,000 and a maximum of \$250,000 will be awarded per project. Agencies are allowed to submit two separate applications for two distinct projects, but C/CAG is prioritizing distribution of funds to qualifying projects from as many individual member agencies as possible. If there are insufficient qualifying project proposals from separate agencies to use all of the funds, C/CAG will consider awarding grant funds for up to two projects per jurisdiction, for a maximum of up to \$500,000 in requested funds to a single agency. A local cash match of 15 percent of capital costs is required for program eligibility.

This integrated Pilot Program is a cost reimbursement program, and all reimbursements will be made after documentation of the completed project is submitted with invoices. Part of the purpose of the Pilot Program is to determine the relative cost share between SRTS and stormwater elements

of integrated projects. Reimbursement requests (including photo documentation of completed projects) should detail final project construction costs, and provide best estimates of the share of costs split between the two programmatic elements (SRTS and stormwater). Indirect costs, including any staff time, will not be reimbursed. An example cost breakdown table is included in the application and on the Pilot Program webpage (<http://ccag.ca.gov/opportunities/call-for-projects/>).

Local Match

The minimum 15 percent local match will be applied to capital costs, and this amount will be taken off of the top of the capital costs when reimbursements are requested. Therefore, the requested grant amount should account for the required minimum local match amount.

Grant Request = Total Capital Cost - 0.15(Total Capital Cost)

Example of a proposed grant request:

Total Capital Cost = \$250,000

Minimum Local Match = 0.15(\$250,000) = \$37,500

Grant Request = \$250,000 - \$37,500 = **\$212,500**

All projects must finish construction by October 1, 2019, and final invoices for reimbursement must be submitted by December 31, 2019.

Mandatory Application Elements

All submitted project applications must include a complete application form and the following as attachments or included in the application, as appropriate:

1. A letter of support from the participating school district, explaining how the proposed project will leverage existing SRTS programming or other efforts related to improve walking and biking conditions for children to and from school.
2. A map of the project area and existing conditions photos showing the project location, the location of the benefitting school(s), and any relevant land use or transportation information. Also include a walking or biking route map to the school, if applicable. Include documentation that the proposed location is included in a Walk Audit or Pedestrian/Bike Plan or is within a ½ mile of a school with other relevant justification for the appropriateness of the location.
3. A schematic or conceptual design of the proposed SRTS and stormwater infrastructure elements, including the direction of stormwater flow and any relevant street characteristics, such as storm drain infrastructure in the project vicinity. The schematic should also include delineations of drainage areas to and treatment capacities for each stormwater feature. Projects will be awarded full points for achieving the Municipal Regional Permit's Provision C.3.d. sizing criteria for the entire drainage area (including estimates for run-on from adjacent parcels) treated by the proposed stormwater features. At a minimum, the proposed features should be sized to treat the drainage area of the street (crown to curb) draining to the

feature, using the 4% “rule of thumb” (treatment area to drainage area). More detailed sizing calculations are encouraged using the SMCWPPP Provision C.3.d. sizing calculation sheet for combination flow and volume based criteria (link on the SRTS and Green Streets Infrastructure Pilot Program webpage), however, which will help the selection committee review proposed projects and will ensure the facilities are appropriately sized to treat anticipated stormwater flows and volumes.

4. A description of how long-term operations and maintenance for the stormwater features will be provided, including what entity within the municipality will be responsible and how it will be funded. C/CAG will include a requirement for ongoing maintenance as part of the funding agreements issued for the Pilot Program.

*See C.3 Technical Guidance Appendix G for recommended O&M actions and an O&M template to maintain bioretention stormwater features and the C.3 Technical Guidance Appendix A for plant listings and guidance (links on the SRTS and Green Streets Infrastructure Pilot Program webpage),.

5. A scope of work, project budget, and schedule with specific timelines and tasks for expected deliverables. The proposed budget should show the estimated cost breakdown and distribution between the SRTS and green infrastructure components. The actual cost distribution will be reviewed during the reimbursement process, so final construction costs must be submitted with reimbursement requests. Guidance and details are included in the application.

Recommended Project Elements

Project proposals will be awarded more points for including the following as attachments or within the application:

1. Community letters of support.
2. Integration of educational signage in the project design.
3. Projects benefitting schools that are participating in the San Mateo County Safe Routes to School (SRTS) Program. If the school is not participating in SRTS, schools may provide evidence of practicing SRTS initiatives (e.g., established in existing plans, participating in community outreach efforts to educate about walking and biking to school).
4. Projects that address localized drainage or flooding issues.
5. Projects that are identified in other local or countywide plans, or that directly support goals, objectives, or projects in other plans, including bike and pedestrian master plans, community-based transportation plans, complete or sustainable streets plans, etc. Applications for projects that provide such benefits to existing plans should identify the relevant plans and describe how the proposed project benefits or is identified in such a plan.
6. Readiness to Proceed – projects that are closer to construction-ready will be awarded more points in the scoring process.

Resources

C/CAG has provided numerous resources to assist municipalities in developing proposals under this Call for Projects. All resources are linked at the Pilot Program webpage (<http://ccag.ca.gov/opportunities/call-for-projects/>). Included on the webpage are links to:

- Call for Projects & Word/Excel versions of Funding Application and attachments
- Google Street View images of existing example projects in San Mateo County
- Guidance related to stormwater facility sizing, operations and maintenance, & plant selection
- San Mateo County Sustainable Green Streets and Parking Lots Design Guidebook
- Typical design details for stormwater curb extensions

Evaluation Criteria

Evaluation Criteria	Description	Max Points
Existing Conditions	The project addresses site-specific SRTS and stormwater management needs and demonstrates the benefits of integrating transportation/pedestrian road improvements with green infrastructure for stormwater management.	25
Proposed Project	Project has a well-defined scope of work and identifies the key purpose and objectives.	30
Project Timeline and Budget	Preliminary timeline and budget, including an estimated cost breakdown for SRTS and stormwater elements	20
School and Community Support	Project demonstrates meaningful community support from the benefitting school district, school(s) and other community stakeholders.	25
Total		100

Application Submission

Applicants must submit 5 bound copies and 1 electronic copy of the completed application along with all of the required and supporting documents. All applications must be received at the C/CAG office by **Friday, October 20, 2017 at 12:00 pm**. A workshop for prospective applicants will be held in early August.

Please submit applications to:

C/CAG
Attn: Reid Bogert
555 County Center, 5th Floor
Redwood City, CA 94063

Tentative Schedule for Safe Routes to School and Green Streets Infrastructure Pilot Program

Event	Date
Call for Projects Issued	Mid-July, 2017
Application Workshop	Early August, 2017
Applications Due	October 20, 2017
Selection Panel Reviews Applications	End of October, 2017
C/CAG Committees Review Selection Panel Recommendations	October/November 2017
C/CAG Board Considers Recommendations	December 14, 2017
Execute Funding Agreements with Project Sponsors for Awarded Projects	By April 1, 2018
Construction Complete	October 1, 2019
Final Reimbursement Requests Due	December 31, 2019

For any questions regarding the program or application process, please contact Reid Bogert at 650-599-1433 or rbogert@smcgov.org.



Safe Routes to School (SRTS) and Green Streets Infrastructure Pilot Program Project Application

Section I: General Project and Applicant Information

General Project Information

Sponsor Agency:

Project Title:

Amount of Funds Requested (\$):	Grant Request	Capital Cost	Match (15% min of Capital Cost)
	<input type="text"/>	<input type="text"/>	<input type="text"/>

Note: Minimum request is \$100,000 and maximum award is \$250,000 per project location (2 project limit per applying jurisdiction)

Participating School District:

Participating School Name(s) & Address(es):

Contact information of District Safe Routes to School Coordinator:

Project Manager

Name:

Title:

Agency:

Phone Number:

E-mail Address:

Mailing Address:

City, State, Zip:

Section II: Existing Conditions

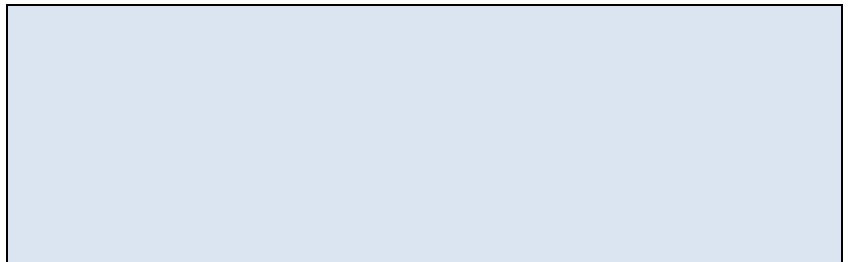
A. Project Need

1. Description of project location and boundaries:

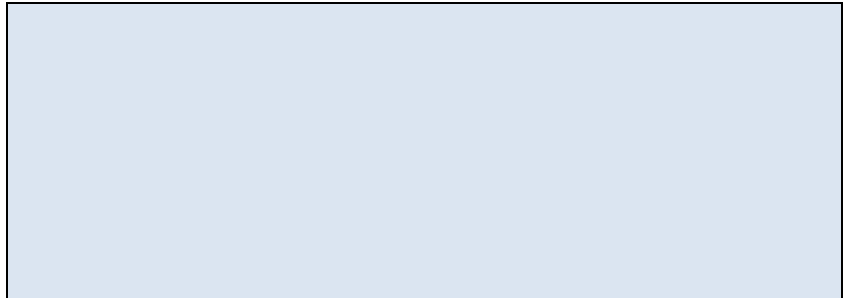
In **Attachment II**, include a map of the project area showing the project location, the location of the benefitting school(s), and any relevant land use or transportation information. Also include a walking or biking route map to the school if applicable. Include existing condition project photos.



2. Why is the project needed? What are the current risks and/or obstacles (physical or perceived) to walking and/or bicycling to and from your school site(s), including for children with disabilities?



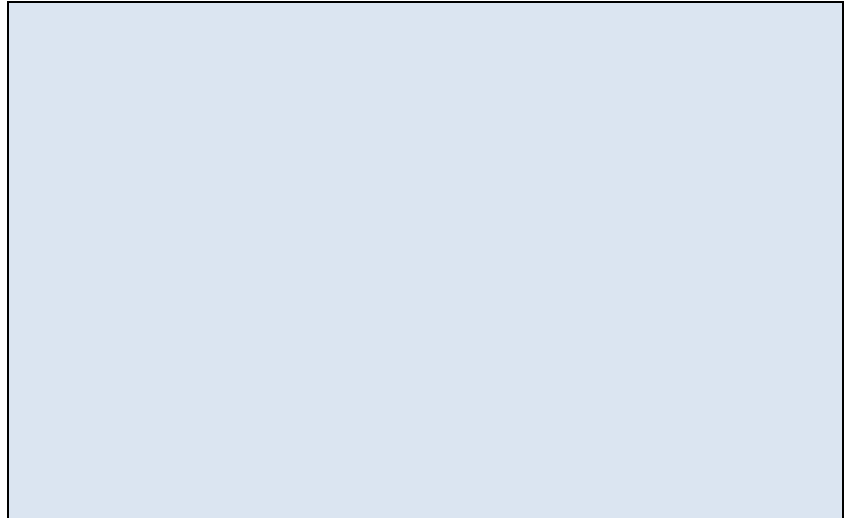
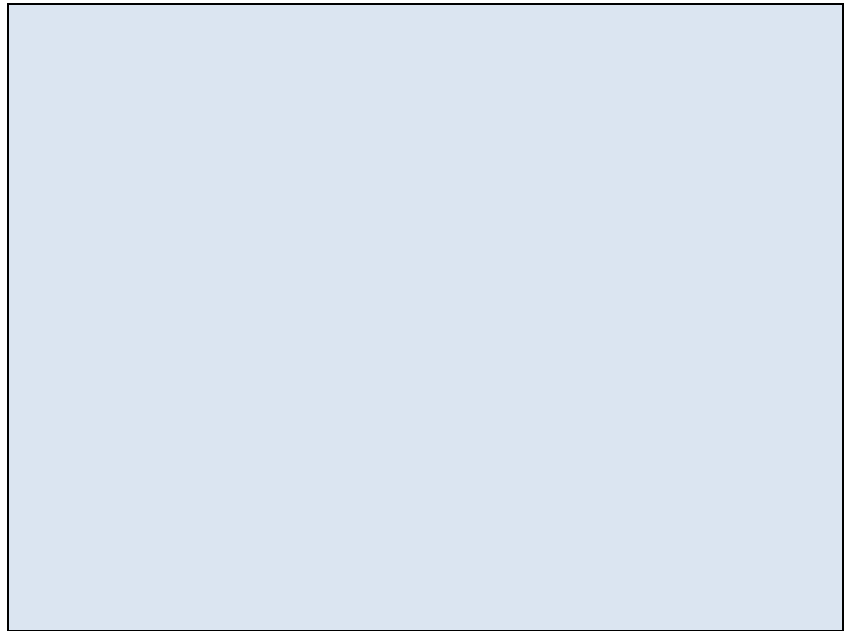
3. How will the project address stormwater management needs at this site and what additional water quality and community benefits will be provided in terms of flow and/or volume capture, flood mitigation, or aesthetic enhancement?



4. Proposed project locations should have been previously mentioned in a City/County Walk Audit or Pedestrian Bike Plan. Include the name of the document and relevant page numbers, as well as an electronic link.

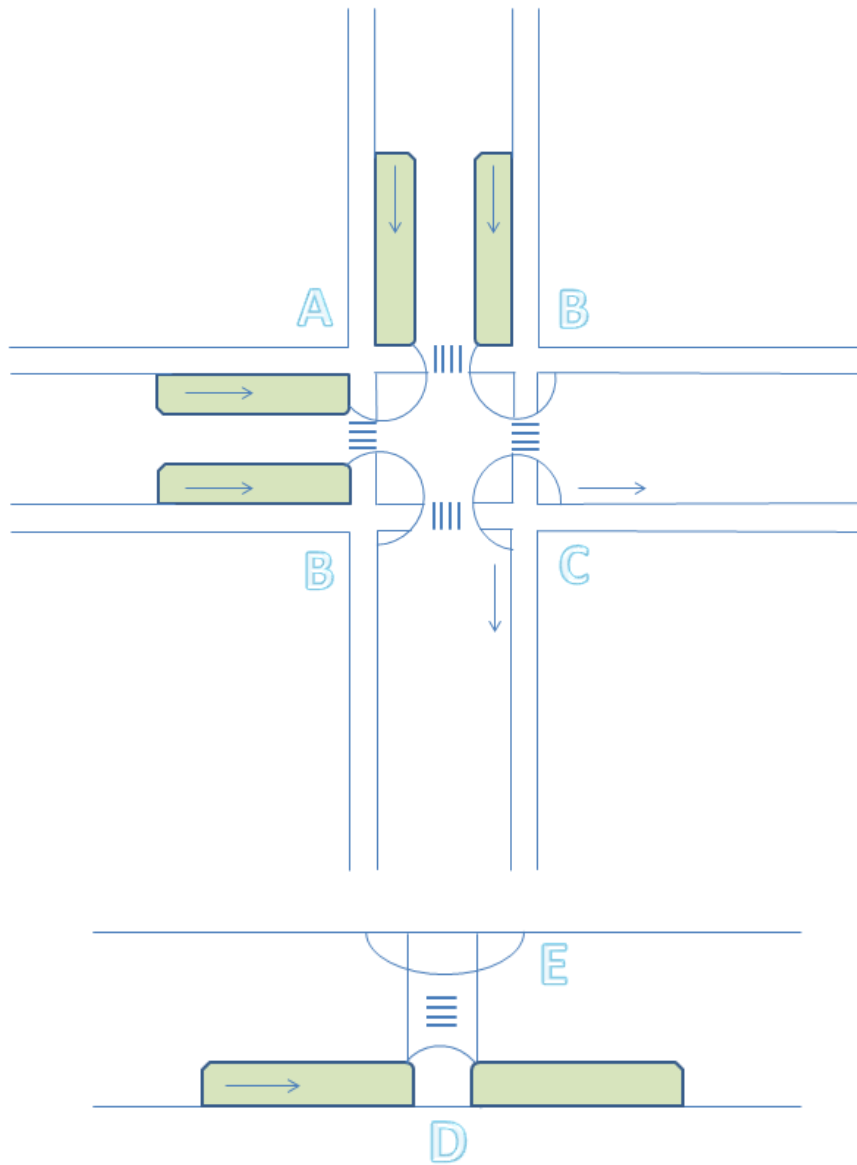
If not mentioned in Walk Audit or Pedestrian Bike Plan, proposed projects must be within a ½ mile radius of school and reasonable justification for the project should be provided, such as accident statistics or other data as to why the particular location is deemed appropriate.

5. Does the proposed project provide direct benefits to an existing local or countywide plan, or directly support goals, objectives, or projects in other plans, including bike and pedestrian master plans, community-based transportation plans, complete or sustainable streets plans, etc.? If so, provide supporting evidence of the connection between the proposed project and such plans.



Provide photos indicating existing conditions and include in your Attachment II section.

Section III: Proposed Project



Project Scenarios:

A – Low point with flow from both directions toward the intersection treated by two stormwater curb extensions with a pedestrian bulbout and crossings

B – Flow from one direction going around the corner, treated with a single stormwater curb extension adjacent to a pedestrian bulbout and crossings

C – High point with flow running in both directions away from the intersection with a standard bulb-out, crossings and stormwater features located elsewhere

D – Mid-block crossing with stormwater curb extensions on either or both side(s) of crossing

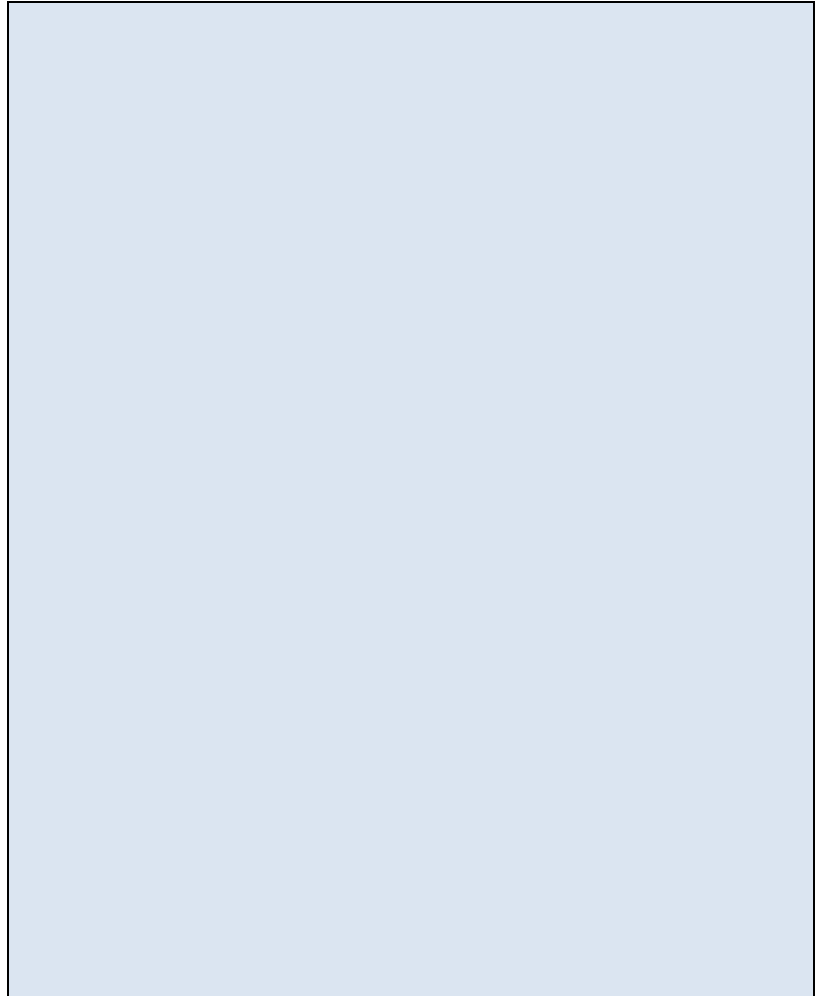
E – Mid-block crossing with a standard bulbout and stormwater features located elsewhere

A. Project Components

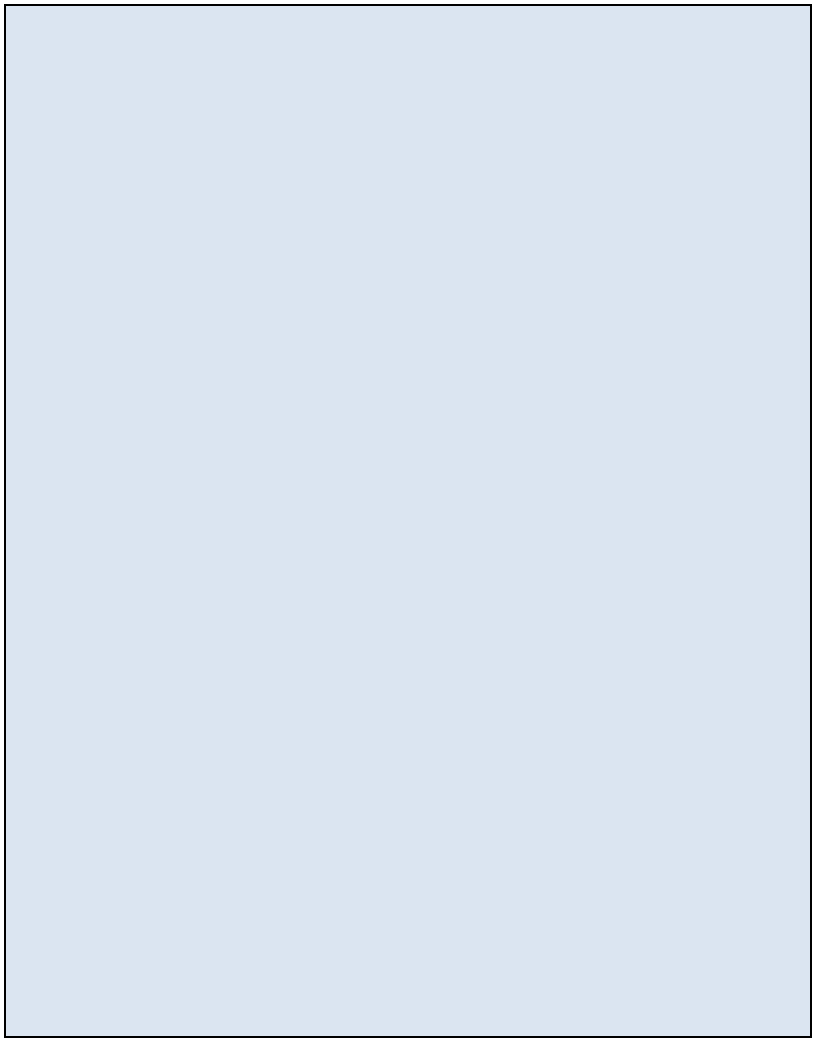
1. Use the diagram on previous page to explain the proposed SRTS and stormwater infrastructure elements, demonstrating how the proposed components will achieve the SRTS and stormwater goals of this pilot program.

For example, you might describe the proposed project as a combination of scenarios A and D, where you have two stormwater curb extensions and a pedestrian bulb-out at a sump condition at one corner of an intersection and a stormwater curb extension and bulb-out at a mid-block crossing.

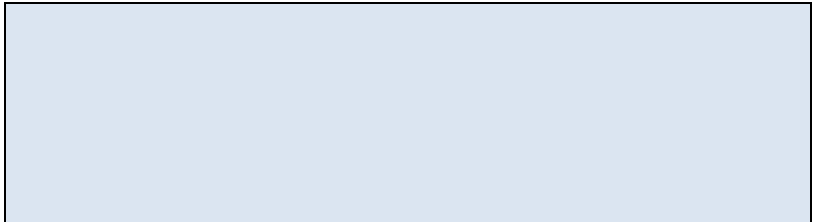
If the project includes an alternative to the general scenarios shown in the diagram above, describe the SRTS and stormwater infrastructure components, illustrating the integration of pedestrian and stormwater infrastructure and indicating the direction of stormwater flow.



2. Include as **Attachment III**, a simple design concept of all proposed project features. Concepts should include a map delineating the drainage areas for each stormwater feature (either an estimate of the overall drainage area, including adjacent parcels, or at least the crown to curb delineation). At minimum use the 4% of drainage area sizing criteria for calculating the proposed dimensions of the stormwater features. More detailed sizing analysis via the C.3 Technical Guidance combined flow/ volume sizing calculations is encouraged, which can be accessed through the Pilot Program webpage (<http://ccag.ca.gov/opportunities/call-for-projects/>). Where the standard C.3.d sizing criteria from the Municipal Regional Stormwater Permit cannot be met, please still include the estimated treatment capacity of the facilities for evaluation. Concepts should also show the location of existing storm drain inlets in the project area.



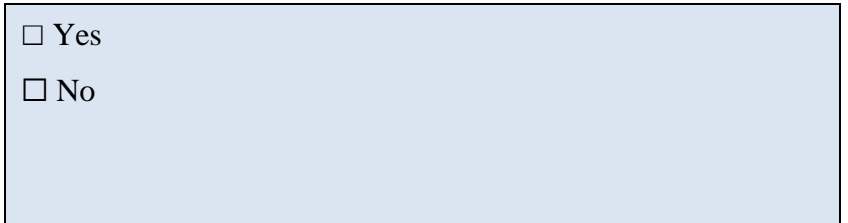
3. Does the project concept include educational signage to inform the public about stormwater management/SRTS goals?



B. Logistics

1. Do you have Right of Way clearance for all property involved with your project? You must confirm you have the necessary Right of Way in order to receive a grant.

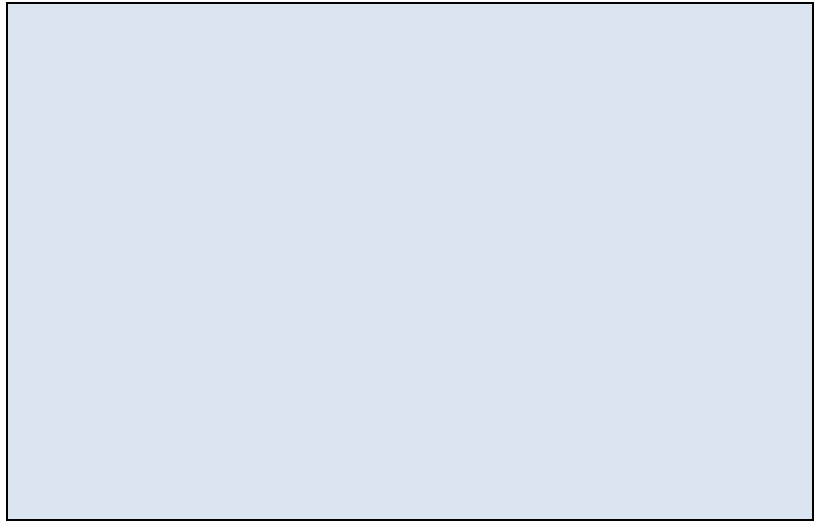
Yes
 No



C. Operations and Maintenance

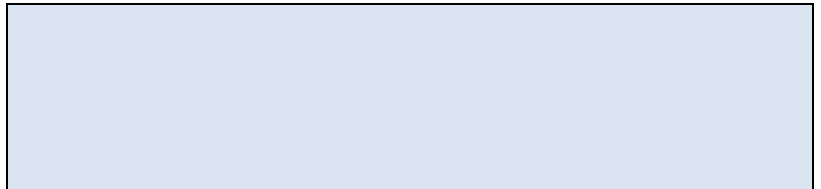
1. Provide a description of how long-term operations and maintenance for the completed facilities will be provided – identify the entity or department responsible for long-term operations and maintenance and the plan for funding to ensure sustained operations and maintenance.

See guidance document and the Pilot Program webpage (<http://ccag.ca.gov/opportunities/call-for-projects/>) for resources.



D. Project Readiness

1. Indicate the Readiness to Proceed for the proposed project. Projects that demonstrate a high degree of readiness to proceed will be awarded more points in the scoring process.



Section IV: Project Timeline and Budget

A. Timeline and Budget

1. Please provide in **Attachment IV** a proposed project budget and timeline, including all project deliverables. The budget should include a minimum 15% cash only local match from the project sponsor applied to the capital costs (see application guidelines for example under **Funding Details**). The proposed budget must also show a breakdown of estimated capital costs for SRTS and stormwater components with the goal of an equal cost distribution between the two program components, but no greater than a 60/40 split. For guidance on providing an estimated cost breakdown, see the example **Preliminary Cost Breakdown Table** appended to this application and linked from the Pilot Program webpage (<http://ccag.ca.gov/opportunities/call-for-projects/>). Applicants may provide a different cost table if preferred. The proposed budget may include a 10% contingency for construction.

Section V: School and Community Support

A. School and Community Support

1. Does this project have the support from the participating school? If so, include letter(s) in **Attachment I**.

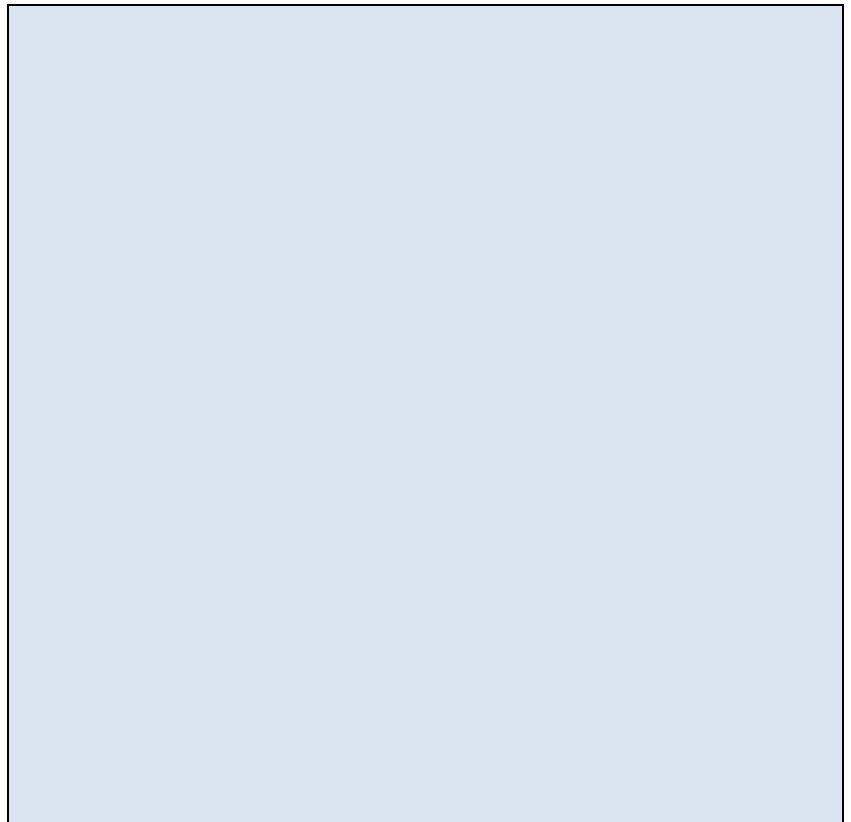
- Yes – Attach letter of support from school district
- No – School district support is mandatory, grant proposals without a letter of support will not be considered

2. Does this project have local community support or involvement? If so, include supporting documentation in **Attachment I**.

- Yes – Attach any supporting documentation (e.g. letters of support from local city council, major property owners, neighborhood associations, community groups, transit operators, etc.)
- No

3. Describe any existing programs at the participating school(s) (including SRTS initiatives) that educate, encourage, or enhance walking or bicycling to school. This information can be provided by the principal of the school or SRTS coordinator and include information pertaining to any:

- Walking/biking/safety curriculum taught by the school
- Frequency of and participation in encouragement programs
- Anything else that the school/district has done that makes walking and biking easier, safer, or the preferred transportation choice



Attachments

At minimum include the following attachments with your application:

Attachment I – School District and Community Letters of Support

Attachment II – Project Area Map, Existing Conditions Photos, Surrounding Land Use Information and Reference to Relevant Walk Audit or Pedestrian/Bike Plan

Attachment III – Project Concept and Sizing Calculations

Attachment IV – Preliminary Timeline and Budget with Cost Breakdown Table

Evaluation Criteria	Description	Scale	Points Assigned
Section II. Existing Conditions	The project addresses site-specific SR2S and stormwater management needs and demonstrates the benefits of integrating transportation/pedestrian road improvements with green infrastructure for stormwater management.	<i>Add points from category A</i>	25
<i>A. Project Need</i>	1. Project area map and photos showing existing conditions, project location, benefitting school(s) and other relevant land use or transportation information. Walking or biking route map may also be included.	<i>Mandatory</i> <i>No project area map - ineligible</i>	NA
	2. Project identifies current risks and/or obstacles (physical or perceived) to walking and/or bicycling to and from your school site(s), including for children with disabilities.	No need - 0 Low need - 5 High need - 10	10
	3. Project identifies localized drainage or flooding issues and/or other community benefits that can be addressed through green infrastructure designs.	No need - 0 Low need - 3 High need - 5	5
	4. Proposed project locations previously mentioned in a Walk Audit or Ped/Bike Plan, or the project is within 1/2 mile of school AND the sponsor provides reasonable justification.	Poor justification - 0 Satisfactory justification - 3 Strong justification OR project has been mentioned in Walk Audit or Ped/Bike Plan - 5	5
	5. Project provides direct benefits to an existing local or countywide plan, or directly supports goals, objectives, or projects in other plans, including bike and pedestrian master plans, community-based transportation plans, complete or sustainable streets plans, etc. Evidence is provided identifying the connection between the proposed project and such plans.	Does not provide benefits to an existing plan - 0 May provide some benefit to an existing plan, but lack of evidence - 3 Demonstrates direct benefit to an existing plan and includes strong supporting evidence - 5	5

Section III. Proposed Project	Project has a well-defined scope of work and identifies the key purpose and objectives.	<i>Add the number of points from categories A-D</i>	30
<i>A. Project Components</i>	1. Project helps address the problems identified in the Existing Conditions and clearly explains how the infrastructure components will address SRTS and stormwater goals through a balanced and integrated approach, referencing the schematic diagram (scenarios A-D) in the application or providing an alternative schematic and explanation if needed.	Incomplete description/schematic of scenario identified for integrating SRTS and stormwater components - 0 Satisfactory description/schematic of scenario identified for integrating SRTS and stormwater components - 3 Strong scope of work with clearly explained schematic of scenarios - exceeds basic required components in application - 6	6
	2. Simple design concept of proposed project components, including calculations of treatment capacity for stormwater features and relevant maps delineating drainage areas.	<i>Mandatory</i> <i>No design concept - ineligible</i> Poorly developed design concept (lack of detail, missing information) - 2 Satisfactory design concept - 5 Strong design concept (includes excellent detail and planning, along with all calculations for stormwater treatment and associated map delineating drainage areas) - 10	10
	3. Project includes educational signage to raise awareness about the purpose and value of green infrastructure/SRTS infrastructure	No educational signage - 0 Educational signage included in scope - 2	2
<i>B. Logistics</i>	1. Does the proposed project/project sponsor have ROW clearance for all property involved?	<i>Mandatory (yes/no)</i> <i>No clearance - ineligible</i>	NA
<i>C. Operations & Maintenance</i>	1. Proposal identifies a plan for future long-term operations and maintenance of the stormwater features, including a description of necessary maintenance activities, frequency of activities, who will be responsible for O&M, as well as the plan for dedicated funding.	<i>Mandatory</i> <i>No plan for funding O&M - ineligible</i> Plan for O&M, but no dedicated funding - 2 Satisfactory funding plan for O&M with description of activities, frequency and responsibilities - 5 Strong O&M funding plan above and beyond expectations to ensure long-term maintenance - 10	10
<i>D. Project Readiness</i>	1. Project demonstrates readiness to proceed with detailed project concept, budget, timeline.	Low readiness to proceed - 0 Medium readiness to proceed - 1 High readiness to proceed - 2	2

Section IV. Project Timeline and Budget	<i>Timeline and budget for all deliverables, including minimum 15% match requirement contributed to total construction costs. Budgets should also specify cost distributions for SRTS and GI features to extent possible.</i>	<i>Total possible points - 20</i>	20
<i>A. Timeline and Budget</i>	1. The proposal includes a reasonable project budget and timeline with key dates for all deliverables, including planning, design and construction. Budget should include minimum 15% match from project sponsor, and may include a 10% contingency applied to construction costs. The proposed budget should also provide a cost distribution for SRTS and GI features and specify the requested grant amount, accounting for the minimum 15% match requirement applied to construction costs.	<p style="text-align: center;"><i>Mandatory</i></p> <p style="text-align: center;">No budget and timeline - ineligible</p> <p style="text-align: center;">Weak budget and timeline with missing components - 5</p> <p style="text-align: center;">Satisfactory budget and timeline without missing components - 10/15</p> <p style="text-align: center;">Strong budget and timeline - complete, clearly defined and well-organized - 20</p>	20
Section V. School and Community Support	<i>Project demonstrates meaningful community support from the benefitting school district, school(s) and other community stakeholders.</i>	<i>Add points from category A</i>	25
<i>A. School and Community Support</i>	1. In applying for the SRTS/GI application, the highest authorized representative of the applying school district must submit a letter of support	<p style="text-align: center;"><i>Mandatory</i></p> <p style="text-align: center;">No support - Ineligible</p> <p style="text-align: center;">Moderate support - 5</p> <p style="text-align: center;">Strong support - 10</p>	10
	2. Application includes additional letters of support (LOS) from the community affected by the project.	<p style="text-align: center;">No additional LOS - 0</p> <p style="text-align: center;">Additional letter(s) - medium quality/need - 5</p> <p style="text-align: center;">Additional letter(s) - high quality/need - 10</p>	10
	3. The school either participates in the SRTS Program or can show evidence of SRTS initiatives.	<p style="text-align: center;"><i>Optional</i></p> <p style="text-align: center;">Not Participating in SRTS/No Evidence of SRTS Initiatives - 0</p> <p style="text-align: center;">Participating In SRTS/Some Evidence of SRTS Initiatives - 3</p> <p style="text-align: center;">Participating in SRTS/Substantial Evidence of SRTS Initiatives - 5</p>	5
			100

Example Cost Breakdown Table

Construction Element	SRTS/GI/Both	Quantity	Unit	Unit Cost	Cost	GI/Both Cost	SRTS/Both Cost	Percent GI Cost	Percent SRTS Cost
Roadway excavation	Both	110	CY	\$20	\$2,200	\$1,100	\$1,100	47%	53%
Concrete Removal (sidewalk)	SRTS	620	SF	\$20	\$12,400	\$0	\$12,400		
Concrete Removal (curb and gutter)	GI	180	LF	\$45	\$8,100	\$8,100	\$0		
Minor Concrete (sidewalk)	SRTS	220	SF	\$6	\$1,320	\$0	\$1,320		
Minor Concrete (curb and gutter)	Both	200	LF	\$45	\$9,000	\$4,500	\$4,500		
Minor Concrete (tack on curb)	GI	20	LF	\$20	\$400	\$400	\$0		
Minor Concrete (valley gutter)	GI	110	SF	\$50	\$5,500	\$5,500	\$0		
Minor Concrete (curb ramp)	SRTS	2	EA	\$3,000	\$6,000	\$0	\$6,000		
Minor Concrete (retaining curb)	GI	125	LF	\$30	\$3,750	\$3,750	\$0		
Curb Ramp Detectable Warning Surface	SRTS	2	EA	\$500	\$1,000	\$0	\$1,000		
Hot Mix Asphalt (Type A)	Both	35	TON	\$100	\$3,500	\$1,750	\$1,750		
Mounted Curb System	Both	70	LF	\$50	\$3,500	\$1,750	\$1,750		
Curb Opening Catch Basin	GI	1	EA	\$5,000	\$5,000	\$5,000	\$0		
Area Drain	GI	0	EA	\$2,500	\$0	\$0	\$0		
Modify Existing Storm Drain System	GI	1	EA	\$5,000	\$5,000	\$5,000	\$0		
Metal Checkdam/Weir	GI	9	EA	\$100	\$900	\$900	\$0		
4" PVC Underdrain System	GI	120	LF	\$25	\$3,000	\$3,000	\$0		
Sormwter Facility Soil Excavation	GI	40	CY	\$20	\$800	\$800	\$0		
Stormwater Facility Soil Import and Prep (with underdrain)	GI	40	CY	\$45	\$1,800	\$1,800	\$0		
Landscape Area Soil Import and Prep	GI	2	CY	\$35	\$70	\$70	\$0		
1 gallon plants	GI	200	EA	\$20	\$4,000	\$4,000	\$0		
Irrigation	GI	540	SF	\$2	\$1,080	\$1,080	\$0		
Moisture Barrier	GI	400	LF	\$10	\$4,000	\$4,000	\$0		
Signing and Striping	SRTS	1	LS	\$1,500	\$1,500	\$0	\$1,500		
Contingency	Both				\$8,382	\$4,191	\$4,191		
Total					\$92,202	\$56,691	\$35,511		

*GI/Both and SRTS/Both columns include GI and SRTS costs respectively with 1/2 of "Both" costs distributed equally to each category

C/CAG AGENDA REPORT

Date: July 13, 2017

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

From: Sandy Wong, C/CAG Executive Director

Subject: Review and approval of Resolution 17-32, authorizing the C/CAG Chair to execute a three-year agreement with Gray Bowen Scott for on-call consultant services for Federal and State funded project coordination and grant administration, and further authorizing the C/CAG Executive Director to negotiate and issue task orders under said agreement in an amount not to exceed \$400,000 for fiscal years 2017-18 through 2019-20.

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

RECOMMENDATION

That the C/CAG Board review and approve Resolution 17-32, authorizing the C/CAG Chair to execute a three-year agreement with Gray Bowen Scott for on-call consultant services for Federal and State funded project coordination and grant administration, and further authorizing the C/CAG Executive Director to negotiate and issue task orders under said agreement in an amount not to exceed \$400,000 for fiscal years 2017-18 through 2019-20.

FISCAL IMPACT

Execution of this agreement will authorize the expenditure of up to \$400,000 over a three-year term. Actual expenditures will be determined based on specific tasks orders to be approved by the Executive Director. Authorization to proceed will be issued to consultants only after approval to execute a specific task order has been given

SOURCE OF FUNDS

Funding will come from C/CAGs allocated share of the Metropolitan Transportation Commission (MTC) planning and programming funds, from State Transportation Improvement Program Planning Programming and Monitoring (STIP PPM) funds, and C/CAG member contributions.

BACKGROUND

C/CAG, acting as the county congestion management agency (CMA) is the MTC delegated agency responsible for the planning, project selection, programming, and monitoring of certain County's share of federal and state transportation funding.

CMAs are delegated program administration of programming policies adopted by MTC for both Federal and State funding. CMAs are involved with ensuring that outreach requirements are met, that project sponsors meet minimum eligibility requirement, and that proposed projects are consistent with

federal, state, and regional program requirements.

C/CAG is responsible for planning and programming the overall delivery of this county's federal transportation funds as well as monitoring of Caltrans administered programs (highway bridge program and local safety program). C/CAG staff must take corrective action when projects are at risk of not delivering within the regional and state deadlines. C/CAG also monitors the invoicing activity of project sponsors to ensure that transportation funds are not rescinded due to inactivity.

C/CAG is also responsible for programming and facilitating the delivery of projects associated with the State Transportation Improvement Program (STIP). This involves working with Caltrans and stakeholders on developing and delivering major state highway improvement projects.

The purpose of retaining on-call consultants is to assist staff with the performance of CMA delegated responsibilities.

On June 14, 2012 the C/CAG Board approved a two year on-call contract for project coordination services with Advance Project Delivery Inc. and CSG Consultants, Inc., expiring on June 15, 2014. On August 14, 2014 the Board approved a time only extension to June 30, 2015. In July 2015, staff initiated a new procurement process and on August 13, 2015, the C/CAG Board approved a two year contract with Gray Bowen Scott and with CSG Consultants, Inc. The current contracts for services expire on August 20, 2017.

On June 5, 2017, C/CAG posted a solicitation for qualifications and proposals for On-Call Federal Aid and State Funded Project Coordination Services and Grant Administration. A panel consisting of project delivery staff from the Cities of South San Francisco and San Mateo served as the selection panel. Proposals were due on June 26, 2017. One firm submitted qualifications. The panel discussed an option of re-posting the solicitation to try to garner more interest however, due to the highly specialized firm qualification requirements, it was concluded that probability of increasing consultant interest was very low.

The general work scope identified under the contract will be detailed on a task order basis, under the approval of the Executive Director. Specific work scope and payments shall be negotiated and approved before execution of a task order and before expenditures take place.

The type of consultant work will also require the approval of the contract by Federal Highway Administration (FHWA) prior to execution. Per the adopted C/CAG guidelines, a draft of the agreement is available online for review and is pending FHWA and Caltrans approval. A time only extension has been executed until approval for a new contract is obtained. Staff is estimating that the approval process can be obtained by the end of 2017.

ATTACHMENTS

1. Resolution 17-32
2. Draft agreement is available online at <http://ccag.ca.gov/committees/board-of-directors/>

RESOLUTION 17-32

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE A THREE-YEAR AGREEMENT WITH GRAY BOWEN SCOTT FOR ON-CALL CONSULTANT SERVICES FOR FEDERAL AND STATE FUNDED PROJECT COORDINATION AND GRANT ADMINISTRATION, AND FURTHER AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO NEGOTIATE AND ISSUE TASK ORDERS UNDER SAID CONTRACTS IN AN AMOUNT NOT TO EXCEED \$400,000 FOR FISCAL YEARS 2017-18 THROUGH 2019-20

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

WHEREAS, C/CAG is a joint powers agency designated by the Metropolitan Transportation Commission (MTC) as the Congestion Management Agency (CMA) for San Mateo County, and

WHEREAS, C/CAG, acting as the CMA is responsible for project selection, programming, and overall program delivery of federal aid and state transportation funds received by the County, and

WHEREAS, C/CAG has determined that on call consultant services are needed to assist staff with the performance of CMA delegated responsibilities, and

WHEREAS, C/CAG has determined that Gray Bowen Scott has the requisite qualifications to perform this work, and

WHEREAS, C/CAG staff will negotiate and execute individual task orders for specific services on an as-needed basis.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County authorize the C/CAG Chair to execute a three-year agreement with Gray Bowen Scott for on-call consultant services for Federal and State funded project coordination and grant administration in an amount not to exceed \$400,000 for a three (3) year term, and further authorizes the C/CAG Executive Director to negotiate and issue task orders under said agreement.

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 by the C/CAG Legal Counsel and the Federal Highway Administration (FHWA).

PASSED, APPROVED, AND ADOPTED, THIS 13 DAY OF JULY 2017.

Alicia C. Aguirre, Chair

C/CAG AGENDA REPORT

Date: July 13, 2017

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

From: Sandy Wong, Executive Director

Subject: Review and authorize the C/CAG Chair to execute the updated final Master Funding Agreement between C/CAG and MTC for Planning, Programming, Transportation, Transit, Land Use or Other Projects for Fiscal Year 2017/18 through Fiscal Year 2027/28, per C/CAG Resolution 17-13.

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

RECOMMENDATION

That the C/CAG Board of Directors review and authorize the C/CAG Chair to execute the updated final Master Funding Agreement between C/CAG and MTC for Planning, Programming, Transportation, Transit, Land Use or Other Projects for Fiscal Year 2017/18 through Fiscal Year 2027/28, per C/CAG Resolution 17-13.

FISCAL IMPACT

Execution of the Master Funding Agreement has no fiscal impact. Specific funds provided by MTC to C/CAG will be documented by Supplement to the Master Funding Agreement, to be executed separately when funds become available.

SOURCE OF FUNDS

N/A.

BACKGROUND

At the June 8, 2017 meeting, the C/CAG Board of Directors approved Resolution 17-13 authorizing the C/CAG Chair to execute a Master Funding Agreement between C/CAG and MTC for Planning, Programming, Transportation, Transit, Land Use or Other Projects for Fiscal Year 2017/18 through Fiscal Year 2027/28.

On June 9, 2017, MTC staff made non-substantive format changes to the Master Funding Agreement, as well as changes to its companion Supplement #1 (to be approved under Agenda Item 5.6). Staff recommends the C/CAG Board authorize the Chair to execute the updated final Master Funding Agreement.

ATTACHMENT

1. Provided on-line at: <http://ccag.ca.gov/committees/board-of-directors/> - Updated final Master Funding Agreement between MTC and C/CAG for Planning, Programming, Transportation, Transit, Land Use, or Other Projects for FY 2017/18 through FY 2027/28.

C/CAG AGENDA REPORT

Date: July 13, 2017

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 17-33 authorize the C/CAG Chair to execute the updated final Supplement No. 1 to Master Funding Agreement between C/CAG and MTC for Planning, Programming, Transportation, Transit, Land Use or Other Projects for \$3,822,000 from 7/1/2017 to 6/30/2023, and further authorizing the C/CAG Executive Director to execute future Supplements.

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

RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution 17-33 authorize the C/CAG Chair to execute the updated final Supplement No. 1 to Master Funding Agreement between C/CAG and MTC for Planning, Programming, Transportation, Transit, Land Use or Other Projects for \$3,822,000 from 7/1/2017 to 6/30/2023, and further authorizing the C/CAG Executive Director to execute future Supplements.

FISCAL IMPACT

Execution of Supplement No. 1 to the Master Funding Agreement between C/CAG and MTC will allow C/CAG to be reimbursed for up to \$3,822,000 for Planning, Programming, Transportation, Transit, Land Use or Other Projects for the period from July 1, 2017 through June 30, 2023.

Approval of Resolution 17-33 will further authorize the C/CAG Executive Director to execute future Supplements to said Master Funding Agreement between C/CAG and MTC, allowing C/CAG for additional reimbursements, provided additional funding is approved by MTC during this five-year period.

SOURCE OF FUNDS

Funding source for planning, programming, transportation, transit, land use, or other projects comes from Surface Transportation Program (STP) or Congestion Management Air Quality (CMAQ) Federal funds.

BACKGROUND

At the June 8, 2017 meeting, the C/CAG Board of Directors approved Resolution 17-23 authorized the C/CAG Chair to execute Supplement No. 1 to Master Funding Agreement between C/CAG and MTC for Planning, Programming, Transportation, Transit, Land Use or Other Projects for \$3,822,000 from 7/1/2017 to 6/30/2022, and further authorized the C/CAG Executive Director to execute future Supplement(s) to said Master Funding Agreement.

On June 9, 2017, MTC staff made changes to Supplement No. 1 including clean up references, clarifying languages, and extended the effective period by one year to account for ongoing projects. Staff recommends the C/CAG Board approve Resolution 17-33 authorizing the Chair to updated final Supplement No. 1 to Master Funding Agreement between C/CAG and MTC for Planning, Programming, Transportation, Transit, Land Use or Other Projects for \$3,822.000 from 7/1/2017 to 6/30/2023, and further authorizing the C/CAG Executive Director to execute future Supplements.

ATTACHMENTS

1. Resolution 17-33
2. Provided on-line at: <http://ccag.ca.gov/committees/board-of-directors/> - Updated final Supplement No. 1 to Master Funding Agreement between MTC and C/CAG for Planning, Programming, Transportation, Transit, Land Use, or Other Projects for July 1, 2017 through June 30, 2023.

RESOLUTION 17-33

RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE UPDATED FINAL SUPPLEMENT NO. 1 TO MASTER FUNDING AGREEMENT BETWEEN C/CAG AND MTC FOR PLANNING, PROGRAMMING, TRANSPORTATION, TRANSIT, LAND USE OR OTHER PROJECTS FOR \$3,822,000 FROM 7/1/2017 TO 6/30/2023, AND FURTHER AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO EXECUTE FUTURE SUPPLEMENTS TO SAID MASTER FUNDING AGREEMENT

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

WHEREAS, the Metropolitan Transportation Commission (MTC) has been designated as the Metropolitan Planning Organization (MPO - federal) and the Regional Transportation Planning Agency (RTPA – state) for the San Francisco Bay Region; and

WHEREAS, C/CAG is the designated Congestion Management Agency for San Mateo County; and

WHEREAS, at the June 8, 2017 meeting, the C/CAG Board approved Resolution 17-23 authorizing the C/CAG Chair to execute Supplement No. 1 to the Master Funding Agreement between C/CAG and MTC for Planning, Programming, Transportation, Transit, Land Use or Other Projects for \$3,822,000 from 7/1/2017 to 6/30/2022, and further authorizing the C/CAG Executive Director to execute future Supplement(s) to said Master Funding Agreement; and

WHEREAS, on June 9, 2017, MTC staff made changes to said Supplement No. 1 including clean up references, clarifying languages, and extended the effective period by one year to account for ongoing projects; and

WHEREAS, staff recommends the execution of the updated final Supplement No. 1.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Chair is authorized to execute the updated final Supplement No. 1 to the Master Funding Agreement between C/CAG and MTC for Planning, Programming, Transportation, Transit, Land Use or Other Projects for \$3,822,000 from 7/1/2017 to 6/30/2023, and further authorizing the C/CAG Executive Director to execute future Supplements to said Master Funding Agreement.

PASSED, APPROVED, AND ADOPTED, THIS 13TH DAY OF JULY 2017.

Alicia C. Aguirre, Chair

Date: July 13, 2017

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 17-34 authorizing the C/CAG Executive Director to execute Amendment No. 1 to the Model Use Agreements between C/CAG and six consulting firms for use of the C/CAG-VTA San Mateo Countywide Transportation Model for a three-year time extension with no additional cost.

(For further information or questions, contact Jeff Lacap at 650-599-1455)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 17-34 authorizing the C/CAG Executive Director to execute Amendment No. 1 to the Model Use Agreements between C/CAG and six consulting firms for use of the C/CAG-VTA San Mateo Countywide Transportation Model for a three-year time extension with no additional cost.

FISCAL IMPACT

None. Execution of the model use agreements authorizes use of the C/CAG-VTA San Mateo Countywide Transportation Model by designated transportation firms for transportation planning and analysis projects in San Mateo County. Individual project sponsors will establish funding agreements to pay for modeling services separately.

SOURCE OF FUNDS

N/A

BACKGROUND

Congestion Management Program legislation requires that C/CAG, as the congestion management agency for San Mateo County, develop and maintain a countywide travel demand model. C/CAG licenses the countywide travel demand model for San Mateo County from the Santa Clara Valley Transportation Authority (VTA), which maintains a travel demand model that is optimized for the counties of Santa Clara and San Mateo and accounts for transportation impacts from neighboring counties and regional commute sheds (the “C/CAG-VTA Model”).

C/CAG issued a request for qualifications (RFQ) in 2014 to pre-qualify three or more eligible firms to operate the C/CAG-VTA Model. Only VTA and the firms pre-qualified through this process are authorized to operate the C/CAG-VTA Model.

Ten responses were received and reviewed by a scoring panel made up of staff from C/CAG, VTA, the Metropolitan Transportation Commission, the City of Menlo Park, and the City of San Mateo. This panel recommended that C/CAG pre-qualify six of the ten firms based on their strong technical qualifications and local experience with the C/CAG-VTA travel demand model or models of similar construction:

- AECOM,
- Cambridge Systematics,
- DKS Associates,
- Fehr & Peers,
- Kittleson & Associates, and
- TJKM.

C/CAG has agreements in place with six consulting firms in addition to VTA to run the C/CAG-VTA Model. These agreements will expire in August 2017 and C/CAG Staff recommend continuing the agreement with the six consultants for three additional years to continue to exclusively operate the C/CAG-VTA Model.

The C/CAG-VTA Model is a four-step travel demand model implemented in Citilabs Cube Voyager software that is based on the BAYCAST-90 travel forecasting system previously used by the Metropolitan Transportation Commission (MTC). The model is currently being updated to be consistent with the most recent land use and socioeconomic projections database of the Association of Bay Area Governments (ABAG) and the incorporation of projects from the latest Regional Transportation Plan.

ATTACHMENTS

1. Resolution 17-34
2. Amendment No.1 to the Agreement Between the City/County Association of Governments of San Mateo County and (Name of Firm) for Use of the C/CAG-VTA San Mateo Countywide Transportation Model

RESOLUTION 17-34

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO EXECUTE AMENDMENT NO. 1 TO THE MODEL USE AGREEMENTS BETWEEN C/CAG AND SIX CONSULTING FIRMS FOR USE OF THE C/CAG-VTA SAN MATEO COUNTYWIDE TRANSPORTATION MODEL FOR A THREE-YEAR TIME EXTENSION WITH NO ADDITIONAL COST

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

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

WHEREAS, C/CAG has need of a transportation forecasting model in order to develop travel demand analysis for San Mateo County; and

WHEREAS, C/CAG and the Santa Clara Valley Transportation Authority (“VTA”) are parties to an agreement originally dated March 18, 2011 (the “C/CAG-VTA Model Agreement”) that allows C/CAG to license from VTA a software forecasting model of the transportation system of the San Francisco Bay Area that is optimized for Santa Clara and San Mateo counties and accounts for transportation impacts from neighboring counties and regional commute sheds (the “C/CAG-VTA Model”); and

WHEREAS, C/CAG approved Resolution 14-06 authorizing a three year extension of the C/CAG-VTA Model Agreement in 2014; and

WHEREAS, C/CAG approved Resolution 17-06 in 2017 authorizing an additional three year extension of the C/CAG-VTA Model Agreement to expire in 2020; and

WHEREAS, C/CAG organized a competitive process to pre-qualify transportation planning firms to run and operate the C/CAG-VTA Model in 2014; and

WHEREAS, AECOM; Cambridge Systematics, Inc.; DKS Associates; Fehr & Peers; Kittelson & Associates, Inc.; and TJKM Transportation Consultants were the six firms recommended and approved to be pre-qualified (“Designated Transportation Planning Firms”); and

WHEREAS, C/CAG created terms of use in order to authorize use of the C/CAG-VTA Model by the Designated Transportation Planning Firms to provide travel demand simulation and forecasting services to C/CAG and its Member Agencies, C/CAG Planning partners (including Caltrain JPB, SamTrans, the San Mateo County Transportation Authority), and consultants under contract with C/CAG or its Member Agencies and Planning partners (collectively the “C/CAG Users”), and

WHEREAS, C/CAG approved Resolution 14-35 authorizing Model Use Agreements between C/CAG and the Designated Transportation Planning Firms in 2014; and

WHEREAS, C/CAG's agreement with the Designated Transportation Planning Firms ends on August 31, 2017; and

WHEREAS, C/CAG and the Designated Transportation Planning Firms desire to extend the option to continue to exclusively run the C/CAG-VTA Model for three additional years.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to execute Amendment No. 1 to the Model Use Agreements between C/CAG and six consulting firms for use of the C/CAG-VTA San Mateo Countywide Transportation Model for a three-year time extension with no additional cost.

PASSED, APPROVED, AND ADOPTED, THIS 13TH DAY OF JULY 2017.

Alicia C. Aguirre, Chair

**AMENDMENT NO. 1 TO THE AGREEMENT
BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AND
(Name of Firm)**

WHEREAS, the City/County Association of Governments of San Mateo County (hereinafter referred to as "C/CAG") and (Name of Firm) (hereinafter referred to as "Contractor") are parties to an Agreement dated (Date of Agreement), Between the City/County Association of Governments of San Mateo County and (Name of Firm) for Use of the C/CAG-VTA San Mateo Countywide Transportation Model (the "Agreement"); and

WHEREAS, the Agreement indicated a completion date of August 31, 2017; and

WHEREAS, C/CAG desires to extend the C/CAG-VTA Model Agreement by three years to authorize the use of the C/CAG-VTA San Mateo Countywide Transportation Model; and

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

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

1. The Agreement shall terminate on August 31, 2020.
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 execution by both parties.

City/County Association of Governments
(C/CAG)

(Name of Firm)

Sandy Wong, C/CAG Executive Director

By
Title: _____

Date: _____

Date: _____

C/CAG AGENDA REPORT

Date: July 13, 2017

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 17-35 authorizing the C/CAG Chair to execute Amendment No. 1 to the Program Manager Funding Agreement with the Bay Area Air Quality Management District (BAAQMD) for the Fiscal Year 2016/17 Transportation Fund for Clean Air (TFCA) (40%) Program for San Mateo County.

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

RECOMMENDATION

That the C/CAG Board review and approve Resolution 17-35 authorizing the C/CAG Chair to execute Amendment No. 1 to the Program Manager Funding Agreement with the Bay Area Air Quality Management District (BAAQMD) for the Fiscal Year 2016/17 Transportation Fund for Clean Air (TFCA) (40%) Program for San Mateo County.

FISCAL IMPACT

This amendment has no fiscal impacts and does not affect the total TFCA funds allocated to San Mateo County for FY 2016/17.

SOURCE OF FUNDS

TFCA funds are derived from a Vehicle Registration Fee surcharge provided to C/CAG by the BAAQMD.

BACKGROUND

The Bay Area Air Quality Management District (BAAQMD) is authorized under Health and Safety code Section 44223 and 44225 to levy a fee on motor vehicles. Funds generated by the fee are referred to as the Transportation Fund for Clean Air (TFCA) funds and are used to implement projects to reduce air pollution from motor vehicles. Health and Safety Code Section 44241(d) stipulates that forty percent (40%) of funds generated within a county where the fee is in effect shall be allocated by the Air District to one or more public agencies designated to receive the funds, and for San Mateo County, C/CAG has been designated as the overall Program Manager to receive the funds.

C/CAG, as the Program Manager for the TFCA Program in San Mateo County, distributes funds to qualifying projects that reduce air pollution, greenhouse gas emissions, and traffic congestion by improving transportation options.

On June 9, 2016, the Board approved Resolution 16-10 authorizing the execution of a funding agreement between C/CAG and BAAQMD for the Fiscal Year 2016/17 TFCA Cycle in the amount of \$1,277,039.76 (\$1,277,040 rounded off). The agreement referenced the fiscal year ending (FYE) 2017 County Program Manager (Policy #16), which stipulates that administrative cost is limited to 5% of the new allocation amount of \$1,110,717. C/CAG's administration budget was established at \$53,040, which is 4.78%, below the maximum allowable.

On June 27, 2017, C/CAG was informed that the BAAQMD, at its November 16, 2016, BAAQMD Board meeting, approved an amendment to the FYE 2017 County Program Manager Policy #16 to increase the allowable administrative cost for the County Program Managers from 5% to 6.25%. The increase would align with the recent revisions made to the California Health and Safety Code 44233.

The amended FYE 2017 County Program Manager policy and resulting Amendment No. 1 to the funding agreement between C/CAG and the BAAQMD for FY 2016/17 TFCA County Program Manager funds has no fiscal impacts to the Fiscal Year 2016/17 County Program Manager projects since the original C/CAG administration budget remains unchanged at 4.78%, below the new maximum allowable percentage.

ATTACHMENTS

1. Resolution 17-35
2. Funding Agreement Amendment No. 1 to the Program Manager Funding Agreement with BAAQMD for FY 2016/17 TFCA Program for San Mateo County
(Available for review and download at www.ccag.ca.gov/ccag.html)

RESOLUTION 17-35

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AMENDMENT NO. 1 TO THE PROGRAM MANAGER FUNDING AGREEMENT WITH THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT (BAAQMD) FOR THE FISCAL YEAR 2016/17 TRANSPORTATION FUND FOR CLEAN AIR (TFCA) (40%) PROGRAM FOR SAN MATEO COUNTY

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

WHEREAS, the City/County Association of Governments has been designated the Transportation Fund for Clean Air (TFCA) Program Manager for San Mateo County; and

WHEREAS, on June 9, 2016, the Board of Directors approved Resolution 16-10 for the Fiscal Year (FY) 2016/17 County Program Manager Fund and entering into a Funding Agreement with the Bay Area Air Quality Management District (BAAQMD) with C/CAG acting as the Program Manager for \$1,277,039.76 of TFCA funded projects; and

WHEREAS, the Bay Area Air Quality Management District (BAAQMD), at its November 16, 2016 Board meeting, approved a change to the FY2016/17 County Program Manager Fund Policy #16 to increase the administrative costs limit from 5% to 6.25% to align with the California Health and Safety Code Section 44233, and

WHEREAS, C/CAG and BAAQMD desire and agree to amend the Funding Agreement pursuant to, and in accordance with, Section IV Paragraph 8 of the Agreement.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that on behalf of C/CAG the Chair is authorized to enter into Amendment No. 1 to the agreement with the BAAQMD for the Fiscal Year 2016/17 Transportation Fund for Clean Air (TFCA) Program for San Mateo County. This agreement shall be in a form approved by C/CAG legal counsel.

PASSED, APPROVED, AND ADOPTED THIS 13TH DAY OF JULY 2017.

Alicia C. Aguirre, Chair

C/CAG AGENDA REPORT

Date: July 13, 2017
To: City/County Association of Governments of San Mateo County Board of Directors
From: Sandy Wong, Executive Director
Subject: Review and approve the appointment of Councilmember Emily Beach (City of Burlingame) to the Bicycle and Pedestrian Advisory Committee (BPAC) to fill one vacant elected official seat.

(For more information or questions, please contact Eliza Yu at 650-599-1453)

RECOMMENDATION

That the C/CAG Board review and approve the appointment of Councilmember Emily Beach (City of Burlingame) to the Bicycle and Pedestrian Advisory Committee (BPAC) to fill one vacant elected official seat.

FISCAL IMPACT

None

SOURCE OF FUNDS

Not applicable

BACKGROUND

The Bicycle and Pedestrian Advisory Committee (BPAC) provides advice and recommendations to the full C/CAG Board on all matters relating to bicycle and pedestrian facilities planning, and selection of projects for state and federal funding. The BPAC consists of 15 members comprised of eight (8) elected officials and seven (7) public members.

On June 5, 2017, staff released a recruitment letter seeking one elected official to fill one vacancy (elected official) on the BPAC, with the deadline to apply by June 30, 2017 for appointments to be considered at the July 13, 2017 C/CAG Board meeting. Staff received one letter of interest from Councilmember Emily Beach from the City of Burlingame.

The BPAC membership policy (adopted in March 2006) states that no more than two (2) members, either elected or public, should reside in the same jurisdiction. The appointment of Councilmember Emily Beach would not conflict with this policy.

The current members on the BPAC as of July 2017 are listed below:

Elected Official Members

City of Residence

- Don Horsley County of San Mateo (Unincorporated)
- Ken Ibarra San Bruno
- Karyl Matsumoto South San Francisco
- Ann Schneider Millbrae
- Gary Pollard Foster City
- Ann Wengert Portola Valley
- Deirdre Martin Pacifica
- *Vacant*

Public Members

City of Residence

- Marge Colapietro Millbrae
- Daina Lujan South San Francisco
- ~~Rob Lawson~~ *Burlingame (Vacated as of June 2017)*
- Matthew Self Redwood City
- Malcolm Robinson San Bruno
- David Stanek City of San Mateo
- Marina Fraser Half Moon Bay

ATTACHMENTS

1. Letter of Interest from Councilmember Emily Beach



RICARDO ORTIZ, MAYOR
MICHAEL BROWNRIGG, VICE MAYOR
DONNA COLSON
EMILY BEACH
ANN KEIGHRAN

The City of Burlingame

CITY HALL -- 501 PRIMROSE ROAD
BURLINGAME, CALIFORNIA 94010-3997

TEL: (650) 558-7201
FAX: (650) 342-8386
www.burlingame.org

June 29, 2017

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

Dear Honorable Colleagues and Ms. Wong:

Thank you for considering me for the vacant elected seat on C/CAG's Bicycle and Pedestrian Advisory Committee. I am sincerely interested in this appointment and feel that my perspective would bring value to the team.

Biking and walking are important forms of transportation for my family. I commute to most of my work meetings in Burlingame on my bike and enjoy cycling for recreation and exercise. My husband commutes daily to San Francisco on his bicycle and rides Caltrain or BART home. My children bike or walk to school and to their activities around town. Just last month, the Silicon Valley Bicycle Coalition interviewed me for their "Member Spotlight" where you can read more about my perspective on bicycle and pedestrian policy issues: <https://bikesiliconvalley.org/2017/06/member-spotlight-emily-beach/>

In addition to my personal experience, I will bring a well-rounded perspective to this committee due to my other regional transit work. I currently serve on the San Mateo County Transportation Authority Board of Directors, Commute.org Board of Directors, Caltrain Modernization Local Policy Makers Group, Grand Boulevard Task Force, and C/CAG's CMEQ Committee. If elected, you can count on me to be an engaged and reliable member of the BPAC team. I've demonstrated these qualities as a CMEQ Committee Member and have not missed a single meeting since you entrusted me with the appointment in March 2016.

The reason I did not submit a letter of interest for BPAC earlier was out of concern for a potential scheduling conflict with Caltrain Modernization Local Policy Makers Group (I am Vice Chair this year.) After discussing with C/CAG staff, the LPMG Chair, and colleagues who share this same scheduling issue, I believe I can manage the two commitments in a reasonable way. On the evenings when a conflict exists,

Ms. Sandy Wong
June 29, 2017
Page Two

I propose to depart early from CalMod unless I am chairing the LMPG meeting. In the spirit of full disclosure, I felt it was important for me to share this information with the C/CAG Board as you consider my letter of interest.

Prior to entering elected office, I worked as a U.S. Army Captain, technical sales executive in Silicon Valley, and non-profit executive for Burlingame's education foundation. I graduated from the University of Notre Dame (Notre Dame, IN) in 1996 with a B.A. in Government and Spanish.

I regret that I will be out of town and unable to attend your decision-making C/CAG Board meeting on July 13th. In the meantime, please don't hesitate to call or email me with any questions. Thank you for your consideration and for your service on the C/CAG Board.

Warm regards,



Emily Beach
Councilmember
City of Burlingame
(415) 377-8125 (mobile)
ebeach@burlingame.org

C/CAG AGENDA REPORT

Date: July 13, 2017

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 17-37 authorizing the C/CAG Chair to execute a two-year funding agreement with Joint Venture Silicon Valley to support the Index of Silicon Valley and for Joint Venture Silicon Valley to provide support to San Mateo County and Cities in meeting their sustainability goals and mobility improvement, for an amount not to exceed \$75,000 for fiscal years 2017/18 and 2018/19.

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

RECOMMENDATION

That the C/CAG Board review and approve Resolution 17-37 authorizing the C/CAG Chair to execute a two-year funding agreement with Joint Venture Silicon Valley to support the Index of Silicon Valley and for Joint Venture Silicon Valley to provide support to San Mateo County and Cities in meeting their sustainability goals and mobility improvement, for an amount not to exceed \$75,000 for fiscal years 2017/18 and 2018/19.

FISCAL IMPACT

\$75,000 for two years.

SOURCE OF FUNDS

San Mateo County Energy Watch fund and Congestion Relief fund. Funding for fiscal year 2017/18 has been included in the C/CAG adopted budget. Funding for fiscal year 2018/19 is subject to C/CAG budget approval.

BACKGROUND

Joint Venture Silicon Valley promotes and facilitates greater cooperation and understanding within the region's public and private sectors through initiatives, forums and task forces. Through this agreement Joint Venture Silicon Valley (JVSV) agrees to assist the C/CAG and its members with meeting their sustainability goals; and C/CAG agrees to support Joint Venture's Index of Silicon Valley. JVSV will A) support quarterly Public Sector Climate Task Force meetings, B) support climate protection and adaptation related workshops that connect public agencies and private entities together to collaborate on solutions, and C) provide transportation related studies as requested by C/CAG. This agreement will also support the development of the Index of Silicon Valley and acknowledgement of C/CAG sponsorship in publication.

ATTACHMENTS

1. Resolution 17-37
2. Draft Agreement with JVSV (available on-line: <http://ccag.ca.gov/committees/board-of-directors/>)

RESOLUTION 17-37

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 A TWO-YEAR FUNDING AGREEMENT WITH JOINT VENTURE SILICON VALLEY TO SUPPORT THE INDEX OF SILICON VALLEY AND FOR JOINT VENTURE SILICON VALLEY TO PROVIDE SUPPORT TO SAN MATEO CITIES AND COUNTY IN MEETING SUSTAINABILITY GOALS AND MOBILITY IMPROVEMENT FOR AN AMOUNT NOT TO EXCEED \$75,000 FOR FISCAL YEARS 2017/18 and 2018/19

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

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

WHEREAS, C/CAG desires to work jointly with organizations that support initiatives aimed at reducing energy use and greenhouse gas emissions, and mobility improvements, and

WHEREAS, Joint Venture Silicon Valley oversees a public sector climate protection task force that includes cities from San Mateo County.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County that the Chair is authorized to execute an agreement with Joint Venture Silicon Valley for an amount not to exceed \$75,000 for fiscal years 2017/18 and 2018/19, and further authorize the C/CAG Executive Director to negotiate the final agreement prior to execution by the Chair, subject to approval by C/CAG Legal Counsel as to form.

PASSED, APPROVED, AND ADOPTED, THIS 13TH DAY OF JULY 2017.

Alicia C. Aguirre, Chair

C/CAG AGENDA REPORT

Date: July 13, 2017

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

From: Sandy Wong, Executive Director

Subject: Review and endorse the Regional Measure 3 San Mateo County candidate project list.

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

RECOMMENDATION

That the C/CAG Board of Directors review and endorse the Regional Measure 3 San Mateo County candidate project list.

FISCAL IMPACT

None.

BACKGROUND

Bay Area state legislative delegates and MTC have been conferring on Senate Bill 595 (SB 595). Its most recent amendment was on July 3, 2017 in the Assembly. SB 595 was introduced by Senator Beall, coauthored by Bonta, Chiu, Mullin, Ting, Hill, Skinner, Wieckowski, Wiener, Chu, Low, Quirk, and Thurmond. It would enable the Bay Area Toll Authority (BATA) to place a ballot for voter approval of bridge toll increase not to exceed \$3. Revenue from the toll increase would be appropriated by the MTC. The bill would require the BATA to establish an independent oversight committee to ensure consistency with expenditure plan.

This bill, as currently amended, requires the ballot pamphlet to include a summary of the expenditure plan regarding the eligible projects and programs to be funded, and that the MTC shall prepare a summary of the Regional Measure 3 expenditure plan.

At the May 11, 2017 C/CAG Board meeting, the Board reviewed the San Mateo County candidate project list for RM3. The San Mateo County candidate project list was developed in collaboration with member agencies and transit agencies in San Mateo County, and has been reviewed by the Congestion Management Technical Advisory Committee (TAC) and the Congestion Management & Environmental Quality (CMEQ) committee.

Staff recommends the C/CAG Board endorse the RM3 San Mateo County Candidate Project List, and direct staff to work with legislative delegates and MTC during the development of the Regional Measure 3 Expenditure Plan to maximize San Mateo County projects' eligibility.

ATTACHMENT

1. Regional Measure 3 (RM3) – San Mateo County Candidate Project List

Regional Measure 3 (RM3) - San Mateo County Candidate Project List					
Sponsor	Project	Location	Project Description	Capital Cost	Annual Operations Cost
SMCTA/ C/CAG	US 101 Managed Lanes (South of I-380)	San Antonio Rd (Santa Clara County) to I-380	Add 22 miles of managed lanes (HOV and/or HOT) in San Mateo County	up to \$325M	TBD
SMCTA/ C/CAG	US 101 Managed Lanes (North of I-380)	US 101 from I-380 to SF County Line	Add northbound and southbound managed lane (HOV and/or HOT) from I-380 to San Francisco County line.	up to \$250M	TBD
SamTrans	Dumbarton Corridor	Dumbarton SR 84 and Dumbarton Rail bridge, and approaches	Mix of transportation improvements to address both congestion on the Dumbarton Bridge (Highway 84) and connecting roadways, as well as the rehabilitation and repurposing of the Dumbarton rail bridge to the south.	Cost estimates will range from tens of millions to up to \$1.2B (rail solution on the rail bridge)	TBD
SamTrans	SamTrans El Camino Real Corridor	Palo Alto to Daly City	Add rapid transit in the ECR corridor	\$16.5m for rapid transit	\$2.5m
SamTrans	Operations at SF Transbay Terminal	Palo Alto to Daly City	Operating support for SamTrans buses operating at the SF Transbay Terminal	N/A	TBD
Caltrain	Calmod 2.0	SF to San Jose	Full conversion to 100% EMU + capacity increase (\$440m); broadband (\$30m); Maintenance Facility improvements (\$36m); level boarding & platform extensions (\$250M)	up to \$756M	
Caltrain	Caltrain Downtown Extension (DTX)	SF Caltrain Station to Transbay Terminal	Extending Caltrain from current terminal station in SF to the Transbay Terminal	\$3.9B (total cost of project)	TBD
SM/Foster City	101/92 Interchange improvements	San Mateo/Foster City	Array of alternatives that would improve traffic flow and increase mobility within the heavily congested 101/92 Interchange	up to \$160M	
Redwood City	Woodside Interchange	US 101/SR 84 Woodside Interchange	Improve the US 101/Woodside Interchange.	\$142M	

Various	Bicycle/Pedestrian facilities	Various	Improvements to bicycle/pedestrian access connected to toll corridors, including the San Francisco Bay Trail.	\$20M	
WETA	Expanded Ferry Service RWC	Redwood City	The new Redwood City terminal will open between 2022 and 2026, offering ferry service to San Francisco.	\$94M	\$12M
WETA	Expanded Ferry Service SSF	South San Francisco	In June of 2012, construction of the new South San Francisco terminal was completed and service was launched.	\$18M	\$8M
BART	BART Rail Car Rehab	Systemwide across 5 count	Rehabilitation of aging BART cars	TBD (\$M share)	
City of East Palo Alto	University Avenue Improvements	University Ave between Highway 101 and the Dumbarton Bridge	Improve traffic and safety through this major transportation corridor between Highway 101 and the Dumbarton Bridge.	\$5M	
Cities	Grade Separation	Various	Grade separation connected to toll bridge corridors.	\$250M	

C/CAG AGENDA REPORT

Date: July 13, 2017

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

From: Sandy Wong, Executive Director

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

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

RECOMMENDATION

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

FISCAL IMPACT

Unknown.

SOURCE OF FUNDS

N/A

BACKGROUND

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

At the July 13, 2017 Legislative Committee meeting the following bill will be discussed. A verbal recommendation from the committee will be brought to the Board.

AB 1613 (Mullin) – SamTrans Sales Tax Authority – Existing law authorizes the San Mateo County Transit District to adopt a sales tax ordinance in accordance with specified provisions of law, including a requirement that the combined rate of all such taxes imposed in the county may not exceed 2%. This bill would authorize the board to exceed that 2% limit to impose a sales tax of no more than 0.5% for transportation purposes, if approved by the board before January 1, 2021.

ATTACHMENTS

1. July 2017 Legislative update from Shaw/ Yoder/ Antwih, Inc.
2. Letter of support for AB 1613 (Mullin)
3. Full Legislative information is available for specific bills at <http://leginfo.legislature.ca.gov/>

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

July XX, 2017

The new procedures, to be modified
and sent to appropriate committees
when needed
Sacramento, CA 95814

RE: SUPPORT for AB 1613 (Mullin)

Dear Chair McGuire:

The City/County Association of Governments of San Mateo County (C/CAG) is pleased to **SUPPORT** AB 1613 (Mullin). This bill would authorize the San Mateo County Transit District (SamTrans) to place a sales tax measure for transportation purposes before the voters at an upcoming election. The sales tax may not exceed one-half of a percent, may exceed the two-percent threshold for local sales taxes, and is subject to the approval of two-thirds of the voters in San Mateo County.

In 2015, SB 705 (Hill) authorized San Mateo County to put a new sales tax before the voters not to exceed one-half of a percent for transportation purposes above the existing two percent cap for local sales tax measures. AB 1613 builds on that authority by allowing the San Mateo County Transit District to do the same thing. However, only one agency may put the tax on the ballot. In San Mateo County, SamTrans, as a special district, has taxing authority and administers a number of transportation programs in San Mateo County. SamTrans staff provides support to SamTrans, the San Mateo County Transportation Authority, and Caltrain.

C/CAG **SUPPORTS** AB 1613 and appreciates your favorable consideration of this legislation as our member agencies work to address our local transportation funding needs. Please feel free to contact Sandy Wong, C/CAG's Executive Director, at 650-599-1409 or slwong@smcgov.org with any questions or concerns.

Sincerely,

Alicia C. Aguirre, Chair
City/County Association of Governments of San Mateo County

Cc: Assembly Member Kevin Mullin
Assembly Member Marc Berman
Assembly Member Phil Ting
Senator Jerry Hill
Senator Scott Wiener



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

DATE: June 27, 2017
TO: Board Members, City/County Association of Governments, San Mateo County
FROM: Andrew Antwih and Matt Robinson, Shaw / Yoder / Antwih, Inc.
RE: STATE LEGISLATIVE UPDATE – July 2017

Legislative Update

The Legislature passed the 2017-18 Budget Bill on June 15 and it now awaits Governor Brown’s signature. As of this writing, some budget trailer bills related to the implementation of SB 1 (trade corridors and advanced mitigation) remain in the Legislature. We anticipate these bills will be sent to the Governor shortly. The Legislature will break for Summer Recess on July 21 and reconvene on August 21. We highlight bills of note affecting C/CAG under ***Bills of Interest***, below.

SB 1 Workshops Underway

On June 8 and 9, the California Transportation Commission (CTC) kicked off a series of workshops on the implementation of SB 1 (Beall and Frazier), highlighting the timeframe for a number of programs the CTC oversees, including the Solutions for Congested Corridors Program. The CTC will be hosting several additional workshops for each specific program, with the hope of adopting guidelines in late-2017/early-2018. Additionally, the California State Transportation Agency (CalSTA) will begin to host workshops on the transit and rail programs in late June. C/CAG staff has been and will continue to participate in the SB 1 workshops.

Transportation Funding Repeal

As we reported last month, on May 5, Assembly Member Travis Allen (R-Huntington Beach) filed an initiative to repeal SB 1. Before the initiative, entitled “Repeal the Gas Tax,” can be circulated for signature it must first be given a Title and Summary by the Attorney General. Once it has been issued a Title and Summary the initiative must receive approximately 360,000 valid signatures to qualify for the next General Election ballot, slated for November, 2018. We will update the Board as this initiative progresses.

RM3 Update

For the last several months, members of the Bay Area Caucus have been meeting to discuss the potential for legislation authorizing a toll increase on the Bay Area’s bridges. Commonly referred to as Regional Measure 3, the increased toll(s) could fund a number of Bay Area transportation improvements across all nine counties. Senator Beall has legislation moving through the process, but it lacks details. Currently, SB 595 does not specify the amount of the toll increase, nor does it speak to the distribution of funds. The members of the Bay Area Caucus continue to meet regularly to hone in on a path forward for RM3 and have held several briefings with the Metropolitan Transportation Commission, local agencies, and other stakeholder groups. We have been involved in the effort to craft an RM3 path forward. C/CAG, along with other local agencies, recently participated on a call with Assembly Member

Kevin Mullin to discuss San Mateo County's priorities. We will continue to engage as the RM3 legislation takes shape. **The bill will be heard in the Assembly Transportation Committee on July 10.**

Bills of Interest

SB 1 (Beall) – Transportation Funding Package (Signed by Governor on April 28)

This bill would increase several taxes and fees to address issues of deferred maintenance on state highways and local streets and roads, as well as provide new funding for public transit. Specifically, this bill would increase both the gasoline (over three years) and diesel excise taxes by 12 and 20 cents, respectively; increase the vehicle registration fee by \$38; create a new \$100 vehicle registration fee applicable to zero-emission motor vehicles; increase Cap and Trade funding for transit; increase the rate of sales tax on diesel by another 4% for the State Transit Assistance Program and intercity rail, limit the borrowing of weight-fee revenues, and repay outstanding transportation loans. As a result, transportation funding would increase by approximately \$6 billion per year. ***The C/CAG Board SUPPORTS this bill.***

SB 231 (Hertzberg) – Stormwater

The California Constitution (Proposition 218) generally requires that assessments, fees, and charges be submitted to property owners for approval or rejection after the provision of written notice and the holding of a public hearing. The Proposition 218 Omnibus Implementation Act prescribes specific procedures and parameters for local jurisdictions to comply with the California Constitution and defines terms. This bill would define the term "sewer" for these purposes to include outlets for surface or storm waters, and any and all other works, property, or structures necessary or convenient for the collection or disposal of sewage, industrial waste, or surface or storm waters. ***The C/CAG Board SUPPORTS this bill.***

SB 595 (Beall) – Regional Measure 3

This bill is the Senate placeholder for Regional Measure 3 and would authorize the nine counties in the Bay Area to vote on an unspecified increase in tolls on the Bay Area's bridges to be used for transportation projects throughout the region. Bay Area leaders in both houses are working on the legislation, which could take shape in the coming weeks. ***The C/CAG Board SUPPORTS this measure IN CONCEPT.***

SB 797 (Hill) – Caltrain Funding

This bill would authorize the Peninsula Corridor Joint Powers Board (Caltrain), by a resolution approved by two-thirds of the board and with the approval of other local agencies, to levy a tax at a rate not to exceed 0.125% in the Counties of San Francisco, San Mateo, and Santa Clara if a ballot measure is passed by two-thirds of the voters regionally. The tax revenues would be used by the board for operating and capital purposes of the Caltrain rail service.

SCA 6 (Wiener) – Lower Vote Threshold for Local Transportation Taxes

The California Constitution subjects the imposition of a special tax by a city, county, or special district upon the approval of two-thirds of the voters. This measure would lower that threshold to 55 percent of voters for taxes for transportation purposes. ***The C/CAG Board SUPPORTS this bill.***

AB 28 (Frazier) – Caltrans NEPA Delegation (Signed by Governor on March 29)

This bill would grant Caltrans the authority to continue performing federal environmental responsibilities for highway projects under the National Environmental Policy Act (NEPA) and other federal laws until January 1, 2020. ***The C/CAG Board SUPPORTS this bill.***

AB 733 (Berman) – Enhanced Infrastructure Financing Districts

Existing law authorizes a city or a county to establish an enhanced infrastructure financing district (EIFD) to finance capital projects with property tax increment under certain conditions. This bill would

allow the financing of projects that adapt to the impacts of climate change, including sea level rise. ***The C/CAG Board SUPPORTS this bill.***

AB 1613 (Mullin) – SamTrans Sales Tax Authority

Existing law authorizes the San Mateo County Transit District to adopt a sales tax ordinance in accordance with specified provisions of law, including a requirement that the combined rate of all such taxes imposed in the county may not exceed 2%. This bill would authorize the board to exceed that 2% limit to impose a sales tax of no more than 0.5%, if approved by the board before January 1, 2021. ***We recommend the C/CAG Board SUPPORT this bill.***

ACA 5 (Frazier and Newman) – Protection of Transportation Revenues

This measure would prohibit the state from borrowing revenues from fees and taxes imposed on vehicles or their use, and from using those revenues other than as specifically permitted by Article XIX. This measure would prohibit vehicle revenues and fuel tax revenues from being pledged or used for the payment of principal and interest on general obligation bonds issued by the state, except for vehicle weight fee revenues used to pay bond approved prior to January 1, 2017. ***The C/CAG Board SUPPORTS this bill.***

C/CAG AGENDA REPORT

Date: July 13, 2017

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 17-36 authorizing the C/CAG Countywide Carpooling Incentives Pilot Program for up to \$1,000,000, and execution of individual agreements with Scoop and Google

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

RECOMMENDATION

Review and approval of Resolution 17-36 authorizing the C/CAG Countywide Carpooling Incentives Pilot Program for up to \$1,000,000, and execution of individual agreements with Scoop and Google.

FISCAL IMPACT

Up to \$1,000,000.

SOURCE OF FUNDS

Funding will come from Transportation Fund for Clean Air (TFCA) County Program Manager funds (FY 2017/18) and Congestion Relief Program funds.

BACKGROUND

C/CAG Countywide Carpooling Incentives Pilot Program

The purpose of the proposed C/CAG Countywide Carpooling Incentives Pilot Program (Program) is to encourage commuters and workers of San Mateo County to use carpooling and ridesharing as a sustainable alternative to driving alone when commuting to and from work. Increased usage of carpools and rideshares during peak commute periods reduce single occupancy vehicle travels and results in fewer trips in San Mateo County. Combined with other transportation demand management strategies, the proliferation and sustained utilization of carpools and rideshares contribute towards the decrease of traffic congestion resulting in increased travel time reliability and reduction in greenhouse gas (GHG) emissions within the County.

The Program seeks to utilize emerging technology by collaborating with private sector companies that has developed and specializes in a dynamic carpooling and ridesharing mobile applications (Apps) for real-time ride-matching services for the purpose of supporting implementation of the Program. Subsidies would be provided to commuters (individuals who live or work in San Mateo County) to offset actual cost the commuter incurs for each trip taken utilizing the App, therefore, the service must be able to facilitate C/CAG's financial incentive during the pilot Program. It is the intent that subsidizing rides would significantly increase the number of individuals opting to carpool.

The Program provides benefits to San Mateo County by: reducing the number of single occupancy vehicles during peak commute periods; reducing traffic congestion during peak commute periods, reducing GHG, reduce the need for parking, and to help change long-term driver/commuter behavior.

Similar Implementation by Others

In October 2016, the Cities of San Mateo and Foster City launched concurrent pilot projects with Scoop Technologies (Scoop), developer of the mobile rideshare/carpool matching App “Scoop”, to implement a program that subsidize commuters entering and leaving each respective cities. As part of the pilot program, all Scoop rides to/from these cities would cost the commuter/carpooler \$2 per one-way trip with the cities subsidizing the remaining cost. The standard ride trips can cost anywhere from \$3 to \$12. For the pilot project, the City of San Mateo provided \$30,000 and City of Foster City provided \$60,000. The pilot project would continue until the funds were depleted. In March 2017, Foster City added an additional \$30,000 to extend the project. In addition, in April 2017, the City of South San Francisco also implemented a similar subsidized carpooling program with Scoop.

From a countywide approach, the Contra Costa County Transportation Authority (CCTA) also implemented a similar carpool incentives project with Scoop which began in May 2017.

Collaboration

Based on the successes of the initial pilot projects in San Mateo and Foster City, early this year, C/CAG and our Transportation Demand Management (TDM) partner Commute.org reached out to Scoop with the goal of expanding the individual city model into a countywide pilot program that open services to all cities, including the unincorporated areas of San Mateo County.

As recommended by the CMP Technical Advisory Committee (TAC) at the March 2017 meeting, C/CAG issued a request for proposal (RFP) in May soliciting for companies to submit proposals to provide a dynamic ridematching / carpooling matching App and services for San Mateo County commuters to enable implementation of the Program. C/CAG received two proposals, from Scoop, and from Waze (Google). Based on the two companies’ respective qualifications and the respective App’s ability to meet the needs and objectives of the Program in terms of functionality, usability, user-friendliness, features, and other key aspects, staff recommend that C/CAG collaborate with both companies.

The two service providers, Scoop and Waze (Google), offer tools that enable C/CAG to provide the carpooling incentives to commuters, the Scoop App and Waze Carpool App respectively. The project Apps would help facilitate the process of the subsidizing the carpool trips.

It is noted that there are distinct contrast between carpooling Apps to be utilized for the Program in comparison with ride hailing Apps such as Uber and Lyft in that the carpooling Apps focus on commuters by enabling the flexibility of sharing rides to and from work by ride-matching commuters who live or work near each other, hence, combining two trips into one. On the contrary, Uber and Lyft drivers are merely shuttling the passenger(s) while he/she would not have made that trip otherwise.

How the Program and App Works

The key aspects of the Program are as follows:

- The incentives will be applied only to trips originating within the peak commute periods of 6:00 a.m. – 9:00 a.m. in the morning and 4:00 p.m. – 7:00 p.m. in the afternoon.
- All users in San Mateo County will be incentivized by \$2 per trip. This includes trips that either begins or ends in San Mateo County.
- A \$2 incentive will be applied through the Apps towards each user trip (rider and driver) in San Mateo County. Each participant can receive a maximum of \$4 each day (assuming one trip from home to work and a second trip from work to home.)
- Individuals eligible to receive the incentives include residents of San Mateo County and employees who work in San Mateo County.
- Scoop, Waze, C/CAG, Commute.org and San Mateo County cities and the County to jointly market and promote services.
- The Program rollout is planned for July 2017.
- The Program will offer up to \$1,000,000 to subsidize the cost of the carpool program (including reimbursement for guarantee ride home expense for San Mateo County commuters) over a one (1) year period or until funds are exhausted.

Aside from the above Program elements, the responsibilities of Scoop and Waze (Google) include:

- In addition to industry best practices, the Companies are required to implement a Motor Vehicle History check on all drivers participating in the Program
- Work with C/CAG to implement a Guarantee Ride Home element as part of the carpooling services.
- Provide monthly reports to C/CAG including, but not limited to, information on usage statistics including number active users, number of rides, aggregated origin and destination information, aggregated trip lengths, and other reports to be determined that will help C/CAG perform an assessment of the Program.
- Enable a survey tool in the App to inquire about alternative commute options.
- Work with Commute.org, to integrate the Apps into the STAR Platform, an online tool that Commute.org uses to promote, track, and incentivize alternative commuting behaviors.

Committee Inputs

Both the TAC and Congestion Management and Environmental Quality (CMEQ) Committee recommended approval of the Program. Furthermore, the committees also requested that the following items be considered as part of implementing the Program, including:

- Increasing incentives from \$2 to up to \$4.
- Establish increasing incentives on a sliding scale based on distance traveled or zones.
- Establish a dollar limit as to how much incentives an individual commuter can receive
- Establish a dollar limit as to how much total residents in a city can receive for equity purposes
- Shorten the pilot period and/or decrease the budget to incrementally monitor performance before expanding to the full 1-year period and budget.

- Establish performance measure metrics and interim checkpoints to gauge success.
- Provide detailed monthly reports, as needed, for assessing program accomplishments.
- Conduct surveys to determine other commute options that rider would consider if not using carpool.

Funding

One of the key purposes of the C/CAG Congestion Relief Plan (CRP) is to develop and fund countywide programs and projects that provide comprehensive benefits in addressing traffic congestion to the overall transportation system in the County. Two of the transportation-related programs the CRP presently funds include the Employer-Based Shuttle and Local Transportation Services and Countywide Travel Demand Management. The Board approved FY 2017/18 CRP budget included funding to implement travel demand management and traffic operational improvement strategies.

The TFCA funds, distributed to C/CAG by the Bay Area Air Quality Management District (BAAQMD) as part of the San Mateo County Program Manager Fund, are intended to be used for projects and programs whose primary objectives include reducing air pollution and GHG emissions and traffic congestion by improving transportation options. At the May 2017 meeting, the C/CAG Board approved the FY 2017/18 Expenditure Plan projects, which included budgeting \$700,000 for the Program.

Utilization of the TFCA portion of budget will be evaluated to ensure that the project meet the established TFCA cost-effectiveness criteria of \$150,000/weighted ton of surplus emission over the project's useful life. Surplus emissions is defined as reactive organic gases (ROG), nitrogen oxides (NOx), and weighted PM10 (particulate matter 10 microns in diameter and smaller. Therefore, it is proposed that the Program have the flexibility to adjust contributions from CRP and TFCA funds, as needed, to optimize each funding sources, based on staff evaluation.

Program Evaluation

It is intended that the Pilot Program will be evaluated monthly to determine commuter behavior and analyze trends by monitoring ridership, origins and destinations of the trips (aggregated), time of day, number of carpoolers, and other data that is made available by the respective Companies.

Adjustments to Program will be made, as applicable, during the pilot period. At the conclusion of the Program, a full assessment will be performed and reported to the Board.

ATTACHMENTS

1. Resolution 17-36
2. Agreements between C/CAG and Scoop and C/CAG and Google (*The documents are available for download at the C/CAG website at: <http://ccag.ca.gov/committees/board-of-directors/>)*

RESOLUTION 17-36

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG COUNTYWIDE CARPOOLING INCENTIVES PILOT PROGRAM FOR UP TO \$1,000,000, AND EXECUTION OF INDIVIDUAL AGREEMENTS WITH SCOOP AND GOOGLE

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

WHEREAS, C/CAG, the Congestion Management Agency for San Mateo County, seeks to implement the C/CAG Countywide Carpooling Incentives Pilot Program (Program) to encourage carpooling and ridesharing in San Mateo County; and

WHEREAS, the Program encourage commuters and employees of San Mateo County to use carpooling and ridesharing as a sustainable alternative to driving alone when commuting to and from work; and

WHEREAS, the C/CAG desire to provide subsidies for carpooling in San Mateo County for up to \$1,000,000; and

WHEREAS, C/CAG has determined that Scoop and Google (Contractors) has the qualifications and experience to provide the services, including mobile application (App) to enable implementation of the program and desires to enter into an agreement with both Contractors.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County authorize the C/CAG Countywide Carpooling Incentives Pilot Program for up to \$1,000,000 and that the C/CAG Chair is authorized to execute individual agreements with and Scoop and Google and further authorize the Executive Director to negotiate the final terms prior to execution by parties, subject to legal counsel approval as to form.

PASSED, APPROVED, AND ADOPTED THIS 13TH DAY OF JULY, 2017.

Alicia C. Aguirre, Chair

C/CAG AGENDA REPORT

Date: July 13, 2017
To: City/County Association of Governments Board of Directors
From: Sandy Wong, Executive Director
Subject: Receive an update and provide input on follow-up activities for the formation of a Working Group for the implementation phase of the San Mateo Countywide Transportation Plan 2040.

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

RECOMMENDATION

That the C/CAG Board of Directors receive an update and provide input on follow-up activities for the formation of a Working Group for the implementation phase of the San Mateo Countywide Transportation Plan 2040.

FISCAL IMPACT

Unknown at this time. Staff will develop more detail tasks that require consultant services and associated costs when further information becomes available.

SOURCE OF FUNDS

Funding will be recommended from the C/CAG Transportation Fund.

BACKGROUND

The C/CAG Board approved Resolution 17-05 adopting the San Mateo County Transportation Plan 2040 (SMCTP 2040) at the February 9, 2017 meeting and subsequently, at the March 9, 2017, the Board was provided a list of “next steps” items to be performed as follow up strategies for implementing the SMCTP 2040. (Attachment)

The key recommendations considered for the implementation phase of the SMCTP 2040 include:

- Conduct supplemental meetings and public outreach and engagement with stakeholders
- Review key recommendations
- Consider additional input for implementation phase
- Generate a coordinated action plan

Staff recommends convening a SMCTP 2040 Implementation Working Group comprises of up to 12-14 members consisting of interested members from the community, advocacy groups, C/CAG Board members, and transportation officials and staff to advise C/CAG on implementation strategies. The proposed makeup of the Group could include representatives from, but not limited to, the

following individuals and organizations:

- Elected officials from the C/CAG Board or Congestion Management & Environmental (CMEQ) Committee (2-3 members)
- Housing Advocates (1-2 members)
- Health System (1 member)
- Local Businesses/Economic Development (1 member)
 - o San Mateo County Economic Development Association (SAMCEDA)
- Transportation agencies: (2 members)
 - o San Mateo County Transportation Authority (SMCTA)
 - o San Mateo County Transit District (SamTrans)
- Transportation advocacy/Community-based groups: (3-4 members total from the following organizations)
 - o San Mateo County Alliance to Renew Transportation (SMcART) coalition: including Transform, Friends of Caltrain, Sustainable San Mateo County, Silicon Valley Bicycle Coalition, Menlo Spark, Youth United for Community Action, Youth Leadership Institute, Silicon Valley Climate Alliance Acterra, and others.
 - o San Mateo County Union Community Alliance
 - o Community Based Organizations (CBOs)
 - o Sierra Club
- City Planning (2 members)

ATTACHMENTS

1. SMCTP 2040 - Next Steps (March 2017)

San Mateo County Transportation Plan 2040 (SMCTP 2040) - Next Steps

March 2017

Subsequent to the C/CAG Board's adoption of the SMCTP 2040 and based on inputs received throughout the SMCTP 2040 process from various committees, C/CAG Board, stakeholders and groups, the follow up "Next Steps" below were developed and presented to the Board in March 2017. Some of the items below can be done in parallel, while others are sequential.

1. Make technical corrections to the SMCTP 2040 prior to its distribution of copies. This includes any errors and omissions, and suggested edits from Board members at the meeting. (Completed)
2. Review the matrix of comments received throughout the SMCTP 2040 process and identifies potential actions that can be moved ahead in advance of the next plan update.
3. Review the list of original stakeholders used during the development of the SMCTP 2040. Seek additional stakeholders, and develop appropriate stakeholder groups, for the purpose of a more comprehensive outreach for the below items.
4. Solicit consultant proposals to assist in research, meetings, outreach, and prepare reports relative to some of the below items, as needed.
5. Review the performance measures included in the adopted SMCTP 2040, and consider potential additional performance measures to support the vision, goals, and objectives set out by the SMCTP 2040. For example, SB 743 changes to roadway performance from Level-of-Service (LOS) to Vehicle-Miles-Travel (VMT) basis.
6. Prepare information and documentation, and perform educational outreach to interested parties, regarding transportation funding, its flexibilities and constraints. This will include federal, state, and local transportation funds available for various modes of transportation. Also include the outline of funds that are subjected to C/CAG decision, or subjected to C/CAG input, or otherwise.
7. Conduct discussion on potential improvements to alignment of future investments with visions, goals, and objectives identified in the SMCTP 2040.
8. Gather and review existing relevant Equity Analysis prepared by other agencies. Identify additional potential additional equity analysis that can benefit C/CAG programs.
9. Review the performance targets developed by the State, the Metropolitan Transportation Commission (MTC) and ABAG, local transportation agencies in San Mateo County, and other relevant agencies. Identify key and important transportation-related targets. And conduct discussions in the methodologies to set attainable targets. Develop transportation-related targets base on consensus.