

# C/CAG

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

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

### BOARD MEETING MINUTES

Meeting No. 304  
December 14, 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 (arrive 6:32 p.m.)
Belmont	– Doug Kim
Burlingame	– Ricardo Ortiz
Colma	– Diana Colvin
Daly City	– Raymond Buenaventura
East Palo Alto	– Lisa Gauthier
Foster City	– Herb Perez (arrive 7:00 p.m.)
Half Moon Bay	– Debbie Ruddock (arrive 6:33 p.m.)
Hillsborough	– Marie Chuang
Millbrae	– Gina Papan
Pacifica	– Sue Vaterlaus
Portola Valley	– Maryann Moise Derwin
Redwood City	– Alicia Aguirre
San Mateo	– Diane Papan (arrive 6:35 p.m.)
San Mateo County	– David Canepa
South San Francisco	– Karyl Matsumoto (SamTrans & TA)

#### Absent:

Brisbane  
Menlo Park  
San Bruno  
San Carlos  
Woodside

#### Others:

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

Sara Muse – C/CAG Staff  
Susy Kalkin – C/CAG Staff  
Kim Springer – San Mateo County  
Theresa Vallez-Kelly – Safe Routes to School (SRTS)  
Adam Lokar – Safe Routes to School (SRTS)  
Francis Quines – Public  
Baron Edwards – Public  
Susan Raymond – Public  
Other members of the public attended.

### 3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

Theresa Vallez-Kelly  
Francis Quines  
Baron Edwards  
Adam Lokar  
Susan Raymond

### 4.0 PRESENTATIONS/ ANNOUNCEMENTS

None.

### 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, 5.5, 5.6, 5.8, 5.9 and 5.10.

Board Member Ruddock SECONDED. **MOTION CARRIED 15-0-0** Executive Director, Sandy Wong requested removal of item 5.7 from Consent.

- 5.1 Approval of the minutes of regular business meeting No. 303 dated November 9, 2017. APPROVED
- 5.2 Review and approval of the 2018 C/CAG Board calendar. APPROVED
- 5.3 Review and approval of the Finance Committee's recommendation of no change on investment portfolio and accept the Quarterly Investment Report as of September 30, 2017. APPROVED
- 5.4 Review and approval of Resolution 17-58 authorizing the filing of a joint application for \$22,000,000 in funding from the San Mateo County Transportation Authority (SMCTA) Measure A Highway Program for the Design and Right of Way Phases for the US 101 Managed Lane Project from Matadero Creek in Santa Clara County to I-380. APPROVED
- 5.5 Review and concur with redirecting \$1,000,000 in SMCTA Measure A highway program awarded funds for the environmental phase of the US 101 Auxiliary Lane project from the Oyster Point to San Francisco County line towards a contribution to develop a Project Study Report that includes a managed lane alternative on US 101 from I-380 to the San Francisco county line. APPROVED
- 5.6 Review and approval of Resolution 17-60 authorizing the C/CAG Chair to execute an Agreement with the San Mateo County Superintendent of Schools to administer and manage the San Mateo

County Safe Routes to School Program in an amount not to exceed \$917,100 for remaining Fiscal Year 2017-2018 & Fiscal Year 2018-2019 (1.5 years). APPROVED

5.8 Review and approval of Resolution 17-61 authorizing the C/CAG Chair to execute an agreement with the County of San Mateo to provide staff services for the San Mateo County Energy Watch Program (SMCEW) 2018 calendar year for an amount not to exceed \$450,000. APPROVED

5.9 Review and approval of Resolution 17-62 authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo for staff services for the Regionally Integrated Climate Action Planning Suite project for calendar year 2018 for an amount not to exceed \$40,000. APPROVED

5.10 Review and approval of Resolution 17-63 authorizing the C/CAG Chair to execute funding agreements with ten member agencies for Safe Routes to School and Green Streets Infrastructure Pilot Projects for a total not to exceed \$2,112,863. APPROVED

5.7 Review and approval of the joint Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Year 2018/2019 & Fiscal Year 2019/2020. APPROVED

Susy Kalkin, C/CAG staff, provided a replacement page for page 29 of the meeting packet, to be consistent with the same recommendation made to the TA Board, requiring a formal marketing plan to be included in the shuttle funding application.

Board Member G. Papan (Millbrae) MOVED to approve item 5.7. Board Member Chuang SECONDED. **MOTION CARRIED 15-0-0.**

## 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). NO ACTION

Legislative committee did not have quorum however Jean Higaki, C/CAG staff provided a state legislative update regarding the status of SB 1 programs guideline developments and the SB 1 repeal effort underway. Board Member Kim urged the education and information be shared regarding SB1 program benefits.

6.2 Review and approval of the Annual C/CAG Legislative Policies for 2018. APPROVED

Legislative committee did not have quorum and could not provide a recommendation however, Jean Higaki, C/CAG staff, highlighted the changes made from the adopted 2017 Policies.

Board Member Ruddock MOVED to approve item 6.2. Board Member Gauthier SECONDED. **MOTION CARRIED 15-0-0.**

6.3 Review and approval of the Draft 2017 Congestion Management Program (CMP) and Monitoring Report and authorize its release for distribution and comments. APPROVED

Jeff Lacap, C/CAG staff, presented the Draft 2017 Congestion Management Program (CMP) and Monitoring Report and recommended its release for distribution and comments.

Board Member Kim MOVED approval of Item 6.3. Board Member Chuang SECONDED.  
**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

9.0 COMMUNICATIONS - Information Only

10.0 CLOSED SESSION

10.1 PUBLIC EMPLOYEE PERFORMANCE EVALUATION

Title: Executive Director

10.2 CONFERENCE WITH LABOR NEGOTIATORS

C/CAG Representatives: Alicia C. Aguirre, Pat Martel

Unrepresented Employee: Executive Director

11.0 RECONVENE IN OPEN SESSION

11.1 Report out on Closed Session.

No reportable actions were taken.

12.0 Action on Compensation Adjustment for Executive Director.

APPROVED

Board Member Perez MOVED approval of 4% increase in salary (consisting of 1.3% equity adjustment plus 2.7% CPI adjustment) effective December 17, 2017, and a one-time bonus of 4% for 2017 performance. Board Member Ortiz SECONDED. **MOTION CARRIED UNANIMOUSLY 16-0-0**

13.0 Approval of 2018 Performance Objectives for Executive Director.

APPROVED

Vice Chair Derwin MOVED approval of the 2018 Performance objectives for Executive Director. Board Member Canepa SECONDED. **MOTION CARRIED UNANIMOUSLY 16-0-0**

14.0 ADJOURNMENT – 8:35 p.m.

Next scheduled meeting February 8, 2018