

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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C/CAG BOARD MEETING NOTICE

Meeting No. 312

DATE: Thursday, October 11, 2018

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 Presentation on Save the Bay's Bay-Smart Communities Campaign

p. 1

4.2 Presentation on SamTrans Business Plan

p. 7

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. 311 dated September 13, 2018. **ACTION**
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- 5.2 Review and approval of Resolution 18-57 authorizing the C/CAG Chair to execute Contract Change Order No. 2 to the Master Service Agreement between C/CAG and PG&E for San Mateo County Energy Watch, extending the end date to December 31, 2019 and replacing the General Conditions. ACTION p. 12
- 5.3 Review and approval of Resolution 18-58 authorizing the C/CAG Chair to execute an agreement between C/CAG and 2050 Partners, Inc. for a feasibility study for job order contracting for an amount not to exceed \$35,000 through December 31, 2018, and waiving the RFP process. ACTION p. 15
- 5.4 Review and approve Resolution 18-59 authorizing the Executive Director to execute Amendment No. 2 to Task Order URD-01 with Urban Rain Design, extending the term through June 30, 2019 at an additional cost not to exceed \$9,931 for technical support to the Countywide Water Pollution Prevention Program. ACTION p. 18
- 5.5 Receive a copy of amended Task Order EOA-05, issued to Eisenberg, Olivieri, and Associates for technical support to the Countywide Water Pollution Prevention Program, extending the term through July 31, 2018 at no additional cost, as executed by the Executive Director in accordance with C/CAG's procurement policy. ACTION p. 24
- 6.0 REGULAR AGENDA
- 6.1 Receive a final update on the completed Carpool Incentive Pilot Program in FY 2017-18 INFORMATION p. 26
- 6.2 Review and approval of Resolution 18-60 authorizing the C/CAG Chair to execute an agreement with the Peninsula Traffic Congestion Relief Alliance (Commute.org) for the Carpool Incentive Program 2.0 in the amount of \$375,000. ACTION p. 30
- 6.3 Receive presentation on C/CAG's Countywide Stormwater Program. INFORMATION p. 33
- 6.4 Receive presentation on the Transportation Projects Mapping Tool posted on the C/CAG website. INFORMATION p. 35
- 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
- 9.1 Letter from Alicia Aguirre, Metropolitan Transportation Commission (MTC), Commissioner and Warren Slocum, Metropolitan Transportation Commission (MTC), Commissioner, dated September 26, 2018. RE: The important work MTC is doing to support and improve mobility for San Mateo County residents in partnership with local groups like C/CAG and county transportation agencies.

p. 36

9.2 Letter from Executive Directors of the Bay Area Congestion Management Agencies, dated October 2, 2018. RE: Selecting the next Executive Director for the Metropolitan Transportation Commission (MTC) p. 39

10.0 ADJOURNMENT

Next scheduled meeting November 8, 2018

PUBLIC NOTICING: All notices of C/CAG regular Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Transit District Office, 1250 San Carlos Ave., San Carlos, CA, and on C/CAG's website at: <http://www.ccag.ca.gov>.

PUBLIC RECORDS: Public records that relate to any item on the open session agenda for a regular Board meeting, standing committee meeting, or special meeting are available for public inspection. Those public records that are distributed less than 72 hours prior to a regular Board 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 public records available for inspection. Such public records are also available on C/CAG's website at: <http://www.ccag.ca.gov>.

PUBLIC PARTICIPATION: Public comment is limited to two minutes per speaker. 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 this agenda, please contact C/CAG staff:

Executive Director: Sandy Wong (650) 599-1409

Administrative Assistant: Mima Guilles (650) 599-1406

C/CAG AGENDA REPORT

Date: October 11, 2018

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

From: Sandy Wong, Executive Director

Subject: Receive a presentation on Save the Bay's "Bay-Smart Communities" campaign.

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

RECOMMENDATION

Receive a presentation on Save the Bay's "Bay-Smart Communities" campaign.

BACKGROUND

Save The Bay, founded in 1961, is the largest regional organization working to protect, restore and celebrate San Francisco Bay. Save The Bay mobilizes Bay Area residents to protect and restore the Bay for future generations, both as advocates in their community and volunteers on the shoreline. Save the Bay works with scientists and policymakers to protect the Bay as our region's most important natural resource – essential to our environment, economy, and quality of life.

To date, Save the Bay's concerns with regional development focused along the shoreline, on projects threatening the health of Bay habitat and wildlife. Recently, however, Save the Bay has shifted its focus toward development plans upstream and upland from the shoreline that may threaten the health of the Bay. "Bay Smart Communities" is Save The Bay's effort to re-imagine the Bay Area's upland planning and development policies to benefit San Francisco Bay.

Save the Bay staff will provide a presentation on the Bay Smart Communities Campaign. An excerpt of "Bay Smart Communities for a Sustainable Future" is attached to provide an overview of the objectives, and the full document is posted on the C/CAG website at <http://ccag.ca.gov/committees/board-of-directors/>.

ATTACHMENTS

1. Excerpt from Bay Smart Communities for a Sustainable Future

Bay Smart Communities:

Planning and Development with San Francisco's Bay and Local Communities at the Core

Save The Bay's achievements show that Bay Area residents are passionate about the Bay and want a thriving and healthy ecosystem. To date, our concerns with regional development have been focused along the shoreline, on projects that would threaten the health of Bay habitat and wildlife. Based on the Bay Area's projected population growth of 30 percent by 2040, our work must now focus on development plans upstream and upland from the shoreline that threaten the health of the Bay. Local population growth will spur housing, transit, and other development throughout the region.

Failure to prioritize the Bay as our communities undertake major development and infrastructure projects will threaten the ecological, economic, and recreational value of the Bay to our region and its residents.

New development and redevelopment also put many residents at risk of displacement from the Bay Area. This limits enjoyment of the Bay to the wealthy and weakens the public support the Bay needs to survive and thrive.

However, if new developments are designed to use water efficiently, minimize the flow of polluted stormwater, and reduce emissions of toxic particulate matter and greenhouse gases, they could significantly enhance the Bay and the Bay Area.

Holistically planned developments and infrastructure could also improve public access to the Bay, expand urban green space, improve disadvantaged communities, be a source of new good jobs, and increase the region's collective investment in the Bay's health.

Bay Smart Communities is Save The Bay's effort to re-imagine the Bay Area's upland planning and development policies – and our region's future – to benefit San Francisco Bay.

We are proposing ecologically sound and equitable policies to ensure that the Bay Area's growth benefits the Bay and builds broad and deep support for it among the region's many diverse communities, with special care to engage those who have suffered environmental injustice. Evidence of Bay Smart growth is emerging throughout the region; we challenge our communities to take their efforts to a new level by implementing the policies and strategies discussed in this document. In tandem with our work to restore tidal marsh and protect communities from rising tides, pursuing ecologically sound and equitable development and infrastructure policies will not only benefit the Bay, its residents, and the regional economy for generations to come; it can also advance racial and social reconciliation in the Bay Area.



A Bay Smart Community will:



Protect waterways and enhance freshwater resources through green stormwater infrastructure, urban canopy, and sustainable landscaping practices



Invest in bicycle, pedestrian, and public transit infrastructure to reduce roadway runoff, greenhouse gases, and particulate emissions



Prevent displacement and enable access to the Bay shoreline



Promote environmental justice and facilitate equitable and inclusive infrastructure planning



Protect waterways and enhance freshwater resources

Urban runoff is the largest source of pollution in the San Francisco Bay.¹ Petroleum products, heavy metals, trash, fertilizers, pesticides, and other pollutants flow into creeks and the Bay when it rains, threatening the health of local riparian and Bay habitats and of Bay Area residents recreating on the shoreline. The prediction of stronger and more frequent storms will only exacerbate these threats to Bay water quality. But while stormwater carries pollution into our waterways, it is also an important source of freshwater that, if captured and filtered, would supplement local water sources and reduce the amount of pollution reaching the Bay. California's recent drought underscores the need to view stormwater as a resource: 2014 was the worst single drought year for California in the past 1200 years, according to the California Department of Water Resources.²

The expanded use of preserved open space, rain gardens, bioswales, urban trees, green roofs,

permeable pavement, and other development approaches that preserve or mimic the natural water cycle are collectively known as green stormwater infrastructure (GSI).

Combined with sustainable landscaping practices, these Bay Smart approaches to improving water quality in the Bay can also improve local resilience by greening our neighborhoods, protecting communities from flooding, reducing urban heat island effects, encouraging active transportation, and improving local air quality.

The growing need to update water infrastructure, repair roadways, and expand parklands in cities around the Bay brings opportunities to integrate GSI into planning and development, and to highlight the benefits it adds to the community. While GSI is now more frequently being integrated into planning and implementation of our urban areas, cities should accelerate large scale implementation of these strategies to create truly Bay Smart Communities.

In addition to greening the built environment and slowing the flow of water pollution, strategies to

Green Infrastructure for Bay Smart Communities

Green roofs

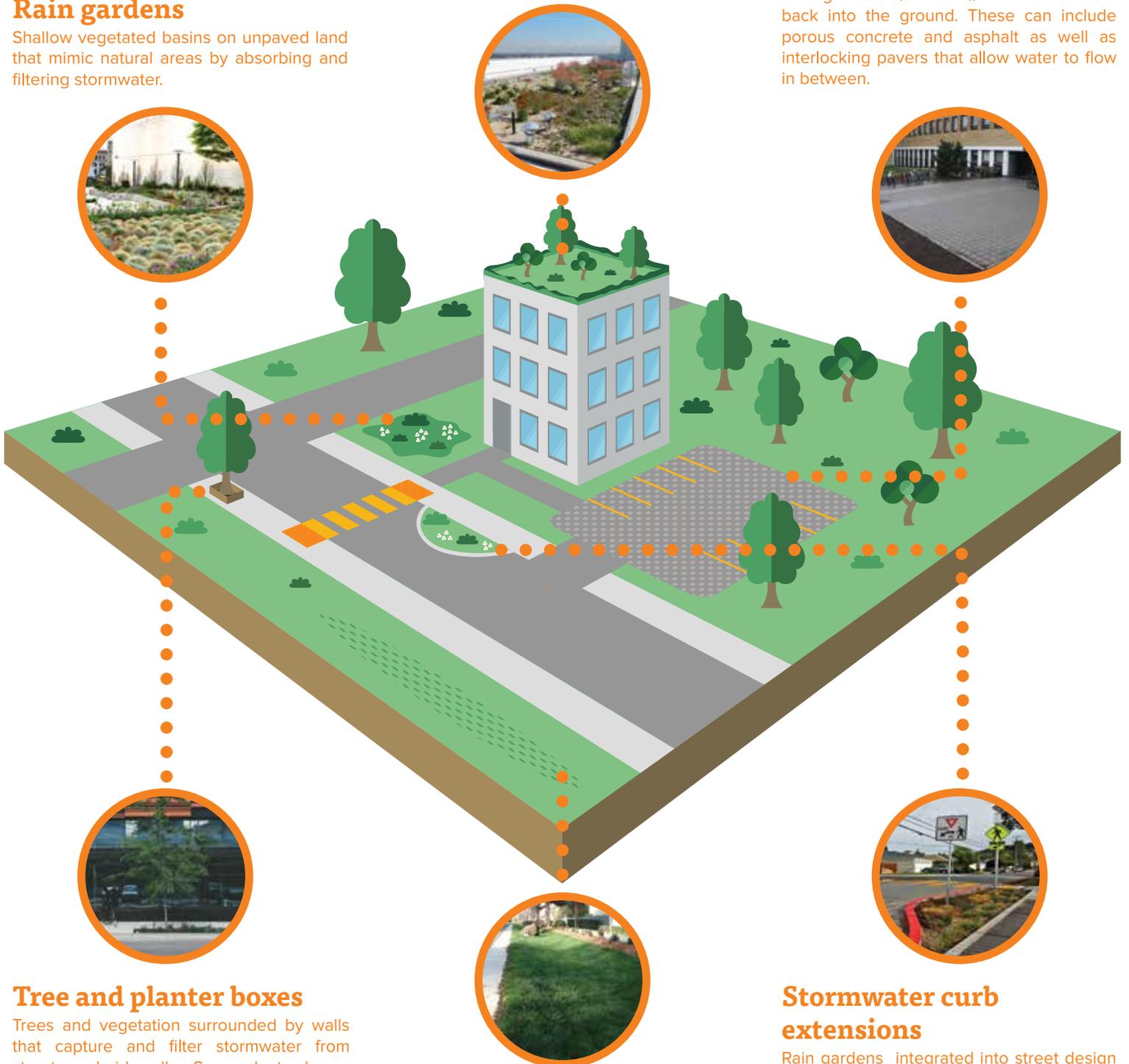
Rooftops covered with 3.5 - 4 inches of vegetation can retain up to 50 percent or more of the annual rainfall, which decreases runoff and filters pollutants from rain water.³

Rain gardens

Shallow vegetated basins on unpaved land that mimic natural areas by absorbing and filtering stormwater.

Permeable pavement

Paving materials that allow water to flow back into the ground. These can include porous concrete and asphalt as well as interlocking pavers that allow water to flow in between.



Tree and planter boxes

Trees and vegetation surrounded by walls that capture and filter stormwater from streets and sidewalks. Some planter boxes allow cleaner, filtered stormwater to flow into a storm drain pipe below the box.

Bioswales

Vegetated channels along streets and parking lots that slow down stormwater and allow some of it to filter into the ground, decreasing flows of polluted runoff into storm drains.⁴

Stormwater curb extensions

Rain gardens integrated into street design features that narrow the roadway, slow traffic and decrease crosswalk distance while filtering stormwater.

capture, filter, and encourage stormwater infiltration into groundwater basins can help enhance local water supplies. These approaches can save the operational and capital costs of municipal infrastructure systems by reducing pressure on storm sewers and other grey infrastructure.

Reducing risk from flooding and other climate and natural emergencies also lowers associated emergency response, cleanup, and rebuild costs. Other economic benefits include increased property values, reduced property insurance, and greater attraction of investment. Implementation of GSI can also generate local job opportunities in planning, creation, and maintenance of these projects. Agencies can provide training programs to help local residents qualify for these jobs.



Invest in bicycle, pedestrian, and public transit infrastructure

The Bay Area's rapidly growing population is still heavily reliant on single-occupancy vehicles powered by gasoline, which emit greenhouse gases and toxic particulate matter that reduce air quality and public health. This disproportionately impacts communities located near highways, ports, and other areas of heavy traffic. The Bay Area emits about 88.6 million metric tons of carbon dioxide per year, with about 41% coming from vehicles and transportation. In addition to their impacts on air quality, particulates — along with brake pad dust, material from worn tires, and fuel and oil leaks from vehicles — flow off roadways to pollute local creeks and the Bay. The negative impacts of our transportation infrastructure on quality of life for Bay Area residents are not shared equally across the region; commute time, traffic congestion, and money spent on vehicle ownership and maintenance disproportionately affect low-income residents who live in more affordable areas further from urban centers.

The most straightforward solution to reducing this pollution is to decrease the total number of miles traveled by vehicles in the Bay Area.

Reducing vehicle miles traveled (VMT) will require regional investments in public transit, urban greening, and other infrastructure that encourages biking and walking, as well as transit-oriented development (TOD) — housing that is walkable and bikeable to mass transit. Successful TOD planning processes will involve the community in decision-making and will prioritize affordability to prevent displacement, as discussed below.



Prevent displacement and enable access to the Bay shoreline

Housing supply and affordability are some of the most critical issues facing Bay Area residents. To retain diversity of the population and the regional workforce, our policymakers need to invest in improving and expanding access to adequate housing, designed and located to serve those who need it most. Creating only market-rate or luxury housing, or adding to sprawl by building on agricultural or ecologically sensitive lands, has negative social and environmental impacts.

Planning policies that promote compact communities, such as transit-oriented development and accessory dwelling units, can significantly reduce energy use and improve air quality, water quality, human health and fitness, and social cohesion.

Infill development for compact walkable communities near transit reduces air pollution, stormwater pollution, and greenhouse gas emissions. Enhancing the walkability of a neighborhood also encourages a sense of stewardship among residents. By creating better access to jobs and services via transit and walkable communities, our region can promote social justice and diversity.

While green stormwater infrastructure and transit-oriented development can enhance communities in the ways discussed above, without careful and inclusive planning these strategies may contribute to the displacement crisis facing the existing low-income and underserved residents they are intended to help. When neighborhood improvements are

made, displacement can result as property values increase and inadequate renter protections fail to protect tenants from being priced out of the rental market or evicted. Urban greening and compact development should be incorporated into comprehensive community-oriented planning and design processes that involve the residents who would be living in and near these projects.



Promote environmental justice and equitable and inclusive urban planning

Historically, polluting and toxic industries have been located in less politically powerful communities where environmental regulations have been ignored or lightly enforced. Despite recent efforts to improve conditions, government agencies and decisionmakers have failed to fully address the impact of past pollution in low-income communities and communities of color. Redlining has diminished investment in these areas, leaving affected populations at further risk because of deteriorating infrastructure, flooding, and other

hazards. The Hunters Point Shipyard, a federally designated Superfund site, is one regional example in which residents of the Bayview Hunters Point neighborhood have been subjected to toxins and radioactive material for decades, but have not been effectively integrated into remediation and redevelopment planning efforts. Sea level rise threatens to wash this contamination into the Bay if remediation is inadequate, and residents are threatened by gentrification and displacement from redevelopment plans on the site.

Bay Smart policies will reverse these trends and advance environmental justice by reducing pollution impacts on disadvantaged populations and protecting these same residents from flooding and other climate change impacts.

Bay Smart policies encourage environmental justice through formal and informal partnerships among community-based advocates and organizations representing regional or statewide constituencies in community and infrastructure planning processes. This approach builds trust and enhances the power of local residents to shape their quality of life.



C/CAG AGENDA REPORT

Date: October 11, 2018
To: City/County Association of Governments of San Mateo County Board of Directors
From: Sandy Wong, Executive Director
Subject: Receive a presentation on the SamTrans Business Plan
(For further information, contact Sandy Wong at 650-599-1409)

RECOMMENDATION

It is recommended the C/CAG Board of Directors receive a presentation on the SamTrans Business Plan.

BACKGROUND

The SanTrans Business Plan identifies three core principles of focus over the next 5-10 years: 1) sustaining and enhancing services for the transit-dependent; 2) expanding and innovating mobility services; and 3) promoting programs that relieve traffic congestion.

The SamTrans Business Plan was adopted on Sept. 5, 2018.

ATTACHMENT

Available at:
http://www.samtrans.com/Planning/Planning_and_Research/SamTrans_Business_Plan.html

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*

BOARD MEETING MINUTES

Meeting No. 311
September 13, 2018

1.0 CALL TO ORDER/ROLL CALL

Chair Maryann Moise Derwin called the meeting to order at 6:37 p.m. Roll call was taken.

Belmont	– Doug Kim (depart 8:18 p.m.)
Brisbane	– Cliff Lentz
Burlingame	– Ricardo Ortiz (arrive 6:47 p.m.)
Colma	– Diana Colvin
Daly City	– Raymond Buenaventura
East Palo Alto	– Donna Rutherford
Hillsborough	– Shawn Christianson
Millbrae	– Gina Papan
Portola Valley	– Maryann Moise Derwin
San Mateo	– Diane Papan
San Mateo County	– David Canepa
South San Francisco	– Karyl Matsumoto – SamTrans & TA

Absent:

Atherton
Foster City
Half Moon Bay
Menlo Park
Pacifica
Redwood City
San Bruno
San Carlos
Woodside

Others:

Sandy Wong	– C/CAG Executive Director
Mima Guilles	– C/CAG Staff
Kathy Meola	– C/CAG Legal Counsel
Matthew Sanders	– C/CAG Legal Counsel
John Hoang	– C/CAG Staff
Jean Higaki	– C/CAG Staff

Matt Fabry – C/CAG Staff
 Sara Muse – C/CAG Staff
 Jeff Lacap – C/CAG Staff
 Susy Kalkin – C/CAG Staff
 Kim Springer – San Mateo County
 Vikrant Sood – The Committee to House the Bay Area (CASA)
 Jessica Mullin – San Mateo County
 Josh Abram – 21 Elements
 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.

None.

4.0 PRESENTATIONS/ ANNOUNCEMENTS

4.1 Receive Three Presentations on Local and Regional Housing Related Efforts:

1. Received a presentation on the CASA Initiative, presented by from Vikrant Sood of MTC.
2. Received a presentation on Home for All Collaboration, presented by Jessica Mullin of San Mateo County.
3. Received a presentation on the joint project of C/CAG and the SMC Department of Housing - “21 Elements” Planning Effort, presented by Josh Abram.

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 Lentz MOVED approval of Items 5.1, 5.2.1, 5.2.2, 5.3.1, 5.3.2, 5.5, 5.6 and 5.7. Board Member Ortiz SECONDED. **MOTION CARRIED 12-0-0**

5.1 Approval of the Minutes of regular business meeting No. 310 dated July 12, 2018. APPROVED

5.2 Funding for the update of the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP).

5.2.1 Review and approval of Resolution 18-49 authorizing the request to the Metropolitan Transportation Commission (MTC) for the allocation of FY 2018-19 Transportation Development Act Article 3 (TDA 3) funds to update the San Mateo County Comprehensive Bicycle and Pedestrian Plan (CBPP) in an amount not to exceed \$50,000. APPROVED

5.2.2 Review and approval of Resolution 18-50 authorizing the C/CAG Chair to execute a Funding Agreement with the San Mateo County Transportation Authority for updating the San Mateo County Comprehensive Bicycle and Pedestrian Plan for the San Mateo County Transportation Authority to contribute funding in an amount not to exceed \$50,000. APPROVED

5.3 Smart Corridor agreements for North Expansion.

5.3.1 Review and approval of Resolution 18-51 authorizing the C/CAG Chair to execute Amendment No. 2 to the agreement with Iteris for development of the Project Approval and Environmental Document (PA&ED) for the San Mateo County Smart Corridor – South San Francisco Extension for an additional \$9,684 for a new total of \$104,189 and a time extension to December 31, 2018. APPROVED

5.3.2 Review and approval of Resolution 18-52 authorizing the C/CAG Chair to execute a Cooperative Agreement with Caltrans to complete the Project Approval and Environmental Document (PA&ED), Plan, Specification, and Estimate (PS&E), and Right-of-Way (R/W) Support Phases of the San Mateo County Smart Corridor – Daly City/Brisbane/Colma Project. APPROVED

5.5 Review and approval of Resolution 18-55 authorizing the C/CAG Chair to execute a Memorandum of Understanding with the City of San Mateo for allowing the San Mateo County Smart Corridor Hub to reside at the City of San Mateo Police Station. APPROVED

5.6 Review and approval of the Finance Committee’s recommendation of no change to the investment portfolio and accept the Quarterly Investment Report as of June 30, 2018. APPROVED

5.7 Review and approval of Resolution 18-56 adopting the C/CAG Investment Policy Update. APPROVED

Item 5.4.1 and 5.4.2 were removed the Consent Calendar.

5.4 Smart Corridor Fiber Optic connection to County Center.

5.4.1 Review and approval of Resolution 18-53 authorizing the C/CAG Chair to execute a Funding Agreement with the County of San Mateo for Smart Corridor Fiber Optic Connection to the County’s Regional Operation Center in an amount not to exceed \$190,657. APPROVED

5.4.2 Review and approval of Resolution 18-54 authorizing the C/CAG Chair to execute an Ownership, Operation and Maintenance Agreement with the County of San Mateo for Smart Corridor Fiber Optic Connection to the County’s Regional Operation Center. APPROVED

Board Member G. Papan (Millbrae) MOVED approval of Item 5.4.1 and 5.4.2. Board Member Ortiz SECONDED. **MOTION CARRIED 12-0-0**

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

Jean Higaki, C/CAG staff, presented an update on legislative issues. It was requested to spread news about the benefits of the SB 1 to local jurisdictions. An update regarding the SB 828 (Wiener) and AB 1771 (Bloom) was provided. The Chair also noted that our legislative advocate expressed C/CAG’s concerns to the authors office, both bills were revised, the League of Cities is no longer opposed, and both bills were sent to the Governor’s office.

Board Member Lentz and G. Papan requested that a letter be sent to the Governor requesting a veto of AB 2923 (Chiu). Because the bill was not listed on the meeting agenda materials, C/CAG was advised not to take action on this matter at this meeting. Staff may work with individual members

who have a desire to collaborate on a message to the Governor, but must be less than a quorum. Following members expressed interest.

Ricardo Ortiz – City of Burlingame
Doug Kim – City of Belmont
Cliff Lentz – City of Brisbane
Diana Colvin – Town of Colma

Donna Rutherford – City of East Palo Alto
Gina Papan – City of Millbrae
Maryann Moise Derwin – Town of Portola Valley
Diane Papan – City of San Mateo

6.2 Receive an update from Kim Springer, San Mateo County Energy Watch, on the California Public Utilities Commission rolling energy efficiency portfolio process and its effect on San Mateo County Energy Watch 2019 calendar year program budget. INFORMATION

6.3 Receive an update on San Mateo Countywide Water Coordination Committee progress. INFORMATION

7.0 COMMITTEE REPORTS

7.1 Committee Reports (oral reports)

7.2 Chairperson’s Report

7.3 Board Members Report/ Communication

G. Papan (Millbrae) announced that on September 14th thru 16th 2018 there will be an Armenian Festival on Brotherhood Way. G. Papan (Millbrae) thanks SamTrans that Bart will be dealing with SFO, will have a regular direct link every half hour from Millbrae station to SFO starting February 2019.

8.0 EXECUTIVE DIRECTOR’S REPORT

9.0 COMMUNICATIONS - Information Only

10.0 ADJOURNMENT – 8:27 p.m.

C/CAG AGENDA REPORT

ITEM 5.2

Date: October 11, 2018

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 18-57 authorizing the C/CAG Chair to execute Contract Change Order No. 2 to the Master Service Agreement between C/CAG and PG&E for San Mateo County Energy Watch, extending the end date to December 31, 2019 and replacing the General Conditions.

(For further information, contact Kim Springer at 650-599-1412)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 18-57 authorizing the C/CAG Chair to execute Contract Change Order No. 2 to the Master Service Agreement between C/CAG and PG&E for San Mateo County Energy Watch (SMCEW), extending the end date to December 31, 2019 and replacing the General Conditions.

FISCAL IMPACT

None.

BACKGROUND

The San Mateo County Energy Watch (SMCEW) Local Government Partnership (LGP) with PG&E began on January 1, 2009, under the auspices of the California Public Utilities Commission (CPUC). Since the original program cycle, which ended on December 31, 2009, PG&E has contracted with C/CAG for the SMCEW for additional program calendar years, from 2010 through 2018. The current program cycle ends on December 31, 2018. PG&E intends to extend the program cycle to include calendar year 2019.

The Master Service Agreement (MSA) between PG&E and C/CAG is made up of two main components, the General Conditions, and the Contract Work Authorization (CWA). The CWA specifies Specific Conditions, including the contract funding amount and the scope of services to be provided by C/CAG.

Due to PG&E contract time limits (three years), the current MSA will expire on October 28, 2018, because it was negotiated and executed (in late October 2015) prior to the beginning of the calendar-year 2016-2018 program cycle.

On June 8, 2016, the C/CAG Board approved Resolution 16-18 authorizing the approval of Contract Change Order No. 1 to the MSA, revising the Warranty, National Energy Regulatory Commission (NERC) site security requirements, and Background Checks language in the General Conditions of the original MSA.

The proposed Contract Change Order No. 2 will extend the MSA expiration date to December 31,

2019 and replace the original General Conditions. The replaced general conditions will add language about keeping records of employee training, corrective action planning if contract millstones are not met, additional indemnification and protections for infringement for PG&E, and the addition of a cybersecurity insurance requirements.

ATTACHMENTS

1. Resolution 18-57
2. Contract Change Order No. 2 to the Master Service Agreement (available on-line at: <http://ccag.ca.gov/committees/board-of-directors/>)

RESOLUTION NO. 18-57

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 CONTRACT CHANGE ORDER NO. 2 TO THE MASTER SERVICE AGREEMENT BETWEEN C/CAG AND PG&E FOR THE SAN MATEO COUNTY ENERGY WATCH, EXTENDING THE END DATE TO DECEMBER 31, 2019 AND REPLACING THE GENERAL CONDITIONS

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

WHEREAS, C/CAG has entered into a Master Service Agreement (MSA) with Pacific Gas and Electric Company (PG&E) for the San Mateo County Energy Watch Local Government Partnership program from January 1, 2009 through December 31, 2018; and

WHEREAS, the Master Service Agreement (MSA) consists of General Conditions and Specific Conditions (Contract Work Authorization); and

WHEREAS, on June 6, 2016, C/CAG Board approved Resolution 16-18 authorizing Contract Change Order No. 1 to Master Service Agreement revising the Warranty, National Energy Regulatory Commission (NERC) site security requirements, and Background Checks language in the General Conditions; and

WHEREAS, the current Master Service Agreement will expire on October 28, 2018; and

WHEREAS, Change Order No. 2 will extend the Master Service Agreement through December 31, 2019, and to update the General Conditions by replacing them entirely as Attachment 2 to the MSA; and

WHEREAS, the County, C/CAG, and PG&E wish to extend the Agreement and continue to provide energy efficiency services to municipalities, special districts, and schools in San Mateo County under the San Mateo County Energy Watch program.

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 Contract Change Order No. 2 to the Master Service Agreement between C/CAG and PG&E for the San Mateo County Energy Watch, extending the end date to December 31, 2019 and replacing the General Conditions, and further authorize the Executive Director to negotiate final terms prior to execution, subject to legal counsel approval as to form.

PASSED, APPROVED, AND ADOPTED THIS 11TH DAY OF OCTOBER 2018.

Maryann Moise Derwin, Chair

C/CAG AGENDA REPORT

Date: October 11, 2018

To: City/County Association of Government Board of Directors

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 18-58 authorizing the C/CAG Chair to execute an agreement between C/CAG and 2050 Partners, Inc. for a feasibility study for job order contracting for an amount not to exceed \$35,000 through December 31, 2018, and waiving the RFP process.

(For further information, contact Kim Springer at (650) 599-1412)

RECOMMENDATION

That the C/CAG Board of Directors review and approve of Resolution 18-58 authorizing the C/CAG Chair to execute an agreement between C/CAG and 2050 Partners, Inc. for a feasibility study for job order contracting for an amount not to exceed \$35,000 through December 31, 2018, and waiving the RFP process.

FISCAL IMPACT

Funding for the feasibility study, in the amount of \$35,000, comes from the PG&E Local Government Partnership implementation funds.

BACKGROUND/DISCUSSION

The San Mateo County Energy Watch is a Local Government Partnership between C/CAG and PG&E. The program support implementation of energy efficiency projects at municipal, special district, and K-12 public schools countywide.

The process of implementing energy efficiency measure at local government sites, requires a multi-step process that, depending on the project scope, can take between six months and two years. The follow steps are (generally) required to implement successful projects: initial project identification meeting, preliminary walkthrough, comprehensive audit, development of measure list and costs proposal, follow up meeting with site staff to review proposal and select measures to be implemented, development of project specifications, procurement of contractor to install selected measures, installation, final walkthrough and processing of incentives.

One of the longest and most time-consuming steps for city staff is the three to four months required for procurement of contractors. Job Order Contracting (JOC) is a method that can greatly reduce the time to move from specifications to installation. JOC involves establishing a list of contracting services, such as installing lighting fixtures or replacing heating and air conditioning systems, into a book of services that multiple contractors can bid on all at once, and in advance of the need for services. The bidding process can then be leveraged for projects over a period of time, instead of going out to bid for each individual project. A PG&E program in Southern California was able to establish a multi-city JOC program, saving cities many hours of staff time and streamlining installation of energy efficiency measures.

Because every city has a different procurement policy, rules, and procedures, and because many cities may not have investigated the details regarding JOC process for completing projects on city facilities, San Mateo County Energy Watch staff proposes to complete a feasibility study for this approach in San Mateo County.

Request to waive the RFP process:

Based on the C/CAG procurement policy, a formal RFP procedure is not required for contracts under \$49,999. However, a selection process must be taken such as a telephone survey of three potential service providers. The C/CAG procurement policy also allows for a waiver by the C/CAG Board in certain situations. One of the situations for waiving the RFP process is where a particular firm, agency, and/or individual has unique qualifications and/or experience.

Through PG&E, SMCEW staff identified a Chris Vance, a senior consultant at 2050 Partners who has the qualifications and experience in performing such feasibility study. Ms. Vance has spent more than 25 years developing and managing energy efficiency, demand response and distributed energy programs in the public, commercial and non-profit sectors. While at Ecology Action a non-profit based in Santa Cruz that provides engineering services to the SMCEW, she oversaw the engineering services for the public agency and hospitality programs. Prior to that she designed and implemented a public agency services program that utilizes job order contracts to expedite whole building retrofits across twelve counties in Southern California through a cooperative procurement model. Most of her career she managed large scale energy efficiency programs and projects while working for the City and County of San Francisco.

Staff researched other potential consultants with job order contracting knowledge, but found that these other firms specialized in compiling the package of contractor services for bids, and supported contractor selection, but had little experience working with multiple cities to assess feasibility of a cooperative JOC program. For the above reasons, staff recommends the RFP process be waived, in accordance with the C/CAG Procurement Policy.

Attachments

1. Resolution No. 18-58
2. Agreement with 2050 Partners, Inc. and Scope of Work (Available on-line at: <http://ccag.ca.gov/committees/board-of-directors/>)

RESOLUTION NO. 18-58

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG CHAIR TO EXECUTE AN AGREEMENT BETWEEN C/CAG AND 2050 PARTNERS, INC. FOR A FEASIBILITY STUDY FOR JOB ORDER CONTRACTING FOR AN AMOUNT NOT TO EXCEED \$35,000 THROUGH DECEMBER 31, 2018, AND WAIVING THE RFP PROCESS

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

WHEREAS, C/CAG has entered into a Local Government Partnership Agreement between C/CAG and Pacific Gas and Electric Company for the San Mateo County Energy Watch program; and

WHEREAS, C/CAG desires to explore opportunities to reduce city staff time and to streamline the process of implementing energy efficiency measures at municipal buildings; and

WHEREAS, Job Order Contracting may be a tool streamline the process,

WHEREAS, C/CAG is interested in conducting a Feasibility Study for multi-city Job Order Contracting; and

WHEREAS, staff has researched potential consultants with familiarity and expertise and has identified Chris Vance, a senior consultant at 2050 Partners having unique qualifications and experience; and

WHEREAS, C/CAG and consultant 2050 Partners, Inc. have agreed on a scope of services for a feasibility study for a multi-city job order contracting approach for San Mateo County cities.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the RFP process is waived and that the C/CAG Chair is authorized to execute an agreement between C/CAG and 2050 Partners, Inc. for a feasibility study for job order contracting for an amount not to exceed \$35,000 through December 31, 2018, and further authorize the Executive Director to negotiate final terms prior to execution, subject to legal counsel approval as to form.

PASSED, APPROVED, AND ADOPTED THIS 11TH DAY OF OCTOBER 2018.

Maryann Moise Derwin, Chair

C/CAG AGENDA REPORT

Date: October 11, 2018

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

From: Sandy Wong, C/CAG Executive Director

Subject: Review and approve Resolution 18-59 authorizing the Executive Director to execute Amendment No. 2 to Task Order URD-01 with Urban Rain Design, extending the term through June 30, 2019 at an additional cost not to exceed \$9,931 for technical support to the Countywide Water Pollution Prevention Program.

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

RECOMMENDATION

Review and approve Resolution 18-59 authorizing the Executive Director to execute Amendment No. 2 to Task Order URD-01 with Urban Rain Design, extending the term through June 30, 2019 at an additional cost not to exceed \$9,931 for technical support to the Countywide Water Pollution Prevention Program.

FISCAL IMPACT

Not to exceed \$9,931.

SOURCE OF FUNDS

Sufficient funds are budgeted in the NPDES (Stormwater) account as part of the overall Countywide Water Pollution Prevention Program budget.

BACKGROUND

Resolution 15-21 authorized the C/CAG Chair to execute on-call consultant contracts to support the Countywide Water Pollution Prevention Program (Countywide Program). Resolution 16-35 authorized the Executive Director to execute Task Order URD-01 with Urban Rain Design to provide green infrastructure planning support services under its on-call contract. Urban Rain Design is developing green infrastructure guidance documents to support C/CAG member agencies in developing their local green infrastructure plans, as required by the Municipal Regional Permit. Task Order URD-01 was for the 16-17 fiscal year; subsequently, to allow Urban Rain Design's guidance documents to be integrated with other guidance material C/CAG is developing under separate technical support contracts, the Executive Director executed Amendment No. 1, extending the term of the Task Order through December 2017 at no additional cost.

Urban Rain Design now requires additional funding and time to finalize and integrate the guidance material with the other C/CAG products. Proposed Resolution 18-59 authorizes the Executive Director to execute Amendment No. 2 to the existing task order to extend the term through 2018-19 and increase the not-to-exceed funding amount by \$9,931 to cover the remaining scope of work.

Details on the revised budget for the proposed task order amendment are included in Attachment 2.

ATTACHMENTS

1. Resolution 18-59
2. Amendment No. 2 to Task Order URD-01

RESOLUTION 18-59

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY
AUTHORIZING THE EXECUTIVE DIRECTOR TO EXECUTE AMENDMENT NO. 3 TO TASK ORDER
URD-01 WITH URBAN RAIN DESIGN, EXTENDING THE TERM THROUGH JUNE 30, 2019 AT AN
ADDITIONAL COST NOT TO EXCEED \$9,931 FOR TECHNICAL SUPPORT TO THE COUNTYWIDE
WATER POLLUTION PREVENTION PROGRAM**

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

WHEREAS, C/CAG administers the San Mateo Countywide Water Pollution Prevention Program (Countywide Program) to assist its member agencies in meeting mandated requirements for managing pollution in stormwater runoff; and

WHEREAS, C/CAG's member agencies are regulated under the San Francisco Bay Regional Water Quality Control Board Municipal Regional Permit, which mandates control programs for keeping pollution out of stormwater discharges; and

WHEREAS, C/CAG approved Resolution 15-21 authorizing on-call contracts for technical support to the Countywide Program; and

WHEREAS, C/CAG approved Resolution 16-35 authorizing Task Order URD-01 with Urban Rain Design to provide support under its on-call contract; and

WHEREAS, the Executive Director executed Amendments No. 1 to URD-01, extending the term through December 2017 at no additional cost; and

WHEREAS, Urban Rain Design requires additional time and funding to finalize the scope of work under Task Order URD-01; and,

NOW, THEREFORE BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG) that the Executive Director is authorized to execute Amendment No. 2 to Task Order URD-01 with Urban Rain Design, extending the term through June 30, 2019 at an additional cost not to exceed \$9,931.

PASSED, APPROVED, AND ADOPTED, THIS 11TH DAY OF OCTOBER, 2018.

Maryann Moise Derwin, Chair

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

AMENDED TASK ORDER FORM

(AMENDMENT NO. 2)

(Amendments Underlined and ~~Strikethrough~~)

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 and 2018-19 scopes of work, not to exceed \$~~86,745~~96,676

Completion Date: ~~December 31, 2017~~June 30, 2019

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 Date

Date

EXHIBIT A

Scope of Work and Budget

TEAM:		QUADRIGA					URBAN RAIN DESIGN				
Billing Rate:	150	125	105	95			186			PROPOSED	
Title:	PIC	PM	PD	CAD	Hours	Fees	PIC	Hours	Fees	COSTS	
TASK 1 Develop a Building and Private Site Green Infrastructure Design Guidebook (2016-17 Fiscal Year)											
Task 1.1 Outline and Scope Buildings & Sites Guidebook					0	0.00	8	8	1,488.00	\$1,488.00	
Task 1.2 Existing Conditions Field Assessment and Photo Documentation				8	8	760.00	24	24	4,464.00	\$5,224.00	
Task 1.3 Stormwater Management "Toolbox" Development			12	24	36	3,540.00	12	12	2,232.00	\$5,772.00	
Task 1.4 Existing Conditions Before and After Sketches					0	0.00	40	40	7,440.00	\$7,440.00	
Task 1.5 Design and Construction Detail Development	12			60	72	7,500.00	30	30	5,580.00	\$13,080.00	
Task 1.6 Draft Guidebook Layout	2	6	20	26	54	5,620.00	42	42	7,812.00	\$13,432.00	
Task 1.7 Final Guidebook Layout	2	6	12	24	44	4,590.00	6	6	1,116.00	\$5,706.00	
Task 1.8 Meetings and Site Visits (4 meetings & 5 site visits)	16	40			56	7,400.00	28	28	5,208.00	\$12,608.00	
Reimbursable Travel Expenses	ALLOWANCE					300.00			500.00	\$800.00	
Prints and Deliverables - Allowance	ALLOWANCE					500.00			1,000.00	\$1,500.00	
Task 1 Totals	32	52	44	142	270	30,210.00	190	190	36,840.00	\$67,050.00	2016-17 Fiscal Year
TASK 2 Develop O&M Guidelines for Green Infrastructure Projects in San Mateo County (2017-18 Fiscal Year)											
Task 2.1 Operations and Maintenance Findings	2	4	5	18	29	3,035.00	12	12	2,232.00	\$5,267.00	
Task 2.2 Develop Final Design and O&M Recommendations	2	2	12	18	34	3,520.00	16	16	2,976.00	\$6,496.00	
Task 2.3 Coordination of Findings with Overall GI Planning	1			2	3	340.00	6	6	1,116.00	\$1,456.00	
Task 2.4 Meetings and Site Visits (2 meetings & 2 site visits)		16			16	2,000.00	16	16	2,976.00	\$4,976.00	
Reimbursable Travel Expenses	ALLOWANCE					300.00			300.00	\$600.00	
Prints and Deliverables - Allowance	ALLOWANCE					800.00			100.00	\$900.00	
Task 2 Totals	5	22	17	38	82	9,995.00	50	50	9,700.00	\$19,695.00	2016-17 Fiscal Year
TASK 3 Model Green Infrastructure Guidance Document Reorganization and Coordination (2018-19 Fiscal Year)											
Task 3.1 Coordinate text with Sustainable Sites Guide and Policy Overview Guide					0	0.00	8	8	1,488.00	\$1,488.00	
Task 3.2 Coordinate text with C.3 Technical Guide					0	0.00	4	4	744.00	\$744.00	
Task 3.3 Format/layout consistency with GreenSuite documents					0	0.00	10	10	1,860.00	\$1,860.00	
Task 3.4 Incorporate Final Revisions in O&M guidebook from Committee Review			2		2	210.00	5	5	930.00	\$1,140.00	
Task 3.5 Incorporate Final Revisions in Building, Sites, and Parking Lots guidebook from Committee Review			2		2	210.00	14	14	2,604.00	\$2,814.00	
Task 3.6 Design Example Before and After Sketches (overage)			17		17	1,785.00		0	0.00	\$1,785.00	
Prints and Deliverables - Allowance	ALLOWANCE					0.00			100.00	\$100.00	
Task 3 Totals	0	0	21	0	0	2,205.00	41	41	7,726.00	\$9,931.00	2018-19 Fiscal Year

C/CAG AGENDA REPORT

Date: October 11, 2018

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-05, issued to Eisenberg, Olivieri, and Associates for technical support to the Countywide Water Pollution Prevention Program, extending the term through July 31, 2018 at no additional cost, as executed by the Executive Director in accordance with C/CAG's procurement policy.

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

RECOMMENDATION

Receive a copy of amended Task Order EOA-05, issued to Eisenberg, Olivieri, and Associates for technical support to the Countywide Water Pollution Prevention Program, extending the term through July 31, 2018 at no additional cost, as executed by the Executive Director in accordance with C/CAG's procurement policy.

FISCAL IMPACT

None

SOURCE OF FUNDS

NA

BACKGROUND

Resolution 17-29 authorized the Executive Director to execute Task Orders with on-call consultants, including Eisenberg, Olivieri, and Associates (EOA), for technical support to the Countywide Water Pollution Prevention Program. Task Order EOA-05 was issued to EOA for support services during the 2017-18 fiscal year. Several support tasks were not completed by the end of the fiscal year, requiring an additional month to finalize. Pursuant to the C/CAG procurement policy, the Executive Director amended the Task Order, extending the completion date to July 31, 2018 at no additional cost. The amended Task Order is attached as information for the Board of Directors.

ATTACHMENTS

1. Copy of amended Task Order EOA-05.

C/CAG AGENDA REPORT

Date: October 11, 2018

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

From: Sandy Wong, Executive Director

Subject: Receive a final update on the completed Carpool Incentive Pilot Program in FY 2017-18

(For further information, contact John Hoang at 650-363-4105 or Sara Muse at 650-599-1460)

RECOMMENDATION

That the C/CAG Board receive a final update on the completed Carpool Incentive Pilot Program in FY 2017-18.

FISCAL IMPACT

The total cost was \$892,980.

SOURCE OF FUNDS

\$675,000 from Transportation Fund for Clean Air (TFCA) FY 17-18; \$217,980 from Congestion Relief Plan (CRP)

BACKGROUND

The purpose of the Carpool In San Mateo County! Pilot Program (Program) was 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. The Program was approved by the C/CAG Board on July 13, 2017, which authorized up to \$1,000,000 to subsidize the cost of the Program over a one-year period or until funds were exhausted. The Program began on July 24, 2017, with an official launch date of August 1, 2018, and ended on June 30, 2018. A total of \$892,980 was spent on the Program.

C/CAG issued a request for proposal (RFP) in May 2017 soliciting for companies to submit proposal to provide a dynamic ride-matching/carpooling matching App and services for San Mateo County commuters to enable implementation of the Program. C/CAG received two proposals, from Scoop, and Waze Carpool (Google). C/CAG entered into an agreement with Scoop on July 13, 2017, to provide the carpooling incentive to commuters. The agreement with Scoop expired on June 30, 2018. C/CAG was unable to enter into an agreement with Waze Carpool due to contractual difficulties.

How the Program and App Worked

The key aspects of the Program were as follows:

- The incentives were applied only to trips originating within the peak commute periods of 5:30

a.m. – 10:00 a.m. in the morning and 3:30 p.m. – 8:00 p.m. in the afternoon.

- All users in San Mateo County were incentivized by \$2 per trip. This included trips that either began or ended in San Mateo County.
- A \$2 incentive was applied through the Apps towards each user trip (rider and driver) in San Mateo County. Each participant could receive a maximum of \$4 each day (assuming one trip from home to work and a second trip from work to home.)
- Using addresses specified by each user, individuals eligible to receive the incentive included residents of San Mateo County and employees who worked in San Mateo County.
- Scoop, C/CAG, Commute.org and San Mateo County cities and the County jointly marketed and promoted services.
- The Program offered 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 were exhausted.

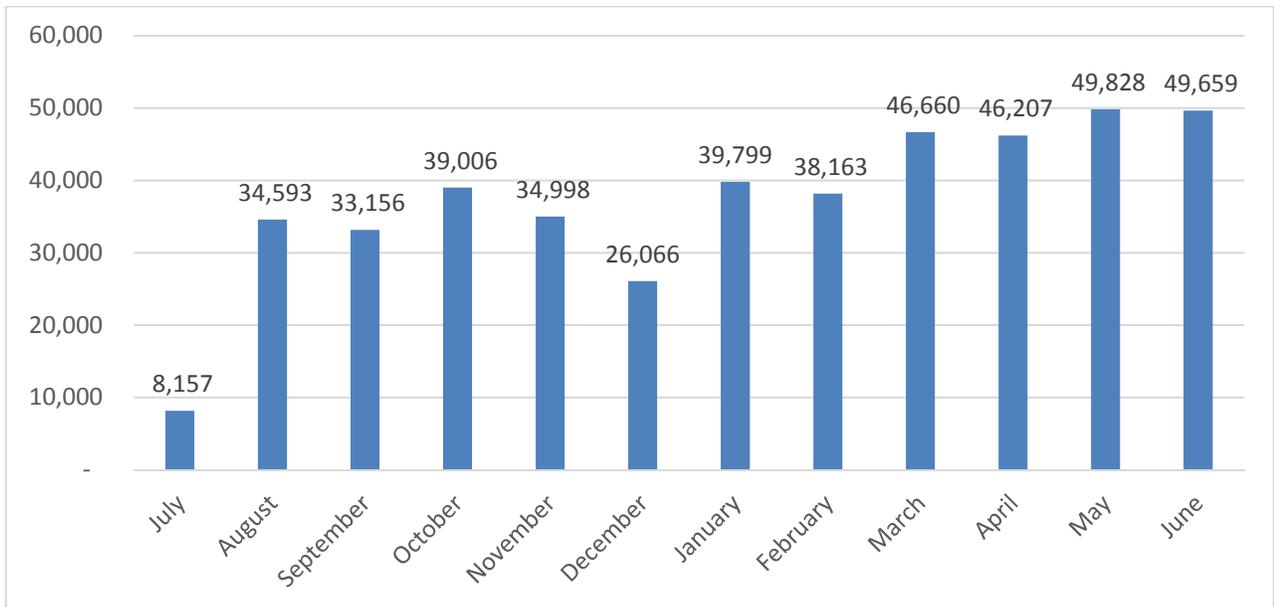
Aside from the above Program elements, the responsibilities of Scoop included:

- In addition to industry best practices, Scoop was required to implement a Motor Vehicle History check on all drivers participating in the Program
- Worked with C/CAG to implement a Guarantee Ride Home element as part of the carpooling services.
- Provided monthly reports to C/CAG including, but not limited to, information on usage statistics including number active users, number of rides, aggregated original and destination information, aggregated trip lengths, and other reports to be determined that will help C/CAG perform an assessment of the Program.
- Enabled a survey tool in the App to inquire about alternative commute options.
- Worked 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.

Program Effectiveness

Carpooling trips increased with the Carpool In San Mateo County! incentive. As seen in Figure 1 below, there was a 44% increase in one-way trips between August 2017 (the first full month of the Program) and June 2018 (the last month of the Program). Not shown in the graph below, in June 2017, there were 22,125 one-way trips, which is nearly 125% less than June 2018 ridership information.

Figure 1: One-way Trips with Program¹

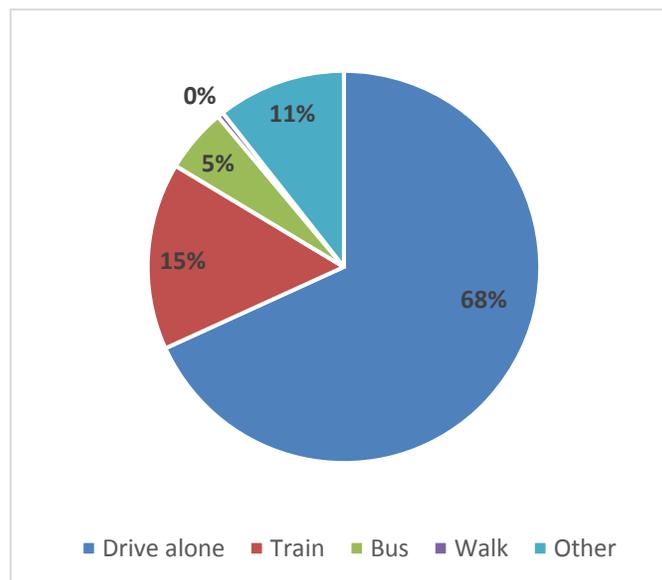


Half way through the Program, a survey was sent to all registered users in January 2018 to assess the following questions:

1. How did you hear about the Carpool In San Mateo County! Program?
2. If you didn't carpool today, how would you have gotten to your destination?
3. Why do you use this service?

Of approximately 3,500 active users, 415 responded to the survey. The majority (63%) of respondents heard about the Program through Scoop, followed by word of mouth (25%), advertisement (3%), C/CAG/Commute.org website (3%), and other (5%). As seen in Figure 2 below, nearly 70% of users would have driven alone without the Program. This shows the Program was successful at reducing single occupancy vehicle trips.

Figure 2: Question 2 – If you didn't carpool today, how would you have gotten to your destination? Results



¹ The Program began July 24, 2017, therefore, there were six days in July that users could receive the C/CAG incentive

Over the course of the Program, 452,564 one-way carpool trips occurred, which amounted to almost 226,282 carpool trips (at least two passengers per vehicle). The Program continued to attract new carpool riders and drivers with 1,190 new registered users in the month of June 2018 alone. Additionally, the number of registered users (individuals that downloaded the Scoop application) continued to increase with 27,693 registered users through June, at the close of the Program.

There were some re-occurring behavior trends observed over the course of the Program. For example, a noticeable number of trips began in Foster City and ended in Fremont, and vice versa. Many trips also started and ended in Foster City and in Fremont. Staff also noticed a consistent 44% of trips began outside of San Mateo County (i.e., in June 2018, there were more than 10,000 trips that began in Santa Clara County and ended in San Mateo County). This shows the Program was successful at incentivizing regional carpool travel, with an average driver mile per trip at 24.3 miles. Nearly 5 million rider miles, which may have been single occupancy vehicle trips, were eliminated with the help of the Program.

One of the objectives of the Program was to encourage individuals to carpool more often, thus resulting in behavior change. Although there is no direct way to quantify users who began carpooling with the C/CAG incentive, or organic growth that occurred otherwise, there is some supporting data, through monthly reporting and survey results, that illustrates the number of carpool trips increased with the Program.

Lessons Learned

Staff was unable to obtain data that would have answered unknown questions, such as how many users were taking the same trips each month as seen through each user's "unique ID". Half way through the Program, staff would have made some of the following modifications to the Program structure to test if user behavior would change.

- Focus the incentive to peak periods on Tuesdays, Wednesdays, and Thursdays.
- Cap the number of trips per month that can utilize the incentive (i.e., each user is allowed 10 trips with the incentive per month).
- Minimum distance per trip (i.e., more than 15 miles per one-way trip).

To assess the impact of the Program after the C/CAG incentive, staff requested July 2018 and August 2018 data from Scoop, but was not successful in receiving any new data from the App provider.

With the next iteration of the carpool program, staff will ensure changes to the Program structure can be made easily and that there is flexibility in data gathering. Staff will also increase marketing and promotional efforts to encourage new users to carpool.

The C/CAG Board has received presentations on the Program at the November 9, 2017 and March 8, 2018 meetings. Staff would like to provide a final update the Board on the success of the Program and potential next steps as part of Item 6.2 of this Agenda regarding the Carpool Incentive Program 2.0.

ATTACHMENTS

None.

C/CAG AGENDA REPORT

Date: October 11, 2018

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 18-60 authorizing the C/CAG Chair to execute an agreement with the Peninsula Traffic Congestion Relief Alliance (Commute.org) for the Carpool Incentive Program 2.0 in the amount of \$375,000.

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

RECOMMENDATION

Review and approval of Resolution 18-60 authorizing the C/CAG Chair to execute an agreement with the Peninsula Traffic Congestion Relief Alliance (Commute.org) for the Carpool Incentive Program 2.0 in the amount of \$375,000.

FISCAL IMPACT

The total cost of the Program is up to \$400,000. C/CAG will provide \$375,000.

SOURCE OF FUNDS

\$25,000 will come from Commute.org and up to \$375,000 will come from C/CAG's Transportation Fund for Clean Air (TFCA) County Program Manager Funds for Fiscal Year (FY) 2018-19.

BACKGROUND

With the completion of the C/CAG Countywide Carpooling Incentives Pilot Program in FY 2017-18, and based on the results and analyses, findings and lessons learned during the project, C/CAG staff has collaborated with Commute.org, San Mateo County's Transportation Demand Management (TDM) implementation agency, to develop the Countywide Carpooling Incentive Program 2.0 (Program), that will be implemented through 2019, or until funds are depleted.

Program Objectives:

The Program's objective is similar to the original pilot program, which is to encourage commuters to carpool or share rides and will focus on commuters traveling to or from San Mateo County. The trips would be tracked through commercially available program applications (apps) such as Commute Tracker, Scoop, or Waze Carpool, or manually, through the existing Commute.org's STAR platform, powered by Rideamigos and under license with Commute.org.

The new program will have more flexibility and control enabling C/CAG and Commute.org to adjust the incentive accordingly to align with the Program's goals.

How it works:

Whereas the Pilot Program offset the cost of each trip by an individual by \$2, this Program will provide incentives through the form of e-gift cards based on verifiable number of days a commuter carpool. For every 10 days of carpooling (verified), a carpooler (either driver or rider) can earn a \$25 e-gift card. The individual can repeat this until the \$100 maximum is earned. This rewards-based incentive caps the amount of incentive a carpooler can receive. There will be additional “challenges” built into the incentive program where carpoolers can receive extra incentives or prizes. “Challenges” can have varying focuses, for example, emphasizing on the mid-week rideshare (Tue., Wed., Thu.) or a 3-person rideshare.

The way the Program is structured, user of existing rideshare apps such as Scoop, Waze Carpool, or other apps available who also signs up with the Program through the STAR Platform, will be able to receive incentives. The intent of the new Program is to capitalize on the STAR Platform currently implemented by Commute.org to increase the commuter engagement and encourage ridesharing apps user participation.

The success of this Program will require outreach efforts, beginning with a press event and accompanying focused marketing effort that continuously reach out and market to commuters eligible for the incentives.

Timeline

Pending approval by the C/CAG Board, it is expected that the Program launch in mid October 2018 and continue for a one-year period or until the funds are depleted. A mid-term review will be performed and based on the findings, adjustments to be made as needed.

Partnership

C/CAG will work with our partner, Commute.org, to implement the Program and Commute.org’s role would be to oversee the day-to-day Program management.

Funding

It is proposed that C/CAG enter into a funding agreement with Commute.org to provide \$375,000 in TFCA FY 2018/19 funds combined with \$25,000 from Commute.org for a total of \$400,000. At the March 8, 2018 meeting, the Board approved allocation of the TFCA funds to a carpool incentive project.

Recommendations

This proposed Carpool Incentives Program 2.0 was presented to the Congestion Management Program Technical Advisory Committee (TAC) on September 13th and the Congestion Management and Environmental Quality Committee (CMEQ) on September 24th and both Committees recommended approval of the project.

ATTACHMENTS

- Resolution 18-60
- Funding Agreement with Peninsula Traffic Congestion Relief Alliance (Commute.org) for the Carpool Incentives Program 2.0.
(Available for review and download at www.ccag.ca.gov/ccag.html)

RESOLUTION 18-60

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AN AGREEMENT WITH PENINSULA TRAFFIC CONGESTION RELIEF ALLIANCE (COMMUTE.ORG) FOR THE CARPOOL INCENTIVES PROGRAM 2.0 IN THE AMOUNT OF \$375,000

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

WHEREAS, the Board of Directors of the City/County Association of Governments at its March 8, 2018 meeting approved certain projects and programs for funding through San Mateo County's local share of Transportation Fund for Clean Air (TFCA) revenues; and

WHEREAS, \$375,000 was allocated to a countywide carpooling incentive program for Fiscal Year 2018-19 TFCA program and approved by the Board of Directors; and

WHEREAS, C/CAG partnered with Peninsula Traffic Congestion Relief Alliance (Commute.org) to complete the Carpool in San Mateo County project during Fiscal Year 2017-18 and desire to implement a second round of the program, Carpool Incentive Program 2.0; and

WHEREAS, Commute.org is identified as the agency to manage the Carpool Incentive Program 2.0 and designated to receive TFCA funds; and

WHEREAS, C/CAG desire to enter into agreement with the individual agencies receiving TFCA project funding, setting forth the responsibilities of each party.

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 enter into an Agreement with Peninsula Traffic Congestion Relief Alliance (Commute.org) for the Carpool Incentive Program 2.0 in the amount of \$375,000. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final scope and terms of the Agreement and related materials prior to execution by both parties, subject to legal counsel approval as to form.

PASSED, APPROVED, AND ADOPTED THIS 11TH DAY OF OCTOBER 2018.

Maryann Moise Derwin, Chair

C/CAG AGENDA REPORT

Date: October 11, 2018

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

From: Sandy Wong, Executive Director

Subject: Receive a presentation on the Countywide Stormwater Program.

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

RECOMMENDATION

Receive a presentation on the Countywide Stormwater Program.

BACKGROUND

C/CAG administers the Countywide Water Pollution Prevention Program, more commonly referred to as the Countywide Stormwater Program (Stormwater Program), to assist its member agencies in complying with regulations to keep pollutants out of stormwater runoff. These regulations are promulgated by the State's San Francisco Bay Regional Water Quality Control Board (Water Board) through a regional permit called the Municipal Regional Permit (MRP). The Stormwater Program has two full-time staff members and support from outside consultants. Funding for the Stormwater Program comes from countywide fees on the property tax rolls imposed through the County Flood Control District and a portion of C/CAG's \$10 fee imposed on vehicles registered in San Mateo County. These combined revenue streams generate approximately \$2.4 million per year.

The Stormwater Program supports C/CAG member agencies in three primary ways, each of which is described further in subsequent paragraphs:

- Providing technical support to C/CAG's member agencies for implementing their own local stormwater pollution prevention programs
- Implementing compliance programs directly on behalf of C/CAG member agencies when it makes sense to do so at a countywide scale
- Collaborate regionally with other countywide stormwater programs to develop technical assistance products or implement compliance programs directly when it makes sense to do so at a regional scale

Technical Support for Implementing Local Programs

The Stormwater Program supports C/CAG member agencies' local pollution prevention programs in various ways. In addition to the C/CAG Stormwater Committee that provides recommendations to the Board of Directors and guidance to staff on programmatic issues, there are nine subcommittees and workgroups that member agency representatives attend that address the breadth of municipal stormwater management and regulatory issues by providing guidance and implementation materials and training. These include new/redevelopment and construction site controls, green infrastructure planning and implementation, commercial business and illicit discharge management, public outreach and education, parks maintenance and less toxic pest controls, trash and litter controls, public works municipal maintenance activities, and water quality monitoring. The Stormwater Program also provides ongoing training and educational

workshops for member agencies on a variety of stormwater management topics. These activities cost approximately \$250k annually.

Another significant aspect of the Stormwater Program's support for local programs is large-scale planning and compliance support activities. This includes developing the Countywide Stormwater Resource Plan that ensured C/CAG member agencies remain eligible to compete for voter-approved bond funds for stormwater capture projects; providing ongoing technical assistance to local agencies regarding their long-term trash load reduction plans, including updating GIS maps, quantifying annual load reductions, and validating effectiveness of actions through on-land and in-creek visual assessments; developing a suite of green infrastructure guidance documents to support the mandate for each agency to adopt a local Green Infrastructure Plan; developing a countywide hydrology and sediment/pollutant transport model to determine required levels of green infrastructure and other controls to achieve long-term water quality improvement goals; and performing a Reasonable Assurance Analysis to demonstrate to the Water Board that sufficient controls can be implemented within prescribed timeframes to achieve specific pollutant reductions. The cost of these efforts typically varies between \$600-800k annually.

Implementing Direct Compliance Programs

The Stormwater Program implements certain compliance programs on behalf of C/CAG member agencies. All water quality monitoring mandated in the MRP is performed by the Stormwater Program. This includes long-term status and trends monitoring in creeks throughout the county as well as pollutant-specific monitoring to identify prioritized areas to implement controls. The Stormwater Program pays mandated costs of contributing to the San Francisco Bay Regional Monitoring Program on behalf of C/CAG member agencies. In addition, the majority of public outreach and education requirements are implemented through the Stormwater Program, including outreach via the Stormwater Program's website (www.flowstobay.org), social media channels, and other online and in-person venues. These two efforts cost approximately \$1 million annually.

Collaborating on Regional Compliance Efforts

The Stormwater Program is a member of the Bay Area Stormwater Management Agencies Association (BASMAA) and the Stormwater Program manager sits on the BASMAA Board of Directors on behalf of C/CAG's member agencies. BASMAA's members are stormwater programs throughout the Bay Area. The Stormwater Program collaborates with these other programs on technical support materials or direct compliance programs when it is more cost-effective to do so at a regional scale. This includes collaboration on regional water quality monitoring data management and quality control efforts, regional grant activities (BASMAA has received several grants for MRP-support activities totaling over \$6 million), and other compliance and technical support projects. The Stormwater Program costs for participating in BASMAA regional efforts are approximately \$100-200k annually.

Stormwater Program costs, when added to general program administration costs, are now at a level that exceed annual program revenue. In previous years, the Stormwater Program was able to draw down an accumulated fund balance to match revenue and expenditures. For Fiscal Year 2018-19, however, staff reduced Stormwater Program activities to meet available revenue. This will need to continue for future years absent any new source of funding.

Staff will provide a presentation summarizing the above information.

ATTACHMENTS

1. None

C/CAG AGENDA REPORT

Date: October 11, 2018

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

From: Sandy Wong, Executive Director

Subject: Receive presentation on the Transportation Projects Mapping Tool posted on the C/CAG website.

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

RECOMMENDATION

That the C/CAG Board receive a presentation on the Transportation Projects Mapping Tool posted on the C/CAG website.

FISCAL IMPACT

N/A.

SOURCE OF FUNDS

N/A.

BACKGROUND

In its role as a Congestion Management Agency for San Mateo County, C/CAG prioritizes and administers funding for transportation projects throughout the county through various local, state, and federal sources. As part of the effort to better inform the public, C/CAG staff has created a mapping tool using Google Maps to inform members of the public, elected officials, and other interested parties about the various transportation projects funded by C/CAG or in partnership with other agencies. Visitors to the map can find transportation projects that are completed, currently in construction, or planned to be constructed in the future. Projects can also be filtered by type, location, and funding source. The map is a work in progress will be updated periodically as project information becomes available.

The map can be found on the C/CAG website: <http://ccag.ca.gov/projects/>

ATTACHMENTS

None.



METROPOLITAN
TRANSPORTATION
COMMISSION

Bay Area Metro Center
375 Beale Street, Suite 800
San Francisco, CA 94105
415.778.6700
www.mtc.ca.gov

September 26, 2018

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Brad Paul
Deputy Executive Director,
Local Government Services

Ms. Sandy Wong
Executive Director
CCAG
555 County Center, 5th Floor
Redwood City, CA 94063

Dear Ms. Wong:

As San Mateo County's representatives on the Metropolitan Transportation Commission, we wanted to update the stakeholders we represent about the important work MTC is doing to support and improve mobility for San Mateo County residents in partnership with local groups like C/CAG and county transportation agencies. In addition to MTC's annual investments, voters' approval of Regional Measure 3 in June 2018 will help the Commission make an even bigger difference in reducing traffic congestion and improving transit and mobility in San Mateo County.

Summary of MTC's work directly benefitting San Mateo County:

- Annual funding investments:
 - \$21 million a year for local streets and county roads in San Mateo Co.
 - Almost \$4 million for Caltrain
 - Almost \$4 million for SamTrans
 - \$19 million for new BART cars
 - Almost \$1 million annually to fund San Francisco Bay Ferry service.
- Ongoing support totaling \$350 million for the Caltrain Electrification project
- Approved Regional Measure 3 investments in San Mateo County:
 - \$325 million to extend Caltrain to downtown San Francisco
 - \$130 million for Dumbarton Bridge Corridor improvements
 - \$50 million for Highway 101/Route 92 interchange improvements
 - New funding for a Redwood City ferry terminal
 - Regional funding for Highway 101 Managed Lanes and public express bus service in San Mateo County
 - New funding for Ferry Enhancement Program

Among MTC's most important recent efforts was working with state legislators and transportation agencies across the state to shape development of Senate Bill 1, the multi-modal transportation financing package signed into law last spring. SB 1 is now generating more than \$5 billion of new revenue annually for street and highway repairs, congestion relief projects, transit modernization, freight-movement improvements and bicycle/pedestrian projects. This includes more than \$21 million a year for local streets and county roads in San Mateo County; close to \$4 million for Caltrain; nearly another \$4 million for SamTrans; \$19 million for BART and and almost \$1 million annually to fund San Francisco Bay Ferry service.

Working in partnership with business and transportation interests, MTC identified expansion of U.S. 101 through San Mateo County as the Bay Area's top priority for the competitive funding programs established by SB 1. This regional consensus paid off this spring when the California Transportation Commission approved more than \$250 million in new funding to add Express Lanes in each direction of U.S. 101 from I-380 near San Francisco International Airport to State Route 237 in Silicon Valley. SB 1 also delivered funds for pedestrian and bicycle overcrossing projects in San Carlos and East Palo Alto. Funding for these and many other projects, however, would be suspended if voters approve Proposition 6 in November.

MTC, of course, also played a lead role in crafting the Regional Measure 3 toll measure approved by voters this June. RM 3 provides funding for reconstruction the U.S. 101/State Route 92 interchange in San Mateo, highway improvements throughout the Dumbarton Bridge corridor, the extension of a newly electrified Caltrain to the new Salesforce Transbay Transit Center in downtown San Francisco, new ferry service to Redwood City and expanded service to South San Francisco..

MTC vigorously supported the San Mateo County Transit District, the Caltrain Joint Powers Board and a coalition of elected, business and community leaders to keep Caltrain's electrification project moving forward. MTC over the years has provided more than \$350 million for the nearly \$2 billion project. Now with a \$647 million Full Funding Grant Agreement completed, the project is now into construction. To expand the electrification initiative, Caltrain this spring was awarded nearly \$165 million by the California Transportation Commission to provide all-electric service throughout the corridor, build eight-car platforms, improve bike-sharing and bike parking facilities, and install a broadband communications systems that will upgrade onboard WiFi and allow for remote diagnostics to improve maintenance and operations. The ongoing conversion from diesel to electric power will allow Caltrain to boost passenger capacity and operate as many as six trains per hour in each direction, while reducing both noise and greenhouse gas emissions.

Also on the clean-air and efficiency front, MTC and the Bay Area Air Quality Management District co-sponsored Senate Bill 1128, which in 2016 made permanent the Bay Area Commuter Benefit Program. Modeled on established policies at SFO and elsewhere, the program requires employers with 50 or more full-time employees in the region to offer commuter benefits to workers. By capitalizing on provisions in the federal tax code, the program helps employers and employees alike save money, and reduces greenhouse gas emissions and traffic congestion.

Closely related to transportation, MTC and the Association of Bay Area Governments are tackling the Bay Area housing crisis head on. MTC successfully supported state Senate bills — including SB 2, a document recording fee on real estate transactions and SB 3, a \$4 billion bond measure on the November 2018 ballot — that promote multiple new housing initiatives. Among these are a home-purchase assistance program, incentives for infill development, a transit-oriented development program, a \$1.5 billion multifamily housing program and a \$1 billion Cal-Vet home loan program. MTC this year also helped lobby for amendments to SB 828, authored by Sen. Scott Wiener, which will reform the regional housing needs assessment to ensure the state does a better job of forecasting housing needs.

We very much appreciate this opportunity to share with the entire Board of Supervisors some of the recent highlights of MTC's work to plan for the future of Bay Area transportation, to ensure these plans are adequately funded, and to help make all the moving parts of the regional transportation network mesh as smoothly as possible. We warmly invite you to contact either of us at any time if you would like more information about these or any other MTC initiatives.



Alicia Aguirre
Commissioner

Sincerely,


Warren Slocum
Commissioner

- Cc: San Mateo County Transit District
City/County Association of Governments
San Mateo County Council of Cities
San Mateo County School Boards Association
San Mateo County City Manager's Association
TBD
TBD



October 2, 2018

Page 1 of 2

Mr. Jake Mackenzie, Chair
Metropolitan Transportation Commission
Bay Area Metro Center
375 Beale Street, Suite 800
San Francisco, CA 94105-2066



Dear Chair Mackenzie:



As you consider the significant decision of selecting the next Executive Director for the Metropolitan Transportation Commission (MTC), the Executive Directors of the Bay Area Congestion Management Agencies would like to provide our perspective on the leadership qualities essential for this role.



The Bay Area region is a unique collection of communities with diverse needs. To optimally address our transportation issues, MTC's next executive director will require leadership skills that are both creative and pragmatic, with the ability to focus on transportation initiatives that will create solutions to the complex mobility issues we face today, and in the future.



As Congestion Management Agencies (CMAs), we share many mutual interests and responsibilities with MTC for funding, planning, and delivering the Bay Area's Transportation systems. MTC's authority for regional planning, programming, and fund allocation supports our local programs and projects, investments in infrastructure, and funding to operate and sustain our transportation systems.



Accordingly, it is critical that we have a strong, two-way, working relationship with the new Executive Director. It is essential to have an Executive Director with significant experience in California, a regional perspective as well as experience and understanding of systems operations, project delivery, and be invested in, and supportive of, local partnerships and initiatives. It is also essential for Executive Director to understand the diversity of the nine Bay Area counties, and how to build strong working relationship and propagate a sense of mutual trust between these local agencies.



The person should be known as a collaborator who values transparency, proactively supports member agencies, places high value on local initiatives and efforts, and understands the value and challenges of effectively integrating transportation and land use decision-making at the local level.



We also urge the Commission to consider diversifying and expanding the search committee to include representatives from the CMAs, large transit operators, and local government. Lastly, we request a meeting with the executive search firm hired for this task to better convey our thoughts and ideas. We can make ourselves available individually and/or collectively as needed to facilitate this exchange.

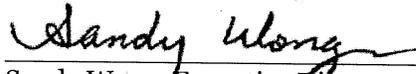


Thank you for the opportunity to present our thoughts on this critical decision. We will be happy to provide any support or advice you may need, and we look forward to meeting with the executive search consultant.

Sincerely,



Art Dao, Executive Director
Alameda County Transportation Commission



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



Randell Iwasaki, Executive Director
Contra Costa Transportation Authority



Chris Augenstein, AICP, Director of Planning
and Programming
Santa Clara Valley Transportation Authority



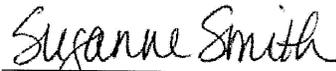
Dianne Steinhauser, Executive Director
Transportation Authority of Marin



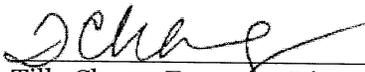
Daryl Halls, CMA Chair/Executive Director
Solano Transportation Authority (STA)



Kate Miller, Executive Director
Napa Valley Transportation Authority



Suzanne Smith, Executive Director
Sonoma County Transportation Authority



Tilly Chang, Executive Director
San Francisco County Transportation
Authority

Cc: MTC Commissioners