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Date: March 26, 2020  
To: All Councilpersons of San Mateo County Cities and Members of the Board of Supervisors  
CC: All City/County Managers of San Mateo County  
From: Maryann Moise Derwin, C/CAG Chair  
Subject: **C/CAG Committee Vacancies for Elected Officials**

The City/County Association of Governments of San Mateo County (C/CAG) currently has vacancies on two of its standing Committees for elected officials of City Councils and/or the Board of Supervisors. The vacancies are:

- 2 Seats – Congestion Management & Environmental Quality (CMEQ) Committee**
- 2 Seats – Bicycle and Pedestrian Advisory Committee (BPAC)**

Individuals wishing to be considered for appointment to any of these Committees should send a letter of interest to:

Sandy Wong, C/CAG Executive Director  
City/County Association of Governments  
555 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063  
or e-mail to [slwong@smcgov.org](mailto:slwong@smcgov.org)

Individuals must be an elected official on one of the twenty City Councils in San Mateo County or an elected official on the San Mateo County Board of Supervisors. Individuals may send a letter of interest for a specific committee or a letter expressing interest in serving on any of the committees where there are vacancies. Please see Attachment A for more information about each Committee.

If you would like to be considered for any of these Committees, please submit your letter of interest by **April 30, 2020**. Appointments will be considered at the May 14, 2020 C/CAG Board meeting. If letters of interest are not received by April 30, 2020, the recruitment will remain open until filled.

If you have any questions about the Committees or this appointment process, please feel free to contact any of the C/CAG Staff as follows:

For CMEQ: Jeff Lacap 650-599-1455 <a href="mailto:jlacap@smcgov.org">jlacap@smcgov.org</a>	For BPAC: Mikaela Hiatt 650-599-1453 <a href="mailto:mhiatt@smcgov.org">mhiatt@smcgov.org</a>
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Sincerely,

Maryann Moise Derwin  
Chair, C/CAG Board

Attachment – Committee Descriptions

## ATTACHMENT A

### About the Committees:

1. **The Congestion Management and Environmental Quality Committee (CMEQ)** provides advice and recommendations to the full C/CAG Board on all matters relating to transportation planning, congestion management, travel demand management, coordination of land use and transportation planning, mobile source air quality programs, energy resources and conservation, and other environmental issues facing the local jurisdictions in San Mateo County. The role of the CMEQ Committee also includes making recommendations to the C/CAG Board on the allocation of funding for specific projects and activities addressing these programmatic areas. The Committee meets on the last Monday of each month from 3:00 p.m. to 5:00 p.m. in the San Mateo City Hall\*. There are two (2) vacancies on this committee.
2. **The Bicycle and Pedestrian Advisory Committee (BPAC)** provides advice and recommendations to the C/CAG Board on all matters related to bicycle and pedestrian facilities planning and the selection of projects of certain state and federal funding. Meetings are held on the fourth Thursday of the month at 7:00 p.m. in San Mateo City Hall\*. The BPAC has approximately six meetings per year. No more than two BPAC members can reside in the same jurisdiction. There are currently two members that reside in the City of South San Francisco, the City of Millbrae, and the Unincorporated County of San Mateo, and as a result, no new members from these three jurisdictions can be appointed. There are two (2) vacancies on this committee.

\*To comply with the County of San Mateo and the State of California's Shelter in Place order in response to the COVID-19 pandemic, upcoming meetings will be conducted via webinar and teleconference. Committee members will participate in the meeting from individual remote locations.