

# 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. 328  
April 9, 2020

In compliance with Governor's Executive Order N-29-20, and pursuant to the Shelter-in-Place Order issued by the San Mateo County Health Officer, this meeting was conducted via remote conferencing.

#### 1.0 CALL TO ORDER/ ROLL CALL

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

Belmont	– Davina Hurt
Brisbane	– Cliff Lentz
Burlingame	– Ricardo Ortiz
Daly City	– Pamela DiGiovanni
East Palo Alto	– Lisa Gauthier
Foster City	– Catherine Mahanpour
Half Moon Bay	– Debbie Ruddock
Hillsborough	– Marie Chuang
Menlo Park	– Catherine Carlton
Millbrae	– Gina Papan
Pacifica	– Sue Vaterlaus
Portola Valley	– Maryann Moise Derwin
Redwood City	– Alicia Aguirre
San Bruno	– Michael Salazar
San Carlos	– Adam Rak
San Mateo	– Diane Papan
San Mateo County	– David Canepa
South San Francisco	– Karyl Matsumoto
Woodside	– Ned Fluet
SMCTA (Non-Voting)	– Karyl Matsumoto

Absent:

Atherton  
Colma  
SamTrans (Non-voting)

Others:

Sandy Wong	– C/CAG Executive Director
Mima Guilles	– C/CAG Clerk
Melissa Adrikopoulos	– C/CAG Legal Counsel
Matt Fabry	– C/CAG Staff

Sean Charpentier	– C/CAG Staff
Susy Kalkin	– C/CAG Staff
Van Ocampo	– C/CAG Staff
Jeff Lacap	– C/CAG Staff
Kaki Cheung	– C/CAG Staff
Mikaela Hiatt	– C/CAG Staff
Kimberly Wever	– C/CAG Staff
Kim Springer	– San Mateo County
Josh Abrams	– Baird + Driskell Community Planning

Other members of the public attended.

## 2.0 BRIEF OVERVIEW OF TELECONFERENCE MEETING PROCEDURES

Sandy Wong, Executive Director, provided overview of the teleconference procedures.

## 3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

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

In accordance with the agenda for this meeting, persons who wish to address the C/CAG Board on an item to be considered at this meeting, or on items not on this agenda, were asked to submit comments in writing to [mguilles@smcgov.org](mailto:mguilles@smcgov.org) by 5:00 PM on Thursday April 9, 2020. Mima Guilles, Secretary, reported there were no public comments received by the deadline.

Sandy Wong, Executive Director, introduced the two new C/CAG Program Directors, Sean Charpentier and Kaki Cheung. They both started in the month of March, and have provided the much needed help during this unusual time. She also took the opportunity to thank all C/CAG staff for their dedication in performing their duties since the implementation of the shelter-in-place.

## 4.0 PRESENTATIONS/ ANNOUNCEMENTS

### 4.1 Receive an update on Regional Housing Needs Allocation (RHNA)

Josh Abrams of Baird and Driskell, staff to 21-Elements, who represents San Mateo County at the staff level in the ABAG’s Housing Methodology Committee, presented an update on Committee’s work thus far.

## 5.0 ACTION TO SET AGENDA AND APPROVE CONSENT AGENDA ITEMS

This item is to set the final consent and regular agenda, and to approve the items listed on the consent agenda. All items on the consent agenda are approved by one action. 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.

Sandy Wong, Executive Director, announced that Board Member Gina Papan had informed staff regarding an error on Item 7.1 of the February 13, 2020 minutes. She presented the correction on the teleconference shared screen and recommended the Board approve the Minutes with the correction. The corrected Item 7.1 of the February 13, 2020 minutes is shown as attachment 1 to this April 9, 2020 minutes.

Board Member G. Papan (Milbrae) MOVED approval of Items 5.1, 5.2, 5.3, 5.4, 5.5, 5.6 and 5.7 with the minutes as amended. Board Member Rak SECONDED. Roll call was taken. **MOTION CARRIED 19-0-0**

- 5.1 Approval of the minutes of regular business meeting No. 327 dated February 13, 2020. APPROVED
- 5.2 Review and approval of Resolution 20-10 approving the population data to be used by C/CAG. APPROVED
- 5.3 Review and approve the appointments of Peter Brown, Public Works Director, and Andrew Yang, Senior Civil Engineer, to the C/CAG Congestion Management Program Technical Advisory and Stormwater Committees representing the Cities of Belmont and Millbrae, respectively. APPROVED
- 5.4 Review and approval of Resolution 20-11 authorizing the C/CAG Chair to execute Amendment No. 1 to the Agreement with the San Mateo County Office of Education for the San Mateo County Safe Routes to School Program adding \$15,000 unspent funds from previous cycle for a new total of \$606,400. APPROVED
- 5.5 Review and approval of Resolution 20-15 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 \$669,287 for Fiscal Year 2020-2021. APPROVED
- 5.6 Review and approval of Resolution 20-09 approving the reallocation of Measure M accumulated interest and unspent administration funds from inception to June 30, 2019. APPROVED
- 5.7 Receive a copy of the executed Amendment No. 1 to the agreement with Kimley-Horn for development of the Project Approval and Environmental Document (PA&ED) for the Smart Corridor Northern Cities for a time extension through June 30, 2020, in accordance with C/CAG Procurement Policy. INFORMATION

## 6.0 REGULAR AGENDA

- 6.1 Review and approve of the C/CAG legislative policies, priorities, positions, and legislative update (A position may be taken on any legislation, including legislation not previously identified). NO ACTION

C/CAG's legislative advocate reported that the State Legislature is working remotely until at least May 4 - although when they will return to Sacramento is uncertain due to the corona virus situation. One key date is the June 15 deadline to approve the budget. In addition, the legislature allocated \$1 billion for virus relief efforts prior to leaving town, so determining how that money will be spent is also a key priority. Because of the virus situation, committees are providing guidance on priority issues for any bills moving forward, including housing, homelessness, wildfire response, and COVID-19. The state's fiscal situation will remain uncertain until July or August due to the federal extension for filing income taxes to July 15. There are two housing bills still under consideration, AB 3145 and SB 902. The FASTER measure has been tabled for this year and will be

revisited in 2021, although likely for a 2022 ballot initiative. Transit agencies have been hard hit by the public health shelter-in-place orders, with BART's revenue down more than 90%, Caltrain's by 85%, and SamTrans by 80%. Fortunately, the federal stimulus bill included \$3.7 billion for California transit agencies, with \$1.5 billion for the MTC region. It remains uncertain if a climate bond will continue this year - it is possible that if there is a bond measure, it would be for virus-related stimulus. The state's \$22 billion rainy day fund that was established under Governor Jerry Brown is potentially going to be fully depleted within the next year or two. Overall, any bills that can wait until 2021 likely will. Regarding plans for a C/CAG lobby day, the committee supported a recommendation to revisit next month when there is more certainty about the legislature's status and priorities.

- 6.2 Conduct public hearing and approval of Resolution 20-13 adopting the Final 2019 Congestion Management Program (CMP) for San Mateo County and next steps. *(Special voting procedures apply)* APPROVED

Jeff Lacap, C/CAG staff, presented a brief overview on the Final 2019 Congestion Management Program (CMP) for San Mateo County, and highlighted the recommended next steps to develop the next CMP in 2021.

The Chair opened the public hearing, Clerk reported no public comment was received, and the chair closed the public hearing.

Board Member Chuang MOVED to approve item 6.2. Board Member Hurt SECONDED.

A Special Voting Procedure was taken by roll call. **MOTION CARRIED 19-0-0.** Results: 19 Agencies approving. This represents 90% of the Agencies representing 99% of the population.

**Ayes:**

Belmont - Davina Hurt  
 Brisbane - Cliff Lentz  
 Burlingame - Ricardo Ortiz  
 Daly City - Pamela DiGiovanni  
 East Palo Alto - Lisa Gauthier  
 Foster City - Catherine Mahnapour  
 Half Moon Bay - Debbie Ruddock  
 Hillsborough - Marie Chuang  
 Menlo Park - Catherine Carlton  
 Millbrae - Gina Papan  
 Pacifica - Sue Vaterlaus  
 Portola Valley - Maryann Moise Derwin  
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 San Bruno - Michael Salazar  
 San Carlos - Adam Rak  
 San Mateo - Diane Papan  
 South San Francisco - Karyl Matsumoto  
 Woodside - Ned Fluet  
 San Mateo County - David Canepa

**Noes:**

**Absent:**

Atherton  
 Colma

- 6.3 Review and approval of Resolution 20-14 authorizing the C/CAG Chair to enter into contract with StreetLight Data for a subscription to Data and Services for one year in the amount of \$275,000 and to execute Memorandums of Understanding (MOU's) with the San Mateo County Transportation Authority (SMCTA), and participating member agencies (AGENCIES) for the cost-share. APPROVED

Mikaela Hiatt, C/CAG staff, presented the StreetLight Data subscription and cost sharing model item to the C/CAG board.

Board members asked staff to clarify a number of questions regarding the nature of data (including its source, accuracy, archive, etc) provided by StreetLight, cost sharing by participating jurisdictions, and timeline of subscription.

Due to the current traffic condition resulting from COVID-19, Board members had concern regarding timing of entering into contract for the subscription. However, the offered subscription price will expire by April 30, 2020. Sal Akhter, representative from StreetLight Data, confirmed it would be possible to execute the contract now and start the subscription 6 months later. Given that, a number of Board members expressed interest in participating.

Chair MaryAnn Moise-Derwin presented the motion to approve the subscription to StreetLight Data and Services for one-year in the amount of \$275,000 and C/CAG participating member agency cost share with an amendment to delay the contract start date up to 6 months following execution.

Board Member Matsumoto MOVED to amend resolution 20-14 to read that the contract would be executed now with the delayed start date up to six (6) months. Board Member Carlton SECONDED. Roll call was taken. **MOTION CARRIED 15-4-0.** Board Members, Lentz, DiGiovanni, Salazar, and Rak OPPOSED

- 6.4 Review and approval of Resolution 20-12 approving the fiscally constrained list of projects to be submitted to the Metropolitan Transportation Commission (MTC) for the update of the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) also known as Plan Bay Area 2050 and authorize the Executive Director to make minor modifications to the list prior to final submittal to the MTC. APPROVED

Jeff Lacap, C/CAG staff, made a presentation on the fiscally constrained list of regionally significant projects to be submitted to the Metropolitan Transportation Commission (MTC) for the update of the Regional Transportation Plan/Sustainable Communities Strategy (RTP/SCS) also known as Plan Bay Area 2050.

Board Member G. Papan (Millbrae) MOVED approval of Item 6.4. Board Member Rak SECONDED. Roll Call was taken. **MOTION CARRIED 19-0-0.**

- 6.5 Discuss the potential need for a forum for cities to share practices relating to the COVID-19 Shelter-in-Place Order. APPROVED

Board Member Cliff Lentz proposed that C/CAG as a forum for Board members to share information relative to local responses to COVID-19. It is about coming together and

sharing our stories of what we're doing well or what we're frustrated with that will help us to be better public servants for our constituents and maybe even perhaps save someone's life. Chair Maryann Moise Derwin supported the concept.

Board members discussion ensued. Board members generally agreed it's a good idea to share information. Sandy Wong, Executive Director offered to create a space on the C/CAG website where information can be posted for sharing, like a "bulletin board".

Board Member Lentz MOVED to place an agenda item on the next Board meeting agenda for members to share information and highlight efforts within their jurisdictions to address the COVID-19 situation, and request staff to provide a "bulletin board" on the C/CAG website. Board Member G. Papan SECONDED. Roll call was taken. **MOTION CARRIED 19-0-0.**

6.6 Election of a C/CAG Chairperson and a C/CAG Vice Chairperson. APPROVED

Maryann Moise Derwin, made a touching speech as the out-going C/CAG Chair. She expressed her gratitude to the C/CAG Board and staff. She thanked the Chair before her, Alicia Aguirre, for her guidance and mentorship, thanked the Vice Chair, Marie Chuang, for her unwavering support, thanked the Executive Director Sandy Wong for her skilled leadership and responsiveness, thanked Karly Matsumoto for phone call 4 years ago challenging her to take on the leadership role.

Chair Derwin reflected on what serving as C/CAG Vice Chair and Chair has meant to her. She reflected on the timing of her personal life during the same time when she was elected C/CAG Vice Chair. She found the role of C/CAG Chair and Vice Chair to be vastly time consuming, but yet infinitely enjoyable and rewarding. During her 4 years as C/CAG Officer, we were faced with homelessness, housing crisis, traffic gridlock, climate change. C/CAG made great contribution in San Mateo County, witnessed by the creation of the Flood and Sea Level Rise Resiliency District and the San Mateo County Express Lanes JPA. She recounted other C/CAG accomplishments including in the areas of housing, stormwater and green infrastructures. She praised C/CAG staff for their nimbleness and hard work. She praised the C/CAG Board for its effectiveness and sometimes vigorous debate, following the nature of democracy, with outcomes for the great good. She thanked all C/CAG Board members for their commitment, their charm and grace.

C/CAG Board members gave a round of applause upon the emotional and sincere speech from Chair Derwin.

Sandy Wong, Executive Director, described the election process for the C/CAG Chair and Vice Chair. The C/CAG Bylaws specifies that the C/CAG Board will conduct an officer's nomination at the regular C/CAG Board meeting that was held on the February 13, 2020. Marie Chaung of Hillsborough was nominated for C/CAG Chair and Davina Hurt of Belmont was nominated for Vice Chair. The C/CAG Bylaws also specifies that the C/CAG Board will take its election at the regular March meeting, however the March meeting was canceled. Staff recommends that this Board take action during this meeting. The C/CAG Bylaws also specifies that the new Chair and Vice Chair will take office as of April 1, 2020 and serve a one-year term through March 31, 2021. But because the time delays, staff recommends that the Board elect a Chair and Vice Chair at tonight's Board meeting, to serve a one-year term from April 10, 2020 through March 31, 2021. Staff

recommends that the Board elect a Chair before electing the Vice Chair.

The Board voted to elect Marie Chuang as C/CAG Chairperson. Roll call was taken.

**AYES: 19 NOES: 0**

The Board voted to elect Davina Hurt as C/CAG Vice Chairperson. Roll call was taken.

**AYES: 19 NOES: 0**

## 7.0 COMMITTEE REPORTS

### 7.1 Committee Reports (oral reports)

Board Member, Gina Papan, reports out on the following items:

- 1) We need to continue the effort in get folks to fill out the 2020 Census.
- 2) The Regional Measure 3 litigation is continuing with the court of appeals but the process is impacted by the COVID-19 crisis.
- 3) Thank you to Senator Hill and Assembly Member Mullin, BART will make announcements in Millbrae and Daly City at the end of the day regarding the last train returning to San Francisco. Otherwise, many of the homeless people who want to go back were not informed.
- 4) Then Federal CARES act will be sending \$1.3B to the Bay Area for transportation.

### 7.2 Chairperson's Report

None.

### 7.3 Board Members Report/ Communication

Board Member Gauthier thanked Chair Derwin for her leadership and for all that she has done for the C/CAG Board.

## 8.0 EXECUTIVE DIRECTOR'S REPORT

None.

## 9.0 COMMUNICATIONS - Information Only

- 9.1 Letter from Sandy Wong, Executive Director, City/County Association of Governments, to The Honorable Elaine L. Chao, Secretary, U.S. Department of Transportation, dated 2/12/20. RE: INFRA Grant for Burlingame Broadway Grade Separation Project.

## 10.0 ADJOURNMENT – 8:49 p.m.

## Attachment 1 to the April 9, 2020 C/CAG Board of Director meeting minutes

Information on this page is adopted as a part of the approval of minutes of regular business meeting No. 327 dated February 13, 2020 regarding Agenda Item 7.1. It replaces section 7.1 of the February 13, 2020 minutes originally included in the April 9, 2020 meeting packet.

Corrected 7.1 Committee Reports (oral reports) of the February 13, 2020 meeting minutes:

Board Member and MTC representative for the twenty cities in San Mateo County, Gina Papan has sent an email she would like other to share with their elected officials in each city regarding Assembly Member Chui's AB2057, Seamless Bay Area. The idea is to connect all the transportation agencies in a way that is seamless to the riders. Presently the 27 transit providers throughout the Bay Area have primarily fail in this regard. One such example is the Millbrae BART station which has been operating for 15 years and only this year, actually put up signs directing riders to CalTrain and SFO. They still need to add signage for SamTrans, Corporate Shuttles, taxis and ride share.

BART's development at this station exemplifies the dysfunction because they put off the access plan and the parking plan pushing the development first. The access in this essential stations is being deconstructed to accommodate the development. **BART has failed to present the TDM for Millbrae's approval.** In order to accommodate the limited access to the station, BART has unilaterally decided to remove an additional 160 parking spaces from the garage, which is a public asset value reduction of \$5 million. The City of Millbrae did not approve this move. **Millbrae will not issue building permits until the city approves a Transportation Demand Management plan and a Parking Plan. The primary point is that people need easy and convenient access to transit stations and a place to park, or they will not take transit.**

I am working with Assembly Members Chiu and his co-author Kevin Mullin to expand the accountability aspects of AB 2057. We need to ensure transit riders have seamless access to stations and parking no matter what mode of transportation they are taking and existing parking in multi million dollar garages should not be deconstructed unless there are replacement parking spaces available.

If any city representatives here have transit related issues, please let me know as your MTC representative so we can try and get MTC's assistance on your issues.