

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS  
FINANCE COMMITTEE  
MEETING MINUTES  
June 1, 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

**Committee Members Attending:**

Jay Benton (Town of Hillsborough) (arrived 8:35 A.M.)  
Marie Chuang (Town of Hillsborough) – Committee Vice Chair  
Ann Wengert (Town of Portola Valley) – Committee Chair  
Davina Hurt (City of Belmont)  
Ricardo Ortiz (City of Burlingame)

**Guests or Staff Attending:**

Sandy Wong, Sean Charpentier, Kaki Cheung, Kim Wever – C/CAG Staff  
Carrie Tam – City of San Carlos Finance Staff

**1. Call to order**

At 8:33 A.M. Chair Wengert called Finance Committee meeting to order.

**2. Public comment on related items not on the agenda.**

None

**3. Approval of minutes of May 27, 2020 meeting. (Action)**

Vice Chair Chuang moved and Member Hurt seconded approval of the minutes. Roll Call was taken. Motioned passed 4-0. (Member Ortiz abstained)

**4. Review and provide input to the draft C/CAG Program Budget and Member Fees for Fiscal Year 2020-2021, continued from the May 27, 2020 meeting. (Action)**

Chair Wengert suggested to continue the discussion on Member Fees from the May 27, 2020 committee meeting. Sandy Wong, C/CAG Executive Director provided an update that 18 out of 21 jurisdictions responded to the survey of the option to pay the fiscal year 2020/21 Congestion Relief Plan assessment by installments. Of the 18 responses, 10 prefer to pay in full, 8 prefer to pay by installments with the option to defer 50% of the payment to the next one or two fiscal year(s). Either preferences were well spread out in terms of size of jurisdiction. Chair Wengert asked how that would impact the Congestion Relief Plan budget. Sandy Wong, C/CAG Executive Director explained that with 50% of the assessment paid in fiscal year 2020/21 and the

remaining 50% to be paid later, the FY 2020/21 programs and projects will be delivered. The Finance committee members discussed various member fee payment options and the need to address equity and any impact on critical projects funded by the Congestion Relief Plan fee. A concern was also raised regarding the mechanism to guarantee the remaining 50% installment will be paid, and the option of deducting from that member's Measure M distribution in the event of default.

Member Benton moved to recommend that due to the impact of COVID-19 this year, the Congestion Relief Plan Member Fee for FY20-21 should be reduced by 50% and not have members payback in future years and Member Ortiz seconded. Roll Call was taken. Motioned passed 5-0.

The Finance committee members reviewed the C/CAG Program Budget. Chair Wengert commented that the reserves have substantially decreased which is what the committee has been requesting. Member Benton noticed the new fund for the Express Lanes JPA. Sandy Wong, C/CAG Executive Director explained the new fund was set up to track operating loans to support the startup of the Express Lanes JPA, to be paid back with future express lane toll revenues. Both C/AG and the TA have committed to provide support to the Express Lanes JPA.

Member Ortiz moved to recommend the proposed C/CAG Program Budget as is and Member Hurt seconded. Roll Call was taken. Motioned passed 5-0.

## **5. Adjournment**

The meeting adjourned at approximately 9:52 A.M.