

# 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*

### C/CAG BOARD MEETING NOTICE

Meeting No. 342

**DATE:** Thursday, June 10, 2021

**TIME:** 6:30 P.M.

On March 17, 2020, the Governor issued Executive Order N-29-20 suspending certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings telephonically or by other electronic means. Pursuant to the Shelter-in-Place Orders issued by the San Mateo County Health Officer and the Governor, and the CDC's social distancing guidelines, which discourage large public gatherings, C/CAG meetings will be conducted via remote conferencing. Members of the public may observe or participate in the meeting remotely via one of the options below.

Join by Zoom:

<https://us02web.zoom.us/j/88087522279?pwd=REduVytrWjM5Vm5qVTdvQ3ZOelp3dz09>

Meeting ID: 880 8752 2279

Password: 343449

Join by Phone:

(669) 900-6833

Meeting ID: 880 8752 2279

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, are asked to submit written comments to [mguilles@smcgov.org](mailto:mguilles@smcgov.org). Spoken public comments will also be accepted during the meeting through Zoom. Please see instructions for written and spoken public comments at the end of this agenda.

- 1.0 CALL TO ORDER/ ROLL CALL
- 2.0 BRIEF OVERVIEW OF TELECONFERENCE MEETING PROCEDURES
- 3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

- 3.1 Update from MTC representative.
- 3.2 Other public comment on items not on the agenda.

*Note: Public comment is limited to two minutes per speaker. Please refer to the instructions at the end of this agenda for details regarding how to provide public comments during a videoconference meeting.*

4.0 PRESENTATIONS/ ANNOUNCEMENTS

- 4.1 Introduction and Welcome for Dina El-Tawansy, Caltrans District 4 Director p. 1
- 4.2 Receive a presentation on 21-Elements Update p. 2

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.

- 5.1 Approval of the meeting minutes:
  - 5.1.1 Approval of regular business meeting No. 341 dated May 13, 2021. ACTION p. 3
  - 5.1.2 Approval of special meeting No. 342 dated May 24, 2021. ACTION p. 9
- 5.2 Review and approval of Resolution 21-26 authorizing the prefunding of OPEB in an amount of \$40,244 for Fiscal Year 2020-21 through the California Employers’ Retiree Benefit Trust Program (CERBT) of CalPERS. ACTION p. 11
- 5.3 Review and approval of Resolution 21-33 for the second year subscription to StreetLight Data Services and to authorize the Chair to execute a first amended and restated Memorandum of Understanding (MOU) with participating agencies for one year beginning September 1, 2021, in the amount of \$363,000. ACTION p. 15
- 5.4 Review and accept the Finance Committee’s recommendation of no change to the investment portfolio and accept the Quarterly Investment Report as of March 31, 2021. ACTION p. 20
- 5.5 Review and approval of the appointment of Hae Won Ritchie, Interim Public Works Deputy Director from the City of San Bruno, to the C/CAG Congestion Management Program Technical Advisory Committee (TAC) and Stormwater Committee. ACTION p. 26
- 5.6 Review and approval of Resolution 21-34 authorizing the C/CAG Chair to execute Amendment No. 1 to the Agreement with Steer for the preparation of the Measure M Strategic Implementation Plan, adding \$65,042 for a new total amount not to exceed \$158,846 to implement recommendations from the Strategic Plan, and extending the contract term to June 30, 2022. ACTION p. 30

- 5.7 Review and approval of Resolution 21-35 authorizing the C/CAG Chair to execute a Cooperative Agreement with the San Mateo County Department of Housing for a Joint Workplan for Housing-Related Activities for FY 2021-22 in an amount not to exceed \$150,000. ACTION p. 34
- 5.8 Review and approval of Resolution 21-36 authorizing the C/CAG Chair to execute Amendment No. 5 to the Agreement with Advanced Mobility Group for update of the Land Use Impact Analysis Program of the Congestion Management Plan, extending the term of the contract to December 31, 2021 with no additional cost. ACTION p. 45
- 5.9 Review and approval of Resolution 21-37 authorizing the C/CAG Chair to execute a two-year funding agreement with Joint Venture Silicon Valley (JVSV) to support the Index of Silicon Valley and for joint efforts in climate and mobility coordination activities in an amount not to exceed \$75,000 for fiscal years 2021/22 and 2022/23. ACTION p. 50
- 5.10 Review and approval of Resolution 21-38 authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo Office of Sustainability for staff services to support the Regionally Integrated Climate Action Planning Suite (RICAPS) program in an amount not to exceed \$25,000 for fiscal year 2021/22. ACTION p. 52
- 5.11 Review and approval of Resolution 21-39 authorizing the C/CAG Chair to execute Amendment No. 6 to the Agreement with the Bay Area Water Supply and Conservation Agency for the Rain Barrel and Rain Garden Rebate Program, adding an amount not to exceed \$10,000 for Fiscal Year 2021-22, for a new total contract amount not to exceed \$85,000, and making minor clarifications in the terms and conditions. ACTION p. 55
- 5.12 Review and approve Resolution 21-40 authorizing the C/CAG Executive Director to execute a) Amendment No. 1 to Task Order EOA-12 for an additional not-to-exceed amount of \$155,534 for Water Year 2021 monitoring activities, b) new Task Order EOA-13 (not to exceed \$828,694) for general support activities, and c) new Task Order EOA-14 (not to exceed \$367,414) for initial Water Year 2022 monitoring activities, all with Eisenberg, Olivieri, and Associates, Inc. for technical support to the Countywide Stormwater Program for Fiscal Year 2021-22. ACTION p. 67
- 5.13 Review and approve Resolution 21-41 authorizing the C/CAG Executive Director to execute Task Order LWA-07 with Larry Walker Associates in an amount not to exceed \$250,00 for technical support to the Countywide Stormwater Program in 2021-22. ACTION p. 72
- 5.14 Review and approve Resolution 21-42 authorizing the C/CAG Executive Director to execute Task Order SGA-07 with S. Groner Associates in an amount not to exceed \$260,000 for public information and outreach technical support to the Countywide Stormwater Program in 2021-22. ACTION p. 76
- 5.15 Review and approve Resolution 21-43 authorizing the C/CAG Executive Director to execute Task Order URD-03 with Urban Rain Design in an amount not to exceed \$25,000 for green infrastructure outreach support to the Countywide Stormwater Program in 2021-22. ACTION p. 80

- 5.16 Review and approval of Resolution 21-44 authorizing the C/CAG Chair to execute the Second Amendment to the Cooperative Funding Agreement (Operating Loan) with the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) in the amount of \$1,314,045 to partially fund the Fiscal Year 2021-22 operations of the SMCEL-JPA. ACTION p. 84
- 5.17 Review and approve no-cost time extensions for Safe Routes to School and Green Streets Infrastructure Pilot Program Projects:
- 5.17.1 Review and approval of Resolution 21-45 authorizing the C/CAG Chair to execute Amendment No.2 to the Agreement with the City of Pacifica for the Cabrillo Elementary Safe Routes to School and Green Streets Infrastructure Pilot Project, extending the contract term to June 30, 2022 for no additional cost. ACTION p. 93
- 5.17.2 Review and approval of Resolution 21-46 authorizing the C/CAG Chair to execute Amendment No.2 to the Agreement with the City of East Palo Alto for the Addison Avenue Safe Routes to School and Green Streets Infrastructure Pilot Project, extending the contract term to June 30, 2022 for no additional cost. ACTION p. 99
- 5.18 Review and approve Resolution 21-47 authorizing the C/CAG Chair to execute Amendment No.1 to the Agreement with San Mateo County Information Services Department, adding an additional \$5,844.84 for Fiscal Year 2021-22 and Fiscal Year 2022-23 services, and a new total agreement amount not to exceed \$8,969.24. ACTION p. 105

## 6.0 REGULAR AGENDA

- 6.1 Review and approval of the C/CAG legislative policies, priorities, positions, and legislative update (A position may be taken on any legislation, including legislation not previously identified). ACTION p. 112
- 6.2 Review and approval of Resolution 21-49 to adopt the Final 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan. (*Special voting procedures apply*) ACTION p. 119
- 6.3 Review and approval of the updated funding allocation percentages for the Measure M Countywide Programs covering Fiscal Years 2021/22 to 2025/26. ACTION p. 122
- 6.4 Review and approval of Resolution 20-48 adopting the C/CAG Fiscal Year 2021-22 Program Budget and Member Fees. (*Special voting procedures apply*) ACTION p. 128

## 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 Marie Chuang, Chair C/CAG Board of Directors, to The Honorable Assemblymember Marc Berman, Assemblymember Kevin Mullin, Assemblymember Phil Ting, Senator Josh Becker and Senator Scott Wiener; dated 5/26/21. RE: OPPOSE for AB 1401 (Friedman)
- 9.2 Letter from Marie Chuang, Chair C/CAG Board of Directors, to The Honorable Congresswoman Speier; dated 5/10/21. RE: Thank you for supporting \$10 million funding request for US 101 Managed Lane Project North of I-380 (Project)
- 9.3 Letter from Sandy Wong, C/CAG Executive Director, to Secretary David Kim, California State Transportation Agency; dated 5/19/21. RE: C/CAG Comments on CALSTA's Climate Action Plan for Transportation Infrastructure (CAPTI)

### 10.0 CLOSED SESSION

- 10.1 Public Employee Appointment (Government Code Section 54957)  
Title: Executive Director of C/CAG

### 11.0 RECONVENE IN OPEN SESSION

- 11.1 Report out on any actions taken during the Closed Session.

### 12.0 ADJOURNMENT

Next scheduled meeting July 8, 2021

**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>. Please note that C/CAG's office is temporarily closed to the public; please contact Mima Guilles at (650) 599-1406 to arrange for inspection of public records.

**PUBLIC PARTICIPATION DURING VIDEOCONFERENCE MEETINGS:** Persons with disabilities who require auxiliary aids or services to participate in this meeting should contact Mima Guilles at (650) 599-1406, five working days prior to the meeting date.

Written comments should be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to [mguilles@smcgov.org](mailto:mguilles@smcgov.org).

2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with the two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received at least 2 hours prior to the meeting, it will be provided to the C/CAG Board members, made publicly available on the C/CAG website along with the agenda, and read aloud by C/CAG staff during the meeting. We cannot guarantee that emails received less than 2 hours before the meeting will be read during the meeting, but such emails will be included in the administrative record of the meeting.

Spoken comments will be accepted during the meeting through Zoom. Please read the following instructions carefully:

1. The C/CAG Board meeting may be accessed through Zoom at the online location indicated at the top of this agenda.
2. You may download the Zoom client or connect to the meeting using an internet browser. If using your browser, make sure you are using a current, up-to-date browser: Chrome 30+, Firefox 27+, Microsoft Edge 12+, Safari 7+. Certain functionality may be disabled in older browsers including Internet Explorer.
3. You will be asked to enter an email address and name. We request that you identify yourself by your name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When the C/CAG Clerk or Chair call for the item on which you wish to speak, click on “raise hand.” The Clerk will activate and unmute speakers in turn. Speakers will be notified shortly before they are called on to speak.
5. When called, please limit your remarks to the time allotted.

If you have any questions about this agenda, please contact C/CAG staff:

Executive Director: Sandy Wong (650) 599-1409

Clerk of the Board: Mima Guilles (650) 599-1406

## C/CAG AGENDA REPORT

**DATE:** June 10, 2021

**TO:** City/County Association of Governments of San Mateo County Board of Directors

**FROM:** Sandy Wong, Executive Director

**SUBJECT:** Introduction and Welcome for Dina El-Tawansy, Caltrans District 4 Director

(For further information, please contact Sandy Wong at [slwong@smcgov.org](mailto:slwong@smcgov.org))

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**RECOMMENDATION:**

That the C/CAG Board of Directors welcome Dina El-Tawansy, the new Caltrans Direct 4 Director.

**FISCAL IMPACT:**

None.

**BACKGROUND/DISCUSSION:**

The California Department of Transportation (Caltrans) is divided into 12 districts. District 4 covers the San Francisco Bay Area, including San Mateo County.

Dina El Tawansy was appointed the new District 4 Director and began her role since March 2021. Dina has 23 years of service with Caltrans and her leadership experience spans three Districts and multiple Divisions.

In her new capacity, Ms. El-Tawansy will manages a \$2 billion budget of inhouse and oversight investments, as well as lead nearly 3,500 staff. She looks forward to implementing the Department's new Mission, Vision and Goals, building and strengthening partnerships, and continuing to work towards multimodal, safe and reliable transportation solutions that equitably serve all people.

Dina possesses a B.S. degree in Civil Engineering from Cal Poly Pomona and an M.S. degree from Long Beach State University in Construction Management. She is a licensed Professional Engineer (PE) and Project Management Professional (PMP).

C/CAG has enjoyed a long standing and collaborative relationship with Caltrans. Many of the major successful projects including the Smart Corridors, Willow Road Interchange, Broadway Interchange, East Palo Alto Pedestrian Overcrossing, and the current Highway 101 Express Lanes project, were made possible through partnership with Caltrans.

**ATTACHMENT:**

None

## C/CAG AGENDA REPORT

**DATE:** June 10, 2021  
**TO:** City/County Association of Governments of San Mateo County Board of Directors  
**FROM:** Sandy Wong, Executive Director  
**SUBJECT:** 21-Elements Update

(For further information, please contact Susy Kalkin at [kkalkin@smcgov.org](mailto:kkalkin@smcgov.org))

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### **RECOMMENDATION:**

That the C/CAG Board of Directors receive a presentation on the 21-Elements from Baird Driscoll.

### **FISCAL IMPACT:**

None.

### **BACKGROUND/DISCUSSION:**

Since 2006, C/CAG and the County Department of Housing (DOH) have co-sponsored the 21 Elements initiative, staffed by Baird & Driskell Community Planning, through which all jurisdictions in San Mateo County cooperate to update their respective Housing Elements and share information on housing policies and programs. 21 Elements has proceeded through several funding cycles. The 21-Elements effort is a regional model of successful cooperation on housing issues.

Baird Driscoll provides periodic updates to the C/CAG Board of Directors on 21-Element activities. The June 11, 2021 C/CAG meeting agenda item 5.7 includes the Cooperative Agreement between C/CAG and the San Mateo County Department of Housing for the Fiscal Year 2021-22.

### **ATTACHMENT:**

None

# C/CAG

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Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

### C/CAG BOARD

### MINUTES

Meeting No. 341  
May 13, 2021

In compliance with Governor’s Executive Order N-29-20, the San Mateo County Health Order of June 17, 2020 and the Guidance for Gatherings issued by the California Department of Public Health, this meeting was conducted via remote conferencing.

#### 1.0 CALL TO ORDER/ ROLL CALL

Chair Marie Chuang called the meeting to order at 6:30p.m. Roll call was taken.

- Atherton – Michael Lempres
- Belmont – Davina Hurt
- Brisbane – Karen Cunningham
- Burlingame – Ricardo Ortiz
- Colma – John Goodwin
- Daly City – Pamela DiGiovanni (arrived 6:35p.m.)
- East Palo Alto – Lisa Gauthier
- Foster City – Sanjay Gehani (arrived 6:34p.m.)
- Half Moon Bay – Debbie Ruddock
- Hillsborough – Marie Chuang
- Menlo Park – Cecilia Taylor
- Millbrae – Ann Schneider
- 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 Danepa
- South San Francisco – Mark Adieggo
- Woodside – Ned Fluet

Absent:

SMCTD (Non-Voting)  
SMCTA (Non-Voting)

Others:

Sandy Wong	– C/CAG Executive Director
Mima Guilles	– C/CAG Clerk of the Board
Melissa Adrikopoulos	– C/CAG Legal Counsel
Matt Fabry	– C/CAG Staff
Sean Charpentier	– C/CAG Staff
Kaki Cheung	– C/CAG Staff
Reid Bogert	– C/CAG Staff
Susy Kalkin	– C/CAG Staff
Van Ocampo	– C/CAG Staff
Jeff Lacap	– C/CAG Staff
Mikaela Hiatt	– C/CAG Staff
Kim Wever	– C/CAG Staff
Kim Springer	– C/CAG Staff
Gina Papan	– MTC Commissioner
Julia Wean	– Steer
Peter Drekmeier	– Member of the public

Other members of the public attended.

## 2.0 BRIEF OVERVIEW OF TELECONFERENCE MEETING PROCEDURES

Mima Guilles, Clerk of the Board, provided an overview of the Zoom meeting procedures.

## 3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

*Note: Public comment is limited to two minutes per speaker. Please refer to the instructions at the end of this agenda for details regarding how to provide public comments during a videoconference meeting.*

Peter Drekmeier, Policy Director of the Tuolumne River Trust, made a public comment. He expressed interest in participating in conversations on topics related to drought, urban water management plans, bay delta water quality control plans. He also made mention of urban water demand projection and water rationing.

## 4.0 PRESENTATIONS/ ANNOUNCEMENTS

None.

## 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.

5.1 Approval of the minutes of regular business meeting No. 339 dated April 8, 2021.

APPROVED

5.2 Review and approval of Resolution 21-24 authorizing the C/CAG Chair to execute Amendment No. 9 to the agreement between C/CAG and the City of San Carlos to provide financial services to C/CAG for an amount not to exceed \$97,000 for

- Fiscal Year 2021-22. APPROVED
- 5.3 Review and approval of Resolution 21-32 authorizing the C/CAG Chair to execute a Master Agreement with the San Mateo County Express Lane Joint Powers Authority (SMCEL-JPA) for vendor services in support of the SMCEL-JPA. APPROVED
- 5.4 Review and accept the Measure M Fiscal Year 2019/20 Performance Report. APPROVED
- 5.5 Review and approval of Resolution 21-25 authorizing the C/CAG Chair to execute Amendment No. 2 to four (4) on-call contracts for technical support to the Countywide Water Pollution Prevention Program, extending the term through September 2022, and waiving the Request for Proposals process. APPROVED
- 5.6 Receive a summary of C/CAG 2021 Annual Forum. APPROVED
- 5.7 Review and approve the re-appointments of Marina Fraser of Half Moon Bay, Malcolm Robinson of San Bruno, Matthew Self of Unincorporated County of San Mateo, and Alan Uy of Daly City and the appointment of Angela Hey of Portola Valley to fill five vacant public member seats on the C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) for two-year terms. APPROVED
- 5.8 Review and approval of Resolution 21-23 authorizing the C/CAG Chair to execute Amendment No. 2 to the funding agreement with Sustainable Silicon Valley, modifying project scope to implement a Transit Signal Priority pilot project in East Palo Alto and extending performance period through February 25, 2022. APPROVED
- 5.9 Review and approval of Resolution 21-31 adopting the distribution policy for Fiscal Year 2021-22 State Transit Assistance (STA) Population-Based funds among the STA-eligible transit operators and funds that will be spent benefiting Communities of Concern for the subsequent fiscal year. APPROVED
- 5.10 Review and approval of Resolution 21-27 authorizing the C/CAG Chair to execute an agreement with the Peninsula Traffic Congestion Relief Alliance (Commute.org) in the amount of \$510,000 to provide services related to the FY 2021/22 Countywide Voluntary Trip Reduction Program. APPROVED
- 5.11 Fiscal Year 2021/22 Transportation Fund for Clean Air (TFCA) (40%) Program for San Mateo County:
- 5.11.1 Review and approval of Resolution 21-28 authorizing the C/CAG Chair to execute a Program Manager Funding Agreement with the Bay Area Air Quality Management District (BAAQMD) for the Fiscal Year 2021/22 Transportation Fund for Clean Air (TFCA) Program in an amount up to \$1,249,128. APPROVED
- 5.11.2 Review and approval of Resolution 21-29 authorizing the C/CAG Chair to execute a funding agreement with Peninsula Traffic Congestion Relief Alliance (Commute.org) in an amount up to \$600,000 under the Fiscal Year 2021/22

Transportation Fund for Clean Air (TFCA) Program to provide services related to the Countywide Voluntary Trip Reduction Program. APPROVED

- 5.11.3 Review and approval of Resolution 21-30 authorizing the C/CAG Chair to execute a funding agreement with the San Mateo County Transit District (SamTrans) in an amount up to \$150,000 using Fiscal Year 2021/22 Transportation Fund for Clean Air (TFCA) Program fund for the BART Shuttle Program. APPROVED

Board Member Papan MOVED to approve items 5.1 5.2, 5.3, 5.4, 5.5, 5.6, 5.7, 5.8 5.9, 5.10, 5.11.1, 5.11.2 and 5.11.3. Board Member Ruddock SECONDED. Roll call was taken.  
**MOTION CARRIED 21-0-0**

## 6.0 REGULAR AGENDA

- 6.1 Review and approval of the C/CAG legislative policies, priorities, positions, and legislative update (A position may be taken on any legislation, including legislation not previously identified). APPROVED

C/CAG staff, Reid Bogert, and Vice Chair of the Legislative Committee, Adam Rak, announced the recommended actions from the May 13 Legislative Committee meeting, including recommended OPPOSE positions on AB 1401 (Friedman) and SB 9 (Atkins). Matt Robinson provided the legislative update, focusing on the Governor's May Revise and near-term legislative deadlines. Highlights on the budget included the announcement of a significant budget windfall and associated expenditure plans. With an estimated \$34 billion dollar budget resiliency and expected federal infrastructure package, it was noted a bond may be less likely for the 2022 ballot. A member of the public commented regarding the implications of outstanding debt obligations for paying down retirement commitments. Staff also provided a brief update on the process and timeline for providing comments on the State's Climate Action Plan for Transportation Infrastructure (CAPTI).

Board Member Vaterlaus MOVED approval of an OPPOSE letter for AB 1401 and an OPPOSE letter for SB 9. Board Member Ruddock SECONDED. Roll call was taken.  
**MOTION CARRIED 19-1-0.** Board Member Canepa oppose. (No response from Alternate Member Lempres)

- 6.2 Review the initial draft, assumptions, and input on the C/CAG Fiscal Year 2021/22 Program Budget and Member Fees. APPROVED

Sandy Wong, C/CAG Executive Director, provide a presentation on the initial draft and assumptions of the C/CAG Fiscal Year 2021/22 Program Budget and Member Fees.

Board Member Ortiz MOVED approval of item 6.2. Board Member Gauthier SECONDED. Roll call was taken. **MOTION CARRIED 20-0-0.** (No response from Board Member Rak)

- 6.3 Review and approval of the reappointment of C/CAG Board members Alicia Aguirre, Diane Papan, and Maryann Moise Derwin to continue to serve on the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) for an additional two-year term. APPROVED

Sean Charpentier, C/CAG Program Director provided background information and the recommendation of the reappointment of C/CAG Board members Alicia Aguirre, Diane Papan, and Maryann Moise Derwin to continue to serve on the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) for an additional two-year term.

Board members expressed appreciation for the three members for serving on the SMCEL-JPA Board representing C/CAG.

Board Member Vaterlause MOVED approval of item 6.3. Board Member Canepa SECONDED. Roll call was taken. **MOTION CARRIED 20-0-0.** (No response from Board Member Rak)

- 6.4 Review and provide input on the Draft Measure M Five Year Implementation Plan covering Fiscal Years 2021/22 to 2025/26. INFORMATION

Kim Wever, C/CAG staff, followed by Julia Wean, Project Manager from Steer, provided a presentation on the Draft Measure M Five-Year Implementation Plan covering Fiscal Years 2021/22 to 2025/26.

C/CAG Board members provide comments and input to staff, particularly on the allocation percentages for the 4 countywide programs.

## 7.0 COMMITTEE REPORTS

- 7.1 Committee Reports (oral reports)

None.

- 7.2 Chairperson's Report

Reminded the Board there will be a closed session.

- 7.3 Board Members Report/ Communication

None.

## 8.0 EXECUTIVE DIRECTOR'S REPORT

Sandy reminded the Board that there will be a special Board meeting on May 24, 2021 at 6pm.

## 9.0 COMMUNICATIONS - Information Only

- 9.1 Letter from Marie Chuang, Chair C/CAG Board of Directors, to State Assemblymember Lorena Gonzalez, Assembly Appropriations Committee Chair; dated 4/22/21. RE SUPPORT AB 1499 (Daly): Transportation: design-build: highways.

- 9.2 Letter from Marie Chuang, Chair C/CAG Board of Directors, to State Senator Anthony Portantino, Senate Appropriations Committee Chair; dated 4/22/21. RE SUPPORT SB 339 (Wiener): Vehicles: road user charge pilot program.
- 9.3 Letter from Marie Chuang, Chair C/CAG Board of Directors, to State Assemblymember Lorena Gonzalez, Assembly Appropriations Committee Chair; dated 4/28/21. RE OPPOSE AB 377 (Rivas): Water quality: impaired waters.
- 9.4 Letter from Marie Chuang, Chair C/CAG Board of Directors, to State Assemblymember Lorena Gonzalez, Assembly Appropriations Committee Chair; dated 4/29/21. RE SUPPORT AB 117 (Boerner-Horvath): Air Quality Improvement Program – electric bicycles.
- 9.5 Letter from Matthew Fabry, C/CAG Stormwater Program Manager, to San Francisco Bay Regional Water Quality Control Board Executive Officer Michael Montgomery; dated April 8, 2021. RE: Comments on Administrative Draft of the Municipal Regional Permit.
- 9.6 Letter from Sandy Wong, C/CAG Executive Director, to Congresswoman Jackie Speier; dated April 9, 2021; RE: Support for \$2.3 million request for Transportation and Infrastructure Committee funding for the Northern Cities Smart Corridor Project.
- 9.7 Letter from Sandy Wong, C/CAG Executive Director, to Congresswoman Jackie Speier; dated April 12, 2021; RE: Support for \$12 million request for Transportation and Infrastructure Committee funding for the US-101 Managed Lanes Project North of I-380.
- 9.8 Letter from Sandy Wong, C/CAG Executive Director, and April Chan, Chief Officer San Mateo Transportation Authority, to the Honorable Peter DeFazio; dated April 9, 2021; RE: Support for \$5 million request for Transportation and Infrastructure Committee funding for the U.S. 101/S.R 92 Direct Connector Project.

10.0 CLOSED SESSION

- 10.1 Public Employee Appointment (Government Code Section 54957)  
Title: Executive Director of C/CAG
- 10.2 Conference with Labor Negotiators (Government Code Section 54957.6)  
C/CAG Designated Representative: Marie Chuang  
Unrepresented Employee: Executive Director

11.0 RECONVENE IN OPEN SESSION

- 11.1 Report out on any actions taken during the Closed Session.

Melissa Andrikopoulos, Legal Counsel, stated that there was no reportable action taken during closed session.

12.0 ADJOURNMENT – 8:57 p.m.

# C/CAG

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

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### C/CAG BOARD SPECIAL MEETING

#### MINUTES

Meeting No. 342  
May 24, 2021

In compliance with Governor’s Executive Order N-29-20, the San Mateo County Health Order of June 17, 2020 and the Guidance for Gatherings issued by the California Department of Public Health, this meeting was conducted via remote conferencing.

#### 1.0 CALL TO ORDER/ ROLL CALL

Chair Marie Chuang called the meeting to order at 6:30p.m. Roll call was taken.

Atherton	– Elizabeth Lewis
Belmont	– Davina Hurt
Brisbane	– Karen Cunningham
Burlingame	– Ricardo Ortiz
Colma	– John Goodwin
East Palo Alto	– Lisa Gauthier
Foster City	– Sanjay Gehani
Hillsborough	– Marie Chuang
Menlo Park	– Cecilia Taylor
Millbrae	– Ann Schneider
San Bruno	– Michael Salazar
San Mateo	– Diane Papan
San Mateo County	– David Danepa
South San Francisco	– Mark Adieggo
Woodside	– Ned Fluet

Absent:

Daly City  
Half Moon Bay  
Pacifica  
Portola Valley  
Redwood City  
San Carlos  
SMCTD (Non-Voting)  
SMCTA (Non-Voting)

Others:

Sandy Wong – C/CAG Executive Director

Mima Guilles – C/CAG Clerk of the Board  
 Melissa Adrikopoulos – C/CAG Legal Counsel  
 Matt Fabry – C/CAG Staff  
 Sean Charpentier – C/CAG Staff  
 Kaki Cheung – C/CAG Staff  
 Susy Kalkin – C/CAG Staff  
 Van Ocampo – C/CAG Staff  
 Jeff Lacap – C/CAG Staff  
 Mikaela Hiatt – C/CAG Staff  
 Kim Wever – C/CAG Staff  
 Kim Springer – C/CAG Staff  
 Dave Vautin – MTC  
 Christy Wegener – SamTrans  
 Leo Scott – Gray Bowen Scott  
 Other members of the public attended.

2.0 BRIEF OVERVIEW OF TELECONFERENCE MEETING PROCEDURES

Mima Guilles, Clerk of the Board, provided an overview of the Zoom meeting procedures.

3.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

*Note: Public comment is limited to two minutes per speaker. Please refer to the instructions at the end of this agenda for details regarding how to provide public comments during a videoconference meeting.*

None.

3.0 PRESENTATIONS/ ANNOUNCEMENTS

4.1 Receive an update on the Construction of San Mateo 101 Express Lanes Project.

The Board received a presentation from Leo Scott on the Construction of San Mateo 101 Express Lanes Project, followed by questions and answers

4.2 Receive a presentation on *Reimagine SamTrans*.

The Board received a presentation from Christy Wegener of SamTrans on *Reimagine Samtrans*, followed by questions and answers.

4.3 Receive a presentation from MTC/ABAG highlighting the Plan Bay Area 2050 Preferred Alternative.

The Board received a presentation from Dave Vautin, MTC/ABAG, highlighting the Plan Bay Area 2050 Preferred Alternative, followed by questions and answers.

5.0 ADJOURNMENT – 7:43 p.m.

Next scheduled meeting June 10, 2021

## C/CAG AGENDA REPORT

Date: June 10, 2021

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 21-26 authorizing the prefunding of OPEB in an amount of \$40,244 for Fiscal Year 2020-21 through the California Employers' Retiree Benefit Trust Program (CERBT) of CalPERS.

(For further information or questions, contact Sandy Wong at slwong@smcgov.org)

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### RECOMMENDATION:

That the C/CAG Board review and approve Resolution 21-26 authorizing the prefunding of OPEB in an amount of \$40,244 for Fiscal Year 2020-21 through the California Employers' Retiree Benefit Trust Program (CERBT) of CalPERS.

### FISCAL IMPACT:

Prefunding OPEB for fiscal year 2020-21 at \$40,244.

### SOURCE OF FUNDS:

Funding sources for C/CAG OPEB comes from various C/CAG funds similar to those funds for C/CAG employee salaries and benefits.

### BACKGROUND:

Governmental Accounting Standards Board (GASB) Statement No. 75, Accounting and Financial Reporting for Post-Employment Benefits Other Than Pensions (OPEB), addresses accounting and financial reporting for OPEB that provides to employees of state and local governmental employers. It establishes standards for recognizing and measuring such liabilities. GASB 75 replaces GASB 45.

C/CAG provides post-employment benefit in the form of health insurance for retirees. In 2012, in response to GASB 45, C/CAG engaged Bickmore Risk Management Consulting to prepare the "Actuarial Valuation of the Other Post-Employment Benefit Programs as of July 1, 2012" for fiscal years ending June 30, 2014 and June 30, 2015. Further, that actuarial valuation was updated in June 2016 for fiscal years ending June 30, 2016 and June 30, 2017. The report developed the value of future OPEB expected to be provided by C/CAG and developed annual amounts to be contributed by C/CAG for the fiscal years ending June 30, 2018, June 30, 2019, and June 30, 2020 toward prefunding the OPEB plan liability.

In March 2018, in response to GASB 75, staff engaged Bickmore Risk Management Consulting to prepare two documents:

- A) *Actuarial Valuation of Other Post-Employment Benefit Programs (OPEB) of as of July 1, 2018.*
- B) *Other Post-Employment Benefit Programs GASB 75 Actuarial Report for Fiscal Year Ending June*

30, 2018.

Data provided in the above two documents are essentially the same, but formats are different to satisfy different needs. The first document is for OPEB funding contributions, while the second one is for reporting liabilities. The Actuarial Valuation estimates the C/CAG contribution to OPEB for fiscal year 2017-18 to be \$44,631, for fiscal year 2018-19 to be \$42,802, and for fiscal year 2019-20 to be \$48,452.

On June 26, 2018, C/CAG was notified by Bickmore that they had changed their business operations and has restructured their actuarial practice as of June 11, 2018, that the actuarial practice was spun off to a separately operating business, MacLeod Watts, Inc, and that all employees of Bickmore's post-employment benefits actuarial practice have joined MacLeod Watts. From that point on, employees of MacLeod Watts provided services to C/CAG.

In October 2019, C/CAG engaged MacLeod Watts to prepare an updated actuarial valuation of the C/CAG OPEB liabilities to comply with GASB 75 as well as to develop OPEB prefunding information, as of June 30, 2019. The C/CAG received a copy of that report at its September 10, 2020 meeting. Said report stated the Actuarially Determined Contribution (ADC) for fiscal year 2020-21 be \$49,312. Given that C/CAG is expected to have paid a total of \$9,068 in cash for the retirees' medical coverage during fiscal year 2020-21, staff recommends C/CAG contributes \$40,244 ( $\$40,244 = \$49,312 - \$9,068$ ) in the CERBT Trust to prefund its ADC OPEB liability.

#### **Trust - California Employers' Retiree Benefit Trust Program (CERBT) of CalPERS:**

On June 11, 2015, the C/CAG Board adopted Resolution 15-33 authorizing an agreement and election of C/CAG to prefund OPEB through CalPERS – California Employers' Retiree Benefit Trust Program (CERBT). At that meeting, the C/CAG Board also approved a funding policy in an amount of \$30,000 to cover the Annual Required Contribution (ARC) as initial investment into the CERBT trust and selected Asset Allocation Strategy 2 for FY 2014-15.

In June 2016, C/CAG Board adopted Resolution 16-21 authorizing the prefunding of OPEB through CalPERS in an amount of \$27,000 for FY 2015-16.

In June 2017, C/CAG Board adopted Resolution 17-26 authorizing the prefunding of OPEB through CalPERS in an amount of \$25,000 for FY 2016-17.

In June 2018, C/CAG Board adopted Resolution 18-37 authorizing the prefunding of OPEB through CalPERS in an amount of \$44,631 for FY 2017-18.

In June 2019, C/CAG Board adopted Resolution 19-34 authorizing the prefunding of OPEB through CalPERS in an amount of \$42,802 for FY 2018-19.

In June 2020, C/CAG Board adopted Resolution 20-39 authorizing the prefunding of OPEB through CalPERS in an amount of \$48,452 for FY 2019-20.

Fiscal year ending	6/30/2016	6/30/2017	6/30/2018	6/30/2019	6/30/2020	6/30/2021
Actuarially Determined Contribution (ADC)	\$50,790	\$51,348	\$54,162	\$54,899	\$55,709	49,312
Employer paid benefit in that year	\$16,383	\$17,714	\$8,927	\$10,668	\$9,024	\$9,068
Current year's implicit subsidy credit	\$8,341	\$9,382	\$604	\$1,429	\$0	\$0
Adjustment					\$1,767 make-up for FY 18-19	
Contribution to OPEB Trust	\$27,000	\$25,000	\$44,631	\$42,802	\$48,452	\$40,244

**Definition:** Actuarially Determined Contribution (ADC), formerly known as Annually Required Contribution (ARC).

Note: Starting from FY 2019-20, the “Current year’s implicit subsidy credit” drops to zero due to the two C/CAG retirees became Medicare eligible.

The CERBT Fund of CalPERS is a multiple-employer OPEB trust fund and has a fiduciary responsibility for financial reporting in accordance to the Governmental Accounting Standards Statement (GASB) No. 74. C/CAG is required to submit a renewal OPEB Valuation to update the financial status of OPEB every two years. C/CAG will soon start the next update of Actuarial Valuation of OPEB as of June 30, 2021.

Funds deposited into an irrevocable trust may only be used to pay retiree medical benefits. However, should C/CAG stop prefunding retiree medical benefits, it may withdraw funds from the trust, as needed, to pay retiree medical benefits. Also, if C/CAG were ever able to completely extinguish its retiree medical liability, any funds remaining in the trust would be returned to C/CAG.

**ATTACHMENT**

Resolution 21-26.

**RESOLUTION 21-26**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE PREFUNDING OF OTHER POST EMPLOYMENT BENEFITS (OPEB) THROUGH THE CALIFORNIA EMPLOYERS' RETIREE BENEFIT TRUST PROGRAM (CERBT) OF CALPERS FOR FISCAL YEAR 2020-21 IN AN AMOUNT OF \$40,244**

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

**WHEREAS**, CalPERS, C/CAG's retirement system, has a trust program to receive and invest contributions made to fund other post-employment benefits (OPEB); and

**WHEREAS**, C/CAG has established an OPEB trust via the California Employers' Retiree Benefit Trust Program (CERBT) of CalPERS for retiree medical benefits, approved by C/CAG Resolution 15-33 on June 11, 2015; and

**WHEREAS**, C/CAG has deposited \$30,000 in the CalPERS trust (CERBT) in June 2015; and

**WHEREAS**, C/CAG adopted Resolution 16-21 and has deposited \$27,000 in the CalPERS trust (CERBT) in June 2016; and

**WHEREAS**, C/CAG adopted Resolution 17-26 and has deposited \$25,000 in the CalPERS trust (CERBT) in June 2017; and

**WHEREAS**, C/CAG adopted Resolution 18-37 and has deposited \$44,631 in the CalPERS trust (CERBT) in June 2018; and

**WHEREAS**, C/CAG adopted Resolution 19-34 and has deposited \$42,802 in the CalPERS trust (CERBT) in June 2019; and

**WHEREAS**, C/CAG adopted Resolution 20-39 and has deposited \$48,452 in the CalPERS trust (CERBT) in June 2020.

**WHEREAS**, C/CAG is interested in prefunding the calculated Actuarially Determined Contribution (ADC) for fiscal year 2020-21 in the amount of \$40,244 in the CalPERS trust.

**NOW, THEREFORE, BE IT RESOLVED** that the City/County Association of Governments of San Mateo County (C/CAG) Board of Directors authorize prefunding its Other Post Employment Benefits (OPEB) for fiscal year 2020-21 through CERBT of CalPERS in an amount of \$40,244.

**PASSED, APPROVED, AND ADOPTED, THIS 10TH DAY OF JUNE 2021.**

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**Marie Chuang, Chair**

## C/CAG AGENDA REPORT

Date: June 10, 2021

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 21-33 for the second year subscription to StreetLight Data Services and to authorize the Chair to execute a first amended and restated Memorandum of Understanding (MOU) with participating agencies for one year beginning September 1, 2021, in the amount of \$363,000.

(For further information or questions, contact Mikaela Hiatt at [mhiatt@smcgov.org](mailto:mhiatt@smcgov.org))

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### RECOMMENDATION

That the C/CAG Board reviews and approves Resolution 21-33 for the second year subscription to StreetLight Data Services and to authorize the Chair to execute a first amended and restated Memorandum of Understanding (MOU) with participating agencies for one year beginning September 1, 2021, in the amount of \$363,000.

### FISCAL IMPACT

The cost to subscribe to StreetLight Data service for a second year is \$363,000, which will be funded with a combination of the following:

- \$50,000 from C/CAG;
- \$25,000 from San Mateo County Transportation Authority (SMCTA);
- \$25,000 from San Mateo County Transit District (SMCTD); and
- \$263,000 in aggregate amount from 15 participating member agencies, pending some city council confirmations

### SOURCE OF FUNDS

- SMCTA Measure A Funds
- SMCTD Funds
- C/CAG Measure M (\$10 Vehicle Registration Fee)
- Member Agency Funds

### BACKGROUND

At the April 2020 C/CAG Board meeting, the C/CAG Board approved a joint countywide subscription service to the StreetLight Data platform. StreetLight data is a data analytics platform that allows local jurisdiction staff to perform robust transportation analyses. Subsequently,

C/CAG entered into a three year agreement with StreetLight Data. The agreement is subject to annual renewal. Participants of the program in the year 2020 included 12 cities, the County of San Mateo, C/CAG and the San Mateo County Transportation Authority. The user group decided to activate the subscription on September 1, 2020. The StreetLight team subsequently provided group training to the users and assisted local agencies on an individual basis. As of March 11, 2021, 465 total analyses have been conducted, including vehicle miles traveled and origin and destination studies. Currently, there are 40 active users on the StreetLight Data platform.

As the subscription renewal date approaches, all current active users confirmed that they are interested in continuing the subscription for a second year. Additionally, the Town of Colma and the City of Brisbane wish to join the countywide subscription.

Per the three year agreement executed with StreetLight Data, the subscription cost is set to increase from the Year 1 cost of \$275,000 to \$363,000 for Years 2 and 3. This new rate would begin on September 1, 2021, one year following the service activation date. The subscription fees are calculated based on population sizes. Table 1 below shows the actual first year (2020) cost, and the new rates for the second year (2021):

*Table 1*

<b>Jurisdiction Size</b>	<b>Actual 2020 Subscription Cost</b>	<b>2021 Subscription Cost</b>
C/CAG	\$50,000	\$50,000
SMCTD	\$0	\$25,000
SMCTA	\$50,000	\$25,000
Large Cities (>60k pop.)	\$20,600	\$29,222
Medium Cities (15k-60k pop.)	\$12,900	\$18,264
Small Cities (<15k pop.)	\$5,100	\$7,305.50

Currently, participating local jurisdictions are reviewing a joint Memorandum of Understanding (MOU), which governs terms and responsibilities of each party. C/CAG staff have distributed the final MOU for signature.

The C/CAG Congestion Management Program Technical Advisory Committee approved and recommended Board approval of a second year for the countywide subscription at its May 20<sup>th</sup>, 2021 Committee meeting. At the June 10<sup>th</sup> Board meeting, staff requests that the Board reviews and approves Resolution 21-33 for the second year subscription to StreetLight Data services, and to authorize the Chair to execute a first amended and restated Memorandum of

Understanding (MOU) with participating agencies for one year beginning September 1, 2021, in the amount of \$363,000.

**ATTACHMENT**

1. Resolution 21-33
2. First Amended and Restated Memorandum of Understanding (*available online at <https://ccag.ca.gov/committees/board-of-directors-2/>*)

**RESOLUTION 21-33**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) APPROVING THE SECOND YEAR SUBSCRIPTION TO STREETLIGHT DATA SERVICE AND AUTHORIZING THE C/CAG CHAIR TO ENTER INTO THE FIRST AMENDED AND RESTATED MEMORANDUM OF UNDERSTANDING WITH PARTICIPATING AGENCIES FOR ONE YEAR IN THE AMOUNT OF \$363,000.**

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

**WHEREAS**, C/CAG is the designated Congestion Management Agency responsible for the development and implementation of the Congestion Management Program for San Mateo County; and

**WHEREAS**, StreetLight Data is a transportation data analytics platform that allows local jurisdiction staff to perform robust transportation analyses; and

**WHEREAS**, the San Mateo County Transportation Authority (SMCTA) and San Mateo County Transit District (SMCTD) wish to participate in the subscription to StreetLight Data; and

**WHEREAS**, 15 C/CAG Member Agencies also wish to participate in the subscription to StreetLight Data and such participants are hereby collectively referred to as “JURISDICTIONS”; and

**WHEREAS**, C/CAG, SMCTA, SMCTD and JURISDICTIONS wish to partner together to jointly fund the one-year subscription to StreetLight Data; and

**WHEREAS**, the one-year cost of subscription for Year 2 is \$363,000, of which C/CAG will provide \$50,000, the SMCTA will provide \$25,000, SMCTD will provide \$25,000, and the JURISDICTIONS will jointly provide the remaining \$263,000 with a cost breakdown as follows:

- \$29,222 for a one-year subscription for participating agencies with populations over 50,000
- \$18,264 for a one-year subscription for participating agencies with populations between 15,000 and 50,000
- \$7,305.50 for a one-year subscription for participating agencies with populations below 15,000; and

**WHEREAS**, C/CAG has received confirmation of interest from its member JURISDICTIONS to participate in the subscription and cost sharing; and

**WHEREAS**, C/CAG will subscribe to StreetLight Data for one year with the SMCTA, SMCTD, and JURISDICTIONS as Named Users to access the agreement and subscription; and

**WHEREAS**, C/CAG desires to enter into a First Amended and Restated Memorandum of Understanding (MOU) with the SMCTA and SMCTD to provide an amount of \$25,000 each

respectively for a one-year subscription, and SMCTA and SMCTD are listed as a named user to access the subscription; and

**WHEREAS**, C/CAG desires to enter into a First Amended and Restated MOU with JURISDICTIONS to provide an amount not to exceed the JURISDICTIONS's share based on its population as stated above at an aggregate total of \$263,000 for a one-year subscription, and JURISDICTIONS will be named as users to access the subscription; and

**WHEREAS**, C/CAG staff is continuing to work with the JURISDICTIONS, the SMCTA, and SMCTD on the First Amended and Restated MOU. Such documents have been reviewed and approved by C/CAG legal counsel prior to C/CAG Chair signature; and

**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 enter into the First Amended and Restated Memorandum of Understanding in the amount of \$363,000 with the participating agencies for StreetLight Data Services. Be it further resolved that the Executive Director is authorized to negotiate the final scope and terms of said materials prior to execution by all parties, subject to legal counsel approval.

**PASSED, APPROVED, AND ADOPTED THIS 10<sup>TH</sup> DAY OF JUNE, 2021.**

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*Marie Chuang, Chair*

**C/CAG AGENDA REPORT**

Date: June 10, 2021

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

From: Sandy Wong, Executive Director

Subject: Review and accept the Finance Committee’s recommendation of no change to the investment portfolio and accept the Quarterly Investment Report as of March 31, 2021.

(For further information, contact Kim Wever at [kwever@smcgov.org](mailto:kwever@smcgov.org))

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**RECOMMENDATION**

That the C/CAG Board review and approve the Finance Committee’s recommendation of no change to the investment portfolio and accept the Quarterly Investment Report as of March 31, 2021.

**FISCAL IMPACT**

Potential for higher or lower yields and risk associated with C/CAG investments.

**SOURCE OF FUNDS**

The Investment portfolio includes all C/CAG funds held by the C/CAG Financial Agent (City of San Carlos).

**BACKGROUND**

According to the C/CAG Investment Policy adopted on September 10, 2020:

*“The portfolio should be analyzed not less than quarterly by the C/CAG Finance Committee, and modified as appropriate periodically as recommended by the Finance Committee and approved by the C/CAG Board, to respond to changing circumstances in order to achieve the Safety of Principal.”*

The Finance Committee will seek to provide a balance between the various investments and maturities in order to give C/CAG the optimum combination of Safety of Principal, necessary liquidity, and optimal yield based on cash flow projections.

The LAIF Quarter Ending 3/31/21 net interest earning rate is 0.41%  
 San Mateo County Pool Quarter Ending 3/31/21 net interest earning rate is 1.08%

On November 14, 2013 the C/CAG Board approved the C/CAG investment portfolio as follows:

Local Agency Investment Fund (LAIF)	50% to 70%
San Mateo County Investment Pool (COPOOL)	30% to 50%

During the quarterly review on December 2, 2020, the Finance Committee reviewed the investment portfolio and noted the increasing gap between the quarterly interest rate and the net of administrative fees of the LAIF and the COPOOL, with LAIF lagging behind the COPOOL. The Finance Committee recommended no change to the investment portfolio, but guided staff to target LAIF investments to 60% allocation and increase COPOOL investments to 40% allocation dependent upon the changes of the interest rate. On December 10, 2020, the C/CAG Board approved of no change to the range of limits to the C/CAG investment portfolio and approved the Finance Committee's recommendation for staff to target LAIF investments to 60% allocation and increase COPOOL investments to 40% allocation dependent upon the changes of the interest rate.

**Investment allocation between LAIF and COPOOL:**

	C/CAG BOARD APPROVED IN 2013	AS OF 9/30/2020	FINANCE COMMITTEE GUIDANCE ON 12/2/2020
LAIF	50% to 70%	69%	60%
COPOOL	30% to 50%	31%	40%

On May 12, 2021, the Finance Committee conducted its quarterly review of the investment portfolio and recommended no change to the portfolio, but guided staff to continue monitoring the interest rates.

The investment portfolio as of March 31, 2021 is as follows:

	12/31/2020		3/31/2021	
	Amount	Percent	Amount	Percent
LAIF	\$15,165,848	60.4%	\$14,617,426	60.0%
COPOOL	\$9,931,903	39.6%	\$9,756,355	40.0%
Total	\$25,097,750	100%	\$24,373,781	100%

Staff recommends the C/CAG Board to review and approve the Finance Committee's recommendation of no change to the investment portfolio and accept the Quarterly Investment Reports as of March 31, 2021.

**ATTACHMENTS**

1. Quarterly Investment Report as of March 31, 2021 from San Carlos Financial Services Manager

**C/CAG**  
**CITY/COUNTY ASSOCIATION OF GOVERNMENTS**  
of San Mateo County

**Board of Directors Agenda Report**

**To: Sandy Wong, Executive Director**  
**From: Carrie Tam, Financial Services Manager**  
**Date: May 12, 2021**

**SUBJECT: Quarterly Investment Report as of March 31, 2021**

**RECOMMENDATION:**

It is recommended that the C/CAG Board review and accept the Quarterly Investment Report.

**ANALYSIS:**

The attached investment report indicates that on March 31, 2021, funds in the amount of \$24,373,781 were invested producing a weighted average yield of 0.68%. Of the total investment portfolio, 60.0% of funds were invested in the Local Agency Investment Fund (LAIF) and 40.0% in the San Mateo County Investment Pool (COPOOL). On December 2, 2020, the Finance Committee reviewed the investment portfolio and noted the increasing gap between the quarterly interest rate, net of administrative fees, of LAIF and the COPOOL, with LAIF lagging behind the COPOOL. The Finance Committee recommended no change to the investment portfolio, but guided Staff to target LAIF investments to 60% allocation and increase COPOOL investments to 40% allocation dependent upon the changes of the interest rate. These percentages are within the range specified by the C/CAG Board. The portfolio mix reflects the Board approved percentage invested in the County Investment Pool and LAIF. Accrued interest earnings for this quarter totaled \$42,874.

Below is a summary of the changes from the prior quarter:

	<b>Qtr Ended 3/31/21</b>	<b>Qtr Ended 12/31/20</b>	<b>Increase (Decrease)</b>
Total Portfolio	\$ 24,373,781	\$ 25,097,750	\$ (723,969)
Weighted Average Yield	0.68%	0.81%	-0.13%
Accrued Interest Earnings	\$ 42,874	\$ 51,031	\$ (8,157)

There was a decrease of \$0.7 million in the portfolio balance this quarter compared to the previous quarter mostly due to the cash receipts offset by expenses for Measure M, Energy Watch, National Pollutant Discharge Elimination System (NPDES), Smart Corridor, Express Lanes JPA, Bay Area Air Quality Management, and Congestion Relief and Management. The lower quarterly interest rate resulted in slightly lower interest earnings for this quarter.

Historical cash flow trends are compared to current cash flow requirements on an ongoing basis to ensure that C/CAG’s investment portfolio will remain sufficiently liquid to meet all reasonably anticipated operating requirements. As of March 31, 2021, the portfolio contains sufficient liquidity to meet the next six months of expected expenditures by C/CAG. All

investments are in compliance with the Investment Policy. Attachment 2 shows a historical comparison of the portfolio for the past nine quarters.

The primary objective of the investment policy of C/CAG remains to be the SAFETY OF PRINCIPAL. The permitted investments section of the investment policy also states:

*Local Agency Investment Fund (LAIF) which is a State of California managed investment pool, and San Mateo County Investment pool, may be used up to the maximum permitted by California State Law. A review of the pool/fund is required when they are part of the list of authorized investments.*

The Investment Advisory Committee has reviewed and approved the attached Investment Report.

Attachments

- 1 – Investment Portfolio Summary for the Quarter Ended March 31, 2021
- 2 – Historical Summary of Investment Portfolio

**CITY & COUNTY ASSOCIATION OF GOVERNMENTS**

**SUMMARY OF ALL INVESTMENTS**

For Quarter Ending March 31, 2021

Category	Quarterly Interest Rate**	Historical Book Value	% of Portfolio	GASB 31 ADJ Market Value
<b>Liquid Investments:</b>				
Local Agency Investment Fund (LAIF)	0.41%	14,617,426	60.0%	14,635,988
San Mateo County Investment Pool (COPOOL)	1.08%	9,756,355	40.0%	9,756,355
<b>Agency Securities</b>				
<i>none</i>				
<b>Total - Investments</b>	<b>0.68%</b>	<b>24,373,781</b>	<b>100%</b>	<b>24,392,343</b>
<b>GRAND TOTAL OF PORTFOLIO</b>	<b>0.68%</b>	<b>\$ 24,373,781</b>	<b>100%</b>	<b>\$ 24,392,343</b>
<b>Total Interest Earned This Quarter</b>				<b>42,874</b>
<b>Total Interest Earned (Loss) Fiscal Year-to-Date</b>				<b>165,084</b>

**Note: CCAG Board approved the following investment portfolio mix at its November 14, 2013 meeting:**

LAIF - 50% to 70%

COPOOL - 30% to 50%

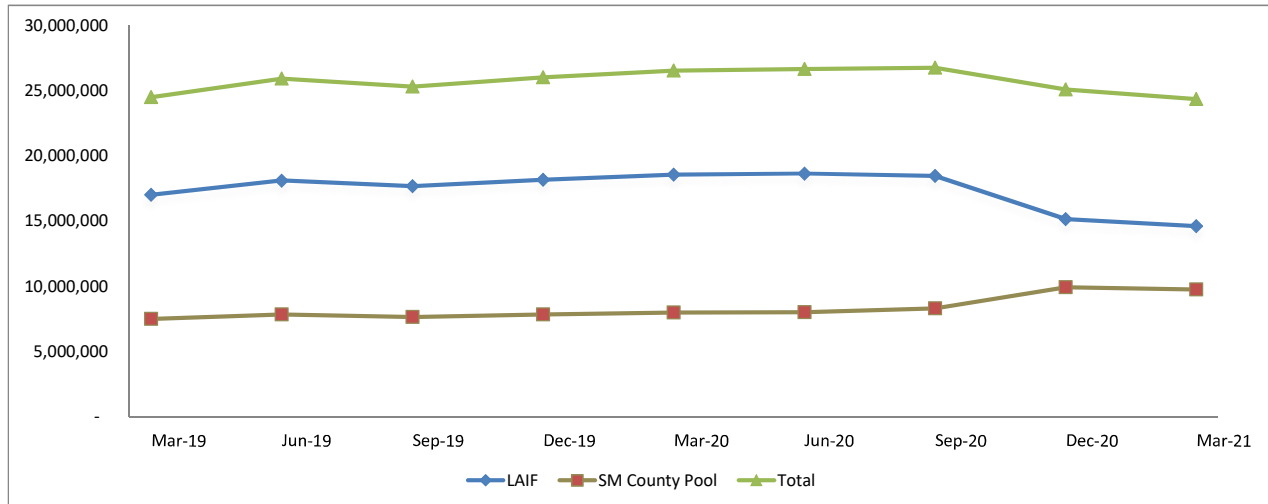
*On December 2, 2020, the Finance Committee reviewed the investment portfolio and noted the increasing gap between the quarterly interest rate, net of administrative fees, of LAIF and the COPOOL, with LAIF lagging behind the COPOOL.*

*The Finance Committee recommended no change to the investment portfolio, but guided Staff to target LAIF investments to 60% allocation and increase COPOOL investments to 40% allocation dependent upon the changes of the interest rate.*

\*Difference in value between Historical Value and Market Value may be due to timing of purchase. Investments in the investment pools may have been purchased when interest rates were lower or higher than the end date of this report. As interest rates increase or decrease, the value of the investment pools will decrease or increase accordingly. However, interest rate fluctuations does not have any impact to CCAG's balance in the investment pools. The market values are presented as a reference only.

\*\*Presented net of administrative fees

**City and County Association of Governments  
Historical Summary of Investment Portfolio  
March 31, 2021**



*Note: The chart type has been changed from Column to Line after receiving feedback from CCAG's Finance Committee*

**City/County Association of Governments Investment Portfolio**

	<b>Mar-19</b>	<b>Jun-19</b>	<b>Sep-19</b>	<b>Dec-19</b>	<b>Mar-20</b>	<b>Jun-20</b>	<b>Sep-20</b>	<b>Dec-20</b>	<b>Mar-21</b>
LAIF	17,017,482	18,118,668	17,679,856	18,186,431	18,568,498	18,659,231	18,477,316	15,165,848	14,617,426
SM County Pool	7,488,352	7,832,078	7,651,914	7,843,493	7,981,001	8,017,078	8,299,255	9,931,903	9,756,355
<b>Total</b>	<b>24,505,834</b>	<b>25,950,746</b>	<b>25,331,770</b>	<b>26,029,924</b>	<b>26,549,499</b>	<b>26,676,309</b>	<b>26,776,571</b>	<b>25,097,751</b>	<b>24,373,781</b>

## C/CAG AGENDA REPORT

Date: June 10, 2021

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

From: Sandy Wong, Executive Director

Subject: Review and approval of the appointment of Hae Won Ritchie, Interim Public Works Deputy Director from the City of San Bruno, to the C/CAG Congestion Management Program Technical Advisory Committee (TAC) and Stormwater Committee.

(For further information contact Kim Wever at [kwever@smcgov.org](mailto:kwever@smcgov.org))

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### RECOMMENDATION

That the C/CAG Board review and approve the appointment of Hae Won Ritchie, Interim Public Works Deputy Director from the City of San Bruno, to the C/CAG Congestion Management Program Technical Advisory Committee (TAC) and Stormwater Committee.

### FISCAL IMPACT

None.

### BACKGROUND

Due to staff position changes, the City of San Bruno is recommending a new appointment to C/CAG's Stormwater Committee and Congestion Management Program Technical Advisory Committee (CMP TAC). The recommended appointee, as detailed in the attached letter, is Hae Won Ritchie, Interim Public Works Deputy Director.

The Stormwater Committee provides policy and technical advice and recommendations to the C/CAG Board of Directors, and direction to technical subcommittees on all matters relating to stormwater management and compliance with associated regulatory mandates from the State Water Resources Control Board and San Francisco Bay Regional Water Quality Control Board.

The CMP TAC is composed of staff planners and engineers, who provide professional recommendations to the Congestion Management and Environmental Quality Committee and CCAG Board regarding transportation and air quality issues. Rosters for both committees are attached.

### ATTACHMENTS

1. Current Stormwater Committee Roster
2. Current CMP TAC Roster
3. Letter recommending appointment to the Stormwater Committee and CMP TAC from City Manager, Jovan D. Grogan, City of San Bruno

**Current Stormwater Committee Roster – 2021**

<b>Municipality/Agency</b>	<b>Representative</b>
Atherton	Robert Ovidia
Belmont	Peter Brown
Brisbane	Randy Breault (Chair)
Burlingame	Syed Murtuza
Colma	Brad Donohue
Daly City	Richard Chiu
East Palo Alto	Kamal Fallaha
Foster City	Dante Hall
Half Moon Bay	Maziar Bozorginia
Hillsborough	Paul Willis
Menlo Park	Nikki Nagaya
Millbrae	Andrew Yang
Pacifica	Lisa Petersen
Portola Valley	Howard Young
Redwood City	Saber Sarwary
San Bruno	Hae Won Ritchie (pending)
San Carlos	Steven Machida
San Mateo	Azalea Mitch
South San Francisco	Eunejune Kim
Woodside	Sean Rose
San Mateo County	Jim Porter
Regional Water Quality Control Board	Dr. Tom Mumley

**Current CMP TAC Roster – 2021**

<b>Agency</b>	<b>Representative</b>
San Mateo County Engineering	Jim Porter (Co-Chair)
SMCTA / PCJPB / Caltrain	Joseph Hurley (Co-Chair)
Atherton Engineering	Robert Ovadia
Belmont Engineering	Peter Brown
Brisbane Engineering	Randy Breault
Burlingame Engineering	Syed Murtuza
C/CAG	Sandy Wong
Colma Engineering	Brad Donohue
Daly City Engineering	Richard Chiu
Daly City Planning	Tatum Mothershead
Foster City Engineering	Dante Hall
Hillsborough Engineering	Paul Willis
Half Moon Bay Engineering	Maziar Bozorginia
Menlo Park Engineering	Nikki Nagaya
Millbrae Engineering	Andrew Yang
Pacifica Engineering	Lisa Petersen
Redwood City Engineering	Jessica Manzi
San Bruno Engineering	Hae Won Ritchie (pending)
San Carlos Engineering	Steven Machida
San Mateo Engineering	Azalea Mitch
South San Francisco Engineering	Eunejune Kim
South San Francisco Planning	Billy Gross
Woodside Engineering	Sean Rose
MTC	James Choe
Caltrans	Vacant



Jovan D. Grogan  
*City Manager*

May 18, 2021

Kimberly Wever  
City/County Association of Governments of San Mateo County  
555 County Center, 5<sup>th</sup> Floor  
Redwood City, CA 94063

RE: Stormwater & Congestion Management Program Technical Advisory Committee  
Representative

Dear Ms. Wever:

I am pleased to recommend Hae Won Ritchie, Interim Public Works Deputy Director, to replace Jimmy Tan as the new San Bruno Representative to the Congestion Management Program Technical Advisory and Stormwater Committees.

Ms. Ritchie has excellent credentials as the City's Public Works Deputy Director for Administration and Engineering, and I appreciate her willingness to accept this appointment. Her expertise and experience will greatly benefit these committees.

Sincerely,

Jovan D. Grogan  
City Manager

## C/CAG AGENDA REPORT

Date: June 10, 2021

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 21-34 authorizing the C/CAG Chair to execute Amendment No. 1 to the Agreement with Steer for the preparation of the Measure M Strategic Implementation Plan, adding \$65,042 for a new total amount not to exceed \$158,846 to implement recommendations from the Strategic Plan, and extending the contract term to June 30, 2022.

(For further information contact Kim Wever at [kwever@smcgov.org](mailto:kwever@smcgov.org))

### RECOMMENDATION

That the C/CAG Board review and approve Resolution 21-34 authorizing the C/CAG Chair to execute Amendment No. 1 to the Agreement with Steer for the preparation of the Measure M Strategic Implementation Plan, adding \$65,042 for a new total amount not to exceed \$158,846 to implement recommendations from the Strategic Plan, and extending the contract term to June 30, 2022.

### FISCAL IMPACT

In July 2020, C/CAG Board approved Resolution 20-44 authorizing \$93,804 to develop a 5-year Strategic Plan for the Measure M program. Staff is recommending adding \$65,042 for a new total not to exceed amount of \$158,846 to implement recommendations from the Strategic Plan.

### SOURCE OF FUNDS

Measure M (\$10 vehicle registration fee), specifically the Program Administration category

### BACKGROUND

Approved by the voters of San Mateo County in 2010, C/CAG sponsors and manages Measure M, the annual ten dollars (\$10) vehicle registration fee in San Mateo County for transportation-related congestion and water pollution mitigation programs. It was estimated that Measure M would generate approximately \$6.7 million annually and \$167 million total over the 25-year period between May 2011 and May 2036. Per the Measure M Expenditure Plan approved by the voters, 50% of the net proceeds will be allocated to cities/County for local streets and roads. The remaining 50% will be used for Countywide Transportation Programs and water pollution mitigation programs. The Measure M legislation states that a program implementation plan is to be adopted every five years, determining how funding would be allocated to the various programs. The current implementation plan, covering Fiscal Years 2016/17 to 2020/21, funds the following programs: transit operations/senior mobility, intelligent transportation system (ITS)/Smart Corridor, safe routes to school (SRTS), and stormwater pollution prevention.

C/CAG determined assistance was needed to develop a strategic plan for the next Measure M five-year implementation plan for Fiscal Years 2021/22 to 2025/26. In July 2020, C/CAG Board approved Resolution 20-44 authorizing the C/CAG Chair to execute an agreement with the selected consultant team, Steer. C/CAG and Steer entered into an Agreement on July 17, 2020 and the Agreement will terminate on June 30, 2021.

Steer was selected to develop a current programs status report, identify programs needs and priorities, make recommendations on resource needs and investment priorities, and outline performance measures that can indicate program progress, both on an annual basis and at the end of a five-year period. The team also developed a funding needs-estimation allocation model to guide adjustments to the current allocation percentages for the Countywide transportation programs. This model is the first step towards building a comprehensive allocation framework. As C/CAG collects more programmatic data and performance metrics, the goal is to add an impact-based component to the next framework to enable successful and impactful funding distribution.

In the original procurement, staff included an optional task to have consultant provide services related to Plan implementation and ongoing performance monitoring. Staff would like to exercise the option and retain Steer to help C/CAG implement some of the recommendations from the Strategic Plan. The recommendation include developing guidance and evaluation criteria for a competitive pilot program for the four countywide transportation programs, considerations for data collection and potential scoring system as the Measure M program moves towards an impact-based allocation model, and content development for a Measure M dashboard to communicate project information with the public. In addition, Steer will help prepare the five-year performance report for the last Implementation Plan period covering fiscal years 2016/17 to 2020/21. These additional tasks, described under Task 6 in *Exhibit A, Revised Scope of Work, in Attachment 2, Draft Amendment No. 1 to the Agreement with Steer for the preparation of the Measure M Strategic Plan*, will require new resources amounted to \$65,042.

### ***Recommendations***

Staff recommends the Board to approve Resolution 21-34 authorizing the C/CAG Chair to execute Amendment No. 1 to the Agreement with Steer for the preparation of the Measure M Strategic Plan, adding \$65,042 for a new total amount not to exceed \$158,846 to implement recommendations from the Measure M Strategic Implementation Plan, and extending the contract term to June 30, 2022.

### **ATTACHMENTS**

1. Resolution 21-34
2. Draft Amendment No. 1 to the Agreement with Steer for the preparation of the Measure M Strategic Plan (will be available online at <https://ccag.ca.gov/committees/board-of-directors-2/>)

**RESOLUTION 21-34**

**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 AMENDMENT NO. 1 TO AN AGREEMENT WITH STEER FOR THE PREPARATION OF THE MEASURE M STRATEGIC PLAN, ADDING \$65,042 FOR A NEW TOTAL AMOUNT NOT TO EXCEED \$158,846 TO IMPLEMENT RECOMMENDATIONS FROM THE STRATEGIC PLAN, AND EXTENDING THE CONTRACT TERM TO JUNE 30, 2022.**

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

**WHEREAS**, the C/CAG Measure M funds are derived from the imposition of ten dollars (\$10) Vehicle Registration Fee (VRF) annually on each motor vehicle registered in San Mateo County pursuant of California Government Code 65089.20; and

**WHEREAS**, Measure M was approved by the voters of San Mateo County on November 2, 2010, enabling C/CAG to generate an estimated \$6.7 million annually (May 2011 – April 2036) to help fund to fund transportation-related congestion mitigation and water pollution mitigation programs and projects for the 20 cities and the County; and

**WHEREAS**, in March 2011, the C/CAG Board approved the initial five-year Implementation Plan for fiscal years 2011 to 2016. Then in May 2016, the Board adopted Resolution 16-11 approving the second Measure M five-year Implementation Plan for fiscal year 2017 through fiscal year 2021; and

**WHEREAS**, C/CAG has determined the need for outside consultant services to develop a strategic plan for the next Measure M five-year implementation plan for fiscal year 2022 through fiscal year 2026; and

**WHEREAS**, on July 17<sup>th</sup>, 2020 the C/CAG Chair and Steer entered into an Agreement for the preparation of the Measure M Strategic Plan (the Project) in an amount not to exceed \$93,804 through June 30, 2021; and

**WHEREAS**, C/CAG and Steer have determined that additional time and funding is needed to implement recommendations outlined in the Strategic Plan; and

**WHEREAS**, C/CAG is amending the current Agreement to extend the time of performance from June 30, 2021 to June 30, 2022; and

**WHEREAS**, C/CAG is amending the current Agreement to add \$65,042 to complete the revised project scope, bringing a new total contract amount to \$158,846.

**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 Amendment No. 1 with Steer for the Measure 5-Year Strategic Implementation Plan, adding \$65,042 for a new total amount not to exceed \$158,846 to implement recommendations from the Strategic Plan, and extending the contract term to June 30, 2022. Be it further resolved that the C/CAG

Executive Director is authorized to negotiate the final terms of the amendment prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

**PASSED, APPROVED, AND ADOPTED THIS 10<sup>TH</sup> DAY OF JUNE 2021.**

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*Marie Chuang, Chair*

## C/CAG AGENDA REPORT

Date: June 10, 2021

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 21-35 authorizing the C/CAG Chair to execute a Cooperative Agreement with the San Mateo County Department of Housing for a Joint Workplan for Housing-Related Activities for FY 2021-22 in an amount not to exceed \$150,000.

(For further information or questions, contact Susy Kalkin at [kkalkin@smcgov.org](mailto:kkalkin@smcgov.org))

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 21-35 authorizing the C/CAG Chair to execute a Cooperative Agreement with the San Mateo County Department of Housing for a Joint Workplan for Housing-Related Activities for FY 2021-22, in an amount not to exceed \$150,000.

### FISCAL IMPACT

\$150,000 has been included in the proposed FY 2021-22 C/CAG Budget.

### SOURCE OF FUNDS

The funding source for this program is C/CAG Congestion Relief Plan Funds – Linking Housing with Transportation.

### DISCUSSION

Beginning in FY2005-06, C/CAG has programmed funds to support various activities that address the linkage between housing and transportation. Over these years, the Board has reviewed and approved housing/transportation-related activities in four broad areas: policy leadership; promotion of housing in transit corridors; cost-effective responses to State regulatory mandates; and local funding to meet housing goals. The intent of all the proposed programs is to provide tools, technical support and financial incentives to help member jurisdictions plan and produce housing of types and densities that support frequent mass transit and reduce climate impact while strengthening local neighborhoods and the regional economy.

Since 2006, C/CAG and the County Department of Housing (DOH) have co-sponsored the 21 Elements initiative, staffed by Baird & Driskell Community Planning, through which all jurisdictions in San Mateo County cooperate to update their respective Housing Elements and share information on housing policies and programs. 21 Elements has proceeded through several funding cycles, with the following major accomplishments:

- Assisted all the jurisdictions in San Mateo County in achieving State-certified housing elements for both the RHNA 4 planning period, 2007-2014, and the RHNA 5 planning period, 2015-2023;
- Facilitated implementation of a countywide nexus study to establish legally defensible development impact fees and regulations;
- Conducted meetings, developed related technical and educational materials, provided best practices and undertaken other tasks to assist jurisdictions on housing issues related to accessory dwelling units (ADUs), short-term vacation rentals, tenant displacement, linkage fees, etc.
- Assisted with the development of San Mateo County PDA Investment & Growth Strategy update
- Organized bi-monthly Planning and Community Directors’ meetings, in addition to the work involved in normal 21 Elements meetings and other outreach and collaboration; and
- Conducted Planning Commissioner Trainings since 2019.

Each year C/CAG and DOH have been parties to a cooperative agreement whereby they share in the funding 21 Elements work. Baird & Driskell has provided a Scope of Work to C/CAG and the DOH covering the next two fiscal years – 2021/22 and 2022/23, which is included in Attachment 2.

### ***Work Plan***

While the highest priority work for 21 Elements in the coming year is assisting jurisdictions with their Housing Elements, the work plan also includes the following generalized topics, many of which are on-going:

- A. Housing Elements** – Support cities as they update their Housing Elements, with the goal being to facilitate production of high-quality Housing Elements as cost efficiently as possible.
- B. New Laws** - Assist jurisdictions with new state laws.
- C. ADUs** - Support the growth of Accessory Dwelling Units including reducing friction for homeowners.
- D. New Housing** - Promote new housing including support for PDAs and density bonus.
- E. Affordable Housing** – Encourage the development and better management of affordable housing including the Doorway/DAHLIA system.
- F. Meetings, Trainings and Organizational Development** Conduct trainings, meetings and organizational development, and public C/CAG meetings, particularly in the context of new housing laws and proposals.

### ***Budget***

The proposed budget for 21 Elements for FY 2021-22 is significantly higher than in the past due to the level of assistance being provided to local jurisdictions related to the Housing Element Update. Fortunately, there are new resources available through the State Regional Early Action Planning Grant Program (REAP) to help complete the Housing Elements, so the C/CAG contribution will remain at \$150,000, as in the past. Below is a summary of the budget:

<b>FY 2021-2022 Total Budget</b>	<b>\$1,074,695</b>
<i>C/CAG Contribution</i>	<i>\$150,000</i>
<i>DoH Contribution</i>	<i>\$160,272</i>
<i>Cities Contribution - 21 Elements (Dues)</i>	<i>\$45,600</i>
<i>Cities Housing Element - Supplemental<sup>1</sup></i>	<i>\$403,750</i>
<i>REAP Funding<sup>2</sup></i>	<i>\$315,073</i>

Through the years, the 21 Elements collaboration has provided a cost-effective countywide work program that has successfully assisted San Mateo County jurisdictions to develop certified Housing Elements and develop effective on-going housing implementation policies and programs and is already proving to be a very important resource for the upcoming RHNA cycle.

C/CAG and the San Mateo County Department of Housing (DoH) have been co-funding 21 Elements, with DoH acting as the lead agency in managing the consultant contract. Staff recommends the continuation of this cooperative partnership to support the 21 Elements collaboration in FY 2021-22 including a contribution by C/CAG of a not to exceed amount of \$150,000.

**ATTACHMENTS**

1. Resolution 21-35
2. Proposed 21 Elements Workplan for FY 21-22
3. 21 Elements Achievements – FY19/20 & 20/21

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<sup>1</sup> City Housing Element contributions are funded through a cooperative agreement with DoH. This contract is already signed and shown here for reference.

<sup>2</sup> REAP funding come from the State of California through ABAG

## RESOLUTION 21-35

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE A COOPERATIVE AGREEMENT WITH THE SAN MATEO COUNTY DEPARTMENT OF HOUSING FOR A JOINT WORKPLAN FOR HOUSING-RELATED ACTIVITIES FOR FY 2021/2022 IN AN AMOUNT NOT TO EXCEED \$150,000.**

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

**WHEREAS**, C/CAG has taken a leadership role in conducting or sponsoring countywide projects related to the housing/transportation/land-use; and

**WHEREAS**, C/CAG and the San Mateo County Department of Housing (DoH) have coordinated workplans on various housing-related activities, and DoH has served as project manager for the 21 Elements projects; and

**WHEREAS**, the 21 Elements project will enable C/CAG's member jurisdictions to meet State Housing Element annual reporting requirements in a more timely and cost-effective manner; and

**WHEREAS**, C/CAG has budgeted \$150,000 in funds to continue to sponsor the 21 Elements Project in FY2021-22 to assist all member jurisdictions to implement Housing Elements and develop effective on-going housing implementation policies and programs, and to continue collaboration with County of San Mateo Department of Housing on a cost-saving countywide cooperative work program.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County to authorize the C/CAG Chair to execute a Cooperative Agreement with the San Mateo County Department of Housing for a Joint Workplan for Housing-Related Activities for FY 2021-22 in an amount not to exceed \$150,000, subject to approval of C/CAG FY 2021-22 Annual Budget; and further authorize the Executive Director to negotiate final terms prior to execution by the Chair, subject to legal counsel approval as to form.

**PASSED, APPROVED, AND ADOPTED, THIS 10<sup>TH</sup> DAY OF JUNE 2021.**

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*Marie Chuang, Chair*

# 2021-2023 Workplan

## Overview

The current highest priority work for 21 Elements is assisting jurisdictions with their Housing Elements as detailed below. The goal is to support jurisdictions in producing high quality Housing Elements as cost efficiently as possible. The work takes advantage of significant efficiencies associated with cooperation. The original budget for this work assumed a contribution to the 2019/2021 cycle, so much of the 21 Elements budget is going to this task. Additionally, we will continue to support a full range of 21 Elements activities including highlighting best practices, summarizing new housing laws, holding a tri annual Planning Commissioners meeting and a bi-monthly Community Development Directors/Planning Directors meeting and many other tasks as outlined in the work plan. Several significant new work items are identified for this cycle including helping cities spend their housing trust fund money, promoting best practices for the management of affordable units, and a new round of work promoting ADUs.

The work plan focuses on six major task areas:

- A. Housing Elements** – Support cities as they update their Housing Elements.
- B. New Laws** - Assist jurisdictions with new state laws.
- C. ADUs** - Support the growth of Accessory Dwelling Units including reducing friction for homeowners.
- D. New Housing** - Promote new housing including support for PDAs and density bonus.
- E. Affordable Housing** – Encourage the development and better management of affordable housing including the Doorway/DAHLIA system.
- F. Meetings, Trainings and Organizational Development** Conduct trainings, meetings and organizational development, and public C/CAG meetings, particularly in the context of new housing laws and proposals.

The reason this document proposes using the majority of the budget for Housing Elements is because of their importance as well as the experience helping jurisdictions so far. One of the challenges that 21 Elements has identified is limited staff time. The original budget for the Housing Element scope of work had jurisdictions completing significant sections of their Housing Elements with assistance from 21 Elements. For example, jurisdiction staff were scheduled to write the review of the previous Housing Element. Instead, 21 Elements staff completed a first draft. Similarly, we anticipate having to take a more active role in other parts of the Housing Elements.

**Site Inventory:** In particular, we anticipate needing to spend significant more hours assisting jurisdictions with the Site Inventory. We are budgeting an extra 950 hours to support this work (45 hours per jurisdiction). (Primarily for the 18 jurisdictions that signed up for the Getting Started Package), for a total of \$145,350 plus direct costs. Baird + Driskell will be assisted in this work by EcoNorthwest, which does geospatial proforma analysis of development propensity. Direct costs may include purchasing data.

**Outreach:** The top priority of jurisdictions was additional assistance with equity outreach for the Housing Element. We have already started this work by assembling an Equity Advisory Group with paid stipends of \$1,500 per group (\$25,000 total). We are budgeting \$75,000 to allow jurisdictions to partner with nonprofits for outreach. We also are budgeting an additional 580 hours of Baird + Driskell time to support this effort (\$88,740). The budget includes both working with the nonprofits and launching a series of follow up meetings to the initial round of Let's Talk Housing Housing Element kickoff meetings. The follow up meetings will be topic based, such as Missing Middle (duplexes, triplexes, quads, etc.).

**Other One on One Assistance:** 21 Elements has been doing Council Presentations and other work with jurisdictions to assist with the Housing Elements, beyond what was envisioned in the original scope of work. This budget includes an additional 38 hours per jurisdiction for assistance for a total additional budget of \$122,400 (800 hours).

This document also proposes several significant non Housing Element related projects.

**Affordable Housing Trust Funds** - Work with jurisdictions to prioritize spending for their Affordable Housing Trust funds. One priorities are identified, work with jurisdictions to release the money. The budget for this task is 240 hours or \$36,720. This project will likely be led by a third party subject matter expert.

**Affordable Housing Management** – Work with jurisdictions to improve the management of affordable housing. We will review past document to find affordable units that are being rented out at market price. We will then identify key best practices for jurisdictions to follow and look for opportunities to coordinate on these tasks. This is an important project and we are budgeting 350 hours or \$53,550 plus up to \$40,000 in direct costs to start to implement ideas generated by the group. This project will likely be co-led by a third party subject matter expert.

**Expanded ADU work** – By 2023, the ADU material we produced will be five years old. We are budgeting an additional 440 hours to renew and expand this material, for a total of \$67,320 plus direct costs. This will be done in close coordination with Home for All and the Second Units Center.

A number of the tasks below will be completed by subject matter experts hired as sub consultants by Baird + Driskell. For example, the outreach efforts will be more equitable and ultimately more successful if nonprofit groups are brought on as partners. In other cases, projects will benefit from specific subject experts. The hours of these groups/individuals are included in the overall budget.

#### **A. Housing Elements and RHNA**

##### **A1. Assist jurisdictions in completing Housing Elements as identified in the existing Supplemental Scope of Work.**

This will continue to be the main focus for 21 Elements through late 2022. Rather than reprinting the scope of work here, it summarized in its entirety below.

**A2. Assist with Sites Inventory** – Expand one on one work with jurisdictions to analyze available sites. This includes a mix of one on one meetings, individual work for jurisdictions and production of material that is applicable to all jurisdictions. Direct budget includes access to data or sub consultants.

**A3. Additional Housing Element Outreach** – Expand on the Let’s Talk Housing outreach effort to include an additional series of meetings and grants to nonprofits. The grants will be closely coordinated with jurisdiction staff.

**A4. General Assistance with Housing Element** – Additional hours to assist jurisdictions with Housing Element needs. This might include council presentations, one on one meetings or additional analysis about select topics.

**A5. Assist Jurisdictions on Housing Element Annual Progress Reports (APRs)** — Assist jurisdictions in compiling information and completing their APRs that are due to HCD by April 1 of each year. Completion of APRs is essential for receiving funding and to comply with other State requirements. Assistance may include trainings, memos, useful definitions, data sources, etc.

## **B. Assist Jurisdictions with New State Laws and Requirements**

**B1. Assist Jurisdictions with SB 35 and Housing Accountability Act (HAA) Implementation** — Assist jurisdictions with implementing SB 35 (Streamlined Ministerial Approval Process) and HAA requirements; including summary memos, sample staff reports, presentations, objective development standards, processing questions, etc. Assistance may take the form of written materials, training and presentations.

**B2. Assist Jurisdictions and C/CAG with New State Laws** — Assist jurisdictions with analysis and implementation of any new State laws related to land use, housing and other inter-related items. Assistance may take the form of written materials, training and presentations. This includes a summary of new laws and bills. Participate in C/CAG and DOH staff and public meetings, particularly in the context of new housing laws and proposals.

## **C. Accessory Dwelling Units**

**C1. Improve ADU Approval Process** — Work with up to four jurisdictions to identify and reduce friction points between homeowners/designers/builders and City rules, materials, regulations and interactions during the ADU information gathering, review, approval, construction and final occupancy process.

**C2. Conduct Outreach to Promote New ADUs** — Work with Home for All, HEART, 21 Elements jurisdictions and others to promote new ADUs. This may include coordination, meetings, preparation of materials, tours, workshops, presentations and participation in other actions and activities.

**C3. Develop ADU Amnesty Implementation Materials** — Based on the San Mateo County program, produce detailed material that will allow jurisdictions to understand the key steps and regulatory options for developing an ADU Amnesty program.

**C4. Conduct Additional ADU Tasks/Products** — 21 Elements will undertake a number of other tasks to support the creation of ADUs, potentially including refresh of the ADU workbook and website.

## **D. Promoting New Housing**

**D1. Collect Countywide Data** — Produce a summary of housing and transportation trends in the county. Information will include housing units produced or proposed, impact fee collected and new policies passed. This task also includes an update of the parking standards survey.

**D2. Assist C/CAG with Updating the PDA Strategy** — Assist C/CAG as needed in coordinating with MTC on updating the San Mateo County Priority Development Area (PDA) Investment & Growth Strategy to respond to new requirements. Tasks will be limited because MTC will be taking on a larger role in the update, but may include, among items identified by C/CAG staff, data collection, written materials, presentation materials and attendance and presentations at C/CAG meetings.

**D3. Prepare Materials to Increase Community Understanding** — Produce materials to address community concerns and acceptance of affordable housing opportunities and new State laws related to density and development approvals. Build on and coordinate with Home for All.

## **E. Promoting Affordable Housing**

**E1. Assist Jurisdictions with Accessing Funding Sources** — Assist with the preparation of materials and coordination efforts to better position the county to receive funding related to transportation, housing and land use, including SB2. This work may be completed by a topic specialist sub-consultant.

**E2. Impact Fees and Inclusionary** – Produce material to help cities complete five-year reports and assist jurisdictions in completing annual reports. Update 21 Elements’ summary of inclusionary zoning and impact fee policies for San Mateo.

**E3. Support Doorway/DAHLIA Implementation** — Support the San Mateo County rollout and implementation of Doorway. This includes facilitating meetings, interviews with stakeholders, potentially raising money, etc.

**E4. Affirmatively Furthering Fair Housing** — Produce material to help cities understand the new state law regarding Affirmatively Furthering Fair Housing.

**E5. Launch Workgroup on Affordable Housing Management Best Practices** – Work with jurisdictions to identify key affordable housing management best practices and identify opportunities to better manage the existing and future stock of affordable housing. Conduct a document search to try to find affordable units that are currently being rented at market prices. This will likely be co-run by a subject matter expert sub-consultant.

**E6. Assist with Housing Trust Fund Management** – Work with jurisdictions and the Department of Housing to help cities prioritize and spend their affordable housing trust fund dollars. This will likely be run by a subject matter expert sub-consultant.

## **F. Meetings, Coordination and Organizational Development**

**F1. Support Planning Commissioner Trainings and Planning Directors Meetings**— Host 2-3 Planning Commissioner Trainings, including one on housing and one on transportation. Potentially write a Planning Commissioners Manual. Continue to support a regular meeting of Community Development Directors to discuss housing and related topics.

### **F2. Trainings and Other Meetings**

As issues arise, prepare and implement materials for webinar training and information sharing, similar to what has been done in the past through 21 Elements. Host three peer learning events and three 21 Elements meetings, topics to be determined.

**F3. Coordinate with Others** - As appropriate, attend and participate in Home for All Work Group and Steering Committee meetings, C/CAG meetings, etc. This will include continuing participation in ADU implementation coordination meetings.

**F4. Respond to Cities Requests** - Provide easy and direct access for jurisdictions to ask questions, distribute information, query other jurisdictions, obtain updated information on State laws and particular items of importance, etc.

**F5. Organizational Development** - Maintain the 21 Elements website, including linkages with other county and city initiatives, updates to contact list, managing day-to-day operations, etc.

## Summary of 2019-2021 Accomplishments

Below is a brief summary of key accomplishments over the past two years.

### 1. Covid

- Organized weekly meetings of community development directors.
- Hosted call with epidemiologists.
- Organized weekly calls with building officials.
- Summarized city policies and responses.
- Developed sample scripts and material for planning and building officials to use before coming into contact with the public.
- Assisted with transition to online meetings by developing best practice material and summarizing jurisdiction experiences.
- Developed material to assist jurisdictions in moving to online permitting.
- Partnered with ChangeLabs Solutions to develop a summary of relevant HIPAA laws.
- Coordinated distribution of hand sanitizer from UC Berkeley to cities.

### 2. State Laws

- Held heavily attended meeting to explain new laws (approximately 60 participants).
- Developed overall summary of new laws (long form and table).
- Wrote staff report and developed sample PowerPoint
- Developed implementation graphic on SB 330.
- Summarized default affordability standards for each jurisdiction when developers demolish units.
- Continued to provide information and updates on new legislation being considered in Sacramento.

### 3. ADUs

- Held webinar regarding new ADU laws.
- Assisted with model ordinance.
- Participated in monthly Home for All ADU meetings.
- Worked with HEART on pre-approved designs.
- Collected best practices from throughout California.
- Helped prepare workbook for reprint and Spanish language printing.
- Helped Second Unit Center website redesign.
- Assisted with convening planning.

### 4. Promoting New Housing and Promoting Affordable Housing

- Organized, facilitated and completed Commercial Linkage Fee Study with 7 cities.
- Assisted jurisdictions in applying for SB2 planning grants as well as LEAP and REAP grants.
- Assisted with launch of initial DAHLIA/Doorway site
  - Developed common application draft
  - Co-facilitated steering committee
- Assisted with regional convening

## 5. **Housing Elements and RHNA**

- Background work and materials (fact sheets, summaries, memos) on the 2023-2031 RHNA, recent changes in state law requirements, city development capacity under new requirements, research on RHNA and housing element law and implementation
- Worked on RHNA and the Sub-Region in coordination with C/CAG, Home for All, County staff and the cities.
- Participation and presentations at C/CAG meetings and assistance to C/CAG and the C/CAG Board in deciding not to form a Sub-Region for the upcoming RHNA.
- Participation on the ABAG RHNA methodology committee and monthly webinars with jurisdictions.
- Preparation and launch of opt-in packages of services to support each jurisdiction in completing their housing element update, with the aim of ensuring that staff can complete the update cost-effectively and in-house if desired.
- Launched “Getting Started” work of initial sites analyses with 18 jurisdictions in Q4 of 2020 and “Foundations” work (starting with evaluation of current elements) with 16 jurisdictions in Q2 2021.
- Organized and launched “Let’s Talk Housing” website ([letstalkhousing.org](http://letstalkhousing.org)) and countywide online community meetings (8 meetings total, including an “All About RHNA” meeting with 160+ participants). In total, over 1000 people registered for the meetings.
- Supporting each jurisdiction in creating their own webpage within the Lets Talk Housing platform, launched on May 14.
- Formed an Equity Advisory Group to help provide feedback and direction on equity-focused outreach and to support jurisdictions in meeting AFFH requirements of state law. Members of the group are being paid stipends as compensation for their participation and expertise.
- Providing additional technical assistance as-needed to support individual jurisdictions in their outreach efforts.
- Provided detailed scenario planning pro forma analysis or various theoretical strategies for meeting RHNA. These are meant to guide future conversations about potential areas to rezone.

## 6. **Meetings and Coordination**

- Meetings and coordination with 21 Elements TAC.
- Bi-monthly meetings with Planning and Community Development Directors.
- Organized school district training as part of Housing Leadership Day.
- Organized transportation related Planning Commissioner training.
- Responded to jurisdiction requests for information, materials and other assistance.
- Maintained website and mailing lists.

## Housing Element Support Sign Up List

Jurisdiction	Base	Get Started	Foundations	Full
Atherton	Yes	Yes	Yes	Yes
Belmont	Yes	No	Yes	No
Brisbane	Yes	Yes	Yes	Yes
Burlingame	Yes	Yes	No	No
Colma	Yes	Yes	Yes	No
Daly City	Yes	Yes	Yes	Yes
East Palo Alto	Yes	Yes	Yes	Yes
Foster City	Yes	Yes	Yes	Yes
Half Moon Bay	Yes	Yes	Yes	Yes
Hillsborough	Yes	Yes	Yes	Yes
Menlo Park	Yes	Yes	Yes	Yes
Millbrae	Yes	Yes	Yes	Yes
Pacifica	Yes	Yes	Yes	Yes
Portola Valley	Yes	Yes	Yes	Yes
Redwood City	Yes	Yes	No	No
San Bruno	Yes	Yes	Yes	Yes
San Carlos	Yes	No	No	No
San Mateo City	Yes	No	Yes	No
San Mateo County	Yes	Yes	No	No
South San Francisco	Yes	Yes	Yes	Yes
Woodside	Yes	Yes	No	No

## C/CAG AGENDA REPORT

Date: June 10, 2021

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 21-36 authorizing the C/CAG Chair to execute Amendment No. 5 to the Agreement with Advanced Mobility Group for update of the Land Use Impact Analysis Program of the Congestion Management Plan, extending the term of the contract to December 31, 2021 with no additional cost.

(For further information contact Susy Kalkin at [kkalkin@smcgov.org](mailto:kkalkin@smcgov.org))

### RECOMMENDATION

That the C/CAG Board review and approve Resolution 21-36 authorizing the C/CAG Chair to execute Amendment No. 5 to the agreement with Advanced Mobility Group for update of the Land Use Impact Analysis Program of the Congestion Management Plan, extending the term of the contract to December 31, 2021 with no additional cost.

### FISCAL IMPACT

None. This is a no-cost time extension.

### SOURCE OF FUNDS

Congestion Management Fund

### BACKGROUND

The Land Use Impact Analysis Program Policy was adopted in 2000 (updated in FY 2004/05) and is included in Appendix I of each subsequent cycle of the Congestion Management Plan (CMP) update. The policy provides guidelines for analyzing the impact of land use decisions made by local jurisdictions in San Mateo County. The purpose of the policy is to preserve acceptable performance on the CMP network, and to establish community standards for consistent system-wide transportation review. The current policy is implemented during the environmental review process and applies to developments that generate more than 100 peak hour trips on the CMP roadway network. Developers can either reduce the scope of their project, build adequate roadway and/or transit improvements, contribute to a special fund for improvements, or require the developer and all subsequent tenants to implement Transportation Demand Management (TDM) programs to mitigate new peak hour trips.

At the July 12, 2018 meeting, the C/CAG Board approved Resolution 18-43, which authorized C/CAG to enter into a contract with Advanced Mobility Group (AMG) to assist with updating the Land Use Impact Analysis Program, including TDM guidelines, at a cost of \$45,666 and a contract end date of July 31, 2019. This contract has subsequently been amended: Amendment No.1 was approved by the Board in June 2019, pursuant to Resolution 19-44, to expand outreach with local jurisdictions, increase

the budget by \$15,000 and extend the term to December 31, 2019; Amendment No. 2 was approved by the C/CAG Executive Director on January 7, 2020, extending the end date to September 30, 2020; on September 10, 2020, the Board approved Resolution 20-52 authorizing Amendment No. 3 which extended the contract term to April 30, 2021; and on January 14, 2021, the Board approved Resolution 21-03 approving Amendment No. 4 to add \$15,000, for a new not to exceed amount of \$75,666, and extend the term of the contract to June 30, 2021.

At this point, the final draft plan has been presented to planners throughout the County via two workshops held in March and April 2021. It is now scheduled to be considered by the CMP Technical Advisory Committee and the CMEQ later in June, with the expectation that the plan will be presented to the C/CAG Board initially in July, followed by a second meeting in September. Since the consultant contract expires at the end of June, this further amendment is requested to extend the contract until the end of the year to account for potential additional time that may be needed to complete the project.

#### **ATTACHMENTS**

1. Resolution 21-36
2. Amendment No. 5 to the Agreement with Advance Mobility Group

## **RESOLUTION 21-36**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AMENDMENT NO. 5 TO THE EXISTING AGREEMENT WITH ADVANCED MOBILITY GROUP FOR UPDATE OF THE LAND USE IMPACT ANALYSIS PROGRAM OF THE CONGESTION MANAGEMENT PLAN, EXTENDING THE TERM OF THE CONTRACT TO DECEMBER 31, 2021 WITH NO ADDITIONAL COST**

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

**WHEREAS**, C/CAG is the Congestion Management Agency for San Mateo County; and

**WHEREAS**, C/CAG staff is in the process of updating the Land Use Impact Analysis Program to reflect current TDM best practices, provide updated performance targets, and standardize an annual survey, monitoring and reporting requirements; and

**WHEREAS**, C/CAG entered into an Agreement with Advanced Mobility Group (AMG) on July 23, 2018 to complete the Update of the Land Use Impact Analysis Program of the Congestion Management Plan at a cost of \$45,666 and a target completion date of July 31, 2019; and

**WHEREAS**, on June 13, 2019 C/CAG approved Amendment No. 1 to the AMG Agreement, including a budget amendment of \$15,000 and time extension to December 21, 2019 on June 13, 2019; and

**WHEREAS**, on January 7, 2020, the C/CAG Executive Director and AMG approved Amendment No. 2 to the AMG Agreement extending the contract to September 30, 2020; and

**WHEREAS**, on September 10, 2020, the C/CAG Board approved Resolution 20-52 authorizing Amendment No. 3 which extended the contract term to April 30, 2021; and.

**WHEREAS**, on January 14, 2021, the Board approved Resolution 21-03 approving Amendment No. 4 to add \$15,000, for a new not to exceed amount of \$75,666, and extend the term of the contract to June 30, 2021; and

**WHEREAS**, while the final draft plan has been presented to planners throughout the County via two workshops held in March and April 2021, and is scheduled to be considered by the CMP Technical Advisory Committee and the CMEQ later in June, a further time extension is needed to complete the effort.

**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 hereby authorized to execute Amendment No. 5 to the agreement with Advanced Mobility Group to extend the contract end date to December 31, 2021.

**PASSED, APPROVED, AND ADOPTED, THIS 10TH DAY OF JUNE 2021.**

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*Marie Chuang, Chair*

**AMENDMENT NO. 5 TO THE AGREEMENT  
BETWEEN  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY  
AND  
ADVANCED MOBILITY GROUP**

WHEREAS, the City/County Association of Governments for San Mateo County (hereinafter referred to as “C/CAG”) and Advanced Mobility Group, (hereinafter referred to as “Consultant”) are parties to an Agreement originally dated July 23, 2018, to update the existing Land Use Impact Analysis Program for an amount not-to-exceed \$45,666 and a term through July 31, 2019 (the “Agreement”); and

WHEREAS, Amendment No. 1, executed on June 13, 2019, added \$15,000 for a new total Agreement amount of \$60,666 and extended the Agreement term to December 31, 2019; and

WHEREAS, Amendment No. 2, executed on January 7, 2020, extended the Agreement term to September 30, 2020; and

WHEREAS, Amendment No. 3, executed on September 28, 2020, extended the Agreement term to April 30, 2021; and

WHEREAS, Amendment No. 4, executed on January 21, 2021, added \$15,000, for a new not to exceed amount of \$75,666, and extended the term of the contract to June 30, 2021; and

WHEREAS, C/CAG and Consultant have determined that additional time is needed to finalize the project; and

WHEREAS, C/CAG and Consultant desire to amend the Agreement as set forth herein.

IT IS HEREBY AGREED by C/CAG and Consultant as follows:

1. The term of the Agreement, as provided in Section 5 “Contract Term”, shall be extended through December 31, 2021.
2. Except as expressly amended herein, all other provisions of the Agreement shall remain in full force and effect.
3. This amendment shall take effect upon execution by both parties.

City/County Association of Governments  
(C/CAG)

Advanced Mobility Group

\_\_\_\_\_  
Marie Chuang, Chair

\_\_\_\_\_  
By

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Legal Counsel for C/CAG

## C/CAG AGENDA REPORT

Date: June 10, 2021

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 21-37 authorizing the C/CAG Chair to execute a two-year funding agreement with Joint Venture Silicon Valley (JVSV) to support the Index of Silicon Valley and for joint efforts in climate and mobility coordination activities in an amount not to exceed \$75,000 for fiscal years 2021/22 and 2022/23

(For further information or questions, contact Sandy Wong at 599-1409)

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 21-37 authorizing the C/CAG Chair to execute a two-year funding agreement with Joint Venture Silicon Valley (JVSV) to support the Index of Silicon Valley and for joint efforts in climate and mobility coordination activities in an amount not to exceed \$75,000 for fiscal years 2021/22 and 2022/23.

### FISCAL IMPACT

\$75,000 for two years.

### SOURCE OF FUNDS

Congestion Relief fund – Climate Change and Resiliency Planning category. Funding for fiscal year 2021/22 has been included in the C/CAG proposed budget. Funding for fiscal year 2022/23 is subject to C/CAG budget approval.

### BACKGROUND

Joint Venture Silicon Valley promotes and facilitates greater cooperation and understanding within the region's public and private sectors through initiatives, forums and task forces. Through this agreement Joint Venture Silicon Valley (JVSV) agrees to assist C/CAG and its members with meeting their sustainability goals; and C/CAG agrees to support Joint Venture's Index of Silicon Valley. JVSV will A) support Public Sector Climate Task Force meetings on transportation – climate topics, B) support workshops as directed by C/CAG, and C) support congestion management coordination partnership with public and private sectors. This agreement will also support the development of the Index of Silicon Valley and acknowledgement of C/CAG sponsorship in publication.

### ATTACHMENTS

- Resolution 21-37
- Draft Agreement with JVSV (available on-line: <http://ccag.ca.gov/committees/board-of-directors/>)

**RESOLUTION 21-37**

**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 A TWO-YEAR FUNDING AGREEMENT WITH JOINT VENTURE SILICON VALLEY TO SUPPORT THE INDEX OF SILICON VALLEY AND FOR JOINT EFFORTS IN CLIMATE AND MOBILITY COORDINATION ACTIVITIES IN AN AMOUNT NOT TO EXCEED \$75,000 FOR FISCAL YEARS 2021/22 AND 2022/23**

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

**WHEREAS**, C/CAG is the designated Congestion Management Agency responsible for the development and implementation of the Congestion Management Program for San Mateo County, and

**WHEREAS**, C/CAG desires to work jointly with organizations that support initiatives aimed at reducing energy use and greenhouse gas emissions, and mobility improvements, and

**WHEREAS**, Joint Venture Silicon Valley provides support to the public sector climate protection task force that includes cities from San Mateo County, and

**WHEREAS**, Joint Venture Silicon Valley provides support in transportation management coordination activities between public and private sectors.

**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 execute an agreement with Joint Venture Silicon Valley for an amount not to exceed \$75,000 for fiscal years 2021/22 and 2022/23, and further authorize the C/CAG Executive Director to negotiate the final agreement prior to execution by the Chair, subject to approval by C/CAG Legal Counsel as to form.

**PASSED, APPROVED, AND ADOPTED, THIS 10<sup>TH</sup> DAY OF JUNE 2021.**

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*Marie Chuang, Chair*

## C/CAG AGENDA REPORT

Date: June 10, 2021

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 21-38 authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo Office of Sustainability for staff services to support the Regionally Integrated Climate Action Planning Suite (RICAPS) program in an amount not to exceed \$25,000 for fiscal year 2021/22.

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

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 21-38 authorizing the C/CAG Chair to execute an agreement between C/CAG and the County of San Mateo Office of Sustainability for staff services to support the Regionally Integrated Climate Action Planning Suite (RICAPS) program in an amount not to exceed \$25,000 for fiscal year 2021/22.

### FISCAL IMPACT

Up to \$25,000.

### SOURCE OF FUNDS

Congestion Relief funds in the amount of \$25,000 as included in the budget.

### BACKGROUND

On September 16, 2010 the C/CAG Board adopted Resolution 10-53 authorizing the C/CAG Chair to execute an agreement with the BAAQMD to receive a \$50,000 grant, launching the C/CAG Climate Action Plan Template and Tool project. On March 7, 2011, the C/CAG Board adopted Resolution No. 11-11 for a PG&E Contract Work Authorization No. 2500458103 between C/CAG and PG&E for \$125,000. The total grant funding for Climate Action Plan Template was \$175,000, and with C/CAG's commitment to match funds, the total project budget was \$350,000 through calendar year 2012. The project eventually came to be known as the Regionally Integrated Climate Action Planning Suite (RICAPS).

C/CAG began contracting with the County of San Mateo to provide staff services for RICAPS for \$60,000 in 2012, \$50,000 in 2013, and subsequently every year through 2018 in an annual amount of \$40,000. For 2019 and 2020, that amount was increased to \$50,000 due to a 55% reduction in funding from PG&E for these types of services to cities. Because approximately \$18,000 remained unspent at the end of calendar year 2020, the Executive Director extended the existing agreement through the

current end date of June 30, 2021. The extension aligns the cycle of the new agreement with the fiscal year.

The County Office of Sustainability is requesting funding for staff services to continue this program for fiscal year 2021/22 at a reduced amount of \$25,000. The reduction is due to C/CAG hiring staff from the County Office of Sustainability, who will partially support the program from C/CAG.

C/CAG funding for staff services comes from Congestion Relief Funds, serving as a match to the PG&E Local Government Partnership grant. Since climate action planning support covers all sectors of GHG emissions: energy, transportation, solid waste and other emissions, PG&E has asked that C/CAG provide additional funding for emissions outside of those that are energy-related, such as transportation, tied to development of climate action plans for cities in San Mateo County.

The goal of RICAPS is for every city in San Mateo County and the County to have adopted plans to reduce greenhouse gas emissions, a means to track individual jurisdiction and countywide progress through greenhouse gas emission inventories, and to provide ongoing implementation and technical support.

#### **ATTACHMENTS**

1. Resolution 21-38
2. Staff Services Agreement between C/CAG and County of San Mateo - Available on-line at: <http://ccag.ca.gov/committees/board-of-directors/>

**RESOLUTION NO. 21-38**

**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 THE COUNTY OF SAN MATEO OFFICE OF SUSTAINABILITY FOR STAFF SERVICES TO SUPPORT THE REGIONALLY INTEGRATED CLIMATE ACTION PLANNING SUITE (RICAPS) PROGRAM IN AN AMOUNT NOT TO EXCEED \$25,000 FOR FISCAL YEAR 2021/22**

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

**WHEREAS**, C/CAG, by action of the Board, entered into grant agreements with the Bay Area Air Quality Management District and PG&E to fund Climate Action Planning starting in September 2010 and has continued to receive funding from PG&E to support climate action efforts countywide through Contract Work Authorizations (CWAs) in 2010- 2012, 2013-2014, 2015, 2016-18, 2019, 2020 and, most recently, July 1, 2020 through June 30, 2023; and

**WHEREAS**, PG&E asks that C/CAG provide matching funds for development of climate action plans for emissions generated outside of energy-related sectors; and

**WHEREAS**, progress continues to be made and deliverables for the CWAs continue to be completed by C/CAG staff and County of San Mateo through an existing staffing agreement that expires on June 30, 2021; and

**WHEREAS**, C/CAG desires to continue the RICAPS program to support all member agencies, and for County of San Mateo staff to continue work on the Program and explore additional grant funding for Climate Planning 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 Chair is authorized to execute an Agreement between C/CAG and the County of San Mateo Office of Sustainability for staff services for the Regionally Integrated Climate Action Planning Suite (RICAPS) program in an amount not to exceed \$25,000 for fiscal year 2021/22, and further authorize the Executive Director to negotiate final terms of the agreement prior to execution by the Chair, subject to C/CAG legal counsel approval as to form.

**PASSED, APPROVED, AND ADOPTED THIS 10TH DAY OF JUNE, 2021.**

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**Marie Chuang, Chair**

## C/CAG AGENDA REPORT

Date: June 10, 2021

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 21-39 authorizing the C/CAG Chair to execute Amendment No. 6 to the Agreement with the Bay Area Water Supply and Conservation Agency for the Rain Barrel and Rain Garden Rebate Program, adding an amount not to exceed \$10,000 for Fiscal Year 2021-22, for a new total contract amount not to exceed \$85,000, and making minor clarifications in the terms and conditions.

(For further information or questions contact Reid Bogert at [rbogert@smcgov.org](mailto:rbogert@smcgov.org))

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 21-39 authorizing the C/CAG Chair to execute Amendment No. 6 to the Agreement with the Bay Area Water Supply and Conservation Agency for the Rain Barrel and Rain Garden Rebate Program, adding an amount not to exceed \$10,000 for Fiscal Year 2021-22, for a new total contract amount not to exceed \$85,000, and making minor clarifications in the terms and conditions.

### FISCAL IMPACT

Not to exceed \$10,000 for Fiscal Year 2021-22, for a new total amount not to exceed of \$85,000.

### SOURCE OF FUNDS

NPDES Fund.

### BACKGROUND

Pursuant to Resolution 14-36, C/CAG collaborates with the Bay Area Water Supply and Conservation Agency (BAWSCA) to implement a rain barrel rebate program in San Mateo County since Fiscal Year 2014-15. Rain barrels capture stormwater runoff from roofs that can then be used to water landscaping or gardens. Capturing stormwater in this fashion has multiple benefits: reducing the amount of runoff and pollutants from individual properties that reach municipal storm drain systems, reducing potable water usage for outdoor irrigation needs, and educating the public regarding the importance of managing stormwater as a resource.

C/CAG provided \$25,000 annually to BAWSCA for the first three fiscal years since the pilot program began, for a total of \$75,000. Due to lower rebate numbers starting in Fiscal Year 2016-

17 coinciding with the end of the multi-year drought, C/CAG and BAWSCA continued to implement the program through Fiscal Year 2020-21 without C/CAG adding any additional funds to the agreement.

Pursuant to Resolution 20-27 C/CAG and BAWSCA revised the program terms to pilot additional rebate amounts and categories for larger rain barrels and cisterns and an incentive on rain garden installations as part of BAWSCA's Lawn Be Gone! turf replacement rebate program. The intention of expanding the rebate program was to further incentivize additional green stormwater management practices for residential and commercial properties to support C/CAG's Countywide Stormwater Program's (the Program) public education and green infrastructure implementation goals, and to create additional flexibility in the rebate process, which was updated in 2020 with BAWSCA's new online rebate platform. The following rebate amounts were adopted as part of this program expansion:

- Small rain barrels between 50-99 gallons – up to \$100 rebate (\$50 from participating agencies, \$50 from C/CAG)
- Large rain barrels or daisy-chained barrels between 100-199 gallons – up to \$150 rebate (\$50 from participating agencies, \$100 from C/CAG)
- Cisterns larger than 200 gallons – up to \$200 rebate (\$50 from participating agencies, \$150 from C/CAG)
- Rain gardens as part of a turf/lawn replacement rebate application – up to \$300 additional incentive for installing a rain garden while replacing a lawn with drought tolerant plants under BAWSCA's existing Lawn-be-Gone! turf replacement rebate program.

Based on the current program structure, C/CAG provides the above specified rebate amounts for installed barrels/cisterns or rain gardens, with a maximum of two barrels/cisterns and one rain garden per residential property and four rainwater harvesting system or rain garden rebates for commercial, industrial, or institutional properties. As detailed above, in areas of the county where BAWSCA member agencies participate in the program, rebates are matched by the water agencies with an additional \$50 on each tier of the rain barrel/cistern rebates. The following San Mateo County agencies have participated in the pilot program:

- City of Brisbane
- City of Burlingame
- Mid-Peninsula Water District (Belmont, portions of San Carlos and unincorporated county)
- City of Millbrae
- North Coast County Water District (Pacifica)
- Redwood City
- Daly City
- City of San Mateo

The rain barrel rebate program launched in October of 2014, and to date, over 1,000 barrels have been installed within the County under the rebate program. In general, almost twice as many rain barrels have been installed in locations where participating water agencies match C/CAG's rebates, indicating that larger rebates and local outreach likely increase program participation. Since the expansion of the program in 2020 to include larger incentives for larger rainwater harvesting systems and coinciding with drier conditions, there has been an uptick in rain barrel

rebate participation. During the pilot year, there were no rain garden incentives applied for or issued; however, the rain garden rebate is fully integrated into the Lawn Be Gone! rebate program, and staff are hopeful that with additional technical resources (such as increased promotion and outreach, paired with topical webinars) there will be meaningful engagement with the rain garden program in future years, especially as the drought provides greater motivation for turf replacement with drought tolerant landscaping. The Countywide Program promotes the rebate program each year, in conjunction with BAWSCA and participating water agencies.

Program expenditures to date are detailed in the following table (note, expenditures include payment of rebates and program administration costs):

Fiscal Year	Expenditures
2014-15	\$21,700
2015-16	\$17,444
2016-17	\$3,450
2017-18	\$8,089
2018-19	\$3,120
2019-20	\$1,318
2020-21 (est.)	\$6,000

This leaves approximately \$13,879 of unspent funds from the \$75,000 provided by C/CAG to-date. For Fiscal Year 2021-22 C/CAG staff recommends continuing the rain barrel/rain garden rebate/incentive program with an additional \$10,000 given the established nature and relative success of the program and the transition back into serious drought conditions throughout the Bay Area. C/CAG and BAWSCA staff continue to seek improvements in program design and implementation, including streamlining the online application and project rebate process, collecting more information on motivations and challenges on the rebate program, improved communications and promotional tools, and additional supporting guidance and training resources for residents and other property owners.

Funds will be expended only for rebate applications received and approved, so unused funds will remain in C/CAG’s stormwater program budget.

Resolution 21-39 authorizes the C/CAG Chair to execute Amendment Number 6 to the funding agreement with BAWSCA, extending the term through June 30, 2022, for an additional amount not to exceed \$10,000 and a new total amount not to exceed \$85,000, and further revising the program terms to reflect minor modifications to improve program coordination and with the intention to expand participation. The proposed amendment is subject to approval as to form by C/CAG’s legal counsel prior to execution by the C/CAG Chair.

**ATTACHMENTS**

1. Resolution 21-39
2. Amendment No. 6 to the Funding Agreement with the Bay Area Water Supply and Conservation Agency

## **RESOLUTION 21-39**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AMENDMENT NO.6 TO THE AGREEMENT WITH THE BAY AREA WATER SUPPLY AND CONSERVATION AGENCY, ADDING AN ADDITIONAL AMOUNT NOT TO EXCEED \$10,000 FOR FISCAL YEAR 2021-22, FOR A NEW TOTAL AMOUNT NOT TO EXCEED \$85,000, AND MAKING MINOR CLARIFICATIONS TO THE TERMS AND CONDITIONS.**

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

**WHEREAS**, C/CAG's Countywide Water Pollution Prevention Program works with all 21 member agencies on programs to help keep pollution out of storm drains and subsequently impacting local creeks, the San Francisco Bay, and the Pacific Ocean, and

**WHEREAS**, capturing rainwater via rain barrels has both pollution prevention and water conservation benefits by reducing runoff volume and pollutants reaching municipal storm drain systems and offsetting potable water usage for outdoor landscape watering needs, and

**WHEREAS**, C/CAG approved Resolution 14-36, authorizing an agreement with BAWSCA at a cost not to exceed \$25,000 for a Pilot Rain Barrel Rebate Program (Program) in San Mateo County in Fiscal Year 2014-15, and

**WHEREAS**, C/CAG approved Resolution 15-17, authorizing Amendment Number 1 to the agreement with BAWSCA, extending the term of the Program through June 30, 2016 at an additional cost not to exceed \$25,000, and

**WHEREAS**, C/CAG approved Resolution 16-15, authorizing Amendment Number 2 to the agreement with BAWSCA, extending the term of the Program through June 30, 2017 at an additional cost not to exceed \$25,000, and

**WHEREAS**, C/CAG approved Resolution 17-17, authorizing Amendment Number 3 to the agreement with BAWSCA, extending the term of the Program through June 30, 2018 at no additional cost and adding the City of San Mateo as a participating agency in the Program, and

**WHEREAS**, C/CAG approved Resolution 19-41, authorizing Amendment Number 4 to the agreement with BAWSCA, extending the term of the Program through June 30, 2020 at no additional cost, and

**WHEREAS**, C/CAG approved Resolution 20-27, authorizing Amendment Number 5 to the agreement with BAWSCA, extending the term of the Program through June 30, 2021 at no additional cost and revising the terms and conditions to provide additional pilot incentives for additional rebates for larger volume rain barrels and cisterns and rain gardens in conjunction with the existing lawn replacement rebate program, and

**WHEREAS**, C/CAG and BAWSCA jointly agree to continue the Program in 2021-22, recognizing the increased participation in rebates (including larger volume barrels) in 2020-21, coinciding with the ensuing drought, and further recognizing the desire to continue to pilot the rain garden rebate incentive.

**NOW THEREFORE BE IT RESOLVED**, the C/CAG Chair is authorized to execute Amendment No. 6 to the funding agreement with the Bay Area Water Supply and Conservation Agency, adding an additional amount not to exceed \$10,000 for Fiscal Year 2021-22, for a new total amount not to exceed \$85,000, and making minor clarifications to the terms and conditions. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said amendment prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

**PASSED, APPROVED, AND ADOPTED, THIS 10TH DAY OF JUNE, 2021.**

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*Marie Chuang, Chair*

**AMENDMENT (NO.6) TO THE AGREEMENT BETWEEN THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AND THE BAY AREA WATER SUPPLY AND CONSERVATION AGENCY.**

**WHEREAS**, the Board of Directors of the City/County Association of Governments for San Mateo County (hereinafter referred to as “C/CAG”) and the Bay Area Water Supply and Conservation Agency (hereinafter referred to as “BAWSCA”) are parties to an agreement for a rain barrel rebate program in San Mateo County dated October 10, 2014 (the “Agreement”); and

**WHEREAS**, C/CAG approved Resolution 19-41, authorizing Amendment Number 4 to the agreement with BAWSCA, extending the term of the Program through June 30, 2020 at no additional cost; and

**WHEREAS**, BAWSCA and C/CAG wish to extend the Agreement through June 30, 2022 for an additional amount not to exceed \$10,000 and to make minor revisions to the program terms to improve program implementation; and

**WHEREAS**, C/CAG and BAWSCA desire to amend the Agreement as set forth herein.

**IT IS HEREBY AGREED** by C/CAG and BAWSCA as follows:

1. Section 2 of the Agreement is revised to reflect a new contract termination date of June 30, 2022.
2. Section 3 of the Agreement is revised to reflect an additional \$10,000 and a new total agreement amount not to exceed \$85,000.
3. Attachment 1 of the Agreement (Rain Barrel Rebate Program Roles and Responsibilities) is revised, as shown in underline (to indicate additions) and strikethrough (to indicate deletions) in Exhibit A (rev. June 2021) to this Amendment, to change the name to “Rain Barrel and Rain Garden Rebate Program Roles and Responsibilities,” and to make additional minor modifications to the terms and conditions.
4. Except as expressly amended herein, all other provisions of the Agreement shall remain in full force and effect.
5. This amendment shall take effect upon on full execution by both parties.

City/County Association of Governments  
(C/CAG)

Bay Area Water Supply and Conservation  
Agency (BAWSCA).

\_\_\_\_\_  
Marie Chuang, C/CAG Chair

\_\_\_\_\_  
By  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Legal Counsel for C/CAG

Attachments:  
Exhibit A (Rev. June 2021) – Revised “Rain Barrel and Rain Garden Rebate Program Roles and Responsibilities”

## **EXHIBIT A (rev. June 2021)**

### **Rain Barrel and Rain Garden Rebate Program Roles and Responsibilities**

The following provisions set forth the roles and responsibilities of BAWSCA and C/CAG in their partnership to provide a rebate program for the purchase and installation of rain barrels, cisterns, and rain gardens to collect and use rainwater from gutters and downspouts for lawns and gardens.

#### **General Description of the Rain Barrel and Rain Garden Rebate Program**

The Rain Barrel Rebate and Rain Garden Program (Program) will provide rebates of varying amounts to San Mateo County customers for the installation of rain barrels, cisterns, and rain gardens, which minimize the amount of water and pollutants flowing into storm drains and local waterways while also providing a water conservation benefit. Participation in this program will provide BAWSCA members a cost-effective way to offer their customers additional rebate opportunities for water conservation purposes.

For customers in San Mateo County, C/CAG will provide rebates as shown in Attachment 1. BAWSCA member agencies electing to participate in the Program (Participating Agencies) will provide additional rebates to be determined annually by the participating agency.

The Program will run until canceled by C/CAG or BAWSCA through the terms of the funding agreement.

BAWSCA will administer and manage the Program and process and issue all C/CAG rebates for San Mateo County residents who are not within the service area of a Participating Agency.

BAWSCA will set up a separate agreement with Participating Agencies in San Mateo County, whereby such Participating Agencies will process all rebate applications from customers within their service area, including issuing rebate payments for both the C/CAG and Participating Agency shares of each rebate. BAWSCA will then reimburse each Participating Agency within San Mateo County for the C/CAG share of the rebate.

C/CAG will reimburse BAWSCA for its costs associated with Program administration, limited to C/CAG's share of BAWSCA staff time, rebate database setup and management, and marketing costs.

Below is a description of the Program roles and responsibilities of BAWSCA, C/CAG, and the Participating Agencies.

#### **BAWSCA's Role and Responsibilities:**

1. Overall Program management and coordination.
2. Coordination of Program material production and distribution of Program materials to C/CAG and Participating Agencies, and work with C/CAG and Participating Agencies to ensure all Program materials reflect core water resiliency benefits to connect the rebates

back to the Program's overarching drought, water quality, water volume managed, and economic benefits.

3. Receipt of customer applications, entering specific data into the database, and distribution of applications to respective Participating Agencies.
4. Maintain database of Program-wide data with tracking and reporting by Participating Agency, and make data available to C/CAG staff upon request.
5. Issue rebate reimbursements to Participating Agencies in San Mateo County for the C/CAG share of each rebate.
6. In-house rebate processing (payment of rebates, issue problem and denial letters, respond to Program-related customer service calls) for San Mateo County customers that are not within a Participating Agency's service area.
7. Consult with C/CAG staff for requests of more than four rain barrel/cistern or rain garden rebates for commercial customers prior to application approval.
8. Provide at minimum quarterly invoices to C/CAG for reimbursement to BAWSCA detailing Program expenditures.

#### C/CAG's Role and Responsibilities:

1. Funding BAWSCA's costs to initiate, administer, and manage the Program.
2. Funding rebates as shown in Attachment 1 for customers in San Mateo County.
3. Review and approval of Program marketing materials to ensure all Program materials reflect core water resiliency benefits to connect the rebates back to the Program's overarching drought, water quality, water volume managed, and economic benefits.
4. Distribution of Program materials to the public and local rain barrel retailers.

#### Participating Agency's Role and Responsibilities:

1. Execution of an agreement with BAWSCA setting forth the terms and conditions for participation in the Program.
2. Distribution of Program materials to customers and local rain barrel retailers, and work with BAWSCA to ensure all Program materials reflect core water resiliency benefits to connect the rebates back to the Program's overarching drought, water quality, water volume managed, and economic benefits.
3. In-house rebate processing (payment of rebates, issue problem and denial letters, responding to all program related customer service calls pertaining to their agency that are forwarded by BAWSCA) for customers in its service area.
4. Submission of Program data (including information pertaining to requests for rebate reimbursements from BAWSCA) to BAWSCA via online database on a regular, bi-monthly basis.
5. Conduct all field services such as post-installation inspections (at Participating Agency discretion).
6. Submit requests from commercial customers for more than four rain barrel/cistern or rain garden rebates to BAWSCA staff prior to application approval.

#### Program Requirements

C/CAG and BAWSCA agree the following requirements shall apply to the Program:

1. Rebates are up to the maximums shown in Attachment 1 per qualifying rain barrel or cistern up to the total cost of the rain barrel or cistern, not including sales tax, whichever is less.
2. Rebates are up to the maximum shown in Attachment 1 per qualifying rain garden based on documented contributing roof or other impervious areas.
3. Qualifying rain barrels or cisterns must be newly purchased, a minimum size of 50 gallons, and designed for the intended purpose of rain capture.
4. Rain barrels or cisterns must have a secure lid for child safety and rust-proof screening for vector control (mosquito, rodent) and debris control.
5. Rain barrels, cisterns, and rain gardens must be connected to a rain gutter downspout, rain chain, or other effective means of capturing concentrated flow from roofs or other impervious surfaces.
6. Rain barrels or cisterns must not be connected to the (potable water) irrigation system and collected rainwater must be utilized via a hose or bucket only.
7. Rain barrels or above-ground cisterns must be placed on a solid and level foundation, such as concrete pad, pavers, or bricks for appropriate stability.
8. Rain barrels or cisterns must not block or restrict access to walkways or pathways, which may become a safety/emergency access issue.
9. Rain barrels or cisterns must be algae and UV-resistant or specially constructed sun barriers must be used.
10. Rain gardens must be sited at adequate distances from building foundations, neighboring properties, and public rights-of-way in accordance with attached guidance documents.
11. Copper materials (including downspouts) are not allowed due to potential leaching concerns.
12. Overflow pipe from rain barrels or cisterns or from rain gardens must be directed away from buildings and/or adjacent properties and may flow to landscape (preferred).
13. Manufacturer's installation and maintenance instructions must be followed.
14. The rain barrel rebate application must be postmarked within 90 days of rain barrel or cistern purchase date. Rain gardens must be installed after July 1, 2020 to qualify for a rebate.
15. The original rain barrel or cistern purchase receipt must be included with the application.
16. Pre-installation and post-installation photos must be included with the application. At least two clear photos of each barrel, cistern, or rain garden must be submitted, showing downspout connections, secured lid and overflow valve, and an 8 1/2 x 11 sheet showing the date and water account number (include photos taken from at least two directions).
17. All sites are subject to post-installation inspection at the discretion of the Participating Agency or the San Mateo County Mosquito and Vector Control, where applicable. The Participating Agency that serves the site in question will contact the customer and, at the agency's discretion, perform the post-installation inspection.
18. A separate application must be submitted for each metered address.
19. Rain barrels, cisterns, or rain gardens must be installed within the County of San Mateo to be eligible for a rebate from C/CAG.

20. All rebates are subject to availability of funds.
21. Rebates may take up to eight (8) weeks to process.
22. If customer needs their original receipt(s) returned, they must enclose a self-addressed, stamped envelope with their application.
23. Applicants shall certify that necessary permissions have been obtained from the property owner, if applicant is not the owner.
24. Limit of two rebates per single-family residential account or four rebates per commercial account for rain barrels or cisterns, and a limit of 1 rebate per single-family residential or four rebates for commercial accounts for rain gardens. Applications for more than four rebates for a commercial account will be considered on a case by case basis, with prior approval by C/CAG and BAWSCA staff. If more than four rebates are requested for a commercial account, pre-approval is required but not necessarily guaranteed.
25. Rain barrels or cisterns must be maintained for a minimum of three years upon receipt of rebate, including ongoing maintenance to ensure that the barrel does not become a breeding site for mosquitos and thereby a public health threat.
26. Rebates may be issued as checks or as credits to the customer's water service account, at the discretion of the participating BAWSCA agency.
27. Participants must allow BAWSCA and C/CAG to reference the project and use photos submitted with the application in outreach materials and must respond to minimal requests for information about the project for purposes of Program reporting.

### Installation Recommendations

The Program will include the following installation recommendations:

1. Refer to the Bay Area Stormwater Management Agencies Association's Rain Barrels and Cisterns: Stormwater Control for Small Projects (Attachment 2) for installation guidance.
2. Refer to the Bay Area Stormwater Management Agencies Association's Rain Gardens: Stormwater Control for Small Projects (Attachment 3) for installation guidance.
3. Locate the rain barrel or cistern on a raised foundation to accommodate a watering can and increase gravity flow.
4. Placement of the outlet pipe/faucet a maximum of 6 inches from the bottom of rain barrel or cistern.
5. Consider strapping rain barrel or cistern similar to earthquake straps for hot water heaters, or per manufacturer recommendations.
6. Consider limiting height:width ratio of the rain barrel or cistern to 2:1 to prevent instability.

### Attachment 1 – Rebate/Incentive Schedule

Rain Barrels or Cisterns:

- Small rain barrels between 50-99 gallons –\$50 from C/CAG
- Large rain barrels between 100-199 gallons –\$100 from C/CAG
- Cisterns larger than 200 gallons –\$150 from C/CAG

Additional rebates from participating BAWSCA agencies to be determined by participating agencies.

**Rain Gardens:**

- Up to a maximum of \$300 based on area of contributing impervious surface, limited to one rain garden per residential property and four rebates per commercial account.

## C/CAG AGENDA REPORT

Date: June 10, 2021

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

From: Sandy Wong, Executive Director

Subject: Review and approve Resolution 21-40 authorizing the C/CAG Executive Director to execute a) Amendment No. 1 to Task Order EOA-12 for an additional not-to-exceed amount of \$155,534 for Water Year 2021 monitoring activities, b) new Task Order EOA-13 (not to exceed \$828,694) for general support activities, and c) new Task Order EOA-14 (not to exceed \$367,414) for initial Water Year 2022 monitoring activities, all with Eisenberg, Olivieri, and Associates, Inc. for technical support to the Countywide Stormwater Program for Fiscal Year 2021-22.

(For further information or questions, contact Matthew Fabry at [mfabry@smcgov.org](mailto:mfabry@smcgov.org))

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 21-40 authorizing the C/CAG Executive Director to execute a) Amendment No. 1 to Task Order EOA-12 for an additional not-to-exceed amount of \$155,534 for Water Year 2021 monitoring activities, b) new Task Order EOA-13 (not to exceed \$828,694) for general support activities, and c) new Task Order EOA-14 (not to exceed \$367,414) for initial Water Year 2022 monitoring activities, all with Eisenberg, Olivieri, and Associates, Inc. for technical support to the Countywide Stormwater Program for Fiscal Year 2021-22.

### FISCAL IMPACT

Not to exceed \$1,351,642 in Fiscal Year 2021-22, as included in the proposed C/CAG budget for the Countywide Stormwater Program.

### SOURCE OF FUNDS

NPDES and Measure M Stormwater funds

### BACKGROUND

In August 2015, C/CAG approved Resolution 15-21, authorizing on-call contracts with Eisenberg, Olivieri, & Associates (EOA), Larry Walker Associates, S. Groner Associates, and Urban Rain Design for technical support to the Countywide Water Pollution Prevention Program (the Program). The on-call agreements were for a three-year duration, ending in August 2018. In February 2018, C/CAG approved Resolution 18-02 authorizing Amendment No. 1 to extend the term of existing on-call contracts through September 2021. In May 2021, C/CAG approved

Resolution 21-25 extending on-call contracts through September 30, 2022 in response to the San Francisco Bay Regional Water Quality Control Board delaying reissuance of the Municipal Regional Permit for 18 months. As part of the on-call agreements, the C/CAG Board of Directors annually authorizes the Executive Director to execute task orders specifying the scopes of work and budgets for each fiscal year.

As authorized by C/CAG Resolutions 16-04, 16-16, 17-29, 18-26, 19-36, and 20-24 the Executive Director executed multiple task orders with EOA in Fiscal Years 2015-16 through 2020-21, as detailed in Table 1, for a total cost not to exceed \$7,915,504.

For EOA's technical support activities in 2021-22, staff recommends:

- Amending task order EOA-12 to authorize expending additional funds (\$155,534) to complete remaining Water Year 2021 monitoring and reporting activities through June 2022 (reminder: Water Years run from October through September, with an additional six to nine months of data analysis and reporting, so support activities span two fiscal years for each Water Year),
- Issuing task order EOA-13 (\$828,694) for general program support in 2021-22
- Issuing Task Order EOA-14 (\$367,414) for initiating Water Year 2022 monitoring activities during the fiscal year.

The amended and proposed task orders are detailed in Table 2. Due to the large number of pages, copies of each proposed task order and associated scopes of work and budgets are available on the C/CAG website, as detailed below. In general, costs for Fiscal Year 2021-22 are somewhat higher than last year due to costs associated with technical support during the ongoing negotiation process for permit reissuance, placeholder costs for potential regional collaborative efforts for special studies supporting permit reissuance, and costs for initial startup and historical data upload to C/CAG's new green infrastructure tracking and reporting tool.

The proposed Task Orders represent the final anticipated Task Orders under the current extended Municipal Regional Permit term (6.5 vs. 5 years). Staff intends to initiate a Request for Qualifications and/or Proposals process in early 2022 to secure new technical consultant contracts to coincide with the next five-year term of the Municipal Regional Permit, currently slated to commence on July 1, 2022.

#### **ATTACHMENTS**

1. Tables 1 and 2: EOA Task orders issued to-date and proposed for 2021-22
2. Resolution 21-40

The below attachments are available on-line, as part of the June 10, 2021 Additional Meeting Materials, at: <http://ccag.ca.gov/committees/board-of-directors/>

1. Web Only: Amended Task Order EOA-12 (Water Year 2021 monitoring activities)
2. Web Only: Task Order EOA-13 (General program support)
3. Web Only: Task Order EOA-14 (Water Year 2022 monitoring activities)

**Table 1: Countywide Program Technical Support – EOA Task Orders Issued to Date**

	<b>Task Order</b>	<b>Date Issued</b>	<b>Consultant</b>	<b>Tasks</b>	<b>Amount</b>
Fiscal Year 2015-16 (Approx. 1/2 year support)	EOA-01	10/7/15	EOA, Inc.	Interim technical support during RFP process	\$317,142
	EOA-02	1/4/16	EOA, Inc.	Water Quality Monitoring (15-16)	\$247,027
	EOA-03	3/10/16	EOA, Inc.	General Support, Subcommittee Support, Training, Trash, and portions of Mercury & PCBs	\$464,480
Fiscal Year 2016-17	EOA-04	7/1/16	EOA, Inc.	General Support, Subcommittee Support, Training, Water Quality Monitoring, Trash, and portions of Mercury & PCBs	\$1,376,257
Fiscal Year 2017-18	EOA-05	7/1/17	EOA, Inc.	General Support, Subcommittee Support, Water Quality Monitoring (2017 Water Year), Training, Trash, portions of Mercury & PCBs	\$1,001,352
	EOA-06	7/1/17	EOA, Inc.	Water Quality Monitoring (only portion of work for 2018 Water Year included in 2017-18 budget)	\$492,549
Fiscal Year 2018-19	EOA-06 (Amend. #1)	7/14/18	EOA, Inc.	Water Quality Monitoring (Additional not-to-exceed amount for 2018 Water Year monitoring and reporting activities that occur in 2018-19)	\$191,960
	EOA-06 (Amend. #2)	2/28/19	EOA, Inc.	Water Quality Monitoring (no cost time extension to complete Stressor Source Identification Project in Pillar Point Harbor)	\$0
	EOA-07	7/1/18	EOA, Inc.	General Support, Subcommittee Support, Water Quality Monitoring, Training, Trash, and portions of Mercury & PCBs	\$830,000
	EOA-08	7/1/18	EOA, Inc.	Water Quality Monitoring (2019 Water Year monitoring activities that occur in 2018-19)	\$390,000
Fiscal Year 2019-20	EOA-08 (Amend. #1)	7/1/19	EOA, Inc.	Water Quality Monitoring (only portion of work for 2019 Water Year monitoring activities that occur in 2019-20)	\$210,000
	EOA-09	7/1/19	EOA, Inc.	General Support, Subcommittee Support, Water Quality Monitoring, Training, Trash, and portions of Mercury & PCBs	\$809,506
	EOA-10	7/1/19	EOA, Inc.	Water Quality Monitoring (2020 Water Year monitoring activities that occur in 2019-20)	\$327,109
Fiscal Year 2020-21	EOA-10 (Amend. #1)	7/1/20	EOA, Inc.	Water Quality Monitoring (only portion of work for 2020 Water Year monitoring activities that occur in 2020-21)	\$147,745
	EOA-11	7/1/20	EOA, Inc.	General Support, Subcommittee Support, Water Quality Monitoring, Training, Trash, and portions of Mercury & PCBs	\$764,984
	EOA-12	7/1/20	EOA, Inc.	Water Quality Monitoring (2021 Water Year monitoring activities that occur in 2020-21)	\$345,393
<b>Total to Date:</b>					<b>\$7,915,504</b>

**Table 2: 2021-22 Proposed EOA Task Orders and Technical Support Budget**

<b>Task Order</b>	<b>Date Issued</b>	<b>Consultant</b>	<b>Tasks</b>	<b>Amount</b>
EOA-12 (Amendment)	Pending Board Approval	EOA, Inc.	Water Quality Monitoring (additional not-to-exceed amount for 2021 Water Year monitoring and reporting activities that occur in 2021-22)	\$155,534
EOA-13	Pending Board Approval	EOA, Inc.	General Support, Subcommittee Support, Water Quality Monitoring, Training, Trash, and portions of Mercury & PCBs	\$828,694
EOA-14	Pending Board Approval	EOA, Inc.	Water Quality Monitoring (2022 Water Year monitoring activities that occur in 2021-22)	\$367,414
<b>Proposed 2021-22 Total</b>				<b>\$1,351,642</b>

## **RESOLUTION 21-40**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO EXECUTE A) AMENDMENT NO. 1 TO TASK ORDER EOA-12 FOR AN ADDITIONAL NOT-TO-EXCEED AMOUNT OF \$155,534 FOR WATER YEAR 2021 MONITORING ACTIVITIES, B) NEW TASK ORDER EOA-13 (NOT-TO-EXCEED \$828,694) FOR GENERAL SUPPORT, AND C) NEW TASK ORDER EOA-14 (NOT-TO-EXCEED \$367,414) FOR INITIAL WATER YEAR 2022 MONITORING ACTIVITIES, ALL WITH EISENBERG, OLIVIERI, AND ASSOCIATES, INC. FOR TECHNICAL SUPPORT TO THE COUNTYWIDE STORMWATER PROGRAM IN 2021-22.**

**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 to assist its member agencies in meeting mandated requirements of the San Francisco Bay Regional Water Quality Control Board's Municipal Regional Permit (MRP); and

**WHEREAS**, C/CAG and its member agencies recognize and support the need to implement pollution prevention programs to minimize the discharge of pollutants from municipal storm drain systems and C/CAG requires support from technical consultants in assisting its member agencies with meeting MRP requirements; and

**WHEREAS**, in August 2015, C/CAG approved Resolution 15-21, approving on-call contracts with qualified technical consultants, including Eisenberg, Olivieri, and Associates, Inc. (EOA), for a three-year term through August 2018; and

**WHEREAS**, in February 2018, C/CAG approved Resolution 18-02 authorizing Amendment No. 1 to extend the term of the contract with EOA for three additional years through September 30, 2021 and Resolution 21-25 further extending the term through September 30, 2022; and

**WHEREAS**, C/CAG staff negotiated final scopes of work and budgets with EOA to support the Countywide Water Pollution Prevention Program in 2021-22;

**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 C/CAG Executive Director is authorized to execute a) Amendment No. 1 to Task Order EOA-12 for an additional not-to-exceed amount of \$155,534 for Water Year 2021 monitoring activities, b) new Task Order EOA-13 (not to exceed \$828,694) for general support activities, and c) new Task Order EOA-14 (not to exceed \$367,414) for initial Water Year 2022 monitoring activities, all with Eisenberg, Olivieri, and Associates, Inc. for technical support to the Countywide Stormwater Program for Fiscal Year 2021-22, subject to approval of C/CAG FY 2021-22 Annual Budget.

**PASSED, APPROVED, AND ADOPTED, THIS 10TH DAY OF JUNE, 2021.**

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*Marie Chuang, Chair*

## C/CAG AGENDA REPORT

Date: June 10, 2021

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

From: Sandy Wong, Executive Director

Subject: Review and approve Resolution 21-41 authorizing the C/CAG Executive Director to execute Task Order LWA-07 with Larry Walker Associates in an amount not to exceed \$250,00 for technical support to the Countywide Stormwater Program in 2021-22.

(For further information or questions, contact Matthew Fabry at [mfabry@smcgov.org](mailto:mfabry@smcgov.org))

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 21-41, authorizing the C/CAG Executive Director to execute Task Order LWA-07 with Larry Walker Associates in an amount not to exceed \$250,00 for technical support to the Countywide Stormwater Program in 2021-22.

### FISCAL IMPACT

Not to exceed \$250,000 in Fiscal Year 2021-22, as included in the proposed C/CAG budget for the Countywide Stormwater Program.

### SOURCE OF FUNDS

NPDES and Measure M Stormwater funds

### BACKGROUND

In August 2015, C/CAG approved Resolution 15-21, authorizing on-call contracts with Eisenberg, Olivieri, & Associates (EOA), Larry Walker Associates, S. Groner Associates, and Urban Rain Design for technical support to the Countywide Water Pollution Prevention Program (the Program). The on-call agreements were for a three-year duration, ending in August 2018. In February 2018, C/CAG approved Resolution 18-02 authorizing Amendment No. 1 to extend the term of existing on-call contracts through September 2021. In May 2021, C/CAG approved Resolution 21-25 extending on-call contracts through September 30, 2022 in response to the San Francisco Bay Regional Water Quality Control Board delaying reissuance of the Municipal Regional Permit for 18 months. As part of the on-call agreements, the C/CAG Board of Directors annually authorizes the Executive Director to execute task orders specifying the scopes of work and budgets for each fiscal year.

As authorized by C/CAG Resolutions 16-04, 16-16, 17-29, 18-27, 19-37, and 20-25 the Executive Director executed multiple task orders with LWA in Fiscal Years 2015-16 through 2020-21, as detailed in Table 1, for a total cost not to exceed \$2,044,963.

For LWA's technical support activities in 2021-22, staff recommends authorizing the Executive Director to execute Task Order LWA-07 in an amount not to exceed \$250,000 for support activities focusing on pollutants of concern load reductions and green infrastructure in Fiscal Year 2021-22.

The proposed task order is detailed in Table 2. Costs for Fiscal Year 2021-22 are higher than last year due to costs associated with technical support during the ongoing negotiation process for permit reissuance, costs for special studies to support permit reissuance efforts, and costs for initial startup and historical data upload to C/CAG's new green infrastructure tracking and reporting tool.

The proposed Task Orders represent the final anticipated Task Orders under the current extended Municipal Regional Permit term (6.5 vs. 5 years). Staff intends to initiate a Request for Qualifications and/or Proposals process in early 2022 to secure new technical consultant contracts to coincide with the next five-year term of the Municipal Regional Permit, currently slated to commence on July 1, 2022.

Due to the large number of pages, copies of the proposed task order and associated scope of work and budget are available on the C/CAG website, as detailed below.

#### **ATTACHMENTS**

1. Tables 1 and 2: LWA Task orders issued to-date and proposed for 2021-22
2. Resolution 21-41

The below attachments are available on-line, as part of the June 10, 2021 Additional Meeting Materials, at: <http://ccag.ca.gov/committees/board-of-directors/>

1. Web Only: Task Order LWA-07 (Green Infrastructure and Mercury & PCBs support)

**Table 1: Countywide Program Technical Support – LWA Task Orders Issued to Date**

	<b>Task Order</b>	<b>Date Issued</b>	<b>Consultant</b>	<b>Tasks</b>	<b>Amount</b>
Fiscal Year 2015-16 (Approx. half a year of support)	LWA-01	3/10/16	Larry Walker Associates	Portion of Subcommittee Support and Training, Green Infrastructure, Mercury & PCBs	\$317,142
Fiscal Year 2016-17	LWA-02	7/1/16	Larry Walker Associates	Green Infrastructure, portions of Mercury & PCBs and Stormwater Resource Planning	\$632,025
Fiscal Year 2017-18	LWA-03	7/1/17	Larry Walker Associates	Green Infrastructure and portions of Mercury & PCBs	\$557,500
	LWA-03 (Amend. No. 1)	4/2/18	Larry Walker Associates	Green Infrastructure and portions of Mercury & PCBs (no cost time extension)	\$0
Fiscal Year 2018-19	LWA-04	7/1/18	Larry Walker Associates	Green Infrastructure and portions of Mercury & PCBs	\$314,000
Fiscal Year 2019-20	LWA-05	7/1/19	Larry Walker Associates	Green Infrastructure and portions of Mercury & PCBs	\$164,975
Fiscal Year 2020-21	LWA-06	7/1/20	Larry Walker Associates	Green Infrastructure and portions of Mercury & PCBs	\$59,321
<b>Total to Date:</b>					<b>\$2,044,963</b>

**Table 2: 2020-21 Proposed LWA Task Order and Technical Support Budget**

<b>Task Order</b>	<b>Date Issued</b>	<b>Consultant</b>	<b>Tasks</b>	<b>Amount</b>
LWA-07	Pending Board Approval	Larry Walker Associates	Green Infrastructure and portions of Mercury & PCBs	\$250,000
<b>Proposed 2021-22 Total</b>				<b>\$250,000</b>

## **RESOLUTION 21-41**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY  
AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO EXECUTE TASK ORDER LWA-07 WITH  
LARRY WALKER ASSOCIATES IN AN AMOUNT NOT TO EXCEED \$250,000 FOR POLLUTANTS OF  
CONCERN LOAD REDUCTION AND GREEN INFRASTRUCTURE TECHNICAL SUPPORT TO THE  
COUNTYWIDE WATER POLLUTION PROGRAM IN 2021-2022.**

**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 to assist its member agencies in meeting mandated requirements of the San Francisco Bay Regional Water Quality Control Board's Municipal Regional Permit (MRP); and

**WHEREAS**, C/CAG and its member agencies recognize and support the need to implement pollution prevention programs to minimize the discharge of pollutants from municipal storm drain systems and C/CAG requires support from technical consultants in assisting its member agencies with meeting MRP requirements; and

**WHEREAS**, in August 2015, C/CAG approved Resolution 15-21, approving on-call contracts with qualified technical consultants, including Larry Walker Associates (LWA), for a three-year term; and

**WHEREAS**, in February 2018, C/CAG approved Resolution 18-02 authorizing Amendment No. 1 to extend the term of the contract with EOA for three additional years through September 30, 2021 and Resolution 21-25 further extending the term through September 30, 2022; and

**WHEREAS**, C/CAG staff negotiated final scopes of work and budgets with LWA to support the Countywide Water Pollution Prevention Program in 2021-22;

**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 C/CAG Executive Director is authorized to execute Task Order LWA-07 with Larry Walker Associates in an amount not to exceed \$250,000 for technical support services focusing on green infrastructure and mercury and PCBs load reductions to the Countywide Water Pollution Program for Fiscal Year 2021-22.

**PASSED, APPROVED, AND ADOPTED, THIS 10TH DAY OF JUNE, 2021.**

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*Marie Chuang, Chair*

## C/CAG AGENDA REPORT

Date: June 10, 2021

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

From: Sandy Wong, Executive Director

Subject: Review and approve Resolution 21-42 authorizing the C/CAG Executive Director to execute Task Order SGA-07 with S. Groner Associates in an amount not to exceed \$260,000 for public information and outreach technical support to the Countywide Stormwater Program in 2021-22.

(For further information or questions, contact Matthew Fabry at [mfabry@smcgov.org](mailto:mfabry@smcgov.org))

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 21-42 authorizing the C/CAG Executive Director to execute Task Order SGA-07 with S. Groner Associates in an amount not to exceed \$260,000 for public information and outreach technical support to the Countywide Stormwater Program in 2021-22.

### FISCAL IMPACT

Not to exceed \$260,000 in Fiscal Year 2021-22, as included in the proposed C/CAG budget for the Countywide Stormwater Program.

### SOURCE OF FUNDS

NPDES Stormwater fund

### BACKGROUND

In August 2015, C/CAG approved Resolution 15-21, authorizing on-call contracts for technical support to the Countywide Water Pollution Prevention Program (the Program). The on-call agreements were for a three-year duration, ending in August 2018. In February 2018, C/CAG approved Resolution 18-02 authorizing Amendment No. 1 to extend the term of existing on-call contracts with Eisenberg, Olivieri, & Associates, Larry Walker Associates, S. Groner Associates (SGA), and Urban Rain Design for technical support to the Program through September 2021. In May 2021, C/CAG approved Resolution 21-25 extending on-call contracts through September 30, 2022 in response to the San Francisco Bay Regional Water Quality Control Board delaying reissuance of the Municipal Regional Permit for 18 months. As part of the on-call agreements, the C/CAG Board of Directors annually authorizes the Executive Director to execute task orders specifying the scopes of work and budgets for each fiscal year.

As authorized by C/CAG Resolutions 16-04, 16-16, 17-29, 18-28, 19-38, and 20-26 the Executive Director executed Task Orders to SGA in Fiscal Years 2015-16 through 2020-21, as detailed in Table 1, for a total of \$1,675,000.

For SGA's technical support activities in 2021-22, staff recommends authorizing the Executive Director to execute Task Order SGA-07 in an amount not to exceed \$260,000 for support on public information and outreach requirements under the Municipal Regional Stormwater Permit. The proposed Task Order is detailed in Table 2. Costs are slightly higher than last year as work to support outreach and engagement on C/CAG's Resilient San Carlos Schoolyards Project was delayed so associated costs were rolled over from the equivalent savings from Fiscal Year 2020-21.

The proposed Task Orders represent the final anticipated Task Orders under the current extended Municipal Regional Permit term (6.5 vs. 5 years). Staff intends to initiate a Request for Qualifications and/or Proposals process in early 2022 to secure new technical consultant contracts to coincide with the next five-year term of the Municipal Regional Permit, currently slated to commence on July 1, 2022.

Due to the large number of pages, copies of the proposed task order and associated scope of work and budget are available on the C/CAG website, as detailed below.

#### **ATTACHMENTS**

1. Tables 1 and 2: SGA Task Orders issued to-date and proposed for 2021-22
2. Resolution 21-42

The below attachments are available on-line, as part of the June 10, 2021 Additional Meeting Materials, at: <http://ccag.ca.gov/committees/board-of-directors/>

1. Web Only: Task Order SGA-07 (Public Information and Outreach)

**Table 1: Countywide Program Technical Support – SGA Task Orders Issued to Date**

	<b>Task Order</b>	<b>Date Issued</b>	<b>Consultant</b>	<b>Tasks</b>	<b>Amount</b>
Fiscal Year 2015-16 (Approx. half a year of support)	SGA-01	3/10/16	S. Groner Associates	Public Information and Outreach	\$250,000
Fiscal Year 2016-17	SGA-02	7/1/16	S. Groner Associates	Public Information and Outreach	\$325,000
Fiscal Year 2017-18	SGA-03	7/1/17	S. Groner Associates	Public Information and Outreach	\$325,000
Fiscal Year 2018-19	SGA-04	7/1/18	S. Groner Associates	Public Information and Outreach	\$275,000
Fiscal Year 2019-20	SGA-05	7/1/19	S. Groner Associates	Public Information and Outreach	\$250,000
Fiscal Year 2020-21	SGA-06	7/1/20	S. Groner Associates	Public Information and Outreach	\$250,000
<b>Total to Date:</b>					<b>\$1,675,000</b>

**Table 2: 2021-22 Proposed SGA Task Order and Technical Support Budget**

<b>Task Order</b>	<b>Date Issued</b>	<b>Consultant</b>	<b>Tasks</b>	<b>Amount</b>
SGA-07	Pending Board Approval	S. Groner Associates	Public Information and Outreach	\$260,000
<b>Proposed 2021-22 Total</b>				<b>\$260,000</b>

## **RESOLUTION 21-42**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY  
AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO EXECUTE TASK ORDER SGA-07 WITH  
S. GRONER ASSOCIATES IN AN AMOUNT NOT TO EXCEED \$260,000 FOR TECHNICAL SUPPORT  
TO THE COUNTYWIDE STORMWATER PROGRAM IN 2021-22.**

**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 to assist its member agencies in meeting mandated requirements of the San Francisco Bay Regional Water Quality Control Board's Municipal Regional Permit (MRP); and

**WHEREAS**, C/CAG and its member agencies recognize and support the need to implement pollution prevention programs to minimize the discharge of pollutants from municipal storm drain systems and C/CAG requires support from technical consultants in assisting its member agencies with meeting MRP requirements; and

**WHEREAS**, in August 2015, C/CAG approved Resolution 15-21, approving on-call contracts with qualified technical consultants, including S. Groner Associates (SGA), for a three-year term; and

**WHEREAS**, in February 2018, C/CAG approved Resolution 18-02 authorizing Amendment No. 1 to extend the term of the contract with SGA for three additional years through September 30, 2021 and Resolution 21-25 further extending the term through September 30, 2022; and

**WHEREAS**, C/CAG staff negotiated final scopes of work and budgets with SGA to support the Countywide Water Pollution Prevention Program in 2021-22;

**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 Executive Director is authorized to execute Task Order SGA-07 with S. Groner Associates in an amount not to exceed \$260,000 for public information and outreach technical support services to the Countywide Stormwater Program for Fiscal Year 2021-22, subject to approval of C/CAG FY 2021-22 Annual Budget.

**PASSED, APPROVED, AND ADOPTED, THIS 10TH DAY OF JUNE, 2021.**

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*Marie Chuang, Chair*

## C/CAG AGENDA REPORT

Date: June 10, 2021

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

From: Sandy Wong, Executive Director

Subject: Review and approve Resolution 21-43 authorizing the C/CAG Executive Director to execute Task Order URD-03 with Urban Rain Design in an amount not to exceed \$25,000 for green infrastructure outreach support to the Countywide Stormwater Program in 2021-22.

(For further information or questions, contact Matthew Fabry at [mfabry@smcgov.org](mailto:mfabry@smcgov.org))

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 21-43 authorizing the C/CAG Executive Director to execute Task Order URD-03 with Urban Rain Design in an amount not to exceed \$25,000 for green infrastructure outreach support to the Countywide Stormwater Program in 2021-22.

### FISCAL IMPACT

Not to exceed \$25,000 in Fiscal Year 2021-22, as included in the proposed C/CAG budget for the Countywide Stormwater Program.

### SOURCE OF FUNDS

NPDES Stormwater fund

### BACKGROUND

In August 2015, C/CAG approved Resolution 15-21, authorizing on-call contracts with Eisenberg, Olivieri, & Associates (EOA), Larry Walker Associates, S. Groner Associates, and Urban Rain Design for technical support to the Countywide Water Pollution Prevention Program (the Program). The on-call agreements were for a three-year duration, ending in August 2018. In February 2018, C/CAG approved Resolution 18-02 authorizing Amendment No. 1 to extend the term of existing on-call contracts through September 2021. In May 2021, C/CAG approved Resolution 21-25 extending on-call contracts through September 30, 2022 in response to the San Francisco Bay Regional Water Quality Control Board delaying reissuance of the Municipal Regional Permit for 18 months. As part of the on-call agreements, the C/CAG Board of Directors annually authorizes the Executive Director to execute task orders specifying the scopes of work and budgets for each fiscal year.

As authorized by prior C/CAG Resolution 18-59 and 19-39 and under the Executive Director's own authority per C/CAG's Procurement Policy, the Executive Director executed Task Orders to Urban Rain Design in Fiscal Years 2016-17 through 2020-21, as detailed in Table 1, for a total of \$118,264.

For Urban Rain Design's technical support activities in 2021-22, staff recommends authorizing the Executive Director to execute Task Order URD-03 in an amount not to exceed \$25,000 for support on green infrastructure outreach under the Municipal Regional Stormwater Permit. The proposed Task Order is detailed in Table 2.

The proposed Task Order represent the final anticipated Task Order under the current extended Municipal Regional Permit term (6.5 vs. 5 years). Staff intends to initiate a Request for Qualifications and/or Proposals process in early 2022 to secure new technical consultant contracts to coincide with the next five-year term of the Municipal Regional Permit, currently slated to commence on July 1, 2022.

Due to the large number of pages, copies of the proposed task order and associated scope of work and budget are available on the C/CAG website, as detailed below.

#### **ATTACHMENTS**

1. Tables 1 and 2: Urban Rain Design Task Orders issued to-date and proposed for 2021-22
2. Resolution 21-43

The below attachments are available on-line, as part of the June 10, 2021 Additional Meeting Materials, at: <http://ccag.ca.gov/committees/board-of-directors/>

1. Web Only: Task Order URD-03 (Green Infrastructure Outreach)

**Table 1: Countywide Program Technical Support – SGA Task Orders Issued to Date**

	<b>Task Order</b>	<b>Date Issued</b>	<b>Consultant</b>	<b>Tasks</b>	<b>Amount</b>
Fiscal Year 2016-17	URD-01	10/14/16	Urban Rain Design	Green Infrastructure Support: Green Infrastructure Design Guide	\$86,745
Fiscal Year 2017-18	URD-01 (Amendment No.1)	7/5/17	Urban Rain Design	Green Infrastructure Support: Green Infrastructure Design Guide (no cost time extension)	\$0
Fiscal Year 2018-19	URD-01 (Amendment No. 2)	10/11/18	Urban Rain Design	Green Infrastructure Support: Green Infrastructure Design Guide	\$9,931
Fiscal Year 2019-20	URD-01 (Amendment No. 3)	6/13/19	Urban Rain Design	Green Infrastructure Support: Green Infrastructure Design Guide	\$10,230
Fiscal Year 2020-21	URD-02	9/1/20	Urban Rain Design	Green Infrastructure Support	\$11,358
<b>Total to Date:</b>					<b>\$118,264</b>

**Table 2: 2021-22 Proposed Urban Rain Design Task Order and Technical Support Budget**

<b>Task Order</b>	<b>Date Issued</b>	<b>Consultant</b>	<b>Tasks</b>	<b>Amount</b>
URD-03	Pending Board Approval	S. Groner Associates	Green Infrastructure Outreach	\$25,000
<b>Proposed 2021-22 Total</b>				<b>\$25,000</b>

## **RESOLUTION 21-43**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO EXECUTE TASK ORDER URD-03 WITH URBAN RAIN DESIGN IN AN AMOUNT NOT TO EXCEED \$25,000 FOR TECHNICAL SUPPORT TO THE COUNTYWIDE STORMWATER PROGRAM IN 2021-22.**

**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 to assist its member agencies in meeting mandated requirements of the San Francisco Bay Regional Water Quality Control Board's Municipal Regional Permit (MRP); and

**WHEREAS**, C/CAG and its member agencies recognize and support the need to implement pollution prevention programs to minimize the discharge of pollutants from municipal storm drain systems and C/CAG requires support from technical consultants in assisting its member agencies with meeting MRP requirements; and

**WHEREAS**, in August 2015, C/CAG approved Resolution 15-21, approving on-call contracts with qualified technical consultants, including Urban Rain Design (URD), for a three-year term; and

**WHEREAS**, in February 2018, C/CAG approved Resolution 18-02 authorizing Amendment No. 1 to extend the term of the contract with URD for three additional years through September 30, 2021 and Resolution 21-25 further extending the term through September 30, 2022; and

**WHEREAS**, C/CAG staff negotiated final scopes of work and budgets with URD to support the Countywide Water Pollution Prevention Program in 2021-22;

**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 Executive Director is authorized to execute Task Order URD-03 with Urban Rain Design in an amount not to exceed \$25,000 for green infrastructure outreach technical support services to the Countywide Stormwater Program for Fiscal Year 2021-22, subject to approval of C/CAG FY 2021-22 Annual Budget.

**PASSED, APPROVED, AND ADOPTED, THIS 10TH DAY OF JUNE, 2021.**

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*Marie Chuang, Chair*

**C/CAG AGENDA REPORT**

Date: June 10, 2021

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 21-44 authorizing the C/CAG Chair to execute the Second Amendment to the Cooperative Funding Agreement (Operating Loan) with the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) in the amount of \$1,314,045 to partially fund the Fiscal Year 2021-22 operations of the SMCEL-JPA.

(For further information, contact Sean Charpentier at [scharpentier@smcgov.org](mailto:scharpentier@smcgov.org))

**RECOMMENDATION**

That the C/CAG Board review and approve Resolution 21-44 authorizing the C/CAG Chair to execute the Second Amendment to the Cooperative Funding Agreement (Operating Loan) with the San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) in the amount of \$1,314,045, to partially fund the Fiscal Year 2021-22 operations of the SMCEL-JPA.

**FISCAL IMPACT**

Fiscal impact will be in the amount of \$1,314,045, representing approximately (48%) of the \$2,721,160 operating budget of SMCEL-JPA for FY 2021-22. The remaining 52% will be from the San Mateo County Transportation Authority.

**SOURCE OF FUNDS**

The proposed C/CAG FY 2021-22 Budget, recommended for adoption on June 10, 2021, includes the \$1,314,045 for the SMCEL-JPA expenses. The Operating Loan will be repaid from future revenue from the SMCEL-JPA US 101 Express Lanes Project (Project).

**BACKGROUND**

The SMCEL-JPA was created as a Joint Powers Authority by C/CAG and SMCTA effective June 1, 2019. As an agency with no current operating revenue, SMCEL-JPA must rely on funding from its member agencies (C/CAG and the SMCTA) to initially pay for its operating costs until toll revenue is generated from the Project. Currently, the section between Santa Clara County line and Whipple Ave is scheduled to open in late 2021, and the section between Whipple Ave. and I-380 approximately one year later.

On July 12, 2019 SMCEL-JPA Board adopted an operating budget of \$1,744,911 for FY 2019-20. For Fiscal Year 2019-20 the member agencies agreed that each one would cover 50% of the SMCEL-JPA's

operating budget. In the fall of 2019, C/CAG, the SMCTA, and the SMCEL-JPA approved the Cooperative Funding Agreement (Operating Loan). C/CAG and the SMCTA each approved \$872,456 operating loans for the SMCEL-JPA 2019-20 Fiscal Year. In June 2020, the SMCEL-JPA approved a Fiscal Year 2020-21 operating budget of \$2,187,707. On July 17, 2020, the SMCTA approved the first amendment to the Operating Loans for \$917,244 from C/CAG and \$1,270,463 from the SMCTA.

The Operating Loan interest will accrue monthly at the County Investment Pool interest rate. Calculation for the monthly paydown on the principal of the Operating loan is based on a term of 5 years payback period after the initiation of the toll revenue collection on the Project. The description below provides more detail of the other commitments.

The Project required a \$100 million loan (Capital Loan) from the SMCTA for construction costs. In August 2020, the SMCTA and the SMCEL-JPA executed a \$100 million Capital Loan Agreement for the SMCEL-JPA to repay the SMCTA up to \$100 million with toll revenues. The Operating Loan and the Capital Loan will both be paid back from the same revenue stream from the Project toll revenues.

Toll revenues will be used to make payments in the following order of priorities:

1. Operating and Administrative payments for the SMCEL-JPA and the Project.
2. \$600,000 annual for an Equity Program.
3. Interest payments for the Operating Loans.
4. Interest payments for the Capital Loan.
5. Project reserves.
6. Revenue Sharing Fund- (excess net revenue) 85% of the remaining funds for repayment of the Operating and Capital Loans and 15% to the SMCEL-JPA for any lawful purpose.

## **ANALYSIS**

The proposed SMCEL-JPA Fiscal Year 2021-22 operating budget equals \$2,721,160. See Attachment 2. In recognition that toll revenue will not be available until the express lanes are open, C/CAG and SMCTA staff are proposing that C/CAG provide an operating loan of \$1,314,045 (48%) and the SMCTA provide an operating loan of \$1,407,116 (52%). The percentage split is based on the assumption that each agency will advance funds to pay its own staff support and its own internal costs. Non labor costs (lines 7 through 14) are split equally between C/CAG and SMCTA. The draft Second Amendment to Cooperative Funding (Operating Loan) Agreement between C/CAG and SMCEL-JPA is included as Attachment 3.

The SMCEL-JPA Fiscal Year 2021/22 Budget will utilize a two-step process. The first step will be the approval of an operating budget in June that generally includes the executive, administrative, and legal costs to operate the SMCEL-JPA and continue to advance the project initiation activities towards the opening of the toll lanes. These include the staffing provided by C/CAG and the SMCTA, the County Counsel Legal resources, and consultants such as the HNTB PPM contract. The C/CAG and SMCTA Operating loans are intended to fund these activities until the toll lanes generate revenue.

The second step will consist of a SMCEL-JPA budget amendment after SMCEL-JPA adopts the multi-year operating and maintenance contracts with BAIFA, BATA, Caltrans, and the CHP to operate and maintain the express lanes and tolling infrastructure. The future SMCEL-JPA budget amendment is not expected to have any impact on the C/CAG operating loan because the additional expenses will be paid for with express lane revenue once the lanes are operational.

## **ATTACHMENTS**

1. Resolution 21-44
2. Proposed SMCEL-JPA Fiscal Year 2021-22 Budget
3. Second Amendment to Cooperative Funding (Operating Loan) Agreement between C/CAG and SMCEL-JPA

## **RESOLUTION 21-44**

### **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 THE SECOND AMENDMENT TO THE COOPERATIVE FUNDING AGREEMENT WITH THE SAN MATEO COUNTY EXPRESS LANES JOINT POWERS AUTHORITY (SMCEL-JPA) IN THE AMOUNT OF \$1,314,045**

**RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County that,

**WHEREAS**, C/CAG and the San Mateo County Transportation Authority (SMCTA) approved, on April 11, 2019 and May 2, 2019, respectively, the Joint Exercise of Powers Agreement for the San Mateo County Express Lanes, which created the JPA pursuant to the California Joint Exercise of Powers Act to oversee the operations and administration of the San Mateo 101 Express Lanes Project, and to jointly exercise ownership rights over the Project, and

**WHEREAS**, C/CAG and SMCTA approved the First Amended and Restated Joint Exercise of Powers Agreement for the San Mateo County Express Lanes (SMCEL-JPA Agreement) to specify the title of San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) effective June 13, 2019, and

**WHEREAS**, C/CAG and SMCTA are co-sponsors of the US-101 Express Lanes Project (Project) and are member agencies of the SMCEL-JPA, and

**WHEREAS**, pursuant to Section 5.3 of the SMCEL-JPA Joint Exercise of Powers Agreement, C/CAG and SMCTA acknowledged that SMCEL-JPA will likely incur indebtedness for contractual and administrative expenses before and after express lanes are operational; and

**WHEREAS**, SMCEL-JPA, as an agency with no current revenue for operating budget, will have to rely on loans from its member agencies to initially pay for its operating costs until such time as toll revenue is generated from the Project, which SMCEL-JPA will own; and

**WHEREAS**, on July 12, 2019 the SMCEL-JPA Board adopted an operating budget for FY 2019-20 in the amount of \$1,744,911; and

**WHEREAS**, on October 3, 2019 SMCTA Board has agreed to loan SMCEL-JPA half of the operating budget of SMCEL-JPA for FY 2019-20 in the amount of \$872,456; and

**WHEREAS**, on November 8, 2019, the SMCEL-JPA Board adopted Resolutions 19-06 and 19-07 approving separate operating loan agreements with C/CAG and the SMCTA for \$872,456 each; and

**WHEREAS**, on November 14, 2019, the C/CAG Board of Directors approved Resolution 19-71 to loan the SMCEL-JPA half of the SMCEL-JPA FY 2019-20 Budget in the amount of \$872,456; and

**WHEREAS**, on June 12, 2020, the SMCEL- JPA Board of Directors approved Resolution SMCEL 20-09, adopting the Fiscal Year 2020-21 Budget of \$2,187,707; and

**WHEREAS**, the SMCEL-JPA, SMCTA, and C/CAG desired to approve the First Amendment to the Cooperative Funding Agreement Amendment for funding the SMCEL-JPA 2020-21 Operating Budget; and

**WHEREAS**, the SMCTA portion of SMCEL-JPA's Fiscal Year Budget 2020-21 was \$1,270,463, and that of C/CAG was \$917,244; and

**WHEREAS**, on July 9, 2020 the C/CAG Board of Directors Board adopted Resolution 20-49 approving the First Amendment to the operating loan agreement for \$917,244; and

**WHEREAS**, on July 17, 2020 the SMCEL-JPA Board adopted Resolutions SMCEL 20-12 and 20-13 approving separate First Amendments to the operating loan agreements with C/CAG and the SMCTA for \$917,244 and \$1,270,463, respectively; and

**WHEREAS**, the SMCEL-JPA, SMCTA, and C/CAG desire to approve the Second Amendment to the Cooperative Funding Agreement Amendment for funding the \$2,721,160 SMCEL-JPA 2021-22 Operating Budget; and

**WHEREAS**, the SMCTA portion of SMCEL-JPA's Fiscal Year Budget 2021-22 is \$1,407,116, and that of C/CAG is \$1,314,045.

**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 Board review and approve Resolution 21-44 authorizing the C/CAG Chair to execute the Second Amendment to the Cooperative Funding Agreement (Operating Loan) with San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) in the amount of \$1,314,045, to partially fund the Fiscal Year 2021-22 operations of the SMCEL-JPA, subject to approval of C/CAG FY 2021-22 Annual Budget; and further authorize the C/CAG Executive Director to negotiate the final terms prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

**PASSED, APPROVED, AND ADOPTED, THIS 10TH DAY OF JUNE, 2021.**

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*Marie Chuang, Chair*

**San Mateo County Express Lanes JPA  
FY2022 Proposed Budget**

	FY2021 Adopted Budget	FY2022 Proposed Budget	FY22 Proposed vs. FY2021 Adopted Budget	Percentage Change	
1	SOURCES OF FUNDS				1
2	2,187,707	2,721,160	533,453	24.4%	2
3					3
4	USES OF FUNDS				4
5	814,700	689,030	(125,670)	-15.4%	5
6	53,415	53,415	-	0.0%	6
7	4,000	10,000	6,000	150.0%	7
8	16,160	16,160	-	0.0%	8
9	3,000	3,000	-	0.0%	9
10	5,000	5,000	-	0.0%	10
11	60,000	60,000	-	0.0%	11
12	1,171,432	1,614,707	443,275	37.8%	12
13	-	186,648	186,648	100.0%	13
14	60,000	83,200	23,200	38.7%	14
15	2,187,707	2,721,160	533,453	24.4%	15

DRAFT

SECOND AMENDMENT TO COOPERATIVE FUNDING AGREEMENT BETWEEN  
THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY  
AND THE SAN MATEO COUNTY EXPRESS LANES JOINT POWERS AUTHORITY

This Second Amendment is entered into on the \_\_\_\_\_ day of \_\_\_\_\_, 2021, by and between the San Mateo County Express Lanes Joint Powers Authority (“JPA”) and the City/County Association of Governments of San Mateo County (“C/CAG”), both California public agencies (each a “Party,”; and collectively, the “Parties”).

RECITALS

A. The JPA was formed to exercise joint rights of (i) the San Mateo County Transportation Authority (“Authority”) and (ii) C/CAG to own, administer and manage the San Mateo County 101 Express Lanes Project (the “Project”).

B. The Parties, on November 14, 2019, entered into a Cooperative Funding Agreement (the “Original Agreement”) for C/CAG to fund one half of the JPA’s Fiscal Year 2019-2020 budget, with the understanding that C/CAG would be repaid under the terms of such Original Agreement.

C. The Parties, on July 17, 2020, entered into the First Amendment to the Original Agreement for C/CAG to fund a portion of the JPA’s Fiscal Year 2020-2021 budget, with the understanding that the C/CAG would be repaid under the terms of the Original Agreement.

D. The Parties now wish to further amend the Original Agreement to provide for additional loan advances by C/CAG for up to a maximum amount of \$1,314,045, to support a portion of the JPA’s Fiscal Year 2021-22 budget, with a separate portion (\$1,475,761) to be loaned to the JPA by the Authority.

IN WITNESS WHEREOF, this Second Amendment has been executed and delivered by the parties hereto on the date first above written.

1. Amendments.

(a) There is added to the end of Section 1.A. of the Original Agreement the new paragraph below:

The C/CAG agrees to loan to the JPA, and the JPA agrees to accept, up to One million three hundred fourteen thousand forty five dollars (US \$1,314,045) to fund a portion of the JPA’s Fiscal Year 2021-2022 expenses, consistent with budgeted commitments in the JPA’s Fiscal Year 2021-2022 Budget. The loan under this paragraph shall be in addition to the other loans under the first and second paragraphs under this Section 1.A., and

together they shall comprise the "Loan Amount," notwithstanding the definition of such term above.

(b) The first sentence of Section 1.B. of the Original Agreement is deleted and replaced with the following:

Thereafter through July 31, 2021, the JPA can request, no more than once each month, additional installments of the portion of the Loan Amount described in the **second** paragraph of Section 1.A. Through July 31, 2022, the JPA can request, no more than once each month, additional installments of the portion of the Loan Amount described in the **third** paragraph of Section 1.A. Each such additional installment is an "Advance Request." The JPA shall adjust the Advance Request form in Exhibit A to reflect the loan proportions to be made by the Authority and C/CAG for fiscal year 2021-2022.

2. No Other Amendments. Except as expressly amended by the First Amendment and hereby, the Original Agreement remains in full force and effect.

3. Counterparts. This Second Amendment may be executed simultaneously or in counterparts, each of which is to be deemed to be an original, but all of which shall constitute one and the same Second Amendment.

4. Warranty of Authority to Execute Agreement. Each Party to this Second Amendment represents and warrants that each person whose signature appears hereon has been duly authorized and has the full authority to execute this Second Amendment on behalf of the entity that is a Party to this Second Amendment.

SAN MATEO COUNTY EXPRESS  
LANES JOINT POWERS AUTHORITY

CITY/COUNTY ASSOCIATION OF  
GOVERNMENTS OF SAN MATEO  
COUNTY

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ATTESTED BY:

By: \_\_\_\_\_

JPA Secretary

Date: \_\_\_\_\_

By: \_\_\_\_\_

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

ATTESTED BY:

By: \_\_\_\_\_

C/CAG Secretary

Date: \_\_\_\_\_

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Attorney for the JPA

Date: \_\_\_\_\_

APPROVED AS TO FORM:

By: \_\_\_\_\_  
Attorney for C/CAG

Date: \_\_\_\_\_

**C/CAG AGENDA REPORT**

Date: June 10, 2021

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 21-45 authorizing the C/CAG Chair to execute Amendment No.2 to the Agreement with the City of Pacifica for the Cabrillo Elementary Safe Routes to School and Green Streets Infrastructure Pilot Project, extending the contract term to June 30, 2022 for no additional cost.

(For further information or response to questions, contact Reid Bogert at [rbogert@smcgov.org](mailto:rbogert@smcgov.org))

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**RECOMMENDATION**

That the C/CAG Board review and approval of Resolution 21-45 authorizing the C/CAG Chair to execute Amendment No.2 to the Agreement with the City of Pacifica for the Cabrillo Elementary Safe Routes to School and Green Streets Infrastructure Pilot Project, retroactively extending the contract term to June 30, 2022 for no additional cost.

**FISCAL IMPACT**

None.

**SOURCE OF FUNDS**

N/A

**BACKGROUND**

C/CAG Board Resolution 17-63 authorized \$2,112,863 in local vehicle registration fees (in the amounts shown in the table below) for ten member agencies, including Redwood City, Colma, Pacifica, East Palo Alto, Millbrae, Brisbane, Daly City, San Mateo County, Half Moon Bay and Menlo Park, to construct integrated Safe Routes to School and Green Streets Pilot Program projects. This pilot program is intended to demonstrate the benefits of increased safety for children walking and biking to school, while also improving water quality, increasing urban greening and enhancing the pedestrian environment. C/CAG and the member agencies executed funding agreements to complete the projects by June 30, 2020. Due to project delays in Fiscal Year 2020-21 related to additional funding sources, linkages to larger capital projects, technical challenges and moratoriums on construction due to COVID-19, six jurisdictions required time extensions to complete their projects. Pursuant to Resolution 17-63 and consistent with C/CAG's contract policy, the C/CAG Executive Director executed time extensions for six projects (see table below for funding amounts), including, Brisbane, Colma, East Palo Alto, Menlo Park, Pacifica and Redwood City.

Jurisdiction	Project Title	Funding Amount
Brisbane	Brisbane SRTS and Green Infrastructure Project	\$245,263
Colma	Mission Road Improvements Safe Routes to School and Green Streets Infrastructure Project	\$200,000
Daly City	Westlake Elementary School Pilot Green Streets Improvements Project	\$144,500
East Palo Alto	Addison Avenue SRTS and Green Streets Infrastructure Project	\$250,000
Half Moon Bay	Half Moon Bay Safe Routes to Cunha School Project	\$153,000
Menlo Park	Oak Grove SRTS and Green Infrastructure Improvements Project	\$250,000
Millbrae	Taylor Middle School SRTS and GSIPP	\$212,500
Pacifica	Cabrillo School Pedestrian Crossing Improvement Project	\$157,600
Redwood City	Safe Routes to School (SRTS) and Green Streets Infrastructure Pilot Program at Taft Community School	\$250,000
San Mateo County	Fair Oaks Community School Green Infrastructure and SRTS Improvements	\$250,000
<b>Total Funding Amount</b>		<b>\$2,112,863</b>

The contracts between C/CAG and the Cities/Towns of Brisbane, Colma, East Palo Alto, Menlo Park and Redwood City were extended through June 30, 2021. Due to less time needed to complete the City of Pacifica’s project, the City received an extension through December 31, 2020. At the end of Fiscal Year 2020-21, two projects remained incomplete (shaded in gray above), including the Cabrillo Elementary Safe Routes to School and Green Streets Infrastructure Project in the City of Pacifica and the Addison Avenue Safe Routes to School and Green Streets Infrastructure Project in the City of East Palo Alto.

The Cabrillo Elementary project in the City of Pacifica, was constructed and nearly complete in June 2020, at which time C/CAG reimbursed the bulk of the project grant amount, withholding the grant ratio (85%) of the estimated remaining funds needed to complete plant installation with the anticipation that the project would be planted in fall. The City originally engaged the Pacifica School District to plant and maintain the area in fall 2020. Due to the impacts of COVID-19, however, and the school being operated virtually starting in fall, the school district declined the partnership opportunity at that time. The City sought alternative local entities or non-profits to plant and maintain the areas but was unsuccessful. Given that the bioretention areas included in the project are not irrigated, the City opted to wait until the following wet season (fall 2021) to complete the project.

Staff recommend approval of Resolution 21-45 authorizing the C/CAG Chair to execute Amendment No.2 to the Agreement between C/CAG and the City, retroactively extending the contract term to June 30, 2022 with no additional cost.

**ATTACHMENTS**

1. Reso 21-45
2. Amendment No.2 of the Agreement for the Cabrillo Elementary Safe Routes to School and Green Streets Infrastructure Pilot Project.

## **RESOLUTION 21-45**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AMENDMENT NO.2 TO THE AGREEMENT WITH THE CITY OF PACIFICA FOR THE CABRILLO ELEMENTARY SAFE ROUTES TO SCHOOL AND GREEN STREETS INFRASTRUCTURE PILOT PROJECT, EXTENDING THE CONTRACT TERM TO JUNE 30, 2022 FOR NO ADDITIONAL COST.**

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

**WHEREAS**, C/CAG manages the Countywide Water Pollution Prevention Program to support its member agencies in meeting regulatory requirements to reduce pollution discharging from municipal storm drainage systems, and

**WHEREAS**, C/CAG manages the Countywide Safe Routes to Schools Program (SRTS) to encourage and enable school children to walk and bicycle safely to school and reduce congestion and emissions caused by school related travel, and

**WHEREAS**, C/CAG approved Resolution 17-31 authorizing the Safe Routes to School and Green Streets Infrastructure Pilot Program (Pilot Program) to use up to \$2,112,863 in local vehicle registration fees) to fund ten integrated SRTS and green streets infrastructure pilot projects within the public right-of-way that increase safety for children walking and biking to school, while also improving water quality, increasing urban greening, and enhancing the pedestrian environment in Redwood City, Colma, Pacifica, East Palo Alto, Millbrae, Brisbane, Daly City, San Mateo County, Half Moon Bay and Menlo Park, and

**WHEREAS**, C/CAG entered into separate agreements with the above member agencies with a contract termination date of June 30, 2020, and

**WHEREAS**, consistent with C/CAG procurement policy, in June 2020, C/CAG Executive Director executed no-cost time extensions through June 30, 2021 for five of the six jurisdictions that required additional time to complete the projects, including the Cities/Towns of Brisbane, Colma, East Palo Alto, Menlo Park and Redwood City, and a no-cost time extension through December 31, 2020 for the City of Pacifica due to less time being needed to complete the Cabrillo Elementary SRTS and Green Streets Infrastructure Pilot Project, and

**WHEREAS**, the City of Pacifica requires additional time to complete the Cabrillo Elementary SRTS and Green Streets Infrastructure Pilot Project due to delays in planting the bioretention facilities resulting from COVID-19 restrictions and a postponed partnership with the Cabrillo School District, and

**WHEREAS**, the City of Pacifica has committed to completing the project in fall 2021.

**NOW THEREFORE BE IT RESOLVED**, the C/CAG Chair is authorized to execute Amendment No. 2 to the agreement to between C/CAG and the City of Pacifica, retroactively extending the contract term to June 30, 2022 with no additional cost. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said amendment prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

**PASSED, APPROVED, AND ADOPTED, THIS 10TH DAY OF JUNE, 2021.**

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*Marie Chuang, Chair*

**AMENDMENT (NO.2 ) TO THE AGREEMENT BETWEEN THE CITY/COUNTY ASSOCIATION OF  
GOVERNMENTS OF SAN MATEO COUNTY AND THE CITY OF PACIFICA.**

**WHEREAS**, the Board of Directors of the City/County Association of Governments for San Mateo County (hereinafter referred to as C/CAG) and the City of Pacifica (hereinafter referred to as City) are parties to an agreement for the Cabrillo Elementary Safe Routes to School and Green Streets Infrastructure Pilot Project, dated March 26, 2018 (the “Agreement”); and

**WHEREAS**, the Agreement had an initial termination date of June 30, 2020 and not-to-exceed amount of \$157,600; and

**WHEREAS**, the City and C/CAG executed Amendment No. 1 to the Agreement to extend the contract term to December 31, 2020 for no additional cost; and

**WHEREAS**, the City and C/CAG wish to retroactively extend the Agreement through June 30, 2022 for no additional cost; and

**WHEREAS**, C/CAG and the City desire to amend the Agreement as set forth herein.

**IT IS HEREBY AGREED** by C/CAG and the City as follows:

1. Section 3 of the Agreement is revised to reflect a new contract termination date of June 30, 2022.
2. Except as expressly amended herein, all other provisions of the Agreement shall remain in full force and effect.
3. This amendment shall take effect upon on full execution by both parties.

City/County Association of Governments  
(C/CAG)

City of Pacifica  
(City)

\_\_\_\_\_  
Marie Chuang, C/CAG Chair

\_\_\_\_\_  
By

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Legal Counsel for C/CAG

**C/CAG AGENDA REPORT**

Date: June 10, 2021

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 21-46 authorizing the C/CAG Chair to execute Amendment No.2 to the Agreement with the City of East Palo Alto for the Addison Avenue Safe Routes to School and Green Streets Infrastructure Pilot Project, extending the contract term to June 30, 2022 for no additional cost.

(For further information or response to questions, contact Reid Bogert at [rbogert@smcgov.org](mailto:rbogert@smcgov.org))

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**RECOMMENDATION**

That the C/CAG Board review and approval of Resolution 21-45 authorizing the C/CAG Chair to execute Amendment No.2 to the Agreement with the City of East Palo Alto for the Addison Avenue Safe Routes to School and Green Streets Infrastructure Pilot Project, extending the contract term to June 30, 2022 for no additional cost.

**FISCAL IMPACT**

None.

**SOURCE OF FUNDS**

N/A

**BACKGROUND**

C/CAG Board Resolution 17-63 authorized \$2,112,863 in local vehicle registration fees (in the amounts shown in the table below) for ten member agencies, including Redwood City, Colma, Pacifica, East Palo Alto, Millbrae, Brisbane, Daly City, San Mateo County, Half Moon Bay and Menlo Park, to construct integrated Safe Routes to School and Green Streets Pilot Program projects. This pilot program is intended to demonstrate the benefits of increased safety for children walking and biking to school, while also improving water quality, increasing urban greening and enhancing the pedestrian environment. C/CAG and the member agencies executed funding agreements to complete the projects by June 30, 2020. Due to project delays in Fiscal Year 2020-21 related to additional funding sources, linkages to larger capital projects, technical challenges and moratoriums on construction due to COVID-19, six jurisdictions required time extensions to complete their projects. Pursuant to Resolution 17-63 and consistent with C/CAG's contract policy, the C/CAG Executive Director executed time extensions for six projects (see table below for funding amounts), including, Brisbane, Colma, East Palo Alto, Menlo Park, Pacifica and Redwood City.

Jurisdiction	Project Title	Funding Amount
Brisbane	Brisbane SRTS and Green Infrastructure Project	\$245,263
Colma	Mission Road Improvements Safe Routes to School and Green Streets Infrastructure Project	\$200,000
Daly City	Westlake Elementary School Pilot Green Streets Improvements Project	\$144,500
East Palo Alto	Addison Avenue SRTS and Green Streets Infrastructure Project	\$250,000
Half Moon Bay	Half Moon Bay Safe Routes to Cunha School Project	\$153,000
Menlo Park	Oak Grove SRTS and Green Infrastructure Improvements Project	\$250,000
Millbrae	Taylor Middle School SRTS and GSIPP	\$212,500
Pacifica	Cabrillo School Pedestrian Crossing Improvement Project	\$157,600
Redwood City	Safe Routes to School (SRTS) and Green Streets Infrastructure Pilot Program at Taft Community School	\$250,000
San Mateo County	Fair Oaks Community School Green Infrastructure and SRTS Improvements	\$250,000
<b>Total Funding Amount</b>		<b>\$2,112,863</b>

The contracts between C/CAG and the Cities/Towns of Brisbane, Colma, East Palo Alto, Menlo Park and Redwood City were extended through June 30, 2021. Due to less time needed to complete the City of Pacifica’s project, the City received an extension through December 31, 2020. At the end of Fiscal Year 2020-21, two projects remained incomplete (shaded in gray above), including the Cabrillo Elementary Safe Routes to School and Green Streets Infrastructure Project in the City of Pacifica and the Addison Avenue Safe Routes to School and Green Streets Infrastructure Project in the City of East Palo Alto.

The Addison Avenue project in the City of East Palo Alto was significantly delayed due to the complexity of additional funding sources, an involved community engagement process and associated significant modifications in the design plans, as detailed in Attachment 3.

Staff recommend approval of Resolution 21-46 authorizing the C/CAG Chair to execute Amendment No.2 to the Agreement between C/CAG and the City, extending the contract term to June 30, 2022 with no additional cost.

#### ATTACHMENTS

1. Reso 21-46
2. Amendment No.2 of the Agreement for the Addison Avenue Safe Routes to School and Green Streets Infrastructure Pilot Project.
3. City of East Palo Alto letter requesting a time extension for the Addison Avenue Safe Routes to School and Green Streets Infrastructure Pilot Project; dated 5/27/2021.

## **RESOLUTION 21-46**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AMENDMENT NO.2 TO THE AGREEMENT WITH THE CITY OF EAST PALO ALTO FOR THE ADDISON AVENUE SAFE ROUTES TO SCHOOL AND GREEN STREETS INFRASTRUCTURE PILOT PROJECT, EXTENDING THE CONTRACT TERM TO JUNE 30, 2022 FOR NO ADDITIONAL COST.**

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

**WHEREAS**, C/CAG manages the Countywide Water Pollution Prevention Program to support its member agencies in meeting regulatory requirements to reduce pollution discharging from municipal storm drainage systems, and

**WHEREAS**, C/CAG manages the Countywide Safe Routes to Schools Program (SRTS) to encourage and enable school children to walk and bicycle safely to school and reduce congestion and emissions caused by school related travel, and

**WHEREAS**, C/CAG approved Resolution 17-31 authorizing the Safe Routes to School and Green Streets Infrastructure Pilot Program (Pilot Program) to use up to \$2,112,863 in local vehicle registration fees) to fund ten integrated SRTS and green streets infrastructure pilot projects within the public right-of-way that increase safety for children walking and biking to school, while also improving water quality, increasing urban greening, and enhancing the pedestrian environment, in the Cities/Towns of Redwood City, Colma, Pacifica, East Palo Alto, Millbrae, Brisbane, Daly City, San Mateo County, Half Moon Bay and Menlo Park, and

**WHEREAS**, C/CAG entered into separate agreements with the above member agencies with a contract termination date specified for June 30, 2020, and

**WHEREAS**, consistent with C/CAG procurement policy, in June 2020, C/CAG Executive Director executed no-cost time extensions through June 30, 2021 for five of the six jurisdictions that required additional time to complete the projects, including the Cities/Towns of Brisbane, Colma, East Palo Alto, Menlo Park and Redwood City, and a no-cost time extension through December 31, 2020 for the City of Pacifica, due to less time being needed to complete the Cabrillo Elementary SRTS and Green Streets Infrastructure Pilot Project, and

**WHEREAS**, the City of East Palo Alto requires additional time to complete the Addison Avenue SRTS and Green Streets Infrastructure Pilot Project, due to an involved community engagement process, and site-specific utility constraints, and a need to modify the design plans to complete the project within budget, and

**WHEREAS**, the City of East Palo Alto has committed to advertising construction bids in fall 2021 and completing the project by June 2022.

**NOW THEREFORE BE IT RESOLVED**, the C/CAG Chair is authorized to execute Amendment No. 2 to the agreement to between C/CAG and the City of East Palo Alto, extending the contract term to June 30, 2022 with no additional cost. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said amendment prior to its execution by the C/CAG Chair, subject to approval as to form by C/CAG Legal Counsel.

**PASSED, APPROVED, AND ADOPTED, THIS 10TH DAY OF JUNE, 2021.**

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*Marie Chuang, Chair*

**AMENDMENT (NO.2) TO THE AGREEMENT BETWEEN THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AND THE CITY OF EAST PALO ALTO.**

**WHEREAS**, the Board of Directors of the City/County Association of Governments for San Mateo County (hereinafter referred to as “C/CAG”) and the City of East Palo Alto (hereinafter referred to as “City”) are parties to an agreement for the Addison Avenue Safe Routes to School and Green Streets Infrastructure Pilot Project, dated May 17, 2018 (the “Agreement”); and

**WHEREAS**, the Agreement had an initial termination date of June 30, 2020 and not-to-exceed amount of \$250,000; and

**WHEREAS**, the City and C/CAG executed Amendment No. 1 to the Agreement to extend the contract term to June 30, 2021 for no additional cost; and

**WHEREAS**, the City and C/CAG now wish to further extend the Agreement through June 30, 2022 for no additional cost; and

**WHEREAS**, C/CAG and the City desire to amend the Agreement as set forth herein.

**IT IS HEREBY AGREED** by C/CAG and the City as follows:

1. Section 3 of the Agreement is revised to reflect a new contract termination date of June 30, 2022.
2. Except as expressly amended herein, all other provisions of the Agreement shall remain in full force and effect.
3. This amendment shall take effect upon on full execution by both parties.

City/County Association of Governments  
(C/CAG)

City of East Palo Alto  
(City)

\_\_\_\_\_  
Marie Chuang, C/CAG Chair

\_\_\_\_\_  
By  
Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Legal Counsel for C/CAG



## CITY OF EAST PALO ALTO

**Public Works Department - Engineering Division**

1960 Tate Street, East Palo Alto, CA 94303

Tel. No. 650.853.3189, Fax. No. 650.853.3179

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**DATE:** May 27, 2021

**SUBJECT:** Addison Avenue Safe Routes to School and Green Street Project

Dear Mr. Bogert,

The City of East Palo Alto is a recipient of \$250,000 in funds from CCAG for the Addison Avenue Safe Routes to School and Green Street Project. The City requests an extension through June 30, 2022 in order to complete the project. The project has faced some delays during the design phase due to public outreach, utility coordination, and modifying the design to complete it within the available budget. The project is currently in the 95% design phase and should be ready to advertise for construction bids by Fall 2021.

Please let me know if you have any questions. Thank you

Sincerely,

Humza Javed  
City Engineer  
hjaved@cityofepa.org  
City of East Palo Alto

## C/CAG AGENDA REPORT

Date: June 10, 2021

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

From: Sandy Wong, Executive Director

Subject: Review and approve Resolution 21-47 authorizing the C/CAG Chair to execute Amendment No.1 to the Agreement with San Mateo County Information Services Department, adding an additional \$5,844.84 for Fiscal Year 2021-22 and Fiscal Year 2022-23 services, and a new total agreement amount not to exceed \$8,969.24

(For further information, contact Reid Bogert at [rbogert@smcgov.org](mailto:rbogert@smcgov.org))

### RECOMMENDATION

That the C/CAG Board review and approve Resolution 21-47 authorizing the C/CAG Chair to execute Amendment No.1 to the Agreement with San Mateo County Information Services Department, adding an additional \$5,844.84 for Fiscal Year 2021-22 and Fiscal Year 2022-23 services, and a new total agreement amount not to exceed \$8,969.24

### FISCAL IMPACT

Not to exceed \$5,844.84 for Fiscal Year 2021-22 and Fiscal Year 2022-23 services, and a new total agreement amount not to exceed \$8,969.24.

### SOURCE OF FUNDS

Funding for the website comes from the C/CAG general fund.

### BACKGROUND

C/CAG completed a redesign of <http://ccag.ca.gov> in 2014 based on the need for a more modern website and feedback from the member agencies and the public. Through C/CAG's procurement process, PMC, was selected to do the redesign and conduct ongoing maintenance through 2016. During the term of the agreement, PMC was purchased by Michael Baker International, Inc. (Michael Baker), and per Resolution 16-30, C/CAG entered into an agreement with Michael Baker to provide ongoing website services, site maintenance and hosting, through September 30, 2019 for an amount not to exceed \$20,000. In September of 2019, pursuant to C/CAG Board approval of Resolution 19-54, C/CAG executed Amendment No.1 to the agreement with Michael Baker for a no-cost time extension to provide technical services and hosting for the C/CAG website through Fiscal Year 2019-20, and staff agreed to explore alternatives for web services that may provide efficiencies and improved responsiveness to technical issues regarding website maintenance.

After exploring additional web support options, and receiving a recommendation from County staff to consider hosting the C/CAG website on the County's current hosting environment (Flywheel), per C/CAG's procurement policy, the C/CAG Executive Director executed an Agreement with the San

Mateo County Information Services Department to provide website hosting services via Flywheel for an amount not to exceed \$3,124.40 for Fiscal Year 2020-21. Given the cost-efficiencies and ease of hosting the C/CAG website on the County's platform, C/CAG staff recommend continuing to work with County Information Services Department and their contractor, Flywheel, to provide ongoing hosting services for Fiscal Years 2021-22 and 2022-23. Staff recommend extending the current agreement for two years instead of one to better align with the County's budget timeline and given the quality and consistency of services provided. As detailed in Amendment No.1 to the agreement with San Mateo County to add an additional \$5,844.84 for Fiscal Year 2021-22 and Fiscal Year 2022-23 services, and a new total agreement amount not to exceed \$8,969.24. Funds for services in Fiscal Year 2022-23 will be contingent on C/CAG's annual budget process.

#### **ATTACHMENTS**

1. Resolution 21-47
2. Amendment No.1 to the Agreement with County ISD for Fiscal Years 2021-22 and 2022-23

## **RESOLUTION 21-47**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG CHAIR TO EXECUTE AMENDMENT (NO.1) TO THE AGREEMENT WITH SAN MATEO COUNTY, ADDING AN ADDITIONAL \$5,844.84 FOR FISCAL YEAR 2021-22 AND FISCAL YEAR 2022-23 SERVICES, FOR A NEW TOTAL AMOUNT NOT TO EXCEED \$8,969.24.**

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

**WHEREAS**, C/CAG approved Resolution 16-30 authorizing C/CAG to enter into a funding agreement with Michael Baker International, Inc. (Michael Baker) for ongoing hosting, maintenance and general web support for the C/CAG website through September 30, 2019, and

**WHEREAS**, C/CAG approved Resolution 19-54, authorizing the C/CAG Chair to execute Amendment No.1 to the agreement with Michael Baker for a no-cost time extension to provide technical services and hosting for the C/CAG website through Fiscal Year 2019-20, and

**WHEREAS**, C/CAG staff explored alternative web hosting and service options, and were recommended by County staff to consider hosting C/CAG's website on the County's hosting platform, Flywheel, a managed WordPress hosting service, and

**WHEREAS**, consistent with C/CAG procurement policy, the C/CAG Executive Director Executed an agreement with San Mateo County to provide website hosting services via Flywheel for Fiscal Year 2020-21, and

**WHEREAS**, C/CAG and San Mateo County have determined the County Information Services Department and Flywheel hosting environment have provided sufficient services to maintain C/CAG's website with observed cost-efficiencies and improved website maintenance from prior services, and

**WHEREAS**, C/CAG and San Mateo County desire to extend the existing agreement to add an additional \$5,844.84 for website hosting and maintenance services for Fiscal Years 2021-22 and 2021-23, for a new total amount not to exceed \$8,969.24.

**NOW THEREBY 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 Amendment No.1 to the agreement with San Mateo County for website hosting and maintenance services, adding an additional \$5,844.84 for Fiscal Years 2021-22 and 2021-23, for a new total amount not to exceed \$8,969.24.

**PASSED, APPROVED, AND ADOPTED, THIS 10TH DAY OF JUNE, 2021.**

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*Marie Chuang, Chair*

**AMENDMENT (NO. 1) TO THE AGREEMENT BETWEEN THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AND SAN MATEO COUNTY.**

**WHEREAS**, the Board of Directors of the City/County Association of Governments for San Mateo County (hereinafter referred to as “C/CAG”) and the County of San Mateo (hereinafter referred to as “County”) are parties to an agreement for web hosting services for the domain [www.ccag.ca.gov](http://www.ccag.ca.gov) dated July 3, 2020 (the “Agreement”), and

**WHEREAS**, the Agreement provided for services for Fiscal Year 2020-21, with a term through June 30, 2021 and not to exceed amount of \$3,124.40; and

**WHEREAS**, the County and C/CAG wish to extend the Agreement through June 30, 2023 for an additional amount not to exceed \$5,844.84 for Fiscal Year 2021-22 and Fiscal Year 2022-23, contingent on the C/CAG annual budget process; and

**WHEREAS**, C/CAG and the County desire to amend the Agreement as set forth herein.

**IT IS HEREBY AGREED** by C/CAG and the County as follows:

1. Section 3 of the Agreement is revised to reflect an additional \$5,844.84 for Fiscal Year 2021-22 and Fiscal Year 2022-23 services, and a new total agreement amount not to exceed \$8,969.24 with funding amount specified for Fiscal Year 2022-23 (\$3,024.84) conditional on C/CAG’s annual budget process.
2. Section 4 of the Agreement is revised to reflect a new contract termination date of June 30, 2023.
3. Section 5 of the Agreement is revised to include the following provision: Notwithstanding the foregoing, in the event that C/CAG’s Fiscal Year 2022-23 budget does not include funding adequate for Fiscal Year 2022-23 services, the Agreement shall terminate immediately upon written notice from C/CAG.
4. Exhibits A and B of the Agreement are revised, as shown in underline (to indicate additions) and strikethrough (to indicate deletions) in Exhibit A of the Amendment, reflecting the proposed itemized cost of services to be provided for Fiscal Years 2021-22 and 2022-23.
5. Except as expressly amended herein, all other provisions of the Agreement shall remain in full force and effect.
6. This amendment shall take effect upon on full execution by both parties.

City/County Association of Governments (C/CAG)

County of San Mateo (County)

\_\_\_\_\_  
Marie Chuang, C/CAG Chair

\_\_\_\_\_  
By

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Date: \_\_\_\_\_

Approved as to form:

\_\_\_\_\_  
Legal Counsel for C/CAG

Attachments:

Exhibit A (Rev. June 2021) – Revised Exhibits A and B to the Agreement with County of San Mateo

**Exhibit A – Scope of Work (rev. June 2021)**

In consideration of the payments set forth in Exhibit B, County shall provide the following services described in tables below.

**Description of Services to be performed by the County in fiscal year FY 2021-22**

One-Time hosting subscription fee for hosting the site on Flywheel for duration of FY 2021 -22 (12 months). The following is included: <ul style="list-style-type: none"> <li>• Hosting services for 1 WordPress website</li> <li>• Staging environment</li> <li>• Daily website backups (retained for 30 days)</li> <li>• SSL Certificate provided by 'LetsEncrypt'</li> </ul>	\$528.00 (12 month flat fee)
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**Hourly work estimates for FY 2021-22:**

Annual hosting maintenance for 12 months <ul style="list-style-type: none"> <li>• Flywheel vendor relationship management, including:                         <ul style="list-style-type: none"> <li>○ Support, escalations and ISD Incident response</li> </ul> </li> </ul>	12 hours
<b>Subtotal of work hours for FY 2021-22</b>	<b>12 hours</b>

**Description of Services to be performed by the County in fiscal year FY 2022-23**

One-Time hosting subscription fee for hosting the site on Flywheel for duration of FY 2022 -23 (12 months). The following is included: <ul style="list-style-type: none"> <li>• Hosting services for 1 WordPress website</li> <li>• Staging environment</li> <li>• Daily website backups (retained for 30 days)</li> <li>• SSL Certificate provided by 'LetsEncrypt'</li> </ul>	\$633.60 (12 month flat fee)
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**Hourly work estimates for FY 2022-23:**

Annual hosting maintenance for 12 months <ul style="list-style-type: none"> <li>• Flywheel vendor relationship management, including:                         <ul style="list-style-type: none"> <li>○ Support, escalations and ISD Incident response</li> </ul> </li> </ul>	12 hours
<b>Subtotal of work hours for FY 2022-23</b>	<b>12 hours</b>

<b>Total work hours for FY 2021-22 and FY 2022-23</b>	<b>24 hours</b>
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**Exhibit B – Cost Summary (rev. June 2021)**

In consideration of the services provided by County described in Exhibit A and subject to the terms of the Agreement, Entity shall pay County based on the following fee schedule and terms:

**C-CAG Website Hosting Schedule of Payment (C-CAG to County):**

<b>Year</b>	<b>Invoice Dates:</b>	<b>Invoice Amount</b>
<b>FY 2021-22</b> (hosting for 12 months)	<b>June 2021</b>	<b>\$2691.60</b>
<b>FY 2022-23</b> (hosting for 12 months)	<b>June 2022</b>	<b>\$3009.60</b>

**Itemized costs for FY2021-2022 Fiscal year:**

Description of task/activity	Unit price	Total amounts
Annual hosting subscription (12 months)	\$528.00	\$528.00
ISD estimate for annual hosting maintenance (@191.00/hr) for 12 hours	\$191.00	\$2292.00
<b>Subtotal</b>		<b>\$2820.00</b>

**Itemized costs for FY2022-2023 Fiscal year:**

Description of task/activity	Unit price	Total amounts
Annual hosting subscription (12 months)*	\$633.60	\$633.60
ISD estimate for annual hosting maintenance (@199.27/hr)** for 12 hours	\$199.27	\$2391.24
<b>Subtotal</b>		<b>\$3024.84</b>

<b>Total payment due for FY2021-22 and FY2022-2023</b>	<b>\$5844.84</b>
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**\*20% estimated increase in subscription cost for Flywheel services in FY 2022-23, subject to change**

**\*\*estimated hourly rates for ISD hosting maintenance in FY 2022-23, subject to change**

Invoiced amounts are due within 30 days upon receipt.

**C/CAG AGENDA REPORT**

Date: June 10, 2021

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

From: Sandy Wong, Executive Director

Subject: 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).

(For further information, contact Reid Bogert at [rbogert@smcgov.org](mailto:rbogert@smcgov.org))

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**RECOMMENDATION**

That the C/CAG Legislative Committee review and recommend approval of C/CAG legislative policies, priorities, positions, and legislative update (A position may be taken on any legislation, including legislation not previously identified).

C/CAG staff recommend actions on the following items:

1. SUPPORT - Budget request for a \$10 million electric bike incentive program
2. SUPPORT – AB 43 (Friedman) – Speed Limit flexibility.

**FISCAL IMPACT**

N/A

**SOURCE OF FUNDS**

N/A

**BACKGROUND**

The C/CAG Legislative Committee receives monthly written reports and oral briefings from C/CAG's State legislative advocates. Important or interesting issues that arise out of the committee meeting are reported to the Board.

The attached report includes updates from Sacramento with respect to the State Budget process, recent committee hearings, and bill progress of interest to C/CAG during the month of May. The legislative update this month focuses on highlights of the Governor's May Revise of the state budget, with the significant projected budget surplus of \$75.7 billion and associated expenditure plans cutting across a number of priority areas, as well as updates from the Legislature with respect to bills of interest to C/CAG.

Staff and C/CAG's consultant recommend action by the Committee to recommend a SUPPORT

position on AB 43 (Friedman) – Speed Limits, which would authorize Caltrans and local municipalities flexibility in setting speed limits based on recommendations from the CalSTA’s Zero Traffic Fatality Task Force, with the intention of authorizing speed limits below a traffic engineer’s recommendation in certain high-injury streets or in areas adjacent to high pedestrian/bicycle use. It would also authorize lower speed limits on Caltrans operated state highways.

Additionally, at the May 13, 2021 Legislative Committee meeting, the Legislative Update included a staff recommendation for a Board approval of a draft a letter to Governor Newsom, Pro Tem Atkins and Speaker Rendon, and the Chairs of the Budget Committees, regarding support for a \$10 million state Appropriations budget request to augment the Air Quality Improvement Program funds slated to fund the electric bike incentive program. Due to limited time, however, the item was not voted on during the May meetings. Staff recommend approval of the recommended Board approval of the draft letter at the June 10, 2021 meeting.

For additional information with respect to what the Metropolitan Transportation Commission/Association of Bay Area Governments Joint Legislative Committee is tracking, staff has included a link to the MTC/ABAG 2021 bill matrix from May 14, 2021 as Attachment 3.

#### **ATTACHMENTS**

1. C/CAG Legislative Update, June 3, 2021 from Shaw Yoder Antwih Schmelzer & Lange
2. Draft SUPPORT Letter - Budget request for a \$10 million electric bike incentive program
3. [Joint MTC/ABAG Legislative Committee bill matrix, May 14, 2021](#)
4. Full Legislative information is available for specific bills at <http://leginfo.legislature.ca.gov/>
5. Current client roster for Shaw Yoder Antwih Schmelzer & Lange - <https://syaslparkers.com/clients/>



June 3, 2021

TO: Board of Directors, City/County Association of Governments of San Mateo County

FM: Matt Robinson & Andrew Antwih, Shaw Yoder Antwih Schmelzer & Lange

RE: **STATE LEGISLATIVE UPDATE – June 2021**

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### ***Legislative Update***

On May 14, Governor Newsom released his update to the FY 2021-22 Proposed Budget, known as the [May Revise](#), and noted the state's current fiscal position will set the state up for a comeback. The Governor's revised \$267.8 billion budget highlights several of the Administration's priorities. The Governor's focus remains on pandemic response & relief, healthcare (vaccines), public education (school reopening), economic recovery (including stimulus and tax breaks), homelessness & housing affordability, rent relief, wildfire response & climate change, and transportation. Building on recent news reports, the Governor stated today that California will see an unprecedented \$75.7 billion surplus. As a result, in addition to increased spending on the state's priorities noted above, the Governor is proposing to pay down retirement liabilities and set aside \$24.4 billion in reserves. At the heart of the budget is the Governor's proposed investment of \$100 billion in new economic stimulus - dubbed the "*California Comeback Plan*" - supported by the state's improved state budget revenues.

On June 1, Legislative Leaders announced a [budget agreement](#) of their own, roughly the same size as the budget released by the Governor in May, but with different spending priorities. The agreement was approved by the Budget Committee in both houses on June 2. Now, Legislative Leaders and the Administration must negotiate to determine what will be included in the final budget bill and budget trailer bills. The main budget spending bill is due to the Governor by June 15, with the new fiscal year beginning July 1. It seems likely that several supplemental budget actions will occur later this summer before the Legislature adjourns on September 10. As of this writing, it is hard to predict which items will be held over for later action, like high-speed rail, climate resiliency, and Cap and Trade. We will not know until the final agreement is reached in the weeks ahead.

### ***Climate Action Plan for Transportation Infrastructure (CAPTI)***

As we reported last month, the California State Transportation Agency (CalSTA) released its draft [Climate Action Plan for Transportation Infrastructure](#) document. The plan outlines potential recommendations California can implement to invest transportation funds to better mitigate climate change, as well as support public health, safety and equity. CAPTI builds on Executive Orders [N-19-19](#) and [N-79-20](#), which were signed by Governor Gavin Newsom in 2019 and 2020 and aimed at reducing greenhouse gas (GHG) emissions in transportation. CalSTA developed the draft CAPTI document after

input from various state agencies and stakeholder groups. The draft document was available for public comment until May 19, 2021 and CalSTA expects to adopt a final version in mid-July. C/CAG submitted written comments on the plan. A copy of the comment letter can be found in the Board packet.

### ***Bills of Interest***

#### **SB 7 (Atkins) Jobs and Economic Improvement Through Environmental Leadership Act**

The Jobs and Economic Improvement Through Environmental Leadership Act of 2011 authorizes the Governor, until January 1, 2020, to certify projects that meet certain requirements for CEQA streamlining. The existing authority expired at the end of 2020 and [this bill](#) would reestablish the authority of the Governor to certify a project to January 1, 2024 and would more specifically include housing development projects meeting certain conditions to the list of projects eligible for certification. MTC took a SUPPORT position on this bill. ***This bill was signed by Governor Newsom on May 20.***

#### **SB 9 (Atkins) Ministerial Approval of Housing Developments**

[This bill](#) would require a proposed housing development containing 2 residential units (duplexes) to be considered ministerially, without discretionary review or hearing, in areas zoned as single-family if the proposed housing development meets certain requirements. CEQA requires a lead agency to prepare, or cause to be prepared, and certify the completion of, an environmental impact report on a project that it proposes to carry out or approve that may have a significant effect on the environment. CEQA does not apply to the approval of ministerial projects. By establishing the ministerial review process described above, the bill would exempt these projects from CEQA. The League of Cities took an OPPOSE UNLESS AMENDED position on this bill (letter [here](#)). ***The C/CAG Board OPPOSES this bill.***

#### **SB 10 (Wiener) Housing Production**

[This bill](#) would authorize local governments to rezone neighborhoods for increased housing density, up to ten homes per parcel and would require a legislative body pass a resolution to adopt the plan and exempts that zoning action from being considered a project under the California Environmental Quality Act. To be eligible, an area must be urban infill, or be near high quality public transportation or a job-rich area. The local government can determine whether the individual projects will be ministerial/by right or subject to discretionary approval. MTC took a SUPPORT position on this bill. ***We are WATCHING this bill for C/CAG.***

#### **SB 339 (Wiener) Road User Charge**

Existing law requires the CTC to create a Road Usage Charge (RUC) Technical Advisory Committee to guide the development and evaluation of a pilot program to assess the potential for mileage-based revenue collection as an alternative to the gas tax system and report its work to the Legislature. The existing authorization sunsets on January 1, 2023. [This bill](#) would extend the sunset date to January 1, 2027 because the CTC requested an extension to run another pilot with actual fee collection. ***The C/CAG Board SUPPORTS this bill.***

#### **AB 43 (Friedman) Speed Limits**

[This bill](#) would grant Caltrans and local authorities greater flexibility in setting speed limits based on recommendations of CalSTA's Zero Traffic Fatality Task Force. Principally, this bill authorizes a local authority, by resolution or ordinance, to lower speed limits by five miles per hour below a traffic engineer's recommendation after a traffic survey if the street has been designated as a high-injury

street and/or the street is adjacent to an area that has a significant number of bicycles or pedestrians, especially from vulnerable groups such as children, seniors, persons with disability, and the unhoused. The bill also allows Caltrans to set a speed limit of 20 mph or 15 mph on state highways if a traffic survey is conducted (under current law, Caltrans can only go as low as 25 miles per hour). ***We recommend the C/CAG Board SUPPORT this bill.***

#### **AB 117 (Boerner-Horvath) Electric Bike Purchase Incentives**

Existing law establishes the Air Quality Improvement Program (AQIP), administered by CARB to fund projects that reduce criteria air pollutants and improve air quality. The Clean Vehicle Rebate Project is part of AQIP and provides rebates for the purchase of new zero-emission vehicles. [This bill](#) would make incentives for purchasing electric bicycles eligible for funding under the program until January 1, 2028. The Electric Bicycle Incentive Pilot Project to provide rebates incentive for purchases of electric bicycles. ***The C/CAG Board SUPPORTS this bill.***

#### **AB 377 (Rivas) Water Quality**

[This bill](#) would require all California surface waters to be fishable, swimmable, and drinkable by January 1, 2050 and prohibit the State Water Resources Control Board and Regional Water Quality Control Boards from authorizing any discharges (including stormwater) that causes or contributes to an exceedance of a water quality standard in receiving waters. The bill would prohibit a regional water quality control plan from including a schedule for achieving a water quality standard adopted as of January 1, 2021. The bill would require the state board and regional boards to develop by 2030 an Impaired Waterways Enforcement Program to enforce all remaining water quality standard violations and a Waterway Attainment Penalty Subaccount, composed of penalties obtained pursuant to the Impaired Waterways Enforcement Program, and would make moneys in the subaccount available for the state board to expend, upon appropriation by the Legislature, for purposes of the program. ***The C/CAG Board OPPOSES this bill. This is a two-year bill.***

#### **AB 629 (Chiu) Seamless Bay Area**

As currently drafted, [this bill](#) would require MTC to consult with transit agencies, local jurisdictions, county transportation agencies, and the public to establish and maintain a transit priority network for the San Francisco Bay area that designates corridors that can best support transit service.

This bill would require MTC to submit a copy of *the Fare Coordination and Integration Study and Business Case* to the Legislature by February 1, 2022, as well as a follow up report on the progress of implementing the recommendations in the study by January 1, 2023. The bill would require MTC to create a pilot program for an “accumulator pass” among operators providing service in at least three adjacent counties by July 1, 2023. This bill would require MTC in consultation with transit agencies to develop a standardized regional transit mapping and wayfinding system and to develop an implementation and maintenance strategy and funding plan for deployment of the system by July 1, 2024 and for each transit agency to use the system by July 1, 2025. The bill would require a transit operator in the Bay area to use open data standards to make available all routes, schedules, and fares in a specified data format and to track actual transmission of real-time information by transit vehicles and report that information to the commission to ensure that schedule predictions are available. The bill would require the commission to coordinate these activities and to develop an implementation and funding plan for deployment of real-time information. Finally, this bill would require MTC, Caltrans, and

the operators of managed lanes in the Bay Area to take specified steps to ensure the regional managed lanes network supports seamless operation of high-capacity transit. ***This is a two-year bill.***

#### **AB 1200 (Ting) Hazardous Food Packaging**

Existing law prohibits the manufacture, sale, or distribution of any toy or childcare product that contains phthalates exceeding a specified percentage. Existing law prohibits the manufacture, sale, or distribution of any bottle or cup that contains BPA intended to be filled with any liquid, food, or beverage intended primarily for consumption from that bottle or cup by children 3 years of age or younger. Existing law, beginning January 1, 2025, prohibits the manufacture, sale, or distribution offer of any cosmetic product that contains specified ingredients, including perfluoroalkyl and polyfluoroalkyl substances (PFAS). [This bill](#) would prohibit the manufacture, sale, or distribution any food packaging that contains intentionally added PFAS beginning January 1, 2023 and require a manufacturer to use the least toxic alternative when replacing PFAS chemicals. ***The C/CAG Board SUPPORTS this bill.***

#### **AB 1401 (Friedman) Parking Standards**

[This bill](#) would prohibit local governments from imposing or enforcing a minimum automobile parking requirement for residential, commercial and other developments if the parcel is located within one-half mile walking distance of either a high-quality transit corridor or a major transit stop. This bill would provide that the prohibition on local governments enforcing minimum parking standards does not reduce, eliminate, or preclude the enforcement of any requirements to provide electric vehicle parking spaces or parking spaces that are accessible to persons with disabilities and that if a development includes parking voluntarily, nothing in the bill prevents the local government from requiring the development to include spaces for car share vehicles as a part of the parking. The League of Cities opposes this bill. ***The C/CAG Board OPPOSES this bill.***

#### **AB 1499 (Daly) Design-Build**

Existing law authorizes Caltrans to utilize design-build procurement for up to 10 projects on the state highway system, based on either best value or lowest responsible bid. Existing law authorizes regional transportation agencies, as defined, to utilize design-build procurement for projects on or adjacent to the state highway system. Existing law also authorizes those regional transportation agencies to utilize design-build procurement for projects on expressways that are not on the state highway system. Existing law repeals these provisions on January 1, 2024. [This bill](#) would delete the January 1, 2024, repeal date, thus extending the design-build authority indefinitely. ***The C/CAG Board SUPPORTS this bill.***

#### **ACA 1 (Aguiar-Curry) Local Government Financing: Affordable Housing and Public Infrastructure: Voter Approval.**

[This constitutional amendment](#) would lower the necessary voter threshold from a two-thirds supermajority to 55 percent to approve local general obligation bonds and special taxes for affordable housing and public infrastructure projects, including public transit. The C/CAG Board supported a nearly identical measure, also ACA 1 (Aguiar-Curry), in 2019. ***The C/CAG Board SUPPORTS this bill.***



CITY/COUNTY ASSOCIATION OF GOVERNMENTS  
OF SAN MATEO COUNTY

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June 11, 2021

The Honorable Gavin Newsom  
Governor

The Honorable Toni Atkins  
Senate President *Pro Tempore*

The Honorable Nancy Skinner  
Senate Budget Committee Chair

The Honorable Anthony Rendon  
Speaker of the Assembly

The Honorable Phil Ting  
Assembly Budget Committee Chair

*Submitted via Email*

**Re: Budget Request for a \$10 million Electric Bicycle Incentive Program - SUPPORT**

Dear Governor Newsom, *Pro Tempore* Atkins, Speaker Rendon, Chair Skinner and Chair Ting:

C/CAG supports the Electric Bike Incentive Program request for a \$10 million allocation to a proposed Electric Bicycle Incentive Program in the 2021-22 state budget. Expanding the use of electric bicycles is a very cost-effective way to reduce motor vehicle use and increase the frequency of bicycling, which will reduce traffic congestion in our community, reduce greenhouse gas (GHG) emissions, improve air quality and health, and support equity as the State moves away from a fossil fuel-based economy.

Most car trips in our community are short, less than five miles, and can be accomplished easily with an electric bike. E-bike users can take children to school, haul hundreds of pounds of equipment or groceries, and travel distances, including over steep hills. For many, an electric bike is the only feasible alternative to participate in the transition to electric transportation.

However, electric bikes are not nearly as widespread as they should be, because they are expensive, with costs ranging from \$2,000 to \$5,000, depending on your need. Although people who struggle to manage the costs of their automobiles would save important sums of money by owning an electric bike, they won't switch because the upfront cost of the e-bike is hard to justify. An incentive program will enable the switch, simultaneously serving California's gas vehicle VMT- and GHG-reduction goals and improving the economic security of the recipient. Additionally, C/CAG requests that the state consider separate funding for local bike infrastructure, which is vital to E-bike program success.

Thank you for considering this request to support the proposed Electric Bicycle Incentive Program with a \$10 million budget allocation.

Sincerely,

Marie Chuang, Chair  
City/County Association of Governments of San Mateo County

Cc: Assemblymember Tasha Boerner Horvath

## C/CAG AGENDA REPORT

Date: June 10, 2021

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 21-49 to adopt the Final 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan (**Special voting procedures apply**)

(For further information, contact Mikaela Hiatt at [mhiatt@smcgov.org](mailto:mhiatt@smcgov.org))

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### RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution 21-49 to adopt the Final 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan.

### FISCAL IMPACT

The cost to update the 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan is \$221,492.

### SOURCE OF FUNDS

- \$50,000 from TDA Article 3 funds
  - Local Transportation (LTF), derived from a ¼ cent of the general sales tax collected statewide
  - State Transit Association (STA) fund, derived from the statewide sales tax on gasoline and diesel fuel
- \$50,000 from Measure A Transportation Sales Tax (San Mateo County Transportation Authority); and
- \$121,492 from C/CAG Local Transportation Funds

### BACKGROUND

C/CAG initiated the process to update the C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan in the Fall of 2019. C/CAG has retained Toole Design Group as the consultant to lead the project. The Plan received input from the twenty local jurisdiction staff, the County of San Mateo, Technical Advisory Group, Bicycle and Pedestrian Advisory Committee (BPAC), Technical Advisory Committee (TAC), Congestion Management and Environmental Quality Committee (CMEQ), San Mateo County partners, and the public. The San Mateo County partners include the Silicon Valley Bicycle Coalition, the Peninsula Open Space Trust, Bay Area Ridge Trail Council, and others. Staff also presented progress reports and updates to the stakeholder groups at key

milestones throughout the project. Additionally, the project team held targeted outreach to community-based organizations/equity focused organizations, schools districts/transit agencies/employers/public health organizations, and active transportation advocacy groups/cycle clubs/environmental groups. Staff hosted two virtual public workshops with over 90 participants in attendance.

Following the last meeting to the Board on February 11<sup>th</sup>, 2021, the team reviewed and incorporated changes in response to the public comments received, and worked with the Technical Advisory Committee and Bicycle and Pedestrian Advisory Committee to finalize the list of the prioritized projects and complete a planning level benefit and cost analysis.

At the June 10<sup>th</sup> Board Meeting, C/CAG staff will present the Final 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan. The Plan includes an updated set of vision and goals, outlines the public engagement process, describes the existing biking and walking conditions in San Mateo County, makes recommendations for the bicycle and pedestrian project to improve safety and connectivity, proposes programs and implementation strategies. Over the 5-year life of the Plan, it will be used to guide program decisions, policy development, and aid funding decisions. Additionally, local jurisdiction staff, city officials, and the public can access information on best practices and design guidelines from the Plan's Design Toolkit, research available funding sources, and learn about initiatives and ideas that aid project implementation.

The TAC, CMEQ, and BPAC reviewed the final draft of the 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan and all unanimously voted to recommend the Plan for C/CAG Board adoption at their respective May Committee meetings.

Staff requests that the Board reviews and approves Resolution 21-xx to adopt the Final 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan. Per C/CAG guidelines, this item requires special voting procedures.

## **ATTACHMENTS**

1. Resolution 21-49
2. Final 2021 San Mateo County Comprehensive Bicycle and Pedestrian Plan Update- (will be available online at <https://ccag.ca.gov/programs/transportation-programs/active-transportation/>)

**RESOLUTION 21-49**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) ADOPTING THE FINAL 2021 C/CAG SAN MATEO COUNTY COMPREHENSIVE BICYCLE AND PEDESTRIAN PLAN**

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

**WHEREAS**, C/CAG is the designated Congestion Management Agency responsible for the development and implementation of the Congestion Management Program for San Mateo County; and

**WHEREAS**, C/CAG recognizes the benefits of supporting non-motorized modes of transportation; and

**WHEREAS**, C/CAG has developed the Final 2021 San Mateo County Comprehensive Bicycle and Pedestrian Plan in collaboration with local jurisdictions, partnering agencies, stakeholders, and the public; and

**WHEREAS**, C/CAG recognizes the need to comply with the California Bikeways Act (Streets and Highways Code, Section 890-891 et.seq.) to qualify for certain funding opportunities for the development of non-motorized facilities; and

**WHEREAS**, C/CAG recognizes that the Final 2021 San Mateo County Comprehensive Bicycle and Pedestrian Plan is in compliance with the Metropolitan Transportation Commission's Transportation Development Act Article 3 and the Regional Transportation Plan; and

**WHEREAS**, C/CAG is adopting the Final 2021 San Mateo County Comprehensive Bicycle and Pedestrian Plan with special voting procedures.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of C/CAG hereby adopts the Final 2021 C/CAG San Mateo County Comprehensive Bicycle and Pedestrian Plan.

**PASSED, APPROVED, AND ADOPTED THIS 10<sup>TH</sup> DAY OF JUNE 2021.**

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*Marie Chuang, C/CAG Chair*

## C/CAG AGENDA REPORT

Date: June 10, 2021

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

From: Sandy Wong, Executive Director

Subject: Review and approval of the updated funding allocation percentages for the Measure M Countywide Programs covering Fiscal Years 2021/22 to 2025/26

(For further information contact Kim Wever at [kwever@smcgov.org](mailto:kwever@smcgov.org))

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### RECOMMENDATION

That the C/CAG Board reviews and approve the updated funding allocation percentages for the Measure M Countywide Programs covering Fiscal Years 2021/22 to 2025/26.

### FISCAL IMPACT

The cost to prepare the Measure M 5-year Strategic Plan is \$93,804 and was approved by the C/CAG Board by Resolution 20-44.

### SOURCE OF FUNDS

This project is funded using the \$10 vehicle registration fee collected as part of Measure M, specifically from the Program Administration category.

### BACKGROUND

Approved by the voters of San Mateo County in 2010, C/CAG sponsors and manages Measure M, the annual ten dollars (\$10) vehicle registration fee in San Mateo County for transportation-related congestion and water pollution mitigation programs. It was estimated that Measure M would generate approximately \$6.7 million annually and \$167 million total over the 25-year period between May 2011 and May 2036. Per the Measure M Expenditure Plan approved by the voters, 50% of the net proceeds will be allocated to cities/County for local streets and roads. The remaining 50% will be used for Countywide Transportation Programs and water pollution mitigation programs. The Measure M legislation states that a program implementation plan is to be adopted every five years, determining how funding would be allocated to the various programs. The current implementation plan, covering Fiscal Years 2016/17 to 2020/21, funds the following countywide programs: transit operations/senior mobility, intelligent transportation system (ITS)/Smart Corridor, safe routes to school (SRTS), and stormwater pollution prevention.

The consultant team, Steer, was selected to develop a current programs status report, identify programs needs and priorities, make recommendations on resource needs and investment priorities, and outline performance measures that can indicate program progress, both on an annual basis and at the end of a five-year period. Since its May 13<sup>th</sup>, 2021 presentation to the Board, the team has

finalized the funds needs estimation model and will present the recommended allocation for the Countywide Programs at the June 10, 2021 meeting. The final Measure M Strategic Plan will be presented to the C/CAG Board for adoption at the July meeting upon review by the Congestion Management Program Technical Advisory Committee (TAC) and Congestion Management and Environmental Quality (CMEQ) Committee.

***Funding Allocation***

The **Local Streets and Roads** allocation is recommended to stay the same at 50% of the net Measure M revenues. The allocation between local jurisdictions is recommended to continue utilizing a distribution formula consisting of 50% population and 50% road miles for each jurisdiction modified for a minimum guaranteed amount of \$75,000 for each jurisdiction.

For the four **Countywide Transportation Program** areas, Steer has refined the funds needs estimation model with input from TAC and CMEQ Committee Members, the County Program Managers, and the C/CAG Board of Directors during the April and May timeframe. The initial model focused more on quantitative factors including: share of program budget from Measure M; ability to unlock additional funding by leveraging Measure M money; other available funding source for the program; and the amount of Measure M funds spent. To provide additional context, the model added two qualitative factors to aid the analysis, including: 1) the risk of large fluctuation in the amount of funds allocated to each of the four programs from year to year; and 2) external changes in each of the four programs that are outside of C/CAG’s purview.

This model is the first step towards building a comprehensive allocation framework. As C/CAG collects more programmatic data and performance metrics, the goal is to add an impact-based component to the next framework to enable successful and impactful funding distribution.

***Committees’ Feedback***

The Congestion Management Program Technical Advisory Committee (TAC) and Congestion Management and Environmental Quality (CMEQ) Committee both supported the recommended funding allocation for the Countywide programs at their May 20<sup>th</sup> and May 24<sup>th</sup> meetings, respectively.

***Recommendation and Next Steps***

At the June 10<sup>th</sup> Board meeting, staff will present the recommended allocation for the Countywide Programs as summarized in the table below:

Countywide Program	Current Allocation	Recommendation	Est. Annual Change
Senior Mobility	22%	18%	(\$250,000)
Technology/Smart Corridor	10%	11%	\$60,000
Safe Routes to School	6%	6%	-
Stormwater	12%	15%	\$190,000

Staff requests that the Board review approve the recommended funding allocations for the four Countywide programs. Staff has also provided Attachment 1, Measure M Strategic Plan Executive Summary Draft, for reference. To provide efficient time for stakeholders to review the full Measure M Strategic Plan, staff will return to the July C/CAG Board seeking adoption of the Final Measure M Strategic Plan.

**ATTACHMENTS**

1. Measure M Strategic Plan Executive Summary Draft
2. Steer PowerPoint Presentation (will be available online at <https://ccag.ca.gov/committees/board-of-directors-2/>)

## Executive Summary

The Measure M program was approved by San Mateo County voters in 2010 to support local transportation projects and programs aimed at maintaining safe and clean roads, reducing congestion, and improving air quality.

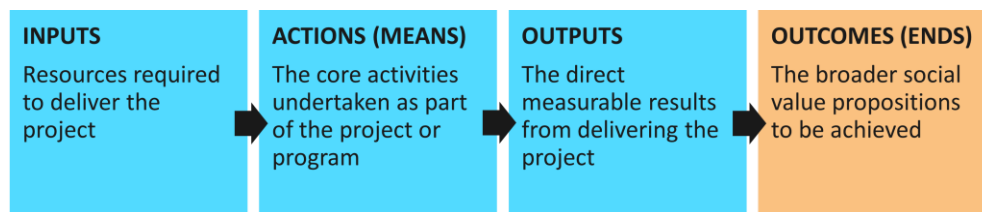
This document is an executive summary of the new Measure M Strategic Plan covering Fiscal Years 2021/22-2025/26 (the Plan). In the **Strategy** section of the Plan outlines goals, objectives, and formal recommendations to modernize the Measure M program through its next five years of operation. The Plan also includes an updated **Implementation Plan**, which lists the allocation percentages for funding recipients, and provides specific guidance on eligibility, and performance measures.

### Methodology

Development of the Measure M Strategic Plan began with a comprehensive performance assessment of the current program; followed with forward planning, and goal setting with program partners and stakeholders; and finally wrapped up with a review of best practices nationwide:

- *Performance Assessment:* The performance assessment included stakeholder input through interviews and a survey of each jurisdiction, as well as a detailed review of allocation and expenditure data for each Measure M funded program from inception to Fiscal Year 2019/20. The analysis found that flexibility for funding recipients and the ability to use Measure M to leverage additional funding are strengths of the program, but that the program could benefit from standardized data collection practices to aid in future planning exercises and evaluation of program impacts .
- *Goal and Objective Setting:* Through additional stakeholder conversations as well as a focus group with funding recipients, goals and objectives were set for the Measure M program. Each program established goals that are demonstrated through a Logic Framework, outlining the inputs, actions, outputs and outcomes that should be achieved in the Fiscal Years 2021/22-2025/26 Implementation Plan period. The Logic Framework model is a useful tool to guide planning and support funding recipients in collecting data that can be used to clearly indicate success and identify challenges for consideration in future plans.

Figure 1. Logic Framework



- **Best Practices:** The Strategic Plan also benefited from lessons learned from local and national agencies whose programs were studied through a best practices review. The review provided guidance for innovation and efficient program delivery that can be adopted by C/CAG and Measure M funding recipients.

**Strategic Plan Outcome**

*Vision*

The Plan provides recommendations for the Measure M program and its funding recipients to be implemented in the next five years. Recommendations aim to further the “Modernizing Measure M” Vision Statement, which was developed through program review and conversations with C/CAG staff, stakeholders and partners:

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“To improve mobility and reduce water pollution in San Mateo County through flexible, innovative, efficient, insight-driven and accountable program delivery.”

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*Recommendations*

The Vision Statement is pillared by five Guiding Principles, which frame each of the recommendations, outlined in Table 2. Recommendations have been set for Measure M, targeting program administration, programming, evaluation, and funding allocation.

Table 2. Measure M Recommendations Summary

Guiding Principle	Recommendations
<b>Flexible Resourcing</b>	<ul style="list-style-type: none"> <li>• Continued flexibility in approved funding uses</li> <li>• Expand fund usage guidance for Local Streets and Roads recipients</li> </ul>
<b>Innovative Programming</b>	<ul style="list-style-type: none"> <li>• Repurpose unused admin funds for innovative Countywide Program pilots</li> <li>• Encourage innovation among Countywide Program operators</li> <li>• Support knowledge sharing across funding recipients</li> </ul>
<b>Efficient Operation</b>	<ul style="list-style-type: none"> <li>• transition to online reporting</li> <li>• Streamline back-end budget systems</li> </ul>
<b>Accountable Monitoring and Evaluation</b>	<ul style="list-style-type: none"> <li>• Require annual reporting through streamlined template</li> <li>• Publish online dashboard for public</li> </ul>
<b>Insight-driven Planning</b>	<ul style="list-style-type: none"> <li>• Standardize evaluation framework for each funding recipient</li> <li>• Review countywide program allocation based on updated need</li> <li>• Develop longer term structure that considers impact in allocation decisions</li> </ul>

### Allocation

The Local Streets and Roads allocation is recommended to stay the same at 50% of the net Measure M revenues. The allocation between local jurisdictions is recommended to continue utilizing a distribution formula consisting of 50% population and 50% road miles for each jurisdiction, modified for a minimum guaranteed amount of \$75,000 for each jurisdiction.

The Countywide Programs allocation is recommended to be revised using guidance from a needs-based allocation model, which considers a quantitative review of historic revenue and a qualitative look at future risk and programmatic need. The recommended Countywide Program allocation distribution is outlined in Table 3.

**Table 3. Recommended Countywide Program Funding Allocation**

Countywide Program	Current Allocation	Recommended Allocation
Senior Mobility	22%	18%
ITS/Smart Corridor	10%	11%
Safe Routes to School	6%	6%
NPDES/MRP (Stormwater)	12%	15%

This is the first step towards building a comprehensive allocation framework. As C/CAG collects more programmatic data and performance metrics, the goal is to add an impact-based component to the next framework to enable successful and impactful funding distribution.

### Next Steps and Strategic Plan Use

C/CAG will use the recommended actions outlined in the **Strategy** section of the Strategic Plan to continue improving the Measure M program and its operation. Funding recipients will use the **Implementation Plan** to identify their programs' funding allocations, confirm allowable uses for their funding, and report on progress toward their stated goals and objectives.

## C/CAG AGENDA REPORT

Date: June 10, 2021

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

From: Sandy Wong, Executive Director

Subject: Review and approval of Resolution 21-48 adopting the C/CAG Fiscal Year 2021-22 Program Budget and Member Fees (Special voting procedures apply).

(For further information or questions contact Sandy Wong [slwong@smcgov.org](mailto:slwong@smcgov.org))

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### RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution 21-48 adopting the C/CAG Fiscal Year 2021-22 Program Budget and Member Fees (Special voting procedures apply).

### FISCAL IMPACT

In accordance with the proposed C/CAG 2021-22 Program Budget.

### SOURCE OF FUNDS

Funding sources for C/CAG include member assessments, cost reimbursement from partners, grants, regional - State - Federal transportation and other funds, property tax/fee, Department of Motor Vehicle fees, State - Federal earmarks, and interest.

### BACKGROUND

Each year, the C/CAG Board reviews the raft annual budget and member fees in the month of May and approves the final in June.

At the March 11, 2021 meeting, the C/CAG Board approved Resolution 21-09 approving the population data to be used by C/CAG. The FY 2021-22 C/CAG member fees are based on the population data adopted by said Resolution.

On May 12, 2021, the Finance Committee reviewed the initial draft and assumptions for the FY 2021-22 Program Budget and Member Fees, and, further suggested staff to look into adjusting member fees in the future to account for inflation since C/CAG has kept member fees flat for many years.

On May 13, 2021, the C/CAG Board reviewed the initial draft and assumptions for the C/CAG Fiscal Year 2021-22 Program Budget and Member Fees.

As proposed in the Draft Fiscal Year 2021-22 Budget, the proposed total member fees and assessments are as follows:

- Member Fees (including General Fund and Gas Tax Fees) – Same as that for FY 2020/21. These fees have been flat for the past 5 years.
- Congestion Relief Program Assessment – Same as that for FY 2021/22. This assessment is authorized by the C/CAG Board every four years. Annual countywide total is \$1,850,000. In response to the financial environment due to COVID-19, for last year’s assessment, C/CAG offered an installment option with a one-year grace period for the 2<sup>nd</sup> installment which becomes due in FY 2021-22. There were six jurisdictions opted in on the option.

Based on the Draft Budget presented to the C/CAG Board and the Finance Committee, staff has updated the Final Budget to account for the more up-to-date information available, as well as included minor corrections. Updates included lower projected interest earning in FY 2020/21, new information on projected revenues/expenditures for various projects, and modifications to better align projects with funding sources for multi-funded projects.

#### **ATTACHMENTS**

1. Resolution 21-48.
2. Proposed C/CAG Member Fee for Fiscal Year 2021-22.
3. C/CAG Projected Statement of Revenues, Expenditures, and Changes in Fund Balance FY 2020-21.
4. C/CAG Program Budget: Revenues, Expenditures, and Changes in Fund Balance for FY 2021-22.
5. Entire Budget Book is provided under separate cover, available on-line at:  
<http://ccag.ca.gov/committees/board-of-directors/>

## **RESOLUTION 21-48**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY ADOPTING THE C/CAG 2021-22 PROGRAM BUDGET AND MEMBER FEES**

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

**WHEREAS** the C/CAG is authorized as a Joint Powers Agency to provide services for member agencies; and

**WHEREAS** the C/CAG is required to adopt a program budget and establish fees annually; and

**WHEREAS** on March 11, 2021, C/CAG has adopted Resolution 21-09 approving the population data to be used by C/CAG programs; and

**WHEREAS** on May 12, 2021, the C/CAG Finance Committee has recommended the initial draft and assumptions for the FY 2021-22 C/CAG Program Budget and Member Fees; and

**WHEREAS** on May 13, 2021, the C/CAG reviewed the initial draft and assumptions for the FY 2021-22 C/CAG Program Budget and Member Fees; and

**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 Board adopts the 2021-22 Program Budget and Member Fees, subject to special voting procedures.

**PASSED, APPROVED, AND ADOPTED, THIS 10TH DAY OF JUNE 2021.**

---

*Marie Chuang, Chair*

**C/CAG Member Fees - FY 2021-2022**

Agency	Population	Percent of Population	General Fund Fee	Gas Tax Fee	Total Fee
			\$ 275,651	\$ 410,452	\$ 686,103
Atherton	7,031	0.909%	\$ 2,506	\$ 3,732	\$ 6,239
Belmont	26,813	3.468%	\$ 9,558	\$ 14,233	\$ 23,791
Brisbane	4,633	0.599%	\$ 1,652	\$ 2,459	\$ 4,111
Burlingame	30,118	3.895%	\$ 10,737	\$ 15,987	\$ 26,724
Colma	1,729	0.224%	\$ 616	\$ 918	\$ 1,534
Daly City	109,142	14.115%	\$ 38,908	\$ 57,935	\$ 96,842
East Palo Alto	30,794	3.982%	\$ 10,978	\$ 16,346	\$ 27,324
Foster City	33,033	4.272%	\$ 11,776	\$ 17,535	\$ 29,310
Half Moon Bay	12,431	1.608%	\$ 4,431	\$ 6,599	\$ 11,030
Hillsborough	11,418	1.477%	\$ 4,070	\$ 6,061	\$ 10,131
Menlo Park	35,254	4.559%	\$ 12,568	\$ 18,713	\$ 31,281
Millbrae	22,832	2.953%	\$ 8,139	\$ 12,120	\$ 20,259
Pacifica	38,331	4.957%	\$ 13,664	\$ 20,347	\$ 34,011
Portola Valley	4,607	0.596%	\$ 1,642	\$ 2,445	\$ 4,088
Redwood City	86,754	11.219%	\$ 30,927	\$ 46,051	\$ 76,977
San Bruno	45,454	5.878%	\$ 16,204	\$ 24,128	\$ 40,332
San Carlos	30,145	3.899%	\$ 10,746	\$ 16,002	\$ 26,748
San Mateo	103,087	13.332%	\$ 36,749	\$ 54,720	\$ 91,470
South San Francisco	67,879	8.778%	\$ 24,198	\$ 36,031	\$ 60,229
Woodside	5,676	0.734%	\$ 2,023	\$ 3,013	\$ 5,036
San Mateo County	66,083	8.546%	\$ 23,558	\$ 35,078	\$ 58,636
<b>TOTAL</b>	<b>773,244</b>	<b>100.000%</b>	<b>\$ 275,651</b>	<b>\$ 410,452</b>	<b>\$ 686,103</b>

**NOTES:**

1. C/CAG member fees are comprised of two portions: General Fund and Gas Tax.
2. For FY 2021-22, C/CAG member fees for General Fund portion is proposed to stay the same as past 5 years (\$275,651).  
For FY 2021-22 C/CAG member fee For the Gas Tax portion is proposed to stay the same as past 5 years (\$410,452).
3. Individual jurisdiction's share is based on new population data from Dept of Finance, 1/1/2020, adopted by CCAG Resolution 21-09.

**Congestion Relief Program (CRP) Assessment - FY 2021-2022**

Agency	Percent of Population	Total Trips	% of Trips	Congestion Relief
Atherton	0.909%	45,201	0.89132%	\$ 16,656
Belmont	3.468%	156,279	3.08167%	\$ 60,581
Brisbane	0.599%	39,066	0.77034%	\$ 12,668
Burlingame	3.895%	278,460	5.49096%	\$ 86,820
Colma	0.224%	42,332	0.83475%	\$ 9,790
Daly City	14.115%	514,686	10.14910%	\$ 224,441
East Palo Alto	3.982%	109,433	2.15791%	\$ 56,798
Foster City	4.272%	202,400	3.99113%	\$ 76,434
Half Moon Bay	1.608%	89,658	1.76797%	\$ 31,224
Hillsborough	1.477%	54,917	1.08291%	\$ 23,676
Menlo Park	4.559%	275,259	5.42784%	\$ 92,380
Millbrae	2.953%	147,546	2.90946%	\$ 54,226
Pacifica	4.957%	206,200	4.06606%	\$ 83,465
Portola Valley	0.596%	29,645	0.58457%	\$ 10,918
Redwood City	11.219%	639,969	12.61956%	\$ 220,511
San Bruno	5.878%	294,349	5.80427%	\$ 108,064
San Carlos	3.899%	212,462	4.18954%	\$ 74,814
San Mateo	13.332%	784,576	15.47106%	\$ 266,426
South San Francisco	8.778%	442,379	8.72328%	\$ 161,891
Woodside	0.734%	39,034	0.76971%	\$ 13,910
San Mateo County	8.546%	467,397	9.21661%	\$ 164,306
<b>TOTAL</b>	<b>100.000%</b>	<b>5,071,248</b>	<b>100.00000%</b>	<b>\$ 1,850,000</b>

**NOTES:**

- 1- Total CRP (countywide total) is the same as prior years at \$1,850,000.
- 2- Congestion Relief Fee is calculated based on population and trips generated, 50% each, respectively.

**NPDES Member Fee - Estimate Only (not actual)**

Agency	NPDES Basic (1)	NPDES	TOTAL NPDES
Atherton			
Belmont			
Brisbane	0 \$	10,325 \$	10,325 \$
Burlingame			
Colma	0 \$	3,575 \$	3,575 \$
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	0 \$	110,800 \$	110,800 \$
South San Francisco			
Woodside	\$ 8,598	\$ 9,752	\$ 18,350
San Mateo County			
<b>TOTAL</b>			

**NOTES:**

1. NPDES assessments shown above are for INFO ONLY.
- 2- Agencies not listed are collected by the Flood Control Dist.
- 3- Basic fees for Brisbane, Colma, San Mateo are collected by the Flood Control District.
4. NPDES assessments are based on total parcels in each jurisdiction.



06/04/21	C/CAG PROGRAM BUDGET: REVENUES, EXPENDITURES, AND CHANGES IN FUND BALANCE										
	FY 2021-22										
	Administrative Program (General Fund)	Transportation Programs	EL-JPA	SMCRP Program	Smart Corridor	LGP Energy Watch	TFCA	NPDES	DMV Fee (\$4) Program	Measure M (DMV Fee \$10)	Total
<b>BEGINNING BALANCE</b>	877,385	2,139,369	679,063	3,537,687	970,704	350,786	1,190,299	1,292,740	751,953	12,831,218	24,621,204
<b>PROJECTED REVENUES</b>											
Interest Earnings	5,000	5,000	10,000	30,000	1,000	2,000	8,000	9,000	3,000	80,000	153,000
Member Contribution	275,651	410,452	0	2,131,359	0	0	0	145,214	0	263,000	3,225,676
Cost Reimbursements	0	0	0	0	0	0	0	0	0	0	0
MTC/ Federal Funding	0	1,576,288	0	0	0	0	0	0	0	908,283	2,484,571
Grants	0	240,000	0	0	350,000	350,000	50,000	103,085	0	0	1,093,085
DMV Fee	0	0	0	0	0	0	1,056,000	0	250	6,772,000	7,828,250
NPDES Fee	0	0	0	0	0	0	0	1,499,799	0	0	1,499,799
TA Cost Share	0	0	0	0	0	0	0	0	0	50,000	50,000
Miscellaneous/ SFIA	0	0	0	0	0	0	0	0	0	0	0
Street Repair Funding	0	0	0	0	0	0	0	0	0	0	0
PPM-STIP	0	263,000	0	0	0	0	0	0	0	0	263,000
Assessment	0	0	0	0	0	0	0	0	0	0	0
TLSP	0	0	0	0	0	0	0	0	0	0	0
<b>Total Revenues</b>	280,651	2,494,740	10,000	2,161,359	351,000	352,000	1,114,000	1,757,098	3,250	8,073,283	16,597,381
<b>TOTAL SOURCES OF FUNDS</b>	1,158,036	4,634,109	689,063	5,699,046	1,321,704	702,786	2,304,299	3,049,838	755,203	20,904,501	41,218,585
<b>PROJECTED EXPENDITURES</b>											
Administration Services	199,187	146,726	105,000	46,909	46,215	16,329	4,231	32,292	0	44,738	641,627
Professional Services	222,167	1,329,501	221,000	144,915	0	265,000	52,792	467,590	0	156,744	2,859,709
Consulting Services	155,000	792,000	0	561,000	2,617,000	132,500	303,000	1,531,296	574,000	2,757,450	9,423,246
Supplies	11,000	2,000	0	0	0	0	0	0	0	0	13,000
Prof. Dues & Memberships	1,750	4,000	0	4,000	0	0	0	17,380	0	0	27,130
Conferences & Meetings	15,500	5,000	0	1,000	1,000	10,000	0	6,000	0	7,000	45,500
Printing/ Postage	10,000	6,000	0	0	0	0	0	0	0	0	16,000
Publications	4,000	3,000	0	0	0	0	0	0	0	0	7,000
Distributions	0	0	0	1,092,850	0	0	1,935,000	18,000	130,000	4,949,882	8,125,732
OPEB Trust	55,000	0	0	0	0	0	0	0	0	0	55,000
Miscellaneous	9,500	1,000	0	1,000	0	0	0	1,000	0	0	12,500
Bank Fee	3,500	0	0	0	0	0	0	0	0	0	3,500
Audit Services	22,500	0	0	0	0	0	0	0	2,500	2,500	27,500
Loan to SMCEL JPA	0	0	1,024,000	0	0	0	0	0	0	0	1,024,000
<b>Total Expenditures</b>	709,104	2,289,227	1,350,000	1,851,674	2,664,215	423,829	2,295,023	2,073,558	706,500	7,918,314	22,281,444
<b>TRANSFERS</b>											
Transfers In	0	0	1,050,000	0	2,267,000	150,000	0	40,000	0	0	3,507,000
Transfers Out	0	0	0	1,200,000	0	0	0	0	0	2,307,000	3,507,000
Administrative Allocation	-277,633	151,360	0	19,668	0	28,845	5,847	51,254	0	20,658	-1
<b>Total Transfers</b>	-277,633	151,360	-1,050,000	1,219,668	-2,267,000	-121,155	5,847	11,254	0	2,327,658	-1
<b>NET CHANGE</b>	-150,820	54,153	-290,000	-909,983	-46,215	49,326	-1,186,870	-327,714	-703,250	-2,172,689	-5,684,062
<b>TRANSFER TO RESERVES</b>		0	0	0	0	0	0	0	0	0	0
<b>TOTAL USE OF FUNDS</b>	431,471	2,440,587	300,000	3,071,342	397,215	302,674	2,300,870	2,084,812	706,500	10,245,972	22,281,443
<b>ENDING FUND BALANCE</b>	726,565	2,193,522	389,063	2,627,704	924,489	400,112	3,429	965,026	48,703	10,658,529	18,937,141
<b>Restricted Fund Balance</b>	0	2,193,522		2,627,704	924,489	400,112	3,429	965,026	48,703	10,658,529	17,821,514
<b>RESERVE FUND</b>											
Beginning Reserve Balance	40,000	800,000	0	300,000	0	0	0	120,000	0	340,000	1,600,000
Reserve Transfers In	0	0	0	0	0	0	0	0	0	0	0
Reserve Transfers Out	0	0	0	0	0	0	0	0	0	0	0
Ending Reserve Balance	40,000	800,000	0	300,000	0	0	0	120,000	0	340,000	1,600,000
<p>Note: 1- Beginning/ Ending Reserve Fund Balance is not included in Beginning/ Ending Fund Balance.  2- See individual fund summaries and fiscal year comments for details on Miscellaneous expenses.  3- SMCRP - San Mateo Congestion Relief Program; TFCA - Transportation Fund For Clean Air; NPDES - National Pollutant Discharge Elimination System; Abatement.  EL-JPA - SMC Express Lanes JPA; DMV - Department of Motor Vehicles.</p>											



CITY/COUNTY ASSOCIATION OF GOVERNMENTS  
OF SAN MATEO COUNTY

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May 26, 2021

The Honorable Marc Berman  
Assembly District 24

The Honorable Kevin Mullin  
Assembly District 22

The Honorable Phil Ting  
Assembly District 19

*Submitted via Email*

**Re: AB 1401 (Friedman) – Residential and commercial development: parking requirements. (OPPOSE)**

Dear Assemblymember Berman, Assemblymember Mullin, and Assemblymember Ting:

On behalf of the City/County Association of Governments of San Mateo County, I write to respectfully express C/CAG’s OPPOSITION for AB 1401 (Friedman), Residential and commercial development: parking requirements, which would prohibit a local government from imposing a minimum automobile parking requirement, or enforcing a minimum automobile parking requirement, on residential, commercial, or other development if the development is located on a parcel within one-half mile walking distance of public transit.

Though the elimination of parking restrictions and other related parking management policies, such as increased pricing, fees for residential permit parking or maximum parking requirements, have shown potential for reducing vehicle miles traveled (VMT) and by association greenhouse gas emissions, there are serious concerns regarding the impact of this bill on existing Density Bonus Law and local, regional and statewide goals to increase housing affordability. AB 1401 could negatively impact the State’s Density Bonus Law by providing developers parking concessions without also requiring developers to include affordable housing units in the project. The purpose of Density Bonus Law is to provide concessions and waivers to developers in exchange for affordable housing units. Many areas in San Mateo County, elsewhere in the Bay Area and beyond, are already experiencing the effects of limited parking in communities that are dually affected by the housing crisis. While our municipalities support transit-oriented development, removing local authority to determine parking restrictions in these areas may exacerbate recent development trends resulting in unaffordable housing for the population in greatest need coupled with greater demand on existing services, including parking.

Additionally, AB 1401 would allow developers to determine parking requirements in large areas of many cities because the definition of public transit includes entire bus corridors, not just high frequency bus stops or major transit stops. Therefore, restricting parking requirements within one half-mile walking distance of a high-quality transit corridor does not guarantee individuals living, working, or shopping on those parcels will have access to public transit since proximity to a corridor does not equate to a convenient bus stop.

Lastly, as a congestion management agency, C/CAG recognizes the significant need for infrastructure to support alternative modes of transportation in support the State’s greenhouse gas reduction goals while mitigating congestion and providing healthier, safer alternatives for mobility. To this end it is critical that more progress is made in advancing planning, building and maintaining sustainable transportation infrastructure that supports these overlapping goals as the foundation to Smart Growth policies.

While AB 1401 may be well intended, parking requirements are most appropriately established at the local level based on community needs. A one-size fits all approach to an issue that is project and community specific will not work. For these reasons, C/CAG respectfully opposes AB 1401.

Sincerely,



Marie Chuang, Chair  
City/County Association of Governments of San Mateo County

Cc: The Honorable Senator Josh Becker  
The Honorable Senator Scott Wiener



*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*

May 19, 2021

Secretary David S. Kim  
California State Transportation Agency  
915 Capitol Mall, Suite 350B  
Sacramento, CA 95814

**RE: City/County Association of Governments of San Mateo County (C/CAG) comments on Caltrans's Draft Climate Action Plan for Transportation Infrastructure (CAPTI)**

Dear Secretary Kim:

The City/County Association of Governments of San Mateo County (C/CAG) appreciates the opportunity to provide comments on the Caltrans Draft Climate Action Plan for Transportation Infrastructure (CAPTI). C/CAG is both the County Transportation Agency (CTA) and the designated Congestion Management Agency (CMA) for San Mateo County. In addition, C/CAG plays a key role in climate action planning and mitigation of greenhouse gas emissions in partnership with all the cities and the County in San Mateo County. In addition, C/CAG plays a key role in Stormwater Pollution Prevention and is the Airport Land Use Commission in San Mateo County. San Mateo County's land area on the SF Peninsula is crisscrossed by five north-south state highways and three running east-west.

C/CAG's Board of Directors is composed of 21 elected officials, including one San Mateo County Supervisor and one councilmember from each incorporated City and Town in San Mateo County. San Mateo County has 21 jurisdictions, a population of 774,000, and is an integral part of the dynamic Silicon Valley/San Francisco economic region. San Mateo County is home to 16 of the top 100 employers and 26 of the top 50 biopharma employers in the Bay Area.

The CAPTI is a broadly coordinated plan in response to multiple governor executive orders and focuses on transitioning state infrastructure priorities to align with reducing transportation greenhouse gas emissions. As such, it shares much in common with C/CAG's principles and outlines a path forward for a more environmentally sustainable and equitable future. C/CAG's comments are supportive and provided within the context of our long-standing positive relationship with Caltrans.

Thank you for this opportunity to provide input on this critical document. Please see Attachment 1 for C/CAG's comments on the CAPTI. If you have any questions, please contact Sean Charpentier, C/CAG Program Director, at [scharpentier@smcgov.org](mailto:scharpentier@smcgov.org).

Sincerely,

Sandy Wong  
C/CAG Executive Director

cc:

The Honorable Kevin Mullin, Assembly Member, 22<sup>nd</sup> District  
The Honorable Josh Becker, State Senator, 13<sup>th</sup> District  
The Honorable Scott Wiener, State Senator, 11<sup>th</sup> District  
The Honorable Marc Berman, Assembly Member 24<sup>th</sup> District  
Hilary Norton, Chair, California Transportation Commission  
Mitch Weiss, Executive Director, California Transportation Commission  
Toks Omishakin, Director, Caltrans  
Darwin Moosavi, Deputy Secretary, California State Transportation Agency

Enclosures: Attachment 1: C/CAG's Comments on Caltrans's Draft Climate Action Plan for Transportation Infrastructure

## **Attachment 1: C/CAG's Comments on Caltrans's Draft Climate Action Plan for Transportation Infrastructure (CAPTI)**

### **General Comments:**

1. In order to better adapt our roadways to the impacts of climate change, C/CAG recommends the CAPTI prioritize inclusion of green infrastructure into all appropriate roadway investments.

Green infrastructure (such as stormwater/bioretention curb extensions, sidewalk stormwater planters and tree wells, and rain gardens), captures and infiltrates stormwater runoff to help prevent storm drain systems that are sized for the storms of the past from being overwhelmed by the storms of the future. In addition, green infrastructure cleans stormwater runoff and helps address the significant negative water quality-based environmental impacts of roadways. Green infrastructure can increase tree canopy to provide shading to address heat island issues that is expected to be worsened with climate change. Finally, green infrastructure can solve drainage issues and enhance safety when integrated with transportation projects.

C/CAG recently developed a Countywide Sustainable Streets Master Plan using a Caltrans Adaptation Planning Grant that prioritizes opportunities to integrate green infrastructure with planned active transportation, Complete Street, and Safe Routes to School/Transit investments. The Master Plan models future precipitation-based climate impacts in San Mateo County and quantifies the potential benefit of widespread implementation of Sustainable Streets in mitigating the projected increase in stormwater runoff volume that is likely to overwhelm storm drain systems and cause flooding of our streets. The Master Plan and associated appendices can be found at [www.flowstobay.org/ssmp](http://www.flowstobay.org/ssmp). C/CAG strongly recommends the CAPTI prioritize integration of green infrastructure for climate adaptation and water quality improvement in State planning, programming, and investment programs, especially those programs that support active transportation investments.

C/CAG also recommends the CAPTI investment framework include an additional guiding principal focused on prioritizing integration of climate adaptation measures in all appropriate transportation investments, including green infrastructure and nature-based solutions. A comment has been added for Strategy 5, below.

2. The State agencies supporting the development of CAPTI should consider using local transportation data, including local models and, especially, DMV vehicle registration with odometer data to better understand opportunities for reducing VMT in local communities, through which state highways pass. Patterns of use of vehicles and transit are a local phenomenon and should be integral in local project selection for GHG reductions projects.
3. C/CAG suggests adding language regarding the importance of key highway interchange improvements that improve operations, enhance vehicular and bicycle and pedestrian safety, and facilitate transit and other HOV access. These interchange projects typically also include bicycle and pedestrian improvements and close critical gaps in our active transportation network, improve operations and safety for all modes, reduce idling and associated GHG emissions, enhance access for transit and other HOV modes, and advance sustainable economic development and housing goals. The review of such projects should consider all the benefits that align with the local, regional, and State goals.

4. C/CAG believes that CALSTA should continue to support highway improvements that may necessitate some highway capacity projects in order to accommodate emergency evacuation routes, goods movement traffic, transit travel times, and commuters.
5. C/CAG recommends that any changes in funding opportunities, as a result of the adoption of the CAPTI and its priorities, be addressed through a series of comment periods for each of the grant or funding programs, or through the NOFO process, and that specific changes to funding programs, adopted as a result of the CAPTI, be clarified in a specific section of NOFO documents.
6. In general, it is important that disadvantaged communities are prioritized, particularly for access to zero emission vehicles and charging infrastructure, as well as infrastructure assets and connectivity for active transportation. The scale of the reduction in GHG and VMT will require ensuring that investment opportunities are available for all communities. Also, GHG/VMT reducing investments can improve air quality on a larger scale, leading to air quality improvements in underserved communities.
7. The CAPTI should consider Additional strategies to reduce GHG, including: telework, state support for local implementation of transportation demand management strategies, vanpools and park and ride lots, and VMT-mitigation credits.

### **Comments on Document:**

1. Page 10, (Minor Typo) Developing the Climate Action Plan for Transportation Infrastructure (CAPTI) “Winter – Spring 2021” and “Summer 2021” indicators are reversed in the graphic.
2. Pages 15-17, Guiding Principles  
C/CAG suggests that networks of express lanes and express busses are a significant opportunity to reduce single occupancy vehicle VMT and GHG emissions. Express Bus programs should be included specifically in Guiding Principles.
3. Page 16, “Making safety improvements ...”, C/CAG suggests adding “separated bikeways”.
4. Page 16, “Promoting projects that do not significantly increase passenger vehicle travel.” C/CAG is committed to considering feasible alternatives. Regarding Managed and Express Lanes, the goal is to have a seamless network to facilitate mode shift from SOV to HOV, including carpools and express buses. Some capacity expansion to accommodate express lanes might be necessary to close critical gaps in the network. Accordingly, strategic and focused capacity expansions and pricing mechanisms can be complementary aspects to complete the express lane network and provide options for mode shift.
5. Page 16, Question on the phrase “Assessing physical climate risk”: does this mean don’t build in areas of climate risk, or does it mean to provide infrastructure such as shade shelters in heat island areas? C/CAG suggests that an example be given to clarify meaning.

## **Strategy Comments:**

1. Strategy 1.1: For express lanes or other revenue generating mechanisms, there should be priority provided to projects that are part of a system with an approved and demonstrable equity program that improves the mobility outcomes for underserved communities.
2. Strategy 1.4: The agencies implementing improvements in trade corridors are often local project sponsors and/or CTAs, and they are not necessarily the agency responsible for implementing zero emissions infrastructure at major logistics hubs (port, rail, air). It might be challenging to synchronize roadway or interchange improvements on trade corridors with the investment in zero emissions infrastructure at the logistics hubs. It would be helpful to clarify this connection in the document and or the application guidelines.
3. Strategy 2.4: C/CAG supports efforts to prioritize ATP investments in underserved communities. The scale of the change required to reduce GHG is going to necessitate significant investments in underserved communities as well as other communities. ATP investments connect all communities and households to work, school and recreation. The Draft C/CAG Bicycle and Pedestrian Plan Update includes 250 miles of bicycle and pedestrian improvements throughout the county, which will cost approximately \$427 million.
4. Strategy S3.4: Clarify if the Equity Index would be used to evaluate projects where Caltrans is a co-sponsor, or when another entity is the project sponsor, and would it be used in any of the funding programs recommended on page 13?
5. Strategy 6.1: Clarify if there will be a framework for how VMT/GHG mitigation measures will be evaluated and accepted, and if the mitigation measures will be funded as part of project costs. In addition, Strategy 6.1 should note the ability of express lanes or other pricing structures to mitigate VMT/GHG impacts on an ongoing basis as part of an ongoing investments in VMT/GHG reducing activities.
6. Implementation Strategy 5 should be expanded to specifically prioritize integration of green infrastructure and nature-based solutions in transportation investments that help adapt the roadway network to the impacts of climate change.
7. Strategy 6.2: C/CAG welcomes this and would like to be part of it. Many of our comments are related to how pricing can be an effective mechanism to effectuate mode shift and provide incentives for GHG reduction activities.

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# C/CAG

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

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Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

May 10, 2021

The Honorable Jackie Speier  
U.S. House of Representatives  
2465 Rayburn HOB  
Washington, DC 20515

**Subject: US 101 Managed Lane Project North of I-380**

Dear Congresswoman Speier:

On behalf of the City/County Association of Governments of San Mateo County (C/CAG), I write to personally thank you for submitting the US 101 Managed Lane Project North of I-380 (Project) as a regionally significant project for consideration for the surface transportation reauthorization.

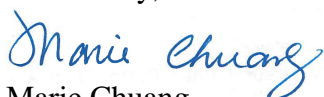
As we both know, the US 101 corridor is a critical infrastructure of regional and national significance and it is our overall vision to have a continuous managed lane along the entire stretch of US 101 within San Mateo County. This project will complete that vision by closing the gap between I-380 and the San Francisco County Line.

The benefits of this project include reduction in traffic congestion, increased person throughput by encouraging carpooling and transit use, reduction in GHG, and improved air quality. The Project also supports economic development efforts by improving high occupancy vehicle and transit access to key employment centers throughout Silicon Valley, including San Francisco International Airport and the Oyster Point district in South San Francisco. Planned and future express bus service can connect low-income job seekers with more jobs. Importantly, the San Mateo County Express Lane Joint Powers Authority is currently studying various Equity Program Alternatives to improve mobility outcomes for low-income households.

I would also like to thank you for your support for the US 101/SR 92 Interchange Area Improvement Project, which is co-sponsored by C/CAG along with the San Mateo County Transportation Authority.

We appreciate your continued support of transportation improvements that are so fundamental to the vitality and health of our region, the state, and the entire country. Please contact Sandy Wong, C/CAG Executive Director at [slwong@smcgov.org](mailto:slwong@smcgov.org), if you have any questions.

Yours truly,



Marie Chuang  
Board Chair C/CAG