

# C/CAG

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

*Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • East Palo Alto • Foster City • Half Moon Bay • Hillsborough • Menlo Park  
Millbrae • Pacifica • Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside*

### AMENDED C/CAG BOARD MEETING NOTICE and SAN MATEO COUNTY AIRPORT LAND USE COMMISSION MEETING NOTICE

Meeting No. 360

**Date:** Thursday, January 12, 2023

**Time:** 6:30 P.M.

On September 16, 2021, the Governor signed AB 361, which amended certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings remotely via telephonically or by other electronic means under specified circumstances. Thus, pursuant to Government Code section 54953(e), the C/CAG Board meeting 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 Webinar:**

<https://us02web.zoom.us/j/82609993761?pwd=VnVNT1JxUG9DT3BIS2NTam53cWc3QT09>

**Webinar ID:** 826 0999 3761

**Password:** 011223

**Join by Phone:** (669) 900-6833

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 [mcrume@smcgov.org](mailto:mcrume@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 COVID-19 PANDEMIC STATE OF EMERGENCY
  - 3.1 Review and approval of Resolution 23-01 finding that, as a result of the continuing COVID-19 pandemic state of emergency, meeting in person would present imminent risks to the health or safety of attendees, and that the state of emergency continues to directly impact the ability of members of the Board of Directors and C/CAG legislative bodies to meet safely in person. ACTION p. 1

4.0 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.

5.0 PRESENTATIONS/ ANNOUNCEMENTS

- 5.1 Receive a presentation from the San Francisco Estuary Institute Regional Monitoring Program on the Pulse of the Bay “50 Years After the Clean Water Act.”

INFORMATION p. 6

6.0 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.

- 6.1 Approval of minutes of regular business meeting No. 359 dated December 8, 2022.

ACTION p. 7

- 6.2 Review and approval of Resolution 23-02 adopting the revised membership guidelines for Congestion Management Program Technical Advisory Committee.

ACTION p. 14

- 6.3 Review and approval of the appointment of Chris Yakabe as Member, and of Brian Branscomb as Alternate, to the Airport Land Use Committee (ALUC) representing the Half Moon Bay Pilots Association.

ACTION p. 21

- 6.4 Review and approval of Resolution 23-03 authorizing the C/CAG Chair to execute Amendment No. 4 to the agreement with Placeworks to update the Daly City and Southeast San Mateo County Community Based Transportation Plans to reallocate a portion of funding previously authorized for community outreach by Community Based Organizations (CBOs) to Placeworks for the same purpose, add up to \$28,239, for a revised not to exceed contract amount of \$249,705, and extend the term of the contract to June 30, 2023.

ACTION p. 24

- 6.5 Review and approval of release of the Joint Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Years 23/24 & 24/25.

ACTION p. 33

7.0 REGULAR AGENDA

- 7.1 Consider candidates and make an appointment for a city/town governing board member representing the Central region for the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline) and adopt Resolution 23-04, which records the respective appointment.

ACTION p. 41

- 7.2 Review and approval Resolution 23-05 authorizing the C/CAG Chair to execute Change Order 1 to an existing agreement between C/CAG and Pacific Gas and Electric Company for the San Mateo County Energy Watch Program, adding \$1,813,000 for a

new total not to exceed \$2,785,000 and extending the agreement end date to December 31, 2025. ACTION p. 61

- 7.3 Review legislative update and, if appropriate, recommend approval of C/CAG legislative policies, priorities, or positions. (A position may be taken on any legislation, including legislation not previously identified in the legislative update. Action is only necessary if recommending approval of a policy, priority, or position.)

POSSIBLE ACTION p. 68

## 8.0 COMMITTEE REPORTS

- 8.1 Committee Reports (oral reports)
- 8.2 Chairperson's Report
- 8.3 Board Members Report/Communication

## 9.0 EXECUTIVE DIRECTOR'S REPORT

## 10.0 COMMUNICATIONS - Information Only

- 10.1 Written Communication – One Press Release and 10 letters.

p. 79

## 11.0 CLOSED SESSION

- 11.1 Public Employee Performance Evaluation (Government Code Section 54957).

Title: Executive Director of C/CAG.

- 11.2 Conference with Labor Negotiators (Government Code Section 54957.6).

C/CAG Representative: Davina Hurt.

Unrepresented Employee: Executive Director.

## 12.0 RECONVENE IN OPEN SESSION

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

## 13.0 ADJOURNMENT

Next scheduled meeting February 9, 2023

**PUBLIC NOTICING:** All notices of C/CAG regular Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Court Yard, 555 County Center, Redwood City, 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 Crume 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 Crume 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 [mcrume@smcgov.org](mailto:mcrume@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. 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. Emails received less than 2 hours before the meeting will be provided to the C/CAG Board members and included in the administrative record of the meeting as soon as practicable.

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: Sean Charpentier (650) 599-1409

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

## C/CAG AGENDA REPORT

Date: January 12, 2023

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

From: Sean Charpentier, Executive Director

Subject: Review and approval of Resolution 23-01 finding that, as a result of the continuing COVID-19 pandemic state of emergency, meeting in person would present imminent risks to the health or safety of attendees, and that the state of emergency continues to directly impact the ability of members of the Board of Directors and C/CAG legislative bodies to meet safely in person.

(For further information, contact Melissa Andrikopoulos at [mandrikopoulos@smcgov.org](mailto:mandrikopoulos@smcgov.org))

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### **RECOMMENDATION**

Approval of Resolution 23-01 finding that, as a result of the continuing COVID-19 pandemic state of emergency, meeting in person for meetings of the C/CAG Board of Directors and all other C/CAG legislative bodies would present imminent risks to the health or safety of attendees, and that the state of emergency continues to directly impact the ability of members of the Board of Directors and C/CAG legislative bodies to meet safely in person.

### **FISCAL IMPACT**

There is no fiscal impact.

### **SOURCE OF FUNDS**

Not applicable

### **BACKGROUND**

On June 11, 2021, Governor Newsom issued Executive Order N-08-21, which rescinded his prior Executive Order N-29-20 and set a date of October 1, 2021 for public agencies to transition back to public meetings held in full compliance with the Brown Act. The original Executive Order provided that all provisions of the Brown Act that required the physical presence of members or other personnel as a condition of participation or as a quorum for a public meeting were waived for public health reasons. If these waivers fully sunset on October 1, 2021, legislative bodies subject to the Brown Act would have to contend with a sudden return to full compliance with in-person meeting requirements as they existed prior to March 2020, including the requirement for full physical public access to all teleconference locations from which board members were participating.

On September 16, 2021, the Governor signed AB 361, a bill that formalizes and modifies the teleconference procedures implemented by California public agencies in response to the Governor's Executive Orders addressing Brown Act compliance during the COVID-19 emergency. AB 361 allows a local agency legislative body to continue to use teleconferencing under the same basic rules as provided

in the Executive Orders when certain circumstances occur or when certain findings have been made and adopted by the legislative body.

AB 361 provides that Brown Act legislative bodies must return to in-person meetings on October 1, 2021, unless they choose to continue with fully teleconferenced meetings because a specific declaration of a state or local health emergency is appropriately made. AB 361 allows legislative bodies to continue to conduct virtual meetings as long as there is a gubernatorially-proclaimed public emergency in combination with (1) local health official recommendations for social distancing or (2) adopted findings that meeting in person would present an imminent risk to health or safety. AB 361 is effective immediately as urgency legislation and will sunset on January 1, 2024.

AB 361 also requires that, if the state of emergency remains active for more than 30 days, the legislative body must make findings by majority vote every 30 days to continue using the bill's exemption to the Brown Act teleconferencing rules. Specifically, the legislative body must find that the need for teleconferencing persists due to risks posed by the ongoing state of emergency. Effectively, this means that local agencies must either agendaize a Brown Act meeting once every thirty days to make these findings, or, if a local agency has not made such findings within the prior 30 days, the local agency must re-adopt the initial findings if it wishes to conduct a remote meeting.

Public agencies that wish to continue with the option for remote meetings due to the COVID-19 emergency have and are continuing to make the required AB 361 findings. The San Mateo County Board of Supervisors approved a similar resolution at its September 28, 2021 meeting, and has continued to renew the findings since then.

At its October 14, 2021 meeting, the C/CAG Board adopted Resolution 21-79, making the findings necessary to continue remote meetings for both the C/CAG Board and standing C/CAG Committees for 30 days; the Board has subsequently adopted similar resolutions making findings to continue remote meetings.

## **DISCUSSION**

The County's high vaccination rate successfully implemented local health measures (such as indoor masking), and best practices by the public (such as voluntary social distancing) have proven effective, in combination, at controlling the local spread of COVID-19.

However, reducing the circumstances under which people come into close contact remains a vital component of the County's COVID-19 response strategy. While local agency public meetings are an essential government function, the last 18 months have demonstrated that conducting such meetings virtually is feasible.

Public meetings pose high risks for COVID-19 spread for several reasons. These meetings bring together people from throughout a geographic region, increasing the opportunity for COVID-19 transmission. Further, the open nature of public meetings makes it difficult to enforce compliance with vaccination, physical distancing, masking, cough and sneeze etiquette, or other safety measures. Moreover, some of the safety measures used by private businesses to control these risks may be less effective for public agencies.

These factors combine to make in-person public meetings imminently risky to health and safety.

We recommend that the Board avail itself of the provisions of AB 361 allowing continuation of remote meetings by adopting findings to the effect that conducting in-person meetings would present an imminent risk to the health and safety of attendees and that the state of emergency continues to directly impact the ability of members to meet safely in person. A resolution to that effect, and directing staff to take such other necessary or appropriate actions to implement the intent and purposes of the resolution, is attached hereto.

**ATTACHMENT**

1. Resolution 23-01

## RESOLUTION 23-01

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY FINDING THAT, AS A RESULT OF THE CONTINUING COVID-19 PANDEMIC STATE OF EMERGENCY, MEETING IN PERSON FOR MEETINGS OF THE C/CAG BOARD OF DIRECTORS AND ALL OTHER C/CAG LEGISLATIVE BODIES WOULD PRESENT IMMINENT RISKS TO THE HEALTH OR SAFETY OF ATTENDEES, AND THAT THE STATE OF EMERGENCY CONTINUES TO DIRECTLY IMPACT THE ABILITY OF MEMBERS OF THE BOARD OF DIRECTORS AND C/CAG LEGISLATIVE BODIES TO MEET SAFELY IN PERSON.**

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

**WHEREAS**, on March 4, 2020, pursuant to California Government Code section 8550, *et seq.*, Governor Newsom proclaimed a state of emergency related to the COVID-19 novel coronavirus, and subsequently, the San Mateo County Board of Supervisors declared a local emergency related to COVID-19, and the proclamation by the Governor and declaration by the Board of Supervisors remain in effect; and

**WHEREAS**, on March 17, 2020, Governor Newsom issued Executive Order N-29-20, which suspended certain provisions in the California Open Meeting law, Government Code section 54950 *et seq.* (the “Brown Act”), related to teleconferencing by local agency legislative bodies, provided certain requirements were met and followed; and

**WHEREAS**, on June 11, 2021, the Governor issued Executive Order N-08-21, which extended provisions of Executive Order N-29-20 that waive otherwise-applicable Brown Act requirements related to remote/teleconference meetings by local agency legislative bodies through September 30, 2021; and

**WHEREAS**, on September 16, 2021, Governor Newsom signed AB 361 into law, and AB 361 provides that a local agency legislative body subject to the Brown Act may continue to meet without complying with the otherwise-applicable requirements in the Brown Act related to remote/teleconference meetings by local agency legislative bodies, provided that a state of emergency has been declared and the legislative body determines that meeting in person would present imminent risks to the health or safety of attendees, and provided that the legislative body makes such findings at least every thirty (30) days during the term of the declared emergency; and

**WHEREAS**, the C/CAG Board of Directors concludes that there is a continuing threat of COVID-19 to the community, and that Board meetings have characteristics that give rise to risks to health and safety of meeting participants (such as the increased mixing associated with bringing together people from across the community, the need to enable those who are immunocompromised or unvaccinated to be able to safely continue to participate fully in public governmental meetings, and the challenges with fully ascertaining and ensuring compliance with vaccination and other safety recommendations at such meetings); and

**WHEREAS**, the C/CAG Board of Directors has an important governmental interest in protecting the health and safety of those who participate in its meetings; and

**WHEREAS**, on October 14, 2021, the C/CAG Board of Directors approved Resolution 21-79



making the findings necessary to continue holding remote meetings of the C/CAG Board of Directors and all other C/CAG legislative bodies; and

**WHEREAS**, at subsequent meetings, the C/CAG Board of Directors adopted resolutions making the findings necessary to continue remote meetings for both the C/CAG Board of Directors and all other C/CAG legislative bodies; and

**WHEREAS**, in the interest of public health and safety, as affected by the emergency caused by the spread of COVID-19, the C/CAG Board of Directors deems it necessary to find that meeting in person would present imminent risks to the health or safety of attendees, and that the COVID-19 state of emergency continues to directly impact the ability of members of the Board of Directors and all other C/CAG legislative bodies to meet safely in person, and thus intends to continue to invoke the provisions of AB 361 related to teleconferencing;

**NOW, THEREFORE, IT IS HEREBY DETERMINED AND ORDERED that**

1. The recitals set forth above are true and correct.
2. The C/CAG Board of Directors has reconsidered the circumstances of the state of emergency caused by the spread of COVID-19.
3. The C/CAG Board of Directors finds that the state of emergency caused by the spread of COVID-19 continues to directly impact the ability of members of the Board of Directors and all other C/CAG legislative bodies to meet safely in person.
4. The C/CAG Board of Directors further finds that holding meetings of the C/CAG Board Directors and all other C/CAG legislative bodies in person would present imminent risks to the health or safety of attendees.
5. Staff is directed to take such other necessary or appropriate actions to implement the intent and purposes of this resolution.

**PASSED, APPROVED, AND ADOPTED, THIS 12<sup>TH</sup> DAY OF JANUARY 2023.**

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*Davina Hurt, Chair*

## C/CAG AGENDA REPORT

Date: January 12, 2023

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

From: Sean Charpentier, Executive Director

Subject: Receive a presentation from the San Francisco Estuary Institute Regional Monitoring Program on the Pulse of the Bay “50 Years After the Clean Water Act”

(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 receive a presentation from the San Francisco Estuary Institute Regional Monitoring Program on the Pulse of the Bay “50 Years After the Clean Water Act.”

### BACKGROUND

Staff from the San Francisco Estuary Institute (SFEI) will provide a brief presentation summarizing the 2022 Pulse of the Estuary report developed by the Regional Monitoring Program (RMP) for the San Francisco Bay, which is a Bay monitoring program in partnership with the SFEI, the regulated discharger community and the Regional Water Quality Control Board. The RMP is funded through required financial contributions from in-Bay dischargers, and C/CAG pays into the RMP on behalf of its member agencies for their required contributions under the Municipal Regional Stormwater Permit (MRP). Member agencies may also pay into the RMP under their wastewater treatment plant discharge permits. C/CAG’s contributions to the RMP are based on a combination of population numbers from the State Department of Finance and drainage area. Contributions to the RMP support operations as well as special and pilot studies developed among various workgroups of the RMP. Beginning this Fiscal Year, as provided by the reissued Municipal Regional Stormwater Permit (MRP 3.0), the MRP co-permittees plan to meet new requirements for monitoring contaminants of concern via increased contributions to the RMP that would fund pilot and special studies under the Emerging Contaminants Workgroup.

The RMP issues a report each year documenting the latest monitoring efforts and special studies conducted by the RMP. The Pulse of the Bay is released in even years and the RMP Update in odd years.

The purpose of The Pulse of the Bay is to make the most important information available on water quality in the Bay accessible to water quality managers, decision-makers, scientists, and the public. The theme of the 2022 Pulse is "50 Years After the Clean Water Act," focusing on the successes and remaining challenges identified by the RMP in achieving progress towards improving the chemical, physical and biological condition of Bay Area water bodies.

### ATTACHMENTS

1. Presentation on the Pulse of the Bay “50 Years After the Clean Water Act” – available on C/CAG’s Board of Directors website - <https://ccag.ca.gov/committees/board-of-directors-2/>

# 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 and SAN MATEO COUNTY AIRPORT LAND USE COMMISSION NOTICE

#### MINUTES

Meeting No. 359  
December 8, 2022

On September 16, 2021, the Governor signed AB 361, which amended certain provisions of the Ralph M. Brown Act in order to allow for local legislative bodies to conduct their meetings remotely via telephonically or by other electronic means under specified circumstances. Thus, pursuant to Government Code section 54953(e), the C/CAG Board meeting will be conducted via remote conferencing. Members of the public may observe or participate in the meeting remotely via one of the options below.

#### 1.0 CALL TO ORDER/ ROLL CALL

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

|                     |  |
|---------------------|--|
| Atherton            | – Elizabeth Lewis                      |
| Belmont             | – Davina Hurt                          |
| Brisbane            | – Karen Cunningham (depart 6:54 p.m.)  |
| Burlingame          | – Ricardo Ortiz                        |
| Colma               | – John Goodwin                         |
| Daly City           | – Pamela DiGiovanni (arrive 6:38 p.m.) |
| Half Moon Bay       | – Debbie Ruddock                       |
| Hillsborough        | – Marie Chuang (arrive 7:17 p.m.)      |
| Menlo Park          | – Cecilia Taylor                       |
| Pacifica            | – Sue Beckmeyer                        |
| Portola Valley      | – Maryann Moise Derwin                 |
| Redwood City        | – Alicia Aguirre                       |
| San Bruno           | – Michael Salazar                      |
| San Mateo County    | – David Canepa                         |
| South San Francisco | – Mark Nagales                         |
| Woodside            | – Dick Brown                           |
| SMCTA (Non-Voting)  | – Rico E. Medina                       |

Absent:

East Palo Alto  
Foster City

Millbrae  
San Carlos  
San Mateo  
SMCTD (Non-Voting)

Others:

|                       |   |
|-----------------------|---|
| Sean Charpentier      | – C/CAG Executive Director              |
| Mima Crume            | – C/CAG Clerk of the Board              |
| Melissa Andrikopolous | – C/CAG Legal Counsel                   |
| Kaki Cheung           | – C/CAG Staff                           |
| Jeff Lacap            | – C/CAG Staff                           |
| Reid Bogert           | – C/CAG Staff                           |
| Susy Kalkin           | – C/CAG Staff                           |
| Kim Wever             | – C/CAG Staff                           |
| Kim Springer          | – C/CAG Staff                           |
| Eva Gaye              | – C/CAG Staff                           |
| Audrey Shiramiza      | – C/CAG Staff                           |
| Sara Trejo            | – Office of Congresswoman Jackie Speier |
| Pamela Herhold        | – BART                                  |
| Bevan Dufty           | – BART                                  |

Other members of the public attended.

## 2.0 BRIEF OVERVIEW OF TELECONFERENCE MEETING PROCEDURES

Clerk Crume gave a brief overview of the teleconference 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.

Clerk Crume reported that there were no comments from the public.

## 4.0 PRESENTATIONS/ ANNOUNCEMENTS

- 4.1 Certificate of Appreciation to Richa Awasthi for her years of dedicated service to C/CAG.
- 4.2 Certificate of Appreciation to Maryann Moise Derwin for her years of dedicated service to C/CAG.
- 4.3 Certificate of Appreciation to Diane Papan for her years of dedicated service to C/CAG.
- 4.4 Certificate of Appreciation to Therese McMillan, Executive Director of MTC.
- 4.5 Certificate of Appreciation to Congresswoman Jackie Speier, U.S. Representative for California's 14<sup>th</sup> Congressional District.

Chair Hurt presented Certificate of Appreciations to Board Members Richa Awasthi,

Maryann Moise Derwin, Diane Papan, Executive Director of MTC, Therese McMillan and Congresswoman Jackie Speier, U.S. Representative for California's 14<sup>th</sup> Congressional District.

Board Member Maryann Moise Derwin has thanked the C/CAG Board and staff. She is honored having served on the C/CAG Board.

C/CAG Board Members has expressed their sincere gratitude to the outgoing Board Members for their leadership and service.

On behalf of Congresswoman Jackie Speier, Sara Trejo has accepted the recognition plaque. She has thanked the C/CAG Board for their hard work and truly appreciates the efforts made by all C/CAG members.

4.6 Receive a Presentation on the San Francisco Bay Area Rapid Transit District (BART) in San Mateo County.

The Board received a presentation on the San Francisco Bay Area Rapid Transit District (BART) in San Mateo County. BART provides rail service to six stations in San Mateo County, connecting riders to points in San Mateo, San Francisco and beyond. Pre-pandemic, nearly 70% of BART operating costs cover by fares/parking fees and during the pandemic was a substantial ridership decline. Despite the challenges BART is focused on growing ridership and bringing riders back. The region launched the BayPass. A two-year pilot program to study the impact of a single pass that will provide some 50K Bay Area residents free access to all bus, rail and ferry services in the nine-county region. BART is one of the first operators to offer qualifying riders 20% fare discount under MTC's means-based fare program launched in 2020. In addition, a new progressive policing bureau & community engagement team focused on addressing homelessness and preventing harassment. They have also deployed additional cleaning, elevator & restroom attendants at high-volume stations, and COVID safety protocols such as MERV-14 filters.

Chair Hurt said closed session, item 10.0, will not take place due to a large number of cities are out.

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 minutes of regular business meeting No. 358 dated November 10, 2022.

APPROVED

5.2 Review and approval of Resolution 22-105 finding that, as a result of the continuing COVID-19 pandemic state of emergency, meeting in person would present imminent risks to the health or safety of attendees, and that the state of emergency continues to directly impact the ability of members of the Board of Directors and C/CAG legislative bodies to meet safely in person.

APPROVED

5.3 Review and approval of the 2023 C/CAG Board meeting calendar.

APPROVED

- 5.4 Review and approval of Resolution 22-106, restating and amending the membership and voting roles on the Congestion Management and Environmental Quality (CMEQ) Committee to include one representative from the San Francisco Bay Area Rapid Transit District (BART). APPROVED
- 5.5 Review and approval of the appointment of BART Board of Director Bevan Dufty to the Congestion Management & Environmental Quality (CMEQ) Committee. APPROVED
- 5.6 Review and approval of Resolution 22-107 determining that a proposal to construct seven 3-story duplexes at 141 Third Avenue, Daly City, including related General Plan and Zoning Amendments, is conditionally consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport. APPROVED
- 5.7 Review and approval of Resolution 22-108 determining that the proposed 8-story office building over 3-level parking podium at 455 Hickey Boulevard, Daly City, including related Rezoning, is conditionally consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport. APPROVED
- 5.8 Review and approval of Resolution 22-109 determining that the proposed automobile dealership facility at 1010 Admiral Court, San Bruno, including related amendments to the San Bruno General Plan, Zoning Map and the US Navy Site Specific Plan, is conditionally consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport. APPROVED
- 5.9 Review and approval of the Finance Committee’s recommendation of no change to the investment portfolio and accept the Quarterly Investment Report as of September 30, 2022. APPROVED
- 5.10 Review and accept the C/CAG Financial Statements (Audit) for Fiscal Year Ended June 30, 2022, the Memorandum on Internal Control, and the Required Communications for the Year Ended June 30, 2022. APPROVED
- 5.11 Review and accept the C/CAG State Transportation Improvement Program (STIP) Planning, Programming & Monitoring Program (PPM) Final Project Expenditure Audit Report from July 1, 2020, through June 30, 2022 and July 1, 2021 through June 30, 2022. APPROVED
- 5.12 Review and accept the Measure M Fund Financial Statements (Audit) for the Year Ended June 30, 2022. APPROVED
- 5.13 Review and approval Resolution 22-110 adopting the C/CAG Investment Policy update with the addition of a Socially Responsible Investment Objective. APPROVED
- 5.14 Review and approval of Resolution 22-111 authorizing the C/CAG Chair to execute Amendment No. 3 to the Agreement with the City of South San Francisco for fiber conduit purchase of the Smart Corridor Extension Project, extending the contract term to December 31, 2023, at no additional cost. APPROVED
- 5.15 Receive a copy of a Resolution of the San Bruno City Council giving notice to the C/CAG Board, as the San Mateo County Airport Land Use Commission (ALUC), of its intent to

consider an override of the ALUC determination that the City of San Bruno Draft 2023-2031 Housing Element is not consistent with the noise policies of the Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport.

INFORMATION

Board Member Canepa MOVED to approve the consent agenda items 5.1 through items 5.15. Board Member Taylor SECONDED. Roll call was taken. **MOTION CARRIED 14-0-0**

## 6.0 REGULAR AGENDA

- 6.1 Receive a Presentation on the Recruitment process for the Central Region seat on the OneShoreline (San Mateo County Flood and Sea Level Rise Resiliency District) Board of Directors. INFORMATION

The Board received a presentation on the recruitment process for the Central Region seat on the OneShoreline (San Mateo County Flood and Sea Level Rise Resiliency District) Board of Directors. In November 2022, Diane Papan was elected to represent the Assembly District 21. C/CAG is currently recruiting to fill the vacant Central Region seat. The term will be for the remainder of the Diane Papan's term, which is through 12/31/25. Eligible City Councilmembers must be from the Central Region cities of Hillsborough, City of San Mateo, Foster City, Belmont and San Carlos. The recruitment package summarizes the purpose of the recruitment, defines the geographic boundaries for the Central Region seat, and requires interested council members to submit a Candidacy Form and a letter of interest. Candidates will be provided an opportunity to speak to the C/CAG Board at the January 12, 2023, Board meeting, prior to the C/CAG Board voting to appoint a candidate.

Len Materman commented that if candidates have questions on OneShoreline to please reach out and they will be happy to entertain the questions and have a discussion.

- 6.2 Review and approval of Resolution 22-112 authorizing the adoption of the San Mateo County Shared Micromobility Feasibility Study and Implementation Plan. APPROVED

The Board received a presentation on the San Mateo County Shared Micromobility Feasibility Study and Implementation Plan. In this presentation staff has shared the public review findings as well as the drafts next steps. Throughout the planning process, the team has presented updates to the Ad Hoc advisory group, the Bicycle and Pedestrian Advisory Committee (BPAC), the Congestion Management Program Technical Advisory Committee (TAC), the Congestion Management and Environmental Quality (CMEQ) Committee, and the C/CAG Board of Directors. The study has recommended a multi-jurisdictional shared micromobility pilot program in the County. The proposed pilot duration is one to two years with possible one-year extension. The consultant recommended making e-bicycles as the primary shared vehicle in the program. The Draft Plan was available for public review from October 13, 2022 to November 7, 2022. The team has received comments from Committee members as well as multiple groups, including the Silicon Valley Bicycle Coalition, Commute.org, Midpeninsula Open Reserve, and Thrive Alliance. Once the Plan is adopted by the C/CAG Board, C/CAG will begin recruiting a new shared micromobility staff, establishing the governance committee, securing funding to launch the pilot program, releasing procurement documents to select operator, and then launching the Phase 1 pilot phase. Staff hopes to

launch the pilot program in 2024.

Board Member Chuang **MOVED** to approve the items 6.2. Board Member Ortiz **SECONDED**. Roll call was taken. **MOTION CARRIED 15-0-0**

- 6.3 Review legislative update and, if appropriate, recommend approval of C/CAG legislative policies, priorities, or positions. (A position may be taken on any legislation, including legislation not previously identified in the legislative update. Action is only necessary if recommending approval of a policy, priority, or position.) **NO ACTION**

Sean Charpentier gave a brief update on the legislative committee that they have approved the calendar. Received an update from the state advocate on Assembly budget. And discussions on legislative policy and focus areas to the January meeting.

- 6.4 Receive a presentation on the Countywide Stormwater Program. **INFORMATION**

The Board received a presentation on the Countywide Stormwater Program summarizing key highlights of Stormwater Program achievements and areas of focus during Fiscal Year 2022-23, including early support during “MRP 3.0”, the development of the interim MOU-based Regional Collaborative Program, recent outreach and engagement accomplishments with the Rain Barrel Rebate Program, and schoolyard greening efforts in San Carlos.

Sean Charpentier added that C/CAG was successful in with Congresswoman Jackie Speier was the addition of \$2.4M in the House approved budget for the regional multi benefit stormwater project in San Bruno. We should be hearing within a few weeks if it is successful included in the Senator approved budget.

## 7.0 COMMITTEE REPORTS

- 7.1 Committee Reports (oral reports)

None.

- 7.2 Chairperson’s Report

Chair Hurt reported that last month she was in Egypt for COP27 representing the Bay Area. She has learned a lot about transportation and natural working lands. She wanted to uplift the conversations there about women being a part of climate solution and transportation. She did take part in two panels, one on transportation and air pollution. She has thanked Vice Chair Ortiz for chairing last month’s Board meeting.

- 7.3 Board Members Report/Communication

None.

## 8.0 EXECUTIVE DIRECTOR’S REPORT

Sean Charpentier reported that on November 22<sup>nd</sup>, he as well as Kim Wever, Kaki Cheung, Belmont staff and Belmont elected official unveiled an adapted signalization project on Ralston Ave, Belmont that was funded with \$300K of TFC funds that was awarded to C/CAG. It



synchronizes and improves the signals on Ralston. This project through improving the flow of traffic will reduce 250 tons of GHG every year. He has added for the CMEQ committee, there are 5 vacancies for elected officials. A recruitment letter will be sent out for interested elected officials. There are 3 vacancies coming up on RMCP. A brief reminder that we will be returning in person meetings in March and we're preparing to return to our original location in the SamTrans auditorium. He has thanked Board Members transitioning off the C/CAG Board for all their efforts for their many years of service. He's thanked all returning Board Members for all hard work and C/CAG staff.

9.0 COMMUNICATIONS - Information Only

9.1 Written Communication – None.

10.0 CLOSED SESSION – Closed session did not take place due to a large number of cities out.

10.1 Public Employee Performance Evaluation (Government Code Section 54957).

Title: Executive Director of C/CAG.

11.0 RECONVENE IN OPEN SESSION – Reconvene in open session did not take place.

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

12.0 ADJOURNMENT

Next scheduled meeting January 12, 2023

12.0 ADJOURNMENT – 7:48 p.m.

## C/CAG AGENDA REPORT

Date: January 12, 2023

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

From: Sean Charpentier, C/CAG Executive Director

Subject: Review and approval of Resolution 23-02 adopting the revised membership guidelines for Congestion Management Program Technical Advisory Committee.

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

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 23-02 adopting the revised membership guidelines for Congestion Management Program Technical Advisory Committee.

### FISCAL IMPACT

There is no fiscal impact related to this item.

### SOURCE OF FUNDS

Not applicable.

### BACKGROUND

In 1998, C/CAG Bylaws established the Congestion Management Program Technical Advisory Committee (TAC). The Committee is comprised of engineers and planners who provide technical expertise and professional recommendations to the C/CAG Board regarding transportation and air quality issues. There are currently a total of 25 positions, including 23 engineers and 2 planners from the C/CAG member agencies, as well as representatives from regional and state transportation agencies. Traditionally, the County of San Mateo's Public Works Director and the San Mateo County Transportation Authority representative take turn chairing the meetings. The Committee Guidelines were last updated on November 24, 2009.

Given that a significant amount of time has lapsed since the last Committee Guidelines update, staff has brought the topic of Committee guideline revisions for discussion at its September, November, and December meetings. The Committee reviewed and recommended Board approval of revised set of Guidelines (Attachment 2) that included:

- The positions of Committee Chair and Vice-Chair are open to any members, and election shall take place every two years.
- The composition of Committee membership is expanded to include representation from all San Mateo County jurisdictions. Additional seats for the City of East Palo Alto and Town of Portola Valley have been created.
- The Committee will include a total of three Planners to be appointed for a two-year term.

C/CAG will seek to provide a balance of representations among small, medium, and large cities. C/CAG would reach out to members' Planning Directors or Community Development Directors, seeking letters of interests. The C/CAG Board will then consider and appoint the candidates.

- The chairmanship is revised from a Chair and Vice Chair structure to a two-person Co-Chair partnership.

At the December, 15, 2022 TAC meeting, the TAC recommended that the C/CAG Board approve the changes.

Staff recommends the C/CAG Board review and approve Resolution 23-XX adopting the revised membership guidelines for Congestion Management Program Technical Advisory Committee

#### **ATTACHMENTS**

1. Resolution 23-02
2. Congestion Management Program Technical Advisory Committee (CMP TAC) Guidelines Updated (redlined)

## RESOLUTION 23-02

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY ADOPTING THE REVISED MEMBERSHIP GUIDELINES FOR CONGESTION MANAGEMENT PROGRAM TECHNICAL ADVISORY COMMITTEE.

**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 (CMA) responsible for the development and implementation of the Congestion Management Program for San Mateo County; and

**WHEREAS**, C/CAG's existing bylaws designate a Congestion Management Program Technical Advisory Committee (TAC); and

**WHEREAS**, the TAC is comprised of staff planners and engineers, who provide professional recommendations to the Congestion Management and Environmental Quality Committee and C/CAG Board regarding transportation and air quality issues; and

**WHEREAS**, the Committee Guidelines were last updated on November 24, 2009; and

**WHEREAS**, the Committee and C/CAG would like to revise the membership composition to include all San Mateo County jurisdictions, open up the positions of the two Co-Chairs to any members, and establish a limit of three planners to be appointed for a two-year term; and

**WHEREAS**, at the December 15, 2022 TAC meeting, the TAC recommended that the C/CAG Board approve the changes.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors of the City/County Association of Governments of San Mateo County hereby adopts the revised membership guidelines for Congestion Management Program Technical Advisory Committee.

**PASSED, APPROVED, AND ADOPTED, THIS 12TH DAY OF JANUARY 2023.**

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**Davina Hurt, Chair**

## Congestion Management Program Technical Advisory Committee (CMP TAC)

### Guidelines

Established 11/24/09

Revised 12/15/2022

### Mission

The CMP TAC is a staff committee composed of engineers and planners who provide technical expertise and professional recommendations to the CMEQ Committee and C/CAG Board regarding transportation and air quality issues, the Congestion Management Program, and the Countywide Transportation Plan.

### Membership

The CMP TAC was originally established to include representatives from the Bay Area Air Quality Management District (BAAQMD) (1), the Metropolitan Transportation Commission (MTC) (1), San Francisco International Airport (SFIA) (1), the San Mateo County Transit District (SamTrans) (1 with 1 alternate), the San Mateo County Transportation Authority (SMCTA) (2), San Mateo County Government (3), the Central County Cities (2), the North County Cities (2), the South County Cities (2), the Cities at large (1), and Caltrans (3). A total of 19 members.

The current composition of the Technical Advisory Committee includes ~~up to twenty~~ twelve city engineers and two planners, one county engineer, ~~one county planner~~, one representative each from the Metropolitan Transportation Commission, Caltrans, SamTrans/the Transportation Authority/the Peninsula Corridor Joint Powers Board (JPB)/Caltrain, and ~~C/CAG/the Congestion Management Program~~.

~~There are currently a total of 25 positions including 15 engineers and 4 planners from the local jurisdictions in addition to representatives from Caltrans, SamTrans, Peninsula Corridor JPB, SMCTA, MTC, and C/CAG.~~

- ~~• 25 members on average~~
- ~~• The CMP TAC is currently composed of 24 members made up of engineers representing SMCTA, Peninsula Corridor JPB (Caltrain), Caltrans, MTC, C/CAG, and the cities and County~~
- ~~• 16 jurisdictions (15 cities and the County) are represented~~
- ~~• Burlingame, San Mateo, Daly City, and the County have 2 representatives each (engineer and planner)~~
- ~~• 5 cities NOT represented: Hillsborough, San Bruno, Portola Valley, Half Moon Bay, and East Palo Alto~~
- ~~• The total number of members fluctuates with the highest of 27 in 2005 and lowest of 20 in 2000 with 20. The current number of members is 24.~~

### Term Limits

- There are no term limits for the CMP TAC. Members can remain on the TAC indefinitely or until the member voluntarily relieve him/or herself of the membership.
- Membership of Planners
  - The CMP TAC may include a total of three planners.
  - There are no term limits, but Planners will be appointed every two years.
  - C/CAG will issue a call for applicants every two years. Interested planners shall submit letters of interest to the C/CAG Board, who will make the appointment.
  - C/CAG shall strive to include Planners that represent small, medium, and large cities.

### Co-Chairs

- The two Co-Chairs for the CMP TAC are appointed by Committee members at a CMP TAC Meeting every two years.
- There are no term limits.
- The role of the Co-Chairs are to manage the Committee meetings by calling the meeting to order, leading the Committee through the agenda topics, monitoring meeting discussion to ensure all discussion remains on topic, and leading the motion and approval of all action items.
- Co-Chairs will rotate every other meeting. A Co-Chair may chair consecutive meetings if the other Co-Chair is unavailable to attend.

### **Selection Process**

- To fill the vacant engineering positions, jurisdictions shall submit a nomination letter from the City/Town/County Manager to the C/CAG Executive Director. Staff solicits individuals from C/CAG member agencies who have expressed interest in being on the TAC and requested that a letter of interest be submitted to C/CAG for considerations. Staff would focus on the cities' Public Works Directors/City Engineers that are not currently represented on the Committee. For backfilling a vacant "Planner" position, staff will contact the Planning Directors.
- Interested individuals are then asked to submit a letter of interest and request from the City Manager. Based on the number of vacancies and responses received, the C/CAG Executive Director makes the recommendation for the appointment of new member(s) to backfill the vacancies. If there is more interest than positions available, the Director has the discretion to expand the number of members to maintain a representational and diverse committee.
- The C/CAG's Board of Directors then approve the nomination at the next regularly scheduled Board meeting.

### 2022 Congestion Management Program Technical Advisory Committee Roster

| <u>Agency</u>                       | <u>Representative</u>    |
|-------------------------------------|--------------------------|
| <u>San Mateo County Engineering</u> | <u>Ann Stillman</u>      |
| <u>SMCTA / PCJPB / Caltrain</u>     | <u>Heba El-Guindy</u>    |
| <u>Atherton Engineering</u>         | <u>Robert Ovadia</u>     |
| <u>Belmont Engineering</u>          | <u>Peter Brown</u>       |
| <u>Brisbane Engineering</u>         | <u>Randy Breault</u>     |
| <u>Burlingame Engineering</u>       | <u>Syed Murtuza</u>      |
| <u>C/CAG</u>                        | <u>Sean Charpentier</u>  |
| <u>Colma Engineering</u>            | <u>Brad Donohue</u>      |
| <u>Daly City Engineering</u>        | <u>Richard Chiu</u>      |
| <u>Daly City Planning</u>           | <u>Tatum Mothershead</u> |
| <u>East Palo Alto Engineering</u>   | <u>Humza Javed</u>       |
| <u>Foster City Engineering</u>      | <u>Louis Sun</u>         |
| <u>Half Moon Bay Engineering</u>    | <u>Maziar Bozorginia</u> |
| <u>Hillsborough Engineering</u>     | <u>Paul Willis</u>       |
| <u>Menlo Park Engineering</u>       | <u>Nikki Nagaya</u>      |
| <u>Millbrae Engineering</u>         | <u>Sam Bautista</u>      |
| <u>Pacifica Engineering</u>         | <u>Lisa Petersen</u>     |
| <u>Portola Valley Engineering</u>   | <u>Vacant</u>            |
| <u>Redwood City Engineering</u>     | <u>Jessica Manzi</u>     |

|  |                       |
|--|-----------------------|
| <u>San Bruno Engineering</u>           | <u>Matthew Lee</u>    |
| <u>San Carlos Engineering</u>          | <u>Steven Machida</u> |
| <u>San Mateo Engineering</u>           | <u>Azalea Mitch</u>   |
| <u>South San Francisco Engineering</u> | <u>Eunejune Kim</u>   |
| <u>South San Francisco Planning</u>    | <u>Billy Gross</u>    |
| <u>Woodside Engineering</u>            | <u>Sean Rose</u>      |
| <u>MTC</u>                             | <u>James Choe</u>     |
| <u>Caltrans</u>                        | <u>Nidal Tuqan</u>    |

| <b>2009 TAC Roster and Attendance</b> |                               |
|---------------------------------------|-------------------------------|
| <b>Member</b>                         | <b>Agency</b>                 |
| Jim Porter (Co-Chair)                 | San Mateo County Engineering  |
| Joseph Hurley (Co-Chair)              | SMCTA                         |
| Duncan Jones                          | Atherton Engineering          |
| Karen Borrmann                        | Belmont Engineering           |
| Randy Breault                         | Brisbane Engineering          |
| Syed Murtuza                          | Burlingame Engineering        |
| Bill Meeker                           | Burlingame Planning           |
| Sandy Wong                            | C/CAG                         |
| Gene Gonzalo                          | Caltrans                      |
| Rick Mao                              | Colma Engineering             |
| Robert Ovadia                         | Daly City Engineering         |
| <del>Tatum Mothershead</del>          | <del>Daly City Planning</del> |
| Ray Towne                             | Foster City Engineering       |
| Chip Taylor                           | Menlo Park Engineering        |
| Ron Popp                              | Millbrae Engineering          |
| Van Ocampo                            | Pacifica Engineering          |
| April Chan                            | Peninsula Corridor JPB        |
| Peter Vorametsanti                    | Redwood City Engineering      |
| Robert Weil                           | San Carlos Engineering        |
| Larry Patterson                       | San Mateo Engineering         |
| Bob Beyer                             | San Mateo Planning            |
| Steve Monowitz                        | San Mateo County Planning     |
| Dennis Chuck                          | So. San Francisco Engineering |
| Kenneth Folan                         | MTC                           |
|                                       |                               |
| <b><i>Staff Support</i></b>           |                               |
| John Hoang                            | C/CAG                         |



## C/CAG AGENDA REPORT

Date: January 12, 2023

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

From: Sean Charpentier, Executive Director

Subject: Review and approval of the appointment of Chris Yakabe as Member, and of Brian Branscomb as Alternate, to the Airport Land Use Committee (ALUC) representing the Half Moon Bay Pilots Association.

(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 the appointment of Chris Yakabe as Member, and of Brian Branscomb as Alternate, to the Airport Land Use Committee (ALUC) representing the Half Moon Bay Pilots Association.

### **FISCAL IMPACT**

None.

### **SOURCE OF FUNDS**

N/A

### **BACKGROUND**

The Airport Land Use Committee consists of 13 members representing the cities (10 members), the County of San Mateo (1 member) and the Aviation Community (2 members). Due to the resignation of Dave Williams from the ALUC in early October there is presently a vacancy for an aviation representative from the Half Moon Pilots Association.

The Half Moon Bay Airport Pilots Association has submitted the attached request that Chris Yakabe be appointed to this seat, and that Brian Branscomb, currently serving as the alternate, be retained as the alternate.

### **ATTACHMENTS**

1. ALUC Roster
2. Correspondence from Half Moon Bay Pilots Association

**C/CAG AIRPORT LAND USE COMMITTEE (ALUC)  
Membership Roster 2022**

**Chair:** Terry O’Connell, Council Member, City of Brisbane  
**Vice-Chair:** Anne Oliva, Council Member, City of Millbrae  
**Staff Support:** Susy Kalkin, C/CAG

| <b>Member Jurisdiction</b>                                 | <b>Representative</b>    | <b>Alternate</b>  |
|--|--------------------------|-------------------|
| <b>City of Brisbane</b>                                    | <b>Terry O’Connell</b>   | Madison Davis     |
| <b>City of Burlingame</b>                                  | <b>Ricardo Ortiz</b>     | Michael Brownrigg |
| <b>City of Daly City</b>                                   | <b>Pamela DiGiovanni</b> | Vacant            |
| <b>City of Foster City</b>                                 | <b>Patrick Sullivan</b>  | Jon Froomin       |
| <b>City of Half Moon Bay</b>                               | <b>Robert Brownstone</b> | Debbie Ruddock    |
| <b>City of Millbrae</b>                                    | <b>Anne Oliva</b>        | Anders Fung       |
| <b>City of Redwood City</b>                                | <b>Diane Howard</b>      | Vacant            |
| <b>City of San Bruno</b>                                   | <b>Tom Hamilton</b>      | Rico Medina       |
| <b>City of San Carlos</b>                                  | <b>Adam Rak</b>          | Ron Collins       |
| <b>County of San Mateo and<br/>Aviation Representative</b> | <b>Warren Slocum</b>     | Vacant            |
| <b>City of South San Francisco</b>                         | <b>Mark Nagales</b>      | Flor Nicolas      |
| <b>Aviation Representative</b>                             | <b>Carol Ford</b>        | Vacant            |
| <b>Half Moon Bay Airport<br/>Pilots Association</b>        | <b>vacant</b>            | Brian Branscomb   |

**From:** [M.H](#)  
**To:** [Susy Kalkin; cryakabeis@aol.com](mailto:cryakabeis@aol.com)  
**Cc:** [cmeyer312@gmail.com](mailto:cmeyer312@gmail.com)  
**Subject:** Re: San Mateo County ALUC Aviation Rep Recruitment  
**Date:** Tuesday, December 6, 2022 4:11:23 AM  
**Attachments:** [image001.png](#)

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**CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.**

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Hi Susy,  
Our replacement will be Chris Yakabe (on the “to” line here) and I spoke with Brian Branscomb who will continue to support as secondary.

Thank you for your follow up,  
Marian Harris, Director - Membership & DART

On Monday, December 5, 2022, Susy Kalkin <[kkalkin@smcgov.org](mailto:kkalkin@smcgov.org)> wrote:

Half Moon Bay Pilots Association,

Dave Williams, the Airport Land Use Committee (ALUC) rep from the HMB Pilots Assn. recently resigned, so we are hoping for your assistance in finding a replacement candidate to serve on the Committee. Attached is the recruitment letter and related committee description. It would be much appreciated if you could share this with your membership.

Please let me know if you have any questions.

Thank you,

Susy

**Susy Kalkin, Transportation Systems Coordinator**

C/CAG - City/County Association of Governments of San Mateo County

[555 County Center, 5th Floor](#)

[Redwood City, California 94063](#)

[kkalkin@smcgov.org](mailto:kkalkin@smcgov.org)

## C/CAG AGENDA REPORT

Date: January 12, 2023

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

From: Sean Charpentier, Executive Director

Subject: Review and approval of Resolution 23-03 authorizing the C/CAG Chair to execute Amendment No. 4 to the agreement with Placeworks to update the Daly City and Southeast San Mateo County Community Based Transportation Plans to reallocate a portion of funding previously authorized for community outreach by Community Based Organizations (CBOs) to Placeworks for the same purpose, add up to \$28,239, for a revised not to exceed contract amount of \$249,705, and extend the term of the contract to June 30, 2023.

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

### RECOMMENDATION

That the C/CAG Board review and approve Resolution 23-03 authorizing the C/CAG Chair to execute Amendment No. 4 to the agreement with Placeworks to update the Daly City and Southeast San Mateo County Community Based Transportation Plan, to reallocate a portion of funding previously authorized for community outreach by Community Based Organizations (CBOs) to Placeworks for the same purpose, add up to \$28,239, for a revised not to exceed contract amount of \$249,705, and extend the term of the contract to June 30, 2023.

### FISCAL IMPACT

The budget would increase by \$28,239, from \$221,466 to a new not to exceed amount of \$249,705. Funding sources include \$120,000 from MTC CBTP funding, \$101,466 from the 22% Measure M funds for Transit Operations and Senior Mobility programs, and \$28,239 from the Congestion Relief Fund.

### BACKGROUND/DISCUSSION

In March 2019, the C/CAG Board approved Resolution 19-13 authorizing a contract with Placeworks to update the Community Based Transportation Plan (CBTPs) for Daly City and Southeast San Mateo County in the amount of \$168,809. The goal of these plans is to identify and improve transportation gaps that impact Equity Priority Communities (formerly known as Communities of Concern). In recognition that community outreach and engagement are very important components in this planning effort, the Board also authorized the Executive Director to enter into contracts with local Community Based Organizations (CBOs) for expanded Community Outreach, in an aggregate amount not to exceed \$30,000.

In December 2020, the C/CAG Board approved Amendment No. 1 (per Resolution 20-64) to transfer administration of CBO engagement efforts and the related \$30K budget for this effort to Placeworks, with Placeworks' budget capped at 12.5%, and to extend the contract term from March 17, 2021, to

March 17, 2022, to account for time delays related to the on-going COVID-19 pandemic.

Again, in December 2021, due to several pandemic related delays in the initial outreach efforts, the C/CAG Board approved Amendment No. 2 (per Resolution 21-90) to augment the outreach budget by \$12,657 and extend the contract term to October 31, 2022.

And most recently, in October 2022, the C/CAG Board approved Amendment No. 3 (per Resolution 22-87) to extend the term of the contract to January 31, 2023, and add \$10,000 to the budget for Task 9 (Plan Adoption) to provide additional support to local jurisdictions to secure approvals from their respective boards and/or councils. This amendment requires subsequent submission of one or more work orders identifying specific tasks to be completed under Task 9, and written authorization of the C/CAG Executive Director before commencing work.

#### **Proposed Amendment No. 4**

In finalizing some of the project accounting, Placeworks has requested a budget adjustment to account for additional work undertaken in their efforts to try to encourage CBOs to assist with community engagement. As noted above, the CBTP contract includes a \$30k allocation for CBO outreach, with Placeworks eligible to receive a maximum of 12.5% of this amount (\$3,750) for related administration. Despite much effort on their part, as documented in the Scope of Work (**Attachment 2**), Placeworks was not able to get any CBOs interested in conducting outreach since the CBOs all had other more pressing priorities to attend to during the protracted pandemic. As a result, Placeworks spent a lot of time on this effort, but ended up doing all the outreach on their own, and in doing so incurred additional costs in the amount of \$8,940. As a result, it is recommended that the contract be amended to internally adjust the funding allocation within this task (“Task 5.3, Cost Proposal”) to increase Placeworks’ portion of the funding to \$8,940, while maintaining the overall budget for the CBO outreach effort at \$30,000.

Placeworks is now in the process of finalizing the draft documents, with the expectation to have the public drafts released in early January. MTC requests that C/CAG and the local jurisdictions formally adopt a resolution of support for the final CBTP reports and commit to including the recommendations and action plans in their respective planning and funding plans. While there was a budget amendment and time extension approved in October 2022 for this purpose, it has since been determined that the level of assistance and time needed to secure local resolutions of support for CBTPs from local jurisdiction is likely to be significantly greater than initially envisioned. It is therefore requested that a budget augmentation of \$28,239 be authorized for completion of Task 9, as outlined in the attached scope of work, and that the contract be extended to June 30, 2023.

#### **ATTACHMENTS**

1. Resolution 23-03
2. Draft Contract Amendment  
Exhibit A: Scope of Work and Costs

## **RESOLUTION 23-03**

**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. 3 TO THE AGREEMENT WITH PLACEWORKS TO UPDATE THE DALY CITY AND SOUTHEAST SAN MATEO COUNTY COMMUNITY BASED TRANSPORTATION PLANS TO REALLOCATE A PORTION OF FUNDING PREVIOUSLY AUTHORIZED FOR COMMUNITY OUTREACH BY COMMUNITY BASED ORGANIZATIONS (CBOs) TO PLACEWORKS FOR THE SAME PURPOSE, ADD UP TO \$28,239, FOR A REVISED NOT TO EXCEED CONTRACT AMOUNT OF \$249,705, AND EXTEND THE TERM OF THE CONTRACT TO JUNE 30, 2023.**

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

**WHEREAS**, in March 2019, the C/CAG Board approved Resolution 19-13 authorizing a contract with Placeworks to update Community Based Transportation Plans (CBTPs) for Daly City and Southeast San Mateo County in the amount of \$168,809, and further authorized the C/CAG Executive Director to enter into contracts with local Community Based Organizations (CBOs) for expanded Community Outreach in an aggregate amount not to exceed \$30,000; and

**WHEREAS**, in December 2020, the C/CAG Board approved Resolution 20-64 to transfer administration of CBO engagement efforts and the related \$30K budget to Placeworks, and Contract Amendment No. 1 was subsequently executed to include this budget amendment as well as to extend the contract term from March 17, 2021, to March 17, 2022, to account for time delays related to the on-going COVID-19 pandemic; and

**WHEREAS**, in December 2021, the C/CAG Board approved Resolution 21-90 to augment the outreach budget by \$12,657 and extend the contract term to October 31, 2022, due to COVID-19 pandemic related delays impacting outreach efforts; and

**WHEREAS**, in October 2022, the C/CAG Board approved Resolution 22-87 providing a budget augmentation of \$10,000 and extending the contract term to January 31, 2023, to allow additional time and resources to assist local jurisdictions to secure resolutions of support from their respective boards/councils; and

**WHEREAS**, it has been determined that an internal budget adjustment of \$8,940 is warranted to compensate Placeworks for additional work undertaken in their efforts to try to engage CBOs to assist with community engagement; and

**WHEREAS**, it has been determined that the level of assistance and time needed to secure local resolutions of support for CBTPs from local jurisdiction is likely to be significantly greater than initially envisioned, resulting in the need for additional time and budget.

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors of the City/County Association of Governments of San Mateo County authorizes the C/CAG Chair to execute Amendment No. 4 to an agreement with Placeworks to update the Daly City and Southeast San Mateo County Community Based Transportation Plans, to reallocate a portion of funding previously

authorized for community outreach by Community Based Organizations (CBOs) to Placeworks for the same purpose, add up to \$28,239, for a revised not to exceed contract amount of \$249,705, and extend the term of the contract to June 30, 2023, and further authorizes the Executive Director to negotiate the final terms of the contract amendment prior to its execution, subject to approval as to form by legal counsel.

**PASSED, APPROVED, AND ADOPTED, THIS 12TH DAY OF JANUARY 2023.**

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*Davina Hurt, Chair*

**AMENDMENT NO. 4 TO THE AGREEMENT  
BETWEEN  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY  
AND  
PLACEWORKS**

WHEREAS, the City/County Association of Governments for San Mateo County (hereinafter referred to as “C/CAG”) and Placeworks (hereinafter referred to as “Consultant”) are parties to an Agreement executed on April 17, 2019, to update Community Based Transportation Plans (CBTPs) for Daly City and Southeast San Mateo County in the amount of \$168,809, (the “Agreement”); and

WHEREAS, pursuant to Resolution 19-13, approved March 14, 2019, the C/CAG Board authorized the C/CAG Executive Director to enter into contracts with local Community Based Organizations (CBOs) for expanded community outreach related to the CBTP updates in an aggregate amount not to exceed \$30,000; and

WHEREAS, Amendment No. 1, executed on March 16, 2021, transferred to Consultant the administration responsibilities and corresponding \$30K budget to collaborate with and compensate Community Based Organizations for community outreach efforts, and extended the term of the agreement (“Performance Period”) to March 17, 2022; and

WHEREAS, Amendment No. 2, executed on December 20, 2021, amended the Scope of Work to include additional outreach, augmented the budget for Task 5.3 (outreach) in the amount of \$12,657.00, and extended the term of the agreement (“Performance Period”) to October 31, 2022; and

WHEREAS, Amendment No. 3, executed on October 20, 2022, included a budget augmentation of \$10,000 for Task 9 (Plan Adoption), subject to subsequent task order approval by the C/CAG Executive Director, and extended the Performance Period to January 31, 2023; and

WHEREAS, C/CAG and Consultant have determined that additional budget and time is required to ensure Consultant is able to provide the level of support needed by the local jurisdictions to secure necessary resolutions of support for the CBTPs within the allotted timeframe; 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. Article V. E. shall be amended to read as follows: The total amount payable by LOCAL AGENCY shall not exceed \$241,466.00.
2. Attachment 1 to the Agreement, “Proposal for Services”, Task 9 shall be amended as indicated in Exhibit A (Scope of Work and Costs), attached, to indicate additional efforts to be undertaken.



3. Attachment 2 to the Agreement, "Cost Proposal", shall be adjusted as follows:
  - a. Internally adjust the Community Based Organization (CBO) outreach funding allocation within Task 5.3 to increase Placeworks' portion of the funding to \$8,940, while maintaining the overall budget for the CBO outreach effort at \$30,000, as outlined in Exhibit A, Table 1.
  - b. Increase the budget for Task 9, Plan Adoption, in the amount of \$28,239 to provide assistance to local jurisdictions to obtain resolutions of support for Final CBTPs, as outlined in Exhibit A, Table 2.
4. The term of the Agreement, as provided in Article IV "Performance Period", shall be extended through June 30, 2023.
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 execution by both parties.

City/County Association of Governments  
(C/CAG)

Placeworks

\_\_\_\_\_  
Davina Hurt, C/CAG Chair

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

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

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

Approved as to form:

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

# EXHIBIT A:

## SCOPE OF WORK AND COSTS

This exhibit describes the amended scope of services and costs for the San Mateo Community Based Transportation Plan Updates to be conducted by PlaceWorks for the City/County Association of Governments of San Mateo County.

### SCOPE OF SERVICES

The following scope described additional work completed by PlaceWorks in support of Task 5.3. Implement Community Outreach Plan, and additional work to be completed in support of Task 9. Plan Adoption.

#### Task 5.3 Implement Community Outreach Plan

##### *CBO Outreach and Administration*

The CBTP contract includes a \$30k allocation for Community-Based Organization (CBO) outreach, with PlaceWorks eligible to receive a maximum of 12.5% of this amount (\$3,750) for related administration. However, with CBOs impacted by and focused on the ongoing pandemic, PlaceWorks incurred additional CBO administration and outreach costs in the form of the following CBO outreach tasks:

- **Additional CBO Research.** Following unsuccessful efforts to bring an originally-approved group of CBOs on board, PlaceWorks staff expended additional time researching and identifying additional potential CBOs throughout both CBTP study areas.
- **CBO Support Options Document.** In order to offer more options to CBOs for CBTP involvement, PlaceWorks developed a formal document highlighting various levels of CBTP support for submission to CBOs.
- **“Cold Call Script”.** In order to maximize outreach efficiency for PlaceWorks staff, PlaceWorks developed a CBO “cold call script” for use by staff during initial CBO introductions.
- **“Second round” Cold-calls and Emails.** Following potential interest from some CBOs, PlaceWorks staff initiated and documented all second phone and email attempts to establish CBO involvement in the CBTP process.

#### Task 9. Plan Adoption

PlaceWorks will guide both CBTPs through a broader, more thorough adoption process than described in the original scope. Following discussion with County of San Mateo staff and staff of some cities in the CBTP study areas, it is clear the adoption process will extend beyond the original timeline and may include additional hearings.

PlaceWorks’ additional Task 9 efforts are described below. While the cost estimate for these efforts (see Table 2) represents a maximum additional total, it should be stated that the work required for CBTP adoption in each jurisdiction will be based on responses to the documents by jurisdiction leadership, and thus may shift. The current cost estimates for each jurisdiction are based on communication with jurisdiction staff thus far.

- **Pre-Hearing Jurisdiction Outreach.** PlaceWorks will work with each of the 5 CBTP jurisdictions to better understand and plan for the required adoption process (sequence of hearings, resolutions support) within each jurisdiction.
- **Jurisdiction Resolution and Adoption Support.** PlaceWorks will lead the development of CBTP presentations and resolutions, and attend required hearings, for each CBTP jurisdiction.
- **CBTP Revisions.** PlaceWorks will revise both CBTPs per jurisdictional comment into Final Draft documents, for submission and adoption by MTC.

## COSTS

As shown in Tables 1 and 2, the cost to complete the additional Task 5.3 work described in this proposal is \$8,940.00, and the additional work to be completed as part of Task 9 is 28,239.00.

The billing rates for each team member are included in both tables.

PlaceWorks bills for its work on a time-and-materials basis with monthly invoices.

**TABLE 1. TASK 5.3 COSTS**

PlaceWorks  
 Daly City/SESM CBTPs

**Additional CBO Outreach Costs**

|                              | Hourly Rate:                                  | PLACEWORKS   |                |                |                | PlaceWorks Hours | PlaceWorks 2% Office Expenses | PlaceWorks Total | Total Task Budget |
|------------------------------|---|--------------|----------------|----------------|----------------|------------------|-------------------------------|------------------|-------------------|
|                              |   | Brubaker     | Goodfellow     | Giffin         | Wong           |                  |                               |                  |                   |
|                              |   | PIC \$220    | PM \$180       | Planner \$125  | Planner \$115  |                  |                               |                  |                   |
| <b>CBO-Specific Outreach</b> |   |              |                |                |                |                  |                               |                  |                   |
| 1                            | CBO Research                                  | 0.5          | 2              | 3              | 5              | 10.5             | \$28                          | \$1,448          | \$1,448           |
| 2                            | Develop & Revise CBO Support Options Document | 1            | 5              |                |                | 6                | \$22                          | \$1,142          | \$1,142           |
| 3                            | CBO "Cold Call" Script                        | 0.5          | 2              | 4              |                | 6.5              | \$19                          | \$989            | \$989             |
| 4                            | 2nd Round CBO Cold-Calling w/ Options Info    | 1            | 6              | 8              | 5              | 20               | \$58                          | \$2,933          | \$2,933           |
| 5                            | Emails following Initial Interest             | 1            | 4              | 6              | 6              | 17               | \$48                          | \$2,428          | \$2,428           |
|                              | <b>Task. Subtotal</b>                         | <b>4</b>     | <b>19</b>      | <b>21</b>      | <b>16</b>      | <b>60</b>        | <b>\$175</b>                  | <b>\$8,940</b>   | <b>\$8,940</b>    |
|                              | <b>Labor Dollars Total</b>                    | <b>\$880</b> | <b>\$3,420</b> | <b>\$2,625</b> | <b>\$1,840</b> |                  | <b>\$175</b>                  | <b>\$8,940</b>   | <b>\$8,940</b>    |
| <b>GRAND TOTAL</b>           |   |              |                |                |                |                  |                               |                  | <b>\$8,940</b>    |

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY  
 SAN MATEO COMMUNITY BASED TRANSPORTATION PLAN UPDATES  
 EXHIBIT A: SCOPE OF WORK AND COSTS

TABLE 2. TASK 9 COSTS

PlaceWorks  
 Daly City/SESM CBTPs

Additional Local Adoption Costs

| Hourly Rate:   | PLACEWORKS                                       |                                |                           | PlaceWorks Hours | PlaceWorks 2% Office Expenses | PlaceWorks Total | Subconsultant Total | Total Task Budget |                 |
|--|--|--------------------------------|---------------------------|------------------|-------------------------------|------------------|---------------------|-------------------|-----------------|
|  | Bruce Brubaker<br>PIC<br>\$220                   | Greg Goodfellow<br>PM<br>\$185 | Graphics<br>Role<br>\$125 |                  |                               |                  |                     |                   |                 |
| <b>TASK A. Southeast San Mateo County Local Adoption</b> |  |                                |                           |                  |                               |                  |                     |                   |                 |
| 1  | Pre-Hearing Jurisdiction Outreach                | 2                              | 8                         | 10               | \$38                          | \$1,958          | \$0                 | \$1,958           |                 |
| 2  | San Mateo County Resolution and Adoption Support | 6                              | 26                        | 35               | \$130                         | \$6,635          | \$0                 | \$6,635           |                 |
| 2  | East Palo Alto Resolution and Adoption Support   | 3                              | 16                        | 20               | \$75                          | \$3,820          | \$0                 | \$3,820           |                 |
| 4  | Menlo Park Resolution and Adoption Support       | 3                              | 12                        | 16               | \$60                          | \$3,065          | \$0                 | \$3,065           |                 |
| 5  | Redwood City Resolution and Adoption Support     | 3                              | 12                        | 16               | \$60                          | \$3,065          | \$0                 | \$3,065           |                 |
| 7  | Revisions  | 2                              | 16                        | 20               | \$73                          | \$3,723          | \$0                 | \$3,723           |                 |
|  | <b>Task A. Subtotal</b>                          | <b>19</b>                      | <b>90</b>                 | <b>8</b>         | <b>117</b>                    | <b>\$436</b>     | <b>\$22,266</b>     | <b>\$0</b>        | <b>\$22,266</b> |
| <b>TASK B. Daly City Local Adoption</b>                  |  |                                |                           |                  |                               |                  |                     |                   |                 |
| 1  | Pre-Hearing Jurisdiction Outreach                | 1                              | 3                         | 4                | \$16                          | \$791            | \$0                 | \$791             |                 |
| 2  | Daly City Resolution and Adoption Support        | 3                              | 12                        | 2                | \$63                          | \$3,193          | \$0                 | \$3,193           |                 |
| 3  | Revisions  | 1                              | 8                         | 2                | \$39                          | \$1,989          | \$0                 | \$1,989           |                 |
|  | <b>Task B. Subtotal</b>                          | <b>5</b>                       | <b>23</b>                 | <b>4</b>         | <b>32</b>                     | <b>\$118</b>     | <b>\$5,973</b>      | <b>\$0</b>        | <b>\$5,973</b>  |
|  | <b>Labor Dollars Total</b>                       | <b>\$5,280</b>                 | <b>\$20,905</b>           | <b>\$1,500</b>   |                               | <b>\$554</b>     | <b>\$28,239</b>     | <b>\$0</b>        | <b>\$28,239</b> |
| <b>GRAND TOTAL</b>                                       |  |                                |                           |                  |                               |                  |                     | <b>\$28,239</b>   |                 |

## **C/CAG AGENDA REPORT**

**Date:** January 12, 2023

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

**From:** Sean Charpentier, C/CAG Executive Director

**Subject:** Review and approval of release of the Joint Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Year 23/24 & Fiscal Year 24/25.

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

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### **RECOMMENDATION**

That the C/CAG Board review and approve release of the Joint Call for Projects for the C/CAG and San Mateo County Transportation Authority Shuttle Program for Fiscal Year 23/24 & Fiscal Year 24/25.

### **FISCAL IMPACT**

It is anticipated that an amount of approximately \$11,000,000 will be available for the FY 23/24 & FY 24/25 funding cycle, including \$1,000,000 in C/CAG funding and \$10,000,000 in funding from the San Mateo County Transportation Authority (TA).

### **SOURCE OF FUNDS**

Funding to support the shuttle programs will be derived from the Congestion Relief Plan adopted by C/CAG and is anticipated to include \$1,000,000 in funding (\$500,000 for FY 23/24 and \$500,000 for FY 24/25). Additionally, the San Mateo County Transportation Authority (TA) anticipates allocating approximately \$10,000,000 in Measure A Sales Tax funds for the two-year funding cycle. The C/CAG funding will be predicated on the C/CAG Board of Directors approving shuttle funding in the amount of \$500,000 for each fiscal year through the budget adoption process.

### **BACKGROUND/DISCUSSION**

For the upcoming San Mateo County Shuttle Program, C/CAG will again partner with the San Mateo County Transportation Authority to issue a joint call for projects (CFP) for FY 23/24 and FY 24/25. The combined program is designed to utilize one call for projects process. Applicants will submit individual applications for each shuttle proposal, and a scoring committee will rank the projects for funding. Once the proposed projects have been scored, they will be brought to

each respective Board of Directors for the funding allocation.

The result of this process will be a single prioritized list of projects to be funded by each agency. Staff from each agency will be responsible for administering their agency's funding agreements with the shuttle program project sponsors.

### **Program Overview**

The funding for this CFP is intended to start new local transportation services, augment existing services, or continue projects previously funded by the Shuttle Program. Shuttles funded through this program must be open to the general public, and must conform to all applicable federal, state and local laws and regulations.

### **Updated Guidelines and Evaluation Approach**

In September 2021, SamTrans and Caltrain adopted the [Peninsula Shuttle Study](#) (Study) that was conducted in coordination with the TA, C/CAG, and Commute.org to streamline the management and operations of the multi-agency Peninsula Shuttle Program. The primary focuses of the study were to modernize data management, enhance rider communication, and simplify core management roles. As part of the process, the Study recommended new General Guideline Requirements & Screening Criteria (Attachment 1) and Evaluation & Scoring Metrics (Attachment 2) for the TA and C/CAG to use as part of the CFP grant process. The new approach focuses on data-driven performance metrics and simplifies the application process for sponsors.

### **Match Requirement Changes Due to COVID-19 Pandemic**

Project sponsors must provide a minimum of match of 25% toward the total cost of the shuttle proposed for funding. In previous cycles, a 50% match was required for sponsors of existing shuttles that had failed to meet the "operating cost per passenger" benchmark during the prior cycle. However, given the COVID-19 pandemic and varying return to work practices in San Mateo County, it is recommended that this criterion not be assessed this cycle, but will be evaluated for the next FY 25/26 & FY 26/27 cycle. The source of matching funds is at the discretion of the project sponsor but cannot be C/CAG funds or San Mateo County Transportation Authority Measure A Local Shuttle Program funds.

### **Committee Review**

Both the CMP TAC and the CMEQ Committee reviewed the CFP program guidelines and evaluation criteria and have recommended C/CAG Board approval.

### **Tentative Timeline for Project Review and Approval:**

- November 29, 2022 – Congestion Management and Environmental Quality Committee (CMEQ) Presentation
- December 15, 2022 – CMP Technical Advisory Committee (TAC) Presentation

- January 3, 2023 – TA Citizen’s Advisory Committee (CAC) Presentation
- January 5, 2023 – TA Board of Directors Presentation
- January 12, 2023 – C/CAG Board of Directors Presentation
- January 13, 2023 – Call for Projects Officially Released
- February 24, 2023 – Applications Due
- March & April 2023 – SamTrans Operations Planning Shuttle Network Concurrence & CFP Evaluation Committee Scoring Period
- May 2023 – Draft Recommendations Presentation to TA CAC & Board and C/CAG Congestion Management and Environmental Quality (CMEQ) & TAC
- June 2023 – Final Shuttle Program Adoption by TA & C/CAG Boards

**ATTACHMENTS**

1. San Mateo County Shuttle Program - General Guideline Requirements and Screening Criteria
2. San Mateo County Shuttle Program - Evaluation and Scoring Metrics

**Exhibit A. General Guideline Requirements and Screening Criteria**

All proposed shuttle applications must meet all of the guideline requirements and screening criteria listed in the table below and include the appropriate attachments with the applications.

| <b>Criteria</b>  | <b>Description</b>   |
|--|--|
| <b>Eligibility</b>   |  |
| Project is located in San Mateo County   | Shuttle serves residents or employers in San Mateo County  |
| Applicant is an eligible agency  | Applicants may include local jurisdiction or Commute.org; may also be partnered with other public, non-profit, or private entities to co-sponsor   |
| Applicant provides a governing board resolution (Attachment 1)   | Applicant provides a board resolution in support of the proposed shuttle service application which includes the following: service description and benefits, total project cost and matching funds provided, certifies non-supplantation of funds, and authorizes Sponsor's Chief Executive or City/Town Manager (or similar) to execute a funding agreement with the TA or C/CAG  |
| <b>Need &amp; Service Principles</b>   |  |
| Shuttle provides coordinated first/last mile connection to a major transit station or regional bus route | Eligible services include Caltrain, BART, WETA, and regional bus routes (including SamTrans ECR, 292, 110, 17, and 294, as well as Dumbarton Express)  |
| Shuttle is open to the public and serves a range of users  | Shuttles do not limit public access. A single employer does not account for >75% of ridership based on survey data.  |
| Shuttle vehicles are ADA-accessible and can accommodate bicycles   | Shuttle provider opts into SamTrans shuttle contract or provides vehicle specifications and photos of independently-operated shuttle vehicles  |
| <b>Operations &amp; Readiness</b>  |  |
| Applicant provides an operating plan and service map (Attachment 2)                                      | Applicant provides operating plan summarizing proposed schedule, stops, and operator. Applicant provides photos of stops. Applicant agrees to notify the TA, C/CAG, and SamTrans in writing of service changes in advance of implementation or risk losing funding for periods where changes were implemented.   |
| SamTrans Shuttle Network Concurrence Review  | SamTrans Operations Planning will provide a concurrence review of all submitted applications to assess the entire network of shuttles. The review will assess overlap with existing and proposed bus/shuttle services and access for equity focus areas. Applicants agree to incorporate route or stop modifications recommendations, where feasible.  |
| Monitoring and quarterly reporting   | Applicant agrees provide AVL and APC data to SamTrans (either via their own system or one provided by SamTrans). Applicant agrees to provide quarterly files summarizing ridership by stop and by trip (in format specified by SamTrans), participation in annual survey by SamTrans, and preparation of quarterly financial/progress reports required by the TA or C/CAG. Applicant agrees to manage customer service and rider feedback with summaries provided in quarterly progress reports.   |
| Funding plan   | Minimum match of 25% is required. C/CAG and TA Measure A/W funds are not eligible as match except for Local Streets & Road funds. No increased match will be required this cycle for underperforming existing shuttles due to the impacts of the COVID-19 pandemic. Funding plan may include costs directly tied to the shuttle service, such as leasing vehicles, operations, marketing and outreach, and staff time directly associated with shuttle administration are eligible. Vehicle purchase and overhead, indirect or other staff costs are not eligible. |
| <b>Customer Service/Information</b>  |  |
| Applicant provides a Marketing plan (Attachment 3)   | Marketing plan identified to provide information and marketing materials to potential riders. Applicant will be responsible for providing SamTrans with a GTFS feed accompanied by a list and map of stops for use on the SamTrans website, app, and third-party trip planning and real-time tracking apps.  |
| Provide signage at all stops   | Applicant agrees to install signage at all stop locations.   |



**Exhibit B. Evaluation and Scoring Metrics**

Table B.1 below summarizes the application metrics and questions along with the associated possible points. Table B.2 summarizes the weightings based on whether an application is a previously funded existing shuttle from FY 2023 or is a newly proposed service.

**Table B.1 Application Metrics and Scoring Rubric**

| <b>Criteria</b>                                     | <b>Description</b>   | <b>Points Possible</b>   | <b>Responsibility</b>   | <b>Methodology Notes</b>   |
|---|--|--|---|--|
| <b>Goal 1: Equity</b>                               |  |  |   |  |
| 1.1 - Serves residents in a SamTrans Equity Zone    | Shuttle serves residents in an Equity Zone as identified by Reimagine SamTrans   | 0 - No<br>1 - Yes  | Coverage of proposed routes, populated by TA Staff  | Route design reflects intent to connect residents of a Community of Concern to regional transit  |
| 1.2 - Serves lower income riders                    | Percent of riders potentially qualifying for very low-income housing assistance  | 1 - 0% to 19%<br>2 - 20% to 39%<br>3 - 40% to 59%<br>4 - 60% to 79%<br>5 - 80% to 100%   | Based on results of 2022 Shuttle Annual Survey, populated by TA staff                               | Based on annual survey data and County of San Mateo very low-income housing assistance limits (by household size and income)   |
| 1.3 - Assessment of equity need                     | Staff review of how the proposed shuttle would serve low-income communities, communities of color, seniors, or other vulnerable populations. | Scores of 1 to 5 based on quintiles of staff rankings  | Written response by applicant   | Based on applicant's description as well as assessment of local context. Consider how reliant riders are on the shuttle and how the shuttle serves key destinations for underserved populations. |
| <b>Goal 2: First/Last Mile Need</b>                 |  |  |   |  |
| 2.1 Overlaps with existing bus and shuttle services | Staff review of proposed shuttle relative to existing bus or shuttle service in the proposed service area                                    | 0 - Serves similar geographic area; similar span of service/headways; similar connections<br>1 - Serves similar geographic area but more or substantially different service (e.g. more frequent peak period service)<br>2 - Does not serve similar geographic area & provides new or substantially different service | Based on SamTrans Shuttle Network Concurrence Review of proposed route, populated by SamTrans staff | Geographic area defined as 1/4 mile walksheds from stops. Consider overlap with both public and private services and whether any services already have tapped into the market                    |

| Criteria                                 | Description  | Points Possible  | Responsibility  | Methodology Notes  |
|--|--|--|---|--|
| 2.2 - Leverages matching funds           | 1 point for meeting the minimum match amount; 1 point for each additional match tier   | 1 - 25% match to 29%<br>2 - 30% to 34%<br>3 - 35% to 39%<br>4 - 40% to 44%<br>5 - 45% to 49%<br>6 - 50% to 54%<br>7 - 55% to 59%<br>8 - 60% to 64%<br>9 - 65% to 70%<br>10- >70% | Funding plan provided by applicant                                    | Match subject to change based on program funding availability  |
| 2.3 - Assessment of first/last mile need | Staff review of how the proposed shuttle would address first/last mile gaps between regional transit and employment centers, residential areas, and/or activity centers  | Scores of 1 to 5 based on quintiles of staff rankings  | Written response by applicant   | Based on applicant's description as well as assessment of local context. Consider how critical the service is for first/last mile connections to regional transit and whether other options are available. |
| <b>Goal 3: Ridership</b>                 |  |  |   |  |
| 3.1 - Daily ridership                    | Based on ridership data from the previous six months for existing shuttles<br>For new shuttles, ridership potential should be qualitatively evaluated by the reviewer based on application materials, and may be assigned a ranking in comparison to a shuttle with comparable characteristics | Scores of 1 to 5 based on quintiles of applications received   | Based on results of 2022 Shuttle Annual Survey, populated by TA staff | For new shuttles, comparable characteristics include: subsidized transit fares; number/density of people and jobs served; duplication with other services; serving commuter and community markets; etc.    |
| 3.2 - Productivity                       | Passengers per revenue hour, based on ridership and service data from the previous six months  | Scores of 1 to 5 based on quintiles of applications received   | Based on results of 2022 Shuttle Annual Survey, populated by TA staff | New shuttles should estimate productivity using estimated daily ridership & revenue hours  |
| 3.3 - Cost efficiency                    | Net subsidy per passenger for TA-C/CAG funds, based on data from previous six months. Calculation excludes matching funds.   | Scores of 1 to 5 based on quintiles of applications received   | Based on results of 2022 Shuttle Annual Survey, populated by TA staff | New shuttles should estimate productivity using estimated daily ridership & cost   |

| Criteria                                       | Description  | Points Possible  | Responsibility  | Methodology Notes   |
|--|--|--|---|---|
| 3.4 - VMT reduction                            | Shuttles reduce vehicle miles traveled                   | Scores of 1 to 5 based on quintiles of applications received | Based on results of 2022 Shuttle Annual Survey, populated by TA staff | <p>VMT Prevented = [% of Riders Shifted from Driving] * [Average Length of Home-to-Work Journey by Home Zip Code] * [Average Daily Ridership]</p> <p>[% of Riders Shifted from Driving] = Based on annual rider survey results, what percentage of riders report that they would commute entirely by car if the shuttle did not exist</p> <p>New shuttles estimated based on comparable ridership, mode shift, and trip length estimates</p>  |
| 3.5 - Assessment of ridership growth potential | Staff review of a shuttle's potential to grow ridership. | Scores of 1 to 5 based on quintiles of staff rankings        | Written response by applicant   | Based on applicant's description as well as assessment of local context. Assessment should focus on whether the shuttle serves an area with significant development activity and whether it has demonstrated a sustained ridership growth trend. May also consider whether major changes to shuttle planning or TDM programs have the potential to affect ridership, such as increased GoPass participation and other transit subsidies by nearby employers, expansion of frequency or service hours, and adjustments to route to serve bidirectional markets of residents and employees. |
| <b>Bonus Points</b>                            |  |  |   |   |
| B.1 - Clean-fuel vehicles                      | Shuttle does not use diesel, gasoline, or natural gas    | 0 - No<br>1 - Yes  | Written response by applicant   | Based on applicant's description of shuttle vehicles  |
| B-2 - Off-peak service                         | Shuttle provides off-peak service (i.e., midday)         | 0 - No<br>1 - Yes  | Written response by applicant   | Shuttle schedule includes off-peak service (e.g. greater than 8 hours of service per day, outside of peak periods from 6am-10am and 3pm-7pm)  |

| Criteria                    | Description   | Points Possible  | Responsibility   | Methodology Notes   |
|-----------------------------|---|--|--|---|
| B-3 - Sidewalk connectivity | Most shuttle stops are provided on-street/in public right-of-way connected to sidewalks | 0 - <60% of stops located on-street with sidewalk access<br>1 - 60-79% of stops located on-street with sidewalk access<br>2 - >80% of stops located on-street with sidewalk access | Photos of individual stops and sidewalk access provided by applicant | Shuttle stops located on public streets connected to sidewalks are more accessible and attract a wider range of riders. Applicants should provide a map with proposed stop locations annotated. This rating should exclude the stop at the Caltrain/BART/ferry/regional bus transfer. |
| B-4 - Private sector match  | Shuttle includes matching funds from the private sector                                 | 0 - No<br>1 - Yes  | Funding plan provided by applicant                                   | Private sector match may include direct contribution of matching funds or pass-through from city fees   |

Table B.2 Weightings for Existing and New Shuttles

| Criteria  | Max Raw Points from Table B.1 | Adjusted Weighting for Existing Shuttles | Adjusted Weighting for New Shuttles |
|---|-------------------------------|--|-------------------------------------|
| 1.1 - Serves residents in a SamTrans Equity Zone  | 1                             | 10                                       | 15                                  |
| 1.2 - Serves lower income riders                  | 5                             | 10                                       | 0                                   |
| 1.3 - Assessment of equity need                   | 5                             | 5  | 10                                  |
| 2.1 - Overlaps with existing bus/shuttle services | 2                             | 10                                       | 10                                  |
| 2.2 - Leverages matching funds                    | 10                            | 10                                       | 10                                  |
| 2.3 - Assessment of first/last mile need          | 5                             | 5  | 5                                   |
| 3.1 - Daily ridership                             | 5                             | 10                                       | 10                                  |
| 3.2 - Productivity                                | 5                             | 10                                       | 10                                  |
| 3.3 - Cost Efficiency                             | 5                             | 10                                       | 10                                  |
| 3.4 - VMT Reduction                               | 5                             | 10                                       | 10                                  |
| 3.5 - Assessment of ridership growth potential    | 5                             | 10                                       | 10                                  |
| B.1 - Clean-fuel vehicles                         | 1                             | 1  | 1                                   |
| B.2 - Off-peak service                            | 1                             | 4  | 4                                   |
| B.3 - Private sector match                        | 1                             | 1  | 1                                   |
| B.4 - Sidewalk connectivity                       | 2                             | 4  | 4                                   |
| <b>Total Possible</b>                             | <b>58</b>                     | <b>110</b>                               | <b>110</b>                          |

## C/CAG AGENDA REPORT

Date: January 12, 2023

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

From: Sean Charpentier, Executive Director

Subject: Consider candidates and make an appointment for a city/town governing board member representing the Central Region for the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline) and adopt Resolution 23-04, which records the respective appointment.

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

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### RECOMMENDATION

That the C/CAG Board of Directors consider candidates and make an appointment for a city/town governing board member representing the Central region for the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline) and adopt Resolution 23-04, which records the respective appointment.

### FISCAL IMPACT

None

### SOURCE OF FUNDS

NA.

### BACKGROUND

The C/CAG Board of Directors played a leadership role in the formation of OneShoreline, also known as the San Mateo County Flood and Sea Level Rise Resiliency District. In September 2019, the Governor signed AB 825 that modified the existing San Mateo County Flood Control District to establish OneShoreline. The statutory language of AB 825 can be found at Attachment 1, Exhibit 3.

OneShoreline's objectives are to address sea level rise, flooding, coastal erosion, and large-scale stormwater infrastructure improvements through integrated regional planning, design, permitting, project implementation, and long-term operations and maintenance to create a resilient "one shoreline" San Mateo County. In 2019, all 20 cities and San Mateo County approved resolutions of support and funding for OneShoreline during a start-up period of three years.

Key OneShoreline priorities include:

1. Continue to work with cities on key planning documents, and with developers to build resilience today.
2. Advance new multi-jurisdictional projects that connect and align substantial protection for neighboring jurisdictions.
3. Further the countywide Flood Early Warning System and create multi-jurisdictional Emergency Action Plans.
4. Develop long-term, stable funding to build regional resilience to multiple climate risks.
5. Ensure project financing reflects project benefits.

For more information, see the OneShoreline website at: <https://oneshoreline.org/>

As detailed in the authorizing legislation, the OneShoreline Board of Directors consists of seven seats, including five regional geographic representatives (four City Council representatives from the north, central, south, and coastal regions, one County Board of Supervisors representative from the coastal district), and two at-large seats designated for one City Council member and one County Supervisor from any area of the county. A map of the districts is included as Attachment 2.

Pursuant to Assembly Bill 825, the C/CAG Board of Directors appoints all five of the city seats. To accomplish staggered Board member terms, AB 825 established four-year terms for most seats, except for two-year initial terms for the City Council At-Large, Central Region, and Coast Region seats; as well as the County Supervisor At-Large seat. The C/CAG Board of Directors appointed members to all five city seats in June 2019 (to take effect upon One Shoreline’s formation in January 2020). In December 2021 the C/CAG Board of Directors appointed members for the two-year, staggered City Council At-Large, Central Region, and Coast Region seats. The current roster is below.

| <b>Seat</b>                        | <b>Representative</b>                                  | <b>Appointing Agency</b>    | <b>Appointed</b> | <b>Term Expires</b> |
|------------------------------------|--|-----------------------------|------------------|---------------------|
| City Council Southern Region       | Lisa Gauthier, City of East Palo Alto                  | C/CAG                       | 06/13/2019       | 12/31/2023          |
| City Council Northern Region       | Donna Colson, City of Burlingame                       | C/CAG                       | 06/13/2019       | 12/31/2023          |
| <b>City Council Central Region</b> | <b>Vacant- formerly Diane Papan, City of San Mateo</b> | <b>C/CAG</b>                | <b>12/09/21</b>  | 12/31/2025          |
| City Council Coastal Region        | Debbie Ruddock, City of Half Moon Bay                  | C/CAG                       | 12/09/21         | 12/31/2025          |
| City Council At Large              | Marie Chuang, Hillsborough                             | C/CAG                       | 12/09/21         | 12/31/2025          |
| County Supervisor Coastal          | Don Horsley, District 3                                | County Board of Supervisors |                  |                     |
| County Supervisor At-Large         | David Pine, District 1                                 | County Board of Supervisors |                  |                     |

In November 2022, Diane Papan was elected to represent the California State Assembly District 21. The Assembly seat began on December 5, 2022. C/CAG is currently recruiting to fill the vacant Central Region seat. **The term will be for the remainder of Diane Papan's term, which is through 12/31/25.**

Eligible City Councilmembers must be from the Central Region cities of:

- Hillsborough
- City of San Mateo
- Foster City
- Belmont
- San Carlos

OneShoreline Board meetings are often, but not exclusively, the fourth Monday of each month at 4pm. On December 12, 2022, the OneShoreline Board of Directors will approve a calendar of regular meetings for 2023.

Staff has prepared a recruitment package, included as Attachment 1, which was distributed to City Councilmembers, C/CAG Board members, City Managers, and City Clerks.

The recruitment has the following schedule.

- December 8<sup>th</sup>- C/CAG – C/CAG Board of Director's receives a presentation on the recruitment process.
- December 9<sup>th</sup>- C/CAG staff distribute application package.
- December 22<sup>nd</sup>- C/CAG staff distributed the application package as a reminder.
- January 4<sup>th</sup>, 5pm- Deadline to submit Candidacy Form for seat.
- January 12<sup>th</sup>- C/CAG Board of Directors appoints a representative to the Central Region seat.
- January 30<sup>th</sup> (Proposed) - OneShoreline Board of Director's meeting.

The recruitment package summarized the purpose of the recruitment, defines the geographic boundaries for the Central Region seat, and requires interested council members to submit a Candidacy Form and a letter of interest.

Staff had received candidacy forms and letters of interest from the following City Councilmembers:

1. Sam Hindi, Councilmember, City of Foster City
2. Adam Rak, Mayor, City of San Carlos
3. Adam Loraine, Councilmember, City of San Mateo

See Attachment 3 for the applications.

Candidates will be provided an opportunity to speak to the C/CAG Board at the January 12, 2023, Board meeting, prior to the C/CAG Board voting to appoint a candidate. The C/CAG Board will vote to appoint one person for the Central Region Seat. The candidate receiving the most votes will be selected for appointment to that seat. In the case of a tie vote, the C/CAG Board will revote with only the candidates who were tied being considered for subsequent votes. C/CAG staff recommends the Board approve Resolution 23-04 to record the appointed candidate.

**Attachments:**

1. Resolution 23-04
2. Recruitment Package
3. Letters of Interest/Candidacy Forms
  - a) Sam Hindi, Councilmember Foster City
  - b) Adam Rak, Mayor, City of San Carlos
  - c) Adam Loraine, Councilmember, City of San Mateo



**RESOLUTION 23-04**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY APPOINTING THE CENTRAL AREA GOVERNING BOARD MEMBER FOR THE FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT (ONESHORELINE)**

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

**WHEREAS**, the C/CAG Board previously approved Resolution 19-01 endorsing the proposal for the San Mateo County Flood and Sea Level Rise Resiliency District, and

**WHEREAS**, in September 2019, the State of California approved AB 825 that created the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline); and

**WHEREAS**, AB 825 created a new seven-member governing board for OneShoreline that includes five city/town council seats to be appointed by C/CAG, and

**WHEREAS**, four of the city/town seats are geographically based and one is at-large, and

**WHEREAS**, C/CAG previously approved Resolution 19-15 defining the geographic boundaries for the At-Large (open to all cities/towns), North (Brisbane, Colma, South San Francisco, San Bruno, Millbrae, Burlingame), Central (Hillsborough, San Mateo, Foster City, Belmont, San Carlos), South (Redwood City, Menlo Park, East Palo Alto, Atherton, Woodside, Portola Valley), and Coastal (Daly City, Pacifica, Half Moon Bay) seats for the OneShoreline governing board, and

**WHEREAS**, at its June 13, 2019 Board meeting, C/CAG approved Resolution 19-52, appointing members for the five C/CAG-appointed seats; and

**WHEREAS**, at its December 9, 2021 Board meeting, C/CAG approved Resolution 21-92, appointed three members to the Central, At-Large, and Coastal area seats; and

**WHEREAS**, in November 2022, Diane Papan was elected to represent the California State Assembly District 21; and

**WHEREAS**, C/CAG seeks to appoint a member to replace Diane Papan, who represented the Central area on the OneShoreline governing board; and

**WHEREAS**, the term of the appointment will be for the remainder of Diane Papan's term, which is through 12/31/25; and

**\_NOW THEREFORE BE IT RESOLVED**, that the Board of Directors of the City/County Association of Governments of San Mateo County hereby appoints the individual identified on the attachment to this resolution for the Central Area seat for the term expiring on December 31, 2025 on the governing board for the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline).

**PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF JANUARY 2023.**

---

*Davina Hurt, Chair*

Attachments:

1. List with Appointed Candidate

## **Attachment to Resolution 23-04**

C/CAG-Appointed Member to the Governing Board of the  
San Mateo County Flood and Sea Level Rise Resiliency District

Appointed at the January 12, 2023 C/CAG Board meeting to serve the remainder of Diane Papan's term, which is through 12/31/25.

Central Member

---

# 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*

Date: December 9, 2022

To: Council members from One Shoreline Central Region Cities and Towns

From: Davina Hurt, C/CAG Chair

Subject: **RECRUITMENT OF INTERESTED CITY AND TOWN COUNCIL MEMBERS TO SERVE ON THE PROPOSED FLOOD AND SEA LEVEL RISE RESILIENCY DISTRICT (ONESHORELINE) BOARD OF DIRECTORS FOR THE CITY CENTRAL REGION SEAT.**

C/CAG is currently recruiting elected officials from Hillsborough, City of San Mateo, Foster City, Belmont, and City of San Carlos for the Central Region seat on the Flood and Sea Level Rise Resiliency District Board of Directors (OneShoreline).

C/CAG is recruiting for the following City seat.

1. Central (Hillsborough, San Mateo, Foster City, Belmont, San Carlos) (Currently held by Diane Papan, City of San Mateo Councilmember)

The recruitment is necessary because Diane Papan, the current representative for the Central Region, has been elected as the representative for the Assembly District 21. The OneShoreline term will be for the remainder of the Diane Papan's term, which is through 12/31/25.

### **OneShoreline- The Organization**

OneShoreline's mission is to address sea level rise, flooding, coastal erosion, and large-scale stormwater infrastructure improvements through integrated regional planning, design, permitting, project implementation, and long-term operations and maintenance to create a resilient "one shoreline" San Mateo County by 2100. C/CAG prepared the proposal for the district. In 2019, all 20 Cities and San Mateo County approved resolutions of support and funding during a start up period of three years. OneShoreline held its first Board Meeting in January 2020 and continues to meet monthly.

Key OneShoreline priorities include:

1. Continue to work with cities on key planning documents, and with developers to build resilience today.
2. Advance new multi-jurisdictional projects that connect and align substantial protection for neighboring jurisdictions.
3. Further the countywide Flood Early Warning System and create multi-jurisdictional Emergency Action Plans.
4. Develop long-term, stable funding to build regional resilience to multiple climate risks.
5. Ensure project financing reflects project benefits.

For more information about OneShoreline, contact Len Materman, the Executive Director at [Len@oneshoreline.org](mailto:Len@oneshoreline.org), and/or visit the OneShoreline website at: <https://oneshoreline.org/>

**The Board of Directors**

The OneShoreline Board of Directors has seven seats: five seats appointed by C/CAG for elected officials from among the twenty City and Town Councils in San Mateo County and two seats for the County Board of Supervisors that will be appointed by the Board of Supervisors. One of the City and Town Council seats is at-large and the other four will represent specific geographic areas of the county. See Exhibit 2 for a map of the specific geographic areas. The current roster is below.

| <b>Seat</b>                        | <b>Representative</b>                                  | <b>Appointing Agency</b>    | <b>Appointed</b> | <b>Term Expires</b> |
|------------------------------------|--|-----------------------------|------------------|---------------------|
| City Council Southern Region       | Lisa Gauthier, City of East Palo Alto                  | C/CAG                       | 06/13/2019       | 12/31/2023          |
| City Council Northern Region       | Donna Colson, City of Burlingame                       | C/CAG                       | 06/13/2019       | 12/31/2023          |
| <b>City Council Central Region</b> | <b>Vacant- formerly Diane Papan, City of San Mateo</b> | <b>C/CAG</b>                | <b>12/09/21</b>  | 12/31/2025          |
| City Council Coastal Region        | Debbie Ruddock, City of Half Moon Bay                  | C/CAG                       | 12/09/21         | 12/31/2025          |
| City Council At Large              | Marie Chuang, Hillsborough                             | C/CAG                       | 12/09/21         | 12/31/2025          |
| County Supervisor Coastal          | Don Horsley, District 3                                | County Board of Supervisors |                  |                     |
| County Supervisor At-Large         | David Pine, District 1                                 | County Board of Supervisors |                  |                     |

OneShoreline Board meetings are often, but not exclusively, the fourth Monday of each month at 4pm. On December 12, 2022, the OneShoreline Board of Directors will approve a calendar of regular meetings for 2023.

**The Recruitment Process**

Any individual wishing to be considered for appointment to the Central seat should: (1) fill out the attached Candidacy Form and (2) submit a letter of interest stating why you wish to be appointed, affirming your commitment to serve for the four-year term, and any particular experience, background, or qualities that you feel would bring value to the governing board and be of interest to the C/CAG Board when making appointments.

**Candidacy Forms and Letters of Interest must be received by 5 PM on Wednesday, January 4, 2023, and must be sent to:**

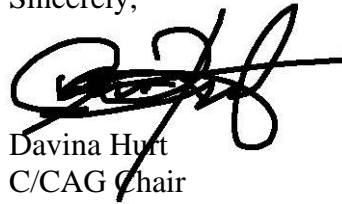
Sean Charpentier, C/CAG Executive Director  
City/County Association of Governments of San Mateo County  
[scharpentier@smcgov.org](mailto:scharpentier@smcgov.org)

For questions about the recruitment process, please contact Sean Charpentier at the email provided above.

Candidate appointments will be considered by the C/CAG Board of Directors at the January 12, 2023, meeting, and all potential candidates will be provided an opportunity to speak to the Board regarding their qualifications and interest in participating on the Board of Directors.

The C/CAG Board will vote to appoint one person for the Central Region seat, with the candidate receiving the most votes for a given seat on the governing board being selected for appointment to that seat. In the case of a tie vote for one or more seats, the C/CAG Board will revote with only the candidates that were tied being considered for subsequent votes.

Sincerely,



Davina Huft  
C/CAG Chair

Exhibits:

1. Candidacy Form
2. Map showing geographic areas for city/town council appointees
3. Assembly Bill 825 (online at [http://www.leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill\\_id=201920200AB825](http://www.leginfo.legislature.ca.gov/faces/billTextClient.xhtml?bill_id=201920200AB825))

# 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*

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

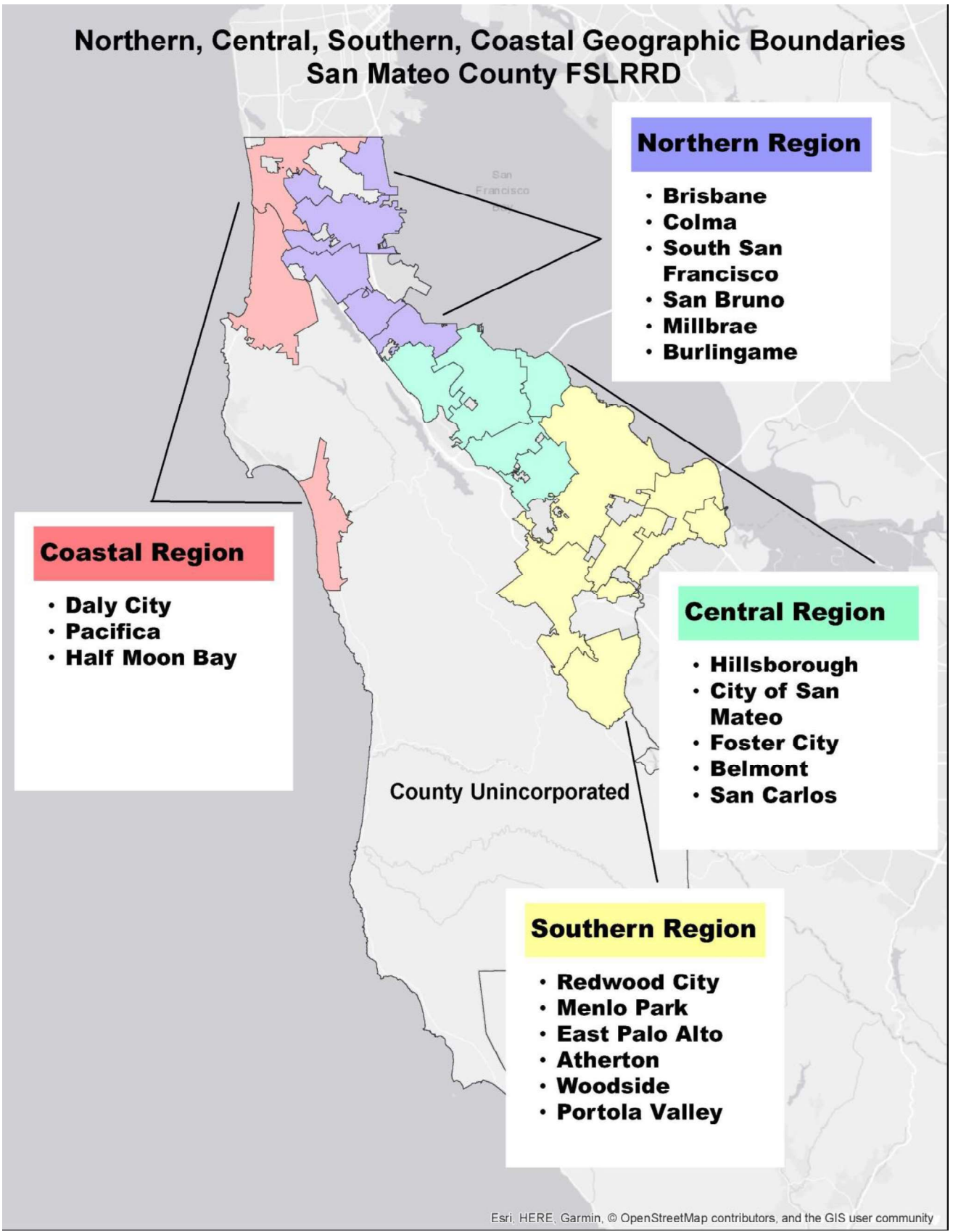
I, \_\_\_\_\_, am hereby submitting my candidacy for the  
*(Please print name)*

following seat on OneShoreline (Flood and Sea Level Rise Resiliency District).

\_\_\_\_\_ **Central** (Hillsborough, San Mateo, Foster City, Belmont, San Carlos)

\_\_\_\_\_  
*Signature*

# Northern, Central, Southern, Coastal Geographic Boundaries San Mateo County FSLRRD



## Northern Region

- Brisbane
- Colma
- South San Francisco
- San Bruno
- Millbrae
- Burlingame

## Coastal Region

- Daly City
- Pacifica
- Half Moon Bay

## Central Region

- Hillsborough
- City of San Mateo
- Foster City
- Belmont
- San Carlos

## Southern Region

- Redwood City
- Menlo Park
- East Palo Alto
- Atherton
- Woodside
- Portola Valley



# 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*

Date: December 21, 2022

I, Sam Hindi, am hereby submitting my candidacy for the  
*(Please print name)*

following seat on OneShoreline (Flood and Sea Level Rise Resiliency District).

**Central** (Hillsborough, San Mateo **Foster City**, Belmont, San Carlos)

DocuSigned by:  
  
D0E1E8B2A17C4C1...  
*Signature*



## OFFICE OF THE CITY COUNCIL

*City of Foster City*

Dear Honorable Mayors, Councilmembers, and Colleagues,

I am writing to express my interest in representing Central San Mateo County on the San Mateo County Flood & Sea Level Rise Resiliency District Board of Directors (OneShoreline). As Councilmember in the City of Foster City, I have overseen the construction of the Levee Improvements Project – the City’s largest ever infrastructure project designed to protect our community from the threat of flooding and sea level rise. I’m certain my close familiarity to this issue combined with my breadth of regional collaborative experience makes me an ideal candidate to aid advancement of OneShoreline’s important mission.

As a OneShoreline representative, I would advocate for the entire region through partnership with colleagues at the local, state, and federal level as we work collectively to address sea level rise, flooding, erosion, and stormwater infrastructure. In that effort, I plan to apply lessons learned in Foster City, where I have been on the forefront of addressing sea level rise and climate adaptation. My familiarity with the issue runs deep, since the inception of our \$90 million Levee Improvements Project in 2015 spanning through the requests for proposals process to design team selection, as well as associated permitting processes, construction, and much more. And now, as we near the final term of construction on our Foster City project, I value the chance to share my expertise for the benefit of the entire San Mateo County community.

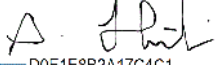
During my time in public service, I have held a variety of local volunteer and community leadership positions, such as vice chair for Foster City’s Parks and Recreation Committee, chair of the board for the Foster City Chamber of Commerce, team leader for the Community Emergency Response Team CERT, and Boy Scout troop 175. I was elected to the City Council twice, served as Mayor in consecutive years, and have been on City Council subcommittees addressing economic development, long-term planning, and sustainability, and a Council representative to the Citizens Sustainability Advisory Committee. Regionally I have served on the Board of Directors for the Bay Area Water Conservation Agency (BAWSCA), Housing Endowment and Regional Trust (HEART), the San Mateo County Transportation Demand Management Agency (Commute.org), Peninsula Clean Energy (PCE), served as a City alternate on the executive board for the Association of Bay Area Governments (ABAG), and chair of the San Francisco International Airport Community Roundtable.

With foresight and vision, OneShoreline has an unprecedented opportunity to plan and design a safer and more resilient county for decades to come. This ambitious initiative stands to shield the billions of dollars invested in our local economy and public infrastructure, while also advancing shared core values such as assuring broad and equitable access to residential communities protected from the threats posed by climate change.

City of Foster City • 610 Foster City Boulevard, Foster City, CA 94404  
P: (650) 286-3200 • F: (650) 577-0983 • E: council@fostercity.org

I am invigorated by the opportunity to leverage my expertise and regional collaborative experience in the pursuit of achieving such lofty goals. I appreciate your consideration of my appointment to the San Mateo County Flood & Sea Level Rise Resiliency District Board of Directors. If you have any questions or need additional information, please do not to hesitate to contact me at (510) 206-9550 or [shindi@fostercity.org](mailto:shindi@fostercity.org).

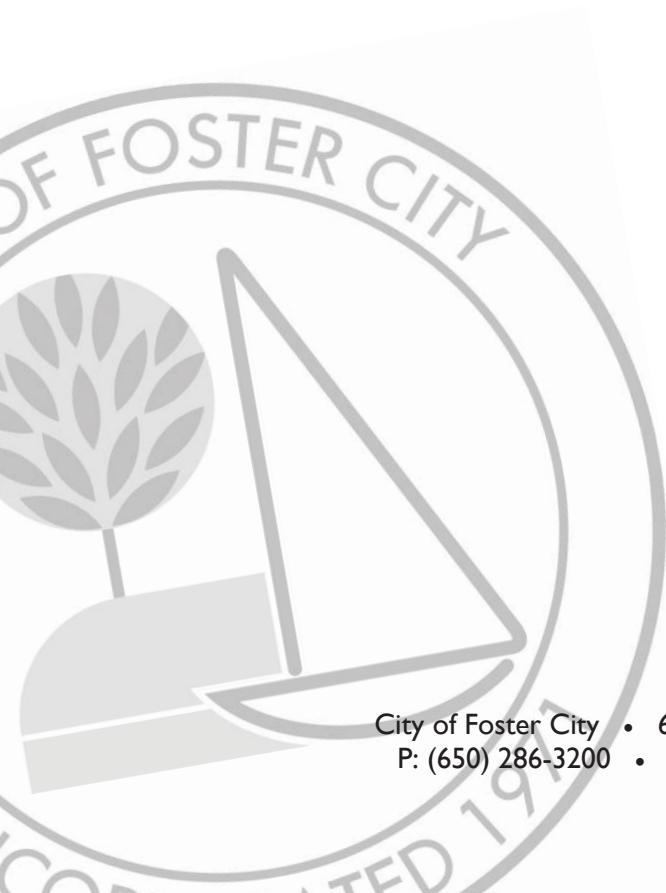
Respectfully,

DocuSigned by:  
  
D0E1E8B2A17C4C1...

Sam Hindi, City of Foster City

CC:

Sean Charpentier, C/CAG Executive Director  
City Council, City of Foster City  
Stefan Chatwin, City Manager, City of Foster City



City of Foster City • 610 Foster City Boulevard, Foster City, CA 94404  
P: (650) 286-3200 • F: (650) 577-0983 • E: [council@fostercity.org](mailto:council@fostercity.org)

# C/CAG

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

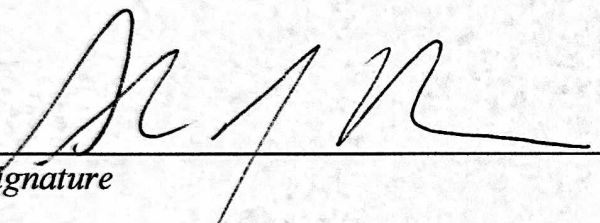
Atherton • Belmont • Brisbane • Burlingame • Colma • Daly City • East Palo Alto • Foster City • Half Moon Bay • Hillsborough • Menlo Park • Millbrae •  
Pacifica  
• Portola Valley • Redwood City • San Bruno • San Carlos • San Mateo • San Mateo County • South San Francisco • Woodside

Date: 1/4/23

I, Adam Rak, am hereby submitting my candidacy for the  
*(Please print name)*

following seat on OneShoreline (Flood and Sea Level Rise Resiliency District).

Central (Hillsborough, San Mateo, Foster City, Belmont, San Carlos)

  
Signature



January 4, 2023

The Honorable Davina Hurt  
Chair, San Mateo City/County Association of Governments  
County Office Building, 5th Floor  
555 County Center  
Redwood City, 94063

Dear Chair Hurt and C/CAG Board Members:

I am writing to express my strong interest in the position of Central Region Representative on the San Mateo County Flood and Sea Level Rise Resiliency District Board ("District Board") and to respectfully ask for your consideration.

As we all know, addressing our County's risk around flood and sea level rise is crucial, now more than ever before. I am deeply interested in working as part of the OneShoreline Board to tackle our common emerging challenges. My background and experience can be put to good use on the District Board.

There are many urgent needs such as levee improvements in Redwood City, including around the San Carlos Airport, as well as Belmont Creek which includes Belmont, San Carlos and County land, Colma and San Bruno creeks and many sites along the coast. Water does not follow city boundaries and what we do in one area can affect others.

In San Carlos, we have worked to mitigate the impact of stormwater, by improving our pump stations, cleaning our creeks and adding bio swales for example. As we prepare for significant commercial growth, I have strongly advocated for long-term solutions to protect our creeks and the surrounding areas from flooding, including the enhancement or expansion of buffer zones.

I have served on the C/CAG board for the past four years, currently serving as the Vice Chair of the Legislative Committee and Vice Chair of the Finance Committee. I've worked closely with C/CAG members on stormwater issues that we've tackled as a board, and believe this experience will help me contribute as a member of the OneShoreline Board. My experience on the Finance Committee should prove useful as the District Board works to ensure OneShoreline remains solvent long term and is able to pursue local, state and federal resources to complete projects. My experience on the Legislative Committee should be particularly relevant as we look at opportunities for the State to support our regional needs.

In addition, I have spent nearly thirty years working in public policy, as a congressional aide on Capitol Hill and advocating on behalf of industry associations and businesses. This experience navigating at the federal level will provide a unique benefit to OneShoreline as we look for project funding and support.

I am eager to commit my time and energy to finding solutions to the challenges we all face, and respectfully ask for your support in electing me to this important position.

Thank you for your consideration of my application. If you have any questions, please feel free to contact me at [arak@cityofsancarlos.org](mailto:arak@cityofsancarlos.org) or 650-766-1833.

Sincerely,

A handwritten signature in black ink, appearing to read 'A. Rak', written on a light-colored rectangular background.

Adam Rak  
Mayor



**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*

Date: 4 January 2023

I, Adam Loraine, am hereby submitting my candidacy for the  
*(Please print name)*

following seat on OneShoreline (Flood and Sea Level Rise Resiliency District).

Central (Hillsborough, San Mateo, Foster City, Belmont, San Carlos)

*Adam Loraine*  
 Signature



Honorable C/CAG Board Members:

I write to seek your support for appointment to the OneShoreline Board of Directors' vacancy for the City Council Central Region. I believe that OneShoreline's work is some of the most important in the county, and I would be honored to bring my background in local sustainability and infrastructure work to further it.

Of course, the impact our county felt from this last weekend's atmospheric river makes should make clear to all the value of projects such as OneShoreline's Countywide Flood Early Warning System. In parallel, the challenge of sea level rise is silently growing over time. San Mateo County is particularly vulnerable, bordering both the Pacific Ocean and San Francisco Bay. Rising waters threaten tremendous damage to billions of dollars' worth of waterfront homes and businesses, as well as our airport and wastewater treatment plants. Our region must continue to track data and analyze the magnitude of this threat, then integrate anticipated impacts into planning to protect existing and future development.

Before I was elected to San Mateo City Council, I had volunteered for years in service to fighting climate and increasing local resiliency to climate impacts such as sea level rise. I served on San Mateo County's Community Task Force on Sea Level Rise from 2015 – 2017. I was appointed first to the City of San Mateo's Sustainability Commission from 2017 – 2019, and to the Sustainability and Infrastructure Commission (merged with Public Works) from 2020 – 2022.

My successful campaign for San Mateo City Council last November ran on a platform that prioritized investing in city infrastructure toward a sustainable future. I will advocate for our city to incorporate requirements related to sea level rise protection in our General Plan Update, but I know that all our county's cities must make similar efforts and collaborate for us all to succeed. It would be a distinct privilege to be a larger part of that effort via the OneShoreline Board.

If I can provide any additional information that would help you in making your decision, please contact me at [aloraine@cityofsanmateo.org](mailto:aloraine@cityofsanmateo.org) or (650) 520-1114.

Thank you for your consideration.

Sincerely,



San Mateo City Council, District 5



# C/CAG AGENDA REPORT

ITEM 7.2

Date: January 12, 2023

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

From: Sean Charpentier, C/CAG Executive Director

Subject: Review and approval Resolution 23-05 authorizing the C/CAG Chair to execute Change Order 1 to an existing agreement between C/CAG and Pacific Gas and Electric Company for the San Mateo County Energy Watch Program, adding \$1,813,000 for a new total not to exceed \$2,785,000 and extending the agreement end date to December 31, 2025.

(For further information or questions, contact Kim Springer at [kspringer@smcgov.org](mailto:kspringer@smcgov.org))

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## RECOMMENDATION

That the C/CAG Board review and approve Resolution 23-05 authorizing the C/CAG Chair to execute Change Order 1 to an existing agreement between C/CAG and Pacific Gas and Electric Company (PG&E) for the San Mateo County Energy Watch Program, adding \$1,813,000 for a new total not to exceed \$2,785,000 and extending the agreement end date to December 31, 2025.

## FISCAL IMPACT

This agreement allows C/CAG to receive an additional \$1,813,000 for the period July 1, 2023 through December 31, 2025.

## SOURCE OF FUNDS

Funding for the San Mateo County Energy Watch is provided by the PG&E Local Government Partnership program, which is funded by the CPUC from Public Goods Funds.

## BACKGROUND

The San Mateo County Energy Watch (SMCEW) Local Government Partnership (LGP) with PG&E began on January 1, 2009 using Public Goods Funds under the auspices of the California Public Utilities Commission (CPUC). Since the original program cycle, which ended on December 31, 2009, PG&E has contracted with C/CAG for the SMCEW for six additional program cycles, 2010-2012, 2013-2014, 2015, 2016-18, 2019 through June 30, 2020, and fiscal years 2020-21 through 2022-2023.

In order to receive funding beyond June 30, 2020, staff responded to a Request for Abstract (RFA) in February 2019 and a Request for Proposal (RFP) in December 2019. The submitted RFA and RFP successfully proposed a program that identifies and refers municipalities', special district, K-12 public school, and small disadvantaged business energy efficiency projects to PG&E and other third-party contractors for implementation. Additional work included elements of the existing Regionally Integrated Climate Action Planning Suite (RICAPS) program; emission inventories and RICAPS monthly workgroup meetings.

On May 14, 2020, the C/CAG Board approved Resolution 20-18 authorizing the C/CAG Chair to execute a new agreement between C/CAG and PG&E for the SMCEW Local Government Partnership Program for fiscal years 2020/21 through 2022/23 for an amount of \$972,000. Approval of Resolution

23-05 will add an additional \$1,813,000 to the existing agreement and extend the end date of the agreement to December 31, 2025.

Success of the program has been tracked by key performance indicators, such as number of customer contacts, which can include “active” by phone, email, or in person, or “passive”, such as email outreach delivered quarterly. Other indicators include number of RICAPS meetings and a facilities staff quarterly meetings held each year, for municipal and school facilities staff countywide. In addition, the number of referrals of project opportunities to PG&E contractors is also tracked. Performance is tracked by the four main customer segments served: municipalities and special districts, schools and school districts, hard-to-reach small businesses, and the RICAPS and facilities working groups.

The results of the key performance indicators are reported to PG&E. Key performance indicators are being modified slightly for the new extension period; adding informational reports provided to customers and reducing the number of contracts tracked.

Staffing for the SMCEW is provided by the County of San Mateo under a separate staffing agreement between C/CAG and the County. The existing staffing agreement with the County ends June 30, 2023.

Resolution 23-05, the Change Order, and the existing C/CAG - PG&E Agreement - General and Specific Conditions are included as attachments or are provided on-line at C/CAG website.

#### **ATTACHMENTS**

1. Resolution No. 23-05
2. Change Order to Contract C22179
3. Existing C/CAG - PG&E Agreement - General and Specific Conditions. Available on-line at: <https://ccag.ca.gov/committees/board-of-directors-2/>

**RESOLUTION NO. 23-05**

**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 CHANGE ORDER 1 TO AN EXISTING AGREEMENT BETWEEN C/CAG AND PACIFIC GAS AND ELECTRIC COMPANY FOR THE SAN MATEO COUNTY ENERGY WATCH PROGRAM, ADDING \$1,813,000 FOR A NEW TOTAL NOT TO EXCEED \$2,785,000 AND EXTENDING THE AGREEMENT END DATE TO DECEMBER 31, 2025**

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

**WHEREAS**, the C/CAG Board adopted Resolution No. 08-46 at its October 2008 meeting authorizing the C/CAG Chair to execute the first funding Agreement between C/CAG and Pacific Gas & Electric Company (PG&E) for the 2009 San Mateo County Energy Watch; and

**WHEREAS**, the C/CAG Board adopted the following resolutions for continued funding: Resolution 09-55 on November 12, 2009, Resolution 12-68 on December 13, 2012, Resolution 14-52 on November 13, 2014, Resolution 15-49 on December 10, 2015, and Resolution 18-61 on November 8, 2018, Resolution 19-67 on December 10, 2019 for programs years 2010-2012, 2013-2014, 2015, 2016-2018, 2019, 2020, respectively, and Resolution 20-18 for the July 1, 2021 through June 30, 2023 (current) program; and

**WHEREAS**, C/CAG, with staffing support from the County Office of Sustainability, submitted successful responses to a PG&E competitive RFA and RFP process to continue funding for the SMCEW program for fiscal years 2020/21 through 2022/23 and executed that now existing agreement, which ends on June 30, 2023; and

**WHEREAS**, PG&E has offered to extend the agreement for funding adding an amount of \$1,813,000 and extending the end date to December 31, 2025; and

**WHEREAS**, the County, C/CAG, and PG&E wish to continue to provide energy efficiency programs for municipalities, special districts, K-12 public schools, and small disadvantaged businesses, and for RICAPS technical support to cities and the County for climate action planning across San Mateo County.

**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 Change Order 1 to an existing agreement between C/CAG and Pacific Gas and Electric company for the San Mateo County Energy Watch program, adding \$1,813,000 for a new total not to exceed \$2,785,000 and extending the agreement end date to December 31, 2025; and further authorize the Executive Director to negotiate final terms prior to execution, subject to review by Legal Counsel.

**PASSED, APPROVED, AND ADOPTED THIS 12TH DAY OF JANUARY 2023.**

---

*Davina Hurt, Chair*



## Contract Change Order

This is Change Order (“CO”) No. 1 to Contract No. C22179 dated June 9, 2020 between the below-named Contractor (“Contractor”), a Local Government Partner, and Pacific Gas and Electric Company (“PG&E”), a California corporation with its headquarters located at 77 Beale Street, San Francisco, California 94105. Contractor shall perform all Work under this Contract, as amended by this Change Order, pursuant to and in accordance with the terms and conditions of the Contract.

**Contractor’s Legal Name:** City / County Association of Governments

This Contract Change Order consists of 5 page(s).

**Contractor’s Address:** 555 County Center 5<sup>th</sup> Floor  
Redwood City, CA 94063

**Project Name:** San Mateo County Energy Watch Program

**Job Location:** PG&E Authorized Locations

**CHANGES: The Parties hereby modify the Contract referenced above as follows:**

Change Order No. 1:

1. To extend dates for Contract Completion and Contract Term; and
2. To provide additional funding commensurate with Contract Extension, as follows:

Extend Contract Completion and Contract Term Dates from: June 30, 2023 to: December 31, 2025

Increase Total Contract Value from: \$972,000.00 to: \$2,785,000.00

Total Increase: \$1,813,000.00 per Attachment 1 – Costs Breakdown

**ATTACHMENTS: The following are attached to this Contract Change Order and incorporated herein by this reference.**

Attachment 1 – Costs Summary

Exhibit 1A – Subcontractor and Supplier Utilization Plan

| PRICING CHANGES: |                                |                |
|------------------|--------------------------------|----------------|
|                  | Previous Total Contract Value: | \$ 972,000.00  |
|                  | Addition or Deduction:         | \$1,813,000.00 |
|                  | Revised Total Contract Value:  | \$2,785,000.00 |

**All other terms and conditions of the Contract, as it may have been amended by previous Contract Change Order(s), if any, shall remain the same.**

**THE PARTIES, BY SIGNATURE OF THEIR AUTHORIZED REPRESENTATIVES, HEREBY AGREE TO THE TERMS OF THIS CONTRACT CHANGE ORDER.**

Contractor represents and warrants that it: (1) has not yet started the Work described in this Change Order, or (2) commenced the Work after receiving an approved field authorization (which includes an approved Unifier RFI) for this Work, or (3) has reported commencement of this Work before approval of a field authorization or issuance of this Change Order to the PG&E Supply Chain organization through: [Suppliers \(pge.com\)](http://Suppliers(pge.com))

| PACIFIC GAS AND ELECTRIC COMPANY |                              | CONTRACTOR: City / County Association of Governments |              |
|----------------------------------|------------------------------|--|--------------|
| <b>Signature</b>                 |                              | <b>Signature</b>                                     |              |
| <b>Name</b>                      | Larry Hernandez              | <b>Name</b>  | Kim Springer |
| <b>Title</b>                     | Manager, Sourcing Operations | <b>Title</b>   |              |
| <b>Date</b>                      |                              | <b>Date</b>  |              |



Change Order No. 1  
 Contract No. C22179  
 Page 2 of 4

| ADMINISTRATION  |  |  |   |
|---|--|--|---|
| <b>PG&amp;E Negotiator</b>  | Paul Panganiban, Sr. Sourcing Specialist   | <b>Contractor Representative</b>                                     | Kim Springer, Program Manager, San Mateo County and Co-Chair, Joint Venture's Public Sector Task Force. |
| <b>Phone</b>  | (415) 374-1755   | <b>Phone</b>   | (650) 599-1412  |
| <b>Email:</b>   | paul.panganiban@pge.com  | <b>Email:</b>  | kspringer@smcgov.org  |
| <b>Accounting Reference</b>   | PR559186; CW2335154;<br>ER No. WS3664870209  |  |   |
| <b>INVOICE INSTRUCTIONS:</b><br>As described in more detail in the Invoicing section of the Terms and Conditions, Contractor shall send invoices for each payment when due, showing the Purchase Order Number (starts with "27" or "35") and the Line Item number, if applicable. | The default submission system for invoices to PACIFIC GAS AND ELECTRIC COMPANY should be through the Taulia electronic invoicing portal, which also provides real-time invoice payment status.<br>In rare cases that it is infeasible for a supplier to use this system, please send paper invoices to the address below. Invoice payment status for paper invoices can be accessed through the automated PG&E Paid Help Line at (800) 756-PAID (7243) or by emailing APPaidline@pge.com |  |   |
|   | <b>Send ORIGINAL Invoice to:</b>   | PG&E Accounts Payable<br>PO Box 7760<br>San Francisco, CA 94120-7760 |   |
|   | <b>Send Invoice COPY to:</b>   | Jennifer Azzolino<br>jday@pge.com                                    |   |

| INTERNAL PG&E USE ONLY        |   |  |
|-------------------------------|---|--|
| <b>Distribution Date</b>      |   |  |
| <b>Distribution of Copies</b> | <input type="checkbox"/> ARIBA Contracts ("CXXXX" series): Buyer uploads an executed copy in Ariba. | <input type="checkbox"/> Contractor (Signed Original Copy) |
|                               | <input type="checkbox"/> Work Supervisor  | <input type="checkbox"/> Manager                           |
|                               | <input type="checkbox"/> Invoice Approver   | <input type="checkbox"/> Supervisor                        |
|                               | <input type="checkbox"/> V.P.   | <input type="checkbox"/> Sourcing/ Purchasing              |
|                               | <input type="checkbox"/> Director   | <input type="checkbox"/> Law                               |



**SAN MATEO COUNTY ENERGY WATCH PROGRAM**

**ATTACHMENT 1 – COSTS SUMMARY**

| <b>Cost Center</b> | <b>Description</b>                          | <b>Amount</b>          |
|--------------------|---|------------------------|
| 8195552            | 2020-2023 Admin                             | \$ 91,850.00           |
| 8195553            | 2020-2023 Marketing                         | \$ 100,300.00          |
| 8195554            | 2020-2023 Implementation                    | \$ 779,850.00          |
|                    | <b>PREVIOUS TOTAL</b>                       | <b>\$ 972,000.00</b>   |
|                    |   |                        |
| <b>Cost Center</b> | <b>Description</b>                          | <b>Amount</b>          |
| 8195552            | 2023-2025 Admin                             | \$ 171,321.04          |
| 8195553            | 2023-2025 Marketing                         | \$ 187,082.20          |
| 8195554            | 2023-2025 Implementation                    | \$ 1,454,596.76        |
|                    | <b>TOTAL INCREASE:</b>                      | <b>\$ 1,813,000.00</b> |
|                    | <b>TOTAL CONTRACT VALUE, NOT TO EXCEED:</b> | <b>\$ 2,785,000.00</b> |



EXHIBIT 1A

Subcontractor and Supplier Utilization Plan

|   |   |   |
|---|---|---|
| Prime Contractor/Supplier Name: C/CAG                     | PG&E Contract # (if any): C22179  | Contract Duration From: 7/1/2023 To: 12/31/2025 |
| Employer Identification # (EIN): FED ID Number 94-3157181 | Total Bid/Contract Value: \$1,813,000   | Total Amount to be Self Performed: \$150,000    |
| PG&E Project/Product: Local Government Partnership        | Is Prime Contractor/Supplier CPUC Clearinghouse Certified? Yes No X VON #:                                      |   |
| Name of Preparer: Laura Wong                              | Is Prime Contractor/Supplier a Registered Small Business Certified? Yes No X Small Business #:                  |   |
| Preparer E-Mail: lawong@smcgov.org                        | Estimated Amount to be Paid to all Subcontractors (Subs) and Suppliers (\$): (for the duration of the contract) |   |
| Preparer Contact Phone: 628-222-3034                      | Subs and Suppliers: \$1,663,000   | Small Businesses: CPUC Certified Businesses:    |

| (1)<br>Tier Level | (2)<br>Name of Subcontractors (s) and Supplier (s) | (3)<br>Emergency Point of Contact / Phone # |              | (4)<br>Contractor's License # / Motor Carrier Permit |                  |                 |                         | (5)<br>Description of Work to be Performed or Major Materials to be Supplied | (6)<br>Is Excavation to be Performed | (7)<br>Gold Shovel Status | (8)<br>Risk Level | (9)<br>ISN ID# and/or PG&E Qualified Vendor # | (10)<br>Union Signatory |
|-------------------|--|---|--------------|--|------------------|-----------------|-------------------------|--|--------------------------------------|---------------------------|-------------------|---|-------------------------|
|                   |  |   |              | License/Permit Type                                  | License/Permit # | Expiration Date | Special Permit Required |  |                                      |                           |                   |   |                         |
| 2                 | County of San Mateo                                | Susan Wright                                | 650-363-4372 | N/A  | N/A              | N/A             | N/A                     | Contract staffing for LGP  | N/A                                  | N/A                       | N/A               | N/A   | N/A                     |
| 2                 | El Concilio  | Angelica Rodriguez<br>Blanco                | 650-373-1080 | N/A  | N/A              | N/A             | N/A                     | Outreach   | N/A                                  | N/A                       | N/A               | N/A   | N/A                     |
| 2                 | Rincon   | Ryan Gardner                                | 510-834-0177 | N/A  | N/A              | N/A             | N/A                     | GHG inventories, RICAPS  | N/A                                  | N/A                       | N/A               | N/A   | N/A                     |
|                   |  |   |              |  |                  |                 |                         |  |                                      |                           |                   |   |                         |
|                   |  |   |              |  |                  |                 |                         |  |                                      |                           |                   |   |                         |
|                   |  |   |              |  |                  |                 |                         |  |                                      |                           |                   |   |                         |
|                   |  |   |              |  |                  |                 |                         |  |                                      |                           |                   |   |                         |

The information provided on this form may form the basis of a Statement of Record, against which PG&E may conduct an audit or review to ensure compliance. Indicate All Subcontractor(s) and Supplier(s) of any tier prior to performing Work on designated project. Submit Exhibit 1A to best demonstrate your plan for the indicated services. In the event of a change in planned Subcontractor(s) or Supplier(s) of any tier, submit a revised Exhibit 1A prior to performing the Work via the method outlined in the contract or work authorization. Please include additional sheets as needed.

|                |  |      |            |         |  |
|----------------|--|------|------------|---------|--|
| (11) Signature |  | Date | 10/20/2022 | Rev. #: |  |
|----------------|--|------|------------|---------|--|

I hereby certify that the information listed is true to the best of my knowledge.

**C/CAG AGENDA REPORT**

Date: January 12, 2023

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

From: Sean Charpentier, Executive Director

Subject: Review legislative update and, if appropriate, recommend approval of C/CAG legislative policies, priorities, or positions. (A position may be taken on any legislation, including legislation not previously identified in the legislative update. Action is only necessary if recommending approval of a policy, priority, or position.)

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

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**RECOMMENDATION**

That the C/CAG Board of Directors review the legislative update and, if appropriate, recommend approval of C/CAG legislative policies, priorities, or positions. (A position may be taken on any legislation, including legislation not previously identified in the legislative update. Action is only necessary if recommending approval of a policy, priority, or position.)

C/CAG staff does not have specific recommended legislative actions with respect to this month's legislative update.

**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 advocate, Shaw Yoder Antwih Schmeltzer & Lange (SYASL). Important or interesting issues and positions taken by vote that arise out of the Committee meeting are reported to the Board verbally under this item.

The 2023-24 Legislative Session began on the same day as the swearing in of new legislators, December 5, 2022. New bills are being introduced through February 17, 2022. The attached report from C/CAG's legislative consultant (Consultant), may include updates from Sacramento with respect to the State Budget process, State grant programs, recent committee hearings, and bill progress of interest to C/CAG since the last C/CAG Board meeting.

At the December 8, 2022 Board meeting, staff advised the Board that the Legislative Committee is



reviewing Legislative Focus Areas for the 2023-24 session and that staff was not recommending an update to the C/CAG Legislative Priorities document; using the existing document as adopted by the Board, February 2022. Since the December Legislative Committee and Board meeting, staff received suggested edits from Member Salazar to the Legislative Priorities document. Both Legislative Focus Areas and the Policies will be discussed at the Legislative Committee this month. Staff hopes to receive approval of the update Legislative Priorities document, which will then be presented to the C/CAG Board at its February meeting.

The Legislative Committee will be discussing a potential letter from C/CAG regarding Brown Act amendments for flexibility regarding remote meetings. See relevant section of Attachment 2 below for more information.

For additional information with respect to what the Metropolitan Transportation Commission/Association of Bay Area Governments Joint Legislative Committee, California League of Cities, California State Association of Counties (CSAC), and California Association of Councils of Government (CALCOG) are tracking, staff has included informational links to the relevant bill tracking websites, as well as the full legislative information for the State Legislature and the 2021 calendar of legislative deadlines. Lastly, staff have also included links to the 2022 legislation websites for the San Mateo County delegates for information only.

## ATTACHMENTS

1. C/CAG Legislative Update, January 3, 2023 from Shaw Yoder Antwih Schmelzer & Lange
2. Legislative Focus Areas staff report from 1/12 C/CAG Legislative Committee.

Below are informational links:

3. [Recent Joint ABAG MTC Legislation Committee Agendas](#)
4. [California State Association of Counties \(CSAC\) 2021-22 bill positions and tracking](#)
5. [California Associations of Councils of Government \(CALCOG\) bill tracking](#)
6. Daily legislative information and for specific bills at <http://leginfo.legislature.ca.gov/>
7. [2023 California State Calendar of Legislative Deadlines](#)
8. [San Mateo County Delegation Sponsored Legislation 2021](#)
  - [2022 Legislation from Assemblymember Marc Berman](#)
  - [2021 Legislation from Assemblymember Kevin Mullin](#)
  - [2022 Legislation from Assemblymember Phil Ting](#)
  - [2021 Legislation from Senator Josh Becker](#)
  - [2022 Legislation Senator Scott Wiener](#)
9. Current client roster for Shaw Yoder Antwih Schmelzer & Lange - <https://syaslparkers.com/clients/>



1415 L Street  
Suite 1000  
Sacramento  
CA, 95814  
916-446-4656

January 3, 2023

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

From: Matt Robinson, Andrew Antwih and Silvia Solis Shaw  
Shaw Yoder Antwih Schmelzer & Lange

Re: **STATE LEGISLATIVE UPDATE – January 2023**

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### ***Legislative Update***

The California Legislature met briefly in the State Capitol on Monday, December 5<sup>th</sup> to conduct formal swearing-in ceremonies for the new class of state legislators. They also adopted operating rules and elected leaders for the 2023 -2024 Regular Session. The Legislature also responded to a recent call from Governor Gavin Newsom for lawmakers to form a special session for the purpose of reviewing a proposal from Governor Newsom’s Office to establish more regulatory oversight and a proposed penalty on oil companies when their profits exceed a certain threshold.

The Legislature reconvened on January 4 in Sacramento to begin the work in earnest of the first year of the 2023-24 Legislative Session. Of note, the Governor’s inauguration will take place on January 6, with the Governor set to release his proposed FY 2023-24 Budget shortly thereafter on January 10. The Legislative Calendar, which sets the deadlines for the year, has been released and can be viewed [here](#). Please note: February 17 marks the last day to introduce bills in the Regular Session.

In mid-December, Assembly Speaker Rendon [released](#) an updated list of committee chair and leadership posts. While not much changed, it is worth noting that Assembly Member Berman retained his role as Chair of the Assembly Business and Professions Committee, and Assembly Member Papan was named to the Assembly Rules Committee. Additional committee posts will be announced in the weeks ahead and we are still waiting for the Senate to announce its committee chairs for the session.

### ***Assembly Leadership Change Official***

As we previously reported, the Assembly Democrats met informally in Sacramento shortly after election day to discuss Caucus leadership moving forward. After the Caucus meeting, it was announced that an agreement had been reached which would allow Speaker Rendon to maintain his role until June 30, 2023, at which point “Speaker-designate” Rivas would assume the leadership post. The agreement was officially ratified with the adoption of [HR 1](#) on December 5.

### ***Governor Newsom Convenes Special Session***

On November 30, Governor Newsom signed a [proclamation](#) to convene a special session on December 5 to "pass a price gouging penalty on oil companies that will keep money in Californians' pockets." Governor Newsom has called on the Legislature to also consider during the special session efforts to empower state agencies to more closely review gas costs, profits and pricing as well provide the state with greater regulatory oversight of the refining, distribution and retailing segments of the gasoline market in California. On December 5, the special session – formally, the First Extraordinary Session of 2023-24 – officially convened. In this special session, several bills by Democratic and Republican legislators have already been introduced that seek to address the high cost of gasoline in California. The Governor’s proposal is reflected in [SBX1-2 \(Skinner\)](#).

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

#### **SB 4 (Wiener) Housing Development on Higher Education and Religious Institution Properties**

This bill would require that a housing development be a use by right eligible for streamlined approval on any land owned by an institution of higher education or religious institution on or before January 1, 2024, if the development satisfies specified criteria (including that the development is not adjoined to any site where more than one-third of the site is dedicated to industrial use). The bill would require that 100 percent of these units be affordable to lower income households, except that 20% of the units may be for moderate-income households, and projects are also eligible for density bonuses. The bill would authorize the development to include ancillary uses on the ground floor of the development. The bill would require a development subject to these provisions to provide off-street parking of up to one space per unit, unless a local ordinance provides for a lower standard of parking, in which case the ordinance applies. However, the bill would prohibit a local government from imposing any parking requirement if the development is located within one-half mile walking distance of a high-quality transit corridor or major transit stop, and within one block of a car share vehicle. Finally, the bill would require a local government that determines a proposed development is in conflict with any objective planning standards to provide the developer with written documentation explaining those conflicts under a specified timeframe (90-180 days depending on the development size) and would require a local government to approve a development if the local government fails to provide the requisite documentation explaining any conflicts.

#### **AB 6 (Friedman) Transportation Project Funding**

Existing law requires each regional transportation plan to include a sustainable communities strategy prepared by each metropolitan planning organization to achieve certain targets established by the California Air Resources Board for the reduction of greenhouse gas emissions. This bill would state the intent of the Legislature to require regional transportation agencies to prioritize and fund transportation projects, including those funded by a local sales tax measure, that significantly contribute towards the goals outlined in a region’s sustainable communities strategy and the state’s climate goals.

#### **AB 7 (Friedman) Transportation Funding for Capacity Projects**

Existing law requires Caltrans to improve and maintain the state’s highways, and establishes various programs to fund the development, construction, and repair of local roads, bridges, and other critical transportation infrastructure in the state. This bill would state the intent of the Legislature to eliminate single occupancy vehicle freeway capacity projects, and allow capacity projects only for bus rapid

transit, rail, active transportation purposes, projects that significantly add safety, and projects that significantly reduce congestion, without interfering with existing maintenance and rehabilitation needs.

**For a full list of the bills we are tracking for C/CAG, please click [here](#).**

## C/CAG AGENDA REPORT

Date: January 12, 2023

To: C/CAG Legislative Committee

From: Sean Charpentier, Executive Director

Subject: Second review of proposed list of focus areas for the 2023 legislative session.

(For further information or response to questions, contact Kim Springer [kspringer@smcgov.org](mailto:kspringer@smcgov.org))

---

### RECOMMENDATION

That the C/CAG Legislative Committee complete a second discussion of proposed focus areas for the 2023 legislative session.

### FISCAL IMPACT

None

### BACKGROUND

Staff, the Legislative Committee, and C/CAG's legislative consultant have agreed that it makes sense for the C/CAG Legislative Committee and the C/CAG Board to consider initiatives to focus on the upcoming legislative sessions. The 2022 legislative session ended on November 30, 2022, and the 2023 session began on December 5. The 2023 [Legislative Calendar](#) was released in early-November and contains the legislative deadlines for the first year of the 2023-24 Legislative Session. The last day to introduce new bills is February 17, 2023. Establishing C/CAG's focus areas and appropriately communicating those to both C/CAG's legislative consultant, Shaw Yoder Antwih Schmeltzer & Lange, and the Delegation is important.

The adopted 2022 Legislative Policies are included as Attachment 1. The Legislative Policies are comprehensive and reflect significant modifications in 2020 and 2021. Accordingly, staff do not recommend changes at this time. However, Committee member Ortiz recommended some change to "clean up" the Legislative Policies document, for review by the Committee.

There two categories of "focus areas" that staff are in discussion with the Legislative Committee: Legislative ideas, and funding requests.

#1. Legislative ideas are potential areas for C/CAG to sponsor legislation or work closely with others to sponsor legislation. Sponsoring legislation can be very resource intensive, and staff need to focus its efforts on issues that are central to C/CAG's mission, actionable, and have a reasonable chance of success. In addition, C/CAG does not have dedicated Government Affairs staff, and have to be judicious in our resources in pursuing legislative change.

C/CAG staff have suggested focus areas and have met with C/CAG’s legislative consultant to review and consider. After consultant input, a proposed list was presented to the C/CAG Legislative Committee at the November 10, 2022 meeting as initial starting points for discussion. Each include a reminder of feedback on Legislative Ideas from the Legislative Committee at the November 10, 2022 meeting. The C/CAG Legislative Committee continued this item in December to this Committee meeting in January.

- a. Brown Act Reform – The original discussion was focused on allowing 100% remote meetings for agency advisory committees making non-binding decisions. This would not apply to the C/CAG Board. In December, this idea was strongly supported by the Committee, and it was suggested that staff and the consultant reach out to MTC and other agencies with a recommendation supporting a strategy to facilitate remote participation in certain situations for legislative body meetings (C/CAG Committees). Legislative Committee Vice Chair Adam Rak has provided a sample letter, included as Attachment 1, from the City of San Carlos for discussion. The letter from San Carlos supports 100% remote meetings for regional bodies such as C/CAG. **The suggested Legislative Committee action is to recommend a position to the C/CAG Board of Directors and that C/CAG send a letter to the State Delegation supporting a strategy for more flexibility for remote meetings.** The following table includes the two options for discussion:

| C/CAG Body   | Types of Decisions  | Existing Conditions:<br>As of March 2023<br>(after CA State of<br>Emergency Expires)    | Option 1:<br>100% Remote for<br>Board and<br>Committees | Option 2:<br>In Person for Board<br>Meetings (binding<br>actions), Remote for<br>C/CAG Committees<br>(advisory positions) |
|--|---|---|---|---|
| C/CAG Board of Directors Meetings (23 Members)                             | Binding policy, programmatic, budgetary, contractual, and personnel decisions.            | In person, pursuant to Brown Act and limited remote participation authorized by AB 2449 | 100% remote participation for Board Members             | In person, pursuant to Brown Act and limited remote participation authorized by AB 2449                                   |
| C/CAG Standing Committee Meetings (9 Standing Committees with 123 “Seats”) | Advisory policy, programmatic, budgetary, and contractual recommendations to C/CAG Board. | In person, pursuant to Brown Act and limited remote participation authorized by AB 2449 | 100% remote participation for Committee Members         | 100% remote participation for Committee Members   |

- b) CARB – GHG Emission Inventories – work to support legislation or budget actions that would provide funding for CARB to produce GHG emission inventories for every city and county in California.

The Committee understood the potential value of this idea and that there have been regional/State discussions with CARB staff on this.

- c) Multi-Family Dwelling Incentives – effort to establish State incentive program to initiate projects at multi-family dwellings in California, for electrification, EVSE, and rainwater capture.

The Committee understood the value and need for this for consideration.

- d) Researching green investment requirements for CALPERS real estate portfolio.

The Committee strongly supported this idea, especially based on the experience of the City of Burlingame on this issue.

- e) Recommended for future Legislative Sessions:

- Updating State Statute to increase the maximum potential VLF, which is currently established at \$10. C/CAG raises \$10 VLF as part of its Measure M program.
- Updating Congestion Management Program (CMP) statute to include metrics for VMT as well as LOS.

#2. C/CAG submits specific funding requests to our State and Federal Delegation. The funding requests are generally for regional projects that C/CAG has been investing in, projects that span multiple jurisdictions and require regional support, as well as innovative topics such as a laundry to landscape pilot.

In 2022, C/CAG directly submitted 5 funding requests for up to \$21 million in funding. C/CAG has been successful in securing approximately \$3.1 million for requests “a” and “b” below. The opportunity to submit specific budget requests in the upcoming year is not clear because of the impact of a potential recession, potential changes in political leadership in Congress, and whether we are successful in applying for SB1 funding for 92/101 Area Improvements. At the November 10, 2022 meeting, staff recommended that, if the opportunity to apply for member directed funding exists, we continue to seek funding for requests “c through e” below.

- a) **\$760k for Bike lane on El Camino Real in Millbrae and San Bruno (Assembly Member Mullin included in State Budget).**
- b) **\$2.4m for San Bruno Multi Benefit Regional Stormwater Project, San Bruno (Congresswoman Speier) included in the House approved Budget.**
- c) \$480k for Laundry to Landscape pilot.
- d) \$5m-\$10m for 92/101 Area Improvements and Multi Modal Project.
- e) \$8m for Red Morton Multi Benefit Regional Stormwater Project, Redwood City.

Staff recommends the C/CAG Legislative Committee have a second discussion of the proposed focus areas and provide final feedback during the January meeting. It is further recommended that these items be finalized at this Legislative Committee meeting to share the January C/CAG Board meeting, allowing time for discussion with the California delegation, early in the 2023 Legislative Session.

**ATTACHMENT**

1. Sample Letter from City of San Carlos



Dear Assemblymember Rubio:

Thank you for your leadership in the State Assembly on critical issues ranging from pre-school education and safe drinking water, to continuous medical care for children under the age of five and transparency and flexibility in public meetings. We appreciate your inclusive approach to addressing the needs of all Californians and empowering communities to come together to create positive change for all.

We are writing to request that Assembly Bill (“AB”) 2449 be amended to allow city councils, their standing committees, and regional boards more flexibility to establish their own teleconference requirements related to quorums, just cause and emergency requirements, and limitations on the number of remote meetings members may attend.

In March 2020, the Governor issued Executive Order N-29-20, giving local agencies more flexibility to deploy teleconferencing, and it was a monumental success. It protected the health and safety of civil servants and the public, while effectively and efficiently conducting the public’s business.

Teleconferencing during the pandemic increased public participation, reduced single occupancy vehicle trips and travel costs, and decreased greenhouse gas (GHG) emissions.

We believe there are several unintended consequences of AB 2449 and respectfully request that the following requirements be considered for amendment:

1. **Just cause travel.** Local city councils and their standing committees are often comprised of individuals with full-time occupations. AB 2449’s “just cause” requirement unfairly allows travel while on business “of the legislative body or another state or local agency,” but not travel related to an individual’s occupation. This raises an equity concern that participation in local and regional government would be limited to officials at a certain socioeconomic level. Travel for a member’s occupation should be allowed under “just cause.”
2. **Cap on number of remote meetings allowed.** The limitation on the number of meetings that may be attended remotely appears arbitrary. The State could consider mandating a “floor” for in-person meetings, i.e. at least two meetings per year must be in person, and allow regional boards and standing committees maximum flexibility in determining the “ceiling” or “cap” on the number of remote meetings permissible. To contrast, local officials serve in the communities in which they live and the return to in-person meetings for local jurisdictions is not an issue. Nonetheless, local jurisdictions and their constituents are best suited to decide whether to host in-person or virtual meetings and to decide the limitations of those meetings.
3. **Quorum.** Requiring a quorum at a single physical location for regional boards and their subcommittees, and mandating that members of these bodies travel long distances to attend in-person meetings, contradicts the State’s efforts to curb GHG emissions and seems arbitrary and particularly burdensome when regional boards are comprised of a geographically diverse membership of cities and counties. Regional boards, as well as standing committees of a city council should be allowed to stay 100% remote, with the option of deciding as a body, how many meetings should be attended in-person versus remote.

4. **Webcasting technology.** Unlike local city councils, regional boards meet in a variety of locations that often are not equipped with webcasting technology to enable hybrid meetings. Under AB 2449 regional boards will need to pivot from online meetings to in-person meetings.
  
5. **Disclosure.** The requirement to publicly disclose any individual in the room over the age of 18 is a privacy violation. For example, if a member is under the care of an at-home nurse, this should not need to be shared publicly.

We have serious concerns regarding AB 2449's measures to limit remote teleconferencing to a handful of emergency or restrictive just cause approvals. Without amendment, these measures will result in unnecessarily long travel times to meetings, suppressed attendance, and difficulty reaching quorum, which will in turn negatively impact the governing body's productive work.

We respectfully request that AB 2449 be amended to provide more flexibility to regional agencies and local governing bodies. The Brown Act ensures that officials and their constituents can have open and transparent meetings, which we now know can occur using modern technology. As representatives of local governments and regional boards, we believe in the benefit of increased access in our communities. We look forward to collaborating with you to promote greater flexibility and participation in the decision making process by incorporating the changes we have proposed. Thank you for your time and consideration of this important matter that impacts all of us.

Sincerely,

Adam Rak, Mayor, City of San Carlos  
Sara McDowell, Councilmember, City of San Carlos

cc: Senator Josh Becker  
Assemblymember Diane Papan

## C/CAG AGENDA REPORT

Date: January 12, 2023

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

From: Sean Charpentier, Executive Director

Subject: Communications - Information Only

(For further information, please contact Mima Crume at [mcrume@smcgov.org](mailto:mcrume@smcgov.org))

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### BACKGROUND

This item is for information only and are available for review as attachments at the link provided below.

There is one press release and 10 letters.

1. **12/19/2022**- Press Release RE: C/CAG Adoption of Micromobility Feasibility Study.
2. **12/7/2022**- Letter from C/CAG Executive Director Sean Charpentier to Tony Tavares, Caltrans Director RE: Comments on Caltrans Draft Deputy Directive on Managed Lanes (DD-43-R2).
3. **11/29/2022**- Letter from C/CAG Executive Director Sean Charpentier to Mitch Weiss, Executive Director of CTC RE: Support LPP Application for Town Of Colma Hillside Boulevard Improvement Project.
4. **11/17/2022**- Letter from C/CAG Executive Director Sean Charpentier to Mitch Weiss, Executive Director of CTC RE: Support application for SamTrans's Emission Zero Project.
5. **10/25/2022**- Letter from C/CAG Executive Director Sean Charpentier to Mitch Weiss, Executive Director of CTC RE: Support TCEP application for Redwood City's US 101/Woodside Road Interchange.
6. **10/25/2022**- Letter from C/CAG Executive Director Sean Charpentier to Mitch Weiss, Executive Director of CTC RE: Support SCCP application for US 101/SR 92 Area Improvements and Multi Modal Project.
7. **10/12/2022**- Letter from C/CAG Executive Director Sean Charpentier to "No on California Proposition 30 Campaign" RE: C/CAG oppose position on Proposition 30.
8. **09/21/2022**- Letter from C/CAG Executive Director Sean Charpentier to the Honorable Pete Buttigieg RE: Support for City of Burlingame's application for Broadway Grade Separation project.
9. **09/16/2022**- Letter from C/CAG Executive Director Sean Charpentier to EPA Region 9 RE: Support for City of San Bruno's application for San Bruno Regional Stormwater Capture

Project on 1/280.

10. **09/15/2022**- Letter from C/CAG Executive Director Sean Charpentier to the Honorable Pete Buttigieg RE: Support for BART's application for Safe Streets and Roads for All for BART to develop a Safety Action Plan.
11. **08/25/2022**- Letter from C/CAG Executive Director Sean Charpentier to Ocean Protection Council RE: Support for HighTide's Statewide Socioeconomic Impact Assessment to Empower Equitable Sea Level Rise Adaption Proposal.

#### **ATTACHMENTS**

1. The written communications are available on the C/CAG Website:  
<http://ccag.ca.gov/committees/board-of-directors/>