

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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

C/CAG BOARD MEETING NOTICE

Meeting No. 370

Date: Thursday, December 14, 2023	Join by Webinar: https://us02web.zoom.us/j/86556459079?pwd=NWtQdkRWV3Q4bDZxWjY1dnQ2TkFoUT09
Time: 6:30 p.m.	
Primary Location: San Mateo County Transit District Office 1250 San Carlos Ave, 2 nd Fl. Auditorium, San Carlos, CA 94070	Webinar ID: 865 5645 9079 Password: 121423 Join by Phone: (669) 900-6833

HYBRID MEETING - IN-PERSON AND BY VIDEOCONFERENCE

This meeting of the C/CAG Board of Directors will be held in person and by teleconference pursuant to Government Code Section 54953(e). Members of the public will be able to participate in the meeting remotely via the Zoom platform or in person at the location above. The Board welcomes comments, including criticism, about the policies, procedures, programs, or services of the agency, or of the acts or omissions of the Board and committees. Speakers shall not disrupt, disturb, or otherwise impede the orderly conduct of a Board meeting. For information regarding how to participate in the meeting, either in person or remotely, please refer to the instructions at the end of the agenda.

1.0 CALL TO ORDER/ ROLL CALL

2.0 PRESENTATIONS / ANNOUNCEMENTS

- 2.1 Receive a presentation on the San Mateo Countywide Automated Vehicles Strategic Plan.
INFORMATION p. 1
- 2.2 Receive a presentation on Caltrain service and the Caltrain Modernization Program.
INFORMATION p. 5

3.0 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.

- 3.1 Approval of minutes of regular business meeting No. 369 dated November 9, 2023.
ACTION p. 6
- 3.2 Review and approval of the 2024 C/CAG Board meeting calendar. ACTION p. 12
- 3.3 Review and approval of Resolution 23-100 authorizing the C/CAG Executive Director to execute the COOPERATIVE AGREEMENT between C/CAG, CALTRANS and SMCTA for the Construction Phase of the US 101/SR 92 Interchange Area Improvement Project.
ACTION p. 13
- 3.4 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, 2023.
ACTION p. 40
- 3.5 Review and accept the C/CAG Financial Statements (Audit) for Fiscal Year Ended June 30, 2023.
ACTION p. 48
- 3.6 Review and accept the C/CAG State Transportation Improvement Program (STIP) Planning, Programming & Monitoring Program (PPM) Final Project Expenditure Audit Report from July 1, 2022, through June 30, 2023.
ACTION p. 49
- 3.7 Review and accept the Measure M Fund Financial Statements (Audit) for the Year Ended June 30, 2023.
ACTION p. 50
- 3.8 Review and approval of Resolution 23-101 authorizing the C/CAG Executive Director to execute a contract with EOA, Inc. for an amount not to exceed \$3,171,000 to complete the Watching Our Watersheds Regional Trash Monitoring Project to support compliance with the Municipal Regional Stormwater Permit, and further authorizing a waiver of the standard three-year contract term to complete the project by June 30, 2028. ACTION p. 51
- 3.9 Review and approval of Resolution 23-102 authorizing the C/CAG Executive Director to execute a contract with Geosyntec Consultants for an amount not to exceed \$424,248 to complete the San Mateo County OneWatershed Climate Resilience Framework and Community-Led with a contract term through January 31, 2026.
ACTION p. 58
- 3.10 Review and approval of Resolution 23-103 authorizing the C/CAG Executive Director to execute a funding agreement with the City of Daly City and the Town of Colma for the construction phase of the Daly City/Colma Smart Corridor Expansion project in an amount not to exceed \$5,918,359.
ACTION p. 64
- 3.11 Review and approval of \$4,500,000 in available funding for the C/CAG Lifeline Transportation Program Cycle 7 Call for Projects and Schedule.
ACTION p. 68
- 3.12 Review and approval of Resolution 23-106 authorizing the C/CAG Executive Director to execute Amendment No. 1 to the funding agreement with the City of Pacifica for the Sharp Park Priority Development Area Pedestrian Improvement Project, adding an additional amount not to exceed \$358,247 for a new total amount not to exceed \$1,258,247 in Measure M Safe Routes to School Funding; and terminate the \$358,247 TFCA FY 23/24 funding agreement with the City of Pacifica.
ACTION p. 84

4.0 REGULAR AGENDA

- 4.1 Consider candidates and make appointments for two governing board members representing the Northern and Southern regions for the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline) and adopt Resolution 23-105, which records the respective appointments. ACTION p. 89
- 4.2 Review and approve Resolution 23-99 adopting the C/CAG Equity Assessment and Framework Development Project Final Report and Action Plan. ACTION p. 102
- 4.3 Review and approve Resolution 23-104 authorizing the C/CAG Executive Director to execute an Agreement with MIG to prepare a C/CAG Strategic Plan at an amount not to exceed \$118,623, covering the period of December 18, 2023 through September 30, 2024, establish a contingency in the amount of \$12,000 (10% of contract) for a total project budget of \$130,623, and execute future amendments in an amount not-to-exceed the appropriated contingency. ACTION p. 106
- 4.4 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. 110

5.0 COMMITTEE REPORTS

- 5.1 Chairperson's Report
- 5.2 Board Members Report/Communication

6.0 EXECUTIVE DIRECTOR'S REPORT

7.0 COMMUNICATIONS - Information Only

- 7.1 Written Communication – (One Press Release) p. 122

8.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Pursuant to Government Code Section 54954.3, members of the public who wish to speak on matters not on the agenda will be given an opportunity to address the Board. Members of the public will have two minutes each to address the Board, unless a different time limit is established by the Chair. Please refer to the instructions at the end of this agenda for details regarding how to provide public comments.

9.0 ADJOURNMENT

Next scheduled meeting January 11, 2024

PUBLIC NOTICING: All notices of C/CAG regular Board meetings, standing committee meetings, and special meetings will be posted at the San Mateo County Courtyard, 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.

ADA REQUESTS: Persons with disabilities who require auxiliary aids or services to participate in this meeting should contact Mima Crume at (650) 599-1406 or mcrume@smcgov.org by 10:00 a.m. prior to the meeting date.

PUBLIC PARTICIPATION DURING HYBRID MEETINGS: During hybrid meetings of the C/CAG Board, members of the public may address the Board as follows:

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.
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 in person and through Zoom. Public comments will be taken first by speakers in person followed by via Zoom. Please read the following instructions carefully:

***In-person participation:**

1. If you wish to speak to the Board, please fill out a speaker's slip located on the 2nd floor auditorium side table against the wall. If you have anything that you wish distributed to the Board and included in the official record, please hand it to the C/CAG Clerk who will distribute the information to the Board members and staff.

***Remote participation:**

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. If calling in via phone, press *9 to raise your hand and when called upon press *6 to unmute.
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: December 14, 2023

To: C/CAG Board of Directors

From: Sean Charpentier, Executive Director

Subject: Receive a presentation on the San Mateo Countywide Automated Vehicles Strategic Plan

(For further information or questions, contact Audrey Shiramizu at ashiramizu@smcgov.org)

RECOMMENDATION

That the Board of Directors receive a presentation on the San Mateo Countywide Automated Vehicles Strategic Plan.

FISCAL IMPACT

The cost to prepare the Automated Vehicles Strategic Plan is \$219,896.33. C/CAG is jointly sponsoring the project with the San Mateo County Transportation Authority. C/CAG is also providing a local match of \$20,000 for this project, in addition to providing staff resources to the project.

SOURCE OF FUNDS

The project is funded with the Alternative Congestion Relief and Transportation Demand Management (ACR/TDM) grant, with local match coming from the Congestion Relief Program.

BACKGROUND

The San Mateo Countywide Automated Vehicles Strategic Plan (AV Strategic Plan) builds on a virtual workshop led by the San Mateo Transportation Authority (TA) and SamTrans on November 17, 2021. The workshop focused on bringing attention to the advent of Automated Vehicles (AVs) to San Mateo County communities, and to help the County better understand the impact AVs may have on our local roads and streets. One of the key next steps identified by stakeholders at the workshop was to develop a Countywide AV Strategic Plan.

The Countywide AV Strategic Plan represents a joint effort by C/CAG and the TA to identify the current state of AVs in San Mateo County, establish a shared-vision for AV deployment, identify opportunities for AV pilots and other AV-related projects, and to develop an AV action plan. The TA and C/CAG are jointly sponsoring the project. The consultant firm WSP was selected to prepare the Plan. The Technical Advisory Committee (TAC) and other interested stakeholders

serve in an advisory role offering recommendations and guidance to the Plan. The final deliverable is an AV Strategic Plan, including an Action Plan.

At the December 14, 2023 Board meeting, the Board will receive a project overview, schedule, a summary of Existing Conditions, and a summary of the public workshop held on November 15, 2023. The Board will have an opportunity to ask questions and provide feedback.

For additional information on the project, please visit the project website at:

<https://ccag.ca.gov/programs/transportation-programs/intelligent-transportation-system/smcaplan/>.

ATTACHMENTS

1. AV Strategic Plan Project Fact Sheet
2. AV Strategic Plan Draft Existing Conditions report (*The document is available to download at the C/CAG website (See “Additional Agenda Materials”) at: <https://ccag.ca.gov/committees/board-of-directors-2/>.*
3. AV Strategic Plan Presentation (*The document is available to download at the C/CAG website (See “Additional Agenda Materials”) at: <https://ccag.ca.gov/committees/board-of-directors-2/>.*

San Mateo Countywide Automated Vehicles Strategic Plan

FACT SHEET

Automated Vehicles (AV) are rapidly emerging as a transformative technology with the potential to revolutionize various sectors of transportation. From personal vehicles to shuttles, transit, freight, delivery and more, automation will reshape mobility in San Mateo County. Recognizing this potential, the San Mateo County Transportation Authority (SMCTA) and City/County Association of Governments of San Mateo County (C/CAG) are working together to develop the San Mateo Countywide Automated Vehicles Strategic Plan.

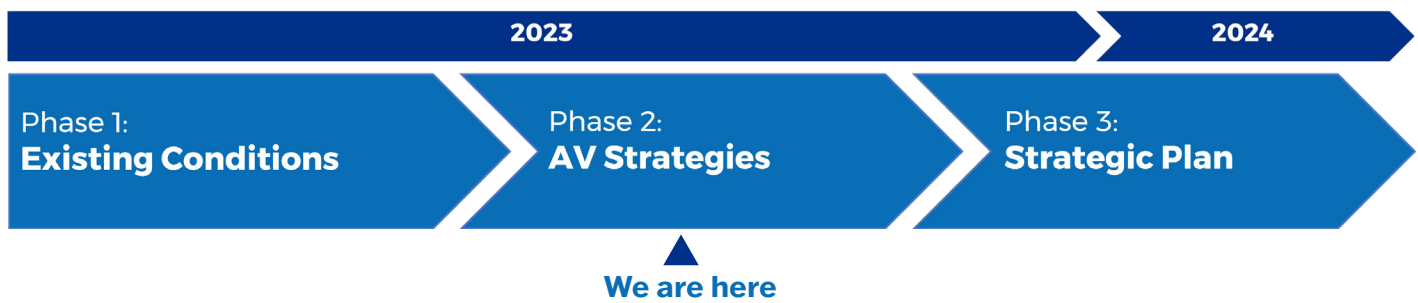
Project Scope

The SMCTA and C/CAG are co-sponsoring a Strategic Plan coupled with a five year action plan to prepare for the advent of AV in San Mateo County. The plan will include strategies and recommendations for the prioritization of AV pilots, projects, and activities that align with the federal, state, and local visions for AV deployment to improve connectivity and mobility.

Project Goals

- Identify current local, statewide, and federal policy and regulatory frameworks for AV
- Establish a shared vision for AV deployment that aligns with county and state objectives
- Identify opportunities and challenges for AV deployment and pilot projects
- Prioritize next steps for implementing AV Strategic Plan initiatives

Project Timeline



- Phase 1 (Summer 2023): Identify the existing AV programs at the county, state, and federal levels through research and conversation with stakeholders, and local and state agencies
- Phase 2 (Fall 2023): Using stakeholder and public feedback, develop a framework for AV pilot programs, projects, and activities that align with County policies, plans, and funding opportunities
- Phase 3 (Winter 2023): Prepare the draft San Mateo AV Strategy, incorporating the feedback received from the public, stakeholders, and agencies

Key Project Benefits

The AV Strategic Plan will:

- Help transportation agencies and the public in San Mateo County plan and prepare for future AV deployment
- Develop a cohesive strategy for the implementation of AV pilots and programs
- Set a vision for shared and connected AV infrastructure
- Position the county to strategically compete for funding and economic development opportunities related to future AV programs





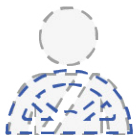

San Mateo Countywide Automated Vehicles Strategic Plan

FACT SHEET

FAQ

What are AVs?

AVs perform the primary driving functions of vehicles (i.e. steering, acceleration, and braking) with varying degrees of human intervention. These systems can assist with sensing, communicating, monitoring, navigating, and decision-making, depending on the level of automation (illustrated below).

					
0	1	2	3	4	5
No Automation	Driver Assistance	Partial Automation	Conditional Automation	High Automation	Full Automation
Zero autonomy, the driver performs all driving tasks.	Vehicle is controlled by the driver, but some driving assist features may be included in the vehicle design.	Vehicle has combined automated functions, like acceleration and steering, but the driver must remain engaged with the driving task and monitor the environment at all times.	Driver is necessary, but is not required to monitor the environment. The driver must be ready to take control of the vehicle at all times with notice.	The vehicle is capable of performing all driving functions under certain conditions. The driver may have the option to control the vehicle.	The vehicle is capable of performing all driving functions under all conditions. The driver may have the option to control the vehicle.





Society of Automotive Engineers (SAE) Automation Levels Full Automation

What are some of the impacts of AVs in San Mateo County?

AVs have the potential to impact traffic safety, highway and road congestion, efficiency and movement of people and goods, and even introduce transportation options for individuals who have physical limitations or disabilities.

What are some practical applications for AV?

There are several modes under the umbrella of AV including personal vehicles, ride hailing vehicles, transit, and freight.

PERSONAL VEHICLES	RIDE HAILING VEHICLES	TRANSIT	FREIGHT
			
Automated cars may improve safety, reduce congestion, and provide new mobility options for individuals who are unable to drive.	AV shuttles and taxis to supplement public transport and provide first and last-mile connections.	Driver assistance technologies for mass transit and autonomous first/last mile shuttles.	Automated trucking and package delivery aimed at increasing supply chain efficiency, improving safety, and reducing costs.

**FOR MORE
INFORMATION**

 www.smcta.com

 info@smcta.com

 650 - 508 - 6200

 **SAN MATEO COUNTY
Transportation
Authority**

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

C/CAG AGENDA REPORT

Date: December 14, 2023

To: C/CAG Board of Directors

From: Sean Charpentier, Executive Director

Subject: Receive a presentation on Caltrain service and the Caltrain Modernization Program.

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

RECOMMENDATION

That the C/CAG Board of Directors receive a presentation on Caltrain service and the Caltrain Modernization Program.

FISCAL IMPACT

N/A

SOURCE OF FUNDS

N/A

BACKGROUND

Caltrain will provide a presentation on Caltrain service and the Caltrain Modernization Program.

ATTACHMENTS

1. None

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. 369
November 9, 2023

HYBRID MEETING - IN-PERSON AND BY VIDEOCONFERENCE

This meeting of the C/CAG Board of Directors was held in person and by teleconference pursuant to Government Code Section 54953(e). Members of the public was able to participate in the meeting remotely via the Zoom platform and in person.

1.0 CALL TO ORDER/ ROLL CALL

Chair Davina Hurt called the meeting to order at 6:37p.m. Roll call was taken.

AGENCY:	IN-PERSON:	ABSENT:	REMOTE AB 2449	REMOTE Publicly Accessible Teleconference Location:
Atherton	Elizabeth Lewis			
Belmont	Davina Hurt			
Brisbane	Karen Cunningham			
Burlingame	Ricardo Ortiz			
Colma	John Goodwin			
Daly City	Juslyn Manalo			
East Palo Alto	Lisa Gauthier			
Foster City	Stacy Jimenez			
Half Moon Bay		Absent		
Hillsborough	Christine Krolik			
Menlo Park		Absent		
Millbrae	Maurice Goodman			
Pacifica		Absent*		
Portola Valley	Jeff Aalfs			
Redwood City	Alicia Aguirre			
San Bruno	Michael Salazar			
San Carlos	Adam Rak			
San Mateo	Rich Hedges			
South San Francisco	Flor Nicolas			
Woodside	Ned Fluet			
San Mateo County		Absent		

C/CAG EX-OFFICIO (NON-VOTING) MEMBERS				
AGENCY:	IN-PERSON:	ABSENT:	REMOTE AB 2449	REMOTE Publicly Accessible Teleconference Location:
SMCTA		Absent*		
SMCDT		Absent		

C/CAG Staff Present (In-Person):	Members of the Public (Remote):
Sean Charpentier – Executive Director	*Sue Vaterlaus – Board Member, City of Pacifica
Mima Crume – Clerk of the Board	*Rico Medina – SMCTA
Kaki Cheung	Len Materman – One Shoreline
Kim Springer	
Reid Bogert	
Susy Kalkin	
Van Ocampo	
C/CAG Staff Present (Remote)	REMOTE Publicly Accessible Teleconference Location:
Audrey Shiramizu	Melissa Andrikopoulos – Legal Counsel
Eva Gaye	
Jeff Lacap	

Other members of the public were in attendance remotely via the Zoom platform or in person.

2.0 **PRESENTATIONS / ANNOUNCEMENTS**

None.

3.0 **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 or staff request specific items to be removed for separate action.

- 3.1 Approval of minutes of regular business meeting No. 368 dated October 12, 2023.

APPROVED

- 3.2 Receive a copy of executed Amendment No. 1 to the Fiscal Year 2021/22 Transportation Fund for Clean Air (TFCA) Funding Agreement with City of Millbrae for the Citywide Virtual Bicycle and Pedestrian Detection Project, extending project completion date to October 31, 2024, at no additional cost.

INFORMATION

- 3.3 Review and approval of Resolution 23-96, authorizing the C/CAG Executive Director to Execute an Agreement with Climate Resilient Communities for an amount not to exceed \$225,400 for services in furtherance of the ICARP grant funded San Mateo County

OneWatershed Climate Resilience Framework and Community-led Plan. **APPROVED**

- 3.4 Review and approval of Resolution 23-97 determining that proposed amendments to the Daly City General Plan, Zoning Ordinance and BART Specific Plan related to the Mission Street corridor are conditionally consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport.

APPROVED

Board Member Hedges MOVED to approve the consent agenda items 3.1 through 3.4.
Board Member Gauthier SECONDED. **MOTION CARRIED 16-0-0**

4.0 **REGULAR AGENDA**

- 4.1 Review and approve appointment to fill a vacant Environmental Organization seat on the Resource Management and Climate Protection (RMCP) Committee. **APPROVED**

The Board received two (2) letters of interests from candidates:

Sarah Hubbard
Tom Kabat

Sarah Hubbard had the highest votes and has been appointed to serve on the Resource Management and Climate Protection (RMCP) Committee.

Jurisdiction	Sarah Hubbard	Tom Kabat
Atherton		X
Belmont		X
Brisbane	X	
Burlingame	X	
Colma	X	
Daly City		
East Palo Alto	X	
Foster City	X	
Half Moon Bay		
Hillsborough	X	
Menlo Park		
Millbrae	X	
Pacifica		
Portola Valley		X
Redwood City	X	
San Bruno		X
San Carlos	X	
San Mateo	X	
South San Francisco	X	
Woodside	X	
San Mateo County		
Total:	12	4

- 4.2 Receive a presentation on the recruitment process for the Northern Region and Southern Region City seats on OneShoreline's (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 Northern Region and Southern Region City seats on OneShoreline's (San Mateo County Flood and Sea Level Rise Resiliency District) Board of Directors. Appointments will be made at the December 14th C/CAG Board meeting.

- 4.3 Conduct a public hearing on the draft update to the Congestion Management Program; review and approval of Resolution 23-98 adopting the 2023 Congestion Management Program. (*Special Voting Procedures apply*) **APPROVED**

The Board received a presentation on the final 2023 San Mateo County CMP Update & Monitoring report.

Board Member Krolik MOVED to approve item 4.3. Board Member Nicolas SECONDED. A Special Voting Procedure was taken by roll call. MOTION CARRIED 17-0-0. Results: 17 Agencies approving. This represents 81% of the Agencies representing 80% of the population.

Jurisdiction:	Ayes:	Noes:	Absent:
Atherton	X		Half Moon Bay
Belmont	X		Menlo Park
Brisbane	X		Pacifica
Burlingame	X		San Mateo County
Colma	X		
Daly City	X		
East Palo Alto	X		
Foster City	X		
Hillsborough	X		
Millbrae	X		
Portola Valley	X		
Redwood City	X		
San Bruno	X		
San Carlos	X		
San Mateo	X		
South San Francisco	X		
Woodside	X		
Total:	17		

- 4.4 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**

C/CAG staff, Kim Springer, provided a brief overview of the Legislative Committee meeting held earlier in the evening. Items covered in the Committee meeting followed the monthly report provided in the Board agenda packet from C/CAG's legislative consultant. Staff also mentioned that C/CAG's Legislative Priorities were reviewed by the Committee and would be provided back for adoption in December. Member Rak provided additional comments on the Legislative Committee discussion, that a subcommittee was formed to review and update the Legislative Priorities document.

5.0 COMMITTEE REPORTS

5.1 Chairperson's Report

Chair Hurt reported that she has attended the HCD/CTC/CARB joint Board meeting in San Diego. Discussions on reductions of VMT's CAPTI, roadway projects that are increasing VMT's and supporting/authorizing roadway pricing. Discussions also included Rena and what does it mean for congestion pricing here in San Mateo County.

5.2 Board Members Report/Communication

Board Member Hedges reported he too has attended an online meeting about pricing. Member Hedges added that MTC has a lot to do in the future to have people understand why this may be important.

6.0 EXECUTIVE DIRECTOR'S REPORT

Sean Charpentier reported that we are working closely with one shoreline on an ambitious \$50M application for a NOAA grant to put into place a regional stormwater project in the San Bruno watershed and other locations. Mr. Charpentier added that last night Deputy Director Kaki Cheung presented the Smart Corridor project to the City of South San Francisco. The City of San Mateo hosted our rain barrel and BAWSCA distribution event at their courtyard on Saturday. We are co-sponsoring a strategic plan with the TA on autonomous vehicles to create a strategy for San Mateo County. A workshop to be held on the 15th from 6pm-8pm. A notification will be sent to all Board Members. We are still recruiting for 2 elected officials to be on the CMEQ Committee and 2 elected officials local elected officials to be on the BPAC Committee and will send out an updated recruitment letter. In addition, we will bring back the Equity Report and Equity assessment for action and adoption in December. Lastly, we are recruiting for a consultant for a strategic planning effort.

Chair Hurt has added that the hope here is we would have a retreat where we can talk more about what our priorities and how we should look at the future in light of so much change that is happening. Chair Hurt asked the Board if a Saturday all day retreat to talk about the strategic planning or replace it with one of our meetings during the week. The Board responded and would prefer to replace one of our meetings during the week.

7.0 COMMUNICATIONS - Information Only

7.1 Written Communication – (One letter and One Media Advisory)

8.0 PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Pursuant to Government Code Section 54954.3, members of the public who wish to speak on matters not on the agenda will be given an opportunity to address the Board. Members of the public will have two minutes each to address the Board, unless a different time limit is established by the Chair. Please refer to the instructions at the end of this agenda for details regarding how to provide public comments.

Clerk Crume reported that there were no public comments via in-person or online.

9.0 **ADJOURNMENT** – 7:44 p.m.

Next scheduled meeting December 14, 2023

C/CAG AGENDA REPORT

Date: December 14, 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 2024 C/CAG Board meeting calendar.

(For further information, contact Mima Crume mcrume@smcgov.org)

Recommendation:

That the C/CAG Board of Directors review and approve the 2024 C/CAG Board meeting calendar.

Fiscal Impact:

None.

Background/Discussion:

The following schedule for the 2024 Board meetings is proposed. All meetings start at 6:30 p.m. unless otherwise noted.

January 11th

February 8th

March 14th

April 11th

May 9th

June 13th

July 11th

August – No meeting is scheduled.

September 12th

October 10th

November 14th

December 12th

Attachments:

None.

C/CAG AGENDA REPORT

Date: December 14, 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 23-100 authorizing the C/CAG Executive Director to execute the COOPERATIVE AGREEMENT between C/CAG, CALTRANS and SMCTA for the Construction Phase of the US 101/SR 92 Interchange Area Improvement Project.

(For further information, contact Van Dominic Ocampo at vocampo@smcgov.org)

RECOMMENDATION

Review and approve Resolution 23-100 authorizing the C/CAG Executive Director to execute the COOPERATIVE AGREEMENT between C/CAG, CALTRANS and SMCTA, for the Construction Phase of the US 101/SR92 Interchange Area Improvement Project.

It is also recommended that the C/CAG Board authorize the Executive Director to negotiate the final terms of said COOPERATIVE AGREEMENT prior to its execution by the C/CAG Executive Director, subject to approval as to form by legal counsel.

FISCAL IMPACT

The Construction Phase of the US 101/SR92 Interchange Area Improvement Project is estimated to cost \$40M. Full funding for this phase is through a combination of Federal, State, Regional Measure 3 and Measure A monies.

SOURCE OF FUNDS

Federal Earmark - \$1M, State Transportation Improvement Program Funds - \$1.68, Regional Measure 3 - \$15.32M and Measure A Highway Program Funds - \$22M.

BACKGROUND

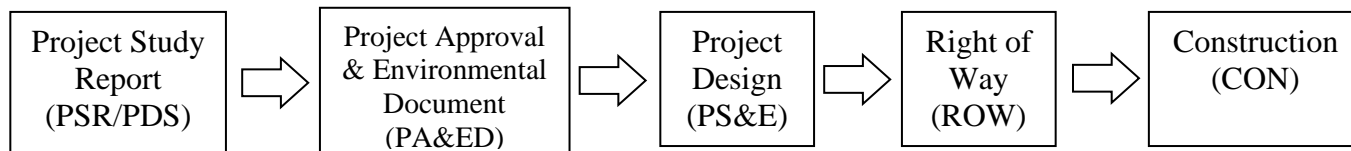
The US 101/SR 92 Interchange (Interchange) is a major facility that serves both regional traffic and local street connections. During AM and PM peak traffic periods, motorists experience substantial delay and congestion at the Interchange and its vicinity, caused by heavy traffic volume, inadequate capacity, and inefficient weaving and merging at the ramp connectors.

On August 9, 2012, the C/CAG Board approved Resolution 12-46 authorizing the acceptance of funds and execution of grant agreements with SMCTA for project feasibility studies and project study documents associated with four highway projects, including the US 101/SR 92 Interchange Improvement Preliminary Planning Study (PPS). In June of 2016, the PPS, which studied the traffic congestion and identified a number of near-term and long-term alternatives to address congestion and safety concerns at the Interchange (and its vicinity) was completed. Near-term Area Improvements focus on non-complex alternatives that improve local access from US 101 and provide operational

improvements that reduce weaving conflicts and improve safety, with relatively low implementation costs, while Long-term “Direct Connector” Improvements are more complex, involve construction of new structures, take longer time to implement, and are more costly.

CALTRANS’ PROJECT APPROVAL PROCESS (TYPICAL)

Projects, especially the ones within the State Highway System, must go through the typical sequential process/phases shown below:



On October 29, 2019, the PSR/PDS for the Area Improvement Project was approved by Caltrans. This allowed the Project to proceed with the PA&ED Phase, also known as Environmental Phase. On September 8, 2021, the Project PA&ED was completed with Caltrans’ approval and execution of the Project Report (PR). On October 19, 2023, Caltrans completed 100% of the Project PS&E and the ROW Phases, making the project ready for construction. However, prior to advertising the Project out for bids, both C/CAG and SMCTA, as Project Co-sponsors, need to enter into a COOPERATIVE AGREEMENT with Caltrans, the owner operator of the facility and Implementing Agency. The attached draft COOPERATIVE AGREEMENT documents the Roles and Responsibilities of C/CAG and SMCTA, and Caltrans during the CON Phase. Staff recommends approval of Resolution 23-100 authorizing the Executive Director to execute the COOPERATIVE AGREEMENT for the CON Phase of the US 101/SR 92 Interchange Area Improvements Project and further authorize the Executive Director to negotiate the final terms of said COOPERATIVE AGREEMENT prior to its execution by the C/CAG Executive Director, subject to approval as to form by legal counsel.

ATTACHMENTS

1. Attachment 1 - Resolution 23-100
2. Attachment 2 - COOPERATIVE AGREEMENT between C/CAG, SMCTA and Caltrans for the Construction Phase of the US 101/SR92 Interchange Area Improvement Project.

ATTACHMENT 1

RESOLUTION 23-100

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO EXECUTE THE COOPERATIVE AGREEMENT BETWEEN C/CAG, CALTRANS AND SMCTA FOR THE CONSTRUCTION PHASE OF THE US 101/SR 92 INTERCHANGE AREA IMPROVEMENTS PROJECT

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

WHEREAS, C/CAG received \$500,000 in Measure A funds as part of the 2012 Highway Program Call for Projects for the Preliminary Planning phase of the US 101/SR 92 Interchange Area Improvements Project; and

WHEREAS, C/CAG, in partnership with the San Mateo County Transportation Authority (SMCTA), City of Foster City, and City of San Mateo, completed a Preliminary Planning Study (PPS) in June 2016 that identified multiple short-term and long-term improvement needs to address existing and future traffic congestion at the US 101/SR 92 Interchange and vicinity; and

WHEREAS, SMCTA, in coordination with C/CAG, City of San Mateo, and City of Foster City, implemented the Project Initiation Document (PID) Phase and completed the Project Study Report/Project Development Support (PSR-PDS) that was approved by CALTRANS on October 29, 2019, which allowed the Project to advance to the Project Approval and Environmental Document (PA&ED) Phase; and

WHEREAS, CALTRANS, in coordination with C/CAG and the SMCTA, implemented the PA&ED Phase and approved the Project Report (PR) on September 8, 2021 to complete the PA&ED Phase.

WHEREAS, the approval and execution of the PR authorizes the Project to proceed to the Plans, Specification and Estimate (PS&E) and Right-of-Way (ROW) Phases; and

WHEREAS, C/CAG administers State Transportation Improvement Program (STIP) funds for San Mateo County; and

WHEREAS, on October 14, 2021, the C/CAG Board of Directors adopted Resolution 21-76 approving the 2022 STIP and which directed \$3,217,000 in STIP funds toward the PS&E Phase of the Project; and

WHEREAS, on December 2, 2021, the SMCTA Board of Directors approved a total of \$5,075,000 of Measure W (\$750,000 for PS&E, \$200,000 for ROW, and \$4,125,000 for Construction) for the Project; and

WHEREAS, Caltrans, as the implementing agency for both the PS&E and ROW Phases completed said phases on October 17, 2023 and the Project is now ready to proceed with the CONSTRUCTION (CON) Phase; and

WHEREAS, C/CAG and the TA wish to continue co-sponsoring the Project through the completion of the CON Phase; and

WHEREAS, a Cooperative Agreement between C/CAG, Caltrans and SMCTA is required to document the obligations and responsibilities of C/CAG and the SMCTA as Project co-sponsors and Caltrans as implementing agency for the CON Phase.

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Executive Director is authorized to execute the Cooperative Agreement between C/CAG, Caltrans and the SMCTA for the Construction Phase of the US 101/SR 92 Interchange Area Improvements Project and further authorize the Executive Director to negotiate the final terms of said Cooperative Agreement prior to its execution by the C/CAG Executive Director, subject to approval as to form by legal counsel.

PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF DECEMBER 2023.

Davina Hurt, Chair

COOPERATIVE AGREEMENT

This AGREEMENT, executed on and effective from _____, is between the State of California, acting through its Department of Transportation, referred to as CALTRANS, and:

San Mateo County Transportation Authority, a public corporation/entity, referred to hereinafter as SMCTA; and

City/County Association of Governments of San Mateo County, a California joint powers authority, referred to hereinafter as C/CAG.

An individual signatory agency in this AGREEMENT is referred to as a PARTY. Collectively, the signatory agencies in this AGREEMENT are referred to as PARTIES.

RECITALS

1. PARTIES are authorized to enter into a cooperative agreement for improvements to the State Highway System per the California Streets and Highways Code, Sections 114 and 130.
2. For the purpose of this AGREEMENT, *the US 101/SR 92 Interchange Area Improvement Project will construct congestion relief improvements at the US101/SR92 Interchange and vicinity. It includes these improvements, 1) Westbound SR92 to southbound US101 loop ramp and structure widening, 2) Northbound and southbound US101 to eastbound SR92 merging area and restriping, 3) Southbound US101 Fashion Island off-ramp relocation, 4) Northbound US101 at Hillsdale Blvd. off-ramp intersection modification and widening*, which will be collectively referred to hereinafter as PROJECT. The PROJECT scope of work is defined in the project initiation and approval documents (e.g., Project Study Report, Design Engineering Evaluation Report, or Project Report).
3. All obligations and responsibilities assigned in this AGREEMENT to complete the following PROJECT COMPONENT will be referred to hereinafter as WORK:

- CONSTRUCTION

Each PROJECT COMPONENT is defined in the CALTRANS Workplan Standards Guide as a distinct group of activities/products in the project planning and development process.

4. The term AGREEMENT, as used herein, includes this document and any attachments, exhibits, and amendments.

This AGREEMENT is separate from and does not modify or replace any other cooperative agreement or memorandum of understanding between the PARTIES regarding the PROJECT.

PARTIES intend this AGREEMENT to be their final expression that supersedes any oral understanding or writings pertaining to the WORK. The requirements of this AGREEMENT will preside over any conflicting requirements in any documents that are made an express part of this AGREEMENT.

If any provisions in this AGREEMENT are found by a court of competent jurisdiction to be, or are in fact, illegal, inoperative, or unenforceable, those provisions do not render any or all other AGREEMENT provisions invalid, inoperative, or unenforceable, and those provisions will be automatically severed from this AGREEMENT.

Except as otherwise provided in the AGREEMENT, PARTIES will execute a written amendment if there are any changes to the terms of this AGREEMENT.

PARTIES agree to sign a CLOSURE STATEMENT to terminate this AGREEMENT. However, all indemnification, document retention, audit, claims, environmental commitment, legal challenge, maintenance and ownership articles will remain in effect until terminated or modified in writing by mutual agreement or expire by the statute of limitations.

5. The following work associated with this PROJECT has been completed or is in progress:
 - C/CAG & SMCTA completed the Project Initiation Document on October 29, 2019 (Cooperative Agreement No. 04-2728).
 - CALTRANS completed the Project Report on September 8, 2021 (Cooperative Agreement No. 04-2766).
 - CALTRANS approved the Categorical Exemption on September 8, 2021 (Cooperative Agreement No. 04-2766).
 - CALTRANS approved the Categorical Exclusion on September 8, 2021 (Cooperative Agreement No. 04-2766).
 - CALTRANS is developing the R/W Certification (Cooperative Agreement No. 04-2836).
 - CALTRANS is developing the Plans, Specifications and Estimate (Cooperative Agreement No. 04-2836).
6. In this AGREEMENT capitalized words represent defined terms, initialisms, or acronyms.

7. PARTIES hereby set forth the terms, covenants, and conditions of this AGREEMENT.

RESPONSIBILITIES

Sponsorship

8. A SPONSOR is responsible for establishing the scope of the PROJECT and securing the financial resources to fund the WORK. A SPONSOR is responsible for securing additional funds when necessary or implementing PROJECT changes to ensure the WORK can be completed with the funds committed in this AGREEMENT.

PROJECT changes, as described in the CALTRANS Project Development Procedures Manual, will be approved by CALTRANS as the owner/operator of the State Highway System.

9. C/CAG and SMCTA will co-sponsor the WORK included in this AGREEMENT in the following percentages:

PROJECT COMPONENT	C/CAG	SMCTA
CONSTRUCTION	50%	50%

Implementing Agency

10. The IMPLEMENTING AGENCY is the PARTY responsible for managing the scope, cost, schedule, and quality of the work activities and products of a PROJECT COMPONENT.

- CALTRANS is the CONSTRUCTION IMPLEMENTING AGENCY.

CONSTRUCTION includes construction contract administration, surveying/staking, inspection, quality assurance, and assuring regulatory compliance. The CONSTRUCTION component budget identifies the capital costs of the construction contract/furnished materials (CONSTRUCTION CAPITAL) and the cost of the staff work in support of the construction contract administration (CONSTRUCTION SUPPORT).

11. Any PARTY responsible for completing WORK will make its personnel and consultants that prepare WORK available to help resolve WORK-related problems and changes for the entire duration of the PROJECT including PROJECT work that may occur under separate agreements.

Funding

12. Funding sources, PARTIES committing funds, funding amounts, and invoicing/payment details are documented in the Funding Summary section of this AGREEMENT.

PARTIES will amend this AGREEMENT by updating and replacing the Funding Summary, in its entirety, each time the funding details change. Funding Summary replacements will be executed by a legally authorized representative of the respective PARTIES. The most current fully executed Funding Summary supersedes any previous Funding Summary created for this AGREEMENT.

13. PARTIES will not be reimbursed for costs beyond the funding commitments in this AGREEMENT.

If an IMPLEMENTING AGENCY anticipates that funding for the WORK will be insufficient to complete the WORK, the IMPLEMENTING AGENCY will promptly notify the SPONSOR.

14. Unless otherwise documented in the Funding Summary, overall liability for project costs within a PROJECT COMPONENT, subject to program limitations, will be in proportion to the amount contributed to that PROJECT COMPONENT by each fund type.
15. Unless otherwise documented in the Funding Summary, any savings recognized within a PROJECT COMPONENT will be credited or reimbursed, when allowed by policy or law, in proportion to the amount contributed to that PROJECT COMPONENT by each fund type.
16. WORK costs, except those that are specifically excluded in this AGREEMENT, are to be paid from the funds obligated in the Funding Summary. Costs that are specifically excluded from the funds obligated in this AGREEMENT are to be paid by the PARTY incurring the costs from funds that are independent of this AGREEMENT.

CEQA/NEPA Lead Agency

17. CALTRANS is the CEQA Lead Agency for the PROJECT.
18. CALTRANS is the NEPA Lead Agency for the PROJECT.

Environmental Permits, Approvals and Agreements

19. PARTIES will comply with the commitments and conditions set forth in the environmental documentation, environmental permits, approvals, and applicable agreements as those commitments and conditions apply to each PARTY's responsibilities in this AGREEMENT.

20. Unless otherwise assigned in this AGREEMENT, the IMPLEMENTING AGENCY for a PROJECT COMPONENT is responsible for all PROJECT COMPONENT WORK associated with coordinating, obtaining, implementing, renewing, and amending the PROJECT permits, agreements, and approvals whether they are identified in the planned project scope of work or become necessary in the course of completing the PROJECT.
21. The PROJECT requires the following environmental permits/approvals:

ENVIRONMENTAL PERMITS/REQUIREMENTS	
401, Regional Water Quality Control Board	
National Pollutant Discharge Elimination System (NPDES), State Water Resources Control Board	
FESA Section 7 USFWS	
FESA Section 7 NOAA/NMFS	

CONSTRUCTION

22. As the CONSTRUCTION IMPLEMENTING AGENCY, CALTRANS is responsible for all CONSTRUCTION WORK except those activities and responsibilities that are assigned to another PARTY and those activities that are excluded under this AGREEMENT.
23. Physical and legal possession of the right-of-way must be completed prior to advertising the construction contract, unless PARTIES mutually agree to other arrangements in writing.
24. Right-of-way conveyances must be completed prior to WORK completion, unless PARTIES mutually agree to other arrangements in writing.
25. CALTRANS will advertise, open bids, award, and approve the construction contract in accordance with the California Public Contract Code and the California Labor Code. By accepting responsibility to advertise and award the construction contract, CALTRANS also accepts responsibility to administer the construction contract.
26. If the lowest responsible construction contract bid is greater than the funding commitment to CONSTRUCTION CAPITAL, PARTIES must agree in writing on a course of action within fifteen (15) working days. If no agreement is reached within fifteen (15) working days the IMPLEMENTING AGENCY will not award the construction contract.

27. CALTRANS will implement changes to the construction contract through Change Orders. PARTIES will review and concur on all Change Orders over \$50,000.
28. Upon WORK completion, ownership or title to all materials and equipment constructed or installed for the operations and/or maintenance of the State Highway System (SHS) within SHS right-of-way as part of WORK become the property of CALTRANS.

CALTRANS will not accept ownership or title to any materials or equipment constructed or installed outside SHS right-of-way.

Schedule

29. PARTIES will manage the WORK schedule to ensure the timely use of committed funds and to ensure compliance with any environmental permits, right-of-way agreements, construction contracts, and any other commitments. PARTIES will communicate schedule risks or changes as soon as they are identified and will actively manage and mitigate schedule risks.
30. The IMPLEMENTING AGENCY for each PROJECT COMPONENT will furnish PARTIES with written monthly progress reports during the completion of the WORK.

Additional Provisions

Standards

31. PARTIES will perform all WORK in accordance with federal and California laws, regulations, and standards; Federal Highway Administration (FHWA) standards; and CALTRANS standards. CALTRANS standards include, but are not limited to, the guidance provided in the:
 - CADD Users Manual
 - CALTRANS policies and directives
 - Plans Preparation Manual
 - Project Development Procedures Manual (PDPM)
 - Workplan Standards Guide
 - Construction Manual

Qualifications

32. Each PARTY will ensure that personnel participating in WORK are appropriately qualified or licensed to perform the tasks assigned to them.
33. The IMPLEMENTING AGENCY for a PROJECT COMPONENT will coordinate, prepare, obtain, implement, renew, and amend any encroachment permits needed to complete the WORK.

Protected Resources

34. If any PARTY discovers unanticipated cultural, archaeological, paleontological, or other protected resources during WORK, all WORK in that area will stop and that PARTY will notify all PARTIES within 24 hours of discovery. WORK may only resume after a qualified professional has evaluated the nature and significance of the discovery and CALTRANS approves a plan for its removal or protection.

Disclosures

35. PARTIES will hold all administrative drafts and administrative final reports, studies, materials, and documentation relied upon, produced, created, or utilized for the WORK in confidence to the extent permitted by law and where applicable, the provisions of California Government Code, Section 7921.505(c)(5) will protect the confidentiality of such documents in the event that said documents are shared between PARTIES.

PARTIES will not distribute, release, or share said documents with anyone other than employees, agents, and consultants who require access to complete the WORK without the written consent of the PARTY authorized to release them, unless required or authorized to do so by law.

36. If a PARTY receives a public records request pertaining to the WORK, that PARTY will notify PARTIES within five (5) working days of receipt and make PARTIES aware of any disclosed public records.

Hazardous Materials

37. HM-1 is hazardous material (including, but not limited to, hazardous waste) that may require removal and disposal pursuant to federal or state law, irrespective of whether it is disturbed by the PROJECT or not.

HM-2 is hazardous material (including, but not limited to, hazardous waste) that may require removal and disposal pursuant to federal or state law only if disturbed by the PROJECT.

The management activities related to HM-1 and HM-2, including and without limitation, any necessary manifest requirements and disposal facility designations are referred to herein as HM-1 MANAGEMENT and HM-2 MANAGEMENT respectively.

38. If HM-1 or HM-2 is found the discovering PARTY will immediately notify all other PARTIES.
39. CALTRANS, independent of the PROJECT, is responsible for any HM-1 found within the existing State Highway System right-of-way. CALTRANS will undertake, or cause to be undertaken, HM-1 MANAGEMENT with minimum impact to the PROJECT schedule.

CALTRANS will pay, or cause to be paid, the cost of HM-1 MANAGEMENT for HM-1 found within the existing State Highway System right-of-way with funds that are independent of the funds committed in this AGREEMENT.

40. If HM-1 is found within the PROJECT limits and outside the existing State Highway System right-of-way, responsibility for such HM-1 rests with the owner(s) of the parcel(s) on which the HM-1 is found. C/CAG and SMCTA, in concert with the local agency having land use jurisdiction, will ensure that HM-1 MANAGEMENT is undertaken with minimum impact to PROJECT schedule.

The cost of HM-1 MANAGEMENT for HM-1 found within the PROJECT limits and outside the existing State Highway System right-of-way will be paid from funds that are independent of the funds committed in this AGREEMENT and will be the responsibility of the owner(s) of the parcel(s) where the HM-1 is located.

41. The CONSTRUCTION IMPLEMENTING AGENCY is responsible for HM-2 MANAGEMENT within the PROJECT limits.

C/CAG, SMCTA and CALTRANS will comply with the Soil Management Agreement for Aerially Deposited Lead Contaminated Soils (Soil Management Agreement) executed between CALTRANS and the California Department of Toxic Substances Control (DTSC). Under Section 3.2 of the Soil Management Agreement, CALTRANS, C/CAG and SMCTA each retain joint and severable liability for noncompliance with the provisions of the Soil Management Agreement. C/CAG and SMCTA will assume all responsibilities assigned to CALTRANS in the Soil Management Agreement during PROJECT COMPONENTS for which they are the IMPLEMENTING AGENCY except for final placement and burial of soil within the State right-of-way, per Section 4.5 of the Soil Management Agreement, which is subject to CALTRANS concurrence and reporting to DTSC which will be performed by CALTRANS.

42. CALTRANS' acquisition or acceptance of title to any property on which any HM-1 or HM-2 is found will proceed in accordance with CALTRANS' policy on such acquisition.

Claims

43. Any PARTY that is responsible for completing WORK may accept, reject, compromise, settle, or litigate claims arising from the WORK without concurrence from the other PARTY.
44. PARTIES will confer on any claim that may affect the WORK or PARTIES' liability or responsibility under this AGREEMENT in order to retain resolution possibilities for potential future claims. No PARTY will prejudice the rights of another PARTY until after PARTIES confer on the claim.
45. If the WORK expends state or federal funds, each PARTY will comply with the Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards of 2 CFR, Part 200. PARTIES will ensure that any for-profit consultant hired to participate in the WORK will comply with the requirements in 48 CFR, Chapter 1, Part 31. When state or federal funds are expended on the WORK these principles and requirements apply to all funding types included in this AGREEMENT.

Accounting and Audits

46. PARTIES will maintain, and will ensure that any consultant hired by PARTIES to participate in WORK will maintain, a financial management system that conforms to Generally Accepted Accounting Principles (GAAP), and that can properly accumulate and segregate incurred PROJECT costs and billings.

47. PARTIES will maintain and make available to each other all WORK-related documents, including financial data, during the term of this AGREEMENT.

PARTIES will retain all WORK-related records for three (3) years after the final voucher.

PARTIES will require that any consultants hired to participate in the WORK will comply with this Article.

48. PARTIES have the right to audit each other in accordance with generally accepted governmental audit standards.

CALTRANS, the State Auditor, FHWA (if the PROJECT utilizes federal funds), C/CAG, and SMCTA will have access to all WORK-related records of each PARTY, and any consultant hired by a PARTY to participate in WORK, for audit, examination, excerpt, or transcription.

The examination of any records will take place in the offices and locations where said records are generated and/or stored and will be accomplished during reasonable hours of operation. The auditing PARTY will be permitted to make copies of any WORK-related records needed for the audit.

The audited PARTY will review the draft audit, findings, and recommendations, and provide written comments within thirty (30) calendar days of receipt.

Upon completion of the final audit, PARTIES have forty-five (45) calendar days to refund or invoice as necessary in order to satisfy the obligation of the audit.

Any audit dispute not resolved by PARTIES is subject to mediation. Mediation will follow the process described in the General Conditions section of this AGREEMENT.

49. If the WORK expends state or federal funds, each PARTY will undergo an annual audit in accordance with the Single Audit Act in the Federal Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards as defined in 2 CFR, Part 200.
50. When a PARTY reimburses a consultant for WORK with state or federal funds, the procurement of the consultant and the consultant overhead costs will be in accordance with the Local Assistance Procedures Manual, Chapter 10.

Interruption of Work

51. If WORK stops for any reason, each PARTY will continue with environmental commitments included in the environmental documentation, permits, agreements, or approvals that are in effect at the time that WORK stops, and will keep the PROJECT in environmental compliance until WORK resumes.

Penalties, Judgements and Settlements

- 52. The cost of awards, judgements, fines, interest, penalties, attorney's fees, and/or settlements generated by the WORK are considered WORK costs.
- 53. The cost of legal challenges to the environmental process or documentation are considered WORK costs.
- 54. Any PARTY whose action or lack of action causes the levy of fines, interest, or penalties will indemnify and hold all other PARTIES harmless per the terms of this AGREEMENT.

Environmental Compliance

- 55. If during performance of WORK additional activities or environmental documentation is necessary to keep the PROJECT in environmental compliance, PARTIES will amend this AGREEMENT to include completion of those additional tasks.

GENERAL CONDITIONS

- 56. All portions of this AGREEMENT, including the Recitals Section, are enforceable.

Venue

- 57. PARTIES understand that this AGREEMENT is in accordance with and governed by the Constitution and laws of the State of California. This AGREEMENT will be enforceable in the State of California. Any PARTY initiating legal action arising from this AGREEMENT will file and maintain that legal action in the Superior Court of the county in which the CALTRANS district office that is signatory to this AGREEMENT resides, or in the Superior Court of the county in which the PROJECT is physically located.

Exemptions

- 58. All CALTRANS' obligations and commitments under this AGREEMENT are subject to the appropriation of resources by the Legislature, the State Budget Act authority, programming and allocation of funds by the California Transportation Commission (CTC).

Indemnification

59. Neither CALTRANS, C/CAG nor any of its officers and employees, are responsible for any injury, damage, or liability occurring by reason of anything done or omitted to be done by SMCTA, its contractors, sub-contractors, and/or its agents under or in connection with any work, authority, or jurisdiction conferred upon SMCTA under this AGREEMENT. It is understood and agreed that SMCTA, to the extent permitted by law, will defend, indemnify, and save harmless CALTRANS, C/CAG and all of their officers and employees from all claims, suits, or actions of every name, kind, and description brought forth under, but not limited to, tortious, contractual, inverse condemnation, or other theories and assertions of liability occurring by reason of anything done or omitted to be done by SMCTA, its contractors, sub-contractors, and/or its agents under this AGREEMENT.
60. Neither C/CAG, SMCTA nor any of its officers and employees, are responsible for any injury, damage, or liability occurring by reason of anything done or omitted to be done by CALTRANS, its contractors, sub-contractors, and/or its agents under or in connection with any work, authority, or jurisdiction conferred upon CALTRANS under this AGREEMENT. It is understood and agreed that CALTRANS, to the extent permitted by law, will defend, indemnify, and save harmless C/CAG, SMCTA and all of their officers and employees from all claims, suits, or actions of every name, kind, and description brought forth under, but not limited to, tortious, contractual, inverse condemnation, or other theories and assertions of liability occurring by reason of anything done or omitted to be done by CALTRANS, its contractors, sub-contractors, and/or its agents under this AGREEMENT.
61. Neither CALTRANS, SMCTA, nor any of its officers and employees, are responsible for any injury, damage, or liability occurring by reason of anything done or omitted to be done by C/CAG, its contractors, sub-contractors, and/or its agents under or in connection with any work, authority, or jurisdiction conferred upon C/CAG under this AGREEMENT. It is understood and agreed that C/CAG, to the extent permitted by law, will defend, indemnify, and save harmless CALTRANS, SMCTA, and all of their officers and employees from all claims, suits, or actions of every name, kind, and description brought forth under, but not limited to, tortious, contractual, inverse condemnation, or other theories and assertions of liability occurring by reason of anything done or omitted to be done by C/CAG, its contractors, sub-contractors, and/or its agents under this AGREEMENT.

Non-parties

62. PARTIES do not intend this AGREEMENT to create a third party beneficiary or define duties, obligations, or rights for entities not signatory to this AGREEMENT. PARTIES do not intend this AGREEMENT to affect their legal liability by imposing any standard of care for fulfilling the WORK different from the standards imposed by law.

63. PARTIES will not assign or attempt to assign obligations to entities not signatory to this AGREEMENT without an amendment to this AGREEMENT.

Ambiguity and Performance

64. No PARTY will interpret any ambiguity contained in this AGREEMENT against the other PARTIES. PARTIES waive the provisions of California Civil Code, Section 1654.

A waiver of a PARTY's performance under this AGREEMENT will not constitute a continuous waiver of any other provision.

65. A delay or omission to exercise a right or power due to a default does not negate the use of that right or power in the future when deemed necessary.

Defaults

66. If any PARTY defaults in its performance of the WORK, a non-defaulting PARTY will request in writing that the default be remedied within thirty (30) calendar days. If the defaulting PARTY fails to do so, the non-defaulting PARTY may initiate dispute resolution.

Dispute Resolution

67. PARTIES will first attempt to resolve AGREEMENT disputes at the PROJECT team level as described in the Quality Management Plan. If they cannot resolve the dispute themselves, the CALTRANS District Director and the Executive Officers of C/CAG and SMCTA will attempt to negotiate a resolution. If PARTIES do not reach a resolution, PARTIES' legal counsel will initiate mediation. PARTIES agree to participate in mediation in good faith and will share equally in its costs.

Neither the dispute nor the mediation process relieves PARTIES from full and timely performance of the WORK in accordance with the terms of this AGREEMENT. However, if any PARTY stops fulfilling its obligations, any other PARTY may seek equitable relief to ensure that the WORK continues.

Except for equitable relief, no PARTY may file a civil complaint until after mediation, or forty-five (45) calendar days after filing the written mediation request, whichever occurs first.

PARTIES will file any civil complaints in the Superior Court of the county in which the CALTRANS District Office signatory to this AGREEMENT resides or in the Superior Court of the county in which the PROJECT is physically located.

68. PARTIES maintain the ability to pursue alternative or additional dispute remedies if a previously selected remedy does not achieve resolution.

Prevailing Wage

69. When WORK falls within the Labor Code § 1720(a)(1) definition of "public works" in that it is construction, alteration, demolition, installation, or repair; or maintenance work under Labor Code § 1771, PARTIES will conform to the provisions of Labor Code §§ 1720-1815, and all applicable provisions of California Code of Regulations, Title 8, Division 1, Chapter 8, Subchapter 3, Articles 1-7. PARTIES will include prevailing wage requirements in contracts for public work and require contractors to include the same prevailing wage requirements in all subcontracts.

Work performed by a PARTY's own employees is exempt from the Labor Code's Prevailing Wage requirements.

If WORK is paid for, in whole or part, with federal funds and is of the type of work subject to federal prevailing wage requirements, PARTIES will conform to the provisions of the Davis-Bacon and Related Acts, 40 U.S.C. §§ 3141-3148.

When applicable, PARTIES will include federal prevailing wage requirements in contracts for public works. WORK performed by a PARTY's employees is exempt from federal prevailing wage requirements.

Contact Information

CALTRANS

Kerry Morgan, Project Manager

111 Grand Avenue

Oakland, CA 94612

Office Phone: (510) 290-6929

Email: Kerry.Morgan@dot.ca.gov

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

Van Dominic Ocampo, Transportation System Coordinator

555 County Center, 5th Floor

Redwood City, CA 94063

Office Phone: (650) 599-1460

Email: vocampo@smcgov.org

SAN MATEO COUNTY TRANSPORTATION AUTHORITY

Carolyn Mamaradlo, Project Manager

1250 San Carlos Avenue

San Carlos, CA 94070

Office Phone: (650) 394-9633

Email: mamaradloc@samtrans.com

SIGNATURES

PARTIES are authorized to enter into this AGREEMENT and have delegated to the undersigned the authority to execute this AGREEMENT on behalf of the respective agencies and hereby covenants to have followed all the necessary legal requirements to validly execute this AGREEMENT. By signing below, the PARTIES each expressly agree to execute this AGREEMENT electronically.

The PARTIES acknowledge that executed copies of this AGREEMENT may be exchanged by facsimile or email, and that such copies shall be deemed to be effective as originals.

STATE OF CALIFORNIA DEPARTMENT OF TRANSPORTATION

Robert Effinger
Acting Deputy District Director, Design

Verification of funds and authority:

Jeffrey Kuehnel
District Budget Manager

Certified as to financial terms and policies:

Nadine Karavan
HQ Accounting Supervisor

**SAN MATEO COUNTY
TRANSPORTATION AUTHORITY**

April Chan
Executive Director

Approved as to form and procedure:

Shayna Van Hoften
Attorney

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

Sean Charpentier
Executive Director

Attest:

Mima Guilles
Clerk of C/CAG Board

Approved as to form and procedure:

Melissa Andrikopoulos
Legal Counsel

FUNDING SUMMARY NO. 01

FUNDING TABLE					
<u>IMPLEMENTING AGENCY</u> →			<u>CALTRANS</u>		Totals
Source	Party	Fund Type	CONSTRUCTION SUPPORT	CONSTRUCTION CAPITAL	
STATE	C/CAG	STIP/RIP	500,000	500,000	1,000,000
LOCAL	SMCTA	Measure A	3,500,000	16,500,000	20,000,000
LOCAL	SMCTA	Local	2,000,000	17,000,000	19,000,000
Totals			6,000,000	34,000,000	40,000,000

v 21				
SPENDING SUMMARY				
Fund Type	CONST. SUPPORT		CONST. CAPITAL	Totals
	CALTRANS	C/CAG AND SMCTA	CALTRANS	
STIP/RIP	500,000	0	500,000	1,000,000
Measure A	3,500,000	0	16,500,000	20,000,000
Local	2,000,000	0	17,000,000	19,000,000
Totals	6,000,000	0	34,000,000	40,000,000

Funding

1. If there are insufficient funds available in this AGREEMENT to place the PROJECT right-of-way in a safe and operable condition, the appropriate IMPLEMENTING AGENCY will fund these activities until such time as PARTIES amend this AGREEMENT.

That IMPLEMENTING AGENCY may request reimbursement for these costs during the amendment process.

2. If there are insufficient funds in this AGREEMENT to implement the obligations and responsibilities of this AGREEMENT, including the applicable commitments and conditions included in the PROJECT environmental documentation, permits, agreements, and/or approvals that are in effect at a time that WORK stops, each PARTY accepts responsibility to fund their respective WORK until such time as PARTIES amend this AGREEMENT.

Each PARTY may request reimbursement for these costs during the amendment process.

3. The cost of any engineering support performed by CALTRANS includes all direct and applicable indirect costs. CALTRANS calculates indirect costs based solely on the type of funds used to pay support costs. State and federal funds administered by CALTRANS are subject to the current Program Functional Rate. All other funds are subject to the current Program Functional Rate and the current Administration Rate. The Program Functional Rate and Administration Rate are adjusted periodically.
4. In accordance with the CALTRANS Federal-Aid Project Funding Guidelines, PARTIES must obtain approval from the Federal Highway Administration prior to any PROJECT funding changes that that will change the federal share of funds.
5. Notwithstanding the terms of this AGREEMENT, PARTIES agree to abide by the funding guidelines for all contributed funds that are programmed and allocated by the CTC.

Invoicing and Payment

6. PARTIES will invoice for funds where the SPENDING SUMMARY shows that one PARTY provides funds for use by another PARTY. PARTIES will pay invoices within forty-five (45) calendar days of receipt of invoice when not paying with Electronic Funds Transfer (EFT). When paying with EFT, C/CAG or SMCTA will pay invoices within five (5) calendar days of receipt of invoice.
7. If C/CAG or SMCTA has received EFT certification from CALTRANS then C/CAG or SMCTA will use the EFT mechanism and follow all EFT procedures to pay all invoices issued from CALTRANS.

CALTRANS will draw from state and federal funds that are provided by C/CAG or SMCTA without invoicing C/CAG or SMCTA when CALTRANS administers those funds and CALTRANS has been allocated those funds by the CTC and whenever else possible.

9. When a PARTY is reimbursed for actual cost, invoices will be submitted each month for the prior month's expenditures. After all PROJECT COMPONENT WORK is complete, PARTIES will submit a final accounting of all PROJECT COMPONENT costs. Based on the final accounting, PARTIES will invoice or refund as necessary to satisfy the financial commitments of this AGREEMENT.

CONSTRUCTION Support

10. CALTRANS will invoice SMCTA for a \$50,000 initial deposit after execution of this AGREEMENT and forty-five (45) working days prior to the commencement of CONSTRUCTION SUPPORT expenditures. This deposit represents two (2) months' estimated costs.

Thereafter, CALTRANS will invoice SMCTA, and SMCTA will reimburse CALTRANS, for actual costs incurred and paid by CALTRANS.

CONSTRUCTION Capital

11. CALTRANS will invoice SMCTA for a \$918,900 initial deposit after execution of this AGREEMENT and forty-five (45) working days prior to the commencement of CONSTRUCTION CAPITAL expenditures. This deposit represents one (1) month's estimated costs.

Thereafter, CALTRANS will invoice SMCTA, and SMCTA will reimburse, for actual costs incurred and paid by CALTRANS.

C/CAG AGENDA REPORT

Date: December 14, 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 Finance Committee's recommendation of no change to the investment portfolio and accept the Quarterly Investment Report as of September 30, 2023.

(For further information contact Kim Wever at kwever@smcgov.org)

RECOMMENDATION

That the C/CAG Board review and approve the Finance Committee's recommendation of no change to the investment portfolio and accept the Quarterly Investment Report as of September 30, 2023.

FISCAL IMPACT

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

SOURCE OF FUNDS

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

BACKGROUND

According to the C/CAG Investment Policy adopted on September 12, 2019:

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

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

The LAIF Quarter Ending 9/30/23 net interest earning rate is 3.42%
 San Mateo County Pool Quarter Ending 9/30/23 net interest earning rate is 3.23%

The LAIF's average life is 256 days, or 0.70 of a year. San Mateo County Pool's current average maturity of the portfolio is 1.71 years with an average duration of 1.55 years.

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

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

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

Investment allocation between LAIF and COPOOL:

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

On November 29, 2023, the Finance Committee reviewed the investment portfolio and recommend no change to portfolio, but guided staff to continue monitoring the interest rates.

The investment portfolio as of September 30, 2023 is as follows:

	6/30/2023		9/30/2023	
	Amount	Percent	Amount	Percent
LAIF	\$16,365,013	59.8%	\$16,787,787	60.0%
COPOOL	\$10,997,275	40.2%	\$11,204,132	40.0%
Total	\$27,362,288	100%	\$27,991,919	100%

Staff recommends the C/CAG Board to review and approve the Finance Committee's recommendation of no change to the investment portfolio and accept the Quarterly Investment Reports as of September 30, 2023 (Attachment 1). Attachment 2 is an information only summary report that provides an overview on the market and investment statements.

ATTACHMENT

1. Quarterly Investment Report as of September 30, 2023 from San Carlos Financial Services Manager
2. C/CAG Investment Portfolio Performance and Composition 3Q 2023

C/CAG
CITY/COUNTY ASSOCIATION OF GOVERNMENTS
 Of San Mateo County

Board of Directors Agenda Report

To: Sean Charpentier, Executive Director
From: Paul Harris, Financial Services Manager
Date: November 29, 2023

SUBJECT: Quarterly Investment Report as of September 30, 2023

RECOMMENDATION:

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

ANALYSIS:

The attached investment report (Attachment 1) indicates that on September 30, 2023, funds in the amount of \$27,991,919 were invested producing a weighted average yield of 3.34%. Of the total investment portfolio, 60.0% of funds were invested in the Local Agency Investment Fund (LAIF) and 40.0% in the San Mateo County Investment Pool (COPool). On December 2, 2020, the Finance Committee reviewed the investment portfolio and noted the increasing gap between the quarterly interest rate, net of administrative fees, of LAIF and the COPool, with LAIF lagging behind the COPool. The Finance Committee recommended no change to the investment portfolio, but guided Staff to target LAIF investments to 60% allocation and increase COPool investments to 40% allocation dependent upon the changes of the interest rate. These percentages are within the range specified by the C/CAG Board. The portfolio mix reflects the Board approved percentage invested in the County Investment Pool and LAIF. Accrued interest earnings for this quarter totaled \$228,620.

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

	Qtr Ended 9/30/2023	Qtr Ended 6/30/2023	Increase (Decrease)
Total Portfolio	\$ 27,991,919	\$ 27,362,288	\$ 629,631
Weighted Average Yield	3.34%	3.05%	0.29%
Accrued Interest Earnings	\$ 228,620	\$ 204,290	\$ 24,330

There was an increase of \$0.6 million in the portfolio balance at the end of this quarter compared to the previous quarter mainly due to the timing of cash receipts offset by expenses for Measure M, Bay Area Air Quality, Congestion Relief and Management, and Smart Corridor. The higher quarterly interest rate resulted in higher interest earnings.

Historical cash flow trends are compared to current cash flow requirements on an ongoing basis to ensure that C/CAG's investment portfolio will remain sufficiently liquid to meet all reasonably anticipated operating requirements. As of September 30, 2023, the portfolio contains sufficient liquidity to meet the next six months of expected expenditures by C/CAG. All investments are in compliance with the Investment Policy. Attachment 2 shows a historical comparison of the portfolio for the past nine quarters.

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

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

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

Attachments

- 1 – Investment Portfolio Summary for the Quarter September 30, 2023
- 2 – Historical Summary of Investment Portfolio

CITY & COUNTY ASSOCIATION OF GOVERNMENTS

SUMMARY OF ALL INVESTMENTS
For Quarter Ending September 30, 2023

Category	Quarterly Interest Rate**	Historical Book Value	% of Portfolio	GASB 31 ADJ Market Value
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Liquid Investments:

Local Agency Investment Fund (LAIF)	3.42%	16,787,787	60.0%	16,557,924
San Mateo County Investment Pool (COPOOL)	3.23%	11,204,132	40.0%	10,865,207

Agency Securities

none

Total - Investments	3.34%	27,991,919	100%	27,423,132
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GRAND TOTAL OF PORTFOLIO	3.34%	\$ 27,991,919	100%	\$ 27,423,132
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Total Interest Earned This Quarter	228,620
Total Interest Earned (Loss) Fiscal Year-to-Date	228,620

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

LAIF - 50% to 70%

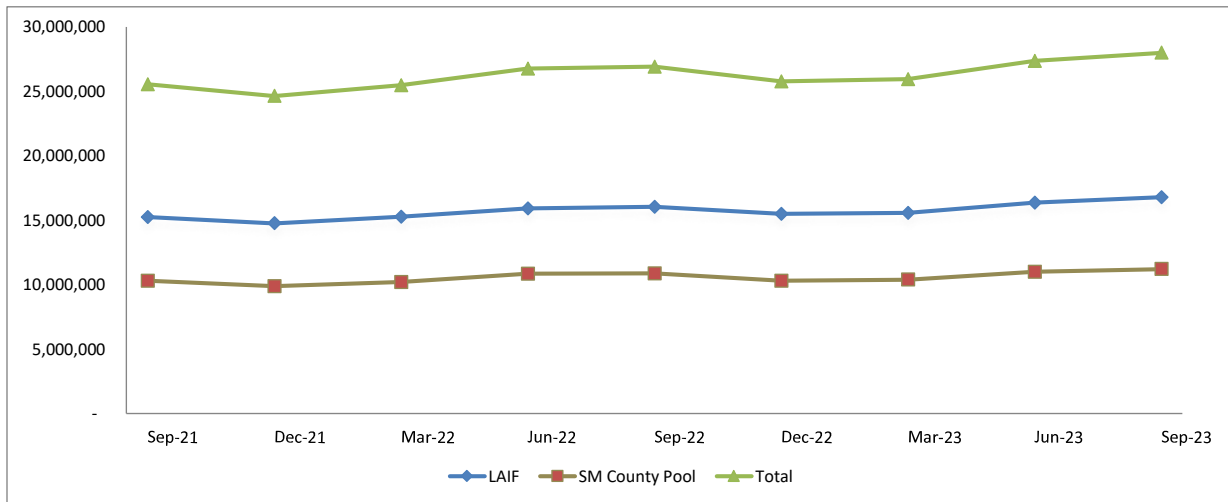
COPOOL - 30% to 50%

On December 2, 2020, the Finance Committee reviewed the investment portfolio and noted the increasing gap between the quarterly interest rate, net of administrative fees, of LAIF and the COPOOL, with LAIF lagging behind the COPOOL. The Finance Committee recommended no change to the investment portfolio, but guided Staff to target LAIF investments to 60% allocation and increase COPOOL investments to 40% allocation dependent upon the changes of the interest rate.

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

**Presented net of administrative fees

City and County Association of Governments
Historical Summary of Investment Portfolio
September 30, 2023



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

City/County Association of Governments Investment Portfolio

	Sep-21	Dec-21	Mar-22	Jun-22	Sep-22	Dec-22	Mar-23	Jun-23	Sep-23
LAIF	15,245,744	14,754,699	15,263,178	15,900,010	16,028,660	15,480,103	15,558,262	16,365,013	16,787,787
SM County Pool	10,307,116	9,881,668	10,203,262	10,849,975	10,877,624	10,288,794	10,384,089	10,997,275	11,204,132
Total	25,552,860	24,636,367	25,466,440	26,749,985	26,906,284	25,768,897	25,942,350	27,362,289	27,991,919

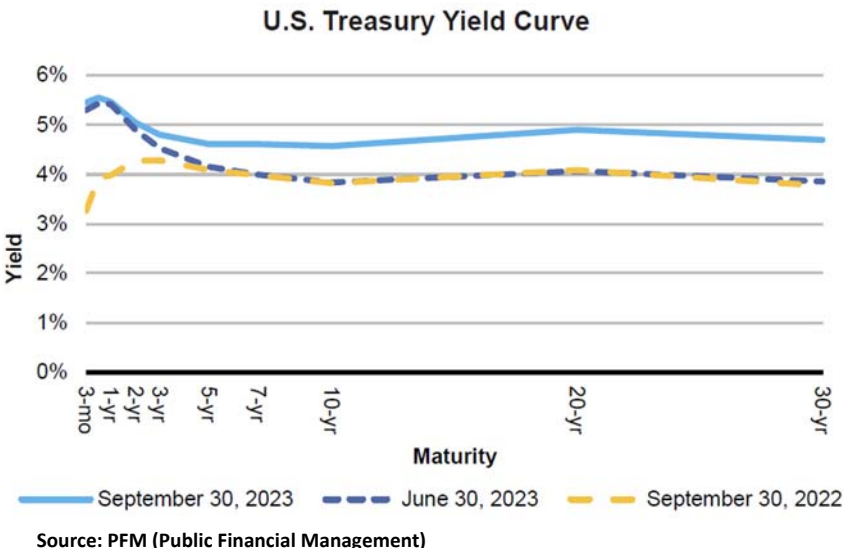
C/CAG Investment Portfolio Performance and Composition 3Q 2023
Report Created for Finance Committee Meeting November 29, 2023

Capital Markets Summary 3Q 2023

The overall economic data is showing renewed signs of inflation driven by increasing oil prices, higher shelter costs and tight labor markets. Headline inflation as charted by the CPI increased 3.7%. Consumer spending was revised lower and GDP growth slowed in the third quarter as spending headwinds began to mount. The S&P 500 fell 3.3% during the quarter with Utility and Real Estate stocks down the most and Energy stocks up an impressive 12% for the quarter. International stocks also declined with the MSCI-EAFE Index of developed non-US countries down 4.1% on the strong dollar and Emerging Markets declining 2.9%

US Treasury Yield Curve & US Treasury Yields Over Time

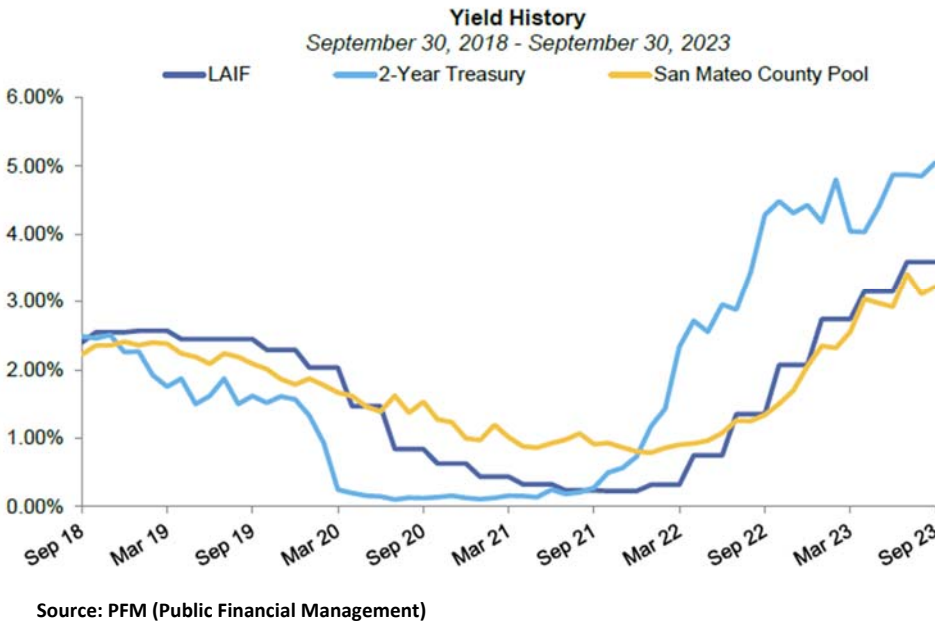
U.S. Treasury rates increased across the entire yield curve during the third quarter and remain deeply inverted due to short-term yields having risen more than those on the longer-end. The impact is generally a slight markdown in the value of the short-term securities coupled with higher earnings when reinvested and longer-term Treasuries showing even more mark down due to the sharp increase and magnitude of the rising rates. Diversification away from Treasuries has generally additive to performance as the investment grade corporates, AAA-rated asset backed securities outperformed and supranational issues tended to trade in a smaller range. As anticipated the Fed left their policy target rates unchanged between 5.25% and 5.5% and this marks the second consecutive meeting where the central bank has maintained status quo.



U.S. Treasury Yields

Maturity	Sep '23	Jun '23	Change over Quarter	Sep '22	Change over Year
3-Month	5.45%	5.30%	0.15%	3.27%	2.18%
1-Year	5.46%	5.42%	0.04%	3.99%	1.47%
2-Year	5.05%	4.90%	0.15%	4.28%	0.77%
5-Year	4.61%	4.16%	0.45%	4.09%	0.52%
10-Year	4.57%	3.84%	0.73%	3.83%	0.74%
30-Year	4.70%	3.86%	0.84%	3.78%	0.92%

Source: Bloomberg.



Portfolio Performance 3Q 2023

The C/CAG investment portfolio returns for the third quarter of 2023 were nearly identical with 3.42% for LAIF and 3.23% for the CoPool Fund. Higher yields are finally showing in performance as securities are being reinvested at increased interest rates. Both pools have exceeded 3% yields and are performing as expected. The total C/CAG portfolio asset allocation at the end of the third quarter was 60% to LAIF and 40% to the CoPool Fund, which is within the stated investment policy allocation ranges.

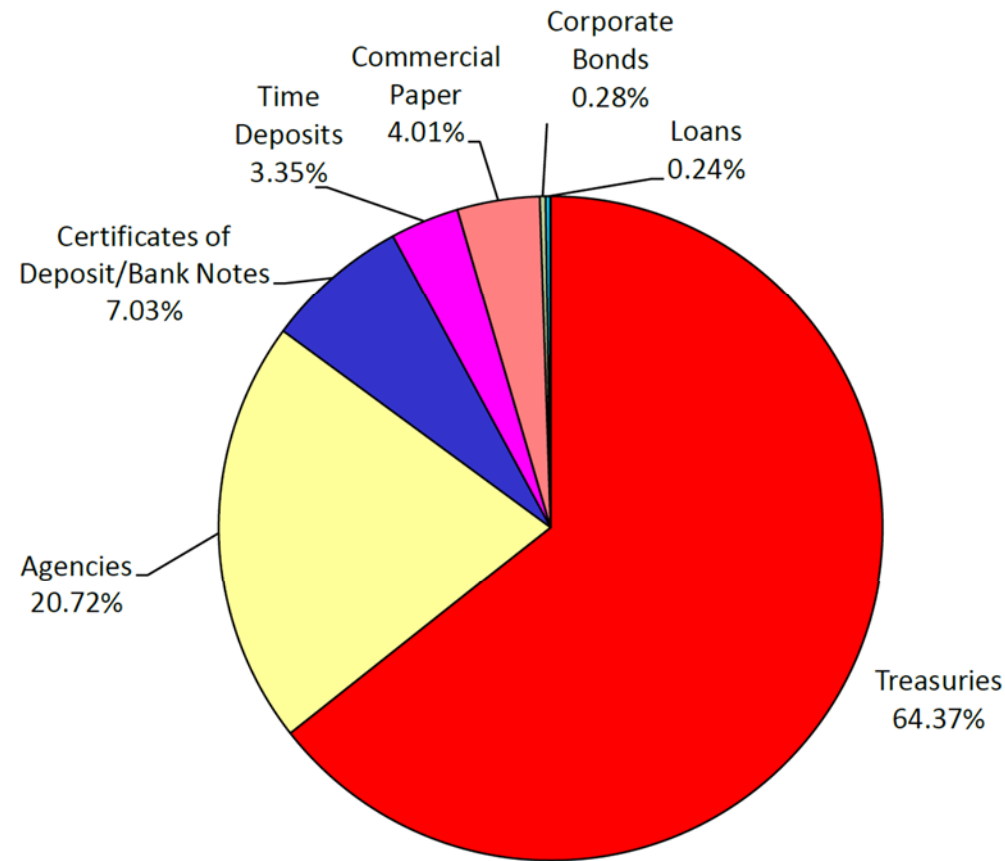
LAIF

PMIA Average Monthly Effective Yields:

July 2023	3.305
August 2023	3.434
September 2023	3.534

PMIA Quarter to Date: 3.42% PMIA Average Life: 256 days or 0.70 years

Portfolio Composition Pie Chart:



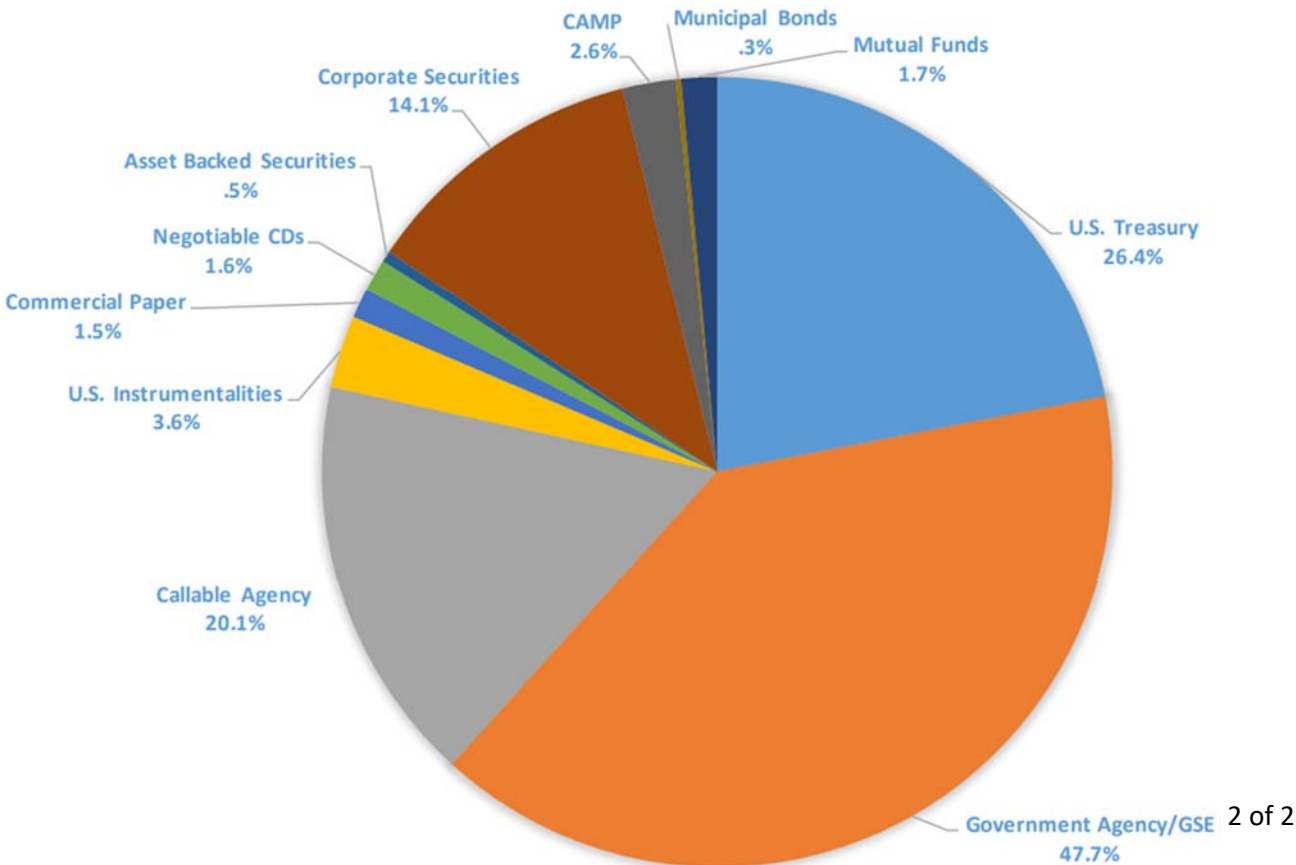
COPOOL

PMIA Average Monthly Effective Yields:

July 2023	3.414
August 2023	3.111
September 2023	3.131

PMIA Quarter to Date: 3.225% PMIA Average Duration: 1.55 years

Portfolio Composition Pie Chart:



C/CAG AGENDA REPORT

Date: December 14, 2023

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

From: Sean Charpentier, Executive Director

Subject: Review and accept the C/CAG Financial Statements (Audit) for Fiscal Year Ended June 30, 2023

(For further information contact Sean Charpentier at scharpentier@smcgov.org)

RECOMMENDATION

That the C/CAG Board reviews and accepts the C/CAG Financial Statements (Audit) for Fiscal Year Ended June 30, 2023.

FISCAL IMPACT

None.

SOURCE OF FUNDS

Member assessments, parcel fee, motor vehicle fee (TFCA/ AB1546/ Measure M), grants from State/ Federal Transportation programs, and other grants.

BACKGROUND

An independent audit was performed on C/CAG's financial statements and the related notes to the financial statements for the year ended June 30, 2023. No issues were identified that required correction. The auditor expressed the opinion that the C/CAG financial statements present fairly, in all material respects, the respective financial position of the governmental activities and each major fund of C/CAG as of June 30, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America.

The C/CAG Finance Committee reviewed and accepted the reports at their November 29, 2023 meeting, received oral presentation from the auditor, and expressed appreciation for the clean audit. Committee Members did recommend adding term language to provide more detail under Note 8 – Cooperative Funding Agreement – Loan Receivable. This recommendation was incorporated on page 41 of Attachment 1, C/CAG Financial Statements (Audit) for the Year Ended June 30, 2023.

ATTACHMENTS

1. C/CAG Financial Statements (Audit) for the Year Ended June 30, 2023 (*The document is available on the C/CAG website (See "Additional Agenda Materials") at:*
<http://ccag.ca.gov/board-of-directors/>)

C/CAG AGENDA REPORT

Date: December 14, 2023

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

From: Sean Charpentier, Executive Director

Subject: Review and accept the C/CAG State Transportation Improvement Program (STIP) Planning, Programming & Monitoring Program (PPM) Final Project Expenditure Audit Report from July 1, 2022 through June 30, 2023

(For further information, contact Sean Charpentier at scharpentier@smcgov.org)

RECOMMENDATION

That the C/CAG Board reviews and accepts the C/CAG State Transportation Improvement Program (STIP) Planning, Programming & Monitoring Program (PPM) Final Project Expenditure Audit Report from July 1, 2022 through June 30, 2023.

FISCAL IMPACT

None.

SOURCE OF FUNDS

State Transportation Improvement Program (STIP) Planning, Programming & Monitoring (PPM) funds come from State transportation grant.

BACKGROUND

C/CAG received a State grant for Planning, Programming & Monitoring (PPM) fund from the State Transportation Improvement Program (STIP), in an amount of \$235,000 for fiscal year 2022/23. This grant was expended during the period from July 1, 2022 through June 30, 2023.

To comply with grantor's requirement, an independent audit was performed on this state grant. Final Project Expenditure Audit Report is shown in the attachment. No issues were identified that required correction.

The auditor expressed their opinion that the financial statements present fairly, in all material respects, the Final Project Expenditure Report as of June 30, 2023, and the respective changes in financial position for the period of July 1, 2022 through June 30, 2023, then ended in conformity with accounting principles generally accepted in the United States of America. The C/CAG Finance Committee reviewed and accepted this report at their November 29, 2023 meeting.

ATTACHMENT

1. C/CAG State Transportation Improvement Program (STIP) Planning, Programming & Monitoring Program (PPM) Final Project Expenditure Audit Report from July 1, 2022 through June 30, 2023
(The document is available on the C/CAG website (See "Additional Agenda Materials") at: <http://ccag.ca.gov/board-of-directors/>)

C/CAG AGENDA REPORT

Date: December 14, 2023

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

From: Sean Charpentier, Executive Director

Subject: Review and accept the Measure M Fund Financial Statements (Audit) for the Year Ended June 30, 2023

(For further information, contact Sean Charpentier at scharpentier@smcgov.org)

RECOMMENDATION

That the C/CAG Board reviews and accepts the Measure M Fund Financial Statements (Audit) for the Year Ended June 30, 2023.

FISCAL IMPACT

None.

SOURCE OF FUNDS

Dedicated motor vehicle registration fee.

BACKGROUND

On an annual basis, C/CAG conducts a separate independent audit on the Measure M Fund (\$10 vehicle registration fee). An audit report (Financial Statements) for the Measure M Funds for the year ended June 30, 2023 has been prepared. No issue was identified that require correction.

The auditor expressed their opinion that the Measure M financial statements present fairly, in all material respects, the respective financial position of the Measure M Fund, as of June 30, 2023, and the respective changes in financial position for the year then ended in accordance with accounting principles generally accepted in the United States of America. The C/CAG Finance Committee reviewed and accepted the report at their November 29, 2023 meeting.

ATTACHMENT

1. Measure M Fund Financial Statements (audit report) for Fiscal Year Ended June 30, 2023(*The document is available on the C/CAG website (See “Additional Agenda Materials”) at: <http://ccag.ca.gov/board-of-directors/>*)

C/CAG AGENDA REPORT

Date: December 14, 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 23-101 authorizing the C/CAG Executive Director to execute a contract with EOA, Inc. for an amount not to exceed \$3,171,000 to complete the Watching Our Watersheds Regional Trash Monitoring Project to support compliance with the Municipal Regional Stormwater Permit, and further authorizing a waiver of the standard three-year contract term to complete the project by June 30, 2028.

(For further information or questions, contact Reid Bogert at rbogert@smcgov.org)

RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution 23-101 authorizing the C/CAG Executive Director to execute a contract with EOA, Inc. for an amount not to exceed \$3,171,000 to complete the Watching Our Watersheds Regional Trash Monitoring Project to support compliance with the Municipal Regional Stormwater Permit, and further authorizing a waiver of the standard three-year contract term to complete the project by June 30, 2028.

FISCAL IMPACT

The San Francisco Bay Water Quality Improvement Fund grant program requires a 50% local match of \$3,366,000 million. The local match will be provided by C/CAG and four other participating agencies through in-kind contributions. C/CAG's commitment for the grant match is \$651,450 in in-kind program funds to be expended over the approximately 5-year project term, including existing planned consultant services related to trash outfall monitoring activities. The other four participating agencies will provide the remaining \$2,714,555 of the local match through in-kind contributions. See Attachment 2 for more details. C/CAG will save approximately \$500,000 in mandated trash monitoring costs over the course of the project via the grant funds. The grant also includes funding to reimburse C/CAG for its administrative expenses incurred through the administration of the grant.

SOURCE OF FUNDS

Matching funds will be provided as in-kind match through C/CAG's planned consultant services from the NPDES and Measure M countywide stormwater funds.

BACKGROUND

After submitting a successful application in September 2022, C/CAG was awarded a Fiscal Year 2023-24 San Francisco Bay Water Quality Improvement Fund (SFBWQIF) grant from the U.S.

Environmental Protection Agency (USEPA) to administer and complete the Watching Our Watersheds (WOW) Regional Trash Monitoring Project. The WOW project is a regional project in collaboration with the Bay Area Municipal Stormwater (BAMS) Collaborative, which represents all municipal agencies and supporting countywide stormwater programs that are subject to the Municipal Regional NPDES Stormwater Permit (MRP), including the Countywide Water Pollution Prevention Program (Countywide Program) and the San Mateo County MRP co-permittees. The USEPA manages the SFBWQIF as a competitive grant program to support projects to protect and restore the San Francisco Bay. Eligible projects must occur in one of the nine Bay Area counties draining to the San Francisco Bay and must help restore wetlands and watersheds, and/or reduce polluted runoff. The WOW project grant application was submitted under the Fiscal Year 2022-23 Request for Applications, but with substantially increased funding allocated by Congress for the subsequent year, the WOW project was recommended for funding under the Fiscal Year 2023-24 SFBWQIF program. The grant award amount is \$3,366,000 with a 50% (1:1) local match requirement (\$3,336,000 in matching funds), for a total project amount of \$6,732,000 to be expended over approximately 5.5 years. The matching funds will be provided by in-kind contributions from each of the participating countywide stormwater program partners based on population-based percentages of each countywide program (see Attachment 2). The WOW project will be implemented by local jurisdictions and countywide program representatives from the Alameda Countywide Clean Water Program (ACCWP), Contra Costa Clean Water Program (CCCWP), San Mateo Countywide Water Pollution Prevention Program (SMCWPPP), Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP), and the Solano Stormwater Alliance (SSA). C/CAG will administer the project with support from a Project Management Team with representatives from each of the participating countywide programs and will be reimbursed for all staff time spent managing the project. A selected consultant project manager will lead overall project execution and administration support. The proposed project timeline is Fiscal Year 2023-24 through Fiscal Year 2027-28.

A primary goal of the WOW project is to support C/CAG's member agencies as well as municipal stormwater programs throughout the Bay Area achieve cost effective compliance with new trash monitoring requirements in the reissued MRP. Specifically, the grant will help evaluate the effectiveness of installed trash controls and other on-land trash reduction actions and to assess the potential impacts of stormwater related trash discharges into receiving waters, as required by the MRP. The tasks proposed under the WOW project (as detailed in Attachment 1) will result in new monitoring protocols and networks that directly measure the levels of trash in stormwater discharges and in receiving waters. Additionally, the project will enhance regional partnerships between Bay Area municipalities and transportation agencies via the implementation of a regional anti-littering outreach campaign and expand engagement with environmental organizations via the characterization and analysis of trash monitoring data that will inform future trash source control implementation. Lastly, the project will disseminate the data-driven outcomes and conclusions with Bay Area stakeholders about effective trash controls and monitoring results. Through this grant, San Mateo County municipalities operating under the MRP will save approximately \$500,000 in trash monitoring costs this permit term.

The grant project is designed to achieve three key objectives:

1. Inform the effective implementation of **Stormwater Trash Controls and the application of On-land Visual Trash Assessment (OVTA) Methods** to demonstrate improvements in stormwater quality by:

- Collecting data and compiling information on the effectiveness of local single-use plastic ordinances to reduce the generation of trash that ends up in stormwater and receiving waters;
 - Developing and implementing a regional litter reduction public education and outreach plan using materials developed by the Caltrans Clean California Initiative (CCI); and
 - Identifying the extent of OVTA data needed to effectively demonstrate (with an acceptable level of statistical confidence) that stormwater trash reduction goals have been achieved in a catchment area.
2. Develop and implement a **Stormwater and Receiving Water Trash Monitoring Network** to test and refine methods to collect and interpret trash monitoring data and:
- Verify that stormwater trash control measures have achieved mandated trash reduction goals;
 - Engage communities and stakeholders to evaluate trash reduction effectiveness alongside stormwater managers; and
 - Understand whether trash discharged from stormwater (or other trash pathways) is impacting local waterways.
3. Synthesize and **Disseminate Information and Knowledge** about best practices to reduce and prevent trash from entering the SF Bay to Project Partners, the public, and stakeholders by:
- Developing a Trash Monitoring Methods Guidance Document with new information on tested stormwater outfall and receiving water monitoring methods;
 - Launching a web-based Stormwater Trash Information Portal with relevant information on effective stormwater trash control measures and trash monitoring and assessment methods; and
 - Conducting a Trash Symposium to present Project findings including lessons learned on stormwater trash control measure and monitoring program implementation.

At its July meeting, the C/CAG Board of Directors approved Resolution 23-69, authorizing the C/CAG Executive Director to execute a grant agreement with the USEPA to complete the WOW project. Following execution of the grant agreement, C/CAG staff led a procurement process to solicit consultant support to deliver the WOW project and help administer the grant. Working with the project partners, staff developed a Request for Proposals (RFP) and issued the RFP on August 31, 2023 with a deadline for submitting proposals by no later than 5 p.m. PST on October 5, 2023. Staff received two proposals from EOA, Inc. and Stone Creek Consulting. Both proposals included a primary consultant leading a team of subconsultants to achieve all 4 Tasks described in the RFP. After initial screening it was determined both firms met the minimum qualifications and after initial review by the selection panel, consisting of representatives from the five participating programs, including the San Mateo Countywide Program, both firms were invited for interviews on October 27, 2023. Based on the combined scores for the written proposals and the scores for the interviews, the selection panel determined that EOA, Inc. is the recommended consultant.

At the November 30, 2023 Special Meeting of the Stormwater Committee, the Committee approved the recommendation to contract with EOA to complete the WOW project. Staff recommend the Board review and approve Resolution 23-101, authorizing the C/CAG Executive Director to execute a contract with EOA, Inc. for an amount not to exceed \$3,171,000 to complete the Watching Our Watersheds Regional Trash Monitoring Project to support compliance with the Municipal Regional Stormwater Permit, and further authorizing a waiver of the standard three-year contract term to complete the project by June 30, 2028.

ATTACHMENTS

1. Resolution 23-101
2. Agreement with EOA, Inc. - (*The document is available on the C/CAG website (See “Additional Agenda Materials”) at: <https://ccag.ca.gov/committees/board-of-directors-2/>.*)
3. Table of Bay Area Municipal Stormwater Collaborative Partnering Program In-kind Matching Contributions

RESOLUTION 23-101

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH EOA, INC. FOR AN AMOUNT NOT TO EXCEED \$3,171,000 TO COMPLETE THE WATCHING OUR WATERSHEDS REGIONAL TRASH MONITORING PROJECT

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

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

WHEREAS, the Countywide Program supports its member agencies to comply with the requirements of the Municipal Regional Stormwater Permit (MRP) administered by the San Francisco Bay Regional Water Quality Control Board via local program support, direct permit compliance, and regional collaboration via the Bay Area Municipal Stormwater Collaborative (BAMS Collaborative); and

WHEREAS, in September 2022, C/CAG staff submitted a successful grant application in response to the Request for Proposals solicitation under the U.S. Environmental Protection Agency (USEPA) San Francisco Bay Water Quality Improvement Fund (SFBWQIF) to implement the Watching Our Watersheds Regional Trash Monitoring Project (Project) in collaboration with the BAMS Collaborative and the other countywide stormwater programs and permittees subject to new trash monitoring requirements in the reissued MRP; and

WHEREAS, the partnering countywide stormwater programs, including the Alameda Countywide Clean Water Program (ACCWP), Contra Costa Clean Water Program (CCCWP), San Mateo Countywide Water Pollution Prevention Program (SMCWPPP), Santa Clara Valley Urban Runoff Pollution Prevention Program (SCVURPPP), and the Solano Stormwater Alliance (SSA) have made commitments to provide population-based in-kind matching contributions in a cumulative amount of \$3,366,000 over the course of the project, consistent with the SFBWQIF 50% local match requirement; and

WHEREAS, the Project will support cost effective compliance with the new trash monitoring requirements on behalf of the San Mateo County co-permittees as well as the other municipalities throughout the Bay Area operating under the MRP, and will further advance trash monitoring methodologies, support litter reduction strategies and community engagement, and increase data and information sharing at the regional scale and beyond; and

WHEREAS, pursuant to C/CAG Board of Directors approval of Resolution 23-69, C/CAG's Executive Director executed a Grant Agreement with USEPA for a grant amount of \$3,366,000 and a total project cost of \$6,732,000 including in-kind matching contributions from the above named partnering countywide stormwater programs; and

WHEREAS, C/CAG staff in collaboration with the partnering countywide stormwater programs issued a Request for Proposals and selected EOA, Inc. to complete the Project; and

WHEREAS, C/CAG staff has negotiated a scope and budget with EOA, Inc. for an amount not to exceed \$3,171,000.

NOW THEREFORE BE IT RESOLVED, the C/CAG Board authorizes the C/CAG Executive Director to execute an Agreement with EOA, Inc. for an amount not to exceed \$3,171,000 to implement the Watching Our Watersheds Regional Trash Monitoring Project and to waive the standard three-year contract term to enable the Project to be completed by the desired date of June 30, 2028. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said Agreement prior to its execution, subject to approval as to form by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF DECEMBER, 2023.

Davina Hurt, Chair

Attachment 3 - Table of Bay Area Municipal Stormwater Collaborative Partnering Program In-kind Matching Contributions Over the 5.5-year Project Period

	Watching Our Watersheds Project Partnering Countywide Programs					Total
	Alameda County Clean Water Program	Contra Costa Clean Water Program	San Mateo Countywide Water Pollution Prevention Program	Santa Clara Valley Urban Runoff Pollution Prevention Program	Solano Stormwater Alliance	
Program In-kind Contributions	\$854,950	\$649,950	\$651,450	\$854,950	\$354,700	\$3,366,000
Percentage of Partnering In-kind Contributions	25.4%	19.4%	25.4%	19.3%	10.5%	100.0%

C/CAG AGENDA REPORT

Date: December 14, 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 23-102 authorizing the C/CAG Executive Director to execute a contract with Geosyntec Consultants for an amount not to exceed \$424,248 to complete the San Mateo County OneWatershed Climate Resilience Framework and Community-Led Plan with a contract term through January 31, 2026.

(For further information or questions, contact Reid Bogert at rbogert@smcgov.org)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 23-102 authorizing the C/CAG Executive Director to execute a contract with Geosyntec Consultants for an amount not to exceed \$424,248 to complete the San Mateo County OneWatershed Climate Resilience Framework and Community-Led Plan with a contract term through January 31, 2026.

FISCAL IMPACT

C/CAG will receive \$649,648 in grant award monies on a reimbursement basis from the Governor's Office of Planning and Research to complete the Project. A portion of funding (\$225,400) will be allocated to Climate Resilient Communities as the community-based partner project lead under a separate agreement. The remaining \$424,248 will be allocated to Geosyntec under this proposed contract. There is no matching fund requirement under the Integrated Climate Adaptation and Resilience Program's (ICARP) Adaptation Planning Grant Program.

SOURCE OF FUNDS

All Project funds will be provided through the ICARP grant.

BACKGROUND

After submitting a successful application in March 2023, C/CAG staff received a notice of award from the Governor's Office of Planning and Research (OPR) in June, stating the intent to award C/CAG and its project partners a grant of \$649,648 under the Fiscal Year 2023-24 Integrated Climate Adaptation and Resilience Program's (ICARP) Adaptation Planning Grant Program (APGP) to complete the *San Mateo County OneWatershed Climate Resilience Framework and Community-led Plan* (OneWatershed Framework Project/Project). The OneWatershed Framework Project is a countywide climate resilience planning project in collaboration with C/CAG, Climate Resilient Communities, OneShorline, the Bay Area Water Supply and Conservation Agency (BAWSCA), the San Mateo County Office of

Sustainability, the City of San Bruno, and the South San Francisco-San Bruno Regional Water Quality Control Plant (Partners). The Project builds on years of prior work among and in collaboration with the proposed Partners to address the call to action to collectively and at a regional scale provide immediate and lasting relief from current and future climate impacts. The intent of the Project is to support a holistic “OneWater” approach in San Mateo County, focusing on multi-scale, multi-benefit Green Stormwater Infrastructure (GSI) to address the shared risk of climate change impacts on water infrastructure (stormwater/flood, water supply, wastewater), to provide direct benefits to the most at-risk and vulnerable communities, and, through a community-led process, develop a OneWatershed Climate Resilience Plan for the San Bruno Creek Watershed area.

The San Bruno Creek Watershed was selected as a pilot watershed study area to help address near-term and longer-term GSI implementation and climate risk reduction goals for communities that are heavily impacted by severe flooding from the combined effects of larger and more frequent atmospheric river storms, sea level rise, and periodic drought, and for the combination of regional entities, represented by the Project Partners, already engaged in supporting resilience in this watershed, though largely through separate programs. C/CAG’s Countywide Stormwater Program supports regional-scale stormwater management throughout the county in partnership with its member agencies and other regional partners, including OneShoreline and BAWSCA, and this project builds on prior planning in the county focused on regional-scale stormwater management. Most recently, C/CAG completed the Regional-Scale Stormwater Management in San Mateo County Project, which included a countywide assessment of regional, multi-benefit stormwater capture project opportunities on the Bay and Coastside of the county and five new design concept reports to advance the next generation of regional stormwater projects. This project will also leverage prior State and federal grant funds (totaling nearly \$3.5M) secured in partnership between C/CAG and the County Office of Sustainability to continue planning and design on the San Bruno Regional Stormwater Capture Project at I-280/I-380 and will support other ongoing regional partner efforts to address flooding in the low lying areas of San Bruno near I-380 and Highway 101. The OneWatershed Community-Led Plan in San Bruno will serve as a model for replicating this approach throughout San Mateo County and may lead to additional funding opportunities for regional projects identified in other communities.

The Project will help find solutions that work across governance and infrastructure silos, leveraging earlier planning efforts, creating a path forward towards increased funding and cost-sharing opportunities to build and maintain much needed infrastructure improvements. As the lead applicant on the grant, C/CAG staff will administer the Project and be the Project Manager coordinating all aspects of project delivery and grant oversight. The Co-applicants (Partners) will support the Project throughout the Project term via participation on a Project Management Team (PMT) and will provide technical input and expertise within each infrastructure type and/or area of focus represented by the Partners. The Project timeline is currently conceived of as initiating project kick-off in November 2023 and completing all Project work and deliverables by the end of September 2025.

Building on prior GSI planning led by C/CAG and in collaboration with other agencies and stakeholders in the county, the Project will add a new and critically important dimension to watershed management, which is addressing the shared risk to water infrastructure under future climate conditions, as the guiding principle behind further evaluating and prioritizing new and already identified high priority opportunities for implementing multi-benefit GSI projects. At its core, the Project will also create a model for effective and equitable community engagement, centered on strategies and processes of co-

creation/empowerment and trust, leveraging the expertise of the community-based organization, Climate Resilient Communities, located in East Palo Alto, which is a pioneer and trusted leader in climate resilience efforts rooted in social justice. Lastly, the Project is poised to advance implementation and to create a proven and replicable OneWatershed Climate Resilience Infrastructure approach for comprehensive, integrated climate adaptation planning, serving as a novel paradigm in climate resilience and GSI integration for coastal communities throughout the nation, via a planned task to develop a implementation grant for the current National Oceanic and Atmospheric Administration (NOAA) Climate Resilience Regional Challenge grant, for which C/CAG submitted a Letter of Intent on August 28. C/CAG has since been notified by NOAA that the proposed project has proceeded to the next level in the competitive process, and C/CAG is being invited to submit a complete application by February 13, 2023.

As detailed in the Project Work Plan (see Attachment 1), the Project is designed to achieve three primary objectives:

- 1) Establish and advance a **cross-asset climate change adaptation framework and community of practice** as a model for community-led risk and project opportunity area identification throughout San Mateo County and beyond. Includes aggregating existing and new climate risk and resilience data, integration with C/CAG's Green Infrastructure Tracking and Mapping Tool, and establishing a community-led planning process to drive equitable OneWatershed project planning and implementation;
- 2) Establish **a replicable OneWatershed approach** and expand opportunities for collaboratively managing stormwater, flooding, heat, SLR, and drought hazards cost-effectively and equitably. Includes a focused interagency/stakeholder coordination and collaboration process to align goals and objectives for prioritizing OneWatershed Climate Resilience Infrastructure;
- 3) Create **more resilient neighborhoods and watersheds and demonstrate how to effectively and responsibly breakdown longstanding silos** in water-related infrastructure planning and management to holistically solve climate adaptation challenges related to water. Focus on applying the newly created OneWatershed Framework to the flood prone areas of the San Bruno Creek Watershed and developing a Community-Led OneWatershed Climate Resilience Plan.

The Work Plan, budget, and timeline for the Project are included in Attachment 1 below. Pursuant to C/CAG Board approved Resolution 23-80 and Resolution 23-96 C/CAG's Executive Director executed 1) a Partnership Agreement, outlining the roles and responsibilities of C/CAG as the lead applicant and the Partners as co-applicants on the grant; 2) a Grant Agreement with OPR to complete the project and receive reimbursement for all deliverables under the scope of work; and 3) an Agreement with Climate Resilient Communities to complete the portion of the scope of work allocated to Climate Resilient Communities under the Grant Agreement.

Following execution of the Partnership and Grant Agreements, C/CAG staff, in collaboration with the Partners, led a procurement process to solicit consultant support to complete the consultant-specified portions of the scope of work. C/CAG staff released a Request for Proposals on October 20, 2023 with a deadline to submit proposals by no later than 5:00 p.m. PST on November 10, 2023. Staff received two

proposals, from Geosyntec Consultants and Black & Veatch. Both proposals included a primary consultant leading a group of subconsultants to complete all project deliverables. After initial screening it was determined both firms met the minimum qualifications and after initial review by the selection panel, consisting of representatives from four of the seven participating programs, including the San Mateo Countywide Stormwater Program, both firms were invited for interviews on November 22, 2023. Based on the combined scores for the written proposals and the scores for the interviews, the selection panel determined that Geosyntec was the higher qualifying and recommended consultant.

At the November 30, 2023 Special Meeting of the Stormwater Committee, the Committee approved the recommendation to contract with Geosyntec to complete the OneWatershed Project. Staff recommends the Board review and approve Resolution 23-102, authorizing the C/CAG Executive Director to execute an agreement with Geosyntec, for an amount not to exceed \$424,248 to complete the OneWatershed Project with a contract term through January 30, 2026.

ATTACHMENTS

1. Resolution 23-102
2. Agreement with Geosyntec - (*The document is available on the C/CAG website (See “Additional Agenda Materials”) at: <https://ccag.ca.gov/committees/board-of-directors-2/>.*)

RESOLUTION 23-102

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH GEOSYNTEC CONSULTANTS FOR AN AMOUNT NOT TO EXCEED \$424,248 TO COMPLETE THE SAN MATEO COUNTY ONEWATERSHED CLIMATE RESILIENCE FRAMEWORK AND COMMUNITY-LED PLAN.

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

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

WHEREAS, the Countywide Program supports its member agencies to comply with the requirements of the Municipal Regional Stormwater Permit (MRP) administered by the San Francisco Bay Regional Water Quality Control Board via local program support, direct permit compliance, and regional collaboration via the Bay Area Municipal Stormwater Collaborative (BAMS Collaborative); and

WHEREAS, in March 2023, C/CAG staff submitted a successful grant application on behalf of the Countywide Program and its regional partners (Partners) for the Integrated Climate Adaptation and Resilience Planning Grant Program (ICARP) under the Adaptation Planning Grant Program (APGP) administered by the Governor's Office of Planning and Research (OPR) to complete the San Mateo County OneWatershed Climate Resilience Framework and Community-Led Plan (Project) for a grant amount of \$649,648; and

WHEREAS, C/CAG is the Lead Applicant and the Co-applicants, who are also the Partners, include the Bay Area Water Supply and Conservation Agency (BAWSCA), Climate Resilience Communities, San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline), City of San Bruno, San Mateo County Office of Sustainability, and City of South San Francisco; and

WHEREAS, the primary goals of the Project are to collaboratively establish a OneWatershed Climate Resilience Framework to support enhanced prioritization of new and planned integrated green stormwater infrastructure for improved climate resilience, water quality, ecosystem, and other co-benefits with respect to all water infrastructure and to build the adaptive capacity for the most vulnerable communities in San Mateo County, as demonstrated through a proposed OneWatershed Climate Resilience Plan for the San Bruno Creek Watershed; and

WHEREAS, pursuant to C/CAG Board of Directors approval of Resolution 23-80, C/CAG's Executive Director executed a Partnership Agreement with the Project Partners and a Grant Agreement with the OPR for an amount not to exceed \$649,648 with a grant term ending January 1, 2026; and

WHEREAS, pursuant to C/CAG Board of Directors approval of Resolution 23-96, C/CAG's Executive Director executed an agreement with Climate Resilient Communities for an amount not to exceed \$225,400 in grant funds allocated to Climate Resilient Communities under the Grant Agreement to complete community engagement related activities specified in the Project scope of work; and

WHEREAS, C/CAG staff in collaboration with the Partners issued a Request for Proposals and selected Geosyntec Consultants to complete the consultant designated portions of the Project; and

WHEREAS, C/CAG staff has negotiated a scope of work and budget with Geosyntec Consultants for an amount not to exceed \$424,248.

NOW THEREFORE BE IT RESOLVED, the C/CAG Board of Directors authorizes the C/CAG Executive Director to execute an Agreement with Geosyntec Consultants in an amount not to exceed \$424,248 to implement the San Mateo County OneWatershed Climate Resilience Framework and Community-Led Plan. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said Agreement prior to its execution, subject to approval as to form by C/CAG Legal Counsel.

PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF December, 2023.

Davina Hurt, Chair

C/CAG AGENDA REPORT

Date: December 14, 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 23-103 authorizing the C/CAG Executive Director to execute a funding agreement with the City of Daly City and the Town of Colma for the construction phase of the Daly City/Colma Smart Corridor Expansion project in an amount not to exceed \$5,918,359.

(For further information or questions, contact Audrey Shiramizu at ashiramizu@smcgov.org)

RECOMMENDATION

Review and approval of Resolution 23-103 authorizing the C/CAG Executive Director to execute a funding agreement with the City of Daly City and the Town of Colma for the construction phase of the Daly City/Colma Smart Corridor Expansion project in an amount not to exceed \$5,918,359.

FISCAL IMPACT

The funding agreement amount is \$5,918,359. This is the cost for the construction, management and administration of the Smart Corridor expansion in the jurisdictions of Daly City and Colma.

SOURCE OF FUNDS

Funding for the agreement will come from State Transportation Improvement Program (STIP), Local Measure M, and Local Partnership Program (LPP) funds.

BACKGROUND

The San Mateo County Smart Corridor project is a longstanding Agency priority. It is designed to improve mobility of local arterial streets by installing Intelligent Transportation System (ITS) equipment, such as an interconnected traffic signal system, close circuit television (CCTV) cameras, dynamic message signs, and vehicle detection system, on predefined designated local streets and state routes. The equipment is connected to underground fiberoptic communication infrastructure, enabling the equipment to communicate and share data with local transportation management centers (TMCs). The ITS infrastructure provides local cities and Caltrans with day-to-day traffic management capabilities to address recurring and non-recurring traffic congestion. The segments between City of San Bruno at the northern limits to the Santa Clara County line in the City of East Palo Alto has been completed. This portion of the project includes more than 238 intersections, 50 miles of fiberoptic communication cable, and 600 devices installed as part of the Smart Corridor. The devices include 270 CCTV cameras, 117 trailblazer/arterial dynamic message signs, and 40 vehicle detection systems. The South San Francisco expansion is currently in construction and is expected to be completed in 2024.

Continuing with the vision to build the Smart Corridor from the Santa Clara County line to the San Francisco County line, the Northern Cities segment is the next segment of the project. The project is a joint effort by the cities of Daly City and Brisbane, the Town of Colma, C/CAG, and the California

ITEM 3.10

Department of Transportation (Caltrans). The Northern Cities segment has completed design and is construction ready. A map of the Northern Cities project corridors is included as Attachment 2 to the staff report. The City of Daly City will be leading construction of the segment located in Daly City and Colma, while the City of Brisbane will manage the construction in its own city limit. This agreement is for the Daly City/Colma segment only. Staff will bring a construction funding agreement to the Board for the Brisbane segment at a later date.

At the August 2023 California Transportation Commission meeting, the Commission programmed approximately \$9.9M for the construction of the Northern Cities segment. This will cover the construction costs for the Daly City/Colma segment (approximately \$5.9M), the Brisbane segment, and the cost for overall system integration.

Because the project will take place mostly within the City of Daly City and partially within the Town of Colma, the City of Daly City will be the “Implementing Agency” leading the construction phase and administering construction contract. However, C/CAG will remain as the overall “Project sponsor” of the project. This funding agreement with the City of Daly City and Town of Colma outlines the obligations and responsibilities for the construction phase of the project. Separate agreements regarding the ongoing ownership, operations, and maintenance commitments will be forthcoming.

Staff recommends that the C/CAG Board approves and authorizes the C/CAG Executive Director to execute a funding agreement with the City of Daly City and the Town of Colma in an amount not to exceed \$5,918,35 for the construction phase of the Daly City/Colma Smart Corridor Expansion project.

ATTACHMENTS

1. Resolution 23-103
2. Map of Northern Cities project corridors
3. Draft Funding Agreement (*The document is available to download at the C/CAG website (See “Additional Agenda Materials”) at: <https://ccag.ca.gov/committees/board-of-directors-2/>.*)

RESOLUTION 23-103

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF
GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG EXECUTIVE
DIRECTOR TO EXECUTE A FUNDING AGREEMENT WITH THE CITY OF DALY CITY
AND THE TOWN OF COLMA FOR THE CONSTRUCTION PHASE OF THE DALY
CITY/COLMA SMART CORRIDOR EXPANSION PROJECT IN AN AMOUNT NOT TO
EXCEED \$5,918,359.**

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

WHEREAS, the C/CAG sponsored San Mateo County Smart Corridor Project (Smart Corridor) is an Intelligent Transportation System (ITS) project that extends 20 miles along El Camino Real and major local streets connecting to US-101 and enables cities and the California Department of Transportation (Caltrans) to proactively manage daily traffic and non-recurring traffic congestion cause by diverted traffic due to major incidents on the freeway; and

WHEREAS, C/CAG, City of Daly City, Town of Colma, and Caltrans desire to extend the Smart Corridor into the City of Daly City and the Town of Colma, which includes installation and connection of fiber optic communication network, the deployment of an interconnected traffic signal system, close circuit video cameras, trailblazer/arterial dynamic message signs, and vehicle detection systems; and

WHEREAS, C/CAG, the City, and the Town completed the Project's Plans, Specifications, and Estimate phase in November of 2023, and the City of Daly City will serve as the implementing agency for the construction phase of the Project, including contract administration, construction inspection, and project reporting to the various grantors; and

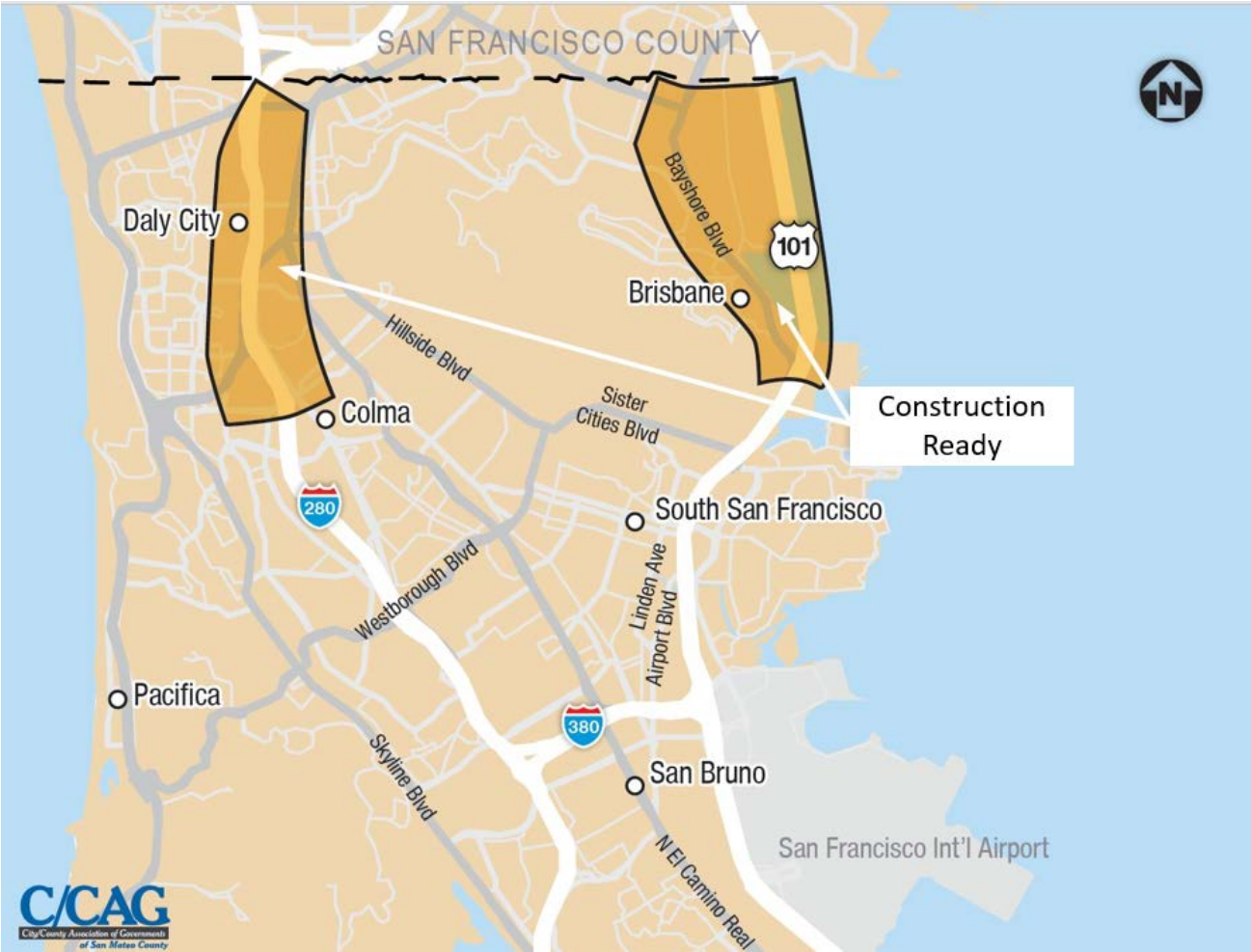
WHEREAS, C/CAG, the City, and the Town desire to enter into a funding agreement to specify each Party's obligations and responsibilities for the construction phase of the Project in an amount not to exceed \$5,918,359.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Executive Director is authorized to execute a funding agreement with the City of Daly City and the Town of Colma in an amount not to exceed \$5,918,359. Be it further resolved that the Executive Director is authorized to negotiate the final terms prior to execution by parties, subject to legal counsel approval as to form.

PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF DECEMBER 2023.

Davina Hurt, Chair

Northern Cities Project Limits



C/CAG AGENDA REPORT

ITEM 3.11

Date: December 14, 2023

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

From: Sean Charpentier, Executive Director

Subject: Review and approve \$4,500,000 in available funding for the C/CAG Lifeline Transportation Program Cycle 7 Call for Projects and Schedule

(For further information or questions, contact Jeff Lacap at jlacap@smcgov.org)

RECOMMENDATION

That the C/CAG Board of Directors review and approve \$4,500,000 in available funding for the C/CAG Lifeline Transportation Program Cycle 7 Call for Projects and schedule.

FISCAL IMPACT

It is expected that approximately \$4,500,000 will be available for the Lifeline Transportation Program Cycle 7 Call for Projects.

SOURCE OF FUNDS

The State Transit Assistance (STA) Program funds are derived from a sales tax on diesel fuel. The funding for the program is split between a Revenue Based and a Population Based Block Grant Program. The Revenue Based Program is distributed to transit operators by MTC, while the Population-Based Block Grant Program is distributed directly to the Bay Area counties.

BACKGROUND

State Transit Assistance (STA) County Block Grant Program

In February 2018, MTC Resolution 4321 established a new State Transit Assistance (STA) County Block Grant Program policy, whereby the nine Bay Area County Transportation Agencies (CTA's), also known as Congestion Management Agencies, would determine how to invest the Population-Based STA funds in public transit services and lifeline transportation services. Under the STA Block Grant Program, C/CAG would be solely responsible for determining the distribution policy among STA-eligible transit operators and allocating funds dedicated to benefiting Equity Priority Communities each fiscal year.

In the past, MTC Resolution 3837 governed the State Transit Assistance (STA) Population- Based fund distribution policy. Under resolution 3837, funding was distributed by MTC to fund 1) Bay Area Northern County small transit operators, 2) Regional Paratransit, 3) the Lifeline Transportation Program, and 4) MTC regional coordination programs. Paratransit and Lifeline Transportation Program funds were then further distributed among the nine bay area counties.

As the CTA, C/CAG coordinates with STA-eligible transit operators and develops the STA Population-Based distribution strategy within San Mateo County. SamTrans is the only STA-eligible operator in the County. In past cycles, under MTC, the split averaged 37% for paratransit and 63% for the Lifeline program. C/CAG has continued to set aside its share of STA funding for a Lifeline Transportation Program Call for Projects.

Through the Lifeline Transportation Program, STA funds are also open to public agencies and non-profits who obtained written concurrence and a pass-through funding agreement from a recognized transit agency willing to pass through funds, such as SamTrans. Private for-profit entities are not eligible to receive Lifeline Transportation Program funds.

Pass-through funding agreements will be executed between transit agencies and the project sponsor as required. As the program administrator, C/CAG staff will be responsible for reviewing quarterly reports and will review STA invoices submitted by the project sponsors, prior to reimbursement by transit agencies.

C/CAG Lifeline Transportation Program Cycle 7 Call for Projects

Since 2006, C/CAG has been delegated by the Metropolitan Transportation Commission (MTC) to administer the Lifeline Transportation Program for San Mateo County. The purpose of the Lifeline Program is to fund projects, identified in, or derived from the community-based transportation planning (CBTP) process and other local planning efforts for disadvantaged communities. Attachment 1 shows the projects that C/CAG has funded through the Lifeline Transportation Program.

CBTPs are based in Equity Priority Communities. MTC defines these Communities as ones that have a high concentration of both minority and low-income households or have a concentration of other factors including people with disabilities, seniors, and cost-burdened renters. The CBTPs are developed with local input, and the perspectives of residents and community-based organizations (CBOs). The Plans identify solutions to transportation gaps.

The Lifeline Transportation Program is one of the only funding sources that C/CAG administers responding to the transportation needs of residents in Equity Priority Communities. In 2022, C/CAG has updated the CBTPs for Daly City and Southeast San Mateo County. Approximately \$4,500,000 is available for the Cycle 7 Lifeline Transportation Program.

Projects must target and serve Equity Priority Communities in San Mateo County. Additionally, projects must have measurable deliverables and the project sponsor must possess the ability to effectively reach residents in Equity Priority Communities. Projects identified in San Mateo Community Based Transportation Plans (CBTPs) will be more competitive. A 20% local match is also required.

Eligible Projects, include (but are not limited to):

- Transit and Active Transportation Capital Projects: Examples of eligible capital projects include, but are not limited to, purchase of vehicles, provision of bus shelters, benches, lighting, active transportation improvements or other enhancements, micromobility

programs, or hiring a mobility manager to improve transportation access for residents of low-income communities.

- **Transit Operations Projects:** Examples of operating projects may include, but are not limited to, new or enhanced fixed route transit services, transit voucher programs, mobility programs, educational and outreach projects, restoration or continuation of lifeline-related transit services, and shuttles.

Grant amount minimums and maximums are as follows:

- \$50,000 to \$125,000 for transit based educational and outreach projects
- \$100,000 to \$625,000 for shuttle and operation projects, transit or active transportation capital projects, transit pass programs, and fixed transit route services.

Call for Projects Schedule

The C/CAG Congestion Management Program Technical Advisory reviewed and approved the guidelines for the Lifeline Program on November 16. Staff will seek final approval from the C/CAG Board at the December 14, 2023 meeting, C/CAG will be holding two applicant workshops in January 2024. In addition, C/CAG will extend the outreach to potential project sponsors, including community-based organizations (CBOs), non-profit agencies and local jurisdictions within San Mateo County.

The tentative C/CAG Lifeline Transportation Program Cycle 7 Call for Projects schedule is as follows:

Event	Date
TAC Review of Call for Projects and Schedule	November 19, 2023
CMEQ Committee Review of Call for Projects and Schedule	November 27, 2023
C/CAG Board Approval of Call for Projects and Schedule	December 14, 2023
Call for Projects Issued	December 18, 2023
Applicant Workshop	Week of January 8, 2024
Applicant Office Hours	Week of January 22, 2024
Public Workshop	Weeks of January 8 th and 15 th , 2024
Applications Due	February 16, 2024
Selection Panel Reviews Applications	Late February 2024
C/CAG Committees Consider Recommendation	April 2024
C/CAG Board Considers Recommendations	May 2024

Recommendation

The C/CAG Lifeline Transportation Program Cycle 7 Call for Projects and schedule was recommended for approval by the C/CAG Congestion Management Program Technical Advisory Committee (TAC) at their November 16, 2023 meeting and by the C/CAG Congestion Management and Environmental Quality (CMEQ) Committee on at their November 27, 2023 meeting.

ATTACHMENTS

1. San Mateo County Projects funded through the Lifeline Transportation Program (For Information Only)
2. Draft C/CAG Lifeline Transportation Program Cycle 7 Call for Project Guidelines
3. Draft C/CAG Lifeline Transportation Program Cycle 7 Application

San Mateo County Projects Funded Through Lifeline Transportation Program

Project Sponsor	Project Name	LTP Funding
Cycle 1		
San Mateo County Family Service Agency	Ways to Work Loan Program	\$ 250,000
City of South San Francisco	Public Transportation Workshops	\$ 54,053
Family Service Agency	Transportation Reimbursement Independence Program	\$ 250,000
San Mateo County	Transportation Assistance Program	\$ 250,000
San Mateo Medical Center	San Mateo Medical Center Bus	\$ 111,000
SamTrans	Transportation Mobility Solutions	\$ 250,000
City of Redwood City	Fair Oaks Community Shuttle	\$ 129,488
Cycle 2		
City of East Palo Alto	East Palo Alto (EPA) Youth Shuttle, Mobility Manager, Bus Shelters, Shuttle Operations	\$ 499,759
Daly City	Bayshore Shuttle Service	\$ 481,014
SamTrans	Route 280	\$ 447,146
SamTrans	Route 17	\$ 428,422
Shelter Network	Van Purchase and Operations for Shelter Resident Transportation	\$ 100,250
SamTrans	Fixed-Route 17 Bus Procurement	\$ 900,000
Pacifica	Senior Service Bus/Van Purchase	\$ 62,221
San Bruno	Belle Air Parking Lot Modification	\$ 211,251
San Bruno	Senior Shuttle Bus	\$ 106,000
San Bruno	Sidewalks, Solar Bus Shelters, Curb Ramps	\$ 207,600
San Mateo County Human Service Agency	Countywide Low-Income Bus Tickets	\$ 200,000
Daly City	Bayshore Bus Stop Improvements	\$ 187,181
SamTrans	Bus Stop Improvements in Communities of Concern	\$ 196,867
Cycle 3		
SamTrans	Replacement Fixed Route Vehicles	\$ 2,272,697
BART	Electronic Bicycle Lockers at San Bruno BART Station	\$ 32,000
SamTrans	Fixed Route 17	\$ 407,048
Peninsula Family Services	Ways to Work Auto Loans for Purchase or Repair of Vehicles	\$ 375,000
City of Redwood City	Middlefield/Woodside Rd (SR 84) Intersection Improvements	\$ 339,924
City of San Mateo	North Central Ped Infrastructure Improvements	\$ 339,924
SamTrans	Coast Service On-Demand	\$ 300,000
San Mateo Human Services Agency	Bus Passes and Tickets for Low Income Families	\$ 300,000
City of South San Francisco	Community Learning Center Public Transportation Workshops	\$ 210,000
City of Menlo Park	Midday Shuttle Belle Haven Community and Other Communities	\$ 240,820
City of Redwood City	North Fair Oaks On-Demand Shuttle	\$ 222,927
City of East Palo Alto	Weekday Community Shuttle	\$ 123,368
City of East Palo Alto	Weekday Evening Shuttle	\$ 76,871
San Mateo Human Services Agency	Taxi Vouchers for Low Income Program Participants	\$ 60,000
City of East Palo Alto	Weekend Shuttle	\$ 59,557
Cycle 4		
San Mateo County Human Services Agency	San Mateo County Transportation Assistance for Low-Income Residents- Cycle 4	\$ 350,000
SamTrans	Operating Support for Fixed Route 17 Service	\$ 500,000
City of Menlo Park	Menlo Park Midday Shuttle	\$ 354,100
SamTrans	Operating Support for SamCoast Service	\$ 300,900
City of Daly City	Daly City Bayshore Shuttle	\$ 559,704
Outreach	Mobility Management/ Transportation Voucher Program	\$ 300,000
Cycle 5		
City of Daly City	Daly City Bayshore Shuttle	\$ 300,000
SamTrans	Operating Support for Expanded Route 17 Service	\$ 338,312
SamTrans	Operating Support for SamCoast Service	\$ 228,640
San Mateo County Human Services Agency	San Mateo County Transportation Assistance for Low-Income Residents- Cycle 5	\$ 236,000
City of Menlo Park	Menlo Park Crosstown Shuttle	\$ 494,346
SamTrans	Fixed Route 280	\$ 276,311
Cycle 6		
Menlo Park	Menlo Park Shuttle Program	\$ 500,000
South San Francisco	Free South City Shuttle Outreach Enhancements Project	\$ 80,000
San Mateo (City)	Get Around! Senior Transportation Program	\$ 320,000
SamTrans	Operating Support for Expanded Route 17 Service	\$ 374,000
SamTrans	Operating Support for SamCoast Service	\$ 179,820
Daly City	Daly City Bayshore Shuttle	\$ 294,750



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 Lifeline Transportation Program Cycle 7 Call for Projects

The City/County Association Governments of San Mateo County (C/CAG) is pleased to announce the call for projects for the Lifeline Transportation Program (LTP) Cycle 7. This program is designed to help low-income residents by funding transportation projects that will improve their mobility options. Public agencies including transit agencies, city/ county social service agencies, cities, counties, and non-profit organizations are encouraged to apply. Please see the general program information below.

Introduction

The Lifeline Transportation Program is aimed to fund projects, identified through the community-based transportation planning (CBTP) process, which improves the mobility of low-income residents.

Projects must target and serve low-income communities in San Mateo County. Additionally, projects must have measurable deliverables and the project sponsor must possess the ability to effectively reach the low-income communities in need. Projects identified in San Mateo Community Based Transportation Plans (CBTPs) will be prioritized in the scoring process. However, projects identified through other relevant planning efforts in other low-income areas are also eligible.

Eligible Projects

Eligible Projects, include (but are not limited to):

- Transit and Active Transportation Capital Projects: Examples of eligible capital projects include, but are not limited to, purchase of vehicles, provision of bus shelters, benches, lighting, active transportation improvements or other enhancements, micromobility programs, or hiring a mobility manager to improve transportation access for residents of low-income communities.
- Transit Operations Projects: Examples of operating projects may include, but are not limited to, new or enhanced fixed route transit services, transit voucher programs, mobility programs, educational and outreach projects, restoration or continuation of lifeline-related transit services, and shuttles.

Available Funding and Local Match

There is \$4,500,000 million available in State Transit Assistance (STA) funding for the C/CAG Lifeline Transportation Program Cycle 7.

Grant amount minimums and maximums are as follows:

- \$50,000 to \$120,000 for transit based educational and outreach projects
- \$100,000 to \$625,000 for shuttle and operation projects, transit or active transportation capital projects, transit pass programs, and fixed transit route services.

C/CAG Lifeline Transportation Program Cycle 7 requires a minimum local match of 20% of the total project cost.

Evaluation Criteria/Selection Process

After projects are screened for eligibility, a selection panel will then assess the quality of each submittal based on evaluation criteria below:

- Project Need/Goals and Objectives (25 pts):* Applicants should describe the unmet transportation need or gap that the proposed project seeks to address and the relevant planning effort that documents the need. Describe how project activities will mitigate the transportation need. Capital or operations projects (sponsored by public transit operators or in partnership with non-profits or cities) that support and augment but are not traditional fixed route projects may be given extra points under this criteria. Project application should clearly state the overall program goals and objectives and demonstrate how the project is consistent with the goals of the Lifeline Transportation Program.
- Community-Identified Priority (25 pts):* Priority should be given to projects that directly address transportation gaps and/or barriers identified through a Community-Based Transportation Plan (CBTP) or other substantive local planning effort involving focused inclusive engagement to low-income populations. Applicants should identify the CBTP or other substantive local planning effort, as well as the priority given to the project in the plan.

Other projects may also be considered, such as those that address transportation needs identified in countywide or regional welfare-to-work transportation plans, the Coordinated Public Transit-Human Services Transportation Plan, or other documented assessment of needs within designated communities of concern. Findings emerging from one or more CBTPs or other relevant planning efforts may also be applied to other low-income areas, or otherwise be directed to serve low-income constituencies within the county, as applicable.

A map of Equity Priority Communities (EPCs) is included as part of the Report for Plan Bay Area 2050, is available at:

https://mtc.ca.gov/sites/default/files/Equity_Priority_Communities.pdf

- c. *Implementation Plan and Project Management Capacity (20 pts):* For projects seeking funds to support program operations, applicants must provide a well-defined service operations plan, and describe implementation steps and timelines for carrying out the plan. For projects seeking funds for capital purposes, applicants must provide an implementation plan, milestones and timelines for completing the project. Priority should be given to projects that are ready to be implemented in the timeframe that the funding is available. Project sponsors should describe and provide evidence of their organization's ability to provide and manage the proposed project, including experience providing services for low-income persons, and experience as a recipient of state or federal transportation funds. For continuation projects that have previously received Lifeline funding, project sponsor should describe project progress and outcomes.
- d. *Coordination and Program Outreach (20 pts):* Proposed projects will be evaluated based on their ability to coordinate with other community transportation and/or social service resources. Applicants should clearly identify project stakeholders, and how they will keep stakeholders involved and informed throughout the project. Applicants should also describe how the project will be marketed and promoted to the public.
- e. *Cost-Effectiveness and Performance Indicators (10 pts):* The project will be evaluated based on the applicant's ability to demonstrate that the project is the most appropriate way in which to address the identified transportation need and is a cost-effective approach. Applicants must also identify clear, measurable outcome-based performance measures to track the effectiveness of the service in meeting the identified goals. A plan should be provided for ongoing monitoring and evaluation of the service, as well as steps to be taken if original goals are not achieved.
- f. *Project Budget/Sustainability (10 pts):* Applicants must submit a clearly defined project budget, indicating anticipated project expenditures and revenues, including documentation of matching funds. Proposals should address long-term efforts and identify potential funding sources for sustaining the project beyond the grant period.

Eligible Applicants & STA Fund Administration

If your agency is not an STA recognized transit operator, you must obtain sponsorship to apply for funds through an eligible transit agency, such as SamTrans. Proof of sponsorship, in the form of a letter from a transit agency must be attached with your application. Please note that transit agencies will require an administrative fee to be budgeted in your project cost for passing through STA funds.

Private for-profit entities are not eligible to receive Lifeline Transportation Program funds.

Timely Use of Funds

All Lifeline Transportation Program STA funds must be fully expended within two years of the date that the funds are programmed by MTC or the date that the agreement with pass-through agency is executed, whichever is applicable.

As the program administrator, C/CAG is responsible for monitoring the timely use of funds and the consistency with the original purpose, scope, and budget approved by the C/CAG Board.

Application Process

Applications are due **on Friday, February 16, 2024 at 12:00 noon**. Late applications will not be considered. One (1) electronic version of the application shall be submitted via e-mail to C/CAG Staff, Eva Gaye, at egaye@smcgov.org

Applicant Workshop

Two (2) applicant workshops will be open to all entities interested in applying for funding. The workshop information is as follows:

Date and Time: January 2024 (exact date and time TBD)

Location: Zoom Videoconference

The workshops will cover the application procedures for the C/CAG Lifeline Transportation Program Cycle 7 Call for Projects.

Public Workshop

One (1) applicant workshop will be open to all members of the public. The workshop information is as follows:

Date and Time: January 2024 (exact date and time TBD)

Location: Zoom Videoconference

Call for Projects Schedule

Event	Date
Call for Projects Issued	December 18, 2023
Applicant Workshop	January 2024
Public Workshop	January 2024
Applications Due	February 16, 2024
Selection Panel Reviews Applications	February 27, 2024
C/CAG Committees Consider Recommendation	April 2024
C/CAG Board Considers Recommendations	May 2024

Please contact Jeff Lacap at jlacap@smcgov.org for questions regarding the program or application process.

Attachments

1. C/CAG Lifeline Transportation Program Cycle 7 Application

DRAFT

A. GENERAL PROJECT INFORMATION

1. Project Sponsor

Name of the organization _____

Contact person _____

Address _____

Telephone number _____

E-mail address _____

DUNS Number¹ _____

2. Other Partner Agencies

Agency	Contact Person	Address	Telephone

3. Project Type: *Check one.* ☐ Operating ☐ Capital ☐ Both

For operating projects, please check one of the following: ☐ New ☐ Continuing

4. Project Name: _____

5. Brief Description of Project (50 words max.):

6. Budget Summary:

	Amount (\$)	% of Total Project Budget
Amount of Lifeline funding requested:		
Amount of local match proposed:		
Total project budget:		

¹ Provide your organization's nine-digit Dun & Bradstreet (D&B) Data Universal Numbering System (DUNS) Number. To search for your agency's DUNS Number or to request a DUNS Number via the Web, visit the D&B website: <http://fedgov.dnb.com/webform>.

2. What are the project's goals and objectives? Provide a baseline and post-implementation estimate of the number of service units that will be provided (e.g., one-way trips, vehicle loans, bus shelters, persons trained). Estimate the number of low-income persons that will be served by this project per day, per quarter and/or per year (as applicable).

Community-Identified Priority

3. How does the project address a transportation gap and/or barrier identified in Community-Based Transportation Plan (CBTP) and/or other substantive local planning effort involving focused inclusive engagement to low-income populations? Indicate the name of the plan(s) and the page number where the relevant gap and/or barrier is identified. Indicate the priority given to the project in the plan. (For a list of San Mateo County CBTPs, please visit <https://ccag.ca.gov/plansreportslibrary-2/>)

Priority will be given to projects that directly address transportation gaps and/or barriers identified through a CBTP or other substantive local planning effort involving focused inclusive engagement to low-income populations; however, other projects may also be considered, such as those that address transportation needs identified in countywide or regional welfare-to-work transportation plans or other documented assessment of needs within designated communities of concern.

4. Is the project located in the community in which the CBTP and/or other substantive local planning effort involving inclusive outreach to low-income populations was completed? If not, please include justification for applying the findings from the CBTP and/or other substantive local planning effort in another low-income area.

A map of MTC Equity Priority Communities is available at:
https://mtc.ca.gov/sites/default/files/Equity_Priority_Communities.pdf

Implementation Plan and Project Management Capacity

5. **For operating projects:** Provide an operational plan for delivering service, including a project schedule. For fixed route projects, include a route map.

For capital projects: Provide an implementation plan for completing a capital project, including a project schedule with key milestones and estimated completion date.

C/CAG Lifeline Transportation Program Cycle 7 Funding Application

6. Describe any proposed use of innovative approaches that will be employed for this project and their potential impact on project success.

7. Is the project ready to be implemented? What, if any, major issues need to be resolved prior to implementation? When are the outstanding issues expected to be resolved?

8. Describe and provide evidence of your organization's ability to provide and manage the proposed project. Identify previous experience in providing and coordinating transportation or related services for low-income persons. Describe key personnel assigned to this project, and their qualifications.

9. Indicate whether your organization has been or is a current recipient of state or federal transportation funding. If your organization has previously received Lifeline funding, please indicate project name and grant cycle and briefly describe project progress/outcomes including the most recent service utilization rate.

Coordination and Program Outreach

10. Describe how the project will be coordinated with the community, public and/or private transportation providers, social service agencies, and private non-profit organizations serving low-income populations.

11. Identify project stakeholders and describe how project sponsor will continue to involve and inform key stakeholders throughout the project. Describe plans to market the project, and ways to promote public awareness of the program.

Cost-Effectiveness and Performance Indicators

12. Demonstrate how the proposed project is the most appropriate way in which to address the identified transportation need and is a cost-effective approach. Identify performance measures to track the effectiveness of the project in meeting the identified goals. At a minimum, performance measures for service-related projects would include: documentation of new "units" of service provided with the funding (e.g., number of trips, service hours, workshops held, car loans provided), cost per unit of service (e.g., cost per trip), and a quantitative summary of service delivery procedures employed for the project. For capital-related projects, milestones and reports on the status of project delivery should be identified.

C/CAG Lifeline Transportation Program Cycle 7 Funding Application

13. Describe a plan for ongoing monitoring and evaluation of the service, and steps to ensure that original goals are achieved.

D. BUDGET

Project Budget/Sustainability

1. Provide a detailed line-item budget describing each cost item including start-up, administration, operating and capital expenses, and evaluation in the format provided below. If the project is a multi-year project, detailed budget information must be provided for all years. Please show all sources of revenue, including anticipated fare box revenue.

The budget should be in the following format:

Revenue	Year 1	Year 2	Total
Lifeline Program Funds			\$ -
[Other Source of Funds]			\$ -
[Other Source of Funds]			\$ -
Total Revenue	\$ -	\$ -	\$ -
Expenditures ¹	Year 1	Year 2	Total
Operating Expenses (list by category)			\$ -
Capital Expenses (list by category)			\$ -
[Other Expense Category]			\$ -
[Other Expense Category]			\$ -
Total Expenses	\$ -	\$ -	\$ -

¹ If the project includes indirect expenses, the applicant must have a federally approved indirect cost rate and please note that SamTrans will require administrative fees to be budgeted in your project cost for passing through funds.

Clearly specify the source of the required matching funds. Include letter(s) of commitment from all agencies contributing towards the match. If the project is multi-year, please provide letters of commitment for all years.

2. Describe efforts to identify potential funding sources for sustaining the service beyond the grant period if needed.

E. STATE AND FEDERAL COMPLIANCE

By signing the application, the signatory affirms that: 1) the statements contained in the application are true and complete to the best of their knowledge; and 2) the applicant is prepared to comply with any and all laws, statutes, ordinances, rules, regulations or requirements of the federal, state, or local government, and any agency thereof, which are related to or in any manner affect the performance of the proposed project, including, but not limited to, Transportation Development Act (TDA) statutes and regulations.

_____ Signature	_____ Date
_____ Printed Name	

C/CAG AGENDA REPORT

Date: December 14, 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 23-106 authorizing the C/CAG Executive Director to execute Amendment No. 1 to the funding agreement with the City of Pacifica for the Sharp Park Priority Development Area Pedestrian Improvement Project, adding an additional amount not to exceed \$358,247 for a new total amount not to exceed \$1,258,247 in Measure M Safe Routes to School Funding; and terminate the \$358,247 TFCA FY 23/24 funding agreement with the City of Pacifica.

(For further information or questions contact Jeff Lacap at jlacap@smcgov.org)

RECOMMENDATION

That the C/CAG Board review and approve Resolution 23-106 authorizing the C/CAG Executive Director to execute Amendment No. 1 to the funding agreement with the City of Pacifica for the Sharp Park Priority Development Area Pedestrian Improvement Project, adding an additional amount not to exceed \$358,247 for a new total amount not to exceed \$1,258,247 in Measure M Safe Routes to School Funding; and terminate the \$358,247 Transportation Fund for Clean Air (TFCA) FY 23/24 funding agreement.

FISCAL IMPACT

This action would replace the \$358,247 in TFCA funds with \$358,247 in Measure M Safe Routes to School funds. The TFCA funds would still be available for an eligible project in San Mateo County.

SOURCE OF FUNDS

Measure M Safe Routes to School Fund.

BACKGROUND

At the April 14, 2022, C/CAG Board meeting, the Board of Directors approved the guidelines and process for the Metropolitan Transportation Commission One Bay Area Grant (OBAG) 3 County & Local Program. As part of the OBAG 3 process, C/CAG Board authorized an infusion of \$900,000 in Measure M funds to fund Safe Routes to School (SRTS) eligible projects. C/CAG received 29 applications from 18 jurisdictions and 3 partner agencies requesting a total of \$87 million in OBAG 3 funds. C/CAG had a target of approximately \$32 million in funding for projects.

At the September 15, 2022, C/CAG Board meeting, the Board approved the project nomination list for the OBAG 3 Program. The nomination list included 11 projects, including the Pacifica Sharp Park Priority Development Area Pedestrian Improvement Project (Pacifica Sharp Park Project). C/CAG Board Resolution 22-81 also recommended \$900,000 in Measure M SRTS funds for the Pacifica Sharp Park Project, in conjunction with \$1,269,801 of OBAG 3 funds.

In January 2023, the Metropolitan Transportation Commission (MTC) approved the OBAG 3 County & Local Program, which awarded San Mateo County a total of \$30.8 million for 7 projects in the county and 2 countywide programmatic categories (Safe Routes to School and County Transportation Agency Planning). Due to limited funding, the MTC did not provide OBAG 3 funding for the Pacifica Sharp Park Project.

In early 2023, the City of San Carlos communicated that there was not a feasible path forward for funding the construction of the Holly Street/US-101 Pedestrian Overcrossing Project, which C/CAG had allocated \$1 million in OBAG 2 funds in 2017. All OBAG 2 funds are required to be obligated for construction (receive an E-76 form) no later than January 31, 2024. If the January 2024 OBAG 2 deadline is not met, San Mateo County would be at risk of losing \$1 million in OBAG 2 funds.

In order to obligate the \$1 million in OBAG 2 funds by the end of January 2024, C/CAG staff recommended reallocating the funds from the Holly Street/US-101 Pedestrian Overcrossing Project to the Pacifica Sharp Park Project.

In March 2023, the Board approved Resolution 23-16 authorizing the C/CAG Executive Director to execute an agreement with the City of Pacifica for the Sharp Park Project, using Measure M Safe Routes to School funding, in an amount not to exceed \$900,000 so that Pacifica could complete the planning and design process.

In April 2023, the C/CAG Board of Directors approved Resolution 23-32 reallocating \$1,000,000 in available OBAG 2 funds and providing \$358,247 in Transportation Fund for Clean Air (TFCA) County Program Manager Funds to the Pacifica Sharp Park Project.

In June 2023, the Board approved Resolution 23-54 approving a TFCA agreement with Pacifica providing \$358,247 of TFCA funds for the Pacifica Sharp Park Project. The TFCA funding is conditional based on to the submission of an acceptable work plan and cost-effectiveness calculations that meet Bay Area Quality Management District (BAAQMD) thresholds.

In November 2023, City of Pacifica staff prepared the Sharp Park Project cost-effective (C-E) worksheet for the BAAQMD. The C-E worksheet serves as a screening criteria for all TFCA projects. Unfortunately, the Pacifica Sharp Park Project's C-E ratio exceeded the threshold of \$500,000 per weighted ton of reduced emission. As a result, the Project is not eligible for TFCA funds. Accordingly, staff is recommending that the Board authorize termination of the TFCA Agreement.

Recommendation

Pacifica has worked expeditiously to meet the January 2024 deadline to obligate the \$1 million in OBAG 2 funds. C/CAG Staff propose replacing the \$358,247 in TFCA funds with the same amount in Measure M Safe Routes to School funds. Table 1 illustrates the committed funding and the recommended change.

Table 1: Sharp Park Project Proposed Funding

Funding Program	Funds Approved in Mar, Apr, June 2023	Proposed Funding Dec 23	Change
OBAG 2 Reallocation	\$1,000,000	\$1,000,000	\$0
Measure M Safe Routes to School Program	\$900,000	\$1,258,247	\$358,247
Transportation Fund for Clean Air (TFCA)	\$358,247	0	(\$358,247)
Local Funds	\$101,753	\$101,753	\$0
Total	\$2,360,000	\$2,360,000	\$2,360,000

The \$358,247 in TFCA funds are from the County share, and C/CAG will be able to allocate the funds to an eligible project in the future.

Resolution 23-106 includes two requested actions.

First, it is requested that the Board approve Amendment No. 1 to the Measure M funding agreement with the City of Pacifica for the Sharp Park Priority Development Area Pedestrian Improvement Project, adding an additional amount not to exceed \$358,247 for a new total amount of \$1,258,247.

Second, it is requested that the Board authorize the termination of the \$358,247 TFCA FY 23/24 funding agreement.

ATTACHMENTS

1. Resolution 23-106
2. Draft Amendment No. 1 to the funding agreement with the City of Pacifica for the Sharp Park Priority Development Area Pedestrian Improvement Project (*The document is available on the C/CAG website (See “Additional Agenda Materials”) at: <http://ccag.ca.gov/board-of-directors/>*)

RESOLUTION 23-106

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO EXECUTE AMENDMENT NO. 1 TO THE FUNDING AGREEMENT WITH THE CITY OF PACIFICA FOR THE SHARP PARK PRIORITY DEVELOPMENT AREA PEDESTRIAN IMPROVEMENT PROJECT ADDING AN ADDITIONAL AMOUNT NOT TO EXCEED \$358,247 FOR A NEW TOTAL AMOUNT NOT TO EXCEED \$1,258,247; IN MEASURE M SAFE ROUTES TO SCHOOL FUNDING; AND TERMINATE THE \$358,247 TFCA FY23/24 FUNDING AGREEMENT WITH THE CITY OF PACIFICA.

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 of Directors, at its April 14, 2022, meeting, authorized \$900,000 in Measure M funds for Safe Routes to School (SRTS) eligible projects under the approved guidelines and process for the OBAG (One Bay Area Grant) 3 County & Local Program; and

WHEREAS, at the September 15, 2022, C/CAG Board meeting, the Board approved the project nomination list for the OBAG 3 Program, which included a recommended funding allocation of \$900,000 of Measure M SRTS funds and \$1,269,801 of OBAG 3 funds for the Pacifica Sharp Park Priority Development Area Pedestrian Improvement Project (Project); and

WHEREAS, on September 30, 2022, C/CAG staff submitted to the Metropolitan Transportation Commission (MTC) the Project as part of the Countywide nomination list for OBAG 3; and

WHEREAS, on March 9, 2023, the C/CAG Board approved allocating \$900,000 of Measure M SRTS funds to begin the design and construction phase of the Project since it was not recommended for MTC OBAG 3 funding; and

WHEREAS, on June 8, 2023, the C/CAG Board approved allocating \$358,247 of San Mateo County's local share of Transportation Fund for Clean Air (TFCA) funds to fully fund the Project; and

WHEREAS, in November 2023, City of Pacifica staff prepared the Project's cost-effective (C-E) worksheet for the Bay Area Quality Management District (BAAQMD) and determined the Project's C-E ratio exceeded the threshold of \$500,000 per weighted ton of reduced emission; and

WHEREAS, the Project is therefore ineligible for TFCA funds and C/CAG staff is recommending the Board authorize termination of the TFCA Agreement allocating \$358,247 in TFCA funds to the Project; and

WHEREAS, C/CAG and City of Pacifica have requested an amendment to the funding agreement for Measure M Safe Routes to School Fund to replace the TFCA funds with additional Measure M funds.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Executive Director is authorized to execute Amendment No. 1 to the funding agreement with the City of Pacifica for the Sharp Park Priority Development Area Pedestrian Improvement Project, adding an additional amount of \$358,247 for a new total amount not to exceed \$1,258,247 in Measure M Safe Routes to School funding; and terminate the \$358,247 TFCA FY23/24 funding agreement with the City of Pacifica. Be it further resolved that the Executive Director is authorized to negotiate final terms of the amendment prior to execution by the Executive Director, subject to legal counsel approval as to form.

PASSED, APPROVED, AND ADOPTED THIS 14TH DAY OF DECEMBER 2023.

Davina Hurt, C/CAG Chair

C/CAG AGENDA REPORT

Date: December 14, 2023

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

From: Sean Charpentier, Executive Director

Subject: Consider candidates and make appointments for two governing board members representing the Northern and Southern regions for the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline) and adopt Resolution 23-105, which records the respective appointments.

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

RECOMMENDATION

That the C/CAG Board of Directors consider candidates and make appointments for two governing board members representing the Northern and Southern regions for the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline) and adopt Resolution 23-105, which records the respective appointments.

FISCAL IMPACT

None

SOURCE OF FUNDS

NA.

BACKGROUND

The C/CAG Board of Directors played a leadership role in the formation of the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline). In September 2019, the Governor signed AB 825 that modified the existing San Mateo County Flood Control District to establish OneShoreline. 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. For more information, see the OneShoreline website at: <https://oneshoreline.org/>. The OneShoreline Board of Directors consists of seven seats, including five city/town representatives (At-Large, Northern, Central, Southern, and Coastal regions); and two County

Supervisor seats (At-Large and Coastal district). A map of the Districts is included in Attachment 2.

The C/CAG Board of Directors appoints all five of the city/town seats; and the County Board of Supervisors appoints the two County Supervisor seats. To accomplish staggered Board member terms, AB 825 established four-year terms, except for initial two-year terms for the city/town At-Large, Central Region, and Coast Region seats; as well as the County At-Large seat. The C/CAG Board of Directors appointed all five city/town seats in June 2019. The initial 2-year term on the staggered seats expired on December 31, 2021 and were subsequently filled. The initial 4-year terms for the Northern and Southern city/town seats expire on December 31, 2023. All subsequent appointments will be for 4 years. The C/CAG Board of Directors will consider appointing city/town representatives for the Northern and Southern city/town seats at the December 14, 2023 meeting.

Recruitment Process

At the November 9, 2023 meeting, the C/CAG Board of Directors received a presentation on the draft recruitment package and schedule. C/CAG staff sent a recruitment letter to local elected officials on November 15, 2023. The deadline for submitting a Candidacy form and a Letter of interest was 5pm on December 6th. See Attachment 2 for the recruitment package. C/CAG staff received the following candidacy forms/letters of interest for the three seats:

Northern Region (Brisbane, Colma, South San Francisco, San Bruno, Millbrae, Burlingame)

1. Donna Colson, City of Burlingame

Southern Region (Redwood City, Menlo Park, East Palo Alto, Atherton, Woodside, Portola Valley)

1. Lisa Gauthier, City of East Palo Alto

Attachment 2 has the submitted Letters of Interest and Candidacy Forms.

The C/CAG Board will vote to appoint one person for each of the three seats, 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 who were tied being considered for subsequent votes. C/CAG staff recommends the Board approve Resolution 23-105 to record the appointed candidates.

ATTACHMENTS

1. Resolution 23-105
2. Letters of Interest/Candidacy Forms
3. Recruitment Package (*The document is available on the C/CAG website (See “Additional Agenda Materials”) at: <https://ccag.ca.gov/committees/board-of-directors-2/>*)

RESOLUTION 23-105

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY APPOINTING THE NORTHERN AND SOUTHERN REGION GOVERNING BOARD MEMBERS 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 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), Northern (Brisbane, Colma, South San Francisco, San Bruno, Millbrae, Burlingame), Central (Hillsborough, San Mateo, Foster City, Belmont, San Carlos), Southern (Redwood City, Menlo Park, East Palo Alto, Atherton, Woodside, Portola Valley), and Coastal (Daly City, Pacifica, Half Moon Bay) seats for the governing board; and

WHEREAS, at its November 9, 2023 Board meeting, the C/CAG Board of Directors received information on C/CAG's recruitment for the Northern and Southern city/town seats, which expire on December 30, 2023, and C/CAG staff subsequently distributed the recruitment package to all City Councilmembers in San Mateo County; and

NOW THEREFORE BE IT RESOLVED, the Board of Directors of the City/County Association of Governments of San Mateo County hereby appoints the attached list of candidates for the northern and southern region seats on the governing board for the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline).

PASSED, APPROVED, AND ADOPTED THIS 14TH DAY OF DECEMBER 2023.

Davina Hurt, Chair

Exhibit A – List of Appointed Candidates

Exhibit A to Resolution 23-105

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

Appointed at the December 14, 2023 C/CAG Board meeting

Northern Member:

Southern Member:



MICHAEL BROWNRIGG, MAYOR
DONNA COLSON, VICE MAYOR
EMILY BEACH
RICARDO ORTIZ
PETER STEVENSON

The City of Burlingame

CITY HALL -- 501 PRIMROSE ROAD
BURLINGAME, CALIFORNIA 94010-3997

TEL: (650) 558-7201
www.burlingame.org

November 20, 2023

RE: OneShoreline Reappointment North County Seat

Dear Members of the C/CAG Board of Directors,

It has been my honor to serve on the OneShoreline Board of Directors for the past four years and I am submitting my application for continued service to our community. I can confirm my commitment to serve a second full four-year term beginning January 1, 2024.

Since inception of this innovative organizational structure to coordinate sea level rise and adaptation work throughout the county, we have managed to achieve several important milestones to meet the urgent needs of our cities to assess and develop a realistic plan for sea level rise and flood mitigation. Most notably:


1. Hire and retain preeminent industry staff with the vision and technical expertise to lead impactful work on adaptation and flood control strategies.
2. Develop a realistic budget, financial modeling, and audit controls for the agency.
3. Assume management of the Bayfront Canal and Atherton Channel projects.
4. Lead with a new multi-jurisdictional project model to align sea level rise protection and coordinate work in neighboring jurisdictions throughout the county.

The Millbrae and Burlingame public works staffs have been leaders in developing our new adaptation zoning and public benefit protocols and doing so with actual bayfront projects that are in planning at this time. We have successfully developed a prototype zoning model that can be replicated along the entire Bayshore, and I would like to continue this work to ensure that all cities on the bayfront as well as the coast benefit from this work and save time and money on implementation.

I am also serving as Chair to the C/CAG Resource Management and Climate Protection Committee and in this role, I am in an excellent position to coordinate agendas and research between the agency and the committee. Furthermore, I am on the leadership team at Peninsula Clean Energy and although the mission is focused on clean energy solutions, the synergies here are also enhanced with overlapping conversations about climate change legislation and overall support for climate related work.

Thank you for your kind consideration of my reappointment. I would be honored to continue this service and support our staff in their efforts to develop a long-term funding plan for the agency and to continue the critical work to develop adaptation strategies that can benefit San Mateo County.

Sincerely,


Donna Wills Colson
Vice Mayor, City of Burlingame

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: 11-20-2023

I, Donna Wills Colson, am hereby submitting my candidacy for the
(Please print name)

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

X Northern (Brisbane, Colma, South San Francisco, San Bruno, Millbrae, Burlingame)

OR

 Southern (Redwood City, Menlo Park, East Palo Alto, Atherton, Woodside, Portola Valley)

Donna Wills Colson
Signature



City of East Palo Alto

Office of the Mayor

November 21, 2023

Sean Charpentier
C/CAG Executive Director
City/County Association of Governments
555 County Center, 5th Floor
Redwood City, CA 94063

Dear Mr. Charpentier,

With this letter, I am expressing interest in representing the Southern District on the CCAG Flood and Sea Level Rise Resiliency Agency District (FSLRRD) Board of Directors. In 2021, the City of East Palo Alto expressed support for San Mateo County's plan to explore the possibility of asking voters throughout the County to support a measure aimed at securing funding for operations and projects associated with climate resilience.

In submitting this letter and the attached Candidacy Form, I would like to request candidacy for a position on the Board of Directors. I am very much aligned with the goals and focus of your organization and I would like to use the skills gained in my time as a Mayor of the City of East Palo Alto to help community projects such as yours reach its objectives.

Furthermore, I believe that East Palo Alto is well positioned to provide strong leadership on the FSLRRD. East Palo Alto is one of the most vulnerable cities in San Mateo County to the first three feet of sea level rise (SLR) with respect to population, including underrepresented population, number of homes, property value, and number of contaminated sites. SLR may impact affordable housing disproportionately as half of East Palo Alto is within a federal designated flood zone. The flooding risk includes fluvial flooding from San Francisquito Creek and coastal flooding from San Francisco Bay. East Palo Alto has had significant experience with flooding and with participating in successful regional efforts to reduce flooding risk like the San Francisquito Creek JPA.

Collaborating with others and being resourceful are some of my key strengths. Having served as a member of the East Palo Alto City Council, the Association of Bay Area Governments, the City County Association of Governments, the My Brothers' Keeper initiative and the San Mateo County Office of Emergency Services, I am able to provide the experience needed to serve the FSLRRD. I am confident that these qualities together with my commitment to work will be an asset to your organization.

Sincerely,



Lisa Gauthier, Mayor

Enclosures: Completed Application

c: City Council Members
City Manager



**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: November 15, 2023

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 NORTHERN REGION SEAT AND THE CITY SOUTHERN REGION SEAT.**

C/CAG is currently recruiting elected officials for the Northern and Southern Region seats on the Flood and Sea Level Rise Resiliency District Board of Directors (OneShoreline).

C/CAG is recruiting from the following jurisdictions within the designated geographic areas for the Northern and Southern Region seats (see Exhibit 2).

1. Northern (Brisbane, Colma, South San Francisco, San Bruno, Millbrae, Burlingame)
2. Southern (Redwood City, Menlo Park, East Palo Alto, Atherton, Woodside, Portola Valley)

The recruitment is necessary because the initial four-year terms for the Northern and Southern Region City seats expire on December 31, 2023. The appointed Board members will serve a four-term from January 1, 2024 through December 31, 2027.

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, 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.

Seat	Representative	Appointing Agency	Appointed	Term Expires
City Council Southern Region	Lisa Gauthier, City of East Palo Alto	C/CAG	06/13/2019 (term beginning 01/01/2020)	12/31/2023
City Council Northern Region	Donna Colson, City of Burlingame	C/CAG	06/13/2019 (term beginning 01/01/2020)	12/31/2023
City Council Central Region	Adam Rak, City of San Carlos	C/CAG	1/12/2023 (filling vacancy for term from 2021-2025)	12/31/2025
City Council Coastal Region	Debbie Ruddock, City of Half Moon Bay	C/CAG	12/09/2021	12/31/2025
City Council At Large	Marie Chuang, Hillsborough	C/CAG	12/09/2021	12/31/2025
County Supervisor Coastal	Ray Mueller, 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 18, 2023, the OneShoreline Board of Directors will approve a calendar of regular meetings for 2024.

The Recruitment Process

Any individual wishing to be considered for appointment to the Northern or Southern seats 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, December 6, 2023, and must be sent to:

Sean Charpentier, C/CAG Executive Director
City/County Association of Governments of San Mateo County
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 December 14, 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 Northern Region seat and one person for the Southern 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 Hurt
C/CAG Chair

Exhibits:

1. Candidacy Form
2. Map showing geographic areas for city/town council appointees
3. Assembly Bill 825 (online at <https://legiscan.com/CA/text/AB825/id/2051435>)
4. Presentation on OneShoreline program updates to the C/CAG Board of Directors, November 9, 2023 (online at <https://ccag.ca.gov/wp-content/uploads/2023/11/OneShoreline-Presentation-CCAG-11.9.23-final.pdf>)

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: 12/4/23

I, Lisa Gauthier, am hereby submitting my candidacy for the
(Please print name)

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

 Northern (Brisbane, Colma, South San Francisco, San Bruno, Millbrae, Burlingame)

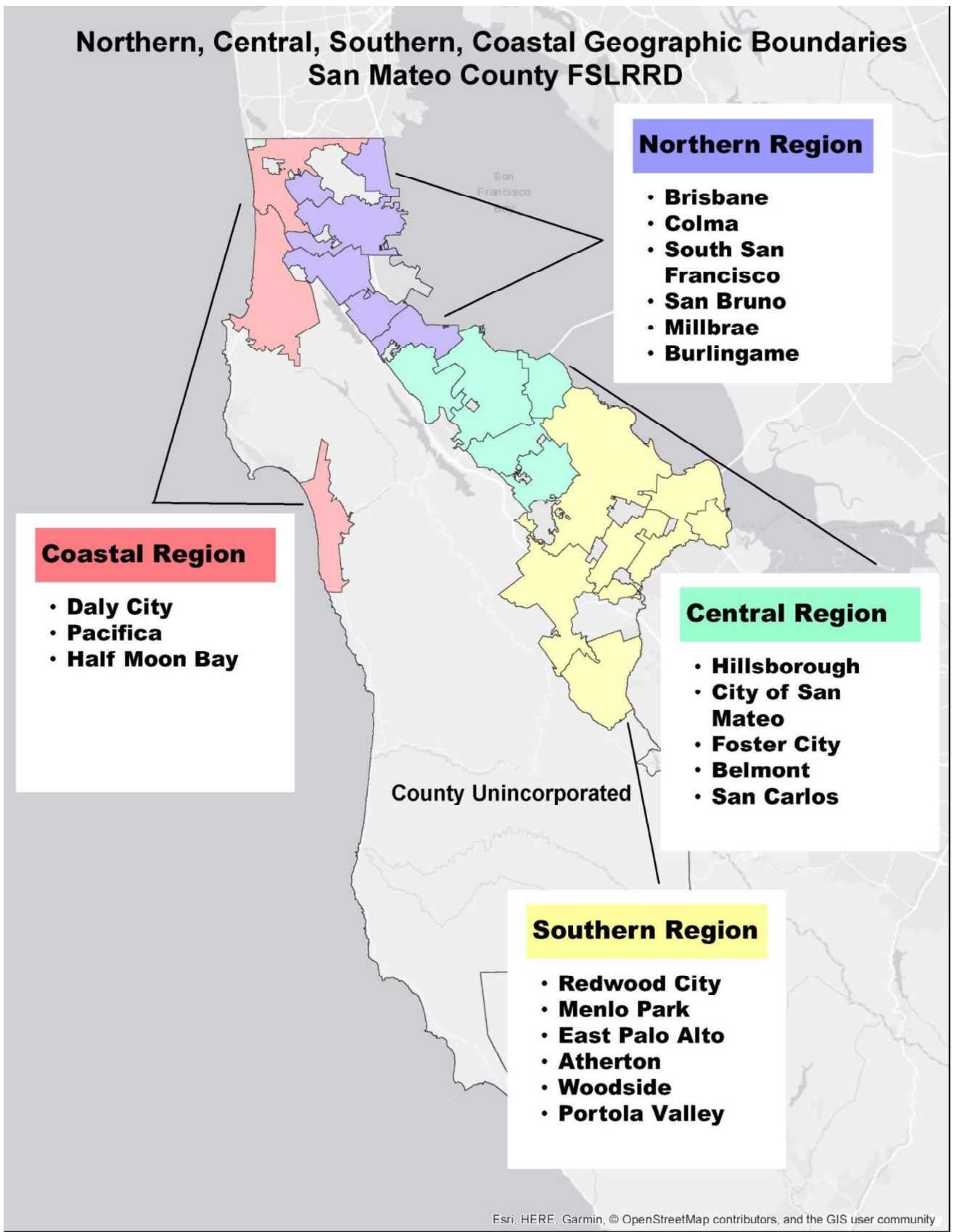
OR

 x **Southern** (Redwood City, Menlo Park, East Palo Alto, Atherton, Woodside, Portola Valley)



Signature

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



C/CAG AGENDA REPORT

Date: December 14, 2023

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

From: Sean Charpentier, Executive Director

Subject: Review and approve Resolution 23-99 adopting the C/CAG Equity Assessment and Framework Development Project Final Report and Action Plan.

(For further information, contact Kim Springer at kspringer@smcgov.org)

RECOMMENDATION

That the C/CAG Board receive a final presentation and review and approve Resolution 23-99 adopting the C/CAG Equity Assessment and Framework Development Project Final Report and Action Plan.

FISCAL IMPACT

The existing Mariposa Planning Solutions agreement is for \$200,000 for the subject Project agreement.

SOURCE OF FUNDS

Fund were appropriated from the General Fund for this project will be partially reimbursed from Surface Transportation Program Planning Grant funds.

BACKGROUND

On April 24, 2022 the C/CAG Board of Directors adopted Resolution 22-16 authorizing the C/CAG Executive Director to execute an agreement with Mariposa Planning Solutions (Consultant) for the C/CAG Equity Assessment and Framework Development Project (Project). The Consultant began work on the project immediately.

Throughout the Project, the C/CAG Board has been updated with presentations. The first presentation was on October 13, 2022 and focused on the scope of the project, the first draft of the Equity Definition, and the first draft of the Historical Perspectives memo. The second presentation was provided on February 9, 2023 and included additional updates to both the Equity Definition and Historical Perspective documents, and a new Equity Connections memo to C/CAG's programs. The third presentation was held on March 9, 2023 and focused on an Existing Conditions analysis and identification (mapping) of Equity Focus Areas in San Mateo County. In addition, a proposed final Equity Framework outline was presented. The fourth presentation was September 14, 2023 and included a progress update, the draft final report structure, and a draft equity Action Plan for review and comment. The fifth presentation was provided at the October 12, 2023 meeting, the staff and the Consultant provided details of the structure of the final report, a draft final C/CAG Equity Assessment

and Framework Development Project Report, and an overview of next steps to finalize the report and deliver it for adoption at the November Board meeting.

This presentation is the final of six presentations provided to the C/CAG Board throughout the Project. Comments received from the C/CAG Board and committees on the draft Action Plan, have been incorporated. Staff and the Consultant will present the final Equity Assessment and Framework Development Project Report (Final Report), which includes all elements provided for review to the C/CAG Board, the Equity Ad Hoc Committee, staff, committees, and community and agency partners.

Throughout the Project the Consultant and staff have held multiple rounds of Working Group meetings with Community Based Organizations and Agency Partners. Community Based Organizations for this project included Youth Leadership Institute, Samaritan House, Nuestra Casa, El Concilio of San Mateo County, Youth United for Community Action (YUCA), and the Housing Leadership Council. Peninsula Conflict Resolution Center has supported coordination of some of these meetings. The Agency Partners engaged include SamTrans, County of San Mateo Equity Office, County Office of Sustainability, Peninsula Clean Energy, and Commute.org. In addition, the C/CAG Board established an Ad Hoc Equity Committee at its March meeting, with participation from Members Hurt, Papan, Taylor, Ortiz, Manalo, and Nicolas. The Ad Hoc Committee has met two times to review documents and provide input. At the September 14, 2023 Board meeting, staff provided a table of stakeholder meetings completed. As an update, to date, there have been 31 stakeholder meetings held. In the months of September and October, the Action Plan document was presented to the Board, the four committees: Resource Management and Climate Protection, Congestion Management Program Technical Advisory, Congestion Management and Environmental Quality (CMEQ), and the Bicycle Pedestrian Advisory Committee.

Mariposa Planning Solutions, with staff input, has prepared the Final Report. The Report includes the following sections: Acknowledgements, Executive Summary, Introduction, and the main body of the report consisting of summaries of the project and deliverables, and appendices with final memo documents, meeting notes, and other documents relevant to the Project.

As mentioned in the presentation at the October 12, 2023 Board meeting, the Executive Summary of the report was to be significantly updated. The errata with these changes to the Executive Summary and other updates to the draft report, are included in the complete errata document provided as an online attachment.

Christopher Lepe, Principal at Mariposa Planning Solutions, and staff will provide a presentation on the Final Equity Assessment and Framework Development Project report, which is posted as an online attachment to this staff report at the link below.

Staff recommends the C/CAG Board review and approve Resolution 23-99 adopting the Equity Assessment and Framework Development Project Final Report and Action Plan.

ATTACHMENTS

1. Resolution 23-99

The following attachment is available to download on the C/CAG website (See “Additional Agenda Materials”) at: <https://ccag.ca.gov/committees/board-of-directors-2/>

2. C/CAG Equity Assessment and Framework Development Project Final Report
3. Errata of changes to the Draft Report presented at the October 12, 2023 Board meeting

RESOLUTION 23-99

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) ADOPTING THE C/CAG EQUITY ASSESSMENT AND FRAMEWORK DEVELOPMENT PROJECT FINAL REPORT AND ACTION PLAN

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. 22-16 on April 24, 2022 authorizing the C/CAG Executive Director to execute an agreement with Mariposa Planning Solutions to complete an Equity Assessment and Framework Development Project; and

WHEREAS, through the scope of the Project, staff and the Consultant have held 32 meetings engaging stakeholders, including: the C/CAG Board, an Equity Ad Hoc Committee established by the C/CAG Board, C/CAG committees, C/CAG staff, an Agency Working Group and Community Working Group; and

WHEREAS, the Consultant has developed and shared elements of the final Framework and Report throughout the project, including: an Equity Definition, San Mateo County Historical Perspective, an Equity Connections memo, completed an Existing Conditions Analysis and Equity Focus Area Mapping review, and a Framework and Action Plan in meetings with stakeholders for comment; and

WHEREAS, the Consultant and staff provided a draft for comment and a final Equity Assessment and Framework Development Project Report to the C/CAG Board for adoption; and

WHEREAS, the C/CAG Board desires to adopt the Final Report and Action Plan and commits to supporting its implementation.

NOW, THEREFORE, BE IT RESOLVED that the Board of Directors of C/CAG hereby adopts the C/CAG Equity Assessment and Framework Development Project Final Report and Action Plan, subject to minor edits or corrections as determined appropriate by the Executive Director and C/CAG Counsel.

PASSED, APPROVED, AND ADOPTED THIS 14TH DAY OF DECEMBER 2023.

Davina Hurt, Chair

C/CAG AGENDA REPORT

Date: December 14, 2023

To: C/CAG Board of Directors

From: Sean Charpentier, Executive Director

Subject: Review and approval of Resolution 23-104 authorizing the C/CAG Executive Director to execute an Agreement with MIG to prepare a C/CAG Strategic Plan for an amount not to exceed \$118,623 covering the period of December 18, 2023 through September 30, 2024, establish a contingency in the amount of \$12,000 (10% of contract) for a total project budget of \$130,623, and execute future amendments in an amount not-to-exceed the appropriated contingency.

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

RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution 23-104 authorizing the C/CAG Executive Director to execute an Agreement with MIG to prepare a C/CAG Strategic Plan for an amount not to exceed \$118,623, covering the period of December 18, 2023 through September 30, 2024, establish a contingency in the amount of \$12,000 (approximately 10% of contract) for a total project budget of \$130,623, and execute future amendments in an amount not-to-exceed the appropriated contingency.

FISCAL IMPACT

The total not to exceed amount for the project budget is \$130,623.

SOURCE OF FUNDS

The adopted Fiscal Year 2023/2024 Budget includes funding for an agency strategic plan.

BACKGROUND

C/CAG was initially formed to address common issues among members, and to adopt and implement state mandated countywide plans and programs, including congestion management, integrated solid waste management, airport land use and hazardous waste management. Over time, the Agency has evolved to tackle a number of additional issues that affect the quality of life of the community, including multi-modal transportation, air quality, climate change, stormwater runoff, and transportation/land use linkage. C/CAG provides a unique forum for the cities and the County to collaborate on common issues and develop cost-effective solutions.

However, with the successful completion of the Agency's Equity Assessment and Framework, and the significant policy and regulatory changes effecting the transportation, energy and stormwater fields, it is a good time to initiate a C/CAG Strategic Planning process. C/CAG developed a Scope of Work to task a consultant to prepare an agency strategic plan for the next three to five years.

The RFP was released on October 26, 2023 to over 96 interested parties, in addition to being posted on the

C/CAG websites. The Strategic Plan involves conducting a thorough background review and situation analysis, including a strengths, weaknesses, opportunities and threats (SWOT) analysis to identify internal and external factors. The selected firm will craft a vision statement, strategic priorities, and a project list based on the SWOT analysis. Additionally, they will facilitate priority-setting working sessions with the C/CAG Board of Directors, and compile gathered information into a comprehensive strategic plan with measurable goals and timetables. The plan will undergo review sessions with stakeholders before finalization and presentation for approval to the C/CAG Board of Directors.

C/CAG received a total of seven proposals from the following firms: Acterra, Good City Company, MIG Inc., Onstrategy, Raftelis, RGS, and Steer. An evaluation panel comprised of three C/CAG staff participated in the ranking process. The proposals were evaluated based on the following criteria:

Written Evaluation Criteria	Weight
Organization of Proposal	5
Staff and Firm Qualifications	25
Understanding of Project Scope of Work	15
Proposed Project Approach	10
Cost Effectiveness	20
References	5
Subtotal:	80

After the initial proposal review, the evaluation panel invited four firms to panel discussions. The four firms included Good City Company, MIG Inc., Raftelis, and Steer. Discussions with these firms were then ranked based on the following criteria:

Interview Evaluation Criteria	Weight
Presentation by team	10
Q&A Response to panel questions	10
Subtotal:	20

An evaluation panel comprised of three C/CAG staff and two advisors (Commute.org Executive Director and the Chair of the C/CAG Board of Directors) participated in the discussion process.

After the panel discussions, one firm, MIG Inc. (MIG), scored higher than the other firms. Consequently, staff recommends awarding the contract to MIG. The table below provides the final ranking of the teams invited for discussions:

Ranking	Consultant Team
1	MIG, Inc.
2	Steer
3	Raftelis
4	Good City Company

As the project progresses, the selected consultant team will be engaging with the Board regularly, as early as February of 2024, to get direction on the agency vision statement, goals and strategic priorities. The process described in the Scope of Work of the draft Agreement with MIG (web-Attachment 2) includes interviews with the C/CAG Board Chair, Vice Chair and Board representatives, in addition to a survey

with all Board members and presentations to the full Board. The proposal from MIG, along with an amended Task 7, optional tasks, can be found in web-Attachment 2.

Staff has collated proposals from the remaining three firms participating in the discussions. These proposals are conveniently accessible online as web-Attachment 4. The remaining three proposals are available upon request.

ATTACHMENTS:

1. Resolution 23-104

The following attachments are available to download on the C/CAG website (See “Additional Agenda Materials”) at: <https://ccag.ca.gov/committees/board-of-directors-2/>

2. MIG Proposal, memo with updated Task 7, Optional Tasks, and Budget
3. Draft Agreement with MIG Inc. for C/CAG Strategic Plan Development for the period of December 18, 2023 to September 30, 2024
4. Proposals from firms participated in the discussion:
 - a. Steer
 - b. Raftelis
 - c. Good City Company

RESOLUTION 23-104

A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO EXECUTE AN AGREEMENT WITH MIG TO PREPARE A C/CAG STRATEGIC PLAN AT AN AMOUNT NOT TO EXCEED \$118,623 COVERING THE PERIOD OF DECEMBER 18, 2023 THROUGH SEPTEMBER 30, 2024, ESTABLISH A CONTINGENCY IN THE AMOUNT OF \$12,000 (10% OF CONTRACT) FOR A TOTAL PROJECT BUDGET OF \$130,623, AND EXECUTE FUTURE AMENDMENTS IN AN AMOUNT NOT-TO-EXCEED THE APPROPRIATED CONTINGENCY.

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

WHEREAS, C/CAG was initially formed to address common issues among members, and to adopt and implement state mandated countywide plans and programs, including congestion management, integrated solid waste management, airport land use and hazardous waste management; and

WHEREAS, over time, the Agency has evolved to tackle a number of additional issues that affect the quality of life of the community; and

WHEREAS, throughout its history, C/CAG has operated without a formalized strategic plan. With the successful completion of the Agency's Equity Assessment and Framework, it marks the initiation of the Agency's inaugural strategic planning process; and

WHEREAS, C/CAG released a Request for Proposal (RFP) seeking a consultant team to prepare a strategic plan for the Agency; and

WHEREAS, through the competitive procurement process, MIG Inc. is being recommended to provide said services; and

WHEREAS, the term of this Agreement is from December 18, 2023 to September 30, 2024, with a Not to Exceed Amount of \$118,623; and

NOW THEREFORE BE IT RESOLVED, by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Executive Director is authorized to execute an Agreement with MIG Inc. to prepare a C/CAG Strategic Plan in a total amount not to exceed \$118,623 through September 30, 2024. Be it further resolved that the Executive Director is authorized to negotiate final terms prior to execution, subject to legal counsel approval. Be it further authorized that a contingency in the amount of \$12,000 (10% of contract) is established, making a total project budget of **\$130,623**, and that the Executive Director can execute future amendments in an amount not-to-exceed the appropriated contingency, subject to approval by Legal Counsel.

PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF DECEMBER, 2023.

Davina Hurt, Chair

C/CAG AGENDA REPORT

Date: December 14, 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)

RECOMMENDATION

C/CAG staff recommend 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.)

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 Schmelzer & Lange (Consultant). Important or interesting issues and votes on positions taken by the Committee, or that arise out of the Committee meetings, are reported to the full C/CAG Board through this item.

The attached report (Attachment 1) from the Consultant may include various updates from Sacramento with respect to the legislative timelines, State Budget, State grant programs, recent committee hearings, and bill progress of interest to C/CAG since the Committee and Board last met. The 2024 Legislative Sessions will begin when the legislature reconvenes on January 3, 2024. Remaining two-year bills will need to pass to the opposite house by the end of January to move forward. The deadline for new bills is February 16, 2024. The 2024 Legislative Calendar can be found here: [2024 Legislative Calendar](#).

At the Legislative Committee meeting held prior to the Board meeting, the Committee will mainly

receive updates from the Consultant on State budget updates, and any additional information from Sacramento on bills discussed in the attached C/CAG Legislative Update. In addition, the consultant may discuss transportation funding and potential efforts to consolidate transportation agencies, and changes in legislative leadership and committee assignments. Staff has included a DRAFT Legislative Plan and Calendar Dates 2024, which includes key dates for planning purposes for the Committee, provided as Attachment 2 to this staff report.

State Authorizing Legislation for a potential future Regional Transportation Revenue ballot measure:

The Metropolitan Transportation Commission (MTC) has been discussing State Authorizing legislation to enable the region to put a regional transportation measure on a future ballot, possibly in 2026. The current schedule is to submit draft legislation in early 2024. The authorizing legislation does not require a regional ballot measure but provides the MTC the authority to pursue a regional measure. One of the recent topics is the role of transit coordination/consolidation that could be included in the regional measure.

Of particular note is the topic of consolidating BART and Caltrain. The December 8th, MTC Legislative Committee has an agenda item (3b) for discussion on the potential regional measure and the topic of transit coordination/consolidation. The link to the staff reports for 3b is included as Attachment 4 below. Under the heading “Bay Area Voters Want a More Integrated Transit System,” MTC includes several data points from the recent regional poll.

1. 73% of all voters strongly support “creating a seamless Bay Area Transit network with coordinated fares, routes, schedules and signage.”
2. 55% prioritize “merging BART and Caltrain into one integrated rail system.”

Attachment 3 has letters opposing consolidation from SamTrans, SAMCEDA, the San Mateo County Chamber, and Californians Advocating Responsible Rail Design (CARRD). Staff will provide an update to the Legislative Committee and the C/CAG Board of Directors on the discussion that occurred at the December 8th MTC Legislative committee.

Additional 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.

Committee members may view the bills being tracked at the following link provided by SYASL: [C/CAG Bill Tracking](#)

ATTACHMENTS

1. C/CAG Legislative Update, December 5, 2023 from Shaw Yoder Antwih Schmelzer & Lange
2. DRAFT Legislative Plan and Calendar Dates 2024
3. Letters from SamTrans, SAMCEDA, San Mateo County Chamber, and CARRD
4. Link to MTC Legislative Committee Staff report: [3bi_23-](#)

Below are informational links:

5. [Recent Joint ABAG MTC Legislation Committee Agendas](#)
6. [California State Association of Counties \(CSAC\) bill positions and tracking](#)
7. [California Associations of Councils of Government \(CALCOG\) bill tracking](#)
8. Full Legislative information is available for specific bills at <http://leginfo.legislature.ca.gov/>
9. [2024 California State Calendar of Legislative Deadlines](#)
10. San Mateo County Delegation
 - [Legislation from Assemblymember Marc Berman](#)
 - [Assemblymember Diane Papan](#)
 - [Legislation from Assemblymember Phil Ting](#)
 - [Legislation from Senator Josh Becker](#)
 - [Legislation Senator Scott Wiener](#)
11. Bill Tracker for C/CAG by SYASL: [C/CAG Bill Tracking](#)
12. Current client roster for Shaw Yoder Antwih Schmelzer & Lange -
<https://syaslparkers.com/clients/>



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

December 5, 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 – December 2023**

Legislative Update

The Legislature remains on interim study recess and will return to Sacramento on January 3 to convene the second year of the 2023-24 Legislative Session. Immediately upon their return, the Legislature will begin working to hear and move bills introduced in 2023 that did not move out of their first house, known as two-year bills. Two-year bills still in their first policy committee will have to move by January 22, with all two-year bills needing to pass the first house by January 31. Shortly after the Legislature reconvenes in January, Governor Newsom will release his proposed Fiscal Year 2024-25 State Budget on January 10. When the Legislature returns, their actions will be subject to the 2024 Legislative Calendar, which is now available [here](#).

Speaker Rivas Appoints Key Committee Chairs

On November 21, 2023, Assembly Speaker Robert Rivas (D-Salinas) announced his much-anticipated changes to policy and fiscal committee chairs in the Assembly. While the change for the Appropriations Committee Chair won't take effect until January 22, the others are effective immediately. Some key changes we would like to note are:

- Assembly Transportation Committee Chair Lori Wilson (D-Fairfield)
- Assembly Appropriations Committee Chair Buffy Wicks (D-Oakland)
- Assembly Budget Subcommittee #4 (Climate Crisis, Resources, Energy, and Transportation) Chair Steve Bennett (D-Ventura) [this appointment reflects a broader jurisdiction for the subcommittee]
- Assembly Budget Committee Chair Jesse Gabriel (D-Encino)
- Assembly Utilities and Energy Committee Chair Cottie Petrie-Norris (D-Irvine)
- Assembly Natural Resources Committee Chair Isaac Bryan (D-Los Angeles)
- Assembly Housing Committee Chair Chris Ward (D-San Diego)

In the months ahead, we expect the Speaker, after conferring with the new committee chairs, to announce the complete roster of all committees. In addition to the changes to the various chairs, Speaker Rivas announced a change to his leadership team, appointing Assembly Member Cecilia Aguiar-

Curry (D-Winters) as Assembly Majority Leader (she is currently the Speaker pro Tempore) and Assembly Member Jim Wood (D-Santa Rosa) as Speaker pro Tempore.

Transition for Senate Pro Tem Announced

On December 4, 2023, it was announced that incoming Pro Tem Mike McGuire (D-Healdsburg) would take the gavel from current Pro Tem Toni Atkins (D-San Diego) on February 5, 2024. We're not sure the timing for other Senate leadership and/or Senate committee chair changes, but it's safe to assume that we could begin to see new posts announced shortly after Senator McGuire is confirmed as Senate leader.

Transit Recovery Task Force

[SB 125 \(Committee on Budget and Fiscal Review\)](#), which was part of the FY 2023-24 Budget Act establishes the Transit Recovery Task Force (Task Force) and requires, by January 1, 2024, CalSTA to convene the Task Force. The Task Force is required to include transit operators (small and large/urban and rural), local governments, MPOs/RTPAs, advocacy organizations, legislative committee staff, and Caltrans. The Task Force will focus on developing policy recommendations that will increase transit ridership and improve transit for users. CalSTA is required to prepare a recommendations report based on the task force's efforts to the Legislature by October 31, 2025. The report is required to cover numerous elements. On November 14, CalSTA opened an application process for interested participants, closing it on November 29. **We expect the Task Force to be selected by December 8, with an initial kick-off meeting on December 19.**

CARB Adopts FY 2023-24 Funding Plan for Clean Transportation Incentives

On November 16, the California Air Resources Board adopted its [Proposed Fiscal Year \(FY\) 2023-24 Funding Plan for Clean Transportation Incentives](#). The Funding Plan includes no new funding for the Hybrid and Zero-Emission Truck and Bus Voucher Incentive Project, commonly known as HVIP. Instead, the Funding Plan acknowledges that HVIP Standard (open to truck and bus projects) and HVIP Transit (open to bus projects) retain significant budget capacity from previous years. Specifically, HVIP Standard retains \$312 million from FYs 2021-22 and 2022-23; and HVIP Transit retains \$111 million from FYs 2021-22 and 2022-23. The Funding Plan includes a policy change to increase the current annual voucher cap for transit agencies from 30 to 50, allowing transit agencies to claim more HVIP vouchers annually. This policy change will go into effect on January 1, 2024.

Two-Year Bills

SB 450 (Atkins) Updates to Ministerial Approvals for Parcel Subdivisions (SB 9) – C/CAG OPPOSE

This bill would make several changes to the ministerial approval process created by SB 9 for a housing development of no more than two units in a single-family zone (duplex), the subdivision of a parcel zoned for residential use into two parcels (lot split), or both by requiring that that an application for a duplex or a lot split shall be considered and approved or denied within 60 days from the date the local agency receives a completed application. If the local agency has not approved or denied the application in that timeframe, it shall be approved. This bill also states that if a local agency denies an application for a duplex or lot split, the permitting agency shall return in writing a full set of comments to the application with a list of deficient items and a description of how the application can be remedied by the applicant. This bill would also prohibit a local agency from imposing objective zoning standards,

objective subdivision standards, and objective design standards that do not apply uniformly to developments within the underlying zone. ***This is a two-year bill.***

SB 532 (Wiener) Bridge Toll Increase

This bill would increase the toll for vehicles for crossing toll bridges in the San Francisco Bay area by \$1.50 until December 31, 2028, and require the revenues collected from this toll to be used by MTC for allocation to transit operators that provide service within the San Francisco Bay area and experiencing an operations funding challenge. Any transit operator seeking an allocation would be required to submit a 5-year projection of its operating need. ***This is a two-year bill.***

ACA 1 (Aguiar-Curry) Lower-Vote Threshold for Local Funding Measures – C/CAG SUPPORT

This measure would authorize a local government, including a special district, to impose, extend, or increase a sales and use tax or transactions and use tax imposed, or a parcel tax, for the purpose of funding the construction, rehabilitation, or replacement of public infrastructure, defined to include projects for the reduction of pollution from stormwater runoff, improvements to transit and streets and highways and projects for the protection of property from the impacts of sea level rise, as well as for affordable housing, if the proposition proposing that tax is approved by 55% of its voters. ***This measure will appear on the November 2024 General Election ballot.***

ACA 13 (Ward) Higher-Vote Threshold to Change Local Funding Thresholds

This measure would requires an initiative constitutional amendment to comply with any increased voter approval threshold that it seeks to impose on future ballot measures. Guarantees in the state constitution the ability of local governments to submit advisory questions to voters. Specifically, this measure: 1) Provides that an initiative measure that includes one or more provisions that amend the California Constitution, and that increases the voter approval requirement to adopt any state or local measure, must receive a proportion of votes in favor of the initiative that is equal to or greater than the highest voter approval requirement imposed by the initiative for the adoption of a state or local measure. 2) Permits a local governing body, at any election, to hold an advisory vote concerning any issue of governance for the purpose of allowing voters within the jurisdiction to voice their opinions on the issue. Provides that an advisory question is approved only if a majority of the votes cast on the question are in favor. Provides that the results of the advisory vote are not controlling on the local governing body. ***This measure may appear on the November 2024 General Election ballot.***

AB 7 (Friedman) Transportation Project Selection

On and after January 1, 2025, this bill would require CalSTA, Caltrans and the California Transportation Commission to incorporate specified principles into their processes for project development, selection, and implementation, including improving safety for all users, addressing environmental impacts and stormwater runoff, prioritizing infrastructure less vulnerable to climate change, and investing in safe and accessible bicycle and pedestrian infrastructure and zero-emission vehicle infrastructure. This bill would also require future California Transportation plans to include a financial element that identifies cost constraints, and an analysis of how the state is achieving the principles outlined in the Climate Action Plan for Transportation Infrastructure, the federal Infrastructure Investment and Jobs Act of 2021, and the federal Justice40 initiative. ***This is a two-year bill.***

AB 761 (Friedman) Transit Transformation Task Force

This bill would require the Secretary of the California State Transportation Agency, on or before July 1, 2024, to establish and convene the Transit Transformation Task Force to include representatives from the department, the Controller's office, various local agencies, academic institutions, nongovernmental organizations, and other stakeholders. The bill would require the task force to develop a structured, coordinated process for early engagement of all parties to develop policies to grow transit ridership and improve the transit experience for all users of those services. The bill would require the secretary, in consultation with the task force, to prepare and submit a report of findings based on the task force's efforts to the appropriate policy and fiscal committees of the Legislature on or before January 1, 2025. ***This bill was incorporated into SB 125 (Committee on Budget and Fiscal Review).***

AB 817 (Pacheco) Brown Act – Advisory Bodies – C/CAG SUPPORT

This bill provides a narrow exemption under the Brown Act for non-decision-making legislative bodies to participate in meetings via teleconferencing outside of a declared state of emergency without posting the physical location of members or requiring a quorum to be present at a meeting location. ***This is a two-year bill.***

AB 1379 (Papan) Brown Act - Remote Meeting Flexibility – C/CAG SUPPORT

This bill also provides a broad interpretation of the Brown Act for all legislative bodies to participate in meetings via teleconferencing outside of a declared state of emergency without posting the physical location of members or requiring a quorum to be present at a meeting location, but would require a local agency to have a physical meeting location open to the public and follow certain notification procedures and meeting procedures. ***This is a two-year bill.***

AB 1525 (Bonta) Transportation Project Impacts to Priority Populations

This bill would require CalSTA, Caltrans, and the California Transportation Commission (CTC), by July 1, 2025, to jointly develop and adopt criteria and an evaluation process for purposes of jointly evaluating each project, as defined, to determine if the project would be located in a priority population, address an important need of a priority population, and provide a direct, meaningful, and assured benefit to a priority population. Beginning July 1, 2025, the bill would require the above agencies to evaluate all new proposed projects using the criteria and then submit a report to the Legislature that evaluates how projects funded during the prior year impacted priority populations. Beginning July 1, 2026 (and every three years thereafter), the bill would require at least 60 percent of the agencies' transportation funds be allocated for projects that serve priority populations. ***This bill was held in the Assembly Appropriations Committee.***

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

The purpose of the Legislative Committee is to review, discuss, and ultimately recommend to the C/CAG Board positions on State legislation, regulation, and State and federal funding and budget matters pertinent to C/CAG's role and mission.

The Legislative Committee should support the following tasks now, through the end of the 2024 legislative sessions:

1. Before the next legislative session, develop positions that establish a priority for tracking and possible action by the Committee, C/CAG's legislative consultant, and staff.
2. Consider the timeline of the upcoming State and Federal sessions, legislative priorities, and need for in-person lobbying efforts early in the legislative session.
3. Initiate recommendations to the C/CAG Board on possible new State legislation as may be deemed necessary in furtherance of C/CAG's mission and legislative priorities
4. Receive, discuss, and respond to State legislative reports from C/CAG's legislative consultant and make recommendations to the C/CAG Board.
5. Meet with State and federal legislators to share C/CAG's legislative policies and priorities, key concerns, and funding requests.

State Activities	Event	Date(s)
Review of Legislative Priorities	Committee Meeting	November 9, 2023
Finalize Legislative Priorities Review Funding Appropriation Priorities (State and Federal)	Committee and Board	December 14, 2023
Legislative Session	Legislative Session Reconvenes	January 3, 2024
Finalize Funding Appropriation Priorities (State and Federal)	Committee Meeting	January 11, 2024
Two-Year Bills	Deadline	January 31, 2024
New Bills	Deadline	February 16, 2024
Advocacy for San Mateo County	POTENTIAL Lobby Day	February 19-23, 26 - March 1, 2024
Legislative Session	Spring Recess	March 21 – April 1, 2024
Legislative Session	Last day to pass bills (both houses)	May 24, 2024
Legislative Session	Budget Bill deadline	June 15, 2024
Legislative Session	Legislative Measure to ballot for Nov 5th General Election	June 27, 2024
Legislative Session	Summer Recess	July 4 – August 5, 2024
Legislative Session	Last day to pass bills (both houses)	August 31, 2024

Full CA Legislative Calendar - [2024 Session Calendar](#)

Federal Activities	Event	Dates(s)
Consultant	Meeting with Ken Brown	January 17, 2024
Appropriations Requests	Finalize List of Requests for consultant and staff to develop	January 31, 2024
Consultant	Presentation to Board	February 8, 2024
Consultant - Washington, DC	POTENTIAL Meetings with Congressional Delegation in Washington, DC, and NOAA, DOT, EPA, BLM, FEMA	March 5-7 or 12-14, 2024

**BOARD OF DIRECTORS 2023**

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APRIL CHAN
 GENERAL MANAGER/CEO

December 7, 2023

Alfredo Pedroza
 Chair, Metropolitan Transportation Commission
 375 Beale Street, Suite 800
 San Francisco, CA 94105-2066

On behalf of the San Mateo County Transit District ("District" or "SamTrans"), the managing agency and a key funding partner of the Peninsula Corridor Joint Powers Board ("Caltrain"), we are writing to express our concerns about any efforts to consolidate Caltrain and BART.

The District has been the managing agency for Caltrain for the past 32 years, and the shared services model we employ to support the operations of SamTrans and Caltrain provide efficiencies for both agencies. The District provides shared services to Caltrain for human resources, contracts and procurement, technology, budgets, communications, grants, and more.

As you may know, the SamTrans, VTA, City & County San Francisco and Caltrain Boards finalized a new governance agreement for Caltrain in 2022. Since that time, we have been working through steps to implement the governance agreement in a deliberate, collaborative way. Negotiation and implementation of the agreement has taken substantial time and effort for all parties, as well as significant financial investment. This is not the time to open up a new governance discussion involving Caltrain. Any envisioned efficiencies that could result from a Caltrain and BART consolidation will take *actual* efficiencies away from the current SamTrans and Caltrain model.

MTC has not discussed a potential Caltrain-BART consolidation with us. Nonetheless, we want to go on record now with our initial view that such reorganization would not be beneficial for the District or for San Mateo County taxpayers. As a reminder, San Mateo County taxpayers already pay a portion of San Mateo Measure A sales tax proceeds to BART. In addition, SamTrans participated in funding the BART extension to SFO, contributing hundreds of millions of dollars in capital costs for that project.

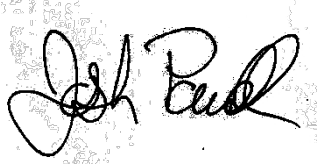
The District is actively engaged with MTC in the ongoing efforts to implement the regional Transit Transformation Action Plan. We participate in Clipper START, regional wayfinding and signage standardization, and free and reduced transfer programs, and we are taking a leadership role on the new Regional Network Management Council. We expect MTC to

SAN MATEO COUNTY TRANSIT DISTRICT
 1250 San Carlos Ave. – P.O. Box 3006
 San Carlos, CA 94070-1306 (650) 508-6200

consult us directly if consolidation of Caltrain with another agency is being seriously considered.

We care first and foremost about delivering quality services to our customers and residents of San Mateo County. At present, we do not believe this community would benefit – and, in fact, would be harmed – by a Caltrain-BART consolidation.

Sincerely,

A handwritten signature in black ink, appearing to read "Josh Powell".

Josh Powell
Chair, SamTrans Board of Directors

A handwritten signature in blue ink, appearing to read "April Chan".

April Chan
General Manager/CEO, SamTrans

Cc: Chair, Joint MTC ABAG Legislative Committee
San Mateo County Transit District Board of Directors
San Mateo County Transit District State Legislative Delegation

December 7, 2023

Hon. Chair Alfredo Pedroza
Metropolitan Transportation Commission (MTC)
Bay Area Metro Center
375 Beale Street, Suite 800
San Francisco, CA 94105-2066

Hon. Chair David Canepa
Joint MTC ABAG Legislation Committee
Bay Area Metro Center
375 Beale Street, Suite 800
San Francisco, CA 94105-2066

Dear Chair Pedroza and Chair Canepa:

We are writing today to express our concern regarding proposals to consolidate Caltrain with other transit agencies. MTC's recent and sudden efforts related to this concept, including conducting polling related to this issue without even consulting Caltrain leadership, lacks transparency and broad stakeholder engagement. This entire subject is disruptive, distracting, and divisive.

Efforts are underway to define and build support for a 2026 regional transportation funding measure which would provide agencies with sustained financial support. The regional measure will require near unanimous consensus among stakeholders to fund campaign activities, recruit volunteers to conduct voter outreach, and attract high profile endorsements as part of a comprehensive campaign to gain approval from voters. It will take a strong and unified coalition, committed to benefitting all transit agencies in the Bay Area and devising pragmatic, sustainable solutions to address rider concerns.

Caltrain is also nearing an exciting transformation. Next year, the agency will launch a fully electrified zero-emission commuter rail service between San Francisco and San Jose. Public, private, business, transit, and non-profit sector leaders have worked together to advance Caltrain Electrification, which will increase frequency, improve speed and reliability, and reduce noise and air pollution impacts on local communities.

Our priority lies in uniting our efforts towards ongoing recovery initiatives and effectively implementing the recommendations detailed in the Transit Recovery Task Force. We are confident that this is the best approach to fostering a cohesive and impactful passenger experience throughout the region's transit systems.

Thus, we ask MTC leaders and staff to prioritize the establishment of a Regional Network Manager and focus on their commitment to supporting state efforts related to SB 125 and the Transit Recovery Task Force. These, and other existing policies, programs, and solutions have the potential for meaningful improvements to transit agency operations and the passenger experience.

We are not supportive of Caltrain consolidation with another agency, as it would impose significant upfront costs and provide no clear benefits for Caltrain riders. This distraction could impede progress at a time when our focus should be on advancing recovery efforts and fulfilling the promise of electrification.

Thank you,

Nadia Naik, Co-Founder, Californians Advocating for Responsible Rail Design (CARRD)
Amy Buckmaster, President & CEO, Chamber San Mateo County
Rosanne Foust, President & CEO, San Mateo County Economic Development Association (SAMCEDA)

CC: MTC Commission and Andy Fremier, Executive Director, MTC
Caltrain Joint Powers Board and Michelle Bouchard, Executive Director, Caltrain
SamTrans Board and April Chan, General Manager & CEO, SamTrans
VTA Board and Carolyn Gonot, General Manager & CEO, VTA
Sean Elsbernd, Chief of Staff, Office of Mayor London Breed, Jeffrey Tumlin, Director of Transportation, SFMTA, and Tilly Chang, Executive Director, SFCTA

C/CAG AGENDA REPORT

Date: December 14, 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)

BACKGROUND

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

There is one press release:

1. **11/21/2023** – Rain Barrel Distribution Post Event Press Release

ATTACHMENTS

1. The written communications are available on the *C/CAG website* (See “Additional Agenda Materials”) at: <https://ccag.ca.gov/committees/board-of-directors-2/>