

# 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 and SAN MATEO COUNTY AIRPORT LAND USE COMMISSION MEETING NOTICE

Meeting No. 378

<p><b>Date:</b> Thursday, November 14, 2024</p> <p><b>Time:</b> 6:30 p.m.</p> <p><b>Primary Location:</b> 1250 San Carlos Ave. 2<sup>nd</sup> Floor, Auditorium San Carlos, CA 94070</p>	<p><b>Join by Webinar:</b> <a href="https://us02web.zoom.us/j/84261811151?pwd=se1lLa0saH3T7gS3tJBhwiltzM44bc.1">https://us02web.zoom.us/j/84261811151 ?pwd=se1lLa0saH3T7gS3tJBhwiltzM44 bc.1</a></p> <p><b>Webinar ID:</b> 842 6181 1151</p> <p><b>Password:</b> 111424</p> <p><b>Join by Phone:</b> (669) 900-6833</p>
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#### \*\*\*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 update on OneShoreline and on the recruitment process for the Southern Region City seat and possibly others on OneShoreline's (San Mateo County Flood and Sea Level Rise Resiliency District) Board of Directors. p. 1
- 2.2 Certificate of Appreciation to Rich Hedges for his years of dedicated service to C/CAG. p. 5

- 2.3 Certificate of Appreciation to Sue Vaterlaus for her years of dedicated service to C/CAG. p. 6
- 2.4 Certificate of Appreciation to Alicia Aguirre for her years of dedicated service to C/CAG. p. 7

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. 376 dated September 12, 2024. ACTION p. 8
- 3.2 Approval of minutes of regular business meeting No. 377 dated October 10, 2024. ACTION p. 17
- 3.3 Review and approval of Resolution 24-75 determining that a proposed warehouse/distribution facility at 1000 San Mateo Ave., San Bruno, is conditionally consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport. ACTION p. 22
- 3.4 Review and approval of Resolution 24-76 determining that a proposed office/life science campus, including related rezoning, at 1301 Shoreway Road, Belmont, is conditionally consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Carlos Airport. ACTION p. 28
- 3.5 Review and approval of Resolution 24-66 ratifying C/CAG's submission of recommended project awards to the Bay Area Air Quality Management District in an aggregate total of \$1,000,000 in Fiscal Year 2024/25 Transportation Fund for Clean Air Funds for San Bruno's Public Works Corporation Yard Electrification and San Mateo's Battery Electric Street Sweeper projects, and further authorize the C/CAG Executive Director to execute associated funding agreements with project sponsors. ACTION p. 35
- 3.6 Review and approval of Resolution 24-67 authorizing the C/CAG Executive Director to execute Amendment No. 2 to the Fiscal Year 2021/22 Transportation Fund for Clean Air (TFCA) Funding Agreement with City of Millbrae for the Millbrae Smart City Traffic Signal Project, extending project completion date to March 31, 2025, at no additional cost. ACTION p. 42
- 3.7 Review and approval of Resolution 24-77 authorizing the C/CAG Executive Director to execute Amendment No. 2 to the Fiscal Year 2021/22 Transportation Fund for Clean Air (TFCA) Funding Agreement with City of San Bruno for the Bicycle Route Installation Project, extending project completion date to March 31, 2025, at no additional cost. ACTION p. 47
- 3.8 Review and approval of Resolution 24-71 authorizing the C/CAG Executive Director to

execute a funding agreement with Metropolitan Transportation Commission (MTC) in an amount up to \$200,000 to expand and operate the Bay Wheels Bikeshare program in the City of Daly City. ACTION p. 52

3.9 Review and approval of Resolution 24-72 requesting the transfer of project sponsorship of the OBAG 3 Bay Road Complete Street Rehabilitation Project from County of San Mateo to Redwood City, and support for a 3-month extension and flexibility for the City of Daly City in meeting the Housing Incentive Pool (HIP) grant program Housing Element requirements. ACTION p. 57

3.10 Review and approval of Resolution 24-78 authorizing the C/CAG Executive Director to execute an Agreement with S.R. Rose Engineering Inc to provide project management services for the Northern Cities Smart Corridor project, in an amount not to exceed \$171,600 covering the period of November 18, 2024 through May 31, 2026, establishing a contingency in the amount of \$ 17,160 (10% of contract) for a total project budget of \$188,760, waiving the Request for Proposals process in accordance with C/CAG procurement policy, and authorizing the Executive Director to execute future amendments in an amount not-to-exceed the appropriated contingency. ACTION p. 66

3.11 Review and approval of Resolutions 24-69 and 24-73 to allocate \$250,000 of Fiscal Year 2024/2025 Transportation Development Act (TDA) Article 3 funding for the San Mateo Countywide Comprehensive Bicycle and Pedestrian Plan update, and to adopt the San Mateo County TDA Article 3 Program for Fiscal Year 2024/2025 totaling \$2,512,217. ACTION p. 71

3.12 Receive a copy of the executed Amendment No. 1 to the agreement with Fehr & Peers for maintenance services of the San Mateo Countywide Vehicle Miles Traveled (VMT) Estimation Tool, extending the agreement term only. INFORMATION p. 85

3.13 Review and approval of Resolution 24-68 authorizing the C/CAG Executive Director to execute a Memorandum of Understanding (MOU) between C/CAG and the San Mateo County Transportation Authority (SMCTA) for the Countywide Comprehensive Bicycle and Pedestrian Plan update. ACTION p. 87

3.14 Review and approval of Resolution 24-74 authorizing the C/CAG Executive Director to execute a Partnership Agreement with Climate Resilience Communities to submit an application for up to \$20 million under the U.S. Environmental Protection Agency Community Change Grant Program for the proposed *Groundwork for Resilience and Equity in San Mateo County: Advancing Green Infrastructure and a Green Workforce in Frontline Communities* project. ACTION p. 90

3.15 Review and approval of Resolution 24-79 specifying the membership requirements for the Legislative Committee. ACTION p. 105

#### 4.0 **REGULAR AGENDA**

4.1 Review and approval of Resolution 24-70 adopting the first C/CAG Strategic Plan. ACTION p. 109

- 4.2 Review and acceptance of the San Mateo Countywide Automated Vehicle Strategic Plan. ACTION p. 112
- 4.3 Appoint two Board of Director members to serve on the San Mateo County Express Lane Joint Powers Authority (SMCEL-JPA). ACTION p. 115
- 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. 117
- 4.5 Review and approval of the appointments of one Public and one Environmental member to the Congestion Management & Environmental Quality (CMEQ) Committee. ACTION p. 126

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 – 5 Letters p. 137

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 December 12, 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](mailto: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](mailto:mcrume@smcgov.org).
2. Your email should include the specific agenda item on which you are commenting or note that your comment concerns an item that is not on the agenda.
3. Members of the public are limited to one comment per agenda item.
4. If your emailed comment is received at least 2 hours prior to the meeting, it will be provided to the C/CAG Board members, made publicly available on the C/CAG website along with the agenda. Emails received less than 2 hours before the meeting will be provided to the C/CAG Board members and included in the administrative record of the meeting as soon as practicable.

Spoken comments will be accepted during the meeting 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 2<sup>nd</sup> 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: November 14, 2024

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

From: Sean Charpentier, Executive Director of C/CAG

Subject: Receive a presentation update on OneShoreline and on the recruitment process for the Southern Region City seat and possibly others on OneShoreline's (San Mateo County Flood and Sea Level Rise Resiliency District) Board of Directors.

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### **Recommendation:**

That the C/CAG Board of Directors receive a presentation update on OneShoreline and on the recruitment process for the Southern Region City seat and possibly others on OneShoreline's (San Mateo County Flood and Sea Level Rise Resiliency District) Board of Directors.

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### **Fiscal Impact:**

None.

### **Background:**

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

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

Key OneShoreline priorities include:

1. Continue to work with cities on key planning documents, and with developers to build resilience today.
2. Advance new multi-jurisdictional projects that connect and align substantial protection

for neighboring jurisdictions.

3. Further the countywide Flood Early Warning System and create multi-jurisdictional Emergency Action Plans.
4. Develop long-term, stable funding to build regional resilience to multiple climate risks.
5. Ensure project financing reflects project benefits.

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

As detailed in the authorizing legislation, the OneShoreline Board of Directors consists of seven seats, including five regional geographic representatives (four City Council representatives from the north, central, south, and coastal regions and one County Board of Supervisors representative from the coastal district) and two at-large seats designated for one City Council member and one County Supervisor from any area of the county. A map of the districts is included as Attachment 1, Exhibit 2.

Pursuant to Assembly Bill 825, the C/CAG Board of Directors appoints all five of the city seats. To accomplish staggered Board member terms, AB 825 established four-year terms for most seats, except for two-year initial terms for the City Council At-Large, Central Region, and Coast Region seats; as well as the County Supervisor At-Large seat. The current roster is below.

<b>Seat</b>	<b>Representative</b>	<b>Appointing Agency</b>	<b>Appointed</b>	<b>Term Expires</b>
<b>City Council Southern Region</b>	<b>Lisa Gauthier, City of East Palo Alto</b>	<b>C/CAG</b>	<b>06/13/2019 (term beginning 01/01/2020) – reappointed 12/14/2023)</b>	<b>12/31/2027</b>
City Council Northern Region	Donna Colson, City of Burlingame	C/CAG	06/13/2019 (term beginning 01/01/2020) – reappointed 12/14/2023)	12/31/2027
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	Appointed by County Board of Supervisors	
County Supervisor At-Large	David Pine, District 1	County Board of Supervisors	Appointed by County Board of Supervisors	

East Palo Alto City Councilmember Lisa Gauthier is running for the County Supervisor seat and will no longer be an East Palo Alto City Councilmember in December 2024. Accordingly, the C/CAG Board will need to appoint a replacement for the Southern Region Seat.

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

Southern Region:

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

OneShoreline Board meetings are often, but not exclusively, the fourth Monday of each month at 4pm.

OneShoreline conducts critical flood protection and reduction activities in the County. Staff would like to fill the vacant position as soon as possible. Staff has prepared a draft recruitment package, included as Attachment 1, which will be distributed to City Councilmembers, C/CAG Board members, City Managers, and City Clerks.

Staff proposes the following schedule.

- November 14th - C/CAG – C/CAG Board of Director’s receives a presentation on the recruitment process.
- November 15th- C/CAG staff distribute application package.
- December 5th, 5pm- Deadline to submit Candidacy Form for seat.
- December 12<sup>th</sup> - C/CAG Board of Directors appoints a representative to the Southern Region seats.

The recruitment package summarizes the purpose of the recruitment, defines the geographic boundaries for the City/Town council seats, and requires interested council members to submit a Candidacy Form and a letter of interest. Candidates will be provided an opportunity to speak to the C/CAG Board at the December 14, 2023, Board meeting, prior to the C/CAG Board voting to appoint a candidate.

**Attachments:**

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

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



2. Presentation on OneShoreline program updates to the C/CAG Board of Directors, November 14, 2024.

# C/CAG

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### **A PRESENTATION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) EXPRESSING APPRECIATION TO RICH HEDGES FOR HIS DEDICATED SERVICE TO C/CAG**

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

**WHEREAS** Rich Hedges, has served on the C/CAG Board of Directors from 2023 through 2024; and

**WHEREAS** Rich Hedges, has served on the San Mateo County Express Lanes Joint Powers of Authority (SMCEL-JPA) Board of Directors in 2024; and

**WHEREAS** Rich Hedges, has served as Councilmember of City of San Mateo in 2022 through 2024; and

**WHEREAS**, Rich Hedges has a long history of public service and civic engagement, making significant contributions at the city, county, regional, and state levels, including serving 20 years on the MTC Policy Advisory Committee. He has led successful campaigns to raise funds and balance the city’s budget and has actively participated in key organizations such as the Congestion Management and Environmental Quality Committee (CMEQ), the Bicycle and Pedestrian Advisory Committee, and the Association of Bay Area Governments (ABAG), helping to guide regional planning and shape important policy decisions; and

**WHEREAS**, Rich Hedges embodies and advocates for good governance, with ethics as his core guiding principle. He is dedicated to bringing corporate-level rigor and discipline to all facets of local government. Constantly challenging himself, his colleagues, and staff to reach higher standards, he aims to improve the overall quality of life for all residents; and

**NOW, THEREFORE**, that the Board of Directors of C/CAG extends its sincere commendation and deep appreciation to Rich Hedges for his many years of dedicated public service to the residents of San Mateo County and wishes him continued happiness and success in all his future endeavors.

**PASSED, APPROVED, AND ADOPTED THIS 14<sup>TH</sup> DAY OF NOVEMBER 2024.**

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*Adam Rak, Chair*

# C/CAG

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

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### **A PRESENTATION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) EXPRESSING APPRECIATION TO SUE VATERLAUS FOR HER DEDICATED SERVICE TO C/CAG**

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

**WHEREAS**, Sue Vaterlaus, has served on the C/CAG Board of Directors from 2017 through 2024; and

**WHEREAS**, Sue Vaterlaus, has served on the C/CAG Legislative Committee from 2017 through 2024; and

**WHEREAS**, Sue Vaterlaus, has served as Mayor in in the City of Pacifica in 2023, Vice Mayor in 2018; and

**WHEREAS**, Sue Vaterlaus, has made significant contributions to Pacifica through her leadership in various projects. She has actively promoted economic development, with a focus on supporting small businesses and strengthening local commerce. Additionally, she has worked on environmental initiatives, including efforts to combat sea-level rise and preserve the city’s beaches. Her role in the Pacifica Library Project demonstrates her commitment to enhancing community resources and services, all aimed at improving the quality of life for residents; and

**WHEREAS**, Sue Vaterlaus has supported Pacifica's growth by backing key infrastructure projects such as the Beach Boulevard redevelopment and the Wet Weather Equalization Basin, which addresses stormwater management. A strong advocate for housing, she has also worked on policies to meet affordable housing needs. Her dedication to sustainability and public safety initiatives further underscores her commitment to improving both the community and the environment in Pacifica; and

**NOW, THEREFORE**, the Board of Directors of C/CAG extends its heartfelt commendation and deep gratitude to Sue Vaterlaus for her years of dedicated public service to the residents of San Mateo County. The Board wishes her continued happiness and success in all her future endeavors.

**PASSED, APPROVED, AND ADOPTED THIS 14<sup>TH</sup> DAY OF NOVEMBER 2024.**

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*Adam Rak, Chair*

# C/CAG

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### **A PRESENTATION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) EXPRESSING APPRECIATION TO ALICIA AGUIRRE FOR HER DEDICATED SERVICE TO C/CAG**

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

**WHEREAS**, Alicia Aguirre, has served on the C/CAG Board of Directors from 2010 through 2024, serving as the Chair from 2016 through 2018; and

**WHEREAS**, Alicia Aguirre, was elected to the Redwood City Council in January 2005 and has served for 19 years; and

**WHEREAS**, Alicia Aguirre, served as Mayor of Redwood City in 2012, becoming the city's first Latina Mayor. She also held the position of Vice Mayor in 2011; and

**WHEREAS**, Alicia Aguirre, has served on the San Mateo County Express Lanes Joint Powers of Authority (SMCEL-JPA) Board of Directors from 2019 through 2024; and

**WHEREAS**, as an inaugural board member of the SMCEL-JPA, Alicia Aguirre played a key role in driving several major initiatives. She contributed to the creation and implementation of the Bay Area's first express lane equity program and was instrumental in negotiating and securing a \$100 million loan for the express lane's construction project. Aguirre also played a vital part in developing the SMCEL-JPA's branding and logo, while negotiating essential agreements with BAIFA, BATA, CALTRANS, and the CHP. Additionally, she participated in the grand opening ceremonies for the southern segment in February 2022 and the northern segment in April 2023; and

**WHEREAS**, Alicia Aguirre has made numerous impactful contributions to the residents of Redwood City. She has worked extensively on promoting civic engagement and education, both as a council member and through her professional role as a professor at Cañada College. Aguirre has been a strong advocate for affordable housing, transportation infrastructure improvements, and economic development. Additionally, she has contributed to environmental sustainability efforts and the promotion of equity in city services. Her leadership in the community reflects her commitment to enhancing the quality of life for all residents of Redwood City; and

**NOW, THEREFORE**, the Board of Directors of C/CAG hereby commends and extends its heartfelt gratitude and appreciation to Alicia Aguirre for her years of dedicated public service to the residents of San Mateo County.

**PASSED, APPROVED, AND ADOPTED THIS 14<sup>TH</sup> DAY OF NOVEMBER 2024.**

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*Adam Rak, Chair*

# C/CAG

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

#### MINUTES

Meeting No. 376  
September 12, 2024

**\*\*\*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 Adam Rak called the meeting to order at 6:30p.m. Roll call was taken.

AGENCY:	IN-PERSON:	ABSENT:	REMOTE AB 2449	REMOTE Publicly Accessible Teleconference Location:
Atherton		Absent		
Belmont		Absent		
Brisbane	Karen Cunningham			
Burlingame	Peter Stevenson			
Colma		Absent		
Daly City	Julyn Manalo			
East Palo Alto	Lisa Gauthier			
Foster City	Stacy Jimenez			
Half Moon Bay		Absent		
Hillsborough	Christine Krolik			
Menlo Park		Absent		
Millbrae	Anders Fung			
Pacifica	Tygaras Bigstyck			
Portola Valley	Craig Taylor			
Redwood City			Alicia Aguirre	
San Bruno	Michael Salazar			
San Carlos	Adam Rak			
San Mateo	Rich Hedges			
South San Francisco	Eddie Flores			
Woodside		Absent		
San Mateo County		Absent		

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

<b>C/CAG Staff Present (In-Person):</b>	<b>Members of the Public (Remote):</b>
Sean Charpentier – Executive Director	*Rico Medina – San Bruno/Transportation Authority
Melissa Andrikopoulos – Legal Counsel	Mike Swire
Mima Crume – Clerk of the Board	Drew Corbett
Audrey Shiramizu	
Eva Gaye	<b>Members of the Public (In-Person):</b>
Jeff Lacap	John Ford – Commute.org
Kaki Cheung	Carmen Chen – Commute.org
Kim Springer	
Susy Kalkin	
<b>C/CAG Staff Present (Remote):</b>	
Kim Wever	
Reid Bogert	
Van Ocampo	

Board Member Fung MOVED to approve Board Member Aguirre the use of AB 2449 emergency cause. Board Member Hedges SECONDED. **MOTION CARRIED 13-0-0**

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

## 2.0 PRESENTATIONS / ANNOUNCEMENTS

- 2.1 Receive a Presentation on the performance of San Mateo County Highway 101 Express Lanes Program. INFORMATION

The Board received a presentation on the performance of the San Mateo County Highway 101 Express Lanes Program, covering the first full year of operation. The report highlighted steady usage and revenue growth, with daily trips increasing from 52,000 to 56,000 and a total of 7.28 million trips from 900,000 unique vehicles over six months. Quarterly revenue averaged \$7 million, reaching \$15.1 million for the fiscal year, alongside a reduction in toll violations.

Express lanes maintained speeds 10-11 mph faster than general-purpose lanes, while ongoing projects are addressing congestion hotspots, particularly near the 92/101 interchange.

The Community Transportation Benefits Program has increased its benefit to \$200, with a focus on expanding outreach to equity priority areas.

Board members requested additional data on congestion impacts, toll costs, and traffic

comparisons before and after the express lanes were implemented. Public concerns raised included congestion for non-users and air pollution impacts.

The Board will work with the JPA to develop evaluation metrics and plan a follow-up presentation with further data.

- 2.2 Receive a presentation from Commute.org on countywide trip reduction efforts.

INFORMATION

The Board received a presentation from Commute.org on trip reduction initiatives, outlining programs for fiscal year 2025 aimed at reducing vehicle miles traveled (VMT) and easing congestion.

Commute.org runs three core programs: commuter education, employer engagement, and shuttle services. The agency also launched new initiatives, including a grant program, expanded bike education, and a commute planning app.

Under the 2022 TDM Policy, developers of projects generating over 100 daily trips must implement TDM measures. Commute.org will monitor compliance two years after occupancy using the OneCommute platform.

Board members expressed concerns about missing compliance checklists and emphasized the need for greater outreach. A letter will be sent to Board members to encourage collaboration with city managers on compliance efforts.

### 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. 375 dated June 13, 2024.

APPROVED

- 3.2 Biennial review and approval of the C/CAG Conflict of Interest Code.

APPROVED

- 3.3 Review and approval of the appointment of Marie Chuang, Councilmember, Town of Hillsborough to the C/CAG Finance Committee to fill one vacancy.

APPROVED

- 3.4 Review and approval of Resolutions 24-49 to 24-52 supporting submittal of applications for San Mateo County Transportation Authority Cycle 7 Pedestrian and Bicycle and the Cycle 2 Alternative Congestion Relief/Transportation Demand Management Programs and authorizing local match:

- 3.4.1 Review and approval of Resolution 24-49 to support a joint application for Measure A Alternative Congestion Relief and Measure W Transportation Demand Management program funding to prepare a Shared Automated Vehicle Feasibility Study, in partnership with the San Mateo County Transportation Authority, and authorize a local match of \$20,000.

APPROVED

- 3.4.2 Review and approval of Resolution 24-50 to support an application for Measure A

Alternative Congestion Relief and Measure W Transportation Demand Management program funding to develop a Smart Corridor Incident Response Timing Plan for the northern cities (Daly City/Colma & Brisbane) and authorize a match of \$20,000; and authorize a match of \$10,000 to support South San Francisco's application for a Smart Corridor Incident Response Timing Plan.

APPROVED

3.4.3 Review and approval of Resolution 24-51 to support an application for Measure A Alternative Congestion Relief and Measure W Transportation Demand Management program funding for sidewalk data procurement for the San Mateo County Comprehensive Bicycle and Pedestrian Plan Update, and authorize a local match of \$20,000.

APPROVED

3.4.4 Review and approval of Resolution 24-52 to support an application for Measure A & W Cycle 7 Pedestrian and Bicycle Program funding to launch a San Mateo County Bikeshare and Scooter-share Education and Marketing Campaign and authorize a local match of \$10,000.

APPROVED

3.5 Review and approval of Resolution 24-53 authorizing the C/CAG Executive Director to execute the Amended and Restated Memorandum of Understanding with San Mateo County Transportation Authority and all other documents necessary to complete the Project Approval & Environmental Document Phase of the US 101 Managed Lane Project, North of I-380.

APPROVED

3.6 Review and approval of recommendation of no change to the investment portfolio and accept the Quarterly Investment Report as of June 30, 2024.

APPROVED

3.7 Review and approval of Resolution 24-54 adopting the C/CAG Investment Policy Update.

APPROVED

3.8 Review and approval of Resolution 24-55 amending the Congestion Management Program Technical Advisory Committee and the Stormwater Committee guidelines by designating the Director of Engineering and Transportation as the primary representative for the City of Redwood City.

APPROVED

3.9 Review and approval of Resolution 24-56 authorizing the C/CAG Executive Director to send a letter to the County of San Mateo and CalRecycle summarizing C/CAG's review of the Countywide Integrated Waste Management Plan as the Local Task Force in San Mateo County.

APPROVED

3.10 Review and approval of Resolution 24-57 determining that the Daly City Draft 2023-2031 Housing Element and related general plan and zoning amendments are conditionally consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport.

APPROVED

3.11 Review and approval of Resolution 24-58 authorizing the C/CAG Executive Director to negotiate, subject to legal counsel approval, and execute Amendment No. 2 to the funding agreement with the City of Pacifica for the Sharp Park Priority Development Area Pedestrian Improvement Project to extend the agreement to December 31, 2025.

APPROVED



- 3.12 Receive a copy of Amendment No. 1 to the agreement with MIG to prepare a C/CAG Strategic Plan, extending the period of performance to October 30, 2024.

INFORMATION

- 3.13 Review and approval of Resolution 24-59 authorizing the C/CAG Executive Director to execute a Memorandum of Understanding (MOU) between C/CAG and the San Mateo County Transportation Authority (SMCTA) for the Countywide Transportation Plan update.

APPROVED

- 3.14 Review and approval of Resolution 24-60 authorizing the C/CAG Executive Director to execute the First Amendment to the Memorandum of Understanding (MOU) between the San Mateo County Transportation Authority (SMCTA) and C/CAG for the US 101 SR 92 Interchange Area Improvement Project.

APPROVED

- 3.15 Review and approval of appointment of Councilmember Betsy Nash of Menlo Park, to fill a vacant elected official seat on the Resource Management and Climate Protection Committee.

APPROVED

Board Member Fung **MOVED** to approve the consent agenda items 3.1 through 3.15.  
Board Member Manalo **SECONDED**. **MOTION CARRIED 14-0-0**

#### 4.0 **REGULAR AGENDA**

- 4.1 Review and approval of Resolutions 24-61 through 24-62 authorizing the C/CAG Executive Director to execute amendments to the Daly City/Colma construction funding agreement and the Caltrans construction cooperative agreement for the construction phase of the Northern Cities Smart Corridor Expansion project.

APPROVED

The Board received a presentation on the Smart Corridor project and related funding agreement amendments.

The Smart Corridor project utilizes Intelligent Transportation Systems (ITS), including CCTV cameras, changeable message signs, and fiber optic communications, to manage congestion on major corridors like Highway 101 and 280.

C/CAG proposed adding \$1.038 million to the Daly City/Colma agreement due to higher-than-expected construction bids, bringing the total to \$6.83 million. Brisbane's agreement remains unchanged.

The Board discussed the cost estimate process, noting Daly City had to rebid the project. The amendments were considered urgent to prevent losing \$10.3 million in state funding.

Board Member Hedges **MOVED** approval of item 4.1. Board Member Gauthier **SECONDED**. **MOTION CARRIED 14-0-0**

- 4.2 Review and approval of Resolution 24-63 adopting the amended C/CAG Program Budget for Fiscal Year 2024-25. (*Special Voting Procedure Apply*)

APPROVED

The Board received a presentation regarding amendments to the agency budget.

The proposal included transferring \$350,000 from the C/CAG Measure M Fund to the Smart Corridor Program to prevent the loss of state funding and ensure project completion.

Additionally, it was recommended to shift \$230,000 in consultant expenditures from federal funds to the Local Congestion Relief Program due to flat federal funding. This shift would support the countywide transportation plan and slow the use of federal funds. Another request was made to set aside \$70,000 as a local match for grant applications to the Transportation Authority's (TA) Bike Ped and Congestion Relief programs.

Board Member Hedges **MOVED** to approve item 4.2. Board Member Vice Salazar **SECONDED**.

A Special Voting Procedure was taken by roll call. **MOTION CARRIED 14-0-0**. Results: 14 Agencies approving. This represents 67% of the agencies, representing 80% of the population.

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

- 4.3 Action on Compensation Adjustment for Executive Director and review and approval of Resolution 24-64 authorizing the C/CAG Chair to execute Amendment No. 3 to the agreement between C/CAG and Executive Director. **APPROVED**

Chair Rak informed that item 4.3 concerns amendments to Executive Director Sean Charpentier's contract. As required by the Brown Act, an oral report on the recommended salary is provided. If approved, the amendment raises the Executive Director's salary to \$265,732 with no other changes to compensation or benefits.

Ms. Andrikopoulos, Legal Counsel, confirmed the salary increase at 6% and the Board has recommended implementing a more formal 360-degree review process in the future.

Board Member Hedges **MOVED** approval of the 4.3. Board Member Gauthier **SECONDED**. **MOTION CARRIED 14-0-0**

- 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.) **APPROVED**

C/CAG Legislative Committee staff, Kim Springer, provided an overview of topics discussed earlier in the evening at the C/CAG Legislative Committee meeting. The overview included bills on the Governor's desk for signature and both the deadline for signature and the upcoming recess and next legislative session. Concerns about a budget bill threatening future funding of energy efficiency programs, earlier in the current session, were continued to discussions in the next session. Staff mentioned Proposition 4 and 5 and the fact that there will be no housing bond on the ballot in November. The board was informed about three veto request letters sent to the Governor: SB 1037 (Wiener) – Housing Element Enforcement, SB 450 (Atkins) Updates to Ministerial Approvals for Parcel Subdivisions, and AB 3093 (Ward) – Housing Element, had been sent. Executive Director, Sean Charpentier requested that the Board ratify the AB 3093 (Ward) veto letter to the Governor.

The Board voted to ratify the letter with a motion from Board Member Hedges, seconded by Board Member Cunningham. **MOTION CARRIED 14-0-0.** Executive Director, Sean Charpentier led a brief discussion on the current standing of a regional transportation measure by MTC to be submitted as a bill for the 2025 session by February 2025.

## 5.0 COMMITTEE REPORTS

### 5.1 Chairperson's Report

None.

### 5.2 Board Members Report/Communication

Board Member Bigstyk announced two upcoming events: a climate change and sea level rise discussion at Skyline College on September 25, featuring Assemblymember Papan, and Pacifica's Fog Fest on September 28-29.

Board Member Manalo invited everyone to Daly City's inaugural Top of the Hill Festival, highlighting its convenient location near BART and SamTrans. The festival is scheduled for Saturday, October 19, from 11 AM to 5 PM.

Board Member Flores invited everyone to the ribbon-cutting ceremony for the Karyl Matsumoto Caltrain Plaza in South San Francisco on September 21<sup>st</sup> at 9am.

Board Member Aguirre invited the Board to the annual Fiesta Patrias in Redwood City on September 15<sup>th</sup> 3pm-8pm, celebrating Central American Independence Day with cultural performances.

## 6.0 EXECUTIVE DIRECTOR'S REPORT

Mr. Charpentier expressed appreciation for the Board's support and acknowledged the C/CAG team's efforts. A new staff member, Dan Sternkopf, has joined as Senior Program Specialist in the stormwater program.

Although the \$60 million NOAA grant application was not awarded, smaller projects will proceed. The Board was also informed about a \$500,000 Safe Streets for all application, with Half Moon Bay leading Vision Zero implementation.

The e-bike shared micromobility pilot in Daly City and Redwood City is advancing, with MTC recommending Bay Wheels expansion in Daly City.

Audrey Shiramuzu presented to the ITS Board on the joint C/CAG and TA AV strategy, which will come to the Board for adoption in the fall.

The October Board meeting will be moved to 455 County Center, Room 101, due to venue unavailability.

## 7.0 **COMMUNICATIONS** - Information Only

### 7.1 Written Communication – 13 Letters p.

- Letter to MTC Staff regarding Draft 2024 Equity Priority Communities Update, date May 25, 2024
- Letter (transmitted electronically) to Governor Gavin Newsom, in support of Joint Legislative Budget Plan Proposal for Regional Early Action Planning Grants of 2021 (REAP 2.0), dated June 7, 2024
- Letter to Buffy Wicks Chair, Assembly Appropriations Committee opposing SB 1037 (Wiener) Housing Element Enforcement, dated June 25, 2024
- Letter to Nancy Skinner Chair, Senate Housing Committee noting concerns, AB 3093 (Ward) – Housing Element Categories, dated June 25, 2024
- Letter to Pete Buttigieg United States Secretary of Transportation regarding Support for Strengthening Mobility and Revolutionizing Transportation (Smart)Stage 1 Grant Program, dated June 27, 2024
- Comment Letter addressed to the State Water Resources Control Board regarding its Revised Draft Cost Reporting Policy, dated July 9, 2024
- Letter to San Mateo County Transportation Authority regarding Support for the Countywide Bicycle Trainers program, dated August 15, 2024
- Letter to Linda Hui, Strategic Incentives Division, Bay Area Air Quality Management District regarding comments on the Transportation Fund for Clean Air (TFCA) 40% Fund Policies commencing FYE 2026, dated August 23, 2024
- Letter to Gavin Newsom requesting Veto of SB 1037 (Wiener) – Housing Element Enforcement, dated September 4, 2024
- Letter to Gavin Newsom requesting Veto of AB 3093 (Ward) – Housing Element Categories, dated September 4, 2024
- Letter to Gavin Newsom requesting Veto of SB 450 (Atkins) – Housing Development Approvals, dated September 4, 2024
- Letter to Britt Tanner, IDEA TSP Program Manager, Metropolitan Transportation Commission regarding Support for San Mateo County Transit District’s Countywide Transit Signal Priority – Network Optimization Working Group (TSP-NOW) Proposal to the Innovative Deployment to Enhance Arterials (IDEA) Program, dated September 5, 2024
- Letter to Pete Buttigieg, Secretary, U.S. Department of Transportation, Senate Housing Committee regarding City of Burlingame – Broadway Grade Separation Project, dated September 6, 2027

## 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.

Public member Mike Swire announced a presentation on San Mateo County highway widenings by Sustainable San Mateo County on the 16th and encouraged participation. He also urged the Board to consider countywide micromobility guidelines, citing Burlingame's reconsideration of an e-bike ban and stressing the need for a regional approach to avoid inconsistent rules, especially on the Bay Trail.

9.0 **ADJOURNMENT** – 8:37 pm

Next scheduled meeting October 10, 2024

# 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. 377  
October 10, 2024

**\*\*\*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 Adam Rak called the meeting to order at 6:34p.m. Roll call was taken.

AGENCY:	IN-PERSON:	ABSENT:	REMOTE AB 2449	REMOTE Publicly Accessible Teleconference Location:
Atherton	Elizabeth Lewis			
Belmont	Davina Hurt			
Brisbane		Absent		
Burlingame		Absent		
Colma		Absent		
Daly City		Absent		
East Palo Alto		Absent		
Foster City	Stacy Jimenez			
Half Moon Bay	Debbie Ruddock			
Hillsborough	Christine Krolik			
Menlo Park		Absent		
Millbrae	Gina Papan			
Pacifica	Tygaras Bigstyck			
Portola Valley		Absent		
Redwood City			Alicia Aguirre	
San Bruno	Michael Salazar			
San Carlos				Adam Rak
San Mateo	Rich Hedges			
South San Francisco	Eddie Flores			
Woodside		Absent		
San Mateo County		Absent		

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

<b>C/CAG Staff Present (In-Person):</b>	<b>Members of the Public (Remote):</b>
Sean Charpentier – Executive Director	Mike Swire
Melissa Andrikopoulos – Legal Counsel	
Mima Crume – Clerk of the Board	
Dan Sternkopf	
Eva Gaye	<b>Members of the Public (In-Person):</b>
Jeff Lacap	Matt Goyne – Fehr and Peers
Kaki Cheung	
Kim Springer	
<b>C/CAG Staff Present (Remote):</b>	
Kim Wever	
Reid Bogert	
Van Ocampo	

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

Discussion on the lack of an on-site quorum and plans to handle information items while waiting for another member to arrive. The roll call confirmed attendees, and it was noted that without a quorum, they could discuss information items but could not vote on action items. Legal counsel clarified meeting requirements under the Brown Act.

## 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, staff, or public request specific items to be removed for separate action.

3.1 Approval of minutes of regular business meeting No. 376 dated September 12, 2024.

NO ACTION TAKEN

3.2 Review and approval of Resolution 24-66 awarding an aggregate total of \$1,000,000 in Fiscal Year 2024/25 Transportation Fund for Clean Air Funds for San Bruno’s Public Works Corporation Yard Electrification and San Mateo’s Battery Electric Street Sweeper projects, and further authorize the C/CAG Executive Director to execute associated funding agreements with project sponsors.

NO ACTION TAKEN

- 3.3 Review and approval of Resolution 24-67 authorizing the C/CAG Executive Director to execute Amendment No. 2 to the Fiscal Year 2021/22 Transportation Fund for Clean Air (TFCA) Funding Agreement with City of Millbrae for the Millbrae Smart City Traffic Signal Project, extending project completion date to March 31, 2025, at no additional cost.  
NO ACTION TAKEN

- 3.4 Review and approval of Resolutions 24-69 and 24-73 to allocate \$250,000 of Fiscal Year 2024/2025 Transportation Development Act (TDA) Article 3 funding for the San Mateo Countywide Comprehensive Bicycle and Pedestrian Plan update, and to adopt the San Mateo County TDA Article 3 Program for Fiscal Year 2024/2025 totaling \$2,512,217.  
NO ACTION TAKEN

#### 4.0 **REGULAR AGENDA**

- 4.1 Review and approval of Resolution 24-70 adopting the first C/CAG Strategic Plan.  
NO ACTION TAKEN
- 4.2 Presentation of C/CAG VMT/GHG Model Mitigation Program draft report for public review and comment.  
INFORMATION

The board received a presentation on the draft VMT/GHG Mitigation Program, which aims to reduce vehicle miles traveled (VMT) and greenhouse gas (GHG) emissions in San Mateo County. Open for public comment until October 28, it aligns with CEQA and SB 743 to support local jurisdictions.

The program proposes flexible strategies, including bike lanes, transit subsidies, increased transit services, and support for affordable housing and EV charging. Stakeholder input came from community groups, a technical committee, and public feedback. Future considerations address potential adjustments for autonomous vehicles and coastal community needs. The final report, following public review, will provide tools for sustainable transport and a better quality of life in the county.

Public member Mike Swire expressed concerns that San Mateo County's efforts to reduce VMT and emissions are compromised by ongoing highway expansions like the Highway 101 widening. He argued that funding for sustainable alternatives is overshadowed by spending on projects that promote driving and urged the county to prioritize sustainable transportation solutions instead.

- 4.3 Review and approval of Resolution 24-71 authorizing the C/CAG Executive Director to execute a funding agreement with Metropolitan Transportation Commission (MTC) in an amount up to \$200,000 to expand and operate the Bay Wheels Bikeshare program to the City of Daly City.  
NO ACTION TAKEN
- 4.4 Receive a presentation on the recruitment process for two Board of Director seats on the San Mateo County Express Lane Joint Powers Authority (SMCEL-JPA).  
INFORMATION

The Board received a presentation on the recruitment of two new members for the Express Lane Joint Powers Authority (JPA), which manages the 22-mile express lane and the Community Benefits Program. With the upcoming vacancies of Board Members Alicia Aguirre and Rich Hedges, two new members will be appointed to serve until May 2025.



Key responsibilities include approving policies, budgets, and contracts, along with upcoming tasks such as developing a revenue expenditure plan, expanding the benefits program, and reviewing organizational models for the JPA's future structure.

Interested members should submit letters of interest by November 12, with appointments to be made at the November 14 meeting.

- 4.5 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 TAKEN

- 4.6 Review and approval of Resolution 24-72 requesting the transfer of project sponsorship of the OBAG 3 Bay Road Complete Street Rehabilitation Project from County of San Mateo to Redwood City and support of flexibility for the City of Daly City in meeting the Housing Incentive Pool (HIP) grant program Housing Element requirements. NO ACTION TAKEN

The board received a presentation on two requests to secure funding for projects at risk due to housing compliance issues. MTC requires certified housing elements for funding eligibility, and both San Mateo County and Daly City are still working to meet this requirement by the extended deadline of December 31, 2024.

The first request proposed transferring the Bay Road Complete Streets project sponsorship from San Mateo County to Redwood City to preserve funding. The second request aimed to ensure Daly City's access to Housing Incentive Pool (HIP) funds as it completes its housing element. Although these proposals were discussed, no formal action could be taken due to the lack of quorum.

## 5.0 COMMITTEE REPORTS

### 5.1 Chairperson's Report

Chair Rak noted that, due to the lack of quorum, the board could not take formal action on any remaining items. He mentioned that Item 3.2, concerning a resolution to award clean air funding for San Bruno's Public Works Corporation project, is approaching a deadline. As a result, they may need to schedule a special meeting before November 1 to vote on this item and secure approval.

### 5.2 Board Members Report/Communication

Board Member Papan (Alternate) / MTC Commissioner, shared updates from MTC. First, MTC recently released a regional zero-emissions transit study detailing options like bus electrification and hydrogen fuel, which could aid those handling transit needs.

Bridge maintenance is facing funding shortages due to reduced toll revenue. MTC may seek loans for essential repairs, including those on the San Mateo-Hayward Bridge, which requires significant upgrades due to wear from environmental exposure.

Efforts are underway to improve FasTrak access at retailers like Costco and Walgreens,

making it easier for customers to exchange old tags and reduce invoice-related costs.

On the transit funding front, recent legislation to aid Bay Area transit operators failed. MTC is now exploring alternative funding options for Caltrain without imposing new taxes. Papan emphasized that San Mateo County will cover only its share and won't support a broader tax burden for transit shortfalls in other areas.

San Francisco may introduce a parcel tax for transit, while Senator Wiener has proposed a regional tax without MTC's endorsement. MTC is also developing affordable housing programs that avoid new taxes, which could benefit cities across the region.

MTC has introduced a \$60 million capital grant to fund local projects as part of the Transit-Oriented Communities program. Twelve cities, including Belmont, Daly City, and San Mateo, are eligible to apply. While an announcement has been sent out, Papan will ensure that everyone receives the information

A question was raised about whether the special meeting could be held on Zoom or if it must be in person. It was clarified that the meeting would need to be in person, with allowances under AB 2449 for remote participation. The special meeting will focus on allocating TFCA funds, with a November 1 deadline to distribute \$700,000 to San Bruno and \$250,000 to San Mateo. This funding is crucial for achieving GHG reduction goals. The team will coordinate to ensure enough members can attend to meet the quorum.

## **6.0 EXECUTIVE DIRECTOR'S REPORT**

None.

## **7.0 COMMUNICATIONS - Information Only**

7.1 Written Communication – 3 Letters

## **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 November 14, 2024

## C/CAG AGENDA REPORT

Date: November 14, 2024

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

From: Sean Charpentier, Executive Director

Subject: Review and approval of Resolution 24-75 determining that a proposed warehouse/distribution facility at 1000 San Mateo Ave., San Bruno, is conditionally consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport.

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

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### RECOMMENDATION

That the C/CAG Board of Directors, acting as the San Mateo County Airport Land Use Commission, approve Resolution 24-75 determining that a proposed warehouse/distribution facility at 1000 San Mateo Ave., San Bruno, is consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport (SFO ALUCP), subject to the following conditions:

- *The City of San Bruno shall ensure that any project approval includes a provision to preclude storage of hazardous materials as outlined in ALUCP Safety Policy SP-3.*
- *Prior to issuance of a building permit, the project sponsor shall file Form 7460-1 with the FAA and provide to the City of San Bruno an FAA “Determination of No Hazard”.*

### DISCUSSION

#### Project Description

The proposed project consists of demolition of existing improvements and construction of a 97,464 square foot warehouse/distribution facility on a 10.7-acre site on San Mateo Avenue, just north of I-380. The warehouse structure would be approximately 38 1/2 ft. in height, and would include a lighted rooftop parking deck, resulting in an overall development height of approximately 50’.

#### ALUCP Consistency Evaluation

The subject project is located within Airport Influence Area B (AIA B), the “Project Referral” area, for San Francisco International Airport. California Government Code Section 65302.3 states that a local agency General Plan, Zoning Ordinance and/or any affected specific plan must be consistent with the applicable airport/land use criteria in the relevant adopted Airport Land Use Compatibility Plan (ALUCP). Additionally, per SFO ALUCP Policy GP-10.1, since the City of San Bruno has not

amended its General Plan and Zoning Ordinance to reflect the policies and requirements of the current SFO ALUCP all proposed development projects within AIA B are subject to ALUC review. In accordance with these requirements, the City of San Bruno has referred the subject development project to C/CAG, acting as the San Mateo County Airport Land Use Commission, for a determination of consistency with the SFO ALUCP.

The SFO ALUCP contains policies and criteria to address four issues: (a) aircraft noise impacts; (b) safety compatibility criteria; (c) height of structures/airspace protection; and (d) overflight notification. The following sections describe the degree to which the project is compatible with each.

*(a) Aircraft Noise Impacts*

The CNEL (Community Noise Equivalent Level) 65 dB aircraft noise contour defines the threshold for airport noise impacts established in the SFO ALUCP. All land uses located outside this contour are deemed consistent with the noise policies of the SFO ALUCP.

As shown on **Attachment 3**, much of the site lies within the CNEL 75dB contour and the remainder of within the CNEL 70dB contour. In accordance with Table IV-1 of the SFO ALUCP, “Noise/Land Use Compatibility Criteria”, industrial and office use are both identified as compatible within these noise contours, so the proposed project would be consistent with these requirements.

*(b) Safety Compatibility*

The SFO ALUCP includes five safety zones and related land use compatibility policies and criteria. As shown on **Attachment 4**, the project site is located within Safety Zone 2. Per the Safety Criteria (SFO ALUCP Table IV-2), neither general warehouse and distribution or office use is identified as either incompatible or a use to avoid, though storage involving hazardous materials would be incompatible. To ensure consistency with the ALUCP Safety Compatibility Policies it is recommended that the following condition be included in the consistency determination:

- *The City of San Bruno shall ensure that any project approval includes a provision to preclude storage of hazardous materials as outlined in ALUCP Safety Policy SP-3.*

*(c) Airspace Protection*

Pursuant to the SFO ALUCP, airspace protection compatibility of proposed land uses within its AIA is evaluated in accordance with the following criteria: (1) 14 Code of Federal Regulations Part 77 (FAR Part 77), “Safe, Efficient Use and Preservation of the Navigable Airspace”, which establishes the standards for determining obstructions to air navigation; and (2) FAA notification surfaces.

To be deemed consistent with the ALUCP, the maximum height of a new building must be the lower of (1) the height shown on the critical aeronautical surfaces map or (2) the maximum height determined not to be a “hazard to air navigation” by the FAA in an aeronautical study prepared pursuant to the filing of Form 7460-1.

As proposed, the structure would be 38’6”, with roof appurtenances (stair wells, perimeter wall and rooftop lighting) extending to 50 feet tall. Ground elevation at the site ranges from approximately 10’ – 23’ feet above mean sea level (MSL), so the height of the project would therefore be

approximately 73' above MSL. As shown on **Attachment 5**, utilizing 'SFO Online Airspace Tool', the building would be more than 40' below critical airspace.

However, as shown on **Attachment 6**, the Project is located in an area that requires FAA notification for projects greater than 30-65 feet tall. The application materials recognize the need to file with the FAA for a determination, but the requirement is included below nonetheless since San Bruno's Zoning Ordinance does not presently reflect this requirement:

- *Prior to issuance of a building permit, the project sponsor shall file Form 7460-1 with the FAA and provide to the City of San Bruno an FAA "Determination of No Hazard".*

(d) Overflight Notification

The project site is located within the Airport Influence Area (AIA) of SFO, the real estate disclosure area. Pursuant to Policy IP-1, notification is required, prior to sale or lease of property located within the AIA, of the proximity of the airport and that therefore the property may be subject to some of the annoyances or inconveniences associated with proximity to airport operations. However, such disclosure is not required for industrial lands so would not apply to the proposed project.

***Airport Land Use Committee Meeting***

The Airport Land Use Committee considered this application at its October 24, 2024 meeting, and recommended that it be determined consistent with the policies of the SFO ALUCP, subject to the conditions as discussed above.

**EQUITY IMPACTS AND CONSIDERATIONS**

The C/CAG Board of Directors is the designated Airport Land Use Commission for San Mateo County, which is mandated by State law to develop and administer ALUCPs for each airport in its jurisdiction. The overall purpose of developing ALUCP policies and procedures, and the companion ALUCP consistency review process, is to minimize the public's exposure to excessive noise and safety hazards while providing for the orderly expansion of airports. This planning effort is applied to all areas located within a geographic sphere known as the Airport Influence Area (AIA).

**ATTACHMENTS**

1. Resolution 24-75

*The following attachments are available on the C/CAG website (See "Additional Agenda Materials" for the relevant Board Meeting) at: <https://ccag.ca.gov/committees/board-of-directors-2/>*

2. ALUCP application, together with related project description and plan set excerpts
3. SFO ALUCP Exh. IV-6 – Noise Compatibility Zones
4. SFO ALUCP Exh. IV-8 –Safety Compatibility Zones
5. SFO Airspace Tool Readout
6. SFO ALUCP Exh. IV-11 – FAA Notification Filing Areas
7. Comment letter from SFO Planning & Environmental Affairs dated October 2, 2024

## RESOLUTION 24-75

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY, ACTING AS THE SAN MATEO COUNTY AIRPORT LAND USE COMMISSION, DETERMINING THAT A PROPOSED WAREHOUSE/DISTRIBUTION FACILITY AT 1000 SAN MATEO AVE., SAN BRUNO, IS CONDITIONALLY CONSISTENT WITH THE COMPREHENSIVE AIRPORT LAND USE COMPATIBILITY PLAN FOR THE ENVIRONS OF SAN FRANCISCO INTERNATIONAL AIRPORT.**

**RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG), in its capacity as the San Mateo County Airport Land Use Commission (ALUC), that,

**WHEREAS**, per the requirements of California Government Code Section 65302.3 and Policy GP-10.1 of the *Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport* (SFO ALUCP), prior to adoption, a local agency that has not brought its land use policy documents into compliance with the airport land use compatibility plan (ALUCP) shall submit all proposed development and land use policy actions affecting property within AIA B to the ALUC for a determination of consistency with applicable policies; and

**WHEREAS**, San Bruno has referred a proposed warehouse/distribution facility at 1000 San Mateo Ave., to the ALUC for an ALUCP consistency determination; and

**WHEREAS**, three airport/land use compatibility factors are addressed in the SFO ALUCP that relate to the project, including: (a) noise compatibility, (b) safety compatibility, and (c) airspace protection compatibility, as discussed below:

- (a) Noise Compatibility – The Community Noise Equivalent Level (CNEL) 65 dB aircraft noise contour defines the threshold for airport noise impacts established in the SFO ALUCP. Per SFO ALUCP Exhibit IV-6, the project area lies within the bounds of both the CNEL 70- and 75- dB contour. In accordance with ALUCP Table IV-1, “Noise/Land Use Compatibility Criteria”, industrial and office use are both identified as compatible within these noise contours, so the proposed project is consistent with these requirements.
- (b) Safety Policy Consistency – Per SFO ALUCP Exhibit IV-8, the project site is located within Safety Zone 2. According to the Safety Criteria (Table IV-2), neither general warehouse and distribution or office use is identified as either incompatible or a use to avoid, though storage involving hazardous materials would be incompatible. To ensure consistency with the ALUCP Safety Compatibility Policies, a condition is attached to this consistency determination (Exhibit A) to require that any project approval includes a provision to preclude storage of hazardous materials as outlined in ALUCP Safety Policy SP-3.
- (c) Airspace Protection Policy Consistency – In order to be deemed consistent with the ALUCP, the maximum height of a new building must be the lower of (1) the height shown on the critical aeronautical surfaces map; or (2) the maximum height determined

not to be a “hazard to air navigation” by the FAA in an aeronautical study prepared pursuant to the filing of Form 7460-1.

The height of the proposed structures would reach approximately 73 feet above mean sea level (MSL), which would be more than 40 feet below the critical aeronautical surfaces. The site is located in an area that requires project sponsors to file FAA Form 7460-1 for review and issuance of a “Determination of No Hazard” by the FAA, receipt of which is included in Exhibit A, attached, as a condition of this determination; and

**WHEREAS**, the Project site is located within Airport Influence Area A (AIA A) of SFO, the real estate disclosure area. Pursuant to Policy IP-1, notification is required, prior to sale or lease of property located within the AIA, of the proximity of the airport and that therefore the property may be subject to some of the annoyances or inconveniences associated with proximity to airport operations. However, such disclosure is not required for industrial lands so would not apply to the proposed project; and

**WHEREAS**, at its October 24, 2024 meeting, based on the factors and conditions identified above, the Airport Land Use Committee recommended that the C/CAG Board of Directors, acting as the Airport Land Use Commission, determine that the proposed project be found consistent with the policies and criteria of the SFO ALUCP.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of the City/County Association of Governments for San Mateo County, acting as the San Mateo County Airport Land Use Commission, that subject to the conditions outlined in Exhibit A, the proposed warehouse/distribution facility at 1000 San Mateo Ave., San Bruno, is determined to be consistent with the policies and criteria contained in the *Comprehensive Airport Land Use Compatibility Plan for the Environs of San Francisco International Airport*.

**PASSED, APPROVED, AND ADOPTED, THIS 14<sup>TH</sup> DAY OF NOVEMBER 2024.**

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*Adam Rak, Chair*

**Resolution 24-75 – Conditions of Consistency Determination**

1. The City of San Bruno shall ensure that any project approval includes a provision to preclude storage of hazardous materials as outlined in ALUCP Safety Policy SP-3.
2. Prior to issuance of a building permit, the project sponsor shall file Form 7460-1 with the FAA and provide to the City of San Bruno an FAA “Determination of No Hazard”.



## C/CAG AGENDA REPORT

Date: November 14, 2024

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

From: Sean Charpentier, Executive Director

Subject: Review and approval of Resolution 24-76 determining that a proposed office/life science campus, including related rezoning, at 1301 Shoreway Road, Belmont, is conditionally consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Carlos Airport.

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

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### RECOMMENDATION

That the C/CAG Board of Directors, acting as the San Mateo County Airport Land Use Commission (ALUC), approve Resolution 24-76 determining that a proposed office/life science campus, including related rezoning, at 1301 Shoreway Road, Belmont, is conditionally consistent with the *Comprehensive Airport Land Use Compatibility Plan for the Environs of San Carlos Airport* (San Carlos ALUCP), subject to the following condition:

- *Prior to issuance of a building permit, the project sponsor shall file Form 7460-1 with the FAA and provide to the City of Belmont an FAA “Determination of No Hazard” for each structure.*

### BACKGROUND

Belmont has received an application for an office/life science development on a 6.9-acre site located at 1301 Shoreway Road, (east of US-101, south of Marine Pkwy). The project includes demolition of an existing multi-tenant office building, and construction of two office/life science buildings, one 7-story and one 8-story, and a 9-level parking garage. The project also includes a request to rezone the site to Planned Development to allow for increased height.

The project falls within Airport Influence Area (AIA) B, the Project Referral Area for San Carlos Airport and is subject to ALUC review pursuant to California Public Utilities Code (PUC) Section 21676(b). Accordingly, Belmont has referred the subject project for a determination of consistency with the San Carlos ALUCP.

### DISCUSSION

#### I. ALUCP Consistency Evaluation

Four sets of airport/land use compatibility policies in the San Carlos ALUCP relate to the proposed project: (a) noise compatibility policies and criteria, (b) safety policies and criteria, (c) airspace protection policies and (d) overflight compatibility. The following sections address each issue.

**(a) Noise Policy Consistency**

The 60 dB CNEL (Community Noise Equivalent Level) aircraft noise contour defines the threshold for airport noise impacts established in the San Carlos ALUCP. All land uses located outside this contour are deemed consistent with the noise policies of the ALUCP.

As shown on San Carlos ALUCP Exhibit 4-2, **Attachment 3**, the subject property lies outside the bounds of the 60 dB CNEL contour and, therefore, the project is consistent with the San Carlos ALUCP noise policies and criteria.

**(b) Safety Policy Consistency**

**Runway Safety Zones** - The San Carlos ALUCP includes six sets of safety zones and related land use compatibility policies and criteria. As shown on San Carlos ALUCP Exhibit 4-3, **Attachment 4**, the project site is located within Safety Zone 6. Per San Carlos ALUCP Table 4-4, “Safety Compatibility Criteria”, the proposed uses (office and research and development) are identified as compatible in Safety Zone 6 and are not restricted for safety reasons, so the proposed project is consistent with the Safety Compatibility Criteria of the ALUCP.

**(c) Airspace Protection Policy Consistency**

Structures Heights

The San Carlos ALUCP incorporates the provisions in Title 14 of the Code of Federal Regulations Part 77 (14 CFR Part 77), “Objects Affecting Navigable Airspace,” as amended, to establish height restrictions and federal notification requirements related to proposed development within the 14 CFR Part 77 airspace boundaries for San Carlos Airport.

Pursuant to Airspace Protection Policy 5, in order to be deemed consistent with the ALUCP, the maximum height of a new building must be the lower of (1) the height of the controlling airspace protection surface shown on Exhibit 4-4, or 2) the maximum height determined to not be a “hazard to air navigation” by the FAA in an aeronautical study prepared pursuant to the filing of Form 7460-1.

The 8-story building, the tallest proposed structure, would have a height of 144 ft. to the top of the mechanical screen. With a ground elevation of approximately 9 feet above mean sea level (AMSL), the overall maximum structure height would therefore be approximately 153 feet AMSL, below the Part 77 Airspace Protection Surface, as shown on San Carlos ALUCP Exhibit 4-4, **Attachment 5**, which is at 155 feet. As shown on San Carlos on ALUCP Exhibit 4-4a, **Attachment 6**, the proposed project is also located in an area that requires filing of Form 7460-1 with the FAA for its review and hazard determination for structures exceeding 65-100 feet. To ensure compliance with ALUCP Airspace Protection Policies, the following condition is included:

- Prior to issuance of building permits, the project sponsor shall file Form 7460-1 with the FAA and provide to the City of Belmont an FAA “Determination of No Hazard” for each structure.

Note that the project sponsor has already received initial FAA Determinations of No Hazard, **Attachment 7**, which may need to be renewed or extended as they otherwise expire on Dec. 1, 2024. Additionally, the project sponsor will need to secure specific FAA clearance for construction equipment that would exceed these heights, as noted in the FAA determination.

### Other Flight Hazards

Within AIA B, certain land use characteristics are recognized as hazards to air navigation and, per Airspace Protection Policy 6, need to be evaluated to ensure compatibility with FAA rules and regulations. These characteristics include the following:

- Sources of glare, such as highly reflective buildings, building features, or blight lights including search lights, or laser displays, which would interfere with the vision of pilots in command of an aircraft in flight;
- Distracting lights that could be mistaken for airport identification lightings, runway edge lighting, runway end identification lighting, or runway approach lighting;
- Sources of dust, smoke, water vapor, or steam that may impair the visibility of a pilot in command of and aircraft in flight;
- Sources of electrical/electronic interference with aircraft communications/navigation equipment; or
- Any use that creates an increased attraction for wildlife, particularly large flocks of birds, that is inconsistent with FAA rules and regulations, including but not limited to *FAA Order 5200.5A, Waste Disposal Site On or Near Airports* and *FAA Advisory Circular 150/5200-33B, Hazardous Wildlife Attractants On or Near Airports* and any successor or replacement orders or advisory circulars.

The proposed project does not include any features that would present unusual hazards to air navigation and therefore is determined to be compatible with Airspace Protection Policy 6.

### **(d) Overflight Compatibility Consistency**

The San Carlos ALUCP contains two policies regarding overflight compatibility which are generally “buyer awareness” measures focused on informing prospective buyers and/or tenants of property within the vicinity of an airport about the airport’s impact on the property. Overflight Policy 1 – *Real Estate Transfer Disclosure*, requires that a notice of potential for overflights be included among the disclosures made during real estate transactions. Overflight Policy 2 – *Overflight Notification Zone 2* requires that all new residential development projects, other than additions and accessory dwelling units (ADUs), within Overflight Notification Zone 2 (AIA B) incorporate a recorded overflight notification requirement as a condition of approval.

As the project is commercial/industrial it would not be subject to the real estate disclosure requirements.

## *Airport Land Use Committee*

The Airport Land Use Committee discussed this item at its October 24, 2024 meeting, and recommended that it be determined consistent with the San Carlos ALUCP subject to the noted condition.

### **EQUITY IMPACTS AND CONSIDERATIONS**

The C/CAG Board of Directors is the designated Airport Land Use Commission for San Mateo County, which is mandated by State law to develop and administer ALUCPs for each airport in its jurisdiction. The overall purpose of developing ALUCP policies and procedures, and the companion ALUCP consistency review process, is to minimize the public's exposure to excessive noise and safety hazards while providing for the orderly expansion of airports. This planning effort is applied to all areas located within a geographic sphere known as the Airport Influence Area (AIA).

### **ATTACHMENTS**

1. Resolution 24-76

*The following attachments are available on the C/CAG website (See "Additional Agenda Materials" for the relevant Board Meeting) at: <https://ccag.ca.gov/committees/board-of-directors-2/>*

2. ALUCP application, together with related project description and exhibits.
3. San Carlos ALUCP Exh. 4-2 – Future Conditions (2035) Aircraft Noise Contours
4. San Carlos ALUCP Exh. 4-3 – Safety Zones.
5. San Carlos ALUCP Exh. 4-4 – Airspace Protection Surfaces
6. San Carlos ALUCP Exh. 4-4b – FAA Notification Reqs.
7. FAA No Hazard Determination letters

## RESOLUTION 24-76

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY, ACTING AS THE SAN MATEO COUNTY AIRPORT LAND USE COMMISSION, DETERMINING THAT A PROPOSED OFFICE/LIFE SCIENCE CAMPUS, INCLUDING RELATED REZONING, AT 1301 SHOREWAY ROAD, BELMONT, IS CONDITIONALLY CONSISTENT WITH THE COMPREHENSIVE AIRPORT LAND USE COMPATIBILITY PLAN FOR THE ENVIRONS OF SAN CARLOS AIRPORT.**

**RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County (C/CAG), in its capacity as the San Mateo County Airport Land Use Commission (ALUC), that,

**WHEREAS**, in accordance with the requirements of California Government Code Section 65302.3, a local agency General Plan, Zoning Ordinance and/or any affected specific plan must be consistent with the applicable airport/land use criteria in the relevant adopted Airport Land Use Compatibility Plan, and pursuant to California PUC Section 21676(b), a local agency shall refer all land use policy actions that affect property within Airport Influence Area (AIA) B, the Project Referral Area, to the ALUC for a consistency determination; and

**WHEREAS**, the City of Belmont is processing an application for an office/life science campus, including a related rezoning, for a site located at 1301 Shoreway Road, which is located within AIA B, and has referred the project to C/CAG, acting as the Airport Land Use Commission, for a determination of consistency with relevant airport / land use compatibility criteria in the *Comprehensive Airport Land Use Compatibility Plan for the Environs of San Carlos Airport* (San Carlos ALUCP); and

**WHEREAS**, four airport/land use compatibility factors are addressed in the San Carlos ALUCP that relate to the project, including: (a) noise compatibility, (b) safety compatibility, (c) airspace protection compatibility, and (d) overflight compatibility, as discussed below:

- (a) Noise Compatibility – The 60 dB CNEL (Community Noise Equivalent Level) aircraft noise contour defines the threshold for airport noise impacts established in the San Carlos ALUCP. All land uses located outside this contour are deemed consistent with the noise policies of the ALUCP. Per San Carlos ALUCP Exhibit 4-2, the subject property lies outside the bounds of the 60 dB CNEL contour and is therefore consistent with the San Carlos ALUCP noise policies and criteria.
- (b) Safety Compatibility – The San Carlos ALUCP includes six sets of safety zones and related land use compatibility policies and criteria. Per San Carlos ALUCP Exhibit 4-3, the project site is located within Safety Zone 6. In accordance with San Carlos ALUCP Table 4-4, “Safety Compatibility Criteria”, office and research and development uses are identified as compatible uses within Safety Zone 6, and are not restricted for safety reasons, so the proposed project is consistent with the safety policies and criteria.
- (c) Airspace Protection Compatibility
  - a. Structure Heights – In order to be deemed consistent with the ALUCP, the maximum height of a new building must be the lower of (1) the height of the

controlling airspace protection surface shown on Exhibit 4-4; or 2) the maximum height determined to not be a “hazard to air navigation” by the FAA in an aeronautical study prepared pursuant to the filing of Form 7460-1.

The tallest proposed structure would have an overall maximum height of approximately 153 feet above mean sea level (AMSL). Per San Carlos ALUCP Exhibit 4-4, the Part 77 Airspace Protection Surface lies at approximately 155 ft AMSL, so the proposed project would be below this surface, in compliance with the Airspace Protection policies of the ALUCP. Per San Carlos ALUCP Exhibit 4-4a, the project sponsor is required to file Form 7460-1 with the FAA for a hazard determination. This requirement is included as a condition of this consistency determination and is included in Exhibit A, attached.

- b. Other Flight Hazards – Within AIA B, certain land use characteristics are recognized as hazards to air navigation and need to be evaluated to ensure compatibility with FAA rules and regulations. The proposed project does not include any features that would present unusual hazards to air navigation and therefore is determined to be compatible with Airspace Protection Policy 6.
  
- (d) Overflight Compatibility – The San Carlos ALUCP contains two policies regarding overflight compatibility: Overflight Policy 1 – *Real Estate Transfer Disclosure* and Overflight Policy 2 – *Overflight Notification Zone 2*. As the project is commercial/industrial it would not be subject to the real estate disclosure requirements; and

**WHEREAS**, at its October 24, 2024 meeting, based on the factors listed above and subject to the condition identified in Exhibit A, the Airport Land Use Committee recommended that the C/CAG Board of Directors, acting as the Airport Land Use Commission, determine that the project be found consistent with the policies and criteria of the San Carlos ALUCP.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of the City/County Association of Governments for San Mateo County, acting as the San Mateo County Airport Land Use Commission, that subject to the condition contained in Exhibit A, attached, the proposed office/life science campus, including related rezoning, at 1301 Shoreway Road, Belmont, is determined to be consistent with the policies and criteria contained in the *Comprehensive Airport Land Use Compatibility Plan for the Environs of San Carlos Airport*.

**PASSED, APPROVED, AND ADOPTED, THIS 14<sup>TH</sup> DAY OF NOVEMBER 2024.**

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*Adam Rak, Chair*

**Resolution 24-76 – Conditions of Consistency Determination:**

1. Prior to issuance of a building permit, the project sponsor shall file Form 7460-1 with the FAA and provide to the City of Belmont an FAA “Determination of No Hazard” for each structure.

## C/CAG AGENDA REPORT

Date: November 14, 2024

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

From: Sean Charpentier, Executive Director

Subject: Review and approval of Resolution 24-66 ratifying C/CAG's submission of recommended project awards to the Bay Area Air Quality Management District in an aggregate total of \$1,000,000 in Fiscal Year 2024/25 Transportation Fund for Clean Air Funds for San Bruno's Public Works Corporation Yard Electrification and San Mateo's Battery Electric Street Sweeper projects, and further authorize the C/CAG Executive Director to execute associated funding agreements with project sponsors.

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

### RECOMMENDATION

That the C/CAG Board reviews and approves Resolution 24-66 ratifying C/CAG's submission of recommended project awards to the Bay Area Air Quality Management District in an aggregate total of \$1,000,000 in Fiscal Year 2024/25 Transportation Fund for Clean Air Funds for San Bruno's Public Works Corporation Yard Electrification and San Mateo's Battery Electric Street Sweeper projects, and further authorize the C/CAG Executive Director to execute associated funding agreements with project sponsors.

### FISCAL IMPACT

The total available TFCA 40% Funds for Fiscal Year 2024/25 is \$1,000,000.

### SOURCE OF FUNDS

The Bay Area Air Quality Management District (BAAQMD) is authorized under Health and Safety Code Section 44223 and 44225 to levy a fee on motor vehicles. Funds generated by the fee are referred to as the Transportation Fund for Clean Air (TFCA) funds. They are used to implement projects that reduce air pollution from motor vehicles. Health and Safety Code Section 44241(d) stipulates that forty percent (40%) of funds generated within a county where the fee is in effect shall be allocated by the BAAQMD to one or more public agencies designated to receive the funds. For San Mateo County, C/CAG has been designated as the administering agency to receive the funds.

### BACKGROUND

In March 2024, the C/CAG Board approved the recommended TFCA 40% Fund Expenditure Plan for Fiscal Year 2024/25. The Expenditure Plan estimates that San Mateo County will receive a total of \$1,686,637 (\$1.04M in new funds and \$0.65M from the reprogramming of underbudgeted and canceled projects). An amount of \$46,637 is budgeted for grant administration purpose, with the remaining



\$1,640,000 available for projects.

A summary of the approved Fiscal Year 2024/25 TFCA 40% fund expenditure plan is shown below:

	<u>Estimated FY 2024/25 TFCA Funds</u>
Administration	\$46,637
Commute.org - Countywide Voluntary Trip Reduction Program	\$600,000
Commute.org - BART Shuttle	\$40,000
Other Projects to be determined	\$1,000,000
Total	<u>\$1,686,637</u>

At the February Congestion Management Program Technical Advisory Committee (TAC) and the Congestion Management and Environmental Quality (CMEQ) Committee Meetings, staff presented possible options for the “Other Projects to be determined” category, which included:

- Leverage the grant funds as local match for a USDOT Safe Streets for All (SS4A) grant application to implement safety countermeasure projects and strategies that have been identified in the San Mateo Countywide Local Roadway Safety Plan (LRSP).
- Fund the highest-ranking eligible projects identified in the San Mateo Countywide Local Roadway Safety Plan (LRSP).
- Conduct a limited Call for Projects.

At the May 2024 Congestion Management Program Technical Advisory Committee (TAC) meeting, staff recommended proceeding with conducting a limited call for projects due to the stringent TFCA’s cost-effectiveness requirement and limited timing. A cost-effectiveness (\$/weighted ton) ratio evaluates how efficiently a project reduces air pollution relative to its costs. The TAC reviewed and recommended approval of the call for projects pertaining to \$1,000,000 in TFCA Funds, alongside the grant application schedule.

***Key Information from the Limited Call for Projects***

On May 29, 2024, C/CAG released the one-time limited call for projects for the available \$1,000,000 in TFCA funds, using the [TFCA 40% Fund Expenditure Plan Guidance](#) (Guidance) issued by the Air District.

**Eligible Projects** include the following:

1. **Clean air vehicles and electric and hydrogen recharging stations:** includes alternative fuel and plug-in hybrid-electric vehicles, scrapping old vehicles, and alternative fuel infrastructure.
2. **Ridesharing/First-Last Mile Connections:** includes shuttle, vanpool, carpool, transit, rail-bus, and smart growth projects.

3. **Bicycle Facilities:** includes installation of new bicycle paths/lanes/routes and secure bike parking, such as lockers and racks,
4. **Infrastructure Improvement for Trip Reduction:** includes traffic-calming and construction of facilities that expand access to mass transit, such as a new ferry terminal or bus-rapid-transit lane.

### ***Evaluation***

C/CAG received a total of four (4) project proposals by the August 14, 2024 deadline. Staff formed an evaluation panel, which consisted of two C/CAG staff, Kim Wever and Kim Springer; Matthew Petrofsky with San Mateo County Office of Sustainability; and Corinne Dutra-Roberts with Advanced Mobility Group representing Contra Costa Transportation Authority. The evaluation panel scored the projects based on the following criteria: cost-effectiveness results, project readiness and timely use of funds, community support and equity, local match, and innovation. For bicycle and pedestrian projects, two additional factors are considered, including safety and countywide plans/consistency.

Cost Effectiveness (C-E), as defined in the Guidance, is used as screening criteria for all projects considered for allocation under the TFCA program. For instance, Clean air vehicles and electric and hydrogen recharging stations must result in a C-E of less than \$500,000 per weighted ton of reduced emissions. Existing First and Last Mile Connection must show a C-E of less than \$200,000 per weighted ton of reduced emissions. All project proposals met the C-E threshold.

### ***Recommendation***

Attachment 1 summarizes all the applications received. In Attachment 1, projects are ranked from the highest to lowest scores. Based on the current available funding, the evaluation panel recommended fully funding the highest rated project and partially fund the second highest project. Based on initial discussion with the sponsor of the second highest ranked project, partial funding award is acceptable. The highest rated project is the City of San Bruno's Public Works Corporation Yard Electrification, which will be using TFCA funds to purchase, construct, and install electric vehicle infrastructure for 23 charging ports. The second highest ranked project is City of San Mateo's Battery Electric Street Sweeper. The TFCA funds will be used to purchase a battery electric street sweeper to replace an existing diesel engine street sweeper.

Both the Congestion Management Program Technical Advisory Committee (TAC) and the Congestion Management and Environmental Quality (CMEQ) Committee reviewed and recommended Board approval of the projects at their September 19<sup>th</sup> and September 30<sup>th</sup> meetings, respectively.

There was a lack of quorum at the October 2024 meeting, C/CAG is required to submit the project nomination by November 1<sup>st</sup>, ahead of the November Board meeting. Consequently, C/CAG staff submitted the recommended projects by the Bay Area Air Quality Management District (BAAQMD)'s deadline. Staff now requests that the C/CAG Board reviews and approves Resolution 24-66, ratifying C/CAG's submission of recommended project awards to the BAAQMD in an aggregate total of \$1,000,000 in Fiscal Year 2024/25 Transportation Fund for Clean Air Funds for San Bruno's Public Works Corporation Yard Electrification and San Mateo's Battery Electric Street Sweeper projects. Staff requests that the Board further authorizes the C/CAG Executive Director to execute associated funding

agreements with project sponsors.

## **EQUITY IMPACTS AND CONSIDERATIONS**

This program’s funding aims to benefit the entire community by supporting projects that reduce motor vehicle air pollutions. Additionally, the evaluation process placed additional emphasis for projects located within an MTC Equity Priority Community, CalEnviroScreen 4.0 census tract, and the C/CAG Equity Focus Areas. The projects in an Equity Focus Area with a score of 8-10 and in an MTC Equity Priority Community or CalEnviroScreen high risk census tract (top 25%) received 5 points.

## **ATTACHMENT**

1. Resolution 24-66
2. FYE2025 Transportation Fund for Clean Air (TFCA) Projects Ranking

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

3. Draft Funding Agreement between C/CAG and San Bruno for the Public Works Corporation Yard Electrification project
4. Draft Funding Agreement between C/CAG and San Mateo for the Battery Electric Street Sweeper project

**RESOLUTION 24-66**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY RATIFYING C/CAG'S SUBMISSION OF RECOMMENDED PROJECT AWARDS TO THE BAY AREA AIR QUALITY MANAGEMENT DISTRICT, AND AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO EXECUTE INDIVIDUAL FUNDING AGREEMENTS IN THE AGGREGATE TOTAL AMOUNT OF \$1,000,000 UNDER THE FISCAL YEAR 2024/25 TRANSPORTATION FUND FOR CLEAN AIR FUNDS FOR SAN BRUNO'S PUBLIC WORKS CORPORATION YARD ELECTRIFICATION AND SAN MATEO'S BATTERY ELECTRIC STREET SWEEPER PROJECTS**

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

**WHEREAS**, The Bay Area Air Quality Management District (BAAQMD) is authorized to levy a fee on motor vehicles. Funds generated by the fee are referred to as the Transportation Fund for Clean Air (TFCA) funds. Forty percent (40%) of funds generated within a county where the fee is in effect shall be allocated by the BAAQMD to one or more public agencies designated to receive the funds. For San Mateo County, C/CAG has been designated as the administering agency to receive the funds; and

**WHEREAS**, the Board of Directors of the City/County Association of Governments, at its March 14, 2024 meeting, approved certain projects and programs for funding through San Mateo County's local share of Transportation Fund for Clean Air (TFCA) revenues, including \$1,000,000 for "other projects to be determined" at a later time; and

**WHEREAS**, C/CAG invited local agencies to submit project proposals for this grant program and received four projects. The evaluation panel, the Congestion Management Technical Advisory Committee (TAC), as well as the Congestion Management & Environmental Quality (CMEQ) Committee recommended two projects to the Board of Directors for award; and

**WHEREAS**, City of San Bruno is recommended to receive up to \$745,706.67 of TFCA Funds for the Public Works Corporation Yard Electrification Project, and

**WHEREAS**, City of San Mateo is recommended to receive up to \$254,293.33 of TFCA Funds for the Battery Electric Street Sweeper Project, and

**WHEREAS**, in order to meet the BAAQMD's project submission deadline, C/CAG staff submitted the recommended projects on November 1, 2024, and

**WHEREAS**, the Board of Directors hereby approves the project scopes and specific recommended grant amounts for the aforementioned projects; and

**WHEREAS**, it is necessary for C/CAG to enter into Project Sponsor agreements with the

individual agencies receiving TFCA project funding, setting forth the responsibilities of each party.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the City/County Association of Governments of San Mateo County that the submission of the recommended project awards to the Bay Area Air Quality Management District is hereby ratified, the aforementioned two projects are approved for TFCA funding, and the Executive Director is authorized to enter into funding agreements with the individual agencies receiving Fiscal Year 2024/25 Transportation Fund for Clean Air funding for an aggregate total amount of \$1,000,000. 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 NOVEMBER 2024.**

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*Adam Rak, Chair*

FYE2025 Transportation Fund for Clean Air (TFCA) Projects Ranking

Ranking	Lead Applicant (Agency/Jurisdiction)	Project Title	Brief Description	Total Project Cost	TFCA Grant Amount Request	Recommended TFCA Grant Award	Score (Out of 100)
1	San Bruno	Public Works Corporation Yard Electrification	The project involves the procurement of 40 EVs and the installation of 23 charging ports. TFCA funds are being requested for the purchase, construction, and installation of EV infrastructure for the 23 charging ports.	\$ 1,262,671.67	\$ 745,706.67	\$ <b>745,706.67</b>	93.13
2	San Mateo	Battery Electric Street Sweeper	The project will replace 1 existing Diesel engine propelled and auxiliary diesel engine Street Sweeper with 1 Battery Electric (EV) Street sweeper.	\$ 900,000.00	\$ 258,862.43	\$ <b>254,293.33</b>	79.50
3	Hillsborough	Rapid Electric Vehicle Chargers	The project installs four (4) Level 3 Rapid Electric Vehicle Chargers at the Walnut Lot adjacent to Hillsborough Town Hall and the Hillsborough Public Works Corporation Yard.	\$ 612,120.00	\$ 306,060.00	\$ -	76.63
4	San Carlos	San Carlos Ave Asphalt Pathway Replacement and Brittan Ave Sidewalk Improvement Project	The project includes the installation of new sidewalk, curb and gutter in previously unimproved areas. The project will help fill the gaps between existing sidewalks, new buffered bicycle lanes, and new high visibility traffic striping.	\$ 5,078,800.00	\$ 500,000.00	\$ -	74.00
					\$ 1,810,629.10	\$ <b>1,000,000.00</b>	
					Total Requested	Total Available	

## C/CAG AGENDA REPORT

Date: November 14, 2024

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

From: Sean Charpentier, Executive Director

Subject: Review and approval of Resolution 24-67 authorizing the C/CAG Executive Director to execute Amendment No. 2 to the Fiscal Year 2021/22 Transportation Fund for Clean Air (TFCA) Funding Agreement with City of Millbrae for the Millbrae Smart City Traffic Signal Project, extending project completion date to March 31, 2025, at no additional cost.

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

### RECOMMENDATION

That the C/CAG Board reviews and approves Resolution 24-67 authorizing the C/CAG Executive Director to execute Amendment No. 2 to the Fiscal Year 2021/22 Transportation Fund for Clean Air (TFCA) Funding Agreement with City of Millbrae for the Millbrae Smart City Traffic Signal Project, extending project completion date to March 31, 2025, at no additional cost.

### FISCAL IMPACT

There is not any financial impact. The original grant award to the City of Millbrae is \$174,240.

### SOURCE OF FUNDS

The Bay Area Air Quality Management District (BAAQMD) is authorized under Health and Safety Code Section 44223 and 44225 to levy a fee on motor vehicles. Funds generated by the fee are referred to as the Transportation Fund for Clean Air (TFCA) funds. They are used to implement projects that reduce air pollution from motor vehicles. Health and Safety Code Section 44241(d) stipulates that forty percent (40%) of funds generated within a county where the fee is in effect shall be allocated by the BAAQMD to one or more public agencies designated to receive the funds. For San Mateo County, C/CAG has been designated as the administering agency to receive the funds.

### BACKGROUND

C/CAG is the Administering Agency for the TFCA 40% Fund Program in San Mateo County. This program distributes funds to projects that aim to reduce air pollution, greenhouse gas emissions, and traffic congestion. At the October 14, 2021 meeting, C/CAG Board approved Resolution 21-71 authorizing the C/CAG Chair to execute a funding agreement with the Millbrae in an amount up to \$174,240 under the Fiscal Year 2021/22 TFCA program, for the Citywide Virtual Bicycle and Pedestrian Detection Project (also known as Millbrae Smart City Traffic Signal Project).

The project was set to be completed by October 31, 2023. C/CAG and City of Millbrae executed Amendment No. 1 to the original Agreement, extending the Project's completion date to October 31, 2024

for no additional cost. As of September 2024, the Project’s contractor needs additional time to implement for project’s software. City of Millbrae has requested a time extension to complete the Project. C/CAG staff supports the time extension, and requests that the C/CAG Board reviews and approves Resolution 24-67 authorizing the C/CAG Executive Director to execute Amendment No. 2 to the funding agreement. This amendment extends the project completion date to March 31, 2025 at no additional cost. Attachment 2 is the draft Amendment No. 2 to the funding agreement.

**EQUITY IMPACTS AND CONSIDERATIONS**

This program’s funding aims to benefit the entire community by supporting projects that reduce motor vehicle air pollutions.

**ATTACHMENTS**

1. Resolution 24-67
2. Draft Amendment No. 2 to the Fiscal Year 2021-2022 TFCA Agreement Between the City/County Association of Governments and City of Millbrae for the Millbrae Smart City Traffic Signal Project



**RESOLUTION 24-67**

**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. 2 TO THE FUNDING AGREEMENT WITH CITY OF MILLBRAE FOR THE MILLBRAE SMART CITY TRAFFIC SIGNAL PROJECT, EXTENDING THE PROJECT COMPLETION DATE TO MARCH 31, 2025 AT NO ADDITIONAL COST.**

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

**WHEREAS**, at its October 14, 2021 meeting, the Board of Directors of the City/County Association of Governments approved certain projects and programs for funding through San Mateo County’s local share of Transportation Fund for Clean Air (TFCA) revenues; and

**WHEREAS**, C/CAG approved Resolution 21-71 authorizing the C/CAG Chair to execute a funding agreement with City of Millbrae in the total amount up to \$174,240, under the Fiscal Year 2021/22 TFCA program, for the citywide virtual bicycle and pedestrian detection project (also known as Millbrae Smart City Traffic Signal Project); and

**WHEREAS**, the funding agreement was set to terminate on October 31, 2023; and

**WHEREAS**, in October 2023, C/CAG Executive Director executed a no-cost time extension for the program through October 31, 2024 due to City of Millbrae awarding the project to a contractor in September of 2023, and additional time is required to complete the work; and

**WHEREAS**, City of Millbrae requests an additional time extension to complete the Millbrae Smart City Traffic Signal Project due to the Project’s software implementation requiring additional time; and

**WHEREAS**, City of Millbrae is committed to complete the Millbrae Smart City Traffic Signal Project by March 31, 2025; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the City/County Association of Governments of San Mateo County that the Executive Director is authorized to execute Amendment No. 2 to the Fiscal Year 2021-2022 TFCA Agreement between the City/County Association of Governments and City of Millbrae for the Millbrae Smart City Traffic Signal Project. The amendment extends the project completion date to March 31, 2025 at no additional cost. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said amendment prior to its execution, subject to approval as to form by C/CAG Legal Counsel.

**PASSED, APPROVED, AND ADOPTED THIS 14TH DAY OF NOVEMBER 2024.**

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*Adam Rak, Chair*

**AMENDMENT NO. 2 TO THE FISCAL YEAR 2021-2022 TFCA FUNDING AGREEMENT  
BETWEEN  
THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY  
AND  
CITY OF MILLBRAE**

WHEREAS, the City/County Association of Governments of San Mateo County (hereinafter referred to as “C/CAG”) and City of Millbrae (“City”) are parties to the Fiscal Year 2021-2022 Transportation Fund for Clean Air (TFCA) Funding Agreement (the “Agreement”), effective November 1, 2021; and

WHEREAS, the Agreement provides funds to City of Millbrae for the Citywide Virtual Bicycle and Pedestrian Detection Project, also known as the Millbrae Smart City Traffic Signal Project (“Project”); and

WHEREAS, the Project’s original completion date was scheduled for October 31, 2023; and

WHEREAS, C/CAG and City of Millbrae executed Amendment No. 1 to the original Agreement, on October 27, 2023, extending the Project completion date to October 31, 2024 for no additional cost; and

WHEREAS, due to the additional time required for the Project’s software implementation, a time extension is necessary to ensure the completion of the full Project scope of work; and

WHEREAS, C/CAG and the City of Millbrae wish to extend the Project’s completion date to March 31, 2025; and

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

NOW, THEREFORE, IT IS HEREBY AGREED by C/CAG and City of Millbrae that:

1. Section II, item 16, shall be replaced in its entirety and revised to read as follows: “Project Sponsor will complete the Project by March 31, 2025.”
2. Section III, item 2, shall be replaced in its entirety and revised to read as follows: “To reimburse costs incurred by Project Sponsor from the execution of this Agreement through March 31, 2025.”

Except as expressly amended herein, all other provisions of the Agreement shall remain in full force and effect. This amendment shall take effect on November 1, 2024.

[Signatures on the following page]

City/County Association of Governments  
(C/CAG)

City of Millbrae

\_\_\_\_\_  
Sean Charpentier, Executive Director  
C/CAG

\_\_\_\_\_  
Thomas C. Williams, City Manager  
City of Millbrae

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

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

Approved as to form:

Approved as to form:

\_\_\_\_\_  
Melissa Andrikopoulos, Legal Counsel  
C/CAG

\_\_\_\_\_  
David G. Lim, City Attorney  
City of Millbrae

DRAFT

## C/CAG AGENDA REPORT

Date: November 14, 2024

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

From: Sean Charpentier, Executive Director

Subject: Review and approval of Resolution 24-77 authorizing the C/CAG Executive Director to execute Amendment No. 2 to the Fiscal Year 2021/22 Transportation Fund for Clean Air (TFCA) Funding Agreement with City of San Bruno for the Bicycle Route Installation Project, extending project completion date to March 31, 2025, at no additional cost.

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

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### RECOMMENDATION

That the C/CAG Board reviews and approves Resolution 24-77 authorizing the C/CAG Executive Director to execute Amendment No. 2 to the Fiscal Year 2021/22 Transportation Fund for Clean Air (TFCA) Funding Agreement with City of San Bruno for the Bicycle Route Installation Project, extending project completion date to March 31, 2025, at no additional cost.

### FISCAL IMPACT

There is not any financial impact. The original grant award to the City of San Bruno is \$246,760.

### SOURCE OF FUNDS

The Bay Area Air Quality Management District (BAAQMD) is authorized under Health and Safety Code Section 44223 and 44225 to levy a fee on motor vehicles. Funds generated by the fee are referred to as the Transportation Fund for Clean Air (TFCA) funds. They are used to implement projects that reduce air pollution from motor vehicles. Health and Safety Code Section 44241(d) stipulates that forty percent (40%) of funds generated within a county where the fee is in effect shall be allocated by the BAAQMD to one or more public agencies designated to receive the funds. For San Mateo County, C/CAG has been designated as the administering agency to receive the funds.

### BACKGROUND

C/CAG is the Administering Agency for the TFCA 40% Fund Program in San Mateo County. This program distributes funds to projects that aim to reduce air pollution, greenhouse gas emissions, and traffic congestion. At the October 14, 2021 meeting, C/CAG Board approved Resolution 21-71 authorizing the C/CAG Chair to execute a funding agreement with the City of San Bruno in an amount up to \$246,760 for the Bicycle Route Installation Project. The project includes installing approximately 18.2 miles of class III bike routes shared-lane markings identified in the City of San Bruno Walk'n Bike Plan. Furthermore, the City added signage and installed traffic-calming measures, traffic diverters, and/or speed feedback signs at various locations city-wide.

The project was initially scheduled for completion by October 31, 2023. C/CAG and City of San Bruno executed Amendment No. 1 to the original Agreement, extending the Project's completion date to October 31, 2024 at no additional cost. This is due to the Project receiving only one bid and the cost came in at a significantly higher cost, requiring the need for additional time to secure funds for the Project and complete the work. As of October 2024, the Project contractor requires additional time to address the remaining punch list items, prompting the City of San Bruno request a further time extension.

C/CAG staff supports the extension request and recommends that the C/CAG Board review and approve Resolution 24-77, authorizing the C/CAG Executive Director to execute Amendment No. 2 to the funding agreement. This amendment would extend the project completion date to March 31, 2025 at no additional cost. A draft Amendment No. 2 is included as Attachment 2.

### **EQUITY IMPACTS AND CONSIDERATIONS**

This program's funding aims to benefit the entire community by supporting projects that reduce motor vehicle air pollution.

### **ATTACHMENTS**

1. Resolution 24-77
2. Draft Amendment No. 2 to the Fiscal Year 2021-2022 TFCA Agreement Between the City/County Association of Governments and City of San Bruno for the Bicycle Route Installation Project

**RESOLUTION 24-77**

**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. 2 TO THE FUNDING AGREEMENT WITH CITY OF SAN BRUNO FOR THE BICYCLE ROUTE INSTALLATION PROJECT, EXTENDING THE PROJECT COMPLETION DATE TO MARCH 31, 2025 AT NO ADDITIONAL COST.**

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

**WHEREAS**, at its October 14, 2021 meeting, the Board of Directors of the City/County Association of Governments approved certain projects and programs for funding through San Mateo County’s local share of Transportation Fund for Clean Air (TFCA) revenues; and

**WHEREAS**, C/CAG approved Resolution 21-71 authorizing the C/CAG Chair to execute a funding agreement with City of San Bruno in a total amount up to \$246,760 under the Fiscal Year 2021/22 TFCA program, for the City of San Bruno’s Bicycle Route Installation Project (Project); and

**WHEREAS**, the funding agreement was set to terminate on October 31, 2023; and

**WHEREAS**, in October 2023, C/CAG Executive Director executed a no-cost time extension for the program through October 31, 2024, due to the Project receiving only one bid at a significantly higher cost, requiring additional time to secure funds for the Project and complete the work; and

**WHEREAS**, the Project contractor requires additional time to address the remaining punch list items, prompting the City to request an additional time extension; and

**WHEREAS**, City of San Bruno is committed to complete the Bicycle Route Installation Project by March 31, 2025; and

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the City/County Association of Governments of San Mateo County that the Executive Director is authorized to execute Amendment No. 2 to the Fiscal Year 2021-2022 TFCA Agreement between the City/County Association of Governments and City of San Bruno for the Bicycle Route Installation Project. The amendment extends the project completion date to March 31, 2025 at no additional cost. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said amendment prior to its execution, subject to approval as to form by C/CAG Legal Counsel.

**PASSED, APPROVED, AND ADOPTED THIS 14TH DAY OF NOVEMBER 2024.**

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*Adam Rak, Chair*

**AMENDMENT NO. 2 TO THE FISCAL YEAR 2021-2022 TFCA FUNDING AGREEMENT  
BETWEEN  
THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY  
AND  
AND  
CITY OF SAN BRUNO**

WHEREAS, the City/County Association of Governments of San Mateo County (hereinafter referred to as “C/CAG”) and City of San Bruno (“City”) are parties to the Fiscal Year 2021-2022 Transportation Fund for Clean Air (TFCA) Funding Agreement (the “Agreement”), effective November 1, 2021; and

WHEREAS, the Agreement provides funds to the City of San Bruno for the Bicycle Route Installation Project (“Project”); and

WHEREAS, the Project’s original completion date was scheduled for October 31, 2023; and

WHEREAS, C/CAG and City of San Bruno executed Amendment No. 1 to the original Agreement, on September 27, 2023, extending the Project completion date to October 31, 2024 for no additional cost; and

WHEREAS, given the Project contractor’s need for additional time to address the remaining punch list items, a time extension is necessary to complete the Project scope of work; and

WHEREAS, C/CAG and the City of San Bruno wish to extend the Project’s completion date to March 31, 2025; and

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

NOW, THEREFORE, IT IS HEREBY AGREED by C/CAG and City of San Bruno that:

1. Section II, item 16, shall be replaced in its entirety and revised to read as follows: “Project Sponsor will complete the Project by March 31, 2025.”
2. Section III, item 2, shall be replaced in its entirety and revised to read as follows: “To reimburse costs incurred by Project Sponsor from the execution of this Agreement through March 31, 2025.”

Except as expressly amended herein, all other provisions of the Agreement shall remain in full force and effect. This amendment shall take effect on November 1, 2024.

[Signatures on the following page]

City/County Association of Governments  
(C/CAG)

City of San Bruno

\_\_\_\_\_  
Sean Charpentier, Executive Director  
C/CAG

\_\_\_\_\_  
Alex McIntyre, City Manager  
City of San Bruno

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

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

Approved as to form:

Approved as to form:

\_\_\_\_\_  
Melissa Andrikopoulos, Legal Counsel  
C/CAG

\_\_\_\_\_  
Trisha Ortiz, Legal Counsel  
City of San Bruno

DRAFT



## C/CAG AGENDA REPORT

Date: November 14, 2024

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

From: Sean Charpentier, Executive Director

Subject: Review and approval of Resolution 24-71 authorizing the C/CAG Executive Director to execute a funding agreement with Metropolitan Transportation Commission (MTC) in an amount up to \$200,000 to expand and operate the Bay Wheels Bikeshare program to the City of Daly City.

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

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### RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution 24-71 authorizing the C/CAG Executive Director to execute a funding agreement with Metropolitan Transportation Commission (MTC) in an amount up to \$200,000 to expand and operate the Bay Wheels Bikeshare program to the City of Daly City.

### FISCAL IMPACT

Up to \$200,000 (\$175,000 of Transportation Fund for Clean Air program from the FY24 funding cycle and \$25,000 from local transportation funds)

### SOURCE OF FUNDS

Funding for the project will come from Transportation Fund for Clean Air (TFCA) funds approved by the Board in the FY2024 funding cycle, and AB1546 (\$4 vehicle registration fee). Although the AB1546 program concluded in 2012, a remaining balance is available for allocation to a project of regional significance.

The Bay Area Air Quality Management District (BAAQMD) is authorized under Health and Safety Code Section 44223 and 44225 to levy a fee on motor vehicles. Funds generated by the fee are referred to as the Transportation Fund for Clean Air (TFCA) funds. They are used to implement projects that reduce air pollution from motor vehicles. Health and Safety Code Section 44241(d) stipulates that forty percent (40%) of funds generated within a county where the fee is in effect shall be allocated by the BAAQMD to one or more public agencies designated to receive the funds. For San Mateo County, C/CAG has been designated as the administrating agency to receive the funds.

### BACKGROUND

C/CAG has been planning to launch a bike and scooter share pilot program with a vision to provide residents and visitors—including low-income individuals, communities of color, persons with disabilities, and other historically marginalized communities—with an affordable, convenient, and sustainable transportation option that reduces vehicle miles travelled, connects communities to

destinations across the County, and seamlessly integrates with transit.

Bike and Scooter-share refers to bicycles, electric bicycles, or electric scooters that may be borrowed as part of a self-service rental program. It has been envisioned as one of the tools to address first and last mile challenges, bridging the transportation gap between home and transit stations, and from transit stations to places of employment. Other benefits include reducing short distance vehicle trips and increasing transportation access.

### ***C/CAG Efforts***

In December 2022, C/CAG adopted the [San Mateo County Shared Micromobility Feasibility Study and Implementation Plan](#) (Plan). The Plan includes the feasibility analysis of a bike share and scooter share program, research on best practices, and program guidelines to support jurisdictions that wish to launch a program. The study recommended a multi-jurisdictional shared micromobility pilot program in the County, with a pilot duration of one to two years with possible extensions. The primary recommended vehicle type is e-bicycles, and individual jurisdictions have the option to add e-scooters and manual bicycles. The two locations recommended for the pilot are 1) Daly City, Broadmoor, and Colma, and 2) Redwood City and North Fair Oaks. This selection is based on their close proximity to high frequency transit locations, the ability to serve a large population in an equity priority community with limited access to vehicles and high reliance on transit.

In March 2023, the C/CAG Board allocated up to \$300,000 in Transportation Fund for Clean Air (TFCA) funds from the FY2024 funding cycle to C/CAG for the implementation of the San Mateo County Shared Micromobility Pilots.

In August 2023, C/CAG staff convened a Governance Working Group comprised of staff from the participating pilot jurisdictions (Daly City, Colma, Redwood City, and San Mateo County), and any other key stakeholders (SamTrans, SMCTA, Caltrain, BART, Commute.org, MTC, Burlingame/Millbrae Pilot, and Peninsula Clean Energy). Through the Governance Working Group, C/CAG staff started drafting a Memorandum of Understanding, procured Request for Information responses and gathered valuable feedback through our recent extensive community outreach.

To ensure a robust community engagement process, C/CAG developed a [Community Outreach Plan](#) the San Mateo County Bikeshare and Scooter-share pilot project. In October 2023, C/CAG enlisted a consultant team comprised of Mariposa Planning Solutions, Emergent Labs, and the Silicon Bicycle Coalition, to support outreach and engagement.

The goals for the Community Outreach Plan include:

- Seeking community input on potential micromobility station locations within the two pilot geographic areas;
- Gaining feedback to design an equity program that focuses on reducing barriers to use shared micromobility, providing options for low-income and unbanked individuals, as well as those who require the use of an adaptive vehicle; and
- Assisting with promoting and marketing the program to potential users.

### ***MTC's Bay Wheels Expansion***

Based on the findings of C/CAG's [San Mateo County Shared Micromobility Feasibility Study and Implementation Plan](#), Metropolitan Transportation Commission's (MTC) has decided to expand the Lyft

Bay Wheels program to the City of Daly City. The decision was driven by Daly City’s proximity to the existing Bay Wheel program operations in San Francisco, the addition of a new bikeshare station Daly City BART station, and the inclusion of Equity Priority Communities.

The shared micromobility market has been experiencing turbulences in the last few years since the pandemic. MTC and C/CAG saw an opportunity to combine resources for a bikeshare pilot in Daly City, believing that a joint effort would better meet shared goals than individual initiatives. The expansion to Daly City includes up to 80 bikes and 8-12 stations (not including Daly City BART bikeshare station), with final fleet size and station locations to be determined. The system will operate for two years or until the end of the current Lyft Bay Wheels contract (July 31, 2027), contingent on securing second year operating funds. Daly City has applied for additional funding through the TA’s Alternative Congestion Relief & Transportation Demand Management Program. MTC has committed up to \$1.05M to bike and station purchases, and to cover 25% of the second year operating costs. C/CAG staff is requesting that the C/CAG Board funds up to \$200,000 to support first year of the program operating costs.

### ***Recommendation and Next Steps***

C/CAG staff is requesting the C/CAG Board to review and approve Resolution 24-71 authorizing the C/CAG Executive Director to execute a funding agreement with Metropolitan Transportation Commission (MTC) in an amount up to \$200,000 to expand and operate the Bay Wheels Bikeshare program to the City of Daly City.

C/CAG will closely monitor and evaluate the outcomes of Daly City’s pilot program, in addition to gather valuable insights from the current citywide program in Millbrae and Burlingame. These case studies will allow C/CAG to better understand the dynamics of a more suburban market, which will guide future countywide efforts. C/CAG staff plans to return to the C/CAG Board at future meetings to provide updates on performance metrics and lessons learned.

### **EQUITY IMPACTS AND CONSIDERATIONS**

In the development of the Micromobility Community Outreach Plan, a Community Based Organizations (CBO) contact list was created. The contact database is used to distribute information about funding opportunities, community engagement efforts, and committee recruitment notices. This initiative aligns with Action 27 of Category 3 in the [C/CAG 2023 Equity Framework](#).

Lyft’s Bay Wheels Daly City Expansion will include Lyft’s equity program, “Bikeshare for All”, which offers the following benefits:

- \$5 annual membership for the first year
- E-bike trips capped at \$1 for members.

Additionally, 20% of total bikeshare stations are required to be located in Equity Priority Communities, as identified in [Plan Bay Area 2050 Plus](#).

### **ATTACHMENTS**

1. Resolution 24-71

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

2. Draft Funding Agreement between C/CAG and MTC for Bay Wheels Bikeshare expansion program to the City of Daly City

**RESOLUTION 24-71**

**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 METROPOLITAN TRANSPORTATION COMMISSION (MTC) IN AN AMOUNT UP TO \$200,000 TO EXPAND AND OPERATE THE BAY WHEELS BIKESHARE PROGRAM TO THE CITY OF DALY CITY.**

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

**WHEREAS**, the Board of Directors of the City/County Association of Governments at its March 9, 2023 meeting approved an expenditure plan for certain projects and programs to be funded through San Mateo County’s local share of Transportation Fund for Clean Air (TFCA) revenues, including up to \$300,000 for the implementation of the San Mateo County Shared Micromobility Pilots; and

**WHEREAS**, C/CAG and MTC identified an opportunity to pool their resources to pilot bikeshare in Daly City. Both agencies believed this would address their goals and provide a more thorough pilot than either agency could do on their own; and

**WHEREAS**, the Bay Wheels expansion to Daly City includes adding up to 80 bikes and 8-12 stations (not including Daly City BART bikeshare station), with further discussions to determine final size and fleet composition. The system in Daly City would operate for two years or align with the end of the existing Lyft Bay Wheels contract (July 31, 2027), pending operations funding for the second year; and

**WHEREAS**, MTC is recommended to receive up to \$200,000 for expansion and operation of the Bay Wheels Bikeshare to City of Daly City; and

**WHEREAS**, it is necessary for C/CAG to enter into a funding agreement with the agency receiving project funding, setting forth the responsibilities of each party.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the City/County Association of Governments of San Mateo County that the Executive Director is authorized to enter into funding agreement with Metropolitan Transportation Commission (MTC) in an amount up to \$200,000 to expand and operate the Bay Wheels Bikeshare program to the City of Daly City. 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 NOVEMBER 2024.**

---

*Adam Rak, Chair*

## C/CAG AGENDA REPORT

Date: November 14, 2024

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

From: Sean Charpentier, Executive Director

Subject: Review and approve Resolution 24-72 requesting the transfer of project sponsorship of the OBAG 3 Bay Road Complete Street Rehabilitation Project from the County of San Mateo to Redwood City and support for a 3-month extension and flexibility for the City of Daly City in meeting the Housing Incentive Pool (HIP) grant program Housing Element requirements.

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

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### RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution 24-72 requesting the transfer of project sponsorship of the OBAG 3 Bay Road Complete Street Rehabilitation Project from the County of San Mateo to Redwood City and support for a 3-month extension and flexibility for the City of Daly City in meeting the Housing Incentive Pool (HIP) grant program Housing Element requirements.

### FISCAL IMPACT

Other than staff time, there is not any direct fiscal impact to C/CAG at this time. Upon C/CAG and MTC approval, OBAG 3 funds will be allocated to project sponsors directly.

### SOURCE OF FUNDS

MTC allocates federal funds through the OBAG 3 County & Local Program, including Congestion Mitigation and Air Quality (CMAQ) funds and Surface Transportation Program (STP) funds.

### BACKGROUND

#### *OBAG 3 County & Local Program*

The One Bay Area Grant (OBAG) program is the policy and programming framework for investing federal Surface Transportation Program (STP), Congestion Mitigation and Air Quality Improvement (CMAQ), and other fund programs throughout the San Francisco Bay Area. The Program covers a five-year fiscal year period of FY 2022-23 through FY 2025-26, funding various transportation projects. As the County Transportation Agency (CTA) for San Mateo County, C/CAG assisted MTC in administrating the County & Local Program.

As part of the OBAG Cycle 3 County & Local Program process, MTC provided San Mateo

County a funding target of \$37 million, which represents 120% of the estimated target of approximately \$30.8 million. C/CAG submitted two programmatic categories, requesting \$4.4 million for program and planning activities (\$2.1 million for Countywide Safe Routes to School Program and \$2.3 million for regional planning efforts) and \$32.6 million for 11 projects.

In January 2023, MTC adopted the OBAG 3 County & Local Program, including funding 7 projects totaling \$26.5 million in San Mateo County along with \$4.4 million for the Safe Routes to School program and C/CAG planning activities. The table below is a summary of projects that received OBAG 3 funds:

<b>Capital Projects</b>			
<b>Sponsor</b>	<b>Project</b>	<b>CTA Nomination Amount</b>	<b>OBAG 3 Proposed Funding Amount</b>
San Mateo County	Bay Road Complete Street Rehabilitation Project	\$ 3,806,790	\$ 3,806,790
City of South San Francisco	School Street/Spruce Avenue and Hillside Boulevard Safety and Access Improvement Project	\$ 3,127,385	\$ 3,127,385
City of Redwood City	Roosevelt Avenue Traffic Calming Project	\$ 3,400,000	\$ 3,400,000
San Mateo County Transportation Authority	19 <sup>th</sup> Avenue/Fashion Island Boulevard Complete Street Class IV Bikeway	\$ 3,375,000	\$ 3,375,000
Town of Colma	El Camino Real Complete Street Project from Mission Road to City of South San Francisco (Segment B)	\$ 4,640,000	\$ 4,640,000
City of Menlo Park	Middle Avenue Caltrain Pedestrian and Bicycle Undercrossing	\$ 5,000,000	\$ 5,000,000
City of Burlingame	Rollins Road Bicycle and Pedestrian Improvement Project	\$ 3,100,000	\$ 3,100,000
<b>Programmatic Projects</b>			
<b>Sponsor</b>	<b>Project</b>	<b>CTA Nomination Amount</b>	<b>OBAG 3 Proposed Funding Amount</b>
C/CAG	Countywide SRTS Program	\$ 2,120,000	\$ 2,120,000
C/CAG	Regional Planning Activities	\$ 2,300,000	\$ 2,300,000
<b>Total</b>			<b>\$ 30,869,175</b>

As part of the OBAG 3 guidelines, MTC requires that jurisdictions achieve and maintain certification of their Regional Housing Needs Allocation (RHNA) 6th cycle (2023-31) Housing Elements and required rezoning from the California Department of Housing and Community Development (HCD) by December 31, 2024. MTC originally established certification deadlines of December 31, 2023 for the OBAG 3 program. However, in December 2023 only 53 of 109 Bay Area jurisdictions had achieved certification. Accordingly, MTC granted a one-year grace period (until December 31, 2024) for Housing Element compliance, during which OBAG 3 funds would be withheld from jurisdictions that did not meet the deadline.

*Housing Incentive Pool Program*

In addition to the OBAG 3 funds, a certified Housing Element by December 31, 2024 is also a

requirement for Housing Incentive Pool (HIP) funds, which are awarded to jurisdictions based on the issuance of a significant number of housing permits. Earlier this year, MTC distributed \$71 million in HIP grants on a per-unit basis to the 15 jurisdictions that issued certificates of occupancy for the greatest number of eligible housing units over the five calendar years 2018 through 2022. Jurisdictions in San Mateo County that received HIP funding include the City of Redwood City, City of San Mateo, and the City of Daly City.

#### *Housing Element Status – San Mateo County*

As of October 3, 2024, within San Mateo County, 12 jurisdictions (57%) have a certified Housing Element. Of the recipients of OBAG 3 or HIP funding, County of San Mateo and Daly City do not have both a certified Housing Element and/or the required rezoning. Daly City is currently anticipating City Council action on the Housing Element and required rezoning in November. However, additional review time from HCD may occur after the December 31, 2024 deadline from MTC. Both C/CAG and Daly City staff are continuously working with regional partners to leverage ongoing working relationships to help expedite the review from HCD.

County of San Mateo has also not received its certified Housing Element. The completion of the County's Housing Element has been delayed by the required rezoning across multiple unincorporated areas, in particular areas under the jurisdiction of the California Coastal Commission, which requires substantially more time than areas within the County's control.

#### *Bay Road Complete Street Rehabilitation Project*

The County of San Mateo's Bay Road Complete Street Rehabilitation Project (Bay Road project) was ranked #1 when C/CAG submitted a prioritized list of project recommendations for OBAG 3. The Bay Road project is located 50% in Redwood City and 50% in unincorporated San Mateo County, with the jurisdictional boundary following the roadway's centerline. The project proposes to increase safety for all road users who use or cross Bay Road between 5th Avenue and 15th Avenue/Spring Street. Although the County of San Mateo was the official applicant, the OBAG 3 grant application was jointly developed by County and Redwood City staff, and each jurisdiction is providing 50% of the required local match. Improvements on Bay Road have been identified as a priority through extensive community planning processes.

The project is located in North Fair Oaks, which is an MTC Equity Priority Community, a C/CAG Equity Focus Area, and a Priority Development Area. North Fair Oaks residents are more likely to be low-income, minority, and in poorer health than the surrounding area averages. It is notable that none of the rezonings for RHNA compliance are required for North Fair Oaks, the location of the Bay Road Complete Street Rehabilitation Project, because the County has already completed significant high-density multifamily residential rezoning in North Fair Oaks. The City of Redwood City, along with the other jurisdictions that received OBAG 3 funds, have met their Housing Element requirement.

#### *Recommendation*

C/CAG staff requests that the C/CAG Board of Directors review and approve Resolution 24-72 requesting the transfer of project sponsorship of the OBAG 3 Bay Road Complete Street Rehabilitation Project from the County of San Mateo to Redwood City for the project development to continue and meet OBAG 3 delivery guidelines and support of flexibility for the



City of Daly City in meeting the Housing Incentive Pool (HIP) grant program Housing Element requirements.

Below is the summary of actions taken and next steps for the transfer of the Bay Road project.

1. 10/24/24 - North Fair Oaks Committee Council meeting to request/prepare a letter of support to transfer project sponsorship to Redwood City.
2. 11/13/24 - MTC Programming and Allocations Committee, Update on Housing Element Compliance (Informational Item). C/CAG submitted letter. See Attachment 2.
3. 11/14/24 - C/CAG Board of Directors review and approve resolution requesting Bay Road Project transfer from County of San Mateo to Redwood City and 3-month extension for Daly City.
4. 11/25/24 - Redwood City Council approves resolution of local support to transfer the project.
5. 12/11/24 - MTC Programming and Allocation Committee, possible action item from MTC staff recommending transferring the Bay Road Project from County to Redwood City. Anticipated letters of support from C/CAG, North Fair Oaks Council and project sponsors.
6. December 2024 or Jan/Feb 2025 - MTC Commission Meeting

#### **EQUITY IMPACTS AND CONSIDERATIONS**

The Bay Road project is in an Equity Priority Community and C/CAG Equity Focus Area. As part of the OBAG 3 County & Local Program evaluation process conducted by C/CAG, additional points were awarded to projects that aim to “invest in historically underserved communities, which may include projects prioritized in a Community-Based Transportation Planning (CBTP) or Participatory Budgeting process, or projects located within Equity Priority Communities with demonstrated community support”. Equity Priority Communities are defined as census tracts that have a significant concentration of underserved populations, such as households with low incomes and people of color.

#### **ATTACHMENTS**

1. Resolution 24-72
2. Letter to MTC Programming and Allocation Committee requesting the transfer of project sponsorship of the OBAG 3 Bay Road Complete Street Rehabilitation Project from the County of San Mateo to Redwood City and support for a 3-month extension and flexibility for the City of Daly City

## **RESOLUTION 24-72**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) REQUESTING THE TRANSFER OF PROJECT SPONSORSHIP OF THE OBAG 3 BAY ROAD COMPLETE STREET REHABILITATION PROJECT FROM THE COUNTY OF SAN MATEO TO REDWOOD CITY AND SUPPORT FOR A 3-MONTH EXTENSION AND FLEXIBILITY FOR THE CITY OF DALY CITY IN MEETING THE HOUSING INCENTIVE POOL (HIP) PROGRAM HOUSING ELEMENT REQUIREMENTS**

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

**WHEREAS**, the Metropolitan Transportation Commission (MTC) adopted Resolution No. 4505 outlining the One Bay Area 3 (OBAG 3) County & Local Program's policies and procedures to be used in the selection of projects to be funded with Surface Transportation Planning (STP) and Congestion Mitigation and Air Quality Improvement Program (CMAQ) funds; and

**WHEREAS**, local responsibility for submitting project nominations for the OBAG 3 County & Local Program has been assigned to County Transportation Agencies (CTAs); and

**WHEREAS**, C/CAG is the County Transportation Agency for San Mateo County, and

**WHEREAS**, on April 14, 2022, the C/CAG Board approved the process and guidelines for the OBAG 2 County Programs in San Mateo County and further approved additional guidelines on May 12, 2022 and June 9, 2022; and

**WHEREAS**, C/CAG has completed an evaluation process prescribed by MTC to develop a list of projects to submit for the OBAG 3 County & Local Program; and

**WHEREAS**, on September 15, 2022, the C/CAG Board authorized the C/CAG Chair to sign a Letter of Interest nominating 9 projects requesting \$32.6 million for the MTC OBAG 3 County & Local Program; and

**WHEREAS**, in January 2023, MTC adopted the OBAG 3 County & Local Program, including funding 7 projects totaling \$26.5 million in San Mateo County; and

**WHEREAS**, the County of San Mateo, in partnership with the City of Redwood City, was awarded \$3.8 million for the Bay Road Complete Street Rehabilitation Project; and

**WHEREAS**, the Bay Road Complete Street Rehabilitation Project is located 50% in Redwood City and 50% in unincorporated San Mateo County, with the jurisdictional boundary following the roadway's centerline; and

**WHEREAS**, the County of San Mateo was the official applicant, the OBAG 3 grant application was jointly developed by County and Redwood City staff, and each jurisdiction is providing 50% of the required local match; and

**WHEREAS**, as part of the OBAG 3 guidelines, MTC requires that jurisdictions achieve and maintain certification of their Regional Housing Needs Allocation (RHNA) 6th cycle (2023-31)

Housing Elements from the California Department of Housing and Community Development (HCD) by December 31, 2024; and

**WHEREAS**, the County of San Mateo has not received their certified Housing Element due to delays by the required rezoning across multiple unincorporated areas, in particular areas under the jurisdiction of the California Coastal Commission, which requires substantially more time than areas within the County's control; and

**WHEREAS**, the City of Redwood City has a certified Housing Element; and

**WHEREAS**, the project is located in North Fair Oaks, which is an MTC Equity Priority Community, a C/CAG Equity Focus Area, and a Priority Development Area; and

**WHEREAS**, none of the rezonings for RHNA compliance are required for North Fair Oaks, the location of the Bay Road Complete Street Rehabilitation Project, because the County of San Mateo has already completed significant high-density multifamily residential rezoning in North Fair Oaks; and

**WHEREAS**, as part of the Housing Incentive Pool (HIP) program guidelines, MTC also requires that jurisdictions achieve and maintain certification of their Regional Housing Needs Allocation (RHNA) 6th cycle (2023-31) Housing Elements from the California Department of Housing and Community Development (HCD) by December 31, 2024; and

**WHEREAS**, the City of Daly was one of the top 15 jurisdictions that issued certificates of occupancy for the greatest number of eligible housing units over the five calendar years 2018 through 2022; and

**WHEREAS**, the City of Daly was awarded \$1.3 million from the HIP Program; and

**WHEREAS**, the City of Daly has not received their certified Housing Element due to delays by the required rezoning; and

**WHEREAS**, the City of Daly City anticipates all final City Council actions for the Housing Element and required rezoning by the end of November 2024; however the potential review period by HCD exceeds the December 31, 2024 deadline for compliance; and

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County is requesting the transfer of project sponsorship of the OBAG 3 Bay Road Complete Street Rehabilitation Project from the County of San Mateo to Redwood City and support for a 3-month extension and flexibility for the City of Daly City in meeting the Housing Incentive Pool (HIP) grant program Housing Element requirements, and authorizing the C/CAG Chair and the Executive Director to approve all forms necessary to effectuate the transfer, subject to approval as to form by legal counsel.

**PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF NOVEMBER 2024.**

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*Adam Rak, Chair*



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November 7, 2024

MTC Programming and Allocations Committee  
Bay Area Metro Center  
375 Beale Street  
San Francisco, CA 94105

**RE: OBAG/HIP Housing Element Compliance**

To: MTC Programming and Allocations Committee:

The City/County Association of Governments of San Mateo County (C/CAG) recognizes MTC’s efforts and support for delivering OBAG and HIP investments that assist our jurisdictions in implementing the goals of the Plan Bay Area.

There are 2 projects in San Mateo County that have not yet received their certified Housing Element (or required rezoning) and therefore not yet in compliance with OBAG eligibility requirements:

1. County of San Mateo - \$3.8M OBAG 3 Bay Road Complete Street Rehabilitation Project.
2. City of Daly City - \$1.3M Housing Incentive Pool (HIP) Program.

C/CAG would appreciate your consideration of two requests related to these projects/programs.

**First**, the transfer of project sponsorship for the Bay Road Complete Street Rehabilitation Project from the County to Redwood City (which has a certified Housing Element) because 50% of the project is in Redwood City.

**Second**, a grace period of three months for housing leaders like Daly City that have been working in good faith to secure a certified Housing Element and associated rezonings.

Additional details are provided in the background section below.

**Background**

In September 2022, the C/CAG Board of Directors ranked the County of San Mateo’s Bay Road Complete Street Rehabilitation Project (Bay Road project) the #1 priority in its prioritized list of project recommendations. The project was awarded \$3.8 million dollars in OBAG 3 funds by MTC in January 2023.

The Bay Road project is 50% in Redwood City and 50% in unincorporated San Mateo County, with the jurisdictional boundary following the roadway’s centerline. Although the County was the official applicant, the OBAG 3 grant application was jointly developed by County and Redwood City staff, and



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each jurisdiction is providing 50% of the required match. Improvements on Bay Road have been identified as a priority through extensive community planning processes. The project proposes to increase safety for all road users who use or cross Bay Road between 5th Avenue and 15th Avenue/Spring Street. The project is in North Fair Oaks, which is an MTC Equity Priority Community, a C/CAG Equity Focus Area, and a Priority Development Area. North Fair Oaks residents are more likely to be low-income, minority, and in poorer health than the surrounding area averages.

Currently, the County of San Mateo has not received its certified Housing Element. The completion of the County's Housing Element has been delayed by the required rezoning across multiple unincorporated areas, in particular areas under the jurisdiction of the Coastal Commission, which requires substantially more time than areas within the County's control. It is notable that none of the rezonings for RHNA compliance are required for North Fair Oaks, the location of the Bay Road project, because the County has already completed significant high-density multifamily residential rezoning in North Fair Oaks.

This project and the grant application was developed and submitted by the County and Redwood City as full partners, sharing full responsibility for the work funded by the grant. Both jurisdictions have a significant, demonstrable track record as pro-housing jurisdictions, having consistently addressed barriers to housing production, rezoned significant areas of their jurisdiction to allow and require high-density housing, and consistently funded affordable housing. However, while the County continues to work diligently and urgently to update its Housing Element to achieve certification, Redwood City's Housing Element is in full compliance. The jurisdictions share goals regarding both the approach to and outcomes of this project, and its importance in meeting their shared housing needs and goals.

Daly City is among the top 15 jurisdictions in the region that issued certificates of occupancy for the greatest number of eligible housing units from 2018 through 2022 as part of the Housing Incentive Pool (HIP) program and has been awarded \$1.3M in HIP funding for its effort. The city has continued its leadership in affordable housing production and preservation through its securing of construction funding for the 555-unit Midway Village affordable housing project, which is the largest affordable housing project in the County. Daly City's Housing Element and first reading of the associated rezoning are scheduled to go to the city council in November 2024. After local adoption, HCD has up to 60 days to review and approve Daly City's Housing Element, and this period would go past the December 31<sup>st</sup> deadline.

## **Summary**

C/CAG has two requests related to these critical projects and programs.

First, the transfer of project sponsorship for the Bay Road Complete Street Rehabilitation Project from the County to Redwood City (which has a certified Housing Element). As noted, this project is a 50%/50% partnership between these jurisdictions. The hard-working residents of North Fair Oaks



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should not experience disinvestment because of the challenges of rezoning properties on the far side of the County within the Coastal Commission authority.

Second, a grace period of three months for housing leaders like Daly City that have been working in good faith to secure a certified Housing Element and associated rezonings.

Thank you for your careful consideration of our requests. C/CAG appreciates MTC's efforts to deliver these critical OBAG and HIP projects and programs. Please contact me at [scharpentier@smcgov.org](mailto:scharpentier@smcgov.org) if you have any questions or would like additional information.

Best Regards,

A handwritten signature in black ink that reads "Sean Charpentier". The signature is written in a cursive, flowing style.

Sean Charpentier  
Executive Director

**C/CAG AGENDA REPORT**

Date: November 14, 2024

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

From: Sean Charpentier, Executive Director

Subject: Review and approval of Resolution 24-78 authorizing the C/CAG Executive Director to execute an Agreement with S.R. Rose Engineering Inc to provide project management services for the Northern Cities Smart Corridor project, in an amount not to exceed \$171,600 covering the period of November 18, 2024 through May 31, 2026, establishing a contingency in the amount of \$17,160 (10% of contract) for a total project budget of \$188,760, waiving the Request for Proposals process in accordance with C/CAG procurement policy, and authorizing the Executive Director to execute future amendments in an amount not-to-exceed the appropriated contingency.

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

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**RECOMMENDATION**

That the C/CAG board review and approve Resolution 24-78 authorizing the C/CAG Executive Director to execute an Agreement with S.R. Rose Engineering Inc to provide project management services for the Northern Cities Smart Corridor project, in an amount not to exceed \$171,600 covering the period of November 18, 2024 through May 31, 2026, establishing a contingency in the amount of \$17,160 (10% of contract) for a total project budget of \$188,760, waiving the Request for Proposals process in accordance with C/CAG procurement policy, and authorizing the Executive Director to execute future amendments in an amount not-to-exceed the appropriated contingency.

**FISCAL IMPACT**

The cost of providing project management services is not to exceed \$188,760.

**SOURCE OF FUNDS**

Funding for this agreement will come from Local Measure M, the \$10 vehicle registration fee.

**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 early 2025.

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 Caltrans. Construction contracts were awarded for both segments (Daly City/Colma and Brisbane) in September 2024. C/CAG is the project sponsor. The City of Daly City is leading construction of the segment located in Daly City and Colma. The City of Brisbane is managing construction within its city limit. Construction is expected to begin this winter.

Most of the construction funding is from State Transportation Improvement Program (STIP) funds funneled through C/CAG to the cities. Given C/CAG's role as a project sponsor and owner of fiber conduits, it is critical to establish robust construction oversight to ensure accountability, adherence to project timelines, and risk mitigation. Starting in winter of 2023, C/CAG has actively reached out to six professionals with construction management experience and a background in collaborating with local jurisdiction partners. Given limited project time frame and specific project demands, finding qualified candidates willing to accept the position has been challenging.

C/CAG recommends entering into an agreement with S.R. Rose Engineering Inc., led by Sean Rose, former Public Works Director for the Town of Woodside. Sean Rose has extensive experience with C/CAG, familiarity with the Smart Corridor project, and established working relationships with Caltrans and key local partners. His knowledge of C/CAG's funding and project management requirements is critical to overseeing the project's construction phase effectively.

With construction scheduled to start imminently, delaying the process for an RFP would risk unacceptable project delays, jeopardizing both the timeline and funding requirements. There are limited recruitment options. C/CAG's efforts to recruit qualified project managers have not been successful due to the limited-term nature of the role and the need for specific, advanced construction oversight skills. Sean Rose's working relationships with project stakeholders uniquely positions him to immediately contribute as an owner's representative. His oversight would ensure that C/CAG remains informed and aligned with project updates, reducing potential risks.

Therefore, staff requests Board approval to waive the Request for Proposals process for this project management position and proceed with an agreement with S.R. Rose Engineering Inc. Staff believe this approach is in the agency's best interest, ensuring construction proceeds without delay, maintaining the oversight needed for this critical phase, and recognizing the significant time it would take another firm to acquire S.R. Rose's specialized knowledge, which would cause unacceptable delays without meaningful cost savings.

## **EQUITY IMPACTS AND CONSIDERATIONS**

The Smart Corridor is a countywide project aimed at improving mobility throughout the region. For



the existing southern segments, the Smart Corridor has helped reduce traffic times along arterial roads during major freeway incidents. This benefits all road users, especially motorists who spend a larger portion of their income or time on transportation.

Additionally, the Smart Corridor system has positive impacts for non-motorists and other vulnerable populations. For example, the system can be used to implement transit signal priority, which can reduce travel times for transit riders. In Belmont, the City used Smart Corridor infrastructure to implement an adaptive traffic control system. This allowed the City to use real-time traffic conditions to change signal timing accordingly, which resulted in reduced congestion and improved access to schools. The Smart Corridor also includes dozens of trailblazer message signs installed along arterial roads to guide road users through detour routes. These wayfinding signs are especially beneficial for users that may not have a smartphone or internet access.

The Northern Cities expansion will provide a comprehensive system all along US-101 in the County, providing Smart Corridor benefits for the many different communities that live and travel within and around the bayside. The expansion will also connect communities along I-280 for the first time.

#### **ATTACHMENTS**

1. Resolution 24-78

The following attachments are available on the C/CAG website (*See “Additional Agenda Materials” for the November 2024 Board Meeting*) at: <https://ccag.ca.gov/committees/board-of-directors-2/>

2. Draft Agreement Between S.R. Rose Engineering Inc and C/CAG

## RESOLUTION 24-78

**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 S.R. ROSE ENGINEERING INC TO PROVIDE PROJECT MANAGEMENT SERVICES FOR THE NORTHERN CITIES SMART CORRIDOR PROJECT, IN AN AMOUNT NOT TO EXCEED \$171,600 COVERING THE PERIOD OF NOVEMBER 18, 2024 THROUGH MAY 31, 2026, ESTABLISHING A CONTINGENCY IN THE AMOUNT OF \$17,160 (10% OF CONTRACT) FOR A TOTAL PROJECT BUDGET OF \$188,760, WAIVING THE REQUEST FOR PROPOSALS PROCESS IN ACCORDANCE WITH C/CAG PROCUREMENT POLICY, AND AUTHORIZING THE EXECUTIVE DIRECTOR TO 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 is the Congestion Management Agency for San Mateo County; and

**WHEREAS**, the C/CAG sponsored San Mateo County Smart Corridor Project (Smart Corridor) is an Intelligent Transportation System (ITS) project that extends 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; and

**WHEREAS**, C/CAG is the Project Sponsor and Project Owner for the construction phase of the project; and

**WHEREAS**, the cities of Daly City and Brisbane serve as the implementing agencies for the construction phase of the Project, including contract administration, construction inspection and project reporting to the various grantors; and

**WHEREAS**, Cities of Daly City and Brisbane recently awarded construction contracts and construction is scheduled to start imminently, requiring project management support during construction to ensure C/CAG is aware of project updates and potential risks; and

**WHEREAS**, staff recommends waiving the Request for Proposals process and entering into an agreement with S.R. Rose Engineering Inc., as the Consultant's specialized knowledge would take significant time for another firm or individual to acquire, causing unacceptable delays without meaningful cost savings; and

**WHEREAS**, for the reasons identified above, waiver of the competitive process in this case is in the best interests of C/CAG; and

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County authorizes a waiver of the Request for Proposal process and grants authority to the C/CAG Executive Director to execute an Agreement with S.R. Rose Engineering Inc. for project management services on the Northern Cities Smart Corridor project. This agreement will be in an amount not to exceed \$171,600, covering the period of November 18, 2024

through May 31, 2026, with an additional contingency in the amount of \$17,160 (10% of contract) for a total project budget of \$188,760. The Board of Directors of further authorizes the Executive Director to execute future amendments in an amount not-to-exceed the appropriated contingency, subject to approval as to form by C/CAG Legal Counsel.

**PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF NOVEMBER 2024.**

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**Adam Rak, Chair**

## C/CAG AGENDA REPORT

Date: November 14, 2024

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

From: Sean Charpentier, Executive Director

Subject: Review and approval of Resolutions 24-69 and 24-73 to allocate \$250,000 of Fiscal Year 2024/2025 Transportation Development Act (TDA) Article 3 funding for the San Mateo Countywide Comprehensive Bicycle and Pedestrian Plan update, and to adopt the San Mateo County TDA Article 3 Program for Fiscal Year 2024/2025 totaling \$2,512,217.

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

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### RECOMMENDATION

That the C/CAG Board review and approve the following Resolutions:

1. Resolution 24-69, requesting an allocation of \$250,000 in Fiscal Year 2024/2025 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding from the Metropolitan Transportation Commission for the San Mateo Countywide Comprehensive Bicycle and Pedestrian Plan Update.
2. Resolution 24-73, adopting the San Mateo County Transportation Development Act Article 3 Program for Fiscal Year 2024/2025 for \$2,512,217.

### FISCAL IMPACT

The budget for the FY 24/25 Cycle of the TDA Article 3 program was \$2,590,706. At the May 2024 Board meeting, the Board approved funding ten bicycle and pedestrian projects totaling \$2,262,217, leaving a balance of \$328,489. Staff is seeking the Board's approval to allocate \$250,000 from the remaining TDA 3 funds to update the C/CAG Countywide Bicycle and Pedestrian Plan. Staff is also seeking approval to adopt the revised San Mateo County Transportation Development Act Article 3 Program for FY 2024/2025 for a new total of \$2,512,217.

### SOURCE OF FUNDS

TDA Article 3 funds are derived from the following sources:

- Local Transportation Funds (LTF), derived from a ¼ cent of the general sales tax collected statewide
- State Transit Assistance Fund (STA), derived from the statewide sales tax on gasoline and diesel fuel.

### BACKGROUND

TDA Article 3 funds are distributed by the Metropolitan Transportation Commission (MTC) to C/CAG on a formula basis annually. C/CAG acts as the program administrator in San Mateo County and issues

a call for projects for eligible bicycle and pedestrian projects. This funding is available for bicycle and pedestrian projects in San Mateo County with the cities, the County of San Mateo and joint powers agencies (consisting of cities in San Mateo County and/or the County) being eligible applicants.

The budget for the FY 24/25 Cycle of the TDA Article 3 program was \$2,590,706. At the May 2024 C/CAG Board meeting, the Board approved funding ten TDA 3 projects for a total of \$2,262,217, leaving a balance of \$328,489. The May 2024 staff report also noted staff’s future recommendation to use remaining TDA 3 funds to support the update of the Countywide Comprehensive Bicycle and Pedestrian Plan.

As the Congestion Management Agency for the County of San Mateo, C/CAG prepares the Countywide Comprehensive Bicycle and Pedestrian Plan. The Plan is typically updated every five years to reflect changes in community needs, incorporate emerging technologies and trends, and support regional coordination. C/CAG completed the last Plan update in 2021 with the next Plan scheduled for completion by 2026. To fund the Plan update, C/CAG applied for several grants, including the US Department of Transportation’s Rebuilding American Infrastructure with Sustainability and Equity (RAISE) Grant and Caltrans’ Sustainable Transportation Planning Grant. C/CAG also submitted applications for Congressional and Senate earmarks twice. Due to a highly competitive nature of these grant and earmark opportunities, C/CAG was not awarded funding. C/CAG is committed to updating the Comprehensive Bicycle and Pedestrian Plan, and has pursued funding and partnerships, including:

- Requesting financial support from the San Mateo County Transportation Authority (TA) to help fund the Plan update
- Applying to the TA’s Cycle 2 Alternative Congestion Relief/Transportation Demand Management Program (ACR/TDM) to acquire sidewalk inventory data; and
- Updating the C/CAG Equity Focus Areas as part of the upcoming County Transportation Plan.

The TA is considering contributing \$250,000 to the Plan update, contingent on a 100% match from C/CAG. Staff recommends allocating \$250,000 of the remaining FY24/25 TDA Article 3 Program funds to meet the match requirement. A summary of the funding sources for the Plan update is provided below in Table 1. C/CAG will bring a Memorandum of Understanding (MOU) between the TA and C/CAG for the TA’s \$250,000 contribution to the November 2024 Board meeting for approval.

Table 1: Proposed Funding Sources for the Comprehensive Bicycle and Pedestrian Plan Update

<b>Source</b>	<b>Amount</b>
TA Financial Contribution	\$250,000
C/CAG Share – TDA 3 funds	\$250,000*
TA ACR/TDM Grant (Sidewalk data procurement)	\$220,000**
Total	\$720,000

\*Pending C/CAG and TA Board approval.

\*\*Proposed funding amount and pending successful approval and grant award from the TA.

A draft scope, schedule, and cost estimate for the Comprehensive Bicycle and Pedestrian Plan update is provided in Attachment 3.

Upon approval by C/CAG Board, Staff will submit the Comprehensive Bicycle and Pedestrian Plan update project recommended for funding to MTC for allocation approval.

## **EQUITY IMPACTS AND CONSIDERATIONS**

The C/CAG Comprehensive Bicycle and Pedestrian Plan is crucial to identifying bicycle and pedestrian infrastructure gaps, prioritizing investments and improving access in traditionally underserved communities. The Plan includes innovative ideas like sidewalk data procurement and an e-bike strategy to enhance safety and promote longer-distance e-bike trips. By encouraging active transportation and reducing single-occupancy vehicle trips, the Plan supports greenhouse gas reductions, environmentally sustainable infrastructure, and expanded mobility options for people of all ages, genders, race, and income levels.

### **Attachments**

1. Resolution 24-69
2. Resolution 24-73

The following attachment is available on the C/CAG website (*See “Additional Agenda Materials” for the November 2024 Board Meeting*) at: <https://ccag.ca.gov/committees/board-of-directors-2/>

- Draft scope, schedule, and cost estimate for the Comprehensive Bicycle and Pedestrian Plan update

## **RESOLUTION 24-69**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY REQUESTING AN ALLOCATION OF \$250,000 IN FISCAL YEAR 2024/2025 TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 PEDESTRIAN/BICYCLE PROJECT FUNDING FROM THE METROPOLITAN TRANSPORTATION COMMISSION FOR THE SAN MATEO COUNTYWIDE COMPREHENSIVE BICYCLE AND PEDESTRIAN PLAN UPDATE**

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

**WHEREAS**, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 et seq., authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

**WHEREAS**, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 4108, Revised, which delineates procedures and criteria for submission of requests for the allocation of TDA Article 3 funds; and

**WHEREAS**, MTC Resolution No. 4108, Revised requires that requests for the allocation of TDA Article 3 funding be submitted as part of a single, countywide coordinated claim from each county in the San Francisco Bay region; and

**WHEREAS**, C/CAG desires to submit a request to MTC for the allocation of TDA Article 3 funds to support the projects described in Attachment B to this resolution, which are for the exclusive benefit and/or use of pedestrians and/or bicyclists; now, therefore, be it

**RESOLVED**, that C/CAG declares it is eligible to request an allocation of TDA Article 3 funds pursuant to Section 99234 of the Public Utilities Code, and furthermore, be it

**RESOLVED**, that there is no pending or threatened litigation that might adversely affect the project or projects described in Attachment B to this resolution, or that might impair the ability of the C/CAG to carry out the project; and furthermore, be it

**RESOLVED**, that C/CAG attests to the accuracy of and approves the statements in Attachment A to this resolution; and furthermore, be it

**RESOLVED**, that a certified copy of this resolution and its attachments, and any accompanying supporting materials shall be included for submission to MTC As part of the countywide coordinated TDA Article 3 claim.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the City/County Association of Governments of San Mateo County that the Board requests an allocation of \$250,000 in FY 2024/2025 Transportation Development Act (TDA) Article 3 Pedestrian/Bicycle project funding from the Metropolitan Transportation Commission for the San Mateo Countywide Comprehensive Bicycle and Pedestrian Plan Update.

**PASSED, APPROVED, AND ADOPTED THIS 14TH DAY OF NOVEMBER 2024.**

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*Adam Rak, Chair*



Attachment A

Re: Request to the Metropolitan Transportation Commission for the Allocation of Fiscal Year 2024/2025 Transportation Development Act Article 3 Pedestrian/Bicycle Project Funding

**Findings**

Page 1 of 1

1. That C/CAG is not legally impeded from submitting a request to the Metropolitan Transportation Commission for the allocation of Transportation Development Act (TDA) Article 3 funds, nor is C/CAG legally impeded from undertaking the project(s) described in “Attachment B” of this resolution.
2. That C/CAG has committed adequate staffing resources to complete the project(s) described in Attachment B.
3. A review of the project(s) described in Attachment B has resulted in the consideration of all pertinent matters, including those related to environmental and right-of-way permits and clearances, attendant to the successful completion of the project(s).
4. Issues attendant to securing environmental and right-of-way permits and clearances for the projects described in Attachment B have been reviewed and will be concluded in a manner and on a schedule that will not jeopardize the deadline for the use of the TDA funds being requested.
5. That the project(s) described in Attachment B comply with the requirements of the California Environmental Quality Act (CEQA, Public Resources Code Sections 21000 et seq.).
6. That as portrayed in the budgetary description(s) of the project(s) in Attachment B, the sources of funding other than TDA are assured and adequate for completion of the project(s).
7. That the project(s) described in Attachment B are for capital construction and/or final design and engineering or quick build project; and/or for the maintenance of a Class I bikeway which is closed to motorized traffic and/or Class IV separated bikeway; and/or for the purposes of restriping Class II bicycle lanes; and/or for the development or support of a bicycle safety education program; and/or for the development of a comprehensive bicycle and/or pedestrian facilities plan, and an allocation of TDA Article 3 funding for such a plan has not been received by C/CAG within the prior five fiscal years.
8. That the project(s) described in Attachment B which are bicycle projects have been included in a detailed bicycle circulation element included in an adopted general plan, or included in an adopted comprehensive bikeway plan (such as outlined in Section 2377 of the California Bikeways Act, Streets and Highways Code section 2370 et seq.) or responds to an immediate community need, such as a quick-build project.
9. That any project described in Attachment B bicycle project meets the mandatory minimum safety design criteria published in the California Highway Design Manual or is in a National Association of City and Transportation Officials (NACTO) guidance or similar best practices document.
10. That the project(s) described in Attachment B will be completed in the allocated time (fiscal year of allocation plus two additional fiscal years).

11. That C/CAG agrees to maintain, or provide for the maintenance of, the project(s) and facilities described in Attachment B, for the benefit of and use by the public.

Attachment B

**TDA Article 3 Project Application Form**

1. <b>Agency</b>	City/County Association of Governments of San Mateo County (C/CAG)		
2. <b>Primary Contact</b>	Audrey Shiramizu		
3. <b>Mailing Address</b>	555 County Center, 5th Floor, Redwood City, CA 94063		
4. <b>Email Address</b>	ashiramizu@smcgov.org	5. <b>Phone Number</b>	650-599-1996
6. <b>Secondary Contact</b> (in the event primary is not available)	Kaki Cheung		
7. <b>Mailing address</b> (if different)    N/A <input checked="" type="checkbox"/>			
8. <b>Email Address</b>	kcheung1@smcgov.org	9. <b>Phone Number</b>	650-363-4105
10. <b>Send allocation instructions to</b> (if different from above):			
11. <b>Project Title</b>	San Mateo Countywide Comprehensive Bicycle and Pedestrian Plan Update		
12. <b>Amount requested</b>	\$250,000	13. <b>Fiscal Year of Claim</b>	2024/2025

**14. Description of Overall Project:**

The Countywide Comprehensive Bicycle and Pedestrian Plan identifies bike and pedestrian infrastructure gaps and prioritizes investments and improvements, particularly in traditionally underserved communities. The plan update will reflect changes in community needs, incorporate emerging technologies, and support regional coordination.

**15. Project Scope Proposed for Funding:** (Project level environmental, preliminary planning, and ROW are ineligible uses of TDA funds.)

The funding will be used to update the San Mateo Countywide Comprehensive Bicycle and Pedestrian Plan.

**16. Project Location:** A map of the project location is attached or a link to a online map of the project location is provided below:

See Attachment C.

**Project Relation to Regional Policies** (for information only)

17. Is the project in an [Equity Priority Community](#)?

Yes  No

18. Is this project in a [Priority Development Area](#) or a [Transit-Oriented Community](#)?

Yes  No

**19. Project Budget and Schedule**

Project Phase	TDA 3	Other Funds	Total Cost	Estimated Completion (month/year)
Bike/Ped Plan	\$250,000	\$470,000	\$720,000	June 2026
ENV		NA	NA	NA
PA&ED		NA	NA	NA
PS&E	NA	NA	NA	NA
ROW		NA	NA	NA
CON	NA	NA	NA	NA
Total Cost	\$250,000	\$470,000	\$720,000	NA

**Project Eligibility**

A. Has the project been reviewed by the Bicycle and Pedestrian Advisory Committee?

Yes  No

If "YES," identify the date and provide a copy or link to the agenda.

September 26, 2024. Agenda: <https://ccag.ca.gov/wp-content/uploads/2024/09/BPAC-Agenda-9-26-24-packet-final.pdf>.

If "NO," provide an explanation).

B. Has the project been approved by the claimant's governing body?

Yes

No

If "NO," provide expected date: \_\_\_\_\_

C. Has this project previously received TDA Article 3 funding?

Yes  No

(If "YES," provide an explanation on a separate page)

D. For "bikeways," does the project meet Caltrans minimum safety design criteria

Yes  No

pursuant to [Chapter 1000 of the California Highway Design Manual](#)?

N/A

**E. 1.** Is the project categorically exempt from CEQA, pursuant to CCR Section 15301(c),  
Yes  No

Existing Facility?

**2.** If “NO” above, is the project is exempt from CEQA for another reason?  
Yes  No

Cite the basis for the exemption. \_\_\_\_\_

N/A

If the project is not exempt, please check “NO,” and provide environmental documentation, as appropriate.

**F.** Estimated Completion Date of project (month and year): June  
2026

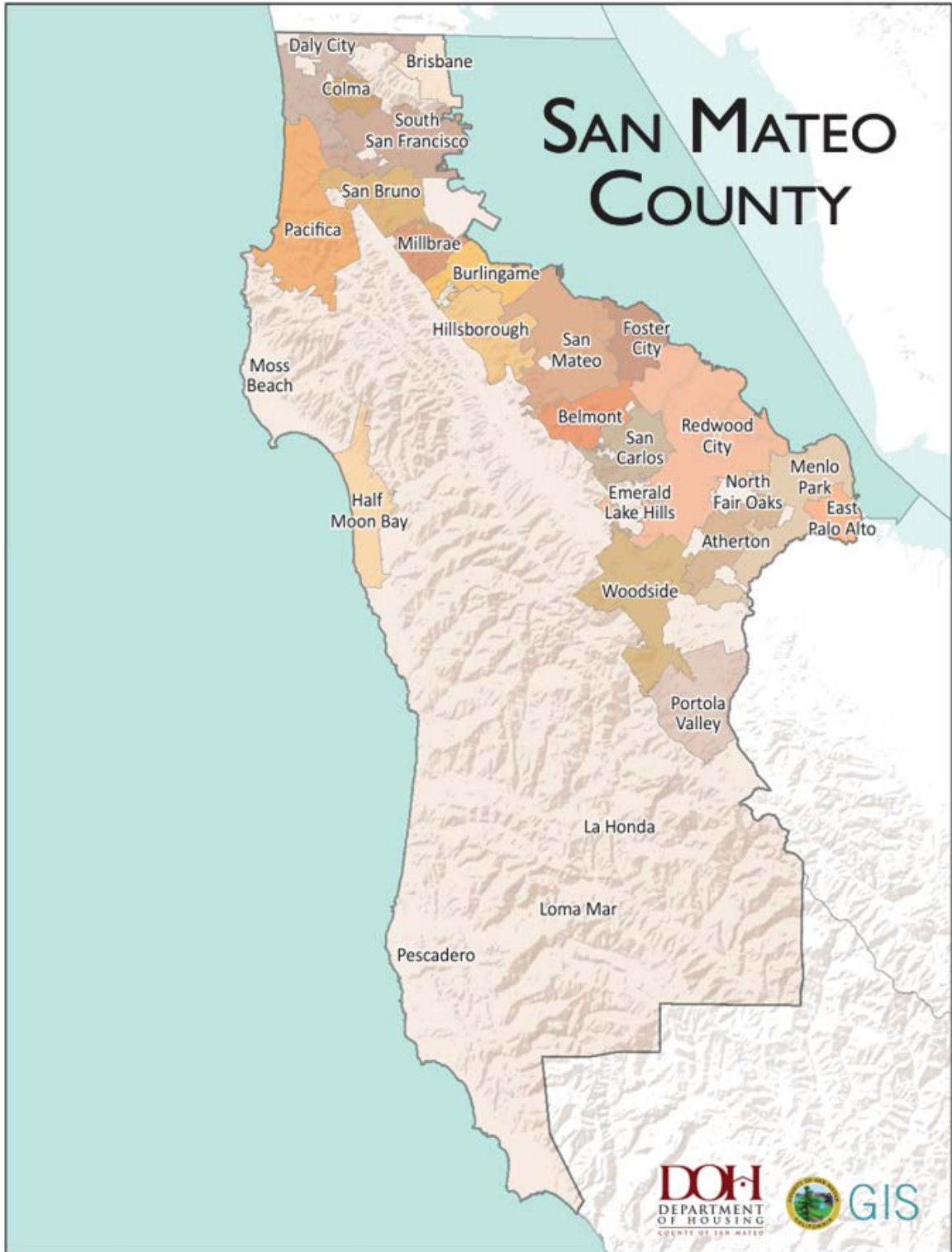
**G.** Have provisions been made by the claimant to maintain the project or facility, or has  
Yes  No

the claimant arranged for such maintenance by another agency? (If an agency other than the Claimant is to maintain the facility, please identify below and provide the agreement.

**H.** Is a Complete Streets Checklist required for this project ?  
Yes  No

If the amount requested is over \$250,000 or if the total project phase or construction phase is over \$250,000, a Complete Streets checklist is likely required. Please attach the Complete Streets checklist or record of review, as applicable. More information and the form may be found here: <https://mtc.ca.gov/planning/transportation/complete-streets>

Attachment C



## **RESOLUTION 24-73**

### **A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY ADOPTING THE SAN MATEO COUNTY TRANSPORTATION DEVELOPMENT ACT ARTICLE 3 PROGRAM FOR FISCAL YEAR 2024/2025 FOR \$2,512,217**

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

**WHEREAS**, Article 3 of the Transportation Development Act (TDA), Public Utilities Code (PUC) Section 99200 *et seq.*, authorizes the submission of claims to a regional transportation planning agency for the funding of projects exclusively for the benefit and/or use of pedestrians and bicyclists; and

**WHEREAS**, the Metropolitan Transportation Commission (MTC), as the regional transportation planning agency for the San Francisco Bay region, has adopted MTC Resolution No. 4108, Revised, which delineates procedures and criteria for submission of requests for the allocation of TDA Article 3 funds; and

**WHEREAS**, MTC Resolution No. 4108, Revised requires that requests from eligible claimants for the allocation of TDA Article 3 funds be submitted as part of a single, countywide coordinated claim, composed of certain required documents; and

**WHEREAS**, C/CAG has undertaken a process in compliance with MTC Resolution No. 4108, Revised for consideration of project proposals submitted by eligible claimants of TDA Article 3 funds in San Mateo County, and a prioritized list of projects, included as Attachment A of this resolution, was developed as a result of this process; and

**WHEREAS**, each claimant in San Mateo County whose project or projects have been prioritized for inclusion in the fiscal year 2024/2025 TDA Article 3 countywide coordinated claim, has forwarded to C/CAG a certified copy of its governing body resolution for submittal to MTC requesting an allocation of TDA Article 3 funds; now, therefore, be it

**RESOLVED**, that C/CAG approves the prioritized list of projects included as Attachment A to this resolution; and furthermore, be it

**RESOLVED**, that C/CAG approves the submittal to MTC, of the San Mateo County fiscal year 2024/2025 TDA Article 3 countywide, coordinated claim, composed of the following required documents:

- A. transmittal letter
- B. a certified copy of this resolution, including Attachment A;
- C. one copy of the governing body resolution and required attachments, for each claimant whose project or projects are the subject of the coordinated claim;

- D. a description of the process for public and staff review of all proposed projects submitted by eligible claimants for prioritization and inclusion in the countywide, coordinated claim;
- E. confirmation that each project meets Caltrans' minimum safety design criteria and is ready to implement within the next fiscal year.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the City/County Association of Governments of San Mateo County that the Board hereby adopts the San Mateo County Transportation Development Act (TDA) Article 3 Program, funding 11 Bicycle and Pedestrian project proposals for Fiscal Year 2024/2025 for \$2,512,217, as shown in the associated staff report.

**PASSED, APPROVED, AND ADOPTED THIS 14TH DAY OF NOVEMBER 2024.**

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**Adam Rak, Chair**



ATTACHMENT A: TDA Article 3 FY 2024/2025 Project Summary

	<b>Applicant</b>	<b>Project Funding Requested</b>
<i>Planning Project Proposals</i>		
1	<b>Commute.org: San Mateo County Bicycle Education</b> <i>Matching funds for SMCTA grant to implement a Pedestrian and Bicycle Education Program.</i>	\$ 20,000
2	<b>Foster City: Bicycle &amp; Pedestrian Master Plan</b> <i>Plan to address bicycle and pedestrian safety and needs within the City.</i>	\$ 80,000
3	<b>Atherton: Updating the Town's Bicycle and Pedestrian Master Plan</b> <i>Plan update to improve bike and pedestrian infrastructure throughout the Town.</i>	\$ 100,000
4	<b>Hillsborough: Bicycle and Pedestrian Master Plan</b> <i>Create Master Plan to guide infrastructure implementation and identify future improvements.</i>	\$ 100,000
5	<b>C/CAG: San Mateo Countywide Comprehensive Bicycle and Pedestrian Plan Update</b> <i>Update Plan to prioritize bike and pedestrian improvement projects throughout the County.</i>	\$ 250,000
<i>Capital Project Proposals</i>		
1	<b>South San Francisco: Buffered Bike Lane Enhancement Project</b> <i>Quick build to construct/add bollards to existing buffered bike lanes.</i>	\$ 345,717
2	<b>San Bruno: Safe Routes to School High-Priority Improvements</b> <i>Implement high-priority recommendations at 10 schools in Safe Routes to School Plan.</i>	\$ 380,700
3	<b>East Palo Alto: Pulgas Avenue Mini-Roundabouts</b> <i>Install two mini-roundabouts at two intersections on Pulgas Ave.</i>	\$ 400,000
4	<b>Belmont Village Bicycle Improvements</b> <i>Install Class II bike facilities.</i>	\$ 330,000
5	<b>Colma: Lawndale Blvd. RRFB Mid-Block Crosswalk &amp; Bike Lane Improvement Project</b> <i>Install high-visibility mid-block crosswalk.</i>	\$ 252,000
6	<b>San Mateo Caltrain Station North Access Improvement Project</b> <i>Design new pedestrian and bicycle entrance to San Mateo Caltrain station.</i>	\$ 253,800
		\$ 2,512,217

## C/CAG AGENDA REPORT

Date: November 14, 2024

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

From: Sean Charpentier, Executive Director

Subject: Receive a copy of the executed Amendment No. 1 to the agreement with Fehr & Peers for maintenance services of the San Mateo Countywide Vehicle Miles Traveled (VMT) Estimation Tool, extending the agreement term only.

(For further information or questions, contact Jeff Lacap at [jlacap@smgov.org](mailto:jlacap@smgov.org))

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### RECOMMENDATION

That the C/CAG Board receive a copy of the executed Amendment No. 1 to the agreement with Fehr & Peers for maintenance services of the San Mateo Countywide Vehicle Miles Traveled (VMT) Estimation Tool, extending the agreement term only.

### FISCAL IMPACT

The cost of providing maintenance services for the VMT estimation tool is not to exceed \$15,000.

### SOURCE OF FUNDS

Funding for this agreement will come from the C/CAG Congestion Relief Funds.

### BACKGROUND

#### *Senate Bill (SB) 743*

In September 2013, the State Legislature passed, and the governor signed into law SB 743, which required agencies to change the significance metric used to assess the transportation impacts of land use and transportation projects under CEQA (California Environmental Quality Act) from LOS (automobile delay, Level of Service) to VMT (Vehicle Miles Traveled). The intent is that the new metric will better align with other statewide goals, such as greenhouse gas emissions reduction and Sustainable Communities Strategies (SCS) that encourage multimodal development and promote infill opportunities in dense urban areas.

OPR (Governor's Office of Planning Research) was the lead in developing guidelines to implement SB 743. Since early 2014, OPR has worked with numerous stakeholders across the state in developing guidelines for evaluation of the transportation impacts of proposed residential, mixed use, commercial developments, and transportation projects under CEQA. C/CAG has provided comments to OPR on previous draft and final guidelines. Statewide application of the new metric began on July 1, 2020.

As local agencies begin implement SB 743, one of the decisions they need to make is what tool they will use to estimate VMT for land use projects and plans in their CEQA documents. OPR provided some general guidance on estimating project VMT in their Technical Advisory but has left much of the discretion to lead agencies to select a tool. Based on some of the Bay Area agencies that have made the switch from LOS to VMT so far, it appears that land use project evaluation will involve a combination of: (a) "screening out" projects that meet certain criteria so their VMT does not need to be quantified; (b) running a travel demand model for larger or more unique projects; and (c) using a spreadsheet or web-based "sketch/estimation tool" for more routine projects.

At the November 19, 2019 meeting, the C/CAG Board approved Resolution 19-75, which authorized C/CAG to enter into a contract with Fehr & Peers to develop a VMT Estimation Tool for San Mateo County in an amount not to exceed \$241,000.

Launched in 2021, C/CAG developed a countywide, web and Geographic Information Systems (GIS)-based tool, called the San Mateo Countywide VMT Evaluation Tool that local agencies can use to assist with determining the significance of a project's transportation impacts under CEQA.

In March 2024, the C/CAG Board approved Resolution 24-9 authorizing a contract with Fehr & Peers for maintenance services for the San Mateo Countywide Vehicle Miles Traveled (VMT) Estimation Tool in an amount not to exceed \$15,000. Currently, the tool needs to be upgraded to a new GIS server to be fully functional.

#### ***Amendment No. 1***

C/CAG staff and the consultant team have been working with County Information Services Department (ISD) staff to transfer the update of the tool to the County servers but was unable to finalize everything before the end of the contract term on September 30, 2024. As a result, a time extension to January 30, 2025 with no change in budget was amended to the agreement.

#### **EQUITY IMPACTS AND CONSIDERATIONS**

When OPR (Governor's Office of Planning Research) developed the guidelines for local jurisdictions to implement SB 743, the agency left much of the discretion to lead agencies to select a tool to estimate VMT. Rather than each jurisdiction be left to develop their own estimation tool, the San Mateo Countywide VMT Estimation Tool provides all jurisdictions in San Mateo County a consistent countywide approach in estimating VMT.

#### **ATTACHMENTS**

1. Amendment No. 1 Between Fehr & Peers and C/CAG (The document is available on the C/CAG website. See "Additional Agenda Materials" for the relevant Board Meeting at: <https://ccag.ca.gov/committees/board-of-directors-2/>)

## C/CAG AGENDA REPORT

Date: November 14, 2024

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

From: Sean Charpentier, Executive Director

Subject: Review and approval of Resolution 24-68 authorizing the C/CAG Executive Director to execute a Memorandum of Understanding (MOU) between C/CAG and the San Mateo County Transportation Authority (SMCTA) for the Countywide Comprehensive Bicycle and Pedestrian Plan update.

(For further information or response to questions, contact Audrey Shiramizu at [ashiramizu@smcgov.org](mailto:ashiramizu@smcgov.org))

### RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution 24-68 authorizing the C/CAG Executive Director to execute a Memorandum of Understanding (MOU) between C/CAG and the San Mateo County Transportation Authority (SMCTA) for the Countywide Comprehensive Bicycle and Pedestrian Plan update.

### FISCAL IMPACT

The estimated project cost is \$773,000. Cost-share among agencies is as follows:

\$250,000 – C/CAG  
 \$250,000 – SMCTA  
 \$253,000 – ACR/TDM grant (TBD)  
 \$20,000 – Congestion Relief Program funds as C/CAG local match

### SOURCE OF FUNDS

C/CAG's share of funds will come from Transportation Development Act Article 3 (TDA 3) and Congestion Relief Program funds.

### BACKGROUND

As the County Transportation Agency (CTA), C/CAG prepares the Comprehensive Bicycle and Pedestrian Plan (CBPP) for San Mateo County. The CBPP sets forth detailed goals and objectives to provide an interconnected system of safe, convenient, and universally acceptable bicycle and pedestrian facilities. The Plan is typically updated every five years to reflect changes in community needs, incorporate emerging technologies and trends, and support regional coordination. C/CAG completed the last Plan update in 2021, with the next Plan scheduled for completion in 2026. Since the 2021 adoption, bicycling and walking have continued to be important modes of transportation for the County's residents and workers.

Building upon the 2021 Plan, the next Plan update strives to identify bicycle and pedestrian infrastructure gaps within the County, recommend projects that reduce harmful emissions, and provide

mobility options such as an innovative e-bike strategy. The Plan will also prioritize bike and pedestrian improvements in traditionally underserved communities. For the first time, C/CAG strives to include review of available sidewalk and bicycle infrastructure data (pending a successful funding application from the San Mateo County Transportation Authority (SMCTA) Alternative Congestion Relief (ACR) and Transportation Demand Management (TDM) grant) to identify unsafe and disconnected sidewalks and bicycle infrastructure. The e-bike component will identify the most advantageous areas for e-bike paths and charging infrastructure. C/CAG's recently completed Local Road and Safety Plan, highlighting areas of high fatalities and serious injuries for bicyclists and pedestrians, will provide additional data and for the Plan update.

To increase regional coordination, C/CAG and the SMCTA desire to work together and collectively participate in funding the cost to complete the upcoming Bike and Pedestrian Plan update. Total cost of the development effort is approximately \$773,000. C/CAG and the TA will each contribute 50% of the \$500,000 cost. C/CAG expects to fund the remaining cost with grant funding from the SMCTA's ACR/TDM grant. C/CAG would be designated as the contract manager and lead the Request for Proposals (RFP) process and consultant management. The attached draft Memorandum of Understanding (MOU) outlines the specific details of the partnership and also includes a draft Scope of Work.

## **EQUITY IMPACTS AND CONSIDERATIONS**

The Comprehensive Bicycle and Pedestrian Plan is crucial to identifying bicycle and pedestrian infrastructure gaps, prioritizing investments and improving access in traditionally underserved communities. The Plan includes innovative ideas like sidewalk data procurement and an e-bike strategy to enhance safety and promote longer-distance e-bike trips. By encouraging active transportation and reducing single-occupancy vehicle trips, the Plan supports greenhouse gas reductions, environmentally sustainable infrastructure, and expanded mobility options for people of all ages, genders, race, and income levels.

## **ATTACHMENTS**

1. Resolution 24-68

The following attachments are available on the C/CAG website (*See "Additional Agenda Materials" for the November 2024 Board Meeting*) at: <https://ccag.ca.gov/committees/board-of-directors-2/>

2. Draft Memorandum of Understanding (MOU)
3. Draft Scope of Work for the Countywide Comprehensive Bicycle and Pedestrian Plan update

## RESOLUTION 24-68

### **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 MEMORANDUM OF UNDERSTANDING (MOU) WITH THE SAN MATEO COUNTY TRANSPORTATION AUTHORITY (SMCTA) FOR THE COUNTYWIDE COMPREHENSIVE BICYCLE AND PEDESTRIAN PLAN UPDATE**

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

**WHEREAS**, C/CAG is the Congestion Transportation Agency (CTA) for San Mateo County and is responsible for preparing the Comprehensive Bicycle and Pedestrian Plan to set forth detailed goals and objectives to provide an interconnected system of safe, convenient, and universally acceptable bicycle and pedestrian facilities; and

**WHEREAS**, in 2021, C/CAG adopted the San Mateo Countywide Comprehensive Bicycle and Pedestrian Plan; and

**WHEREAS**, C/CAG updates the Plan every five years with the next Plan scheduled for completion in 2026; and

**WHEREAS**, the San Mateo County Transportation Authority (SMCTA) and C/CAG desire to work together and collectively participate in funding the cost to complete the next update of the Comprehensive Bicycle and Pedestrian Plan (PROJECT); and

**WHEREAS**, the parties have agreed that the SMCTA and C/CAG will each contribute \$250,000 for the PROJECT; and

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County authorizing the C/CAG Executive Director to execute a Memorandum of Understanding (MOU) between C/CAG and the San Mateo County Transportation Authority (SMCTA) for the Comprehensive Bicycle and Pedestrian Plan update, and further authorize the Executive Director to negotiate final terms of the MOU, subject to legal counsel approval.

**PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF NOVEMBER 2024.**

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**Adam Rak, Chair**

## C/CAG AGENDA REPORT

Date: November 11, 2024

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

From: Sean Charpentier, Executive Director

Subject: Review and approval of Resolution 24-74 authorizing the C/CAG Executive Director to execute a Partnership Agreement with Climate Resilience Communities to submit an application for up to \$20 million under the U.S. Environmental Protection Agency Community Change Grant Program for the proposed Groundwork for Resilience and Equity in San Mateo County: Advancing Green Infrastructure and a Green Workforce in Frontline Communities project

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

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 24-74 authorizing the C/CAG Executive Director to execute a Partnership Agreement with Climate Resilience Communities to submit an application for up to \$20 million under the U.S. Environmental Protection Agency Community Change Grant Program for the proposed Groundwork for Resilience and Equity in San Mateo County: Advancing Green Infrastructure and a Green Workforce in Frontline Communities project.

### FISCAL IMPACT

The maximum grant funds C/CAG would apply for from the U.S. EPA would not exceed \$20 million, depending on the final scope and budget of the proposed project, which is still under development. There is no matching fund requirement for this grant program. C/CAG staff time for managing the grant will be reimbursed via the grant funds. The grant application is being developed with technical support from Climate Resilient Communities and C/CAG's Stormwater Program consultants, leveraging the contingency funds in C/CAG's existing Task Order EOA-17 with EOA Inc., for an amount not to exceed \$21,500, consistent with the C/CAG approved Fiscal Year 2024-25 program budget.

### SOURCE OF FUNDS

Funding for the U.S. EPA Community Change Grant Program is provided through the Inflation Reduction Act via the U.S. EPA Environmental and Climate Justice Program. Funding to develop the proposed application is provided through C/CAG's Fiscal Year 2024-25 Stormwater Program budget through the NPDES regional stormwater program funds.

### BACKGROUND

C/CAG's Countywide Water Pollution Prevention Program (Stormwater Program) provides technical support services to the 21 municipalities in San Mateo County and the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline) to comply with the Municipal Regional

Stormwater Permit (MRP), administered by the San Francisco Bay Regional Water Quality Control Board.

As an extension to its core function supporting the cities/towns and County of San Mateo and OneShoreline comply with the MRP, the Stormwater Program also seeks external funding to advance planning and implementation of multi-benefit stormwater infrastructure projects on a countywide basis. These planning efforts and projects can help directly achieve near- and long-term MRP compliance goals (e.g., meet compliance goals related to Green Stormwater Infrastructure (GSI) implementation targets under provision C.3.j or pollutant of concern load reduction requirements associated with provision C.12.c). Funding for these types of programs and projects can also address intersecting and longer-term water quality, community safety, active transportation, storm drainage infrastructure and climate resilience goals within C/CAG's member agencies.

Leveraging C/CAG's *Implementing OneWatershed Climate Resilience Infrastructure in San Mateo County* grant application submitted under the NOAA Climate Resilience Regional Challenge grant last February, C/CAG is currently developing a new proposal for funding under the U.S. Environmental Protection Agency's (EPA) Community Change Grant Program (CCGP) in partnership with Climate Resilience Communities and several additional collaborators in San Mateo County. The overarching goals of the CCGP are to support substantial investments in community-driven resilience infrastructure and community engagement programs that would provide direct climate resilience, pollution prevention and capacity building benefits to eligible Disadvantaged Communities, as defined under the EPA's program guidelines and requirements. There is a significant focus on reducing public health impacts related to climate change for the most at-risk communities and an emphasis on including multi-benefit and nature-based infrastructure solutions, including green stormwater infrastructure. Track I applications (focusing on implementation) are expected to be funded at a level between \$10-\$20 million. There is no matching fund requirement. The CCGP includes a total of \$2 billion in IRA funds for this one-time grant program. C/CAG's proposal, titled the "*Ground for Resilience and Equity in San Mateo County: Advancing Green Infrastructure and a Green Workforce in Frontline Communities*" project (the Groundwork Project), includes the following primary strategies and project components for a total grant amount of \$20,000,000. (See Attachment for Draft Scope and Budget Table):

**1) Resilience Infrastructure Planning and Implementation (Lead – C/CAG and Project Sponsor Agencies)**

- a. **Implementation of Sustainable Streets projects in East Palo Alto/Daly City/South San Francisco (\$5,425,000)** (focusing on multi-benefit green stormwater improvements integrated with bike and pedestrian infrastructure near schools)
- b. **San Bruno Walnut Pump Station Retrofit and Creek Restoration (\$5725,000)** (rehabilitation of an undersized outdated pump station in a high flood risk and vulnerable community in San Bruno combined with an adjacent creek channel restoration project in San Bruno Creek)
- c. **San Mateo Countywide OneWatershed Strategic Plan (\$265,000)** (expansion of existing OneWatershed Climate Resilience Framework led by C/CAG, focusing on evaluating the shared-risk of climate change impacts on water infrastructure and resources; the Strategic Plan will continue engagement with public agencies and community partners and create the path for scaling this approach leveraging the Groundwork Project community engagement process for



effective integrated watershed management in partnership with community based organizations)

- 2) **Engagement Activities and Pilot Greening (Lead – Climate Resilient Communities, Grass Roots Ecology, Fresh Approach, Canopy and Green Schoolyards America)**
  - a. *Expand community capacity-building through rain gardens and stewardship at residential, community partner, and public sites; support additional community engagement in relation to "Resilience Infrastructure Planning and Implementation" strategy (\$3,500,000)* (focusing on local public engagement process to advance planning and implementation of sustainable streets projects)
  - b. *Schoolyard tree-planting pilot projects and Resilient Schoolyards District Training (\$2835,000)* (pilot tree planting projects at up to 3 sites in priority communities, paired with school district leadership training to support institutional change for resilient schoolyards)
- 3) **Workforce Development Pilot Program (Lead – JobTrain, Canopy, Fresh Approach, Rescape California)**
  - a. *Pilot Green Workforce Development Program focusing on urban forestry and GSI maintenance (\$1,800,000)* (focus on training cohorts of JobTrain trainees in green stormwater infrastructure and tree maintenance to advance green workforce economic opportunity in frontline communities and supporting green infrastructure maintenance needs)
- 4) **Groundwork Project Steering and Coordination (Lead – C/CAG and Consultant)**
  - a. *C/CAG Administration (\$200,000)* (overall grant management and administration)
  - b. *Groundwork Project Coordination (\$250,000)* (technical support services to help coordinate projects and support grant reporting requirements to be led by consultant)

(Note- Amounts subject to change.)

In collaboration with Climate Resilient Communities and a number of community-based organization partners, C/CAG staff has developed an initial scope and budget for the Groundwork Project, which staff has presented to the C/CAG Stormwater Committee and Congestion Management and Environmental Quality Committee in October for committee input (Attachment 3 – Preliminary Draft Scope and Budget Table). The proposed scope and budget will be further refined in the coming weeks and used to complete the application forms for submittal. Applications are accepted on a rolling basis and are due no later than November 21, 2024. C/CAG is developing the grant proposal as the “Lead Applicant” with support from Climate Resilient Communities which will be the named “Statutory Partner” on the grant proposal. Lead applicants will distribute grant funds as subawards to statutory partners and other collaborating entities.

As required by the EPA grant guidelines, lead applicants must enter into a “Partnership Agreement” with the designated statutory partner(s) and submit the Partnership Agreement with the application. The Partnership Agreement must state the partnership entities, their respective roles and responsibilities and a commitment to entering into a subaward agreement if selected for funding (Attachment 1 – Groundwork for Resilience in San Mateo County Partnership Agreement). The Partnership Agreement will become effective upon being selected for award and entering into a grant agreement with the EPA. Accordingly, C/CAG staff recommend the C/CAG Board of Directors review and approve Resolution 24-74 authorizing the C/CAG Executive Director to execute a

Partnership Agreement with Climate Resilience Communities to submit an application for up to \$20 million under the U.S. Environmental Protection Agency Community Change Grant Program for the proposed Groundwork for Resilience and Equity in San Mateo County: Advancing Green Infrastructure and a Green Workforce in Frontline Communities project.

## **EQUITY IMPACTS AND CONSIDERATIONS**

The EPA Community Change Grant program is focused explicitly on supporting community-driven projects to reduce climate risks and pollution impacts in designated Disadvantaged Communities, as defined in the grant program Notice of Funding Opportunity. The EPA has created the [EPA Disadvantaged Community Environmental and Climate Justice Program](#) map to assist potential applicants seeking to identify whether a community is disadvantaged for the purposes of being eligible for funding. The EPA Disadvantaged Communities Environmental and Climate Justice program map includes the following components:

- EPA IRA Disadvantaged Communities 1.0 map
- EPA IRA Disadvantaged Communities 2.0 map
- Any area of American Samoa, Guam, the Commonwealth of the Northern Mariana Islands, or the U.S. Virgin Islands

The grant guidelines map merges versions 1.0 and 2.0 of the EPA IRA Disadvantaged Communities Map.

C/CAG staff has worked with the proposed partners, including several of C/CAG's member agencies, to leverage existing pipeline projects and programs that align with Countywide Stormwater Program efforts as they relate to associated goals and objectives outlined in C/CAG's Equity Framework and Action Plan. The proposed project components seek to increase investments in priority sustainable streets projects, flood risk reduction infrastructure and other multi-benefit greening projects that advance water quality and community resilience goals in eligible geographies where existing partnerships and programs are underway. Though not all eligible areas of the county are included with explicit infrastructure or focused community engagement activities in the recommended strategies, if awarded, this project would make transformational change in high impact communities and would create a model for scaling a community-centered collaborative approach to integrated climate resilience planning and implementation throughout San Mateo County.

## **ATTACHMENTS**

1. Resolution 24-74
2. Groundwork for Resilience in San Mateo County Partnership Agreement
3. Preliminary Draft Scope and Budget Table

## **RESOLUTION 24-74**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO EXECUTE A PARTNERSHIP AGREEMENT WITH CLIMATE RESILIENT COMMUNITIES TO SUBMIT AN APPLICATION FOR UP TO \$20 MILLION UNDER THE U.S. ENVIRONMENTAL PROTECTION AGENCY COMMUNITY CHANGE GRANT PROGRAM FOR THE PROPOSED GROUNDWORK FOR RESILIENCE AND EQUITY IN SAN MATEO COUNTY: ADVANCING GREEN INFRASTRUCTURE AND A GREEN WORKFORCE IN FRONTLINE COMMUNITIES 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; and

**WHEREAS**, C/CAG staff and Climate Resilient Communities are co-developing a grant proposal titled “*Groundwork for Resilience and Equity in San Mateo County: Advancing Green Infrastructure and a Green Workforce in Frontline Communities*” (the Project) for up to \$20 million in grant funding under the U.S. Environmental Protection Agency (EPA) Community Change Grant Program (CCGP); and

**WHEREAS**, the primary goals of the Project are to work collaboratively with community-based organizations and other partners to provide substantial investments in multi-benefit green stormwater infrastructure, other climate resilience projects and a green workforce development pilot program in high priority equity focus communities within San Mateo County, including the Cities of East Palo Alto, Menlo Park, San Bruno, South San Francisco and Daly City and the Unincorporated County neighborhood of North Fair Oaks; and

**WHEREAS**, pursuant to the EPA CCGP Notice of Funding Opportunity, the EPA requires that applications be submitted in partnership between an eligible “Lead Applicant” and an eligible “Statutory Partner” and that the lead applicant and statutory partner(s) must execute a “Partnership Agreement” and submit the Partnership Agreement with the application; and

**NOW THEREFORE BE IT RESOLVED**, the C/CAG Board of Directors authorizes the C/CAG Executive Director to execute a Partnership Agreement with Climate Resilient Communities to submit an application for up to \$20 million under the U.S. Environmental Protection Agency Community Change Grant Program for the proposed *Groundwork for Resilience and Equity in San Mateo County: Advancing Green Infrastructure and a Green Workforce in Frontline Communities* project. Be it further resolved that the C/CAG Executive Director is authorized to negotiate the final terms of said Partnership Agreement prior to their execution, subject to approval as to form by C/CAG Legal Counsel.

**PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF November, 2024.**

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*Adam Rak, Chair*

**PARTNERSHIP AGREEMENT BETWEEN  
CLIMATE RESILIENT COMMUNITIES  
AND THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO  
COUNTY  
FOR THE U.S. ENVIRONMENTAL PROTECTION AGENCY COMMUNITY CHANGE  
GRANT**

This Partnership Agreement (Agreement) is entered into this \_\_\_ day of \_\_\_\_\_, 2024 between Climate Resilient Communities (herein referred to as “CRC”) and City/County Association of Governments of San Mateo County (herein referred to as “C/CAG”) for the purpose of developing and implementing the proposed *Groundwork for Resilience In San Mateo County: Advancing OneWatershed Infrastructure and a Green Workforce in Frontline Communities* project (herein referred to as “the Project”) under the U.S. Environmental Protection Agency (“EPA”) Community Challenge Grant (herein referred to as the “CCGP”).

**WHEREAS**, C/CAG administers the Countywide Water Pollution Prevention Program (the Countywide Program) to support its member agencies and the San Mateo County Flood and Sea Level Rise Resiliency District (OneShoreline) to comply with state and federal mandated requirements of the Municipal Regional Stormwater Permit, issued by the San Francisco Bay Regional Water Quality Control Board (MRP); and

**WHEREAS**, the Countywide Program also supports countywide collaboration to advance regional-scale stormwater management through multi-benefit Green Stormwater Infrastructure planning and implementation support to further water quality, environmental, climate resilience and other co-benefit goals; and

**WHEREAS**, CRC is a community-based organization focusing its efforts on addressing the on the ground needs of residents in diverse, under-resourced communities in San Mateo County with respect to environmental justice and climate impacts; and

**WHEREAS**, pursuant to the C/CAG Board of Directors’ approval of Resolution 23-80, C/CAG’s Executive Director executed a Partnership Agreement with the Bay Area Water Supply Conservation Agency, Climate Resilient Communities, OneShoreline, City of San Bruno, City of South San Francisco, and County of San Mateo to complete the *San Mateo County OneWatershed Climate Resilience Framework and Community-Led Plan* (OneWatershed Framework Project) with \$648,649 in grant funding from the California Governor’s Office of Land Use and Climate Innovation; and

**WHEREAS**, CRC is the co-lead of the OneWatershed Framework Project, focusing on supporting community-centered planning and engagement to advance countywide and regional climate resilience with respect to addressing the shared-risk of multiple climate hazards to water infrastructure and resources, and supporting proactive and long-term adaptive capacity for the most at-risk communities in San Mateo County; and

**WHEREAS**, C/CAG and CRC are committed to scaling efforts developed in the OneWatershed Framework Project to advance implementation of multi-benefit OneWatershed

climate resilience infrastructure, focusing on green stormwater infrastructure and other nature-based solutions in equity priority communities; and

**WHEREAS**, C/CAG and CRC are jointly developing and plan to submit an application for the proposed Project under the U.S. Environmental Protection Agency’s CCGP with C/CAG and CRC listed as Lead Applicant and Statutory Partner, respectively.

**NOW THEREFORE**, CRC and C/CAG (herein referred to collectively as “the Partners”) hereby agree as follows:

## **1. NAME**

The partnership between CRC and C/CAG for the proposed Project will be known as the *Groundwork for Resilience in San Mateo County: Advancing OneWatershed Infrastructure and a Green Workforce in Frontline Communities Partnership* (herein referred to as “the Partnership”).

CRC will be the “Statutory Partner” and C/CAG will be the “Lead Applicant” in the Partnership.

## **2. THE PARTNERSHIP**

- a. The Partners wish to become partners for the purpose of the EPA Community Change Grant.
- b. The terms and conditions of their Partnership will be outlined in this Agreement.
- c. If the Agreement is executed, the Partnership will be in effect upon notification of receipt of the award.
- d. The Partnership can only be terminated as outlined in this Agreement.
- e. The Partnership will be governed under the laws of the State of California.
- f. The Partnership's primary purpose is the execution of the proposed Project titled *Groundwork for Resilience in San Mateo County: Advancing OneWatershed Infrastructure and a Green Workforce in Frontline Communities*.
- g. The Partners agree to follow all Statutory Partnership Requirements as outlined in Attachment 1 to this Agreement.

## **3. ROLES AND RESPONSIBILITIES**

- a. As Lead Applicant, C/CAG is responsible for:
  - i. The overall management, performance, oversight, and reporting responsibilities under the grant, and for making subawards to Collaborating Entities<sup>1</sup>, including, but not limited to the Statutory Partner.

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<sup>1</sup> “Collaborating Entities,” as defined in the U.S. EPA Community Change Grant Program Notice of Funding Opportunity, are other entities with whom the “Lead Applicant” will execute subawards to implement and perform specific grant project activities

- ii. Ensuring that all subawards comply with the subaward requirements in the grant regulations at 2 CFR 200.331 and in EPA’s Subaward Policy and related guidance.
  - iii. The receipt of federal funds from the EPA and the proper expenditure of these funds.
  - iv. Compliance, legal issues, and managing risks associated with the Project.
  - v. Implementation of the following Project-specific activities as further detailed in the Project application:
    - 1. Resilience Infrastructure Planning and Implementation (project oversight and completion)
      - a. Implementation (full or partial) of Sustainable Streets projects in East Palo Alto/Daly City/South San Francisco
      - b. San Bruno Walnut Pump Station Retrofit and Creek Restoration
      - c. San Mateo Countywide One Watershed Strategic Plan
    - 2. Engagement Activities and Pilot Greening (project oversight and completion)
      - a. Schoolyard tree-planting pilot projects and Resilient Schoolyards District Training
    - 3. Workforce Development Pilot Program (project oversight and completion)
      - a. Pilot Green Workforce Development Program focusing on urban forestry and GSI maintenance
    - 4. Groundwork Project Steering and Coordination (project oversight and completion)
      - a. C/CAG Administration
      - b. Ground Project Coordination
  - vi. Planned decision making process with the Statutory Partner and other parties as specified in the Collaborative Governance Structure submitted to EPA as part of the CCGP application.
- b. As the Statutory Partner, CRC is responsible for:
- i. Making subawards to Collaborating Entities, as reflected in the proposed Project proposal, consistent with the subaward requirements in the grant regulations at 2 CFR 200.331 and in EPA’s Subaward Policy and related guidance.
  - ii. Implementation of the following Project-specific activities as further detailed in the Project application:

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identified in the application, and which may include “Statutory Partners,” but not cannot include for-profit procurement contractors or individual consultants who may be involved in project performance.

1. Engagement Activities and Pilot Greening (project oversight and completion)
  - a. Expand community capacity-building through rain gardens and stewardship at residential properties, community partner, and public sites; support additional community engagement in relation to "Resilience Infrastructure Planning and Implementation" strategy
2. Workforce Development Pilot Program (project support)
  - a. Pilot Green Workforce Development Program focusing on urban forestry and GSI maintenance
- iii. Submitting copies of all records and documentation of actions taken with respect to the Project to the Lead Applicant upon request and in compliance with the CCGP grant requirements, as documented in the Notice of Funding Opportunity.
- iv. Participating in and supporting the consultant procurement process for the Project.
- v. Participating in regular check-in meetings with the Lead Applicant and/or Project Management Team, comprised of representatives from the Lead Applicant, Statutory Partner and Collaborating Entities, to provide general direction and oversight for the Project and all major Project deliverables.
- vi. Planned decision making process with the Lead Applicant and other parties as specified in the Collaborative Governance Structure that is submitted to EPA as part of the CCGP application.
- vii. Compliance with all relevant Federal requirements as a subrecipient of CCGP funds, including, but not limited to § 200.501 Audit requirements and 2 CFR § 200.332 Requirements for pass-through entities.

#### **4. DISPUTES; INDEMNIFICATION**

In the event of a dispute related to this Agreement, or unforeseen circumstances that impede the Project's progress, the Partners agree to participate in good faith in a dispute resolution process. The Partners recognize that the EPA is not a party to this Agreement and any disputes between the Partners must be resolved under the law applicable to the Agreement.

Each Partner agrees to fully indemnify, defend, and hold the other Partner (including their appointed and elected officials, officers, employees, and agents) harmless and free from any damage or liability imposed for injury occurring by reason of the negligent acts or omissions or willful misconduct of the indemnifying Partner, its appointed or elected officials, officers, employees, or agents, under or in connection with any work, authority, or jurisdiction delegated to such Partner under this Agreement. Neither Partner, nor any appointed or elected official, officer, employee, or agent thereof, shall be responsible for any damage or liability occurring by reason of the negligent acts or omissions or willful misconduct of either Partner, its appointed or



elected officials, officers, employees, or agents, under or in connection, with any work, authority, or jurisdiction delegated to such other party under this Agreement.

## **5. STATUTORY PARTNER REPLACEMENT**

If the Statutory Partner cannot perform for some unforeseen reason under the terms of this Agreement, the Statutory Partner will, following approval as set forth in the next paragraph, assign all rights and obligations to another comparable Statutory Partner to ensure successful grant completion within 3 years.

Replacement may be necessary for various reasons including, but not limited to, performance issues. The replacement Statutory Partner will require prior approval by an authorized EPA official pursuant to 2 CFR 200.308(c)(6) and prior written approval from the Lead Applicant, and Statutory Partner will provide assistance in finding a replacement with due haste.

## **6. CONTRIBUTIONS**

The Partners intend to make contributions to the Partnership as follows:

- a. No monetary contributions from either Partner will be made in addition to the grant funds.
- b. The Partners are committed to the successful completion of the proposed Project in its entirety, including all Project components as detailed in the proposed grant application, via reimbursable expenditures under the grant and any in-kind staff contributions as required to complete the Project.

## **7. PROFITS**

There are no anticipated profits as an outcome of this Agreement.

## **8. END OF PARTNERSHIP**

Unless replaced by a new written agreement between the Partners related to this Project, the Partnership shall end in one of the following ways, whichever occurs first:

- a. When the Statutory Partner is replaced under the procedure listed in Section 5 of this Agreement.
- b. When the Project is completed as determined by the EPA.

**IN WITNESS WHEREOF** the parties have executed this Agreement by their duly authorized officers on the day and year written below.

**CLIMATE RESILIENT COMMUNITIES**

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

Date: \_\_\_\_\_, 2024

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

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS**

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

Date: \_\_\_\_\_, 2024

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

## ATTACHMENT 1

### Statutory Partnership Requirements and Collaborating Entities (excerpt from the U.S. EPA Community Change Grant Program Notice of Funding Opportunity, Section III.B<sup>2</sup>)

The Statutory Partnership application is comprised of one Lead Applicant (an eligible CBO, Federally recognized Tribe, local government, or institution of higher education) who enters into a Partnership Agreement with one Statutory Partner (which is one of the following eligible entities— a CBO, Federally recognized Tribe, local government, or institution of higher education) to carry out the grant activities if the application is selected for funding. Please note that a CBO must be either the Lead Applicant or a Statutory Partner in every Statutory Partnership (e.g., there cannot be a statutory partnership of a local government and an institution of higher education or either of these entities and an Indian Tribe). In other words, as identified in Section III.A all Statutory Partnerships must include a CBO. If the application is selected for award, the Lead Applicant will enter into a subaward with the Statutory Partner that must contain the elements of the Partnership Agreement in Appendix B. The Lead Applicant must include a copy of a written and signed Partnership Agreement with their application to be eligible for funding consideration.

To ensure effective grant performance to meet the objectives of the Community Change Grants outlined in Section I, subawards from the Lead Applicant to other entities to implement and perform specific grant project activities identified in the application will be necessary. These other entities, including the Statutory Partners, are collectively referred to as Collaborating Entities in the NOFO. Given the community centered focus of the Community Change Grants, applications that do not include Collaborating Entities will likely not score well during the evaluation process. Collaborating Entities may include Statutory Partners (CBOs, Federally-recognized Tribes, local governments, and institutions of higher education) and entities that cannot legally be Statutory Partners (e.g., states, territorial governments, and international organizations). However, for-profit firms and individual consultants or other commercial service providers cannot be Collaborating Entities. Subawards made by the Lead Applicant and Collaborating Entities to implement the project strategies and activities under the application must be made consistent with the grant regulations at 2 CFR 200.331 and as permitted in Appendix A of the EPA Subaward Policy.

If selected for award, the Lead Applicant will become the grantee, operating as a pass-through entity for purposes of 2 CFR Part 200 and the EPA Subaward Policy, and taking responsibility for making subawards to Collaborating Entities. The Lead Applicant will also be accountable to EPA for effectively carrying out the full scope of work and the proper financial management of the grant (including the subawards it makes under the grant, and contracts to consultants and procurement contractors selected in accordance with the competitive procurement requirements in 2 CFR Parts 200 and 1500 as well as EPA's 40 CFR Part 33 Disadvantaged Business Enterprise rule). Additionally, as provided in 2 CFR § 200.332, the Collaborating Entities, and other subrecipients, will be accountable to the Lead Applicant for proper use of EPA funding.

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<sup>2</sup> All section references in this appendix refer to sections of the U.S. EPA Community Change Grant Program Notice of Funding Opportunity

Note that pursuant to 2 CFR § 200.332(a)(2), as implemented in Items 2 and 4 of EPA’s Establishing and Managing Subawards General Term and Condition, successful Lead Applicants in the Statutory Partnership must ensure that the terms and conditions of the grant agreement “flow down” to all subrecipients in the subawards. EPA has developed an optional template for subaward agreements, available in Appendix D of the EPA Subaward Policy.

As noted above, Collaborating Entities cannot include for-profit procurement contractors or individual consultants who may be involved in project performance but who receive procurement awards made in compliance with the competitive procurement requirements in 2 CFR Parts 200 and 1500 and 40 CFR Part 33. Further information on procurement and distinguishing between subawards and procurement transactions can be found in the Best Practice Guide for Procuring Services, Supplies, and Equipment Under EPA Assistance Agreements and in EPA Subaward Policy.

Item 3.14 Attachment 3

U.S. EPA Community Change Grant Strategies and Budget Table - PRELIMINARY DRAFT

Groundwork for Resilience and Equity in San Mateo County: Advancing Green Infrastructure and a Green Workforce in Frontline Communities Project

No.	Strategy	Lead	Location	Budget
<b>1 Resilience Infrastructure Planning and Implementation</b>				
a)	Implementation (full or partial) of Sustainable Streets projects in East Palo Alto/Daly City/South San Francisco	East Palo Alto, Daly City, South San Francisco	East Palo Alto, Daly City, South San Francisco	\$ 5,425,000
c)	San Bruno Walnut Pump Station Retrofit and Creek Restoration	OneShoreline	San Bruno	\$ 5,725,000
e)	San Mateo Countywide OneWatershed Strategic Plan	C/CAG	Countywide	\$ 265,000
<b>2 Engagement Activities and Pilot Greening</b>				
a)	Expand community capacity-building through rain gardens and stewardship at residential, community partner, and public sites; support additional community engagement in relation to "Resilience Infrastructure Planning and Implementation" strategy	Climate Resilient Communities/Grass Roots Ecology/Fresh Approach	East Palo Alto, North Fair Oaks (County Unincorporated), Daly City, San Bruno, South San Francisco	\$ 3,500,000
b)	Schoolyard tree-planting pilot projects and Resilient Schoolyards District Training	Canopy/Green Schoolyards America	School Districts in eligible focus communities	\$ 2,835,000
<b>3 Workforce Development Pilot Program</b>				
a)	Pilot Green Workforce Development Program focusing on urban forestry and GSI maintenance	JobTrain/Rescape CA/Canopy/Fresh Approach	JobTrain East Palo Alto Regional Office	\$ 1,800,000
<b>4 Groundwork Project Steering and Coordination</b>				
a)	C/CAG Administration	C/CAG		\$ 200,000
b)	Groundwork Project Coordination	C/CAG/Consultant		\$ 250,000
Grant Total				\$ 20,000,000

## C/CAG AGENDA REPORT

Date: November 14, 2024

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

From: Sean Charpentier, Executive Director

Subject: Review and approval of Resolution 24-79 specifying the membership requirements for the Legislative Committee.

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

### RECOMMENDATION

That the C/CAG Board of Directors review and approve Resolution 24-79 specifying the membership requirements for the Legislative Committee.

### FISCAL IMPACT

None

### BACKGROUND

The C/CAG Board established the C/CAG Legislative Committee in its update to the C/CAG bylaws on September 12, 2013. Prior to that time, legislative matters were discussed, and decisions taken at the C/CAG Board. The C/CAG bylaws do not designate the makeup of the C/CAG Legislative Committee. Historically, the Committee has been composed of 10 elected officials from San Mateo County, with two members being the Chair and Vice Chair of the C/CAG Board.

The Legislative Committee provides advice and recommendations to the full C/CAG Board on all matters dealing with State legislation, ballot measures, and positions to take on specific bills. During the active legislative year (January through August) the Committee monitors bills of potential interest to C/CAG and member agencies and selects those to be tracked. The Committee then recommends positions on bills for consideration by the full C/CAG Board and acts as the liaison with C/CAG's State and federal legislative lobbyists.

Each calendar year, as the legislative session draws to a close, readiness for the next session begins. C/CAG desires to establish continuity between sessions as city council terms across San Mateo County may end. In addition, C/CAG desires to retain, if possible, elected officials who are board members of regional bodies integral to C/CAG. For those reasons, C/CAG staff have drafted Resolution 24-79 for the Board's consideration, which specifies that the Legislative Committee shall continue to be made up of a total of 10 Legislative Committee members - eight elected officials from San Mateo County and the C/CAG Chair and Vice Chair. It also specifies that board members of regional bodies integral to C/CAG may serve on additional one-year term, and an existing Legislative Committee member may continue to serve through December, even if they cease holding elected office.

Resolution 24-79 is provided as Attachment 1 to this staff report.

## **EQUITY IMPACTS AND CONSIDERATIONS**

The C/CAG Legislative Committee considers equity in its positions on legislation and has included equity language in the annual Legislative Priorities document for C/CAG Board review and approval. Decisions made in relation to transportation, housing, stormwater, and climate resilience have the potential to impact our most vulnerable communities in San Mateo County.

## **ATTACHMENTS**

1. Resolution 24-79

## **RESOLUTION 24-79**

### **RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY SPECIFYING THE MEMBERSHIP REQUIREMENTS FOR THE LEGISLATIVE COMMITTEE**

**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 established the C/CAG Legislative Committee in its update to the C/CAG bylaws on September 12, 2013; and

**WHEREAS**, the C/CAG Legislative Committee provides advice and recommendations to the full C/CAG Board on all matters dealing with State legislation, ballot measures, and positions to take on specific bills during the active legislative year; and

**WHEREAS**, each calendar year, as the legislative session draws to a close and readiness for the next legislative session begins, C/CAG staff desire to establish continuity of participation in the Legislative Committee between State legislative sessions, while city council and supervisorial terms across San Mateo County may end; and

**WHEREAS**, C/CAG staff recommend, to support continuity for the C/CAG legislative cycle, that that the Legislative Committee continue to be comprised of eight elected officials from San Mateo County, and the C/CAG Chair and Vice Chair, for a total of ten Committee members, and that existing Legislative Committee members may continue to serve through the end of a calendar year in which they cease holding elective office; and

**WHEREAS**, C/CAG staff further recommend that, notwithstanding the foregoing, the Board of Directors may appoint a former elected official to the Legislative Committee, if that former elected official continues to represent San Mateo County or the San Mateo County cities on a regional body integral to C/CAG's mission.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County that:

1. The Legislative Committee shall be comprised of 10 members, including the C/CAG Chair and Vice Chair, who shall be San Mateo County local elected officials (City/Town Councilmembers or County Supervisors), subject to the exceptions in numbers 2 and 3 below.
2. Legislative Committee members may continue to serve through the end of a calendar year in which they cease holding elected office.
3. If a Legislative Committee member ceases to hold local elected office and continues to represent San Mateo County or the San Mateo County cities on a regional body integral to C/CAG's mission, the C/CAG Board of Directors may appoint that member to the C/CAG Legislative Committee, at the Board of Director's sole discretion, if the Board of Directors finds that such appointment is desirable for advancing C/CAG's policy goals. Any member



of the Legislative Committee appointed pursuant to this authority shall serve one one-year term at the Board of Director's discretion.

**PASSED, APPROVED, AND ADOPTED, THIS 14TH DAY OF NOVEMBER 2024.**

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**Adam Rak, Chair**

## C/CAG AGENDA REPORT

Date: November 14, 2024

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

From: Sean Charpentier, Executive Director

Subject: Review and approval of Resolution 24-70 adopting the first C/CAG Strategic Plan.

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

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### RECOMMENDATION

That the C/CAG Board review and approve Resolution 24-70 to adopt the first C/CAG Strategic Plan.

### FISCAL IMPACT

The total not to exceed amount for the development of C/CAG's first strategic plan is \$130,623.

### SOURCE OF FUNDS

Plan development is funded with a combination of general operation funds, Congestion Relief Program funds, and contributions from the Stormwater and Energy programs.

### BACKGROUND

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, C/CAG started the process to develop its first Strategic Planning to cover the next three to five years. Through a competitive procurement process, MIG Inc. (MIG) was selected to perform this work.

The C/CAG Board has been engaged and involved throughout the planning process. The project team facilitated workshops and discussions with the Board to gather input on the draft strategic plan framework, the proposed mission, vision, core values, goals and objectives, and performance measures. Before drafting the Plan, the consultant attended a majority of the C/CAG Committee meetings to obtain further feedback. The draft Plan was released in early August and available for public comments for one month. Notifications were distributed to all elected officials in the County and C/CAG Committee members, along with community-based organizations and interested stakeholders.

By the conclusion of the public comment period, C/CAG received seven written submissions. Attachment 2 provides a summary of all the feedback received throughout the Plan's development, along with the project team's responses. Comments submitted during the public comment period are highlighted in the gray-shaded boxes. Where feasible, the project team incorporated changes to the Plan based on this input.

Staff recommends that the Board review and approve Resolution 24-70, adopting the C/CAG's first Strategic Plan. Following Plan adoption, staff will develop detailed action plans to implement the

identified strategic priorities. Progress on Plan implementation will be reported annually as part of the agency's budget adoption process.

## **EQUITY IMPACTS AND CONSIDERATIONS**

This item improves the administration/operation of C/CAG. C/CAG is currently implementing its Equity Assessment.

## **ATTACHMENTS**

1. Resolution 24-70

*The following attachment is available on the C/CAG website (See "Additional Agenda Materials" for the November 2024 Board Meeting) at: <https://ccag.ca.gov/committees/board-of-directors-2/>.*

2. C/CAG Strategic Plan Presentation
3. Final C/CAG Strategic Plan
4. Strategic Plan comment response matrix

**RESOLUTION 24-70**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY APPROVING THE INAUGURAL C/CAG STRATEGIC PLAN**

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

**WHEREAS**, C/CAG is committed to fulfilling its mission of working on issues that affect the quality of life; and

**WHEREAS**, C/CAG recognizes the importance of strategic planning as a tool to set priorities, focus resources, and ensure that all stakeholders are working toward common goals; and

**WHEREAS**, the development of the Agency’s first Strategic Plan has involved input from staff, Board members, Committee members, community partners and more to ensure that the plan reflects a shared vision for the future; and

**WHEREAS**, the Strategic Plan outlines key objectives, initiatives, and performance measures aimed at advancing the Agency’s mission over the next three to five years; and

**WHEREAS**, the Strategic Plan provides a roadmap for addressing challenges, seizing opportunities, and delivering measurable results for the community; and

**WHEREAS**, the Board of Directors has reviewed and considered the Strategic Plan and believes it represents a sound framework for guiding the agency’s future actions.

**NOW, THEREFORE, BE IT RESOLVED** that the Board of Directors of the City/County Association of Governments of San Mateo County hereby approves the Agency’s first Strategic Plan; and **BE IT FURTHER RESOLVED** that the Executive Director or their designee is authorized and directed to implement the Strategic Plan and provide regular updates to the Board on its progress.

**PASSED, APPROVED, AND ADOPTED THIS 14TH DAY OF NOVEMBER 2024.**

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*Adam Rak, Chair*

## C/CAG AGENDA REPORT

Date: November 14, 2024

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

From: Sean Charpentier, Executive Director

Subject: Review and acceptance of the San Mateo Countywide Automated Vehicles Strategic Plan.

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

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### RECOMMENDATION

That the C/CAG Board of Directors review and accept 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 for 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 consulting firm WSP was selected to

prepare the Plan. The Technical Advisory Committee (TAC) and other interested stakeholders serve an advisory role offering recommendations and guidance to the Plan. The final project deliverable is an AV Strategic Plan, including an Action Plan.

At the December 14, 2023 Board meeting, the Board received a comprehensive presentation on the project, including an overview, schedule, and summaries of the Existing Conditions and the public workshop held on November 15, 2023.

In January 2024, the project team presented the draft strategies to the C/CAG Technical Advisory Committee (TAC), the primary advisory body. Following this, in May 2024, the team returned to the TAC to present the draft plan, highlighting how it addressed the Committee's feedback, including discussions on AV regulation and local agency roles.

At the June 13, 2024 Board meeting, the project team and consultant presented the draft plan, summarized outreach efforts, and outlined the next steps.

At the October 10, 2024 TA Board meeting, the project team presented the draft plan to the TA Board of Directors for their feedback.

At the November 7, 2024 TA Board meeting, the TA Board of Directors accepted the final Automated Vehicles Strategic Plan as part of the TA Board November consent calendar.

At the upcoming November 14, 2024 Board meeting, staff will present the final Automated Vehicles Strategic Plan along with a high-level summary of changes made since the draft plan. Staff recommends that the C/CAG Board of Directors review and accept the San Mateo Countywide Automated Vehicles Strategic Plan.

A copy of the final AV Strategic Plan is included as a web attachment. A copy of the public comment resolution matrix, including the project team's responses to the Board's comments, is in Appendix E of the Plan. For additional information on the project and planning process, please visit the project website at: <https://www.smcta.com/planning-projects/SMCAVPlan>.

## **EQUITY IMPACTS AND CONSIDERATIONS**

AVs are rapidly emerging as a transformative technology with the potential to revolutionize various sectors of transportation. AVs can promote equity by enhancing safety for all road users, including pedestrians and bicyclists, improving mobility for people with disabilities, offering shared services in areas with limited public transportation, and reducing reliance on private car ownership. All of these factors can potentially lead to less traffic congestion and parking demand.

Recognizing this potential, the plan includes strategies and recommendations for projects, pilot programs, funding, and activities that impact all users. Equity and Accessibility is a Guiding Principle in the AV Plan, ensuring that future AV applications leverage AV technologies to make traveling more accessible and affordable for people of all ages, abilities, and income levels. The plan also includes specific equity strategies including establishing an Equity Policy for AVs and focusing future AV pilots in traditionally underserved areas.

## ATTACHMENT

The following attachment is available on the C/CAG website (*See “Additional Agenda Materials” for the November 2024 Board Meeting*) at: <https://ccag.ca.gov/committees/board-of-directors-2/>)

1. Final San Mateo Countywide Automated Vehicles Strategic Plan

## C/CAG AGENDA REPORT

Date: November 14, 2024

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

From: Sean Charpentier, Executive Director of C/CAG

Subject: Appoint two Board of Director members to serve on the San Mateo County Express Lane Joint Powers Authority (SMCEL-JPA).

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

### RECOMMENDATION:

That the C/CAG Board appoint two Board of Director members to serve on the San Mateo County Express Lane Joint Powers Authority.

### FISCAL IMPACT:

There is not any fiscal impact related to this item.

### SOURCE OF FUNDS:

Not applicable.

### BACKGROUND:

The San Mateo County Express Lanes Joint Powers Authority (SMCEL-JPA) was jointly created by C/CAG and the San Mateo County Transportation Authority (SMCTA). The SMCEL-JPA is charged with overseeing the operations and administration of the San Mateo 101 Express Lanes, in addition to jointly exercising ownership rights over the Express Lanes. The SMCEL-JPA commenced tolling on 22-mile segment (in each direction) between Whipple Ave and I-380 since March 2023. In addition, the SMCEL-JPA funds and administers the San Mateo County Express Lane Community Benefit Program. For more details, the project website can be found at: <https://101expresslanes.org/>.

The Joint Exercise of Powers Agreement (JEPA) establishing the SMCEL-JPA provides for a governing board of six members: three from C/CAG and three from SMCTA. Each board member serves a two-year term, with reappointment at the discretion of the appointing authority. The JEPA mentions that the SMCEL-JPA Board should reflect a balanced composition from throughout the County. The JEPA is available at: <https://ccag.ca.gov/wp-content/uploads/2018/07/First-Amended-and-Restated-JEPA-executed-agreement-CCAG.pdf>.

In June 2023, the C/CAG Board appointed Alicia Aguirre, Michael Salazar, and Gina Papan to a 2-year term. In February 2024, the C/CAG Board of Directors appointed Richard Hedges to replace Gina Papan to complete the remainder of the term. Board member Aguirre has completed her term, and Board member Hedges has opted not to seek re-election. As a result, the C/CAG Board must appoint two new members



to fill these vacancies. The appointment is to complete the remainder of the current term through May 2025.

The SMCEL-JPA Board is responsible for approving policies, budgets, and service contracts. Likely major upcoming SMCEL-JPA tasks in the next year include:

- a) Developing an Expenditure Plan. This is a statutory requirement once there is net revenue after the operating and capital loans are repaid. The expenditure plan will identify where net toll revenue will be invested to improve mobility in the corridor.
- b) Expanding the Express Lanes Community Benefits program (equity program). We are currently adding additional online enrollment capacity to significantly expand the accessibility of the program.
- c) Procuring a new Policy Program Manager to provide consultant support. The Joint Powers Agreement (JEPA) includes a role for the PPM, which is currently HNTB. There will be a vendor recruitment before the current contract expires in October 2025.
- d) Implementing recommendations from the organizational assessment to determine an appropriate organizational and staffing structure.

The current regular schedule of SMCEL-JPA Board meetings includes monthly meetings at 9 a.m. on the second Friday of each month, held at the SamTrans Office in San Carlos. Next year, the monthly meeting will switch to the first Friday of the month, and at a reduced meeting schedule consistent with the transition into steady state operations. The recommended schedule for the regular meetings next year (calendar year 2025 to be approved by the Board at the December meeting) consists of the following dates.

- February 7<sup>th</sup>
- May 2<sup>nd</sup>
- June 6<sup>th</sup>
- August 1<sup>st</sup>
- September 5<sup>th</sup>
- November 7<sup>th</sup>

The term will continue through June 2025, with reappointments made in May 2025 to align terms.

Letters of interest are due by November 12, 2024. Staff will upload the letters to the Board meeting website promptly upon receipt and will present the candidates at the C/CAG Board meeting for appointment consideration.

## **EQUITY IMPACTS AND CONSIDERATIONS**

Appointing C/CAG Board Members to the SMCEL-JPA Board of Directors is a core C/CAG function. The SMCEL-JPA endeavors to enhance equity and improve mobility outcomes for low-income households through its Community Benefits program, which includes provisions such as a \$200 Clipper Card or FasTrak Transponder for eligible residents of San Mateo County. Additionally, the SMCEL-JPA supports regional efforts aimed at promoting equity by reducing fees and adopting a payment plan option.

## **ATTACHMENT:**

N.A

**C/CAG AGENDA REPORT**

Date: November 14, 2024

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

From: Sean Charpentier, Executive Director

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

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

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**RECOMMENDATION**

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.

At Legislative Committee meetings, held prior to the Board meetings, 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, or changes in legislative leadership and committee assignments.

September 30, 2024 marked the final day for the Governor to act on bills sent to him in the second year of the 2023-24 Legislative Session. Of the hundreds of bills passed by the Legislature in the final weeks of session, the Governor signed 1,017 bills and vetoed 189 bills, equating to a 15.7% veto rate.

Of the total bills signed, 668 were Assembly bills and 349 were Senate bills.

The attached report (Attachment 1) from the Consultant may include various updates from Sacramento with respect to the legislative timelines, State Budget, changes in leadership, State grant programs, recent committee hearings, and bill progress of interest to C/CAG since the Committee and Board last met. The following actions were taken at past Legislative Committee and Board meetings this calendar year:

- February 8, 2024 meeting: AB 1798 (Papan) Support – Stormwater contamination pilot, and SB 532 (Weiner) Oppose – Tolls increases to support transit. Letter on SB 532 was not sent.
- March 14, 2024 meeting: Voted to Table the SB 532 letter and voted to send a letter opposing the reversion of funds previously allocated in the State budget from ATP and REAP.
- April 11, 2024 meeting: A position of “Oppose Unless Amended” on SB 1031 (Wiener) – Regional Measure.
- May 9, 2024 meeting: Voted to maintain “Oppose Unless Amended” position on SB 1031, with additional comments to the initial letter sent in May. Voted to send a Support letter on AB 817 (Pacheco) – Brown Act and voted to Support SB 1037 (Papan) – Transit Coordination.
- June 13, 2024 meeting: Voted to “Oppose Unless Amended” on SB 915 (Cortese) – Autonomous Vehicles, voted to “Oppose” SB 1037 (Wiener) – Penalties for Housing Noncompliance, and voted to send a “Letter of Concern” for AB 3093 (Ward) – RHNA Housing for the Homeless.
- July 11, 2024 meeting was canceled and there was no scheduled meeting for August 2024.
- September 12, 2024 meeting: Voted to ratify a veto letter to Governor requesting a Veto of AB 3093 (Ward) – Housing Element Categories.
- October 10, 2024: The C/CAG Legislative Committee does not meet in October due to the end of the Legislative Session.

At this November meeting, the C/CAG Board will receive an overview of the Legislative Committee meeting held earlier in the evening. The Legislative Committee will receive an update from C/CAG’s legislative consultant and discuss Legislative Committee membership, potential timelines for meeting with State legislative members and staff, and any developments in pursuit of a regional transportation measure.

### **Regional Transportation Measure**

C/CAG submitted a letter to the November 8, 2024 Joint MTC ABAG Legislation Committee regarding agenda Item #3A of the Transportation Revenue Measure Select Committee describing San Mateo County’s critical concerns about the proposed regional transportation measure, including the need for opt-out language, flexibility for multi-modal investments, return to source guarantees, accountability and transformation, and taxation and impact of local funding sources. The letter is provided as Attachment 2 to this staff report.

MTC is going to have a special commission meeting on December 9<sup>th</sup> to outline potential legislative language for a regional ballot measure. At the November 14, 2024 meeting, C/CAG staff will provide an update and seek additional direction/guidance from the C/CAG Legislative Committee and C/CAG Board.

As additional background, BART performed extensive polling, which is available as Attachment 3.

### **EQUITY IMPACTS AND CONSIDERATIONS**

The C/CAG Legislative Committee considers equity in its positions on legislation and has included equity language in the annual Legislative Priorities document for C/CAG Board review and approval. Decisions made in relation to transportation, housing, stormwater, and climate resilience have the potential to impact our most vulnerable communities in San Mateo County.

### **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 2024 calendar of legislative deadlines. Lastly, staff have also included links to the 2024 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, October 31, 2024 from Shaw Yoder Antwih Schmelzer & Lange
2. Regional Measure Letter to Joint MTC ABAG Legislation Committee

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

3. Bay Area Voter Views of a Potential Transit Funding Measure Key Findings of a Survey Conducted September 19-29, 2024.

Below are informational links:

4. [Recent Joint ABAG MTC Legislation Committee Agendas](#)
5. [California State Association of Counties \(CSAC\) bill positions and tracking](#)
6. [California Associations of Councils of Government \(CALCOG\) bill tracking](#)

7. Full Legislative information is available for specific bills at <http://leginfo.legislature.ca.gov/>
8. [2025 California State Calendar of Legislative Deadlines](#)
9. 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](#)
10. Bill Tracker for C/CAG by SYASL: [C/CAG Bill Tracking](#)
11. Current client roster for Shaw Yoder Antwih Schmelzer & Lange - <https://syaslparkers.com/clients/>



October 31, 2024

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 – November 2024**

***Legislative Update***

September 30 marked the final day for the Governor to act on bills sent to him in the second year of the 2023-24 Legislative Session. Of the hundreds of bills passed by the Legislature in the final weeks of session, the Governor signed 1,017 bills and vetoed 189 bills, equating to a 15.7% veto rate. Of the total bills signed, 668 were Assembly bills and 349 were Senate bills.

The Assembly and Senate, at Governor Newsom’s request, convened an extraordinary session to further explore proposals for reducing the cost of fuel in California, including the Governor’s proposal, captured in [ABX2-1 \(Hart\)](#), to give authority to the California Energy Commission to potentially require California refineries hold fuel in reserve to mitigate for cost increases due to refinery maintenance shutdowns. After several weeks of committee hearings and floor votes, the Legislature sent ABX2-1 to the Governor on October 14. The Governor [signed](#) the bill the same day.

As we noted in your last report, the Legislature will convene for the 2025-26 Legislative Session on December 2. We expect 34 new legislators in the Senate and Assembly when they convene. They will meet for one day and we should see bills begin to be introduced, before adjourning for the remainder of the year. They will reconvene to begin the real work of the first year of the session in January 2025. The tentative legislative calendar for 2025 was released and contains information about key legislative and budget deadlines. You can find the 2025 Legislative Calendar available [here](#).

***Governor Newsom Issues Executive Order on Utility Costs***

On October 30, Governor Newsom issues Executive Order (EO) N-5-24, which requests that the California PUC and the California Energy Commission examine the benefits and costs to electric ratepayers of programs it oversees and state mandates that may be unduly adding to electric rates and whether program funding should come from a source other than ratepayers. The EO also requests the PUC to take immediate action under its authority to modify or sunset any underperforming or underutilized programs or orders whose costs exceed the value to ratepayers and to return any unused funds to ratepayers. The EO makes several other requests, which you can read [here](#).

### ***CalSTA Announces TIRCP Cycle 7 Awards***

On October 25, Governor Newsom, in partnership with the California State Transportation Agency, announced the list of 27 projects awarded funding from Cycle 7 of the Transit Intercity Rail Capital Program (TIRCP). This cycle, CalSTA received 37 applications, totaling over \$2.5 billion in TIRCP funding requests. You can find more detailed information about each of the awarded projects on the [CalSTA website](#).

### ***CARB Releases Proposed Fiscal Year 2024-25 Funding Plan for Clean Transportation Incentives***

On October 11, the California Air Resources Board released its [proposed Fiscal Year 2024-25 Funding Plan for Clean Transportation Incentives](#). The Funding Plan outlines how Clean Transportation Incentive funds, authorized by the Legislature and Governor, will be spent in the Fiscal Year.

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

#### **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 bill was signed by Governor Newsom. To see how members voted on this bill, please click [here](#).***

#### **SB 960 (Wiener) Complete Streets Projects on the State Highway System**

This bill would require the targets and performance measures adopted by the California Transportation Commission to include within the SHOPP asset management plan targets and measures reflecting state transportation goals and objectives, including for complete streets assets on the state highway system. This bill would also require Caltrans' performance report to include a description of complete streets facilities on each project, and to also incorporate complete streets elements into projects funded by the SHOPP. Lastly, this bill would require Caltrans to develop and adopt a project intake, evaluation, and encroachment permit review process for complete streets facilities that are sponsored by a local jurisdiction or transit agency. As a part of this process, Caltrans would be required to designate an encroachment permit manager in each district to oversee the review of complete streets facilities applications. Caltrans would then be required to produce a report on the project applications submitted for complete streets facilities.

On transit priority projects, this bill would require the Director of Transportation to, on or before July 1, 2027, adopt a transit priority policy to guide the implementation of transit priority facilities and transit stops on the state highway system. The bill would also require the Caltrans-prepared State Highway System Management Plan (SHSMP) to include specific and quantifiable accomplishments, goals, objectives, costs, and performance measures for complete streets facilities consistent with SHOPP asset

management plan. ***This bill was signed by Governor Newsom. To see how members voted on this bill, please click [here](#).***

**SB 1037 (Wiener) Housing Element Enforcement – C/CAG OPPOSE**

The Planning and Zoning Law requires a city or county to adopt a general plan that includes a housing element and requires the Department of Housing and Community Development (HCD) to determine whether the housing element is in substantial compliance. The Planning and Zoning Law requires HCD to notify a local agency and, at its discretion, the Attorney General, that they are out of compliance with and in violation of state law. The Planning and Zoning Law also requires that an application for a housing development be subject to a specified streamlined, ministerial approval process if the development satisfies certain objective planning standards. This bill, in any action brought by the Attorney General for non-compliance, would subject the local agency to specified remedies, including a civil penalty between \$10,000 and \$50,000 per month, for each violation. The penalties would only apply when local land use decisions or actions are arbitrary, capricious, entirely lacking in evidentiary support, contrary to established public policy, unlawful, or procedurally unfair. Any penalties collected would support the development of affordable housing located in the affected jurisdiction. ***This bill was signed by Governor Newsom. To see how members voted on this bill, please click [here](#).***

**AB 3093 (Ward) Housing Element – C/CAG NOTE CONCERNS**

This bill would create two new income categories in the development of local agency housing elements within the general plans: acutely low income and extremely low income. These two new income categories, along with the existing income categories (very low income, lower income, moderate income, etc.) would be required to be included in a city's future regional housing needs allocation (RHNA). ***This bill was signed by Governor Newsom. To see how members voted on this bill, please click [here](#).***

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





CITY/COUNTY ASSOCIATION OF GOVERNMENTS  
OF SAN MATEO COUNTY

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November 7, 2024

Joint MTC ABAG Legislation Committee  
David Canepa (Chair), Jesse Arreguin (Vice Chair), and Committee Members  
Bay Area Metro Center  
375 Beale Street  
San Francisco, CA 94105

RE: Agenda Item #3a Transportation Revenue Measure Select Committee Update

Dear Chair Canepa and Vice Chair Arreguin:

San Mateo County and the Bay Area need robust and fiscally sound public transit, a fully integrated world class transit system, and safe streets and other critical multimodal investments. We appreciate MTC's efforts to address this important and difficult task. We are especially grateful for the hard work by Commissioner Spring and the members of the Select Committee on this topic.

C/CAG is the County Transportation Agency (CTA) and also the designated Congestion Management Agency (CMA) for San Mateo County. C/CAG represents all of San Mateo County's 764,442 residents through its 21-member Board of Directors, with each jurisdiction in the County having a dedicated seat. C/CAG works to improve climate resiliency, mobility, the environment, and equity throughout San Mateo County.

C/CAG has been actively engaged in the earlier discussions about a regional transportation measure and SB 1031. The C/CAG Board of Directors has taken several "oppose unless amended" positions on SB 1031. The current proposals advanced by the MTC do not address C/CAG's concerns raised during the SB 1031 process. San Mateo County's critical concerns are described below.

**Failure to Include Opt-Out Language**

Among all the Bay Area counties, San Mateo County has the most risk related to the renewal of a local sales tax measure because Measure A expires the earliest in 2033. A renewal ballot measure might occur as soon as 2028. Language allowing San Mateo County to opt out if the regional measure conflicts with or jeopardizes the renewal of Measure A is critical.

**Lack of Local Flexibility and Multi Modal Investments**

It is crucial to ensure a balanced investment across various modes to address the variety of mobility needs and garner widespread support. The majority of taxpayers in San Mateo County work in San Mateo County and drive or carpool to work. We are strategically expanding our bicycle and pedestrian networks. Pavement management is an ongoing concern for our voters and several of our cities have the lowest Pavement Index in the region. In addition, there needs to be funding opportunities to address transportation challenges in our rural and coastal communities, which are just as critical as our urbanized areas and support our tourism industry. Multimodal investments in transit, active transportation, roadway improvements, and grade separations that are

consistent with MTC's Plan Bay Area have a better chance to create broader coalitions of support from our communities and other key stakeholders.

### **Robust Return to Source Guarantees**

Any regional measure must include robust return to source provisions to ensure that a substantial portion of revenue generated by taxpayers within each County is directly reinvested in that County on an annual basis. Each County should have sole decision making authority over the vast majority of the revenue raised within that County. The current MTC proposals do not include sufficiently robust return to source provisions or adequate County decision making authority. For example, as proposed, MTC would have decision making authority to allocate all or almost all the funding in the first 10-15 years of the Scenario 1A and the Hybrid Scenario.

### **Lack of Regional Transit Accountability and Transformation Measures**

Recent polls clearly show the public wants transportation transformation including seamless transfers, cleaner and safer operations and stations, real time information, improved lighting, better signage, and new fare gates. Funding the status quo is not acceptable. MTC's current proposals do not specifically set forth the transformation measures important to the public. There must be full transparency regarding regional transit's efforts to transform transportation, align service with existing post-pandemic ridership trends and scale its operations appropriately, plus responsible fiscal management of administration overhead costs. Assumptions about funding for pandemic fare loss must be standardized, reflect an objective third party accounting of the costs, an equitable distribution, and a limited duration. It is vital to have a fair and transparent accounting of future potential funding investments to build consensus for a transformative regional transportation measure in San Mateo County.

### **Concern about Taxation Levels and Detrimental Impact on Local Funding Sources**

In San Mateo County, a ½ sales tax would increase the sales tax rate over 10% in 10 of our cities representing a majority of our population. Counties have varying levels of sales taxes rates, with some higher than San Mateo County, and also some considerably lower than San Mateo County. There are significant concerns about tax fatigue among voters, economic competitiveness, and other negative economic impacts of increasing sales tax rates or parcel taxes. Additionally, the twenty cities in San Mateo County will likely raise significant concerns about a potential parcel tax increase because they (and our schools) rely heavily on parcel taxes for operations and infrastructure.

Thank you for this opportunity to comment. We look forward to continued discussion. We will return to the C/CAG Board at its November 14<sup>th</sup> meeting for additional input and guidance. If you have any questions, please contact Sean Charpentier, C/CAG Executive Director, at [scharpentier@smcgov.org](mailto:scharpentier@smcgov.org).

Adam Rak



C/CAG Chair

cc:

Senator Josh Becker  
Senator Scott Weiner  
Assembly Member Phil Ting  
Assembly Member Diane Papan  
Assembly Member Marc Berman

## C/CAG AGENDA REPORT

**Date:** November 14, 2024

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

**From:** Sean Charpentier, Executive Director

**Subject:** Review and approval of the appointments of one public and one environmental member to the Congestion Management & Environmental Quality (CMEQ) Committee.

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

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### RECOMMENDATION

That the C/CAG Board review and approve the appointments of one public and one environmental member to the Congestion Management & Environmental Quality (CMEQ) Committee.

### FISCAL IMPACT

None.

### SOURCE OF FUNDS

N/A.

### BACKGROUND

The CMEQ Committee provides advice and recommendations to the C/CAG Board of Directors on a range of issues, including traffic congestion management, travel demand management, land use and transportation coordination, mobile source air quality programs, energy conservation, and other environmental concerns impacting local jurisdictions in San Mateo County.

There are currently six vacant seats on the CMEQ Committee:

- Two seats for Elected Officials (City Council members or members of the San Mateo County Board of Supervisors)
- One seat for a Business Community member
- One seat for an Environmental Community member
- One seat for a Public member
- One seat for the Peninsula Corridor Joint Powers Board (Caltrain)

A recruitment letter was sent on October 30, 2024, to all elected officials and interested parties in San Mateo County, with applications due by November 7, 2024. By the deadline, C/CAG staff received three letters of interest.

## Candidates

### *Richard Hedges*

Richard Hedges currently represents the City of San Mateo on the C/CAG Board of Directors and represents C/CAG on the San Mateo County Express Lanes Joint Powers of Authority (SMCEL-JPA) Board of Directors. Councilmember Hedges is currently on two C/CAG Committees as a local elected official: the CMEQ Committee and the Bicycle and Pedestrian Advisory Committee (BPAC). As Councilmember on the San Mateo City Council, Member Hedges is terming out office and would like to continue his contribution to the CMEQ Committee as a Public member.

### *Mike Swire*

Mike Swire is currently on the C/CAG Bicycle and Pedestrian Advisory Committee (BPAC) where he serves as the Chair. He also serves on the San Mateo County Transportation Authority Community Advisory Committee. Mike is interested in filling either the Public or Environmental Member seat on the CMEQ Committee.

### *Mollie Carter*

Mollie Carter is the Communications and Outreach Lead at Sustainable San Mateo County. She has held leadership roles in local for-profit companies, including within the transportation sector. Mollie seeks to bring her expertise and experience in environmental and transportation issues to the CMEQ Committee as an Environmental Member. Mollie is currently not on any C/CAG Committees.

## Requested Action

That the C/CAG Board consider the following candidates for the vacant seats on the CMEQ Committee:

- Richard Hedges- (Requested-Public Member Seat)
- Mike Swire- (Requested-Public Member Seat or Environmental Member Seat)
- Mollie Carter- (Requested-Environmental Member Seat)

The recruitment for the other vacant seats will remain open until filled.

## EQUITY IMPACTS AND CONSIDERATIONS

C/CAG Committee appointments are open to all San Mateo County residents. The recruitment letter was sent to all local elected officials and to C/CAG's CBO list.

## ATTACHMENTS

1. Roster for the CMEQ Committee
2. Letter of Interest from Richard Hedges
3. Letter of Interest from Mike Swire
4. Letter of Interest from Mollie Carter
5. Various Letters of Support

## CMEQ Roster

Chair: Gina Papan

Vice Chair: Dick Brown

Staff Support: Jeff Lacap (jlacap@smcgov.org)

Eva Gaye (egaye@smcgov.org)

<b>Name</b>	<b>Representing</b>
Dick Brown (Woodside Town Council Member)	Elected Official
Tom McCune (Belmont City Council Member)	Elected Official
Richard Hedges (San Mateo City Council Member)	Elected Official
Stacy Jimenez (Foster City Council Member)	Elected Official
Stacy Miles Holland (Atherton Council Member)	Elected Official
Juslyn Manalo (Daly City Council Member)	Elected Official
Pranita Venkatesh (San Carlos Council Member)	Elected Official
Vacant	Elected Official
Vacant	Elected Official
Gina Papan (MTC Commissioner)	Metropolitan Transportation Commission (MTC)
Vacant	Environmental Community
Vacant	Public Member
Peter Ratto	San Mateo County Transit District (SamTrans)
Vacant	Business Community
Deborah Penrose	Agencies with Transportation Interests
Pamela Herhold	Bay Area Rapid Transit (BART)
Vacant	Peninsula Corridor Joint Powers Board (Caltrain)

January 26, 2024

Ms. Adam Rak, C/CAG Chair  
Michael Salazar, C/CAG Vice Chair  
C/O Sean Charpentier, Executive Director  
City/County Association of Governments of San Mateo County  
555 County Center, 5th Floor,  
Redwood City, California 94063

RE: Appointment to the San Mateo County Express Lanes Joint Powers Authority

Dear Adam Rak, C/CAG Chair; and Michael Salazar, C/CAG Vice Chair.

This letter shall serve as my request to serve as a public member on the C/CAG **(Congestion Management and Environmental Quality Committee)**.

I am very excited about the possibility continuing to serve on the **Congestion Management and Environmental Quality Committee**.

I have a long history of serving on transportation planning committees. I also have a long history of interest in transportation. I hold a master's degree in urban history and planning from San Francisco State University. I served on various advisory boards of the Metropolitan Transportation Commission (MTC) for 20 years. I served on the first Station Area Planning Committee at MTC and was a member of the Transportation Land Use Committee.

I served on the San Mateo County Transit Authority Citizens Advisory Committee for 18 years and continue to serve there. I served on this committee during the entire time we were planning and constructing the San Mateo Express Lanes as well as Express Lanes financing and loan. I asked questions and made recommendations during the planning stages.

I also serve on the Measure W Citizens Oversight Committee with SamTrans. I hope you will see that my education, background and strong interest will qualify me to serve on the C/CAG **Congestion Management and Environmental Quality Committee**. Thank you for considering my application.

Sincerely,



Richard W Hedges  
[hedghogg@ix.netcom.com](mailto:hedghogg@ix.netcom.com)  
(650) 619-2771

**From:** Mike Swire <[mswire91@gmail.com](mailto:mswire91@gmail.com)>  
**Sent:** Wednesday, November 6, 2024 10:03 AM  
**To:** Sean Charpentier (C/CAG) <[scharpentier@smcgov.org](mailto:scharpentier@smcgov.org)>  
**Subject:** Application for CMEQ vacancy

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Hi Sean,

Thank you for your service to the transportation needs of residents of San Mateo County. It has been a pleasure working with you on the C/CAG BPAC.

I am writing for consideration for a seat on the Congestion Management and Environmental Quality Committee (CMEQ). I feel uniquely qualified for this role given my many years of public service and advocacy in the transportation and environmental spaces in San Mateo County. This includes:

- **Appointee, San Mateo County Transportation Authority Community Advisory Committee** - I have served on the CAC for the past 2+ years. I have been one of the most active contributors on the Committee, taking on the role of authoring the Committee's monthly meeting summary for the Board and frequently attending Board meetings.
- **Chair, C/CAG Bicycle & Pedestrian Advisory Committee** - I have served on the Committee for the past fifteen months, providing input on how to improve safety for those who walk and reduce congestion through mode shift toward active transportation.
- **Volunteer advocate, Silicon Valley Bicycle Coalition and other environmental groups** - For the past 15+ years, I have successfully advocated for several infrastructure improvements and active transportation policies including bike lanes around San Mateo High School, lower speed limits around schools in San Mateo and Hillsborough, e-bike accessibility in Burlingame, and bike/ped safety improvements on Ralston Avenue in Belmont. I have also advocated for a shift in transportation/congestion management spending from projects that encourage auto use to those that encourage/improve transit, biking, and walking.
- **Volunteer, Safe Routes to School** - I led bike and walk to school programs and advocated for safety improvements at West Hillsborough Elementary, Crocker Middle and San Mateo High Schools.
- **Other environmental/climate/quality of life advocacy** - I led the campaign to ban use of single use plastic bags in Belmont. I also co-led a campaign to save the San Mateo Ice Rink.
- **US EPA** - I worked for three years as a consultant to the US EPA's Energy Star Programs, promoting installation of energy efficient building systems in California.
- **US Congress** - I worked for 2+ years as an Aide to US Senator Alan Cranston and Congressman Ronald V. Dellums in DC. This included evaluation of environmental legislation and responding to constituent correspondence on environmental matters.

I would prefer to serve as the representative of the Environmental Community, given my relationships with the major environmental organizations in SM County. If that role is filled, I would be open to serving as a Public Member of the Committee (in the interest of giving more people the opportunity to serve and given the number of current and future vacancies on the Committee). Please let me know if you have any questions or require additional information.

Sincerely,

Mike Swire  
[mswire91@gmail.com](mailto:mswire91@gmail.com)  
415.706.1653





# Sustainable San Mateo County

Economy. Equity. Environment.

3182 CAMPUS DRIVE, #153, SAN MATEO, CA 94403

INFO@SUSTAINABLESANMATEO.ORG

WWW.SUSTAINABLESANMATEO.ORG

November 7, 2024

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Jill Reed

COMMUNICATIONS

& OUTREACH LEAD

Mollie Carter

PROGRAM MANAGER

Simona Vallone

## FOUNDERS

Marcia Pagels

Ruth Peterson

Dear Mr. Charpentier,

I am writing to express my interest in joining the Congestion Management and Environmental Quality (CMEQ) Committee as the Environmental Community Member representing Sustainable San Mateo County (SSMC). My name is Mollie Carter, and I have served as the Communications and Outreach Lead at SSMC since December 2023. I am inspired by the shared environmental, economic and equity goals of SSMC and the CMEQ Committee and am eager to share the experience and knowledge I've gained as a San Mateo County resident, business executive, commuter, parent, volunteer and nonprofit collaborator and leader.

As a resident of San Mateo County for over 22 years, I am deeply invested in our region's sustainability and quality of life. My background includes leadership roles in local for-profit companies, including experience in the transportation sector through my work at Zum Services, where I helped to implement electric bus transportation for children. This position not only strengthened my expertise in sustainable transportation but also underscored the importance of accessible, eco-friendly transit options that support public health and environmental goals.

At SSMC, I am dedicated to furthering impactful environmental initiatives through community engagement and partnerships with local agencies and officials. I have actively collaborated with government staff and advocated on public issues related to the environment and transportation. I would welcome the opportunity to contribute this experience to CMEQ, helping to advance San Mateo County's congestion management and environmental priorities.

I also bring a commitment to fostering collaborative solutions across the public, private, and nonprofit sectors. My experience has taught me the value of working collectively to balance economic growth and environmental stewardship, ensuring that our initiatives promote equity and resilience. SSMC's long-standing dedication to sustainability aligns closely with the CMEQ Committee's mission, and I am confident my contributions would support the committee's work in meaningful ways.

Thank you for considering my application. I am excited about the opportunity to contribute to the CMEQ Committee's impactful work and would appreciate the chance to discuss how my background and dedication to sustainability can help advance the committee's goals.

Kind regards,

*Mollie*

Mollie Carter

mollie@sustainablesanmateo.org | 415-871-5514

**From:** Lauren Weston <[lauren.weston@acterra.org](mailto:lauren.weston@acterra.org)>  
**Sent:** Friday, November 8, 2024 9:43 AM  
**To:** Sean Charpentier (C/CAG) <[scharpentier@smcgov.org](mailto:scharpentier@smcgov.org)>  
**Subject:** endorse Mike Swire's application to C/CAG's CMEQ as representative of the Environmental Community

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Dear Sean,

I am writing to endorse Mike Swire's application to C/CAG's CMEQ as representative of the Environmental Community.

Mike has been one of the most passionate, informed, and active advocates in San Mateo County on environmental issues, especially those relating to transportation. Mike has worked closely with me and Acterra staff and presented to our members on transportation issues in San Mateo County. Acterra is a San Francisco Bay Area 501(c)(3) that brings people together in San Mateo and adjacent counties to create local solutions for a healthy planet. In the face of daunting environmental challenges, our science-based approach instills hope while building community.

Thank you for your consideration of Mike's application and we hope to work with you and him going forward on issues before CMEQ and the C/CAG Board. If you have any questions, please let me know!

Sincerely,

Lauren

**Lauren Weston (she/her)**

Executive Director

Acterra: Action for a Healthy Planet

(530) 219-2813

[acterra.org](https://acterra.org) | [Subscribe](#)

Acterra staff use [self-identified pronouns](#) to support workplace inclusion for everyone.

I respectfully acknowledge that my work takes place on the ancestral and unceded land of the Ramaytush Ohlone and/or the Yokutz. [Whose land are you on?](#)

In alignment with our values, we practice [Slow Fridays](#) (reducing internal and external meetings to focus on other areas of our work!).

**From:** Elaine Salinger <[esalinger@icloud.com](mailto:esalinger@icloud.com)>  
**Sent:** Friday, November 8, 2024 10:58 AM  
**To:** Sean Charpentier (C/CAG) <[scharpentier@smcgov.org](mailto:scharpentier@smcgov.org)>  
**Subject:** Endorsement for Mike Swire's application to C/CAG's CMEQ

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Dear Sean,

As the leader of Citizens Climate Lobby San Mateo County chapter, I am writing to endorse Mike Swire's application to C/CAG's CMEQ as a representative of the public. I am personally recommending Mike, and our chapter of almost 1200 members also endorses him.

Mike has been one of the most passionate, informed, and active advocates in San Mateo County on environmental issues, especially those relating to transportation. Mike has worked closely with me and Citizens Climate Lobby (CCL) on transportation, climate, and air pollution issues impacting the County of San Mateo. CCL is a climate change organization that exists to create the political will for a livable world by enabling individual breakthroughs in the exercise of personal and political power.

I am also recommending Mike because as the chair of the SMC BPAC, I have been very impressed with Mike consistently showing up for meetings and advocating for active transportation and safety.

Thank you for your consideration of Mike's application and we hope to work with you and him going forward on issues before CMEQ and the C/CAG Board.

Elaine Salinger, Group Leader  
San Mateo County Chapter  
650-533-3539



**From:** Elaine Salinger <[esalinger@icloud.com](mailto:esalinger@icloud.com)>  
**Sent:** Friday, November 8, 2024 11:07 AM  
**To:** Sean Charpentier (C/CAG) <[scharpentier@smcgov.org](mailto:scharpentier@smcgov.org)>  
**Subject:** Endorsement for Mollie Carter's application to C/CAG's CMEQ

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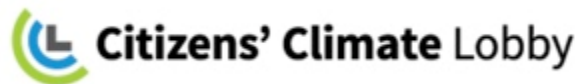
Hello Sean,

I would like to recommend Mollie Carter for the C/CAG CMEQ Committee as the Environmental Community representative.

Mollie will be a tremendous asset to the committee. In the year and a half she has served on Citizens Climate Lobby's steering committee with me, she has proven to be an insightful thoughtful partner. She combines great passion for our climate and community with a thorough understanding of environmental issues and solutions, and is able to communicate in a way that motivates others to engage. She's worked collaboratively with me along with many different members of our chapter and with the general public. She's been dependable and effective and has made us a stronger chapter.

I recommend her personally and our chapter of almost 1200 members also recommends her. Please let me know if you have any questions.

Elaine Salinger, Group Leader  
San Mateo County Chapter  
650-533-3539



**From:** [Sarah Hubbard](#)  
**To:** [Sean Charpentier \(C/CAG\)](#)  
**Cc:** [Kim Springer](#); [Mike Swire](#); [Mollie Carter](#)  
**Subject:** C/CAG CMEQ Committee Candidate Recommendations  
**Date:** Thursday, November 7, 2024 12:57:26 PM

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Sean,

I am writing to recommend Mollie Carter and Mike Swire's applications to C/CAG's CMEQ as the Environmental and Public Representatives, respectively.

As I think you know, SSMC believes that the “three E’s” of sustainability--the Economy, the Environment and social Equity--must be in balance in order for communities to be healthy and thrive. Mollie has proven to be an outstanding addition to the SSMC team, and I'm confident she will be an asset to the CMEQ Committee. She is well informed and connected across the range of subjects within the committee's purview, and has demonstrated a nuanced understanding of environmental issues and the ability to communicate with sensitivity and clarity.

Mike has been one of the most passionate, informed and active advocates in San Mateo County on environmental issues, especially those relating to transportation. He has worked closely with me and Sustainable San Mateo County on transportation, climate and air pollution issues impacting the County of San Mateo.

Thank you for your consideration of both of their applications. I look forward to our continued collaboration on issues before CMEQ, RMCP and the C/CAG Board.

Sincerely,  
Sarah Hubbard



**Sarah Hubbard (she/her)**

Executive Director, SSMC

M: 650-743-9776 | [sustainablesanmateo.org](https://sustainablesanmateo.org) |

**e-news**

Set up a time to speak with me [here](#)

## C/CAG AGENDA REPORT

Date: November 14, 2024

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

From: Sean Charpentier, Executive Director

Subject: Written Communications - Information Only (5 Letters)

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

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### BACKGROUND

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

1. **10/17/2024** – To Patrick Gilster, Manager, Programming and Monitoring, San Mateo County Transportation Authority. RE: Alternative Congestion Relief and Transportation Demand Management’s (ACR/TDM) AV Pilot Study.
2. **10/17/2024** – To Patrick Gilster, Manager, Programming and Monitoring, San Mateo County Transportation Authority. RE: Alternative Congestion Relief and Transportation Demand Management’s (ACR/TDM) Sidewalk Data.
3. **10/29/2024** – To The Honorable Tanisha Taylor, California Transportation Commission. RE: 2024 Local Partnership Competitive Program (LPP) Request for State Route 84 - United States 101 Interchange Reimagined (Project)
4. **10/29/2024** – The Honorable Tanisha Taylor, California Transportation Commission. RE: Trade Corridor Enhancement Program (TCEP) Request for State Route 84 - United States 101 Interchange Reimagined (Project)
5. **10/30/2024** – Jasmine Stitt, TE, AICP, Caltrans Bay Area (District 4), Office of Transit and Active Transportation. RE: Caltrans District 4 Bike Plan Update – Comment Letter

### 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/>