

# C/CAG

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

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

### C/CAG BOARD MEETING NOTICE

Meeting No. 381

<p><b>Date:</b> Thursday, March 13, 2025</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/81888206304?pwd=w1DNxCC0btCFo83w87Xl7UcKngGoQ9.1">https://us02web.zoom.us/j/81888206304?pwd=w1DNxCC0btCFo83w87Xl7UcKngGoQ9.1</a></p> <p><b>Webinar ID:</b> 818 8820 6304</p> <p><b>Password:</b> 0 3 1 3 2 5</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 Certificate of Appreciation to Kim Springer for his years of dedicated service to C/CAG. p. 1

#### 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. 380 dated February 13, 2025. ACTION p. 2
- 3.2 Review and approval of Resolution 25-09 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 City/County Association of Governments of San Mateo County (C/CAG) for the Project Approval and Environmental Document (PA&ED) Phase of the US 101/SR 92 Interchange Direct Connector Project. ACTION p. 10
- 3.3 Review and accept the C/CAG Single Audit Report for the Fiscal Year Ended June 30, 2024, and the Auditor's Communication with Those Charged with Governance for the Year Ended June 30, 2024. ACTION p. 20
- 3.4 Review and approval of Resolution 25-10 authorizing the approval of an updated C/CAG Procurement Policy. ACTION p. 22
- 3.5 Review and approval of recommendation of no change to the investment portfolio and accept the Quarterly Investment Report as of December 31, 2024. ACTION p. 29
- 3.6 Review and approval of Resolution 25-11 authorizing the approval of Fiscal Year 2025/26 Expenditure Plan for the Transportation Fund for Clean Air (TFCA) 40% Fund. ACTION p. 37
- 3.7 Review and approval of Resolution 25-12 authorizing the C/CAG Chair to execute Amendment No. 1 with Kimley-Horn and Associates, Inc. to provide Smart Corridor Signal System Maintenance Support, extending the term to June 30, 2027, at no additional cost. ACTION p. 41
- 3.8 Review and approve appointment of Millbrae Councilmember Bob Nguyen to the Resource Management and Climate Protection Committee. ACTION p. 49
- 3.9 Review and approval of Resolution 25-17 amending the Congestion Management Program Technical Advisory Committee Guidelines and the Stormwater Committee Guidelines by designating Katherine Sheehan, Deputy Director of Public Works as the alternate representative for the City of San Mateo for both Committees and by designating the City Engineer as the primary representative and the Environmental Services Aide as the alternate representative for the City of East Palo Alto on Stormwater Committee. ACTION p. 54

#### 4.0 **REGULAR AGENDA**

- 4.1 Election of a C/CAG Chairperson and a C/CAG Vice Chairperson. ACTION p. 67
- 4.2 Review and approval of Resolution 25-15 adopting the amended C/CAG Program Budget for Fiscal Year 2024-25. (*Special Voting Procedure Apply*) ACTION p. 71
- 4.3 Conduct a public hearing to consider approval of amendments to the Congestion Management Plan Land Use Impact Analysis Program (C/CAG TDM Policy); review

and approval of Resolution 25-16 to amend the 2023 Congestion Management Plan Land Use Impact Analysis Program to adjust the thresholds for exemption from C/CAG TDM Policy requirements. (*Special Voting Procedures apply*)

(*Public hearing opened on February 13, 2025, and continued to March 13, 2025*)

ACTION p. 76

- 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. 85

## 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 – 8 Letters

p. 96

## 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 April 10, 2025

**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

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### **PROCLAMATION**

### **HONORING KIM SPRINGER FOR HIS YEARS OF SERVICE TO SAN MATEO COUNTY AND THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS (C/CAG)**

\*\*\*\*\*

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

**WHEREAS** Kim Springer has dedicated his career to serving the residents of San Mateo County since December 2006, contributing significantly to various county programs and initiatives; and

**WHEREAS** Kim Springer has provided exemplary staff support to the C/CAG Board, its Legislative Committee and Resource Management and Climate Protection Committee (RMCP); and

**WHEREAS**, he has played a vital role in supporting C/CAG, providing expertise and leadership in advancing regional transportation, sustainability, and climate resilience programs; and

**WHEREAS** his contributions have been instrumental in fostering partnerships among local jurisdictions, agencies, and stakeholders, ensuring a more sustainable and connected region; and

**WHEREAS**, through his professionalism, commitment, and collaborative efforts, Kim has worked tirelessly to improve policies and initiatives that enhance the quality of life for residents throughout the county; and

**WHEREAS** Kim Springer has proven to be a consummate professional and a great asset to C/CAG through his attention to detail, exemplary work ethic, and willingness to always help others; and

**WHEREAS** Kim Springer’s dedication, expertise, and leadership have left a lasting impact on San Mateo County and C/CAG, and his work will continue to benefit the community for years to come.

**NOW, THEREFORE**, that the Board of Directors of C/CAG does hereby recognize and commend Kim Springer for his outstanding service, dedication, and contributions to San Mateo County and C/CAG, and extends its sincere gratitude and best wishes in his future endeavors.

**PASSED, APPROVED, AND ADOPTED THIS 13<sup>TH</sup> DAY OF MARCH 2025.**

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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. 380  
February 13, 2025

**\*\*\*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 6:34 p.m. Roll call was taken.

<b>AGENCY:</b>	<b>IN-PERSON:</b>	<b>ABSENT:</b>	<b>REMOTE AB 2449</b>	<b>REMOTE Publicly Accessible Teleconference Location:</b>
Atherton	Elizabeth Lewis			
Belmont	Julia Mates			
Brisbane	Coleen Mackin			
Burlingame	Peter Stevenson			
Colma	Thomas Walsh			
Daly City	Juslyn Manalo			
East Palo Alto	Mrak Dinan			
Foster City	Stacy Jimenez			
Half Moon Bay		Absent		
Hillsborough	Sophie Cole		Cecilia Taylor	
Menlo Park				
Millbrae	Anders Fung			
Pacifica	Sue Beckmeyer			
Portola Valley	Rebecca Flynn			
Redwood City	Elmer Martinez Saballos			
San Bruno	Michael Salazar			
San Carlos	Adam Rak			
San Mateo	Lisa Diaz Nash			
South San Francisco	Eddie Flores			
Woodside		Absent		
San Mateo County	Lisa Gauthier			

<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	Ann Shneider
Melissa Andrikopoulos – Legal Counsel	Helen Wolter
Mima Crume – Clerk of the Board	
Dan Sternkopf	<b>Members of the Public (In-Person):</b>
Eva Gaye	Greg Wright
Jeff Lacap	
Kaki Cheung	
Kim Springer	
Kim Wever	
Audrey Shiramizu	
Van Ocampo	
<b>C/CAG Staff Present (Remote):</b>	

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

2.0 **PRESENTATIONS / ANNOUNCEMENTS** – None.

3.0 **ACTION TO SET AGENDA AND APPROVE CONSENT AGENDA ITEMS**

This item is to set the final consent and regular agenda, and to approve the items listed on the consent agenda. All items on the consent agenda are approved by one action. There will be no separate discussion on these items unless members of the Board, staff, or public request specific items to be removed for separate action.

- 3.1 Approval of minutes of regular business meeting No. 379 dated December 12, 2024. APPROVED
- 3.2 Review and accept the 2024 attendance report for the C/CAG Board and Committee meetings. APPROVED
- 3.3 Review and approval of Resolution 25-01 determining that a proposed office/life science campus, including related rezoning, at 789 Old County Rd., San Carlos, is conditionally consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Carlos Airport. APPROVED
- 3.4 Review and approval of Resolution 25-02 determining that a proposed office/life science campus, including related rezoning, at 987 Commercial St., San Carlos, is conditionally consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Carlos Airport. APPROVED
- 3.5 Review and approval of Resolution 25-03 determining that a proposed 37-unit affordable

housing project located on two sites at 876-900 El Camino Real, Belmont, is conditionally consistent with the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Carlos Airport. APPROVED

- 3.6 Review and approval of Resolution 25-04 authorizing the C/CAG Chair to execute an agreement with TJKM Transportation Consultants, in an amount not to exceed \$212,300 and authorizing the C/CAG Executive Director to approve amendments to the agreement that modify the maximum fiscal obligation by no more than \$21,230 for the 2025 update of the Congestion Management Program (CMP). APPROVED
- 3.7 Receive an update on programming actions for the US-101 Managed Lanes Project North of I-380 in the State Transportation Improvement Program (STIP) for San Mateo County. INFORMATION
- 3.8 Review and adopt Resolution 25-05 approving the population data to be used by C/CAG for calculation of member contributions and a variety of administrative related items. APPROVED
- 3.9 Review and approval of Resolution 25-06 amending the Congestion Management Program Technical Advisory Committee Guidelines and the Stormwater Committee guidelines by designating Malahat Owrang, Principal Planner as the alternate representative for the City of Redwood City. APPROVED
- 3.10 Review and approval of Resolution 25-07 authorizing the C/CAG Chair to execute Amendment No. 4 to the funding agreement with City of South San Francisco, extending the term to December 31, 2025, and increasing the amount by \$40,000 for the construction phase of the South San Francisco Smart Corridor Expansion project. APPROVED
- 3.11 Review and approval of Resolution 25-08 authorizing the C/CAG Executive Director to execute a Primary Agreement with the San Mateo County Transportation Authority (TA) to receive Measure A and W Funding. APPROVED
- 3.12 Review and approval of the appointment of Millbrae Councilmember Stephen Rainaldi to the Bicycle and Pedestrian Advisory Committee. APPROVED

Board Member Fung MOVED to approve the consent agenda items 3.1 through 3.12.  
Board Member Manalo SECONDED. **MOTION CARRIED 19-0-0**

#### 4.0 **REGULAR AGENDA**

##### 4.1 Appointments to C/CAG committees:

The Board conducted voting for agenda items **4.1.1 and 4.1.2** separately. There were more applicants than available seats for both items.

Applicants were given up to two minutes to provide comments. A statement from Paul Nagengast was read aloud.

- 4.1.1 Review and approve appointments to fill three vacant seats on the C/CAG Legislative Committee. APPROVED



- **Atherton:** Lisa Gauthier, Greg Wright, Andrea Pappajohn
- **Belmont:** Lisa Gauthier, Greg Wright, Andrea Pappajohn
- **Brisbane:** Lisa Gauthier, Paul Nagengast
- **Burlingame:** Lisa Gauthier, Andrea Pappajohn, Paul Nagengast
- **Colma:** Greg Wright
- **Daly City:** Lisa Gauthier, Greg Wright, Andrea Pappajohn, Paul Nagengast
- **East Palo Alto:** Lisa Gauthier, Andrea Pappajohn, Paul Nagengast
- **Foster City:** Lisa Gauthier, Andrea Pappajohn, Paul Nagengast
- **Half Moon Bay:** *(No vote recorded)*
- **Hillsborough:** Lisa Gauthier, Andrea Pappajohn, Paul Nagengast
- **Menlo Park:** Supervisor Lisa Gauthier, Greg Wright, Andrea Pappajohn
- **Millbrae:** Lisa Gauthier, Greg Wright, Andrea Pappajohn
- **Pacifica:** Lisa Gauthier, Greg Wright, Paul Nagengast
- **Portola Valley:** Lisa Gauthier, Greg Wright, Andrea Pappajohn
- **Redwood City:** Lisa Gauthier, Greg Wright, Andrea Pappajohn
- **San Bruno:** Lisa Gauthier, Greg Wright, Paul Nagengast
- **San Carlos:** Lisa Gauthier, Greg Wright, Paul Nagengast
- **San Mateo:** Lisa Gauthier, Andrea Pappajohn, Paul Nagengast
- **South San Francisco:** Lisa Gauthier, Greg Wright, Andrea Pappajohn
- **Woodside:** *(No vote recorded)*
- **San Mateo County:** Lisa Gauthier, Greg Wright, Andrea Pappajohn

Votes were tallied, and the three candidates with the highest votes, appointed to the Legislative Committee are: Lisa Gauthier (County Supervisor) with 18 votes, Greg Wright (Pacifica Councilmember) with 13 votes, and Andrea Pappajohn (Burlingame Councilmember) with 13 votes.

Board Member Manalo MOVED to approve the three candidates with the highest votes to the Legislative Committee. Board Member Flores SECONDED. A roll call vote was conducted, and the **MOTION CARRIED 19-0-0.**

- 4.1.2 Review and approve appointments to fill two vacant seats on the C/CAG RMCP Committee. APPROVED

- **Atherton:** Ray Mueller, Helen Wolter
- **Belmont:** Ray Mueller, Helen Wolter
- **Brisbane:** Ray Mueller, Helen Wolter
- **Burlingame:** Ray Mueller, Helen Wolter
- **Colma:** Helen Wolter
- **Daly City:** Ray Mueller, Helen Wolter
- **East Palo Alto:** Ray Mueller, Helen Wolter
- **Foster City:** Ray Mueller, Helen Wolter
- **Half Moon Bay:** *(No vote)*
- **Hillsborough:** Ray Mueller, Helen Wolter
- **Menlo Park:** Ray Mueller, Helen Wolter
- **Millbrae:** Ray Mueller, Bob Nguyen
- **Pacifica:** Ray Mueller, Helen Wolter
- **Portola Valley:** Ray Mueller, Helen Wolter
- **Redwood City:** Ray Mueller, Helen Wolter
- **San Bruno:** Ray Mueller, Helen Wolter
- **San Carlos:** Ray Mueller, Helen Wolter

- **San Mateo:** Ray Mueller, Helen Wolter
- **South San Francisco:** Ray Mueller, Helen Wolter
- **Woodside:** (No vote)
- **San Mateo County:** Ray Mueller, Helen Wolter

Votes were tallied, and the two candidates with the highest votes appointed to the Resource Management and climate Protection Committee (RMCP) are Ray Mueller (County Supervisor) with 18 votes and Helen Wolter (Portola Valley Councilmember) with 18 votes.

Board Member Mates **MOVED** to approve the two candidates with the highest votes to the RMCP Committee. Board Member Manalo **SECONDED**. A roll call vote was conducted, and the **MOTION CARRIED 19-0-0**.

4.1.3 Review and approval of the appointment of two elected officials to the Congestion Management & Environmental Quality (CMEQ) Committee. **APPROVED**

With two applicants for three vacancies, it was suggested to proceed with a roll call vote instead of a paper ballot.

Board Member Salazar **MOVED** to approve Mark Dinan and Bob Nguyen to the CMEQ Committee. Board Member Stevenson **SECONDED**. A roll call vote was conducted, and the **MOTION CARRIED 19-0-0**.

4.2 Nominations for C/CAG Chair and Vice Chair for the March 2025 Election of Officers. **APPROVED**

Board Member Jimenez nominated Board Member Rak for C/CAG Chair and Board Member Salazar for Vice Chair.

Chair Rak explained that the Chair and Vice Chair typically serve two one-year terms, with adjustments made for vacancies. Bylaws limit service to two consecutive years.

4.3 Open a public hearing to consider approval of amendments to the Congestion Management Plan Land Use Impact Analysis Program (C/CAG TDM Policy), focusing on affordable housing exemptions and local TDM plan thresholds for exemption from C/CAG TDM Policy requirements, and continue the public hearing to March 13, 2025. **APPROVED**

The Board opened a public hearing to consider amendments to the Congestion Management Plan (CMP), specifically regarding affordable housing exemptions and local Transportation Demand Management (TDM) plan thresholds. The hearing will be continued to March 13, 2025.

Susy Kalkin, C/CAG staff, provided an overview of the CMP, explaining its role in managing congestion and mitigating the impact of new developments. The proposed amendments aim to exempt 100% affordable housing projects from TDM requirements and allow more flexibility for local jurisdictions to meet exemption criteria.

Board members discussed concerns about parking availability, transportation access, and whether affordable housing projects inherently meet trip reduction goals. Some members expressed reservations about removing TDM requirements without additional analysis,

while others suggested a location-based exemption for developments near high-quality transit.

A public comment raised concerns about parking impacts in transit-rich areas like Millbrae, emphasizing the need for flexibility based on local conditions.

Board Member Gauthier MOVED to approve item 4.3. Board Member Salazar SECONDED. A roll call vote was conducted, and the **MOTION CARRIED 18-0-0**.

- 4.4 Receive a presentation on the San Mateo County One Watershed Climate Resilience Framework and Community-Led Plan project. INFORMATION

Reid Bogert, Stormwater Program Director, provided an update on the One Watershed Framework, an equity-focused, integrated approach to climate resilience in San Mateo County. Funded by a \$650K grant, the project is led by C/CAG in collaboration with local agencies and stakeholders. It addresses climate risks such as sea-level rise, groundwater rise, extreme precipitation, drought, heat, and wildfire, while integrating water supply, storm drainage, and wastewater management.

Board members discussed various aspects of the project, including the completion status of the Orange Park stormwater project, which was confirmed as finished in 2022 with some minor updates ongoing. Concerns were raised about refining grant funding terminology to improve federal funding prospects. They also inquired about monitoring PCB pollution due to a lawsuit, and it was confirmed that the stormwater program conducts monitoring in compliance with regional permits. Questions arose about how report findings would be shared with the public, with plans for future community engagement efforts. A public comment addressed whether San Bruno's project considers impacts on Millbrae's water flow, and it was clarified that the project follows a watershed-based approach, incorporating input from affected jurisdictions.

- 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.) APPROVED

Kim Springer, C/CAG staff provided an overview of the Legislative Committee's discussions, including approval of minutes and the election of Member Papan as Chair and Member Jimenez as Vice Chair.

A federal funding update warned cities to be cautious with DEI-related language in grant applications, while environmental sustainability and persistent poverty remain acceptable terms.

The state budget is currently balanced, but structural deficits persist, with a \$50 billion shortfall from last year and potential revenue losses from wildfires.

SB 63 – Regional Transportation Measure remains under discussion, with MTC polling updates expected. The committee recommended granting C/CAG and Legislative Committee leadership authority to take a position on SB 63 if needed before the next board meeting.

C/CAG has already outlined its principles in a previous letter, emphasizing local decision-making, return-to-source funding, and transit accountability.

A C/CAG delegation will visit Sacramento on March 4 to discuss these and other issues.

Sean Charpentier, Executive Director of C/CAG, reported that the Legislative Committee recommended three actions for the board:

1. Regional Transportation Measure (SB 63) – The committee authorized C/CAG and Legislative Committee leadership to issue a position on SB 63 if needed before the next board meeting. The measure concerns regional transportation funding and tax policies, with the board reaffirming key principles, including opting in, board decision-making, and transit accountability.
2. Sacramento Advocacy Trip – C/CAG and Legislative Committee leadership will visit Sacramento on March 4 to discuss SB 63 and other policy priorities with legislators.
3. Legislative Update & Budget – The committee reviewed pending legislation and the state budget. While currently balanced, long-term deficits and wildfire-related property tax losses remain concerns.

Board Member Lewis MOVED to authorize the C/CAG Chair, Vice Chair, and Legislative Committee leadership to draft a letter outlining C/CAG’s position on the regional transportation measure (SB 63), if necessary. Board Member Salazar SECONDED. A roll call vote was conducted, and the **MOTION CARRIED 18-0-0**.

Sean Charpentier, Executive Director of C/CAG, reported that the Legislative Committee recommended two actions for the board:

1. Support for AB 259 (Rubio) – The committee recommended supporting AB 259, which would eliminate the expiration date for remote participation under AB 2449. This allows members to attend remotely under specific conditions, such as caregiving responsibilities or illness.
2. Support with Amendments for SB 239 (Arreguín) – The committee recommended a support if amended position for SB 239, which permits non-elected advisory committee members to attend remotely without posting their locations. Proposed amendments include:
  - a. Extending the same flexibility to elected officials.
  - b. Allowing legislative bodies to require advisory committees to meet in person periodically.
  - c. Ensuring local flexibility in implementing these remote participation policies.

The committee emphasized that these changes would improve efficiency while maintaining the effectiveness of committee meetings.

Board Member Salazar MOVED to support AB 259 (Rubio) and support with amendments for SB 239 (Arreguín). Board Member Flores SECONDED. A roll call vote was conducted, and the **MOTION CARRIED 18-0-0**.

## 5.0 COMMITTEE REPORTS

### 5.1 Chairperson’s Report

Chair Rak welcomed all new C/CAG board members.

## 5.2 Board Members Report/Communication

Board Member Jimenez announced that the Leadership Council of San Mateo County will host a civic foresight event for San Mateo County leaders on Friday, February 28, from 8:30 AM to 12:30 PM. The session, led by Alana Lipsett, co-founder of the Civic Foresight Project, will include hands-on exercises and collaboration among leaders, providing practical frameworks for future-ready decision-making.

For more information, visit [info@leadershipcouncilsmc.org](mailto:info@leadershipcouncilsmc.org).

## 6.0 EXECUTIVE DIRECTOR'S REPORT

Sean Charpentier, Executive Director, welcomed new and returning C/CAG Board members and provided an update on recent activities. C/CAG staff participated in presentations across the county, including Belmont's Vision Zero Local Safety Streets Plan, San Bruno's OneWatershed initiative, and Daly City's Bay Wheels expansion. Charpentier also attended Nicole Sankula's retirement event on behalf of C/CAG to acknowledge her contributions to the county and conservation efforts.

Charpentier announced that C/CAG has five available seats for the Joint Venture State of Silicon Valley event on Friday, March 7, at 8:30 AM at San Jose State. The event, featuring David Brooks as the keynote speaker, conflicts with the Express Lane JPA Board meeting. Board members interested in attending should email him by early next week. If more than five members express interest, attendees will be selected randomly.

## 7.0 COMMUNICATIONS - Information Only

7.1 Written Communication – 3 Letters, 1 Public Comment

## 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.

There were no public comments.

## 9.0 ADJOURNMENT – 8:34 p.m.

## C/CAG AGENDA REPORT

Date: March 13, 2025

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

From: Sean Charpentier, Executive Director

Subject: Review and approval of Resolution 25-09 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 City/County Association of Governments of San Mateo County (C/CAG) for the Project Approval and Environmental Document (PA&ED) Phase of the US 101/SR 92 Interchange Direct Connector Project.

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

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### RECOMMENDATION

Review and approve Resolution 25-09 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 City/County Association of Governments of San Mateo County (C/CAG) for the Project Approval and Environmental Document (PA&ED) Phase of the US 101/SR 92 Interchange Direct Connector Project.

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

### FISCAL IMPACT

There is no fiscal impact with the execution of the First Amendment to the MOU with SMCTA. The PA&ED Phase is estimated to cost \$12.2M, of which, \$10.2M will come from Measure A Highway Program Funds and the remaining \$2M will come from Regional Measure 3 (RM3) Funds.

### SOURCE OF FUNDS

Measure A Highway Program Funds in the amount of \$10.2M and RM 3 Funds in the amount of \$2M.

### BACKGROUND

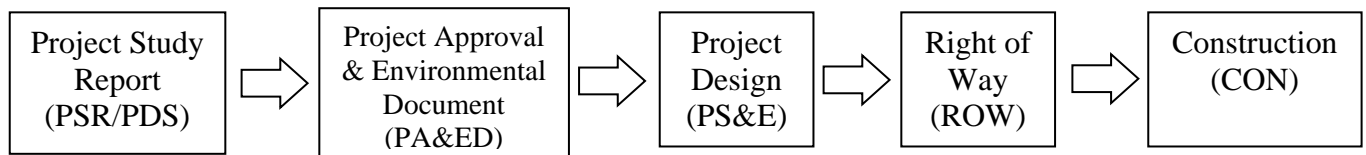
The US 101/SR 92 Interchange (Interchange) is a major facility that serves both regional traffic and local street connections. During AM and PM peak traffic periods, motorists experience substantial delay and congestion at the Interchange and its vicinity, caused by heavy traffic volume, inadequate

capacity, and inefficient weaving and merging at the ramp connectors.

On November 16, 2020, the Project Study Report/Project Development Supports (PSR/PDS) for the US 101/SR 92 Interchange Direct Connector Project (Project) was approved by Caltrans. This allowed the Project to proceed with the PA&ED Phase. There are three alternatives currently being considered for the Direct Connector Project: 1) US 101 / SR 92 managed lanes direct connector from westbound SR 92 to northbound and southbound US 101; 2) Reversible US 101 / SR 92 managed lanes direct connector ramps between US101 and SR92; and 3) US 101 / SR 92 managed lanes direct connector from northbound and southbound US 101 to eastbound SR 92. The PA&ED Phase will include all environmental technical studies, traffic analysis, public outreach, and stakeholder coordination.

### **CALTRANS' PROJECT APPROVAL PROCESS (TYPICAL)**

Projects must follow the typical sequential process shown below:



On December 2, 2021, the SMCTA Board awarded the Project \$10.2M in Measure A funds to help cover majority of the cost to complete the PA&ED Phase, estimated at \$12.2M, while the balance of \$2M will be paid using RM 3 money. SMCTA requires all project sponsors and co-sponsors receiving Measure A Funds to execute an MOU to make these funds available to the Project. Both C/CAG and SMCTA will continue to be Project Co-sponsors through the PA&ED Phase, with SMCTA as the Implementing Agency and Caltrans performing project oversight.

On July 14, 2022, C/CAG Board adopted Resolution 22-67 authorizing C/CAG's Executive Director to execute the MOU with SMCTA for the Project PA&ED Phase. The Term of Agreement (Section C.1) of the MOU sets the expiration date to March 31, 2025, while the Time of Performance (Section C.2) requires the Scope of Work to be completed no later than September 30, 2024. However, due to the complexity of the Project, additional environmental technical studies and traffic analysis are needed, which required additional time to complete the PA&ED Phase. The First Amendment to the MOU is primarily for time extension. It extends the Term of Agreement (Section C.1) to September 30, 2027, while the Time of Performance (Section C.2) now requires the Scope of Work to be completed no later than March 31, 2027.

### **Equity Impacts and Considerations**

The US 101/SR 92 Interchange is a major facility that serves both local and regional traffic. The Project is of countywide and regional significance for it will help improve mobility by reducing congestion, encourage carpooling and transit use, and improve travel time savings and reliability, especially motorists who spend a larger portion of their income or time on transportation. It will also expand the network of managed lanes in the Bay Area.

Staff recommends the adoption of Resolution 25-09 approving the MOU between C/CAG and SMCTA for the Project.

## **ATTACHMENTS**

1. Resolution 25-09
2. First Amendment to the Memorandum of Understanding between San Mateo County Transportation Authority and City/County Association of Governments of San Mateo County for the US 101/SR92 Interchange Direct Connector Project, Project Approval and Environmental Document Phase.



**ATTACHMENT 1**

**RESOLUTION 25-09**

**A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AUTHORIZING THE C/CAG EXECUTIVE DIRECTOR TO EXECUTE THE FIRST AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING WITH SAN MATEO COUNTY TRANSPORTATION AUTHORITY (SMCTA) FOR THE PROJECT APPROVAL AND ENVIRONMENTAL DOCUMENT PHASE OF THE US 101/SR 92 INTERCHANGE LONG TERM DIRECT CONNECTOR PROJECT**

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

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

**WHEREAS**, the TA, in coordination with C/CAG, City of San Mateo, and City of Foster City, implemented the Project Initiation Document (PID) phase and completed the Project Study Report/Project Development Support (PSR-PDS) that was approved by CALTRANS on November 16, 2020; and

**WHEREAS**, the approval of the PSR-PDS allowed the Project to advance to the Project Approval and Environmental Document (PA&ED) Phase estimated to cost \$12,200,000; and

**WHEREAS**, on December 2, 2021, the SMCTA Board awarded the Project \$10,200,000 in Measure A funds to pay for the cost of completing the PA&ED Phase with the balance of \$2,000,000 paid through the use of Regional Measure 3 money; and

**WHEREAS**, both C/CAG and SMCTA wish to continue as Project Co-sponsors through the PA&ED Phase, with SMCTA as the Implementing Agency and Caltrans performing project oversight; and

**WHEREAS**, a Memorandum of Understanding with the TA is required in order to make the \$10,200,000 of Measure A funds available to the Project and to document the partnership and funding obligation of the Project Co-sponsors for the PA&ED Phase; and

**WHEREAS**, Section C.1 – (Term of Agreement) of the MOU sets the expiration date to March 31, 2025 and Section C.2 (Time of Performance) requires the Scope of Work to be completed no later than September 30, 2024; and

**WHEREAS**, due to the complexity of the Project, additional environmental technical studies and traffic analysis are required resulting in additional time to complete the PA&ED Phase; and

**WHEREAS**, The First Amendment to the MOU extends the Term of Agreement (Section C.1) to September 30, 2027 and the Time of Performance (Section C.2) to complete the Scope of Work to March 31, 2027.

**ATTACHMENT 1**

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Executive Director is authorized to execute the First Amendment to the MOU with the TA for the US 101/SR 92 Interchange Direct Connector Project and further authorize the Executive Director to negotiate the final terms of said prior to its execution by the C/CAG Executive Director, subject to approval as to form by legal counsel.

**PASSED, APPROVED, AND ADOPTED, THIS 13TH DAY OF MARCH 2025.**

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*Adam Rak, Chair*

**ATTACHMENT 2**

**FIRST AMENDMENT TO  
THE MEMORANDUM OF UNDERSTANDING  
BETWEEN THE SAN MATEO COUNTY TRANSPORTATION AUTHORITY AND  
THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO  
COUNTY FOR THE  
US 101/SR 92 INTERCHANGE DIRECT CONNECTOR PROJECT  
PROJECT APPROVAL & ENVIRONMENTAL DOCUMENT PHASE**

This FIRST AMENDMENT (First Amendment) to the MEMORANDUM OF UNDERSTANDING for MEASURE A HIGHWAY PROGRAM FUNDS for the US 101/SR 92 INTERCHANGE DIRECT CONNECTOR PROJECT (MOU) is made as of \_\_\_\_\_, by and between the San Mateo County Transportation Authority (TA) and the City/County Association of Governments of San Mateo County (C/CAG), referred to herein individually as “Party” and jointly as “Parties.”

**WHEREAS**, on December 2, 2021, the TA's Board of Directors allocated up to \$10.2 million of Measure A Highway Program Category funds for the Project Approval & Environmental Document (PA&ED) Phase (Scope of Work) of the US 101/SR 92 Interchange Direct Connector Project (Project); and

**WHEREAS**, on July 20, 2022, the Parties entered into the MOU, which provided that the Scope of Work was to be completed no later than September 30, 2024; and

**WHEREAS**, the Parties desire to amend the MOU to allow an additional thirty (30) months to complete the Scope of Work.

**NOW, THEREFORE, IT IS HEREBY AGREED** by the Parties that the MOU is revised and amended as follows:

1. **SCOPE OF WORK.** Section A.2, Scope of Work, is hereby deleted and replaced in its entirety with the following language:

“The Scope of Work, further detailed in Exhibit A, is the preparation and completion of a Caltrans approved document for the PA&ED phase in accordance with the Caltrans Project Development Procedures Manual.”

2. **TERM OF AGREEMENT.** Section C.1, Term of Agreement, is hereby deleted and replaced in its entirety with the following language:

“This MOU is effective upon the Execution Date, and will terminate upon the earliest of: (a) 6 months after completion of the Scope of Work, (b) termination by C/CAG or the TA pursuant to section C-3, C-4 or C-5, or (c) September 30, 2027.”

3. **TIME OF PERFORMANCE.** Section C.2, Time of Performance, is hereby deleted and replaced in its entirety with the following language:

“The Scope of Work must be completed no later than March 31, 2027.”

4. **EFFECT.** Except as and solely to the extent amended by this First Amendment, the MOU will continue in full force and effect in accordance with its terms.

IN WITNESS WHEREOF, the Parties hereto have caused this First Amendment to be executed by the persons authorized to act in their respective names on the day and year first written above.

**CITY/COUNTY ASSOCIATION OF GOVERNMENTS**

By: \_\_\_\_\_  
Name: Sean Charpentier  
Its: Executive Director

APPROVED AS TO FORM

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

**SAN MATEO COUNTY TRANSPORTATION AUTHORITY**

By: \_\_\_\_\_  
Name: April Chan  
Its: Executive Director

APPROVED AS TO FORM

\_\_\_\_\_  
Legal Counsel for the TA

**EXHIBIT A: SCOPE OF WORK INFORMATION**

***US 101/SR 92 Interchange Direct Connector Project  
Project Approval & Environmental Document Phase***

**Sponsoring Agency:** *San Mateo County Transportation Authority (TA) and  
City/County Association of Governments of San  
Mateo County (C/CAG)*

**Lead/Implementing Agency:** *TA*

**Contact:** *Carolyn Mamaradlo, Senior Project Manager, (650) 622-  
7897, 1250 San Carlos Ave, San Carlos, CA 94070*

**Project Description and Scope of Work:**

*The TA, in partnership with C/CAG, will work with a consultant team to deliver the Project Approval and Environmental Document (PA&ED) for the long-term direct connection improvements within the US 101/SR 92 Interchange. Three alternatives are being considered: 1) Managed lanes direct connector from westbound SR 92 to northbound and southbound US 101; 2) Reversible US 101 / SR 92 managed lanes direct connector ramps; and 3) Managed lanes direct connector from US 101 to eastbound SR 92.*

*The anticipated environmental document is an Environmental Impact Report/Environmental Assessment (EIR/EA) to meet or exceed applicable requirements in the California Environmental Quality Act and National Environmental Policy Act. The PA&ED phase will include all associated environmental technical studies, traffic analysis, public outreach, and stakeholder coordination.*

*The potential managed lane direct connectors will allow high-occupancy vehicles and other eligible vehicles to bypass congestion in the general purpose lanes, encourage carpooling, promote transit access, and reduce demand on the existing interchange ramp connections. The proposed improvements may also address congestion spillover onto local streets.*

**Scope of Work Schedule:**

	<u>Begin</u>	<u>End</u>
PA&ED	08/1/23	03/31/27

**Scope of Work Budget/ Source of Funding:**

Phase	Measure A/W Funding Amount	Other Sources*		Total
		List Fund Source	Amount	
PA&ED	\$10,200,000	Regional Measure 3	\$2,000,000	\$12,200,000
TA Technical Assistance, if applicable	\$0			
<b>Total:</b>	<b>\$10,200,000</b>		<b>\$2,000,000</b>	<b>\$12,200,000</b>

\* The other fund sources are provided for informational purposes.

**Operating Responsibility:** Caltrans

**Maintenance Responsibility:** Caltrans

**Project Implementation Responsibility:** TA

**Project Oversight Responsibility:** Caltrans

## C/CAG AGENDA REPORT

Date: March 13, 2025

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

From: Sean Charpentier, Executive Director

Subject: Review and accept the C/CAG Single Audit Report for the Fiscal Year Ended June 30, 2024, and the Auditor's Communication with Those Charged with Governance for the Year Ended June 30, 2024.

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

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### RECOMMENDATION

That the C/CAG Board review and accept the C/CAG Single Audit Report for the Fiscal Year Ended June 30, 2024, and the Auditor's Communication with Those Charged with Governance for the Year Ended June 30, 2024.

### FISCAL IMPACT

None.

### SOURCE OF FUNDS

Federal transportation funds.

### BACKGROUND

An independent Single Audit Report was performed on C/CAG for the year ended June 30, 2024. The Single Audit is specifically for the federal funds received. A Single Audit is required when an agency received \$750,000 or more in federal grant. In fiscal year 2024, C/CAG expended a total of \$3,234,643 in federal funds.

The auditor provided an opinion affirming that C/CAG complied, in all material respects, with the specified compliance requirements that could have a direct and material effect on each of its major federal programs for the year ended June 30, 2024. The audit did not identify any deficiencies in internal control, or any significant deficiencies, or material weaknesses or instances of noncompliance material to the basic financial statements.

However, the auditor identified one significant deficiency related to verifying suspension and debarment for a vendor. While C/CAG had obtained an affidavit affirming compliance, the auditor recommended additional verification steps to ensure full alignment with 2 CFR 200.214. Staff has already implemented corrective measures, including:

1. **Audit Documentation:** For the identified contract, C/CAG obtained and affidavit from the



vendor affirming their compliance with suspension and debarment requirements at the time of contract. C/CAG also confirmed that the consultant is currently not on the suspension and debarment list. This documentation has been shared with the auditors and added to the project file.

2. **Quality Assurance:** A review of other federally funded contracts confirmed compliance with suspension and debarment requirements.
3. **Staff Training:** All staff members that work or might work on federally funded activities have completed training on federal procurement requirements, including guidance on suspension and debarment protocols.
4. **Contract Template and Procurement Policy Update:** C/CAG is in the process of updating its standard contract template and the Procurement Policy to include suspension and debarment language for all federally-funded contracts executed by C/CAG regardless of amount, and all contracts above \$50,000 executed by C/CAG regardless of funding source. This proactive step ensures compliance across all contracts, even if funding transitions from non-federal to federal sources. C/CAG has proactively added this language to a contract approved at its February 2025 C/CAG Board of Directors meeting.

These actions demonstrate C/CAG’s commitment to maintaining compliance with strengthening internal controls. Staff will continue monitoring and refining the processes to align with federal requirements. Further details can be found on pages 10-12 of the audit report, which is included as Attachment 1. Attachment 2 is the “Communication for Those Charged with Governance for the Year Ended June 30, 2024.”

Attachment 3 has the “Communication for Those Charged with Governance for the Year Ended June 30, 2023.” This was inadvertently not included in the packet for the March 14, 2024 Board meeting and is included here as an informational item.

The C/CAG Finance Committee reviewed and accepted the Single Audit report at their February 26, 2025 meeting. Committee Members had no issues with management’s response and appreciated the transparency.

## **EQUITY IMPACTS AND CONSIDERATIONS**

This item is necessary for the administration/operations of C/CAG.

## **WEB ATTACHMENTS**

1. Single Audit Report for Year Ended June 30, 2024 (*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/>*).
2. Auditor’s Communication with Those Charged with Governance for the Year Ended June 30, 2024 (*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/>*).
3. Auditor’s Communication with Those Charged with Governance for the Year Ended June 30, 2023 (*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: March 13, 2025

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

From: Sean Charpentier, Executive Director

Subject: Review and approval of Resolution 25-10 authorizing the approval of an updated C/CAG Procurement Policy.

(For further information, 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 25-10 authorizing the approval of an updated C/CAG Procurement Policy.

### FISCAL IMPACT

N/A

### SOURCE OF FUNDS

The Procurement Policy applies to all C/CAG administered contracts funded by local, state, and federal funds.

### BACKGROUND

The C/CAG Board adopted a Procurement Policy on June 9, 2005. The Policy established procedures for selecting consultants and/or contractors who provide professional services to the Agency. An update was made in November 2017 to include procurement standards for contracts utilizing federal funds. The revision incorporated the Office of Management and Budget Uniform Guidance and requirements in the Caltrans Local Assistance Procedures Manual.

To manage increased costs of services due to higher personnel and material expenses, to have the ability to authorize services in an expeditious manner when immediate organizational needs occur, and to match standards seen in other public agencies, additional revisions were made to the 2017 Policy in September 2022 to increase the Executive Director's contract authority and add the Executive Director as a signatory to contracts.

To address the recent single audit finding, staff recommends updating the procurement policy to require the inclusion of suspension and debarment language for all contracts, regardless of funding source. This proactive measure will strengthen compliance and mitigate potential risks, ensuring that all contracts remain aligned with federal requirements should funding sources transition from non-federal to federal.

The proposed modification to the C/CAG Procurement Policy is included as attachment 1. Edits are shown in track changes for the Committee's review and discussion.

At its February 26<sup>th</sup> meeting, the C/CAG Finance Committee reviewed the proposed revision to the C/CAG Procurement Policy and recommended Board approval with the addition of a funding limit for non-federal funded contracts and provided staff the discretion to determine the funding limit. Staff recommends adding compliance with federal suspension and debarment regulations for all federally-funded contracts executed by C/CAG regardless of amount, and all contracts above \$50,000 executed by C/CAG regardless of funding source. The \$50,000 threshold was determined by considering the Executive Director's authorization to execute contracts \$50,000 and below without the prior approval of the Board.

Staff recommends that the Board reviews and approves Resolution 25-10 approving the proposed revisions to the C/CAG Procurement Policy.

### **EQUITY IMPACTS AND CONSIDERATIONS**

This item is necessary for the administration/operations of C/CAG.

### **ATTACHMENT**

1. Resolution 25-10
2. C/CAG Procurement Policy update (with track changes)

**RESOLUTION 25-10**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY ADOPTING THE 2025 UPDATE TO THE C/CAG PROCUREMENT POLICY**

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

**WHEREAS**, C/CAG created a Procurement Policy on June 9, 2005 to guide staff in the selection of consultants (contractors) to provide professional services to C/CAG; and

**WHEREAS**, C/CAG updated the Policy on June 10, 2010, November 9, 2017, and September 15, 2022; and

**WHEREAS**, to address the recent single audit finding, it is recommended to update the procurement policy to require the inclusion of suspension and debarment language for all federally-funded contracts executed by C/CAG regardless of amount, and all contracts above \$50,000 executed by C/CAG regardless of funding source. This proactive measure will strengthen compliance and mitigate potential risks, ensuring that all contracts remain aligned with federal requirements should funding sources transition from non-federal to federal; and

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County that the attached updated C/CAG Procurement Policy is approved and adopted.

**PASSED, APPROVED, AND ADOPTED, THIS 13TH DAY OF MARCH 2025.**

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*Adam Rak, Chair*

# C/CAG PROCUREMENT POLICY

Established on June 9, 2005  
 Revised on June 10, 2010  
 Revised on November 9, 2017  
 Revised September 15, 2022  
Revised: March 13, 2025

## Professional Services Procurements

1. The method for procurement of professional services (consultants) shall generally be the Request for Proposal (RFP) procedure. The primary purpose of using a RFP is to ensure that C/CAG receives the best value in obtaining services. The determination of “best value” is not based solely on the lowest price or the highest quality. It involves a subjective weighing of efficiency, quality, and economy, and a recommendation as to how the services might best be provided, including the consideration of Design-Build approaches. The RFP is not a bid, in which the contract is awarded to the lowest bidder and the bid dictates the terms of the contract. Rather, it is a mechanism for exploring the expense and potential methodologies that could be used for dealing with the project for which the proposal is solicited. The RFP is an opportunity to ensure that all qualified contractors are given an opportunity to be considered for providing services to C/CAG. Each RFP shall be sent to all qualified firms and/or individuals that have been previously identified by C/CAG staff. Some of the ways that C/CAG staff may identify qualified firms and/or individuals could be through the issuance of a Request for Qualifications (RFQ), a letter of interest, and/or a review of informational materials provided by firms and/or individuals. Any firm and/or individual can request to be included on this list at any time by communicating such request to C/CAG staff and providing a summary of qualifications.
2. All RFPs must include a well-defined statement of work and must require that the responding party include quantifiable objectives, performance standards, and deliverables in its response to the RFP in order to be considered for funding.
3. In response to a written request from the Executive Director, the C/CAG Chairperson, with the concurrence of at least one Vice Chairperson, may administratively authorize up to an additional 5%, but not to exceed \$100,000, of the original total contract amount in the event that there are unforeseen costs associated with the project.
4. If the contract is for work that will continue for a specified period of time, the term of the contract should be the period of time for which the services are needed, but no longer than three (3) years, unless a longer term is approved by the C/CAG Board.
5. The Executive Director may approve up to one year time extension of a contract if there is no change in the contract amount.
6. Contracts \$50,000 and below:
  - a. A formal competitive RFP procedure is not required.
  - b. The selection process must be fair (see #1), and there must be documentation that the contractor selected is qualified and that the cost is competitive.

- c. The results of another public agency's selection process may be used to satisfy the requirements of b.
  - d. A telephone survey of three (3) or more potential service providers may be used to satisfy the requirements of b.
  - e. The C/CAG Executive Director shall be authorized to execute contracts \$50,000 and below without the prior approval of the Board. The Board shall be notified of such contracts executed at the next scheduled Board meeting following such execution.
7. Contracts \$50,000.01 to \$99,999.99:
- a. A formal competitive RFP procedure is not required.
  - b. The selection process must be fair (see #1), and there must be documentation that the contractor selected is qualified and that the cost is competitive.
  - c. The results of another public agency's selection process may be used to satisfy the requirements of b.
  - d. A telephone survey of three (3) or more potential service providers may be used to satisfy the requirements of b.
  - e. The Chair of the C/CAG Board shall be authorized to execute contracts \$99,999.99 and below without the prior approval of the Board. The Board shall be notified of such contracts executed at the next scheduled Board meeting following such execution.
8. Contracts greater than or equal to \$100,000:
- a. A formal competitive RFP procedure should be utilized unless authorization from the C/CAG Board is given for another procedure or for a waiver of the RFP process.
  - b. The selection process shall not utilize cost as the sole criteria in selecting the successful contractor. The proposals shall be evaluated based on a combination of factors that result in the best value to C/CAG, including but not limited to:
    - i. Understanding of the work required by C/CAG.
    - ii. Quality and responsiveness of the proposal.
    - iii. Demonstrated competence and professional qualifications necessary for satisfactory performance of the work required by C/CAG.
    - iv. Recent experience in successfully performing similar services.
    - v. Proposed methodology for completing the work.
    - vi. References.
    - vii. Background and related experience of the specific individuals to be assigned to the project.
    - viii. Proposed cost.
    - ix. Previous experience in providing similar services for C/CAG and satisfactory delivery of those services.
  - c. The Chair of the C/CAG Board or the C/CAG Executive Director shall be authorized to execute contracts greater than or equal to \$100,000 with the prior approval of 51% of the voting members of the Board present at a Board meeting where a vote on the contract was taken in accordance with C/CAG procedures. In accordance with the C/CAG Bylaws, Article VIII., Section 3, the special voting procedures may be utilized upon the request of any voting member. Under the special voting procedures, for a motion

to be successful it must receive the votes of a majority of the voting members representing a majority of the population of the County.

9. Waiver of RFP Process:
  - a. The C/CAG Board may waive the solicitation of RFPs when it determines that it is in the best interest of C/CAG to do so. Situations in which a RFP may be waived include, but are not limited to, emergency situations or those in which an independent contractor is the only available source of a particular service. Another appropriate situation for waiving the RFP process is where a particular firm, agency, and/or individual has unique qualifications and/or experience, or it is determined by the C/CAG Board that the added time required for another firm and/or individual to acquire this knowledge base would create an unacceptable delay in the delivery of the service or not result in significant cost savings. In all circumstances, any waiver requires the approval of the C/CAG Board.
  - b. Requests to waive the RFP process that are presented to the C/CAG Board for consideration must include the specific findings by staff which substantiate the request for a waiver.
10. Contractors shall not discriminate or permit discrimination against any person or group of persons on the basis of race, color, religion, national origin or ancestry, age, sex, sexual orientation, marital status, pregnancy, childbirth or related conditions, medical condition, mental or physical disability or veteran's status, or in any manner prohibited by federal, state or local laws.
11. Contract specifications shall be written, and contractor services and products shall be delivered, in such a way so as to minimize C/CAG dependence on one particular contractor or methodology for future contracts or programs.
12. In those instances when the procurement requirements, standards or procedures of the funding source are more rigorous than or otherwise in addition to these C/CAG procedures, those of the funding source shall apply to the procurement in question.
13. All federally-funded contracts executed by C/CAG regardless of amount, and all contracts above \$50,000 executed by C/CAG regardless of funding source, shall include provisions requiring compliance with federal suspension and debarment regulations as outlined in 2 CFR Part 180 and 2 CFR Part 200.213, as amended from time to time.
  - a. Consultants are required to provide a certification of compliance with suspension and debarment requirements before executing any contract.
  - b. Prior to awarding a contract, C/CAG shall verify contractor eligibility through the System for Award Management (SAM) database ([www.sam.gov](http://www.sam.gov)).
  - c. This requirement applies to all procurement contracts, including professional services, construction, and equipment purchases, to ensure compliance with federal regulations in the event project funding transitions from non-federal to federal sources at any point during the contract term.
14. For state or federal funded contracts, C/CAG shall comply with specific state and federal contract requirements as amended from time to time. Applicable state and federal standards include, but are not limited to the following:
  - a. Caltrans Local Assistance Procedures Manual (LAPM) Chapter 10: Consultant Selection;

- b. Master Funding Agreements and Program Supplemental Agreements;
- c. 2 CFR Part 200-Uniform Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards;
- d. Caltrans Local Assistance Procedures Manual (LAPM) Chapter 9: Civil Rights & Disadvantaged Business Enterprise (DBE)

Policies related to procurements of capital items, consumable items and services.

1. C/CAG shall, to greatest extent possible, utilize the procurement systems of its member agencies for capital purchases. The member agencies have in place the appropriate infrastructure to manage these procurement processes and this will enable C/CAG to take advantage of their greater purchasing power; thereby ensuring a more favorable price and the meeting of all appropriate federal, state and local procurement requirements.
2. The C/CAG Executive Director shall have the authority to purchase consumable items and services through any appropriate means up to a maximum of \$5,000. Purchases of more than \$5,000 require approval of the C/CAG Board.



## C/CAG AGENDA REPORT

Date: March 13, 2025

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

From: Sean Charpentier, Executive Director

Subject: Review and approval of recommendation of no change to the investment portfolio and accept the Quarterly Investment Report as of December 31, 2024.

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

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### RECOMMENDATION

That the C/CAG Board review and approve the recommendation of no change to the investment portfolio and accept the Quarterly Investment Report as of December 31, 2024.

### FISCAL IMPACT

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

### SOURCE OF FUNDS

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

### BACKGROUND

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

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

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

The LAIF Quarter Ending 12/31/24 net interest earning rate is 4.48%  
 San Mateo County Pool Quarter Ending 12/31/24 net interest earning rate is 3.74%

The LAIF’s average life is 252 days, or 0.69 of a year. San Mateo County Pool’s current average maturity of the portfolio is 2.04 years with an average duration of 1.82 years.

On November 14, 2013 the C/CAG Board approved the following C/CAG investment portfolio parameters:

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

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

**Investment allocation between LAIF and COPOOL:**

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

On February 26, 2025, the Finance Committee reviewed the investment portfolio and recommend no change to portfolio, but guided staff to continue monitoring the interest rates.

The investment portfolio as of December 31, 2024 is as follows:

	9/30/2024		12/31/2024	
	Amount	Percent	Amount	Percent
LAIF	\$17,723,603	60%	\$17,526,929	60%
COPOOL	\$11,799,618	40%	\$11,706,841	40%
Total	\$29,523,221	100%	\$29,233,769	100%

Staff recommends the C/CAG Board to review and approve the recommendation of no change to the investment portfolio and accept the Quarterly Investment Reports as of December 31, 2024 (Attachment 1). Attachment 2 is an information only summary report that provides an overview on the market and investment statements.

**EQUITY IMPACTS AND CONSIDERATIONS**

C/CAG Investment Policy supports investment in authorized issuers that display adherence to strong environmental, social and governance (ESG) principles, including but not limited to, environmental sustainability, social and economic justice, and good corporate governance.

**ATTACHMENT**

1. Quarterly Investment Report as of December 31, 2024 from San Carlos Financial Services Manager
2. C/CAG Investment Portfolio Performance and Composition 4Q 2024

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

**Board of Directors Agenda Report**

**To: Sean Charpentier, Executive Director**  
**From: Paul Harris, Financial Services Manager**  
**Date: February 26, 2025**

**SUBJECT: Quarterly Investment Report as of December 31, 2024**

**RECOMMENDATION:**

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

**ANALYSIS:**

The attached investment report (Attachment 1) indicates that on December 31, 2024, funds in the amount of \$29,233,769 were invested producing a weighted average yield of 4.18%. Of the total investment portfolio, 60.0% of funds were invested in the Local Agency Investment Fund (LAIF) and 40.0% in the San Mateo County Investment Pool (COPOOL). On December 2, 2020, the Finance Committee reviewed the investment portfolio and noted the increasing gap between the quarterly interest rate, net of administrative fees, of LAIF and the COPOOL, with LAIF lagging behind the COPOOL. The Finance Committee recommended no change to the investment portfolio, but guided Staff to target LAIF investments to 60% allocation and increase COPOOL investments to 40% allocation dependent upon the changes of the interest rate. These percentages are within the range specified by the C/CAG Board. The portfolio mix reflects the Board approved percentage invested in the County Investment Pool and LAIF. Accrued interest earnings for this quarter totaled \$319,130.

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

	<b>Qtr Ended 12/31/2024</b>	<b>Qtr Ended 9/30/2024</b>	<b>Increase (Decrease)</b>
Total Portfolio	\$ 29,233,769	\$ 29,523,221	\$ (289,452)
Weighted Average Yield	4.18%	4.28%	-0.10%
Accrued Interest Earnings	\$ 319,130	\$ 310,549	\$ 8,581

There was a decrease of \$0.2 million in the portfolio balance at the end of this quarter compared to the previous quarter mainly due to the timing of cash receipts offset by expenses for Congestion Relief and Management, Bay Area Air Quality, Measure M, NPDES and Smart Corridor. The slightly higher beginning balance for the second quarter resulted in an overall increase in accrued interest earnings as compared to the previous quarter despite the small decrease in average yield.

Historical cash flow trends are compared to current cash flow requirements on an ongoing basis to ensure that C/CAG's investment portfolio will remain sufficiently liquid to meet all reasonably anticipated operating requirements. As of December 31, 2024, the portfolio contains sufficient liquidity to meet the next six months of expected expenditures by C/CAG.

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

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

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

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

Attachments

- 1 – Investment Portfolio Summary for the Quarter December 31, 2024
- 2 – Historical Summary of Investment Portfolio

**CITY & COUNTY ASSOCIATION OF GOVERNMENTS**

**SUMMARY OF ALL INVESTMENTS**

For Quarter Ending December 31, 2024

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

Local Agency Investment Fund (LAIF)	4.48%	17,526,929	60%	17,520,303
San Mateo County Investment Pool (COPOOL)	3.74%	11,706,841	40%	11,698,529

**Agency Securities**

none

<b>Total - Investments</b>	<b>4.18%</b>	<b>29,233,769</b>	<b>100%</b>	<b>29,218,832</b>
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<b>GRAND TOTAL OF PORTFOLIO</b>	<b>4.18%</b>	<b>\$ 29,233,769</b>	<b>100%</b>	<b>\$ 29,218,832</b>
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<b>Total Interest Earned This Quarter</b>	<b>319,130</b>
<b>Total Interest Earned (Loss) Fiscal Year-to-Date</b>	<b>629,678</b>

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

LAIF - 50% to 70%

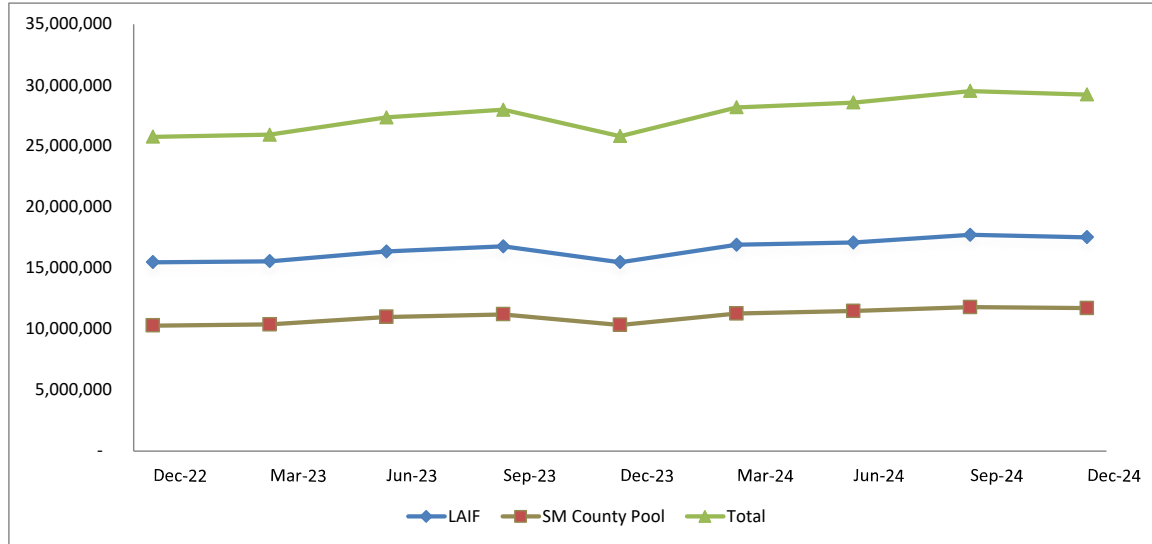
COPOOL - 30% to 50%

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

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

\*\*Presented net of administrative fees

### City and County Association of Governments Historical Summary of Investment Portfolio December 31, 2024



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

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

	Dec-22	Mar-23	Jun-23	Sep-23	Dec-23	Mar-24	Jun-24	Sep-24	Dec-24
LAIF	15,480,103	15,558,262	16,365,013	16,787,787	15,478,855	16,915,927	17,093,105	17,723,603	17,526,929
SM County Pool	10,288,794	10,384,089	10,997,275	11,204,132	10,341,684	11,267,828	11,485,218	11,799,618	11,706,841
<b>Total</b>	<b>25,768,897</b>	<b>25,942,350</b>	<b>27,362,288</b>	<b>27,991,920</b>	<b>25,820,539</b>	<b>28,183,755</b>	<b>28,578,323</b>	<b>29,523,221</b>	<b>29,233,769</b>

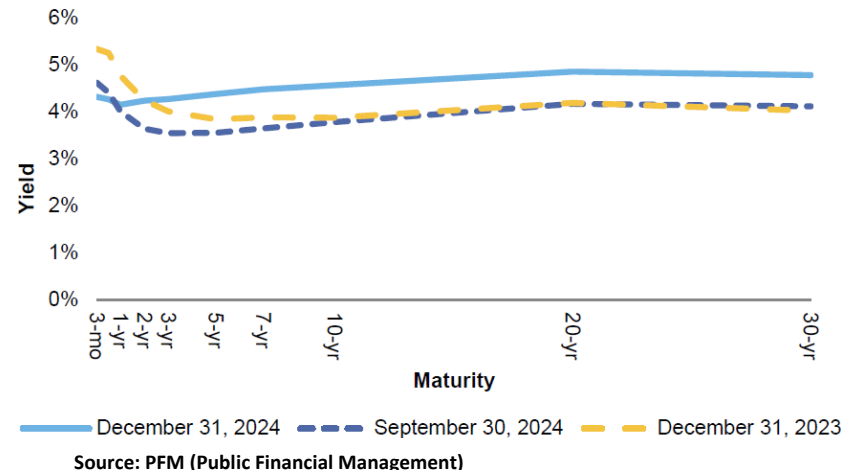
## C/CAG Investment Portfolio Performance and Composition 4Q 2024

### Report Created for Finance Committee February 26, 2025

#### Capital Markets Summary 4Q 2024

In the fourth quarter of 2024, the U.S. economy expanded steadily, with 3.1% GDP growth, strong consumer spending, and a resilient labor market as unemployment held at 4.1% with 511,000 jobs added. Inflation remained high (Core CPI 3.3%, Headline CPI 2.7%), prompting the Fed to cut rates twice, lowering the target range to 4.25%-4.50%, while signaling a slower pace of future cuts. Treasury yields rose, with the 10-year yield hitting 4.57%, leading to negative Treasury returns, while corporate bonds and ABS outperformed. Equities were volatile but gained, with the NASDAQ up 6.4% and S&P 500 rising 2.4%, though late-quarter selloffs reflected investor uncertainty. Looking ahead, market fluctuations will be driven by inflation, Fed policy shifts, and labor market trends.

U.S. Treasury Yield Curve



U.S. Treasury Yields

Maturity	Dec '24	Sep '24	Change over Quarter	Dec '23	Change over Year
3-Month	4.32%	4.63%	(0.31%)	5.34%	(1.02%)
1-Year	4.15%	4.01%	0.14%	4.77%	(0.62%)
2-Year	4.24%	3.64%	0.60%	4.25%	(0.01%)
5-Year	4.38%	3.56%	0.82%	3.85%	0.53%
10-Year	4.57%	3.78%	0.79%	3.88%	0.69%
30-Year	4.78%	4.12%	0.66%	4.03%	0.75%

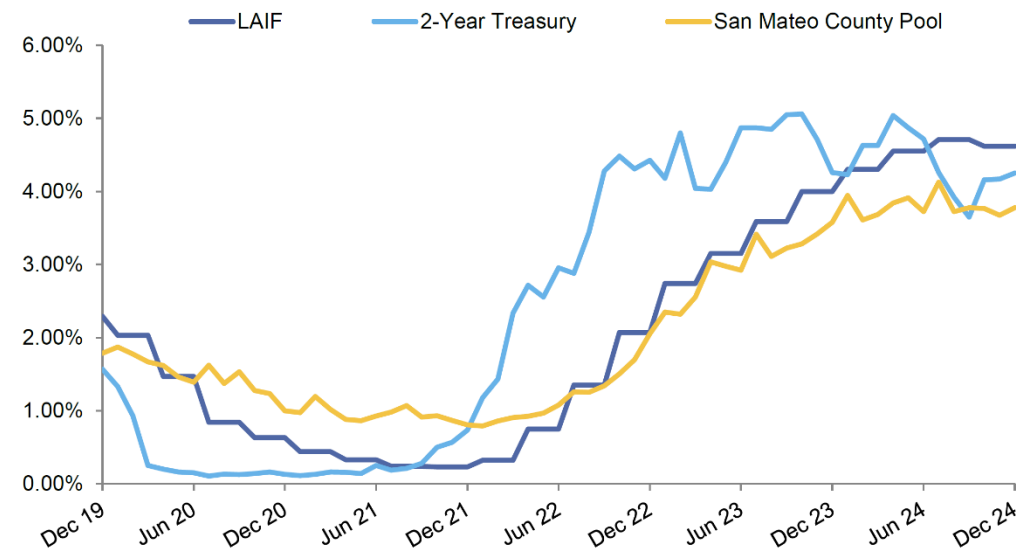
Source: Bloomberg.

#### US Treasury Yield Curve & US Treasury Yields Over Time

In the fourth quarter of 2024, inflation remained persistent, with CPI rising to 2.7% YoY and Core CPI holding at 3.3%, slowing progress toward the Fed's 2% target. U.S. Treasury yields increased across the curve, with 2-, 5-, and 10-year yields ending at 4.24%, 4.38%, and 4.57%, respectively, reflecting inflation concerns and shifting Fed policy expectations. The yield curve remained inverted but steepened, signaling market adjustments to a "higher for longer" rate outlook. Despite volatility, elevated yields continued to offer attractive investment opportunities.

Yield History

December 31, 2019 - December 31, 2024



Source: PFM (Public Financial Management)

## Portfolio Performance 3Q 2024

The C/CAG investment portfolio returns for the fourth quarter of 2024 were stable, with a 4.48% return for LAIF and a 3.74% return for the County Pool Fund. LAIF's effective yield decreased slightly from 4.56% to 4.48% since the third quarter of the fiscal year, and the County Pool Fund's decreased slightly from 3.86% to 3.74% during that same time period. The total C/CAG portfolio asset allocation at the end of the third quarter was 60% to LAIF and 40% to the County Pool Fund, which is within the stated investment policy allocation ranges.

### LAIF

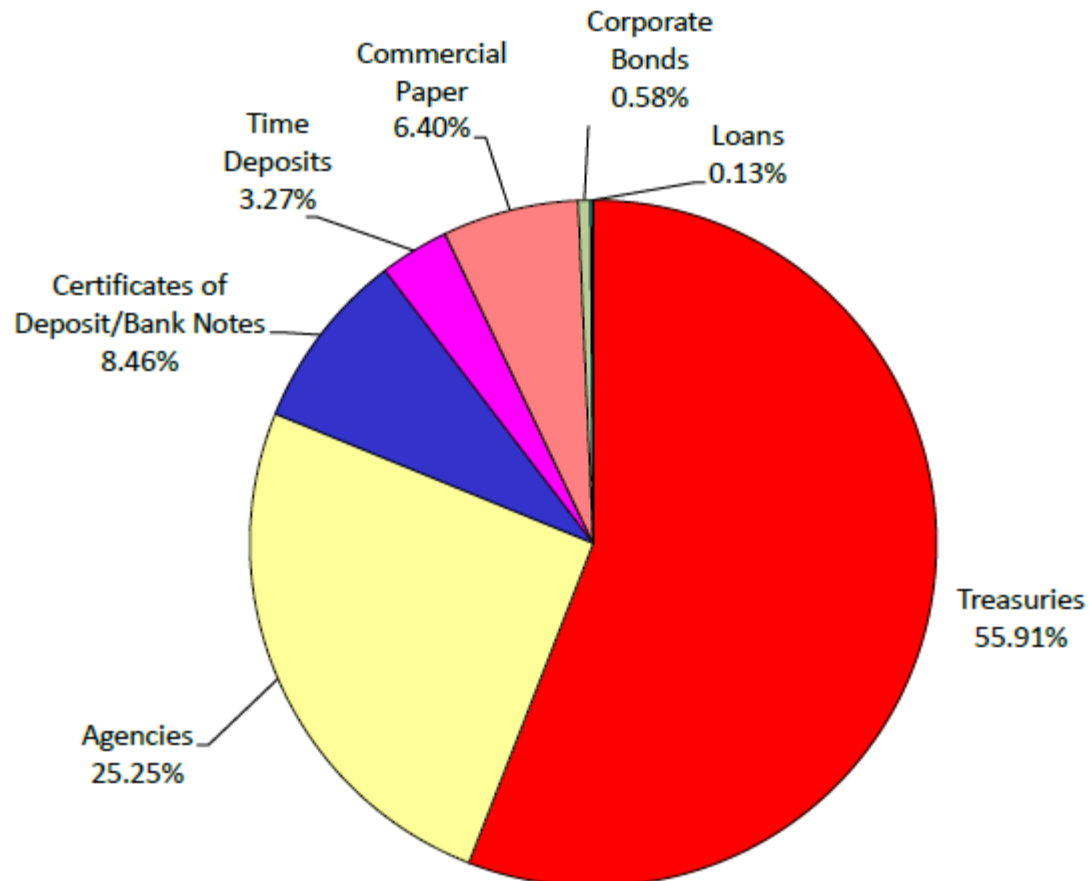
PMIA Average Monthly Effective Yields:

October 2024	4.518
November 2024	4.477
December 2024	4.434

PMIA Quarter to Date: 4.48%

PMIA Average Life: 252 days or 0.69 years

Portfolio Composition Pie Chart:



### COPOOL

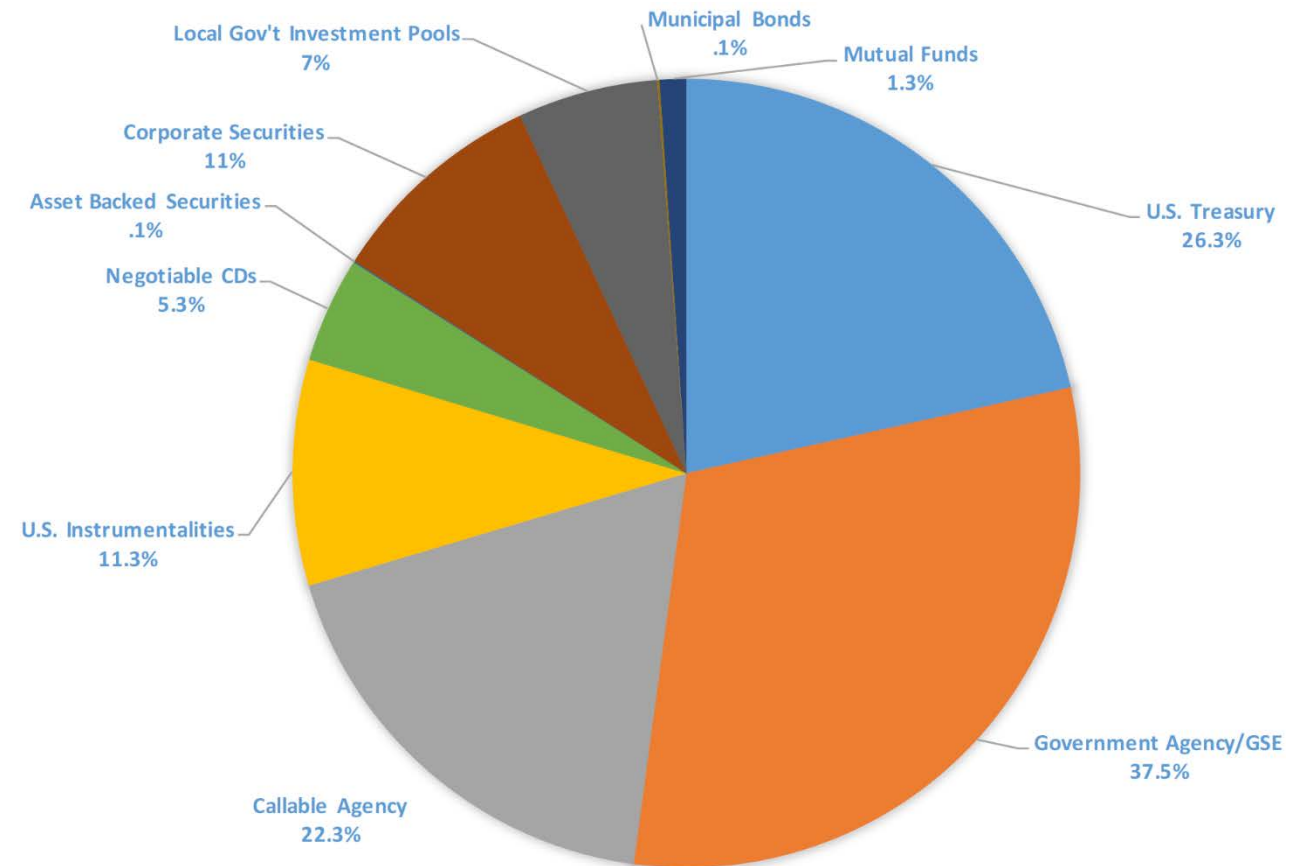
PMIA Average Monthly Effective Yields:

October 2024	3.767
November 2024	3.673
December 2024	3.779

PMIA Quarter to Date: 3.74%

PMIA Average Duration: 1.82 years

Portfolio Composition Pie Chart:





## C/CAG AGENDA REPORT

Date: March 13, 2025

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

From: Sean Charpentier, Executive Director

Subject: Review and approval of Resolution 25-11 authorizing the approval of Fiscal Year 2025/26 Expenditure Plan for the Transportation Fund for Clean Air (TFCA) 40% Fund.

(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 25-11 authorizing the approval of Fiscal Year 2025/26 Expenditure Plan for the Transportation Fund for Clean Air (TFCA) 40% Fund.

### FISCAL IMPACT

The total estimated funding amount is \$1,496,029. Of the \$1,496,029, an estimated amount of \$56,029 will be used for program administration, and approximately \$1,440,000 will be allocated to projects.

### 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 administrating agency to receive the funds.

### BACKGROUND

The Air District had issued a TFCA 40% Fund Expenditure Plan Guidance (Guidance) for the funding covering Fiscal Year 2025/26. 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, ridesharing projects must result in a C-E of less than \$150,000 per weighted ton of reduced emissions. Existing First and Last Mile Connection (Shuttles) must show a C-E of less than \$200,000 per weighted ton of reduced emissions.

For the past several years, C/CAG has allocated the TFCA funds to projects implemented by Commute.org. Historically, funds were provided to Commute.org to help fund the BART Shuttle Program, which provide peak commute period shuttle service from BART stations to employment

sites in San Mateo County. In addition to the BART Shuttle Program, funds were provided to Commute.org cover costs associated with the Countywide Voluntary Trip Reduction Program. The program aims to reduce single occupant vehicle trips and provides funding for the countywide Guaranteed Ride Home program.

In March 2024, the C/CAG Board adopted Resolution 24-12 approving the FY 2024/25 Expenditure Plan, which funded the Commute.org’s Countywide Voluntary Trip Reduction Program and BART Shuttle Program, and Other Projects to be determined. In November 2024, after a competitive call for projects process the C/CAG Board adopted Resolution 24-66 awarding an aggregate total of \$1,000,000 in Fiscal Year 2024/25 Transportation Fund for Clean Air Funds to San Bruno’s Public Works Corporation Yard Electrification and San Mateo’s Battery Electric Street Sweeper projects. The FY 2024/25 Expenditure Plan is summarized in the table below.

	<b><u>FY 2024/25 TFCA Funds</u></b>
Program Administration	\$46,637
Commute.org - Countywide Voluntary Trip Reduction Program	\$600,000
Commute.org - BART Shuttle	\$40,000
City of San Bruno - Public Works Corporation Yard Electrification	\$745,706.67
City of San Mateo - Battery Electric Street Sweeper	\$254,293.33
Total	<b><u>\$1,686,637</u></b>

***FY 2025/26 Funding Recommendations***

For FY 2025/26, the Air District estimated that San Mateo County will receive a total of \$1,496,029 in TFCA funding (\$1.06M in new funds and \$0.43M from the reprogramming of underbudgeted projects). An amount of \$56,029 is budgeted for grant administration purpose, with the remaining \$1,440,000 available for projects.

For this cycle, staff recommends continuing to fund Commute.org programs based on its countywide reach and effective collaboration with employers and stakeholders to offer alternative commute options. It is recommended that Commute.org receives an allocation up to \$600,000 for the Countywide Trip Reduction Program. Staff also proposes directing up to \$66,000 for the BART Shuttle Program to offer employees a convenient way to get to job sites from transit hubs. Commute.org anticipates additional contribution from private employers to fully fund the shuttle program. Both projects are expected to meet the Air District’s cost effectiveness ratio.

For the remaining \$774,000, staff recommends allocating the funds to previously unfunded projects from past call for projects cycles and considering other regionally significant projects, provided they meet the required cost effectiveness ratio. This approach ensures that funds are distributed efficiently within the required timeframe, leveraging the most recent competitive evaluation process. Reutilizing these results allows the agency to support projects that have already been vetted, rather than initiating a new call for projects, which would require additional administrative effort, and may not yield significantly different outcomes given the limited funding available. Staff is actively working with

project sponsors whose proposals were previously unfunded to confirm continued funding needs and assess whether the projects still meet the Air District’s cost-effectiveness ratio. Staff will present a recommendation to the Committees and Board for awarding the remaining \$774,000 of FY 2025/26 TFCA funds.

A summary of the Fiscal Year 2025/26 TFCA 40% fund recommendation is shown below:

	Estimated <b>FY 2025/26</b> TFCA Funds
Program Administration	\$ 56,029
Commute.org - Countywide Voluntary Trip Reduction Program	\$ 600,000
Commute.org - BART Shuttle	\$ 66,000
Unfunded Projects from Previous Call for Project Cycles	\$ 774,000
Total	<u>\$ 1,496,029</u>

These funding recommendations are subject to the submission of an acceptable work plan and C-E calculations worksheet.

The recommended Fiscal Year 2025/26 Expenditure Plan for TFCA 40% Fund was brought to the Congestion Management Program Technical Advisory Committee (TAC) and the Congestion Management and Environmental Quality Committee (CMEQ). At their February 20, 2025 meeting, the TAC reviewed the funding proposal, and recommended approval of the Fiscal Year 2025/26 Expenditure Plan. At their February 24, 2025 meeting, the CMEQ Committee did not have quorum and did not take action. However, the present CMEQ Committee Members did not have issues on the recommended Fiscal Year 2025/26 Expenditure Plan.

Staff requests that the C/CAG Board reviews and approves the Fiscal Year 2024/25 Expenditure Plan for the Transportation Fund for Clean Air (TFCA) 40% Fund.

**EQUITY IMPACTS AND CONSIDERATIONS**

Funding allocated through this program serves to benefit all community members by facilitating the implementation of projects aimed at reducing air pollution from motor vehicles.

**ATTACHMENTS**

1. Resolution 25-11

## RESOLUTION 25-11

### A RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY AUTHORIZING THE APPROVAL OF THE FISCAL YEAR 2024/25 EXPENDITURE PLAN FOR THE TRANSPORTATION FUND FOR CLEAN AIR (TFCA) 40% FUND FOR SAN MATEO COUNTY

**WHEREAS**, the City/County Association of Governments has been designated the Transportation Fund for Clean Air (TFCA) Program Manager for San Mateo County; and

**WHEREAS**, the Board of Directors of the City/County Association of Governments has approved certain projects and programs for funding through San Mateo County's 40 percent local share of Transportation Fund for Clean Air (TFCA) revenues; and

**WHEREAS**, the total TFCA funds available from the Bay Area Quality Management District in Fiscal Year 2025/26 for San Mateo County is \$1,496,029, including an amount of \$56,029 for program administration purposes; and

**WHEREAS**, C/CAG will act as the Program Manager for \$1,440,000 of TFCA funds; and

**WHEREAS**, C/CAG plans to allocate up to \$600,000 of TFCA 40 percent funds to the Peninsula Traffic Congestion Relief Alliance (Commute.org) for the Countywide Voluntary Trip Reduction Program; and

**WHEREAS**, C/CAG plans to allocate up to \$66,000 of TFCA 40 percent funds to the Peninsula Traffic Congestion Relief Alliance (Commute.org) for the BART Shuttle Program; and

**WHEREAS**, C/CAG plans to allocate remaining \$774,000 of TFCA 40 percent funds for previously unfunded projects from past call for projects cycles and considering other regionally significant projects, provided they meet the required cost effectiveness ratio. Detailed project scopes will be defined further and brought back to the Board for approval;

**WHEREAS**, the projects included in this expenditure plan will be evaluated using the cost-effectiveness worksheet provided by the Bay Area Air Quality Management District to determine whether or not they meet the required cost-effectiveness threshold. All proposed expenditures will be consistent with the *Clean Air Plan* and Section 44241(b) of the California Health and Safety Code.

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Executive Director is authorized to certify and submit the Fiscal Year 2025/26 Expenditure Plan for the TFCA 40 percent Fund for San Mateo County to the Bay Area Air Quality Management District.

**PASSED, APPROVED, AND ADOPTED THIS 13<sup>th</sup> DAY OF MARCH 2025.**

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*Adam Rak, Chair*

## C/CAG AGENDA REPORT

Date: March 13, 2025

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

From: Sean Charpentier, Executive Director

Subject: Review and approval of Resolution 25-12 authorizing the C/CAG Chair to execute Amendment No. 1 with Kimley-Horn and Associates, Inc. to provide Smart Corridor Signal System Maintenance Support, extending the term to June 30, 2027, at no additional cost.

(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 Resolution 25-12 authorizing the C/CAG Chair to execute Amendment No. 1 with Kimley-Horn and Associates, Inc. to provide Smart Corridor Signal System Maintenance Support, extending the term to June 30, 2027, at no additional cost.

### FISCAL IMPACT

The three-year contract amount is \$198,000. The amendment would not increase the total contract amount.

### SOURCE OF FUNDS

The contract is funded with Measure M funds from the Smart Corridor/Intelligent Transportation System (ITS) category, and C/CAG's Congestion Relief Fund.

### BACKGROUND

The C/CAG sponsored San Mateo County Smart Corridor project upgraded and interconnected traffic signal infrastructure on behalf of the cities of San Bruno, Millbrae, Burlingame, San Mateo, Belmont, San Carlos, Redwood City, Atherton, Menlo Park, and East Palo Alto, the unincorporated County and Caltrans, in addition to deploying Intelligent Transportation System (ITS) equipment on predefined designated local streets and state routes. The Smart Corridor provides local cities and Caltrans day to day traffic management capabilities in addressing recurrent traffic congestion as well as provide Caltrans abilities for managing the system during major incidents. The current Smart Corridor project limit, operating since summer 2016, extends from I-380 in San Bruno to the Santa Clara County Line in East Palo Alto along El Camino Real and includes major local streets connecting to US-101. There are more than 238 intersections, and 400 devices installed as part of the Smart Corridor, including 100 CCTV cameras, 47 trailblazer/arterial dynamic message signs, and 22 vehicle detection systems. The Cities of South San Francisco, Brisbane, and Daly City, along with the Town of Colma, are expected to be a part of the Smart Corridor program in the next two years.

### *Smart Corridor Maintenance*

For corridor consistence and economy of scale, it was agreed that C/CAG would be responsible for maintaining certain ITS equipment and devices deployed as part of the Smart Corridor project located within the cities' right-of-way. The equipment includes a number of the installed CCTV

cameras, trailblazer/arterial dynamic message signs, and vehicle detection system. Other equipment maintained by the cities are upgraded traffic signal controllers, traffic signals, signals interconnect equipment, and communication lines located within the cities' right-of-way. Caltrans is responsible for maintaining equipment deployed within the State right-of-way.

C/CAG has retained three (3) consultants to help with maintaining the Smart Corridor for local cities. These consultants, together, provides a comprehensive solution for maintaining the following ITS equipment:

- Communication Network and Equipment
  - San Mateo Hub equipment and controller cabinet, fiber switches, video management system and servers, message sign system and server, network management system and server
- Infrastructure and Field Devices
  - Fiber and conduit, antennas, CCTV cameras, directional signs, vehicle detection system, Arterial Dynamic Message Signs (ADMS)
- KITS Traffic Signal System
  - Central System Software, Firmware, Hardware, Field controller elements

### ***KITS Traffic Signal System***

This action item addresses the maintenance contract for the KITS (Kimley-Horn Integrated Transportation System) Traffic Signal System. KITS is a proprietary signal system developed by Kimley-Horn. For the Smart Corridor, the KITS traffic signal control system software was deployed at a total of 238 intersections (85 within 10 cities, 153 within Caltrans right-of-way) along the corridor, which includes hardware and software as well as storage of the incident response plans into the signal controllers. Additionally, Caltrans uses the KITS system for the sections of the Smart Corridor in Caltrans's right-of-way.

In August 2016, C/CAG entered into a three-year agreement with Kimley Horn in the amount of \$189,000 to provide Smart Corridor System Maintenance. In June 2019, C/CAG entered into a second three-year agreement with Kimley-Horn in the amount of \$210,000 to continue providing Smart Corridor maintenance support. In July 2022, C/CAG entered into a third three-year agreement with Kimley-Horn in the amount of \$198,000, expiring on June 30, 2025. The C/CAG Board waived the requirement of a Request for Proposal (RFP) process because it was determined that Kimley-Horn has the unique qualifications and experience to perform the work to assist the cities on the Smart Corridor. Additionally, Caltrans uses the KITS system and maintaining a contract with Kimley-Horn provides continuity for cities and Caltrans to manage traffic along the Smart Corridor.

The existing agreement covers the maintenance of the KITS system within the cities' right-of-way only. Caltrans maintains a separate contract with Kimley Horn for KITS related tasks. Through this contract, Kimley-Horn has been providing ongoing system and equipment maintenance, in addition to offering technical assistance to cities and other as needed support. Some examples of the maintenance tasks performed include troubleshooting connection issue, archiving database, upgrading database and server to latest version, configuring controllers and installing KITS on new workstations.

As of February 2025, Kimley-Horn has expended half of their contract amount. Kimley-Horn is technically experienced and knowledgeable; responsive to addressing issues; and collaborative with local agency staff, Caltrans, and C/CAG's other two maintenance consultants to maintain the Smart Corridor system. Staff have also received positive feedback regarding Kimley-Horn's performance from partner Caltrans and the Smart Corridor cities.

Staff recommends that the Board authorizes the C/CAG Chair to execute Amendment No. 1 with Kimley-Horn and Associates, Inc. to provide Smart Corridor Signal System Maintenance Support, extending the term to June 30, 2027, at no additional cost.

Additionally, this Amendment No. 1 will add to the contract the updated provisions requiring compliance with federal suspension and debarment regulations as per C/CAG's 2025 Procurement Policy Update. The C/CAG Board will review and approve the updated Procurement Policy at the March 2025 Board meeting.

### **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.

Maintaining the Smart Corridor will continue to provide these benefits to County residents and visitors. Maintenance of the system will also further C/CAG's goal to provide a seamless and connected system along the US-101 corridor.

### **ATTACHMENTS**

1. Resolution 25-12
2. Draft Agreement Amendment no. 1 between C/CAG and Kimley-Horn and Associates

**RESOLUTION 25-12**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO  
AUTHORIZING THE C/CAG CHAIR TO EXECUTE AMENDMENT NO. 1 WITH  
KIMLEY-HORN AND ASSOCIATES, INC. TO PROVIDE SMART CORRIDOR  
SIGNAL SYSTEM MAINTENANCE SUPPORT, EXTENDING THE TERM TO JUNE  
30, 2027, 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**, the C/CAG sponsored San Mateo County Smart Corridor Project (Smart Corridor) is an Intelligent Transportation System (ITS) project that extends 20 miles along El Camino Real and major local streets connecting to US-101 and enables cities and the California Department of Transportation (Caltrans) to proactively manage daily traffic and non-recurring traffic congestion cause by diverted traffic due to major incidents on the freeway; and

**WHEREAS**, in addition to installation of fiber optic communication network, equipment deployed as part of the Smart Corridor project include interconnected traffic signal system, close circuit video cameras, trailblazer/arterial dynamic message signs, and vehicle detection systems; and

**WHEREAS**, construction of the Smart Corridor (I-380 to Santa Clara County Line) is completed and final signal system software deployment and system integration completed; and

**WHEREAS**, per Memorandum of Understandings (MOUs) executed between C/CAG, Caltrans, and the cities, C/CAG is responsible for maintaining Smart Corridor specific ITS infrastructure and communication network deployed within the cities' right-of-way; and

**WHEREAS**, in August 2016, C/CAG entered into a three-year agreement with Kimley Horn in the amount of \$189,000 to provide Smart Corridor signal system maintenance; and

**WHEREAS**, in June 2019, C/CAG entered into a three-year agreement with Kimley-Horn to provide signal system maintenance support for \$210,000, which expires on June 30, 2022; and

**WHEREAS**, in June 2022, C/CAG entered into a third three-year agreement with Kimley-Horn for Smart Corridor Signal System Maintenance Support on behalf of the cities on the Smart Corridor for a not to exceed amount of \$198,000; and

**WHEREAS**, Kimley-Horn has remaining budget in the contract and can continue to provide Smart Corridor maintenance services; and

**WHEREAS**, C/CAG updated the Procurement Policy in March 2025 requiring compliance with federal suspension and debarment regulations; and

**WHEREAS**, C/CAG and Kimley-Horn desire to enter into agreement amendment No. 4, extending the term to June 30, 2027.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County, that the C/CAG Chair is authorized to execute Amendment No. 1 with Kimley-Horn and Associates, Inc. to provide Smart Corridor Signal System Maintenance



Support, extending the term to June 30, 2027, at no additional cost. Be it further resolved that the Board of Directors authorize the Executive Director to negotiate final terms prior to execution, subject to review by Legal Counsel.

**PASSED, APPROVED, AND ADOPTED, THIS 13TH DAY OF MARCH 2025.**

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*Adam Rak, Chair*

**AMENDMENT NO. 1 TO THE AGREEMENT  
BETWEEN  
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY  
AND  
KIMLEY-HORN AND ASSOCIATES, INC.  
FOR  
SMART CORRIDOR SIGNAL SYSTEM MAINTENANCE SUPPORT**

WHEREAS, the City/County Association of Governments of San Mateo County (hereinafter referred to as “C/CAG,”) and Kimley-Horn and Associates, Inc., (hereinafter referred to as “Consultant”) are parties to an Agreement dated July 1, 2022, specifying each Party’s obligations and responsibilities for signal system maintenance support for the Smart Corridor (hereinafter referred to as the “Agreement”); and

WHEREAS, C/CAG has determined that consultant services are needed to assist C/CAG with the Smart Corridor Signal System Maintenance Services; and

WHEREAS, the purpose of the project is to provide maintenance support for the KITS (Kimley-Horn Integrated Transportation System) traffic signal system and on-call support services for cities utilizing KITS; and

WHEREAS, C/CAG has determined that Consultant has the requisite qualifications to perform this work; and

WHEREAS, Kimley-Horn has remaining budget in the contract and can continue to provide Smart Corridor maintenance services; and

WHEREAS, C/CAG updated the Procurement Policy in March 2025 requiring compliance with federal suspension and debarment regulations; and

WHEREAS, C/CAG and Kimley-Horn desire to enter into agreement amendment No. 1, extending the term to June 30, 2027 and adding the updated procurement policy regulations.

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

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

1. The term of the Agreement, as provided in Section 2. Time of Performance, shall be extended through June 30, 2027.
2. A new section, Section 18. Debarment and Suspension Certification, shall be added at the end of the Agreement to reflect C/CAG’s updated Procurement Policy. Attachment A includes the new Section 18 and is attached hereto and incorporated into the Agreement.
2. Except as expressly amended herein, all other provisions of the Agreement shall remain in full force and effect.
3. This amendment shall take effect on March 13, 2025.

**KIMLEY-HORN AND ASSOCIATES, INC.**

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

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

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

Adam Rak  
C/CAG Chair

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

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

Approved as to Form:

Approved as to Form:

\_\_\_\_\_  
City Attorney

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

## Attachment A

### 18. Debarment and Suspension Certification

- a. The Consultant's signature affixed herein shall constitute a certification under penalty of perjury under the laws of the State of California, that the Consultant or any person associated therewith in the capacity of owner, partner, director, officer or manager:
  1. Is not currently under suspension, debarment, voluntary exclusion, or determination of eligibility by any federal agency;
  2. Has not been suspended, debarred, voluntarily excluded, or determined ineligible by any federal agency within the past three (3) years;
  3. Does not have a proposed debarment pending; and
  4. Has not been indicted, convicted, or had a civil judgment rendered against it by a court of competent jurisdiction in any matter involving fraud or official misconduct within the past three (3) years.
  
- b. Any exceptions to this certification must be disclosed to C/CAG. Exceptions will not necessarily result in denial of recommendation for award, but will be considered in determining responsibility. Disclosures must indicate the party to whom the exceptions apply, the initiating agency, and the dates of agency action.
  
- c. Exceptions to the Federal Government excluded parties (<https://sam.gov/content/home>) maintained by the U.S. General Services Administration are to be determined by FHWA.

**C/CAG AGENDA REPORT**

Date: March 13, 2025

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

From: Sean Charpentier, Executive Director

Subject: Review and approve appointment of Millbrae Councilmember Bob Nguyen to the Resource Management and Climate Protection Committee.

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

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**RECOMMENDATION**

Review and approve appointment of Millbrae Councilmember Bob Nguyen to the Resource Management and Climate Protection Committee.

**FISCAL IMPACT**

None.

**SOURCE OF FUNDS**

Not Applicable.

**BACKGROUND****Resource Management and Climate Protection Committee:**

The Resource Management and Climate Protection Committee (RMCP) seats seven elected officials plus one seat each from the following six specialties: energy, water, utility, nonprofit, business/chamber of commerce, and environmental organization, for a total of 13 seats. Originally called the Utilities Sustainability Task Force (USTF), the Committee developed a San Mateo County Energy Strategy for the county, which was adopted by every city in San Mateo County in 2009. The RMCP Committee provides information and recommendations to CMEQ and the C/CAG Board on items related to resource conservation and climate action. The Committee also tracks the progress of two main C/CAG programs, the San Mateo County Energy Watch (SMCEW) and the Regionally Integrated Climate Action Planning Suite (RICAPS). The Committee also seeks to integrate equity into resource conservation and climate actions, including workforce development, access by constituents, and inclusion of input by community-based organizations. Most recently, in coordination with BAWSCA, the Committee is exploring actions to reduce demand on potable water supplies, such as One Water programs, and electrification and resilience of homes and communities.

The RMCP Committee meets on the third Wednesday of the month (as needed) throughout the year at 3:00 p.m., in either San Mateo at 155 Bovet Rd. or, as a backup location, in Redwood City at County Center.

A recruitment letter for vacant seats on the Committees (CMEQ, BPAC, RMCP, and Legislative

committees) was sent to all elected officials in San Mateo County on January 23, 2025, with a due date for letters of interest of February 5, 2025 by 5:00 P.M., and notice that, if the vacant seats are not filled, the recruitment will remain open until filled. There were two vacant elected official seats on the C/CAG RMCP Committee.

Prior to the February 13, 2025 Board meeting, three letters of interest were received for two open seats on the RMCP Committee from County Supervisor Ray Mueller, Town of Portola Valley Councilmember Helen Wolter, and Millbrae Councilmember Bob Nguyen. The C/CAG Board voted to seat Supervisor Ray Mueller and Councilmember Helen Wolter at the February 13, 2025 Board meeting. Since the meeting, one elected official has resigned from the C/CAG RMCP Committee, leaving one open seat. Millbrae Councilmember Bob Nguyen continues to express interest in the new open elected official seat.

The January 2025 RMCP Committee roster is provided as Attachment 1, and Councilmember Bob Nguyen's letter of interest is provided as Attachments 2 to this staff report, respectively.

Staff recommends that the C/CAG Board review and approve appointment of Millbrae Councilmember Bob Nguyen to the C/CAG RMCP Committee.

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

This item is necessary for the administration/operations of C/CAG.

#### **ATTACHMENTS**

1. February 2025 RMCP Committee Roster
2. Letter of Interest – Millbrae Councilmember Bob Nguyen

# 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*

<b>Resource Management and Climate Protection Committee</b> (February 2025)	
<b>Elected Officials (7)</b>	
<b>Donna Colson – <u>Committee Chair</u></b> Councilmember City of Burlingame <a href="mailto:dcolson@burlingame.org">dcolson@burlingame.org</a>	Sue Beckmeyer Councilmember City of Pacifica <a href="mailto:sbeckmeyer@pacificagov.gov">sbeckmeyer@pacificagov.gov</a>
Kaia Eakin Councilmember City of Redwood City <a href="mailto:keakin@redwoodcity.org">keakin@redwoodcity.org</a>	Helen Wolter Councilmember Town of Portola Valley <a href="mailto:hwolter@portolavalley.net">hwolter@portolavalley.net</a>
Betsy Nash Councilmember City of Menlo Park <a href="mailto:bnash@menlopark.gov">bnash@menlopark.gov</a>	Ray Mueller County Supervisor – District 3 County of San Mateo <a href="mailto:SMC_SupMueller@smcgov.org">SMC_SupMueller@smcgov.org</a>
VACANT	
<b><u>Stakeholder Representatives (6)</u></b>	
<b><u>Energy</u></b>	Ortensia Lopez Executive Director El Concilio of San Mateo County <a href="mailto:or10sia@el-concilio.com">or10sia@el-concilio.com</a>
<b><u>Water</u></b>	<b>Tom Francis – <u>Committee Vice Chair</u></b> Water Resources Manager Bay Area Water Supply and Conservation Agency <a href="mailto:tfrancis@bawsca.org">tfrancis@bawsca.org</a>

## **Resource Management and Climate Protection Committee**

(February 2025)

<b><u>Utility</u></b>	Bill Chiang Government Relations Pacific Gas and Electric Company <a href="mailto:william.chiang@pge.com">william.chiang@pge.com</a>
<b><u>Nonprofit</u></b>	Alex Fernandez Chief Operating Officer Filoli Center <a href="mailto:afernandez@filoli.org">afernandez@filoli.org</a>
<b><u>Business/Chamber of Commerce</u></b>	Jeff Smith Director, Residential Development Sares Regis Group, LLC <a href="mailto:JSmith@srgnc.com">JSmith@srgnc.com</a>
<b><u>Environmental</u></b>	Sarah Hubbard Executive Director Sustainable San Mateo County <a href="mailto:shubbard@sustainableanmateo.org">shubbard@sustainableanmateo.org</a>

### **RMCP Committee Staff**

<b><u>C/CAG</u></b>	Sean Charpentier Executive Director <a href="mailto:scharpentier@smcgov.org">scharpentier@smcgov.org</a> (650) 599-1409
<b><u>C/CAG</u></b>	Kim Springer Transportation Systems Coordinator Energy, Water, and Climate <a href="mailto:kspringer@smcgov.org">kspringer@smcgov.org</a>





*City of Millbrae*  
621 Magnolia Avenue, Millbrae, CA 94030

**BOB NGUYEN**  
Councilmember

C/CAG Board of Directors  
City/County Association of Governments of San Mateo County  
c/o Sean Charpentier, C/CAG Executive Director  
555 County Center, 5th Floor; Redwood City, CA 94063

February 5, 2025

Dear Honorable C/CAG Board Members,

I am writing to express my interest in filling one of the vacancies on the Resource Management and Climate Protection (RMCP) Committee. As a Millbrae City Councilmember and an entrepreneur in the medical device industry, I bring a technical and business-oriented approach to problem-solving, resource efficiency, and long-term planning.

Throughout my career, I have worked on complex projects that require balancing innovation, cost, and sustainability. In my field, efficiency in resource management is critical—not just from a cost perspective but also in ensuring long-term viability. This mindset extends beyond my business and into my work as a councilmember, where I have engaged with local stakeholders to ensure that development and infrastructure projects are planned with future generations in mind.

My involvement in the community has given me a strong understanding of the challenges that cities face in managing resources effectively. Whether working with local businesses, residents, or regional partners, I have seen the importance of making decisions that prioritize long-term sustainability without sacrificing economic growth or accessibility. I believe my ability to navigate these complex considerations would be an asset to the RMCP Committee.

I would be honored to contribute my experience and perspective to this committee and work alongside fellow leaders to ensure that San Mateo County continues to be a forward-thinking, well-managed region. Thank you for your time and consideration. I look forward to the opportunity to collaborate with you.

Best regards,

*Bob Nguyen*  
Bob Nguyen (Feb 5, 2025 15:35 PST)

Bob Nguyen  
Councilmember, City of Millbrae

## C/CAG AGENDA REPORT

Date: March 13, 2025

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

From: Sean Charpentier, C/CAG Executive Director

Subject: Review and approval of Resolution 25-17 amending the Congestion Management Program Technical Advisory Committee Guidelines and the Stormwater Committee Guidelines by designating Katherine Sheehan, Deputy Director of Public Works as the alternate representative for the City of San Mateo for both Committees and by designating the City Engineer as the primary representative and the Environmental Services Aide as the alternate representative for the City of East Palo Alto on Stormwater Committee.

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

---

### RECOMMENDATION

That the C/CAG Board review and approve Resolution 25-17 amending the Congestion Management Program Technical Advisory Committee Guidelines and the Stormwater Committee Guidelines by designating Katherine Sheehan, Deputy Director of Public Works as the alternate representative for the City of San Mateo for both Committees and by designating the City Engineer as the primary representative and the Environmental Services Aide as the alternate representative for the City of East Palo Alto on Stormwater Committee.

### FISCAL IMPACT

There is no fiscal impact related to this item.

### SOURCE OF FUNDS

Not applicable.

### BACKGROUND

In 1998, C/CAG Bylaws established the Congestion Management Program Technical Advisory Committee (TAC). The Committee is comprised of engineers and planners who provide technical expertise and professional recommendations to the C/CAG Board regarding transportation and air quality issues. C/CAG's Stormwater Committee was convened in November 2012 and was created to provide policy input and recommendations to the C/CAG Board of Directors on issues pertaining to compliance with the Municipal Regional Stormwater Permit, administered by the San Francisco Bay Regional Water Quality Control Board (Regional Water Board). The Committee is comprised of director-level staff from C/CAG's 21 member agencies, each city and the County represented by one seat, and a non-voting staff from the Regional Water Board.

At the October 12, 2023 C/CAG Board meeting, the Board approved the addition of alternates to the Congestion Management Program Technical Advisory Committee and the Stormwater Committee. Both Committee Guidelines also include the named executive level position(s) from each jurisdiction in each Committee roster. The C/CAG Board approved the appointment of these positions, automatically enlisting jurisdiction staff fulfilling these roles onto the Committees. This streamlines the appointment process, reducing the need for City Managers to recommend and the CCAG Board of Directors to approve a new member every time when there is a staffing change. For unique positions or situations where there are multiple positions (for example if a city has two Assistant Public Works Directors), the C/CAG Board makes individual named appointments.

The table below is an example.

Member Agency	TAC & Stormwater Committee Member	Alternate
City A	Public Works Director	City Engineer, or Assistant or Deputy Public Works Director

Recently, the City of San Mateo submitted a formal request to change the appointed alternate on the two Committees, as reflected in Attachment 4. The changes are reflected below:

Member Agency	TAC & Stormwater Committee Member	Alternate
City of San Mateo	Director of Public Works	Deputy Director of Public Works, Katherine Sheehan

Similarly, the City of East Palo Alto recently submitted a formal request to change the appointed primary representative and the alternate representative for only the Stormwater Committee, as reflected in Attachment 5. The changes are reflected below:

Member Agency	Stormwater Committee Member	Alternate
City of East Palo Alto	City Engineer	Environmental Services Aide

Staff recommends that the C/CAG Board review and approve Resolution 25-17 adopting the revised membership guidelines for the TAC and Stormwater Committees (Attachment 2 and 3 respectively).

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

This item is necessary for the administration/operations of C/CAG.

#### **ATTACHMENTS**

1. Resolution 25-17
2. Congestion Management Program Technical Advisory Committee (CMP TAC) Guidelines Updated March 13, 2025 (redlined)
3. Stormwater Committee Guidelines Updated March 13, 2025 (redlined)
4. Letter recommending changes to the TAC and Stormwater Committee alternative representative

for the City of San Mateo, from Alex Khojikian, City Manager

5. Letter recommending Stormwater Committee primary representative and alternative representative for the City of East Palo Alto, from Melvin Gaines, City Manager

## RESOLUTION 25-17

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

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

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

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

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

**WHEREAS**, the Stormwater Committee is comprised of director-level staff who make technical and policy recommendations to the C/CAG Board of Directors related municipal stormwater permit compliance; and

**WHEREAS**, the TAC Guidelines were last updated on November 24, 2009, January 12, 2023, September 21, 2023, September 12, 2024, and February 13, 2024;

**WHEREAS**, the Stormwater Committee Guidelines were last updated on December 22, 2020, September 21, 2023, September 12, 2024 and February 13, 2024; and

**WHEREAS**, at the request of the City of San Mateo, C/CAG is amending the Committees' rosters by designating Katherine Sheehan, Deputy Director of Public Works as the City's alternate representative on the Committees; and

**WHEREAS**, at the request of the City of East Palo Alto, C/CAG is amending the Stormwater Committee's roster by designating the City Engineer as the City's primary representative and the Environmental Services Aide as the City's alternate representative on the Stormwater Committee.

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

**PASSED, APPROVED, AND ADOPTED, THIS 13TH DAY OF MARCH 2025.**

---

*Adam Rak, Chair*

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

### **Guidelines**

Established 11/24/09

Revised ~~32~~/13/2025

### **Mission**

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

### **Membership**

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

The current composition of the Technical Advisory Committee includes twenty city engineers, one county engineer, one representative each from the Metropolitan Transportation Commission, Caltrans, SamTrans/the Transportation Authority, and C/CAG. The representatives from the Metropolitan Transportation Commission and Caltrans are non-voting members. Other members have one vote each.

### **Term Limits**

- There are no term limits for the CMP TAC. Members can remain on the TAC indefinitely or until the member voluntarily relieves him/or herself of the membership.

### **Co-Chairs**

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

### **Selection and Appointment Process**

To streamline the process and ensure continuous representation, the Roster Table can include designated positions and/or individually named appointments. The Roster Table also includes a Primary Member and an Alternate Member.

The C/CAG Board of Directors shall approve all appointments of Primary and Alternate Members.

Designated positions are executive level positions where there may be only one position (ie Public Works Director) in the agency or there may be multiple positions (i.e., having multiple Deputy Public Works Directors).

The C/CAG’s Board of Directors will approve the appointment of these designated positions, effectively automatically appointing the staff member filling the designated position.

For designated positions where there are multiple positions, the jurisdiction or agency will need to propose a member by name, and the C/CAG Board will need to approve such appointment on an individual basis.

The City Manager or equivalent will notify the C/CAG Executive Director of any changes to the personnel filling the designated positions, or changes to the named positions themselves. The C/CAG Board will approve changes to the designated positions or name as necessary.

Interim or Acting appointments by the appropriate Executive to the designated positions where there is only one position (i.e., Public Works Director) are acceptable.

**Primary Members**

- The primary CMP TAC member is the Public Works Director, or a staff member holding a comparable level executive position identified by the jurisdiction or agency.

**Alternate Members**

- Each agency can have an alternate member.
- The alternate can be the City Engineer, Assistant or Deputy Public Works Director, Community Development Director, or a staff member holding an executive position identified by the jurisdiction or agency.
- The alternate has the authority to cast votes in lieu of the primary member.
- Attendance of an alternate member will not be recorded as attendance for the primary member.

The **Roster Table** below identifies the primary and alternate CMP TAC members, either by designated position or by name, where necessary, of the 2023 Congestion Management Program Technical Advisory Committee:

<b>Member Agency</b>	<b>Primary Member</b>	<b>Alternate</b>
Town of Hillsborough (Co-Chair)	Director of Public Works	Deputy Director
San Mateo County (Co-Chair)	Director of Public Works	Deputy Director, Krzysztof Lisaj
SMCTA / SamTrans	Director, Project Delivery	Director, Planning & Fund Management
City of Atherton	Director of Public Works	Associate Engineer, Tim Au
City of Belmont	Public Works Director	Assistant Public Works Director

City of Brisbane	Public Works Director	Deputy Public Works Director
City of Burlingame	Public Works Director	Assistant Public Works Director
C/CAG	Executive Director	N/A
Town of Colma	Director of Public Works	Deputy PW Director/City Engineer
City of Daly City	Director of Public Works	City Engineer
City of East Palo Alto	Director of Public Works	City Engineer
City of Foster City	Director of Public Works	Manager of Engineering
City of Half Moon Bay	Director of Public Works	Community Development Director
City of Menlo Park	Public Works Director	Assistant Public Works Director
City of Millbrae	Director of Public Works	City Engineer/Deputy Public Works Director
City of Pacifica	Director of Public Works	City Engineer/Deputy Public Works Director
Town of Portola Valley	TBD - vacant	N/A
City of Redwood City	Engineering and Transportation Director	Principal Planner, Malahat Owrang
City of San Bruno	Public Works Director	Deputy Director, Hae Won Ritchie
City of San Carlos	Director of Public Works	City Engineer
City of San Mateo	Director of Public Works	Deputy Public Works Director, <a href="#">Katherine Sheehan</a>
City of South San Francisco	Public Works Director/City Engineer	Deputy Public Works Director
Town of Woodside	Public Works Director/Town Engineer	Deputy Town Engineer
MTC	Senior Program Coordinator, James Choe	N/A
Caltrans	District Division Chief - PM West Region	Regional PM - San Mateo County



## **Stormwater Committee Guidelines**

Established: November 8, 2012

Revised: December 22, 2020/September 21, 2023/September 12, 2024/February 13, 2025/March 13, 2025

### **Description**

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

The following are the general issues typically addressed by the Committee:

- Review and provide recommendations for the Countywide Water Pollution Prevention Program (Countywide Program)'s annual budget as part of the overall C/CAG budget approval process.
- Authorize submittal of countywide and regional compliance documents on behalf of their respective agencies for activities performed via C/CAG through the Countywide Program or the Bay Area Stormwater Management Agencies Association.
- Convey relevant program and compliance information and direction to appropriate staff and departments within their jurisdictions.
- Form ad-hoc work groups to address particular stormwater-related issues on an as-needed basis.
- Discuss and provide policy recommendations on stormwater issues, such as:
  - funding stormwater compliance activities at the local and countywide level;
  - unfunded mandate test claims;
  - permit appeals and litigation;
  - reissuance of the Municipal Regional Permit;
  - permit requirements, especially those related to new and redevelopment, monitoring, and pollutants of concern, including trash, mercury, PCBs, and pesticides;
  - training and technical support needs for municipal staffs
  - legislation and statewide policy issues impacting member agencies

### **Membership**

The Stormwater Committee includes director-level staff with decision-making authority for implementing stormwater management programs within the member agencies in compliance with requirements in the Municipal Regional Permit. There is one representative from each of the 21 member agencies and one non-voting executive management representative from the Regional Water Quality Control Board staff.

### **Term Limits**

- There are no term limits for the Stormwater Committee. Members can remain on the Committee indefinitely or until a member voluntarily relieves themselves from the membership.

### **Chair and Vice Chair**

- The Chair and Vice Chair for the Stormwater Committee are annually nominated and voted upon by Committee members at a regularly scheduled meeting. The Chair manages the Committee meetings by calling the meeting to order, leading the Committee

through the agenda topics, monitoring meeting discussion to ensure all discussion remains on topic, and leading the motion and approval of all action items. The role of the Vice Chair is to support the Chair and act as a stand in should the Chair be unable to attend a meeting.

- There are no term limits.

### Selection and Appointment Process

To streamline the process and ensure continuous representation, the Roster Table can include designated positions and/or individually named appointments. The Roster Table also includes a Primary Member and an Alternate Member.

The C/CAG Board of Directors shall approve all appointments of Primary and Alternate Members.

Designated positions are executive level positions where there may be only one position (ie Public Works Director) in the agency or there may be multiple positions (i.e., having multiple Deputy Public Works Directors).

The C/CAG's Board of Directors will approve the appointment of these designated positions, effectively automatically appointing the staff member filling the designated position.

For designated positions where there are multiple positions, the jurisdiction or agency will need to propose a member by name, and the C/CAG Board will need to approve such appointment on an individual basis.

The City Manager or equivalent will notify the C/CAG Executive Director of any changes to the personnel filling the designated positions, or changes to the named positions themselves. The C/CAG Board will approve changes to the designated positions or name as necessary.

Interim or Acting appointments by the appropriate Executive to the designated positions where there is only one position (i.e., Public Works Director) are acceptable.

### Primary Members

- Primary Stormwater Committee members for C/CAG's member agencies shall be the Public Works Director, City Engineer/Managing Engineer (or equivalent) held by a single person, or a staff member holding a comparable executive position identified by the jurisdiction or agency with responsibility for compliance under the Municipal Regional Permit.
- The Regional Water Quality Control Board member shall be the Watershed Management Supervisor or a specified staff holding a comparable executive position identified by the Regional Water Quality Control Board.

### Alternate Members

- Each agency can have an alternate member.
- The alternate for C/CAG's member agencies can be the City Engineer/Managing Engineer or Assistant or Deputy Director of Public (or equivalent) held by a single person, or a staff member holding a comparable executive position identified by the

jurisdiction or agency with responsibilities for compliance under the Municipal Regional Permit.

- The alternate for the Regional Water Quality Control Board member can be the Watershed Management Manager or a staff member holding a comparable executive position identified by the Regional Water Quality Control Board.
- The alternate has the authority to cast votes in lieu of the primary member.
- Attendance of an alternate member will not be recorded as attendance for the primary member.

The Roster Table below identifies the primary and alternate Stormwater Committee members, either by designated position or by name, where necessary, of the 2023 Stormwater Committee:

<b>Member Agency</b>	<b>Primary Stormwater Committee Member</b>	<b>Alternate</b>
City of Atherton (Vice Chair)	Director of Public Works	Associate Engineer, Tim Au
City of Belmont	Director of Public Works	Assistant Public Works Director
City of Brisbane (Chair)	Director of Public Works/City Engineer	Regulatory Compliance Manager
City of Burlingame	Director of Public Works	Environmental Compliance Manager
City of Daly City	Director of Public Works	City Engineer
City of East Palo Alto	<del>Director of Public Works</del> City Engineer	<del>City Engineer</del> Environmental Services Aide
City of Foster City	Director of Public Works	Manager of Engineering
City of Half Moon Bay	Director of Public Works	Associate Engineer
City of Menlo Park	Director of Public Works	Assistant Public Works Director
City of Millbrae	Director of Public Works	City Engineer/Deputy Public Works Director
City of Pacifica	Deputy Director of Public Works/City Engineer	Director of Public Works
City of Redwood City	Engineering and Transportation Director	Principal Planner, Malahat Owrang
City of San Bruno	Director of Public Works	Deputy Director of Public Works, Hae Won Ritchie

City of San Carlos	Director of Public Works	City Engineer
City of San Mateo	Director of Public Works	Deputy Public Works Director, <a href="#">Katherine</a>
City of South San Francisco	Director of Public Works/City Engineer	Deputy Public Works Director
San Mateo County	Director of Public Works	Deputy Director Engineering & Resource Protection
Town of Colma	Director of Public Works and Planning	Deputy Public Works Director/City Engineer
Town of Hillsborough	Director of Public Works	Deputy Director of Public Works
Town of Portola Valley	Director of Public Works	Building Director
Town of Woodside	Director of Public Works/Town Engineer	Deputy Town Engineer
Regional Water Board	Watershed Management Supervisor	Watershed Management Manager



CITY OF SAN MATEO  
CITY MANAGER'S OFFICE

330 W. 20<sup>th</sup> Avenue  
San Mateo, CA 94403  
[www.cityofsanmateo.org](http://www.cityofsanmateo.org)  
(650) 522-7000

March 3, 2025

SENT VIA EMAIL

Reid Bogert  
City/County Association of Government of San Mateo County  
555 County Center, 5th Floor  
Redwood City, CA 94063

**Re: Notification of Duly Authorized Representative of the City of San Mateo on the C/CAG Stormwater Subcommittee & Technical Advisory Committee (TAC)**

Dear Mr. Bogert:

This is to document the person that I am authorizing as the Alternate Representative for the City of San Mateo on the C/CAG Stormwater Committee & Congestion Management Program Technical Advisory Committee:

**Alternate Representative: Katherine Sheehan, PE, Deputy Director of Public Works**

This notification will remain in effect until it is changed by me or my successor.

Sincerely,

  
Alex Khojikian

City Manager

CC: Matt Fabry, Public Works Director  
Katherine Sheehan, Deputy Director  
FILE



# CITY OF EAST PALO ALTO

## Office of the City Manager

2415 University Avenue  
East Palo Alto, CA 94303

Phone: (650) 853- 3118  
Fax: (650) 853-3136

[www.cityofepa.org](http://www.cityofepa.org)  
[cmoffice@cityofepa.org](mailto:cmoffice@cityofepa.org)

February 20, 2025

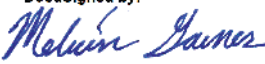
Sean Charpentier  
Executive Director  
City/County Association of Governments of San Mateo County  
555 County Center, 5th Floor  
Redwood City, CA 94063

Subject: Representation for the City of East Palo Alto on the C/CAG Stormwater Committee

Dear Mr. Charpentier,

I am requesting to amend the current City of East Palo Alto representation at the C/CAG Stormwater (NPDES) Committee. Please accept the City Engineer as the primary representation for the City of East Palo Alto and the Environmental Services Aide as the City's alternate representation.

Thank you,

DocuSigned by:  
  
4A381DD749224BE...  
MEVIN E. GAINES  
City Manager

## C/CAG AGENDA REPORT

**DATE:** March 13, 2025

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

**FROM:** Sean Charpentier, Executive Director

**SUBJECT:** Election of a C/CAG Chairperson and a C/CAG Vice Chairperson.

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

---

### **RECOMMENDATION:**

That the C/CAG Board of Directors elect a Chairperson and a Vice Chairperson.

### **FISCAL IMPACT:**

None.

### **BACKGROUND/DISCUSSION:**

In accordance with C/CAG bylaws, officers of the Board of Directors shall consist of a Chairperson, and a Vice Chairperson. The Chairperson and Vice Chairperson shall be elected from among the nominees by the Board of Directors at the March meeting to serve for a term of twelve (12) months commencing on April 1. There shall be a two-term limit for each office. That is, a member may not serve more than two consecutive terms as the Chairperson, and not more than two consecutive terms as Vice Chairperson.

In accordance with C/CAG bylaws, there shall be a two-term limit for each office. That is, a member may not serve more than two consecutive terms as the Chairperson, and not more than two consecutive terms as Vice Chairperson.

The bylaws further states that nomination of officers of the Board of Directors shall be made from the floor only at the regular February Board meeting. Nominations shall be made only by voting members of the Board of Directors. This procedure is to allow time for the candidates to provide the Board Members with background information to assist them in casting their votes.

At the February 13, 2025, Board meeting, Board member Adam Rak was nominated for Chairperson; Board member Michael Salazar was nominated for Vice Chairperson.

Election of the Chairperson shall precede election of the Vice Chairperson. The voting shall be public.

### **EQUITY IMPACTS AND CONSIDERATIONS**

This item is necessary for the administration/operations of C/CAG.

**ATTACHMENTS:**

Attachment 1: Background information for Board member Adam Rak, City of San Carlos

Attachment 2: Background information for Board member Michael Salazar, City of San Bruno



CITY OF SAN CARLOS  
CITY COUNCIL



600 ELM STREET  
SAN CARLOS, CA 94070  
(650) 802-4219  
CITYOFSANCARLOS.ORG

C/CAG of San Mateo County  
% Mima Crume  
555 County Center, Fifth Floor  
Redwood City, CA 94063

March 5, 2025

Dear C/CAG Board of Directors:

I am writing to indicate my formal interest in serving in the position of Chair of the C/CAG Board of Directors for an additional year.

I am currently in my seventh year on the Board and have worked with my colleagues to support the important mission of C/CAG. In addition to serving as the current Chair, I am a member of the Legislative and Finance Committees. I have also served on the Airport Land Use Commission.

C/CAG's work on issues that affect the quality of life of our residents related to transportation, air quality, stormwater runoff, airport/land use compatibility planning, hazardous waste, climate planning, energy and water resource strategies, and solid waste and recycling is critical to the future of San Mateo County.

I am excited about this opportunity to continue working to make a positive impact on the people and businesses of San Mateo County. Thank you for your support and I would be honored to earn your vote for the position of Chair. We have a strong board and an excellent staff and together we can ensure the success of our organization.

Regards,

A handwritten signature in black ink, appearing to read "Adam Rak".

Adam Rak  
San Carlos City Council Member



Michael Salazar  
Councilmember

February 24, 2025

C/CAG of San Mateo County  
c/o Mima Guilles  
555 County Center Fifth Floor  
Redwood City, CA 94063

Re: Letter Seeking Appointment to Vice Chair of C/CAG Board

Honorable C/CAG Directors:

It is my pleasure to submit this letter of interest accepting the nomination to vice chair of the City/County Association of Governments of San Mateo County (C/CAG). I am again humbled by your support. It has been a pleasure to serve as your vice chair over the past year and I thoroughly enjoyed working with Chair Rak and our staff to keep us moving forward.

It is an honor to serve with and learn from all of you on the C/CAG board. As always, I remain committed to preserving our environment of collaboration and partnership. I am also dedicated to the principles we have collectively developed and will continue to work toward achieving our collective goals.

I have served my community in San Bruno since 2010 and represented my city on the C/CAG board for 5 years. As a C/CAG board member I also serve on the Legislative Committee, the Finance Committee and the Express Lanes Joint Powers Authority Board. I hope to continue my service to our communities and respectfully ask for your support in allowing me to continue in the role of vice chair.

Sincerely,

Michael Salazar  
Councilmember  
City of San Bruno

## C/CAG AGENDA REPORT

Date: March 13, 2025

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

From: Sean Charpentier, Executive Director

Subject: Review and approval of Resolution 25-15 adopting the amended C/CAG Program Budget for Fiscal Year 2024-25. (*Special Voting Procedures apply*)

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

---

### RECOMMENDATION

That the C/CAG Board review and approve Resolution 25-15 adopting the amended C/CAG Program Budget for Fiscal Year 2024-25. This item is subject to special voting procedures.

### FISCAL IMPACT

An amount of \$130,802 is added to NPDES Fund Revenues and \$519,000 is added to the NPDES Fund Expenditures. In addition, \$20,000 added to Transportation Fund Expenditures and Revenues. Finally, there is not any financial impact to Measure M Fund Revenues.

### SOURCE OF FUNDS

NPDES (Stormwater) Fund, Transportation Fund, and Measure M \$10 Vehicle Registration Fee Fund

### BACKGROUND

Staff are requesting support for the following budget amendments.

1. Increase in \$510,000 to NPDES Fund Expenditures because the final proposed consultant services budget for the Countywide Stormwater Program was not updated between the Draft Budget and the Adopted Budget.
2. Increase in \$130,802 in NPDES Fund Revenues under the NPDES Fee, which funds the Countywide Stormwater Program. The Adopted Budget included early revenue estimates of the NPDES Fund, which were subsequently revised to reflect the actual estimated revenue for this fund.
3. Minor increase in NPDES Fund Expenditures in an amount of \$9,000, as detailed in Table 1.
4. Increase in \$20,000 in Transportation Fund for Revenues and Expenditures due to C/CAG securing \$433,000 in Safe Streets and Roads for All (SS4A) funds for continued implementation of the Countywide Local Roadway Safety Plan (LRSP). These funds will support establishing a countywide safety committee to share best practices and policy updates, developing white papers on safety countermeasures and data analysis, and annual reporting and tracking of safety improvements in participating jurisdictions. Staff is only requesting \$20,000 in the current fiscal year to start the project.
5. Re-code \$706,268 in Measure M Revenues from MTC/Federal Funding to Cost Reimbursements due to a clerical error that it was added to the wrong cell.

For reference, a summary of the requested budget amendments is included in the following table:

Table 1: Summary of Budget Amendments

Fund	Account	Account Type	Original Budget Amount	Change	Modified Budget Amount	Impact on Ending Balance
NPDES	C7356000-480002	Revenues - NPDES Fee	\$ 1,471,800.00	\$ 130,802.00	\$ 1,602,602.00	\$ 130,802.00
NPDES	C7356000-520303	Expenditures - Consulting Services	\$ 3,156,984.00	\$ 510,000.00	\$ 3,666,984.00	\$ (510,000.00)
NPDES	C7356000-520201	Expenditures - Supplies	\$ 2,000.00	\$ 2,000.00	\$ 4,000.00	\$ (2,000.00)
NPDES	C7363000-520501	Expenditures - Prof Dues & Memberships	\$ 28,000.00	\$ 5,000.00	\$ 33,000.00	\$ (5,000.00)
NPDES	C7356000-520503	Expenditures - Conference & Meetings/Trainings	\$ 6,000.00	\$ 1,000.00	\$ 7,000.00	\$ (1,000.00)
NPDES	C7356000-520509	Expenditures Fee - Miscellaneous	\$ -	\$ 1,000.00	\$ 1,000.00	\$ (1,000.00)
Transportation	C2346000-420521	Revenues - Grants	\$ 1,757,273.00	\$ 20,000.00	\$ 1,777,273.00	\$ 20,000.00
Transportation	C2346000-520303	Expenditures - Consulting Services	\$ 2,721,895.00	\$ 20,000.00	\$ 2,741,895.00	\$ (20,000.00)
Measure M	C1024400-481022	Revenues - MTC/Federal Funding	\$ 706,268.00	\$ -	\$ -	\$ -
Measure M	C1024400-440304	Revenues - Cost Reimbursements	\$ -	\$ 706,268.00	\$ 706,268.00	\$ -

Additionally, Attachment 1, Proposed Revised C/CAG Fiscal Year 2024-25 Consolidated Program Budget, includes highlights of the proposed amendments.

This information was presented to the C/CAG Finance Committee on February 26, 2025. The Committee members reviewed and recommended Board approval of the proposed amendments.

**EQUITY IMPACTS AND CONSIDERATIONS**

This item is necessary for the administration/operations of C/CAG.

**ATTACHMENTS**

1. Resolution 25-15
2. Proposed Revised C/CAG Fiscal Year 2024-25 Consolidated Program Budget
3. Amended Current C/CAG Fiscal Year 2024-25 Consolidated Program Budget

**RESOLUTION 25-15**

**RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY ADOPTING THE AMENDED C/CAG PROGRAM BUDGET FOR FISCAL YEAR 2024-25**

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

**WHEREAS**, C/CAG is authorized as a Joint Powers Agency to provide services for member agencies; and

**WHEREAS**, C/CAG is responsible for the management and delivery of various transportation, stormwater, and mobility programs that serve the residents of San Mateo County; and

**WHEREAS**, C/CAG is required to adopt a program budget and establish fees annually; and

**WHEREAS**, on June 13<sup>th</sup>, 2024, the Board of Directors previously adopted the Fiscal Year 2024-2025 C/CAG Program Budget, and on September 12, 2024, approved a subsequent adjustment to reflect anticipated revenues and expenditures; and

**WHEREAS**, an additional amendment to the Fiscal Year 2024-2025 budget is necessary to include:

- An increase of \$510,000 in expenditures under the National Pollutant Discharge Elimination System (NPDES) Fund due to a necessary adjustment in consultant service costs for the Countywide Stormwater Program; and
- An increase of \$130,802 in NPDES Fund revenues to reflect updated revenue estimates for the NPDES Fee, which funds the Countywide Stormwater Program; and
- A minor increase of \$9,000 in NPDES Fund expenditures for additional program costs; and
- An increase of \$20,000 in Transportation Fund revenues and expenditures to initiate implementation activities for the Countywide Local Roadway Safety Plan (LRSP), as part of the Safe Streets and Roads for All (SS4A) funding secured by C/CAG; and
- A reclassification of \$706,268 in Measure M revenues from MTC/Federal Funding to Cost Reimbursements to correct a clerical error in the original budget.

**WHEREAS**, the Finance Committee reviewed the proposed amendments on February 26, 2025, and recommended Board approval.

**NOW THEREFORE BE IT RESOLVED**, by the Board of Directors of the City/County Association of Governments of San Mateo County that the C/CAG Board adopts the amended Fiscal Year 2024-25 Program Budget of \$41,313,708, subject to special voting procedures.

**PASSED, APPROVED, AND ADOPTED, THIS 13TH DAY OF MARCH 2025.**

---

*Adam Rak, Chair*



FISCAL YEAR 2024-25 C/CAG CONSOLIDATED PROGRAM BUDGET											
	Administrative Program	Transportation Programs	Express Lanes JPA	SMCRP Program	Smart Corridor	LGP Energy Watch	TFCA Programs	NPDES Programs	AB 1546 Fees	Measure M Fees	Total
<b>BEGINNING BALANCE</b>	<b>1,890,408</b>	<b>3,709,324</b>	<b>2,697,133</b>	<b>3,254,198</b>	<b>13,420,294</b>	<b>665,728</b>	<b>1,535,939</b>	<b>1,171,285</b>	<b>406,301</b>	<b>10,090,993</b>	<b>38,841,603</b>
<b>REVENUES</b>											
Interest Earnings	87,373	123,591	69,244	158,567	144,147	21,032	46,651	78,662	19,471	347,862	1,096,600
Member Contribution	307,060	457,222	0	1,942,500	0	0	0	164,343	0	0	2,871,125
Cost Reimbursements	0	0	634,116	0	0	0	0	0	0	706,268	1,340,384
MTC/ Federal Funding	0	2,197,165	0	0	0	0	0	0	0	0	2,197,165
Grants	0	1,777,273	0	0	0	850,000	0	1,525,000	0	0	4,152,273
DMV Fee	0	0	0	0	0	0	1,044,800	0	0	6,700,000	7,744,800
NPDES Fee	0	0	0	0	0	0	0	1,602,602	0	0	1,602,602
TA Cost Share	0	200,000	0	0	0	0	0	0	0	0	200,000
Miscellaneous/ SFIA	0	0	0	0	0	0	0	0	0	0	0
Street Repair Funding	0	0	0	0	0	0	0	0	0	0	0
PPM-STIP	0	308,000	0	0	0	0	0	0	0	0	308,000
Assessment	0	0	0	0	0	0	0	0	0	0	0
TLSP	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>394,433</b>	<b>5,063,251</b>	<b>703,360</b>	<b>2,101,067</b>	<b>144,147</b>	<b>871,032</b>	<b>1,091,451</b>	<b>3,370,607</b>	<b>19,471</b>	<b>7,754,130</b>	<b>21,512,949</b>
<b>TOTAL SOURCES OF FUNDS</b>	<b>2,284,841</b>	<b>8,772,575</b>	<b>3,400,493</b>	<b>5,355,265</b>	<b>13,564,441</b>	<b>1,536,760</b>	<b>2,627,390</b>	<b>4,541,892</b>	<b>425,772</b>	<b>17,845,123</b>	<b>60,354,552</b>
<b>EXPENDITURES</b>											
Administration Services	111,984	103,944	195,387	93,725	16,834	19,763	2,000	26,010	0	50,838	620,484
Professional Services	95,743	1,871,572	349,604	291,462	125,000	27,646	39,637	529,636	0	259,339	3,589,639
Consulting Services	640,729	2,741,895	0	1,705,793	941,000	892,125	0	3,666,984	10,000	1,948,288	12,546,814
Supplies	23,000	0	0	10,000	0	2,000	0	4,000	0	0	39,000
Prof. Dues & Memberships	18,525	0	0	0	0	17,500	0	33,000	0	500	69,525
Conferences & Meetings/Trainings	31,000	15,000	0	15,000	0	2,000	0	7,000	0	2,500	72,500
Printing/ Postage	10,000	0	0	0	0	0	0	0	0	0	10,000
Publications	3,000	0	0	0	0	0	0	0	0	0	3,000
Distributions	0	0	0	1,285,500	13,762,081	0	2,351,848	30,000	374,000	6,459,817	24,263,246
OPEB Trust	55,000	0	0	0	0	0	0	0	0	0	55,000
Miscellaneous	15,000	0	0	0	0	0	0	1,000	0	0	16,000
Bank Fee	3,500	0	0	0	0	0	0	0	0	0	3,500
Audit Services	25,000	0	0	0	0	0	0	0	0	0	25,000
Loan to SMCEL JPA	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>1,032,481</b>	<b>4,732,411</b>	<b>544,991</b>	<b>3,401,480</b>	<b>14,844,915</b>	<b>961,034</b>	<b>2,393,485</b>	<b>4,297,630</b>	<b>384,000</b>	<b>8,721,282</b>	<b>41,313,708</b>
<b>TRANSFERS</b>											
Transfers In	0	0	0	60,000	3,441,000	157,500	0	40,000	0	0	3,698,500
Transfers Out	0	0	60,000	848,500	0	0	0	0	0	2,790,000	3,698,500
Administrative Allocation	(698,977)	345,004	95,177	67,269	24,770	8,279	7,271	97,038	0	54,169	0
<b>TOTAL</b>	<b>(698,977)</b>	<b>345,004</b>	<b>155,177</b>	<b>855,769</b>	<b>(3,416,230)</b>	<b>(149,221)</b>	<b>7,271</b>	<b>57,038</b>	<b>0</b>	<b>2,844,169</b>	<b>0</b>
<b>NET CHANGE</b>	<b>60,929</b>	<b>(14,164)</b>	<b>3,192</b>	<b>(2,156,182)</b>	<b>(11,284,538)</b>	<b>59,219</b>	<b>(1,309,305)</b>	<b>(984,061)</b>	<b>(364,529)</b>	<b>(3,811,321)</b>	<b>(19,800,759)</b>
<b>TRANSFER TO RESERVES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL USE OF FUNDS</b>	<b>333,504</b>	<b>5,077,415</b>	<b>700,168</b>	<b>4,257,249</b>	<b>11,428,685</b>	<b>811,813</b>	<b>2,400,756</b>	<b>4,354,668</b>	<b>384,000</b>	<b>11,565,451</b>	<b>41,313,708</b>
<b>ENDING BALANCE</b>	<b>1,951,337</b>	<b>3,695,160</b>	<b>2,700,325</b>	<b>1,098,016</b>	<b>2,135,756</b>	<b>724,947</b>	<b>226,634</b>	<b>187,224</b>	<b>41,772</b>	<b>6,279,672</b>	<b>19,040,844</b>
<b>RESERVE FUND</b>											
Beginning Balance	40,000	800,000	0	300,000	0	0	0	120,000	0	340,000	1,600,000
Transfers In	0	0	0	0	0	0	0	0	0	0	0
Transfers Out	0	0	0	0	0	0	0	0	0	0	0
Ending Balance	<b>40,000</b>	<b>800,000</b>	<b>0</b>	<b>300,000</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>120,000</b>	<b>0</b>	<b>340,000</b>	<b>1,600,000</b>

FISCAL YEAR 2024-25 C/CAG CONSOLIDATED PROGRAM BUDGET											
	Administrative Program	Transportation Programs	Express Lanes JPA	SMCRP Program	Smart Corridor	LGP Energy Watch	TFCA Programs	NPDES Programs	AB 1546 Fees	Measure M Fees	Total
<b>BEGINNING BALANCE</b>	<b>1,890,408</b>	<b>3,709,324</b>	<b>2,697,133</b>	<b>3,254,198</b>	<b>13,420,294</b>	<b>665,728</b>	<b>1,535,939</b>	<b>1,171,285</b>	<b>406,301</b>	<b>10,090,993</b>	<b>38,841,603</b>
<b>REVENUES</b>											
Interest Earnings	87,373	123,591	69,244	158,567	144,147	21,032	46,651	78,662	19,471	347,862	1,096,600
Member Contribution	307,060	457,222	0	1,942,500	0	0	0	164,343	0	0	2,871,125
Cost Reimbursements	0	0	634,116	0	0	0	0	0	0	0	634,116
MTC/ Federal Funding	0	2,197,165	0	0	0	0	0	0	0	706,268	2,903,433
Grants	0	1,757,273	0	0	0	850,000	0	1,525,000	0	0	4,132,273
DMV Fee	0	0	0	0	0	0	1,044,800	0	0	6,700,000	7,744,800
NPDES Fee	0	0	0	0	0	0	0	1,471,800	0	0	1,471,800
TA Cost Share	0	200,000	0	0	0	0	0	0	0	0	200,000
Miscellaneous/ SFIA	0	0	0	0	0	0	0	0	0	0	0
Street Repair Funding	0	0	0	0	0	0	0	0	0	0	0
PPM-STIP	0	308,000	0	0	0	0	0	0	0	0	308,000
Assessment	0	0	0	0	0	0	0	0	0	0	0
TLSP	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>394,433</b>	<b>5,043,251</b>	<b>703,360</b>	<b>2,101,067</b>	<b>144,147</b>	<b>871,032</b>	<b>1,091,451</b>	<b>3,239,805</b>	<b>19,471</b>	<b>7,754,130</b>	<b>21,362,147</b>
<b>TOTAL SOURCES OF FUNDS</b>	<b>2,284,841</b>	<b>8,752,575</b>	<b>3,400,493</b>	<b>5,355,265</b>	<b>13,564,441</b>	<b>1,536,760</b>	<b>2,627,390</b>	<b>4,411,090</b>	<b>425,772</b>	<b>17,845,123</b>	<b>60,203,750</b>
<b>EXPENDITURES</b>											
Administration Services	111,984	103,944	195,387	93,725	16,834	19,763	2,000	26,010	0	50,838	620,484
Professional Services	95,743	1,871,572	349,604	291,462	125,000	27,646	39,637	529,636	0	259,339	3,589,639
Consulting Services	640,729	2,721,895	0	1,705,793	941,000	892,125	0	3,156,984	10,000	1,948,288	12,016,814
Supplies	23,000	0	0	10,000	0	2,000	0	2,000	0	0	37,000
Prof. Dues & Memberships	18,525	0	0	0	0	17,500	0	28,000	0	500	64,525
Conferences & Meetings/Trainings	31,000	15,000	0	15,000	0	2,000	0	6,000	0	2,500	71,500
Printing/ Postage	10,000	0	0	0	0	0	0	0	0	0	10,000
Publications	3,000	0	0	0	0	0	0	0	0	0	3,000
Distributions	0	0	0	1,285,500	13,762,081	0	2,351,848	30,000	374,000	6,459,817	24,263,246
OPEB Trust	55,000	0	0	0	0	0	0	0	0	0	55,000
Miscellaneous	15,000	0	0	0	0	0	0	0	0	0	15,000
Bank Fee	3,500	0	0	0	0	0	0	0	0	0	3,500
Audit Services	25,000	0	0	0	0	0	0	0	0	0	25,000
Loan to SMCEL JPA	0	0	0	0	0	0	0	0	0	0	0
<b>TOTAL</b>	<b>1,032,481</b>	<b>4,712,411</b>	<b>544,991</b>	<b>3,401,480</b>	<b>14,844,915</b>	<b>961,034</b>	<b>2,393,485</b>	<b>3,778,630</b>	<b>384,000</b>	<b>8,721,282</b>	<b>40,774,708</b>
<b>TRANSFERS</b>											
Transfers In	0	0	0	60,000	3,441,000	157,500	0	40,000	0	0	3,698,500
Transfers Out	0	0	60,000	848,500	0	0	0	0	0	2,790,000	3,698,500
Administrative Allocation	(698,977)	345,004	95,177	67,269	24,770	8,279	7,271	97,038	0	54,169	0
<b>TOTAL</b>	<b>(698,977)</b>	<b>345,004</b>	<b>155,177</b>	<b>855,769</b>	<b>(3,416,230)</b>	<b>(149,221)</b>	<b>7,271</b>	<b>57,038</b>	<b>0</b>	<b>2,844,169</b>	<b>0</b>
<b>NET CHANGE</b>	<b>60,929</b>	<b>(14,164)</b>	<b>3,192</b>	<b>(2,156,182)</b>	<b>(11,284,538)</b>	<b>59,219</b>	<b>(1,309,305)</b>	<b>(595,863)</b>	<b>(364,529)</b>	<b>(3,811,321)</b>	<b>(19,412,561)</b>
<b>TRANSFER TO RESERVES</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>TOTAL USE OF FUNDS</b>	<b>333,504</b>	<b>5,057,415</b>	<b>700,168</b>	<b>4,257,249</b>	<b>11,428,685</b>	<b>811,813</b>	<b>2,400,756</b>	<b>3,835,668</b>	<b>384,000</b>	<b>11,565,451</b>	<b>40,774,708</b>
<b>ENDING BALANCE</b>	<b>1,951,337</b>	<b>3,695,160</b>	<b>2,700,325</b>	<b>1,098,016</b>	<b>2,135,756</b>	<b>724,947</b>	<b>226,634</b>	<b>575,422</b>	<b>41,772</b>	<b>6,279,672</b>	<b>19,429,042</b>
<b>RESERVE FUND</b>											
Beginning Balance	40,000	800,000	0	300,000	0	0	0	120,000	0	340,000	1,600,000
Transfers In	0	0	0	0	0	0	0	0	0	0	0
Transfers Out	0	0	0	0	0	0	0	0	0	0	0
Ending Balance	40,000	800,000	0	300,000	0	0	0	120,000	0	340,000	1,600,000

**C/CAG AGENDA REPORT**

Date: March 13, 2025

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

From: Sean Charpentier, Executive Director

Subject: Conduct a public hearing to consider approval of amendments to the Congestion Management Plan Land Use Impact Analysis Program (C/CAG TDM Policy); review and approval of Resolution 25-16 to amend the 2023 Congestion Management Plan Land Use Impact Analysis Program to adjust the thresholds for exemption from C/CAG TDM Policy requirements. (*Special Voting Procedures apply*)

(Public hearing opened on February 13, 2025, and continued to March 13, 2025)

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

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**RECOMMENDATION**

That the C/CAG Board of Directors conduct a public hearing to consider approval of amendments to the Congestion Management Plan Land Use Impact Analysis Program (C/CAG TDM Policy), close the public hearing and approve Resolution 25-16 to amend the 2023 Congestion Management Plan Land Use Impact Analysis Program to adjust the thresholds for exemption from C/CAG TDM Policy requirements.

**FISCAL IMPACT**

There is no fiscal impact related to this item.

**BACKGROUND/DISCUSSION**

In late 2021, the C/CAG Board adopted a comprehensive update to the Land Use Impact Analysis Program Policy, Appendix I of the CMP, which is referred to as the C/CAG TDM Policy. The TDM Policy applies to all C/CAG member jurisdictions, unless expressly exempted by C/CAG. In general, the policy applies to any project that is estimated to generate 100 ADT or more and requires implementation of a variety of trip reduction measures targeted to achieve 25-35% trip reduction based on project size and location. The only exception noted is for single-family home developments, which are exempt from this TDM Policy.

The Policy also includes an exemption process for local jurisdictions that adopt their own TDM programs. The process requires that a local jurisdiction demonstrate how their adopted city-wide TDM regulations will ensure projected single-occupant vehicle (SOV) reduction percentages meet or exceed 25% for TOD and small residential projects, and 35% for all other project land use types in order to obtain an exemption.



During the early stages of implementing the updated C/CAG TDM Policy with local jurisdictions, two common concerns have surfaced. First, given the importance and focus on removing barriers to construction of affordable housing, several jurisdictions have expressed interest exploring the possibility of exempting 100% affordable housing projects. Second, there have been concerns raised that the exemption process outlined in the C/CAG TDM Policy is overly prescriptive and does not allow cities the flexibility to gain the benefits of the exemption without essentially mirroring the C/CAG TDM Policy.

Based on this input, staff drafted two amendments for consideration - one to exempt 100% affordable deed-restricted housing from the TDM Policy requirements, and another to provide the C/CAG Executive Director with additional flexibility to determine whether a locally adopted TDM plan could be determined eligible for exemption from the C/CAG policy. These amendments were provided for review and comment by the CMP Technical Advisory Committee (TAC) and the Congestion Management and Environmental Quality Committee (CMEQ) prior to a public hearing before the C/CAG Board of Directors on February 13, 2025.

### **February 13, 2025 C/CAG Board Discussion**

At the Board's February meeting, staff provided an overview of C/CAG's TDM Policy, a detailed description of the proposed amendments, and reported on the comments provided by the TAC and CMEQ Committees. In general, the Board noted support for the proposed amendment to provide more flexibility to C/CAG staff to determine whether a locally adopted TDM plan could be exempted from the C/CAG TDM policy but noted concern about the proposal for an outright exemption for 100% affordable housing projects. The primary concern was with the significant number of existing state mandated waivers attached to housing projects, particularly parking concessions, with several members mentioning evidence of overflow parking from these projects impacting neighboring areas. Additionally, there were concerns that some housing sites might not be in close proximity to high quality transit, increasing the need for such projects to include transportation demand management strategies.

In response to these concerns, it was suggested that staff investigate whether there might be an opportunity to adjust the proposal to address only housing sites that are within close proximity to high quality transit. As shown in the attached exhibit (**Attachment 2**), which depicts both priority development areas and high-quality transit areas (generally ½ mile radius around BART Stations, Caltrain Stations, and El Camino Real bus stops), a majority of bayside development areas are located in "transit rich" areas, so using transit proximity as a criterion to exempt affordable housing projects would not materially reduce the areas that would result from the general exemption that was proposed. In response to the concerns raised at the February meeting, staff is not recommending further consideration of the affordable housing exemption. It is noted that individual jurisdictions are able to adopt city-specific TDM Plans that can include flexibility regarding exemptions for affordable housing projects.

### **Proposed Amendment – Exemption Process**

The exemption process is intended to allow local jurisdictions that have adopted TDM Ordinances that meet or exceed the C/CAG TDM Policy requirements to apply for an exemption from the C/CAG requirements to avoid duplication of efforts. As presently drafted, the process requires

strict adherence to the trip reduction requirements for all projects covered by the C/CAG Policy, at the assigned trip reduction thresholds, or greater. As a result, C/CAG's review is limited in its ability to address any nuances, such as situations where a local jurisdiction's plan may likely produce equal or better results. To provide additional flexibility to address such situations, the following amendment is recommended:

- Amend the "Determining C/CAG TDM Policy Exemption" section as follows to provide the C/CAG Executive Director additional discretion in determining whether a locally adopted TDM Plan can be exempted from the C/CAG policy by adding the following language:

"The local jurisdiction shall submit such a request in writing to C/CAG. The request must clearly document how their jurisdiction's adopted city-wide TDM regulations ensure projected SOV trip reduction percentages meet or exceed 25% for TOD and small residential projects, and 35% for all other project land use types. C/CAG will review the local jurisdiction's request for exemption and, if approved, will issue a confirmation of exemption. At the discretion of the C/CAG Executive Director, C/CAG may consider minor deviations from the criteria listed above where it can be objectively demonstrated that a locally adopted TDM plan is substantially consistent with these criteria and is likely to generate superior city-wide results to the C/CAG TDM Policy through implementation of trip reduction targets, monitoring, reporting, enforcement mechanisms and/or other documented measures that are materially more robust than those in the C/CAG policy. Such requests shall be supported by clearly written, professionally prepared documentation submitted to C/CAG by the jurisdiction's public works director or city engineer."

This process for requesting an exemption would address a jurisdiction's overall TDM program or ordinance and would not apply on a project-by-project basis.

(Note: If C/CAG determines that a local jurisdiction is exempt, the jurisdiction must still provide written notification to C/CAG whenever it receives an application for a new development project expected to generate more than 100 ADT. In addition, the exempted jurisdiction shall share all monitoring results with C/CAG and Commute.org on a biennial basis.)"

## **CEQA REVIEW**

CEQA does not apply to preparation and adoption of a congestion management program per Section 15276(b).

## **EQUITY CONSIDERATIONS**

The C/CAG TDM Program applies to nearly all types of new development and is intended to help reduce traffic congestion; improve air quality, mobility, and connectivity; and support a more efficient transportation system. The program includes a wide variety of measures, including subsidized transit passes, car/vanpool matching, transit itinerary planning and assistance, guaranteed ride home (GRH) programs, etc., all of which are accessible to all individuals regardless of income.

**ATTACHMENTS:**

1. Resolution 25-16
2. Map - *Priority Development Areas, High-Quality Transit Areas and Transit-Supportive Densities*
3. Residential TDM Checklist

*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/>*

4. Staff Report from February 13, 2025 C/CAG Board Mtg.

## RESOLUTION 25-16

### RESOLUTION OF THE BOARD OF DIRECTORS OF THE CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY (C/CAG) AMENDING THE 2023 CONGESTION MANAGEMENT PLAN LAND USE IMPACT ANALYSIS PROGRAM TO ADJUST THE THRESHOLDS FOR EXEMPTION FROM C/CAG TDM POLICY REQUIREMENTS.

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

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

**WHEREAS**, C/CAG's adopted Congestion Management Plan (CMP) includes a mandated Land Use Impact Analysis Program (Chapter 6) which includes *Tier 2 - Individual Large Development Analysis [C/CAG Transportation Demand Management (TDM) Policy]* to assess the impacts of large development proposals on the CMP network and ensure that the owner and/or tenants will mitigate new trips; and

**WHEREAS**, C/CAG has drafted language amending a section of the Land Use Impact Analysis Program titled, "Determining C/CAG TDM Policy Exemption" to provide the C/CAG Executive Director additional discretion in determining whether a locally adopted TDM Plan can be exempted from the C/CAG policy; and

**WHEREAS**, C/CAG has circulated the amendment language to local jurisdictions and other interested parties for comment; and

**WHEREAS**, on February 13, 2025, C/CAG conducted a duly noticed public hearing in compliance with the requirements for amendment of a Congestion Management Program, and continued the public hearing to March 13, 2025; and

**WHEREAS**, C/CAG has considered the comments received in writing and at the public hearing; and

**WHEREAS**, an amendment to a Congestion Management Plan is statutorily exempt from the provisions of the California Environmental Quality Act per Section 15276(b).

**NOW THEREFORE BE IT RESOLVED**, that the Board of Directors of the City/County Association of Governments for San Mateo County, hereby approves amending the 2023 Congestion Management Plan Land Use Impact Analysis Program to adjust the thresholds for exemption from C/CAG TDM Policy requirements as outlined in Exhibit A.

**PASSED, APPROVED, AND ADOPTED, THIS 13<sup>TH</sup> DAY OF MARCH 2025.**

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*Adam Rak, Chair*

Amend 2023 CMP Appendix I as follows (changes shown in red/double underline):

- Amend the “Determining C/CAG TDM Policy Exemption” section as follows to provide C/CAG Executive Director additional discretion in determining whether a locally adopted TDM Plan can be exempted from the C/CAG policy:

### Determining C/CAG TDM Policy Exemption

As described in the *C/CAG TDM Policy Update Approach* document, a C/CAG member jurisdiction may request exemption from these requirements.

### How Exemption Determination is Made

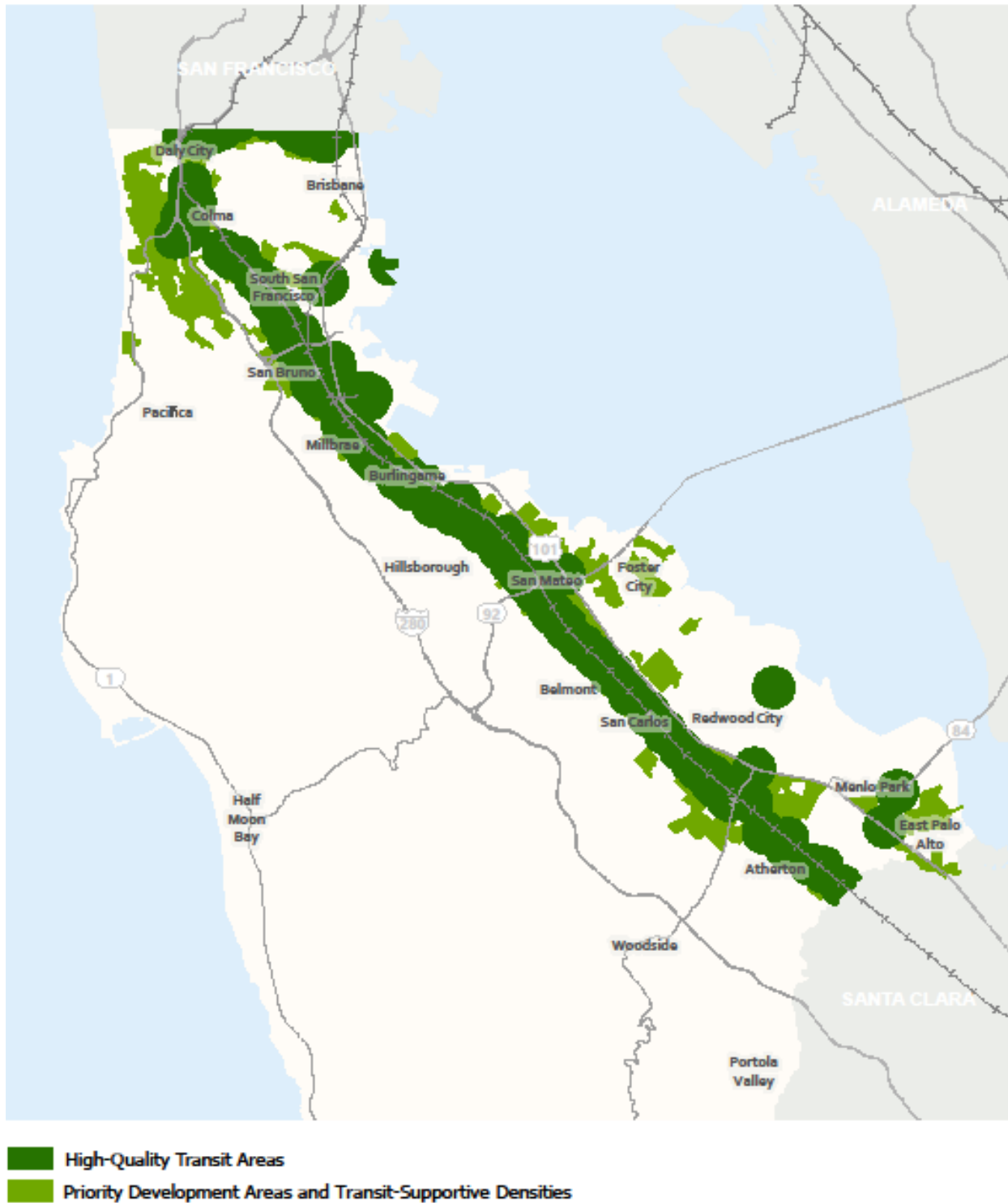
A member jurisdiction that has adopted its own TDM program intended to regulate travel demand impacts at land development projects may consider requesting an exemption from the C/CAG TDM Policy, provided the local jurisdiction can sufficiently prove that their adopted TDM measures meet or exceed trip mitigation impacts required by C/CAG. However, since California Government Code Section 65089 (b) still requires that Level of Service (LOS) standards apply to the countywide CMP Network, the burden of proof is on the local jurisdiction to document how their locally adopted travel demand metric will sufficiently mitigate traffic impacts on the CMP Network.

The local jurisdiction shall submit such a request in writing to C/CAG. The request must clearly document how their jurisdiction’s adopted city-wide TDM regulations ensure projected SOV trip reduction percentages meet or exceed 25% for TOD and small residential projects, and 35% for all other project land use types. C/CAG will review the local jurisdiction’s request for exemption and, if approved, will issue a confirmation of exemption. At the discretion of the C/CAG Executive Director, C/CAG may consider minor deviations from the criteria listed above where it can be objectively demonstrated that a locally adopted TDM plan is substantially consistent with these criteria and is likely to generate superior city-wide results to the C/CAG TDM Policy through implementation of trip reduction targets, monitoring, reporting, enforcement mechanisms and/or other documented measures that are materially more robust than those in the C/CAG policy. Such requests shall be supported by clearly written, professionally prepared documentation submitted to C/CAG by the jurisdiction’s public works director or city engineer.

This process for requesting an exemption would address a jurisdiction’s overall TDM program or ordinance and would not apply on a project-by-project basis.

(Note: If C/CAG determines that a local jurisdiction is exempt, the jurisdiction must still provide written notification to C/CAG whenever it receives an application for a new development project expected to generate more than 100 ADT. In addition, the exempted jurisdiction shall share all monitoring results with C/CAG and Commute.org on a biennial basis.)”

Figure 5: Priority Development Areas, High-Quality Transit Areas and Transit-Supportive Densities



500+ ADT; ~50+ Units

**About this Form**

Any new development project anticipated to generate at least 100 average daily trips is subject to the C/CAG TDM Policy and must complete a TDM Checklist and implement associated measures to mitigate traffic impacts. [Read more at ccagtdm.org](http://ccagtdm.org)

**Questions?**  
[support@ccagtdm.org](mailto:support@ccagtdm.org)

**A Applicant Information**

Project Address		Contact First and Last Name
<input type="text"/>		<input type="text"/>
Parcel Number	Application Date	Contact Phone Address
<input type="text"/>	<input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/> <input type="text"/>	<input type="text"/>
Project Jurisdiction		Contact Email Address
<input type="text"/>		<input type="text"/>

**B Trip Reduction Target**

Select one option based on your project's distance to high quality transit

[Read more about high quality transit at ccagtdm.org/high-quality-transit](http://ccagtdm.org/high-quality-transit)

Identify your project type

<input type="checkbox"/> <b>TOD</b> Less than 1/2-mile from high quality transit service <b>25% Trip Reduction Required</b>	<input type="checkbox"/> <b>Transit Proximate</b> 1/2 to 3 miles from high quality transit service <b>35% Trip Reduction Required</b>	<input type="checkbox"/> <b>Non-Transit Proximate</b> More than 3 miles from high quality transit service <b>35% Trip Reduction Required</b>
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**C Required Measures**

You must select all measures that apply for your project type

[Click on each measure's title for more information](#)

Measure	Project Types	Percentage	Yes
1 <b>M2 - Orientation, Education, Promotional Programs and/or Materials</b> Offer new residents an orientation or education program or materials.	ALL	1%	<input type="checkbox"/>
2 <b>M3 - TDM Coordinator/Contact Person</b> Provide TDM coordinator/liaison for tenants. May be contracted through 3rd party provider, such as Commute.org.	ALL	0.5%	<input type="checkbox"/>
3 <b>M4 - Actively Participate in Commute.org or Transportation Management Association (TMA) Equivalent</b> Obtain certification of registration from Commute.org or equivalent TMA incorporation documents. Select only one based on Project Type	TOD & Non-transit Proximate Transit Proximate	5% 15%	<input type="checkbox"/> <input type="checkbox"/>
4 <b>M6 - Transit or Ridesharing Passes/Subsidies</b> Offer tenants passes or subsidies for monthly public transit or ridesharing costs incurred, equivalent to 30% of value or \$50 - whichever is lower.	ALL	10%	<input type="checkbox"/>
5 <b>M8 - Secure Bicycle Storage</b> Comply with CalGREEN minimum bicycle parking requirements.	ALL	1%	<input type="checkbox"/>
6 <b>M9 - Design Streets to Encourage Bike/Ped Access</b> Design adjacent streets or roadways to facilitate multimodal travel.	ALL	1%	<input type="checkbox"/>
7	<b>Total from Required Measures</b> Sum percentages from each selected measure from rows 1-6		<input type="text"/> %

Form Continues on Page 2 →

**D Additional Recommended** Select enough to meet the trip reduction target from section B Click on each measure's title for more information

Measure	Project Types	Percentage	Yes
8 <b>M5 – Carpool or Vanpool Program</b> Establish carpool/vanpool program for tenants and register program with Commute.org.	ALL	2%	<input type="checkbox"/>
9 <b>M10 – Delivery Amenities</b> Offer delivery amenities, including dedicated receipt and storage areas, to reduce need for multiple trips to conduct similar business.	ALL	1%	<input type="checkbox"/>
10 <b>M11 – Family-supportive Amenities</b> On-site secure storage of personal car seats, strollers, cargo bicycles, or other large bicycles. Property owners can also provide shared building equipment, such as shopping carts or cargo bicycles for check out by residents.	ALL	3%	<input type="checkbox"/>
11 <b>M14 – Paid Parking at Market Rate</b> Offer hourly/daily parking rates proportional to monthly rate or equivalent to cost of transit fare.	ALL	25%	<input type="checkbox"/>
12 <b>M15 – Reduced Parking</b> Provide off-street parking at least 10% below locally-required minimums, or else below the locally-permitted parking maximums. Consideration may be required of potential spillover parking into surrounding areas.	ALL	10%	<input type="checkbox"/>
13 <b>M17 – Developer TDM Fee/TDM Fund</b> Voluntary impact fee payment on a per unit or square footage basis, to fund the implementation of TDM programs.	ALL	4%	<input type="checkbox"/>
14 <b>M18 – Car Share On-Site</b> Provide on-site car share or vehicle fleets.	ALL	1%	<input type="checkbox"/>
15 <b>M19 – Land Dedication or Capital Improvements for Transit</b> Contribute space on, or adjacent to, the project site for transit improvements. Select one or more	Bus Pullout Space <input type="checkbox"/> 1% Bus Shelter <input type="checkbox"/> 1% Visual/Electrical Improvements (i.e., Lighting, Signage) <input type="checkbox"/> 1% Other (i.e., Micromobility Parking Zone, TNC Loading Zone) <input type="checkbox"/> 1%	ALL → <input type="text" value=""/> % Total percentages selected	<input type="checkbox"/>
16 <b>M20 – Shuttle Program/Shuttle Consortium/Fund Transit Service</b> Establish a shuttle service to regional transit hubs or commercial centers. Shuttle service should be provided free of charge to employees and guests.	Non-transit Proximate	10%	<input type="checkbox"/>
17 <b>M21 – Bike/Scooter Share On-Site</b> Allocate space for bike/scooter share parking.	All	1%	<input type="checkbox"/>
18 <b>M22 – Active Transportation Subsidies</b> Offer biking/walking incentives to tenants, such as gift card/product raffles.	All	2%	<input type="checkbox"/>
19 <b>M23 – Gap Closure</b> Construct or enhance quality of biking and walking facilities to/from site to existing trails, bikeways, and/or adjacent streets.	All	7%	<input type="checkbox"/>
20 <b>M24 – Bike Repair Station</b> Offer on-site bike repair space/tools in visible, secure area.	All	0.5%	<input type="checkbox"/>
21 <b>M26 – Pedestrian Oriented Uses &amp; Amenities on Ground Floor</b> Provide on-site, visible amenities to tenants and guests, such as cafes, gyms, childcare, retail.	All	3%	<input type="checkbox"/>
22	<b>Total from Additional Measures</b> Sum percentages from each selected measure from rows 8 – 21		<input type="text" value=""/> %

**E Project Totals**

Percentage from Required Measures Section C Row 7  %

+ Percentage from Additional Measures Section D Row 22  %

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Total Percentage from all Selected Measures Sum of required and additional measures  %

Trip Reduction Target Copy from Section B  %

Total Percentage from all selected measures must be greater than or equal to Trip Reduction Target

**F Submit Checklist**

➔ See [ccagtdm.org/submission](https://ccagtdm.org/submission) for how to submit this form.

**Questions?**

Email Us [support@ccagtdm.org](mailto:support@ccagtdm.org)

Visit Our Website [ccagtdm.org](https://ccagtdm.org)



**C/CAG AGENDA REPORT**

Date: March 13, 2025

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 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 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 changes in legislative leadership and committee assignments.

The newly elected legislature initially convened on December 2<sup>nd</sup>, 2024 and reconvened on January 6, 2025 for the continuation of the 2025-26 Regular Legislative Session. Legislators have until February 21 to introduce bills for consideration in the first year of the two-year session and are limited to 35 bills, a significant reduction from 50 bill in the previous two-year session. The 2025 Legislative

Calendar can be found here: [2025 Legislative Calendar](#), and list of bills being tracked by SYASL on C/CAG's behalf can be found here: [C/CAG Bill Tracking](#).

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 and committee rosters and chairs, State grant programs, recent committee hearings, and bill progress of interest to C/CAG since the Committee and Board last met.

At this March 2025 meeting, the Committee will receive an update from C/CAG's State legislative consultant and discuss bills of interest to C/CAG.

At the February 2025, the Legislative Committee and Board voted and passed motions for positions on two bills: AB 259 (Rubio) – Brown Act Teleconferencing – Support, and SB 239 (Arreguin) – Brown Act Teleconferencing Advisory Bodies – Support with Amendments. Position letters were sent for both of these bills. In addition, the bodies passed a motion allowing the Executive Director to correspond on the regional transportation measure with prior review by C/CAG leadership. The letters can be found under Item 7.1 of this C/CAG Board's meeting agenda.

### **Regional Transportation Measure**

State Senator Weiner has introduced SB 63 Regional Measure that states that it is the “intent of the Legislature to enact legislation authorizing a revenue measure to invest in transportation, including to, at a minimum, sustain and improve public transportation, in the San Francisco Bay area. It is the further intent of the Legislature that the details of this authorizing legislation, including the specific geography of the measure, be based on continued stakeholder engagement and consensus building, building off of a robust regional engagement process led by the Metropolitan Transportation Commission in 2024.” As of the writing of this staff report, SB 63 (Wiener) remains as a spot bill and substantial writing of the bill is due by late March.

Since the February 13, 2025 meeting, MTC Presented and posted the results of polling on the proposed regional measure. A few key takeaways, referring to slides in the MTC presentation posted as Attachment 3 to this staff report on the C/CAG website, are as follows:

MTC polled about 200 Likely Voters in San Mateo County on each of the following three potential measures:

1. 1a: 10 year-½ Cent Sales Tax, (4 Counties -San Mateo, San Francisco, Alameda, & Contra Costa
2. Hybrid: ½ Cent Sales Tax + Parcel Tax for 30 years for all 9 counties in the Bay Area.
3. Variable: ½ Cent -7/8 cent sales tax for 11 years (4 Counties San Mateo, San Francisco, Alameda, & Contra Costa)

Takeaways:

- Slide 8: Only 3% of those polled (total 9 County Bay Area) identified traffic congestion as the most important problem facing the Bay Area today.
- Slide 19- 59% of the San Mateo County likely voters and 57% of the total 4 County voters would support the 10-year ½ sales tax.
- Slide 75- In San Mateo County, the top 3 highest priorities are, in order: 1- Improving roads and freeways; 2- Fixing potholes; 3- Making Bay Area transit faster, more reliable, safer, and easier to use.

For additional context, staff has also included the SamTrans presentation from November 6, 2024 as Attachment 4 to this staff report, which includes BART polling results.

The Legislative Committee will have further discussion related to new legislation SB 63 (Wiener) Regional Measure when discussing bills of interest. Staff will update the Legislative Committee and the Board at the March 13, 2025 meeting with the most recent information.

**Legislative Trip to Sacramento**

C/CAG leadership and staff met with members of the San Mateo delegation in Sacramento on March 4, 2025. The C/CAG delegation included Board Chair Rak, and Vice Chair Salazar, Legislative Committee Chair Papan and Vice Chair Jimenez, and C/CAG Executive Director Sean Charpentier and Deputy Director Kaki Cheung. The meeting itinerary included the following representatives and priority topics for discussion.

Time:	11 A.M.	11:30 A.M.	2:00 P.M.	2:50 P.M.	3:30 P.M.	4:00 P.M.	4:30 P.M.
Topic:	Assembly-member Papan	Senator Wiener	Assembly Member Wilson	Assembly Member Berman	Sen Local Govt Committee Staff	Assembly Member Juan Carrillo	Senator Becker
SB 239	Discuss	Discuss	Discuss	Discuss	Discuss	Discuss	Discuss
AB 259	Discuss	Discuss	Discuss	Discuss	Discuss	Discuss	Discuss
Regional Transportation Measure	Discuss	Discuss	Discuss	Discuss			Discuss
Preserving public benefit charges on utilities that fund our energy watch program	Discuss	Discuss		Discuss			Discuss
Budget- \$3.7m Colma Bike Ped Green Infr		Discuss					
Budget-\$1m Roadway Safety Improvements	Discuss						Discuss
Budget \$1.5m One Watershed Strategic Plan	Discuss						Discuss
Budget \$590k Laundry to Landscape	Discuss						Discuss
Budget \$1.5m Coastal Resilience				Discuss			Discuss

The talking points for the meetings are provided as Attachment 2 to this staff report. The budget request letters are included under C/CAG Agenda Item 7.1.

**2025 C/CAG Legislative Priorities**

Annually, staff shares a proposed updated version of the C/CAG Legislative Policies for the coming year. Staff worked with C/CAG’s legislative consultant, Shaw Yoder Antwih Smeltzer & Lange, to review and update the 2024 Legislative Priorities document for 2025. Staff provided a reorganized and edited-down version of the Legislative Policy document, changing the categories to those suggested by Committee Member Salazar, and additional updates after holding a Legislative Ad Hoc Committee meeting, including Members Salazar, Rak, and Fung in December, to move the document to finalization for the 2025 legislative session. At the February 13, 2025 meeting, the Legislative Committee briefly reviewed the proposed Legislative Policies document and staff incorporated a few suggested changes to the document.

At the February 13, 2025 meeting, the Committee briefly reviewed the proposed Legislative Policies

document before the meeting end time of 6:30. Chair Papan suggested some additions to the document, including:

- High Speed Rail - 4.4 on Page 3 – Language including “funding” was added to Policy 4.4.
- Preserving housing affordability (AMIs) for Below Market Rate housing. Staff do not recommend changes at this time because Cities have authority to determine the affordability levels (expressed as Area Median Income or AMI) for both inclusionary affordable housing projects and standalone affordable projects. In addition, cities identify affordable housing units that are at risk of losing the affordability protections as part of their Housing Elements. Also, HUD/TCAC establishes the AMI limits for each County. The actual annual income that qualifies for 45% AMI might vary over time due to data observed by HUD. The County’s AMI is available at: <https://www.smcgov.org/media/149609/download?inline=>
- Fire Prevention and Insurance rates: These are critical issues for safety and affordability throughout the County, Region, and State. However, these are not typically within C/CAG’s mission and there are other organizations that would be better suited to address these topics.

The C/CAG Legislative Committee will be reviewing the same documents being provided as Attachment 5 to this staff report to the C/CAG Board, this evening for approval. Staff would like to move the documents and any final changes to approval by the C/CAG Board under this agenda item.

## **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.

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, March 3, 2025 from Shaw Yoder Antwih Schmelzer & Lange
2. Sacramento Delegation meeting talking points.

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. MTC Regional Measure Polling Presentation
4. Presentation - Regional Transit Measure - Nov. 6, 2024
5. 2025 C/CAG Legislative Priorities – Clean and Track Changes

## **Additional Links**

- [Recent Joint ABAG MTC Legislation Committee Agendas](#)
- [California State Association of Counties \(CSAC\) bill positions and tracking](#)
- [California Associations of Councils of Government \(CALCOG\) bill tracking](#)
- Full Legislative information is available for specific bills at <http://leginfo.legislature.ca.gov/>
- [2025 California State Calendar of Legislative Deadlines](#)

## **San Mateo County Delegation**

- [Legislation from Assemblymember Marc Berman](#)

- [Assemblymember Diane Papan](#)
- [Legislation from Assemblymember Catherine Stefani](#)
- [Legislation from Senator Josh Becker](#)
- [Legislation Senator Scott Wiener](#)
- Bill Tracker for C/CAG by SYASL: [C/CAG Bill Tracking](#)
- Current client roster for Shaw Yoder Antwih Schmelzer & Lange - <https://syaslparkers.com/clients/>



March 3, 2025

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 – March 2025**

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***Legislative Update***

Legislators had until February 21 to introduce bills for consideration in the first year of the two-year session. In total, 2,350 bills were introduced by the deadline. Many bills have started as “spot” bills and will need to be amended before they can be heard in the Legislature’s policy committees. The Assembly requires spot bills to be amended by March 17 and the Senate by March 26. The deadline for policy committees to meet and hear bills with a fiscal impact is May 2 (May 9 for non-fiscal) for bills in the first house. For information about key legislative and budget deadlines, please see the 2025 Legislative Calendar available [here](#).

***C/CAG Visits Sacramento***

On March 4, C/CAG leadership and staff visited Sacramento to discuss several of C/CAG’s priorities, including the Bay Area Regional Measure, legislation related to the Brown Act, concerns over budget impacts to the County’s Energy Watch program, and C/CAG’s budget priorities. C/CAG met with Assembly Members Berman, Carillo, Papan, and Wilson, Senators Becker and Wiener, and staff from key policy committees to discuss C/CAG’s priorities and solicit feedback on how best to engage.

***Senator Arreguin and Assembly Member Gonzalez Lead Effort to Secure Additional Funding for Transit***

Senator Arreguin (D-Berkeley) and Assembly Member Gonzalez (D-Los Angeles) are leading efforts in the Legislature to secure an additional \$2 billion in flexible transit capital and operations funding as part of the Fiscal Year 2025-26 budget. The effort is supported by the California Transit Association and numerous stakeholders in the Bay Area and statewide. If successful, this effort would result in additional funding for California transit agencies and help address near-term funding shortfalls as regions prepare to advance self-help measures.

***CTC Elects New Leadership***

At its January 2025 business meeting, the California Transportation Commission elected Darnell Grisby as its Chair and Clarissa Falcon as its Vice Chair, effective March 1. Appointed to the Commission by Governor Newsom in March 2021, Grisby is a nationally recognized social impact leader who champions

upward mobility by advancing policies that promote justice through economic opportunity and environmental stewardship. He currently serves as Senior Fellow at the Beneficial State Foundation, where he leads programs that support economic mobility through transportation and financial justice. He spent the previous nine years as Director of Policy Development and Research at the American Public Transportation Association, where he helped protect public transportation from budget cuts, assisted cities around the nation in pursuing local transit ballot initiatives, and showcased the economic power of transportation investments. Grisby served as a legislative director and senior advisor in the California State Legislature and a government affairs professional before working at Reconnecting America, a think tank devoted to smart growth. Grisby was reappointed to the CTC by Governor Newsom on February 27. Appointed to the Commission by Senate President pro Tempore Toni Atkins, Clarissa Reyes Falcon is the President and Principal Consultant for Falcon Strategies. She previously worked for the California State Senate as a district director and as a public policy analyst for the San Diego Regional Economic Development Corporation. Falcon is a board member for the University of California, San Diego Chancellor's Community Advisory Board, the San Diego Union Tribune Community Advisory Board, the South County Economic Development Council, Circulate San Diego, and the Asian Business Association Board.

### ***Bills with Positions***

#### **SB 239 (Arreguín) Brown Act Teleconferencing Advisory Bodies – SUPPORT REQUEST AMENDMENTS**

This bill would authorize a subsidiary body to use alternative teleconferencing provisions and would impose requirements for notice, agenda, and public participation. The bill would require the subsidiary body to post the agenda at the primary physical meeting location. The bill would require the members of the subsidiary body to visibly appear on camera during the open portion of a meeting that is publicly accessible via the internet or other online platform and would require the subsidiary body to list a member of the subsidiary body who participates in a teleconference meeting from a remote location in the minutes of the meeting. The bill would require the legislative body that established the subsidiary body electing to use teleconferencing pursuant to these provisions to establish the subsidiary body by charter, ordinance, resolution, or other formal action to make specified findings by majority vote, before the subsidiary body uses teleconferencing for the first time and every 12 months thereafter. The bill would require the subsidiary body to approve the use of teleconference by two-thirds vote before using teleconferencing. Elected officials serving on a subsidiary body would be required to post their location and open the location to the public when participating remotely.

#### **AB 259 (Rubio) Brown Act Teleconferencing – SUPPORT**

Existing law authorizes local agencies to use teleconferencing for board/council members under certain circumstances (illness, caring for others, travel, etc.) as long as a quorum of the members participate in person from the same location identified on the agenda and that the location is open to the public and is within the local agency's jurisdiction. Existing law establishes limits on the number of meetings members may participate in via teleconference to two meetings per year if the legislative body regularly meets once per month or less. These provisions sunset on January 1, 2026. This bill would remove the sunset date and extend the alternative teleconferencing procedures indefinitely.

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

#### **SB 63 (Wiener) Regional Measure – WATCH**

This bill states that it is the "intent of the Legislature to enact legislation authorizing a revenue measure

to invest in transportation, including to, at a minimum, sustain and improve public transportation, in the San Francisco Bay area. It is the further intent of the Legislature that the details of this authorizing legislation, including the specific geography of the measure, be based on continued stakeholder engagement and consensus building, building off of a robust regional engagement process led by the Metropolitan Transportation Commission in 2024.”

**SB 71 (Wiener) CEQA Exemptions for Clean Transportation Projects – WATCH**

This bill would extend indefinitely the current January 1, 2030 sunset date established by SB 922 (Wiener, 2022) for statutorily authorized CEQA exemptions for transit and transportation projects, add additional project-types to the list of exemptions (transit operational analysis, bus stops, bus shelters), and make substantive procedural changes surrounding board actions (i.e. board process for establishing a project’s cost estimate).

**SB 707 (Durazo) Brown Act Reform – RECOMMEND SUPPORT**

This bill would make a number of changes to the Brown Act, while also covering elements of the legislation C/CAG is supporting. This bill would authorize the legislative body of a local agency to use teleconferencing during a proclaimed state of emergency or local emergency if certain conditions are met, including that it determines that meeting in person during the emergency would present health and safety risks. This bill also includes similar remote participation authority for just cause as constituted by AB 2449 (Rubio), but unlike AB 259 (Rubio), sunsets this authority in 2030. This bill would also create a process for subsidiary bodies to meet remotely, similar to the requirements for AB 2449 meeting. However, certain members participating remotely can count toward the in-person quorum requirements (ADA, under 18, etc.). This bill contains several other provisions related to the Brown Act.

**AB 939 (Schultz) Transportation Bond – WATCH**

This bill would enact the Safe, Sustainable, Traffic-Reducing Transportation Bond Act of 2026 which, subject to voter-approval, would authorize \$20 billion in General Obligation bonds to finance transit and passenger rail improvements, local streets and roads and active transportation projects, zero-emission vehicle investments, transportation freight infrastructure improvements, and grade separations and other critical safety improvements. The bill still needs additional substantive amendments, but it sets aside \$6 billion for transit capital improvements, \$3.5 billion for local streets and roads, \$4 billion for intercity, regional, and commuter passenger rail improvements, and \$3 billion for zero-emission vehicle investments, including rolling stock, battery electric technology vehicles, and hydrogen technology vehicles, \$1 billion for grade separations.

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



# 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*

### Lobby Day Talking Points – March 4, 2025

#### **Introduction of C/CAG - For Reference if Necessary**

1. Thank you for this opportunity to discuss C/CAG priorities and positions. We are equally interested in hearing about your priorities and how we can work together.
2. C/CAG represents all 766,000 residents and also those who work and play in San Mateo County through its 21-member Board of Directors. The Board has a seat for every jurisdiction in San Mateo County. . San Mateo County is unique in that there is no dominant city, and C/CAG ensures that every jurisdiction has a voice.
3. Our major areas of focus are in the areas of Transportation, Stormwater management, Airport Land use, Energy and Climate Action. C/CAG is the Congestion Management Agency, County Transportation Agency, manages regional stormwater regulations and projects, and oversees the energy watch program.

#### **AB 259 (Rubio) – Brown Act - AB 2449 Extension - SUPPORT**

- C/CAG has one Board of Directors (with 21 voting members) and nine standing committees with a total of 86 regularly scheduled Brown Act meetings each year. Controlled for size, we probably have more Brown Act meetings than any other organization.
- In 2024, the C/CAG Board members used AB 2449 six times under emergency circumstances to ensure that they could continue to advise and take positions on critical matters while sick or serving in a caregiving role.
- C/CAG supports AB 259

#### **SB 239 (Arreguin) Brown Act – Subsidiary Body Teleconferencing – SUPPORT WITH AMENDMENTS**

- Appreciate intent and the flexibility SB 239 could provide. WE have long advocated for additional flexibility for remote participation for advisory or subsidiary bodies. Our Board relies on a network of 9 standing committees that review almost all the actions that go to the Board for action.
- The 9 committees have 123 seats, with 54 seats reserved for elected officials and 69 for community members. In some years, 50% of the local elected officials in our county are either on the C/CAG Board of Directors or a committee. Our extensive committee structure provides the framework by which we communicate, collaborate, argue, compromise, and move forward with what is best for the people we serve.
- Of C/CAG's 9 standing committees, 5 have a mixture of both elected officials and non-elected members.
- There are 107 local elected officials in San Mateo County. The only full time local elected officials are the 5 County Supervisors. The remaining 102 (95%) have careers separate from their role serving as a local elected official.
- Since returning to in person meetings, some committees have not been able to secure a quorum 27% of the time.
- Support the effort and the attention brought to this issue with SB 239.
- Concerns:
  - Creates two tiers of subsidiary body members: community members that can attend remotely and elected officials that must attend in person or post their agenda.

- The different tiers of participation create a negative dynamic on subsidiary bodies that have both elected officials and community members.
  - Over time it might erode the desire to be on committee if elected officials have to be there in person but the non-elected officials can participate remotely. Assuming a 1.5-hour committee meeting and 45 minutes of travel in each direction, it doubles the time commitment that an elected official must make to the committee participation compared to a non-elected official.
  - It could preclude the use of AB 2449 by elected officials on subsidiary bodies that have both elected officials and community members because a quorum of members must be physically present in one location to use AB 2449.
- **Amendments:**
    - C/CAG is requesting **an amendment to strike subdivision (f)** of the bill to allow local elected officials to also participate remotely in subsidiary body meetings.

### **Regional Measure - SB 63 (Wiener)**

- Concerns
  - One priority is the renewal of the local sales tax measure A that provides approximately \$120 million a year for transportation projects and program throughout San Mateo County. Measure A expires in 2034, and San Mateo leaders are exploring a renewal starting in 2028. Any regional measure cannot jeopardize the renewal of Measure A.
  - The C/CAG Board of Directors has taken multiple positions on a regional measure, and at the forefront of each position is the need for San Mateo County leaders to be able to decide to participate. We require any legislation to include opt in language for San Mateo County.
  - We are also gravely concerned about tax fatigue. An additional ½ sales tax would push 10 jurisdictions San Mateo County over 10% sales tax, which would have a damaging impact on our residents and businesses.
  - Decision-making roles for San Mateo County transportation agencies, including C/CAG
  - Strong and timely return-to-source guarantees
  - Flexibility for use of funds for multi-modal investments
  - Transit agency accountability for use of funds
  - Use of funds for transformation of transit experience for riders
  - Planning and Transparency for use of funds for long-term transit sustainability

### **Assembly Utilities and Energy – San Mateo County Energy Watch**

- Be aware that San Mateo County has a Local Government Partnership with PG&E called the San Mateo County Energy Watch (SMCEW)
  - The San Mateo County Energy Watch program plays a critical component in achieving our energy goals in every city in the County.
  - Benefits like replacing heat pump water heater installations have generated savings 157,000 therms or the entire energy use of 112 homes for one year.
  - SMCEW is the only ongoing C/CAG program with State funding for working on Energy and Climate in SMC.
  - It's funded from Public Good Charges, which, last year, were at risk.
  - Please know that cutting programs funded by Public Goods Charges would jeopardize our program.

## **Budget Requests**

C/CAG has funding priorities related to Transportation Safety, Stormwater Management, Drought Resilience, and Climate Action:

- **Transportation**

1. **\$1,500,000** – Strengthening Coastal Resilience- Equipping up to 12 coast side signalized intersections with resilient emergency power solutions to ensure traffic signal operation during extended power outages to enhance safety and emergency response. Funding will also support incident response planning and smart technology solutions for improved transportation management.
2. **\$1,000,000** – Roadway Safety Improvements Capital Improvements to implement the up to **three** of the highest priority pedestrian and bicycle safety projects identified in the recently adopted Vision Zero/Local Roads Safety Plan.

- **Stormwater Management**

1. **\$3,700,000** - Colma El Camino Real Bicycle and Pedestrian Project – This segment of the project would span from Albert M Teglia Blvd to Mission Road in the Town of Colma and would transform approximately 1 mile of this currently vehicle-centered state highway into a multi-modal transportation corridor. The project would include buffered bike lanes, continuous sidewalk, improved pedestrian crossings, ADA-compliant curb ramps, enhanced street lighting, landscaping, stormwater treatment measures, and upgraded safe harbor bus stops among other improvements to this regionally important transportation network.
2. **\$1,500,000** Countywide One Watershed Strategic Plan – Comprehensive plan that that will update the countywide climate hazard exposure/risk analysis and asset data inventory for watersheds throughout San Mateo County and will develop a comprehensive strategic plan intended to advance a full-scale integrated watershed management approach to climate hazard mitigation and infrastructure resilience. The plan will include 3-5 specific watershed plans that will identify and prioritize the next round of resilient infrastructure projects throughout the County.

- **Drought Conservation**

**\$590,000** - Residential Laundry to Landscape Pilot – The pilot will focus on diverting residential laundry water to irrigate landscaping, saving up to 20% of a households use of potable water. The pilot will identify 10 homes in San Mateo County for installation of the laundry to landscape system. Small businesses, such as gardeners, landscapers, or handypersons, will be trained on the process, materials and requirements for installing these systems. The goal would be to have a successful pilot that would eventually lead to 500 installed laundry to landscape systems in County.

## **Closing Remarks – if there is time**

- We would like to hear from you about what your priorities are and how we can work together.
- Thank you for taking time out your busy schedules to speak with us.

## C/CAG AGENDA REPORT

Date: March 13, 2025

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

From: Sean Charpentier, Executive Director

Subject: Written Communications - Information Only (8 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. **1/15/2025** – To Mr. Eric Dubinsky, USEPA Region 9 RE: Comment Letter –USEPA Partial Disapproval of the 2024 California Integrated Report
2. **2/25/2025** – To The Honorable Maria Elena Durazo, Chair, Senate Local Government Committee RE: SB 239 (Arreguín) Brown Act – Subsidiary Body Teleconferencing– SUPPORT and REQUEST AMENDMENTS
3. **2/25/2025** – To The Honorable Juan Carrillo Chair, Assembly Local Government Committee RE: AB 259 (Rubio) Brown Act – SUPPORT
4. **2/28/2025** – To The Honorable Josh Becker RE: C/CAG Budget Request Priorities
5. **2/28/2025** – To The Honorable Marc Berman RE: C/CAG Budget Request Priority
6. **2/28/2025** – To The Honorable Diane Papan RE: C/CAG Budget Request Priorities
7. **2/28/2025** – To The Honorable Catherine Stefani RE: C/CAG Budget Request Priority
8. **2/28/2025** – To The Honorable Scott Wiener RE: C/CAG Budget Request Priority

### ATTACHMENTS

1. The written communications 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/>)