

C/CAG

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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RMCP Committee Meeting Notice

Resource Management and Climate Protection Committee (RMCP)

Meeting Location:

155 Bovet Rd. - Ground Floor Conference Room
San Mateo CA, 94402

Date: Wednesday, October 15, 2025 **Time:** 3:00 p.m.

*****HYBRID MEETING - IN-PERSON AND BY VIDEOCONFERENCE*****

This meeting of the RMCP Committee 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 Committee 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.

Join by Zoom:

<https://us02web.zoom.us/j/84372638589>

Webinar ID: 843 7263 8589

Join by Phone:

Call in Number: 669 900 6833 US (San Jose)

Webinar ID: 843 7263 8589

Persons who wish to address the RMCP Committee on an item to be considered at this meeting, or on items not on this agenda, are asked to submit written comments to mpetrofsky@smcgov.org. Spoken public comments, limited to 2 minutes, will also be accepted during the meeting through Zoom or in person. Please see instructions for written and spoken public comments at the end of this agenda.

AGENDA

1. Roll Call and introductions.
2. Public Comments on items not on the agenda.
3. Approval of minutes of the July 16, 2025, RMCP Committee Meetings.
(Matt Petrofsky, Committee Staff) Action
4. Approval of RMCP Committee meeting dates for January 2026 through January 2027.
(Matt Petrofsky, Committee Staff) Action
5. Receive a presentation on the Regionally Integrated Climate Action Planning Support (RICAPS) program and recommend that the C/CAG Board of Directors approve an agreement between C/CAG and the County of San Mateo County Sustainability Department for staff services to support the Regionally Integrated Climate Action Planning Support program in an amount not to exceed \$50,000 for calendar years 2026 and 2027.
(Matt Petrofsky, Committee Staff) Action
6. Presentation on the County of San Mateo's community oriented and government operations focused carbon sequestration efforts.
(Avana Andrade, County of San Mateo Sustainability Department; Matt Petrofsky, C/CAG) Information
7. Committee Member Updates
8. Next Scheduled Meeting Date: November 19, 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 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: Written comments should be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to scharpentier@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 RMCP Committee 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 RMCP Committee members and included in the administrative record of the meeting as soon as practicable.

SPOKEN COMMENTS: Members of the public who wish to speak on matters not on the agenda will be given an opportunity to address the Committee during the agenda item titled "Public Comment on Items Not on the Agenda." Members of the public who wish to speak on a matter on the agenda will have two minutes each to address the Committee on that agenda item unless a different time limit is established by the Chair. No speaker who has already spoken on an item will be entitled to speak to that item again. At the call of the Chair, public comments will be taken in-person and remote. Public comments will be taken first by speakers in person followed by via Zoom. If you have documents you wish to distribute to the Committee and include in the official record, please hand it to the C/CAG Staff who will distribute the information to the Committee members and staff. *Those participating remotely will:

1. Access the meeting through Zoom at the online location or via phone as indicated at the top of this agenda.
2. 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. 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. Click on "raise hand" when the C/CAG Clerk or Chair calls for the item on which you wish to speak. 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

CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY

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Draft Meeting Minutes of the

Resource Management and Climate Protection Committee (RMCP)

155 Bovet Rd – Ground Floor Conference Room, San Mateo

Date: Wednesday, July 16, 2025 Time: 3:00 p.m.

Committee Members in Attendance:

Donna Colson – Burlingame (Chair)
Tom Francis – BAWSCA (Vice Chair)
Sue Beckmeyer – Pacifica
Helen Wolter - Town of Portola Valley
Betsy Nash – Menlo Park
Ortensia Lopez – El Concilio (AB 2449)
Christina Donovan – Sares Regis Group
Sarah Hubbard – Sustainable San Mateo County

Committee Members not in Attendance

Kaia Aiken – City of Redwood City
Ray Mueller – County of San Mateo
Bob Nyugen - Millbrae
Bill Chiang - PG&E
Alex Fernandez – Filoli

Additional Attendees and Speakers

Sean Charpentier – C/CAG
Dan Sternkopf – C/CAG
Sophia Palacio – C/CAG
Avana Andrade – County Sustainability Department
Carrie Dallman-Saheb – County Sustainability Department
Katinka Lennemann – County Sustainability Department
Alhad D – County Sustainability Department
Christina Ayar – BAWSCA

Note: All presentations for this meeting have been posted on the C/CAG RMCP Committee website:
<https://ccag.ca.gov/committees/resource-management-and-climate-protection-committee/>

Meeting was called to order at 3:07 P.M.

1. Roll Call and introductions.

Committee staff completed Roll Call and eight members were in attendance. Quorum was achieved.

2. Public Comments on items not on the agenda.

There were no public comments.

3. Receive a presentation on San Mateo County Energy Watch (SMCEW) efforts for the electrification of existing Small Residential Buildings in San Mateo County.

Susan Wright, Program Manager at the County Sustainability Department (SUST), provided an overview of the RICAPS program and the various initiatives of the monthly countywide Working Group's efforts, including policy drivers for Climate Action Plans. Avan Andrade, Alhad D, and Carrie Dallman-Saheb continued with an overview of their Electrification Communications Campaign, Real Estate Engagement, and Permit Simplification Pilot.

Members of the Committee commented or discussed the following, related to this item: reasoning for targeting real estate and how realtors reflect community balance, defining the pilot as an implementation focus, fee differentials dependent upon jurisdiction, a Phase 2 rollout with implementation success, and strategic audience targeting for upper/middle class since cost improvement cannot be guaranteed.

4. Receive a presentation on the San Mateo County Energy Watch (SMCEW) program and recommend C/CAG Board of Directors approval of:

Change Order 2 to existing Agreement with Pacific Gas and Electric Company (PG&E) for the SMCEW program adding \$1,330,250 for a new not to exceed total of \$4,115,250; and Amendment No. 3 to the existing agreement between C/CAG and the County of San Mateo for staffing and managing the SMCEW program, adding \$1,210,250 for a new not to exceed total of \$3,855,850.

Susan Wright, Program Manager with the County Sustainability Office, provided a presentation on the San Mateo County Energy Watch (SMCEW) program and contract extension. The presentation talked about SMCEW history, sectors, and programmatic outcomes. The presentation also discussed contracting, program cycles, budgeting, and the contract timeline. The program is funded by joint partners that include the California Public Utilities Commission, Peninsula Clean Energy, C/CAG, and San Mateo County. The program has a local government partnership between C/CAG and the Pacific Gas and Electric Company (PG&E), administered by the San Mateo County Sustainability Department. The program is designed to advance energy efficiency and emissions reductions actions countywide. There was an update to the Commercial Kitchen Cost Study within the program, with 4 site visits completed and staff are seeking 4 more restaurants and 2 institutional kitchens. Recent RICAPS Climate Collaborative accomplishments include Capital Improvement Plan scans, GHG Inventories development for all cities within the county, new building measure quantification tools created, collaborative application leadership to secure grant funding, and the launch of 3 implementation groups. There have also been several policy and communications support successes, including the launch of the countywide electrification communication campaign. The timeline plans to authorize 2 contracts at the C/CAG Board meeting with PG&E and the County, with the PG&E contract signing at the end of August 2025.

Members of the Committee commented on or discussed the following, related to this item: restaurant types and details during collaborations including the 60-90 minute study with a \$200 stipend, Filoli's study participation with their new restaurant's all-electric kitchen construction,

Item 3

C/CAG's recommendation to the Board, and flyer distribution with details on cost efficiency and effectiveness.

The Committee recommended the Board of Directors approval to change Order 2 to the existing agreement with Pacific Gas and Electric Company (PG&E) and adding Amendment 3 to the existing and a motion was made by Member Francis, seconded by Member Nash. A vote was taken and the recommendation was passed (8-0-0).

5. Presentation of the Bay Area Water Supply and Conservation Agency's (BAWSCA) 2021-2023 Drought Report

Tom Francis, Water Resources Manager at the Bay Area Water Supply & Conservation Agency (BAWSCA), provided a presentation on the BAWSCA 2021-2023 Drought Report. The presentation talked about overall drought patterns, including the 2021 dry season followed by a wet winter bringing relief into 2022. The presentation also noted key actions taken during the drought period such as the Governor's Executive Order for drought preparations and water use reductions, the State Water Resources Board regulations developed for water activities, the SFPUC supply estimates, and the BAWSCA Member Agencies actions taken including water use restriction, demand actions, communication actions, and water waste actions. Data collection revealed that water savings during the 2021-2023 drought period were notably lower than achieved previously and water quality issues remain as an operational challenge. Additionally, the presentation noted the issue with limited access to AMI data which posed challenges for advanced analysis. Preparations for the next drought were presented based on the data analysis and learned experiences.

Members of the Committee commented on or discussed the following, related to this item: clarification of demand hardening and the discussion of water limit thresholds, water reduction based on total population and per capita, water distribution differences with about 80% for agriculture and the urban and agricultural concerns, and report data use for influencing urban water management plans.

6. Committee Member Updates

Executive director, Sean Charpentier commented that C/A|CAG applied for a Caltrans Planning Grant for a public and private EV charging capacity assessment, and the application for funds was declined. Staff will hold a debriefing to discuss the decision. He also noted that C/CAG will send out a Call for Projects for about \$1.2 million in TFCA funding that can be used toward active transportation or energy efficiency charging projects. He then reviewed earmarks updates and reminded the committee that MTC is recruiting for its Policy Advisory Council with applications due by August 14th.

7. Next Scheduled Meeting Date: August 20, 2025

Meeting adjourned at approximately 4:57 P.M.

Note: All presentations are posted on the C/CAG RMCP Website at:

<https://ccag.ca.gov/committees/resource-management-and-climate-protection-committee/>

C/CAG AGENDA REPORT

Date: October 15, 2025
To: Resource Management and Climate Protection Committee
From: Matt Petrofsky, Committee Staff
Subject: Approval of RMCP Committee meeting dates for January 2026 through January 2027.

(For further information contact Matt Petrofsky at mpetrofsky@smcgov.org)

RECOMMENDATION

Review and approve RMCP Committee meeting dates for January 2026 through January 2027.

FISCAL IMPACT

None

SOURCE OF FUNDS

Funding for the RMCP Committee comes from C/CAG Congestion Relief Funds.

BACKGROUND/DISCUSSION

At the change of each calendar year, the Committee reviews and approves the meeting dates for the following calendar year. The RMCP Committee will continue to meet on third Wednesdays at 3:00, provided staff has enough business to conduct at the meeting.

Staff may cancel a meeting or shift a meeting date with notice to the committee and the public. Meetings will continue to be held in person for Committee members and the public who wish to attend, and hybrid for those who wish to attend or present remotely. It is anticipated that the Committee will continue to meet in person at the 155 Bovet Rd., ground floor conference room in San Mateo or, as an alternate, at a County Center conference room in Redwood City. Committee members and the public should review the agenda for the meeting location.

The following dates are those recommended for the RMCP Committee in calendar year 2025, and the date for January 2026. Once approved, staff will update the C/CAG RMCP website and provide Committee members calendar appointment holds. The document, to be posted on the C/CAG RMCP Committee website, is provided as an attachment to this staff report.

Proposed Meeting Dates

January 21, 2026
February 18, 2026
March 18, 2026
April 15, 2026
May 20, 2026

June 17, 2026
July 15, 2026
August 19, 2026
September 16, 2026
October 21, 2026
November 18, 2026
December – no meeting
January 20, 2027

ATTACHMENTS

1. 2026 RMCP Committee Meeting Dates - for website posting

2026 RMCP Committee Meeting Dates:

January 21, 2026	July 15, 2026
February 18, 2026	August 19, 2026
March 18, 2026	September 16, 2026
April 15, 2026	October 21, 2026
May 20, 2026	November 18, 2026
June 17, 2026	December – no meeting
	January 20, 2027

For meeting locations, please refer to the posted agenda for the above meeting at:

<https://ccag.ca.gov/committees/resource-management-and-climate-protection-committee/>

C/CAG AGENDA REPORT

Date: October 15, 2025

To: Resource Management and Climate Protection Committee

From: Matt Petrofsky, Committee Staff

Subject: Receive a presentation on the Regionally Integrated Climate Action Planning Support (RICAPS) program and recommend that the C/CAG Board of Directors approve an agreement between C/CAG and the County of San Mateo County Sustainability Department for staff services to support the Regionally Integrated Climate Action Planning Support program in an amount not to exceed \$50,000 for calendar years 2026 and 2027.

(For further information, contact Matt Petrofsky at mpetrofsky@smcgov.org)

RECOMMENDATION

That the RMCP Committee recommend that the C/CAG Board of Directors approve an agreement between C/CAG and the County of San Mateo County Sustainability Department for staff services to support the Regionally Integrated Climate Action Planning Support program in an amount not to exceed \$50,000 for calendar years 2026 and 2027.

FISCAL IMPACT

Up to \$50,000.

SOURCE OF FUNDS

Congestion Relief funds in the amount of \$50,000 as included in the FY 2025/26 budget. Funding for calendar year 2027 is subject to C/CAG budget approval.

BACKGROUND

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

C/CAG began contracting with the County of San Mateo to provide staff services for RICAPS for \$60,000 in 2012, \$50,000 in 2013, and subsequently every year through 2018 in an annual amount of

\$40,000. For 2019 and 2020, that amount was increased to \$50,000 due to a 55% reduction in funding from PG&E for these types of services to cities. Because approximately \$18,000 remained unspent at the end of calendar year 2020, the Executive Director extended that agreement through FY 2020/21. The extension aligned the cycle of the new agreement with the fiscal year. For fiscal year 2021/22, the County Sustainability Department requested funding for staff services to continue this program at a reduced amount of \$25,000. The reduction was due to C/CAG hiring staff from the County Sustainability Department, who will partially support the program as C/CAG staff. For fiscal years 2022-25 C/CAG continued to fund the County Sustainability Department at an amount of \$25,000.

C/CAG funding for staff services comes from Congestion Relief Funds, serving as a match to the PG&E Local Government Partnership grant. Since climate action planning support covers all sectors of GHG emissions: energy, transportation, solid waste and other emissions, the funding will support RICAPS efforts not necessarily related to energy. For this reason, staff wishes to continue to fund the County Sustainability Department at a rate of \$25,000 per year. The draft resolution and the draft Staff Services Agreement for RICAPS are provided as attachments to this staff report.

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

EQUITY IMPACTS AND CONSIDERATIONS

Tracking greenhouse gas emissions for each city in the county (including transportation emissions), and providing resources to cities to reduce emissions, will positively impact vulnerable communities by improving both indoor and outdoor air quality. The RICAPS Climate Collaborative program also works closely with city staff and Peninsula Clean Energy to spread awareness of electrification opportunities, including to the residential sector.

ATTACHMENTS

1. Draft Staff Services Agreement between C/CAG and County of San Mateo County Sustainability Department
2. Presentation (The document will be available on the C/CAG website. See “Additional Agenda Materials” for the relevant Committee Meeting at: <https://ccag.ca.gov/committees/resource-management-and-climate-protection-committee>)

**AGREEMENT BETWEEN
CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO
COUNTY (C/CAG) AND THE COUNTY OF SAN MATEO TO PROVIDE
STAFF SERVICES FOR THE REGIONALLY INTEGRATED CLIMATE
ACTION PLANNING SUPPORT (RICAPS) CLIMATE COLLABORATIVE
PROGRAM**

This Agreement entered this 13th Day of November, 2025, by and between the CITY/COUNTY ASSOCIATION OF GOVERNMENTS OF SAN MATEO COUNTY, a joint powers agency formed for the purpose of preparation, adoption and monitoring of a variety of county-wide, state-mandated plans, hereinafter called “C/CAG,” and the COUNTY OF SAN MATEO, hereinafter called “COUNTY.”

WITNESSETH

WHEREAS, C/CAG is committed to working with the cities in San Mateo County on issues related to solid waste, resource conservation and climate protection; and

WHEREAS, C/CAG desires to obtain services from COUNTY to provide staff services for the Regionally Integrated Climate Action Planning Support (RICAPS) Climate Collaborative program; and

WHEREAS, COUNTY is committed to providing staff services to support the RICAPS program through its Sustainability Department;

NOW, THEREFORE, IT IS HEREBY AGREED by the parties as follows:

1. **Services to be provided by COUNTY.** COUNTY shall provide services as described in Exhibit A, attached hereto and incorporated by reference herein.
2. **Payments.** In consideration of the services rendered in accordance with all terms, conditions and specifications set forth herein and in Exhibit A, C/CAG shall reimburse COUNTY for eligible costs as set forth in Exhibit A. Payments shall be made within 60 days after receipt and approval of quarterly invoices from COUNTY. The total cost reimbursement under this agreement for work completed from January 1, 2026, through December 31, 2027 shall not exceed \$50,000.
3. **Relationship of the Parties.** It is understood that this is an Agreement by and between Independent Contractor(s) and is not intended to, and shall not be construed to, create the relationship of agent, servant, employee, partnership, joint venture or association, or any other relationship whatsoever other than that of Independent Contractor.
4. **Non-Assignability.** COUNTY shall not assign this Agreement or any portion thereof to a third party without the prior written consent of the C/CAG Executive Director, and any attempted assignment without such prior written consent in violation of this Section automatically shall terminate this Agreement.

5. **Contract Term.** This Agreement shall be in effect as of January 1, 2026, and shall terminate on December 31, 2027; provided, however, C/CAG may terminate this Agreement at any time for any reason by providing 30 days' written notice to COUNTY, and COUNTY may terminate this Agreement at any time for any reason by providing 30 days' written notice to C/CAG, and termination will be effective on the date specified in the notice. In the event of termination under this paragraph, COUNTY shall be paid for all services provided to the date of termination.

6. **Hold Harmless/ Indemnity.** COUNTY shall defend, indemnify, and save harmless C/CAG and its member agencies and their employees, agents, and officers from all claims, suits, damages, or actions arising from COUNTY's performance under this Agreement.

C/CAG shall defend, indemnify, and save harmless COUNTY, and its employees, agents, and officers from all claims, suits, damages or actions arising from C/CAG's performance under this Agreement.

The duty to indemnify and save harmless as set forth herein shall include the duty to defend as set forth in Section 2778 of the California Civil Code.

7. **Workers' Compensation Coverage.** Statutory Workers' Compensation Insurance and Employer's Liability Insurance will be provided by COUNTY with limits of not less than one million dollars (\$1,000,000) for any and all persons employed directly or indirectly by COUNTY. In the alternative, COUNTY may rely on a self-insurance program to meet these requirements so long as the program of self-insurance complies fully with the provisions of the California Labor Code. In such case, excess Workers' Compensation Insurance with statutory limits shall be maintained. The insurer, if insurance is provided, and the COUNTY, if a program of self-insurance is provided, shall waive all rights of subrogation against C/CAG for loss arising from worker injuries sustained under this Agreement.

8. **Liability Insurance.** COUNTY shall maintain during the life of this Agreement, in an amount not less than one million dollars (\$1,000,000), such Bodily Injury Liability and Property Damage Liability Insurance as shall protect COUNTY, its employees, officers, and agents while performing work covered by this Agreement from any and all claims for damages for bodily injury, including accidental death, as well as any and all operations under this Agreement, whether such operations be by COUNTY or by any sub-contractor or by anyone directly or indirectly employed by either of them. In the alternative, COUNTY may rely on a self-insurance program to meet these requirements so long as the program of self-insurance complies fully with all applicable laws.

In the event of the breach of any provision of this section, or in the event any notice is received which indicates any required insurance coverage will be diminished or canceled, C/CAG, at its option, may, notwithstanding any other provision of this Agreement to the contrary, immediately declare a material breach of this Agreement and suspend all further

work pursuant to this Agreement.

9. **Non-discrimination.** COUNTY and its subcontractors performing the services on behalf of C/CAG 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.
10. **Accessibility of Services to Disabled Persons.** COUNTY, not C/CAG, shall be responsible for compliance with all applicable requirements regarding services to disabled persons, including any requirements of Section 504 of the Rehabilitation Act of 1973.
11. **Substitutions.** Particular staff and/or classifications are providing services under this Agreement. COUNTY will not assign others to work in their place without the prior written consent of the C/CAG Executive Director. Whether or not particular staff and/or classifications are identified in Exhibit A, any substitution in staffing or classification shall be with a person of commensurate experience and knowledge.
12. **Joint Property.** As between C/CAG and COUNTY any system or documents developed, produced or provided under this Agreement shall become the joint property of C/CAG and the COUNTY.
13. **Access to Records.** COUNTY shall retain, for a period of no less than five years after final payment by C/CAG, all books, documents, papers, and records which are directly pertinent to this Agreement for the purpose of making audit, examination, excerpts, and transcriptions, and shall provide C/CAG, its member agencies, and or their auditors with access to said books and records.
14. **Merger Clause.** This Agreement constitutes the sole agreement of the parties hereto with regard to the matters covered in this Agreement. Any prior agreement, promises, negotiations or representations between the parties not expressly stated in this document are not binding.
15. **Amendments.** Any changes in the services to be performed under this Agreement shall be incorporated in written amendments, which shall specify the changes in work performed and any adjustments in compensation and schedule. All amendments shall be executed by C/CAG Executive Director and the County of San Mateo's Director of the Office of Sustainability or his/her designated representative. No claim for additional compensation or extension of time shall be recognized unless contained in a duly executed amendment.
16. **Electronic Signature.** Both C/CAG and County wish to permit this Agreement and future documents relating to this Agreement to be digitally signed in accordance with California law. Any party to this Agreement may revoke such agreement to permit electronic signatures at any time in relation to all future documents by providing notice pursuant to this Agreement.

17. **Governing Law.** This Agreement shall be governed by the laws of the State of California, without regard to its choice of law rules, and any suit or action initiated by either party shall be brought in the County of San Mateo, California.

DRAFT

IN WITNESS WHEREOF, the parties hereto have affixed their hands on the day and year indicated.

County of San Mateo (County)

By _____
Jasneet W. Sharma
County Sustainability Department - Director

_____ Date

Approved as to Form By _____
Deputy County Attorney

_____ Date

City/County Association of Governments (C/CAG)

By _____
Sean Charpentier
C/CAG Executive Director

_____ Date

Approved as to Form By _____
C/CAG Legal Counsel

_____ Date

Exhibit A

REGIONALLY INTEGRATED CLIMATE ACTION PLANNING SUPPORT (RICAPS) Climate Collaborative Calendar Year 2026 2027 SCOPE OF WORK

- 1.0 Introduction - The City/ County Association of Governments of San Mateo County (C/CAG) is committed to working with the cities in San Mateo County on issues related to solid waste, resource conservation and climate protection. C/CAG desires to contract with the County of San Mateo (County) to provide staff services for the administration and project management of C/CAG's RICAPS Program (Program) pursuant to this Scope of Work.
- 2.0 Management and Staffing Oversight - County shall provide staff support to C/CAG to accomplish deliverables as provided in the current PG&E Specific Conditions (Contract Work Authorization) for Climate Action Planning Support to the cities in San Mateo County and the County for calendar year 2026 and 2027. With these funds, the County shall provide additional necessary project administration and project management, such as: coordinating working group of city staff, contracting and managing consultants, reviewing and commenting on consultant submittals, preparing and submitting required grant reports, and managing the Program in accordance with the stipulated timelines to ensure the progress of the Program.
- 3.1 Scope of Work – the County shall:
 - 3.2 Support the work of the Program scope, for which C/CAG has been funded through the PG&E Local Government Partnership grant agreement for technical support in calendar years 2026 and 2027, up to a maximum amount of \$50,000, pursuant to this Agreement.
 - 3.3 Explore planning and funding options for climate action planning and implementation for the cities in San Mateo County.
- 4.0 Reporting - The County shall report to the C/CAG Board and other C/CAG committees and staff on activities and Project progress related to this scope of work upon request during the term of this Agreement.
- 5.0 Power of C/CAG Representation - County of San Mateo staff is granted the authority to represent C/CAG and the Local Government Partnership relative to implementation of the San Mateo Energy Watch, RICAPS Program with approval of the C/CAG Executive Director. However, any and all changes to the Scope of Work or local government partnership contracts must be approved and executed by C/CAG.
- 6.0 Payments - The County shall submit quarterly invoices for staff services provided along with supporting documentation based on actual fully-loaded labor rates. C/CAG shall pay invoices within 60 days of receipt and approval of such invoices.

7.0 To retain the experience and knowledge gained by staff over the years, the parties understand and agree that those staff assigned to perform services under this Agreement shall be from the County of San Mateo, Sustainability Department, and may be substituted by the County of San Mateo, subject to the provisions of Section 11 of this Agreement. Notwithstanding any other provision of this Agreement, if County of San Mateo changes the staff or classification assigned to perform services under this Agreement from those staff or classifications that are assigned as of the date of execution of this Agreement, and such change is unsatisfactory to C/CAG, C/CAG may immediately terminate this Agreement.

DRAFT

C/CAG AGENDA REPORT

Date: October 15, 2025

To: Resource Management and Climate Protection Committee

From: Avana Andrade, County of San Mateo Sustainability Department; Matt Petrofsky, C/CAG

Subject: Presentation on the County of San Mateo's community oriented and government operations focused carbon sequestration efforts

(For further information contact Matt Petrofsky mpetrofsky@smcgov.org)

RECOMMENDATION

Receive a presentation on the County of San Mateo's community oriented and government operations focused carbon sequestration efforts.

FISCAL IMPACT

None.

BACKGROUND/DISCUSSION

Carbon sequestration refers to capture and storage of atmospheric carbon dioxide. It occurs naturally, but those natural processes can also be augmented to increase or decrease the amount of sequestration that occurs.

The County of San Mateo is pursuing two separate efforts to implement programs that increase carbon sequestration. Though these would not directly reduce greenhouse gas emissions, they can contribute to moving the County closer to achieving its environmental goals by acting as net-negatives on emissions totals.

The first of these programs aims to position the County to better achieve its community related carbon neutrality target (a 45% reduction of greenhouse gas emissions over 1990 levels by 2030 and carbon neutrality within unincorporated San Mateo County by 2040) by designing and launching a carbon farming fund that will advance carbon sequestration efforts on the County's working lands.

The second of these programs aims to position the County to better achieve its government operations related carbon neutrality target (an 80% reduction of greenhouse gas emissions over 2005 levels by 2030 and carbon neutrality by 2035) by implementing climate smart practices on County owned and operated parkland.

Avana Andrade, Senior Sustainability Specialist for the County of San Mateo Sustainability Department, and Matt Petrofsky, Senior Programs Specialist of C/CAG (formerly of the Sustainability Department), will provide a presentation on these two efforts.

EQUITY IMPACTS AND CONSIDERATIONS

These programs have the potential to provide broad community benefits such as improved air quality, enhanced recreation, and workforce opportunities, particularly for communities most impacted by climate change. They also support long-term resilience by investing in healthier soils, ecosystems, and public spaces that serve all residents.

ATTACHMENTS

1. Presentation (The document will be available on the C/CAG website. See “Additional Agenda Materials” for the relevant Committee Meeting at:
<https://ccag.ca.gov/committees/resource-management-and-climate-protection-committee>)