

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 & SAN MATEO COUNTY ALUC MEETING NOTICE

MINUTES

Meeting No. 388

November 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. Members of the public were able to participate in the meeting remotely via the Zoom platform and in person.

1.0 CALL TO ORDER/ ROLL CALL

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

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

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

C/CAG Staff Present (In-Person):	C/CAG Staff Present (Remote):
Sean Charpentier – Executive Director	Kaki Cheung
Melissa Andrikopoulos – Legal Counsel	Kim Comstock – C/CAG – SMCEL-JPA
Mima Crume – Clerk of the Board	
Audrey Shiramizu	Members of the Public (In-Person):
Eva Gaye	Matt Robinson – SYASL
Dan Sternkopf	Lizzie Cootsona – SYASL
Jeff Lacap	Dave Vautin – MTC
Matt Petrofsky	Ruta Jariwala – TJKM
Reid Bogert	
Susy Kalkin	Members of the Public (Remote):
Van Ocampo	Mike Swire
	Paul Nagengast – Halfmoon Bay

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

Chair Rak noted that a Thanksgiving-style dinner was provided for the Board. The Chair announced a brief 10–15 minute recess for members to get food and socialize before continuing with the meeting. The Board meeting recessed and reconvened at 6:45 p.m.

2.0 PRESENTATIONS / ANNOUNCEMENTS

- 2.1 Receive a presentation from the Metropolitan Transportation Commission (MTC) on the Draft Plan Bay Area 2050+.

C/CAG staff Jeff Lacap introduced Dave Voutin, MTC Director of Regional Planning, who presented an overview of the Draft Plan Bay Area 2050+. The presentation covered the plan’s regional strategies for transportation, housing, economic development, and climate resilience, along with funding priorities and growth geographies in San Mateo County. Public comments on the draft is open through December 18.

Board members asked questions regarding public hearing locations, affordable housing costs, homeownership opportunities, regional governance, interregional travel, and the use of LOS versus VMT metrics. MTC staff and the Executive Director provided responses.

Additional Board comments addressed coastal congestion and interest in expanded transit options to recreational areas.

Public Comment: One speaker, Mike Swire, commented on highway expansion funding and encouraged prioritizing non-highway investments.

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 from October 16, 2025, C/CAG Board and ALUC Special Meeting No. 387. APPROVED
- 3.2 Review and approval of Resolution 25-62 authorizing the C/CAG Executive Director to execute a two-year funding agreement with Joint Venture Silicon Valley to support the State of the Valley Silicon Valley Index in an amount not to exceed \$35,000 for fiscal years 2025-26 and 2026-27. APPROVED
- 3.3 Review and approval of Resolution 25-63 ratifying C/CAG's submission of recommended project awards to the Bay Area Air District in an aggregate total of \$467,940 in Fiscal Year 2025/26 and \$152,556 in Fiscal Year 26/27 Transportation Fund for Clean Air Funds for the Half Moon Bay Eastside Parallel Trail - Segment 4 project, the East Palo Alto Civic Commons EV Charging Stations project, and the County of San Mateo Public Works Fleet Electrification project, and further authorizes the C/CAG Executive Director to execute associated funding agreements with project sponsors. APPROVED
- 3.4 Review and approval of Resolution 25-64 authorizing the C/CAG Executive Director to execute a five-year agreement with Business Oriented Software Solutions, Inc. to provide Smart Corridor 811 USA North Ticket Management Services in an amount not to exceed \$16,500 for fiscal years 2025-26 through 2029-2030. APPROVED
- 3.5 Review and approval of Resolution 25-65 determining that the Draft San Carlos Downtown Specific Plan is conditionally consistent with the applicable airport/land use policies and criteria contained in the Comprehensive Airport Land Use Compatibility Plan for the Environs of San Carlos Airport. APPROVED
- 3.6 Review and approval of Resolution 25-71 authorizing the C/CAG Executive Director to execute Amendment No. 2 to the Funding Agreement with DKG Consulting for Financial Services Support, increasing the contract amount by \$40,000 for a new not to exceed amount of \$85,000 and extending the term through December 31, 2027. APPROVED
- 3.7 Review and approval of Resolution 25-66 authorizing the C/CAG Chair to execute Amendment No. 5 to the funding agreement with City of South San Francisco, extending the term to December 31, 2026 for the construction phase of the South San Francisco Smart Corridor Expansion project for no additional cost. APPROVED
- 3.8 Review and approval of Resolution 25-67 authorizing the C/CAG Executive Director to execute Amendment No. 2 to the funding agreement with the City of Daly City and the Town of Colma, extending the term to December 31, 2026 for the construction phase of the Daly City/Colma Smart Corridor Expansion project for no additional cost. APPROVED
- 3.9 Review and approval of Resolution 25-68 authorizing the C/CAG Executive Director to execute Amendment No. 1 to the funding agreement with the City of Brisbane, extending

the term to December 31, 2026 for the construction phase of the Brisbane Smart Corridor Expansion project for no additional cost. APPROVED

3.10 Receive a copy of the Title VI Contract Extension between C/CAG and Evan Brooks Associates, adding no additional cost to the existing EBA Contract. INFORMATION

3.11 Review and approval of Resolution 25-69 authorizing a waiver of the Request for Proposals process and further authorizing the C/CAG Executive Director to execute an agreement with Kittelson & Associates in the amount not to exceed \$33,562 for technical assistance for the San Mateo Countywide Local Roadway Safety Plan waiving the RFP process due to specialized knowledge of countywide roadway safety planning. APPROVED

3.12 Review and approval of Resolution 25-70 authorizing the C/CAG Executive Director to execute a two-year funding 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. APPROVED

3.13 Review and approval of Resolution 25-72 authorizing the C/CAG Executive Director to execute Amendment No. 1 to the agreement with Shaw Yoder Antwih Schmelzer & Lang, Inc. for State Legislative Advocacy Services from January 1, 2026 through December 31, 2026 to add \$84,000 for a new not-to-exceed amount of \$336,000. APPROVED

Executive Director, Sean Charpentier noted that item 3.13, the one-year extension of the state advocacy contract with Shaw Yoder, was recommended for approval by the Legislative Committee.

Board Member Mates MOVED to approve the consent agenda items 3.1 through 3.13. Board Member Peterson SECONDED. **MOTION CARRIED 17-0-0**

4.0 REGULAR AGENDA

4.1 Open a public hearing on the draft update to the 2025 Congestion Management Program and continue the public hearing to December 11, 2025. APPROVED

C/CAG Staff Eva Gaye presented the draft 2025 CMP and described the required biennial update, the use of level of service (LOS) to monitor key roadways and intersections, and how the CMP informs transportation investment priorities.

Consultant Ruta Jariwala (TJKM) summarized key findings, noting that no CMP segments or intersections fall below adopted LOS standards after interregional exemptions, that weekend congestion is increasing at some locations, that US-101 express lanes show roughly 20% travel time savings over general-purpose lanes, and that transit ridership and bike/ped activity are recovering toward pre-pandemic levels.

Board members asked questions regarding Caltrain travel times and station utilization, the use of schedule data versus actual run times, and the roles of LOS and VMT metrics. Staff and the consultant responded that LOS is used for CMP monitoring, while VMT is primarily applied in CEQA analysis, and indicated they would coordinate with transit providers on additional data where feasible.

Public Comment:

One speaker, Mike Swire, commented on highway widening and express lane investments, questioned congestion outcomes in the general-purpose lanes, urged a stronger focus on VMT and GHG reduction, and requested a future discussion on VMT mitigation.

Board Member Ruddock MOVED to approve item 4.1 Board Member Gauthier SECONDED. A roll call vote was conducted, **MOTION CARRIED 17-0-0.**

- 4.2 Action on Compensation Adjustment for Executive Director and review and approval of Resolution 25-61 authorizing the C/CAG Chair to execute Amendment No. 4 to the agreement between C/CAG and Executive Director. APPROVED

Chair Rak provided the required Brown Act oral report: the proposed amendment to the Executive Director's contract would set the salary at \$292,305.20, with no other changes to compensation or benefits.

No Board questions and no public comment were received.

Board Member Stevenson MOVED to approve item 4.2. Board Member Ruddock SECONDED. A roll call vote was conducted, **MOTION CARRIED 17-0-0.**

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

Mr. Charpentier provided the legislative update. He reported that the one-year extension of the Shaw Yoder contract was approved under the consent agenda. He also noted an informational item regarding a potential non-voting seat on the Legislative Committee for an MTC commissioner, which will return for action in December.

The update included a review of the 2024 legislative cycle, bills previously supported by C/CAG, and upcoming items to monitor, including SB 707 (Brown Act changes), AB 650 (RHNA process), and SB 79 (upzoning near transit). Potential new areas of focus include e-bike regulation and continued work related to SB 63 (Regional Transportation Measure). Staff also outlined upcoming federal and state budget request planning and expected key deadlines for the 2025 legislative session.

No Board questions and no public comment were received. No action was required.

5.0 **COMMITTEE REPORTS**

- 5.1 Chairperson's Report – Chair Rak wished everyone an early Happy Thanksgiving.
5.2 Board Members Report/Communication – None.

6.0 **EXECUTIVE DIRECTOR'S REPORT**

Mr. Charpentier thanked the Board for its support during his performance evaluation.

He reported the following:

- Recruitment is underway for three expiring seats on the OneShoreline Board (central seat, coastal seat, and city-at-large). Letters of interest are due 5:00 p.m. on December 2nd.
- C/CAG is beginning a multimodal planning effort for El Camino Real between Millbrae and San Bruno, funded through a state earmark. A virtual community meeting will be held December 4th at 6:00 p.m.

Board members asked brief questions regarding coordination with Burlingame's El Camino Real project; staff will follow up.

7.0 **COMMUNICATIONS** - Information Only

7.1 Written Communication – 17 Letters

8.0 **PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA**

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

9.0 **ADJOURNMENT** – 8:05 p.m.

Next meeting is scheduled for December 11, 2025.