



A G E N D A

Board of Directors Meeting

Foster City EOC Training Room, City Hall

1040 East Hillsdale Blvd (building address)

610 Foster City Blvd (City Hall parking address)

Thursday, November 17, 2016

8:00 a.m. – 9:30 a.m.

CALL TO ORDER

Roll Call 8:00 a.m.

CONSENT AGENDA -Action 8:05 a.m.

A. Approval of September 15, 2016 Meeting Minutes

B. Acceptance of Financial Statements: June 2016

REGULAR AGENDA

- 1. Chair’s Report -Oral Report 8:05 a.m.
- 2. Presentation: Electric Bicycles – Faraday Bicycles -Presentation 8:10 a.m.
- 3. Presentation: Dumbarton Transportation Corridor Study -Presentation 8:30 a.m.
- 4. MOU for Climate Corps AmeriCorps Fellow Program -Action 8:50 a.m.
- 5. Outreach Program Report -Oral Report 9:00 a.m.
- 6. Shuttle Program Report -Oral Report 9:10 a.m.
- 7. Executive Director’s Report -Oral Report 9:20 a.m.

PUBLIC COMMENT -Informational

CORRESPONDENCE, NEWS & UPDATES -Informational

ADJOURN -Action 9:30 a.m.

MINUTES

COMMUTE.ORG BOARD OF DIRECTORS

SamTrans Auditorium
1250 San Carlos Ave., San Carlos
September 15, 2016

ROLL CALL

Board Members Present:

Clifford Lentz, City of Brisbane, Vice-Chair
Michael Lempres, Town of Atherton
Davina Hurt, City of Belmont
Emily Beach, City of Burlingame
Rae Gonzalez, Town of Colma
Carlos Romero, City of East Palo Alto
Sam Hindi, City of Foster City
Shawn Christianson, Town of Hillsborough
Reuben Holober, City of Millbrae
Sue Digre, City of Pacifica
Irene O'Connell, City of San Bruno (Alternate)
Mark Olbert, City of San Carlos
Rick Bonilla, City of San Mateo
Dave Pine, County of San Mateo

Supervisory Committee Members Present:

Maria Saguisag-Sid, City of Brisbane
Randy Torrijos, Office of Supervisor Dave Pine
Christian Hammack, City of Redwood City

Staff in Attendance:

John Ford, Executive Director
Teresa Avelar, Administration & Finance Manager
Karen Sumner, Transportation Programs Manager
Kim Comstock, Senior Programs Representative
Gina Javier, Programs Representative
Brian Jackson, Shuttle Program Manager

Joan Cassman, Agency Attorney

Guests:

April Chan, San Mateo County Transit District

The September 15, 2016 meeting of the Board of Directors was called to order at 8:20 AM by Board Vice-Chair, Clifford Lentz.

CONSENT AGENDA

1. Minutes June 16, 2016
2. Financial Statements: FY15-16 thru May 2016

It was moved by Mr. Mark Olbert, seconded by Mr. Rick Bonilla, and unanimously passed to approve items one and two on the consent agenda.

1. CHAIR'S REPORT

Chair Gee was traveling and unable to attend the meeting; therefore, Vice Chair Lentz presided over the meeting. Mr. Lentz opened the meeting by thanking for SamTrans/Caltrain/TA for the use of the auditorium.

2. PRESENTATION-APRIL CHAN, SMCTA RE: Hwy 101 Managed Lanes Project

Ms. Chan, San Mateo County Transit District's Chief Officer for Planning, Grants and the TA, presented an update on the Highway 101 Managed Lanes Project in San Mateo County. The study is a 28 month process, June 2016-September 2018 with the environmental phase cost estimate at 11.5M. Ms. Chan stated that since May 2016, they have entered cooperative agreements with Caltrans and SAMCEDA, executed consultant contracts, and approved the supplemental PSR-PDS. Ms. Chan notified the board that the PA&ED work has commenced and so has the validation for analysis for traffic model. Lastly the express bus study has been initiated.

Ms. Chan reviewed the bottleneck queueing concentration area of traffic as well as the consideration of HOV2+, HOV3+ with dynamic pricing.

3. APPOINTMENT TO SUPERVISORY COMMITTEE

Mr. Lentz reminded the Board that at the last board meeting Mr. Ford had indicated there was an opening in the Supervisory Committee. Mr. Ford received a letter from Kevin Miller, City Manager City of Foster City nominating Mr. Dante Hall, Assistant City Manager for the City of Foster City, to serve on the Supervisory Committee. Mr. Lentz opened it up for Board discussion and approval.

It was moved by Mr. Pine, seconded by Mr. Romero and unanimously passed to approve the appointment of Mr. Hall to the Supervisory Committee.

4. SHUTTLE PROGRAM MANAGER'S REPORT

Mr. Brian Jackson, Commute.org's Shuttle Program Manager, reported on the agency's current shuttle ridership report with an overall 11.9 % increase in ridership in the 4th Quarter. Overall for the fiscal year ridership increased 13.5% representing an all-time high in annual ridership. Mr. Jackson reported that select routes also received an upgrade to bigger buses to manage the increase in ridership. Mr. Jackson notified the Board that automated passenger counters have been ordered and are set to install by the end of the month. Mr. Jackson stated that there were several ongoing shuttle projects including San Mateo County Parkes Explorer Shuttle, San Carlos Commute Shuttle, Coastside Beach Shuttle, Skyline Express Shuttle and the expansion of the Burlingame Bayside Service.

5. OUTREACH MANAGER'S REPORT

Ms. Sumner reported to the board that Senate Bill 1128 which makes the Bay Area Commuter Benefits program permanent, has passed the senate and the assembly without opposition. Now, it's on the governor's desk, waiting to be signed. By making this permanent, it's going to be highly beneficial to

get and keep employers engaged. Ms. Sumner described the “Your Commute Counts” campaign in which outdoor digital Board, Facebook, online and print ads along with Pandora internet radio were used focusing on pain points of commuters.

Ms. Kim Comstock provided an overview of the RideAmigos UNITY Platform as well as the progress since implementing the platform. Ms. Comstock demonstrated the dashboard and commuter functionalities of the application as well presented an overview of use for employers. Employers will be able to apply for a private network, at no cost to them, to provide transportation connections and tools to their employees, while collecting data for analysis. Mr. Ford reminded the board that Commute.org has paid the licensing fee for the year allowing this functionality not only to employers but cities as well.

6. EXECUTIVE DIRECTOR’S REPORT

Mr. Ford provided a summary of agency activities: Interviews are currently being conducted for both the Outreach Representative position and the Administrative Assistant position. Mr. Ford stated that he hopes both positions would be filled by early October 2016. Mr. Ford provided an update of the MTC Funding agreement stating that it is expected to be completed by December 2016. Mr. Ford recommended that board members consider attending the Success Summit at Skyline College and the Solutions for Hwy 101 Forum in San Mateo.

7. ADJOURNMENT

The meeting was adjourned at 9:23 a.m. by Vice Chair Lentz

Respectfully submitted,

Teresa Avelar
CLERK OF THE BOARD

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 06/30/16

* Fund 65 PENIN CONGEST RELIEF ALLIANCE *

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumbrances	Remaining Balance	Percent To-date
REVENUES:								
RENTS AND INTEREST								
3510	INVSTMNT ERNNGS	1,747.78	1,600.00	602.18	1,936.37	0.00	(336)	121.0
3515	UNRLZD GN(LSS)N	(5.80)	0.00	557.66	557.66	0.00	(558)	0.0
	Ttl RNTS AND INTRS	<u>1,741.98</u>	<u>1,600.00</u>	<u>1,159.84</u>	<u>2,494.03</u>	<u>0.00</u>	<u>(894)</u>	<u>155.9</u>
FROM OTHER AGENCIES								
3601	RCPTS FRM OTHR	75,587.43	30,000.00	0.00	0.00	0.00	30,000	0.0
3664	AB 434 FUNDS	457,500.00	472,300.00	28,132.59	472,300.00	0.00	0	100.0
3665	C/CG CNGSTN RLF	510,000.00	510,000.00	127,500.00	510,000.00	0.00	0	100.0
3666	SHTTL CNSRTM RV	680,351.52	753,400.00	15,910.53	779,374.06	0.00	(25,974)	103.4
3668	MESR A TSM FNDS	425,000.00	435,000.00	0.00	435,000.00	0.00	0	100.0
3672	C/CG MTC EMPLY	70,000.00	70,000.00	17,500.00	70,000.00	0.00	0	100.0
3673	SHTTL GRNT PSS	1,392,158.69	1,452,100.00	344,066.49	1,347,053.36	0.00	105,047	92.8
	Ttl FRM OTHR AGNCS	<u>3,610,597.64</u>	<u>3,722,800.00</u>	<u>533,109.61</u>	<u>3,613,727.42</u>	<u>0.00</u>	<u>109,073</u>	<u>97.1</u>
MISCELLANEOUS REVENUES								
3860	MISCELLANES RVN	2,195.83	4,000.00	0.00	15,116.20	0.00	(11,116)	377.9
	Total MSCLLNS RVNS	<u>2,195.83</u>	<u>4,000.00</u>	<u>0.00</u>	<u>15,116.20</u>	<u>0.00</u>	<u>(11,116)</u>	<u>377.9</u>
*	Total Revenues	<u>3,614,535.45</u>	<u>3,728,400.00</u>	<u>534,269.45</u>	<u>3,631,337.65</u>	<u>0.00</u>	<u>97,062</u>	<u>97.4</u>

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 06/30/16

* Fund 65 PENIN CONGEST RELIEF ALLIANCE *

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumbrances	Remaining Balance	Percent To-date
EXPENDITURES:								
SALARIES AND BENEFITS								
4101	SALARIES	718,216.75	778,925.00	59,472.20	762,715.22	0.00	16,210	97.9
4104	PERS RETIREMENT	108,326.16	92,410.00	7,370.12	96,983.64	0.00	(4,574)	104.9
4105	GROUP INSURANCE	102,228.73	93,312.00	6,447.23	87,990.67	0.00	5,321	94.3
4106	WORKERS CMPNSTN	0.00	0.00	(275.00)	0.00	0.00	0	0.0
4107	MEDICARE	9,730.99	10,354.00	819.88	10,508.49	0.00	(154)	101.5
4108	UNMPLYMNT INSRN	1,346.00	0.00	0.00	0.00	0.00	0	0.0
4110	TERMINATION PAY	2,822.32	0.00	0.00	0.00	0.00	0	0.0
4120	OTHR PST EMPLYM	10,448.00	10,500.00	0.00	6,588.00	0.00	3,912	62.7
Ttl SLRS AND BNFTS		953,118.95	985,501.00	73,834.43	964,786.02	0.00	20,715	97.9
SERVICES AND SUPPLIES								
4205	ALLIANC OFFC LS	59,872.07	52,500.00	399.82	57,869.34	0.00	(5,369)	110.2
4207	TRIP VOUCHERS	28,721.00	25,000.00	1,520.27	15,993.67	0.00	9,006	64.0
4209	MLG RMB/CR ALLW	3,059.81	3,000.00	628.06	3,280.96	0.00	(281)	109.4
4211	ADVERTISING	77,567.23	90,000.00	6,407.30	83,843.29	0.00	6,157	93.2
4219	PROFESSNL SRVCS	63,455.44	90,000.00	243.00	62,784.00	0.00	27,216	69.8
4243	OPERATING SPPLS	10,383.66	9,600.00	664.98	9,588.26	0.00	12	99.9
4255	SMALL EQUIPMENT	13,629.80	0.00	0.00	0.00	0.00	0	0.0
4259	TRY TRNST CMPGN	8,128.23	40,000.00	0.00	23,303.00	0.00	16,697	58.3
4307	BRD MTNG EXPNS	1,175.36	1,500.00	257.59	1,077.65	0.00	422	71.8
4308	VANPOOL SUBSIDS	94,982.83	55,000.00	3,840.00	38,859.94	0.00	16,140	70.7
4309	SHUTTLE OPERTNS	1,862,508.99	2,177,000.00	370,531.10	2,175,630.74	0.00	1,369	99.9
4310	OUTSID LGL CSTS	51,490.97	40,000.00	1,836.00	23,758.47	0.00	16,242	59.4
4373	FISCAL AGENT FS	50,000.00	51,500.00	12,500.00	50,000.00	0.00	1,500	97.1
Ttl SRVCS AND SPPL		2,324,975.39	2,635,100.00	398,828.12	2,545,989.32	0.00	89,111	96.6
OTHER CHARGES								
4215	RENTS AND LEASS	9,232.57	11,000.00	1,341.66	10,322.95	0.00	677	93.8
4302	MMBRSHPS & PBL	5,405.50	6,000.00	313.50	6,363.50	0.00	(363)	106.1
4303	TRAVEL & METNGS	15,343.14	15,000.00	1,066.13	12,854.29	0.00	2,146	85.7
4304	EDUCATN & TRNG	4,364.00	9,000.00	(30.68)	7,215.08	0.00	1,785	80.2
4434	MSCLLNS OTHR CH	15,705.78	18,000.00	0.00	11,963.33	0.00	6,037	66.5
4603	CONTINGENCIES	0.00	20,000.00	0.00	0.00	0.00	20,000	0.0
Total OTHER CHARGS		50,050.99	79,000.00	2,690.61	48,719.15	0.00	30,281	61.7
FIXED CHARGES								
4208	TLPHN SRVC CHR	5,572.04	6,000.00	852.38	5,733.94	0.00	266	95.6
4216	VHCL SRVC CHR	581.63	900.00	214.99	605.68	0.00	294	67.3
4223	INFRMTN SRVCS	58,325.32	60,000.00	10,805.19	46,042.43	0.00	13,958	76.7

City of Daly City, California

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For the Period Ended 06/30/16

* Fund 65 PENIN CONGEST RELIEF ALLIANCE *

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumbrances	Remaining Balance	Percent To-date
4227	COPIER SERVICES	25,922.02	35,000.00	5,126.31	44,872.08	0.00	(9,872)	128.2
4233	POSTAGE	6,620.02	9,000.00	0.00	9,878.14	0.00	(878)	109.8
4301	GNRL INSRNC CHR	10,544.81	15,500.00	811.42	10,567.88	0.00	4,932	68.2
	Total FIXED CHARGS	107,565.84	126,400.00	17,810.29	117,700.15	0.00	8,700	93.1
	CAPITAL OUTLAY							
4562	BK LCKRS & RCKS	26,306.83	30,000.00	0.00	10,117.63	0.00	19,882	33.7
	Total CAPITAL OTLY	26,306.83	30,000.00	0.00	10,117.63	0.00	19,882	33.7
*	Total Expenditures	3,462,018.00	3,856,001.00	493,163.45	3,687,312.27	0.00	168,689	95.6
	Nt fr PNN CNGST RLF	152,517.45	(127,601.00)	41,106.00	(55,974.62)	0.00	(71,626)	

City of Daly City, California

Revenue and Expenditure Summary Report
By Fund
For the Period Ended 06/30/16

* Fund 65 PENIN CONGEST RELIEF ALLIANCE *

Obj Code	Description	Prior Year Actual	Current Year Budget	Current Month Actual	Year-to-date Actual	Encumbrances	Remaining Balance	Percent To-date
=====	=====	=====	=====	=====	=====	=====	=====	=====
Total Rev - All Fnds		3,614,535.45	3,728,400.00	534,269.45	3,631,337.65	0.00	97,062	97.4
Ttl Expnd - All Fnds		3,462,018.00	3,856,001.00	493,163.45	3,687,312.27	0.00	168,689	95.6
All Funds Net		152,517.45	(127,601.00)	41,106.00	(55,974.62)	0.00	(71,626)	
		=====	=====	=====	=====	=====	=====	

Board of Directors Agenda Item #1

DATE: November 17, 2016
TO: Commute.org Board of Directors
FR: John Ford, Executive Director
SUBJ: Chair's Report

INTRODUCTION

Presenting to the Board an oral report by Board Chair, Jeff Gee

BACKGROUND

Chair Gee's report includes the following:

1. Recognition of service by retiring Board Member – Marina Fraser (Half Moon Bay)
2. Congratulations to recently re-elected Board Members – Carlos Romero (East Palo Alto), Rae Gonzalez (Colma)
3. Reminder to board members to encourage their respective city councils and staff to inform Commute.org of any changes to assignments to the Board of Directors.
4. Advisory to board members that staff will be distributing Form 700's to any board members that are "leaving office" or their replacements that are joining the board. Everyone else will receive their Form 700 in January.
5. Caltrain DTX comments.

Board of Directors Agenda Item #2

DATE: November 17, 2016

TO: Commute.org Board of Directors

FR: John Ford, Executive Director

SUBJ: Presentation on eBikes by Adam Vollmer, Faraday Bicycles

INTRODUCTION

Mr. Adam Vollmer of Faraday Bicycles will give a presentation on eBikes. He will describe the evolution of the eBike and discuss policy issues that can impact the growth of the eBike industry in the Bay Area and beyond.

BACKGROUND

Adam is the founder and CEO of Faraday Bicycles. Faraday designs exceptional electric bicycles and believes that everyone deserves a commute that's efficient, healthy, sustainable, and fun. Formerly a senior engineer at IDEO, Adam brings years of expertise in medical device design and biotechnology, as well as a passion for designing considered products and services that responsibly address pressing human needs. Adam studied mechanical engineering at Stanford and MIT. Originally hailing from Portland, OR. Adam has ridden, raced, built, wrecked, and advocated for bikes for close to two decades.



Board of Directors Agenda Item #3

DATE: November 17, 2016

TO: Commute.org Board of Directors

FR: John Ford, Executive Director

SUBJ: Presentation – Dumbarton Transportation Corridor Study

INTRODUCTION

Presentation to the Board by Ms. Melissa Reggiardo, Principal Planner, San Mateo County Transportation District, will describe the Dumbarton Transportation Corridor Study.

Overview: SamTrans is conducting a transportation feasibility study of the Dumbarton Corridor to identify short- and long-term strategies that reduce traffic congestion and improve mobility between Alameda, San Mateo and Santa Clara counties. The study will examine potential solutions to address both congestion on the Dumbarton Bridge (Highway 84) and connecting roadways, as well as the rehabilitation and repurposing of the Dumbarton rail bridge to the south. As a feasibility study, the study will not approve any future projects, but will instead provide local stakeholders with options to consider developing further. The Corridor directly connects the cities of Newark, Fremont and Union City in the East Bay, and Redwood City, Menlo Park, East Palo Alto and Palo Alto on the Peninsula.

Study Purpose: The Dumbarton Transportation Corridor Study will recommend a phased program of operational and infrastructure improvements that enhance mobility between Alameda, San Mateo and Santa Clara counties. The Study will examine opportunities to improve auto, transit, bicycle, pedestrian, and other uses of the Dumbarton Bridge and Dumbarton rail bridge, including enhancements to Dumbarton Express Bus (DBX) commuter service. The study will also identify ways to enhance rail bridge safety on the Bay's waterways and provide connectivity to commuter and intercity rail services by recommending options to preserve and repurpose the rail bridge. Through connections to Capitol Corridor, Altamont Commuter Express, Amtrak and Caltrain, commuters from the South Bay could travel to destinations in the East Bay, Central Valley and beyond.

The study aims to also address regional and local mobility issues, including the jobs/housing imbalances in the southern Bay Area that threaten the economic vitality of jobs-rich areas that lack housing alternatives. It will also evaluate infrastructure improvements needed along the bridge approaches on each side of the Bay.

Study Management: SamTrans, as owner of the Dumbarton rail bridge and a member of the Dumbarton Bridge Regional Operations Consortium (DBROC) that oversees DBX service, will manage the study with two transportation authorities that support multi-modal improvements at each end of the Dumbarton bridges. These are the San Mateo County Transportation Authority

and Alameda County Transportation Commission. Other project partners include AC Transit, which operates Line U from Fremont to Stanford University and administers the DBX service and Facebook, which brings financial support to the study as well as a private sector perspective on how transportation infrastructure can serve the needs of major employers.

Outreach: SamTrans will conduct extensive public outreach throughout the study process, holding stakeholder and public meetings at major study milestones. SamTrans will solicit input on topics such as project goals and objectives, evaluation criteria, initial alternatives and screening results, alternatives carried forward, etc. Comments will be recorded at meetings; additional comments can be submitted in the following ways:

Project Website: www.samtrans.com/DBCstudy

Email: reggiardom@samtrans.com

Telephone: 650-508-6283

Mail: Attention Melissa Reggiardo, San Mateo County Transit District, P.O. Box 3006, 1250 San Carlos Avenue, San Carlos 94070

Board Meeting Agenda Item #4

DATE: November 17, 2016

TO: Commute.org Board of Directors

FR: John Ford, Executive Director

SUBJ: MOU for Climate Corps AmeriCorps Fellow Program

INTRODUCTION

Commute.org has an opportunity to host a Fellow from the Climate Corps AmeriCorps program to work on agency projects for a ten-month period. Bay Area Community Resources (BACR) AmeriCorps' regional affiliate recruits, trains, and places adults in agencies around the Bay Area. As part of AmeriCorps, a federally-funded national and community service program, AmeriCorps members commit to a one-year term of service in a full-time (1,700 hour) position.

Commute.org would pay a \$20,000 fee for the ten-month fellowship. We have identified several projects associated with our deployment of the RideAmigos platform that are perfectly suited to a Fellow. In order to proceed, we need to do the following:

1. Create a job description and project list to inform potential Fellows about the opportunity (see Exhibit A)
2. Execute an MOU (see Exhibit B) with Bay Area Community Resources (BACR) covering the period of November 1, 2016 through October 31, 2017
3. Interview and select a Fellow from a pool of candidates provided by BACR and AmeriCorps (several candidates have already been identified)

There is budget available for the Fellow program in the Salaries/Benefits account for FY 2016-2017.

ACTION

Approve or deny authorization for Mr. Ford to execute the MOU with Bay Area Community Resources.

Agenda Item 4, Exhibit A

2016-2017 Climate Corp AmeriCorps Fellowship Opportunity Commute.org – San Mateo County’s Transportation Demand Management Agency

Commute.org, a government agency in California’s San Mateo County, needs one Climate Corps fellow to assist with the promotion, deployment and analysis of a new county-wide software platform (STAR) that supports and rewards commuters who choose to use alternative commute modes. The fellow will be involved with every aspect of the STAR project, from developing marketing and training materials, to providing on-site support for employers who adopt the platform, to assisting the project manager with county-wide challenges and reward programs and program data analysis (including GHG and CO2 emissions reduction).

Recognized as one of the nation’s leading regional transportation demand agencies, Commute.org has been promoting alternative transportation solutions in San Mateo County since 2000. The Bay Area has led the country in economic growth since the end of the Great Recession. The increased economic activity and labor force participation has resulted in more commuters, longer commute times, unprecedented roadway congestion, record-setting ridership on public transit, and worsening air quality. Commute.org plays a critical role in providing education, incentives, and leadership that help employers, commuters and residents become part of the solution.

Position: Sustainable Transportation Associate

The Sustainable Transportation Associate, under the guidance of the Special Projects Manager, will play a key role in the STAR project, a high-profile project that received approval and funding in July 2016. The Fellow will have the opportunity to inform, engage, and support key employers and thousands of commuters in San Mateo County.

Key Roles and Responsibilities:

- Develop communications collateral and outreach materials to promote STAR
 - Infographics, case studies, best practices, videos, training material
- Educate employers, community organizations, and partners on the platform
 - Webinars, focus groups, community events, demonstrations
- Support STAR users and program operations
 - On-site support, remote support, annual commuter challenge
- Analyze results and impact of the program
 - Overall program effectiveness as well as employer, reward, and challenge data

Ideal Candidate:

Outgoing, customer-oriented, well organized, willing to work hard to deliver measurable benefits to San Mateo County.

Required Skill Set:

- College degree
- Excellent writing, analytical, and communication skills
- Ability to work independently as well as with diverse, multi-stakeholder groups
- Demonstrated ability to plan projects and to keep multiple projects moving forward
- Excellent organizational skills
- Ability to logically troubleshoot problems and develop creative solutions
- Passion for environmental issues and making a difference in their community
- Working experience with Microsoft suite including Word, Excel and Outlook
- Experience using web site and video production software a plus
- Valid California Driver's License

Professional Development Opportunities:

- Managing projects, such as scoping work, identifying stakeholders and audience, developing work products on time, and evaluating achievement of goals
- Developing compelling written and visual communications for web and print consumption
- Determining best practices for creating behavior change to support climate and congestion objectives
- Working independently towards goals and outcomes that are developed as a team
- Analyzing preliminary results and developing feedback loops to make a lasting impact on the program

Agenda Item 4, Exhibit B

**Memorandum of Understanding (MOU) between
Bay Area Community Resources and Commute.org
November 1, 2016 – October 31, 2017**

SUBJECT: Climate Corps AmeriCorps

This MEMORANDUM OF UNDERSTANDING is hereby made and entered into by and between Bay Area Community Resources, hereinafter referred to as BACR and Commute.org, hereinafter referred to as “Host Agency”. Collectively, BACR and Commute.org are hereinafter referred to as the “Parties.”

ARTICLE I – BACKGROUND AND OBJECTIVES

BACR is collaborating with public and nonprofit organizations across the state of California to recruit, train, and place AmeriCorps Fellows at public and nonprofit organizations, where they will assist in implementing greenhouse gas reduction programs or other sustainability projects. The Fellows’ term of service is from November 28th, 2016 to September 28th, 2017. While working for the Host Agency, Fellows will complete 1700 hours to receive an education award of \$5,775. During their term of service, Fellows will implement programs that save energy, water, or waste; reduce greenhouse gas (GHG) emissions; educate students in classrooms; help develop Greenhouse Gas Inventories or Climate Action Plans; or raise community engagement. Fellows will devote an average of 24 hours per week to directly working on emissions reduction and an average of 8 hours per week to recruiting and supporting volunteers. If a Fellow is unable to complete their full 1700 hours by September 28th due to any unforeseen circumstances during their term they may, at the discretion of BACR and the agency, be allowed time to complete their hours at the agency, or at another approved agency where there are service opportunities available. The last day Fellows are eligible to earn hours for the 2016-2017 program year will be October 30th 2017.

The objectives of the program are as follows:

- Host Agency will be able to report measurable GHG reductions at the end of the placement.
- Fellows will be able to develop a practical skill set and expertise in the realm of climate change management at the community level.
- Host Agency communities will be able to increase community participation towards further GHG reductions through volunteer opportunities that are created and/or increased through the participation of the Fellow.

The Parties will work in partnership to promote the MOU, and its benefits to the Project and community at large.

ARTICLE II – STATEMENT OF PROJECT ACTIVITIES

BACR agrees to:

- Be the official employer-of-record for the AmeriCorps Fellow.
- Pay the Fellow a monthly living stipend, as well as provide coverage options for healthcare, childcare, and student loan deferment.
- Recruit and select an AmeriCorps Fellow for a commitment of 1700 hours over a period of 10 months, etc.
- Train and support Fellow with a comprehensive training program that includes a training manual, a week-long orientation led by an array of experts, monthly trainings, two separate 2-day retreats, and semi-annual performance reviews.
- Work with the Host Agency to develop a specific Scope of Work plan for Fellow that aligns with the GHG reduction initiatives provided by Host Agency.
- Define and develop metrics for the Fellow to measure and track the progress of GHG reduction throughout the placement.
- Provide weekly follow-ups to review progress with the Program Coordinator.
- Define and implement any corrections to Fellow’s plan determined to be necessary based on feedback collected from Fellow and Host Agency.

Host Agency agrees to:

- Provide one to three specific GHG reduction initiatives that Fellow can work on during their term of service. Initiatives must be well-defined, approved for implementation and include specific GHG reduction targets, or have the capacity to define specific reduction targets. Host Agency will work with BACR to finalize a mutually agreed-upon work plan no sooner than 1 week after the Fellow begins work.
- Ensure that Fellows do not work directly on fundraising or grant-writing efforts.
- Assign a Site Supervisor who will be available to devote no fewer than four (4) hours per month of one-on-one time with Fellow.
- Complete weekly reporting to BACR indicating whether progress is being made on the initiatives.
- Provide feedback on program’s effectiveness: three times a year, fill out and submit an evaluation form to provide feedback on Fellow activities and offer data on specific GHG reduction metrics.
- Attend or send a representative to BACR Partner Orientation.
- Only hire Fellow to work part-time in program or service area unrelated to BACR community service programs; Agency may not hire the AmeriCorps Fellow until and unless Fellow completes his/her entire program year of service.

- Allow BACR to share results from this program through grant reporting and other means as BACR deems appropriate.
- Support and encourage the promotion of National Service through the following
 - Posting AmeriCorps and National Service information at all service sites
 - Ensuring Fellows wear appropriate uniforms or AmeriCorps pin as required by BACR
 - Allowing Fellows to leave program site to participate in pre-arranged National Service identity activities.
- Provide program-wide support through either
 - Delivery of at least 1 all-day training event for all Fellows or
 - Speaking during a session at 1 all-day training event for all Fellows

ARTICLE III – TERM OF AGREEMENT

This MOU will become effective on the date of final signature and shall continue in full force and effect through October 31, 2017.

ARTICLE IV – KEY OFFICIALS

The individuals listed below are identified as key personnel considered essential to the project being performed under this Memorandum of Understanding

For BACR

Job Title: Director of National Service
 Name: Adolfo Rivera
 Address: 3219 Pierce St., Richmond, CA 94804
 Phone Contact: 510-525-9980
 Email Contact: arivera@bayac.org

For Host Agency:

Job Title Executive Director
 Name John Ford
 Address 400 Oyster Point Blvd, #409, South San Francisco, CA 94080
 Phone Number 650-588-8170
 Email Contact john@commute.org

No change in key officials will be made by either BACR or Host Agency without written notification thirty days in advance of the proposed change. The notification will include a justification in sufficient detail to permit evaluation of the impact of such a change on the scope of work.

ARTICLE V –PAYMENT

Host Agency will provide BACR with \$20,000 per Fellow, and requests one (1) Fellow for the coming program year for a total payment amount of \$20,000 to support the implementation of the program. Host Agency will receive invoices prior to the scheduled payment date. This payment will be made according to the following schedule:

- Payment 1:
 - Due: December 1, 2016
 - Amount: \$10,000
- Payment 2:
 - Due: March 1, 2017
 - Amount: \$10,000

ARTICLE VI - TERMS

It is mutually agreed by all Parties to this MOU that:

- The Parties will review the effectiveness of the MOU after the first year and every five years beginning in 2017 and evaluate potential modifications that more adequately address the purpose of this MOU.
- In the event that a Party no longer approves implementation of any of the provisions referenced in this MOU, the individual Parties agree to promptly confer to determine what, if any, modifications to this MOU should be made to address the issue(s) of concern.
- In the event that a Party no longer desires to be a part of this MOU or any modification(s), then the individual Party in their sole discretion may terminate their relationship within this MOU.
- Written notice must be provided by the Party desiring to withdraw from the MOU at least thirty days prior to termination.
- Each Party agrees that it will be responsible for its own acts and the results thereof and shall not be responsible for the acts of the other Party and the results thereof. Each Party, therefore, agrees that it will assume all risk and liability to itself, its agents or employees, for any injury to persons or property resulting in any manner from the conduct of its own operations, and the operation of its agents or employees under this MOU, for any loss, cost, damage, or expense resulting at any time from any and all causes due to any act or acts, negligence, or the failure to exercise proper precautions, of or by itself or its agents or its own employees, while occupying or visiting the premises under and pursuant to the MOU.

ARTICLE VII – AUTHORIZING SIGNATURES

IN WITNESS HEREOF, the parties hereto have executed this MOU on the date(s) set forth below.

Bay Area Community Resources

Adolfo Rivera
Director of National Service

Date

Commute.org

John Ford
Executive Director

Date

Board of Directors Agenda Item #5

DATE: November 17, 2016

TO: Commute.org Board of Directors

FR: John Ford, Executive Director

SUBJ: Outreach Manager's Report

INTRODUCTION

Presenting to the Board a report highlighting activities of the marketing and employer outreach program.

BACKGROUND

Karen Sumner, the agency's Outreach Manager, will present a report on recent activities including:

1. Introduction of new Outreach Representative
2. Dynamic Carpool programs in San Mateo, Foster City
3. MTC grant to support carpool outreach
4. STAR platform update

Board of Directors Agenda Item #6

DATE: November 17, 2016
TO: Commute.org Board of Directors
FR: John Ford, Executive Director
SUBJ: Shuttle Program Report

INTRODUCTION

Mr. Ford will present a report on Commute.org's shuttle operations and activities for the first 4 months of FY 2016-2017.

Presentation will include:

1. Shuttle ridership statistics for Q1
2. Shuttle route and consortium member adjustments
3. Shuttle program projects (Fall/Winter)

Board of Directors Agenda Item #7

DATE: November 17, 2016
TO: Commute.org Board of Directors
FR: John Ford, Executive Director
SUBJ: Executive Director's Report

INTRODUCTION

Mr. Ford will provide a summary of agency activities and updates on Commute.org programs since the last Board meeting including the following:

1. Annual report – December completion and publication
2. Annual audit – Maze & Associates
3. MTC funding agreement still not finalized with C/CAG
4. Reminder – next board meeting February 16, 2017