



Meeting Agenda

Membership Expansion Ad-Hoc Subcommittee

Wednesday, November 17, 2021

6:30-8:00pm

BY VIDEO CONFERENCE ONLY

Please click the link below to join the webinar:

<https://smcgov.zoom.us/j/92223635569>

Or Dial-in:

US: +1(669)900-6833 Webinar ID: 922 2363 5569

Note: To arrange an accommodation under the Americans with Disabilities Act to participate in this public meeting, please call (650) 363-4220 at least 2 days before the meeting date.

PUBLIC PARTICIPATION:

Written public comments can be emailed to amontescardenas@smcgov.org, and should include the specific agenda item to which you are commenting. Spoken public comments will also be accepted during the meeting through Zoom on Public Comment on Items Not on the Agenda, and after each Agenda item.

AGENDA

Call to Order

Public Comment on Items NOT on the Agenda

AGENDA ITEMS

- 1. Membership Expansion Ad-Hoc Subcommittee Recommendation on Membership Expansion**
 - a. Presentation on Recommendation
 - b. Public Feedback
 - c. Subcommittee Vote on Next Steps

- 2. Adjourn**

Attachments:

- | | |
|--|---------|
| A. Presentation on Recommendation | pg. 3 |
| B. Subcommittee Meeting #1 – August 25, 2021 | pg. 16 |
| C. Subcommittee Meeting #2 – September 29, 2021 | pg. 102 |
| D. Subcommittee Meeting #3 – October 18, 2021 | pg. 215 |
| E. Communication Received - Public, Reps. & Cities | pg. 216 |

****Instructions for Public Comment during Videoconference Meeting**

During videoconference of this subcommittee meeting, members of the public may address the Roundtable as follows:

Written Comments:

Written public comments may be emailed in advance of the meeting. Please read the following instructions carefully:

1. Your written comment should be emailed to amontescardenas@smcgov.org.
2. Your email should include the specific agenda item on which you are commenting.
3. Members of the public are limited to one comment per agenda item.
4. The length of the emailed comment should be commensurate with two minutes customarily allowed for verbal comments, which is approximately 250-300 words.
5. If your emailed comment is received by 3:00 pm on the day before the meeting, it will be provided to the Roundtable and made publicly available on the agenda website under the specific item to which comment pertains. The Roundtable will make every effort to read emails received after that time but cannot guarantee such emails will be read during the meeting, although such emails will still be included in the administrative record.

Spoken Comments:

Spoken public comments will be accepted during the meeting through Zoom. Please read the following instructions carefully:

1. The November 17, 2021 Membership Expansion Ad-Hoc Subcommittee meeting may be accessed through Zoom online at <https://smcgov.zoom.us/j/92223635569>. The meeting ID: 922 2362 5569. The meeting may also be accessed via telephone by dialing in +1-669-900-6833, entering meeting ID: 922 2362 5569, then press #.
2. You may download the Zoom client or connect to the meeting using the internet browser. If you are using your browser, make sure you are using 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 name as this will be visible online and will be used to notify you that it is your turn to speak.
4. When the Roundtable Chairperson calls for the item on which you wish you speak click on "raise-hand" icon. You will then be called on and unmuted to speak.
5. When called, please limit your remarks to the time limit allotted.

**Membership
Expansion
Ad-Hoc
Subcommittee
Recommendation
(Draft)**



Subcommittee Composition

- Mark Addiego, City of So. SF (N)
- Terry O'Connell, City of Brisbane (N)

- Ricardo Ortiz, City of Burlingame (C) – Chair
 - Sam Hindi, City of Foster City (C)
 - Al Royse, Town of Hillsborough (C)

- Cecilia Taylor, City of Mento Park (S)
 - Jeff Gee, City of Redwood City (S)

Subcommittee Meeting #1 – Aug 25

Meeting #1 Agenda

- Purpose and Schedule
- Member Constituent Comments
- Historical Service Area Review
- Identify and Prioritize Key Issues

Subcommittee Purpose & Deliverables

- Purpose: To establish criteria under which new members might be admitted to the Roundtable, and evaluate funding needs to address ongoing operations, potential expanded membership and other related issues.
- Deliverables: Make a recommendation to the Membership on member expansion, related funding requirements to meet expected operational requirements.

Subcommittee Meeting #1 – Aug 25

Member/Constituent Feedback

- Takes focus away from communities close to the airport.
- We have looked at this topic multiple times and voted against it.
- Concerned about dilution of resources and prioritize.
- Obligation to existing membership.
- Existing operations has additional staffing and resource needs.
- We have current work to accomplish for existing members.
- Ground based noise and other pending member issues should be addressed first.
- The time and effort to add new members takes away from existing important work and resources.
- We have received no municipal requests to join, why are diverting staff time and effort?

Non-Member Feedback Considered

- The more Members on the Roundtable the more contribution. But size could be unwieldy.
- How impacted are non-member counties, and by which airports, provide maps?
- Isn't Santa Cruz County as impacted as Santa Clara County, are we considering expanding with individual cities, counties, or a region?
- What are funding options for new members and how does this relate to existing operational needs?
- Is there an option for greater participation vs. membership?
- Select Committee arrival path over Palo Alto is a regional issue and multiple airport issue.
- Non-Member support communications 3 e-mails Darlene Yaplee (6/1, 6/22, 8/23); Congresswomen Eshoo 8/19/21

Subcommittee Meeting #1 – Aug 25

Service Review

- Reviewed formation of the Roundtable, and one time member expansion to address impacts from airport expansion.
- Request to provide flight density maps before and after Select Committee to better understand SFO, vs. SFO/OAK/SJ flights.
- Regional airspace entity needed. Discussed ABAG-MTC conversation on hosting meetings.
- Discussed San Mateo County contribution in membership fee, vs. cost and services of staff including coordinator, secretary, IT, attorney, and finance.
- Discussed staff resources for Standing Committees, and need for more attention on certain topics such as ground based noise, alternative metrics, implementation of NIITE HUSH, and GBAS.

Service Review

- Congresswomen Anna Eshoo letter reviewed.
- SCSC history, purpose, and status reviewed.
- No letter received from City of Palo Alto or other non-member cities.
- Discuss adding new member options: single city, multi-city, one county, multi-county.
- Discussed appropriateness of a jurisdiction having multiple Roundtable memberships.

Subcommittee Meeting #1 – Aug 25

Conclusion:

- Expanding membership:
 - Takes focus away from addressing noise effects to communities close to airport.
 - Dilute limited staff resources further and Strategic Plan and Work Plan priorities.

- Existing membership:
 - Focus on existing Strategic Plan and Work Plan.
 - Standing Subcommittees requires increased staff time and resources.
 - Encourage Town of Colma, and City of East Palo to join.

- Regional Flight:
 - There is a need for regional airplane noise effect discussions and solutions.
 - SFO arrivals affects many counties, not just a city.

Subcommittee Meeting #2 – Sept 29

- Flight Path Review
- Member Equity Defined
- Flight Path
- 10 maps reviewed
- Compared 2013 to 2019 Flight Track Density
- Bay Area (SFO/Oakland/SJ)
 - Side-by-side comparison of 2013-2019 Departure
 - Side-by-side comparison of 2013-2019 Arrival
- San Francisco
 - Side-by side comparison of 2013-2019 Departure
 - Side-by-side comparison of 2013-2019 Arrival

Subcommittee Meeting #2 – Sept 29

Membership Equity Discussed

- Equity is representation of members inside the 65 CNEL contour because of significant effect.
- Need to address existing members noise effects such as ground based noise, adequate noise metrics, and noise mitigation
- Reviewed Congresswomen Speiers letter of 9/29/21 not in support of member expansion.

Non-Member Equity Discussed

- Feel impacted by airport noise.
- Do not feel they have a viable and credible way to address their concerns.
- SFORT viable and effective at addressing noise.
- SCSC RT ongoing operation unclear.
- Providing their own input into noise directly with FAA, NAC, two Roundtables by community and paid consultants.
- How to harness knowledge base, experiences, and advocacy unclear.
- Next Gen narrowing of pathways originally brought up by Santa Cruz County/Santa Cruz.

Subcommittee Meeting #2 – Sept 29

Flight Path Conclusion

- Member cities are clearly affected by Next Gen.
- Focus on existing Work Plan and staffing and resource needs related to member noise effects.
- Concern that GBAS may further effect flight density.
- Regional arrival and departure noise effects beyond the scope and role of the SFORT.
- Members inside 65 CNEL contour impacted significantly.
- Some flight path issues are regional and affect other counties.

Equity Definition Conclusion

- Focus on our purpose, values, and member cities
- Focus more fully on existing Standing Subcommittee work, and member issues such as ground based noise, impacts within 65 CNEL, metrics and insulation program.
- Recognize we are not a regional roundtable, but we may participate in a regional air discussion.
- SCSC RT organized for Southbay counties. We support distinct role and responsibilities, these are not SFORT role and responsibilities.

Subcommittee Meeting #2 – Sept 29

Member Opposition Communications

- Congresswomen Speiers letter of 9/29/21
- San Francisco International Airport Runway Noise Community Organization
 - David Sturman, Hillsborough
 - Peter Garrison, Burlingame
 - Marcia Leonhardt
 - Rowan Chapman, Hillsborough
 - Lynn Israelit, Burlingame
 - Louis Maraviglia, Hillsborough
 - Elizabeth Sennett
 - Marianne Riegg, San Mateo
 - Mark van Ryswyk, Hillsborough
 - Kathie, Heap
 - Allison Ho

Non-Member Support Communications

- City of Mt. View Membership Request letter of 9/17/21
- Darlene Yaplee communications 10/20, 10/23, 11/5

Subcommittee Meeting #3 – Sept 29

Agenda

- Discuss recommendation to Members.
- Discuss public meeting content and format.

Conclusion

- Complete a public presentation providing an overview of meetings to date, and final (draft) recommendation for public feedback.
- Do want final recommendation to Members to include staff time and resources to meet existing member demands.
- Approach Town of Colma, and East Palo Alto to become members.
- Express support Southbay Roundtable and regional airspace entity.

Options Considered and Recommendation

Options

- No Action.
- Deny Request.
- Create Ad-Hoc Subcommittee.
- Approve Membership Expansion.
- Support Regional Roundtable.

Recommendation

- No amendment to existing MOU.
- Continue focus on existing member communities. They are most effected by significant noise exposure.
- Encourage formation of a regional entity to address regional air flight noise.
- Address in next Work Plan and Budget expansion of efforts focusing on existing members.
- Encourage SCSC RT to continue to flourish to address Southbay counties.

Thank you!



Meeting Agenda

Membership Expansion Ad-Hoc Subcommittee

Wednesday, August 25, 2021

12:00 p.m. – 1:30 p.m.

BY VIDEO CONFERENCE ONLY

Please click the link below to join the webinar:

<https://smcgov.zoom.us/j/96670688605>

Or Dial-in:

US: +1(669)900-6833 Webinar ID: 966 7068 8605

AGENDA

1. Ad-Hoc Subcommittee Purpose and Schedule/Content **(3-min)**
Attachments:
 - i. Subcommittee Purpose and Schedule / Content, August 19, 2021

2. Ad-Hoc Subcommittee - Member Comments **(30-min/3-min per person)**
 - a. What are your thoughts on the topic of Membership Expansion?
 - b. Have you heard from constituents on the issue of serving only San Francisco/San Mateo Counties or Membership Expansion, what are they saying?

3. SFORT Historical Service Area Review **(30-min)**
 - a. Timeline of Roundtable(s)
 - b. Map Review (1981, 1997)
 - c. Original purpose – SFORT MOU*Attachments:*
 - i. Historical Service Review Memo, August 19, 2021

4. Identify and Prioritize Key Issues **(30-min)**
Attachments:
 - i. Key issues brought up at June 2, 2021 Regular Member Meeting.

Ad-Hoc Subcommittee Meeting #2: Wednesday, September 29th 12:00-1:30p



August 19, 2021

TO: Membership Expansion Ad-Hoc Subcommittee Members

FROM: Michele Rodriguez, Roundtable Coordinator

SUBJECT: Ad-Hoc Subcommittee Purpose and Schedule/Content

SUBCOMMITTEE PURPOSE: To establish criteria under which new members might be admitted to the Roundtable, and evaluate funding needs to address ongoing operations, potential expanded membership and other related issues. Based on the above, make a recommendation to the Membership on member expansion, related funding requirements to meet expected operational requirements.

BACKGROUND: At the June 2, 2021 SFORT Regular Meeting, the Membership voted to establish an ad-hoc subcommittee to explore criteria for expanding membership including funding for ongoing operations, expanded membership, and related issues.

A concept schedule has been created below with a brief explanation of meeting purpose. Please note the actual meeting dates are TBD. The actual number of ad-hoc subcommittee meetings could be more, or less depending on the ad-hoc subcommittee needs and affirmed by the Chair. The PUBLIC/NO PUBLIC indicates open to the public or closed to the public. Yellow highlight meetings are Roundtable regular meetings, Standing Subcommittee, or FAA special workshop. The meetings in blue are the estimated meeting dates for membership expansion ad-hoc.

SFORT July – December 2021 Schedule in Concept

<i>Meeting Number</i>	<i>Purpose (1.5 – 2. hour meetings)</i>
FAA 7/20 6-8p; 7/21 1-3p	PUBLIC FAA hosting virtual workshops to provide insight into the factors that impact the operation in and around the three major airports and the Northern California airspace. They will also cover several high-profile items, such as NIITE/HUSSH, BRIXX, and SERFR flight procedures that were part of the Select Committee Report and SFO Roundtable recommendations.
Technical Working Group 7/28	PUBLIC GBAS NIITE HUSSH
Ground-Based Noise 7/19	PUBLIC REVIEW GBN REPORT
AUGUST Ad-hoc Subcommittee#1 – August 25	NO PUBLIC Subcommittee Purpose and Schedule Member Comments on Membership Expansion and Constituent Feedback on service area.

Membership Expansion Ad-Hoc Subcommittee – Meeting #1

August 25, 2021

Page 2 of 2

	SFORT Historical Service Area Review Identify and Prioritize Key Issues
Roundtable Regular Meeting 8/4	PUBLIC Membership Meeting:
SEPT Ad-hoc Subcommittee #2 – Sept 29	NO PUBLIC Presentation of flight paths before and after NextGen. Discuss and brainstorm on criteria for membership expansion. Begin discussion of SFORT Level of Service expectations
Legislative 9/14	PUBLIC Review key items from 5/11 Legislative Session meeting and decide next steps. Update from Speier on Quite Skies Caucus.
Technical Working Group 9/22	PUBLIC GBAS Work Plan Identified Item
OCT Ad-hoc Subcommittee#3	NO PUBLIC Criteria discussion Impacts to staffing and budget: Budget, Strategic Plan, Work Plan review, work Load and level of service discussion.
Roundtable Regular Meeting 10/6	PUBLIC Membership Meeting:
NOV Ad-hoc Subcommittee #4	PUBLIC Recommendation to Roundtable. Process and timeline for amending the MOU.
Technical Working Group 11/24	PUBLIC Reschedule due to holiday conflict
Roundtable Regular Meeting 12/1	PUBLIC Membership Meeting: Ad-hoc subcommittee update, update or recommendation from Membership Expansion Ad-Hoc Subcommittee

You will shortly receive communication from Angela on meeting dates. If you have questions, or concerns, please feel free to contact Roundtable Coordinator (Michele Rodriguez – (650)241-5180) or Chair Ortiz (Ricardo Ortiz – (650)678-4432).



August 20, 2021

TO: Membership Expansion Ad-Hoc Subcommittee Members

FROM: Michele Rodriguez, Roundtable Coordinator

SUBJECT: Historical Service Area Review

TIMELINE The purpose of this timeline is to show the formation of the San Francisco Airport/Community Roundtable (SFORT), its original membership composition, and how it has evolved over time. The timeline includes the introduction of the FAA's NextGen modernization of the National Airspace, the formation of the Select Committee on South Bay Arrivals, and the creation of the Santa Clara/Santa Cruz (SCSC) RT.

May 1981	SFORT first meeting: 11 cities/towns (Map attachment E)
Nov 1992	SFORT MOU Amendment: Joint Action Plan linking Airport Master Plan, EIR, to noise insulation for communities near airport San Mateo/SF Counties (attachment D)
June 1997	SFORT MOU Amendment: increased membership from 11 to 23 San Mateo County cities/towns (Map attachment F)
May – Nov 2016	Formation of Select Committee on South Bay Arrivals to include 12 elected officials appointed by Representatives Speier, Eshoo and Farr to develop regional consensus on procedural changes related to FAA NEXT GEN Air Transportation System aircraft noise. SCSBA held almost two dozen public meetings over the course of 6 months
Mar 1997	First Palo Alto request for SFORT memberships
June 2017	Congress letter to Cities Association of Santa Clara County (Attachment G)
Sept 1997	Second Palo Alto request for SFORT membership
Feb 1998	Chairman Kelly, explained that rather deny Palo Alto requests for membership, the approach would be to discuss the airport noise issue on a regional scale, via the RAPC forum
May 2014	Third Palo Alto request for SFORT membership
Oct 2014	At June 2014 regular meeting a Subcommittee was formed to discuss Palo Alto's membership request. The Subcommittee returned to Roundtable with recommendations, none of which were to include Palo Alto. Full Roundtable membership approved subcommittee recommendations on a vote of 9 ayes, 5 nays
Jan 2016	Fourth Palo Alto request for SFORT membership
Dec 2017	Chairperson Lewis introduced the idea and purpose behind proposing one representative from Santa Clara County and Santa Cruz County to have a voting seat she requested an ad-hoc subcommittee to discuss and report back

Membership Expansion Ad-Hoc Subcommittee – Meeting #1

August 25, 2021

Page 2 of 3

Oct 2018	Cities Association of Santa Clara County voted to initiate formation of SCSCRT to serve 21 cities and counties of Santa Clara and Santa Cruz Counties.
Mar 2019	Cities Association of Santa Clara County approved SCSC Bylaws, Palo Alto a member
Mar 2019	Cities Association of Santa Clara County approves SCSC MOU to serve communities of Santa Clara and Santa Cruz Counties, Palo Alto a member
July 2019	SCSC RT Meeting and Resolution Santa Clara/Santa Cruz Counties Roundtable Affirmed (Attachment H)
Aug 2019–Oct 2021	SCSC RT conducted 10 Member meetings, and 2 TWG Subcommittee meetings, and 4 Legislation Subcommittee meetings
Aug 2020	Fifth Palo Alto request for SFORT membership
2020	Staff followed up with ABAG-MTC who is willing to support three regional airspace meetings. Follow-up and future coordination required
Mar 2021	Sixth Palo Alto request for SFORT membership
June 2021	Ad-Hoc Subcommittee created to discuss membership expansion

MOU: This is a review of the Memorandum of Understanding (MOU) for the San Francisco International Airport/Community Roundtable dated April 6, 2005 and any language related to service area (Attachment A).

Page	Header	Language on Service Area
1	Preamble	Because of shared impacts that result from airport operations, San Francisco and San Mateo Counties entered into a Joint Powers Agreement.
1	Preamble	May 1981, County of San Mateo, County Airport Land Use Committee (ALUC), and 11 cities/towns) in San Mateo County with City/County of San Francisco created SFORT to implement the Joint Action Plan including aircraft noise, vehicular ground access, and air quality. In 1981 focused efforts on reducing aircraft noise impacts in affected neighborhoods and communities. Vehicular airport ground access and airport-related air quality issues are addressed by other Bay Area public agencies. (Attachment 2)
1	Preamble	Oct 1992, First Amendment to address Airport Master Plan thru 2006. Agreement was reached with the Airport Commission for \$100,000 per year, and to spend \$120M to fund aircraft noise insulation projects in eligible cities.
2	Preamble	June 1997, Second Amendment to allow non-member cities and towns in San Mateo County. Established an annual financial contribution for new members. Membership increased to 23 members. (Attachment 2)
2	Purpose	The Roundtable has facilitated numerous aircraft noise mitigation achievement to improve quality of life in communities near the airport. The Roundtable shall foster and enhance policies, procedures, and mitigation actions that will further reduce the impacts of aircraft noise in neighborhoods and communities in San Francisco and San Mateo Counties.
2	Objectives	1: Minimize aircraft noise impacts to help improve the quality of life of residents in San Mateo and San Francisco Counties.
2	Objective	3: Maintain SFORT focal point discussion as it applies to noise impacts from airport/aircraft operations in local member communities in San Francisco and San Mateo Counties.

Membership Expansion Ad-Hoc Subcommittee – Meeting #1

August 25, 2021

Page 3 of 3

3	Objective	4: Work Program focus on noise impacts from aircraft to San Francisco and San Mateo Counties.
3	Objective	5: Focus on local governments cooperating in San Francisco and San Mateo Counties.
3	Articles of Agreement	2: Work cooperatively to reduce noise in San Francisco and San Mateo Counties.
4	Members	1981: Original Membership 11 cities 1997: Only Member Amendment: 20 cities
5	Non-Voting Members	Advisory Members: a. Chief of Pilots from airlines at SFO; b. FAA

STRATEGIC PLAN The SFORT Strategic Plan (2020-2024), adopted by the Membership on December 2, 2020 does NOT include an item to expand membership. This was a discussion item and was not considered a priority during the Strategic Plan timeline (attachment B).

WORK PLAN The SFORT Work Plan (2021-2022), approved December 2020 (attachment C) does include specific work plan items to focus staff time and effort. HMMH recommends deleting existing Work Plan, Goal 1 (page 2), Third Work Plan item referring to SERFR and PIRAT STAR as it refers to south bay air space.

Attachments

- A. SFORT MOU approved April 6, 2005
- B. SFORT Strategic Plan 2020-2024 dated December 2, 2020.
- C. SFORT Work Plan 2021-2022 dated December 2, 2020.
- D. SFORT Amendment to link Airport Master Plan/EIR/Noise Insulation Program
- E. Map and Cities List of May 1981 SFORT Original Service Area
- F. Map and Cities List of June 1997 SFORT Expanded Service Area
- G. Letter of Congress to Cities Association of Santa Clara County June 28, 2017.
- H. Resolution 1 of SCSC Roundtable
- I. HMMH Presentation Select Committee Timeline
- J. Airport/Community Noise Roundtable and FAA Support Presentation March 27, 2019



**SAN FRANCISCO
INTERNATIONAL
AIRPORT/COMMUNITY
ROUNDTABLE**

**MEMORANDUM OF
UNDERSTANDING
(MOU)**

**PROVIDING FOR THE CONTINUING OPERATION OF
THE
SAN FRANCISCO INTERNATIONAL
AIRPORT/COMMUNITY ROUNDTABLE**

Working together for quieter skies 

Approved by the Roundtable: April 6, 2005
Effective Date: October 5, 2005

MEMORANDUM OF UNDERSTANDING (MOU)

Approved by the Roundtable on April 6, 2005
Effective Date: October 5, 2005

CONTENTS

Preamble

Article I Statement of Purpose and Objectives

Article II Agreement

Article III Roundtable Membership

Article IV Roundtable Operations and Support

Article V Amending This Memorandum of Understanding (MOU)

Article VI Status of Prior Memorandums of Understanding (MOUs) and Related Amendments

Article VII Memorandum of Understanding (MOU) Adoption and Effective Date

Attachment: Signature Page for Memorandum of Understanding (MOU) Signatory Agency

MEMORANDUM OF UNDERSTANDING (MOU)

PROVIDING FOR THE CONTINUING OPERATION OF THE SAN FRANCISCO INTERNATIONAL AIRPORT/COMMUNITY ROUNDTABLE

Preamble

San Francisco International Airport is owned and operated by the City and County of San Francisco but is located entirely within neighboring San Mateo County. Because of the shared impacts that result from airport operations, the two counties entered into a Joint Powers Agreement (JPA) in 1978 to quantify the impacts and to identify possible mitigation actions. The implementation of the mitigations noted by the Joint Powers Board, in its *Joint Action Plan*, called for the formation of a formal structure and process to oversee the implementation of the numerous mitigation actions outlined in the *Plan*.

In May 1981, the County of San Mateo, the County Airport Land Use Committee (ALUC), and the governing bodies of 11 cities/towns located in San Mateo County near the Airport¹ entered into a Memorandum of Understanding (MOU) with the City and County of San Francisco to create a public body known as the San Francisco International Airport/Community Roundtable (Roundtable). Under this agreement, the Roundtable became a committee formed to work cooperatively to oversee the implementation of the recommendations contained in the *Joint Action Plan* adopted by the Joint Powers Board in 1980. Those recommendations addressed various community impacts from the operation of San Francisco International Airport, including aircraft noise, vehicular ground access, and air quality. Since its first meeting on June 3, 1981, the Roundtable has focused its efforts on reducing aircraft noise impacts in affected neighborhoods and communities. Vehicular airport ground access and airport-related air quality issues have been and continue to be addressed by other Bay Area public agencies.

In October 1992, the original MOU was amended for the first time, in response to the Airport Commission's adoption and implementation of a San Francisco International Airport Master Plan. The Master Plan provided for the expansion, consolidation, and remodeling of airport landside facilities, through the year 2006. MOU Amendment No.1 also provided for the development of a Roundtable Joint Work Plan, for which the Airport Commission agreed to provide funding to the Roundtable, in the amount of \$100,000 per year, from 1993 through 2000. Under that amendment, the Airport Commission also agreed to spend up to \$120 million to fund aircraft noise insulation projects in eligible cities.

¹ The original 1981 Roundtable MOU signatory cities/towns within San Mateo County included the following: City of Brisbane, City of Burlingame, Town of Colma, City of Daly City, City of Foster City, Town of Hillsborough, City of Millbrae, City of Pacifica, City of San Bruno, City of San Mateo, and the City of South San Francisco. The Town of Colma and the City of San Mateo withdrew their membership shortly after the Roundtable began meeting in 1981. Nine cities in San Mateo County remained members until additional cities joined in 1997.

MEMORANDUM OF UNDERSTANDING (MOU) PROVIDING FOR THE CONTINUING OPERATION OF THE SAN FRANCISCO INTERNATIONAL AIRPORT/COMMUNITY ROUNDTABLE

Page 2 of 7

Preamble - continued

In June 1997, the 1981 MOU, as amended, was amended a second time, to allow non-member cities and towns in San Mateo County to join the Roundtable. MOU Amendment No. 2 specified the procedures for joining the Roundtable and established an annual financial contribution requirement for new member jurisdictions. As a result of that amendment, the Roundtable membership increased from 13 to 23 members.

In 2004, the Roundtable Chairperson appointed a Roundtable subcommittee to review the 1981 MOU, as amended, and update the document to provide for improved operation and efficiency of the Roundtable as a public body. The following language is a consolidation of the previous MOU and Amendments Nos.1 and 2, in a more organized and comprehensive format. Also included is additional language to reflect the continuing status of the Roundtable and to provide for more efficient operation of the organization, as a whole.

ARTICLE I: Statement of Purpose and Objectives

1. Purpose

As a result of more than twenty-four years of cooperation between the San Francisco Airport Commission, noise-impacted communities, the federal government, and the airlines operating at San Francisco International Airport, the Roundtable has facilitated numerous aircraft noise mitigation achievements to improve the quality of life in communities near the Airport. The overall purpose of the Roundtable is to continue to foster and enhance this cooperative relationship to develop, evaluate, and implement reasonable and feasible policies, procedures, and mitigation actions that will further reduce the impacts of aircraft noise in neighborhoods and communities in San Francisco and San Mateo Counties.

2. Objectives

- Objective 1: Continue to organize, administer, and operate the San Francisco International Airport/Community Roundtable as a public forum for discussion, study, analysis, and evaluation of policies, procedures and mitigation actions that will minimize aircraft noise impacts to help improve the quality of life of residents in San Mateo and San Francisco Counties.
- Objective 2: Provide a framework of understanding as to the history and operation of the San Francisco International Airport/Community Roundtable.
- Objective 3: Maintain the San Francisco International Airport/Community Roundtable as a focal point of information and discussion between local, state, and federal legislators and policy makers, as it applies to noise impacts from airport/aircraft operations in local communities.

MEMORANDUM OF UNDERSTANDING (MOU) PROVIDING FOR THE CONTINUING OPERATION OF THE SAN FRANCISCO INTERNATIONAL AIRPORT/COMMUNITY ROUNDTABLE

Page 3 of 7

Objectives – continued

- Objective 4: Develop and implement an annual Roundtable Work Program to analyze and evaluate the impacts of aircraft noise in affected communities and to make recommendations to appropriate agencies, regarding implementation of effective noise mitigation actions.

- Objective 5: Maintain communication and cooperation between Airport management and local governments, regarding: (1) local agency land use and zoning decisions within noise-sensitive and/or overflight areas, while recognizing local government autonomy to make those decisions and (2) decisions/actions that affect current and future on-airport development, while recognizing the Airport Commission’s autonomy to make those decisions.

ARTICLE II: Agreement

Signatory agencies/bodies to this Memorandum of Understanding (MOU) agree as follows:

1. Accept in concept and spirit the continuing operation of the San Francisco International Airport/Community Roundtable as described in the “Statement of Purpose and Objectives,” as stated in Article I.

2. Work cooperatively to reduce the impacts of noise, from aircraft operations at San Francisco International Airport, in affected neighborhoods and communities.

3. Provide the necessary means (i.e., funding, staff support, supplies, etc.) to enable the Roundtable to achieve a reduction and mitigation of aircraft noise impacts, as addressed in this agreement.

4. Represent and inform the respective constituencies of the San Francisco International Airport/Community Roundtable members of the Roundtable’s activities and actions to reduce aircraft noise impacts.

5. Support and abide by Roundtable Resolution No. 93-01, which states, in part, that the Roundtable members, as a group, will not take any action(s) that would result in the “shifting” of noise from one community to another, related to aircraft operations at San Francisco International Airport.

MEMORANDUM OF UNDERSTANDING (MOU) PROVIDING FOR THE CONTINUING OPERATION OF THE SAN FRANCISCO INTERNATIONAL AIRPORT/COMMUNITY ROUNDTABLE

Page 4 of 7

ARTICLE III: Roundtable Membership

1. Existing voting membership – The existing Roundtable voting membership (March 2005) consists of one designated Representative and one designated Alternate from the following agencies/bodies:

City and County of San Francisco Board of Supervisors
City and County of San Francisco Mayor’s Office
City and County of San Francisco Airport Commission
County of San Mateo Board of Supervisors
City/County Association of Governments of San Mateo County (CCAG)
 Airport Land Use Committee (ALUC)
Town of Atherton
City of Belmont
City of Brisbane
City of Burlingame
City of Daly City
City of Foster City
City of Half Moon Bay
Town of Hillsborough
City of Menlo Park
City of Millbrae
City of Pacifica
Town of Portola Valley
City of Redwood City
City of San Bruno
City of San Carlos
City of San Mateo
City of South San Francisco
Town of Woodside

2. Elected/Appointed Membership - All Representatives and Alternates who serve on the Roundtable shall be elected officials (i.e., Council Members, Supervisors, etc.) from the agencies/bodies they represent and serve at the pleasure of their appointing agency/body, except Representatives and Alternates from the following, who shall be appointed by and serve at the pleasure of their appointing entity:

City and County of San Francisco Mayor’s Office
City and County of San Francisco Airport Commission
C/CAG Airport Land Use Committee (ALUC)

MEMORANDUM OF UNDERSTANDING (MOU) PROVIDING FOR THE CONTINUING OPERATION OF THE SAN FRANCISCO INTERNATIONAL AIRPORT/COMMUNITY ROUNDTABLE

Page 5 of 7

ARTICLE III: Roundtable Membership - continued

3. Non-Voting Membership - Roundtable non-voting membership shall consist of Advisory Members who represent the following:
 - a. Chief Pilots from airlines operating at San Francisco International Airport
 - b. Federal Aviation Administration (FAA) staff

4. Additional Voting Membership - Other incorporated towns and/or cities located within San Mateo County may request voting membership on the San Francisco International Airport/Community Roundtable by adopting a resolution:
 - a. Authorizing two members of the city/town council (a Representative and Alternate) to represent the city/town on the Roundtable.
 - b. Agreeing to comply with this Memorandum of Understanding (MOU) and all related amendments and any bylaws approved in accordance with this MOU.
 - c. Agreeing to contribute annual funding to the Roundtable in the same amount as current city/town members contribute, at the time of the membership request, or such annual funding as approved by the Roundtable for new members.

5. Withdrawal of a Voting Member - Any voting member may withdraw from the Roundtable by filing a written *Notice of Intent to Withdraw from the Roundtable*, with the Roundtable Chairperson, at least thirty (30) days in advance of the effective date of the withdrawal.

ARTICLE IV: Roundtable Operations and Support

1. Roundtable operations shall be guided by a set of comprehensive bylaws that govern the operation, administration, funding, and management of the Roundtable and its activities.

2. Roundtable staff support shall be provided by the San Francisco Airport Commission and the County of San Mateo. Additional technical staff support may be provided by consultant(s), as needed, in accordance with the relevant provisions in the adopted Roundtable Bylaws.

MEMORANDUM OF UNDERSTANDING (MOU) PROVIDING FOR THE CONTINUING OPERATION OF THE SAN FRANCISCO INTERNATIONAL AIRPORT/COMMUNITY ROUNDTABLE

Page 6 of 7

ARTICLE V: Amending This Memorandum of Understanding (MOU)

1. This Memorandum of Understanding (MOU) may be amended as follows:

Step 1: *Roundtable consideration of a proposed MOU amendment*

Any voting member of the Roundtable may propose an amendment to this MOU. The proposal shall be made at a Roundtable Regular Meeting. Once proposed and seconded by another voting member, at least two-thirds of the voting membership must approve the proposed amendment. If the proposed amendment receives at least the necessary two-thirds votes for approval, the amendment shall then be forwarded to the respective councils/boards of the Roundtable membership agencies/bodies for consideration/action.

Step 2: *Roundtable member agency/body consideration of a proposed MOU amendment*

The proposed MOU amendment must be approved by at least two-thirds of the respective councils/boards of the Roundtable member agencies/bodies by a majority vote of each of those bodies. If at least two-thirds of the member agencies/bodies approve the proposed amendment, the amendment becomes effective. If less than two-thirds of the member agencies/bodies approve the proposed MOU amendment, the proposal fails.

2. This MOU may not be amended more than once in a calendar year.

ARTICLE VI: Status of Prior Memorandums of Understanding (MOU) and Related Amendments

Adoption of this Memorandum of Understanding (MOU) shall supercede and replace all prior MOU agreements and related amendments.

ARTICLE VII: Memorandum of Understanding (MOU) Adoption and Effective Date

1. This Memorandum of Understanding (MOU) shall be deemed adopted and effective upon adoption by at least two thirds of the jurisdictions listed in Article III.
2. The effective date of this Memorandum of Understanding (MOU) shall be the date of approval by at least two-thirds of the member agencies/bodies.

MEMORANDUM OF UNDERSTANDING (MOU) PROVIDING FOR THE CONTINUING OPERATION OF THE SAN FRANCISCO INTERNATIONAL AIRPORT/COMMUNITY ROUNDTABLE

Page 7 of 7

ARTICLE VII: Memorandum of Understanding (MOU) Adoption and Effective Date - continued

3. This MOU shall remain in effect so long as all of the voting following membership conditions are met: (1) at least five of the following cities – Brisbane, Burlingame, Daly City, Foster City, Hillsborough, Millbrae, Pacifica, San Bruno, and South San Francisco – remain members of the Roundtable, (2) the City and County of San Francisco remains a member of the Roundtable, and (3) the County of San Mateo remains a member of the Roundtable.

 4. This Memorandum of Understanding (MOU) and any subsequent amendments to this document shall remain in effect indefinitely, (1) as long as the membership conditions of Item No. 3 of this Article are met, (2) until it is replaced or superceded by another Memorandum of Understanding (MOU), or (3) until the Roundtable is disbanded.
-



ROUNDTABLE STRATEGIC PLAN

July 1, 2020 – December 31, 2024

Adopted by the Roundtable on December 2, 2020

ORGANIZATION OF THIS STRATEGIC PLAN

This Strategic Plan is organized as follows:

- Introduction
- Background/History
- Opportunistic Strategy
- Guiding Principles
- Mission Statement
- Goals, and Action Items
- Strategic Plan Amendment Process
- Appendices: Roundtable Bylaws and Memorandum of Understanding

INTRODUCTION

As a part of its ongoing mission to serve the residents living in the Roundtable communities (County of San Mateo and the City and County of San Francisco) affected by noise from aircraft operating to and from San Francisco International Airport (SFO), the Roundtable embarked on a strategic planning process in early 2010 with a goal of developing a Strategic Plan that would guide the Roundtable actions over the next three years. The Roundtable appointed a Strategic Planning Subcommittee to carry out the strategic planning process and to bring a recommended Strategic Plan back to the full Roundtable for its consideration and adoption. In 2010, the Roundtable adopted its first Strategic Plan to better serve its Members and establish long-term goals and vision. The plan was updated in 2020.

This 2020-2024 Strategic Plan represents the work product of the Subcommittee and was approved by the full Roundtable at its December 2, 2020 Regular Roundtable meeting. This Strategic Plan will guide the Roundtable's actions for the next three years.

Recognizing that the Roundtable needs to respond to changing conditions over time, there are provisions within the Strategic Plan that allow for its ongoing revision. In fact, the Strategic Plan update process will begin a year in advance of the expiration of the Plan or sooner if needed. Until that time, the Roundtable will rely on the guidance provided by the Strategic Plan to develop its annual Work Program, prioritize its activities, and guide its efforts to work with SFO, the Federal Aviation Administration, and the airlines to respond to community concerns and to minimize the impact of aircraft noise on Roundtable member communities.

BACKGROUND/HISTORY

The Airport/Community Roundtable was established in 1981 as a voluntary committee of elected officials to address community noise impacts from aircraft operations at SFO. The Roundtable monitors a performance-based noise mitigation program implemented by airport staff, interprets community concerns and attempts to achieve noise mitigation through a cooperative sharing of authority among the aviation industry, the Federal Aviation Administration (FAA), SFO management and local government.

The authority to control aircraft in flight and on the ground is vested exclusively in the FAA. The FAA, however, cannot control the number of flights or the time of day aircraft operate. Federal law preempts any local government agency from implementing any action that is intended to control the routes of aircraft in flight. Neither the Roundtable, local elected officials nor airport management can control the routes of aircraft in flight or on the ground.

GUIDING PRINCIPLES

The following guiding principles define the manner in which the Roundtable will conduct business over the next three-year period:

1. The Roundtable is the preeminent forum for addressing and resolving community concerns related to noise from aircraft operating to and from San Francisco International Airport.
2. The Roundtable fosters and enhances cooperation between the San Francisco International Airport, noise-impacted communities, the federal government, and the airlines with the purpose of developing, evaluating, and implementing reasonable and feasible policies, procedures, and mitigation actions that will further reduce aircraft noise exposure in neighborhoods and communities in San Francisco and San Mateo Counties.
3. The Roundtable members, as a group, when considering and taking actions to mitigate noise, will not knowingly or deliberately support, encourage, or adopt actions, rules, regulations or policies, that result in the “shifting” of aircraft noise from one community to another, when related to aircraft operations at San Francisco International Airport.

MISSION STATEMENT

The San Francisco International Airport Community Roundtable is a forum of elected officials from San Mateo, and San Francisco Counties assembled to address community noise impacts due to operations at San Francisco International Airport by advocating for legislation, policies, and programs that result in a quiet, healthy community, and by serving as the liaison and resource for community members, local governments, the Federal Aviation Administration (FAA), San Francisco International Airport, and airline operators.

GOALS, AND ACTION ITEMS

The following goals are not listed in priority order:

Goal 1: Review and Comment on Aircraft Procedures: Focus on all aircraft procedures including arrival, departure, and ground based procedures.

Action item: The Roundtable will focus, advocate, and respond on procedural changes that limit the noise impacts on our communities.

Goal 2: Address Airport Operation Noise: Abate noise impacts to surrounding communities from airport and airline operations.

Action item: The Roundtable will identify noise impacts and provide recommendations to SFO Airport Noise Abatement Office for outreach to airlines and FAA as well as to the Airport Director to address in the Airport Development and Noise Action Plans.

Goal 3: Lobby for Aircraft Noise Reduction. Lobby for aircraft noise reduction by sponsoring legislation and research.

Action item: Actively monitor, review, and oppose or support legislation, research, and/or aircraft noise reduction programs to achieve measurable noise reduction in our communities.

Goal 4: Airline Award Program: The Roundtable will partner with SFO to modify the *Fly Quiet Program* to obtain compliance and measurable improvement year over year.

Action item: The Roundtable will report to its community's *Fly Quiet Program* compliance and measurable improvement in compliance year over year.

Goal 5: Address Community Concerns: Focusing on San Mateo, and San Francisco Counties continue to actively respond to community concerns regarding aircraft and airport noise issues.

Action item: Provide the forum for communities to voice their concerns and give their input. Educate community members about FAA, SFO International Airport, Airlines, and SFO Roundtable roles and responsibilities and authority.

Goal 6: Improve Roundtable Effectiveness: Increase Roundtable effectiveness with inward focused Member education, support and mentorship.

Action item: The Roundtable will make an ongoing effort at strengthening our membership, by developing a mentorship program, creating a new member packet, and translating technical jargon.

STRATEGIC PLAN AMENDMENT PROCESS

This Strategic Plan is a long-term plan that is intended to guide the Roundtable over a three-year period. Among other things, the Strategic Plan shall be used to guide the

Roundtable Strategic Plan 2020-2024

Page 5 of 5

development of the Roundtable's annual Work Program. The Work Program can be tailored to respond to short-term needs, while remaining responsive to the Roundtable's long-term goals.

There may be circumstances, however, during which conditions change to a point that require an update of the Strategic Plan. In those instances, the Strategic Planning Subcommittee shall be convened to discuss the required changes to Strategic Plan and, when appropriate, shall make recommendations to the full Roundtable regarding the required updates to the Strategic Plan. If the full Roundtable adopts the Subcommittee's recommendations, the Strategic Plan will be amended to incorporate those recommendations.

The foregoing notwithstanding, the Strategic Plan shall be updated no less than every three years. The strategic planning process shall commence no less than one year prior to the expiration plan. The Strategic Planning Subcommittee shall be convened to conduct the strategic planning process and present a recommended Strategic Plan to the full Roundtable for consideration and adoption.



ROUNDTABLE ANNUAL WORK PLAN

July 1, 2020 through June 30, 2021

Adopted by the Membership on December 2, 2020

Organization of the Work Program

The Work Program is organized as follows: Strategic Plan goal and action, and work plan task to be accomplished this fiscal year 2020-2021.

Introduction

The Work Program is part of the Roundtable's overall approach to planning efforts; it is guided by the Roundtable's Strategic Plan. The Strategic Plan has a three-year planning horizon and the Work Program has a one-year planning horizon. The Work Program items are distilled from the overall Strategic Plan goals; each of the Work Program items are associated with a Strategic Plan goal.

While the Work Program is a one-year document, many items will be rolled over through multiple planning cycles. This is due to the longer-term nature of some items, including standing updates and future technologies. These longer-term items remain on the Work Program in order for the Roundtable to maintain their understanding of the issue. The Roundtable appointed a Work Program Subcommittee to carry out the work program planning process and to bring a recommended Work Program back to the full Roundtable for its consideration and adoption.

The following are the approved Strategic Plan (2020-2024) Goals, and Action Items, along with the Work Plan tasks to be accomplished during the fiscal year 2020-2021:

Goal 1: Review and Comment on Aircraft Procedures: Focus on all aircraft procedures including arrival, departure, and ground based procedures.

Action item: The Roundtable will focus, advocate, and respond on procedural changes that limit the noise impacts on our communities.

Work Plan Item(s):

- The Roundtable Technical Working Group will evaluate the FAA NIITE and HUSSH Departures modified proposal for nighttime noise abatement regarding location, level of flight paths, night time hours, and environmental review process. The Roundtable Technical Working Group will recommend next steps to the full Roundtable, as appropriate.
- Working with the technical consultant, the Roundtable will evaluate options for nighttime arrivals on Runways 28R and 28L.
- Working with the technical consultant, the Roundtable will evaluate options for Redirect Southern Arrivals (SERFR) and PIRAT STAR Airspace arrival procedures.

Goal 2: Address Airport Operation Noise: Abate noise impacts to surrounding communities from airport and airline operations.

Action item: The Roundtable will identify noise impacts and provide recommendations to SFO Airport Noise Abatement Office for outreach to airlines and FAA as well as to the Airport Director to address in the Airport Development and Noise Action Plans.

Work Plan Item(s):

- Review and provide feedback on the SFO Strategic Plan, Development Plan, and Noise Action Plan. Include Environmental Justice in the feedback.

-The Roundtable Technical Working Group will actively work with SFO on Ground Based Augmentation System to provide feedback on the GLS (global navigation satellite landing) approach, the associated noise evaluation, and the Community Flight Procedure Package (CFPP) and plan for community evaluation of innovative GLS approaches.

-The Roundtable Ground Based Noise Subcommittee will complete the Ground Based Noise Study and make a recommendation to the Membership on next steps.

Plan Goal 3: Lobby for Aircraft Noise Reduction. Lobby for aircraft noise reduction by sponsoring legislation and research.

Action item: Actively monitor, review, and oppose or support legislation, research, and/or aircraft noise reduction programs to achieve measurable noise reduction in our communities.

Work Plan Task(s):

- Receive regular reports from N.O.I.S.E., a national organization to insure a sound controlled environment, regarding federal legislation and action.
- Actively monitor activities from the congressional Quiet Skies Caucus.
- Lobby/advocate as needed.
- Work with Congressional delegation to help develop and pass noise-related legislation.

Goal 4: Airline Award Program: The Roundtable will partner with SFO to modify the *Fly Quiet Program* to obtain compliance and measurable improvement year over year.

Action item: The Roundtable will report to its community's *Fly Quiet Program* compliance and measurable improvement in compliance year over year.

Work Plan Task(s):

- Receive Noise Office presentation on new plan, provide feedback, and recommend needed revisions.

Goal 5: Address Community Concerns: Focusing on San Mateo, and San Francisco Counties continue to actively respond to community concerns regarding aircraft and airport noise issues.

Action item: Provide the forum for communities to voice their concerns and give their input. Educate community members about FAA, SFO International Airport, Airlines, and SFORT roles and responsibilities and authority.

Work Plan Task(s):

- Revamp the Roundtable website to include accessible meeting information, useful documents, and archived history so that it can be used as an education tool for the community. The website can also be used to communicate

Roundtable successes.

- Conduct an Annual Report of Accomplishments and celebrate the Roundtable 40th Anniversary.
- Analyze noise monitor methodology and make recommendations at the local, state, and federal levels.

Goal 6: Improve Roundtable Effectiveness: Increase Roundtable effectiveness with inward focused Member education, support and mentorship.

Action item: The Roundtable will make an ongoing effort at strengthening our membership, by developing a mentorship program, creating a new member packet, and translating technical jargon.

Work Plan Task(s):

- Conduct Noise 101 training.
- Create a member packet for onboarding and supporting new members including mentorship.

**1992 AIRPORT/COMMUNITY ROUNDTABLE
MEMORANDUM OF UNDERSTANDING (MOU)
AMENDMENT NO. 1**

EFFECTIVE NOVEMBER 3, 1992

OCTOBER 23, 1992

EXHIBIT 4

AMENDMENT NO. 1 TO THE MEMORANDUM OF UNDERSTANDING
REGARDING ACCEPTANCE OF THE JOINT ACTION PLAN AND
ESTABLISHING AN AIRPORT/COMMUNITY ROUNDTABLE

THIS IS AN AMENDMENT TO THE MEMORANDUM OF UNDERSTANDING creating the Airport/Community Roundtable ("Roundtable") entered into by the County of San Mateo, 9 participating cities located near San Francisco Airport ("Cities"), the City and County of San Francisco, and its Airport Commission ("Commission").

RECITALS

1. On or about May 11, 1981, local governing bodies and the Commission entered a Memorandum of Understanding Regarding Acceptance of the Joint Action Plan and Establishing an Airport/Community Roundtable ("MOU"). The Roundtable is a committee formed by the MOU to develop joint action plans and to work cooperatively in resolving issues concerning the San Francisco International Airport and its environs. The members of the Roundtable and the Commission reaffirm in concept and spirit the Joint Action Plan which was attached to the original MOU and agree to work cooperatively toward achievement of the Joint Land Use Study Objectives stated in that Plan.
2. In addition to the Joint Action Plan created by the original MOU, the Roundtable has in the past given on-going consideration and study to the concern over aircraft noise impacts resulting from aircraft operations at the Airport.
3. Commission is presently considering the adoption of a San Francisco International Airport Final Draft Master Plan ("Master Plan") and an environmental Impact Report ("EIR.")

or procedures are beyond the scope and authority of the Commission to implement, the Commission shall request and support the appropriate agencies to implement such actions as soon as practical.

3. FUNDING FOR NOISE INSULATION

The Airports Director shall recommend that the Commission include a section in the Final Mitigation Program related to noise insulation to provide that the Airports Commission shall guarantee to spend up to \$120 million for noise insulation in the cities surrounding the Airport per the terms shown in Exhibit 1.

4. INCLUSION IN MASTER PLAN

This terms of this Memorandum of Understanding and its attachments shall be included as a condition of approval of the Master Plan by Commission.

5. EFFECTIVE DATE OF AMENDMENT

This Amendment shall be effective upon execution by all parties who are official members of the Roundtable. The Amendment shall terminate upon mutual agreement of the parties.

6. OTHER PROVISIONS

This Amendment is hereby incorporated and made a part of the original agreement and is subject to all provisions therein. All other provisions of the original MOU remain unchanged and fully effective.

7. ATTACHMENTS

The following document is attached to and are part of this Amendment:

Attachment 1 - Joint Work Plan

IN WITNESS WHEREOF, Commission and other members of Roundtable have caused this Amendment to be executed by their duly authorized representatives on the dates shown below. This Amendment may be signed in counterparts.

Date _____

CURT HOLZINGER
CITY AND COUNTY OF SAN FRANCISCO
BOARD OF SUPERVISORS' REPRESENTATIVE

Date _____

TOM HAYES
CITY AND COUNTY OF SAN FRANCISCO
MAYOR'S OFFICE

Date _____

LOUIS TURPEN
CITY AND COUNTY OF SAN FRANCISCO
AIRPORTS COMMISSION

Date _____

MARY GRIFFIN, SUPERVISOR
COUNTY OF SAN MATEO
BOARD OF SUPERVISORS

Date _____

HERBERT FOREMAN
C/CAG AIRPORT LAND USE COMMITTEE
(ALUC)

Dated: _____

CITY OF BRISBANE

ATTEST:

Clerk of City Council

BY _____
Mayor

Dated: _____

CITY OF BURLINGAME

ATTEST:

Clerk of City Council

BY _____
Mayor

Dated: _____

CITY OF DALY CITY

ATTEST:

Clerk of City Council

BY _____
Mayor

Dated: _____

CITY OF FOSTER CITY

ATTEST:

Clerk of City Council

BY _____
Mayor

Dated: _____

CITY OF HILLSBOROUGH

ATTEST:

Clerk of City Council

BY _____
Mayor

Dated: _____

CITY OF MILLBRAE

ATTEST:

Clerk of City Council

BY _____
Mayor

Dated: _____

CITY OF PACIFICA

ATTEST:

Clerk of City Council

BY _____
Mayor

Dated: _____

CITY OF SAN BRUNO

ATTEST:

Clerk of City Council

BY _____
Mayor

Dated: _____

CITY OF SOUTH SAN FRANCISCO

ATTEST:

Clerk of the Council

BY _____
Mayor

31/CCAGMT.AIR
10/22/92

EXHIBIT 4 - ATTACHMENT 1

JOINT WORK PLAN

PURPOSE

The purpose of the Joint Work Plan between the Airports Commission and the Airport/Community Roundtable is to identify and implement actions and procedures to mitigate aircraft noise impacts resulting from aircraft operations at San Francisco International Airport.

GOAL/OBJECTIVES

The goal of the Joint Work Plan is to implement appropriate actions to reduce aircraft noise impacts in the Airport environs communities resulting from the San Francisco International Airport.

The objectives of the Joint Work Plan are as follows:

1. Develop and implement additional air traffic procedures to reduce aircraft noise and overflight in communities near the Airport.
2. Revise existing Airport noise abatement regulations to improve enforcement of noise mitigations.
3. Expand the existing Airport Noise Management Plan to improve noise management capability.
4. Implement and evaluate a test program to reduce low frequency, backblast noise in affected communities.
5. Monitor the progress and implementation of the Joint Work Plan actions to evaluate the performance of noise mitigation efforts and to assure achievement of the stated goal.

TOPICS/ISSUES

The Airports Commission and the Airport/Community Roundtable will discuss and analyze the items listed below to ascertain the need for action on, and, if action is appropriate; to determine implementation by the appropriate agency(ies). Such list may be amended at any time by mutual agreement.

Airport/Aircraft Operation Procedures

A. Air Quality

1. Air quality impacts in the Airport environs area of existing and future airport operations.

Airport/Aircraft Operating Procedures - continued

B. Navigation Aids

1. Installation and capabilities of a Localizer-type Directional Aid/Distance Measuring Equipment (LDA/DME) to reduce or eliminate overflights of communities in all weather conditions and time periods.
2. Installation and capabilities of a Microwave Landing System (MLS) to revise flight patterns and procedures to lessen noise impacts on Airport environs cities.

C. Noise Measurement/Noise Management

1. Development of a local single-event noise metric and a reporting system.
2. Expansion of the Airport's proactive noise management program, through increased use of the Airport's PASSUR System.
3. Reduction of backblast noise from Runways 01 departures to mitigate the impacts of recent increases in the use of Runways 01 and the anticipated impacts of the growth in air traffic as forecast in the Master Plan. Specifically:
 - (a) Increase the use of correctly flown Runways 28 Shoreline departures and the nighttime use of Runways 10 for departures.
 - (b) Evaluate the results of the May 1992 Runways 01 test program and implement effective options.
 - (c) Implementation of the effective results of the backblast noise test program (see page 3).
4. Reduction of nighttime and early morning arrivals and departures.
5. Reduction of the Airports Commission's maximum sideline noise limit of 103 EPNdB to a lower limit by December 31, 1993.
6. Revisions to the existing San Francisco International Airport Noise Abatement Regulation to enforce noise mitigations.

D. Runway Operations

1. Deactivation of Runways 01 at night, between the hours of 11:00 p.m. and 7:00 a.m.
2. Prohibition of Stage 2 aircraft operations at night.

Airport/Aircraft Operating Procedures - continued

D. Runway Operations - continued

3. Enforcement of the Roundtable and Airports Commission policy of not shifting noise from one community to another.
4. Elimination of shortcutting from Woodside to the Outer Marker and designation of the high span approach as a noise abatement procedure to reduce the Tipp Toe approach procedure for single-stream arrivals.
5. On implementation of the LDA/DME, utilize the high span with the LDA/DME for side-by-side procedures.
6. Education of domestic and international flight crews and air carriers of noise mitigation programs and procedures.

E. Other Items Suggested by the Public and Supported by the Roundtable

1. Use of sound enclosures for all runups; prohibition of runups at boarding gates.
2. Compliance with the State Noise Standards to eliminate the need for a variance.

Backblast Noise Test Program

The Commission and the Roundtable will implement a pilot program to test the effectiveness of sound insulation measures to reduce low frequency, backblast noise in affected communities. Commission will provide the total funding for the pilot program. Eligibility and acoustic criteria for the program will be jointly developed.

The Roundtable will evaluate the results of the pilot program. If the pilot program is successful, the Commission will continue to provide funding for the program to participating cities.

IMPLEMENTATION OF THE JOINT WORK PLAN

This Joint Work Plan will be implemented over a mutually agreed time period.

DFC:kcd - DFCC2463.AKA

**1997 AIRPORT/COMMUNITY ROUNDTABLE
MEMORANDUM OF UNDERSTANDING (MOU)
AMENDMENT NO. 2**

EFFECTIVE JULY 30, 1997

**AMENDMENT No. 2 TO THE MEMORANDUM OF UNDERSTANDING
REGARDING ACCEPTANCE OF THE JOINT ACTION PLAN AND
ESTABLISHING AN AIRPORT/COMMUNITY ROUNDTABLE**

THIS IS AMENDMENT No. 2 TO THE MEMORANDUM OF UNDERSTANDING creating the Airport/Community Roundtable ("Roundtable") entered into by the County of San Mateo, 11 participating cities located near San Francisco Airport ("Cities"), the City and County of San Francisco, and its Airport Commission ("Commission")

RECITALS

1. On or about May 11, 1981, local governing bodies and the Commission entered a Memorandum of Understanding Regarding Acceptance of the Joint Action Plan and Establishing an Airport/Community Roundtable ("MOU"). The Roundtable is a committee formed by the MOU to develop joint action plans and to work cooperatively in resolving issues concerning the San Francisco International Airport and its environs.
2. In addition to the Joint Action Plan created by the original MOU, the Roundtable gives on-going consideration and study to the concern over aircraft noise impacts resulting from aircraft operations at the Airport.
3. Certain cities in South San Mateo County have expressed interest in joining the Roundtable in order to participate in developing and implementing air traffic control procedures and in addressing aircraft and Airport operation procedures to reduce aircraft noise.
4. The Roundtable has determined that its purpose of providing a forum to address noise issues would be served by allowing all cities in San Mateo County, regardless of noise levels or treatment under Title 21, Chapter Six, of the California Code of Regulations, the opportunity to fully participate in the Roundtable.

5. The Roundtable adopted Resolution 93-01 on December 9, 1993 to memorialize its longstanding policy of not shifting noise from one community to another when related to aircraft operations at San Francisco International Airport. The Roundtable will continue to adhere to the policy's set forth in Resolution 93-01.

THEREFORE, the current members of the Airport/Community Roundtable agree to amend the Memorandum of Understanding Regarding Acceptance of the Joint Action Plan and Establishing an Airport/Community Roundtable, as previously amended, as follows:

1. **REPRESENTATIVE OF CITIES IN SAN MATEO COUNTY NOT CURRENTLY VOTING MEMBERS**

Any city in San Mateo County that is not currently a voting member of the Roundtable may elect to become a voting member of the Roundtable at any time by adopting a resolution:

(1) authorizing a member of the city council to represent the city on the Roundtable; (2) agreeing to comply with the original MOU and Amendment No. 1 to the MOU; and (3) agreeing to contribute annual funding to the Roundtable in the same amount as a current City member contributes (currently \$1,000 per year), or such additional annual funding as may be recommended by the Roundtable. The city may designate an alternate member, to represent the city on the Roundtable, who must also be a member of the city council. Any city or other voting member of the Roundtable, whether currently a member or electing to become a member under this section, may elect not to contribute annual funding to the Roundtable and, by such election shall lose its voting membership on the Roundtable.

2. EFFECTIVE DATE OF AMENDMENT

This Amendment shall be effective upon execution by a majority of the parties who are current voting members of the Roundtable.

3. OTHER PROVISIONS

This Amendment is hereby incorporated and made a part of the original agreement and is subject to all provisions therein. All other provisions of the original MOU and Amendment No. 1 remain unchanged and fully effective.

IN WITNESS WHEREOF, the members of the Roundtable have caused this Amendment to be executed by their duly authorized representatives on the dates shown below:
This Amendment may be signed in counterparts.

Date _____

CITY AND COUNTY OF SAN FRANCISCO

Date _____

CITY AND COUNTY OF SAN FRANCISCO
AIRPORTS COMMISSION

Date _____

COUNTY OF SAN MATEO
BOARD OF SUPERVISORS

Dated: _____

AIRPORT LAND USE COMMITTEE

Dated: _____

CITY OF BRISBANE

ATTEST:

Clerk of City Council

BY _____
Mayor

Dated: _____

CITY OF BURLINGAME

ATTEST:

Clerk of City Council

BY _____
Mayor

Dated: _____

CITY OF DALY CITY

ATTEST:

Clerk of City Council

BY _____
Mayor

Dated: _____

CITY OF FOSTER CITY

ATTEST:

Clerk of City Council

BY _____
Mayor

Dated: _____

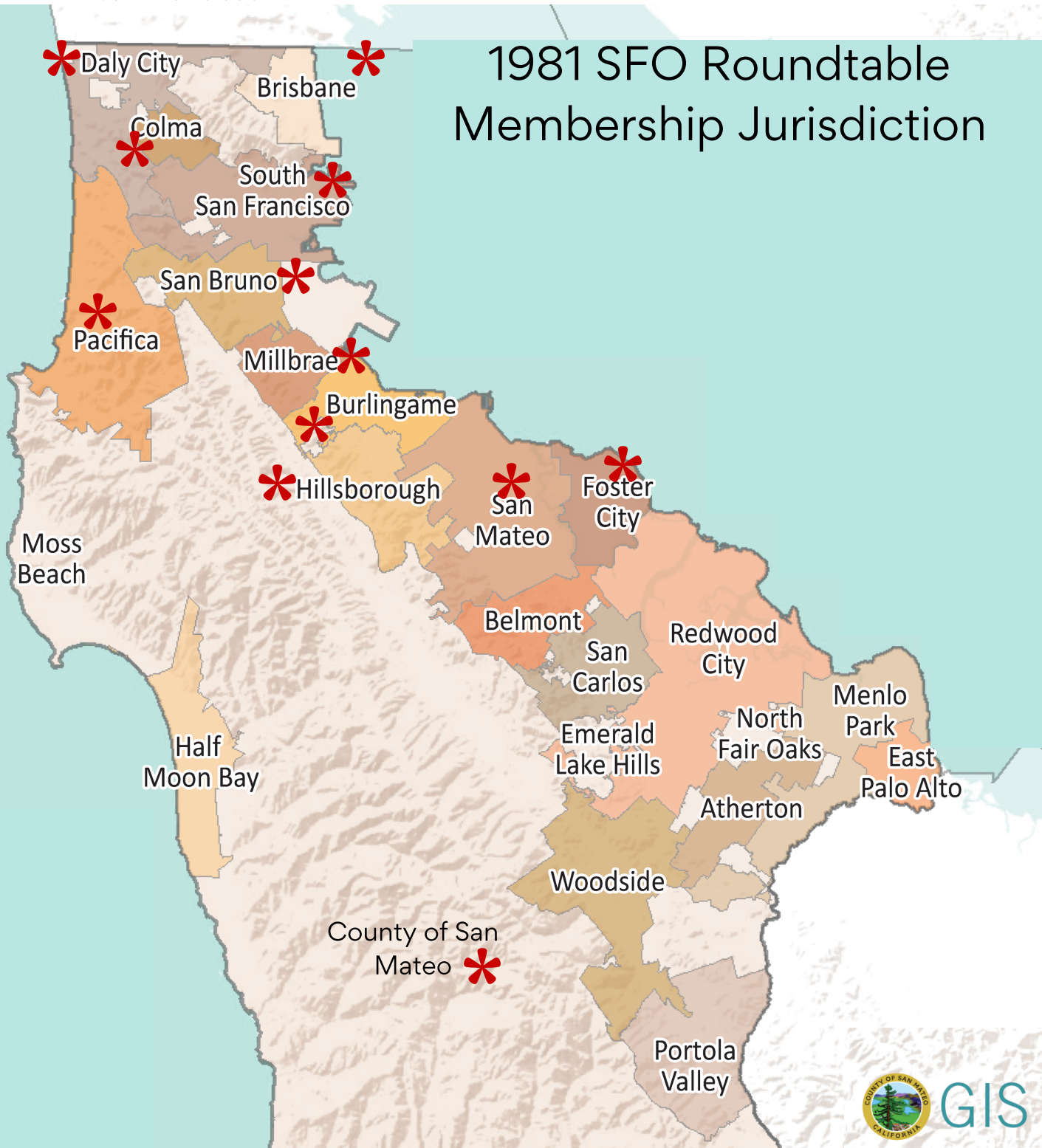
TOWN OF HILLSBOROUGH

ATTEST:

Clerk of City Council

BY _____
Mayor

1981 SFO Roundtable Membership Jurisdiction



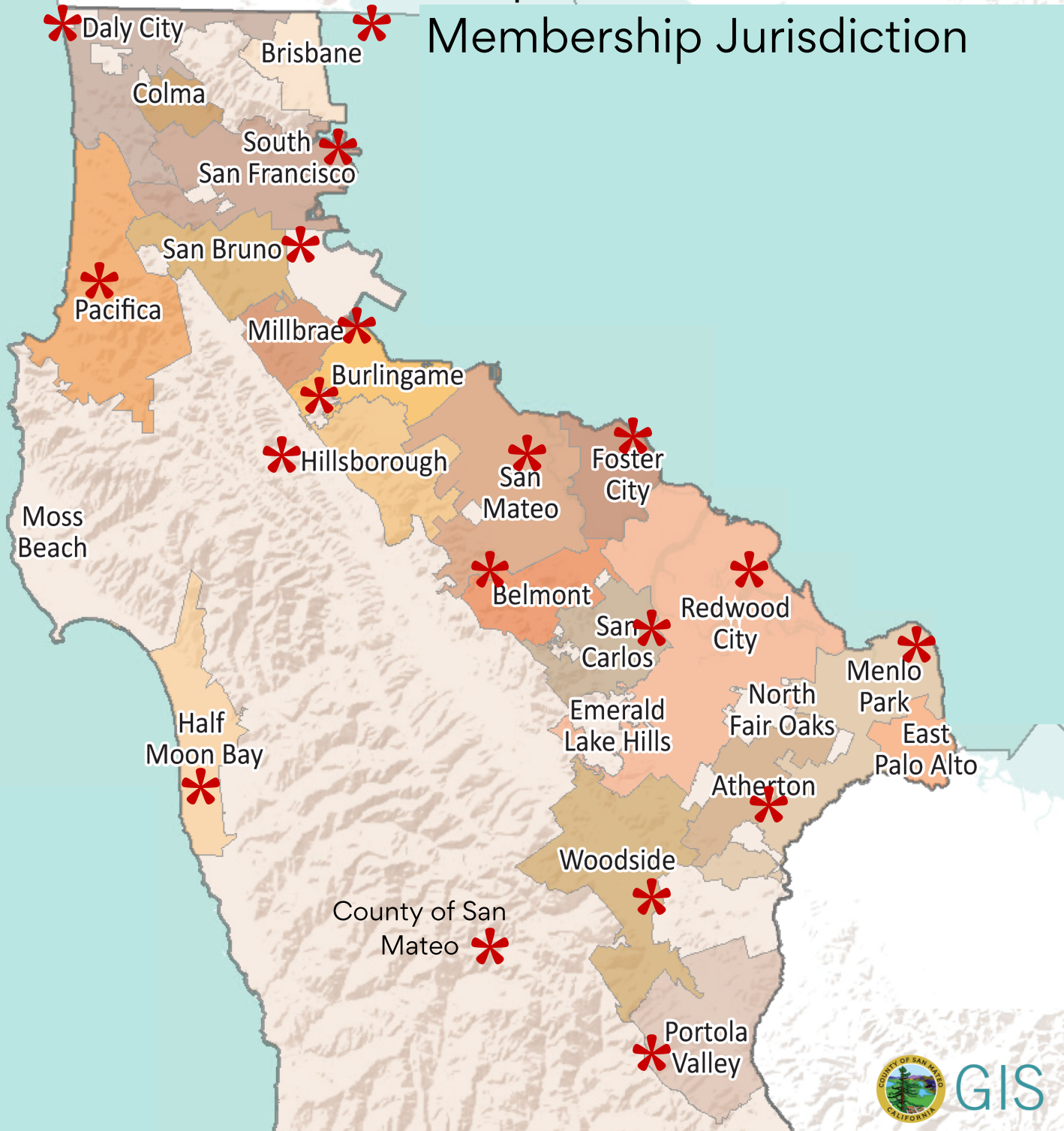
Original Membership

- City and County of San Francisco
- San Francisco Airport Commission
- County of San Mateo
- San Mateo County Airport Land Use Committee (ALUC)
- Brisbane
- Burlingame
- Colma*

- Daly City
- Foster City
- Hillsborough
- Millbrae
- Pacifica
- San Bruno
- San Mateo*
- South San Francisco

*Colma and San Mateo opted out shortly after first meeting

1997 Expanded SFO Roundtable Membership Jurisdiction



* Membership

- | | | |
|--|----------------------|-----------------------|
| City and County of San Francisco | Daly City | <i>Portola Valley</i> |
| San Francisco Airport Commission | Foster City | <i>Redwood City</i> |
| County of San Mateo | <i>Half Moon Bay</i> | San Bruno |
| City/County Association of Governments (C/CAG) | Hillsborough | <i>San Carlos</i> |
| <i>Atherton</i> | <i>Menlo Park</i> | <i>San Mateo</i> |
| <i>Belmont</i> | Millbrae | South San Francisco |
| Brisbane | Pacifica | <i>Woodside</i> |
| Burlingame | | |

Congress of the United States
Washington, DC 20515

June 28, 2017

Ms. Joanne Benjamin, Interim Executive Director
 Cities Association of Santa Clara County
 Post Office Box 1079
 Los Gatos, California 95031

Dear Ms. Benjamin,

We write to request your assistance with the establishment of a long term forum for aircraft noise concerns in the South Bay. There is a critical need in Santa Clara and Santa Cruz Counties for a permanent venue to address aircraft noise concerns and we think it is essential that this body include all currently unrepresented cities in our Congressional Districts. Because you represent each of the 15 cities within Santa Clara County, we respectfully request your assistance with developing an intergovernmental partnership between the cities in Santa Clara and Santa Cruz Counties, Norman Y. Mineta San José International Airport (SJC), and San Francisco International Airport (SFO) that will serve as a permanent aircraft noise mitigation entity representing all affected communities in the South Bay and Santa Cruz County.

Between May and November, 2016, the Select Committee on South Bay Arrivals, a temporary committee of 12 local elected officials appointed by Congresswoman Anna G. Eshoo, Congressman Sam Farr, and Congresswoman Jackie Speier, convened meetings to receive public input and develop regional consensus on recommendations to reduce aircraft noise caused by SFO flights and airspace, and procedural changes related to the Federal Aviation Administration's Next Generation Air Transportation System. Among the many recommendations that received unanimous approval by the former Committee was the need for a permanent venue to represent currently disenfranchised communities in addressing aircraft noise concerns including, but not limited to SFO. This recommendation stems from the fact that our mutual constituents in Santa Clara and Santa Cruz Counties, do not currently belong to a permanent aircraft noise mitigation entity such as the SFO Airport/Community Roundtable.

Recently, the SJC Airport Commission voted unanimously to recommend that the San José City Council approve the establishment of a roundtable forum at SJC to address the noise impacts of the Airport's South Flow operations. While we agree with the Commission that there is a significant demand for an aircraft noise mitigation entity to represent constituents in the South Bay, it is imperative that any potential body not be confined to SJC or SFO related issues and also include representation of all affected and currently unrepresented communities in Santa Clara and Santa Cruz Counties. Although the participation by elected officials in each affected city is essential, it is critical that the establishment of such a body should not be unilaterally implemented by one city, but instead be led collectively by the entire affected region.

We've enclosed a copy of the SFO Airport/Community Roundtable's Purpose and Bylaws which can serve as a model in the South Bay. We would like the Cities Association to collect input from your membership, provide suggestions from each of the cities within your jurisdiction, and to work with the County of Santa Cruz and the Directors of SJC and SFO to develop an intergovernmental partnership modeled after the SFO Airport/Community Roundtable and referred to as the South Bay Airport Roundtable. This body should serve as the permanent

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aircraft noise mitigation entity representing each city within each county, and with jurisdiction spanning aircraft noise issues including but not limited to those related to either SJC or SFO. We recommend that the FAA agree to provide technical assistance as needed, and that like the SFO Airport/Community Roundtable, SJC would be responsible for hosting and staffing meetings. To ensure equitable regional representation, each city and county should have the opportunity to appoint one Member and one Alternate who are local elected officials to serve on the body, elect their own leadership, and participate in helping to fund the effort just as the SFO Airport/Community Roundtable does. Once it is conceived, the newly formed South Bay Airport Roundtable could also work with the SFO Airport/Community Roundtable to establish a joint subcommittee to address complex overlapping issues related to the Midpeninsula.

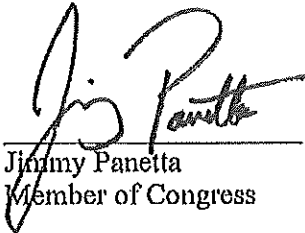
We understand that developing solutions to aircraft noise issues is a complicated and sensitive endeavor that requires extensive engagement with constituents living in affected communities facing sometimes separate but ultimately interrelated issues. Because of this, any proposed changes to our complex airspace should not be the burden of one single city and can only be achieved fairly and effectively with a foundation of regional consensus. The establishment of a permanent South Bay entity is the fundamental prerequisite to ensuring that there is a platform to develop regional consensus upon and thereby ensure any current and future aircraft noise concerns of our mutual constituents can be adequately addressed.

We hope you will accept our request to adopt a leadership role in helping to meet this important regional need. Thank you in advance for your attention to our request and we look forward to your timely response and assistance.

Sincerely, *and gratefully,*



Anna G. Eshoo
Member of Congress



Jimmy Panetta
Member of Congress



Ro Khanna
Member of Congress

- cc: Members, Santa Clara County Board of Supervisors
Members, Santa Cruz County Board of Supervisors
The Honorable Liz Gibbons, Mayor, City of Campbell
The Honorable Savita Vaidhyanathan, Mayor, City of Cupertino
The Honorable Roland Velasco, Mayor, City of Gilroy
The Honorable Mary Prochnow, Mayor, City of Los Altos
The Honorable Gary Waldeck, Mayor, Town of Los Altos Hills
The Honorable Marico Sayoc, Mayor, Town of Los Gatos
The Honorable Rich Tran, Mayor, City of Milpitas
The Honorable Marshall Anstandig, Mayor, City of Monte Sereno
The Honorable Steve Tate, Mayor, City of Morgan Hill
The Honorable Ken Rosenberg, Mayor, City of Mountain View
The Honorable Gregory Scharff, Mayor, City of Palo Alto
The Honorable Sam Liccardo, Mayor, City of San José
The Honorable Lisa Gillmor, Mayor, City of Santa Clara
The Honorable Emily Lo, Mayor, City of Saratoga
The Honorable Glenn Hendricks, Mayor, City of Sunnyvale
The Honorable Stephanie Harlan, Mayor, City of Capitola
The Honorable Cynthia Chase, Mayor, City of Santa Cruz

The Honorable Randy Johnson, Mayor, City of Scotts Valley
The Honorable Oscar Rios, Mayor, City of Watsonville
The Honorable Elizabeth Lewis, Chair, San Francisco International Airport/Community Roundtable
Mr. John Aitken, Interim Director of Aviation, Norman Y. Mineta San José International Airport
Ms. Julie Riera Matsushima, Chair, Norman Y. Mineta San José International Airport Commission
Mr. Ivar C. Satero, Director, San Francisco International Airport
Mr. Dennis Roberts, Western Pacific Regional Administrator, Federal Aviation Administration
Members and Alternates, Former Select Committee on South Bay Arrivals
The Honorable Jackie Speier, Member of Congress
The Honorable Zoe Lofgren, Member of Congress

Enclosure

SAN FRANCISCO INTERNATIONAL AIRPORT/COMMUNITY ROUNDTABLE PURPOSE AND BYLAWS

Adopted on June 5, 2005 (Ver. 1)

Amended on December 2, 2009 (Ver. 2)

Amended on December 1, 2010 (Ver. 3)

Amended on April 3, 2013 (Ver. 4)

Amended on February 4, 2015 (Ver. 5)

A. PURPOSE

B. BYLAWS

Page

Article I.	Organization Name	3
Article II.	Current Roundtable Memorandum of Understanding (MOU). 3	
Article III.	Membership/Representation	4
Article IV.	Officers/Elections	5
Article V.	Staff Support	6
Article VI.	Meetings	6
Article VII.	Subcommittees	7
Article VIII.	Funding/Budget	8
Article IX.	Conduct of Business/Voting	9
Article X.	Amendments/Effective Date	10

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SAN FRANCISCO INTERNATIONAL AIRPORT/COMMUNITY ROUNDTABLE PURPOSE AND BYLAWS

A. PURPOSE

The San Francisco International Airport/Community Roundtable was established in 1981 to address community concerns related to noise from aircraft operating to and from San Francisco International Airport (SFO). This voluntary committee of local elected and appointed officials provides a forum for public officials, airport management, FAA staff, and airline representatives to address issues regarding aircraft noise, with public input. The Roundtable monitors a performance-based aircraft noise mitigation program, as implemented by airport staff, considers community concerns regarding relevant aircraft noise issues, and attempts to achieve additional noise mitigation through a cooperative sharing of authority brought forth by the airline industry, the FAA, airport management, and local elected officials.

B. BYLAWS

Article I. Organization Name

The name of the independent public body established by a 1981 Memorandum of Understanding (MOU), as amended, to carry out the purpose stated above, is the "San Francisco International Airport/Community Roundtable" and may be commonly referred to as the "Roundtable."

Article II. Current Roundtable Memorandum of Understanding (MOU)

The purpose and objectives of the Roundtable are stated in an adopted document entitled, "Memorandum of Understanding (MOU) Providing for the Continuing Operation of the San Francisco International Airport/Community Roundtable," as amended. The MOU is the Roundtable creation document and provides the foundation for its focus and activities.

Article III. Membership/Representation

1. As of the adoption date of this version of the Bylaws, the following agencies/bodies are Roundtable Regular Members:

City and County of San Francisco Board of Supervisors
City and County of San Francisco Mayor's Office
City and County of San Francisco Airport Commission
County of San Mateo Board of Supervisors
C/CAG* Airport Land Use Committee (ALUC)
Town of Atherton
City of Belmont
City of Brisbane
City of Burlingame
City of Daly City
City of Foster City
City of Half Moon Bay
Town of Hillsborough
City of Menlo Park
City of Millbrae
City of Pacifica
Town of Portola Valley
City of Redwood City
City of San Bruno
City of San Carlos
City of San Mateo
City of South San Francisco
Town of Woodside

2. Roundtable Representatives and their Alternates are voting members who serve on the Roundtable and are designated by each of the members listed in Article III. Section 1 above.
3. All Representatives and their Alternates shall be elected officials from the agencies/bodies they represent, except those from the following:

City and County of San Francisco Mayor's Office
City and County of San Francisco Airport Commission
City/County Association of Governments of San Mateo County (C/CAG) Airport Land Use Committee (ALUC)

*City/County Association of Governments of San Mateo County

4. Roundtable Advisory Members are non-voting members that provide technical expertise and information to the Roundtable and may consist of representatives from the following:

Chief pilots of airlines operating at San Francisco International Airport
Federal Aviation Administration (FAA) Staff
5. All Representatives and Alternates who serve on the Roundtable shall serve at the pleasure of their parent bodies.
6. All appointed and elected officials who serve on the Roundtable can be removed/ replaced from the Roundtable at any time by their parent bodies. However, the Roundtable encourages and recommends at least two years of service for Representatives and Alternates who serve on the Roundtable.
7. The Alternates of all Roundtable member agency/bodies shall represent their parent body at all Roundtable meetings when the designated Representative is absent.
8. If both the Representative and his/her Alternate will be absent for a Roundtable meeting, the Chair/Mayor of the member agency/body may designate a voting representative of that agency/body as a substitute for that meeting only and shall notify the Roundtable, preferably in writing, at least two days before the meeting, of that designation.
9. Any city or town in San Mateo County that is not a member of the Roundtable may request membership on the Roundtable in accordance with the membership procedure contained in the most current version of the MOU.
10. Any member may withdraw from the Roundtable by filing a written notice of *Intent to Withdraw from the Roundtable* with the Roundtable Chairperson at least thirty (30) days in advance of the effective date of the withdrawal.
11. No Representative or Alternate shall receive compensation or reimbursement from the Roundtable for expenses incurred for attending any Roundtable meeting or other Roundtable functions.
12. A former member that has withdrawn its Roundtable membership must follow the same process that a new city or town in San Mateo County must follow to request membership in the Roundtable as described in Article III, Section 9 above.

Article IV. Officers/Elections

1. The officers of the Roundtable shall consist of a Chairperson and a Vice-Chairperson.
2. The Chairperson and Vice-Chairperson shall be elected by a majority of the members present at the February Meeting or the first Regular Meeting held thereafter. The term of the Chairperson and Vice-Chairperson shall not exceed twelve (12) months from the date of the election.
3. Nominations for officers of the Roundtable shall be made from the floor.
4. The Chairperson shall preside at all Regular and Special Roundtable Meetings and may call Special Meetings when necessary.
5. The Vice-Chairperson shall perform the duties of the Chairperson in the absence of the Chairperson.
6. A special election shall be called if the Chairperson and/or Vice-Chairperson are unable to serve a full term of office.
7. The Chairperson or Vice-Chairperson may be removed from office at any time by a majority vote of the members present at the meeting that such action is to be taken.

Article V. Staff Support

1. Roundtable staff support shall be provided by the County of San Mateo and by the San Francisco Airport Commission. Staff support provided by the County of San Mateo may include County staff and consultants.
2. The duties of the Roundtable Staff and consultants provided by the County of San Mateo shall be specified and approved as part of the Roundtable's annual budget process.

Article VI. Meetings

1. The Roundtable membership shall establish, by adopted resolution, the date, time and place for Regular Roundtable Meetings. Such resolution shall be adopted at the February Regular Meeting or at the first Regular Meeting held thereafter.
2. A majority of the voting members of the Roundtable must be present to constitute a quorum for holding a Regular or Special Roundtable Meeting. Regular or Special Meetings cannot be held if a quorum is not present.

3. If a quorum is not present at a Regular or Special Roundtable Meeting as determined by the roll call, the Chairperson may decide to:
 - a. terminate the proceedings by declaring a quorum has not been achieved and therefore an official meeting cannot be convened,
 - or
 - b. delay the start of the official meeting as a means to achieve a quorum, if possible, and
 - c. if the Chairperson chooses to delay the meeting the Chair may ask for a consensus from the Representatives/Alternates present to hear the informational items only as noted on the meeting agenda.
4. All agendas and meeting notices for each Regular Meeting, Special Meeting, and certain Subcommittee Meetings, as defined in Article VII, shall be posted, as prescribed by law (Brown Act, California Government Code Section 5490 et seq.).
5. Each Roundtable Meeting Agenda packet shall be posted on the Roundtable Web site as soon as possible before a meeting.
6. A paper copy of the Meeting Agenda packet shall be provided at no charge to anyone who requests a copy.

Article VII. Subcommittees

1. Subcommittees shall either be a Standing Subcommittee or an Ad Hoc Subcommittee. The number of members appointed to a subcommittee of the Roundtable shall consist of less than a quorum of its total membership (see Article VI, Section 2, re: quorum).
 - a. Standing Subcommittees shall include, but not be limited to the following:
 1. Work Program Subcommittee
 2. Operations and Efficiency Subcommittee
 3. Legislative Subcommittee
 4. Departures Technical Working Group
 5. Arrivals Technical Working Group
 - b. Ad Hoc Subcommittee(s) may be created, as needed, to address specific issues.
2. Creation of a Standing Subcommittee or an Ad Hoc Subcommittee may be created by a majority vote of the Representative/Alternates present at a Regular Meeting. The Chairperson shall have the discretion to propose the formation of a subcommittee.

3. Standing Subcommittee or Ad Hoc Subcommittee membership and number of meetings shall be based on the following:
 - a. The Chairperson, at his or her discretion, may appoint any Roundtable Representative or Alternate to serve on a Standing Subcommittee or on an Ad Hoc Subcommittee.
 - b. The Roundtable Chairperson and Vice-Chairperson may serve on a Sub-committee or appoint a current member of the Roundtable to serve as the Subcommittee Chairperson. The Roundtable Chairperson shall serve or appoint a Chair of the Subcommittee, and the Subcommittee shall elect the Vice-Chair. When the Chair of the Subcommittee cannot attend a Subcommittee meeting, the Subcommittee Vice-Chair may serve as the Chair for that meeting.
 - c. Each Subcommittee shall meet as many times as necessary to study the issues identified by the Roundtable as a whole and develop and submit final recommendations regarding such issues to the full Roundtable for review/action.
 - d. After the date on which the Roundtable has heard and taken action on an Ad Hoc Subcommittee's final recommendation(s), the Ad Hoc Subcommittee shall cease to exist, unless the Roundtable determines that the Subcommittee must reconvene for the purposes described in this paragraph. In its action on the Ad Hoc Subcommittee recommendation(s), the Roundtable may direct the Subcommittee to reconvene, as necessary to review, refine, and/or revise all or a portion of its recommendation(s). If such action occurs, the Ad Hoc Subcommittee shall be charged with preparing and submitting a subsequent recommendation(s) to the full Roundtable for review/action. After the date on which the Roundtable has received the subsequent Ad Hoc Subcommittee recommendation(s), the Subcommittee shall cease to exist.
4. The duties of a chairperson of a Roundtable Subcommittee may include, but are not limited to, presiding over Subcommittee meetings and submitting recommendations to the full Roundtable, regarding the topics/issues addressed by the Subcommittee.

Article VIII. Funding/Budget

1. The Roundtable shall be funded by its voting member agencies. The County of San Mateo shall establish a Roundtable Trust Fund that contains the funds from the member agencies and shall be the keeper of the Trust Fund. All Roundtable expenses shall be paid from the Roundtable Trust Fund.
2. The amount of the annual funding contribution for the various categories of membership may be revised by the Roundtable at a Regular or Special Meeting by a majority vote of those members present at that meeting.

3. The Roundtable fiscal year shall be from July 1st to June 30th.
4. Roundtable Staff, in consultation with the Roundtable Chairperson, will recommend an annual funding amount for each Roundtable member at least 60 days prior to the anticipated date of adoption of the annual Roundtable Budget.
5. The Roundtable shall adopt an annual budget at a Regular Meeting or at a Special Meeting held between May 31 and October 31 of each calendar year. The budget must be approved by a majority of the Representatives/Alternates who are present at that meeting.
6. The adopted Roundtable Budget may be amended at any time during the fiscal year, as needed. Such action shall occur at a Regular Roundtable Meeting and be approved by a majority of the Roundtable Representatives present at that meeting.
7. The City and County of San Francisco shall provide an annual funding contribution for representation on the Roundtable by the representatives from the San Francisco Board of Supervisors, the San Francisco Mayor's Office, and the San Francisco Airport Commission. The Airport Commission, being a department of the City and County of San Francisco, shall provide one funding source for all three of these representatives. The amount of the annual contribution may be determined at the discretion of the Airport Director, with approval by the Airport Commission and shall be the subject of an agreement between the City and County of San Francisco and the County of San Mateo.
8. If a member withdraws from the Roundtable, per the provisions of Article III. Section 9, the remainder of that member's annual Roundtable funding contribution shall be forfeited, since the annual Roundtable Budget and Work Program are based on revenue provided by all Roundtable members.

Article IX. Conduct of Business/Voting

1. All Roundtable Regular Meetings and Special Meetings shall be conducted per the relevant provisions in the Brown Act, California Government Code Section 54950 et seq.
2. All Roundtable Standing Subcommittees, as identified in Article VII., are considered legislative bodies, per Government Code Section 54952 (b) (Brown Act) and therefore, the conduct of Standing Subcommittee meetings shall be guided by the relevant provisions of the Brown Act, Government Code Section 54950 et seq.
3. All Ad Hoc Subcommittees are not legislative bodies, as defined by law, and therefore the conduct of those Subcommittee meetings are not subject to the relevant provisions of the Brown Act, Government Code Section 54950 et seq.

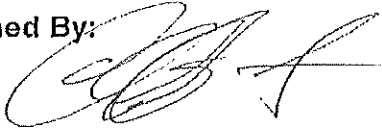
4. All action items listed on the Meeting Agenda shall be acted on by a motion and a second, followed by discussion/comments from Roundtable Representatives and the public, in accordance with *Robert's Rules of Order*. Approval of an action item shall require a majority of the membership present.
5. Except as described in Section 6 below, each agency/body represented on the Roundtable shall have one vote on all voting matters that come before the Roundtable.
6. The City and County of San Francisco has three (3) representatives on the Roundtable (Board of Supervisor's Representative, Mayor's Office Representative, and Airport Commission Representative). In the event all three are present at a Roundtable Regular or Special Meeting, only two of the three may vote on any action item on the meeting agenda.
7. To ensure efficient communications and the appropriate use of Roundtable Staff and Airport Noise Abatement Office Staff resources outside of noticed Roundtable meetings, other than those requests deemed to be minor by the Chairperson, Roundtable Members shall submit all requests for assistance/information/analysis to the Chairperson. The Chairperson will determine the appropriate course of action to respond to the request and shall, if necessary, forward the request to Roundtable and/or Airport staff for action. The Chairperson shall inform the Roundtable Member of the disposition of the request in a timely manner. For requests that are outside of the Roundtable's purview or approved Work Program, the Chairperson shall notify the Member that the request cannot be fulfilled at that time. The Vice Chairperson shall have similar authority in the Chairperson's absence.

Article X. Amendments/Effective Date

1. The Bylaws shall be adopted at a Regular or Special Roundtable Meeting by a majority of the Roundtable Representatives/Alternates present at that meeting.
2. The adopted Bylaws may be amended at any Roundtable Regular or Special Meeting by a majority of the Roundtable Representatives/Alternates present at that meeting.
3. The effective date of these Bylaws and any future amended Bylaws shall be the first day after the Roundtable action to (1) adopt these Bylaws and (2) adopt all subsequent amendments to the Bylaws.

* * * * *

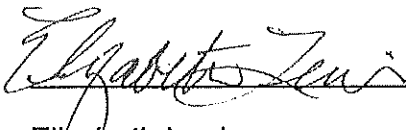
Signed By:



Date:

4/1/15

Cliff Lentz
Roundtable Chairperson
Councilmember
City of Brisbane



Date:

4/1/15

Elizabeth Lewis
Roundtable Vice-Chairperson
Councilmember
Town of Atherton

RESOLUTION NUMBER 1

**A RESOLUTION OF THE SANTA CLARA/SANTA CRUZ COUNTIES AIRPORT/COMMUNITY ROUNDTABLE
AFFIRMING ITS ROLE AS THE APPROPRIATE ORGANIZATION TO FOLLOW-UP WITH THE FEDERAL AVIATION
ADMINISTRATION ON THE REPORTS OF THE SELECT COMMITTEE ON SOUTH BAY ARRIVALS AND THE AD HOC
ADVISORY COMMITTEE ON SOUTH FLOW ARRIVALS AND TO ADDRESS COMMUNITY CONCERNS RELATED TO
AIRCRAFT NOISE AND ENVIRONMENTAL ISSUES.**

WHEREAS, the Select Committee on South Bay Arrivals, and the Ad Hoc Advisory Committee on South Flow Arrivals held public meetings, and forwarded to the Federal Aviation Administration (FAA) reports that included a series of recommendations intended to reduce the increased aircraft noise introduced by the FAA's implementation of the Northern California Metroplex (NorCal Metroplex) flight procedure changes and related air traffic control practices; and

WHEREAS, the Select Committee on South Bay Arrivals and the Ad Hoc Advisory Committee on South Flow Arrivals have expired; and

WHEREAS, the FAA has reviewed those Committees' report recommendations and is taking action on the reports, and continues to implement changes within the NorCal Metroplex; and

WHEREAS, the affected communities have no other regional, public, structured forum to voice their opinions and concerns regarding aircraft noise and environmental issues; and

WHEREAS, the Santa Clara/Santa Cruz Counties Airport/Community Roundtable was formed to provide a public forum through which ongoing aircraft noise, and environmental issues related to the NorCal Metroplex may be heard and addressed; and

WHEREAS, the FAA recognizes the Santa Clara/Santa Cruz Counties Airport/Community Roundtable as a valid and representative community forum with which it can collaborate on aircraft noise and environmental issues; and

WHEREAS, no other forum exists to address the FAA's actions related to these reports, recommendations, and potential changes to aircraft or airport operations over the broad geographic area represented by its members; and

NOW THEREFORE, the members of the Santa Clara/Santa Cruz Counties Airport/Community Roundtable recognize the need for an organization to collaborate with the affected community, and the FAA, on aircraft noise and other issues that have already occurred or are to occur in the future related to the reports of the Select Committee on South Bay Arrivals and the Ad Hoc Advisory Committee on South Flow Arrivals or other issues that may arise due to the implementation of new procedures and related air traffic control practices, and willingly agree to fill this role and resolve as follows:

- 1) The Santa Clara/Santa Cruz Counties Airport/Community Roundtable affirms its role as the appropriate body to follow-up with the FAA on past or future actions, or inactions, related to the reports of the Select Committee on South Bay Arrivals and the Ad Hoc Advisory Committee on South Flow Arrivals.

UNANIMOUSLY ADOPTED BY CONSENT by the Santa Clara/Santa Clara Counties Airport/Community Roundtable on this 24th day of July 2019.

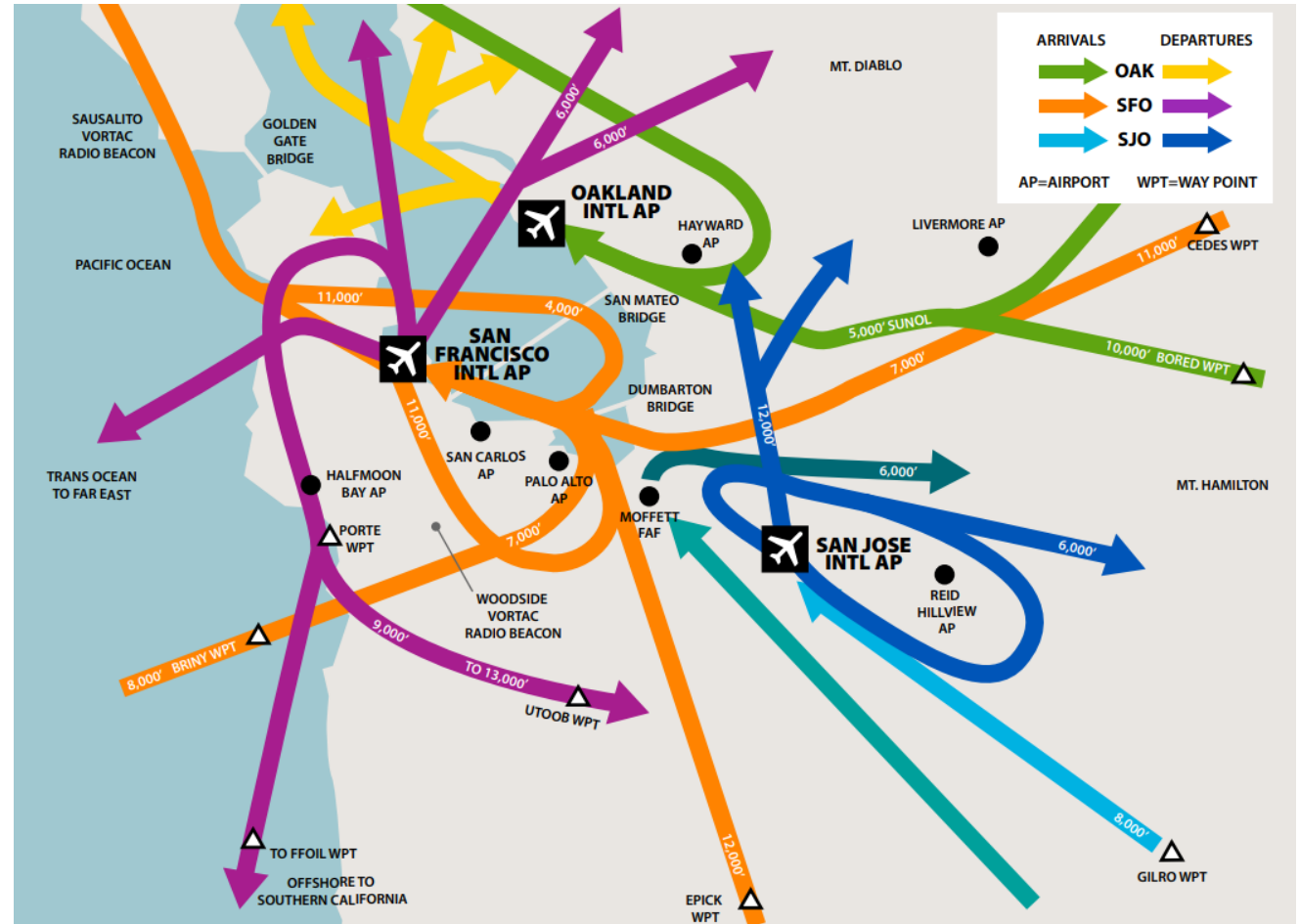

Mary-Lynne Bernard, Chairperson

Presentation to TWG Select Committee History

March 24, 2021, Updated Aug 17, 2021

Outline

- Select Committee on South Bay Arrivals
- Historical Timeline



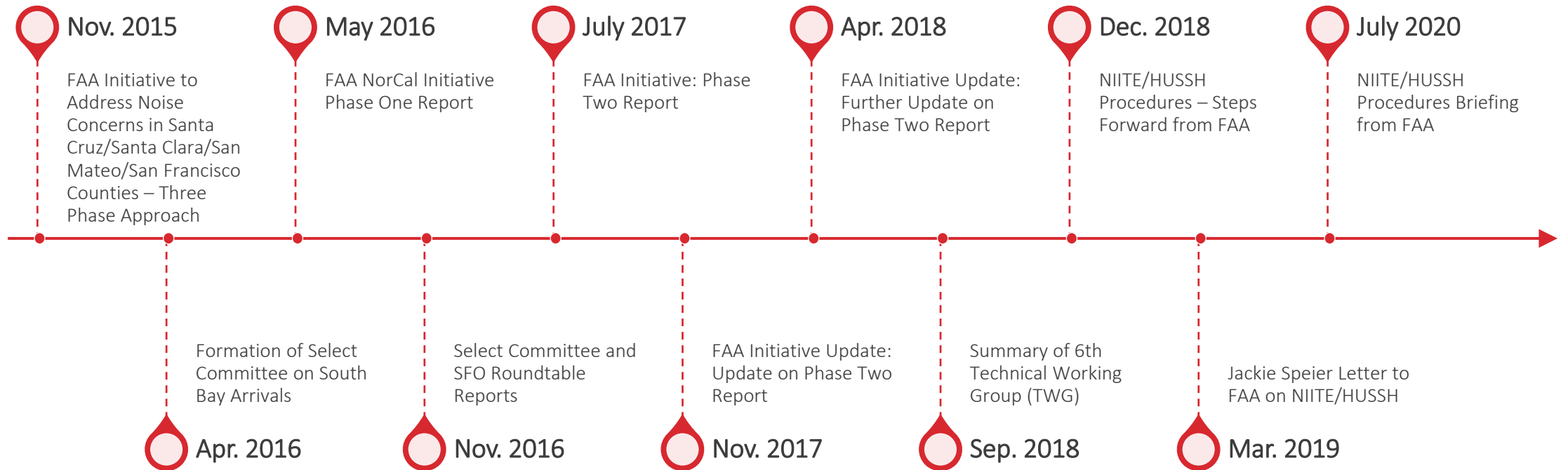
Select Committee on South Bay Arrivals

- Select Committee formed in 2016 at the urging of U.S. Congressional Representatives to address FAA's implementation of the Metroplex
 - Comprised of 12 local elected officials (with 12 alternates) representing Santa Cruz, Santa Clara, and San Mateo Counties
 - Met for 6 months with almost 2 dozen meetings
 - Led the public coordination aspect of FAA's Phase One Report
 - Reviewed FAA proposals with a focus on arrival issues that primarily impact the South Bay region
(The Roundtable was tasked with accepting public input and reviewing FAA proposals with a focus on SFO departures and arrivals near the airport)
 - Responses to the FAA's Phase One Report issued November 17, 2016

Select Committee on South Bay Arrivals Phase One Report

- Report recommendations summarized as:
 - Fly at higher altitudes
 - Fly over locations with fewer people
 - Avoid noisy flight maneuvers
 - Implement noise reducing retrofits where possible
- *Reducing noise at night was reported as an urgent priority*

Historical Timeline



Thank you!

Justin W. Cook – INCE, LEED GA

jcook@hmmh.com

Airport/Community Noise Roundtable and FAA Support

Presented to: Santa Clara/Santa Cruz Counties
Airport/Community Roundtable

Date: March 27, 2019



Airport/Community Noise Roundtables and FAA Support

- A collective/comprehensive effort is necessary to address impacts generated by aircraft noise
- Any effort will require support from:
 - Airport Sponsors
 - Airlines Industry, and Other System Users
 - Elected Officials
 - Community Members
 - Aircraft and Engine Manufacturers
 - FAA
- An effective mechanism is an Airport/Community Noise Roundtable



Airport/Community Noise Roundtables and FAA Support

- There are several Roundtables in the Western Service Area:
 - SFO Roundtable
 - OAK Noise Forum
 - Santa Clara/Santa Cruz Roundtable
 - LAX Roundtable
 - SAN Airport Noise Advisory Committee
 - SEA Stakeholder Advisory Roundtable
 - Centennial Roundtable
 - Others are Adhoc in nature



Airport/Community Noise Roundtables and FAA Support

- Airport/Community Noise Roundtables are:
 - Organizations designed to address community concerns over a sustained period of time regarding aircraft operations at a nearby airport
 - Voluntary, often formed by an airport, local government, or by agreement among multiple jurisdictions
 - Advisory in nature, but can provide the FAA with valuable feedback and insight
 - Can provide the FAA assistance and advise on community outreach and informational needs
 - Typically have charters or bylaws that provide structure for membership, running meetings, scope of issues being addressed, decision-making, and meeting minutes/archived presentations



Airport/Community Noise Roundtables and FAA Support

- Typically Roundtable membership includes:
 - Airport Sponsor
 - Airlines and other System Users
 - Communities surrounding an airport
 - Elected Officials
- The FAA may (and should) attend roundtable meetings to provide technical information and assistance, as well as listen to public concerns
- It is important to remember that the FAA is not a voting member of the Roundtable



Airport/Community Noise Roundtables and FAA Support

- The FAA may support Airport/Community Roundtables by:
 - Providing technical information, data, and advice
 - Providing technical expertise on operational issues and airspace design
 - Educate roundtable members on FAA policy, practices, and lessons learned
 - Inform roundtable members of upcoming changes to the NAS, and community involvement activities/events



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6

Airport/Community Noise Roundtables and FAA Support

- FAA participation at primary Airport/Community Noise Roundtables will come from the Regional Administrator's (RA) Office. If technical expertise is needed, the RA will arrange for the appropriate individual to accompany them to the roundtable. The roundtable chairperson will be informed in advance of any additional individuals attending
- If technical information is requested for an upcoming roundtable meeting, the FAA requests a 30 day advance notification. In some cases, a longer period may be necessary
- The RA will answer questions, as appropriate, but may not have all the answers. They will take notes, and respond to the roundtable chairperson, or at the next roundtable meeting
- Meeting decorum is essential, a facilitator often aids in a successful and productive roundtable meeting



Airport/Community Noise Roundtables and FAA Support

- Many Airport/Community Noise Roundtables have technical sub-working groups, or adhoc committees, to address a specific recommendation
- Once a recommendation has been fully discussed, vetted, and formally agreed upon by the roundtable, and the associated Airport or Airports, the FAA (through the RA's Office) will assign the appropriate Subject Matter Expert(s) (SME) to participate with the working group. This individual(s) may come from the local ATC facility, or the ATO Western Service Center (WSC). This is not a permanently assigned duty (or individual). They are intended to work on only a specific project. Other SME's may be identified on future projects, depending on need



Feasibility – what does it mean?



See notes section for definitions

- There are four feasibility measures:
 - Technical feasibility
 - Operational feasibility
 - Environmental feasibility
 - Financial feasibility
- Actionable processes:
 - Design/Development
 - Environmental Review/Assessment/Study
 - Safety Risk Management
 - Training
 - Implementation



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9

Airport/Community Noise Roundtables and FAA Support

- If the FAA determines to move forward with a specific recommendation/project, they must conduct environmental, safety assessments/reviews/mitigations, and community engagement. The National Airspace System (NAS) is extremely complex, and amazingly runs 24/7/365 with few incidents. Changes to the NAS go through extensive modeling, assessments, and reviews. These processes may take months to years to complete (depending on the project).
- The FAA can provide the roundtable with updates and milestones along the way



Roundtable Recommendations

- Currently there are hundreds of recommendations from various roundtables.
- The ATO WSC must analyze, determine technical feasibility, and respond to each recommendation. This takes considerable resources to complete (months to respond)
- Many recommendations are known to be a “bridge too far” and should not be submitted
- The recommendation backlog is considerable. The same ATO specialists work feasibility determinations as well as actionable processes. It’s a resource issue (human, financial)



Help us, help you - by limiting recommendations to those which have the best chance of success



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11

Airport/Community Noise Roundtables and FAA Support

- The most effective roundtable recommendations reflect consensus among its membership, which includes considering issues and inputs from all potentially affected communities. It should not be about noise shifting. Consensus recommendations tend to result in long-term, satisfactory solutions and reflect the need to balance competing interests.
- Bottom line: We are all in this together, and we are stronger when we address these issues together. We need to form alliances to effectively address the growing concern around aircraft noise

https://www.faa.gov/nextgen/nextgen_near_you/community_involvement/



Federal Aviation
Administration

12



August 20, 2021

TO: Membership Expansion Ad-Hoc Subcommittee Members

FROM: Michele Rodriguez, Roundtable Coordinator

SUBJECT: Identify and Prioritize Key Issues

The issues identified in this memo are from comments received at the June 2, 2021 Membership Meeting. What are the key issues? Prioritize those key issues.

1. Roundtable Purpose

- a. There are multiple airport roundtables, including San Francisco International Airport Community Roundtable (SFORT) the Oakland Forum, the Santa Clara/Santa Cruz (SCSC) Roundtable, and an ad hoc group that addressed reverse flow issues at San Jose Airport. Are airspace issues regional and not being dealt effectively by any one airport roundtable?
- b. Member expansion may result in over-focus on arrivals instead of a balance of arrivals, departures, and ground-based noise.
- c. Moving toward regional noise issues, instead of noise issues experienced by cities adjacent to SFO Airport.
- d. Is a regional roundtable or another “Select Committee” more appropriate to address cross-boundary topics?
- e. Doesn't the SCSC Roundtable already address key NextGen issues for south bay cities?
- f. Is there another way to include south bay cities that stops short of full membership, e.g. an opportunity to add advisory groups, another tier of membership, or a representative from SCSC to discuss key issues or receive thoughtful input? Would SFORT get a representative on SCSC board?
- g. The MOU purpose is to foster and enhance cooperative relationship to develop, evaluate, and implement reasonable and feasible policies, procedures, and mitigation actions that will reduce the impacts of aircraft noise in neighborhoods in SF/San Mateo Counties. Would adding south bay cities change this approach?
- h. Do the Members of Congress who represent this area support member expansion, and redefined purpose?

2. Workload

- a. Given current staff resources, staff can conduct two subcommittee meetings between Regular Meetings. There are currently five standing subcommittees (Work Program, Operations and Efficiency as needed), three being active (Legislative (LEG), Technical Working Group (TWG), and Ground-Based Noise (GBN)) with TWG meeting five times annually, and the others two-three times per year. Currently there is limited staff time and consultant budget for follow-up actions from subcommittees.

- b. Additional budget would be required to increase subcommittee products, such as Ground-Based Noise Study. Should these resources be increased?
- c. Work Plan currently includes topics that were carried over from Select Committee/NextGen and may be more appropriate for SCSC Roundtable (Goal 1: Aircraft Procedures: evaluate options for Redirect Southern Arrivals (SERFR), and PIRAT STAR Airspace arrival.
- d. Should health and air quality impacts be added as a secondary topic to Work Plan?
- e. Revisit budget and member dues to address defined level of service.
- f. What is the role and responsibilities of San Mateo County, what should Santa Clara County, and Santa Cruz County role be in member expansion and supporting the future roundtable role if expanded?
- g. Is there an opportunity to expand either staff, or consultant to expand work load, what is the expected level of service?
- h. The processing of the MOU amendment would take 6-months and take valuable staff time or consultant budget and may not be approved by required Member Board of Supervisors and City/Town Councils.
- i. Besides the MOU and budget, the Strategic Plan and Work Plan should be revisited to reflect membership expansion.

3. Level of Noise Impact

- a. Clarify difference in noise impact (type, altitude, level, number of flights) between SFORT members, and Palo Alto and other south bay cities. Do arrivals, departures, or ground-based noise have a greater impact.
- b. The monthly Airport Director reports are not necessarily an accurate indicator of level of impact to a community as the focus is on the number of complaints (“squeaky wheel” syndrome). Also, complaints are only logged when they can correspond to an actual in-air flight (data captures noise complaints from planes with a tail number); the Reports do not capture other noise impacts such as APU run-ups, ground-maintenance crews, cumulative impact from combined sources (freeway, landscape blowers) and relocation of facilities (proposed in new EIR). There is no ground-based noise contour line, impact threshold level, noise measurement.
- c. What is the list of all cities impacted by NextGen, should they be included in this member expansion discussion?
- d. The CEQA/NEPA noise threshold levels are not aligned with actual impact felt by people on the ground. Staff does not have time, nor is it in the Work Plan, to track or comment on incoming Airport EIRs.
- e. Which cities can and cannot get noise insulation, windows, doors currently, how does this relate to noise mitigation or real noise reduction for south bay cities, or our own member cities?
- f. Define fairness, equity, and justice when considering member expansion, and work plan changes.

4. SCSC Roundtable Purpose

- a. The SCSC Roundtable was formed specifically to address airport noise affecting communities in the South Bay (Santa Clara, Santa Cruz Counties), how are the lines differentiated in terms of areas of concern, airspace, decibel level, altitude.

- b. Airports have a different impact to its communities, what is the range of noise impact by SFO, SJ, Oakland and other municipal airports, and is that impact already being addressed by SFORT, SCSC, SJ, Oakland independently?
- c. Should members of the SCSC Roundtable also get to join the SFO Roundtable?
- d. The Cities Association of Santa Clara County has spent almost one year and a significant amount of money during their oversight of the SCSC Roundtable investigating possible Brown Act violations, possible human resource investigation, facilitation of in-fighting, and resistance to paying bills associated to these actions. The Cities Association of Santa Clara County is distancing themselves and have requested SCSC Roundtable pay their consultant, attorney and other costs and become independent.
- e. Palo Alto and other south bay community members currently require a significant amount of staff time and effort with responding to claims of misuse of funds, sole source hiring, Brown Act challenges, lengthy letters, and requests for information. Sometimes these can be upward of 20-hours of staff time, taking away from Subcommittee meeting follow-up actions.
- f. Over the 40-year history of the Roundtable, the one-time expansion in 1997 was to include unrepresented cities impacted by airplane noise from SFO, how has NextGen, and formation of SCSC changed or addressed this gap?
- g. Unclear criteria for adding new member cities.
- h. There is no procedure for adding new member cities.

Attachments:

- A. Options for Roundtable Membership Expansion Memo, June 2, 2021
- B. Process for Amending Roundtable Membership Memo, July 31, 2020.



June 2, 2021

TO: SFO Community Roundtable Members

FROM: Michele Rodriguez, Roundtable Coordinator

SUBJECT: Options for Roundtable Membership Expansion

EXECUTIVE SUMMARY: History of San Francisco International Airport (SFO) Community Roundtable (“Roundtable”) Memorandum of Understanding and various requests to add Palo Alto as a member, discussion, and direction to staff on next steps.

RECOMMENDATION: Discuss alternatives and provide direction to staff on next steps. If the Membership decides NOT to entertain this request, recommend tabling any further discussion of expansion until the expiration of the Strategic Plan in December 2024.

BACKGROUND: In 1978, 43-years ago, the City and County of San Francisco and San Mateo County entered into a *Joint Powers Agreement* to address shared impacts that result from airport operations, and to quantify the impacts and to identify possible noise mitigation actions. One action item identified in the Joint Powers Agreement *Joint Action Plan* was the formation of a formal structure and process to oversee the implementation of numerous mitigation actions outlined in the Plan. In May 1981, the SFO Community Roundtable was created and formalized under a *Memorandum of Understanding (MOU)*. The public body included the City and County of San Francisco, San Mateo County, and 11 cities/towns in San Mateo County near the Airport¹. In October 1992, in response to the expansion, consolidation, and remodeling of SFO through the Airport Master Plan, the MOU was amended to provide for committed funding from the Airport Commission, and the Airport Commission agreed to spend up to \$120 million to fund aircraft noise insulation projects in eligible cities identified by FAA as those adjacent to the Airport and located within the noise impact area where average daily noise is equal to or greater than 65 decibels. In June 1997, the MOU was amended a second time to allow non-member cities and towns in San Mateo County to join the Roundtable. The MOU also established procedures for these new member jurisdictions to join the Roundtable and established annual financial contribution requirements.

Article 1: Statement of Purpose of the MOU is “to foster and enhance a cooperative relationship between the San Francisco Airport Commission, the neighborhoods and communities in San Francisco and San Mateo Counties, the federal government, and the airlines operating at San Francisco International Airport to facilitate

¹ City of Brisbane, City of Burlingame, Town of Colma, City of Daly City, City of Foster, Town of Hillsborough, City of Millbrae, City of Pacifica, City of San Bruno, City of San Mateo, and the City of South San Francisco.

Roundtable Membership Expansion Memo

June 2, 2021

Page 2 of 6

numerous aircraft noise mitigation achievements to improve the quality of life in communities near the airport."

Article 1: Objectives of the MOU (summary), (1): to organize, administer, and operate the Community Roundtable to minimize aircraft noise impacts to help improve quality of life in San Mateo and San Francisco Counties; (3): be the focal point of information and discussion between local, state, and federal legislators and policy makers as to noise impacts from airport/aircraft operations on local communities; (4) develop and implement Work Program to evaluate and analyze impacts of aircraft noise in affected communities and make recommendations to appropriate agencies of effective noise actions.

Article II: Agreement, the signatory agencies/bodies to the MOU agree to accept in concept and spirit the continuing operation of the Community Roundtable as to this Statement of Purpose, and Objectives.

History of Palo Alto Requests for Membership

1997: The history on the City of Palo Alto requesting voting membership in the Airport/Community Roundtable, dates to March 19, 1997, and September 30, 1997 with the first and second formal requests by the City of Palo Alto (attached), requesting to become a voting member of the Roundtable to address these issues. Although the Roundtable did not take any action to allow or deny Palo Alto membership at that time, it concluded that airport noise was a regional issue and, thus, the Metropolitan Transportation Commission Regional Airport Planning Committee would be the more appropriate body to address the issues raised by the City of Palo Alto.

The reasons discussed during the Roundtable meeting (minutes attached) for not amending the MOU was as follows:

- The Roundtable purpose is to focus on noise impacts to Airport adjacent cities/towns.
- The Roundtable size would get too large and difficult to manage.

The Roundtable strategic focus and scope would become diluted. The noise impacts would expand to include Oakland and San Jose airports, in addition to San Francisco which is regional in nature.

- Noise impacts to non-adjacent Airport cities/towns are different and would distract from the Roundtable's core mission.
- Cities/counties beyond Palo Alto, such as the Counties of Santa Clara and Santa Cruz, and any of the incorporated cities/towns within those counties, may want to join.

2014: On May 29, 2014, the Membership considered a third formal request from the City of Palo Alto (attached) to join the Roundtable. Following the recommendation of an Ad Hoc Subcommittee, the membership voted to deny the request. Instead, the Membership chose to encourage Palo Alto, to continue to participate at Roundtable meetings, to participate at a regional level at the Regional Airport Planning Committee and agreed to assist the County of Santa Clara to create a Roundtable and include the City of Palo Alto (attached SFORT Memo Dec 3, 2014). The MTC (Regional) Airport Planning Committee <https://mtc.ca.gov/about-mtc/what-mtc/mtc-organization/partnership-committees/regional-airport-planning-committee> was identified as the regional body best for addressing regional airport/airline noise issues beyond the Roundtable purpose and objectives.

Roundtable Membership Expansion Memo

June 2, 2021

Page 3 of 6

2016: On January 28, 2016, and at the request of the Roundtable Chairperson, the Membership considered a fourth request for the City of Palo Alto to join the Membership (SFORT Memo Jan 28, 2016). Congresswomen Eshoo sent a letter to FAA Western Regional Administrator “we do not support this approach” to add the City of Palo Alto to the San Francisco International Airport Community Roundtable “given the focus of the SFO Airport Roundtable on many issues that are not relevant to the South Bay”, and “will not resolve the issues at hand” (attached). The SFORT Membership re-firmed their commitment to supporting a new Santa Clara Santa Cruz Roundtable (SCSC) be organized. According to the SCSC Roundtable history, in 2017, US Representative Anna Eshoo, Jimmy Panetta, Ro Khanna asked the Cities Association to form a permanent Roundtable. In October 2018, the Cities Association Board of Directors voted to initiate the formation of the Santa Clara/Santa Cruz Roundtable, a permanent aircraft noise mitigation entity. The invited include the 21 cities and counties of Santa Clara and Santa Cruz Counties, including the Norman Y. Mineta San Jose International Airport and San Francisco International Airport. The SCSC Roundtable has an MOU, Bylaws, Strategic Plan, and Work Plan. As of today, the Santa Clara/Santa Cruz Counties Airport/Community Roundtable continues to operate and remain active. The current May 26, 2021 agenda (attached) includes a contract with an attorney for legal services without an expiration date and ESA (aviation consultant) work, committee reports from Legislative Committee, and Technical Working Group, as well as a draft resolution on regular quarterly meeting dates.

2020: The fifth effort and task regarding Palo Alto Membership was at the Chairperson request and occurred at the August 8, 2020 Membership meeting where a presentation was given on the process for amending the Membership. No Member initiated amendment to the MOU. At the October 7, 2020 Membership meeting the Strategic Plan (2020-2024), and Work Plan (2020-2021) was initiated. The Member survey included two questions on whether the Membership wanted to discuss amending the MOU to allow Membership of other Counties and Cities, and whether the Membership wanted to Establish a Regional Roundtable. These questions received a lower ranking and only those tasks receiving higher priority are shown on the existing Strategic Plan and Work Plan approved by the Membership on December 2, 2021 (SFORT memo dated April 7, 2021). The discussion among Members was to focus the Membership, and staff time and resources on tasks that would result in measurable reduction in noise to the communities being served in San Francisco and San Mateo counties.

2021: This sixth effort regarding Palo Alto, is initiated at the Chairperson request, to discuss alternatives and provide direction to staff on next steps.

DISCUSSION

The reasons for not amending the MOU originally identified in 1997 are similar to the reasons discussed in 2014, 2016, and 2020, and remain relevant today, and include:

- The Roundtable’s purpose is to focus on noise impacts to Airport adjacent cities/towns.
- The Roundtable’s size would get too large and difficult to manage.

The Roundtable strategic focus and scope would become diluted. The noise impacts would expand to include Oakland and San Jose airports, in addition to San Francisco which is regional in nature.

- Noise impacts to non-adjacent Airport cities/towns are different and would distract from the Roundtable’s core mission.

Roundtable Membership Expansion Memo

June 2, 2021

Page 4 of 6

- Cities/counties beyond Palo Alto, such as the Counties of Santa Clara and Santa Cruz, and any of the incorporated cities/towns within those counties, may want to join.
- The approved Strategic Plan (2020-2024), and Work Plan (2020-2021) does not include this task.

The following is a list of pros and cons of Membership expansion to include the City of Palo Alto:

<i>PROS</i>	<i>CONS</i>
\$1,500 increase in annual budget (2021-2020) – Member dues	Part-time staff is already maximized with six Membership meetings per year, plus up to 10 Subcommittee meetings per year. Increased work is expected depending upon number of additional cities / counties being added. Exact budget impact must be determined before a decision can be made and depends on the direction of the Membership (e.g., one City, one County, two Counties).
Additional thought leadership on the Roundtable Membership.	The SCSC Roundtable is currently active and operating and representing the City of Palo Alto. By initiating amendment to the SFORT MOU, the City of Palo Alto would have a seat on the SCSC Roundtable and a seat on the SFORT Roundtable. What about other SCSC Members (In Santa Clara County: Cupertino, Los Altos, Los Altos Hills, Mountain View, Palo Alto, Santa Clara, Saratoga, Sunnyvale, Santa Clara County) do they want to join.
Addressing regional air space.	Historical focus has been on cities adjacent to airport, and related airspace issues. If Membership is expanded, will the focus expand outside the two counties? What will be the Roundtable priorities? Is the Roundtable the best entity for regional airspace topics, or is the Metropolitan Transportation Committee Regional Airport Planning Committee?
Modification required to MOU, Bylaws, Strategic Plan, Work Plan, and Budget to reflect change.	SFO Roundtable has existed for 40-years with a commitment to jurisdictions adjacent to the Airport. Staff time and effort redirected from Work Plan to facilitate MOU amendment through all Member Board of Supervisors and City Councils, estimate 3-4 months.
Benefit from Noise Mitigation to reduce noise.	FAA does not recognize Palo Alto as being within the 65 CNEL noise impacted area so Palo Alto residents are not eligible for noise mitigation (insulation,

	windows, doors). At this time, it is unclear on the financial implication from SFO on this topic
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OPTIONS

The options available to the Membership, direction to staff could include parts of multiple options:

1. No Action: Recognize that there has been no formal 2020-2021 request from the City of Palo Alto to consider adding them to the Membership, no action required.
2. Deny Request: Deny the request to add the City of Palo as a Member.
 - a. Recommend that City of Palo Alto continue to sit on the SCSC Roundtable to address its specific noise issues.
 - b. Continue to contribute at SFO Roundtable meetings on Palo Alto applicable topics.
 - c. Agree to table further discussion on this topic until the deliberation of the new Strategic Plan (2024-27?) to enable staff to focus on current identified Strategic Plan and Work Plan items.
 - d. Encourage the City of Palo to engage with the *MTC Regional Planning Committee* to address noise issues for the South Bay.
3. Create Ad-Hoc Subcommittee: Create an Ad-Hoc Membership Subcommittee, comprised of existing Member cities with balanced geographical representation, to consider the options and develop a recommendation for consideration by the full Roundtable at its August 4, 2021, meeting. Note that the creation and management of this new subcommittee will replace the planned work of existing Subcommittees (GBN, TWG, LEG) and supplant Work Plan priorities.
4. Approve Membership expansion: Direct staff to initiate the amendment to the Roundtable Bylaws, MOU, Strategic Plan, and Work Plan to allow the City of Palo Alto, and/or County of Santa Clara, and/or County of Santa Cruz and/or incorporated cities and towns within those counties to join Roundtable. Staff workload would include bringing these amendments to each Roundtable Member's governing body (SMC Board of Supervisors and respective City and Town Councils). Note that this extensive additional workload will replace the planned work of existing Subcommittees (GBN, TWG, LEG).
5. Support Regional Roundtable: Decide a Regional Roundtable or Task Force is appropriate to address regional scale air space issues. SFORT staff met with MTC/ABAG Director and Assistant Director of Planning regarding the Regional Airport System Planning Analysis role they have played assessing future air passenger and air cargo growth in the region and best approaches to handling that growth from a regional perspective. Historically, this has been a data driven effort resulting in recommended policies to be used by FAA and Airports when preparing master plans and environmental documents. The last report was issued in 2012. SFORT staff asked MTC/ABAG staff about their interest in hosting SFO, Oakland, SCSC Roundtables (and possibly SJ Airport too) to discuss higher level regional air traffic and noise issues. They do agree that with the Bay Area being a job center, with significant connections from air to surface and highway transit system that additional conversation is warranted. The draft MTC/ABAG budget to be approved in June 2021 does not include any funding for this effort, and the topic is not on the MTC Board radar given their focus on the ABAG Regional Housing Needs Allocation, and the Regional Plan Bay Area 2050. But, MTC/ABAG staff is interested in further discussion to discuss topic areas, expected outcomes, roles and responsibilities etc. Direct staff to pursue one or more of the following:
 - a. Approach *MTC/ABAG Airport Planning Committee* to define next steps,

Roundtable Membership Expansion Memo

June 2, 2021

Page 6 of 6

- b. Refer Palo Alto to *MTC Airport Planning Committee*
 - c. Amend the Strategic Plan, and Work Plan to reflect this effort
 - d. Establish regular schedule (e.g., four times per year) to convene a regional meeting with Oakland Forum, SCSC, San Jose Airport, and SFO Roundtable.
6. Request Additional Information: Direct staff to return to the August 4, 2021 meeting with specific additional information.

Recognize that staffing and resources is impacted by certain decision. Additional analysis on those staffing and resources may be appropriate before a decision is made.

ATTACHMENTS:

- A. Memorandum of Understanding
- B. Strategic Plan approved December 2, 2020
- C. Work Plan approved December 2, 2020
- D. SFORT Memos on Amendment MOU for Palo Alto:
 - i. August 13, 2014
 - ii. December 3, 2014
 - iii. January 28, 2016
 - iv. July 31, 2020
 - v. April 7, 2021
- E. Roundtable Meeting Minutes:
 - i. December 3, 1997
 - ii. January 7, 1998
- F. City of Palo Alto requests for Membership:
 - i. March 19, 1997
 - ii. September 30, 1997
 - iii. May 29, 2014
- G. Congresswomen Eshoo letter of February 2, 2016
- H. SCSC Agenda Meeting of May 26, 2021



TO: SFO Roundtable Members
FROM: Linda Wolin, Acting Roundtable Coordinator
RE: Process for Amending Roundtable Membership
DATE: July 31, 2020

The San Francisco Airport Community Roundtable (“Roundtable”) is governed by a Memorandum of Understanding (MOU) signed by participating jurisdictions in 1981, and amended over time, as well as organizational Bylaws, also amended over time and last ratified in 2015. Below is a summary of the membership addition/withdrawal process as outlined in these two governing documents. [Links to these documents can be found here: [Roundtable MOU](#) and [Roundtable Bylaws](#).]

Request for Voting Membership: Jurisdictions Located Within San Mateo County

As provided in Article III of the Roundtable MOU, incorporated towns and/or cities located within San Mateo County may request voting membership on the Roundtable by adopting a resolution:

- Authorizing two members of the city/town council (A Representative and Alternate) to represent the city/town on the Roundtable;
- Agreeing to comply with the MOU and all related amendments and any bylaws approved in accordance with the MOU; and
- Agreeing to contribute annual funding to the Roundtable in the same amount as current city/town members contribute, at the time of membership request or such annual funding as approved by the Roundtable for new members.

Withdrawal of a Voting Member

Any voting member may withdraw from the Roundtable by:

- Filing a written *Notice of Intent to Withdraw from the Roundtable*, with the Roundtable Chairperson, at least thirty (30) days in advance of the effective date of withdrawal.

Requesting Voting Membership: Jurisdictions Located Outside San Mateo County

The MOU does not allow membership for jurisdictions located outside of San Mateo County. The only way to allow for this type of expanded membership would be to amend the MOU. Article V sets for the process for amending the MOU, which is described below in the context of expanding membership beyond jurisdiction in San Mateo County.

In order for a jurisdiction outside San Mateo County to be recommended for voting membership, the following steps must occur:

- At a Regular Roundtable Meeting, a current voting member must make a motion to amend the MOU’s membership provisions to allow jurisdictions outside San Mateo County to be members and to set forth a process for doing so.
- The motion must receive a second from another voting member.
- At least two-thirds of the Roundtable’s voting members must approve the motion.

Process for Amending Roundtable Membership Memo

July 31, 2020

Page 2 of 2

If the motion passes (receives at least the necessary two-thirds votes for approval), then the following additional steps must occur:

- The amendment to the MOU shall be forwarded to the respective councils/boards of the existing voting Roundtable member agencies/bodies for consideration/action.
- Two-thirds of the existing Roundtable member agencies/bodies must approve the MOU amendment by a majority vote.

If less than two-thirds of the member agencies/bodies approve the proposed MOU amendment, the proposal fails.



Meeting Agenda

Membership Expansion Ad-Hoc Subcommittee

Wednesday, September 29, 2021
12:00 p.m. – 1:30 p.m.

BY VIDEO CONFERENCE ONLY

Please click the link below to join the webinar:

<https://smcgov.zoom.us/j/98293563848>

Or Dial-in:

US: +1(669)900-6833 Webinar ID: 982 9356 3848

AGENDA

1. **Update from Congresswoman Speier Staff** 10-min Presentation/10-min Q&A
 - a. SFO Roundtable Expansion

Attachments:

 - Congresswoman Anna G. Eshoo Letter – August 19, 2021 pg. 5
 - Roundtable Comparisons pg. 6

2. **Presentation from HMMH** 25-min Presentation/15-min Q&A
 - a. Flight Track Analysis (before and after NextGen)
 - b. SFO Airport vs. Bay Area Regional Airspace

Attachments:

 - Gene Reindel Presentation, HMMH pg. 7
 - SF Bay Arrival Density Maps (2013 & 2019) pg. 8
 - SF Bay Departure Density Maps (2013 & 2019) pg. 9
 - SFO Arrival Density Maps ((2013 & 2019) pg. 10
 - SFO Departure Density Maps (2013 & 2019) pg. 11
 - Population and Income Comparison pg. 12

3. **Discussion on Equity** 20-min Discussion
 - a. Definition of equity as it relates to criteria for Roundtable Membership.
 - What is equity? Is equity the correct term?
 - Existing SFORT Members getting its noise issues adequately addressed?
 - Lower income, class, ethnicity, and age getting representation from SFORT Roundtable?
 - Is membership in two Roundtables equity?
 - Is membership in two Roundtables, and self-representation equity (Wentworth reported at 8/25 Ad-Hoc Subcommittee meeting that the City of Palo Alto hired an aviation consultant to advise them and conducts their own noise studies)
 - Is no noise shifting equity?

- 4. Future Meeting Schedule** / Presentation at Regular Meeting 10-min Discussion
- a. Review Meeting Schedule, Addition of Meeting Dates/Change of Chair
 - b. Membership Meeting Content Oct 6, 2021

Information Only:

- SCSC Roundtable Packet – Sept. 7, 2021 pg. 13
- Letter from City of Mountain View – Sept. 17, 2021 pg. 112
- Colma Town Council Membership Presentation on Oct. 27, 2021

<i>Meeting Number</i>	<i>Purpose (1.5 – 2. hour meetings) Revised After Ad-Hoc Subcommittee Meeting #1 of August 25, 2021</i>
FAA 7/20 6-8p; 7/21 1-3p	PUBLIC FAA hosting virtual workshops to provide insight into the factors that impact the operation in and around the three major airports and the Northern California airspace. They will also cover several high-profile items, such as NIITE/HUSSH, BRIXX, and SERFR flight procedures that were part of the Select Committee Report and SFO Roundtable recommendations.
Technical Working Group 7/28	PUBLIC GBAS NIITE HUSSH
Ground-Based Noise 7/19	PUBLIC REVIEW GBN REPORT
AUGUST Ad-hoc Subcommittee#1 – August 25	NO PUBLIC Subcommittee Purpose and Schedule Member Comments on Membership Expansion and Constituent Feedback on service area. SFORT Historical Service Area Review Identify and Prioritize Key Issues
Roundtable Regular Meeting 8/4	PUBLIC Membership Meeting:
SEPT Ad-hoc Subcommittee #2 – Sept 29	NO PUBLIC Presentation by Congresswomen Speier Presentation of flight paths before and after NextGen. Equity Discussion Addition of additional meetings
Legislative 9/14	PUBLIC Fed Legislation Update FAA Presentation Super Sonic Noise Standards Status Local and State Legislation discussion Informational Update
Technical Working Group 9/22	PUBLIC GBAS NIITE/HUSSH Work Plan Identified Item: Airport Directors Reports review
OCT Ad-hoc Subcommittee#3 – Wed, Oct 27	NO PUBLIC Begin discussion of SFORT Level of Service expectations Discuss and brainstorm on criteria for membership expansion.
Roundtable Regular Meeting	PUBLIC Membership Meeting

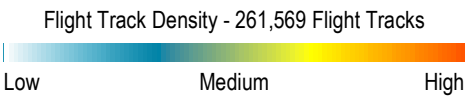
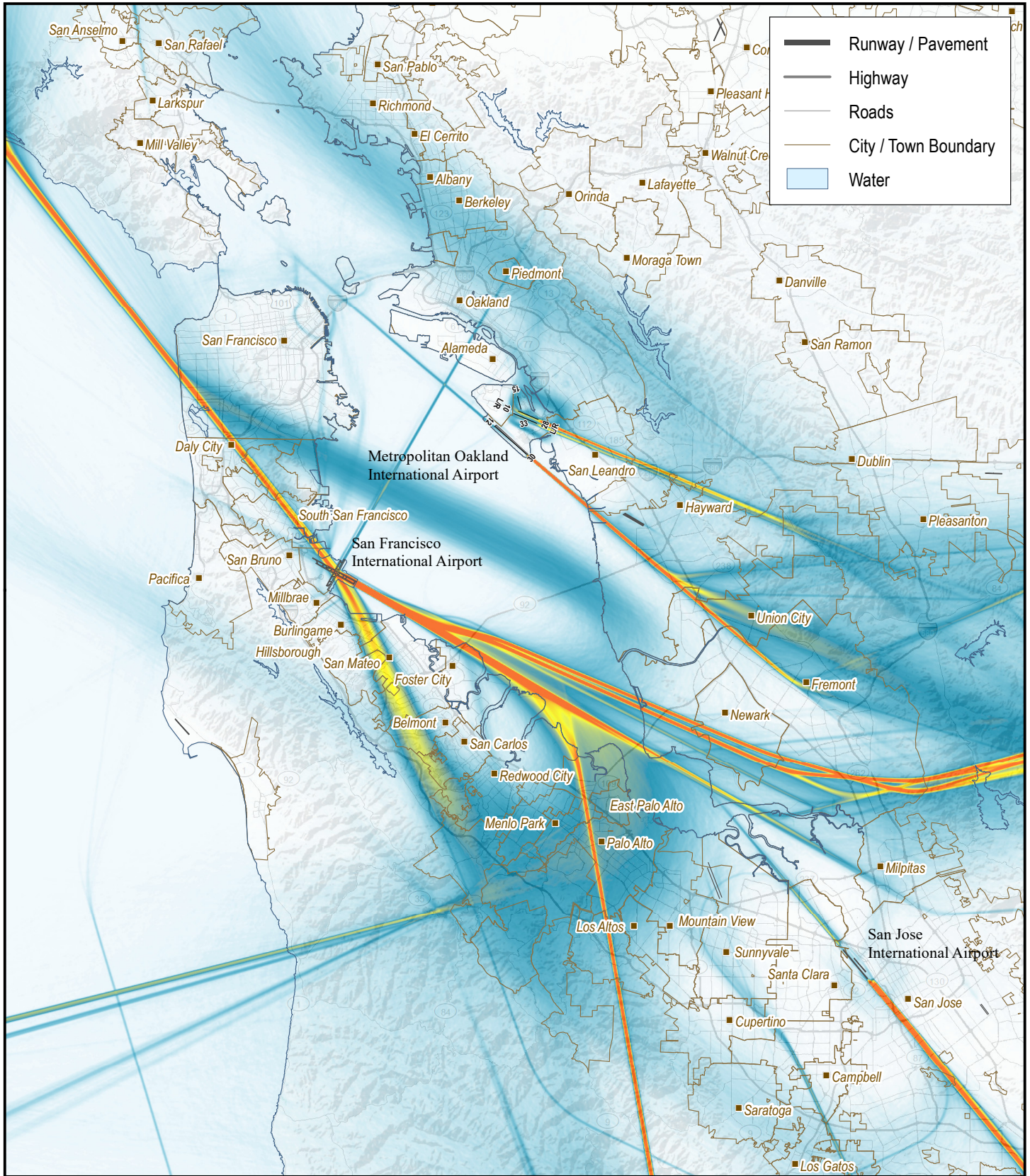
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NOV Ad-hoc Subcommittee #4 – Wed, Nov 17	CHANGING TO NON-PUBLIC Impacts to staffing and budget: Budget, Strategic Plan, Work Plan review, work Load and level of service discussion. Review Criteria for Membership or Recommendation to Roundtable. Process and timeline for amending the MOU, if applicable
Technical Working Group 11/24	PUBLIC Reschedule due to holiday conflict NOV 9-11?
Roundtable Regular Meeting 12/1	PUBLIC Membership Meeting: Ad-hoc subcommittee update, update or recommendation from Membership Expansion Ad-Hoc Subcommittee
2022	
JAN Ad-hoc Subcommittee #5 – Wed, Jan 12	PUBLIC Final review of criteria for Membership or Recommendation to Roundtable

Bay Area Airspace Pre- and Post-Metroplex

September 2021

Figure 1

Document Path: \\FS1\vol1\Projects\312XXX\312310_SFO_Roundtable_Tech_Consulting_21-24\GIS\312310_001_SF-Bay_Figure1_2013_Arrival_Density.mxd



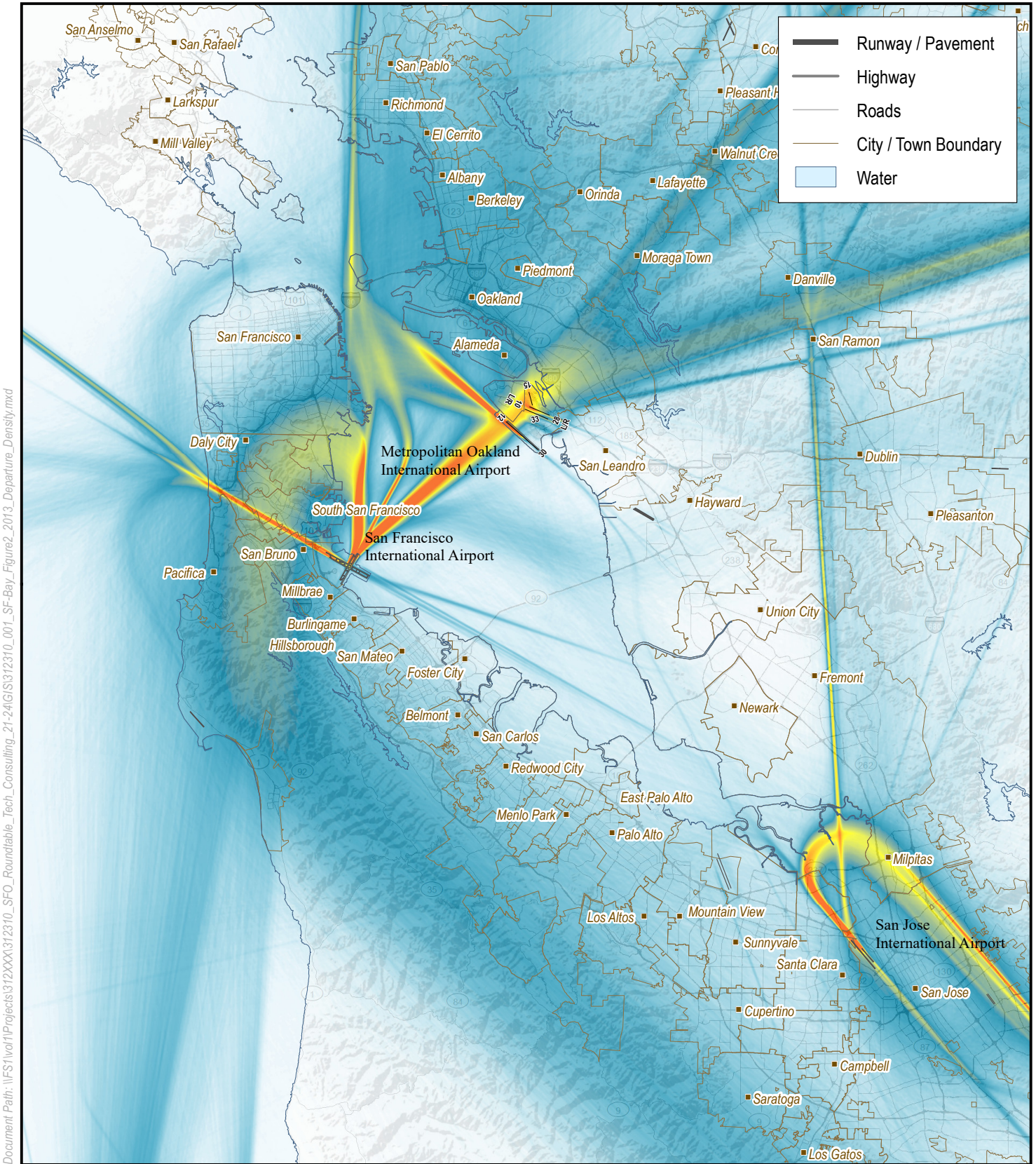
Source: Flight Track Data; EnviroSuite (SFO monitoring system)

San Francisco Bay Area Flight Paths SFO, OAK and SJC Aircraft Operations

Figure 1
2013 Arrival Track Density



Figure 2



Flight Track Density - 268,146 Flight Tracks
 Low Medium High

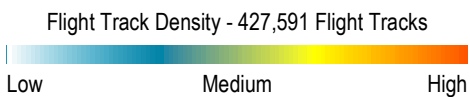
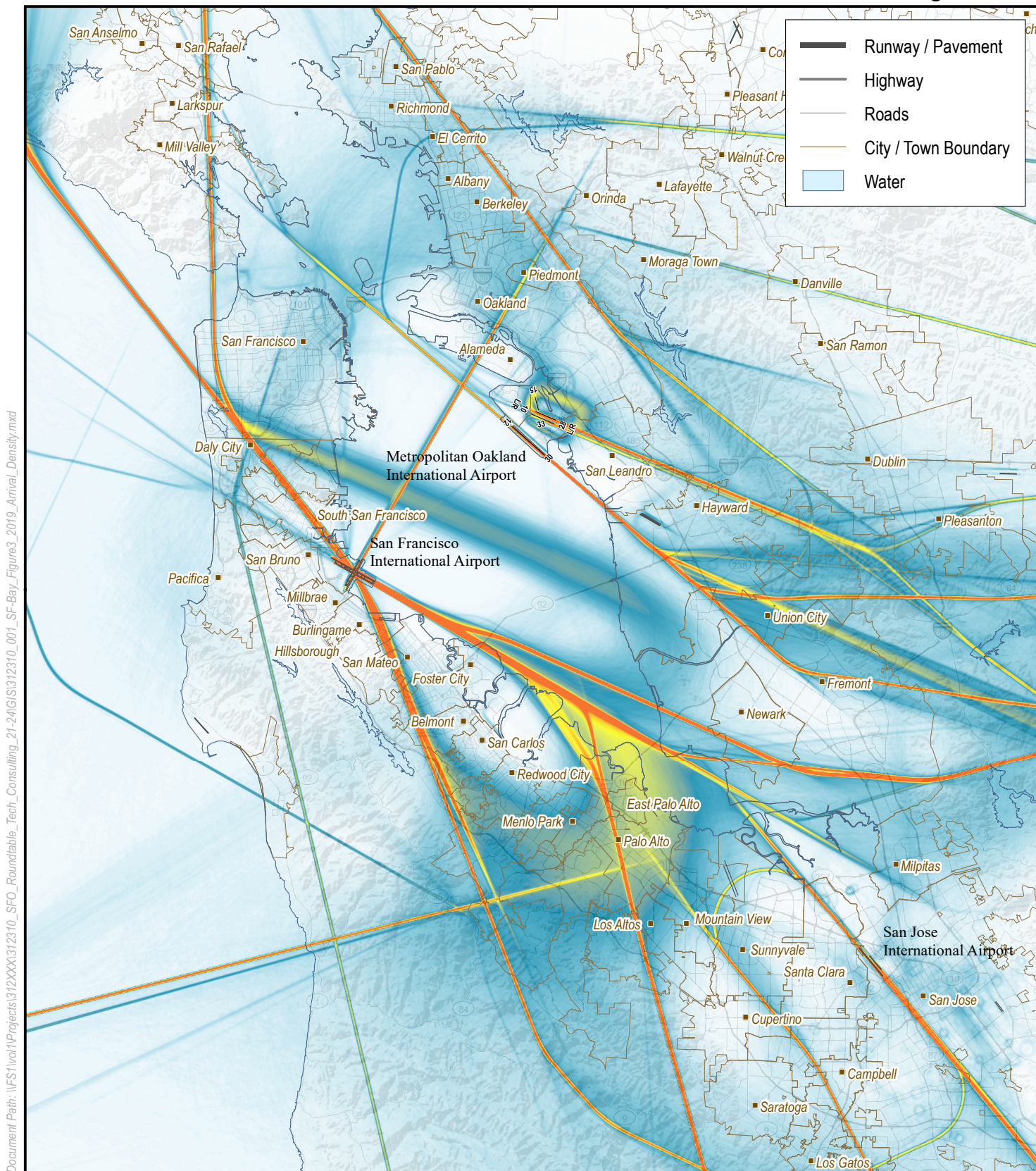
Source: Flight Track Data; EnviroSuite (SFO monitoring system)

**San Francisco Bay Area Flight Paths
 SFO, OAK and SJC Aircraft Operations**

Figure 2
 2013 Departure Track Density



Figure 3



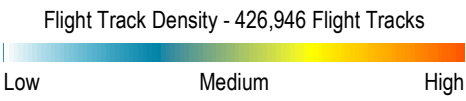
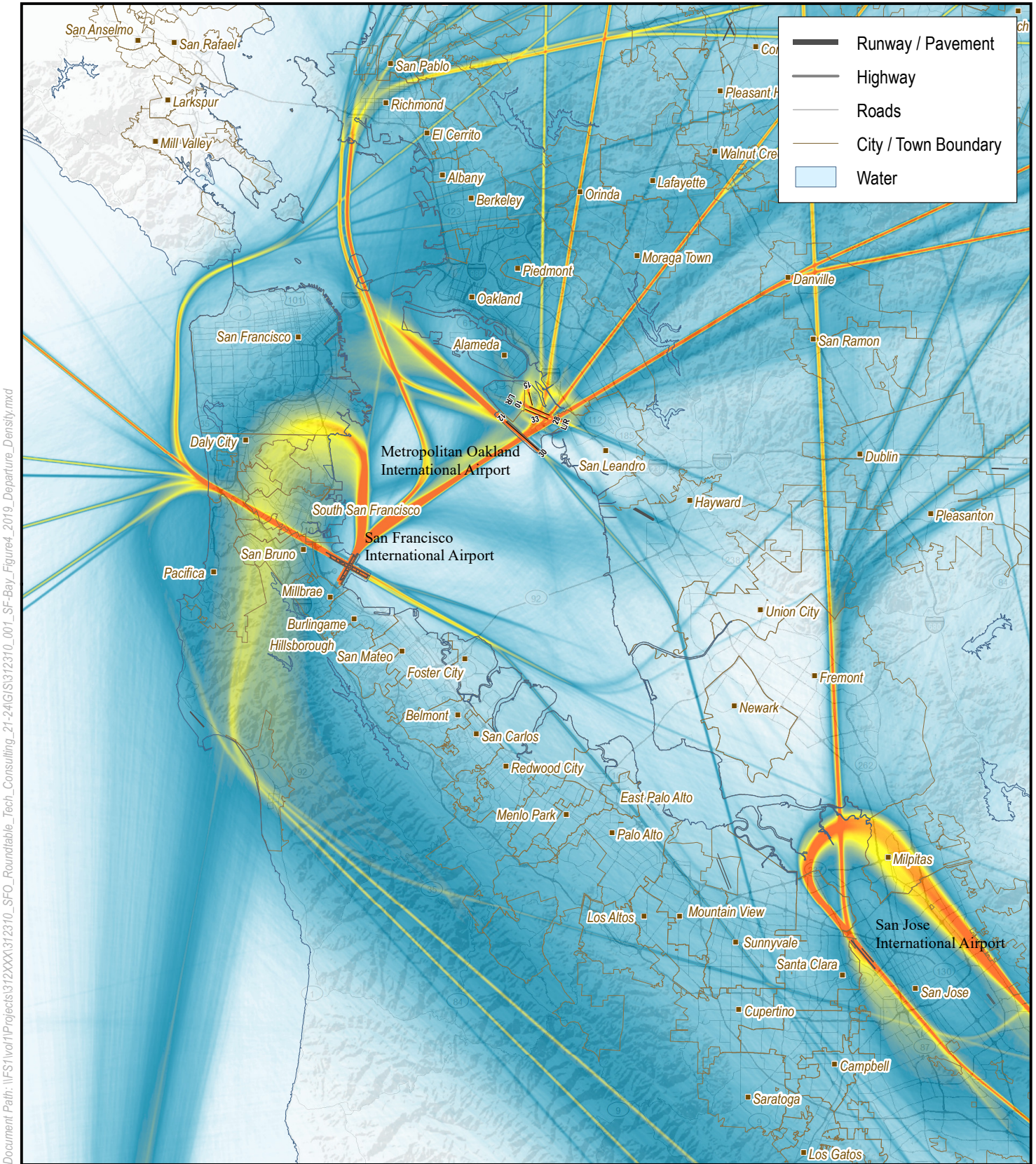
Source: Flight Track Data; Envirosuite (OAK monitoring system)

San Francisco Bay Area Flight Paths SFO, OAK and SJC Aircraft Operations

Figure 3
2019 Arrival Track Density



Figure 4



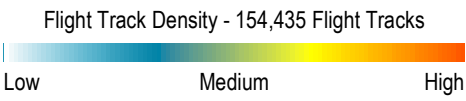
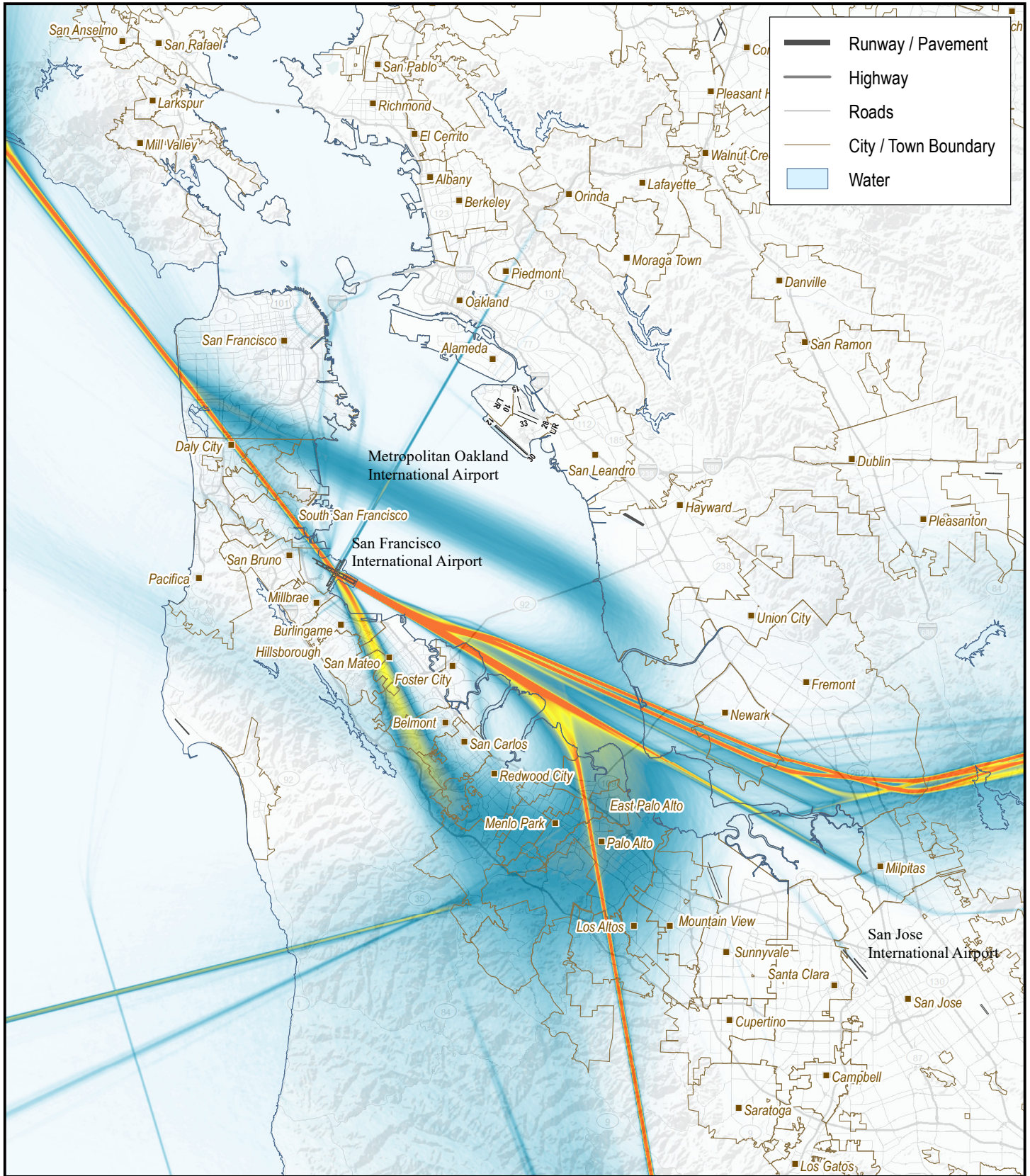
Source: Flight Track Data; Envirosuite (OAK monitoring system)

San Francisco Bay Area Flight Paths SFO, OAK and SJC Aircraft Operations

Figure 4
2019 Departure Track Density



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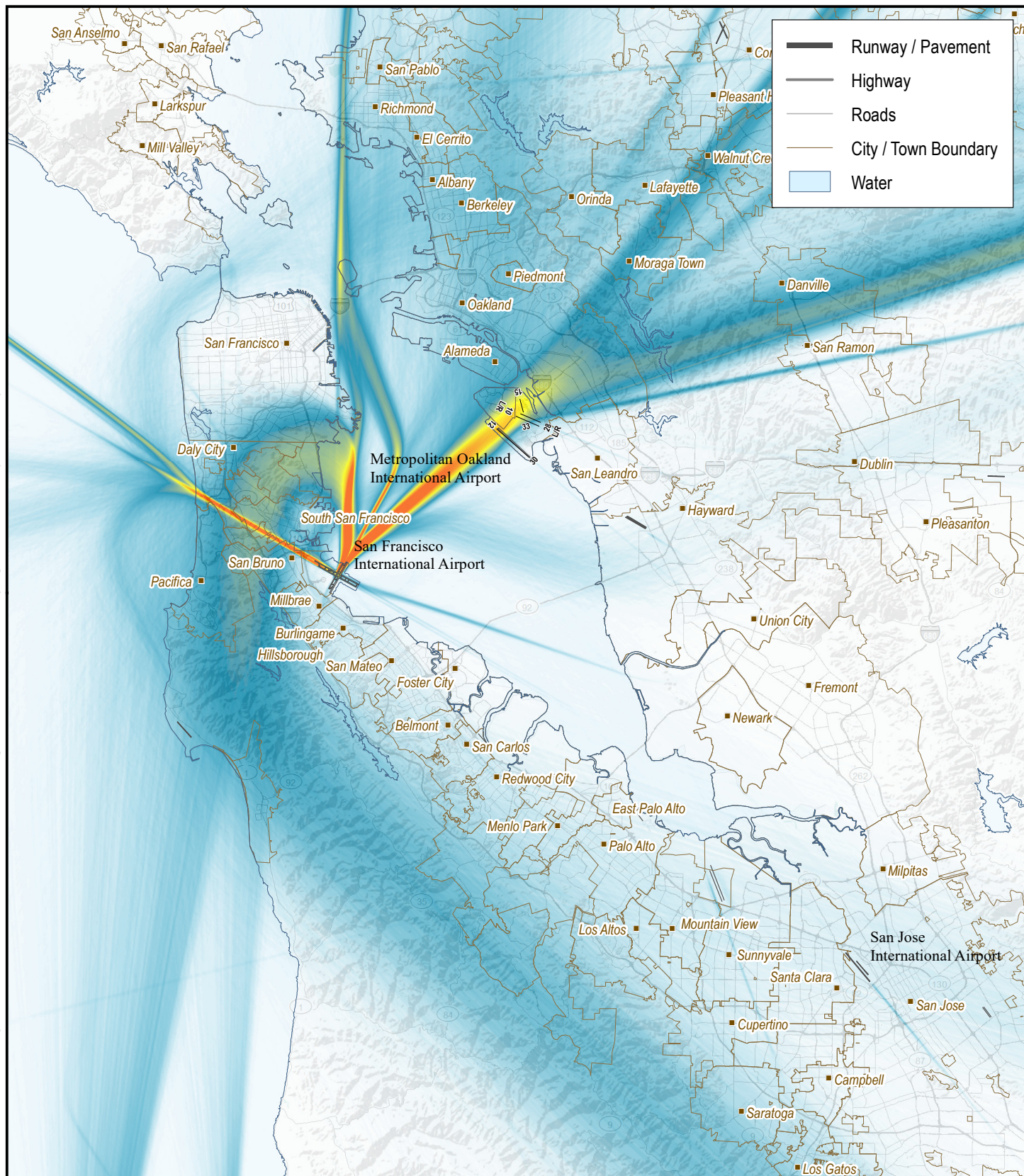
Source: Flight Track Data; EnviroSuite (SFO monitoring system)

San Francisco Bay Area Flight Paths SFO Aircraft Operations

Figure 5
2013 Arrival Track Density



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Flight Track Density - 157,931 Flight Tracks



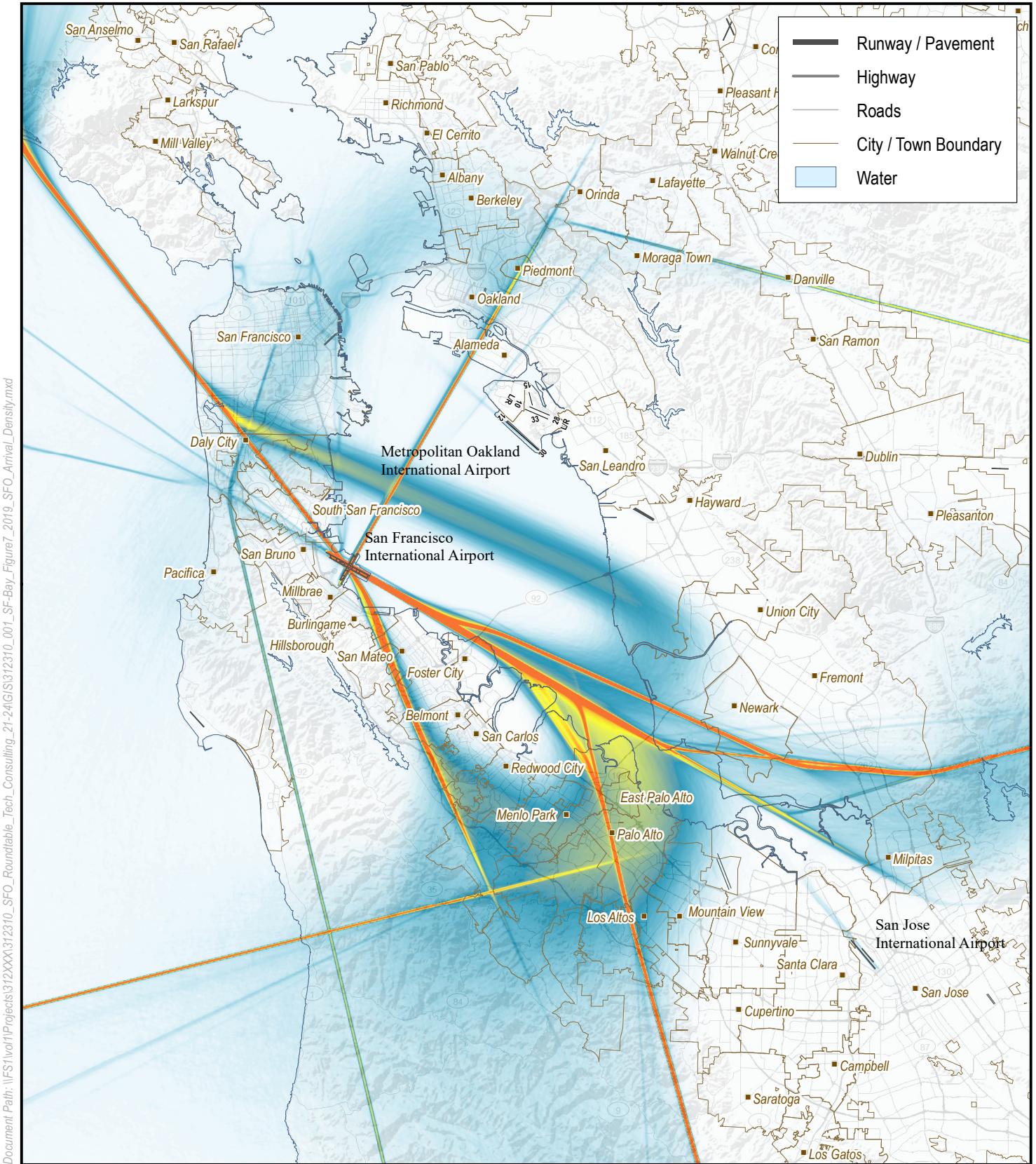
Source: Flight Track Data; EnviroSuite (SFO monitoring system)

San Francisco Bay Area Flight Paths SFO Aircraft Operations

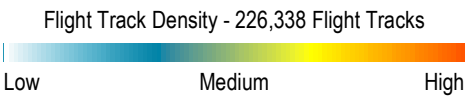
Figure 6
2013 Departure Track Density



Figure 7



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Source: Flight Track Data; EnviroSuite (OAK monitoring system)

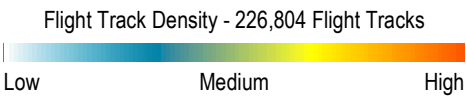
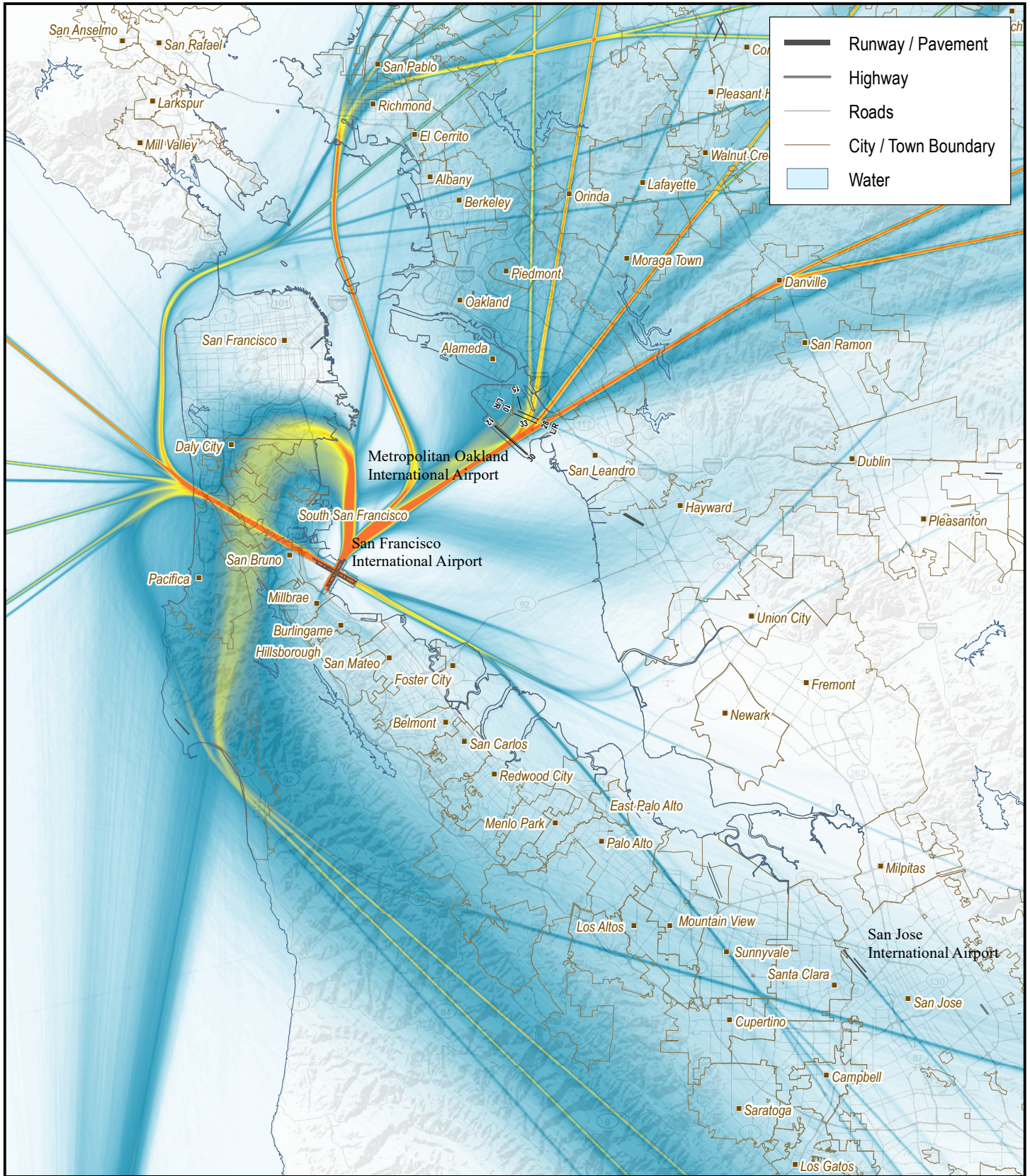
San Francisco Bay Area Flight Paths SFO Aircraft Operations

Figure 7
2019 Arrival Track Density



Figure 8

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Source: Flight Track Data; EnviroSuite (OAK monitoring system)

San Francisco Bay Area Flight Paths SFO Aircraft Operations

Figure 8
2019 Departure Track Density





AGENDA

SANTA CLARA/SANTA CRUZ COUNTIES AIRPORT/COMMUNITY ROUNDTABLE

Special Meeting of the Roundtable

**September 7, 2021
1:00 – 4:00 PM PDT**

This meeting will be conducted in accordance with State of California Executive Order N-29-20, dated March 17, 2020. All members of the Committee will participate by video conference, with no physical meeting location.

Members of the public wishing to observe the special meeting live may do so at:

https://www.youtube.com/channel/UCtPEqHsvTSnRcJUCQxX2Ofw?view_as=subscriber
[Youtube.com → SCSC Roundtable Channel](#)

Public comment will occur for each agenda item. Members of the public wishing to comment on an item on the agenda may do so in the following ways:

1. Email comments using the “[Contact Us](#)” form on the [SCSC Roundtable website](#), which are then forwarded to scscroundtable@gmail.com by 3:00 p.m. on September 6, 2021. Emails will be forwarded to the Committee. Emails received after 3:00 p.m. and prior to the Chair announcing that public comment is closed may be noted or may be read into the record by the Chair at the meeting (up to 3 minutes) at the discretion of the Chair. **IMPORTANT:** Identify the Agenda Item number in the subject line of your email. All emails received will be entered into the record for the meeting.

2. Provide oral public comments during the meeting (up to 3 minutes) by following the link to register in advance to access the meeting via Zoom Webinar: <https://esassoc.zoom.us/j/82574527294>

a. You will be asked to enter an email address and a name. Your email address will not be disclosed to the public. After registering, you will receive an email with instructions on how to connect to the meeting. If you prefer not to provide an email, you may call in to the meeting (listed below) and view the live stream on the SCSC Roundtable YouTube Channel.

Dial: +1 669 219 2599 or +1 213 338 8477 or +1 346 248 7799 or +1 206 337 9723 or +1 646 518 9805 or +1 470 250 9358 or 833 548 0282 (Toll Free) or 877 853 5247 (Toll Free) or 888 788 0099 (Toll Free) or 833 548 0276 (Toll Free)

Webinar ID: 833 6187 3873

b. When the Chair announces the item on which you wish to speak, click the “raise hand” feature in Zoom. Speakers will be notified shortly before they are called to speak.

c. When called to speak, please limit your comments to the time allotted (up to 3 minutes, at the discretion of the Chair).

d. For those individuals participating by phone, you may use the following controls as appropriate.

Press *9 - Raise hand

Press *6 - Toggle mute/unmute

- | | |
|--|------------------------|
| 1. Welcome/Review of the Meeting Format – <i>Evan Wasserman, Roundtable Facilitator</i> | Information |
| 2. Call to Order and Identification of Members Present – <i>Chairperson Bernald</i> | Information |
| 3. Ad Hoc Committee Update – <i>Ad Hoc Committee Members</i>
Update regarding the Ad Hoc Committee’s ongoing discussions with the Cities Association, and the future of the SCSC Roundtable governance. | Information |
| 4. Budget Presentation – <i>Chairperson Bernald</i>
Presentation of “SCSC Roundtable Agenda Report” as prepared by Cities Association Ad Hoc Committee and SCSC Roundtable Chair with follow-up SCSC Roundtable member discussion. Topics to be presented:
<ul style="list-style-type: none"> - Overview of resolutions by Cities Association requesting reimbursement for unanticipated legal fees. - Overview of the SCSC Roundtable Bylaws - Consideration of SCSC Roundtable Financial Status & Draft Budget FY 2021-22 – Attachment B <ul style="list-style-type: none"> ▪ Dues Membership totaling \$187,598 ▪ Expenditures totaling \$246,477 - Consideration of SCSC Roundtable Financial Status & Draft Budget FY 2021-22 With Special Assessment – Attachment C <ul style="list-style-type: none"> ▪ Dues Membership \$187,598 ▪ Expenditures \$296,499 including special assessment of \$50,000 - Consideration and discussion of SCSC Roundtable response to the Cities Association of Santa Clara County. | Information/
Action |
| 5. Oral Communications/Public Comment on Items not on the Agenda- <i>Speakers are limited to a maximum of two minutes or less depending on the number of speakers. Roundtable members cannot discuss or take action on any matter raised under this agenda item.</i> | Information |
| 6. Roundtable Member Discussion
Chair’s Report – Chairperson Bernald | Information |
| 7. Adjournment – <i>SCSC Roundtable Chairperson</i> | |

Materials to be provided during the meeting:

- Presentation of the electronic agenda packet

Code of Conduct



Purpose of the Code of Conduct Policy

The Cities Association of Santa Clara County (CASCC) has adopted this Code of Conduct for members¹ of the CASCC to assure both the public and CASCC members that the CASCC operates with integrity, fairness, efficiency, and respect.

This Code of Conduct applies to the members of CASCC during public meetings as well as during their interactions with other CASCC members and the public while CASCC members act in their capacity as CASCC representatives. This policy further applies to all committees, task forces, or other groups designated by the CASCC to work with or advise the CASCC, including the Planning Collaborative, and any bodies for whom CASCC serves as fiscal agent or sponsor, such as the Santa Cruz/Santa Clara Roundtable (“SCSC Roundtable”). SCSC Roundtable members and staff are similarly subject to the conditions and policies herein while they are acting as representatives of the SCSC Roundtable, as their actions and behavior reflect directly upon CASCC.

CASCC and all covered individuals under this policy are committed to:

- Behaving honestly, truthfully and with integrity in all our transactions and dealings;
- Treating our members, CASCC staff, and the public fairly;
- Treating every member, staff, and the public with dignity and respect;
- Treating our staff with respect, fairness and good faith;
- Ensuring compliance with both the spirit and the letter of the law;
- Avoiding conflicts of interest;
- Appropriately handling actual or apparent conflicts of interest in our relationships;
- Acting responsibly toward the communities in which we work and for the benefit of the communities that we serve;
- Being responsible, transparent and accountable for all of our actions; and
- Setting a robust example of accountability, transparency, ethical conduct and effectiveness for collaborative intergovernmental associations like CASCC.
- Open and honest communication in the spirit of transparency.

¹ For ease of reference in the Code of Conduct, the term “member” refers to any member of the Cities Association of Santa Clara County, including the individual representatives of Santa Clara County cities who have been appointed to the Executive Board and Board of Directors. “Member” further refers to staff and any member of the SCSC Roundtable.

Anti-Discrimination and Anti-Harassment Policy

Objective

CASCC is committed to a work environment in which all individuals, members and staff alike, are treated with respect and dignity. Each individual has the right to work in a professional atmosphere that promotes equal employment opportunities and prohibits unlawful discriminatory practices, including harassment. Therefore, CASCC expects that all relationships among members, including with other members, the public, and staff, will be business-like and free of unlawful or explicit bias, prejudice and harassment.

CASCC has developed this policy to ensure that all its employees can work in an environment free from unlawful harassment, discrimination and retaliation. CASCC will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

Any member or staff person who has questions or concerns about these policies should request a discussion with the President or 1st Vice-President of CASCC, the CASCC Executive Director, and the CASCC attorney.

Dedication to Equal Employment Opportunity

It is the policy of CASCC to ensure equal employment opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. CASCC prohibits any such discrimination or harassment.

Prohibition Against Retaliation

CASCC encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of CASCC to promptly and thoroughly investigate such reports. CASCC prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Prohibition Against Sexual Harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, "sexual harassment" is defined, as in the Equal Employment Opportunity Commission Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment, b) submission to or rejection of such conduct by an individual is used as the basis for

employment decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or creating an intimidating, hostile or offensive working environment.

Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual's body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the workplace of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature. These behaviors are prohibited and CASCC does not condone or permit any such conduct.

Prohibition Against Harassment and Hostile Work Environment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual's work performance, or c) otherwise adversely affects an individual's employment opportunities.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the employer's premises or circulated in the workplace, on company time or using company equipment by e-mail, phone (including voice messages), text messages, social networking sites or other means.

CASCC also prohibits the creation of a hostile work-environment. A hostile work environment is defined as inappropriate behavior in the workplace that is either severe *or* pervasive enough to create an abusive work atmosphere for one or more individuals, including members or staff.

CASCC prohibits bullying behavior against members, staff, or the public, and prohibits members from improperly or abusively denigrating other members, staff, or the public while engaged in CASCC related business, including in communications with other members, staff, or the public regarding CASCC business.

Individuals and Conduct Covered

These policies apply to all members, staff employees and applicants for staff positions, whether related to conduct engaged in by fellow employees or by someone not directly connected to CASCC (e.g., an outside consultant).

The policies apply to the all committees, task forces, or other groups designated by the CASCC to work with or advise the CASCC, including the Planning Collaborative and SCSC Roundtable and its members, as well as staff employees and applicants for staff positions, so long as the CASCC continues to act as the fiscal agent for the SCSC Roundtable.

Conduct prohibited by these policies is unacceptable in the workplace, including during public meetings, while interacting with staff or members in person or via phone, email, and/or digital meeting, and in any work-related setting outside the workplace, such as business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

CASCC encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals, including members or staff, who believe that they have been the victim of such conduct should immediately contact the CASCC President, 1st Vice-President, or Executive Director. CASCC encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. CASCC recognizes, however, that an individual may prefer to pursue the matter through complaint procedures described below.

Complaint Procedures

Individuals, including members or staff, who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with the CASCC Executive Director.

CASCC encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention are the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly and referred to the CASCC Attorney. The investigation may include individual

interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

CASCC will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately.

If a party to a complaint does not agree with its resolution, that party may appeal to the CASCC Executive Board by informing the CASCC Executive Director that the party would like to appeal the resolution of the complaint.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate responsive action.

Conflicts of Interest Policy

Conflicts of interest can raise governance and decision-making concerns for CASCC. They also may raise concerns in the mind of the public and members of the media, potentially undermining CASCC's reputation and good standing. Generally speaking, a conflict of interest is a situation in which a CASCC member or any covered individual under this policy has a personal or financial interest that compromises or could compromise the member's independence of judgment in exercising his or her responsibilities to CASCC or for those whom CASCC acts as fiscal agent.

Members are expected to minimize conflicts of interest, disclose ethical, legal, financial, and other conflicts, and remove themselves from decision-making if they would otherwise be called on to act on a conflict involving themselves or entities with which they are closely associated.

Under this policy, members are required to disclose actual or potential conflicts of interest, as well as certain relationships and transactions, to enable to take steps it considers necessary or advisable to address conflicts of interest. Depending on the circumstances, a relationship and/or transaction disclosed under this policy will fall into one of three categories: the relationship/transaction 1) is not a conflict of interest, 2) is a conflict of interest that is permitted provided that certain procedures are followed, or 3) is a conflict that is prohibited altogether.

Members should contact the CASCC Executive Director with any concerns regarding a potential or actual conflict of interest as soon as is practicable.

Adopted by the Board of Directors
November 12, 2020

Agenda Item #3

Combined Principles and Issues Matrix for Roundtable and CASCC

DRAFT Principles for SCSC Roundtable Relationship with Cities Association Santa Clara County (CASCC)

Problem Statement:

- CASCC wishes to reduce the amount of time allocated when providing services to the Roundtable
 - CASCC wants to be re-imbursed for any staff time associated with the Roundtable
- CASCC needs to minimize any liability in overseeing the Roundtable
- Roundtable would like to exercise more independence and oversight in the definition and management of its contractors
- New structure will meet all legal and CASCC requirements

Summary of Recommendations:

There are several tactical areas that need to be planned in order to address the “Problem Statement” listed above.

1. Program Coordinator Support

The Roundtable will contract for Program Coordinator Services from somewhere other than CASCC.

2. Legal Council

The Roundtable will contract for Legal Counsel. With appropriate approval by CASCC, to meet their requirements.

3. Fiscal Agent

Continue to use CASCC as the Fiscal Agent

4. Background comments to CASCC

CASCC staff (and Executive Board) will not need to respond to feedback from Roundtable members, the public, or Congressional Offices

5. Transition Plan

Gain approval from CASCC and the Roundtable to move forward with this plan. Define and implement contracts by the end of Q1 2021. The ability to transition to a new plan is dependent on a “working group” being able to document all roles and responsibilities and satisfy all CASCC concerns.

Note: The term “contract” means that the Roundtable in conjunction with Legal Council (and CASCC as appropriate) will negotiate any contracts. The signing entity will be CASCC and will have final review and approval of any contract before it is signed. The goal is to minimize CASCC involvement without limiting or impeding its ability to appropriately provide oversight.

These recommendations achieve the goals:

- CASCC will reduce the amount of time they spend supporting the Roundtable
 - The working group should define an appropriate re-imbursement schedule for the time that CASCC does support the Roundtable for Fiscal Agent activities.
- Legal oversight will reduce liability exposure and clearly define all parties' roles and responsibilities
- A fiscally and contractually responsible legal structure will provide the Roundtable a mechanism to continue to operate and provide a needed service to our residents.

Details of Recommendations:

Commented [JL1]: Reorder to match previous sections

1. Fiscal Agent

All other Roundtables in the United States are sponsored by Airports which serve as the Fiscal Agent. CASCC has served as the SCSC Roundtable's Fiscal Agent primarily due to San Jose Airport's and San Francisco Airport's refusal to provide fiscal oversight for the Roundtable. The Roundtable Ad Hoc has evaluated the options for using a different Fiscal Agent than CASCC.

We have determined there are no other fiscally viable options.

Because of that fact, the Roundtable is requesting CASCC create a "working group" to document and clarify all roles and responsibilities. Once we have a workable plan, so that the Roundtable can continue to operate under CASCC, then the formal decision to revise that decision can be made. CASCC will probably not formally address revising its decision until the Working Group has had an opportunity to develop a more detail plan that addresses and documents all concerns.

The Roundtable understands CASCC has not yet formally changed its position and the "working Group" is an opportunity to see if an agreeable solution can be defined. A short time-frame should be defined for the Working Group to complete its work.

We will need to clearly define what the role of Fiscal Agent means and does not mean. Specially, the Roundtable is looking for overall sponsorship, with contractual and budgetary oversight. This means CASCC Staff will not need to be involved day-to-day activities, running of meetings or responding to requests from members of the public. CASCC contact should only be with Legal Counsel, Roundtable Chair, and contracting agencies for administrative functions.

As fiscal agent, CASCC would be limited to the following services:

- Annual collection of dues from member cities after a budget is adopted by the Roundtable Board. Questions about the budget and coordination with member cities would be the responsibility of the Roundtable.
- Pay approved consultant invoices. Consultant invoices would be reviewed and approved by the Roundtable Chair and provided to CASCC in writing. Consultant questions or billing issues would be referred to the Roundtable for resolution.
- Include Roundtable activity in the CASCC periodic financial audit. The Roundtable would be responsible for following all audit recommendations.
- Signing of all contracts. Contract negotiations would include Legal Counsel to ensure all issues are addressed. Obviously, CASCC would be involved in review, prior to signing.
- Other duties as agreed to and defined by the working group

The Roundtable understands that CASCC is changing its organizational structure. And that new structure will allow the Roundtable to operate under this new structure, assuming the Roundtable is able to reduce the time commitment from CASCC staff and abides by any legal and documented requirements.

Action - Legal Counsel, CASCC Representative and Executive Board, and the Roundtable Chair and Ad Hoc Committee would be the working group to document the roles and responsibilities of the different parties for final approval by the CASCC Board and the Roundtable.

The team will also need to address any items that were identified in the recent Audit.

2. Legal Counsel

The Roundtable understands the requirement of CASCC that if they are our Fiscal Agent, the Roundtable will maintain Legal Counsel and require their attendance at our meetings. The Roundtable will pay ~~contract~~ for these services. Roundtable must maintain these services to be under the CASCC. The role of the Legal Counsel will be very similar to the role of the City Attorney for all of our Cities.

The Roundtable will assist in negotiating a contract, all contracts will have final review and signature from the Fiscal Agent. The contract will need to include a function to periodically report to the CASCC Executive Committee about the Roundtable's compliance with requirements. (This will require a matrix management of the Legal Counsel by both the Roundtable and CASCC). The contract will specify the requirement to report any non-conformance to the CASCC Executive Board. One of the Legal Counsel roles is to act as the liaison that will ensure Roundtable is conforming to the CASCC governing rules and prevent liability to CASCC.

Action - Legal Counsel, CASCC Representative, and the Roundtable Chair would be the working group to document the roles and responsibilities of the different parties for final approval by the CASCC Board and Roundtable.

3. Program Coordinator Support

The Roundtable will pay for an entity other than CASCC to provide Program Coordinator services. The Roundtable will assist in negotiating a contract, all contracts will have final review and signature from the Fiscal Agent. Using a different service provider will significantly reduce the time involved by CASCC Staff on Roundtable work.

The working assumption is that the Roundtable will continue to contract with ESA for these services. This is only a working assumption.

Action - Legal Counsel, CASCC Representative, Roundtable Chair Ad Hoc and service provider would be the working group to document the roles and responsibilities for the contract.

Issue to be addressed: Funding

If we desire to change Program Coordinator resources before July 2021, then we must negotiate a new contract. Most Roundtable funds are already committed to the ESA and Legal Counsel contracts. There is a small “reserve fund” in the Roundtable budget.

The Roundtable will need authorization to reallocate some or all of these “reserves” to contract for these new services for the rest of this budget year. Another funding question to be addressed, is having sufficient funds to re-imbursement CASCC for the minimal Fiscal Agent time.

As we plan the budget for next fiscal year, we will consider this as an additional requirement when defining the budget and working within the revenue we collect from participating cities.

4. Background comments to CASCC

The Roundtable Ad Hoc Committee has received feedback that there is a concern by CASCC, that they have received too many contacts from Roundtable Members, members of the public, and contacts from Congressional Offices.

With the new structure defined above, CASCC will redirect any contact from these entities to either: Legal Counsel, Roundtable Chair, or Roundtable Program Coordinator. Obviously, any items related to the Fiscal Agent responsibility would continue to be addressed by the appropriate CASCC Staff.

Responsibilities of the Program Coordinator would include:

- Preparation of Roundtable meeting agendas and minutes
- Roundtable meeting notices and virtual hosting or securing conference rooms
- Routine coordination and communications with Roundtable members, stakeholders and member city staff
- Other duties as agreed to and defined by the working group

NOTE: bullet points may need further reflection/definition.

At this point, ESA provides the meeting agendas and minutes, meeting notices and virtual hosting but has NOT secured conference rooms. ESA provides updates to the website and responds to requests for technical information. CASCC staff [Andi] has coordinated and communicated with city and county member staff. (This will be the future Program Coordinator’s responsibility.)

Action - Clearly communicate to all parties the appropriate parties to contact. Make sure CASCC knows to whom to refer people, if they are incorrectly contacted.

5. Transition Plan

Obviously, this plan represents a course correction during this fiscal year for the Roundtable and CASCC. Any change of this magnitude requires planning, coordination and agreement.

The Roundtable and its Ad Hoc committee will assist as much as possible with this transition. But, we need to be realistic and acknowledge there will be some time required by CASCC staff to assist with this transition.

This plan will also require more work from the Legal Counsel than was originally anticipated and will most likely require contract and budget modifications.

High-Level Steps:

- Approval by CASCC
- Approval by Roundtable
- Contract for Fiscal Agent
- New Legal Counsel Contract
- Contract for Program Coordinator
 - Developing a scope of services and budget
- Communication with member cities
- Completion of a transition to new model

Appendix A

Efforts made to identify a new Fiscal Agent/Sponsor/Legal Status

- **2019 Met with SJC Airport Director John Aitken, Matt Kazmierzak, Vice Mayor Chappie Jones, San Jose Council Member Raul Peralez**

Request:

Airport sponsorship; City of San Jose participation

Result:

Refusal of SJC to sponsor;
Refusal of SJ City Council to join the SCSC RT unless given proportional representation based on population.

- **7/15/2020 Teleconference with County Supervisor Joe Simitian and Aide Kris Zanardi**

Request:

Possible County Sponsorship, he services to
Legal Representation and/or
Roundtable Coordinator job share

Result:

No ability to sponsor;
Possible Legal Representation – still pursuing;
Part time county employee (required to pay benefits and CalPERS) too costly

- **7/16/2020 Teleconference with FAA Favi Garcia and Tamara Swann**

Request:

Confirm that the FAA will still recognize the legitimacy of the SCSC Roundtable with the departure of the Santa Cruz County entities;
Inquire the status of all other US Roundtables;
Inquire if there are other known options for setting up the SCSC RT

Result:

As long as members of the SFO and SJC airport staff attend our meetings, the FAA will recognize our standing;

All other US Roundtables and Noise Forums are sponsored by Community Service Airports;
 FAA does not get involved in the formation of Roundtables and knows of no other status other than being sponsored by airports

- **7/24/2020 Zoom meeting with Cupertino City Manager Deb Fang**

Request:

What are possible alternatives to being under the umbrella of CASCC:

- JPA
- Joint Venture Silicon Valley
- Individual City acting as a fiscal agent for the RT

Result:

- JPA is too structured enough to meet the needs of a Roundtable due to State mandates and the fluid nature of the RT membership;
- It is not in the wheelhouse of JVSJ;
- Having a single City serve as the fiscal agent would create an optics problem because of the differing needs of the individual Cities.

Preferred status: remain with CASCC

Other discussion:

Given the community and member participants make-up, the SCSC RT should seek out its own legal counsel but not required at every meeting.

- **8/24/2020 Teleconference with County Legal Counsel Chris Cheleden and Steve Mitra**

Request:

Is it possible for the County to represent the SCSC RT;
 What is the rate schedule?

Result:

County Legal Counsel does represent various agencies e.g. Fire Districts, the Library District, and other Public Agencies
 Experienced in Municipal Law

- Would need to have well defined parameters/ create a firewall
- Would contract separately with the RT, if approved by County Counsel James Williams
- Rate Schedule
 - Attorney rate: \$264/hour
 - Paralegal rate: \$116/hour

9/14/2020 Follow up email request for aid in setting up a possible 501 C”?” that could meet the needs of the RT

- **9/25 Telephone Conversation with CPA Paul Resnikoff regarding a 501 C6**

Request:

General information regarding setting up the correct type of 501 C
Process to procure one

Result:

Timeline is a long one – could be up to a year

- File with IRS – possibly online: receive letter of determination
 - Attorney required to re do By Laws, look into reorganizing as an association
- Cost could range between \$5000-10,000: would include substantial attorney fees

- **10/26 Zoom Conversation with Russ Hancock / Joint Venture Silicon Valley**

Result:

JTSV is a Think Tank

The Roundtable must be Elected Officials or County Representatives directly answering to their constituencies.

Any collaboration would place JVSV between the constituents and the Roundtable

Therefore not a viable solution

- **11/25 Letter to SFO Airport Director Ivar C. Satero / 12/3 Response**

Request:

Requested a virtual meeting to discuss a “future and beneficial relationship for the SCSC RT Roundtable and SFO Airport similar to SFO RT

Result:

The Airport Director responded that he cannot accommodate our request to sponsor the Santa Clara/Santa Cruz Counties Airport/Community Roundtable. He did applaud the progress our RT has made.

Appendix B

Draft Roundtable Program Coordinator Job Description

The Santa Clara Santa Cruz Roundtable is an organization established in 2018 to address community concerns related to noise from aircraft operating to and from, but not limited to, San Francisco International Airport (SFO) and San Jose International Airport (SJC). This voluntary committee of local elected and appointed officials provides a permanent venue for public officials, airport management, FAA staff, and airline representatives to address issues regarding aircraft noise, with public input.

The Roundtable's mission is to address community noise concerns and make recommendations to the Regional Airports and FAA on noise-related issues.

The purpose of the SCSC RT is to continue to foster and enhance a cooperative relationship in order to develop, evaluate, and implement reasonable and feasible policies, procedures, and mitigation actions that will further reduce the impacts of aircraft noise in neighborhoods and communities in Santa Clara and Santa Cruz Counties.

At this point, due to financial constraints, Santa Cruz County, the City of Santa Cruz, the City of Capitola, and the City of Monte Sereno have had to withdraw their membership.

Current Membership consists of the cities of Cupertino, Los Altos, Los Altos Hills, Mountain View, Palo Alto, Santa Clara, Saratoga, Sunnyvale, and the County of Santa Clara.

As a result of reduced funding, the Roundtable has authorized no more than a total of twelve meetings for this fiscal year in its FY 2020/2021 Scope of Work. The full body Roundtable will meet quarterly, while the two standing Subcommittees may fill the remaining slots.

The Roundtable Program Coordinator will help plan, organize, and stage the Roundtable's and the Roundtable's Subcommittee meetings and will coordinate the work of an aviation noise-mitigation technical consultant. Responsibilities will include: preparation and management of the Roundtable's work plan and annual budget; regular interaction with Roundtable members, the FAA, and the public; planning and conducting Roundtable and subcommittee meetings, including coordination of meeting times and locations; and contract management overseeing and coordinating with the expert technical consultant supporting the Roundtable's work and in general.

This is a half-time permanent position.

IDEAL CANDIDATE

The ideal candidate is a team player and an independently motivated individual with knowledge and experience in airport operations. The ideal candidate is also an excellent communicator (both verbally and in writing), can develop consensus, and can successfully work with a diverse community. Additionally, the ideal candidate can manage and prioritize multiple tasks in a timely manner and can provide information to other members of the staff, elected officials, aviation consultants, and the public.

The successful candidate will emphasize coordination and communication, and continually look for innovative and creative process improvements that generate more consistent and transparent outcomes. The position requires an ability to work independently with limited supervision and an ability to work from home.

QUALIFICATIONS

Education and Experience: Any combination of education and experience that would likely provide the required knowledge and skills and abilities is qualifying. A typical way to qualify is possession of a bachelor's degree and three years of professional experience.

Knowledge of:

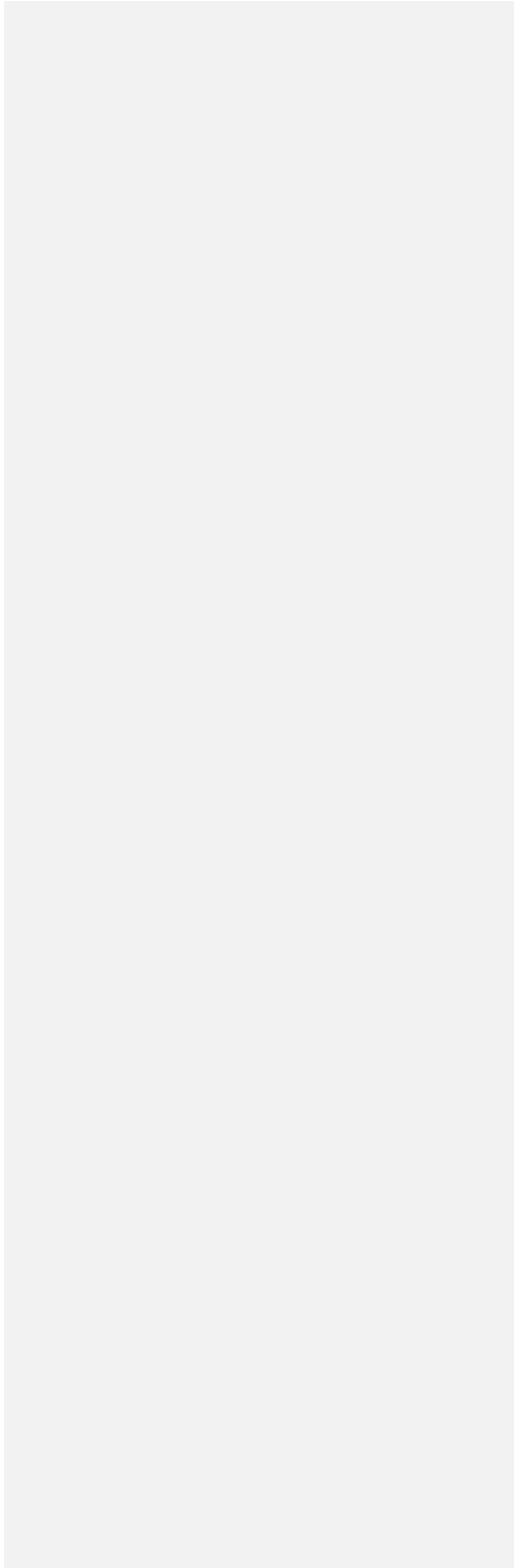
1. Organization of local government and concepts of public administration including familiarity with codes, ordinances, and laws, including the Brown Act and Public Records Act.
2. Modern office practices, i.e., Zoom, Word Press, Office, etc.
3. Research and sources of data

Skill/Ability to:

1. Work cooperatively and effectively with the public and co-workers and work well individually and as a member of a professional and technical team
2. Produce comprehensive, clear, and concise memos, letters, and staff reports which are accurately research, focused on essential information, reflect an appropriate level of analysis, and demonstrate objectivity
3. Make concise and understandable presentations, manage related discussions, facilitate decision-making, summarize and respond to comments effectively
4. Explain policy and procedures to the public and staff
5. Facilitate problem resolution
6. Operate and retrieve information using a computer
7. Adapt to changing situations even under pressure
8. Conduct research and analysis

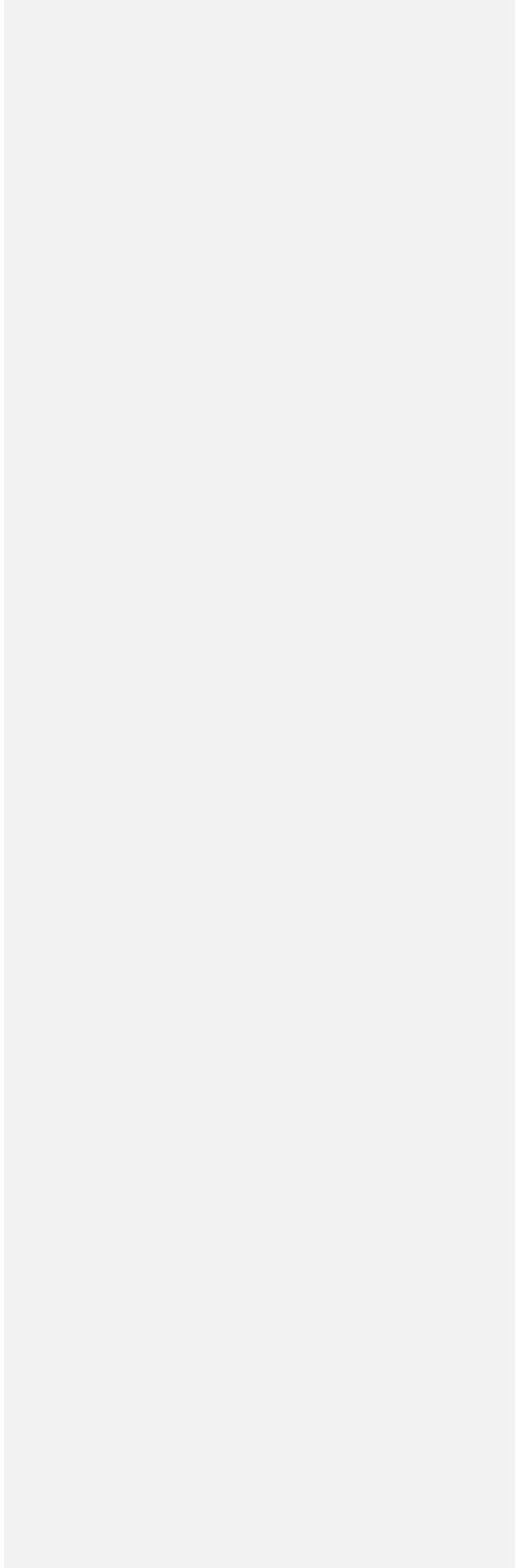
APPENDIX C

June 2020 approved FY 2020/2021 contract with ESA



APPENDIX D

Memorandum of Understanding



	ISSUE	RT RESPONSE	CASCC AD HOC ACCEPT or REJECT	CASCC AD HOC COMMENTS
GOVERNANCE		<p>Generic Statement: The RT Adhoc believes many of these questions have been addressed by the “Principles” document that the RT Adhoc has previously presented to CASCC. It would be helpful to get feedback on the document we have presented.</p> <p>To facilitate the CASCC Adhoc requested process, we have provided the responses to the specific questions presented here. The RT Adhoc believes there are more items to be documented and clarified than just the questions asked here.</p> <p>As we discussed, this version should be considered a Draft. If something is not clear in any response or does not meet your objectives, please let the RT Adhoc know – so, that we can have an opportunity to continue to address your concerns.</p> <p>CASCC has communicated that the RT no longer has Legal Counsel representation. This means we are not able to have any meetings until this is addressed. The RT cannot work on “Time Sensitive” business, will it be possible to address the Legal Counsel question quickly, so that RT meetings can resume?</p>	ACCEPT w/notes	<p>“Principles” document to be reviewed and incorporated with updates to bylaws and/or MOU as required.</p> <p>This has been addressed</p>
Roundtable and Cities Association Rules of Engagement	RT has declined to engage with Cities Association Staff (Executive Director, Legal Counsel) for past committee meetings. Members do not respond to emails from CASCC staff/legal counsel when	The RT believes creating the Roles and Responsibilities as well as Rules of Engagement, will eliminate the type of concerns that have happened in the past and prevent future issues.	ACCEPT w/notes	

		<p>members will need to read and abide by this material as they come on-board.</p>		
<p>Brown Act</p>	<ol style="list-style-type: none"> 1. Brown Act Issues during meetings 2. Serial Meetings 3. When issues arise, which will happen, the RT needs to defer to legal counsel/staff, and the assessment and accept the direction of CASCC (as legal/staff represent and provide advice based on CASCC). 	<ol style="list-style-type: none"> 1) As we create the Rules of Engagement, one of the things that will be clearly defined is how to deal with any issues, including Brown Act issues. It is our belief: The Legal Counsel would operate similar to our City Attorneys. If any issue is identified during a meeting (or outside a meeting), the Legal Counsel would address the issue immediately or as soon as possible. And that person would have the authority of the Parliamentarian and their judgement would rule. Addressing the issue, includes proper documentation and written communication. 2) The same as Number 1, the Legal Counsel would address any concerns about Serial meetings. 3) As stated above, the Legal Counsel is the Parliamentarian and has the authority and responsibility to address issues. (If required, as part of the Roles and Responsibility, it will 		<p>This has been addressed via new legal counsel for RT</p>

		<p>need to define a mechanism to address RT Members, if they do not follow Legal Counsel direction).</p> <p>Note: The RT Adhoc believes the Legal Counsel should be the main “Point of Interface” to the RT, for operational or “day-to-day” type items. This is driven by the consistent message from the CASCC Exec Board, that they wish to reduce the amount of time that CASCC staff is directly involved with the RT. Clearly, the CASCC staff is involved for managing contracts, finances and overall compliance to rules/contracts. Not day-to-day management or involvement of the RT objectives or meetings.</p> <p>But, the exact definition of this should be defined in the “CASCC Services Schedule” and will need to be agreed to by all the parties. (This will take some collaboration by the parties to define this. The RT Adhoc does not believe we are the <u>only ones</u> involved in working this out. This topic needs to have the input of CASCC staff).</p>		<p>Legal Counsel and/or Program Coordinator should serve as points of contact as needed</p>
FISCAL RESPONSIBILITY & OPERATIONS				
Roundtable Operations and Management	<p>As fiscal agent, CASCC must retain oversight of operations and budget management. There are costs associated with running an organization: Staff, payroll, banking, insurance, software, staff oversight, internet, office supplies, computer, software, mail.</p> <ol style="list-style-type: none"> How will these costs continue to be paid? If CASCC Executive Director handles payment, who will monitor budget to ensure costs do not become excessive? 	<ol style="list-style-type: none"> How will costs be paid? Our assumption is that the CASCC Adhoc and RT Adhoc are going to define an appropriate schedule to charge for “CASCC services”. This schedule will define what services are to be provided and at what rate they will be paid for by the RT. The monies to pay for this will come out of the fees collected from the member Cities to the RT. (via CASCC acting as the Fiscal Agent). The RT has no issue with paying for agreed upon services from the CASCC. 	<p>ACCEPT w/notes</p>	<p>Develop clear parameters re: rates, responsibilities</p> <p>Create new Ad Hoc Committee to determine costs/rates</p>

	<p>3. Who will report to CASCC what costs have been expended?</p>	<p>2) This question is a little vague. * If the questions is; how do we monitor the over-all RT budget, then it is making sure we are following the approved over-all budget. (Need to define the process for this. We are sure the CASCC Staff already has best practices and procedures on how to do this). * If the question is; how do we monitor that CASCC Staff is not spending too much time working on the RT? This can/should be handled by clearly defining the services (CASCC Services Schedule) to be provided to the RT, and an estimate of how much time can/should be budgeted/spent on these activities. If CASCC Staff finds they are spending more time than has been budgeted/allocated to RT activities – This should be brought to the attention of the RT Chair, Legal Counsel and the CASCC Exec Board. The obvious solution will be to reduce the time required by CASCC Staff or increase the budget allocation to pay for these services. (This would be a collaborative discussion. And update the appropriate documentation for services to be rendered).</p> <p>3) We believe this question is: The CASCC staff is acting as the Fiscal agent. This means CASCC staff will be creating the appropriate monthly, quarterly and annual reports related to the RT budget and actuals. This would be to ensure the RT is not committing to, or actually spending more monies than it receives. That the RT is spending its monies according to budget/approved Work Plan. The CASCC staff would also be creating a monthly and running total report of the</p>		
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		<p>number of hours it is spending on RT activities. This reporting would be available to the RT Chair, the Legal Counsel and CASCC Exec Board. This report could be compared against the "CASCC Services Schedule" and budget to see if CASCC Staff is spending more than the approved amount of time on the RT. (If a difference is identified, then appropriate action will need to be taken. See item #2 above).</p>		
<p>Fiscal Recovery</p>	<p>Per the audit, The SCSC Roundtable is consuming a third of the Executive Director’s time, which is time not spent on CASCC Board priorities. The fiscal impact to the CASCC is approximately \$35,000 - \$40,000 per year.</p> <ol style="list-style-type: none"> 1. Will the SCSC RT reimburse CASCC for costs dating back to previous years? 2. If so, how will prior recovery/backpay costs be calculated? 3. Will SCSC RT reimburse CASCC moving forward or pay an amount upfront for continued management as is standard in a fiscal agency relationship? 4. If so, how will future/ongoing costs or payments be calculated? 5. If no cost arrangement can be reached or is acceptable: Will all CASCC members be obligated to foot the bill for the RT if there is no cost arrangement? Will only RT members on CASCC foot the bill if there is no cost arrangement? 	<ol style="list-style-type: none"> 1) The RT Adhoc does not believe it has the direct ability to answer this question. This really needs to be answered by the RT Fiscal Agent. If the RT Fiscal Agent believes there is a documented written agreement that the RT will pay CASCC for prior services, then the Fiscal Agent would make the appropriate decision. Also, assuming the RT has the appropriate budget of money to make this payment. The RT Adhoc has not heard it is a hard requirement from the CASCC Board that it requires prior payment. 2) If the RT Fiscal Agent and CASCC Adhoc determines prior payments are required – the RT Adhoc is happy to participate in the collaborative discussions to determine the appropriate amount to be paid. 3) Yes. The RT Adhoc has been very clear that we agree, going forward from Jan 1, 2021 – the RT can and should pay an appropriate fee for CASCC services. As has been discussed in other responses in this matrix, we believe a CASCC Services Schedule and budget should be documented and agreed to. This will define the services and expectations for all parties. 	<p>ACCEPT w/notes</p>	<p>Make sure costs/rates are captured moving forward</p> <p>Board voted not to request reimbursements for previous years (prior to January 1, 2021)</p>

		<p>Deciding to pay the agreed upon the fee upfront or monthly would be a detail to be addressed during the discussions of services and overall contract. The RT Adhoc does not see the payment schedule as a huge obstacle to defining a workable relationship – once we agree on the services to be provided and cost.</p> <p>4) As has been previously stated, we believe a CASCC Services Schedule and Budget will be agreed to. (Probably to be reviewed annually). Any changes to this, will need to be discussed and agreed to by all parties. Note: The RT Adhoc agrees to the principal that it should pay for any agreed to and documented services. We will jointly agree to a schedule and budget. If something comes up that wasn't anticipated or that needs to be addressed, CASCC, Legal, and RT will meet and work towards an amicable resolution. Then update the appropriate documentation/agreements.</p> <p>5) Without a mutually agreeable cost arrangement, then the RT Adhoc believes we will not be able to reach an overall agreement. Without an overall agreement, then doesn't everything related to the RT stop?</p>		
<p>Personnel/Time Management</p>	<p>CASCC is the employer- CASCC contracts with employees and therefore assumes all liabilities therein.</p> <ol style="list-style-type: none"> 1. Onboarding New Program Manager (who will do this?) 2. Who advertises, interviews, creates contract, and oversees employment 	<ol style="list-style-type: none"> 1. The RT Adhoc would like to hear CASCC Staff's thoughts and suggestions on this topic. (We don't think we should try and define this in a vacuum. We believe the question that is really trying to be asked: If 	<p>ACCEPT w/notes</p>	<p>CASCC will operate as fiscal agent (e.g. to be determined in "Roles and Responsibilities and Rules of Engagement documents"</p>

	<p>process? CASCC needs oversight but this will increase time ED of CASCC spends on RT.</p> <ol style="list-style-type: none"> 3. RT members have shown they are unwilling to work with staff, which creates liability for the CASCC. If new staff for RT have HR or legal issues with RT, this creates liability for CASCC. 4. CASCC must continue to oversee personnel but this does not reduce the time ED of CASCC will spend on RT related issues and in fact may increase time. 5. Management/Purchase and maintenance of office items for employees: Computer, Office Supplies, Phone, Internet, Software. 6. Payroll will be managed by CASCC. There will be more personnel on payroll, and this does not reduce ED of CASCC's time on the RT. 7. CASCC must ensure consultant contracts meet scope of work. 8. CASCC and RT must ensure budgets are respected. How will this be done without creating additional work for CASCC? 	<p>CASCC needs to be involved in this activity, then CASCC needs to be compensated. If CASCC Staff is going to be involved in "onboarding", then this should be part of the "CASCC Services Schedule", and budget would need to be allocated to perform the task.</p> <ol style="list-style-type: none"> 2. RT Adhoc believes answer #1 in this section also applies here. The RT Adhoc also believes this is an area where the RT Chair should participate, at some level. Ex: Creation of a Contract. We believe since the contract is being created to support RT activities, the RT Chair should help define the objectives or tasks to be completed. The RT Chair and Legal Counsel should help define the SOW that drives the Contract. Obviously, CASCC staff would need to make sure all their concerns and objectives are included. And they would have final say on the Contract. The RT Chair, should also be involved in some level of the interviewing. Again, this is another area where we need to hear CASCC's input. We are not trying to define this in a vacuum. We are just trying to share the idea, that the Contract is probably being created to support some RT objective and as appropriate the RT Chair should be included in the creation of the Contract and Selection of the Vendor. 3. I am not aware of what is meant that "RT members have shown they are unwilling to work with staff". The RT Adhoc believes that any perceptions of this issue comes from the lack of documented Roles and Responsibilities and Rules of Engagement. 	<p>and approve/sign contract; RT will manage Program Coordinator; CASCC to initially onboard as needed.</p> <p>CASCC ED's time directed towards RT will be reduced upon appointment of Program Coordinator</p>
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		<p>We believe these concerns will be resolved by the documents and rules for resolution we are jointly creating.</p> <p>And obviously, if the RT is not following the defined rules, that is an issue and could have consequences that could ultimately lead to the CASCC ending its sponsoring of the RT.</p> <p>4. The RT Adhoc agrees that CASCC Staff needs to spend some amount of time related to RT tasks. Per the direction we have heard from the CASCC Exec Board, we feel we should use the CASCC Services Schedule and budget to keep the amount of CASCC Staff time to the appropriate minimum.</p> <p>RT Ad Hoc agrees that in the short-term, CASCC Staff time may increase as we finalize the documentation, understandings and contracts between RT and CASCC. Especially, considering that the RT function is not currently receiving any Legal services.</p> <p>The CASCC Services Schedule and budget should make an allocation to account for this short-term increased amount of CASCC Staff time.</p> <p>5. Very interested to hear CASCC's suggestion on how to address this in the CASCC Services Schedule. Ex: If this should be carved out as a separate line item or it should be included in the Hourly rate. Good topic for a collaborative discussion. RT Adhoc has no issue with this topic being appropriately addressed in the CASCC Services Schedule.</p> <p>6. The RT Adhoc agrees that CASCC Staff needs to spend some amount of time related to RT tasks. Per the direction we have heard from the CASCC Exec Committee, we feel we should use the CASCC Services Schedule and</p>	
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		<p>budget to keep the amount of CASCC Staff time to the appropriate minimum.</p> <p>7. This is a topic, the RT Adhoc would like to have a collaborative discussion with CASCC Staff. CASCC needs to ensure the macro level of the contract is met. But, given the CASCC Exec Board direction to reduce CASCC Staff time with RT activities, we should try to minimize CASCC Staff time. Is it possible for CASCC Staff to focus on the Macro portions of the contract and RT Chair and Legal Counsel can focus on ensuring the business objectives of the contract are met? Another topic to be discussed and clearly defined in the CASCC Services Schedule.</p> <p>8. RT Adhoc agrees that budgets must be respected. We are hoping that the documents and procedures that have been mentioned in this Matrix will create a workable, streamlined set of procedures to ensure conformance as well as minimize time commitments. Looking forward to feedback and collaborative discussions with CASCC Staff to meet everyone's objectives.</p>		
<p>Legal/HR Issues</p>	<ol style="list-style-type: none"> 1. Code of Conduct – all members need to agree to it, everyone needs to abide. 2. Everyone is a representative of the Cities Association and there should be a level of decorum. 3. Disparagement of staff during public meetings or in other fora will not be tolerated. 4. Opinions of CASCC legal counsel represent CASCC as a whole. 	<ol style="list-style-type: none"> 1. Agreed. And we need to document this. 2. Agreed 3. Agreed. And the RT Adhoc believes the documents discussed in this matrix that should be created will help insure this type issue will not occur and actions to be taken, if it does. 4. The RT Adhoc does not understand what this means. We are requesting clarification of this statement so that we can clearly and accurately respond. 	<p>ACCEPT w/notes</p>	<p>This has been addressed by hiring of RT Counsel</p>

		We are confused because right now, the CASCC Legal Counsel is not representing the RT.		
OTHER ISSUES				
Executive Board Request for exit strategy	<p>Why didn't the RT explore 501c as an exit strategy?</p> <p>If applying, Silicon Valley Community Foundation has fiscal sponsorships available, could provide needs assessment.</p> <p>https://www.siliconvalleycf.org/consulting-management-services</p> <p>Has it been considered for one of the participating cities to take on the role of fiscal sponsorship?</p>	<p>The RT Ad Hoc believes this question has been answered in the Appendix A of the "Principles" Document we have previously submitted to the CASCC.</p> <p>The RT does not believe that becoming its own 501c is an appropriate or financially viable option.</p> <p>The RT does not believe it is appropriate for one of the participating cities to take on the role of Fiscal Agent.</p>	ACCEPT w/notes	There is consensus for CASCC to continue as fiscal agent and to include termination agreement; other options for fiscal agent have not been identified as feasible by RT.

Agenda Item #4

SCSC ROUNDTABLE AGENDA REPORT - Roundtable Budget Memo with Linked Attachments



Agenda Item No: _____

Meeting Date: September 7, 2021

SCSC ROUNDTABLE AGENDA REPORT

Department: Cities Association of Santa Clara County

Prepared by: Cities Association Ad Hoc Committee & SCSC
Roundtable Chair

TOPIC: 2021-22 FY Budget

SUBJECT: RECEIVE 2021-22 FY BUDGET PROPOSAL

EXECUTIVE SUMMARY:

Per the bylaws, the SCSC Roundtable must approve an annual budget for FY 2021-22 (July 1, 2021-June 30, 2022). Members receive the proposed budget 60 days prior to budget adoption to allow notification to each jurisdiction and the public. Due to a pause of the SCSC Roundtable (Roundtable) meetings between February – June 2021, a delay in the budget adoption process has occurred and is now being brought forward for consideration. Please note that the proposals in this budget have not been reviewed by the Cities Association Executive Board or Board of Directors.

RECOMMENDATION:

1. Receive Budget of FY 2021-22 proposed to include Annual dues and Beginning Fund Balance as the source of revenue to provide funding for proposed Roundtable Expenditures. At the November 2021 SCSC Roundtable Meeting, adopt the FY 2021-22 Budget.
2. Approve proposed Special Assessment Fee.

BACKGROUND:

On January 14, 2021, the Cities Association of Santa Clara County (Cities Association) Board of Directors approved a motion to begin requesting reimbursement of Cities Association costs incurred beginning January 1, 2021 as the SCSC Roundtable's (Roundtable) fiscal sponsor. This action was taken in response to the Audit of Fiscal Years ending 2019 and 2020 of the Cities Association. The Audit noted that the Cities Association is subsidizing the Roundtable since seven member cities of the Cities Association are not Roundtable members. In the fiscal year ending 2020, between \$35,000 - \$40,000 of staff time was expended to provide services to the Roundtable, e.g. bookkeeping, project management.

Also on January 14, 2021, an Ad Hoc Committee of the Executive Board was formed to work with an Ad Hoc Committee of the Roundtable to identify ways to address issues raised by the Board. The Cities Association Ad Hoc Committee is scheduled to provide a report to the Board of Directors on September 9, 2021.

SCSC ROUNDTABLE AGENDA REPORT / Page: 2

Per communication (Attachment A) sent to the SCSC Roundtable by Cities Association leadership on August 18, 2021, the Cities Association Board of Directors approved the following motions on August 12, 2021:

1. For the SCSC Roundtable to pay for all legal, investigation and staff bills related to Roundtable work, as determined, and approved by the CASCC Board of Directors; and for the SCSC Roundtable to include this assessment in their budget so that the Roundtable member jurisdictions may be invoiced for past and future amounts.
2. To direct CASCC staff to limit any work associated with the Roundtable to the bare minimum needed for the Roundtable Board to hold a public meeting to approve bills and any other technical work that is necessary to continue their own work.

Per this communication, the proposed Roundtable FY 2021-22 Budget has been drafted in collaboration with the Roundtable Chair and is attached for review and action (Attachment B). Also included is a FY 2021-22 Budget that includes the Special Assessment Fee (Attachment C) as recommended by the Cities Association Board for review and action so that the Roundtable member jurisdictions may be invoiced for past and future amounts.

Due to a pause of Roundtable meetings between February – June 2021 and the absence of an adopted budget, the Facilitator/Consultant contract with Environmental Science Associates (ESA) was extended from June 2021 to December 2021 and included a fund balance of \$46,257 for the current fiscal year; as of August 31, 2021, the fund balance is \$20,295. The contract is proposed to be renewed and extended to June 30, 2022 and included in the proposed budget.

The Scope of work for the Facilitator/Consultant services include:

Task 1: Facilitate Regular Roundtable Meetings

Task 2: Roundtable Meeting Planning

Task 3: Support Work Identified in the Roundtable Work Plan and Assigned by the Roundtable Chair with the Concurrence of the CASCC Project Manager

Task 4: Respond to Inquiries from the Public, Elected Officials, and Key Stakeholders

Task 5: Provide Content for and Update the Santa Clara/Santa Cruz Counties Airport/Community Roundtable Public Website

BYLAWS and BUDGET ADOPTION

The approved SCSC Bylaws outline the member dues funding formula at .50 per capita (all jurisdictions except very large cities such as San José). If San José elected to join, its maximum is established at .10 per capita. See Attachment D for current SCSC Roundtable Funding Calculations.

Article VIII. Funding/Budget (Bylaws approved March 27, page 7)

1. The Roundtable shall be funded by its voting member agencies. Attached to the bylaws is the initial Funding allocation for each City and County. The Cities Association of Santa Clara County shall establish a Roundtable Fund that contains the funds from the member agencies and shall be the keeper of the Roundtable Fund. All Roundtable expenses shall be paid from the Roundtable Fund.

2. The amount of the annual funding for each member shall be based on the approved per

capita formula and may be increased or decreased on a percentage basis at a Regular or Special Meeting by a majority vote of those members present at that meeting.

3. The Roundtable fiscal year shall be from July 1st to June 30th.

4. Roundtable Staff, in consultation with the Roundtable Chairperson, will recommend an annual funding amount for the Roundtable at least 60 days prior to the anticipated date of adoption of the annual Roundtable Budget and inform each member of their anticipated increase or decrease in funding amount.

5. The Roundtable shall adopt an annual budget at a Regular Meeting or at a Special Meeting to be held between February - April of each calendar year. The budget must be approved by a majority of the Representatives/Alternates who are present at that meeting.

6. The adopted Roundtable Budget may be amended at any time during the fiscal year, as needed. Such action shall occur at a Regular Roundtable Meeting and be approved by a majority of the Roundtable Representatives present at that meeting.

7. If a member withdraws from the Roundtable, per the provisions of Article III. Section 9, the remainder of that member's annual Roundtable funding contribution shall be forfeited, since the annual Roundtable Budget and Work Program are based on revenue provided by all Roundtable members.

The Memorandum of Understanding also discusses the budget:

Memorandum of Understanding (MOU, Article II, page 4)

The Roundtable shall establish a budget for each fiscal year. Each Roundtable voting member jurisdiction shall contribute to the budget based on a per capita formula: the population of each jurisdiction (most recent available census numbers) times the following per capita fee structure. This formula is the maximum contribution a jurisdiction will make:

Per Capita Fee Structure

Large City \$ 0.50

Small City \$ 0.50

Medium City \$ 0.50

XL City \$ 0.10

County \$ 0.50

PROPOSED INCOME

For Fiscal Year 2020-21 all expected funding was received from all jurisdictions. It is recommended that the Annual Dues (\$187,598) remain the same for FY 2021-2022. As of July 1, 2021, the Beginning Fund Balance (\$76,520) was carried over from FY 2020-21.

	SCSC Roundtable Budget Resources			
	2019 - approved	Jan – June 2020 - approved	FY 2021 - approved	FY 2022 - proposed
Annual Dues	\$250,000	\$125,000	\$187,598	\$237,598
Beginning Fund Balance		\$24,849	\$35,913	\$76,520
Total	\$250,000	\$149,849	223,511	\$314,118

PROPOSED ALLOCATIONS AND EXPENDITURES

For FY 2022 several of the proposed expenditures are included based on meetings and discussion between the joint Cities Association and Roundtable Ad Hoc Committees. Line items such as Program Coordinator and Fiscal Agent Fee are contingent upon mutual agreement between the Cities Association and Roundtable and included to ensure funding is available as appropriate upon approval. As of September 1, 2021, the Cities Association Ad Hoc committee has not submitted proposals or recommendations to the Executive Board and Board of Directors. See Attachment B for Draft FY 2021-22 Budget.

SPECIAL ASSESSMENT FEE

Per action of the Cities Association Board, a Special Assessment Fee is included for consideration in order to cover the unanticipated legal and Cities Association staff time incurred for services related to the Roundtable. These fees were incurred due to services required to address personnel matters that included the Roundtable. Such matters are typically addressed in-house through Human Resources, an Attorney, or a third party as needed. As an organization, the Cities Association is not set-up to provide or fund such services and thus a third party Attorney was hired to provide the needed service per federal regulation.

Special Assessment as of August 25, 2021:	
<i>CASCC Staff (January – June)</i>	\$6,079
<i>CASCC Legal</i>	\$9,450
<i>Legal HR</i>	\$11,493
<i>Estimated Future Special Assessment</i>	\$23,000
Special Assessment Total	\$50,022

To view the staff and legal invoice in details, see Attachment D, or the communication submitted to the Roundtable on August 18, 2021. Additional fees of this nature are expected to be incurred in the future; additional funding estimated at \$23,000 is suggested to be budgeted or considered to cover such costs, which are unknown at this time and to be determined.

For the Roundtable's consideration, funding of the Special Assessment Fee is suggested to be calculated according to the per capita formula used to calculate annual dues for each member jurisdiction (Attachment E).

POTENTIAL ACTIONS

SCSC Roundtable has the following potential options or actions to consider:

1. Receive Draft Budget and schedule adoption at the November 2021 SCSC Roundtable Meeting.
2. Provide specific direction regarding changes to the draft budget.
3. Approve the proposed Special Assessment Fee.

4. Take no action.

ATTACHMENTS

- Attachment A: August 18, 2021 Communication from Cities Association Leadership Re: Board of Director Actions
- Attachment B: SCSC Roundtable Proposed Budget FY 2021-22
- Attachment C: SCSC Roundtable Proposed Budget FY 2021-22 with Special Assessment Fee
- Attachment D: Communication from Cities Association Staff Re: Staff and Legal Invoices
- Attachment E: Calculations for Funding the SCSC Roundtable and Special Assessment Fee



P.O. Box 3144
 Los Altos, CA 94024
<https://citiesassociation.org>
 408-766-9534

August 18, 2021

SCSC Roundtable
 PO Box 3144
 Los Altos, CA 94024

VIA email

RE: Unanticipated Legal and Staff Costs

Dear Chair Bernald and Members of the SCSC Roundtable Members:

At the August 12, 2021 Board of Directors Meeting, the Board of Directors approved several motions regarding the SCSC Roundtable.

- For the SCSC Roundtable to pay for all legal, investigation and staff bills related to Roundtable work, as determined, and approved by the CASCC Board of Directors; and for the SCSC Roundtable to include this assessment in their budget so that the Roundtable member jurisdictions may be invoiced for past and future amounts.
- To direct CASCC staff to limit any work associated with the Roundtable to the bare minimum needed for the Roundtable Board to hold a public meeting to approve bills and any other technical work that is necessary to continue their own work.

Therefore, the Board of Directors is respectfully asking the SCSC Roundtable to hold a public meeting at the earliest availability and approve a budget that includes these unanticipated costs so that the member jurisdictions may be appropriately invoiced.

Sincerely,

Mayor Marico Sayoc
 President

Vice Mayor Chappie Jones
 1st Vice President

SCSC ROUNDTABLE: Financial Status & Draft Budget FY 2021-22

	Calendar 2019 Actual	FY2020 -- 1/20-6/20 Actual	FY 2021 Estimated	FY 2022 Estimated
Resources				
Beginning Fund Balance		\$24,849	\$35,913	\$76,520
Income/Dues	\$250,000	\$124,999	\$187,598	\$187,598 *
Total Revenue	\$250,000	\$149,848	\$223,511	\$264,118
Expenditures				
ESA	\$222,655	\$107,492	\$133,743	\$136,257 **
Legal (Koplow, Logan & Powell)	\$1,950	\$6,443	\$ 13,248	\$25,000
Fiscal Sponsorship Fee (Estimated 15%***)				\$28,140
Program Coordinator:				
Salary				\$46,800 ****
Tax & Payroll				\$4,680
Office Expenses				\$600
Equipment (Computer, phone, etc.,)				\$4,000
Subscriptions (Zoom, Microsoft Office, etc.,)				\$1,000
Total Expenses	\$224,605	\$113,935	\$146,991	\$246,477
Ending Fund Balance	\$25,395	\$35,913	\$76,520	\$17,641

Notes:

* Assumes dues remain as the same as FY 21.

** Amount of contract with ESA through December 2021 (\$46,257) and January through June 2022 (\$90,000)

***Fiscal Sponsorship Fee is an estimate; it has not been discussed or negotiated w/the Board of Directors; Fiscal Sponsorship Fee may range between 10-20% upon negotiation

****Program Coordinator Salary calculated \$45/hour @20 hours/week; recommended hourly rate is \$35-45 per hour; hours per week and salary rate to be determined

Date: August 30, 2021

SCSC ROUNDTABLE: Financial Status & Draft Budget FY 2021-22 With Special Assessment

	Calendar 2019 Actual	FY2020 -- 1/20-6/20 Actual	FY 2021 Estimated	FY 2022 Estimated
Resources				
Beginning Fund Balance		\$24,849	\$35,913	\$76,520
Income/Dues	\$250,000	\$124,999	\$187,598	\$187,598 *
Special Assessment:				
CASCC Legal				\$9,450
Legal HR				\$11,493
CASCC Staff				\$6,079
Speical Assessment Subtotal				\$27,022
Future Special Assessment Estimate				\$23,000
Special Assessment Total				\$50,022
Total Revenue	\$250,000	\$149,848	\$223,511	\$314,140
Expenditures				
ESA	\$222,655	\$107,492	\$133,743	\$136,257 **
Misc. Office (CASCC staff time & HR Legal current and future)	\$546	\$0		\$50,022 ***
Legal (Koplow, Logan & Powell)	\$1,950	\$6,443	\$ 13,248	\$25,000
Fiscal Sponsorship Fee (Estimated 15%)*****				\$28,140
Program Coordinator:				
Salary				\$46,800 *****
Tax & Payroll				\$4,680
Office Expenses				\$600
Equipment (Computer, phone, etc.,)				\$4,000
Subscriptions (Zoom, Microsostf Office, etc.,)				\$1,000
Total Expenses	\$225,151	\$113,935	\$146,991	\$296,499
Ending Fund Balance	\$24,849	\$35,913	\$76,520	\$17,641

Notes:

- * Assumes dues remain as the same as FY 21.
- ** Amount of contract with ESA through December 2021 (\$46,257) and January through June 2022 (\$90,000)
- ***Special Assesment Fee (\$27,022) plus potential additional costs related to RT (estimated at \$22,978 and TBD; future costs are unknown)
- ****Fiscal Sponsorship Fee is an estimate; it has not been discussed or negotiated w/the Board of Directors; fiscal sponsorship rate may range between 10-20%
- *****Program Coordinator Salary calculated \$45/hour @20 hours/week; recommended hourly rate is \$35-45; hours per week to be determined

Detail of FY 21 Eexpenditures updated on 8/25/21			
Legal	Legal - paid	\$ 3,760	paid (koplow, logan/powell)
	Logan & Powell	\$ 4,840	paid (koplow, logan/powell)
		\$ 4,648	paid (koplow, logan/powell)
	CASCC (Jan-April)	\$ 9,450	invoiced, Not paid
	legal - hr	\$ 11,493	CASCC paid
	subtotal	\$ 20,943	
Misc Office (Staff time)	CASCC	\$ 3,623	Invoiced, not paid
	CASCC (May, June)	\$ 2,457	invoiced, not paid
		\$ 6,079	

Date: August 30, 2021



Memorandum

To: Chair Mary-Lynne Bernald and Members of the SCSC Roundtable
From: Cities Association of Santa Clara County Board of Directors
Date: August 18, 2021
Subject: Unanticipated Legal Expenses

Per your request, attached are the copies of the unanticipated legal bills.

The remainder of the bills will be sent to your legal counsel as the bills are attorney-client privileged and confidential.

Attachments:

- SCSC Roundtable Financial Status as of August 16, 2021
- CASCC Staff Invoices available to date
- CASCC Legal engagement/contracts

SCSC ROUNDTABLE: Financial Status

	Calendar 2019 Actual	FY2020 -- 1/20-6/20 Actual	FY 2021 Estimated	FY 2022 Estimated
Resources				
Beginning Fund Balance		\$24,849	\$35,913	\$3,443
Income/Dues	\$250,000	\$124,999	\$187,598	\$187,598 *
Total Resources	\$250,000	\$149,848	\$223,511	\$191,041
Expenditures				
ESA	\$222,655	\$107,492	\$180,000 *	\$46,257 **
Misc. Office	\$546	\$0	\$6,079	
Legal	\$1,950	\$6,443	\$34,191	\$3,000 ***
Total Expenses	\$225,151	\$113,935	\$220,270 ****	\$49,257 *****
Ending *	\$24,849	\$35,913	\$3,242	\$141,784

Notes:

- * Assumes dues remain as the same as FY 21.
- ** Amount of contract with ESA through December 2021
- ***expenditure approved by SCSC Roundtable July 2021
- **** Does not include CASCC staff time, billed to the RT, not yet paid by the RT
- ***** Does not include CASCC administrative staff time and other costs

*FY 21 Expenditure Detail

65+	Detail of FY 21 Expenditures			
	Legal - paid	\$ 3,760	paid (koplow, logan/powell)	
Legal	Logan & Powell	\$ 4,840	pending Board approval	
		\$ 4,648	pending Board approval	
	CASCC (Jan-April)	\$ 9,450	invoiced, Not paid	
	legal - hr	\$ 11,493	CASCC paid	
	<u>subtotal</u>	\$ 34,191		
Misc Office (Staff time)	CASCC	\$ 3,623	Invoiced, not paid	
	<u>CASCC (May, June)</u>	\$ 2,457	invoiced, not paid	*Updated on 8/16/2021
		\$ 6,079		

Date: August 16, 2021



P.O. Box 3144
 Los Altos, CA 94024
<https://citiesassociation.org>
 408-766-9534

**BILLABLE HOURS for SCSC Roundtable
 Employee – Executive Director
 January – April 2021**

Jan-21	\$1,847.05
Feb-21	\$ 718.15
Mar-21	\$ 842.7
Apr-21	\$ 214.65

Executive Director's cost (\$53/hour) **\$3,622.55**

**Contractor – Legal Counsel
 February – April 2021**

Feb-21	\$6,800.00
Mar-21	\$2,450.00
Apr-21	\$ 200.00

Legal Counsel's cost (\$250/hour) **\$9,450.00**

Executive Director	\$3,622.55
Legal Counsel	\$9,450.00

Total Due to CASCC for staff time \$13,072.55



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**BILLABLE HOURS for SCSC Roundtable
 Employee – Executive Director
 January – April 2021**

DATE	DESCRIPTION	HOURS
19-Jan	Chappie Jones staff regarding ad hoc committee	0.1
20-Jan	communicate w ESA regarding appointments and contact information	0.2
	doodle poll for ad hoc meeting and correspondence with SCSC RT Ad Hoc Committee members	0.3
		0.1
3-Jan	Communicate with congressional office re: SFO	0.1
3-Jan	Communicate with SCSC RT Committee Chairs	0.5
	Communicate & prep with attorney, Marico & Chappie regarding SCSC Ad Hoc Committee Proposal	0.5
4-Jan	communicate with ESA regarding code of conduct	0.1
4-Jan	request ESA to send NOISE forum info to RT	0.1
5-Jan	communicate with ProudCity, ESA about website bill.	0.1
	communicate with Ad Hoc Committee, respond to request for upcoming meeting information, audit information	0.2
5-Jan	communicate with County staff regarding ad hoc proposal	0.1
5-Jan	communicate with ESA regarding documents on website	0.2
8-Jan	process/post ESA invoice	0.2
	correspondence with the Chair regarding the approved ESA Contract	0.1
8-Jan	emails with ad hoc committee regarding link to meetings	0.1
11-Jan	check in call with Evan	0.5
11-Jan	posting SCSC RT Draft plan to agenda and website	0.2
	Communicate & prep with attorney regarding SCSC Ad Hoc Committee Proposal	0.2
11-Jan		0.2
12-Jan	emails regarding letter to FAA (1/12-13)	0.1
	communicate with SCSC RT member city regarding appointments	0.2
13-Jan		0.2

	communicate with attorney, Chappie, Larry, Marico	
22-Jan	regarding ad hoc committee	
22-Jan	communicate with member city regarding appointments	0.1
	communicate with Chair, Palo Alto rep regarding meeting	
24-Jan	details.	0.2
25-Jan	communication regarding agenda for 1/27	0.5
25-Jan	received call from SFO	0.2
26-Jan	proudcity/esa emails	0.1
	emails regarding member city's email server rejecting	
26-Jan	emails	0.3
	Communication wit President, Counsel, Larry & Chappie	
26-Jan	regarding representation withdrawing	4
	coordination and communicatoin with ESA regarding	
27-Jan	cancellation	4
	communication with CMs/County of SCSC RT members	
26-Jan	seeking Counsel.	
	communications with ESA team regarding cancelled	
29-Jan	meeting.	0.75
28-Jan	prep for closed session	8
	closed session, follow up work, coordination with President,	
29-Jan	counsel, ESA	8
	follow up and feedback to Executive Board regarding	
30-Jan	statements	0.5
1-Feb	conversations with attorneys	
	coordinating Executive Board meeting in regards to SCSC	
27-Jan	Roundtable and code of ethics	0.75
	communicate with SCCMA, follow up Chair, ESA regarding	
28-Jan	legal counsel	0.75
	communication with Larry & Chappie, legal counsel,	
21-Jan	regarding joint ad hoc committee, creating matrix,	2.5
	continued conversations and communication with legal	
31-Jan	counsel regarding HR issue	
	total	34.85

Hours:	Rate:	Total:
34.85	\$53.00	1847.05

**February 2021
 Employee – Executive Director**

Date	Description	hours
2/1/2021- 2/4/2021	communication with executive board	6
2/1/2021- 2/4/2021	hiring new counsel, bringing new counsel up to speed on issue (communication, emails)	2
2/1-2/8	communication with Chappie/Larry and ESA	1.75
5-Feb	worked with counsel regarding closed/open session for executive board meeting	1.5
4-Feb	engagement letter with Kat Wellman, legal counsel, follow up regarding bylaws, closed session, brown act for close session	0.5
	communications - minimum of 129 emails	2
12-Feb	call with legal counsel	0.5
19-Feb	RT citizen complaint	3
8-Feb	agenda posting for closed session/discussion with counsel	
2-15/2-16, 2/18	doodle organize special closed executive session	0.5
	email and conversation with RT member jurisdiction regarding Brown Act	0.1
18-Feb	regarding Brown Act	0.1
19-Feb	email with ESA to forward communication received to RT	0.1
20-Feb	SCSC RT autoreply email coordination with Larry/Chappie	0.4
21-Feb	communication with Chief Galea (Los Altos) regarding content and tone of email, fw to RT	
	review ESA invoice, communication with ESA regarding charges, fw for Chair signature, respond to ESA with invoice changes	0.5
22-Feb	communicate with KAT closed session agenda	
	executive board meeting to approve hiring an attorney for HR issue	0.5
24-Feb	HR issue	
	communicate with Jones staff providing distribution list of RT members	0.2
		13.55

Hours:	Rate:	Total:
13.55	53.00	718.15

March 2021
Employee – Executive Director

Date	Description	hours
1-Mar	proudcity invoice/ESA	0.1
1-Mar	communicate with ESA, Executive Board Members, about a possible meeting of the SCSC Roundtable.	1.5
2-Mar	receive signed invoice from chair, file	0.1
15-Mar	Certificate of insurance for investigation - file	0.1
18-Mar	interview (and prep for interview)	9
24-Mar	follow up interview (and prep)	2
18-Mar	communicate with counsel regarding previous RT actions	0.3
3/22/ - 3/25	review correspondence for RT with Counsel	0.4
	communication regarding Retainig Ms. Powell as legal counsel for RT, review engagement, discussion of contract, include on CASCC Agenda for BOD approval	0.5
31-Mar	Brown Act issue raised by Chair to President, follow up	1
24-Mar	RT info for President, communication regarding RT pause	0.5
19-Mar	provide counsel with RT documents	0.2
2-Mar	email from ESA regarding upcoming meeting	0.2
		15.9
Hours	Rate:	Total:
15.9	53.00	842.7

April 2021
 Employee: Executive Director

DATE	DESCRIPTION	HOURS
1-Apr	meeting with ESA, change in staffing at ESA, follow up with Counsel regarding special meeting.	1
2-Apr	emails regarding attorney for RT, agendizing for approval	0.2
6-Apr	emails with chappie regarding RT meeting	0.1
6-apri & 7 apri	communicate with legal firms regarding billing, add them to payroll, w9	0.75
12-Apr	email with legal	0.1
9-Apr	correspondence with city of palo alto, ESA	0.1
14-Apr	communicate with RT member jurisdiction regarding RT	0.3
14-Apr	receive call from congressional office regarding FAA meeting	0.2
28-Apr	work with ESA on website notice	0.5
9-Apr	process invoice	0.1
30-Apr	receive call, email from SJC regarding upcoming meeting	0.5
20-Apr	work with ESA to communicate with member cities regarding email distribution	0.2
		4.05

Hours:	Rate:	Total:
4.05	53.00	214.65

Jan-21	1847.05
Feb-21	718.15
Mar-21	842.7
Apr-21	<u>214.65</u>

Total Due for Executive
 Director's time **3622.55**



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**BILLABLE HOURS for SCSC Roundtable
 Employee – Executive Director
 May-June 2021**

May – 21	747.30
June – 21	1709.25
Total due for Executive Director’s Time	2456.55



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**BILLABLE HOURS for SCSC Roundtable
 Employee – Executive Director
 May-June 2021**

DATE	DESCRIPTION	HOURS
6-May	call with Evan Wasserman, ESA, agenda	0.5
7-May	invoice - process signed invoice from Chair	0.1
7-May	invoice RT for ED hours (also May 10, communicate with legal counsel, Exec Board members	2
10-May	process scsc rt payments for ESA, kramer investigations	0.2
12-May	respond to request from Chair regarding contracts, hiring legal counsel, call with PResident, legal counsel	4
may 16/17	process invoices, discuss invoices with Kat Wellman	0.75
19-May	communication with SFO RT Coordinator, Evan	0.45
24-May	Emails	0.3
25-May	communicate with SFO RT and ESA, Congressional offices	0.25
26-May	RT - observe meeting for Executive Board, communicate with Jones, Sayoc	4
25-May	communicate with RT members jurisdictions, Executive Board Members	1
5-May	communicate with ESA billing	0.1
3-May	communicate with bookkeeper regarding RT invoicing/recording contractors info, billing etc.	0.2
3-May	communicate with atty/exec board about RT billing	0.4
4-May	communicate with attry regarding Jan. 29 closed session	1.1
5-May	prepare and attend West Valley Mayors and Managers, communicate with West Valley CM chair regarding meeting	1.5
5-May	communicate with consultant regarding planning meetings	0.2
5-May	transaction review for monthly expenses	5
6-May	communicate with ESA	0.5

5-May	communicate with congressional office, President, 1st VP regarding RT meetings	0.5
6-May	RT/CASCC communication flow chart discussion with 1st VP and ESA	0.5
7-May	receive signed ESA invoice, file	0.1
7-May	discussion with atty, send RT Billable hours to Treasurer	0.5
11-May	communicate with SJC, ESA regarding FAA Presentatoin on BRIXX	0.5
12-May	respond to requests from the Chair via the President and 1st Vice President, CASCC employee handbook, RFP process, RFPs location on website, RFPs, contract with CASCC attorney.	3.25
14-May	communicate with ESA	0.25
14-May	communicate with president, 1st vp, atty regarding RT meetings, prepare	1.2
16-May	communicate with RT atty	0.1
17-May	process investigation invoice	0.1
20-May	Call with SFO RT, communicate with ESA, Congressional offices, other staff	0.45
21-May	communicate with ESA - atty engagement, SFO RT, Contract	1
25-May	communicate with ESA, SFO RT	0.2
30-May	process ESA invoice	0.1
31-May	ESA contract extension, communicate with atty	0.45
14-May	email chair requested rfp items, forward to ESA	0.5
		32.25

Hours	Rate:	Total:
32.25	53	1709.25

DATE	DESCRIPTION	HOURS
1-Jun	communicate with ESA re contract extension, attorney	0.4
1-Jun	communicate with 1st vp and ESA regarding potential meeting	0.2
2-Jun	communicate with member jurisdiction about alternate members	0.35

2-Jun	communicate with ESA contract extension	0.2
1-Jun	contract\ part of june board meetings	0.3
3-Jun	communicate with bookkeeper re: RT expenses	0.25
3-Jun	process ESA invoices	0.2
3-Jun	communicate with Palo Alto, ESA regarding GBAS community meetings	0.2
3-Jun	communication regarding SFO RT expansion vote w/ESA/County/Palo Alto/Congressional Offices	0.25
4-Jun	process invoices, pay	0.3
10-Jun	communicate with 1st vp & past president re RT for Joint Ad Hoc meeting re-budget and reimbursements	0.75
15-Jun	communicate with SFO RT and member jurisdictions	0.2
23-Jun	process & invoices, fw to 1st vp	0.5
28-Jun	communicate with president, atty, 1st vp re: SCSC Roundtable MOU, Bylaws,	2.1
29-Jun	communicate with ESA re website update	0.1
29-Jun	respond to questions regarding MOU & bylaws of RT for joint ad hoc	1.75
7-Jun	communicate regarding bills and outstanding invoices	0.5
3-Jun	request from ESA regarding NES letter	0.2
9-Jun	NES letter follow up with 1st VP	0.2
3-Jun	review expenditures/bookkeeping for CLASS/RT	0.5
29-Jun	communicate with 1st vp re invoices	
24-Jun	communicate, prepare for meeting regarding MOU and ad hoc committee	0.75
24-Jun	meeting on mOU/Matrix	1.2
29-Jun	communicate with staff ad hoc regarding RT	0.3
24-Jun	communicate with ESA re meetings	0.5
9-Jun	communicate with ESA	0.5
24-Jun	communicate with ad hoc members regarding joint ad hoc, direction	1.2
11-Jun	follow up wiith ad hoc members	0.2
Hours:	Rate:	Total:
14.1	53	747.3

May – 21	747.30
June – 21	<u>1709.25</u>

Total due for
Executive Director's
Time **2456.55**

LAW OFFICES OF GARY M. BAUM
 GARY M. BAUM
 19925 STEVENS CREEK BLVD., STE 100
 CUPERTINO, CA 95014

JUNE 30, 2021

PLEASE PAY \$2,016.00 BY

07/20/2021

THANK YOU

PLEASE MAIL PAYMENT TO:

ANDI JORDAN
 EXECUTIVE DIRECTOR CASCC
 PO BOX 3144
 LOS ALTOS, CA 94024

LAW OFFICES OF GARY M. BAUM
 GARY M. BAUM
 19925 STEVENS CREEK BLVD., STE 100
 CUPERTINO, CA 95014

CLIENT #19026

SCSC ROUNDTABLE C/O CSACC

INVOICE #001484

PLEASE DETACH AND RETURN WITH YOUR PAYMENT OF \$2,016.00

CLIENT #19026

SCSC ROUNDTABLE C/O CSACC

INVOICE #001484

DEFAULT MATTER 1

PROFESSIONAL SERVICES SINCE THE LAST STATEMENT		HOURS	FEES
06/11/21	GMB REVIEW EMAILS FROM KAT RE ROUNDTABLE. EMAIL KAT WITH QUESTIONS.	0.60	\$189.00
06/16/21	GMB PREPARE FOR AND ATTEND TELECONFERENCE WITH KAT. BRIEF TELECONFERENCE WITH KAT AND ANDI.	0.50	\$157.50
06/17/21	GMB REVIEW EMAILS AND DOCUMENTS RE ROUNDTABLE ISSUE.	0.30	\$94.50
06/21/21	GMB EMAIL ANDI.	0.10	\$31.50
06/22/21	GMB EMAIL MORIN. EXCHANGE EMAIL WITH LAUREL. REVIEW DOCUMENT. EMAIL MARICO. TELECONFERENCE WITH ANDY.	0.70	\$220.50
06/23/21	GMB CREATE PDF'S. DRAFT STAFF REPORT. EXCHANGE MULTIPLE EMAILS WITH MORIN. EXCHANGE EMAILS WITH KAT. TELECONFERENCE WITH KAT. EXCHANGE EMAIL WITH LAUREL.	1.40	\$441.00
06/24/21	GMB EXCHANGE TEXTS WITH CHAPPIE. EXCHANGE EMAIL WITH CHAPPIE. EXCHANGE EMAIL WITH ANDI. TELECONFERENCE WITH LAUREL. TELECONFERENCE WITH CHAPPIE. EXCHANGE MULTIPLE EMAILS WITH LAUREL.	1.10	\$346.50
06/25/21	GMB EXCHANGE MULTIPLE EMAILS WITH ANDI. EXCHANGE EMAIL WITH LAUREL, KATE AND MORIN. REVIEW AND REVISE DOCUMENT.	0.50	\$157.50
06/28/21	GMB EMAIL MARICO. EXCHANGE EMAIL WITH ANNALE. TWO TELECONFERENCES WITH ANDI RE SAME.	0.60	\$189.00
06/29/21	GMB EXCHANGE EMAIL WITH MARICO. REVIEW EMAIL FROM ANDI. BRIEF REVIEW AND ANALYSIS OF DOCUMENT. EXCHANGE MULTIPLE EMAILS WITH MORIN. EMAIL KATE.	0.60	\$189.00
TOTAL:		6.40	\$2,016.00
SUMMARY OF HOURS, RATES AND FEES		RATE PER HOUR	
GMB	GMB	\$315.00	6.40 \$2,016.00

STATEMENT SUMMARY

BALANCE FROM THE LAST STATEMENT: \$0.00
 PLUS CHARGES LISTED ABOVE: \$2,016.00
PLEASE PAY THE TOTAL BALANCE DUE: \$2,016.00

LAW OFFICES OF GARY M. BAUM
 GARY M. BAUM
 19925 STEVENS CREEK BLVD., STE 100
 CUPERTINO, CA 95014

JULY 31, 2021

PLEASE PAY \$5,890.50 BY
08/20/2021
THANK YOU

PLEASE MAIL PAYMENT TO:

ANDI JORDAN
 EXECUTIVE DIRECTOR CASCC
 PO BOX 3144
 LOS ALTOS, CA 94024

LAW OFFICES OF GARY M. BAUM
 GARY M. BAUM
 19925 STEVENS CREEK BLVD., STE 100
 CUPERTINO, CA 95014

CLIENT #19026

SCSC ROUNDTABLE C/O CSACC

INVOICE #001501

PLEASE DETACH AND RETURN WITH YOUR PAYMENT OF \$5,890.50

CLIENT #19026

SCSC ROUNDTABLE C/O CSACC

INVOICE #001501

DEFAULT MATTER 1

PROFESSIONAL SERVICES SINCE THE LAST STATEMENT		HOURS	FEES
07/01/21	GMB EXCHANGE EMAIL WITH MORIN. REVIEW MULTIPLE EMAILS FROM ANDI. REVIEW EMAIL FROM EVAN. PREPARE FOR AND ATTEND TELECONFERENCE WITH MORIN AND LAUREL. PREPARE FOR AND ATTEND LENGTHY TELECONFERENCE WITH MARICO. EXCHANGE EMAIL WITH ANNALE DAMABEH.	1.30	\$409.50
07/05/21	GMB REVIEW EMAIL AND ANALYZE DOCUMENTS FROM ANNALE. REVIEW SECOND EMAIL FROM ANNALE.	0.10	\$31.50
07/06/21	GMB PREPARE FOR AND ATTEND MEETING WITH CHAPPIE, LARRY, MARICO AND ANDI. EMAIL LAUREL. REVIEW DOCUMENT FROM ANNALE.	1.20	\$378.00
07/07/21	GMB EXCHANGE MULTIPLE EMAILS WITH LAUREL. EXCHANGE MULTIPLE EMAILS WITH KATE. EXCHANGE MULTIPLE EMAILS WITH ANDI. EMAIL MORIN AND KATE STARKEBAUM.	0.30	\$94.50
07/08/21	GMB PREPARE FOR AND ATTEND TELECONFERENCE WITH KATE.	0.10	\$31.50
07/13/21	GMB REVIEW EMAIL FROM ANDI TO KRISTAN AND EVAN.	0.10	\$31.50
07/15/21	GMB REVIEW OF EMAIL FROM ANDI TO KIRSTEN. EXCHANGE MULTIPLE EMAILS WITH MORIN. EMAIL MARICO. TEXT MARICO.	0.30	\$94.50
07/16/21	GMB EXCHANGE EMAIL WITH MORIN. EMAIL LEE ANN LA FRANCE WALLACE RE TELECONFERENCE. LENGTHY TELECONFERENCE WITH LEE ANN WALLACE (.5). TELECONFERENCE WITH LAUREL.	0.90	\$283.50
07/18/21	GMB EXCHANGE TEXTS WITH MARICO.	0.10	\$31.50
07/19/21	GMB EXCHANGE MULTIPLE EMAILS WITH KRISHAN CHOPRA. EXCHANGE EMAIL WITH MARICO. EXCHANGE MULTIPLE EMAILS WITH MORIN. PREPARE FOR AND ATTEND LENGTHY TELECONFERENCE WITH MARICO. TELEPHONE CALL FROM KATE STARKEBAUM. TELECONFERENCE WITH KATE. SECOND TELECONFERENCE WITH MARICO.	1.50	\$472.50
07/20/21	GMB REVIEW EMAIL FROM LEE ANN WALLACE. RESEARCH AND TELEPHONE CALLS AND TELECONFERENCES WITH ATTORNEYS TO REPLACE MORIN JACOB AT LIEBERT, CASSIDY, WHITMORE. TEXT AND EMAIL MARICO. EXCHANGE MULTIPLE EMAILS WITH MARICO. EMAIL LEE ANN WALLACE. EXCHANGE EMAIL WITH KRISHAN CHOPRA.	1.70	\$535.50

73
DEFAULT MATTER 1

07/21/21	GMB	RESPOND TO DOODLE POLLS. EXCHANGE AND REVIEW MULTIPLE EMAILS WITH ANDI. LEGAL RESEARCH. DRAFT AGENDA. EXCHANGE EMAILS WITH AUDIN. REVIEW AGENDA. EXCHANGE EMAILS WITH KATE. TELECONFERENCE WITH ANDI. EXCHANGE EMAILS WITH REN NOSKY. EXCHANGE EMAILS WITH MARICO. REVIEW AND REVISE DOCUMENT FROM REN. REVIEW EMAIL FROM KRISHAN CHOPRA. EXCHANGE EMAIL WITH KATE.	1.50	\$472.50	
07/22/21	GMB	EXCHANGE MULTIPLE EMAILS WITH MARICO. PREPARE FOR AND ATTEND EXECUTIVE BOARD MEETING. TELECONFERENCE WITH MARICO RE SAME. REVIEW MULTIPLE EMAILS FROM ANDI. REVIEW EMAIL FROM BOARD MEMBER. REVIEW AND REVISE DOCUMENT FROM REN. EMAIL REN RE SAME.	1.60	\$504.00	
07/23/21	GMB	EXCHANGE EMAIL WITH MARICO. REVIEW EMAILS FROM ANDI.	0.10	\$31.50	
07/26/21	GMB	REVIEW EMAIL FROM ANDI. REVIEW MULTIPLE EMAILS FROM AUDEN. LEGAL RESEARCH. DRAFT AGENDA.	0.40	\$126.00	
07/28/21	GMB	EMAIL MARICO. TELECONFERENCE WITH REN NOSKY. TEXT MARICO.	0.20	\$63.00	
07/29/21	GMB	EXCHANGE EMAILS WITH MARICO. EXCHANGE EMAILS WITH ANDI. DRAFT AGENDA AND OTHER DOCUMENTS.	0.10	\$31.50	
07/30/21	GMB	EXCHANGE EMAILS WITH KATE. EXCHANGE EMAILS WITH ANDI. TELECONFERENCE WITH ANDI. REVIEW DOCUMENTS PROVIDED BY ANDI.	0.80	\$252.00	
TOTAL:			12.30	\$3,874.50	
SUMMARY OF HOURS, RATES AND FEES			RATE PER HOUR		
GMB	GMB		\$315.00	12.30	\$3,874.50

STATEMENT SUMMARY

BALANCE FROM THE LAST STATEMENT:	\$2,016.00
PLUS CHARGES LISTED ABOVE:	\$3,874.50
PLEASE PAY THE TOTAL BALANCE DUE:	\$5,890.50

LAW OFFICES OF GARY M. BAUM (408) 833-6246

-----**KATHARINE G. WELLMAN**-----
ATTORNEY AT LAW
 2453 Harborview Drive
 San Leandro, CA 94577
katwellman@gmail.com (510) 427-3173

February 4, 2021

Board of Directors
 Cities Association of Santa Clara County
 C/O Andi Jordan
 Executive Director
 P.O. Box 3144
 Los Altos, CA 94024
 Emailed to: andi@citiesassociation.org

RE: Letter of Engagement for Attorney Services

Dear Board of Directors:

This letter confirms an agreement to act as legal counsel to the Cities Association of Santa Clara County Board of Directors and Executive Board on a temporary basis effective February 4, 2021 to specifically cover the Executive Board meeting on Friday, February 5, 2021 and the Board of Director's meeting on Thursday evening, February 11, 2021. The scope of work includes assisting the Executive Director and the President of the Executive Board in preparation for these meetings.

At this time, I am unable to commit to acting as legal counsel beyond these two meetings, but will be discussing the workload with the Executive Director to determine if my schedule will permit me to perform additional work for CASSC. Any additional legal services agreed to between the parties shall be according to the terms of this Letter of Engagement.

My rate of pay is \$250.00 an hour, billed in 6 minute increments. Payment is expected within 30 days of providing an invoice.

The above terms and conditions are hereby agreed to:

Date: Feb 12, 2021

Date: Feb 12, 2021


 Katharine G. Wellman (Feb 12, 2021 16:33 PST)

Katharine G. Wellman
 Attorney at Law


 Marico Sayoc (Feb 12, 2021 14:35 HST)

Marico Sayoc
 Board President
 Cities Association of Santa Clara County

**AGREEMENT FOR GENERAL COUNSEL SERVICES BETWEEN THE
CITIES ASSOCIATION OF SANTA CLARA COUNTY
AND GARY M. BAUM**

This AGREEMENT is made and entered into this ____ day of _____, 2021, by and between the CITIES ASSOCIATION OF SANTA CLARA COUNTY, an unincorporated association (“ASSOCIATION”), and GARY M. BAUM, an individual doing business as Law Offices of Gary M. Baum (“ATTORNEY”).

RECITALS

The purpose for which this AGREEMENT is made, and all pertinent recitals, is listed on EXHIBIT A, entitled “RECITALS”, which is attached hereto and incorporated herein.

THE PARTIES HEREBY AGREE AS FOLLOWS:

SECTION 1. SCOPE OF SERVICES.

The ATTORNEY shall perform those services specified in detail in the attached EXHIBIT B, entitled “SCOPE OF SERVICES.”

SECTION 2. TERM OF AGREEMENT.

The term of this AGREEMENT shall be from June 11, 2021 through June 30, 2023, subject to the provisions of Section 11 of this AGREEMENT.

SECTION 3. COMPENSATION.

The compensation to be paid to ATTORNEY is shown in the rate and schedule of payment is set out in EXHIBIT C, entitled “COMPENSATION,” which is attached hereto and incorporated herein.

SECTION 4. METHOD OF PAYMENT.

Each month, ATTORNEY shall furnish to the ASSOCIATION a detailed statement of the work performed for compensation during the preceding month. Such statement shall also include a detailed record of the month's actual reimbursable expenditures, if any. Such statement of services shall be sent to the following address:

Andi Jordan
Cities Association of Santa Clara County
PO Box 3144
Los Altos, CA 94024

SECTION 5. INDEPENDENT CONTRACTOR.

It is understood and agreed that the ATTORNEY, in the performance of the work and services agreed to be performed by the ATTORNEY, shall act as and be an independent contractor and not an agent or employee of the ASSOCIATION; and as an independent contractor, the ATTORNEY shall obtain no rights to retirement benefits or other benefits which accrue to the ASSOCIATION's employees, and the ATTORNEY hereby expressly waives any claim it may have to any such rights.

SECTION 6. ASSIGNABILITY.

The parties agree that the expertise and experience of ATTORNEY are material considerations for this AGREEMENT. ATTORNEY shall not assign or transfer any interest in this AGREEMENT nor the performance of any of ATTORNEY's obligations hereunder, without the prior written consent of ASSOCIATION, and any attempt by ATTORNEY to so assign this AGREEMENT or any rights, duties or obligations arising hereunder shall be void and of no effect.

SECTION 7. INDEMNIFICATION.

ATTORNEY shall defend, indemnify and hold harmless ASSOCIATION, its officers, employees and agents against any claim, loss or liability arising out of or resulting in any way from work performed under this AGREEMENT due to the willful or negligent acts (active or passive) or omissions by ATTORNEY's officers, employees or agents. The acceptance of said services and duties by ASSOCIATION shall not operate as a waiver of such right of indemnification.

SECTION 8. INSURANCE.

ATTORNEY agrees to have and maintain the policies set forth in EXHIBIT D, entitled "INSURANCE," which is attached hereto and incorporated herein. All policies, endorsements, certificates and/or binders shall be subject to approval by the Executive Director or the Director's authorized designee ("Risk Manager") as to form and content.

SECTION 9. SUBCONTRACTORS.

- A. Notwithstanding Section 6 above, ATTORNEY may use Albert W. Gieseman, Jr. or Scott D. Pinsky as subcontractors in performing the work under this AGREEMENT and may also use other subcontractors upon prior written approval by ASSOCIATION's Executive Director.
- B. ATTORNEY shall be responsible for directing the work of the approved subcontractors and for any compensation due to subcontractors. ASSOCIATION assumes no responsibility whatsoever concerning such compensation.

SECTION 10. NONDISCRIMINATION.

The ATTORNEY shall not discriminate, in any way, against or grant preferential treatment to any person on the basis of race, sex, color, age, religion, sexual orientation, actual or perceived gender identity, disability, ethnicity, or national origin, in connection with or related to the performance of this AGREEMENT.

SECTION 11. TERMINATION.

A. ASSOCIATION shall have the right to terminate this AGREEMENT, without cause, by giving not less than seven (7) days written notice of termination.

B. If ATTORNEY fails to perform any of its material obligations under this AGREEMENT, in addition to all other remedies provided by law, ASSOCIATION may terminate this AGREEMENT immediately upon written notice.

C. ASSOCIATION's Executive Director is empowered to terminate this AGREEMENT on behalf of ASSOCIATION.

D. In the event of termination, ATTORNEY shall deliver to ASSOCIATION copies of all reports, documents, and other work performed by ATTORNEY under this AGREEMENT, and upon receipt thereof, ASSOCIATION shall pay ATTORNEY for services performed and reimbursable expenses incurred to the date of termination.

SECTION 12. GOVERNING LAW.

The ASSOCIATION and the ATTORNEY agree that the law governing this AGREEMENT shall be that of the State of California.

SECTION 13. COMPLIANCE WITH LAWS.

The ATTORNEY shall comply with all applicable laws, ordinances, codes and regulations of the federal, state, and local governments.

SECTION 14. CONFIDENTIAL INFORMATION.

All data, documents, discussions or other information developed or received by or for ATTORNEY in performance of this AGREEMENT are confidential and not to be disclosed to any person except as authorized by ASSOCIATION, or as required by law.

SECTION 15. OWNERSHIP OF MATERIALS.

All reports, documents or other materials developed or discovered by ATTORNEY or any other person engaged directly or indirectly by ATTORNEY to perform the services required hereunder shall be and remain the property of ASSOCIATION without restriction or limitation upon their use.

SECTION 16. WAIVER.

ATTORNEY agrees that waiver by ASSOCIATION of any breach or violation of any term or condition of this AGREEMENT shall not be deemed to be a waiver of any other term or condition contained herein or a waiver of any subsequent breach or violation of the same or any other term or condition. The acceptance by ASSOCIATION of the performance of any work or services by ATTORNEY shall not be deemed to be a waiver of any term or condition of this AGREEMENT.

SECTION 17. THE ATTORNEY'S BOOKS AND RECORDS.

A. ATTORNEY shall maintain any and all ledgers, books of account, invoices, vouchers, cancelled checks, and other records or documents evidencing or relating to charges for services, or expenditures and disbursements charged to ASSOCIATION for a minimum period of five (5) years, or for any longer period required by law, from the date of final payment to ATTORNEY pursuant to this AGREEMENT.

B. ATTORNEY shall maintain all documents and records which demonstrate performance under this AGREEMENT for a minimum period of five (5) years, or for any longer period required by law, from the date of termination or completion of this AGREEMENT.

C. Any records or documents required to be maintained pursuant to this AGREEMENT shall be made available for inspection or audit at no cost to ASSOCIATION, at any time during regular business hours, upon written request by the ASSOCIATION's Executive Director or his or her designee.

D. Where ASSOCIATION has reason to believe that such records or documents may be lost or discarded due to dissolution, disbandment or termination of ATTORNEY's business, ASSOCIATION may, by written request by the ASSOCIATION's Executive Director or his or her designee, require that custody of the records be given to ASSOCIATION. Access to such records and documents shall be granted to any party authorized by ATTORNEY, ATTORNEY's representatives, or ATTORNEY's successor-in-interest.

SECTION 18. CONFLICT OF INTEREST

ATTORNEY shall avoid all conflicts of interest or appearance of conflicts of interest in performance of this AGREEMENT. ATTORNEY shall file an Assuming Office Disclosure Statement of Economic Interests (Form 700) within thirty (30) days of the date of this AGREEMENT and annually thereafter by the first of April. Upon termination of this AGREEMENT, ATTORNEY shall file a Leaving Office Disclosure Statement of Economic Interest (Form 700).

SECTION 19. SPECIAL PROVISIONS.

There are no special provisions for this AGREEMENT.

SECTION 20. NOTICES.

All notices and other communications required or permitted to be given under this AGREEMENT shall be in writing and shall be personally served or mailed, postage prepaid, addressed to the respective parties as follows:

To the ASSOCIATION: Andi Jordan
 Cities Association of Santa Clara County
 PO Box 3144
 Los Altos, CA 94024
 408-766-9534

To the ATTORNEY: Gary M. Baum
 19925 Stevens Creek Bl., Ste 100
 Cupertino, CA 95014-2358
 408-833-6246 Phone

or to such other address as any party may designate by notice in accordance with this Section.

SECTION 21. VENUE.

In the event that suit shall be brought by either party to this contract, the parties agree that venue shall be exclusively vested in the State court in the County of Santa Clara.

SECTION 22. PRIOR AGREEMENTS AND AMENDMENTS.

This AGREEMENT, including all Exhibits attached hereto, represents the entire understanding of the parties as to those matters contained herein. No prior oral or written understanding shall be of any force or effect with respect to those matters covered hereunder. This AGREEMENT may only be modified by a written amendment duly executed by the parties to this AGREEMENT.

SECTION 23. SVRIA

ASSOCIATION acknowledges that ATTORNEY is General Counsel of the Silicon Valley Regional Interoperability Authority ("SVRIA"), a Joint Powers Authority. While the Parties presently are aware of no apparent conflict of interest, AUTHORITY waives any conflict of interest during the period of ATTORNEY'S services to Authority under this Agreement. The Parties agree that ATTORNEY will not handle any matters for the AUTHORITY

related to SVRIA and that such matters are not a part of the scope of services for ATTORNEY under this Agreement.

SECTION 23. COUNTERPARTS

This AGREEMENT may be signed in counterparts, each of which shall be deemed an original but all of which together shall constitute one and the same AGREEMENT.

WITNESS THE EXECUTION HEREOF on the day and year first herein above written.

“ASSOCIATION”
CITIES ASSOCIATION OF SANTA
CLARA COUNTY

By: _____
President of the Board of Directors

“ATTORNEY”
GARY M. BAUM

By _____
Gary M. Baum, an individual

EXHIBIT A
RECITALS

WHEREAS, the AUTHORITY desires to obtain General Counsel services; and

WHEREAS, Gary M. Baum has the necessary professional expertise and skill to perform such services; and

NOW, THEREFORE, the purpose of this AGREEMENT is to retain Gary M. Baum as ATTORNEY to the ASSOCIATION to perform those services specified herein.

EXHIBIT B
SCOPE OF SERVICES

The ATTORNEY shall provide General Counsel services to the ASSOCIATION including the following services:

SECTION 1. GENERAL.

- A. The performance of all services by the ATTORNEY shall be to the satisfaction of the ASSOCIATION.
- B. All of the services to be furnished by the ATTORNEY under this AGREEMENT shall be of the professional standard and quality which prevail among attorneys of similar knowledge and skill engaged in related work throughout California under the same or similar circumstances.
- C. The ATTORNEY shall coordinate all services with the Board of Directors, the Executive Board, the Executive Director, and other staff and contractors, as necessary.
- D. The ATTORNEY shall attend or participate in all meetings as directed by the ASSOCIATION and as necessary in order to complete services contemplated herein to the satisfaction of the ASSOCIATION.
- E. The ATTORNEY shall attend all Board of Directors meetings and Executive Board meetings, and during such meetings provide legal advice and opinions to the Boards and/or Executive Director
- F. At the request of the Executive Director the ATTORNEY shall review all preliminary Board and Committee agendas for Brown Act compliance and other legal concerns and to suggest best practices for handling various agenda items.
- G. At the request of the Executive Director the ATTORNEY shall prepare any resolutions for agenda items on the Board or Working Committee Agenda.
- H. The ATTORNEY shall review and provide input on selected staff reports upon request of the Executive Director.
- I. The ATTORNEY shall prepare staff reports upon request of the Executive Director.

SECTION 2. BASIC SERVICES.

2.1 The ATTORNEY shall perform all of the specific services in the Tasks listed below, upon either a request from the Board of Directors, Executive Board or at written request of the Executive Director:

2.2 Provide advice regarding provisions of California and Federal Constitutions, statutes, decisions, ordinances, regulations and the formation and implementation of the ASSOCIATION Joint Powers Agreement.

- 2.3 Review, negotiate and/or draft a wide range of contracts and agreements and coordinate with ASSOCIATION staff and/or ASSOCIATION member staff as needed.
- 2.4 Prepare resolutions or review resolutions prepared by staff.
- 2.5 Review and/or prepare policies to: (a) ensure compliance/consistency with the ASSOCIATION Bylaws or organizational documents, current ASSOCIATION policies, applicable federal, state and local law and regulations, and (b) as otherwise requested.
- 2.6 Prepare, review and/or modify of legal documents utilized by the ASSOCIATION in the course of business to ensure and/or determine compliance/consistency with the ASSOCIATION Joint Powers Agreement, current ASSOCIATION policies, applicable federal, state and local law and regulations. These documents may include, but are not limited to, Board resolutions and meeting minutes, purchase orders, lease agreements, policies, employment applications/forms and ASSOCIATION forms and notices.
- 2.7 Respond to inquiries from Board Members or Executive Director.
- 2.8 Provide legal opinions on various subjects as needed, including risk and liability exposure issues.
- 2.9. Represent the ASSOCIATION in litigation, including administrative and court proceedings following specific authorization by the Board of Directors.
- 2.10. Provide other legal services, as requested by the Executive Director.

SECTION 3. SERVICES PREVIOUSLY RENDERED

3.1 It is understood and acknowledged by the ASSOCIATION and ATTORNEY that ATTORNEY has commenced some of the services described in this Agreement for the ASSOCIATION in anticipation of the full approval and execution of this Agreement by the parties. ASSOCIATION agrees to compensate ATTORNEY pursuant to the terms set out in this Agreement for those services previously performed by ATTORNEY, on and after June 11, 2021 that the ASSOCIATION determines are wholly consistent with the services that are to be performed and provided by ATTORNEY under this Agreement and that the ASSOCIATION has accepted and approved.

EXHIBIT C
COMPENSATION

Basic Services

ATTORNEY shall be compensated for authorized Basic Services in accordance with the following Fee Schedule, which Fees shall be billed in 1/10th hour increments:

Hourly Fee Schedule :

Gary M. Baum	\$315 per hour
Albert W. Gieseman, Jr.	\$315 per hour
Partner Level Attorneys	\$315 per hour
Associate Level Attorneys	\$275 per hour
Law Clerks	\$175 per hour
Paralegals	\$165 per hour

The above listed rates shall apply.

Reimbursable Expenses

Reimbursable Expenses shall be charged at actual cost unless otherwise indicated and supported by documentation. Reimbursable Expenses include the following: photocopying, court costs, postage, messenger service, and necessary travel (Current IRS Rate). Mileage shall only be charged when it exceeds \$10.00. Mileage will be calculated from the Cupertino office address. Meals and Facsimile costs are not reimbursable.

EXHIBIT D

INSURANCE REQUIREMENTS

ATTORNEY, at ATTORNEY's sole cost and expense, shall procure and maintain (or shall cause to be procured and maintained) for the duration of the AGREEMENT (or for such longer periods as may be specified below), at its sole cost and expense, the following insurance coverage.

A. Minimum Scope of Insurance

Coverage shall be at least as broad as:

1. The coverage provided by Insurance Services Office Commercial General Liability coverage ("occurrence") Form Number CG 0001; and
2. The coverage provided by Insurance Services Office Form Number CA 0001 covering Automobile Liability. Coverage shall be included for all owned, non-owned and hired automobiles; and
3. Workers' Compensation insurance as required by the California Labor Code and Employers Liability insurance if required by law; and
4. Professional Liability Errors & Omissions for all professional services.

B. Minimum Limits of Insurance

ATTORNEY shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 per occurrence for bodily injury, personal injury and property damage. If Commercial Liability Insurance or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit; and
2. Professional Liability Errors & Omissions \$1,000,000 Aggregate Limit.

There shall be no endorsement reducing the scope of coverage required above unless approved by the Risk Manager.

C. Deductibles and Self-Insured Retentions

Any deductibles or self-insured retentions must be declared to and approved by ASSOCIATION's Risk Manager. At the option of ASSOCIATION, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects ASSOCIATION, its officer, employees, agents and contractors; or ATTORNEY shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses in an amount specified by the ASSOCIATION's Risk Manager.

D. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

1. Commercial General Liability Coverage

a. The CITIES ASSOCIATION OF SANTA CLARA COUNTY, its officers, employees, agents, volunteers and contractors are to be covered as additional insureds as respect to: Liability arising out of activities performed by or on behalf of, ATTORNEY; premises owned, leased or used by ATTORNEY; and automobiles owned, leased, hired or borrowed by ATTORNEY. The coverage shall contain no special limitations on the scope of protection afforded to ASSOCIATION, its officers, employees, agents and contractors.

b. ATTORNEY's insurance coverage shall be primary insurance as respects ASSOCIATION, its officers, employees, agents, volunteers and contractors. Any insurance or self-insurance maintained by ASSOCIATION, its officers, employees, agents or contractors shall be excess of ATTORNEY's insurance and shall not contribute with it.

c. Any failure to comply with reporting provisions of the policies by ATTORNEY shall not affect coverage provided ASSOCIATION, its officers, employees, agents, or contractors.

d. Coverage shall state that ATTORNEY's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. All Coverages. Each insurance policy required by this AGREEMENT shall be endorsed to state that coverage shall not be suspended, voided, canceled, or reduced in limits except after thirty (30) days' prior written notice has been given to ASSOCIATION.

E. Subcontractors

ATTORNEY shall include all subcontractors as insured under its policies or shall obtain separate certificates and endorsements for each subcontractor.

Santa Clara/Santa Cruz Community Roundtable Final Funding Formula

City Name	2010 Census Population	.5/.1 approved calculation	Adopted FY 2021 Budget	proposed FY 22	FY 22 special assessment
Cupertino	58,302	\$ 29,151.00	\$ 17,926.99	\$ 17,926.91	\$ 4,780.14
Mountain View	74,066	\$ 37,033.00	\$ 22,774.18	\$ 22,774.08	\$ 6,072.62
Palo Alto	64,403	\$ 32,201.50	\$ 19,802.95	\$ 19,802.87	\$ 5,280.36
Santa Clara	116,468	\$ 58,234.00	\$ 35,812.15	\$ 35,812.00	\$ 9,549.13
Saratoga	29,926	\$ 14,963.00	\$ 9,201.79	\$ 9,201.76	\$ 2,453.61
Sunnyvale	140,081	\$ 70,040.50	\$ 43,072.80	\$ 43,072.62	\$ 11,485.14
Unincorporated Santa Clara County	89,960	\$ 44,980.00	\$ 27,661.34	\$ 27,661.23	\$ 7,375.76
Los Altos	28,976	\$ 14,488.00	\$ 8,909.68	\$ 8,909.65	\$ 2,375.72
Los Altos Hills	7,922	\$ 3,961.00	\$ 2,435.90	\$ 2,435.89	\$ 649.52
		\$	\$	\$	
		406,524.00	187,597.78	187,597.00	\$ 50,022.00

per capita fee structure	
Large City	\$ 0.50
Medium City	\$ 0.50
Small City	\$ 0.50
XL City	\$ 0.10
County	\$ 0.50

SCSC Roundtable Response - Letter of Concerns

SCSC RT Concerns

Hello!

Thank you for sending the proposed FY 2021/2022 budget materials as requested.

Our September 7th Roundtable Agenda discussion will include presentation of the SCSC Roundtable Bylaws, the budget as prepared by CASCC, the two CASCC motions and, an opportunity for questions from the membership. Without representation from CASCC at this meeting, it will be difficult to proceed with the necessary in depth discussion. The memo provided by Raania does not address all the issues certain to arise. Main questions will be:

- Under what authority is the Roundtable being billed for the items listed in the Special Assessment? What information can be given to the RT to make them more confident these invoices are legitimately RT expenses?
- What is the basis for the line items that make up the special assessment? What services will be provided for the amounts listed? More detail is necessary to determine if this is an appropriate expense on which to base a special assessment.
- What expenses are included in the Misc Office \$6079 amount from FY 2021 Estimated Financial Status report?
- What is the actual amount of the fund balance? I have seen different amounts in each new document. The beginning Fund balance of \$76,520 appearing as SCSC Roundtable: Financial Status & Proposed Budget FY 2021-22 has no basis in reality. In June an Accounts Summary indicated the Roundtable had approximately \$17,000 in the fund balance. On 9/2 (today) the latest report indicates the balance is \$3443.00.

Please provide this additional information as soon as possible. Without it, I do not know if the membership will be able to approve the budget as prepared by CASCC.

With appreciation for your attention to this matter.

Mary-Lynne

Congresswoman Anna Eshoo's Letter



*Congress of the United States
House of Representatives
Washington, D.C. 20515*

*Anna G. Eshoo
Eighteenth District
California*

August 19, 2021

The Honorable Ricardo Ortiz, SFO RT Chair
The Honorable Sam Hindi, SFO RT Vice Chair
SFO RT Membership Expansion Ad-Hoc Subcommittee
Via Email to rortiz@burlingame.org and shindi@fostercity.org

Dear Chair Ortiz and Vice Chair Hindi,

My thanks to you and your colleagues for your important work to review the membership of the SFO Roundtable.

I represent the 18th Congressional District which includes parts of San Mateo, Santa Clara and Santa Cruz counties. I'm writing in support of expanding the SFO RT membership beyond the counties of San Mateo and San Francisco to include cities and communities that are highly impacted by SFO operations within my District.

I'm proud of the Santa Clara Cities Association for standing up a Santa Clara/Santa Cruz Roundtable and hope it will continue to be a venue for South Bay constituents, many of whom have problems unrelated to San Francisco Airport. I recognize there is some overlap between the two bodies but I support each city having the opportunity to have local representation on each Roundtable depending on the issues they are confronting as a community.

Thank you for your consideration of taking this next inclusive step. I think your influence as a body will grow as you represent more communities because you will have more opportunities to build consensus across county lines.

Most gratefully,

Anna G. Eshoo
Member of Congress

cc: Chairwoman Mary Lyn Bernald, Santa Clara/Santa Cruz Roundtable
President Mike Wasserman, Santa Clara Board of Supervisors
President Marico Sayoc, Santa Clara Cities Association
Chairman Bruce McPherson, Santa Cruz County Board of Supervisors

SCSC Roundtable All Correspondence
July 27, 2021 – September 3, 2021

July 27, 2021

From

Phoebe Weiman

To

SCSC Roundtable

Message

SCSC Roundtable – Correspondence Received Late for July 28, 2021 Meeting Agenda Packet

Good evening,

Linked below is the correspondence that was received after the agenda packet went out on Friday July 23rd.

<https://scscroundtable.org/documents/scsc-roundtable-correspondence-received-late-for-july-28-2021-meeting-agenda-packet/>

Thank you,

Phoebe Weiman

Airport Planner

ESA | Environmental Science Associates

Celebrating 50 Years of Work that Matters in 2019!

July 28, 2021**From**

Shari Wiemann-Emling

To

SCSC Roundtable

Message

Sham FAA "Workshop" on BSR/SERFR

Dear Mary Lynne Bernald,

It has taken me a week to regroup from the insult that the FAA Workshop slapped the public with in their refusal to honor the voters and the Select Committee's clear choice to reverse SERFR and return to BSR. I hope you will pass this comment onto them. I am part of an extremely large group of local homeowners who have been thrown aside, with no shred of respect or truth from the FAA.

We were strung along with lies - actually being told the FAA regretted making this hideous decision in the first place without any public input. This arrogance was carried over in last week's shameful and phony "apology tour".

The excuses given for betraying the public were weak and incomplete. We were insulted with half-truths and having to endure actual laughter by the committee concerning their decision. The self-importance of the committee members was shocking.

We bought our homes under quiet skies - and we have been treated with total abandon. This switch was made - as I have stated - without any public input. The lack of respect for the public is astonishing and this very poor showing last week only emphasizes the cowardice, falseness and rudeness of the FAA's sham committee.

Our local representatives are 100% with us, and we will not give up this battle. I only hope the FAA can grow up and treat the public with the respect and truth we deserve. This is not over.

Sincerely,
Shari Emling
Bentley Square HOA
Mountain View, CA

July 29, 2021

From

David Simon

To

SCSC Roundtable

Message

FAA Decision on SERFR

Dear Ms. Bernald and the members of the Roundtable,

I attended one of last week's FAA public presentation about their decisions regarding Bay Area air traffic patterns. I came away disappointed and disgusted.

Disappointed because it's apparent that the FAA has decided that they're not going to make any significant changes to the SERFR approach to SFO that has caused so much noise in our area.

Disgusted because the FAA's attitude appears to be that they can justify this decision to us simply by repeating the words "complex" and "safety" often enough, as though we are too unsophisticated/naive/stupid to grasp anything more detailed. Further, it was impossible to avoid noticing that their panel had numerous representatives from the airline industry and no members of the affected public.

I came away with the distinct impression that the industry and the FAA just can't be bothered.

I urge the Roundtable to continue to lean on the FAA and other potential influencers to get the SERFR approach changed.

Thank you for your attention

---- David Simon

July 29, 2021

From

Fredric Wells

To

SCSC Roundtable

Message

FAA update of 7.21 comments

Please forward this e-mail to Chairperson Mary Lynne Bernald.

I attended the FAA update online on July 21. Here are my specific comments:

Whenever I typed in my question during the question and answer session, it was always "dismissed". I wish there was a way to input questions and comments, where they were recorded and collated for consideration and answered at a later date. Using the word "dismissed" felt inappropriate, and made it seem like my comment or question was not of value.

During the July 21 update, Joe Bert of the FAA said that they COULD move the flight path back to BGSUR, but that they couldn't meet all 9 of the previous select committee recommendations. I believe there were 3 recommendations which could not be met, one of which was to have the planes enter the flight path in Santa Cruz County at a higher altitude: 15,000 feet. The point is that these were recommendations, not requirements. If we could have the flight path moved back with 6 of the 9 recommendations met, that would be a preferred arrangement for most people. Then Joe Bert said if the Roundtable or another select committee were to come up with another "Preferred alternative", they would also evaluate that. It seems like the FAA is setting us up for a circular path, where we the public make recommendations (through the Roundtable) and the FAA swats it down for some reason without really making an effort to try to accommodate the request.

Where is the information from the FAA about what studies were done, and the specifics about why the BGSUR flight path cannot be utilized? What we heard at the update last week was "safety reasons", and that the air traffic controllers need to work harder/communicate more with aircraft on the BGSUR route (not clearly saying why or pointing to specific studies). The new route was easier to keep aircraft separation (again, not explaining why) and the satellite GPS worked better (why?). Where are the studies, and where is the data?

At one point, it was stated that aircraft noise has to be less over National Parks and wildlife refuges. Although Castle Rock State park is not a National Park, it seems that the noise levels over that park should be considered when making a flight path change.

I was disappointed that there was no way to state at the meeting that certain types of aircraft (like Airbus and cargo jets) are extremely noisy. Nor was there any explanation about pilot and controller training to take this into consideration during takeoff and landing. There were comments made by the airlines that they were trying to buy quieter aircraft for the future, but that doesn't help us today.

Thank you for your consideration.

August 4, 2021

From

Fred Gillaspy

To

SCSC Roundtable

Message

New Submission from Contact Us – SCSC Roundtable

Name
Fred Gillaspy
Email
Fgillaspy@gmail.com
Phone
(831) 438-2808
Subject
SCSC Roundtable
Message
<p>For more than six years we've been subjected to FAA's in-your-face decision to change the flight path into SFO from the south without any public input or notice. The agency's defiant and arrogant "we know what's good for the community below" decisions and actions enacted in the mendaciously couched term "name of safety" MUST be reversed and redrawn in a manner that truly serves the needs of both commercial airlines AND the public — not just the powerful airline lobby. Ironically, the brightest effect of the Pandemic was the return to our PEACEFUL SKIES. Now that COVID has retreated enough to encourage heavy air travel, we're back to cargo "Heavies" blasting and rumbling through the otherwise quiet midnight and early morning skies with their intrusive wake-up calls — audible, loud trademarks of FAA's "go f&%% yourself" pious attitude. SHAMEFUL!!!!</p>

August 4, 2021**From**

Victoria Reynolds

To

SCSC Roundtable

Message

New Submission from Contact Us – SCSC Roundtable

Name

victoria reynolds

Emaildreambasket70@yahoo.com**Phone**

(831) 334-3786

Subject

SCSC Roundtable

Message

Hello,

I've lived in the same house in Scotts Valley/Santa Cruz County for over 12 years. We've always had some airplane noise, but it was reasonable. Since the flight paths changed, we literally were getting airline traffic every 1-2 minutes during the busy times of day/night (we kept records and send in regular SFO online noise complaints) and throughout the night you got the cargo planes which were far louder and shook the windows. Even some of the airlines are so loud and low you have to stop as you can't even hear people talking in the house with the windows closed. It has made living in a beautiful setting miserable. One can't even do yardwork or sit on the deck due to constant plane noise. During Covid, things became quiet and such a great relief. Now that folks are starting to travel again, plane noise is ramping up. The FAA speaks of safety, but what has changed since the last route was used? And is it safe to have planes so low over parts of Scotts Valley and Felton that it's rattling windows and looms large above houses? Business profits should not take priority over community well being. Businesses need to be held accountable for air and noise pollution. The FAA and Federal Govt need to be held accountable, just like they do for water pollution, chemical leaks, air pollution, etc. This is affecting many communities and thousands of homes. Lastly, this is affecting property value and ability to sell or rent homes under this flight path. Thank you for listening, Victoria

August 7, 2021**From**

Don Jamzad

To

SCSC Roundtable

Message

New submission from Contact us - FAA's Northern California Airspace Public Meetings

Name

don jamzad

Emailfsjamzadeh@yahoo.com**Subject**

FAA's Northern California Airspace Public Meetings

Message

July 20 meeting was a mutual praising session among FAA, Airlines, and SFO people. It ignored the main issue of SFO arrivals noise. All the parties involved know that this was not an issue up to 5 years ago. They also know the noise can be alleviated by raising the altitudes. These parties have taken the "no compromise" approach. The suffering public need to take the steps to lower the demand. That is, shift their travels away from SFO as much as possible. Once the airlines and the SFO executives sense that, they will really pressure the FAA to change. This also includes the local companies encouraging their business travelers to avoid SFO. Nothing like public boycotting of SFO will awaken the involved parties.

August 6, 2021

From

SCSC Roundtable

To

FAA

Message

SCSC Roundtable - Comments on FAA's Draft Advisory Circular (AC) 150/5190-4B, Airport Compatible Land Use Planning

Dear Office of Airport Planning and Programming,

On behalf of the SCSC Roundtable and Chairperson Mary-Lynne Bernald, we are submitting comments in response to the FAA's Draft Advisory Circular (AC) 150/5190-4B regarding Airport Compatible Land Use Planning. Using the requested comment submittal format, the attached comment matrix is being submitted with the SCSC Roundtable comments provided. Please confirm receipt of this submittal.

Thank you,

--

SC | SC Roundtable

<https://scscroundtable.org>

Attachment Name

2021_08_06_SCSCRoundtable



FAA
Airports

FAA Internal Comments Matrix for AC 150/5190-4B: Airport Land Use Compatibility Planning

Name	Reviewer Org	Reviewer Phone#	Line#	Page#	Para#	C, E, or F	Comment/Rationale	Recommended Change/Proposed Rewrite	A or D (For OPR Use Only)	Resolution of Comments (For OPR Use Only)
Chairperson Mary-Lynn	Santa Clara/Santa Cruz Counties Airport/Community Roundtable	+1 (408) 206-1547; sescroundtable@gmail.com	535	2-1	2.2.1.1	C	Line 535 mentions that a tremendous amount of research has been done by the FAA on noise. A footnote on Page 2-2 explains that the FAA is actively conducting research on updating the current significant noise impact threshold. We recommend adding a discussion here of the results of the Neighborhood Environmental Survey (NES) indicating a marked increase in sensitivity to aircraft noise since identification of DNL 65 dB as the threshold for significant impacts and the potential value of employing lower noise thresholds and alternative noise metrics in characterizing the noise environment for planning purposes.	At line 537 add "For example, the results of the Neighborhood Environmental Survey indicate that there has been a substantial change in the public perception of aviation noise, with an increase in sensitivity and annoyance associated with aircraft noise, than when the DNL 65 dB threshold was adopted."		
Chairperson Mary-Lynn	Santa Clara/Santa Cruz Counties Airport/Community Roundtable	+1 (408) 206-1547; sescroundtable@gmail.com	565	2-3	2.2.1.5	C	This section identifies FAA's significant impact threshold of DNL 65 dB and references 14 CFR Part 150, but does not address the subjective nature of aircraft noise exposure and sensitivity to overflight beyond the DNL 65 dB contour. An advisory circular addressing compatible land use planning should at the very least acknowledge the subjective nature of noise exposure and the need to be sensitive to this factor in land use planning. The results of the Neighborhood Environmental Survey (NES) identified an increased sensitivity to aircraft noise exposure beyond the established DNL 65 dB threshold. Overflight, recognizing that aircraft noise annoyance can carry well beyond the DNL 65 dB contour, is a recognized compatibility factor in the California Airport Compatible Land Use Planning Handbook produced by the California Department of Transportation (Caltrans) Division of Aeronautics. The guidance in the Handbook is used to prepare Airport Land Use Compatibility Plans (ALUCPs), discussed in Paragraph 4.4.3 of the Draft Advisory Circular and in Appendix E. Appendix E specifically mentions overflight. We encourage the FAA to develop a discussion on this topic and include it herein as well.	At line 568 add "The results of the Neighborhood Environmental Survey (NES) identified an increased sensitivity to aircraft noise exposure beyond the established DNL 65 dB threshold. In planning for compatible land use it is important to recognize that aircraft noise annoyance can carry well beyond the DNL 65 dB contour, particularly in less developed environments characterized by lower levels of development and lower levels of ambient noise." Add a separate section discussing overflight as a concept and discussion that extends beyond areas exposed to DNL 65 dB.		
Chairperson Mary-Lynn	Santa Clara/Santa Cruz Counties Airport/Community Roundtable	+1 (408) 206-1547; sescroundtable@gmail.com	1604	3-5	3.2.6	C	We recommend the inclusion of airport noise roundtables in the list of organized groups included as non-aviation stakeholders. Many airports have noise roundtables composed of members representing jurisdictions affected by aircraft noise and overflight. These bodies can be excellent resources in providing information helpful to land use planning efforts.	After line 1633, add a new paragraph discussing noise roundtables as multi-jurisdiction organizations focused on addressing aircraft noise concerns. Discuss how many airports have noise roundtables composed of members representing jurisdictions affected by aircraft noise and overflight and that these bodies can be excellent resources in providing information helpful to land use planning efforts.		
Chairperson Mary-Lynn	Santa Clara/Santa Cruz Counties Airport/Community Roundtable	+1 (408) 206-1547; sescroundtable@gmail.com	2213	4-10	4.5.4	C	We recommend the inclusion of airport noise roundtables in the category of Planning Forums. Airport noise roundtables, where in place, are already focused on compatible land use related to aircraft noise exposure and overflight. These organizations can provide valuable insight on existing noise exposure issues early in the development process.	After line 2220, add "Airport noise roundtables are often already established entities with relations between local government officials and airport staff that can be excellent resources in providing information on aircraft noise impacts that can be helpful to land use planning efforts."		
Chairperson Mary-Lynn	Santa Clara/Santa Cruz Counties Airport/Community Roundtable	+1 (408) 206-1547; sescroundtable@gmail.com	2770	5-31	5.7.4	C	We recommend the inclusion of airport noise roundtables in the category of Local Government Involvement. Again, many airports have noise roundtables composed of members representing jurisdictions affected by aircraft noise and overflight. These bodies can be excellent resources in providing information helpful to land use planning efforts.	After line 2774, add "In addition, airport noise roundtables can be excellent resources in providing information on existing aircraft noise effects that can be helpful to airport planning efforts."		

August 9, 2021**From**

Christina Nutting

To

SCSC Roundtable

Message

SCSC Roundtable - Comments on FAA's Draft Advisory Circular (AC) 150/5190-4B, Airport Compatible Land Use Planning

Good morning,

Thank you for submitting your comments. They have been received.

Regards,

Christina Nutting

Airport Planning Specialist

August 15, 2021**From**

Chris D'Acosta

To

SCSC Roundtable

Message

UL94 Unleaded Gas

To: The County of Santa Clara California – Airport Director, Airport Commissions and Office of the County Executive

I am pleased to report that Swift Fuels has begun delivery of UL94 Unleaded Aviation Gasoline (avgas) to FBO's at Reid Hillview Airport (KRHV).

On August 6th 2021, we also re-initiated delivery of UL94 unleaded avgas to San Carlos Airport in San Mateo county.

Swift Fuels has been selling unleaded avgas to serve piston aircraft nationwide since 2015.

- UL94 unleaded avgas is FAA-approved for over 66% of the US piston fleet - representing some 130,000 aircraft.
- UL94 unleaded is compliant with four ASTM International fuel specifications overseen by global avgas industry leaders.
- UL94 unleaded avgas is OEM-approved to operate on 74 Lycoming engines and 48 Continental engines among many others.
- UL94 unleaded avgas is FAA-approved to operate on more than 1,800 aircraft models (airframes) which are shown on our STC/AML lists.
- UL94 unleaded avgas is fully intermixable with any ratio of 100LL avgas – in all 130,000 aircraft FAA-approved to use UL94.

- UL94 unleaded avgas eliminates lead-fouled spark-plugs and acidic corrosion to piston engines caused by toxic lead entering aircraft oil systems.
- UL94 unleaded avgas extends oil change intervals by at least 2X and the absence of lead lengthens spark plug life and piston engine life.
- UL94 is the only unleaded avgas sold in the United States. Our 100-octane unleaded avgas will be commercially available in the months ahead.
- There is more information about UL94 Unleaded Avgas that can be accessed here:
<https://www.swiftfuelsavgas.com/faq>

Preliminary data gathered by KRHV pilots suggests that between 75% to 100% of toxic lead emissions from piston aircraft at this location could be halted within weeks using UL94 unleaded avgas.

Swift Fuels plans to add airports/FBO's across the Northern California area in the days ahead including Santa Cruz (Watsonville) and other airports in the vicinity, as now being requested.

I wish to personally thank all the pilots, airport/FBO professionals, and community leaders who helped initiate this rapid transition to unleaded avgas. It is a model for our country!

I would be pleased to present more information to you or your leadership teams – to answer any questions you may have.

Respectfully,

Chris

Chris D'Acosta

CEO – Swift Fuels, LLC

August 16, 2021**From**

Julie Esterly

To

SCSC Roundtable

Message

SERFR flight path reflections

To whom it may be who has power to change this,

My understanding is that this is the best way to interface with the FAA about these issues.

I want to communicate how heartbreaking it is that the FAA decided to leave the SERFR route where it is instead of returning it to the prior BSR route or creating a new way so that the sound no longer plagues we folks under the SERFR route. After choosing a place to live some 20+ years ago for the quietude, that all changed 6 years ago, with no notice to or input from us.

The number of flights, the noise level, and the use of air brakes seem to only be increasing. As someone with significant PTSD, not only do these war zone sounds inherently cause a stress response (there is plenty of research linking loud noise to stress), but there's an additional level of triggering of trauma due to my own history.

I have a husband who's been diagnosed with Alzheimer's. Moving people with Alzheimer's is difficult, and often irreparably sets them back. They just can't quite make the change. And yet I'm having to consider just such a move due to the ongoing noise level.

I want to ask the FAA to reconsider, in the short run (not the long term), and to return to the BSR Overlay or an even better solution for those of us who purchased our homes seeking the quiet and are being driven out by the noise.

Sincerely,

Julie Esterly

August 18, 2021

From

Andi Jordan

To

SCSC Roundtable

Message

Dear SCSC Roundtable Members & Alternates:
cc: City Managers/County Executive of SCSC Roundtable jurisdictions

Good Afternoon. Please find the attached:

- Correspondence from the Cities Association regarding recent actions from the [August 12, 2021 Board of Directors Meeting](#).
- Bills and invoices of unanticipated costs.

[August 12, 2021 meeting information \(agenda, packet, video\) is available here.](#)

Thank you,
~Andi

Andi Jordan
she | hers

Executive Director
Cities Association of Santa Clara County

Attachment Name

2021-08-18 memo_packet to SCSCRT

2021-08-18 scsc rt ltr on bills signed

Attachments provided under Agenda Item 4

August 23, 2021

From

Greer Stone

To

SCSC Roundtable

Message

Palo Alto's Virtual Community Meeting on GBAS - August 26, 5:00-6:30 pm via Zoom (link attached)

SCSC RT Members,

The City of Palo Alto is hosting a virtual community meeting to be held August 26, 5:00-6:30p.m. PDT regarding SFO's Ground Based Augmentation System (GBAS).

Please see the link below for additional information and for the Zoom link. Feel free to share with your networks and interested parties.

Thank you,

Greer Stone
Palo Alto City Council

<https://www.cityofpaloalto.org/Events-Directory/Public-Works/SFO-Ground-Based-Augmentation-System-GBAS-Update>

[SFO Ground Based
Augmentation System \(GBAS\)
Update – City of Palo Alto, CA](#)

The City of Palo Alto is hosting a Zoom community meeting on Aug 26, 5-6:30 p.m. at which San Francisco International Airport (SFO) will provide an update to the community on SFO's Ground Based Augmentation System (GBAS).

www.cityofpaloalto.org

August 31, 2021

From

SCSC Roundtable

To

Tom Pyke

Message

Dear Congressman Khanna,

At the direction of the Santa Clara/Santa Cruz Counties Airport/Community Roundtable (SCSC Roundtable), the attached letter provides the Roundtable's recommendations to Congressional Representatives regarding the results of the FAA's Neighborhood Environmental Survey (NES). This letter is intended for review and response by congressional offices.

For SCSC Roundtable reference, please confirm receipt of the letter, and direct any questions you may have to scscroundtable@gmail.com, and the SCSC Roundtable Chairperson. Thank you.

Regards,

--

SC | SC Roundtable

<https://scscroundtable.org>

Attachment Name

20210831_Final_SCSC_Roundtable_NES Letter



**SANTA CLARA/SANTA CRUZ COUNTIES
AIRPORT/COMMUNITY ROUNDTABLE**

PO Box 3144
Los Altos, CA 94024

August 31, 2021

Office of the Honorable Anna Eshoo
698 Emerson Street
Palo Alto, California 94301

Office of the Honorable Ro Khanna
3150 De La Cruz Blvd
Suite 240
Santa Clara, CA 95054

Office of the Honorable Jimmy Panetta
100 W. Alisal Street
Salinas, CA 93901

Subject: SCSC Roundtable Recommendations Regarding the FAA's Neighborhood Environmental Survey Results

Dear Ms. Eshoo, Mr. Khanna, and Mr. Panetta,

The SCSC Roundtable is submitting the following input regarding the FAA's Neighborhood Environmental Survey (NES) for review and response by congressional offices:

The NES found that people are now more highly annoyed by aircraft noise at lower noise levels than those identified in previous studies using dose-response annoyance curves. This is not a surprise to the SCSC Roundtable members and our constituents, who have long held that the DNL 65 dB threshold and reliance on the DNL metric does not adequately capture the full impact of aircraft noise, especially at locations several miles from an airport. For example, based on the FAA's significance criteria, the NorCal Metroplex Environmental Assessment (EA) concluded there would be no new noise impacts from implementing the NorCal Metroplex flight procedures. However, since implementation of the NorCal Metroplex procedures in 2015, thousands of aircraft noise complaints have been filed, investigations have been conducted, committees have been formed, and the SCSC Roundtable has been created to address the increased, adverse noise impacts. The NES validates these impacts, and it is now time for Congress to act.

The SCSC Roundtable makes the following recommendations:

1. Replace Reliance on the DNL Metric

The SCSC Roundtable recommends Congress direct the FAA to task the National Academies of Sciences, Engineering, and Medicine with providing an expert consensus report on developing an updated system of metrics to replace reliance on the Day-Night Average Sound Level (DNL) metric alone for assessing aviation noise impacts.

2. Adopt and Use Alternative Metrics and Thresholds

The use of a single metric (DNL) and threshold (65 dB) to assess "Significant Impacts" is inadequate and does not meet the Congressionally mandated requirement for a metric that provides "a highly reliable relationship between projected noise exposure and the surveyed reactions of people to noise" (1979 Aviation Safety and Noise Abatement Act (ASNA)).

109 To more correctly assess and then mitigate the impact of aircraft noise for people on the ground while developing a new national framework that is consistent with the results of the NES and the requirements of ASNA, the FAA should adopt and use alternative metrics and thresholds.

Intermittent noise is profoundly different from ambient noise. The Roundtable further recommends that the FAA be required to identify noise sensitive areas where low noise levels (daytime and nighttime) below DNL 50 are an aspect of the setting, and then conduct additional analyses using alternate noise metrics (e.g., Time Above [TA], Number Above [NA]) to assess any noise increases and identify mitigation and abatement measures to remedy impacts when they exceed significance thresholds as defined by an updated system of metrics.

3. Fully Fund the Recommendations

The SCSC Roundtable recommends that Congress provide adequate funding on an ongoing basis to accomplish Recommendations 1, *Reduce the Threshold Noise Levels*, and 2, *Adopt and Use Alternative Metrics and Thresholds*.

4. Develop a Timeline

The SCSC Roundtable recommends that the FAA should quickly develop a timeline for implementing the above recommendations regarding changing the DNL impact threshold, determining how to mitigate noise effects in areas exposed to DNL 50-65, implementing a policy to use alternative metrics to better evaluate noise, and developing a new framework to comply with ASNA.

Finally, we hope the FAA is cognizant of its critical role in communicating with the public and other stakeholders. As the FAA implements changes in response to the NES study and other developing information – whether on its own initiative or in conformance with Congressional direction – we urge that the FAA provide basic study data and accessible and understandable interpretations of its research findings and subsequent policies. The SCSC Roundtable members look forward to continuing to help our local governments in communicating with the public about aircraft noise issues. We want to thank you for considering the SCSC Roundtable’s recommendations and for continuing to support our efforts to reduce aircraft noise for our constituents.

On behalf of the SCSC Roundtable, thank you for your attention to these requests. We look forward to your response in the near future.

Sincerely,



Mary-Lynne Bernald
Chairperson, SCSC Roundtable

September 3, 2021

From

Tom Pyke

To

SCSC Roundtable

Message

Hi Mary-Lynn:

I have conveyed the message below to our three city reps and (separately) to SCC rep Steve Preminger.

Absent any unforeseen issues, I plan to convey the letter to Rep. Khanna and our DC staff next Tuesday.

Thank you and Kirsten (cced here) for getting the clarifying information on behalf of the Roundtable.

Best, Tom

PS: Please note that this is the correct email address for Susie, Rep. Panetta's new District Director.

Tom Pyke

District Director

Congressman Ro Khanna (CA-17)

August 3, 2021

From

Karen Chapman

To

Mary-Lynne Bernald

Message

Drone Safety Awareness Week

CAUTION: This email originated from outside your organization. Exercise caution when opening attachments or clicking links, especially from unknown senders.

Hello Chairwoman!

Please see below for the SCSCRT's awareness.

Best,
Karen
Rep. Eshoo

Good morning,

This email is sent to staff members of the Arizona, California, Hawaii, and Nevada Congressional delegates on behalf of Raquel Girvin, Regional Administrator, Federal Aviation Administration (FAA), Western-Pacific Region.

In the spirit of continued communication and to keep you informed about aviation matters within the region, we wanted to make sure you were aware of the upcoming Drone Safety Awareness Week. We are also seeking your assistance in promoting the FAA's National Drone Safety Awareness Week. This is the third year for this annual event, which will be 100% virtual again this year and occurs September 13-19, 2021. Please pass this along or share it with any of your constituents who might be interested in or could benefit from drone safety education and information.

Please visit the event's website for more information about how you or your constituents can participate:

https://www.faa.gov/uas/resources/events_calendar/drone_safety_awareness/

The site provides a calendar for the week showing each day's currently planned events, information on registering your event, and graphics/logos available for your use. Please give consideration to hosting or participating in a drone safety awareness event during this week!

The Honorable Ricardo Ortiz
September 17, 2021
Page 2

- Provide an additional opportunity for cities to advocate for and represent communities along the Peninsula impacted by aircraft noise from the BDEGA, SERFR, and OCEANIC procedures, among others, to and from SFO.

The SFO Community Roundtable's guiding principles, as outlined in the Strategic Work Plan for Fiscal Years 2020-24, to: (1) participate in forums for addressing and resolving community concerns related to noise from aircraft operating to and from SFO; (2) foster cooperation amongst cities impacted by aircraft noise; and (3) not "shift" aircraft noise from one community to another are consistent with Mountain View's philosophy for addressing aircraft noise.

Finally, the following issues of focus for the SFO Community Roundtable Annual Work Plan for Fiscal Year 2020-21 (review and comment on aircraft procedures; address airport operation noise; and lobby for aircraft noise reduction) are aligned with the City's concerns and focus for addressing and mitigating aircraft noise in our community.

Mountain View understands the SFO Roundtable's hesitancy with expanding the Roundtable membership to include cities that are not immediately adjacent to the airport as well as the concern that expanded membership could have an impact on the SFO Roundtable's strategic priorities, work plan, and staff capacity. However, as mentioned earlier in this letter, the implementation of NextGen and the increase of overflight traffic and vectoring from arrivals and departures at SFO have resulted in Mountain View residents experiencing significant negative impacts of aircraft noise despite the City not being immediately adjacent to SFO.

On behalf of the City of Mountain View, I thank you for your leadership on this critical issue and your consideration of our request.

Sincerely,



Ellen Kamei
Mayor

EK/CG/6/MGR/001-09-17-21L

cc: The Honorable Anna G. Eshoo, United States House of Representatives
Michelle Rodriguez, San Francisco International Airport, Community Roundtable
Coordinator, mrodriguez2@smcgov.org
City Council
CM, ACM/COO, ATCM – Gilmore



Meeting Agenda

Membership Expansion Ad-Hoc Subcommittee

Wednesday, October 27, 2021
12:00 p.m. – 1:30 p.m.

BY VIDEO CONFERENCE ONLY

Please click the link below to join the webinar:

<https://smcgov.zoom.us/j/93446096140>

Or Dial-in:

US: +1(669)900-6833 Webinar ID: 934 4609 6140

AGENDA

1. Recommendation to the Roundtable: Membership Expansion

- a. Draft Staff Memo for 12/1 Membership Meeting
- b. Attachments to the Memo
- c. Public Outreach Expectations

Attachments:

- A. 12/1 Draft Membership Meeting Memo & Timeline
- B. August Past Membership Expansion Ad-Hoc Subcommittee Meeting
- C. September Past Membership Expansion Ad-Hoc Subcommittee Meeting
- D. Email correspondence from Darlene Yaplee & Marie-Jo Fremont

***Please note that for 11/17/21 meeting we did not reattach packets under this item as they are already attached in the beginning of this packet. All Correspondence was also consolidated to one large item as received.**



Attachment E

From: [Michele Rodriguez](#)
To: [Angela Montes](#)
Subject: FW: Time Sensitive - Expansion of SFO RT Membership
Date: Tuesday, November 9, 2021 12:33:06 PM
Attachments: [Public Responses to Roundtable Coordinator Memo in June 2021 Meeting Packet.pdf](#)

Michele Rodriguez
San Francisco International Airport/Community Roundtable Coordinator
Mrodriguez2@smcgov.org
650-241-5180

Please note: I work 20-hours per week, usually Monday – Thursday 8:00a – 1:00p

From: Darlene Yaplee <darlene.yaplee@gmail.com>
Sent: Tuesday, June 1, 2021 10:22 AM
To: Ahsah.safai@sfgov.org; alexandra.c.sweet@sfgov.org; lvar.Satero@flysfo.com; Dave Pine <dpine@smcgov.org>; carol.ford@sbcglobal.org; Bill Widmer <bwidmer@ci.atherton.ca.us>; tmccune@belmont.gov; Terry O'Connell <terryoconnell@ci.brisbane.ca.us>; COUNCIL-Ricardo Ortiz <rortiz@burlingame.org>; pameladigiovanni.dalycity@gmail.com; Sam Hindi <shindi@fostercity.org>; druddock@hmbcity.com; Al Royse <aroyse@hillsborough.net>; Cecilia Taylor <cttaylor@menlopark.org>; Ann Schneider <aschneider@ci.millbrae.ca.us>; o'neillm@ci.pacifica.ca.us; jaalfs@portolavalley.net; jgee@redwoodcity.org; thamilton@sanbruno.ca.gov; jdugan@cityofsancarlos.org; Amourence Lee <alee@cityofsanmateo.org>; mark.addiego@ssf.net; j.carvell@woodsidetown.org
Cc: Kathleen Wentworth <kathleen.wentworth@mail.house.gov>; Justin Cook <JCook@hmmh.com>; Michele Rodriguez <mrodriguez2@smcgov.org>; Bert Ganoung (AIR) <Bert.Ganoung@flysfo.com>; Linda Wolin <lwolin@smcgov.org>; Stone, Greer <Greer.Stone@cityofpaloalto.org>; Lydia Kou <lydia.kou@cityofpaloalto.org>; Marie-Jo Fremont <mariejofremont1@gmail.com>; Darlene E. Yaplee <darlene.yaplee@gmail.com>
Subject: Time Sensitive - Expansion of SFO RT Membership

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

SFO RT Members,

We are contacting you regarding Item 5 on the June 2nd SFO RT meeting "Provide Direction to Staff on Expanding Roundtable Membership". Given the time limitations on public comments, we felt that it would be best to send you supplemental information in advance given the importance of the topic.

As shown in the meeting packet, Palo Alto requested membership multiple times because of the SFO aircraft noise impacts on its residents. NextGen aggravated the problem: as Bert Ganoung said,

NextGen was the perfect storm for Palo Alto. The City is now the merge point of 3 SFO arrival procedures representing roughly 60% of SFO arrivals; SFO noise monitoring has shown an average of 270 SFO flights per day over Palo Alto in late 2018. In a nutshell, Palo Alto is highly impacted by SFO.

The SFO RT was established 40 years ago to address community concerns due to SFO operations and has shown membership adaptability since its start. In 1997, the RT expanded its membership from 11 to 19 cities by adding 8 cities that are not adjacent to the airport.

We fully understand the SFO RT concerns about increasing the number of members. The RT is concerned about losing its strategic focus, expanding its scope, and facing manageability issues. **We believe that these legitimate concerns can be addressed by adopting a few, simple eligibility criteria that would expand membership by 2 cities at most.**

Suggested Next Steps

In response to the 6 options listed by the Roundtable Coordinator on [p 35-36 of the packet](#), we propose 2 modified options in priority order:

-
- **Modified Option 4:**
 - If the RT adopts a few, simple eligibility criteria at the meeting, then direct staff to draft amendments to the MOU and Bylaws.
- -
 - As shown in previous amendment drafts
 - (such as on page 81), changes would be minimal --e.g. one additional sentence in the MOU and in the Bylaws. The drafted amendments would then be reviewed and voted on at the next RT meeting in August.
 -
- - **Modified Option 3:**
 - Create an Ad Hoc Subcommittee to meet **once**
 - to discuss membership eligibility criteria and make recommendations to the RT for the August meeting.
- -
 - We urge the RT to consider making the
 - Ad Hoc Subcommittee meeting public for community engagement and transparency

purposes. The RT is not required to do that but hopefully may want to do it.

-
-
- This meeting should not suspend other
- work as it would be a one-time only meeting.
-
-
- Yes to balanced geographical representation
- (must include adjacent/non-adjacent cities; must include geographic mix of west, east, north, and south).
-

Additional notes

-
- Option 5 pursues a regional approach
- to potentially address impacts from multiple airports. Cities who are seeking SFO RT membership are not asking for membership in a future regional RT or a regional coordination of multiple bodies. These cities are asking for SFO RT membership because of SFO
- impacts.
-
-
- We have responded to other important
- items in the Roundtable Coordinator memo in the enclosed attachment.
-

The SFO RT can adapt its membership criteria again to reflect the NextGen reality without jeopardizing its work. If the City of Palo Alto were to become eligible, we firmly believe that it would bring knowledge, dedication, and sustained efforts to address aviation impacts in support of the SFO RT plans. Incidentally, were the SCSC RT to resume its activities in the future, the SFO RT could benefit from having Palo Alto in both RTs as it would greatly facilitate information exchange between the two bodies.

Thank you for reading this supplemental information. Feel free to contact us for any additional information or questions you may have.

Regards,
Darlene and Marie-Jo

Attachment: Public Responses to Roundtable Coordinator Memo in June 2021 Meeting Packet.pdf

SFO RT Meeting June 2, 2021

Public Responses to Roundtable Coordinator Memo (p 31-36 of packet) - *Memo text in italics*

Discussion section (p 33-35): *The reasons for not amending the MOU originally identified in 1997 are similar to the reasons discussed in 2014, 2016, and 2020, and remain relevant today, and include:*

- *The Roundtable purpose is to focus on noise impacts to Airport adjacent cities/towns.*

---->Public response

Out of the current 23 members, 19 are cities and towns with 4 being adjacent to the Airport (Burlingame, Millbrae, San Bruno, South San Francisco). Adjacent is defined as adjoining.

As stated in Guiding Principle #1 in its Strategic Plan, the Roundtable is the preeminent forum for addressing and resolving community concerns related to noise from aircraft operating to and from San Francisco International Airport.

- *The Roundtable size would get too large and difficult to manage.*

---->Public response

We believe that the SFO RT's legitimate concerns of dilution, scope, and unmanageability can be addressed by adopting a few, simple membership eligibility criteria that would expand membership by 2 cities at most.

- *The Roundtable strategic focus and scope would become diluted. The noise impacts would expand to include Oakland and San Jose airports, in addition to San Francisco which is regional in nature.*

---->Public response

Adding new members by using a few, simple criteria would prevent diluting the strategic focus and scope of the RT. Priorities and activities, as expressed in the 3-year Strategic Plan and 1-year Work Plan, would not need to change. The current Work Plan covers items of direct interest to potential new members (including SERFR and PIRAT arrival procedures, GBAS, legislation, noise methodology). The goals of the current Strategic Plan would not need to change either. Goal 5 (Address Community Concerns) mentions "Focusing on San Mateo and San Francisco Counties", which should not preclude the RT to work on items not solely related to San Mateo and San Francisco Counties such as legislation.

Expanding membership should be limited to communities directly affected by SFO. The RT addresses SFO ground-based noise as well as SFO arrivals and departures noise. It does not include OAK or SJC noise impacts. The SFO RT strategic focus and scope would not change.

- *Noise impacts to non-adjacent Airport cities/towns are different and would distract from the Roundtable's core mission.*

---->Public response

Correct, noise impacts of non-adjacent cities/towns are different. The SFO RT addresses the needs of both adjacent and non-adjacent cities today as described in the plans. Today 15 RT members are from cities/towns that are not adjacent to the airport.

Non-adjacent cities/towns do not distract from the Roundtable’s mission, which is stated by the Chair on the SFO RT website: “...to continue its mission to not shift noise and retain our quality of life on the Peninsula and the City of San Francisco.” (Statement captured on May 30, 2021 in the About section).

- *Cities/counties beyond Palo Alto, such as the Counties of Santa Clara and Santa Cruz, and any of the incorporated cities/towns within those counties, may want to join.*

---->Public response

Wanting to join is different from being eligible to join. Appropriate eligibility criteria would expand membership by 2 cities at most and ensure that new members would be aligned with the RT activities as described in the Strategic Plan and Work Plan.

- *The approved Strategic Plan (2020-2024), and Work Plan (2020-2021) does not include this task.*

---->Public response

Correct. That said, there is likely flexibility for the RT to consider additional items.

PROS	CONS	PUBLIC RESPONSE
<i>\$1,500 increase in annual budget (2021-2020) – Member dues</i>	<i>Part-time staff is already maximized with six Membership meetings per year, plus up to 10 Subcommittee meetings per year. Increased work is expected depending upon number of additional cities / counties being added. Exact budget impact must be determined before a decision can be made and depends on the direction of the Membership (e.g., one City, one County, two Counties).</i>	<ul style="list-style-type: none"> - Adopting a few, simple eligibility criteria would expand membership by 2 cities at most. The number of scheduled meetings would not increase. One-time work to amend the MOU and Bylaws would be necessary but minimal.
<i>Additional thought leadership on the Roundtable Membership.</i>	<i>The SCSC Roundtable is currently active and operating and representing the City of Palo Alto. By initiating amendment to the SFORT MOU, the City of Palo Alto would have a seat on the SCSC Roundtable and a seat on the SFORT Roundtable. What about other SCSC Members (In Santa Clara County: Cupertino, Los Altos, Los Altos Hills, Mountain View, Palo Alto, Santa Clara, Saratoga, Sunnyvale, Santa Clara County) do they want to join.</i>	<ul style="list-style-type: none"> - The SCSC RT is currently suspended and has been since January. The May 26th was a special meeting not a regular meeting. No future meetings have been approved. - If the SCSC RT resumes...yes, Palo Alto could potentially be on both RTs. This could benefit both RTs because of the leverage of effort and knowledge on topics such as legislation. - Wanting to join is different than

		being eligible to join.
<i>Addressing regional air space.</i>	<i>Historical focus has been on cities adjacent to airport, and related airspace issues. If Membership is expanded, will the focus expand outside the two counties? What will be the Roundtable priorities? Is the Roundtable the best entity for regional airspace topics, or is the Metropolitan Transportation Committee Regional Airport Planning Committee?</i>	<ul style="list-style-type: none"> - Out of the current 23 members, 19 are cities and towns with 4 being adjacent to the Airport (Burlingame, Millbrae, San Bruno, South San Francisco). Adjacent is defined as adjoining. - Expanding membership should be limited to communities directly affected by SFO. It does not include OAK or SJC noise impacts. The SFO RT strategic focus and scope would not change. - Priorities and activities as expressed in the 3-year Strategic Plan and 1-year Work Plan would not need to change either. - As stated on their website, "The Regional Airport Planning Committee, or RAPC, oversees the periodic development and updating of the Regional Airport System Planning Analysis, which recommends policies for both commercial and general aviation airports." RAPC works on airport changes, not on procedure impacts from one or multiple airports. - Cities who are seeking SFO RT membership are not asking for membership in a future regional RT or a regional coordination of multiple bodies. These cities are asking for SFO RT membership because of SFO impacts.
<i>Modification required to MOU, Bylaws, Strategic Plan, Work Plan, and Budget to reflect change.</i>	<i>SFO Roundtable has existed for 40-years with a commitment to jurisdictions adjacent to the Airport. Staff time and effort redirected from Work Plan to facilitate MOU amendment</i>	- Yes, a one-time modification would be required to the MOU and the Bylaws (one sentence for each) similar to past examples in the packet, e.g. page 81.

	<i>through all Member Board of Supervisors and City Councils, estimate 3-4 months.</i>	<p>- Out of the current 23 members, 19 are cities and towns with 4 being adjacent to the Airport (Burlingame, Millbrae, San Bruno, South San Francisco). Adjacent is defined as adjoining.</p> <p>- The estimated 3-4 months represent the elapsed time based on the meeting schedules of the Board of Supervisors and City Councils. Each RT member would bring the MOU amendment to their governing body.</p>
<i>Benefit from Noise Mitigation to reduce noise.</i>	<i>FAA does not recognize Palo Alto as being within the 65 CNEL noise impacted area so Palo Alto residents are not eligible for noise mitigation (insulation, windows, doors). At this time, it is unclear on the financial implication from SFO on this topic</i>	- Correct. Similar to the vast majority of cities on the SFO RT, Palo Alto is not within the 65 CNEL noise contour. Palo Alto is not asking for, nor qualifies for noise insulation to mitigate noise impacts.

Rep Anna Eshoo letter (p 103 of packet):

---->Public response

Context is everything. In her Feb 2, 2016 letter to the FAA Western Regional Administrator, Representative Eshoo indicated that she did not support Palo Alto joining the SFO RT because she wanted to have "...a new Select Committee representing the entire region (three Congressional Districts) put in place". She may have been concerned that the FAA would not support a new Select Committee if Palo Alto was already a member of the SFO RT.

From: [Darlene Yaplee](#)
To: [Ahsah.safai@sfgov.org](#); [alexandra.c.sweet@sfgov.org](#); [Ivar.Satero@flysfo.com](#); [Dave Pine](#); [carol.ford@sbcglobal.org](#); [Bill Widmer](#); [tmccune@belmont.gov](#); [Terry O'Connell](#); [COUNCIL-Ricardo Ortiz](#); [pameladigiovanni.dalycity@gmail.com](#); [Sam Hindi](#); [druddock@hmbcity.com](#); [Al Royle](#); [Cecilia Taylor](#); [Ann Schneider](#); [o'neillm@ci.pacifica.ca.us](#); [Jeff Aalfs](#); [jgee@redwoodcity.org](#); [thamilton@sanbruno.ca.gov](#); [jdugan@cityofsancarlos.org](#); [Amourence Lee](#); [mark.addiego@ssf.net](#); [j.carvell@woodsidetown.org](#)
Cc: [Kathleen Wentworth](#); [Justin Cook](#); [Michele Rodriguez](#); [Bert Ganoung \(AIR\)](#); [Linda Wolin](#); [Stone, Greer](#); [Lydia Kou](#); [Marie-Jo Fremont](#); [Darlene E. Yaplee](#); [Angela Montes](#)
Subject: FOLLOW UP - June 2nd SFO RT Meeting on Staff Resources and Membership Discussion
Date: Monday, June 21, 2021 2:58:32 PM
Attachments: [Additional Information and Responses on Staff Resources for Standing Subcommittees and Membership Expansion.pdf](#)

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SFO RT Members,

This is a follow-up to the June 2nd SFO RT meeting discussion on Staff resources for standing Subcommittees and on membership expansion. Given that all future discussions on these topics may not be public, we are sending supplemental comments and information in advance for members to consider.

For efficiency and effectiveness, we suggest that you obtain the following information before the committee meeting:

- estimate of the staffing costs associated with subcommittee meetings for the discussion on Staff resources, and
- high impact definition from SFO for discussion on membership expansion.

Note: the word city(ies) in this email and attachment includes city(ies) and town(s).

Part I. Staff Resources for Standing Subcommittees

During the June 2nd SFO RT meeting, it became clear that the 3 standing Subcommittees (GBN, LEG, and TWG) cannot meet as often as they would like. The lack of Staff resources to support the 3 standing Subcommittees must be resolved independently of any membership expansion.

- As stated by Staff on page 34 of the [June 2, 2021 SFO RT meeting packet](#), "Part-time staff is already maximized with six Membership meetings per year, plus up to 10 Subcommittee meetings per year."
- For calendar year 2021, the RT has scheduled 15 Subcommittee meetings. This number is 50% higher than the current staffing for 10 Subcommittee meetings and is about double the historical run rate of all Subcommittee meetings, which has been between 6 to 8 meetings per year in calendar years 2018, 2019, and 2020. See page 1 of attachment.

The RT can either decrease the total number of Subcommittee meetings to align with existing Staff resources or increase Staff resources to support more Subcommittee meetings, or a combination of both. To make that decision, it will be important to know the staffing costs for each subcommittee meeting.

Part II. Membership Expansion

The second item to be discussed is criteria for admitting new members and any associated incremental costs.

The status quo is no longer an option because NextGen drastically changed the footprint of noise impacts. NextGen has created new, high impacts for a city like Palo Alto who is under 3 SFO arrival routes, representing roughly 60% of SFO arrivals; yet Palo Alto has no representation at the SFO RT.

The RT should adapt its membership to reflect the new reality of NextGen, similar to the RT asking the FAA to reflect the new reality of impacts based on the Neighborhood Environmental Survey results. As mentioned by some RT members, it's about equity, fairness, and justice for cities highly impacted by SFO.

The RT has a track record of expanding membership beyond its 11 original cities/towns in 1981 (Brisbane, Burlingame, Colma, Daly City, Foster City, Hillsborough, Millbrae, Pacifica, San Bruno, San Mateo, and the City of South San Francisco). In 1997, additional cities joined and some after multiple attempts.

The RT concerns about membership expansion are understandable: a much larger membership might be unmanageable, create more administrative work (one-time or incremental on-going), and change priorities. These concerns can be addressed, however, if eligibility is limited to highly impacted cities in close geographic proximity to current members. This would result in a few cities eligible to join the SFO RT and no change in priorities because the needs of the new members would be similar to the ones of existing members. Once the cities eligible are quantified, incremental administrative costs can be allocated.

The RT has 2 options to change current membership:

- **Option A:** Define eligibility criteria, and capture them in the MOU amendment. Eligibility could be based on **any combination of criteria**. For instance, the following 3 criteria could be used:

- **High impact:** City must be highly impacted by SFO operations.

- SFO should and can define high impacts based on SFO operations data. Per Ivar Satero's comment on June 2nd, "I pulled up the old traces today and looked at the pre-Next-Gen, post-Next-Gen differences in Palo Alto. And it's as clear as day what's happening. There is no denying it, that Palo Alto is heavily impacted." (timestamp 1:05:18).

- **Geographic proximity:** City must share a land border, not a water border, with either San Mateo or San Francisco county.

- **Demonstrated interest:** City must demonstrate sustained interest by having a city council member attend SFO RT meetings for a minimum of two years prior to applying for membership.

Applying these 3 criteria would qualify Palo Alto immediately (A Palo Alto Council member has attended RT meetings since 2017). One more city could qualify in the future but this should be verified.

- **Option B:** Add a single city in the MOU as in the example shown on page 63 of the June 2, 2021 meeting packet "Additional Voting Membership – Other incorporated towns and/or cities located within San Mateo County, **and the City of Palo Alto**, [sic] may request voting membership on the

San Francisco International Airport/Community Roundtable by adopting a resolution”

Some pros and cons for each option are listed on page 1-2 of attachment. Note that the process to amend the MOU is the same regardless of the option. Similarly, the RT would document the rationale behind the proposed membership change in a one-pager for the governing bodies of the RT members.

Thank you for considering these supplemental comments and information. Please feel free to contact us for any questions you may have.

Regards,
Darlene and Marie-Jo

Attachment: Additional Information and Responses on Staff Resources for Standing Subcommittees and Membership Expansion.pdf



*Congress of the United States
House of Representatives
Washington, D.C. 20515*

*Anna G. Eshoo
Eighteenth District
California*

August 19, 2021

The Honorable Ricardo Ortiz, SFO RT Chair
The Honorable Sam Hindi, SFO RT Vice Chair
SFO RT Membership Expansion Ad-Hoc Subcommittee
Via Email to rortiz@burlingame.org and shindi@fostercity.org

Dear Chair Ortiz and Vice Chair Hindi,

My thanks to you and your colleagues for your important work to review the membership of the SFO Roundtable.

I represent the 18th Congressional District which includes parts of San Mateo, Santa Clara and Santa Cruz counties. I'm writing in support of expanding the SFO RT membership beyond the counties of San Mateo and San Francisco to include cities and communities that are highly impacted by SFO operations within my District.

I'm proud of the Santa Clara Cities Association for standing up a Santa Clara/Santa Cruz Roundtable and hope it will continue to be a venue for South Bay constituents, many of whom have problems unrelated to San Francisco Airport. I recognize there is some overlap between the two bodies but I support each city having the opportunity to have local representation on each Roundtable depending on the issues they are confronting as a community.

Thank you for your consideration of taking this next inclusive step. I think your influence as a body will grow as you represent more communities because you will have more opportunities to build consensus across county lines.

Most gratefully,

Anna G. Eshoo
Member of Congress

cc: Chairwoman Mary-Lynne Bernald, Santa Clara/Santa Cruz Roundtable
President Cindy Chavez, Santa Clara Board of Supervisors
President Marico Sayoc, Santa Clara Cities Association
Chairman Bruce McPherson, Santa Cruz County Board of Supervisors

From: [Darlene Yaplee](#)
To: [COUNCIL-Ricardo Ortiz](#); [Sam Hindi](#); [Al Royle](#); mark.addiego@ssf.net; [Cecilia Taylor](mailto:Cecilia.Taylor); jgee@redwoodcity.org; [Terry O'Connell](#)
Cc: [Stone, Greer](#); [Lydia Kou](#); [Michele Rodriguez](#); [Angela Montes](#); [Marie-Jo Fremont](#); [Darlene E. Yaplee](#)
Subject: BRIEFING - SFO RT Membership Expansion Ad-hoc Subcommittee
Date: Monday, August 23, 2021 9:03:33 PM
Attachments: [SFO RT Membership Expansion Memo 20210701.pdf](#)
[Follow up - June 2nd SFO RT Meeting on Staff Resources and Membership.pdf](#)
[Additional Information and Responses on Staff Resources for Standing Subcommittees and Membership Expansion.pdf](#)
[Eshoo letter to SFO RT Chair 20210819.pdf](#)

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SFO RT Membership Expansion Ad-hoc Subcommittee,

In light of the recent Rep Eshoo letter on SFO RT membership expansion we wanted to provide input for the 1st meeting of the Ad-hoc Subcommittee July-August. Given that the meetings are not public, we are also sending comments for members to consider.

We have organized the content based on the 4 topics listed for Ad hoc Subcommittee#1 meeting from the SFO RT meeting packet (see attached or [Aug 4th packet, page 28](#)).

Thank you for considering our comments. Please feel free to contact us for any questions you may have.

Regards,
Darlene and Marie-Jo

Attachments:

- **SFO RT Membership Expansion Memo 20210701**
- **Rep Eshoo letter supporting SFO RT expansion for highly impacted communities - August 19, 2021**
- **Follow up - June 2nd SFO RT Meeting on Staff Resources and Membership - June 21, 2021**
 - **Attachment to Follow up - June 2nd SFO RT Meeting on Staff Resources and Membership, Additional Information and Responses on Staff Resources for Standing Subcommittees and Membership Expansion.pdf**

4 Topics Listed for the Ad hoc Subcommittee#1 Meeting

Topic 1: Review the June 2 Meeting, key issues to be discussed.

Suggested items for "key issues"

A.

Current Scope of the subcommittee does not reflect the approved motion, which was to address both current funding AND membership expansion.

- Approved motion: Member Aalf “I move that the committee establish a subcommittee to explore criteria for admitting new members along with funding mechanisms going forward for both new membership and ongoing operations and any other issues that might be pursuant to those two questions” (timestamp 1:22:55).
- Meeting minutes in August 4th packet “Member Jeff Aalfs MOVED to establish an ad-hoc subcommittee to explore criteria for admitting members.”
- The 2 aspects are independent. The problem of insufficient funding for on-going operations of the current RT was not caused by membership expansion and must be addressed regardless of any expansion.
- This was the point made by Member Royse at the June 2 meeting: “I am concerned over the underlying issue that is greater than just the admission of Palo Alto, and that's the funding for this organization. We have subcommittees that cannot meet, let alone get anything done, because we haven't got the resources to staff it. So irrespective of whether or not we add new members, unless we address that funding concern, we've got a major problem here”(timestamp 1:20:22).

=====>Call to action: Change the scope to reflect the motion that was approved.

B.

How to determine “highly impacted cities”?

- The goal is to objectively determine “highly impacted” cities versus every city in Santa Clara County is qualified.
- Ask SFO airport to provide data to show which cities are “highly impacted”.
- SFO is an objective data source.
 - Flight paths alone are insufficient.
 - Flight paths must be defined by multiple factors such as ground tracks, number of planes over specific noise levels or within specific altitude bands, etc. (SFO should and can determine).
- At the June 2nd meeting, SFO Director Satero stated that SFO can provide the data.

=====>Call to action: Ask SFO to provide the data for the next Ad Hoc subcommittee.

C.

Does Rep Eshoo support SFO RT expansion for “highly impacted cities”?

- o Yes as shown in Rep Eshoo’s August 19th letter to SFO RT Chair and Vice Chair (see attached)

=====>Call to action: No further action, it is resolved.

D.

Does Santa Clara County need to contribute like San Mateo County does?

- o A SFO RT member suggested that Santa Clara County should also contribute if some cities in Santa Clara County become eligible to join.
- o San Mateo County contributes staff, which is paid by the SFO RT members through their yearly membership dues.
- o In addition, San Mateo County paid \$12,000 last year in cash.
 - Unclear if this payment is for unincorporated communities in San Mateo County such as Emerald Hills near Redwood City. If not, ask the purpose of the contribution.
- o For the SCSC RT, Santa Clara County does not pay for cities and will only pay for unincorporated areas.

=====>Call to action:

- Ask the purpose of San Mateo County \$12,000 cash contribution to the SFO RT. Unincorporated?
- Clarify that Santa Clara County's contribution **should not** be a membership requirement for highly impacted cities that are not unincorporated. Each city covers their own membership fee and contributes to San Mateo County staff.

E.

Concerns about SFO RT priorities, RT manageability, and RT resources

- These concerns can be addressed by limiting eligibility to “highly impacted” cities in close geographic proximity to current members. Adding a **few members**:

o

Will not change the RT priorities because the needs of new members will be similar to the ones of existing members. The priorities will continue to be noise of departures, arrivals, and ground-based. The number of meetings or subcommittees will not change.

- Will not make the RT unmanageable because of its current size of 23 members.
- Will bring additional funding to the RT.
- Will help make progress on some issues like noise monitoring and methodology, which could benefit all RT members.

- However, amending the MOU is a one-time cost. Members outside San Mateo and San Francisco counties should be charged to offset these one-time costs.

=====>Call to action:

- Use “highly impacted” criteria to limit the RT expansion and to avoid the problem of non-alignment with RT priorities, manageability and resources. Doing so makes this a non-issue.
- To offset one-time costs, propose a one-time fee for new members outside San Mateo and San Francisco counties OR have them pay higher dues than the members in San Mateo and San Francisco counties.

F.

Clarify - Are we going to define eligibility criteria OR are we going to add one city at a time?

- **Option - eligibility criteria: Change the MOU once by capturing the criteria in MOU amendment.**

- i. **Eligibility could be based on one criteria or any combination of criteria. For instance,**

- 1. **High impact: City must be highly impacted by SFO operations.**

2. **Geographic proximity: City must share a land border, not a water border, with either San Mateo or San Francisco county.**

3. **Demonstrated interest: City must demonstrate sustained interest by having a city council member attend SFO RT meetings for a minimum of two years prior to applying for membership.**

As an example, applying these 3 criteria would qualify Palo Alto immediately (A Palo Alto Council member has attended RT meetings since 2017). One more city could qualify in the future but this should be verified.

ii. Simple eligibility criteria is a one time effort.

o

Option - one City at a time:

i.

Need to change MOU every time a member is added.

=====>**Call to action:** Clarify approach.

G.

What are the incremental costs to (staff resources and/or budget) of expanding membership?

o

There are one-time costs for expanding membership but there should not be ongoing incremental costs e.g. additional full RT or subcommittee meetings.

o

Important not to conflate the problem of insufficient funds for on-going operations (with no membership expansion) and the one-time costs for amending the MOU.

o

One-time costs can be allocated to new members.

=====>**Call to action:** Focus only on one-time costs.

H.

Should a Regional group or RT address the impacts by NextGen instead?

o

No, there is no such body. As Ivar Satero said, it would not be effective and there are no resources to support it.

=====>**Call to action:** Candidates who are interested in joining the SFO RT are not asking to join or form a regional body. No viable regional body exists today. The Ad-hoc's task is to

determine which highly impacted cities should be eligible to join the SFO RT.

I.

Additional background information: Read the attached 06/21/21 email that Darlene Yaplee and Marie-Jo Fremont sent to all SFO RT members showing higher operating costs with existing membership given the higher number of planned/desired subcommittee meetings, etc. **"Email: Follow up - June 2nd SFO RT Meeting on Staff Resources and Membership."**

Topic 2: Historian why SFORT historically focused and service SF/San Mateo County communities.

•

The SFO RT has expanded membership in the past.

◦

It started in 1981 with 11 original members: Brisbane, Burlingame, Colma, Daly City, Foster City, Hillsborough, Millbrae, Pacifica, San Bruno, San Mateo, and the City of South San Francisco.

▪

Then in 1997, additional cities joined and some after multiple attempts.

◦

The current membership may have worked in the past. However, NextGen changed everything.

◦

The SFO RT needs to adapt its membership to reflect the new reality of NextGen impacts.

▪

This is similar to the SFO RT asking the FAA to reflect the new reality of impacts based on the Neighborhood Environmental Survey results.

◦

It's about equity, fairness, and justice for cities highly impacted by SFO.

====>Call to action: Membership was expanded in the past because impacts had changed. We need to adapt to the NextGen reality just like we are asking the FAA to do.

Topic 3: SCSC/Cities Association: Current and future status, and why stopped meeting.

•

The SCSC RT has not fully resumed its operations.

◦

The SCSC RT has approved meetings regularly 4 times a year (one meeting occurred on July 28th, and another will be October 27th) but the Cities Association must approve each meeting until an MOU is in place. It has not scheduled any subcommittee meetings.

- **The Ad Hoc committee, composed of members from the Cities Association and SCSC RT, continue to discuss the future of the SCSC RT and a mutually agreed upon MOU.**
- However, SCSC RT has limited bandwidth and budget to address impacts from both SJ and SFO. The SCSC RT can only address some of the SFO impacts, if any.
- **GBAS is an example: the SCSC RT has decided not to agendaize any SFO GBAS approaches.**
- A formal collaboration between the SFO RT and the SCSC RT won't happen. This idea was explored in the past by the 2 RTs but later dropped. Neither Roundtable has the time or budget to schedule additional meetings for that.
 - ====> **Call to action:**
 - The SCSC RT is not a substitute for the SFO RT. Clarify why members may feel it is and if this is valid?
 - As indicated by Representative Eshoo, highly impacted cities need to have representation on the Roundtables that are working on the issues that impact these communities. Cities highly impacted by SFO should have a seat at the SFO RT.

Topic 4: SFORT MOU review: purpose, composition, and update.

The process to amend the MOU does not need to be complex. What is needed is:

- A one-pager document that explains to the governing bodies of the RT members the rationale/criteria behind the proposed membership change.
- A resolution, which reflects the proposed MOU amendment, which will be voted on by the governing bodies of the RT members.
- If the resolution is approved by a sufficient number of RT members, then the MOU is amended.
 - ====>**Call to action:** Keep the MOU amendment process simple. Have RT members, not staff, be responsible for bringing the proposed amendment to their respective governing bodies.

**ADDITIONAL INFORMATION AND RESPONSES
ON STAFF RESOURCES FOR STANDING SUBCOMMITTEES
AND MEMBERSHIP EXPANSION**

Part I. Staff Resources for Standing Subcommittees

The following meeting information is based on materials available on the SFO RT website and personal notes about Ad Hoc meetings. Staff or RT Chair may have additional information to supplement this summary.

SFO RT MEETINGS - CALENDAR YEAR				
Meeting Type	2018	2019	2020	2021
GBN	1 meeting (11/1)	5 meetings (1/22, 3/19, 6/26, 9/16, and 11/18)	3 meetings (1/30, 7/30, and 11/6)	5 meetings (1 occurred: 1/27; 4/29 cancelled; 3 scheduled)
LEG	2 meetings (3/20 and 7/17)	0 meeting	1 meeting (3/16)	5 meetings (2 occurred: 3/1 and 5/11; 3 scheduled)
TWG	5 meetings (1/29, 3/8, 5/3, 7/12, and 9/13)	2 meetings (3/7 and 9/26)	2 meetings (7/29 and 11/19)	6 meetings (3 occurred: 1/21, 3/24, and 5/26; 3 scheduled)
Other	3 meetings (1/16: Membership, 3/6: Work Program budget; 6/26: Work Program)	0 meeting	4 meetings (1 Temp Monitoring Ad Hoc, 2-3 Strategic Plan and Work Plan Ad Hoc meetings)	TBD (Ad Hoc on Staff resources for Subcommittees and new member criteria)

PART II. Membership Expansion - Questions to Consider

The following table lists some pros and cons and some comments for the two options for membership change.

MEMBERSHIP CHANGE	PROS	CONS	COMMENTS
Option A: define eligibility criteria	Applicant cities outside San Mateo and San Francisco Counties are evaluated based on explicit criteria stated in the MOU. The eligibility criteria determine the	Process requires defining eligibility criteria and evaluating potentially qualifying cities. It may be difficult to allocate one-time costs to new members	If high impact is one of the criteria, SFO should and can provide an objective definition of high impact prior to the meeting discussion. The choice of criteria could lead to only one city to be

	maximum number of potential new members (note: not all qualifying cities may decide to apply).	if qualified cities don't apply at the same time.	eligible similar to Option B. Rationale behind the proposed change is captured in a one-pager to be provided to the governing bodies of the RT members.
Option B: add a single city	Amending the MOU is simple: only one city, Palo Alto, is added; eligibility criteria are not written in the MOU. Easy to allocate one-time costs to one new member.	Any potential requests from other cities could require a new evaluation.	Rationale behind the proposed change is captured in a one-pager to be provided to the governing bodies of the RT members.

- **Will there be dilution and a change in priorities?**

- >**Public response**

- No. The RT rationale and factors considered in expanding the membership should ensure that the needs of new members are aligned with the RT strategic plan and work plan. For instance, Palo Alto has similar concerns as several existing members; Palo Alto's concerns are directly aligned with the RT strategic goals and reflected in the RT work plan (e.g. SERFR and PIRAT arrival procedures, GBAS, legislation, and noise monitoring methodology).

- **What are the incremental costs (Staff resources or budget) of expanding membership?**

- >**Public response**

- It is important to distinguish between one-time costs versus on-going incremental costs:

- **One-time costs include:**

- Meeting to discuss new membership expansion, propose MOU amendment language, and capture the rationale for the change in a one-pager.
 - Time on agenda of regular RT meeting to review recommendation and vote.
 - Email to current RT members: the MOU amendment and one-pager.
 - Each RT member is responsible for bringing the materials to their respective governing body for voting.
 - Estimated 3-4 months of elapsed time for voting results based on the meeting schedules of the Board of Supervisors and city Councils.
 - Note: It may be difficult to allocate one-time costs to new members if qualified cities don't apply at the same time.

- **Incremental on-going:**

- Note that incremental on-going costs related to membership expansion are independent of the Staff resources to support the 3 current standing Subcommittees.

- Given that potential new members should be aligned with the RT goals and plans, there would be no incremental on-going costs (e.g. no additional Subcommittee meetings and no new Subcommittee).
 - To address the concerns of “hijacking” plans raised in the June 2, 2021 RT discussion, any project(s) requiring additional funding would be voted on by the full RT as any other project(s), similar to the GBN study that was approved by the full RT in FY 2020-2021.
- **Potential inclusion of more Congressional district(s) and Santa Clara County Board of Supervisors**

---->Public response

If more Congressional districts and/or the Santa Clara County Board of Supervisors are pursued for support, including financial support, they may want all cities in the Congressional districts or Santa Clara County to be eligible for membership regardless of the level of SFO impacts. This would be counter to the RT major concern of expanding membership broadly, thus diluting the RT focus and making the RT unmanageable.

The chart below shows the funding for the two RTs.

Roundtable Funding - Fiscal Year Budgeted		
Funding Sources	SFO RT 2021-2022	SCSC RT 2020-2021
Airport Commission	\$220,000	\$0
City Membership	\$28,500 (19 cities; \$1500/member)	\$159,937 ⁽¹⁾ (8 cities; contribution varies from \$2.4K to \$43K based on population)
County Membership	\$12,000 (San Mateo County only, for unincorporated areas TBC)	\$27,661 (Santa Clara County for unincorporated areas, based on population)
Total Revenue	\$260,500	\$187,598
Total Expenses	\$301,999	\$189,600

Notes:

- Sources: SFO RT - June 2, 2021 meeting packet, SCSC RT - July 22, 2020 meeting packet.
- ⁽¹⁾8 cities (in alphabetical order):
 - Cupertino - \$17,927, Los Altos - \$8,910, Los Altos Hills - \$2,436, Mountain View - \$22,774, Palo Alto \$19,803, Santa Clara \$35,812, Saratoga - \$9,202, Sunnyvale - \$43,073.
- All Santa Cruz County members and Monte Sereno in Santa Clara County withdrew from the SCSC RT in 2020 due to COVID-19 budget impacts (4 members in alphabetical order):

- Capitola - \$3,050, Monte Sereno - \$1,027, City of Santa Cruz - \$18,432, Unincorporated areas of Santa Cruz County- \$39,893.
- As a result, the SCSC RT moved to only 4 full RT meetings/year, instead of 6 previously.

- **What is the status of the Santa Clara Santa Cruz Roundtable (SCSC RT)?**

---->Public response

- The SCSC RT has not resumed its activities since January 2021. It has not received approval from the Cities Association of Santa Clara County to resume any regular RT meetings or Subcommittee meetings yet. Per the SCSC RT website, “All activity of the SCSC Roundtable is currently suspended. An update will be provided in the future on when activities may resume.” (Retrieved June 21, 2021 from <https://scscroundtable.org/meetings/>). The SCSC RT has LIMITED operations: it can receive emails, send notification emails, and has a website.
- An Ad Hoc committee, composed of members from the Cities Association and SCSC RT, is discussing the future of the SCSC RT.
- The SCSC RT May 24, 2021 meeting was a “Special Meeting”, not a “Regular Meeting”; the SCSC RT could neither elect new officers, nor schedule any Subcommittee meetings.
- During the “Special Meeting”, the SCSC RT approved a resolution to establish 4 regular meetings per year. This was a necessary legal formality for resuming meetings in the future if approved by the Cities Association.
- The Cities Association hired legal counsel to facilitate meetings of the SCSC RT because legal support is required by the Cities Association for meetings held under its jurisdiction such as the May 24, 2021 “Special Meeting” and any approved “Regular Meetings” of the SCSC RT.

- **Could a city be a member of both the SFO RT and SCSC RT?**

---->Public response

Yes. The SCSC RT includes SJC impacts; the SFO RT does not. SFO has identified the SFO RT, not the SCSC RT, as the decision maker for recommendations on SFO impacts such as GBAS Innovative Approaches (slide 10, SFO GBAS update to SFO RT TWG March 24, 2021, <https://noise.flysfo.com/2021/05/17/presentations-and-answers-to-public-questions-regarding-gbas/>).

The 2 RTs are critical to make progress on reducing noise impacts because they work on different problems given their different set of communities. The NIITE-HUSSH departure procedure and Ground-Based Noise are specific to the SFO RT. SJC south flow arrivals are specific to the SCSC RT.

Cities that are highly impacted by more than one airport such as Palo Alto should be able to be members of the different Roundtables that recommend and approve solutions to reduce noise impacts.

Having members on both RTs could be beneficial to both groups: it would enhance effectiveness and collaboration as information sharing and leverage of efforts would occur naturally without extra resources or efforts. In the past, the SFO RT and SCSC RT had discussed establishing some formal collaboration but it did not transpire due to limited bandwidth and resources on both sides.

The request by Palo Alto to be on the SFO RT is additive and independent of its membership in the SCSC RT and was not prompted by the SCSC RT's recent "suspended" status. We hope that the SCSC RT will be "alive and well" in the future so Palo Alto can continue to participate.

- **Should a regional RT address the impacts caused by NextGen??**

---->Public response

- As indicated by some members at the SFO RT June 2nd meeting, there is no regional body to address NextGen impacts:
 - "From my perspective on the regional approach, and I'll say you know that was a thought in discussions with the other airport directors at Oakland and San Jose, is there a more efficient way to put a different body together to deal with all things Next-Gen?...And so, my conclusion was that the focus of the various airports were much different than our focus...So a regional approach, my own conclusion was, it wouldn't be effective and the resources weren't there to support it." (Satero, timestamp 29:27)
 - "I have personally not heard of any efforts to form any sort of regional board to deal with this." (Ortiz, timestamp 24.51)
- Cities who seek SFO RT membership are not asking for a future regional RT or a formal regional coordination of multiple bodies. These cities are asking for SFO RT membership because of SFO impacts, not regional impacts.
- Per guiding Principle #1 of the SFO RT Strategic Plan, "The Roundtable is the preeminent forum for addressing and resolving community concerns related to noise from aircraft operating to and from San Francisco International Airport."
- In reference to Representative Eshoo letter on Feb 2, 2016 (p 103 of June 2, 2021 packet), context is critical. The letter was addressed to the FAA Western Regional Administrator, not the SFO RT. Representative Eshoo indicated at the time that she did not support Palo Alto joining the SFO RT because she wanted to have "...a new Select Committee representing the entire region (three Congressional Districts) put in place". She may have been concerned that the FAA would not support a new Select Committee if Palo Alto was already a member of the SFO RT. Within three months of her letter a regional Select Committee (12 members representing the districts of Representatives Speier, Eshoo, and Panetta) was formed; it met for 6 months and issued its recommendations in November 2016.



September 17, 2021

The Honorable Ricardo Ortiz, Chair
San Francisco Airport/Community Roundtable
455 County Center, 4th Floor
Redwood City, CA 94063

Request to Include the City of Mountain View as a Voting Member of the San Francisco Airport/Community Roundtable

Dear Chair Ortiz:

The City of Mountain View appreciates the opportunity to be considered for inclusion as a voting member of the San Francisco (SFO) Airport Community Roundtable. Mountain View has consistently heard from our residents that aircraft noise from arrival and departure procedures at SFO since the implementation of the Federal Aviation Administration's (FAA) Next Generation Air Transportation System (NextGen) in the northern California metroplex has had a significant negative impact on their quality of life.

Mountain View has been actively engaged in addressing our residents' concerns about aircraft noise, identifying airplane noise as one of our City Council's top Federal legislative priorities since 2018. The City engaged with our Congressional delegation and the FAA from 2016 to 2021 and participated in the Select Committee on South Bay Arrivals, including the Ad Hoc Committee on South Flow Arrivals. Starting in 2018, the City participated in the Santa Clara/Santa Cruz Counties Airport/Community Roundtable for Regional Aircraft Noise to develop, evaluate, and implement feasible mitigations to reduce the impact of aircraft noise throughout the region. These efforts, while significant, have not meaningfully addressed aircraft noise in our community as had been hoped.

The expansion of the SFO Community Roundtable membership would benefit the Mountain View community in several ways. It would:

- Increase the City's access to the SFO Community Roundtable's extensive knowledge and experience in developing new ideas, technologies, and programs to mitigate the impacts of aircraft noise;
- Enable cross-Roundtable collaboration between the SFO Community Roundtable and the Santa Clara/Santa Cruz Counties Airport/Community Roundtable member cities; and

The Honorable Ricardo Ortiz

September 17, 2021

Page 2

- Provide an additional opportunity for cities to advocate for and represent communities along the Peninsula impacted by aircraft noise from the BDEGA, SERFR, and OCEANIC procedures, among others, to and from SFO.

The SFO Community Roundtable's guiding principles, as outlined in the Strategic Work Plan for Fiscal Years 2020-24, to: (1) participate in forums for addressing and resolving community concerns related to noise from aircraft operating to and from SFO; (2) foster cooperation amongst cities impacted by aircraft noise; and (3) not "shift" aircraft noise from one community to another are consistent with Mountain View's philosophy for addressing aircraft noise.

Finally, the following issues of focus for the SFO Community Roundtable Annual Work Plan for Fiscal Year 2020-21 (review and comment on aircraft procedures; address airport operation noise; and lobby for aircraft noise reduction) are aligned with the City's concerns and focus for addressing and mitigating aircraft noise in our community.

Mountain View understands the SFO Roundtable's hesitancy with expanding the Roundtable membership to include cities that are not immediately adjacent to the airport as well as the concern that expanded membership could have an impact on the SFO Roundtable's strategic priorities, work plan, and staff capacity. However, as mentioned earlier in this letter, the implementation of NextGen and the increase of overflight traffic and vectoring from arrivals and departures at SFO have resulted in Mountain View residents experiencing significant negative impacts of aircraft noise despite the City not being immediately adjacent to SFO.

On behalf of the City of Mountain View, I thank you for your leadership on this critical issue and your consideration of our request.

Sincerely,



Ellen Kamei

Mayor

EK/CG/6/MGR/001-09-17-21L

cc: The Honorable Anna G. Eshoo, United States House of Representatives
Michelle Rodriguez, San Francisco International Airport, Community Roundtable
Coordinator, mrodriguez2@smcgov.org
City Council
CM, ACM/COO, ATCM – Gilmore

From: [David Sturman](#)
To: [Michele Rodriguez](#)
Subject: SFO Roundtable
Date: Friday, September 24, 2021 11:30:30 AM

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

I live in Hillsborough and oppose expanding the roundtable to include people from Palo Alto and Mountain View. I believe this expansion would impact the panel negatively and dilute my interest in addressing the issue of ground based noise. Thanks for your understanding in advance.

David Sturman

From: [pastorg1](#)
To: [Michele Rodriguez](#)
Subject: Round table
Date: Friday, September 24, 2021 11:34:05 AM

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

To whom it may concern,

Please keep the round table as it is now in addressing the airport noise. The communities closest to the airport need to move efficiently and effectively with as few members as possible in order to make their voices heard over the airport noise.

Thank you,

Peter Garrison - Burlingame

[Sent from the all new AOL app for iOS](#)

From: [Marcia Leonhardt](#)
To: [Michele Rodriguez](#)
Subject: SFO noise
Date: Friday, September 24, 2021 4:40:37 PM

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

The folks on the Board are doing a good job representing our community that is so affected by the Airplanes noise. There is no need to expand the number of members or to include people far away from SFO.
Best,
Marcia Leonhardt

From: [Rowan Chapman](#)
To: [Michele Rodriguez](#)
Subject: Opposition to expanding SFO round table membership beyond San Mateo County
Date: Friday, September 24, 2021 2:08:02 PM

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Hello,
I live in Hillsborough in San Mateo County. I oppose the proposal to expand the SFO Round table membership beyond the local San Mateo county communities who are impacted by ground-based noise (GBN).
Thank you,
Rowan Chapman

From: [P. McLaughlin](#)
To: [Michele Rodriguez](#)
Subject: Please do not expand the roundtable!
Date: Friday, September 24, 2021 10:21:06 AM

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

Hello,

I am writing this as a resident of Burlingame. I oppose expanding the size of the roundtable beyond its original mission as a group of that size will be too large to be effective and workable. I am also concerned that resources will be diluted from issues that the roundtable is already trying to tackle for those of us in San Mateo County.

Sincerely,
Lynn Israelit

From: [LOUIS MARAVIGLIA](#)
To: [Michele Rodriguez](#)
Subject: New members from Mtn. View & Palo Alto
Date: Friday, September 24, 2021 1:27:19 PM

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

Tell them that I advise them not to join the ROUNDTABLE because *I have attended many meetings since its inception & nothing to reduce noise impacts has ever been accomplished. Obviously, the Roundtable was created & funded by San Francisco to make San Mateo County residents think there would be a concerned agency that would reduce the negative noise impacts. Years ago our representatives in Washington, D.C. were lobbied and laws & regulations were passed so the financial well being of airports & related industries takes precedence over the well being of San Mateo county.*

*Louis Maraviglia
Hillsborough*

From: [Elizabeth](#)
To: [Michele Rodriguez](#)
Subject: Opposition to the expansion
Date: Saturday, September 25, 2021 7:36:50 AM

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

Hello,

I would like to express my Opposition to the expansion of the round table.

Thanks,

Elizabeth Sennett

P: 415.944.3054

M: 415.725.0610

From: safecracko@mac.com
To: [Michele Rodriguez](#)
Subject: I live near SFO
Date: Sunday, September 26, 2021 5:17:24 PM

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

Hello,

I think airports are changing our lives by running for more hours. Please include me in your email list as you develop a citizen advocacy committee. I am a former Burlingame resident who now lives in San Mateo. I think that the ground-noise issue at SFO is going to be really rough to straighten out. I think air travel noise is a different problem, and impacts us on the Peninsula, and a citizen committee with some connection to the area airports is a necessary idea.

Please add me to your mailing list.

Thank you,

Marianne Riegg

From: [Mark van Ryswyk](#)
To: [Michele Rodriguez](#)
Subject: Oppose the addition of Palo Alto and Mountain View to the SFO Roundtable
Date: Sunday, September 26, 2021 9:48:38 PM

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

Hi there,

I would like to send you a note opposing the addition of Palo Alto and Mountain View to the SFO Roundtable. I'm a resident of Hillsborough and have lived in the Burlingame / Hillsborough since 2007. I (along with many in the community) have noticed the dramatic uptick of noise in the last 5-6 years, specifically backblast noise.

The purpose of the round table is to focus on directly surrounding communities of SFO. Expanding it would:

- Only further dilute the roundtable's efforts. I would like to see some real traction made before this group continues to expand
- It would set a precedent to potentially add other communities as well. If member cities is expanded, why would Oakland and other communities also not be given the opportunity to join. Which would only further dilute the impact for meaningful change / solutions.

Thank you,

Mark van Ryswyk

From: [K Heap](#)
To: [Michele Rodriguez](#)
Subject: Round table
Date: Monday, September 27, 2021 1:46:42 AM

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Please do not include Palo Alto. In order to move forward, it makes sense to stay as a manageable size. As decisions are being made, take their views in consideration.

Regards,
Kathleen Heap

--

Kathie Heap

Intuition Medicine® Practitioner
EnerGize-Personal and Corporate Transformation

From: [Alison Ho](#)
To: [Michele Rodriguez](#)
Subject: I oppose the expansion of the SFO Roundtable
Date: Monday, September 27, 2021 6:47:05 PM

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

To Whom it May Concern:

First of all, thank you for having a roundtable to discuss the noise pollution that affects San Mateo County residents. I live in Hillsborough, and the SFO ground-based noise is very intrusive in my life. In particular, the noise at night from 10 pm - 6 am, is so loud in my bedroom whenever a large plane takes off. There is a loud low-vibration rumbling that cannot be stopped by my laminated windows, insulated ceiling, and noise-absorbing dry-wall. I even wear earplugs, but the vibrations cut through all of those and physically enter my body. Also, the irregular nature of airplane departures means that I never know when the noise will occur, which makes it difficult to relax enough to fall asleep. We have lived in the same house since 1999 and this wasn't an issue for at least the first 10 years that we lived here.

Including towns that are farther away from SFO will take away valuable time away from the ground-based noise problem that affects your closest neighboring cities. Although I don't enjoy overhead airplane flights, the noise is not nearly as intrusive as the noise and vibration generated at take-off. This affects the quality of life of people in your community. I even hear loud take-offs at Crocker Intermediate School when I am dropping my son off at school. They are so loud sometimes that I believe they are damaging the hearing of both teachers and students that are on the black top.

Please keep the focus of the SFO roundtable to address the noise pollution experienced by your closest surrounding communities - the ones that bear the brunt of absorbing this externality generated by airplane operations at SFO. Many thanks for listening to our voices and for working hard to address these concerns.

Warmly,
Alison Ho
Hillsborough, CA

JACKIE SPEIER
14TH DISTRICT, CALIFORNIA

2465 RAYBURN HOUSE OFFICE BUILDING
WASHINGTON, DC 20515-0514
(202) 225-3531
FAX: (202) 226-4183
155 BOVET ROAD, SUITE 780
SAN MATEO, CA 94402
(650) 342-0300
FAX: (650) 375-8270
WWW.SPEIER.HOUSE.GOV
WWW.FACEBOOK.COM/JACKIESPEIER
WWW.TWITTER.COM/REPSPEIER

Congress of the United States
House of Representatives
Washington, DC 20515-0514

COMMITTEE ON ARMED SERVICES
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COMMITTEE ON OVERSIGHT
AND REFORM
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GOVERNMENT OPERATIONS
ENVIRONMENT
Co-Chair, Democratic Women's Caucus
Senior Whip

Ricardo Ortiz, Chair
Sam Hindi, Vice-Chair
SFO Airport/Community Roundtable

Via Email

Dear Chair Ortiz, Vice-Chair Hindi and Members of the SFO Airport/Community Roundtable:

I am writing to urge the SFO Airport/Community Roundtable (SFO RT) to maintain its commitment to its members in the City and County of San Francisco and the cities and County of San Mateo. These areas are highly impacted by SFO airplane noise, and I believe that your obligation to these communities should not be diluted by taking on members from other areas. As I understand it, several SFO RT Sub-Committees are currently not able to meet as frequently as they deem necessary due to limited staff time to research, prepare, notice and staff the sub-committee meetings. This won't get any better by expanding the eligibility for Roundtable membership.

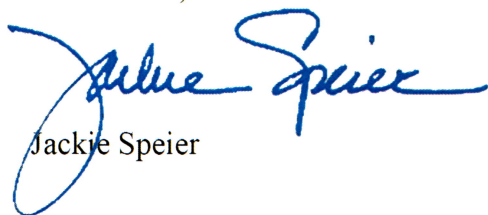
I understand that Palo Alto and now Mountain View, have requested membership in the SFO RT. I would not be surprised to see additional South Bay cities apply for membership such as Sunnyvale, Los Altos, and Los Altos Hills, as well as more distant communities, such as the city of Santa Cruz and other communities in Santa Cruz County, or from East Bay cities underneath the SFO runway 1 L/R take-off paths such as Oakland, Alameda, San Leandro and Hayward and cities as far north as Richmond and San Pablo or from Fremont or Newark near SFO arrival paths. I recommend these cities retain their own roundtable.

Social justice equities should also be of concern. There are economic disparities between residents of many of your current member cities and residents of many Silicon Valley cities. Palo Alto, for example, is a well-resourced city and has shown itself to be fully capable of independently obtaining information and professional services and advocating their issues to decision makers. According to the City of Palo Alto Airport Noise website: *"The City has dedicated staff time, hired expert noise and aviation consultants, outside counsel and federal legislative consultants to advocate for our goals..."* For example, SFO has responded to Palo Alto's request to host SFO staff at Palo Alto City Council Chambers and virtually for public

meetings to learn about the new SFO GBAS program. And in response to Palo Alto's request, SFO installed a temporary noise monitor in multiple locations in Palo Alto and later issued an analytic noise monitoring report; a permanent noise monitor request is under consideration. The City of Palo Alto Airport Noise webpages chronicle the city's extensive involvement in airplane noise issues for the past seven years, including its frequent city staff actions and updates and its correspondence with SFO, members of Congress and numerous letters to the FAA.

I recommend we first solve our airplane noise problems for existing members before expanding the membership.

All the best,

A handwritten signature in blue ink that reads "Jackie Speier". The signature is fluid and cursive, with a large initial "J" and "S".

Jackie Speier

From: [Darlene E. Yaplee](#)
To: [COUNCIL-Ricardo Ortiz](#); [Sam Hindi](#); [Al Royle](#); [Terry O'Connell](#); [jgee@redwoodcity.org](#); [Cecilia Taylor](#); [mark.addiego@ssf.net](#)
Cc: [Stone, Greer](#); [Lydia Kou](#); [Michele Rodriguez](#); [Angela Montes](#); [Marie-Jo Fremont](#); [Darlene E. Yaplee](#)
Subject: Additional notes on BRIEFING - SFO RT Membership Ad-hoc Subcommittee, Oct 27th Meeting
Date: Saturday, October 23, 2021 10:54:31 AM

CAUTION: This email originated from outside of San Mateo County. Unless you recognize the sender's email address and know the content is safe, do not click links, open attachments or reply.

SFO RT Membership Expansion Ad-hoc Subcommittee,

We were pleased that flight density maps were published on the SFO RT on 10/21, the day after we contacted you. We hope that the additional attachments from the Sept 29, 2021 AdHoc Subcommittee meeting will be posted as well (see list in 10/20 original email below).

These flight density maps are useful because they show that, between 2013 and 2019, SFO arrivals increased by almost 50% and that NextGen increased flight concentration both on departures and arrivals. However, because flight density maps show only the number of flights and do not quantify noise impacts, we recommend for the Subcommittee to obtain additional data from SFO to better understand noise impacts as stated in the first paragraph under Fairness in our original email. The actual flight conditions (speed, aircraft configuration, altitude, glide slope, thrust level) will lead to variations in noise impacts for overflown cities with similar flight densities.

Thank you for your time and consideration. Feel free to reach out with any questions you may have.

Regards,

Darlene and Marie-Jo

From: Darlene Yaplee <darlene.yaplee@gmail.com>
Subject: BRIEFING - SFO RT Membership Ad-hoc Subcommittee, Oct 27th Meeting
Date: October 20, 2021 at 1:53:35 PM PDT
To: COUNCIL-Ricardo Ortiz <ortiz@burlingame.org>, Sam Hindi <shindi@fostercity.org>, Al Royle <aroyse@hillsborough.net>, Terry O'Connell <terryoconnell@ci.brisbane.ca.us>, jgee@redwoodcity.org, Cecilia Taylor <CTTaylor@menlopark.org>, mark.addiego@ssf.net
Cc: "Stone, Greer" <Greer.Stone@cityofpaloalto.org>, Lydia Kou <lydia.kou@cityofpaloalto.org>, Michele Rodriguez <mrodriguez2@smcgov.org>, Angela Montes <amontescardenas@smcgov.org>, Marie-Jo Fremont <mariejofremont1@gmail.com>, "Darlene E. Yaplee" <darlene.yaplee@gmail.com>

SFO RT Membership Expansion Ad-hoc Subcommittee,

Given that we are unable to attend the Ad Hoc subcommittee meetings and make public comments, we would like to share our thoughts on the topics of **transparency** and **fairness** as well as the two topics of **Level of Service expectations** and **Criteria for membership expansion**, which are listed on the October 27th meeting agenda.

We appreciate your time and consideration. Feel free to reach out with any questions you may have.

Regards,
Darlene and Marie-Jo

- **Transparency**

- We appreciate your commitment to transparency to ensure that complete, accurate, and unbiased information is provided. To support this, we ask that documents provided to the Ad-hoc Subcommittee be made public so that, in select cases, RT members and the public have the opportunity to provide relevant context or additional information.

- **At times, we have provided additional context and clarified some information. For example, we recently commented on a statement at the 8/25 Ad-Hoc Subcommittee meeting that the City of Palo Alto hired an aviation consultant to advise them and conducts their own noise studies (see page 86 of the October 6, 2021 SFO RT meeting packet). We clarified that Stanford University, not Palo Alto, is doing the noise research that encompasses and is intended to benefit the entire San Francisco Bay Area. The project is not affiliated with the City of Palo Alto and uses monitors in and outside of Palo Alto.**

- **We understand that the Subcommittee discussions are not public information. However, data and documents provided to the Ad-hoc Subcommittee members are not discussions and should not be confidential information.**

- **Please publish all materials that were presented at 9/29 Ad-Hoc Subcommittee meeting, namely**

- ***Update from Congresswoman Speier Staff, which included 2 attachments:***

- ***Congresswoman Anna G. Eshoo Letter – August 19, 2021***

-

Roundtable Comparisons

- **Presentation from HMMH Presentation, which covered**

- **Flight Track Analysis (before and after NextGen)**

- **SFO Airport vs. Bay Area Regional Airspace**

and included 6 attachments:

- Gene Reindel Presentation, HMMH

- SF Bay Arrival Density Maps (2013 & 2019)

- SF Bay Departure Density Maps (2013 & 2019)

- SFO Arrival Density Maps ((2013 & 2019)

- SFO Departure Density Maps (2013 & 2019)

- Population and Income Comparison

- Letter from City of Mountain View – Sept. 17, 2021 (attachment)

- **Fairness**

- **We hope that the density maps presented by HMMH showed data beyond flight tracks given that tracks alone do not capture the level of impacts such as the number of flights at different sound levels. Being overflowed is different from being highly impacted. The FAA recognizes this difference when it claims that NextGen is a good thing because fewer people are overflowed (the FAA does not consider the harmful noise impacts of NextGen’s narrow corridors that overfly people at low altitudes). Therefore, if the HMMH density maps did not show the number of flights at different sound levels, we ask the Ad-hoc Subcommittee to also get data from SFO given Mr. Satero’s comments**

at the June 2, 2021 SFO RT meeting, timestamp 1:05:18: *“I pulled up the old tracks today and looked at the pre-Next-Gen, post-Next-Gen differences in Palo Alto. And it's as clear as day what's happening. There is no denying it, that Palo Alto is heavily impacted. I'm certainly respectful of the impacts on all folks along our arrivals and our departures and the back blast issue.”*

- We were surprised that population and income data were presented at the September 29th Ad-Hoc Subcommittee meeting given that aircraft noise impacts communities regardless of population and income levels. As Mr. Satero stated *“And I never thought of the communities as having boundaries. I thought of the communities as those communities impacted by SFO operations.”* (June 2, 2021 SFO RT meeting, timestamp 1:05:07). Population and income are not currently used as criteria to join the SFO RT membership, and should not be used in the future either.

- **SFO RT Level of Service expectations**

The lack of context makes it difficult to comment on this topic, which is on the agenda of the next Ad-Hoc Subcommittee meeting on October 27th. Below are 2 key concerns expressed by RT members at the June 2nd RT meeting:

- **Expanding membership could change priorities and plans.**
 - Such concerns **can be addressed by limiting eligibility** to “highly impacted” cities e.g. in close geographic proximity to current members. Using such criteria will ensure that the needs of new members will be similar to the ones of existing members. As a result, the RT priorities will continue to be departure, arrival, and ground-based noise, and the strategic plan and work plan will continue as they would under the current membership.
- **Expanding membership could affect resources.**

As stated in a previous email, it is important to distinguish between one-time costs and on-going costs:

 - One-time costs include expenses incurred to expand membership, such as amending the MOU. Such costs could be recovered by charging new members outside San Mateo and San Francisco counties some higher dues or a one-time fee.

- On-going costs: the issue of funding on-going operations exists with or without new members though new members may bring additional funding.

- Funding on-going operations should not be conflated with expanding membership. As member Royse stated at the June 2, 2021 SFO RT meeting (timestamp 1:20:30), *"I am concerned over the underlying issue that is greater than just the admission of Palo Alto, and that's the funding for this organization. We have subcommittees that cannot meet, let alone get anything done, because we haven't got the resources to staff it. So irrespective of whether or not we add new members, unless we address that funding concern, we've got a major problem here."*

- On-going costs will not increase given that the criteria used to expand membership should align the needs of the new members with the needs of current members. The number of RT meetings or subcommittees will not change.

- **Membership expansion criteria**

- **Congressional District Boundaries are not part of the existing membership criteria: current Roundtable members are distributed across 3 different districts (Rep Speier, Rep Eshoo, and Rep Pelosi). In particular, five cities in Rep Eshoo's district are members of the SFO RT: Atherton, Menlo Park, Portola Valley, Redwood City, and Woodside.**
- **Eligibility could be based on one criteria or any combination of criteria such as:**

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High impact: We hope that HMMH density maps showed more than the ground tracks. If not, we suggest that subject matter experts, such as SFO Director Satero, provide actual flight data to estimate the level of impact by calculating the number of planes within a specific altitude band that flew over a location (ground tracks do not tell anything about the impact level; they only tell where impacts may occur) or report actual noise levels as measured by SFO if available. Using traffic or noise data, subject matter experts can identify zones of high, medium, and low impacts.

- **Geographical proximity: for example, a City must share a land border, not a water border, with either San Mateo or San Francisco county, or must be within a number of miles from the border of either county.**

- **Demonstrated sustained interest: for example, a City must demonstrate sustained interest by having a city council member attend SFO RT meetings for a few years prior to applying for membership.**

From: [Darlene Yaplee](#)
To: [ahsha.safai@sfgov.org](#); [alexandra.c.sweet@sfgov.org](#); [Ivar.Satero@flysfo.com](#); [Dave Pine](#); [carol_ford@sbcglobal.net](#); [Bill Widmer](#); [tmccune@belmont.gov](#); [Terry O'Connell](#); [COUNCIL-Ricardo Ortiz](#); [pameladigiovanni.dalycity@gmail.com](#); [Sam Hindi](#); [Debbie Ruddock](#); [Aroyse@hillsborough.net](#); [Cecilia Taylor](#); [ASchneider@ci.millbrae.ca.us](#); [o'neillm@ci.pacifica.ca.us](#); [Jeff Aalfs](#); [jgee@redwoodcity.org](#); [thamilton@sanbruno.ca.gov](#); [jdugan@cityofsancarlos.org](#); [Amourence Lee](#); [mark.addiego@ssf.net](#); [j.carvell@woodsidetown.org](#)
Cc: [Kathleen Wentworth](#); [Michele Rodriguez](#); [Angela Montes](#); [GReindel@hmmh.com](#); [Bert Ganoung](#); [Stone_Greer](#); [Lydia Kou](#); [Marie-Jo Fremont](#); [Darlene E. Yaplee](#)
Subject: Response to input sent to the SFO RT members
Date: Friday, November 5, 2021 4:16:08 PM
Attachments: [210928 Rep Speier letter to SFORT re possible expansion.pdf](#)

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SFO RT Members,

We are responding to input sent to the SFO RT members regarding membership expansion of the RT (see attached).

We **fully agree with the statement** that the RT should “...maintain its commitment to its members in the City and County of San Francisco and the cities and County of San Mateo” who are highly impacted by SFO airplane noise and that “your [the SFO RT] obligation to these communities should not be diluted by taking on members from other areas.” It is possible to keep this commitment and obligation by selectively expanding the RT membership.

- **Expanding membership must be done selectively to ensure that new members do not dilute priorities and plans.**
 - **Dilution concerns can be addressed by limiting eligibility to highly impacted cities that are in close geographic proximity to existing members. Using high impact and proximity to members as criteria will ensure that the needs of new members will be similar to the ones of existing members. It will also ensure that the RT priorities, strategic plan, work plan, and subcommittees (GBN, Legislative, and TWG) will continue as they would under the existing membership.**
 - **Highly impacted must be determined beyond density maps because flight tracks alone do not capture the true level of impacts such as the number of flights at different sound levels. Being overflowed is different from being highly impacted. Although the number of planes matter, additional data such as altitudes and measured noise levels must be considered to understand noise impacts. As shown in the [September 2021 Airport Director’s Report](#), measured noise levels for communities with similar or different aircraft densities vary widely:**

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Similar densities example: The daily average number of aircraft noise events for Site 14 (South San Francisco) and Site 18 (Daly City) are similar --54 and 61 per day, respectively. Site 18 has about 13% more noise events on average. However, the CNEL levels at Sites 14 and 18 are 56 dB and 59 dB, respectively. This means that Site 18 has twice the level of aircraft noise as Site 14 despite having roughly the same aircraft density. Note that every 3 dB increase in CNEL represents a doubling of the noise.

- **Different densities example: The daily average number of aircraft noise events for Site 16 (South San Francisco) and Site 15 (South San Francisco) are different --48 and 76 per day, respectively. Site 15 has about 58% more noise events on average. However, despite this large density difference, the CNEL levels at Site 16 and Site 15 are the same: 54 dB. Although aircraft density is typically correlated to aircraft noise, density alone is insufficient to determine noise impacts**

- **Close geographic proximity can be determined through distance from or contiguity with members.**

- **Expanding membership will not increase on-going costs if the needs of new members align with the needs of the existing members. On the other hand, there are one-time costs, which are recoverable, for expanding the membership using new criteria.**

- It is important to distinguish between one-time costs and on-going costs:

- One-time costs include expenses incurred to expand membership, such as amending the MOU. Such costs can be recovered by charging new members outside San Mateo and San Francisco counties some higher dues or a one-time fee.

- On-going costs must be addressed with or without new members: current funding of on-going operations is insufficient to allow subcommittees to meet as often as they would like.

- Funding on-going operations should not be conflated with expanding membership. As member Royse stated at the June 2, 2021 SFO RT meeting (timestamp 1:20:30), *"I am concerned over the underlying issue that is greater than just the admission of Palo Alto, and that's the funding for this organization. We have subcommittees that cannot meet, let alone get*

anything done, because we haven't got the resources to staff it. So irrespective of whether or not we add new members, unless we address that funding concern, we've got a major problem here."

- On-going costs will not increase if the criteria used to expand membership align the needs of new members with the needs of existing members because the number of RT meetings or subcommittees will not change due to having a few more members. However, these new members will bring additional funding that will benefit all members.

We **fully agree with the input** that it would be problematic if numerous cities that are not highly impacted and in close proximity, and whose needs are not aligned with the existing members, were to become members of the SFO RT.

- **Expanding membership must be limited to highly impacted cities in close geographical proximity to ensure alignment on the needs.** As explained above, this can be achieved through membership criteria that will ensure that the needs of new members will be similar to the ones of existing members. Under such conditions, no dilution of SFO RT priorities, strategic plan, and work plan would occur.

Finally, we would like to add some context to other points raised in the input that was sent:

1.

GBAS program:

- GBAS is an investment made by SFO that will benefit the airport and the airlines, and potentially may reduce SFO arrival noise over some cities depending on how GBAS is implemented.
- The City of Palo Alto supported hosting GBAS community meetings because the SCSC RT initially had agreed to host the meetings but then was unable to meet, and finally decided later that they did not have the resources to work on GBAS.
- These community meetings were advertised broadly, open to all--not just Palo Alto residents, and benefit all communities who live under the SFO arrival routes considered for GBAS. SFO has stated multiple times that they want to get community input; these community meetings allow all attendees to ask questions to the SFO team and get answers at the meeting.

2.

Temporary noise monitors:

- Noise monitoring is an SFO program that gets input from the SFO RT.
- Years ago, SFO had promised to install a noise monitor in Palo Alto. Finally, in the fall of 2018, SFO placed 4 temporary noise monitors. The results of the 2-month monitoring period were clear: due to major NextGen changes, Palo Alto is highly impacted by SFO arrivals (269 SFO flights/day on average, which raised the level of noise by about a factor of 10).
- In the fall of 2020, SFO and the SFO RT agreed to place a temporary monitor in Palo Alto on a quarterly basis, with the possibility of converting the temporary monitor into a permanent one in the future.
- Placing noise monitors in an area overflowed by about 60% of SFO arrivals should not be a controversial topic. It's due diligence in collecting data that can be used to understand how to solve the problem for all cities with similar procedures, including some who are part of the SFO RT. Note also that SFO decided to place temporary noise monitors under the GBAS approach to measure actual noise changes under the flight path between Los Altos and Menlo Park (including Palo Alto) and compare the results to modeled noise changes. This noise monitoring will benefit all communities away from the airport, including many in the SFO RT, because the noise model used by the FAA has been calibrated against actual noise levels only for areas within a 4-mile radius of an airport. This lack of calibration has been acknowledged by Jim Hileman, FAA Chief Scientific and Technical Advisor for Environment and Energy.

3.

Social justice equities:

- Procedures cross multiple cities, county lines, and Congressional Districts without any regard for socio-economic factors. For example, Cities at the south border of San Mateo County (Menlo Park, Palo Alto, and East Palo Alto) are affected by 3 SFO arrival routes (SERFR, BDEGA-west, and PIRAT). Aircraft noise impacts communities regardless of population and income levels. As Mr. Satero stated *"And I never thought of the communities as having boundaries. I thought of the communities as those communities impacted by SFO operations."* (June 2, 2021 SFO RT meeting, timestamp 1:05:07).
- Population and income are not currently used as criteria to be a member of the SFO RT membership, and should not be used in the future either.

4.

Palo Alto resources on airplane noise:

- In the absence of having representation on an operational RT with a technical consultant, Palo Alto and other cities seeking advice have no choice but to hire a technical consultant. Indeed, the City of Palo Alto has infrequently used a technical consultant. It did so when the SCSC RT did not exist, was not meeting, or had stated they would not cover a topic such as SFO GBAS Innovative Approaches.
- Regardless of a city's resources or capabilities, the FAA only recognizes Roundtables sponsored by airports for proposing procedure changes (the Select Committee who met in 2016 was an exception). Roundtables across the country are the official communication channels with the FAA to investigate and request changes.
- Palo Alto has consistently demonstrated that it is not interested in seeking a solution alone: Palo Alto wants to collaborate with communities facing similar issues because aircraft noise affects many communities. This is why Palo Alto Council members have attended SFO RT meetings for years as well as participated and supported the SCSC RT. This is also why, in the absence of other organizations doing so, Palo Alto has volunteered resources to host GBAS community meetings to allow all community members to engage in interactive Q&A sessions with the SFO GBAS team.

5.

Roundtables:

- **Unless the SCSC RT finds a new fiscal agent soon, it will cease to exist. This could happen as early as December 31st.**
- **Roundtables are not organized by Congressional Districts, which typically change every 10 years based on Census data. Instead they should be organized around impacts and include highly impacted communities who share the same noise issues regardless of Congressional Districts.**
- **As stated in the SFO RT bylaws, *"the San Francisco International Airport/Community Roundtable was established in 1981 to address community concerns related to noise from aircraft operating to and from San Francisco International Airport (SFO)"*. This is why cities that are highly impacted by SFO operations and in close geographic proximity to the RT members should be allowed to become part of the roundtable.**

6.

Solving aircraft noise problems:

- **NextGen changes to SFO procedures caused noise problems that will only be solved through collaboration among stakeholders affected by SFO operations in a similar manner.**

- **Since SFO was created, noise impacts have evolved, and will continue to evolve. Similarly, the SFO RT membership has evolved since its creation in 1981 with 11 members, and must continue to evolve in response to changes in noise impacts.**

- **As stated previously, we believe that expanding the RT membership to cities that share the same noise issues will not distract from the current efforts. In fact, new members could bring additional funds and knowledge to help solve the noise problems that have been aggravated by NextGen changes and growth in air traffic.**

Thank you for taking the time to consider our input. We hope that the RT will choose to foster collaboration among highly impacted neighbors who face the same SFO noise problems and seek solutions that will benefit many.

Sincerely,
Darlene Yaplee and Marie-Jo Fremont

ATTACHMENT