



AGENDA

CITIZENS ADVISORY COMMITTEE MEETING

SAN MATEO COUNTY TRANSPORTATION AUTHORITY

Bacciocco Auditorium, 2nd Floor
1250 San Carlos Avenue, San Carlos, CA 94070

TELECONFERENCE LOCATION:

Members of the public also may attend the meeting via teleconference at
2405 Kalaniana'ole Ave PH-11, Hilo, HI 96720

February 4, 2020 – Tuesday

4:30 pm

- 1) Call to Order/Pledge of Allegiance
- 2) Roll Call
- 3) Approval of Minutes from January 7, 2020
- 4) Public Comment For Items Not on the Agenda

MOTION

Public testimony by each individual speaker shall be limited to three (3) minutes

5) Transportation Authority Board Meeting Agenda for February 6, 2020:

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| 10(a) State and Federal Legislative Update | INFORMATIONAL |
| 10(b) San Mateo County US 101 Express Lanes Project Update | INFORMATIONAL |
| 11(a) Acceptance of Quarterly Investment Report for the Period Ending December 31, 2019 | MOTION |
| 11(b) Authorize an Amendment to the Contract with Eide Bailly LLP for Financial Audit Services | RESOLUTION |
| 11(c) Adopt a Debt Policy and Declaration of Official Intent to Reimburse Expenditures from Proceeds of Indebtedness | RESOLUTION |
| 11(d) Amendment of Fiscal Year 2020 Budget | RESOLUTION |

TA Citizens Advisory Committee Members 2020: Barbara Arietta (Chair), Diana Bautista, An Chen, Ken Chin, John Fox (Vice Chair), Steven Green, Rich Hedges, Naomi Hsu, Karen Kuklin, Jeff Londer, Olma O' Neill, Peter Ohtaki, Dave Reed, Mario Rendon, Daniel Ross-Jones

Staff Liaison: Joe Hurley, Transportation Authority Director

CAC Secretary: Jean Brook

5 (b) Acceptance of Statement of Revenues and Expenditures for December 2019 MOTION

5 (a) Approval of Minutes of the Board of Directors Meeting of January 9, 2020 INFORMATIONAL

6) Report of the Chair

7) Report from Staff

8) Member Comments/Requests

Committee members may make brief statements regarding CAC-related areas of concern, ideas for improvement, or other items that will benefit or impact the TA or the CAC

9) Date/Time of Next Regular Meeting: Tuesday, March 3, 2020, 4:30 pm at San Mateo County Transit District Administrative Building, **Gallagher Conference Room, 3rd Floor**, San Carlos, CA 94070

10) Adjourn

INFORMATION FOR THE PUBLIC

All items appearing on the agenda are subject to action by the Board. Staff recommendations are subject to change by the Board.

If you have questions on the agenda, please contact the Authority Secretary at 650-508-6242. Assisted listening devices are available upon request. Agendas are posted on the TA website at www.smcta.com. Communications to the Board of Directors can be emailed to board@smcta.com.

Free translation is available; Para traducción llama al 1.800.660.4287; 如需翻译请电1.800.660.4287

Location, Date and Time of Regular Meetings

Regular meetings are held at the San Mateo County Transit District Administrative Building located at 1250 San Carlos Ave., San Carlos, which is located one block west of the San Carlos Caltrain Station on El Camino Real. The building is also accessible by SamTrans bus routes ECR, 260, 295 and 398. Additional transit information can be obtained by calling 1-800-660-4287 (TTY 650-508-6448) or 511.

The Transportation Authority (TA) meets regularly on the first Thursday of the month at 5 p.m. The TA Citizens Advisory Committee (CAC) meets regularly on the Tuesday prior to the first Thursday of the month at 4:30 p.m. at the San Mateo County Transit District Administrative Building.

Public Comment

If you wish to address the Board, please fill out a speaker's card located on the agenda table. If you have anything that you wish distributed to the Board and included for the official record, please hand it to the Authority Secretary, who will distribute the information to the Board members and staff.

Members of the public may address the Board on non-agendized items under the Public Comment item on the agenda. Public testimony by each individual speaker shall be limited to one minute and items raised that require a response will be deferred for staff reply.

Accessible Public Meetings/Translation

Written materials in appropriate alternative formats, disability-related modification/accommodation, as well as sign language and foreign language interpreters are available upon request; all requests must be made at least 72 hours in advance of the meeting or hearing. Please direct requests for disability-related modification and/or interpreter services to the Title VI Administrator at San Mateo County Transit District, 1250 San Carlos Avenue, San Carlos, CA 94070-1306; or email titlevi@samtrans.com; or request by phone at 650-622-7864 or TTY 650-508-6448.

Availability of Public Records

All public records relating to an open session item on this agenda, which are not exempt from disclosure pursuant to the California Public Records Act, that are distributed to a majority of the legislative body will be available for public inspection at 1250 San Carlos Avenue, San Carlos, CA 94070-1306, at the same time that the public records are distributed or made available to the legislative body.

**SAN MATEO COUNTY TRANSPORTATION AUTHORITY
1250 SAN CARLOS AVENUE, SAN CARLOS, CALIFORNIA**

**CITIZENS ADVISORY COMMITTEE (CAC)
MEETING MINUTES**

JANUARY 7, 2020

- MEMBERS PRESENT:** B. Arietta (Chair), A. Chen, J. Fox (Vice Chair) (arrived at 4:35 pm), S. Green, R. Hedges (via teleconference), N. Hsu, K. Kuklin, J. Londer, P. Ohtaki, O. O'Neill (left at 5:45 pm), D. Reed, M. Rendon
- MEMBERS ABSENT:** D. Bautista, K. Chin, D. Ross-Jones
- STAFF PRESENT:** A. Chan, J. Hurley, A. Linehan, P. Skinner, C. Fromson, J. Brook, J. Williams

1) CALL TO ORDER/PLEDGE OF ALLEGIANCE

Chair Barbara Arietta called the meeting to order at 4:31pm and requested that Olma O'Neill lead the Pledge of Allegiance.

2) ROLL CALL

CAC Secretary Jean Brook called the roll. A quorum was present.

3) REPORT OF THE NOMINATING COMMITTEE FOR 2020 CHAIR AND VICE CHAIR

On behalf of the Nominating Committee (Naomi Hsu, Rich Hedges, and Dave Reed), Ms. Hsu nominated Barbara Arietta and John Fox to continue in the roles of Chair and Vice Chair, respectively.

John Fox arrived at 4:35 pm.

Motion/Second: Hedges/Chen

Ayes: Arietta, B, Chen, Fox, Green, Hedges, Hsu, Kuklin, Londer, Ohtaki, O'Neill, Reed, Rendon

Absent: Bautista, Chin, Ross-Jones

4) APPROVAL OF MINUTES OF THE TA CAC MEETING OF DECEMBER 3, 2019

Chair Arietta had a possible correction. She requested that PID be added to the Glossary of Terms.

Motion/Second: Reed/Kuklin

Ayes: Arietta, Chen, Fox, Green, Hedges, Hsu, Kuklin, Ohtaki, O'Neill, Reed, Rendon

Abstention: Londer

Absent: Bautista, Chin, Ross-Jones

5) PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

None.

6) TRANSPORTATION AUTHORITY BOARD MEETING AGENDA FOR JANUARY 9, 2020

12 (a) Adoption of 2020 Draft Legislative Program

Amy Linehan, Government and Community Affairs Officer,

Peter Ohtaki asked if grade separations were in the program. Ms. Linehan said they were. Mr. Ohtaki asked if there were any place in the current state legislation to advocate for surplus funds going to transportation infrastructure funding; Ms. Linehan said no.

Rich Hedges asked if the president was trying to eliminate the new starts program and if it could be passed through Congress. Ms. Linehan said that it is just a jumping-off point. Mr. Hedges said that it seems counterintuitive to what the President talked about during the last election.

Jeff Londer thanked Ms. Linehan for the comprehensive report.

Motion/Second: Ohtaki/Hedges

Ayes: Arietta, Chen, Fox, Green, Hedges, Hsu, Kuklin, Londer, Ohtaki, O'Neill, Reed, Rendon

Absent: Bautista, Chin, Ross-Jones

12 (b) State and Federal Legislative Update

Ms. Linehan said that the State Legislature had reconvened and discussed transportation-related bills that the TA is watching.

She said that they are working on making the TA more consistent with other transportation authorities statewide regarding procurement policy and procedures and noted grants that are currently available.

Mr. Reed asked if the TA were in on the January 16 TIRCP (Transit and Intercity Rail Capital Program) grant. Peter Skinner, Manager, Grants and Fund Programming, said that Caltrain is applying for a TIRCP grant. He said that SamTrans is also working on a TIRCP grant for the Dumbarton Rail Corridor.

Chair Arietta asked about hold-out rule stations, i.e., Broadway and Atherton. Mr. Skinner said they are stations that have low ridership and are currently closed on weekends. He said the Town of Atherton is looking at closing their station. Mr. Hurley explained that "hold-out" occurs when, for example, a southbound train is in the station and it must clear the station before a northbound train can enter. He said that this is the case with stations constructed with a narrow centerboard platform.

Mr. Reed asked how much of grant funding gets used each year. Mr. Skinner said that most programs are heavily over-subscribed.

Chair Arietta asked about how to establish greater consistency for the SMCTA. Ms. Linehan said that this would be accomplished by increasing flexibility in terms of procurement and increasing the funding that can be used, awarding to the lowest responsible bidder that provides the best value, and expanding the amount of awards and who contracts can be awarded to.

12 (c) Status Report on Fiscal Year 2019 Transit Shuttle Program

Mr. Skinner provided a presentation on the various metrics of the transit shuttle program.

Chair Arietta asked who was turned down and why. Mr. Hurley said as a condition of shuttle funding, SamTrans needs to deem a shuttle as nonredundant with fixed-route service. Chair Arietta asked about shuttle service on the Coastsides. Mr. Hurley said that recent Coastsides shuttles have underperformed. Chair Arietta asked if individual cities have asked for shuttles. Mr. Skinner has said that no city from the Coastsides has asked for technical assistance for getting shuttle service.

Stephen Green requested information about the driver shortage and asked for estimates of its impact on ridership. Mr. Hurley said that the reliability of the services has been called into question due to missed routes.

Chair Arietta asked about the ECR Rapid service. Ms. Linehan said that it was being suspended due to operator shortage. Chair Arietta asked how it might be reviewed for possible reinstatement. She asked if any new operators were graduating from training in the near future. Mr. Hurley said that the expense of living in the Bay Area has been one of the biggest challenges with recruiting drivers.

Ms. Hsu asked about the wide variation and cost per passenger with the commuter shuttles. Mr. Skinner said that the ridership is the main factor – the more riders, the lower the per-rider cost. Ms. Hsu asked what determines the baseline. Mr. Skinner said it was a previously adopted threshold with the ridership being the primary factor, with increased ridership lowering the cost per passenger.

Mr. Hurley noted that while shuttle operations are funded by Measure A, there is an eligible component of Measure W for marketing the shuttle service, which is crucial to maintaining ridership.

Olma O'Neill asked about interest for shuttles serving the south Coastsides, e.g., Pescadero. She also asked about changing allotments during a budget cycle based on performance. Mr. Skinner said they don't change the budget during the award period but that it can be adjusted when contractors reapply for funding. He said it is incumbent on the cities to initiate the request for shuttle service to the TA.

Chair Arietta asked what amount of money was required to preserve the Bayshore shuttle service. Jennifer Williams, Analyst, Programming and Monitoring, said that the Brisbane Senior midday shuttle split into two routes: the Brisbane Commuter and

Bayshore Brisbane Senior. Chair Arietta asked about how to determine an acceptable rate of return on those shuttles.

Mr. Hedges said that it is difficult to get drivers for the shuttles. He said he has heard that people stop taking shuttles when they fail to show up due to driver shortage. He said he is nonetheless an avid shuttle rider.

Mr. Ohtaki asked about the scope of the upcoming shuttle study. He asked from a marketing and operational standpoint if there is any benefit to having a single "brand," which he suggested would make it easier for people to schedule rides. Mr. Skinner said that that will be part of the study. Mr. Ohtaki asked about new TMAs (transportation management associations) that would reducing redundancy.

12 (d) Joint TA and C/CAG San Mateo County Shuttle Program Call for Projects

Mr. Skinner provided a presentation covering the eligibility requirements.

Ms. Williams said that shuttles are funded for two years and are reviewed for performance efficiency. She said that the match must be higher for low-performing shuttles. She said that as an example, if a commuter shuttle provides 25 percent and they want to come back for more funding, they will need to increase their match to 50 percent and meet with a TA planner to receive technical assistance. She added that a shuttle cannot be stopped in the middle of a cycle because the funds have already been allocated.

Mr. Reed asked if sponsors could pull out mid-cycle and Mr. Skinner said yes. Mr. Skinner said that the cost to operate shuttles goes up year after year. Mr. Reed asked if unions were amenable to synchronizing the contracts. Mr. Skinner said that the rates were much lower when the contract was awarded.

Olma O'Neill left the meeting at 5:45 pm.

7 (b) Acceptance of Statement of Revenues and Expenditures for November 2019

Motion/Second: Ohtaki/Reed

Ayes: Arietta, Chen, Fox, Green, Hedges, Hsu, Kuklin, Londer, Ohtaki, Reed, Rendon

Absent: Bautista, Chin, O'Neill, Ross-Jones

7 (a) Approval of Minutes of the Board of Directors Meeting of December 5, 2019

No comments.

7) REPORT OF THE CHAIR

Chair Arietta relayed a message from Caltrain that the temporary Hillsdale Station closure is expected to commence in Spring 2020 and last for six months.

She referred the CAC members to the Caltrain website to find details about the ongoing electrification project and a January 13 community meeting regarding the Caltrain parking track.

Mr. Hedges said he did not think there was a parking track at the 25th Avenue station. Mr. Hurley said that the 25th Avenue grade separation project also includes the crossings at 28th and 31st Avenues and the relocation of the parking track is driven by the grade separation project.

8) REPORT FROM STAFF

Joe Hurley, TA Director, gave an update on the southern portion of the 101 Express Lanes Project, which involves converting an existing HOV (high-occupancy vehicle) lane to an express lane. He said that the civil component is projected to be completed by February. He said a price was recently negotiated for the northern portion of the project, which involves construction of a new express lane. He added that construction on the northern portion is slated to begin in January/February .

Chair Arietta asked about the project duration. Mr. Hurley said that the northern contract was projected to last two years. He noted the model of the Caltrain electrified rolling stock. Vice Chair Fox noted the dual door heights. Mr. Green asked if the seat configuration was similar to existing stock, and Mr. Hurley said yes.

9) MEMBER COMMENTS/REQUESTS

Mr. Green said that SB 50 was back with revisions.

Mr. Ohtaki announced that he is running for State Assembly District 24, representing southern San Mateo County.

Mr. Hurley congratulated Chair Arietta and Vice Chair Fox on being reappointed.

10) DATE, TIME, AND PLACE OF NEXT REGULAR MEETING

Chair Arietta announced that the next meeting would be held on Tuesday, February 4, 2020 at 4:30 pm, 1250 San Carlos Avenue, Bacciocco Auditorium, 2nd Floor, San Carlos, CA.

11) ADJOURNMENT

The meeting adjourned at 6:01 pm.