

**SAN MATEO COUNTY TRANSPORTATION AUTHORITY  
1250 SAN CARLOS AVENUE, SAN CARLOS, CA 94070  
MINUTES OF FEBRUARY 6, 2020**

**MEMBERS PRESENT:** E. Beach (Chair), C. Groom, J. Mates, K. Matsumoto, R. Medina (Vice Chair), C. Romero

**MEMBERS ABSENT:** D. Horsley

**STAFF PRESENT:** J. Hartnett, A. Chan, J. Hurley, J. Cassman, J. Epstein, D. Hansel, C. Fromson, S. Wong, D. Seamans

**1. CALL TO ORDER/PLEDGE OF ALLEGIANCE**

Chair Emily Beach called the meeting to order at 5:01 pm and led the Pledge of Allegiance.

**2. ROLL CALL**

Authority Secretary Dora Seamans called the roll. A quorum was confirmed.

**3. PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA**

None.

**4. REPORT OF THE CITIZENS ADVISORY COMMITTEE**

Chair Beach noted that the report was in the packet.

**5. CONSENT CALENDAR**

- a) **Approval of Minutes of the Board of Directors Meeting of January 9, 2020**
- b) **Acceptance of Statement of Revenues and Expenses for December 2019**

Director Karyl Matsumoto requested to remove the January minutes from consent and clarified a statement she had made.

Motion/Second: Groom/Medina

Ayes: Beach, Groom, Mates, Matsumoto, Medina, Romero

Absent: Horsley

**6. REPORT OF THE CHAIR**

Chair Beach noted that the Finance Committee of the San Mateo County Express Lanes Joint Powers Authority had met that day.

**7. SAN MATEO COUNTY TRANSIT DISTRICT LIAISON REPORT**

Chair Beach said that the report was in the packet.

## **8. JOINT POWERS BOARD LIAISON REPORT**

Chair Beach said that the report was in the packet. Jim Hartnett, Executive Director, noted that the JPB Board had adopted the Rail Corridor Use Policy at their meeting that morning.

## **9. REPORT OF THE EXECUTIVE DIRECTOR**

Mr. Hartnett said that the written report was in the packet.

## **10. PROGRAM**

### **a) State and Federal Legislative Update**

Casey Fromson, Director, Government and Community Affairs, briefly summarized highlights of recent federal and state legislation.

Mr. Hartnett reported that he and Ms. Fromson would be in Washington the following week to meet with elected officials and the heads of the FTA (Federal Transit Administration) and FRA (Federal Railroad Administration), among others.

Gus Khouri, State Legislative Consultant, gave an update on state legislation.

Director Matsumoto said there was greater demand for ferry service than the supply available. She said that the private sector is currently using private ferries. Mr. Khouri said they looked at resources as a whole for people to get out of their cars and that grant programs are available and could fund enhanced ferry service.

### **b) San Mateo County US 101 Express Lanes Project Update**

April Chan, Chief Officer, Planning, Grants/Transportation Authority, introduced Leo Scott, Co-Project Manager, Gray-Bowen-Scott, who provided a presentation.

Director Julia Mates asked about using GPS apps and asked if neighborhoods adjacent to corridors were aware that traffic will be redirected there.

Director Matsumoto talked about back-ups on Highway 101 impacting South San Francisco workers. She suggested using digital billboards for announcements along the 101 Corridor.

Director Carlos Romero suggested having an RSS feed to connect the express lane website to South County websites. Jessica Epstein, Government and Community Affairs Officer, said they were trying to simplify communications by directing the public to the Caltrain website.

Chair Beach asked about when San Francisco Airport (SFO) will be impacted. Mr. Scott said it would depend on the location and nature of the work. He said that drivers using 101 to access the airport at night during construction when lanes closures are in place are likely to experience some level of delay to and from SFO.

Chair Beach asked for confirmation that the southern segment of the project has come in at under \$3.5 million under budget; Mr. Scott concurred.

Director Romero asked about providing periodic budget updates. Mr. Scott said that they will be part of the quarterly project update.

*Joe Hurley, TA Director, left the meeting at 5:54 pm*

## **11. FINANCE**

### **a) Acceptance of Quarterly Investment Report for the Period Ending December 31, 2019**

Connie Mobley-Ritter, Director of Treasury, presented a staff report.

Director Romero said he was pleased that the financial report spreadsheets were now easier to read.

Derek Hansel, Chief Financial Officer, responded to questions by Director Romero about corporate bonds.

Motion/Second: Medina/Mates

Ayes: Beach, Groom, Mates, Matsumoto, Medina, Romero

Absent: Horsley

### **b) Authorize an Amendment to the Contract with Eide Bailly LLP for Financial Audit Services**

Mr. Hansel presented a staff report.

Vice Chair Rico Medina asked about past practice of contract renewals. Mr. Hansel said that changing auditors is not necessarily better.

Director Carole Groom said that the SamTrans Audit Committee agreed that Eide Bailly is a great firm but that change is needed at some point.

Motion/Second: Medina/Romero

Ayes: Beach, Groom, Mates, Matsumoto, Medina, Romero

Absent: Horsley

### **c) Adopt a Debt Policy and Declaration of Official Intent to Reimburse Expenditures from Proceeds of Indebtedness**

Mr. Hansel presented a staff report.

Director Medina asked who is making the appointment. Mr. Hansel discussed the process used by the TA to hire the firm they are using.

Director Medina asked about reviews occurring on a periodic basis. Mr. Hansel said that reviews should happen at least once every three years.

Chair Beach asked about the TA's debt policy. Mr. Hartnett said that state law dictates adoption of a debt policy and its content. He said the policy will not change unless the law changes.

Director Matsumoto asked how the money is coming back to the TA. She asked if the money must be paid back in a certain timeframe or with compounding interest. Mr. Hansel said the money is returning to the TA through toll revenue and said they would make a presentation at the next meeting on updated financial projections. He said he was confident that costs will be recovered. He said that Measure A funds would not be affected by the policy.

Director Groom asked if this could be a standing item on the agenda with Mr. Hansel providing periodic bond issue updates.

Director Romero raised questions about the use of derivatives, arbitrage, and rebate providers. Mr. Hansel said the policy addressed these issues.

Motion/Second: Romero/Groom

Ayes: Beach, Groom, Mates, Matsumoto, Medina, Romero

Absent: Horsley

**d) Amendment of Fiscal Year 2020 Budget**

Mr. Hansel said the report was in the packet.

Motion/Second: Groom/Mates

Ayes: Beach, Groom, Mates, Matsumoto, Medina, Romero

Absent: Horsley

**12. REQUESTS FROM THE AUTHORITY**

Director Medina asked about the ideal way to communicate to local communities about project updates, construction, etc.

Director Matsumoto said in her experience, making quarterly rather than monthly reports to cities is manageable.

Chair Beach asked staff for their feedback on communications.

Mr. Hartnett reported that the TA did an annual report at the state of County transportation presentation in January. He said they could do a quarterly update with guidance from the Board on how to best distribute it.

Director Mates suggested to staff that the updates should appear useful to city councilmembers as well.

Public Comment:

Drew talked about the benefits of having separate communications. He requested that the website share information with the public regarding what has been done.

**13. WRITTEN COMMUNICATIONS TO THE AUTHORITY**

The correspondence was included in the reading files.

**14. DATE/TIME OF NEXT REGULAR MEETING**

Chair Beach announced that the next meeting would be on Thursday, March 5, 2020, 5:00 pm at the San Mateo County Transit District Administrative Building, Bacciocco Auditorium, 2<sup>nd</sup> Floor, San Carlos Avenue, San Carlos, CA 94070.

**15. REPORT OF LEGAL COUNSEL**

Joan Cassman, Legal Counsel, said she had nothing to report.

**16. ADJOURN**

The meeting adjourned at 6:47 pm.

An audio/video recording of this meeting is available online at [www.smcta.com](http://www.smcta.com). Questions may be referred to the Authority Secretary's office by phone at 650.508.6242 or by email to [board@smcta.com](mailto:board@smcta.com).