

SAN MATEO COUNTY TRANSPORTATION AUTHORITY
1250 SAN CARLOS AVENUE, SAN CARLOS, CA 94070
MINUTES OF SEPTEMBER 3, 2020

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

MEMBERS ABSENT: None

STAFF PRESENT: J. Hartnett, C. Mau, A. Chan, J. Hurley, J. Cassman, S. van Hoften,
D. Hansel, C. Gayotin, P. Skinner, A. Edwin, J. Williams, A. Linehan, J.
Brook, D. Seamans

1. CALL TO ORDER

Chair Emily Beach called the meeting to order at 5:00 pm.

2. ROLL CALL/PLEDGE OF ALLEGIANCE

Chair Beach led the Pledge of Allegiance.

Authority Secretary Seamans confirmed that a quorum was present and reviewed how attendees may use the Zoom raise the hand feature for public comment.

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 August 6, 2020
- b) Acceptance of Statement of Revenues and Expenditures for the Period Ending July 31, 2020
- c) Acceptance of Capital Projects Quarterly Status Report for 4th Quarter Fiscal Year 2020

Motion/Second: Medina/Romero

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

Absent: None

6. REPORT OF THE CHAIR

Chair Beach noted that the California High Speed Rail Authority had published its draft environmental document for the project section between San Francisco and San Jose. She added that the deadline for members of the public to submit comments on the document was September 9.

7. SAN MATEO COUNTY TRANSIT DISTRICT LIAISON REPORT

Chair Beach said that the report had been posted to the website.

Director Karyl Matsumoto said ridership had been down 85 percent and the District is facing new challenges as it enters recovery mode.

Director Carole Groom concurred that it was a grim situation.

8. JOINT POWERS BOARD LIAISON REPORT

Jim Hartnett, Executive Director, said that the report had been posted to the website.

He noted that the JPB Board chose not to adopt the balance of the annual budget for the rest of the fiscal year at their meeting earlier that morning. He added that they would consider adopting a second quarter budget, rather than a full-year budget, at their October meeting. He said they are looking at a variety of ways to cure the projected \$18.5 million budget deficit.

Mr. Hartnett said that the Board also received a comprehensive report on and voted to enact a connectivity recovery plan that addresses equity.

9. REPORT OF THE EXECUTIVE DIRECTOR

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

10. STATE AND FEDERAL LEGISLATIVE UPDATE

Amy Linehan, Public Affairs Specialist, summarized highlights of recent federal and state legislation. She noted that Congress is still at an impasse regarding passage of the next COVID-19 stimulus bill and that it was unlikely to hear more news about a federal funding package until after the November election. She said that on the state level, the Governor has approximately 400 bills crossing his desk upon which he must act by September 30, including SB (Senate Bill) 288 regarding transit-related projects and SB 1159 concerning compensation for employees who have contracted COVID-19.

11. PROGRAM

a) San Mateo County Transit District Shuttle Study Update

April Chan, Chief Officer, Planning, Grants/Transportation Authority, said that the TA provides 4 percent of the new Measure A Program funding to support the shuttle program. She said the study was commissioned by Caltrain and SamTrans to determine the most effective shuttle program.

Daniel Shockley, Senior Planner, provided the presentation.

Director Julia Mates asked if other shuttle services in the state or nationally are meeting some of the identified challenges. Mr. Shockley said they are seeking industry examples of similar shuttle programs on an ongoing basis.

Daniel Jacobson, Project Manager, Fehr & Peers, said the shuttle programs in San Mateo and Santa Clara counties are among the largest in the country. He said that this has made it a challenge to compare to East Coast programs that have a more concentrated center of businesses and lack the first/last mile challenges of the local program.

Director Carlos Romero asked how the service vision includes management of the 34

percent private sector funding. Mr. Shockley said they are still working on an approach with the Executive Team and other stakeholders.

Ms. Chan said they are focusing on the best way of operating the shuttle in San Mateo County. She added that Commute.org is a very important partner in that effort.

Director Romero asked who would be part of developing the shuttle service vision. Ms. Chan said Commute.org. Mr. Shockley said they had the staff working group, including both internal and external groups such as C/CAG (City/County Association of Governments of San Mateo County) and VTA (Santa Clara Valley Transportation Authority). Director Romero asked if there would be any representation from private sector employers. Mr. Shockley said they have reached out to the larger employers in San Mateo County, but that there is no representative from private interests.

Director Romero asked if they had discussed where the funding might come from to scale up the program. Ms. Chan said they reviewing the various funding sources and were actively seeking private sector sources.

Director Karyl Matsumoto said that the biotech employers in South San Francisco have said that they are not happy with their shuttle options. Mr. Jacobson said they have been talking with Genentech and says he believes the South San Francisco sector is a key piece of the shuttle program.

Director Don Horsley said the biotech companies are part of BayBio (Bay Area Bioscience Association) and it would be advantageous to receive their input.

Director Groom said that it is important to gather and speak to local business leaders about what their employees want.

Chair Beach asked how city routes are incorporated in the program. Mr. Shockley said they do not have a formal program to involve cities. Mr. Jacobson said they had talked with staff from most of the cities in San Mateo County.

Chair Beach asked if the shuttle study includes VTA or just San Mateo County. Mr. Shockley said that VTA had less of a role in the program. Mr. Jacobson said that Santa Clara County shuttles are managed and some operated by Caltrain. He said that Santa Clara County does not have a dedicated first/last mile program.

Chair Beach asked if the study incorporates the possibility of autonomous vehicles in the future. Mr. Shockley said that once funding is decided, then more conversation can center around how the service is delivered.

Director Horsley said he had seen a presentation on autonomous vehicles on El Camino Real in conjunction with new residential development.

Director Romero asked if the study took into consideration the reduction in commuting since the start of the pandemic. Mr. Shockley said it was difficult to capture what is happening in real time. Mr. Jacobson said it is not easy to predict what will happen in the future, but that it is important to plan different timelines with different scenarios.

b) Alternative Congestion Relief Program Update

Peter Skinner, Director of Grants and Funds Management, introduced John Ford, Executive Director, Commute.org, provided the presentation.

Director Romero asked Mr. Ford to share the direction that Commute.org might be going in. Mr. Ford said it was too early to share any breaking news. He said that Commute.org had been providing information to the shuttle study.

Vice Chair Medina asked if staffing was proving difficult due to the competition from other agencies. He also inquired about COVID-19 cleaning protocols. Mr. Ford said the vendor has historically had issues with hiring drivers, but now the program is sufficiently staffed. He said that the protocols for cleaning to address COVID-19 are in place.

Public Comment:

Rich Hedges commended Mr. Ford and the Commute.org organization.

12. FINANCE

a) Allocation of \$524,611 in Measure A Alternative Congestion Relief Funds to the Peninsula Traffic Congestion Relief Alliance (Commute.org) to Support the Countywide Congestion Relief Program for Fiscal Year 2021

Mr. Skinner provided the staff report.

Director Groom said she thought the program was one of the best programs to take care of the working population.

Approved by Resolution No. 2020-21:

Motion/Second: Groom/Mates

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

Absent: None

b) Reprogramming and Reallocation of \$1,000,000 in Measure A Funds from the Project Initiation Document Phase to Project Approval/Environmental Document Phase of the US 101/SR 92 Direct Connector Project

Arul Edwin, Project Manager, provided the staff report.

Approved by Resolution No. 2020-22:

Motion/Second: Groom/Medina

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

Absent: None

c) Public Hearing: Adoption of the Fiscal Year 2021 Budget in the Amount of \$212,055,740

1. Chair Beach opened the public hearing.
2. Derek Hansel, Chief Financial Officer, presented the staff report and provided a presentation.

He announced that they had just posted the preliminary official statement for the sale of \$100 million of TA sales tax revenue bonds and anticipated that those bonds would be sold and closed the following week. He noted that March and April sales tax revenues were significantly down but came back strongly in May.

Director Horsley asked about the two allocations for Caltrain – for general operations and for general maintenance. Mr. Hansel confirmed that one allocation is for operations and one is for capital. He said the allocations are pursuant to the Measure A ballot measure, which was confirmed by Joan Cassman, Legal Counsel.

Mr. Hartnett said that even if the ballot measure passes, the allocation may need to be accumulated over a period of time and invested.

Director Romero asked if the \$16.5 million provided enough of a cushion. Mr. Hartnett said the money is being put into buckets but that money is not necessarily being spent. He added that they true up on an annual basis as receipts come in.

Chair Beach asked if the Measure A categories were meant to be competitive and suggested some clarifying language be added to the budget.

Chair Horsley commended Mr. Hansel on the clarity and conciseness of his presentation.

3. Chair Beach called for any public comment.

There were no comments.

4. Chair Beach made a motion to close the public hearing.

The Board vocally agreed to close the public hearing.

5. Chair Beach asked for further comments from the Board.

There were no further comments from the Board.

Approved by Resolution No. 2020-23:

Motion/Second: Horsley/Groom

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

Absent: None

13. REQUESTS FROM THE AUTHORITY

Director Mates said that she looked forward to the Board receiving a quarterly budget update from staff.

14. WRITTEN COMMUNICATIONS TO THE AUTHORITY

Chair Beach noted that the correspondence was available on the website.

15. DATE/TIME OF NEXT REGULAR MEETING

Chair Beach announced that the next meeting would be on Thursday, October 1, 2020, 5:00 pm, via Zoom teleconference.

16. REPORT OF LEGAL COUNSEL

Ms. Cassman said that there was nothing to report.

17. ADJOURN

The meeting adjourned at 7:00 pm.

An audio/video recording of this meeting is available online at 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.