



AGENDA

CITIZENS ADVISORY COMMITTEE MEETING

SAN MATEO COUNTY TRANSPORTATION AUTHORITY

Due to COVID-19, this meeting will be conducted via teleconference only (no physical location) pursuant to the [Governor's Executive Orders N-25-20 and N-29-20](#).

Directors, staff and the public may participate remotely via Zoom at <https://zoom.us/j/92212558648> for audio/visual capability or by calling **1-669-900-9128**, **Webinar ID: 922 1255 8648** for audio only. The video live stream will be available during or after the meeting at <http://www.smcta.com/about/boardofdirectors/video.html>.

Public Comments: Members of the public are encouraged to participate remotely. Public comments may be submitted to publiccomment@smcta.com prior to the meeting's call to order so that they can be sent to the Board as soon as possible, while those received during or after an agenda item is heard will be included into the Board's weekly correspondence and posted online at:

<http://www.smcta.com/about/boardofdirectors/boardofdirectorscalendar.html>

Oral public comments will also be accepted during the meeting through Zoom or the teleconference number listed above. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM and each commenter will be automatically notified when they are unmuted to speak for three minutes or less. The CAC Chair shall have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

May 5, 2020 – Tuesday

4:30 pm

- 1) Call to Order/Pledge of Allegiance
- 2) Roll Call
- 3) Approval of Minutes from March 31, 2020
- 4) Public Comment For Items Not on the Agenda

MOTION

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

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

Staff Liaison: Joe Hurley, Transportation Authority Director

CAC Secretary: Jean Brook

5) **Transportation Authority Board Meeting Agenda for May 7, 2020:**

- a) **TA Board Item 10 (a)** Call for a Public Hearing at the June 4, 2020 Meeting on the Preliminary Budget for Fiscal Year 2021 MOTION
- b) **TA Board Item 11 (a)** Approval of Shuttle Applications and Programming and Allocation of Measure A Local Shuttle Program Funds for 28 Shuttles for Fiscal Years 2021 and 2022 MOTION
- c) **TA Board Item 11 (b)** State and Federal Legislative Update INFORMATIONAL
- d) **TA Board Item 11 (c)** San Mateo County US 101 Express Lanes Project Quarterly Update INFORMATIONAL
- e) **TA Board Item 11 (d)** Update on Financing of 101 Express Lanes Project – Proposed Terms for Loan Agreement INFORMATIONAL
- f) **TA Board Item 11 (e)** Approval to Make an Initial Deposit to Caltrans of \$12 Million for Construction of the North Segment of the San Mateo 101 Express Lanes Project (Whipple – I-380) MOTION
- g) **TA Board Item 5 (b)** Acceptance of Statement of Revenues and Expenditures for March 2020 MOTION
- h) **TA Board Item 5 (c)** Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the Period Ending March 31, 2020 MOTION
- i) **TA Board Item 5 (a)** Approval of Minutes of the Board of Directors Meeting of April 2, 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, June 2, 2020, 4:30 pm via Zoom Teleconference or at the San Mateo County Transit District Administrative Building, Bacciocco Auditorium, 2nd 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

Date and Time of Regular Meetings

The Transportation Authority (TA) meets regularly on the first Thursday of the month at 5:00 pm. The TA Citizens Advisory Committee (CAC) meets regularly on the Tuesday prior to the first Thursday of the month at 4:30 pm at the San Mateo County Transit District Administrative Building.

Location of Meeting

Due to COVID-19, the meeting will only be via teleconference as per the information provided at the top of the agenda. The Public may not attend this meeting in person.

Public Comment

Members of the public are encouraged to participate remotely. Public comments may be submitted to publiccomment@smcta.com prior to the meeting's call to order so that they can be sent to the CAC as soon as possible, while those received during or after an agenda item is heard will be included into the Board's weekly correspondence and posted online at:

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Oral public comments will also be accepted during the meeting through Zoom or the teleconference number listed above. Public comments on individual agenda items are limited to one per person PER AGENDA ITEM and each commenter will be automatically notified when they are unmuted to speak for two minutes or less. The CAC Chair shall have the discretion to manage the Public Comment process in a manner that achieves the purpose of public communication and assures the orderly conduct of the meeting.

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**

MARCH 31, 2020

MEMBERS PRESENT: B. Arietta (Chair)*, D. Bautista, A. Chen, K. Chin, J. Fox (Vice Chair)*,
(Via S. Green, R. Hedges, N. Hsu, K. Kuklin, J. Londer, O. O'Neill, D. Reed,
Teleconference) M. Rendon

MEMBERS ABSENT: P. Ohtaki

STAFF PRESENT: J. Hurley, A. Linehan, P. Skinner, R. Bolon, A. Chan, C. Mobley-Ritter,
R. McCauley, J. Brook

* Vice Chair John Fox chaired the meeting in place of Chair Barbara Arietta due to the technical considerations of conducting the meeting via teleconference.

1) CALL TO ORDER/PLEDGE OF ALLEGIANCE

Vice Chair John Fox called the meeting to order at 4:34 pm and led the Pledge of Allegiance.

2) ROLL CALL

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

3) APPROVAL OF MINUTES OF THE TA CAC MEETING OF MARCH 3, 2020

Motion/Second: Arietta/Hedges

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

Absent: Ohtaki

4) PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

There were no public comments.

Joe Hurley, TA Director, noted that an attendee of the March 3 TA CAC meeting had possibly contracted COVID-19. Mr. Hurley said he would update the group if an actual diagnosis was confirmed.

5) TRANSPORTATION AUTHORITY BOARD MEETING AGENDA FOR APRIL 2, 2020

a) TA Board Item 10 (a) Authorizing Examination of Authority Transactions and Use Tax Records

Connie Mobley-Ritter, Director of Treasury, presented the background from the staff report.

Chair Arietta asked about the time period for examining transactions; Ms. Mobley-Ritter said the beginning of FY 2020. Chair Arietta asked if other counties are examining their transactions and use tax records. Ms. Mobley-Ritter said that the TA has been looking at doing so for some time, but considers it a priority with the anticipated drop in sales tax resulting from the COVID-19 shelter in place.

Rich Hedges asked if the collection of Internet use tax was included in the transactions. Ms. Mobley-Ritter said that Internet taxes are expected to increase in February and March due to an increase in online shopping.

Motion/Second: Hedges/Arietta

Ayes: Arietta, Bautista, Chen, Chin, Fox, Green, Hedges, Hsu, Kuklin, Londer, O'Neill, Rendon

Absent: Ohtaki, Reed

b) TA Board Item 11 (b) San Mateo County Shuttle Program Draft Funding Recommendations

Peter Skinner, Director, Grants and Fund Management, provided a presentation.

Ms. Arietta asked why the Oracle shuttle was not recommended. Mr. Skinner said it had very low ridership and a high cost per passenger.

Steven Green asked about Belmont-Hillsdale commuter shuttle. Mr. Skinner said it had low ridership over the last 13 months. He said that the 25th Avenue Grade Separation Project should have sufficient funding to operate the shuttle.

Diana Bautista said that she wondered how many shuttle operators will be allowed back to work once the shelter in place is over, given the possibility that some workers may continue to work from home. Vice Chair Fox said that the outcome remains to be seen.

Vice Chair Fox asked about the impacts of COVID-19 on funding that were alluded to in the presentation. Mr. Skinner said that to fund the shuttle program, the TA is relying on a portion of the unallocated balance of sales tax funds that it has. He said that because the projected income -- and consequently sales tax funding -- will be less, the TA needs to create a financial cushion to be able to pay shuttle sponsors.

Mr. Hedges said that SAMCEDA (San Mateo County Economic Development Association) had predicted that by mid-May, sales tax receipts will indicate the effects of the COVID-19 situation. He noted the Columbus Day Effect, i.e., a small reduction in traffic that impacts the daily commute.

Dave Reed noted that business at his retail hardware store has been up over 30 percent concurrent with a 25 percent reduction in staff within the past two weeks.

Jeff Londer commented that while he was working in Houston, the traffic improved during a period of 10 percent unemployment.

c) TA Board Item 11 (c) Grade Separations – 25th Avenue Grade Separation Project

Rafael Bolon, Project Manager Consultant, Engineering and Construction, provided a presentation. He noted accommodations that were being made during the Hillsdale Caltrain station closure, including SamTrans transfers to ECR routes.

Naomi Hsu said that she had been informed by Caltrain that there might be an extra stop for the Belmont-Hillsdale shuttle at East 28th Avenue and South Delaware Street in San Mateo. Mr. Bolon confirmed that the City of San Mateo had recently approved the new stop to be added.

Vice Chair Fox commented that the planned coordination of Caltrain and buses would provide welcome visibility of SamTrans service. Mr. Bolon said that he had heard that people were surprised that the service existed. Vice Chair Fox said that more outreach is needed to current non-riders of SamTrans.

d) TA Board Item 11 (a) State and Federal Legislative Update and Approval of Legislative Proposals

Amy Linehan, Public Affairs Specialist, briefly summarized highlights of recent federal and state legislation. She talked about the recent Executive Order that had been signed to provide COVID-19 financial relief.

She noted that Governor Gavin Newsom had declared a state of emergency beginning March 4, with subsequent updates.

Ms. Linehan said that she was requesting approval of the Board to support AB 2121 regarding traffic safety monitoring and SB 797 regarding funding for transit-oriented housing and housing infrastructure.

Motion/Second: Hedges/Arietta

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

Absent: Ohtaki

e) TA Board Item 5 (b) Acceptance of Statement of Revenues and Expenditures for February 2020

Motion/Second: Arietta/Kuklin

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

Absent: Ohtaki

f) TA Board Item 5 (c) Acceptance of Measure A Semiannual Program Status Report

Mr. Hurley noted that the report includes both original Measure A and new Measure A programs. He said that the direction of the TA is to draw down the original Measure A funds first when possible/eligible now that Measure W is coming onboard.

Motion/Second: Arietta/Bautista

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

Absent: Ohtaki

g) TA Board Item 5 (a) Approval of Minutes of the Board of Directors Meeting of March 5, 2020

No comments.

6) REPORT OF THE CHAIR

There was no report.

7) REPORT FROM STAFF

Mr. Hurley gave a brief update on the express lanes project. He said the shelter in place order resulted in suspended construction on the project as of March 17. He said that the construction resumed on March 29 since it was deemed an essential activity. He said that the reduced traffic volumes have provided larger work windows for the contractor.

He said that prior to the shutdown, the sound wall had been removed and a new sound wall near Dore Avenue should be completed by July 2020.

8) MEMBER COMMENTS/REQUESTS

Mr. Hedges commented that patience is needed with riders who are new to using public transit, which may be difficult to navigate in the beginning and is often perceived as less convenient than driving. He said that he has offered his services as a travel trainer in the past.

Mr. Londer said that he advocated completing the 2020 Census.

Olma O'Neill announced an online conference: CommuteCcon.com, April 1, 9:00 am to 2:00 pm.

Mr. Reed requested that people be considerate of retail workers who now risk COVID-19 exposure every day.

Chair Arietta thanked Vice Chair Fox for chairing the meeting.

Acting Chair Fox talked about interacting with the larger community and that during the pandemic that people have an opportunity to set a positive example for others.

Ms. Kuklin thanked Mr. Hurley for his comments about the 101 Express Lanes Project.

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

Acting Chair Fox announced that the next meeting would be held on Tuesday, May 5, 2020 at 4:30 pm, with teleconference details to be provided prior to the meeting.

10) ADJOURNMENT

The meeting adjourned at 5:56 pm.