



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://samtrans.zoom.us/j/92830199143> for audio/visual capability or by calling **1-669-900-9128, Webinar ID: 928 3019 9143** 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 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. Use the Raise Hand feature to request to speak. For participants calling in, dial *67 if you do not want your telephone number to appear on the live broadcast. Callers may dial *9 to use the Raise Hand feature for public comment. 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.

September 1, 2020 – Tuesday

4:30 pm

- 1) Call to Order/Pledge of Allegiance
- 2) Roll Call
- 3) Approval of Minutes from August 4, 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, Sandra Lang, 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 September 3, 2020:**

- | | |
|--|---------------|
| a) TA Board Item 10 State and Federal Legislative Update | INFORMATIONAL |
| b) TA Board Item 11 (a) San Mateo County Transit District Shuttle Study Update | INFORMATIONAL |
| c) TA Board Item 11 (b) Alternative Congestion Relief Program Update | INFORMATIONAL |
| d) TA Board Item 12 (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 | MOTION |
| e) TA Board Item 12 (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 | MOTION |
| f) TA Board Item 12 (c) Public Hearing: Adoption of the Fiscal Year 2021 Budget in the Amount of \$212,055,740 | MOTION |
| g) TA Board Item 5 (b) Acceptance of Statement of Revenues and Expenditures for July 2020 | MOTION |
| h) TA Board Item 5 (c) Acceptance of Capital Projects Quarterly Status Report for 4th Quarter Fiscal Year 2020 | MOTION |
| i) TA Board Item 5 (a) Approval of Minutes of the Board of Directors Meeting of August 6, 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, September 29, 2020, 4:30 pm via Zoom Teleconference
- 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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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**

AUGUST 4, 2020

MEMBERS PRESENT: B. Arietta (Chair)*, A. Chen (left at 5:35 pm), K. Chin, J. Fox (Vice Chair)*, S. Green, R. Hedges, N. Hsu, K. Kuklin, S. Lang, J. Londer, P. Ohtaki, O. O'Neill, D. Reed (left at 6:30 pm), M. Rendon
(Via Teleconference)

MEMBERS ABSENT: D. Bautista

STAFF PRESENT: J. Hurley, A. Linehan, P. Skinner, D. Hansel, A. Chan, J. Williams, C. Mobley-Ritter, J. Sangha, 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 4:32 pm and requested that Ken Chin lead the Pledge of Allegiance.

He announced the appointment by the TA Board on July 9 of new CAC member Sandra Lang for a three-year term expiring in 2023. CAC Secretary Jean Brook announced that Board also approved new three-year terms for members Ken Chin, Rich Hedges, Dave Reed, and Mario Rendon.

2) ROLL CALL

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

3) APPROVAL OF MINUTES OF THE TA CAC MEETING OF JULY 7, 2020

Motion/Second: Hedges/Arietta

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

Abstentions: Hsu, Lang

Absent: Bautista

4) PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

None.

5) TRANSPORTATION AUTHORITY BOARD MEETING AGENDA FOR AUGUST 6, 2020

a) TA Board Item 10 (a) San Mateo County US 101 Express Lanes Project Quarterly Update

Leo Scott, Co-Project Manager, Gray-Bowen-Scott, provided the presentation.

Rich Hedges asked about the sound wall scheduled for completion in February 2021. Mr. Scott confirmed that it is Newbridge Avenue to Dakota Avenue.

Vice Chair Fox noted that due to reduced traffic congestion as a result of the pandemic, the project construction has been on schedule.

Karen Kuklin asked if Mr. Scott was seeing a lot of change orders on the project. Mr. Scott said they have only seen change orders for wall fabrication. He said they had not seen labor cost increases due to COVID-19.

b) TA Board Item 10 (b) Measure A Pedestrian and Bicycle Program Update

Jennifer Williams, TA Administrative Analyst, provided the staff report and presentation.

Jeff Londer asked about a September Zoom meeting for potential project applicants. Ms. Williams said there would be a meeting for potential applicants on August 12 and added that Peter Skinner, Director of Grants and Funds Management, would provide more details during his presentation.

Mr. Londer said that Burlingame would adopt the bicycle/pedestrian master plan at some point in the future, before the scoring occurs in October or November. He asked if it were possible to submit another plan prior to adoption of the master plan. April Chan, Chief Officer, Planning, Grants/Transportation Authority, said that Mr. Skinner would address that question during his presentation.

Mr. Hedges noted that the new Burlingame Avenue roundabout had significantly improved the intersection's safety.

c) TA Board Item 10 (c) Pedestrian and Bicycle Program Call for Projects for FY 2021 and 2022

Peter Skinner, Director of Grants and Funds Management, provided the presentation.

An Chen left the meeting at 5:35 pm.

Mr. Londer asked how the project scoring process worked. Mr. Skinner responded that the scoring criteria looked first at projects included in plans adopted by their sponsor agencies. He added that the scoring reflects whether a plan has been adopted or will be adopted in the near future.

Sandra Lang said she would be interested in seeing how the scoring works out.

Vice Chair Fox commented that the scoring metrics tended to favor the larger, more costly projects. He said the review process has improved over the years to address smaller, lower-cost projects with higher value.

Mr. Skinner said there is a limit of three projects per applicant in addition to funding caps.

Vice Chair Fox said that is important to notify community members such as cities about the project deadlines.

Mr. Hedges agreed that the scoring process has improved.

d) TA Board Item 10 (d) State and Federal Legislative Update and Approval of Legislative Proposals

Jessica Epstein, Government and Community Affairs Officer, provided details on recent federal and state legislation, particularly on the economic impacts of COVID-19.

She discussed the Caltrain ballot measure and the resolutions passed by the multiple parties involved. She said they anticipated all the boards would pass clean measures this week.

She reviewed the various tranches of coronavirus relief funding from the CARES (Coronavirus Aid, Relief, and Economic Security) Act. She noted the passage of the HEROES (Health and Economic Recovery Omnibus Emergency Solutions) Act, which has \$16 billion going towards transportation, which is half of what transportation agencies have been seeking.

Vice Chair Fox noted that exempting projects from reviews may have negative consequences. Ms. Epstein said that CEQA (California Environmental Quality Act) can lengthen the project process but also provide benefits. (SB 288)

Joe Hurley, TA Director, said that current legislation prohibits converting a general purpose lane to an HOT (high-occupancy toll) lane.

Mr. Londer asked if the CEQA exemption would be temporary. Ms. Epstein said it was a long-term exemption and would remain until there was a vote to undo it.

Ms. Kuklin asked if the bill referred only to existing lanes. Mr. Hurley said yes, but noted that converting a general purpose lane to an HOT lane is currently prohibited.

Mr. Londer said that this prohibition only applies to California and that there is a different set of laws on the federal level. Ms. Kuklin said that that referred to NEPA (the National Environmental Policy Act), which will not be affected by this legislation.

Olma O'Neill was temporarily disconnected from the teleconference at 5:58 pm.

Motion/Second: Hedges/Ohtaki

Ayes: Arietta, Chin, Green, Hedges, Hsu, Lang, Ohtaki, Rendon

Noes: Fox, Kuklin, Londer, Reed

Absent: Bautista, Chen, O'Neill

e) TA Board Item 11 (a) Establishing the Appropriations Limit for Fiscal Year (FY) 2021

Jeannie Chen, Budgets Manager, provided the staff report.

Motion/Second: Arietta/Hedges

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

Absent: Bautista, Chen, O'Neill

f) TA Board Item 11 (b) Call for a Public Hearing at the September 3, 2020 Meeting on the Preliminary Fiscal Year 2021 Budget

Motion/Second: Reed/Arietta

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

Absent: Bautista, Chen, O'Neill

g) TA Board Item 11 (c) Review of the Preliminary Fiscal Year 2021 Budget

Ms. Chen provided the presentation.

Olma O'Neill reconnected to the teleconference at 6:16 pm.

Mr. Londer asked about the Caltrain percentage. Ms. Chen confirmed that it was 16 percent. He asked what period of time was used for the sales tax data. Ms. Chen said if there was any revision on the sales tax, it would go before the Board in September.

Mr. Reed said the sales tax numbers would not be accurate even through the first quarter, based on his experience as a retail business owner.

Mr. Ohtaki said half a year of decreased sales tax receipts would take longer to recover. He suggested that the TA poll the cities and County and not base their projections solely on the consultant.

Ms. Chan said that the FY 2021 forecast has been adjusted downwards. She said it would likely be necessary to go back to the Board several times. She said they are constantly monitoring how other agencies are doing.

Mr. Hedges asked about the revenue projections for online sales. Ms. Chen responded that it was approximately \$28.7 million for FY 2019. He asked if the one-eighth-cent sales tax, if passed, would benefit Caltrain directly. Mr. Hurley said yes and that there would be no change to the current rules where 16 percent of Measure A funding goes to Caltrain, of which up to 8 percent could be made available for operations. He added that the TA might be able to locate additional money for grade separations.

h) TA Board Item 5 (b) Acceptance of Quarterly Investment Report and Fixed Income Market Review and Outlook for the Period Ending June 30, 2020

Mr. Ohtaki noted that interest rates have markedly decreased. Connie Mobley-Ritter, Director of Treasury, commented that market returns are high on the TA's existing portfolio.

Mr. Hurley asked if this was the first quarter under the TA's new portfolio manager. Ms. Mobley-Ritter said that the new portfolio manager would take over in September.

Motion/Second: Hedges/Arietta

Ayes: Arietta, Chin, Green, Hedges, Hsu, Kuklin, Lang, Ohtaki, O'Neill, Londer, Reed, Rendon

Abstention: Fox

Absent: Bautista, Chen

Dave Reed left the meeting at 6:30 pm.

i) TA Board Item 5 (c) Adoption of Updated San Mateo County Transportation Authority Conflict of Interest Code

Mr. Hurley noted that the TA's Conflict of Interest code was last updated in 2017.

Motion/Second: Kuklin/Londer

Ayes: Arietta, Chin, Fox, Green, Hedges, Hsu, Kuklin, Lang, Ohtaki, O'Neill, Londer, Rendon

Absent: Bautista, Chen, Reed

j) TA Board Item 5 (d) Information on Statement of Revenues and Expenses for the Period Ending June 30, 2020

k) TA Board Item 5 (a) Approval of Minutes of the Board of Directors Meeting of July 9, 2020

There were no comments.

6) REPORT OF THE CHAIR

Chair Arietta noted that Santa Clara Board of Supervisors had approved a clean resolution regarding the one-eighth-cent sales tax being put on the November 3 ballot. She summarized the next steps needed to be taken by the other agencies involved.

7) REPORT FROM STAFF

Mr. Hurley said the 101/Willow Interchange Project had received an award from the California Transportation Foundation award for the Interchange Project of the Year. He said that the state money allocated for the construction had been reprogrammed and more money had been sought to complete the construction.

Mr. Hurley noted that they had hired a consultant for the short-range highway plan and that they would be reaching out to project stakeholders to solicit input on candidate projects. He said that the TA would be keeping the CAC apprised of the project progress.

8) MEMBER COMMENTS/REQUESTS

Mr. Londer welcomed Sandra Lang to the CAC.

Steven Green said that all the transit agencies were able to come to an agreement to put the sales tax measure on the ballot to benefit Caltrain. He encouraged the other Committee members to support the measure.

Vice Chair Fox thanked staff for their support.

Mr. Hedges expressed appreciation for Mr. Skinner's contributions.

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

Vice Chair Fox announced that the next meeting would be held on Tuesday, September 1, 2020 at 4:30 pm, with teleconference or location details to be provided prior to the meeting.

10) ADJOURNMENT

The meeting adjourned at 6:59 pm.