

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

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

JUNE 2, 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, P. Ohtaki, O. O'Neill,
Teleconference) D. Reed (arrived at 4:51 pm), M. Rendon

MEMBERS ABSENT: None

STAFF PRESENT: J. Hurley, A. Linehan, P. Skinner, D. Hansel, A. Chan, 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 Jeff Londer lead 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 MAY 5, 2020

Motion/Second: Hedges/Arietta

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

Absent: Reed

4) PUBLIC COMMENT FOR ITEMS NOT ON THE AGENDA

None.

5) TRANSPORTATION AUTHORITY BOARD MEETING AGENDA FOR JUNE 4, 2020

**a) TA Board Item 10 (a) Public Hearing: Adoption of Interim First Quarter Budget for
Fiscal Year 2021 in the Amount of \$29,764,261**

Derek Hansel, Chief Financial Officer, presented a staff report and provided a presentation.

Naomi Hsu asked Mr. Hansel how projections for sales tax were done for the first quarter of Fiscal Year 2021. Mr. Hansel said that sales are looked at by category, and that they do a roll-up for actual transactions for the County and statewide.

Rich Hedges asked about what impact online sales would have. Mr. Hansel said that they anticipate that sales tax receipts would be up more than in prior periods.

He also asked historically over the second and third quarters the amount that sales tax would be down. Mr. Hansel said that the numbers were quite good for the current fiscal year for the first and second quarters and part of the third quarter. He said the numbers started to go down beginning the second half of March.

Dave Reed arrived at 4:51 pm

Jeff Londer asked about the Measure W funding allocation. Mr. Hansel explained that the half-cent sales tax is allotted to SamTrans with 50 percent of the program being administered by the TA.

Vice Chair Fox asked about federal allocations of grant money to public transit agencies. He asked how grant or CARES (Coronavirus Aid, Relief, and Economic Security) Act funds are handled in planning the budget. Mr. Hansel said that they had already received the first tranche of funding and that a second tranche will be allocated.

Peter Ohtaki asked if expenditures had been adjusted downwards and if the Board had any discretion to make recommendations to Finance regarding the allocations driven by Measures A and W. Mr. Hansel said it is largely formulaic and nondiscretionary. He added that there would be no universal wage increase this year for employees plus other agency-wide cost-cutting measures. Mr. Ohtaki encouraged that any cost-cutting information be shared with the Board.

Mr. Hedges announced that the MTC (Metropolitan Transportation Commission) blue ribbon committee that is overseeing expenditure of the second tranche of federal money had recently met and was scheduled to meet again later in June.

Motion/Second: Arietta/Hedges

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

Absent: None

b) TA Board Item 10 (b) Authorize an Amendment to the Four-party Cooperative Agreement to Provide Toll System Implementation (Construction and Testing) Associated with the San Mateo County 101 Express Lanes Project

Joe Hurley, TA Director, presented a staff report.

Mr. Londer asked about the civil work completion date. Mr. Hurley said that the southern civil work is for the most part completed and the northern phase is slated for completion in Summer 2022. Mr. Londer asked if the toll system work would affect traffic. Mr. Hurley responded that both the civil contractor and the toll system contractor could be in the same workspace at the same time, thus reducing the impact on traffic.

Motion/Second: Hedges/Kuklin

Ayes: Arietta, Bautista, Chen, Chin, Fox, Green, Hedges, Hsu, Kuklin, Ohtaki, O'Neill, Londer, Reed, Rendon
Absent: None

c) TA Board Item 10 (c) Award of Contract for Investment Management and Custody Services

Concepcion Gayotin, Manager of Procurement, presented a staff report.

Mr. Ohtaki asked how the TA would work with the new advisor firm regarding approach to changes in the portfolio. Mr. Hansel said they would work with Public Trust if there would be any significant changes to the portfolio.

Vice Chair Fox asked what the competitive process was to evaluate the financial advisor firms. Ms. Gayotin provided an overview of the proposal and bidding process.

Chair Arietta asked about the "safekeeping service" referred to in the subject line of the staff report. Ms. Gayotin clarified that there were two separate contracts being approved.

Motion/Second: Arietta/Hedges

Ayes: Arietta, Bautista, Chen, Chin, Fox, Green, Hedges, Hsu, Kuklin, Ohtaki, O'Neill, Londer, Reed, Rendon
Absent: None

d) TA Board Item 10 (d) Approval and Ratification of the Fiscal Year 2021 Transportation Authority Insurance Program

Mr. Hansel presented a staff report.

Chair Arietta asked about the reason for not renewing the current contract. Mr. Hansel said that many insurance carriers are now exiting the market and it is not due to any problem with claims.

Mr. Londer asked if the CAC were covered under the policy. Mr. Hansel said he did not think so. Marshall Rush, Insurance and Claims Administrator, said he would double-check if the policy applied to the CAC. Mr. Hurley said that since the CAC is solely an advisory committee, they do not need coverage. Mr. Hansel said they would verify this and get back to him at the next CAC meeting.

Motion/Second: Arietta/Londer

Ayes: Arietta, Bautista, Chen, Chin, Fox, Green, Hedges, Hsu, Kuklin, Ohtaki, O'Neill, Londer, Reed, Rendon
Absent: None

e) TA Board Item 10 (e) Program and Allocate Funds for the Safe Routes to School Program

Jennifer Williams, Administrative Analyst, Planning, Grants/Transportation Authority, presented a staff report.

Theresa Vallez-Kelly, Coordinator, Safe Routes to School, San Mateo County Office of Education, provided a presentation.

Mr. Ohtaki asked if cities are eligible for the grant in addition to school districts. Peter Skinner, Director of Grants and Funds Management, said that projects that occur on city property would be eligible under the bike and pedestrian program call for projects. He added that idea behind the Safe Routes to School program is to fund projects that are either on or directly adjacent to school property.

Mr. Ohtaki asked that the TA funding logo be added to materials to indicate that money is coming from Measure W; Ms. Vallez-Kelly said they could include that.

An Chen said the grant was very helpful but expressed concern that schools will not have time to apply for the grants before school starts due to pandemic-related planning for the coming school year. She requested that the application period be extended. Ms. Vallez-Kelly said she would consult with TA and C/CAG (City/County Association of Governments of San Mateo County) to possibly extend the deadline until the end of June.

Mario Rendon commended the program as benefitting the entire community.

Ken Chin noted that since the beginning of shelter-in-place, more children are outside and walking, and that crosswalk lights have automatic pedestrian cycles in operation.

Vice Chair Fox said that the project was important for the entire community and should not be viewed as a standalone project solely for schools.

Motion/Second: Ohtaki/Reed

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

Absent: None

f) TA Board Item 10 (f) Presentation from PFM Asset Management LLC on Market Outlook and Expected Investment Portfolio Changes as a Result of COVID-19

Jayden Sangha, Treasury Manager, introduced Monique Spyke, Managing Director, PFM Asset Management LLC, who provided a presentation.

Mr. Ohtaki had questions about the 4 percent of the portfolio that is in the triple-B-plus category. Ms. Spyke said they expect more downgrades in the coming months due to COVID-19. She said they did not have any concerns about the triple-Bs in the portfolio.

g) TA Board Item 11 (a) State and Federal Legislative Update

Amy Linehan, Public Affairs Specialist, provided details on recent federal and state legislation, particularly on economic impacts due to COVID-19.

Mr. Hedges asked if the TA was taking a position on a bill on housing for nonprofit establishments. Ms. Linehan said she would look into it and get back to the CAC.

h) TA Board Item 5 (b) Acceptance of Statement of Revenues and Expenditures for April 2020

Motion/Second: Arietta/Ohtaki

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

Absent: None

i) TA Board Item 5 (c) Acceptance of Capital Projects Quarterly Status Report 3rd Quarter FY 2020

Mr. Londer asked about the Peninsula Avenue project. Mr. Hurley summarized the outcome of several public meetings regarding the project. He said that the City of San Mateo would collect and make public the available project data. He said that the current status is that there is not sufficient money in the budget to continue. He said this would go before the TA Board in July once they have new data to share.

Vice Chair Fox asked about the Holly Street Interchange. Mr. Hurley said that the City of San Carlos did not have sufficient funds, so has explored cost-cutting measures and additional funding opportunities. Vice Chair Fox said the project is delayed for a year while value engineering to reduce costs is explored. Mr. Hurley said that since some funding was lost, the funding gap grew larger.

Mr. Ohtaki asked why the Menlo Park/Ravenswood Interchange project was not included in the report. Ms. Williams said they are waiting for them to come in with the pre-engineering phase and projected that they may come in for additional funding by the end of the year. Mr. Ohtaki asked if this jeopardizes their ability to apply for funding for future projects, and Ms. Williams said that it did not.

Motion/Second: Ohtaki/Arietta

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

Absent: None

j) TA Board Item 5 (a) Approval of Minutes of the Board of Directors Meeting of May 7, 2020

There were no comments.

6) REPORT OF THE CHAIR

Chair Arietta said that she had no report.

7) REPORT FROM STAFF

Mr. Hurley noted that he had gotten responses regarding a question about the shuttles, which were forwarded to the CAC. He said that in light of the recent protests, nighttime work on the 101 Express Lanes project has been suspended because the the CHP (California Highway Patrol) has been redeployed to other areas. He said that the suspension would be in place throughout the end of the week and then be reassessed.

8) MEMBER COMMENTS/REQUESTS

Chair Arietta quoted Thomas Payne with the sentiment "These are the times that try men's souls." Vice Chair Fox concurred.

Mr. Hedges announced that lifeline money for transportation that comes into MTC has been greatly reduced from around \$25 million to approximately \$7 million. He said some of the money goes towards Redi-Wheels equipment.

Vice Chair Fox thanked the members and staff for their patience.

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

Vice Chair Fox announced that the next meeting would be held on Tuesday, July 7, 2020 at 4:30 pm, with teleconference or location details to be provided prior to the meeting.

10) ADJOURNMENT

The meeting adjourned at 6:40 pm.